

AGENDA  
BOARD OF CITY COMMISSIONERS  
MAY 18, 2026 AT 6:00 PM  
COMMISSION CHAMBERS AT CITY HALL  
16 WEST 9TH STREET  
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Introduction of Shawnee 2026 student/teacher delegation for the Sister Cities exchange trip to Nikaho, Japan.

Adults

Connie Walker (Chairman)

Craig Walker

Sandra Bradley (Teacher)

Students

Paisley Cloutier

Allen Gardner

Georgia Hatch

Brooks McMains

Grace Nealy

Lily States

Russell Tampus

Jordan Tkachenko

Nelvin Trimble

Otavio Volpe

2. Citizens Participation (A three-minute limit per person)  
(A twelve-minute limit per topic)

Citizens may provide comment relevant to City business. Per Oklahoma State Statute 25 O.S. § 311(B)(1), the City Commission may only consider, deliberate, or render decisions on those items of City business that were included in the agenda. For other citizen comments, the City Commission may refer the matter to the City Manager for administrative consideration, or to schedule the matter for Commission consideration at a later date.

3. Consider approval of Consent Agenda:

a. Minutes from the April 20, 2026, regular meeting.

b. Acknowledge the following minutes and reports:

- Shawnee Beautification, Parks, and Recreation Committee Minutes from the January 15, 2026, regular meeting.
- Shawnee Senior Citizens Advisory Board Minutes from the February 10, 2026, regular meeting.
- License Payment Report for April 2026.
- Project Payment Report for April 2026.

c. Mayor Appointments:

• Shawnee Planning Commission

John "Jack" Barrett	2nd Full Term	Expires: June 1, 2029
<i>Reappointment</i>		

Amanda Johnson	2nd Full Term	Expires: June 1, 2029
<i>Reappointment</i>		

Monty Porter	2nd Full Term	Expires: June 1, 2029
<i>Reappointment</i>		

Steve Reese	2nd Full Term	Expires: June 1, 2029
<i>Reappointment</i>		

d. Budget amendments for Fiscal Year 2025 – 2026:

- Fund 001 — General Fund — To appropriate monies received for Community Development Block Grant for reimbursement for allocated administration fees and projects to transfer to various departments for

expenditures in FY26.

- Fund 301 — Capital Improvement Fund — To make correction from Fund 303 to Fund 301.
- Fund 304 — American Rescue Plan Fund — To appropriate monies received from American Rescue Plan for a reimbursement for Hayes Street Waterline & Alice, Fay, Edwards and Pesotum Street Waterline to transfer to Capital Outlay - Buildings & Improvements for expenditures in FY26.

e. Renewal of the following agreements for Fiscal Year 2026-2027:

- Agreement with Project H.E.A.R.T., Inc. to provide meals to elderly persons.
- Agreement with South Central Industries, Inc. for Right-of-Way Maintenance Services.

f. Acknowledge the request of an Inter-Governmental Agreement with the City of Oklahoma City for Regional Household Hazardous Waste Collection and Management Service.

4. Presentation of the Pet of the Month by Animal Control.
5. Consider and take action with respect to a resolution of the City of Shawnee, Oklahoma (the “City”) approving the incurrence of indebtedness by the Oklahoma Baptist University Authority (the “Authority”) issuing its note or notes, or other forms of indebtedness, in one or more series, subseries or issuances (collectively, the “Note”); providing that the organizational document creating the authority is subject to the provisions of the Note indenture, authorizing the issuance of said Note; waiving competitive bidding with respect to the sale of said Note and approving the proceedings of the Authority pertaining to the sale of said Note; and containing other provisions relating thereto.
6. Public hearing for the City of Shawnee Proposed Five-Year Capital Improvement Plan for Fiscal Years 2027-2031.  
(A three-minute limit per person)
7. Public hearing for the City of Shawnee Proposed Budget for Fiscal Year 2026-2027.

(A three-minute limit per person)

8. Consideration of renewal of a Contract for Economic Development Services Between the City of Shawnee, Pottawatomie County, and Shawnee Forward Inc.
9. Consideration to revoke the Cabin Site Lake Lot Lease (Lease No. 5176) for the tract situated at 16816 Magnino Road.
10. Consideration to revoke the Cabin Site Lake Lot Lease (Lease No. 009801) for the tract situated at 15001 Colson Lane.
11. Consideration to revoke the Cabin Site Lake Lot Lease (Lease No. 033926) for the tract situated at 32005 Hornbeck Road.
12. Acknowledge Monthly Sales Tax Report.
13. Administrative Report(s):
  - a. Updates on Collaboration between Downtown Entrepreneurs and the Department of Tourism/Visit Shawnee - Stacy Cramer Moore, Director of Tourism
14. New Business (Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda.)
15. Commissioners Comments
16. Ratification of action taken by the Board of Trustees of the Shawnee Airport Authority on Agenda Item No. 4 authorizing the sale of certain Shawnee Airport Authority real property to the Troy and Dollie Smith Shawnee Family YMCA contingent upon Federal Aviation Administration (FAA) approval.
17. Consider an executive session in accordance with 25 O.S. §307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.
18. Consider matters discussed in executive session in accordance with 25

O.S. §307(B)(4) to discuss confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest.

19. Adjournment

Respectfully submitted,



Lisa Lasyone, MMC, City Clerk

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting, and necessary accommodations will be made. (ADA 28 CFR 36)

# DRAFT

## BOARD OF CITY COMMISSIONERS PROCEEDINGS

APRIL 20, 2026 AT 6:00 PM

The Board of City Commissioners of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on Monday, April 20, 2026, at 6:00 PM, pursuant to notice duly posted as prescribed by law on Thursday, April 16, 2026, at 4:43 PM. Mayor Stephens presided and called the meeting to order. Upon roll call, the following members were in attendance.

Eric Stephens

Mayor

Daniel Matthews

Commissioner Ward 1 - Vice Mayor

Greta Shuler

Commissioner Ward 2

Chris Odneal

Commissioner Ward 3

Absent

Commissioner Ward 4

Mark Sehorn

Commissioner Ward 5

Lauren Richter

Commissioner Ward 6

ABSENT: Ashley Fichtner

CALL TO ORDER

DECLARATION OF A QUORUM

INVOCATION

FLAG SALUTE

1. Recognition of Pleasant Grove Girls Basketball State Championship Win.

Mayor Stephens presented Certificates of Recognition to the Pleasant Grove Girls Basketball Team for the State Championship Win.

2. Citizens Participation (A three-minute limit per person)  
(A twelve-minute limit per topic)

Citizens may provide comment relevant to City business. Per Oklahoma State Statute 25 O.S. § 311(B)(1), the City Commission may only consider, deliberate, or render decisions on those items of City business that were included in the agenda. For other citizen comments, the City Commission may refer the matter to the City Manager for administrative consideration, or to schedule the matter for Commission consideration at a later date.

Ms. Crystal Romanysyn, Ms. Cyndi Berger, Mr. Glenn Peck, Ms. Kim Landholt, and Mr. Joey Ward spoke during Citizens Participation.

3. Consider approval of Consent Agenda:

- a. Minutes from the March 16, 2026, regular meeting.
  
- b. Acknowledge the following minutes and reports:
  - License Payment Report for March 2026.
  
  - Project Payment Report for March 2026.
  
- c. Budget amendments for Fiscal Year 2025 – 2026:
  - Fund 190 — Community Development Block Grant — To make correction from Fund 001 to Fund 190.
  
  - Fund 301 — Capital Outlay — To appropriate monies received from Allen Fire Department for the sale of surplus property to transfer to Capital Outlay—Equipment for the Fire Department Expenditures in FY26.
  
  - Fund 301 — Capital Improvement Fund — To appropriate monies received from OMAG for Shawnee Municipal Authority for a vehicle that was totaled to transfer to Capital Outlay - Equipment for the Distribution & Collection Department for expenditures in FY26.
  
  - Fund 301 — Capital Improvement Fund — To make correction from Fund 303 to Fund 301.

- Fund 603 — Insurance Recovery — To appropriate monies received from OMAG for Kidspace Park to transfer to Capital Outlay—Buildings & Improvements for the Parks Department expenditures in FY26.
- Fund 603 — Insurance Recovery — To appropriate monies received from OMAG for the Airport fence to transfer to Capital Outlay - Buildings & Improvements for the Airport expenditures in FY26.

d. Lake Lease Transfer:

- Eckel Tract Lot 4  
15400 Eckel Road  
From: Bobby & Jenelle Cox  
To: Bobby Steven Cox & Wesley Glen Cox

e. Mayor Appointments:

- Shawnee Urban Renewal Authority  
Raymond Burrell            1st Full Term            Expires: February 2, 2029  
*Reappointment*
- Robert D Hoover, Jr.      1st Full Term            Expires: February 2, 2029  
*Reappointment*

f. Approve grant application process for the Edward Byrnes Memorial Grant for the Shawnee Police Department, to be shared with the Pottawatomie County Sheriff's Office.

g. Acknowledgment of Change Order No. 1 for SW Loop Water Main Project.

- h. Acknowledgment of Change Order No.2 Alice, Fay, Edwards, and Pesotum Waterline Improvements.
  
- i. Approval of a Task Order in accordance with the agreement between the City of Shawnee and Cowen Group Engineering, LLC for Sanitary Sewer Pipe Bursting.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Richter, to approve Consent Agenda Item Nos. 3(a-i). Motion carried 6-0-0.

AYE: Matthews, Richter, Shuler, Odneal, Stephens, Sehorn

NAY: None

ABSTAIN: None

4. Presentation of the Pet of the Month by Animal Control.

Animal Control Officer Fackler introduced Bambi, an approximately 4-month-old hound mix.

5. Presentation of Fiscal Year 2026-2027 Proposed Budget.

Finance Director Kimberly Hoover gave a staff report on the Fiscal Year 2026-2027 Proposed Budget.

6. Consideration of a resolution of the City of Shawnee adopting, authorizing, and approving the use of the Municipal Code Lien Enforcement Act of 2025.

City Attorney Joe Vorndran explained in order for the City of Shawnee to utilize the Municipal Code Lien Enforcement Act of 2025, we must "opt in" by resolution.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Sehorn, to approve a resolution of the City of Shawnee adopting, authorizing, and approving the use of the Municipal Code Lien Enforcement Act of 2025.

Resolution No. 6789 was introduced.

A RESOLUTION OF THE CITY OF SHAWNEE ADOPTING, AUTHORIZING, AND APPROVING THE USE OF THE MUNICIPAL CODE LIEN

ENFORCEMENT ACT OF 2025.

Motion carried 6-0-0.

AYE: Matthews, Sehorn, Richter, Shuler, Odneal, Stephens

NAY: None

ABSTAIN: None

7. Consideration of a resolution of the City of Shawnee to approve participation in settlements with associated Pharmacies, Inc., Jm Smith Corporation, Louisiana Wholesale Drug Company, Morris And Dickson Co., North Carolina Mutual Wholesale Drug Company, Inc. and United Natural Foods, Inc. and authorizing the Mayor or City Manager to execute the Remnant Defendants' Combined Subdivision Participation and Release form contained in the Remnant Defendants' Settlement Agreement as Exhibit G and to take all actions required to effect the settlements.

City Attorney Joe Vorndran provided a staff report explaining participation in the settlements.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Richter, to approve a resolution of the City of Shawnee to approve participation in settlements with associated Pharmacies, Inc., Jm Smith Corporation, Louisiana Wholesale Drug Company, Morris And Dickson Co., North Carolina Mutual Wholesale Drug Company, Inc. and United Natural Foods, Inc. and authorizing the Mayor or City Manager to execute the Remnant Defendants' Combined Subdivision Participation and Release form contained in the Remnant Defendants' Settlement Agreement as Exhibit G and to take all actions required to effect the settlements.

Resolution No. 6790 was introduced.

A RESOLUTION OF THE CITY OF SHAWNEE TO APPROVE PARTICIPATION IN SETTLEMENTS WITH ASSOCIATED PHARMACIES, INC., JM SMITH CORPORATION, LOUISIANA WHOLESALE DRUG COMPANY, MORRIS AND DICKSON CO., NORTH CAROLINA MUTUAL WHOLESALE DRUG COMPANY, INC. AND UNITED NATURAL FOODS, INC. AND AUTHORIZING THE MAYOR OR CITY MANAGER TO EXECUTE THE REMNANT DEFENDANTS' COMBINED SUBDIVISION PARTICIPATION AND RELEASE FORM CONTAINED IN THE REMNANT DEFENDANTS' SETTLEMENT AGREEMENT AS EXHIBIT G AND TO

TAKE ALL ACTIONS REQUIRED TO EFFECT THE SETTLEMENTS.

Motion carried 6-0-0.

AYE: Matthews, Richter, Shuler, Odneal, Stephens, Sehorn

NAY: None

ABSTAIN: None

8. Consideration of an ordinance amending Article VI of Chapter 20, providing certain prohibitions against certain public conduct contrary to public health and safety, which shall be added to Chapter 20 [Offenses and Miscellaneous Provisions] of the City Code; and also providing for severability, codification, and repeater.

City Attorney Joe Vorndran explained the proposed ordinance would conform with recent United States Supreme Court decisions and provide clarity for residents, visitors, and law enforcement.

A motion was made by Commissioner Odneal, seconded by Commissioner Richter, to defer the item to the July 20, 2026, City Commission meeting. Motion carried 4-2-0.

AYE: Odneal, Richter, Shuler, Stephens

NAY: Matthews, Sehorn

ABSTAIN: None

9. Consideration of an emergency clause as it relates to Agenda Item No. 8 for the protection of the public's health, safety, and welfare, an emergency is declared to exist per Oklahoma State Statute Title 11, Article XIV, Section 14-103.

No action was taken.

10. Consideration of Substantial Amendment One to the Community Development Block Grant (CDBG) 2020-2024 Consolidated Plan, Amendment One to 2021-Second Year Action Plan, Amendment One to 2022 - Third Year Action Plan, Amendment One to 2023 - Fourth Year Action Plan, Amendment One to 2024 - Fifth Year Action Plan, Substantial Amendment One to the Community Development Block Grant (CDBG) 2025-2029 Consolidated Plan, and Amendment One to 2025 - First Year Action Plan, and draft of the Annual Action Plan 2026 - Second Year Action Plan.

Community Development Director Petya Stefanoff, introduced Kalyn Lindsey,

Community Development Block Grant (CDBG) Manager. Kalyn provided a staff report explaining the proposed amendments.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Odneal, to approve Substantial Amendment One to the Community Development Block Grant (CDBG) 2020-2024 Consolidated Plan, Amendment One to 2021 - Second Year Action Plan, Amendment One to 2022 - Third Year Action Plan, Amendment One to 2023 - Fourth Year Action Plan, Amendment One to 2024 - Fifth Year Action Plan, Substantial Amendment One to the Community Development Block Grant (CDBG) 2025-2029 Consolidated Plan, and Amendment One to 2025 - First Year Action Plan, and draft of the Annual Action Plan 2026 - Second Year Action Plan. Motion carried 6-0-0.

AYE: Matthews, Odneal, Stephens, Sehorn, Richter, Shuler

NAY: None

ABSTAIN: None

#### 11. Acknowledge Monthly Sales Tax Report.

Finance Director Kimberly Hoover reported sales tax collections are up Two Hundred Thirty-Nine Thousand Nine Hundred Eight Dollars (\$239,908.00) or Point Nine Three Percent (0.93%), above the projected budget year-to-date. She stated that use tax collections are down approximately Ninety-One Thousand Three Hundred Ninety-Five Dollars (\$91,395.00) or Two Point Two Four Percent (2.24%), below the projected budget year-to-date.

#### 12. New Business (Any matter not known or which could not have been reasonably foreseen prior to the posting of the agenda.)

There was no new business.

#### 13. Commissioners Comments

Commissioner Richter commented on the proposed fiscal year budget and sales tax.

Commissioner Sehorn congratulated the Girls Basketball Teams for the recent Championship wins, sales tax, and the proposed budget.

Mayor Stephens commented on sales tax and the anniversaries of the April 19th Murrah Bombing and the 2023 Shawnee Tornado.

Commissioner Odneal commented on the Oklahoma City Memorial Marathon and the Girls Basketball Team Championships.

Commissioner Shuler commented on the anniversaries of the April 19th Murrah

Bombing and the 2023 Shawnee Tornado. She also commented on the 250th anniversary of the upcoming United States of America.

Vice Mayor Matthews commented on the April 19th Murrah Bombing, the proposed budget, and thanked staff. He congratulated the Girls Basket Ball Team and the Oklahoma Baptist University (OBU) Mens Basketball Team for their accomplishments.

RECESS CITY COMMISSION MEETING BY THE POWER OF THE CHAIR TO CONVENE SHAWNEE AIRPORT AUTHORITY AND SHAWNEE MUNICIPAL AUTHORITY (6:49 P.M.)

COMMISSIONER FICHTNER ARRIVED AT 6:58 P.M.

RECONVENE CITY COMMISSION MEETING BY THE POWER OF THE CHAIR (7:07 P.M.)

14. Consider and take action with respect to a resolution of the Board of Commissioners of the City of Shawnee, Oklahoma (the “City”) approving action taken by the Shawnee Municipal Authority (the “Authority”) authorizing issuance, sale and delivery of its Clean Water SRF Promissory Note to the Oklahoma Water Resources Board; ratifying and confirming a Lease Agreement and Operation and Maintenance Contract, as amended, whereby the City leased its water and sanitary sewer systems to the authority; ratifying and confirming a Sales Tax Agreement; and containing other provisions related thereto.

City Attorney Joe Vorndran provided a staff report explaining this Item is a companion Item to Shawnee Municipal Authority Agenda Item No. 2.

A motion was made by Commissioner Odneal, seconded by Commissioner Fichtner, to approve a resolution of the Board of Commissioners of the City of Shawnee, Oklahoma (the “City”) approving action taken by the Shawnee Municipal Authority (the “Authority”) authorizing issuance, sale and delivery of its Clean Water SRF Promissory Note to the Oklahoma Water Resources Board; ratifying and confirming a Lease Agreement and Operation and Maintenance Contract, as amended, whereby the City leased its water and sanitary sewer systems to the authority; ratifying and confirming a Sales Tax Agreement; and containing other provisions related thereto. Motion carried 6-0-1.

AYE: Odneal, Fichtner, Sehorn, Richter, Shuler, Stephens

NAY: None

ABSTAIN: Matthews

15. Consideration to enter into an executive session for discussion in accordance with 25 O.S. §307B(4), confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest relating to the Santa Fe Depot.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Richter, to approve entering into an executive session for discussion in accordance with 25 O.S. §307B(4), confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest relating to the Santa Fe Depot.  
Motion Carried 7-0-0.

AYE: Matthews, Richter, Shuler, Odneal, Stephens, Fichtner, Sehorn

NAY: None

ABSTAIN: None

COMMISSION ENTERED INTO EXECUTIVE SESSION AT 7:13 P.M. WITH ALL MEMBERS PRESENT.

COMMISSION EXITED EXECUTIVE SESSION AT 8:17 P.M. WILL ALL MEMBERS PRESENT

16. Consideration of matters discussed in executive session for discussion in accordance with 25 O.S. §307B(4), confidential communications between a public body and its attorney concerning a pending investigation, claim, or action if the public body, with the advice of its attorney, determines that disclosure will seriously impair the ability of the public body to process the claim or conduct a pending investigation, litigation, or proceeding in the public interest relating to the Santa Fe Depot.

A motion was made by Vice Mayor Matthews, seconded by Commissioner Richter, to authorize the City Attorney and the City Manager to continue with ongoing negotiations with the Pottawatomie County Historical Society (PCHS)

regarding a lease with a deadline of July 1, 2026, for resolution. Motion carried 7-0-0.

AYE: Matthews, Richter, Shuler, Odneal, Stephens, Fichtner, Sehorn

NAY: None

ABSTAIN: None

#### 17. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (8:19 p.m.)

---

ERIC STEPHENS, MAYOR

ATTEST:

---

KACIE ECK, CMC  
SENIOR DEPUTY CITY CLERK

**SHAWNEE BEAUTIFICATION, PARKS, AND RECREATION COMMITTEE  
PROCEEDINGS**

JANUARY 15, 2026 AT 4:00 PM

The Shawnee Beautification, Parks, and Recreation Committee of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on January 15, 2026 at 4:00 P.M. pursuant to notice duly posted as prescribed by law at 9:42 A.M. on January 14, 2026. Vice Chairperson Lankford presided and called the meeting to order. Upon roll call, the following members were in attendance.

Vacant  
Chairperson

Sherry Lankford  
Vice Chairperson

Raymond Lutomski Jr.  
Committee Member

Absent  
Committee Member

Sue Nelson  
Committee Member

Chris Johnston  
Committee Member

Absent  
Commissioner/Committee Member

ABSENT: Lauren Richter and Joseph Szczepanski

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the November 20, 2025 regular meeting.

A motion to approve the November 20, 2025 minutes was made by Mr. Lutomski. A 2nd was made by Sue Nelson. Motion carried 4-0.

Aye: Sherry Lankford, Sue Nelson, Chris Johnston, and Raymond Lutomski  
Nay: None

2. Recognition of Gordon Cooper American Spirit Team for volunteer work on cemetery mapping.

Parks Supervisor Cord Bender presented the group with a certificate of appreciation for their work at Fairview Cemetery.

3. Staff Reports

1. Parks crew renovated Isaac Walton Park.
2. Staff served a Thanksgiving meal to 106 seniors.

3. Seasonal positions are now open, with 60 positions at Splash and five positions in the Parks Department. A hiring day event will be held on March 28, 2026, at 9:00 a.m. in the Recreation Center.

4. Carols and Cocoa and the Christmas Parade were both well attended.

4. Consideration of next steps of Artwork Project.

Mr. Johnston will meet with Jeremy Frye, Gordon Cooper Director of Trade, to discuss project details and potential collaboration. Kerri Foster will contact ODOT regarding required regulations. This item will be on the February agenda to have further discussions.

5. Consideration of Winter Workshop.

A Winter Workshop will be held on Tuesday March 3, 2026.

6. Citizens Participation (A three-minute limit per person)  
(A twelve-minute limit per topic)

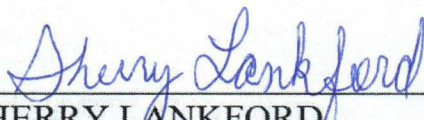
There was no citizen participation at this meeting.

7. Committee Comments

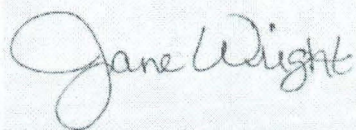
Mr. Lutomski commented on the Carols and Cocoa event.

8. Adjournment

Meeting was adjourned at 5:08 P.M.

  
\_\_\_\_\_  
SHERRY LANKFORD  
VICE CHAIRPERSON

ATTEST:



\_\_\_\_\_  
JANE WRIGHT  
SECRETARY

**SHAWNEE SENIOR CITIZENS ADVISORY BOARD PROCEEDINGS**

**FEBRUARY 10, 2026 AT 9:30 AM**

The Shawnee Senior Citizens Advisory Board of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Senior Recreation Center, 401 North Bell Avenue, Shawnee, Oklahoma on February 10, 2026 at 9:30 A.M., pursuant to notice duly posted as prescribed by law at 9:51 A.M. on February 6, 2026. Chairperson Fogerty presided and called the meeting to order. Upon roll call, the following members were in attendance.

Barry Fogerty

Chairperson

Absent

Vice Chairperson

Joe Ward

Board Member

Absent

Board Member

Joseph Walker

Board Member

Gary Dowdy

Board Member

ABSENT: Albert Rice, Sally Murphy, Pamela Pensoneau, and Pete Carrels

CALL TO ORDER

DECLARATION OF QUORUM

1. Welcome and Introduction of Newly Appointed Board Member Joe Ward.

Mr. Ward was sworn in before the meeting to ensure enough members were present for a quorum. He introduced himself to the board and gave some information on his background.

2. Consideration of approval of the Minutes from the November 18, 2025 regular meeting.

A motion to approve the November 18, 2025 minutes was made by Gary Dowdy. A 2nd was made by Mark Sehorn. Motion carried 5-0.

Aye: Barry Fogerty, Mark Sehorn, Gary Dowdy, Joseph Walker, and Joe Ward.

Nay: None

Abstain: Norma Neely

Absent

Board Member

Norma Neely

Board Member

Absent

Board Member

Mark Sehorn

Commissioner/ Board Member

3. Staff Reports

1. Update on attendance of activities for the month of January.
2. Staff in service meeting discussing emergency action plan and incident reporting.
3. Update on upcoming events.

4. Consideration of purchase of a new ice machine using Pottawatomie County Senior Tax Funding.

The board was presented with 3 options for the purchase of a new ice machine using Pottawatomie County Senior Tax Funding and voted to purchase the Hoshizaki brand. A motion to approve the purchase was made by Norma Neely.

A 2nd was made by Joe Ward. Motion carried 6-0.

Aye: Barry Fogerty, Norma Neely, Mark Sehorn, Gary Dowdy, Joseph Walker, and Joe Ward.

Nay: None

5. Update from Volunteer Subcommittee

Meetings are taking place to get pictures and background information of volunteers for the display case. The subcommittee could possibly need another board member to volunteer to work with them.

6. Citizens Participation (A three-minute limit per person)  
(A twelve-minute limit per topic)

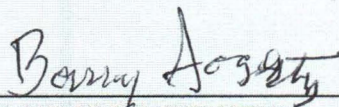
We had no citizens participation at this meeting.

7. Board Comments

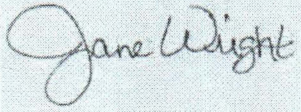
Ms. Neely encouraged board members to attend Recreation Center senior activities. Mr. Fogerty thanked the staff for all they do.

8. Adjournment

Meeting was adjourned at 10:07 a.m.

  
\_\_\_\_\_  
BARRY FOGERTY  
CHAIRPERSON

ATTEST:

A handwritten signature in cursive script that reads "Jane Wright". The signature is written in black ink on a light-colored, slightly textured background.

---

JANE WRIGHT  
SECRETARY

# Entity Payment Report

4/1/2026 - 4/30/2026

Payment Date	Name	Payment Type	Receipt #	Payment Amount
4/30/2026	TOP TIER	IBX CC	5190	100.00
4/30/2026	THOMAS PINTO	Check	5189	25.00
4/29/2026	BOOST SUBSCRIBER CD dba GENMOBILE	IBX CC	5188	50.00
4/29/2026	DANIEL HADERER	Check	5187	824.00
4/29/2026	need septic receipt - DANIEL HADERER	Check	5186	824.00
4/29/2026	DANIEL HADERER	Check	5185	824.00
4/29/2026	BLAZON DISPENSARY	Cash	5184	15.00
4/29/2026	NEED INSPECTION - SOUTHWEST ORTHOPAEDIC SPECIALIST	IBX CC	5183	50.00
4/28/2026	BOB'S ELECTRIC	Check	5182	75.00
4/28/2026	LOWES #0005	Check	5180	15.00
4/28/2026	PATRIOT CONSTRUCTION SERVICES	IBX CC	5179	100.00
4/27/2026	PASCHAL HOME SERVICES	IBX CC	5178	100.00
4/27/2026	CROWN WIRELESS CORP	Check	5177	15.00
4/27/2026	BENS ELECTRIC LLC	Check	5176	100.00
4/24/2026	KATHRYN E BROWN	Check	5175	15.00

4/24/2026	WINTCO INC	Check	5174	15.00
4/24/2026	CARLA N HARRIS	Check	5173	15.00
4/24/2026	RUBY F SAULSBERRY	Check	5172	15.00
4/24/2026	BETTIE FRAZIER	Cash	5171	15.00
4/24/2026	MOORE WATER & AIR TREATMENT	IBX CC	5170	75.00
4/23/2026	PINNACLE HOME SERVICES dba MISTER SPARKY	IBX CC	5169	75.00
4/23/2026	WATKINS HEATING & AIR	Check	5168	75.00
4/23/2026	AFFORDABLE LEAK DETECTION dba CASTILLO AND SON	Check	5167	75.00
4/23/2026	CORNERSTONE WIRING & ELECTRICAL SERVICES	IBX CC	5166	100.00
4/22/2026	CHARLES D & LYSA WALKINGSTICK	Check	5165	15.00
4/22/2026	METRO HVAC	Check	5164	75.00
4/21/2026	PASCHAL HOME SERVICES	IBX CC	5163	100.00
4/21/2026	AMERICAN AIR CONDITIONING AND HEATING	IBX CC	5162	75.00
4/21/2026	AMERICAN AIR CONDITIONING AND HEATING	IBX CC	5161	75.00

4/21/2026	MCDONALDS #10857	Check	5160	15.00
4/20/2026	CHAMPION PLUMBING	IBX CC	5159	75.00
4/20/2026	ALL BOLT ELECTRIC	IBX CC	5158	75.00
4/20/2026	\$ - MICHAEL TURK	Check	5157	824.00
4/20/2026	\$ - PRESTON HUCKS	Check	5156	15.00
4/20/2026	TRINITY CLIMATE CONTROL	Check	5155	75.00
4/17/2026	AIR COMFORT SOLUTIONS OKC LLC dba HITECH PLUMBING, LEAK DETECT, DRAINS	IBX CC	5154	100.00
4/16/2026	FUSION SIGN AND DESIGN	IBX CC	5153	75.00
4/16/2026	BOBBY & JENELLE COX	Check	5152	808.00
4/16/2026	BOBBY STEVEN COX & WESLEY GLEN COX	Check	5150	1,149.00
4/16/2026	AIR COMFORT SOLUTIONS OKC LLC dba HITECH PLUMBING, LEAK DETECT, DRAINS	IBX CC	5149	75.00
4/16/2026	\$ - KENTAWNA BICKNELL	IBX CC	5148	15.00
4/15/2026	FRATLIS INC dba FRATELIS	Check	5147	900.00
4/15/2026	JIMMY B QUICK PLUMBING	IBX CC	5146	75.00

4/15/2026	RON & MINDEE DUFFELL	Check	5145	824.00
4/15/2026	BAKER BROTHER ELECTRIC, INC	IBX CC	5144	75.00
4/15/2026	MICHAEL & REBEKAH WAHKINNEY	Check	5143	824.00
4/14/2026	RIBBITS PLUMBING LLC	IBX CC	5142	100.00
4/14/2026	FLATSAFE TORNADO SHELTERS	IBX CC	5141	75.00
4/14/2026	DEBORAH GEORGE	IBX CC	5140	25.00
4/14/2026	FIREFLY ELECTRIC	IBX CC	5139	100.00
4/14/2026	PAMELA STREET	Check	5138	824.00
4/14/2026	AIR COMFORT SOLUTIONS OKC LLC dba HITECH PLUMBING, LEAK DETECT, DRAINS	IBX CC	5137	75.00
4/13/2026	TOP NOTCH ELECTRIC LLC	IBX CC	5136	75.00
4/13/2026	RAYMOND BURTON, RON AND MINDEE DUFFELL	IBX CC	5135	824.00
4/13/2026	J & K DISPENSARY	Check	5134	1,500.00
4/10/2026	TARA L TURNER	Check	5133	15.00
4/9/2026	\$ - DARLA CASEY	IBX CC	5132	15.00
4/8/2026	FIRST UNITED BANK & TRUST	Check	5131	25.00

4/8/2026	FIRST UNITED BANK & TRUST	Check	5130	25.00
4/7/2026	METRO SIGN CORPORATION	IBX CC	5129	75.00
4/7/2026	need inspection - LEGACY MEMORIAL SERVICES LLC	Check	5128	50.00
4/7/2026	STORM SAFE INGROUND SHELTERS	IBX CC	5127	75.00
4/7/2026	HANG TIGHT GUTTER, LLC	IBX CC	5126	75.00
4/7/2026	EJ'S HEATING AND AIR CONDITIONING	IBX CC	5125	75.00
4/6/2026	STONY AND KOURTNEY ROBERSON	Check	5124	824.00
4/6/2026	AIM HEAT & AIR LLC	Check	5123	75.00
4/6/2026	need inspection - J ROGER HENSON PLLC	Check	5122	50.00
4/6/2026	ACTS 29 SOLAR AND ELECTRIC	IBX CC	5121	75.00
4/6/2026	HS-REAL ESTATE, INC dba THE GARAGE	IBX CC	5120	905.00
4/6/2026	PAUL'S PLACE	IBX CC	5119	50.00
4/3/2026	CHANEY MECHANICAL	Check	5118	75.00

4/2/2026	LEGENDARY ELECTRIC, LLC	IBX CC	5117	100.00
4/2/2026	LIVE LINE ELECTRIC LLC	IBX CC	5116	100.00
4/1/2026	MOBILE MANAGEMENT INC dba EASY WIRELESS	Check	5115	50.00
4/1/2026	need inspection - VISION FAMILIAR SHAWNEE INC	Cash	5114	50.00
4/1/2026	AIRCO SERVICE	IBX CC	5113	75.00
4/1/2026	TRU-FUSE ELECTRIC - RES / COM	IBX CC	5112	75.00
4/1/2026	AIRCO SERVICE INC	IBX CC	5111	75.00
4/1/2026	CMT ELECTRIC	Check	5110	75.00
				<b>16,613.00</b>

**Total Records: 79**

**4/30/2026**

# Monthly - City Clerk

4/1/2026 - 4/30/2026

Permit #	Permit Date	Permit Type	Parcel Address	Applicant Name	Description	Project Cost	Square Feet	Total Fees
20260460	4/29/2026	B - Accessory Structure	2 CHEVY CHASE	THE HOME DEPOT	NEW INSTALLATION	5,625	160	
20260423	4/16/2026	B - Accessory Structure	45 SEQUOYAH	FIRESTORM SEPTIC AND SHELTERS	NEW INSTALLATION	0	0	\$29.50
20260394	4/10/2026	B - Accessory Structure	1501 N BROADWAY	JOSH LITTLE	NEW CONSTRUCTION	40,000	784	\$171.10
20260384	4/8/2026	B - Accessory Structure	2731 WOODLAWN CT	BRYCE HOLLAND CONSTRUCTION	NEW CONSTRUCTION	69,000	504	\$111.60
20260372	4/6/2026	B - Accessory Structure	625 N LOUISA AVE	ALLEN HUBBARD	NEW CONSTRUCTION	10,000	280	
20260396	4/13/2026	B - Commercial -	2202 N AIRPORT DR	KEVIN MOORE	T-HANGERS	0	0	
20260463	4/30/2026	B - Commercial -	1803 N HARRISON	C4L, LLC	NEW	80,000	0	\$29.50
20260439	4/21/2026	B - Commercial -	5106 N HARRISON	DEREK HENLEY	REMODEL	10,000	0	\$29.50
20260459	4/28/2026	B - Residential New	15350 WALKER RD	EDDIE HOWARD	NEW CONSTRUCTION	227,000	6,000	\$1,564.50
20260424	4/16/2026	B - Residential New	N BRYAN	BRYCE & JULIA HOLLAND	new house	450,000	6,055	\$2,556.19
20260420	4/16/2026	B - Residential New	613 HONEY SPRINGS LN	R&R HOMES LLC	NEW CONSTRUCTION	200,000	2,062	\$1,537.68

20260419	4/16/2026	B - Residential New	613 TRAILS END DR	R&R HOMES LLC	NEW CONSTRUCTIO N	200,000	2,062	\$1,537.68
20260418	4/16/2026	B - Residential New	618 TRAILS END DR	R&R Homes	NEW CONSTRUCTIO N	200,000	2,062	\$1,537.68
20260404	4/13/2026	B - Residential New	202 W ROSA	AM CONSTRUCTIO N	NEW CONSTRUCTIO N	175,000	2,085	\$682.56
20260388	4/9/2026	B - Residential New	616 HONEY SPRINGS LN	R&R HOMES LLC	NEW CONSTRUCTIO N	200,000	2,162	\$1,558.93
20260449	4/22/2026	B - Residential Remodel	729 N PENNSYLVANI A	D & K HOUSING LLC	REMODEL	20,000	909	\$197.66
20260387	4/8/2026	B - Residential Remodel	825 N LOUISA	GBAC HOLDINGS	REMODEL	35,000	976	\$211.90
20260371	4/6/2026	B - Residential Remodel	625 N LOUISA AVE	ALLEN HUBBARD	REMODEL	120,000	2,030	\$435.88
20260430	4/20/2026	B - Roof Redeck	516 S AYDELOTTE	EXTREME ROOFING	REPLACE EXISTING	7,200	14	\$54.50
20260408	4/14/2026	B - Roof Redeck	3520 N BRYAN	PRIORITY ROOFING	RE-ROOF	22,467	0	\$54.50
20260386	4/8/2026	B - Roof Redeck	1204 CHARLES DR	PRIORITY ROOFING	REPAIR	13,625	0	\$54.50
20260414	4/15/2026	B - Solar Panels	2024 LANTANA CIR	ACTS 29 SOLAR & ELECTRIC	NEW INSTALLATIO N	20,100	315	\$71.44
20260378	4/7/2026	B - Solar Panels	202 S OSAGE AVE	ARIZONA SOLAR SOLUTIONS dba SUNTRIA	NEW INSTALLATIO N	24,922	504	\$127.01
20260465	4/30/2026	B - Storm Shelter	15205 PERRY RD	JOHNSON CONSTRUCTIO N	NEW INSTAL	0	0	\$29.50

20260452	4/23/2026	B - Storm Shelter	1 CONCORD	FLATSAFE TORNADO SHELTERS	NEW INSTALLATION	5,400	24	\$29.50
20260447	4/22/2026	B - Storm Shelter	1101 MAGNOLIA DR	STORM SAFE SHELTERS	NEW INSTALLATION	3,050	21	\$29.50
20260410	4/15/2026	B - Storm Shelter	1113 E 42ND ST	FIRESTORM SEPTICS AND SHELTERS	NEW INSTALLATION	5,000	70	\$29.50
20260406	4/14/2026	B - Storm Shelter	1606 CEDAR BEND CT	FLATSAFE TORNADO SHELTERS	NEW INSTALLATION	6,400	24	\$29.50
20260405	4/14/2026	B - Storm Shelter	215 N MCKINLEY	STORM SAFE SHELTERS	NEW INSTALLATION	3,900	35	\$29.50
20260403	4/13/2026	B - Storm Shelter	45 SEQUOYAH	FIRESTORM SEPTIC & SHELTERS	NEW INSTALLATION	5,900	35	
20260391	4/10/2026	B - Storm Shelter	505 S AYDELOTTE	OKC SHELTERS 10 LLC	NEW INSTALLATION	4,700	50	\$29.50
20260376	4/7/2026	B - Storm Shelter	2209 BENT TREE RD	STORM SAFE	NEW INSTALLATION	3,600	21	\$29.50
20260392	4/10/2026	B - Swimming Pool	34102 LAKE RD	GALAXY HOME RECREATION	NEW INSTALLATION	35,000	576	\$64.50
20260462	4/30/2026	E - Electrical	825 N LOUISA	TOP TIER ELECTRIC	REMODEL	0	0	\$54.50
20260456	4/27/2026	E - Electrical	1214 E EDWARDS ST	BEN'S ELECTRIC	REPLACE EXISTING	0	0	\$104.50

20260450	4/23/2026	E - Electrical	1227 E 11TH	CORNERSTON E WIRING & ELECTRICAL SERVICE	RESET	0	0	\$54.50
20260444	4/22/2026	E - Electrical	5106 N HARRISON	JBT ELECTRIC LLC	MISCELLANEO US	0	0	\$54.50
20260442	4/21/2026	E - Electrical	830 S UNION	PASCHAL HOME SERVICES	REMODEL	0	0	\$54.50
20260441	4/21/2026	E - Electrical	9 ROCK HOLLOW	AMERICAN AIR CONDITIONIN G		0	0	\$54.50
20260431	4/20/2026	E - Electrical	21 BELLA VISTA LN	LARRISON ELECTRICAL	NEW INSTALLATIO N	0	0	\$54.50
20260428	4/17/2026	E - Electrical	2230 N KICKAPOO AVE	FIREFLY ELECTRIC LLC	NEW INSTALLATIO N	0	0	\$79.50
20260415	4/15/2026	E - Electrical	2024 LANTANA CIR	ACTS 29 SOLAR & ELECTRIC	NEW INSTALLATIO N	0	0	\$54.50
20260412	4/15/2026	E - Electrical	31701 INGRAM RD	KENNYCO ELECTIC	REWIRE	0	0	\$54.50
20260411	4/15/2026	E - Electrical	31709 INGRAM RD	KENNYCO ELECTIC	REMODEL	0	0	\$54.50
20260397	4/13/2026	E - Electrical	615 N PARK	TOP NOTCH ELECTRIC LLC	REMODEL	0	0	\$104.50
20260379	4/7/2026	E - Electrical	202 S OSAGE AVE	ARIZONA SOLAR SOLUTIONS dba SUNTRIA	NEW INSTALLATIO N	0	0	\$54.50

20260366	4/3/2026	E - Electrical	622 N PARK AVE	WILSON ELECTRIC	REPLACE EXISTING	0	0	\$104.50
20260365	4/2/2026	E - Electrical	1215 CHARLES DR	LEGENDARY ELECTRIC, LLC	REMODEL	0	0	\$104.50
20260364	4/2/2026	E - Electrical	625 N LOUISA AVE	LIVE LINE ELECTRIC	CHANGE OUT	0	0	\$54.50
20260385	4/8/2026	E - Storm Water Modification /	19 E DEXTER	LANDES ENGINEERING	STORM WATER	0	0	
20260455	4/27/2026	F - Burn	39205 MACARTHUR	JEN GARRISON	BURN PERMIT	0	0	\$29.50
20260445	4/22/2026	F - Burn	806 S POTTENGER AVE	KEITH BONNER	BURN PERMIT	0	0	\$29.50
20260421	4/16/2026	F - Burn	N BRYAN	BRYCE HOLLAND	BURN PERMIT	0	0	\$29.50
20260398	4/13/2026	F - Burn	33904 LAKE RD	BOBBY HOMES	BURN	0	0	\$29.50
20260461	4/30/2026	F - Exhibit / Tradeshow	1700 W INDEPENDENCE ST	REBECA WILSON	Exhibit	0	0	
20260416	4/15/2026	F - Fire Alarm / Smoke Control	8000 N HARRISON AVE	SUMMIT FIRE & SECURITY	NEW INSTALLATION	46,131	32,000	\$744.50
20260401	4/13/2026	F - Fire Alarm / Smoke Control	1900 W MACARTHUR ST	ALLSPARK FIRE SHAWNEE	NEW INSTALLATION	13,500	13,395	\$372.40
20260374	4/7/2026	F - Fire Alarm / Smoke Control	1900 W MACARTHUR ST	ALLSPARK FIRE SYSTEMS	FIRE ALARM	49,500	25,848	\$621.46
20260451	4/23/2026	F - Fire Suppression	1102 W MACARTHUR	FIRETROL PROTECTION SYSTEMS	RETROFIT	0	1,500	\$134.50

20260448	4/22/2026	M - Mechanical	1208 E HICKMAN	PRAGUE HEATING & AIR / METRO HEATING & AIR	CHANGE OUT	0	0	\$54.50
20260446	4/22/2026	M - Mechanical	4601 GRACELANN	WATKINS HEATING & AIR	CHANGE OUT	0	0	\$54.50
20260402	4/13/2026	M - Mechanical	106 E FRANKLIN	TRI-COUNTY AIR SOLUTIONS	NEW INSTALL	0	0	\$64.50
20260380	4/7/2026	M - Mechanical	31902 WESTLAKE RD	AIRCO SERVICE	CHANGE OUT	0	0	\$74.50
20260370	4/6/2026	M - Mechanical	196 SHAWNEE MALL DR	WOOD AIR CONDITIONING	REMODEL - WALMART	0	0	\$54.50
20260369	4/6/2026	M - Mechanical	2 SEQUOYAH	WATKINS HEATING & AIR CONDITIONING	CHANGE OUT	0	0	\$64.50
20260368	4/6/2026	M - Mechanical	1405 BERKSHIRE PL	SPARKS HEAT & AIR, INC	CHANGE OUT	0	0	\$74.50
20260363	4/2/2026	M - Mechanical	1128 W DEWEY ST	A-TEAM HEAT AND AIR	CHANGE OUT	0	0	\$64.50
20260453	4/23/2026	O - Curb Cut, Driveway and	1704 AUTUMN LN	BISON CONCRETE	REPLACE EXISTING	0	0	\$50.00
20260440	4/21/2026	O - Demolition and Moving	1233 E EDWARDS	MEIER AND SON DEMOLITION, LLC	DEMOLITION	0	0	

20260377	4/7/2026	O - Demolition and Moving	504 1/2 N MEAD AVE	GARY DAVIS	DEMOLITION	0	0	\$50.00
20260457	4/27/2026	O - Paving Cut and Boring	SE/C OF KICKAPOO SPUR AND LEO ST	ARIAS UTILITY, LLC	ROAD BORE	0	0	
20260435	4/20/2026	O - Paving Cut and Boring	2 E MAIN ST	DOBSON FIBER	ROAD BORE	0	0	
20260425	4/16/2026	O - Paving Cut and Boring	1000 N KICKAPOO	ARIAS UTILITY, LLC	ROAD BORE	0	0	
20260417	4/16/2026	O - Paving Cut and Boring	717 E HIGHLAND	B&H BORING	STREET CUT	0	0	
20260409	4/15/2026	O - Paving Cut and Boring	1610 N HARRISON	ARIAS UTILITY, LLC	ROAD BORE	0	0	
20260395	4/13/2026	O - Paving Cut and Boring	3325 N HARRISON	CODE RED UNDERGROUN D	ROAD BORE	0	0	
20260382	4/8/2026	O - Paving Cut and Boring	325 N BROADWAY	B & H CONSTRUCTIO N	ROAD BORE / SIDE WALK CUT	0	0	
20260373	4/6/2026	O - Paving Cut and Boring	210 SHAVANO ST	B & H CONSTRUCTIO N	ROAD BORE	0	0	
20260432	4/20/2026	O - Sign	196 SHAWNEE MALL DR	RON'S SIGN CO	REPLACE EXISTING	0	0	\$50.00
20260413	4/15/2026	O - Sign	E 39TH	FUSION SIGN AND DESIGN	NEW INSTALLATIO N	1,941	48	
20260381	4/8/2026	O - Sign	1049 VISION BLVD STE 100	SIGN FACTORY	NEW INSTALLATIO N	6,500	40	\$50.00
20260464	4/30/2026	P - Plumbing	718 N UNION AVE	DALE'S PLUMBING	REPLACE EXISTING	0	0	\$54.50

20260458	4/28/2026	P - Plumbing	709 S BROADWAY AVE	PATRIOT CONSTRUCTION	REPAIR EXISTING	0	0	\$54.50
20260443	4/21/2026	P - Plumbing	618 S BROADWAY	JIMMYS PLUMBING	REPAIR	0	0	\$54.50
20260438	4/20/2026	P - Plumbing	2110 N DOROTHY AVE	IN AND OUT PLUMBING	RESET	0	0	\$54.50
20260437	4/20/2026	P - Plumbing	4308 TRINITY DR	CHAMPION PLUMBING	CHANGE OUT	0	0	\$54.50
20260436	4/20/2026	P - Plumbing	328 N CLEVELAND	SOUTHEASTER N PLUMBING	GAS PRESSURE TEST	0	0	\$54.50
20260434	4/20/2026	P - Plumbing	540 N DOUGLAS	DALE'S PLUMBING	GAS LINE	0	0	\$54.50
20260433	4/20/2026	P - Plumbing	10 RED OAK	DALE'S PLUMBING	GAS LINE	0	0	\$54.50
20260429	4/20/2026	P - Plumbing	21 BELLA VISTA LN	LIBERTY PLUMBING & GAS	NEW INSTALLATION	0	0	\$54.50
20260422	4/16/2026	P - Plumbing	505 S AYDELOTTE	COWBOYS PLUMBING	REPAIR	0	0	\$54.50
20260407	4/14/2026	P - Plumbing	202 S DIXON	COWBOYS PLUMBING	CHANGE OUT	0	0	\$104.50
20260400	4/13/2026	P - Plumbing	516 N MARKET	STANFIELD PLUMBING	REMODEL	0	0	\$54.50
20260393	4/10/2026	P - Plumbing	1208 E HICKMAN	QUALITY PLUMBING	REMODEL	0	0	\$54.50
20260390	4/10/2026	P - Plumbing	1200 ROSE DR	CRAP HAPPENS PLUMBING LLC	REPLACE EXISTING	0	0	\$54.50
20260375	4/7/2026	P - Plumbing	318 W DILL	DALE'S PLUMBING	REPLACE EXISTING	0	0	\$54.50
20260367	4/6/2026	P - Plumbing	2513 N HARRISON AVE	DALE'S PLUMBING	REPAIR EXISTING	0	0	\$54.50

20260362	4/1/2026	P - Plumbing	225 S MCKINLEY	AIRCO SERVICE	CHANGE OUT	0	0	\$54.50
20260426	4/17/2026	P - Well	2501 RALEY DR	LOMAN DRILLING, INC	NEW INSTALLATION	0	0	\$100.00
20260427	4/17/2026	PC - Arts & Culture	425 E MAIN ST	Rena Campbell	SACC application	0	0	\$50.00
20260454	4/24/2026	PC - Minor Subdivision	NW CORNER OF BRYAN & BRADLEY	Greg Brown	Lot Split	0	0	\$200.00
20260389	4/9/2026	PC - Zoning Variance	ACME RD	Summit Locations LLC	Variance for Sign Height	0	0	\$250.00
20260383	4/8/2026	ZBOA - Conditional Use Permit	1309 N Broadway	Christina B & Mark H Hanson	STR	0	0	\$350.00
								<b>\$18,574.67</b>

**Total Records: 103**

**4/30/2026**

## Lisa Lasyone

---

**From:** John F Barrett <jackbarrett1425@gmail.com>  
**Sent:** Monday, May 4, 2026 8:36 AM  
**To:** Petya Stefanoff  
**Subject:** [EXTERNAL EMAIL]Planning Commission Appointment

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."

May 4, 2026  
Mayor Eric Stephens  
Ms Petya Stefanoff, City Planner  
City of Shawnee

Petya, Mayor Stephens, et al,  
I would like to formally request reappointment to the City of Shawnee, OK Planning Commission. Thank you for the opportunity to serve our community.  
Thank you.  
-Jack

John F. "Jack" Barrett  
Shawnee, OK



APPLICATION TO SERVE  
Boards, Committees and Commissions

- Appointment  
 Reappointment – Partial/First/Second Term

Name: John Frederick Barrett "Jack" Application Date: 1-3-2022  
 Address: 1425 E Bradley St Date of Birth: May 11, 1970  
 Mailing Address: 1425 E Bradley St Shawnee, OK 74804  
 Daytime Phone: 405-802-2264 Fax: \_\_\_\_\_ Email: jackbarrett1425@gmail.com  
 Profession: Retired  
 Business Name: \_\_\_\_\_  
 Business Address: \_\_\_\_\_  
 Business Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Do you live within the City Limits of the City of Shawnee? Yes  No

Do you currently serve on a City board, committee, or commission? Yes  No

If so, please list the board/committee: Traffic Commission

How many years have you lived in Shawnee? 40+y

Select the Board/Committee/Commission you are interested in serving on: (please check)

<input type="radio"/> Airport Advisory Board <input type="radio"/> Arts and Culture Commission <input type="radio"/> Beautification Committee <input type="radio"/> Board of Adjustment (Zoning) <input type="radio"/> Civic and Cultural Development Authority <input type="radio"/> Community Service Contract Review Committee <input type="radio"/> Housing Authority <input type="radio"/> Library Board	<input type="radio"/> Oklahoma Baptist University Trust Authority <input type="radio"/> Parks and Recreation Committee <input checked="" type="radio"/> Planning Commission <input type="radio"/> Senior Citizens of Shawnee Board <input type="radio"/> Shawnee Hospital Authority <input type="radio"/> Shawnee Urban Renewal Authority <input type="radio"/> Traffic Commission <input type="radio"/> Other _____
--	---

Revised March 2, 2021

Why are you interested in serving on the Board/Committee/Commission selected above?

To contribute to my community in a meaningful way.

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

Ability to work well with others, first hand knowledge of residential and commercial construction and land development

What civic or volunteer activities (if any) are you currently involved in?

Governing body (Vestry) of Emmanuel Episcopal Church,

List education, including degree(s) earned:

High School Diploma, BA Criminal Justice

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

Yes, Airport Advisory Board 6 years, Traffic Commission 5 yrs

Have you ever been charged and/or convicted of a felony? no

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? yes

If so, please explain:

2001: Downturn in construction industry

Please include up to three personal or professional references:

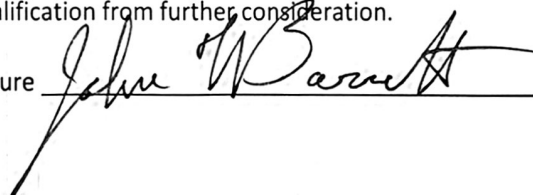
Name	Relationship	Telephone Number
Rev. Tom Dahlman	Parish Priest	918-814-3845
Travis Flood	Friend	405-765-4522
Mike Adcock	Friend	405-273-7300

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature



Date

1-18-22

Revised March 2, 2021

**Lisa Lasyone**

---

**From:** Amanda Johnson <amanda.johnson@firstunitedbank.com>  
**Sent:** Wednesday, April 8, 2026 3:11 PM  
**To:** COS City Clerk  
**Cc:** Petya Stefanoff  
**Subject:** [EXTERNAL EMAIL]Planning Commission Appointment

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."

Good afternoon,

I know my first full-time term appointment for the Planning Commission is expiring in June, and I would like to express my interest in continuing my service for a second full term.

Please let me know if you need anything additional from me!

Thank you,  
Amanda



**Amanda Teape Johnson**

*Spend Life Wisely Ambassador, AVP*  
**2675 N. Harrison Shawnee, OK 74804**  
Tel: 405.481.8425 Cell: 405.777.6505  
Email: amanda.johnson@firstunitedbank.com



Member FDIC | Equal Housing Lender | NMLS# 400025





APPLICATION TO SERVE  
Boards, Committees and Commissions

- Appointment  
 Reappointment – Partial/First/Second Term

Name: Amanda Johnson Application Date: 4/28/2020  
 Address: 125 N. Market Ave., Shawnee, OK 74801 Date of Birth: 5/25/1988  
 Mailing Address: 125 N. Market Ave., Shawnee, OK 74801  
 Daytime Phone: 405.777.6505 Fax: \_\_\_\_\_ Email: amanda.johnson.ok@gmail.com  
 Profession: Marketing/Public Relations  
 Business Name: First United Bank  
 Business Address: 2675 N. Harrison Ave., Shawnee, OK 74804  
 Business Phone: 405.481.8425 Fax: \_\_\_\_\_ Email: amanda.johnson@firstunitedbank.com

Do you live within the City Limits of the City of Shawnee? Yes  No

Do you currently serve on a City board, committee or commission? Yes  No

If so, please list the board/committee: \_\_\_\_\_

How many years have you lived in Shawnee? 14 years

Select the Board/Committee/Commission you are interested in serving on: (please check)

- |  |   |
|--|---|
| <input type="checkbox"/> Airport Advisory Board<br><input type="checkbox"/> Beautification Committee<br><input type="checkbox"/> Board of Adjustment (Zoning)<br><input type="checkbox"/> Civic and Cultural Development Authority<br><input type="checkbox"/> Community Service Contract Review Committee<br><input type="checkbox"/> Housing Authority<br><input type="checkbox"/> Library Board | <input type="checkbox"/> Oklahoma Baptist University Trust Authority<br><input type="checkbox"/> Parks and Recreation Committee<br><input checked="" type="checkbox"/> Planning Commission<br><input type="checkbox"/> Senior Citizens of Shawnee Board<br><input type="checkbox"/> Shawnee Hospital Authority<br><input type="checkbox"/> Shawnee Urban Renewal Authority<br><input type="checkbox"/> Traffic Commission<br><input type="checkbox"/> Other |
|--|---|

Why are you interested in serving on the Board/Committee/Commission selected above?  
I love Shawnee. I have loved watching the growth in Shawnee take place, and I have a strong passion to continue watching Shawnee grow and be better. We are strongly rooted in Shawnee, I was born here, went to OBU here and have made Shawnee my home.

Revised July 12, 2019

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

I am active throughout the community. I have seen things in our community that work or that don't work. I have seen offerings that we could have in our community that would benefit us both on a local level, and to bring in people from outside our community. I have knowledge of a lot of areas of our community, and a passion to Shawnee continue to grow.

What civic or volunteer activities (if any) are you currently involved in?

I am the current President of Junior Service League of Shawnee, Vice Drive Chair for United Way of Pott. Co., Shawnee Forward Ambassador Chair, a member of the Legacy Parenting Sustain Committee and work to teach financial literacy in our community.

List education, including degree(s) earned:

Bachelor of Arts, Strategic Communications from Oklahoma Baptist University

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

No

Have you ever been charged and/or convicted of a felony? No

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? No

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Paul Bass	Employer	405.227.5136
Nick Atwood	Co-Board Member	405.312.8155
Jennifer Bell	Co-Board Member	918.231.5205

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature Shanda Johnson

Date 4/28/2020

Revised July 12, 2019

## Lisa Lasyone

---

**From:** Personal <montyaporter@sbcglobal.net>  
**Sent:** Monday, May 4, 2026 11:55 AM  
**To:** Petya Stefanoff; Lisa Lasyone; Kacie Eck  
**Subject:** [EXTERNAL EMAIL]Re: Being re-appointed

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."

Good morning. Petya!

I have been honored to have the opportunity to serve the citizens of Shawnee as a member of the Shawnee Planning Commission. I would very much like to continue in that service for the city, and would like to be appointed to another term.

Also, thank you Petya for your patience with me getting this request to you! Appreciate all you do for the city and the commission.

Thank you for your consideration of this reappointment!

Monty Porter  
Sent from Mobile



APPLICATION TO SERVE  
Boards, Committees and Commissions

- Appointment  
 Reappointment – Partial/First/Second Term

Name: <u>Monty Porter</u>	Application Date: <u>3/8/2022</u>
Address: <u>2 Castle Creek Place, Shawnee, 74804</u>	Date of Birth: <u>07/17/1968</u>
Mailing Address: <u>SAME</u>	
Daytime Phone: <u>4058088812</u> Fax: <u>none</u>	Email: <u>montyaporter@sbcglobal.net</u>
Profession: <u>Ecologist/Manager</u>	
Business Name: <u>Oklahoma Water Resources Board</u>	
Business Address: <u>3800 N. Classen Blvd., OKC, OK 73118</u>	
Business Phone: <u>4055308933</u> Fax: <u>none</u>	Email: <u>monty.porter@owrb.ok.gov</u>

Do you live within the City Limits of the City of Shawnee? Yes  No

Do you currently serve on a City board, committee, or commission? Yes  No

If so, please list the board/committee: Traffic Commission

How many years have you lived in Shawnee? 21

Select the Board/Committee/Commission you are interested in serving on: (please check)

<input type="radio"/> Airport Advisory Board <input type="radio"/> Arts and Culture Commission <input type="radio"/> Beautification Committee <input type="radio"/> Board of Adjustment (Zoning) <input type="radio"/> Civic and Cultural Development Authority <input checked="" type="radio"/> Community Service Contract Review Committee <input type="radio"/> Housing Authority <input type="radio"/> Library Board	<input type="radio"/> Oklahoma Baptist University Trust Authority <input type="radio"/> Parks and Recreation Committee <input type="radio"/> Planning Commission <input type="radio"/> Senior Citizens of Shawnee Board <input type="radio"/> Shawnee Hospital Authority <input type="radio"/> Shawnee Urban Renewal Authority <input type="radio"/> Traffic Commission <input type="radio"/> Other _____
---	--

Revised March 2, 2021

Why are you interested in serving on the Board/Committee/Commission selected above?

Community Service

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

25 years of contract review and creation experience

What civic or volunteer activities (if any) are you currently involved in?

church, school, civic

List education, including degree(s) earned:

BS Biology, MS Biology

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

Traffic Commission--2 Years

Have you ever been charged and/or convicted of a felony? no

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? no

If so, please explain:

Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Gerard Nsabimana	Pastor/Friend	405-519-1483
Tasha Loveless	Friend	405-962-9800
Derek Smithee	Colleague	405-388-2805

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature Monty Porter

Date 3/8/2022

Revised March 2, 2021

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk  
PO Box 1448  
Shawnee OK 74802  
Phone 405-878-1605  
Fax 405-878-1581  
[CityClerk@shawneeok.org](mailto:CityClerk@shawneeok.org)

Revised March 2, 2021

## Lisa Lasyone

---

**From:** Steve Reese <steve@soldonshawnee.com>  
**Sent:** Thursday, April 9, 2026 9:27 AM  
**To:** COS City Clerk  
**Cc:** Petya Stefanoff  
**Subject:** [EXTERNAL EMAIL]Planning Commission Reappointment Request

"CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe."

My first full term on the Shawnee Planning Commission is set to expire on June 1, 2026. I am writing to confirm my interest in being reappointed to serve a second full term.

My service on the Planning Commission has given me institutional knowledge that will allow me to contribute even more effectively going forward. I have appreciated the opportunity to serve the City of Shawnee in this role and would be honored to continue serving if reappointed.

Thank you for your consideration.

Best regards,  
Steve Reese








**Steve Reese**  
REALTOR® • CRS • GRI • MRP  
RPAC Golden R PC • Hall of Fame

NextHome Central Real Estate 🏠  
He/Him/Y'all

**Sold on**  
**Shawnee**



-  405-585-6580
-  [Steve@SoldonShawnee.com](mailto:Steve@SoldonShawnee.com)
-  [Sold on Shawnee Blog](#)
-  [Search Homes on the MLS](#)
-  [Schedule time with Steve](#)

As seen on:





APPLICATION TO SERVE  
Boards, Committees and Commissions

- Appointment  
 Reappointment – Partial/First/Second Term

Name: <u>Steve Reese</u>	Application Date: <u>11/1/21</u>
Address: <u>23 Cherokee Blvd, Shawnee 74801</u>	Date of Birth: <u>2/14/65</u>
Mailing Address: <u>23 Cherokee Blvd, Shawnee OK 74801</u>	
Daytime Phone: <u>(405) 585-6580</u> Fax: _____	Email: <u>steve@soldonshawnee.com</u>
Profession: <u>Realtor</u>	
Business Name: <u>Sold on Shawnee Real Estate</u>	
Business Address: <u>23 Cherokee Blvd, Shawnee OK 74801</u>	
Business Phone: <u>(405) 585-6580</u> Fax: _____	Email: <u>steve@soldonshawnee.com</u>

Do you live within the City Limits of the City of Shawnee? Yes  No

Do you currently serve on a City board, committee, or commission? Yes  No

If so, please list the board/committee: Traffic Commission

How many years have you lived in Shawnee? 46

Select the Board/Committee/Commission you are interested in serving on: (please check)

<input type="radio"/> Airport Advisory Board <input type="radio"/> Arts and Culture Commission <input type="radio"/> Beautification Committee <input type="radio"/> Board of Adjustment (Zoning) <input type="radio"/> Civic and Cultural Development Authority <input type="radio"/> Community Service Contract Review Committee <input type="radio"/> Housing Authority <input type="radio"/> Library Board	<input type="radio"/> Oklahoma Baptist University Trust Authority <input type="radio"/> Parks and Recreation Committee <input checked="" type="radio"/> Planning Commission <input type="radio"/> Senior Citizens of Shawnee Board <input type="radio"/> Shawnee Hospital Authority <input type="radio"/> Shawnee Urban Renewal Authority <input type="radio"/> Traffic Commission <input type="radio"/> Other _____
--	---

Why are you interested in serving on the Board/Committee/Commission selected above?  
I sell real estate, but I really sell the community. but I really sell the community. One of the highest honors

I have in the real estate is advocating for private property rights and keeping barriers to homeownership low. Helping shape Shawnee's future dovetails perfectly in my goals and business vision.

What will make you a good board member and what skills or knowledge do you have that would be relevant to this board/committee/commission?

I have a passion for making Shawnee a more attractive, livable community. I have a strong background in non-profit association management, communications, and public and government relations. Im part of a small minority of Realtors who lobbies legislators and Members of Congress on property rights and infrastructure issues.

What civic or volunteer activities (if any) are you currently involved in?

I've volunteered on several levels for Community Renewal. I'm helping on a lake advisory committee.

I volunteer heavily with Realtor associations and its political action committee.

List education, including degree(s) earned:

I left OBU in my senior year to pursue my real estate career. There were enough music teachers in my family, and I'm more wired as an entrepreneur.

Have you ever served on a City-appointed board/committee/commission before? If so, which ones and for how long did you serve?

Last year I was appointed to the Shawnee Traffic Commission.

Have you ever been charged and/or convicted of a felony? No

If so, please explain the circumstances and the current status of the charge(s) and/or conviction(s):

Have you ever declared personal or business bankruptcy? No

If so, please explain:


Please include up to three personal or professional references:

Name	Relationship	Telephone Number
Michele Freeman	client, friend	(405) 788-6929
Ed Bolt	friend, fellow volunteer	(405) 650-1439
Tiffany Nagel Monroe	pastor, friend	(405) 473-6652

PLEASE READ CAREFULLY:

Appointment by the Commission is for one term and individuals may not serve more than two consecutive full terms. Appointment to a second term remains at the discretion of the City Commission.

My signature affirms that all information contained herein is true to the best of my knowledge, and that I understand that any misstatement of fact or misrepresentation of credentials may result in disqualification from further consideration.

Signature 

Date 11/1/21

Revised March 2, 2021

Applications are retained on file for one (1) year. Applicants are encouraged to include a letter of interest with this application. Thank you for your interest in serving Shawnee.

Send completed application to:

Shawnee City Clerk  
PO Box 1448  
Shawnee OK 74802  
Phone 405-878-1605  
Fax 405-878-1581  
[CityClerk@shawneeok.org](mailto:CityClerk@shawneeok.org)



**Finance Department**  
16 W. 9th St.  
Shawnee, OK 74801  
ShawneeOK.org

**Date:** May 18, 2026  
**To:** Board of City Commissioners  
**From:** Kimberly Hoover, Finance Director  
**Subject:** Budget amendments for Fiscal Year 2025 – 2026:

**Background:** A total budget amendment in the amount of \$2,692,787.90 should be considered.

**General Fund** — Community Development Block Grant (CDBG) has received reimbursement for administration costs in the absence of CDBG Program Manager and various projects. Staff is requesting to transfer the funds to various departments for reimbursement. The amount of the appropriation is as follows:

- \$55,138.61 — Repair & Maintenance - Other
- \$5,879.77 — Office & Computer Supplies
- \$5,000.00 — Office & Computer Supplies
- \$879.77 — Uniforms & Clothing
- \$161,578.03 — Other Contractual Services

**Capital Improvement Fund** — The Fire Department received monies from Oklahoma Municipal Assurance Group (OMAG) for a fire truck that was totaled in an accident. The payment was inadvertently posted to the incorrect fund. Staff is requesting a budget amendment to post the funds to the correct fund. The amount of the appropriation is as follows:

- \$736,336.00 — Capital Outlay — Equipment

**American Rescue Plan Fund** — The City of Shawnee has received reimbursement for the Hayes Street Waterline & Alice, Fay, Edwards, and Pesotum Street Waterline Projects. Staff is requesting to transfer the funds into Capital Outlay — Buildings & Improvements. The amount of the appropriation is as follows:

- \$1,727,975.72 — Capital Outlay — Buildings & Improvements

**Financial Impact:** See attached budget amendments.

**Attachments:**

**Staff Recommendation:** Approval of budget amendments.









## Lease Agreement

This Agreement is entered into this 1<sup>st</sup> day of July, 2026, by and between the City of Shawnee, Oklahoma, a municipal corporation acting by and through its City Manager, hereinafter “LESSOR”, and Project H.E.A.R.T., Inc. hereinafter referred to as “LESSEE”.

### **WITNESSETH:**

**WHEREAS**, Project H.E.A.R.T., Inc. is a non-profit corporation organized to receive federal, state and local donations to carry on a program of providing meals for persons who are aged sixty (60) plus; and

**WHEREAS**, in order to carry on the program of providing meals to persons who are aged sixty (60) plus within the City of Shawnee, it is necessary for the LESSEE to have space for operation and utility services; and

**WHEREAS**, it is beneficial to the public health and welfare in the City of Shawnee for the LESSOR to provide such space and utility services to the LESSEE.

**THEREFORE**, it is hereby agreed that the LESSOR hereby leases to the LESSEE the non-exclusive right to occupy certain designated spaces at the Shawnee Community Center (804 South Park Street), for the purpose of preparing and serving meals to persons aged sixty (60) plus for the term commencing the 1<sup>st</sup> day of July, 2026 and ending the 30<sup>th</sup> day of June, 2027. LESSEE agrees to pay LESSOR Five Hundred Dollars (\$500.00) per month rent, due by the 10<sup>th</sup> day of each month. The LESSOR agrees to furnish, at no expense to the Lessee, electric, gas and water utility services to the LESSEE at such locations. The LESSORS’ City Manager shall have the right to inspect and approve all appliances used by the LESSEE at the sites. The LESSEE agrees that it will not waste any utility services. Waste of utility services found by the City Manager or other representative of the LESSOR shall be grounds for immediate termination of the Lease Agreement. Any changes in operations equipment or appliances shall be subject to the approval of the City Manager.

The LESSEE shall have complete autonomy over the implementation of its program. The LESSEE shall supervise and manage all aspects of the food service operation and shall interview and employ personnel to fill positions needed to conduct LESSEE’s operation including but not limited to site manager, cook, cook aide, dish washer and custodian, as well as supervise the personnel in their duties concerning the program.

The LESSEE shall provide meals for persons aged sixty (60) plus. The LESSEE agrees to provide food services to persons aged sixty (60) plus in the City of Shawnee. Such meals shall be approximately seventy-eight (78) noon (12:00 p.m.) meals per day, five (5) days a week, two hundred and fifty (250) days a year, excluding eleven (11) holidays and weekends at the Shawnee Community Center (804 South Park Street). Food service may be suspended during inclement weather or unforeseen circumstances. Number of meals served per day is dependent upon continued funding being received by the Lessee.

Personal property owned by the LESSEE shall remain the property of the LESSEE. However, the LESSOR shall have the right to use the LESSEE's tables and chairs when they are not in use by the LESSEE. Said tables and chairs are not to leave the premises.

LESSEE agrees that said space will be provided for LESSEE's use for six (6) hours per day every day of operation. LESSEE's staff and participants shall have access to the bathrooms located directly south of leased premises.

LESSEE shall provide its own custodial services for the leased premises.

LESSEE shall provide pest control, termite control and minor maintenance for only the leased premises.

LESSOR shall provide major repairs (defined as repairs exceeding Two Hundred and Fifty Dollars (\$250.00) and exterior maintenance to the City owned facilities as required, provided that LESSEE shall pay for all repairs of any equipment and appliances it owns regardless of cost and any proportionate repair costs for jointly used or shared equipment. Any issues concerning said repairs and maintenance shall be expressly conducted between LESSEE and City of Shawnee employee(s). LESSEE shall clean and service the grease trap on a regular basis.

The LESSEE is authorized to secure the leased premises by any necessary means including locks or other forms of security. The LESSOR shall provide keys, codes or entry passwords to the LESSEE for all locks on all doors, which the LESSEE may lock, and LESSEE shall provide the same to LESSOR. LESSOR retains the right to utilize a locksmith at LESSEE's expense should access be necessary and the appropriate key or combination not provided.

The LESSEE shall provide to the LESSOR the names of responsible parties for the site, and the name and telephone number of a person who may be contacted on a 24-hour basis.

The LESSOR agrees to provide to the LESSEE a schedule of activities during hours which the LESSEE is not operating its services at the site. The LESSOR shall have the exclusive right to schedule activities at the site during the hours that LESSEE is not conducting its operation with the exception of the kitchen.

This lease may be canceled by either party upon sixty (60) days' notice in writing to the other party. Notice to the LESSEE shall be addressed to the Director, Project H.E.A.R.T., Inc., P.O. Box 3667, Shawnee, Oklahoma 74802-3667. Notice to the LESSOR shall be addressed to the City Manager, P.O. Box 1448, Shawnee, Oklahoma 74802-1448.

[Signature page to follow.]

IN WITNESS WHEREOF, the said parties, by their representatives, set their hands to this Agreement on \_\_\_\_\_.

THE CITY OF SHAWNEE, OKLAHOMA  
A MUNICIPAL CORPORATION

\_\_\_\_\_  
MARK SIMPSON  
CITY MANAGER

ATTEST:  
(SEAL)

\_\_\_\_\_  
LISA LASYONE, MMC  
CITY CLERK



*Theresa Beverage*  
\_\_\_\_\_  
SECRETARY/NOTARY

PROJECT H.E.A.R.T., INC.  
*Chris Harden*  
\_\_\_\_\_  
EXECUTIVE DIRECTOR

Approved as to form and legality on \_\_\_\_\_.

\_\_\_\_\_  
JOSEPH M. VORNDRAN  
CITY ATTORNEY

## AGREEMENT FOR RIGHT-OF-WAY MAINTENANCE SERVICES

This contract made and entered into this 1<sup>st</sup> day of July, 2026, between the City of Shawnee, Oklahoma, hereinafter referred to as "City" and South Central Industries, Inc., 130 North Louisa, Shawnee, Oklahoma, hereinafter referred to as "Contractor".

WHEREAS, the Contractor has submitted a Proposal pursuant to a request by the City of Shawnee to furnish trash pickup on the City rights-of-way.

NOW THEREFORE, in consideration of the mutual agreements and covenants herein contained, it is understood and agreed by and between Contractor and City that:

1. The term of this contract is from July 1, 2026 to June 30, 2027.
2. The City may discontinue the contract with no penalty upon thirty (30) days written notice to the Contractor at any time.
3. The City agrees to pay and the Contractor agrees to accept in full consideration for the performance of the Contractor's obligations, the sum of \$1,995.00 (One Thousand Nine Hundred Ninety-Five Dollars) per month.
4. This contract constitutes the entire agreement and understanding between the parties hereto, and shall not be modified, altered, changed or amended in any respect unless in writing and signed by both parties hereto.
5. Contractor shall not assign this contract to another party, company, partnership or corporation without specific approval in writing from the City.
6. This Contract shall be governed by the laws of the State of Oklahoma both as to interpretation and performance.
7. The Contractor shall procure a policy of Workers' Compensation Insurance and shall procure a policy of liability insurance, the terms, limits and conditions of which shall be acceptable to the City.
8. The Contractor shall furnish transportation for its workers to and from the various Right of Way locations and transport trash to dumpsters at various locations. Cleanup location list attached to contract.
9. The City shall provide necessary supplies so the Contractor can pick up trash in accordance with the list.
10. It is agreed this agreement shall not be construed as a Joint venture agreement or partnership between the City and the Contractor, and the Contractor is not an agent or entity of the City. On the contrary, the Contractor is an independent contractor and shall be responsible for its acts and omissions.

## CLEANUP LOCATIONS

- Kickapoo 1 (Both sides)                      45<sup>th</sup> to north edge of Shawnee Mall
- Kickapoo 2 (Both sides)                      45<sup>th</sup> to Hazel Dale Road (Pistol Range)
- Mission Parkway                                      Kickapoo to Dead End East
- Mall Drive    Kickapoo to Harrison
- Harrison (Both sides)                              MacArthur to Wolverine (including Westech ¼ mile east.)
- Bryan (Both sides)                                      45<sup>th</sup> to Highland (North-South)
- Highland (Both sides)                              Bryan to River Bridge
- Gordon Cooper (Both sides)                      Farrall to River Bridge
- Farrall (Both sides)                                      Leo to Pottenger (No medians)
- Leo Street 1 (Both sides)                              Farrall North to Central Plastics
- Lake Road (Both sides)                              Kennedy to River Bridge
- Lake Road (Both sides)                              Hwy 102 and Lake Road
- Daley Lane (Both sides)                              South off of Lake Rd East of Hwy 177 (Dirt Road)
- Kickapoo Spur (Both sides)                              Kickapoo to SH-177 & Clover Leaves (No median)
- Independence (Both sides)                              Airport Drive to EXPO Cen r
- MacArthur (Both sides)                              SH-177 to Airport Drive
- Leo 2 (Both sides)                                      45<sup>th</sup> to Macarthur
- Acme (Both sides)                                      45<sup>th</sup> to Macarthur
- 45<sup>th</sup> (Both sides)                                      Leo to Bryan (East to West)
- Union (Both sides)                                      45<sup>th</sup> to ¼-mile south

IT WITNESS WHEREOF, we, the contracting parties, by our duly authorized agents, hereto affix our signatures and seals at Shawnee, Oklahoma, on \_\_\_\_\_.

CITY OF SHAWNEE, OKLAHOMA

\_\_\_\_\_  
MARK SIMPSON  
CITY MANAGER

(SEAL)  
ATTEST:

\_\_\_\_\_  
LISA LASYONE, MMC, CITY CLERK



SOUTH CENTRAL INDUSTRIES, INC.

*Tina Hanna*  
\_\_\_\_\_  
TINA HANNA, CEO

*Niki Lynn McGuire*  
\_\_\_\_\_  
Niki McGuire, NOTARY PUBLIC  
(Seal)

Approved as to form and legality on 05/11/2026.

\_\_\_\_\_  
JOSEPH M. VORNDRAN, CITY ATTORNEY



May 18, 2026

Oklahoma City Public Works Director, Debbie Miller  
Attn: Leanita Herndon, Administrative Coordinator  
3738 SW 15<sup>th</sup> Street, Building 1  
Oklahoma City, OK 73108

*Re: Renewal of Intergovernmental Agreement for Regional Household Hazardous Waste Collection and Management Services*

To whom it may concern:

Pursuant to Article 4 of the Inter-Governmental Agreement between our cities, notice is required of our intent regarding this contract. Please be advised the City of Shawnee would like to continue participation with Oklahoma City regarding hazardous waste disposal.

Thank you for your assistance in this regard.

Sincerely,

Eric Stephens  
Mayor

ES/ke

**An Inter-Governmental Agreement for a Regional Household Hazardous Waste Collection, and Management Project (the Project)**

**THIS AGREEMENT**, made and entered into this the 21st day of June, 2016, by, between and among City of Shawnee (hereinafter referred to as "Participant" or "Participants") and The City of Oklahoma City (hereinafter referred to as "Oklahoma City").

**WITNESSETH:**

**WHEREAS**, the parties, referenced above, with The City of Oklahoma City acting as Lead Party, have resolved to enter into this Agreement to define the participation and expectations of each party and to coordinate the collection and management of household hazardous waste (HHW) and the implementation of a joint program; and

**WHEREAS**, the EPA Clean Water Act of 1987 requires the establishment of Hazardous Waste Collection and Disposal Programs for MS4 permits; and

**WHEREAS**, hazardous household waste is "a waste which would be chemically or physically classified as a hazardous waste but is excluded from regulation as a hazardous waste pursuant to the regulations of the Environment Protect Agency because it is generated by a household;" such HHW consisting of numerous products common to the average household, such as pesticides, paints, polishes, cleaners, and automotive supplies; and

**WHEREAS**, each party to this Agreement has independently researched the possible benefits and obligations of participating in and coordinate activities under the Project; and

**WHEREAS**, each party has determined that a regional cooperative HHW Education, Collection and Management Project will provide increased convenience/participation and possibly result in a lower cost per participant and cost savings to all parties; and

**NOW, THEREFORE**, in consideration of the mutual goals and covenants contained herein, and the mutual benefits to result therefrom, the parties agree as follows,

1. The purpose of this Agreement is to establish a Regional HHW Collection and Management Project to affect cost savings, increase public convenience and participation, and educate the public about the proper management of HHW.

2. The term of this Agreement shall commence upon its effective date and conclude June 30, 2017 (which term shall be referred to as the "Initial Term" or the "Demonstration Period").

**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK**

3. Each Participant shall have the right to terminate its participation under this Agreement at any time during the term of the Agreement for any reason, including, but not limited to, its own convenience. If any Participant under this Agreement elects to withdraw or terminate its participation under the Agreement prior to June 30, 2017, the withdrawing Party shall give Oklahoma City thirty (30) days prior written notice of the termination. Any Participant withdrawing from this Agreement must meet all financial commitments and other obligations up to the point of the termination or withdrawal. Withdrawal or termination shall not be effective until all financial commitments and other obligations shall be satisfied.

4. Each Participant may independently renew this Agreement beyond the Initial Term upon mutual agreement of Oklahoma City and the renewing Participant. Request for renewal shall be in the form of a letter from the authorized representative of the Participant must be received in July and may be accepted by the City Public Works Director on behalf of Oklahoma City. Each such renewal shall be for one fiscal year, July 1 to the following June 30. Provided however that no Participant in arrears in payment of charges for services render pursuant to this Agreement shall be permitted to renew this Agreement.

5. The City of Oklahoma City agrees to accept HHW from residents of Participant, with the understanding that The City of Oklahoma will maintain an accounting of these cross-jurisdictional amounts and reimbursement for their management. The residents will be required to comply with ordinances and policies for the disposition of HHW established by Oklahoma City, as may be amended from time to time.

6. The City of Oklahoma City, will bill each Participant (the city or county from which a participating **resident** has originated as such proof of residency is presented to Oklahoma City) separately after each collection occurrence and the participating Party will reimburse Oklahoma City in accordance with the terms of this Agreement. The Participant hereby agrees to establish and/or encumber funding for this Agreement and the services to be provided, and to timely pay for services provided. The Participant agrees that Oklahoma City may but is not required to inquire or investigate the residency of any person dropping off HHW beyond the address on the resident's driver's license.

7. Billings are considered due forty-five (45) calendar days after issuance of billing. If payment is not received by the due date a ten (10%) percent late fee will be assessed to the Participant and service to residents of any delinquent Participants will be subject to termination ninety (90) calendar days after the bill issuance date.

8. Oklahoma City shall assess a rate (based on national surveys) per equivalent rate unit (ERU) of fifteen (15) gallons per household. The fee structure per each resident per arrival or entry shall be evaluated by the following scale:

≤ 7.5 gallons	.5 ERU	\$ 39.50
> 7.5 gallons to 15 gallons	1.0 ERU	\$ 79.00
> 15 gallons to 22.5 gallons	1.5 ERU	\$118.50
> 22.5 gallons	2.0 ERU	\$158.00

[Note:] Minimum charge per vehicle per arrival = .5 ERU  
 Maximum charge per vehicle per arrival = 2.0 ERU

9. Pursuant to the permit issued by the Oklahoma Department of Environmental Quality, Oklahoma City is prohibited from taking any waste other than products expressly produced for home use. No commercial products will be accepted. No products from commercial business or institutions will be accepted. No products from commercial vehicles shall be accepted.

10. This Agreement shall be deemed effective and legally binding upon execution by each of the parties hereto.

11. This Agreement may be amended upon the mutual agreement of the parties or their authorized representatives.

12. All notices required to be given hereunder, shall be in writing and shall be: delivered in person (and a confirming copy sent by first class mail); or shall be mailed by registered mail; or delivered by facsimile with a return receipt showing delivery (and a confirming copy sent by first class mail), to the following addresses:

(a) Notices to Oklahoma City:  
City Clerk  
The City of Oklahoma City  
200 North Walker Avenue, 2nd Floor  
Oklahoma City, Oklahoma 73102

and

Public Works Department  
Storm Water Quality Manager  
420 West Main Street, 3<sup>th</sup> Floor  
Oklahoma City, Oklahoma 73102

(b) Notices to the Participant:

The parties may hereafter designate, in writing and as provided herein, other or different persons or addresses for receipt of notice.

13. When any word in this Agreement is used in the singular number, it shall include the plural and the plural, the singular, except where contrary intention plainly appears. When any word is used in the masculine, it shall include the feminine, and the feminine, the masculine, except where a contrary intention plainly appears.

14. The parties hereto, acting under authority of their respective governing bodies, have caused this Agreement to be executed in multiple counterparts, each of which shall constitute an original.

15. The parties hereto agree that it is not their intent to create any rights or benefits to any third parties and that no third party beneficiaries shall be created or shall be deemed to be created by this Agreement.

**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK.**

16. The parties hereto agree to abide by the applicable and constitutionally valid laws of the State of Oklahoma and the United States of America. The parties further agree that any action to enforce the provisions of this Agreement or any dispute over the interpretation of this Agreement shall be resolved and in a court of competent jurisdiction in Oklahoma County, Oklahoma.

17. This is the complete Agreement between the parties and no statements, representations or discussions not set forth herein shall be binding upon the parties and no party is or shall be bound by any statement or representation that does not conform with this document. No agent or any party to this Agreement has authority to alter, modify or change this Agreement except as expressly provided herein. This Agreement shall be read as a whole and shall not be interpreted either for or against any party. This Agreement may only be amended in writing as approved and executed by all parties hereto.

18. Time shall be deemed to be of the essence of this Agreement.

19. A breach of any provision of this Agreement shall be deemed to be a breach of the entire Agreement provided however the breaching party or parties shall be given thirty (30) days notice as provided herein during which to cure any breach prior to the termination of this Agreement. Provided however, the failure of any party hereto to provide notice of a breach of this Agreement shall not be deemed a waiver of that breach or any subsequent breach of a similar or different kind or nature.

20. A determination that any provision or application of any provision of this Agreement to any party is prohibited or contrary to law shall be limited to the specific language and/or party so construed, and shall not effect the validity of the remaining provisions of the Agreement or its binding effect on any other party or parties.

**THE REMAINDER OF THIS PAGE IS LEFT INTENTIONALLY BLANK.**

Approved and executed by City of Shawnee this 2nd day of May,  
(Participant)

2016.



Debbie L. Goff  
Clerk

(Participant)

Wes Mauder  
Mayor

Reviewed for form and legality:

Joseph E. Wordman  
Joseph E. Wordman, Interim City Attorney  
City of Shawnee

Approved and executed by The City of Oklahoma City this 21st day of June,  
2016.

THE CITY OF OKLAHOMA CITY

ATTEST: (Seal)

Travis K. King  
City Clerk

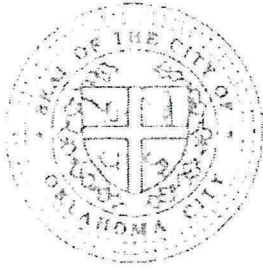


Phil Curtis  
Mayor

REVIEWED for form and legality.

Daryl Brunner  
Assistant Municipal Counselor

PA Other Cities Intergovernmental Agreement



# MEMORANDUM

Council Agenda  
Item No. VII.AH.5.  
6/21/2016

## The City of OKLAHOMA CITY

TO: Mayor and City Council  
FROM: James D. Couch, City Manager

Inter-Governmental Agreement with the City of Shawnee, Regional Household Hazardous Waste Collection and Management Project, July 1, 2016 through June 30, 2017.

**Purpose** Approval of revised Household Hazardous Waste Collection and Management Service between The City of Oklahoma City and the City of Shawnee to continue providing a Household Hazardous Waste Collection and Management Service.

**Background** An Agreement was approved January 2, 2008 (Item No. VI.AC.) with the City of Shawnee and has remained in effect with annual renewals requested by the participant.

Some slight changes have been made in paragraph 7 of the Memorandum. The old paragraph 7 reads as follows:

**RECEIVED  
JUN 27 2016  
CITY CLERK**

7. Billings are considered due fifteen (15) calendar days after the bill is mailed. If payment is not received by the due date a ten (10%) percent late fee will be assessed to the Participant and service to residents of any delinquent Participant and service to residents of any delinquent Participants will be subject to termination seven (7) calendar days after the due date.

The new paragraph 7 reads as follows:

7. Billings are considered due forty-five (45) calendar days after issuance of billing. If payment is not received by the due date a (10%) percent late fee will be assessed to the Participant and service to residents of any delinquent Participants will be subject to termination ninety (90) calendar days after the bill issuance date.

Because of this change we asked that a new Hazardous Waste Inter-Government Memorandum be approved and executed. The City of Oklahoma City agrees to continue accepting household hazardous waste from residents of the City of Shawnee with the understanding that The City of Oklahoma City will maintain an accounting of these cross-jurisdictional amounts and the City of Shawnee will reimburse The City

of Oklahoma City for collection and disposal of household hazardous waste per terms of the Agreement.

Term July 1, 2016 through June 30, 2017.

Revenue Account Storm Water Drainage Utility Fund - Hazardous Materials Services - 330-0075-42250000.

Review Public Works Department

Recommendation: Agreement be approved.

THE CITY COMMISSION OF THE CITY OF SHAWNEE, STATE OF OKLAHOMA, MET IN REGULAR SESSION AT SHAWNEE, OKLAHOMA, ON THE 18<sup>TH</sup> DAY OF MAY, 2026, AT 6:00 O’CLOCK P.M.

PRESENT:

ABSENT:

THEREUPON, the Mayor introduced a Resolution which was read in full by the City Attorney and upon motion by Commissioner \_\_\_\_\_, seconded by Commissioner \_\_\_\_\_, the Resolution was adopted by the following vote:

AYE:

NAY:

Said Resolution is as follows:

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY OF SHAWNEE, OKLAHOMA (THE “CITY”) APPROVING THE INCURRENCE OF INDEBTEDNESS BY THE OKLAHOMA BAPTIST UNIVERSITY AUTHORITY (THE “AUTHORITY”) ISSUING ITS NOTE OR NOTES, OR OTHER FORMS OF INDEBTEDNESS, IN ONE OR MORE SERIES, SUBSERIES OR ISSUANCES (COLLECTIVELY, THE “NOTE”); PROVIDING THAT THE ORGANIZATIONAL DOCUMENT CREATING THE AUTHORITY IS SUBJECT TO THE PROVISIONS OF THE NOTE INDENTURE, AUTHORIZING THE ISSUANCE OF SAID NOTE; WAIVING COMPETITIVE BIDDING WITH RESPECT TO THE SALE OF SAID NOTE AND APPROVING THE PROCEEDINGS OF THE AUTHORITY PERTAINING TO THE SALE OF SAID NOTE; AND CONTAINING OTHER PROVISIONS RELATING THERETO.

**WHEREAS**, the Trustees of the Oklahoma Baptist University Authority (the “Authority”) a public trust created under Title 60, Oklahoma Statutes 2021, Sections 176 et seq., as amended, for the use and benefit of the City of Shawnee, Oklahoma (the “City”), have approved the issuance of its note or notes, or other forms of indebtedness, in one or more series or issuances, on one or more dates, as part of a plan of finance, in an aggregate maximum stated principal amount of \$17,000,000 (collectively the “Note”), and loan the proceeds thereof to

Oklahoma Baptist University, which is an Oklahoma non-profit corporation with 501(c)(3) status (the “University”), for the following purposes: (a) financing various repairs, renovations, and improvements on the University’s campus, including but not limited repairs, renovations, and improvements to Raley Chapel (collectively, the “Improvement Project”) in Shawnee, Oklahoma to support the educational purposes of the University, and (b) paying costs of issuing the Note.

**WHEREAS**, we have been informed that it is expected that the Improvement Project will be owned, operated and principally used by the University and will be located on the campus of the University, with Raley Chapel located at 2501 Raley Drive in Shawnee, Oklahoma.

**WHEREAS**, we have been informed that all or a portion of the Note expected to be issued as “qualified 501(c)(3) bonds” pursuant to section 145 of the Internal Revenue Code, the interest upon which will be excludable from gross income for purposes of federal income taxation.

**WHEREAS**, a public hearing was conducted in these chambers on this date by a duly authorized representative of the Authority after seven days’ published notice.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF SHAWNEE, OKLAHOMA:

**SECTION 1. INDEBTEDNESS AUTHORIZED.** The Oklahoma Baptist University Authority (the “Authority”) is, for purposes of Section 147(f) of the Internal Revenue Code of 1986, as amended, and otherwise, hereby authorized to incur an indebtedness by the issuance indebtedness in an aggregate maximum stated principal amount of \$17,000,000.00, in one or more series, subseries or issuances (collectively, the “Note”), pursuant to the plan of financing described above, it being the express intent hereof that any designations herein are merely for convenience and the said notes may be named and divided by series as deemed appropriate by Authority, all according to the terms and conditions of a Series 2026 Supplemental Note Indenture, as it supplements and amends that certain Bond Indenture and Tenth Amendment to Indenture of Trust dated as of November 1, 2015, as previously supplemented and amended and as may be further supplemented and amended from time to time (collectively, the “Note Indenture”), all by and between the Authority and BancFirst, as Trustee; provided that said Note shall never constitute a debt of the City of Shawnee, Oklahoma (the “City”).

**SECTION 2. ORGANIZATIONAL DOCUMENT SUBJECT TO NOTE INDENTURE.** The organizational document creating the Authority, is hereby made subject to the terms of the Note Indenture authorizing the issuance and securing the payment of the Note as more fully described in Section 1 hereof.

**SECTION 3. WAIVING COMPETITIVE BIDDING; APPROVAL OF SALE PROCEEDINGS.** The waiving of competitive bidding for the sale of the Note and the sale of the Note by the Authority to Sovereign Bank (referred to herein as the “Purchaser”), at a price of par, is hereby approved.

SECTION 4. AUTHORIZING EXECUTION. The Mayor or Vice Mayor and City Clerk or Deputy City Clerk at the closing of the above referenced Note is hereby authorized to execute, separately or jointly, and deliver such documents and take such other action as may be necessary or appropriate in order to effectuate the issuance, execution and delivery of the Note, as directed by Bond Counsel and the Financial Advisor, including specifically, but not limited to, the Note forms, tax or tax compliance documents, closing certificates, continuing disclosure or other security or securities-related documents, disbursement orders, or any other letter, representation or certification otherwise necessary and attendant to the issuance and delivery of the Note; to approve and make any changes to the documents approved by this Resolution, for and on behalf of the City, the execution and delivery of such documents being conclusive as to the approval of any changes contained therein by the City; and to execute, record and file any and all the necessary financing statements, security instruments, including but not limited to the documents approved hereby, and to consummate the transaction contemplated hereby.

[Remainder of Page Left Blank Intentionally]

PASSED AND APPROVED THIS 18<sup>TH</sup> DAY OF MAY, 2026.

---

Eric Stephens, Mayor

(SEAL)

ATTEST:

---

Lisa Lasyone, MMC  
City Clerk

STATE OF OKLAHOMA            )  
  ) S.S.  
POTTAWATOMIE COUNTY        )

I, the undersigned, City Clerk of the City of Shawnee, Oklahoma, do hereby certify that the above and foregoing is a true, full and correct copy of an excerpt from the minutes of a meeting of the Board of Commissioners of said City held on the date above stated, all as recorded in the official minutes of such meeting. I further certify that the “Open Meeting Law” was complied with for such meeting.

---

Lisa Lasyone, MMC  
City Clerk

(SEAL)



**Finance Department**  
16 W. 9th St.  
Shawnee, OK 74801  
ShawneeOK.org

**Date:** May 18, 2026  
**To:** Board of City Commissioners  
**From:** Mark Simpson, City Manager  
**Subject:** Public hearing for the City of Shawnee Proposed Five-Year Capital Improvement Plan for Fiscal Years 2027-2031.  
(A three-minute limit per person)

**Background:** On December 19, 2022, the City of Shawnee Board of Commissioners approved a resolution setting forth a Capital Improvement Plan (CIP) policy. This CIP policy is specifically designed to guide long-term capital improvement planning for the City of Shawnee.

City staff reviewed and updated the prior CIP to develop a list of capital improvements to cover Fiscal Years 2027 through 2031. All projects included in the coming fiscal year have also been incorporated into the proposed Fiscal Year 2026-2027 Operating Budget.

In accordance with the City of Shawnee CIP policy, this agenda item constitutes the formal public hearing on the proposed CIP, establishing an opportunity for members of the community to provide input on the proposed five-year Capital Improvement Plan. Notice of the date, time, and location of the public hearing was published in the Shawnee News-Star on May 14, 2026.

**Financial Impact:** None

**Attachments:** CIP Public Hearing-FY27-31, CIP AD Proof

**Staff Recommendation:** Conduct public hearing.

Notice of Public Hearing  
 City of Shawnee, Oklahoma  
 Shawnee Municipal Authority  
 Shawnee Airport Authority  
**\*\*Proposed Five-Year Capital Improvement Plan\*\***  
 Fiscal Years 2027-2031

<b>Fund</b>	<b>FY 2026</b>	<b>FY 2027</b>	<b>FY 2028</b>	<b>FY 2029</b>	<b>FY 2030</b>	<b>Total 5-Year CIP</b>
301 - CAPITAL IMPROVEMENT FUND	4,423,720	1,796,640	3,027,350	912,639	803,418	4,612,308
302 - STREET IMPROVEMENT FUND	8,125,000	2,720,000	1,995,000	1,020,000	1,045,000	14,905,000
303 - 2018 CAPITAL IMPROVEMENT FUND	4,450,000	975,000	-	-	-	5,425,000
501 - SHAWNEE MUNICIPAL AUTHORITY	3,121,400	2,900,000	2,350,000	2,000,000	2,000,000	12,371,400
511 - SHAWNEE AIRPORT AUTHORITY	5,749,498	1,286,960	25,000	25,000	50,000	7,136,458
Unknown Funding						
<b>Total</b>	<b>25,869,618</b>	<b>9,678,600</b>	<b>7,397,350</b>	<b>3,957,639</b>	<b>3,898,418</b>	<b>50,801,625</b>

\*Total projects - 111

A public hearing will be held on the Capital Improvement Plan in the City Commission Chamber at City Hall, 16 West 9th Street, Shawnee, Oklahoma, at 6:00 p.m. on May 18, 2026.



# OFFICIAL AD PROOF

This is the proof of your ad scheduled to run in **Shawnee News-Star** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(405) 273-4200**.

Notice ID: CQuhBfjKj67FkkyDuCgL | **Proof Updated: May. 11, 2026 at 10:22am CDT**  
Notice Name: CIP Public Hearing-FY27-31 | Publisher ID: 4552570

See Proof on Next Page

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

<b>FILER</b>	<b>FILING FOR</b>
Kimberly Hoover	Shawnee News-Star
kimberly.hoover@shawneeok.org	
(405) 878-1650	

<b>Columns Wide:</b>	4	<b>Ad Class:</b> Legals
<b>Total Column Inches:</b>	10.61	
<b>Number of Lines:</b>	n/a	

05/14/2026: Display Ad Notice	76.88
<hr/>	
Subtotal	\$76.88
Tax	\$0.00
Processing Fee	\$0.00
<b>Total</b>	<b>\$76.88</b>

Expected print dimensions of advertisement:  
 Width: 6.61 in., Height: 2.65 in.

Newspaper page size: Width: 10.00 in., Height: 21.12 in.  
 Publisher may wrap or break notice between pages.

Notice of Public Hearing  
 City of Shawnee, Oklahoma  
 Shawnee Municipal Authority  
 Shawnee Airport Authority  
**\*\*Proposed Five-Year Capital Improvement Plan\*\***  
 Fiscal Years 2027-2031

Fund	FY 2026	FY 2027	FY 2028	FY 2029	FY 2030	Total 5-Year CIP
301 - CAPITAL IMPROVEMENT FUND	4,423,720	1,796,640	3,027,350	912,639	803,418	4,612,308
302 - STREET IMPROVEMENT FUND	8,125,000	2,720,000	1,995,000	1,020,000	1,045,000	14,905,000
303 - 2018 CAPITAL IMPROVEMENT FUND	4,450,000	975,000	-	-	-	5,425,000
501 - SHAWNEE MUNICIPAL AUTHORITY	3,121,400	2,900,000	2,350,000	2,000,000	2,000,000	12,371,400
511 - SHAWNEE AIRPORT AUTHORITY	5,749,498	1,286,960	25,000	25,000	50,000	7,136,458
Unknown Funding						
<b>Total</b>	<b>25,869,618</b>	<b>9,678,600</b>	<b>7,397,350</b>	<b>3,957,639</b>	<b>3,898,418</b>	<b>50,801,625</b>

\*Total projects - 111

A public hearing will be held on the Capital Improvement Plan in the City Commission Chamber at City Hall, 16 West 9th Street, Shawnee, Oklahoma, at 6:00 p.m. on May 18, 2026.  
 Published in Shawnee News-Star May 14, 2026.

4552570



**Finance Department**  
16 W. 9th St.  
Shawnee, OK 74801  
ShawneeOK.org

**Date:** May 18, 2026  
**To:** Board of City Commissioners  
**From:** Mark Simpson, City Manager  
**Subject:** Public hearing for the City of Shawnee Proposed Budget for Fiscal Year 2026-2027.  
(A three-minute limit per person)

**Background:** On April 20, 2026, the proposed Fiscal Year 2026-2027 Budget was presented to the City Board of Commissioners, and the budget was made available for review on the City of Shawnee website and at City Hall.

The attached notice provides an overview of the anticipated revenues and expenditures for the upcoming fiscal year.

In accordance with Title 11 of the Oklahoma Statutes, Chapter 1, Section 17, this agenda item constitutes the formal public hearing on the proposed budget, establishing an opportunity for members of the community to provide input on the proposed annual operating budget. Notice of the date, time, and location of the public hearing was published in the Shawnee News-Star on May 14, 2026, along with a copy of the proposed budget summary.

**Financial Impact:** None

**Attachments:** FY26-27 Budget Public Hearing, Budget AD Proof

**Staff Recommendation:** Conduct public hearing.

Notice of Public Hearing  
City of Shawnee, Oklahoma  
Shawnee Municipal Authority  
Shawnee Airport Authority  
Proposed Budget Summary\*  
Fiscal Year 2026-2027

Description	001 General Fund	010 Grant Fund	101 Street & Alley Fund	102 E 911 Fund	104 Economic Development Fund	105 Spay/Neuter Fund	106 Hotel/Motel Surcharge Fund	107 Police Sales Tax Fund	108 Fire Sales Tax Fund	112 Tax Increment Fund	190 CDBG Grant Fund	301 Capital Improvement Fund	302 Street Improvement Fund	303 2018 Capital Improvement Fund	306 2023 Capital Improvement Fund	350 Aquatic Center Fund	501 Shawnee Municipal Authority	504 Meter Maintenance Fund	511 Shawnee Airport Authority	601 Workers Compensation Self-Insurance Fund**	603 Insurance Recovery Fund**	701 Library Fund	702 Cemetery Perpetual Care Fund	709 Sister Cities Fund	Total
ESTIMATED REVENUES & BUDGETARY FUND BALANCE																									
1 Beginning Budgetary Fund Balance	5,486,252		-	525,227	395,687	-	541,872	-	-	1,270,866	-	2,945,776	4,581,871	3,964,891	3,845,893	97,260	3,976,891	417,352	-	-	2,165,846	-	193,805	42,500	30,451,989
2 Taxes	23,922,464	-	283,900	525,228	408,118	-	599,000	510,148	510,148	200,000	-	3,162,917	3,571,036	4,081,184	4,081,184	-	-	-	-	-	-	-	-	-	41,855,327
3 Intergovernmental	539,000	17,311	-	-	-	-	-	-	-	-	880,405	-	-	-	-	-	-	1,765,000	-	-	-	-	-	-	3,240,001
4 License and Permits	705,000	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	28,275	-	-	-	-	-	-	-	733,275
5 Fines and Forfeitures	333,425	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	333,425
7 Charges for Services	252,735	-	-	-	-	-	-	-	-	-	-	-	-	-	145,000	16,941,067	850,000	-	-	-	-	-	-	-	18,188,802
8 Rental Revenues	62,600	-	-	-	-	-	-	-	-	-	-	-	-	-	14,000	-	-	150,743	-	-	-	-	-	-	227,343
9 Interest Income	792,929	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	792,929
10 Other Revenues	253,650	-	6,360	-	-	2,200	12,100	-	-	-	37,640	3,500,000	-	-	-	55,000	614,135	4,594,899	-	107,000	-	4,000	-	-	9,186,984
11 Transfers In	5,820,296	-	269,000	-	-	-	-	-	-	-	-	-	-	-	64,057	312,077	5,481,184	-	191,000	828,582	-	90,000	-	-	13,056,196
TOTAL	38,168,351	17,311	559,260	1,050,455	803,805	2,200	1,152,972	510,148	510,148	1,470,866	918,045	9,608,693	8,152,907	8,046,075	7,991,134	623,337	27,079,837	1,267,352	6,701,642	828,582	2,272,846	90,000	197,805	42,500	118,066,271
APPROPRIATIONS :																									
1 Administration	3,558,929	-	-	-	-	-	-	-	-	-	-	200,000	450,000	-	-	-	-	-	2,320	-	-	-	-	-	4,211,249
2 Accounting	704,998	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,476	-	-	-	-	-	708,474
3 Information Systems	724,664	-	-	-	-	-	-	-	-	-	-	262,725	-	-	-	-	-	-	2,317	-	-	-	-	-	989,706
4 City Clerk	328,543	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,738	-	-	-	-	-	330,281
5 Municipal Court	343,955	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	2,317	-	-	-	-	-	346,272
6 Utility Billing	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	5,224	-	-	-	-	-	3,903,972
7 Human Resources	438,113	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,898,748	-	-	1,738	-	-	-	-	439,851
8 Community Development	461,436	-	-	-	660,000	-	-	-	-	30,000	918,045	25,000	-	-	-	-	-	-	9,216	-	-	-	-	-	2,103,697
9 Police Department and Emergency Management	11,184,162	-	-	324,288	-	2,200	-	-	-	-	-	860,000	-	-	-	-	-	-	491,914	-	-	-	-	-	12,862,564
10 Fire Department	6,827,676	-	-	-	-	-	-	-	-	-	-	701,000	-	600,000	-	-	-	-	199,582	-	-	-	-	-	8,328,258
11 Engineering	370,146	-	-	-	-	-	-	-	-	-	-	-	6,650,000	3,500,000	-	-	-	-	2,317	-	-	-	-	-	10,522,463
12 Code Enforcement	943,924	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	4,634	-	-	-	-	-	948,558
13 Public Works	1,647,234	-	548,082	-	-	-	-	-	-	-	-	-	1,025,000	-	-	-	10,787,006	-	51,532	-	-	-	-	-	14,058,854
14 Parks, Culture and Recreation	2,242,414	17,311	-	-	-	-	-	-	-	-	-	3,800,000	-	-	-	513,779	-	-	30,640	-	90,000	4,000	-	-	6,698,144
15 Expo Center	952,384	-	-	-	-	-	-	-	-	-	-	-	-	132,500	-	-	-	-	-	-	-	-	-	-	1,084,884
16 Building Maintenance	442,181	-	-	-	-	-	-	-	-	-	-	700,000	-	150,000	-	-	-	-	10,340	-	-	-	-	-	1,302,521
17 Tourism	-	-	-	-	-	-	599,083	-	-	-	-	-	-	-	-	-	-	-	1,159	-	-	-	-	-	600,242
18 Economic Development	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
19 Sister Cities	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	42,500	42,500
20 Airport	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	6,536,704	8,118	2,039,862	-	-	-	-	8,584,684
21 Contingency Reserve	649,263	-	11,178	-	-	-	12,017	-	-	-	-	-	-	-	12,298	465,135	-	131,895	-	-	1,800	-	-	-	1,283,586
22 Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	3,088,000	433,274	33,043	-	-	-	-	-	3,554,317
23 Transfers Out	862,077	-	-	-	-	-	-	510,148	510,148	-	-	-	-	-	4,081,184	-	4,864,057	-	-	-	-	-	-	-	10,827,614
TOTAL	32,682,099	17,311	559,260	324,288	660,000	2,200	611,100	510,148	510,148	30,000	918,045	6,548,725	8,125,000	4,382,500	4,081,184	526,077	23,102,946	433,274	6,701,642	828,582	2,039,862	91,800	4,000	42,500	93,732,691
ENDING BUDGETARY FUND BALANCE RESERVE	5,486,252	-	-	726,167	143,805	-	541,872	-	-	1,440,866	-	3,059,968	27,907	3,663,575	3,909,950	97,260	3,976,891	834,078	0	-	232,984	(1,800)	193,805	-	24,333,580
Percent of Ending Fund Balance/Annual Expenses	16.79%	0.00%	0.00%	223.93%	21.79%	0.00%	88.67%	0.00%	0.00%	4802.89%	0.00%	46.73%	0.34%	83.60%	95.80%	18.49%	17.21%	192.51%	0.00%	0.00%	11.42%	-1.96%	4845.13%	0.00%	25.96%
Impact to Fund Balance - Gain/(Loss)	-	-	-	200,940	(251,882)	-	(0)	-	-	170,000	-	114,192	(4,553,964)	(301,316)	64,057	(0)	0	416,726	0	-	(1,932,862)	(1,800)	-	(42,500)	(6,118,409)

This Summary documents the preliminary budgeted estimates of Revenues and Appropriations for the funds of the City of Shawnee, Oklahoma, including its Authorities, for the budget period July 1, 2026 through June 30, 2027, as identified on May 7, 2026.

\* Not included in the summary are funds with no activity: 103 - Oil & Gas Revenue, 113 - Drug Forfeiture, 114 - Opioid Settlement Fund, 201 - Debt Service, 706 - Gifts and Contributions

\*\* The Workers Compensation Self-Insurance Fund - 601, reflects "Transfers In" from other funds. The associated expense in other funds is reflected within the division where the payroll occurs, and is therefore not shown in the general "Transfers Out" expenditure line.

For a downloadable PDF, visit <http://www.ShawneeOK.org>

A public hearing will be held on the Preliminary Budget Summary of Revenues and Appropriations in the City Commission Chamber at City Hall, 16 West 9th Street, Shawnee, Oklahoma, at 6:00 p.m. on May 18, 2026.

Mark Simpson, City Manager

(Seal)

Attest:

s/s Lisa Lasyone, COO/City Clerk



# OFFICIAL AD PROOF

This is the proof of your ad scheduled to run in **Shawnee News-Star** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(405) 273-4200**.

Notice ID: e3MTImU5ciTixJ6R0Dfv | **Proof Updated: May. 11, 2026 at 10:17am CDT**  
Notice Name: FY26-27 Budget Public Hearing | Publisher ID: 4552540

**This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.**

FILER	FILING FOR
Kimberly Hoover	Shawnee News-Star
kimberly.hoover@shawneeok.org	
(405) 878-1650	

<b>Columns Wide:</b>	6	<b>Ad Class:</b> Legals
<b>Total Column Inches:</b>	54.81	
<b>Number of Lines:</b>	n/a	

05/14/2026: Display Ad Notice	397.08
<hr/>	
Subtotal	\$397.08
Tax	\$0.00
Processing Fee	\$0.00
<b>Total</b>	<b>\$397.08</b>

See Proof on Next Page

Notice of Public Hearing  
City of Shawnee, Oklahoma  
Shawnee Municipal Authority  
Shawnee Airport Authority  
Proposed Budget Summary\*  
Fiscal Year 2026-2027

Description	001 General Fund	010 Grant Fund	101 Street & Alley Fund	102 E 911 Fund	104 Economic Development Fund	105 Spray/Weeder Fund	106 Hotel/Motel Surcharge Fund	107 Police Sales Tax Fund	108 Fire Sales Tax Fund	112 Tax Increment Fund	190 CDBG Grant Fund	301 Capital Improvement Fund	302 Street Improvement Fund	303 2018 Capital Improvement Fund	306 2023 Capital Improvement Fund	350 Aquatic Center Fund	501 Shawnee Municipal Authority	504 Meter Maintenance Fund	511 Shawnee Airport Authority	601 Workers Compensation Self-Insurance Fund**	603 Insurance Recovery Fund**	701 Library Fund	702 Cemetery Perpetual Care Fund	709 Sister Cities Fund	Total	
<b>ESTIMATED REVENUES &amp; BUDGETARY FUND BALANCE</b>																										
1 Beginning Budgetary Fund Balance	5,486,252			525,227	395,687	-	541,872			1,270,866		2,945,776	4,581,871	3,964,891	3,845,893	97,260	3,976,891	417,352			2,165,846		193,805	42,500	30,451,989	
2 Taxes	23,922,464		283,900	525,228	408,118		599,000	510,148	510,148	200,000		3,162,917	3,571,036	4,081,184	4,081,184											41,855,327
3 Intergovernmental	539,000	17,311									880,405						38,285	1,765,000								3,240,001
4 License and Permits	705,000																28,275									733,275
5 Fines and Forfeitures	333,425																									333,425
7 Charges for Services	252,735															145,000	16,941,067	850,000								18,188,802
8 Rental Revenues	62,600															14,000		150,743								227,343
9 Interest Income	792,929																									792,929
10 Other Revenues	253,650		6,360			2,200	12,100				37,640	3,500,000				55,000	614,135	4,594,899		107,000			4,000		9,186,984	
11 Transfers In	5,820,296		269,000													64,057	312,077	5,481,184		191,000	828,582		90,000			13,056,196
<b>TOTAL</b>	<b>38,168,351</b>	<b>17,311</b>	<b>559,260</b>	<b>1,050,455</b>	<b>803,805</b>	<b>2,200</b>	<b>1,152,972</b>	<b>510,148</b>	<b>510,148</b>	<b>1,470,866</b>	<b>918,045</b>	<b>9,608,693</b>	<b>8,152,907</b>	<b>8,046,075</b>	<b>7,991,134</b>	<b>623,337</b>	<b>27,079,837</b>	<b>1,267,352</b>	<b>6,701,642</b>	<b>828,582</b>	<b>2,272,846</b>	<b>90,000</b>	<b>197,805</b>	<b>42,500</b>	<b>118,066,271</b>	
<b>APPROPRIATIONS :</b>																										
1 Administration	3,558,929										200,000	450,000								2,320						4,211,249
2 Accounting	704,998																			3,476						708,474
3 Information Systems	724,664										262,725										2,317					989,706
4 City Clerk	328,543																				1,738					330,281
5 Municipal Court	343,955																				2,317					346,272
6 Utility Billing																	3,898,748			5,224						3,903,972
7 Human Resources	438,113																				1,738					439,851
8 Community Development	461,436				660,000				30,000	918,045	25,000										9,216					2,103,697
9 Police Department and Emergency Management	11,184,162		324,288			2,200						860,000														12,862,564
10 Fire Department	6,827,676										701,000		600,000							199,582						8,328,258
11 Engineering	370,146												6,650,000	3,500,000						2,317						10,522,463
12 Code Enforcement	943,924																				4,634					948,558
13 Public Works	1,647,234		548,082										1,025,000				10,787,006			51,532						14,058,854
14 Parks, Culture and Recreation	2,242,414	17,311									3,800,000				513,779						30,640	90,000	4,000			6,698,144
15 Expo Center	952,384													132,500												1,084,884
16 Building Maintenance	442,181										700,000			150,000							10,340					1,302,521
17 Tourism						599,083															1,159					600,242
18 Economic Development																										
19 Sister Cities																								42,500		42,500
20 Airport																		6,536,704	8,118	2,039,862						8,584,684
21 Contingency Reserve	649,263		11,178				12,017								12,298	465,135		131,895			1,800					1,283,586
22 Debt Service																3,088,000	433,274	33,043								3,554,317
23 Transfers Out	862,077						510,148	510,148							4,081,184	4,864,057										10,827,614
<b>TOTAL</b>	<b>32,682,099</b>	<b>17,311</b>	<b>559,260</b>	<b>324,288</b>	<b>660,000</b>	<b>2,200</b>	<b>611,100</b>	<b>510,148</b>	<b>510,148</b>	<b>30,000</b>	<b>918,045</b>	<b>6,548,725</b>	<b>8,125,000</b>	<b>4,382,500</b>	<b>4,081,184</b>	<b>526,077</b>	<b>23,102,946</b>	<b>433,274</b>	<b>6,701,642</b>	<b>828,582</b>	<b>2,039,862</b>	<b>91,800</b>	<b>4,000</b>	<b>42,500</b>	<b>93,732,691</b>	
<b>ENDING BUDGETARY FUND BALANCE RESERVE</b>	<b>5,486,252</b>			<b>726,167</b>	<b>143,805</b>		<b>541,872</b>			<b>1,440,866</b>		<b>3,059,968</b>	<b>27,907</b>	<b>3,663,575</b>	<b>3,909,950</b>	<b>97,260</b>	<b>3,976,891</b>	<b>834,078</b>	<b>0</b>		<b>232,984</b>	<b>(1,800)</b>	<b>193,805</b>		<b>24,333,580</b>	
Percent of Ending Fund Balance/Annual Expenses	16.79%	0.00%	0.00%	223.93%	21.79%	0.00%	88.67%	0.00%	0.00%	4802.89%	0.00%	46.73%	0.34%	83.60%	95.60%	18.49%	17.21%	192.51%	0.00%	0.00%	11.42%	-1.96%	4845.13%	0.00%	25.96%	
Impact to Fund Balance - Gain/(Loss)				<b>200,940</b>	<b>(251,882)</b>		<b>0</b>			<b>170,000</b>		<b>114,192</b>	<b>(4,553,984)</b>	<b>(301,316)</b>	<b>64,057</b>	<b>0</b>	<b>0</b>	<b>416,726</b>	<b>0</b>		<b>(1,932,862)</b>	<b>(1,800)</b>		<b>(42,500)</b>	<b>(6,118,409)</b>	

This Summary documents the preliminary budgeted estimates of Revenues and Appropriations for the funds of the City of Shawnee, Oklahoma, including its Authorities, for the budget period July 1, 2026 through June 30, 2027, as identified on May 7, 2026.  
 \* Not included in the summary are funds with no activity: 103 - Oil & Gas Revenue, 113 - Drug Forfeiture, 114 - Opioid Settlement Fund, 201 - Debt Service, 706 - Gifts and Contributions  
 \*\* The Workers Compensation Self-Insurance Fund - 601, reflects "Transfers In" from other funds. The associated expense in other funds is reflected within the division where the payroll occurs, and is therefore not shown in the general "Transfers Out" expenditure line.  
 For a downloadable PDF, visit <http://www.ShawneeOK.org>  
 A public hearing will be held on the Preliminary Budget Summary of Revenues and Appropriations in the City Commission Chamber at City Hall, 16 West 9th Street, Shawnee, Oklahoma, at 6:00 p.m. on May 18, 2026.

Mark Simpson, City Manager  
 (Seal)  
 Attest:  
 s/s Lisa Layone, COO/City Clerk  
 Published in Shawnee News-Star May 14, 2026.



**City Manager**  
130 N. Broadway Ave., Suite 100  
Shawnee, OK 74801  
[ShawneeOK.org](http://ShawneeOK.org)

**Date:** May 18, 2026  
**To:** Board of City Commissioners  
**From:** Joe Vorndran, City Attorney  
**Subject:** Consideration of renewal of a Contract for Economic Development Services Between the City of Shawnee, Pottawatomie County, and Shawnee Forward Inc.

**Background:** The City of Shawnee has historically contracted for economic development services. Since the 2017 merger between the Shawnee Chamber of Commerce and the Shawnee Economic Development Foundation, Shawnee Forward has provided economic development services for the City. In 2025, Pottawatomie County also contracted with Shawnee Forward to provide economic development services for the County. The 2025 tri-party agreement for economic development services is up for renewal for FY 2026. The contract being considered by the Commission has three changes from 2025, the addition of 2(g) and 2(h) as well as modifications to Section 3.

**Financial Impact:** \$300,000.00

**Attachments:** Shawnee Forward Draft Contract - FY2026-27\_PROPOSED\_v1 (COS execution)

**Staff Recommendation:** Approval

**CONTRACT FOR ECONOMIC DEVELOPMENT SERVICES  
BETWEEN THE CITY OF SHAWNEE, POTTAWATOMIE COUNTY, AND SHAWNEE  
FORWARD**

This Contract made and entered into this 1st day of July, 2026, is between the City of Shawnee, Oklahoma, a Municipal Corporation (hereinafter “City”), Pottawatomie County, a Political Subdivision of the State of Oklahoma (hereafter “County”), and Shawnee Forward, Inc., an Oklahoma Not For Profit Corporation and 501(c)(6) business organization (hereinafter, “Shawnee Forward”)(together, “Parties”).

WITNESSETH:

WHEREAS, local economic development is a legally recognized public and municipal purpose; and

WHEREAS, the City and County wish to contract with Shawnee Forward to promote economic development in the City of Shawnee, Oklahoma and Pottawatomie County; and

WHEREAS, the City and County deem this Contract and the services to be performed hereunder to be a unique professional services contract; and

WHEREAS, the desired economic vitality outcomes for the City and County include an increase in retail sales tax revenues; the attraction, development, retention, and expansion of businesses and industries; and the creation of quality jobs for the purpose of increasing the economic prosperity of the community and its citizens; and

WHEREAS, Shawnee Forward is a private, independent, non-profit organization comprised of private members, with a mission to assure the economic growth of the City of Shawnee and Pottawatomie County.

NOW, THEREFORE, in consideration of the mutual promises, covenants, and conditions herein stated, and in consideration of the mutual benefits that accrue to each of the parties hereto, the City and Shawnee Forward do hereby agree as follows:

1. **Engagement of Shawnee Forward.** The City and County hereby engage Shawnee Forward to perform certain economic development services for the benefit of the City of Shawnee and Pottawatomie County. Shawnee Forward accepts such engagement pursuant to the terms and conditions set forth herein.
2. **Services Provided by Shawnee Forward.** Shawnee Forward shall during the term of this Contract develop and implement programs designed to accomplish the following:
  - a. In support of the City’s and County’s objectives, Shawnee Forward will engage in industrial and retail business solicitation activities in order to expand the economic base through the retention of existing businesses and industries, the attraction of

talent, and entrepreneurship.

- b. Shawnee Forward will market and promote City and County assets, properties, and businesses through various marketing channels, including [www.shawneeforward.com](http://www.shawneeforward.com)
- c. Shawnee Forward will endeavor to stimulate, encourage, and promote opportunities for collaboration and partnerships between the City, the County, and private sector.
- d. Shawnee Forward shall present the City's and County's appointed Board members with an annual budget and plan of economic development by which it intends to promote the maintenance and expansion of the economic base of Pottawatomie County and all its cities.
- e. Shawnee Forward shall regularly present the City's and the County's appointed Board member with the status of its business plan by providing a quarterly summary of its activities and its financial status, by reporting on revenue and expense categories compared to budget, balance sheets covering the period and year-to-date, and audits when completed. To ensure Shawnee Forward maintains its private status, no hard copies or electronic versions of these documents will be provided.
- f. Shawnee Forward shall make such recommendations to the City and County as it may deem necessary to further the objectives of Shawnee Forward and/or the City/County.
- g. Shawnee Forward shall utilize its time and resources to educate and promote the public on key economic initiatives that it believes will advance the region and the mission of Shawnee Forward.
- h. Shawnee Forward shall make best efforts to obtain a lease or leases over as much of the Commission of Land Office property located along the I-40 corridor as commercially reasonable for the organization. Shawnee Forward shall work with the City and County to ensure the orderly and efficient development of this area.

**3. Governance and Board Representation.**

Shawnee Forward shall remain a private, independent, non-profit organization governed by its Board of Directors.

Notwithstanding the foregoing, the City of Shawnee and Pottawatomie County shall each be entitled to one (1) designated representative serving as a voting member of the Shawnee Forward Board of Directors for the duration of this Agreement.

The City of Shawnee's representative shall be the Mayor.

Pottawatomie County's representative shall be the Chair of the Board of County Commissioners.

These representatives shall have the same rights, responsibilities, and voting authority as other members of the Board, subject to Shawnee Forward's bylaws and applicable law.

The board representation provided for herein is expressly contingent upon the continuation of this Agreement. In the event this Agreement is terminated, expires, or is not renewed, the City of Shawnee and Pottawatomie County's rights to appoint voting representatives to the Shawnee Forward Board of Directors shall automatically cease, subject to the organization's bylaws and any applicable transition provisions.

4. **Effective Date.** This Contract shall take effect on July 1, 2026, and shall remain in effect until June 30, 2027.
5. **Compensation.** The City will pay Shawnee Forward the annual sum of Three Hundred Thousand Dollars (\$300,000.00) payable quarterly in Seventy-Five Thousand Dollar (\$75,000.00) installments due by the 5<sup>th</sup> day of the beginning of each quarter. The County will pay Shawnee Forward the annual sum of Three Hundred Thousand Dollars (\$300,000.00) payable quarterly in Seventy-Five Thousand Dollar (\$75,000.00) installments by the 5<sup>th</sup> day of the beginning of each quarter.
6. **Records and Reporting.** Shawnee Forward shall provide written reports describing economic development activities as well as any other information reasonably requested by the City and/or County including but not limited to annual audits of Shawnee Forward and other financial records relating to the Compensation outlined herein:
  - a. **Inspection and Audit.** Shawnee Forward shall keep financial records pertaining to its economic development activities available during regular business hours for inspection by the City and County or any designee, or persons designated by the City or County to perform audits. Copies of the financial records shall be furnished to the City and County, their staff, auditors, and elected officials at no additional charge. Shawnee Forward acknowledges that all financial records related to this Contract are considered public documents under the Oklahoma Open Records Act, 51 Okla. Stat. §24A, et seq., and shall comply in a timely manner with any lawful request for disclosure of documents proffered under said Act.
7. **Employees.** Shawnee Forward agrees to provide qualified and competent personnel to carry out the work program set forth herein.
8. **Independent Contractor Status.** Shawnee Forward is a separate, legal entity subject to direction and control by its Board of Directors. All employees carrying out tasks pursuant to this Contract are employees of Shawnee Forward and shall not be considered employees of the City or County under any circumstances. Any volunteers utilized by Shawnee Forward shall

likewise be considered under the exclusive direction of Shawnee Forward and not employees or agents of the City or County under any circumstances. In this connection, should any liability arise under the Worker's Compensation Act of the State of Oklahoma due to injury of any employee of Shawnee Forward, the same shall be considered the sole and exclusive liability of Shawnee Forward.

9. **Termination.** At any point, with or without cause, either Party may terminate this Agreement by providing thirty (30) days' written notice of termination to the other Party. In the event of termination, all rights and privileges provided for herein shall cease upon the expiration of the thirty (30) day timeframe provided for within the written termination notice.
10. **Non-Discrimination.** Shawnee Forward shall manage its operations in accordance with federal and state anti-discrimination laws and shall not discriminate against any employee, applicant for employment, or party seeking the services of Shawnee Forward because of race, creed, color, national origin, gender, ancestry, disability, or Shawnee Forward membership.
11. **Compliance with Laws.** Shawnee Forward shall conduct its business under the terms of this Contract in such a manner that it does not violate federal, state, or local laws or regulations applicable to the conduct of economic development organizations.
12. **Assignment.** Neither party shall assign this Contract or any rights, responsibilities, or interests without the prior written approval of the other party.
13. **Indemnification and Hold Harmless.** Shawnee Forward shall defend and hold harmless the City and County and any and all officers, agents, and employees of the City and County, against all damages, including but not limited to, any loss, liability, expense, suit, or claim for injury to persons or damages to property arising out of the activities of Shawnee Forward, its employees, and agents under or in connection with this Contract.
14. **Change in Status.** Shawnee Forward shall immediately report to the City and County any change in its legal or corporate status.
15. **Waiver.** The waiver by any part of any breach of any term, condition, or covenant herein contained shall not be deemed a waiver of any subsequent breach of the same, or any other term, condition, or covenant.
16. **Breach or Default.** If either Party to this Contract fails, refuses, or neglects to abide by its duties and responsibilities hereunder, the other Party may give notice of such breach. The breaching Party shall be notified, in writing, of its alleged breach and shall be given thirty (30) days (unless such time is extended by the non-breaching party) to cure the breach. If the breach is due to violation of law or mismanagement or embezzlement of funds by Shawnee Forward, the Contract shall terminate immediately. If the breach is not remedied, the other party may terminate the Contract.
17. **Notices.** Any notice required or permitted under this Contract shall be deemed sufficiently

given or served if hand-delivered or mailed by certified mail, return receipt requested, and directed to the respective parties as follows:

***City of Shawnee:***

Attn: City Manager  
16 W 9<sup>th</sup> Street  
Shawnee, Oklahoma 74801

***Pottawatomie County:***

Attn: County Commission Chair  
309 N Broadway Avenue  
Shawnee, Oklahoma 74801

***Shawnee Forward, Inc.:***

Attn: CEO  
130 N. Louisa  
Shawnee, Oklahoma 74801

18. **Governing Law; Submission to Jurisdiction.** Notwithstanding any provision to the contrary, the law of the State of Oklahoma shall govern the construction and enforcement of this Contract. The parties do hereby submit to the personal jurisdiction of, and waive any objection to venue in, Pottawatomie County, Oklahoma State District Court for the resolution of any dispute arising out of this Contract. Prior to the initiation of a district court action, the Parties agree to participate in good faith mediation to attempt to settle any disputes that may arise.
19. **Full and Complete Agreement.** This Contract shall constitute a full and complete understanding between the parties with respect to the subject matter set forth herein. No prior or future representation, inducement, agreement, promise, or undertaking, alteration, amendment, deletion, or other such revision of or to this Contract shall have any force or effect unless the same is in writing and validly executed by both parties hereto.
20. **Severability.** Should any provision herein be determined to be illegal, invalid, void, or unenforceable by a court of competent jurisdiction, the balance of the Contract shall be deemed operative, to the extent possible.
21. **Construction.** Captions and other headings contained in this contract are for reference and identification purposes only and do not alter, modify, amend, limit, or restrict the contractual obligations of the parties.
22. **Identity Theft Prevention.** Shawnee Forward agrees to familiarize itself with 16 CFR §681, Identity Theft Rules and 24 Okla. Stat. §161 et seq., the Security Breach Notification Act. Shawnee Forward agrees to meet or exceed the guidelines set out in those laws, including, but not limited to, its policies and procedures regarding training of personnel, use of any personal information obtained, and reporting of “Red Flag” events.

23. **Governmental Tort Claims Act.** By entering into this Contract, the City of Shawnee and its employees, as defined by the Governmental Tort Claims Act, 51 Okla. Stat. §151 et seq., do not waive sovereign immunity, any defenses, or any limitations of liability as may be provided for by law. No provision of this Contract modifies and/or waives any provision of the Oklahoma Government Tort Claims Act.

WITNESS our hands on \_\_\_\_\_.

SHAWNEE FORWARD

\_\_\_\_\_  
CHAIRMAN OF THE BOARD

ATTEST:

\_\_\_\_\_  
SECRETARY/NOTARY

APPROVED by the Mayor and the City Commissioners of the City of Shawnee on \_\_\_\_\_.

THE CITY OF SHAWNEE, OKLAHOMA  
A Municipal Corporation

\_\_\_\_\_  
Mark Simpson,  
CITY MANAGER

ATTEST:

\_\_\_\_\_  
LISA LASYONE, CMC, CITY CLERK

APPROVED as to form and legality on \_\_\_\_\_.

\_\_\_\_\_  
JOE VORNDRAN, CITY ATTORNEY

APPROVED by the County Commissioners of Pottawatomie County on \_\_\_\_\_.

POTTAWATOMIE COUNTY, OKLAHOMA  
A Municipal Corporation

\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
\_\_\_\_\_

APPROVED as to form and legality on \_\_\_\_\_.

\_\_\_\_\_



**City Attorney Department**  
130 N. Broadway Ave., Suite 100  
Shawnee, OK 74801  
[ShawneeOK.org](http://ShawneeOK.org)

**Date:** May 18, 2026  
**To:** Board of City Commissioners  
**From:** Joe Vorndran, City Attorney  
**Subject:** Consideration to revoke the Cabin Site Lake Lot Lease (Lease No. 5176) for the tract situated at 16816 Magnino Road.

**Background:** The City of Shawnee entered into a lease agreement with the current lessee for the use of City-owned property, with annual lease payments due each year in accordance with the executed lease agreement.

As of the date of this memorandum, the lessee has failed to make the required annual lease payment and has not made a payment since September 2025. The payment due in September 2025 remains outstanding and unpaid. Staff has attempted to communicate with the lessee regarding the delinquent balance and the need to bring the account into compliance; however, the outstanding balance has not been resolved, and no corrective action has been initiated by the lessee.

Pursuant to the terms and conditions of the lease agreement, the City retains the right to terminate and revoke the lease in the event of non-payment or continued default. Due to the continued non-compliance with the lease agreement, staff recommends moving forward with formal revocation of the lease agreement.

Staff further notes that the leased property contains substantial improvements and site development completed by the lessee. These improvements include multiple accessory structures, a mobile home, a private well system, and a septic system located on the property. Due to the existence of these improvements, additional coordination may be required regarding the removal, abandonment, transfer, or disposition of the structures and utility systems following termination of the lease agreement. Any future use or redevelopment of the property may also require evaluation of the existing improvements and utility infrastructure for compliance with applicable City and State regulations.

Revocation of the lease agreement will allow the City to regain control of the property, address the status of the existing improvements, and evaluate potential future uses of the property in the best interest of the City.

Staff recommends approval of the lease revocation and authorization for the City Attorney and appropriate City staff to proceed with all necessary actions associated with termination of the lease agreement and recovery of the property.

**Financial Impact:** N/A

**Attachments:** Lease agreement-9.20.21 - Sutton Ryan Petz, Renewal+Notice34678433, Renewal+Notice34242046, Renewal+Notice33128250, Renewal+Notice30877045, 16816 MAGNINO RD 5-8-26 (1), 16816 MAGNINO RD 5-8-26 (2), 16816 MAGNINO RD 5-8-26 (3), 16816 MAGNINO RD 5-8-26 (4), 16816 MAGNINO RD 5-8-26 (5), 16816 MAGNINO RD 5-8-26 (6), 16816 MAGNINO

RD 5-8-26 (7), 16816 MAGNINO RD 5-8-26 (8), 16816 MAGNINO RD 5-8-26 (9), 16816 MAGNINO RD 5-8-26 (10), 16816 MAGNINO RD 5-8-26 (11), 16816 MAGNINO RD 5-8-26 (12), 16816 MAGNINO RD 5-8-26 (13)

**Staff Recommendation:** Revocation of the lease



## Cabin Site Lease

PLEASE READ CAREFULLY

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

LEASE # 5176 TRACT NAME Johnston LOT # 1

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease was made and entered into in duplicate this date of 09/20/2021 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

SUTTON RYAN PETZ IRREVOCABLE TRUST, C/O JORDAN MONK REBER, PC  
17300 DALLAS PARKWAY SUITE 2050  
DALLAS, TX 75248

PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$746.00 dollars for 2021, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**16816 MAGNINO RD**

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply.

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed

an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rules or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house, or boat dock.

That the lessee agrees to lease the premises **AS IS** from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance with City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject to the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

That the lessee shall be the owner of all improvements which may be placed by him or her, said improvements including cabins or other buildings and boat houses constitute personal property and lessee shall have the right to remove same from the lot at the termination of the lease, subject to the following: whenever a lease has been cancelled by the City as provided herein or by ordinance, the lessee or owner of said improvements shall remove the same within sixty (60) days of the date of the said cancellation of the lease and upon failure to do so, said improvements shall revert to and become the property of the City of Shawnee. And it shall have the right, without further notice or demand to take immediate possession of all said improvements and these will belong to the first party or its assigns, as liquidated damages for the non-fulfillment of the lease by the lessee and for the use and rental thereof.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division of other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

That this lease shall be binding upon the representatives, heirs, and assigns and successors in interest of the parties hereto.

It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.

IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.

CITY OF SHAWNEE, OKLAHOMA  
A Municipal Corporation,

*[Handwritten Signature]*  
BY: \_\_\_\_\_

MAYOR  
PARTY OF THE FIRST PART

ATTEST:

*[Handwritten Signature]*  
\_\_\_\_\_  
CITY CLERK



*[Handwritten Signature]* Trustee  
\_\_\_\_\_  
PARTY OF THE SECOND PART

\_\_\_\_\_  
PARTY OF THE SECOND PART

Telephone: 405.878.1666  
Fax: 405.878.1587  
www.ShawneeOK.org



Code Enforcement  
222 N Broadway Ave  
Shawnee, OK 74801-6918

### Renewal Notice

03/16/2026  
\$ - PAST DUE - SUTTON RYAN PETZ  
IRREVOCABLE TRUST  
17300 DALLAS PARKWAY SUITE 2050  
DALLAS, TX 75248

Name:	C/O JORDAN MONK REBER, PC
Address:	16816 MAGNINO RD
Number#:	5176
Desc:	
Expires:	09/03/2026
Total Due:	\$808.00

- DETACH HERE - RETURN TOP PORTION WITH PAYMENT

C/O JORDAN MONK REBER, PC

This is to remind you that the LICENSE listed above is due.

In order to comply with the ordinances of the City of Shawnee, this license should be renewed as soon as possible.

Your cooperation in this matter is appreciated

If you have any questions, please feel free to call (405) 878-1666 or email sandi.rehagen@shawneeok.org

03/16/2026  
\$ - PAST DUE - SUTTON RYAN PETZ  
IRREVOCABLE TRUST  
17300 DALLAS PARKWAY SUITE 2050  
DALLAS, TX 75248

Name:	C/O JORDAN MONK REBER, PC
Address:	16816 MAGNINO RD
Number#:	5176
Desc:	
Expires:	09/03/2026
Total Due:	\$808.00

Sincerely,

Shawnee Code Enforcement  
City of Shawnee Oklahoma

Telephone: 405.878.1666  
Fax: 405.878.1587  
www.ShawneeOK.org



Code Enforcement  
222 N Broadway Ave  
Shawnee, OK 74801-6918

## Renewal Notice

02/23/2026  
\$ - PAST DUE - SUTTON RYAN PETZ  
IRREVOCABLE TRUST  
17300 DALLAS PARKWAY SUITE 2050  
DALLAS, TX 75248

Name:	C/O JORDAN MONK REBER, PC
Address:	16816 MAGNINO RD
Number#:	5176
Desc:	
Expires:	09/03/2026
Total Due:	\$808.00

- DETACH HERE - RETURN TOP PORTION WITH PAYMENT

C/O JORDAN MONK REBER, PC

This is to remind you that the LICENSE listed above is due.

In order to comply with the ordinances of the City of Shawnee, this license should be renewed as soon as possible.

Your cooperation in this matter is appreciated

If you have any questions, please feel free to call (405) 878-1666 or email [sandi.rehagen@shawneeok.org](mailto:sandi.rehagen@shawneeok.org)

02/23/2026  
\$ - PAST DUE - SUTTON RYAN PETZ  
IRREVOCABLE TRUST  
17300 DALLAS PARKWAY SUITE 2050  
DALLAS, TX 75248

Name:	C/O JORDAN MONK REBER, PC
Address:	16816 MAGNINO RD
Number#:	5176
Desc:	
Expires:	09/03/2026
Total Due:	\$808.00

Sincerely,

Shawnee Code Enforcement  
City of Shawnee Oklahoma

Telephone: 405.878.1666  
Fax: 405.878.1587  
www.ShawneeOK.org



Code Enforcement  
222 N Broadway Ave  
Shawnee, OK 74801-6918

## Renewal Notice

12/16/2025  
\$ - PAST DUE - SUTTON RYAN PETZ  
IRREVOCABLE TRUST  
17300 DALLAS PARKWAY SUITE 2050  
DALLAS, TX 75248

Name:	C/O JORDAN MONK REBER, PC
Address:	16816 MAGNINO RD
Number#:	5176
Desc:	
Expires:	09/03/2026
Total Due:	\$808.00

- DETACH HERE - RETURN TOP PORTION WITH PAYMENT

C/O JORDAN MONK REBER, PC

This is to remind you that the LICENSE listed above is due.

In order to comply with the ordinances of the City of Shawnee, this license should be renewed as soon as possible.

Your cooperation in this matter is appreciated

If you have any questions, please feel free to call (405) 878-1666 or email [sandi.rehagen@shawneeok.org](mailto:sandi.rehagen@shawneeok.org)

12/16/2025  
\$ - PAST DUE - SUTTON RYAN PETZ  
IRREVOCABLE TRUST  
17300 DALLAS PARKWAY SUITE 2050  
DALLAS, TX 75248

Name:	C/O JORDAN MONK REBER, PC
Address:	16816 MAGNINO RD
Number#:	5176
Desc:	
Expires:	09/03/2026
Total Due:	\$808.00

Sincerely,

Shawnee Code Enforcement  
City of Shawnee Oklahoma

Telephone: 405.878.1666  
Fax: 405.878.1587  
www.ShawneeOK.org



Code Enforcement  
222 N Broadway Ave  
Shawnee, OK 74801-6918

### Renewal Notice

08/20/2025  
\$ - PAST DUE - SUTTON RYAN PETZ  
IRREVOCABLE TRUST  
17300 DALLAS PARKWAY SUITE 2050  
DALLAS, TX 75248

Name:	C/O JORDAN MONK REBER, PC
Address:	16816 MAGNINO RD
Number#:	5176
Desc:	
Expires:	09/03/2026
Total Due:	\$808.00

- DETACH HERE - RETURN TOP PORTION WITH PAYMENT

C/O JORDAN MONK REBER, PC

This is to remind you that the LICENSE listed above is due.

In order to comply with the ordinances of the City of Shawnee, this license should be renewed as soon as possible.

Your cooperation in this matter is appreciated

If you have any questions, please feel free to call (405) 878-1666 or email sandi.rehagen@shawneeok.org

08/20/2025  
\$ - PAST DUE - SUTTON RYAN PETZ  
IRREVOCABLE TRUST  
17300 DALLAS PARKWAY SUITE 2050  
DALLAS, TX 75248

Name:	C/O JORDAN MONK REBER, PC
Address:	16816 MAGNINO RD
Number#:	5176
Desc:	
Expires:	09/03/2026
Total Due:	\$808.00

Sincerely,

Shawnee Code Enforcement  
City of Shawnee Oklahoma

May 8, 2026 at 9:47:28 AM  
16816 Magnino Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 9:47:43 AM  
16816 Magnino Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 9:48:01 AM  
16816 Magnino Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 9:48:15 AM  
16816 Magnino Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 9:48:34 AM  
16816 Magnino Rd  
Shawnee, OK 74801  
United States



May 8, 2026 at 9:48:53 AM  
16816 Magnino Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 9:49:22 AM  
16816 Magnino Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 9:49:41 AM  
16816 Magnino Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 9:49:49 AM  
16816 Magnino Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 9:50:08 AM  
16816 Magnino Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 9:50:17 AM  
16816 Magnino Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 9:50:20 AM  
16816 Magnino Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 9:50:36 AM  
16816 Magnino Rd  
Shawnee OK 74801  
United States





**City Attorney Department**  
130 N. Broadway Ave., Suite 100  
Shawnee, OK 74801  
[ShawneeOK.org](http://ShawneeOK.org)

**Date:** May 18, 2026  
**To:** Board of City Commissioners  
**From:** Joe Vorndran, City Attorney  
**Subject:** Consideration to revoke the Cabin Site Lake Lot Lease (Lease No. 009801) for the tract situated at 15001 Colson Lane.

**Background:** The City of Shawnee entered into a lease agreement with the current lessee for the use of City-owned property, with annual lease payments due each year. As of the date of this memo, the lessee has not made a lease payment since July 2025, and the 2025 payment, due in July, remains unpaid. Per the terms of the lease agreement, the City retains the right to terminate the lease in the event of non-payment. Despite prior communication efforts, the lessee has not resolved the outstanding balance or initiated corrective action.

The property does contain improvements, including a residential house, well, septic system, and other associated site improvements located on the property.

Staff recommends moving forward with formal revocation of the lease agreement due to continued non-compliance. This action will allow the City to regain control of the property and consider alternative uses in the future.

**Financial Impact:** N/A

**Attachments:** Lease Agreement-07-20-2012-Thompson, Renewal+Notice29647000, Renewal+Notice31305721, Renewal+Notice32193633, Renewal+Notice33127891, 15001 COLSONS LN 5-8-26 (1), 15001 COLSONS LN 5-8-26 (2), 15001 COLSONS LN 5-8-26 (3), 15001 COLSONS LN 5-8-26 (4), 15001 COLSONS LN 5-8-26 (5), 15001 COLSONS LN 5-8-26 (6), 15001 COLSONS LN 5-8-26 (7), 15001 COLSONS LN 5-8-26 (8), 15001 COLSONS LN 5-8-26 (9), 15001 COLSONS LN 5-8-26 (10), 15001 COLSONS LN 5-8-26 (11), 15001 COLSONS LN 5-8-26 (12)

**Staff Recommendation:** Revocation of the lease.

**PLEASE READ CAREFULLY**

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

**CABIN SITE LEASE  
LEASE# 009801**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of July 20, 2012 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

CONRAD THOMPSON  
of 32911 BELCHER RD SHAWNEE OK 74801 ,

of ,  
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$ 624.00 dollars for 2012, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**15001 COLSON LN  
LOT 16 ECKEL TRACT**

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and

conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rule or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that many incur upon said lot, boat house or boat dock.

That the lessee agrees to lease the premises **AS IS** from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance to City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the

determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

That the lessee shall be the owner of all improvements which may be placed by him or her, said improvements including cabins or other buildings and boat houses constitute personal property and lessee shall have the right to remove same from the lot at the termination of the lease, subject to the following: whenever a lease has been cancelled by the City as provided herein or by ordinance, the lessee or owner of said improvements shall remove the same within sixty (60) days of the date of the said cancellation of the lease and upon failure to do so, said improvements shall revert to and become the property of the City of Shawnee. And it shall have the right, without further notice or demand to take immediate possession of all said improvements and these will belong to the first party or its assigns, as liquidated damages for the non-fulfillment of the lease by lessee and for the use and rental thereof.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and

within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division or other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

That this lease shall be binding upon the representatives, heirs, and assigns and successors in interest of the parties hereto.

It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.

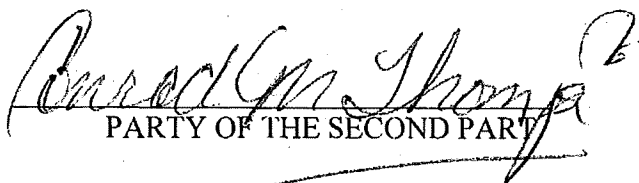
IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.

CITY OF SHAWNEE, OKLAHOMA  
A Municipal Corporation,

BY: \_\_\_\_\_  
MAYOR  
PARTY OF THE FIRST PART

ATTEST:

\_\_\_\_\_  
CITY CLERK

  
PARTY OF THE SECOND PART  
\_\_\_\_\_  
PARTY OF THE SECOND PART

Telephone: 405.878.1666  
Fax: 405.878.1587  
www.ShawneeOK.org



Code Enforcement  
222 N Broadway Ave  
Shawnee, OK 74801-6918

## Renewal Notice

06/18/2025

Past Due - CONRAD THOMPSON  
32911 BELCHER RD  
SHAWNEE, OK 74801

Name:	_____
Address:	15001 COLSON LN
Number#:	009801 / 2186
Desc:	_____
Expires:	07/20/2026
Total Due:	\$808.00

- DETACH HERE - RETURN TOP PORTION WITH PAYMENT

This is to remind you that the LICENSE listed above is due.

In order to comply with the ordinances of the City of Shawnee, this license should be renewed as soon as possible.

Your cooperation in this matter is appreciated

If you have any questions, please feel free to call (405) 878-1666 or email [sandi.rehagen@shawneeok.org](mailto:sandi.rehagen@shawneeok.org)

06/18/2025

Past Due - CONRAD THOMPSON  
32911 BELCHER RD  
SHAWNEE, OK 74801

Name:	_____
Address:	15001 COLSON LN
Number#:	009801 / 2186
Desc:	_____
Expires:	07/20/2026
Total Due:	\$808.00

Sincerely,

Shawnee Code Enforcement  
City of Shawnee Oklahoma

Telephone: 405.878.1666  
Fax: 405.878.1587  
www.ShawneeOK.org



Code Enforcement  
222 N Broadway Ave  
Shawnee, OK 74801-6918

## Renewal Notice

09/11/2025

Past Due - CONRAD THOMPSON  
32911 BELCHER RD  
SHAWNEE, OK 74801

Name:	_____
Address:	15001 COLSON LN
Number#:	009801 / 2186
Desc:	_____
Expires:	07/20/2026
Total Due:	\$808.00

- DETACH HERE - RETURN TOP PORTION WITH PAYMENT

This is to remind you that the LICENSE listed above is due.

In order to comply with the ordinances of the City of Shawnee, this license should be renewed as soon as possible.

Your cooperation in this matter is appreciated

If you have any questions, please feel free to call (405) 878-1666 or email [sandi.rehagen@shawneeok.org](mailto:sandi.rehagen@shawneeok.org)

09/11/2025

Past Due - CONRAD THOMPSON  
32911 BELCHER RD  
SHAWNEE, OK 74801

Name:	_____
Address:	15001 COLSON LN
Number#:	009801 / 2186
Desc:	_____
Expires:	07/20/2026
Total Due:	\$808.00

Sincerely,

Shawnee Code Enforcement  
City of Shawnee Oklahoma

Telephone: 405.878.1666  
Fax: 405.878.1587  
www.ShawneeOK.org



Code Enforcement  
222 N Broadway Ave  
Shawnee, OK 74801-6918

### Renewal Notice

10/28/2025

Past Due - CONRAD THOMPSON  
32911 BELCHER RD  
SHAWNEE, OK 74801

Name:	_____
Address:	15001 COLSON LN
Number#:	009801 / 2186
Desc:	_____
Expires:	07/20/2026
Total Due:	\$808.00

- DETACH HERE - RETURN TOP PORTION WITH PAYMENT

This is to remind you that the LICENSE listed above is due.

In order to comply with the ordinances of the City of Shawnee, this license should be renewed as soon as possible.

Your cooperation in this matter is appreciated

If you have any questions, please feel free to call (405) 878-1666 or email sandi.rehagen@shawneeok.org

10/28/2025

Past Due - CONRAD THOMPSON  
32911 BELCHER RD  
SHAWNEE, OK 74801

Name:	_____
Address:	15001 COLSON LN
Number#:	009801 / 2186
Desc:	_____
Expires:	07/20/2026
Total Due:	\$808.00

Sincerely,

Shawnee Code Enforcement  
City of Shawnee Oklahoma

Telephone: 405.878.1666  
Fax: 405.878.1587  
www.ShawneeOK.org



Code Enforcement  
222 N Broadway Ave  
Shawnee, OK 74801-6918

## Renewal Notice

12/16/2025

Past Due - CONRAD THOMPSON  
32911 BELCHER RD  
SHAWNEE, OK 74801

Name:	_____
Address:	15001 COLSON LN
Number#:	009801 / 2186
Desc:	_____
Expires:	07/20/2026
Total Due:	\$808.00

- DETACH HERE - RETURN TOP PORTION WITH PAYMENT

This is to remind you that the LICENSE listed above is due.

In order to comply with the ordinances of the City of Shawnee, this license should be renewed as soon as possible.

Your cooperation in this matter is appreciated

If you have any questions, please feel free to call (405) 878-1666 or email [sandi.rehagen@shawneeok.org](mailto:sandi.rehagen@shawneeok.org)

12/16/2025

Past Due - CONRAD THOMPSON  
32911 BELCHER RD  
SHAWNEE, OK 74801

Name:	_____
Address:	15001 COLSON LN
Number#:	009801 / 2186
Desc:	_____
Expires:	07/20/2026
Total Due:	\$808.00

Sincerely,

Shawnee Code Enforcement  
City of Shawnee Oklahoma

May 8, 2026 at 10:00:33 AM  
Colson's Ln  
Shawnee OK 74801  
United States



May 8, 2026 at 10:00:52 AM

Colson's Ln

Shawnee OK 74801

United States



May 8, 2026 at 10:00:55 AM  
Colson's Ln  
Shawnee OK 74801  
United States



May 8, 2026 at 10:01:03 AM

Colson's Ln

Shawnee OK 74801

United States



May 8, 2026 at 10:01:19 AM  
32911 Homer Lane Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 10:01:40 AM  
32911 Homer Lane Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 10:02:04 AM  
32911 Homer Lane Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 10:02:06 AM  
32911 Homer Lane Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 10:02:19 AM  
32911 Homer Lane Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 10:02:23 AM  
32911 Homer Lane Rd  
Shawnee OK 74801  
United States



May 13, 2026 at 10:03:03 AM  
329 N Homer Lane Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 10:03:11 AM  
32911 Homer Lane Rd  
Shawnee OK 74801  
United States





**City Attorney Department**  
130 N. Broadway Ave., Suite 100  
Shawnee, OK 74801  
[ShawneeOK.org](http://ShawneeOK.org)

**Date:** May 18, 2026  
**To:** Board of City Commissioners  
**From:** Joe Vorndran, City Attorney  
**Subject:** Consideration to revoke the Cabin Site Lake Lot Lease (Lease No. 033926) for the tract situated at 32005 Hornbeck Road.

**Background:** The City of Shawnee entered into a lease agreement with the current lessee for the use of City-owned property, with annual lease payments due each year. As of the date of this memo, the lessee has not made a lease payment since May 2025, and the 2025 payment, due in May, remains unpaid. Per the terms of the lease agreement, the City retains the right to terminate the lease in the event of non-payment. Despite prior communication efforts, the lessee has not resolved the outstanding balance or initiated corrective action.

The property includes multiple improvements, including a house, accessory structures, a boat dock, a well, and a septic system.

Staff recommends moving forward with formal revocation of the lease agreement due to continued non-compliance. This action will allow the City to regain control of the property and consider alternative uses in the future.

**Financial Impact:** N/A

**Attachments:** Lease Agreement-07-20-2020-Griffith, Renewal+Notice22227565, Renewal+Notice34008805, Renewal+Notice34241881, Renewal+Notice34678361, 32005 HORBECK RD 5-8-26 (1), 32005 HORBECK RD 5-8-26 (2), 32005 HORBECK RD 5-8-26 (3), 32005 HORBECK RD 5-8-26 (4), 32005 HORBECK RD 5-8-26 (5), 32005 HORBECK RD 5-8-26 (6), 32005 HORBECK RD 5-8-26 (7), 32005 HORBECK RD 5-8-26 (8), 32005 HORBECK RD 5-8-26 (9), 32005 HORBECK RD 5-8-26 (10), 32005 HORBECK RD 5-8-26 (11)

**Staff Recommendation:** Revocation of the lease.

**PLEASE READ CAREFULLY**

THIS LEASE IS NOT TRANSFERABLE AND IS SUBJECT TO CANCELLATION BY THE CITY FOR ANY VIOLATIONS OF THE TERMS THEREOF AS MORE SPECIFICALLY SET FORTH IN SECTION 16-326 OF THE SHAWNEE MUNICIPAL CODE:

**CABIN SITE LEASE  
LEASE# 033926**

STATE OF OKLAHOMA, POTTAWATOMIE COUNTY, SS:

This Lease made and entered into in duplicate this date of JULY 20, 2020 by and between the CITY OF SHAWNEE, a municipal Corporation, PARTY OF THE FIRST PART, and

JOHN GRIFFITH  
of 2612 LEO DR GARLAND TX 75044 ,

of ,  
PARTY OF THE SECOND PART.

WITNESSETH: That the first party in consideration of the sum of \$ 731.00 dollars for 2020, does hereby acknowledge receipt of the applicable rental fee, and other good and valuable considerations, does by these presents demise, lease and let unto the second party the following described real estate situated on, and a part of the site, owned by the first party as a City Reservoir and known as Shawnee Twin Lake No. 1, in the County of Pottawatomie State of Oklahoma, to-wit:

**32005 HORNBECK RD**

TO HAVE AND TO HOLD SAME UNTO the second party for a term of thirty (30) years from the date hereof.

IT IS FURTHER mutually understood and agreed by and between the parties hereto as follows:

The said party of the second part shall and will and does hereby agree to pay to the first party annual lease payments as set forth in "Exhibit A", payable yearly in advance. The City shall retain the right to adjust the lease rate schedule at the termination of the original 30-year lease or at such time that a transfer is approved in accordance with Section 16-321 of the Shawnee Municipal Code (hereafter "SMC").

That at the expiration of the primary term hereof, the lessee shall have the right and option to renew said lease for an additional period of thirty (30) years under the terms and

conditions set forth in Section 16-321 SMC. There is no limit to the number of times a lease can be renewed.

The premises of all lots leased by the City shall at all times be kept clean and maintained in a sanitary condition by the lessee. There is a 25-foot lakeshore buffer that extends landward of the ordinary high water mark on all leased lots for the purpose of watershed protection. This area shall not be used by the general public, except during an emergency situation. Within this buffer, leaseholders are encouraged to preserve existing native vegetation. Docks and other approved structures may be located within the buffer area. Fertilizers and other chemicals shall not be used within the buffer area. All other applicable City regulations and rules apply

That in addition to the possession of the property so leased, the lessee shall have the right and privilege of a site for a boat house and boat dock on the land owned by the City adjoining and immediately in front of a lot leased, which said boat house shall be erected and maintained by and at the cost of the lessee on ground not to exceed an area of thirty (30) feet by thirty (30) feet, which said boat house shall never be used as a place of human habitation, and which said boat house or boat dock shall conform to the provisions of Section 16-325 SMC, and that said boat dock or boat house shall be the private property of the lessee, who shall have the right of ingress and egress to and from the same, subject to the rights of the public as set forth herein. The lessee shall agree to keep said lot and boat house and dock in a clean and sanitary condition, and to maintain the same in a safe condition, and the City as lessor shall in no manner be liable to lessee for any damages suffered by lessee to said lot or boat house or dock, or the improvements thereon on account of the rise and fall of the water line of said lake, or for the enlargement or decrease by the City of the size of said lake, or on account of any rule or regulation that may hereafter be adopted by lessor, governing the regulations of said lake, and lessee agrees to hold the lessor free and harmless from all damages suffered by him or by any other person, on account of personal injuries or loss of property that may incur upon said lot, boat house or boat dock.

That the lessee agrees to lease the premises **AS IS** from the lessor with the knowledge and understanding that the lessor does not guarantee access to lots. Should the Lessee determine that an access road is necessary to reach his/her lot from a road already in existence, lessee agrees to use his/her own funds to create said access road. Lessee further agrees that upon access road completion it shall not be a private road, but rather, will be available for public use, including, but not limited to, allowing neighbor lots to connect to it to improve access to their lots or to allow joint access to bordering lots upon the one access road. The location of any access road to be constructed by the lessee must be approved by the City Engineer of the City of Shawnee prior to the beginning of construction.

That should the lessee construct any building or other structure, said construction will be in accordance to City of Shawnee development regulations. Lessee agrees that prior to commencing construction on any structure on the leased premises he/she will obtain an approved building permit from the City.

That lessee is solely responsible for determining the flood elevation on the leased premises and is required to satisfy lessor that prior to any construction on the leased premises the

determination of the flood elevation has been done correctly and that any structure or building to be constructed on the leased premises be above the flood elevation. **LESSOR EXPRESSLY MAKES NO WARRANTIES OR REPRESENTATIONS AS TO SAFETY FROM FLOODING ON THE LEASED PREMISES AND LESSEE EXPRESSLY RELEASES THE LESSOR FROM ANY LIABILITY DUE TO FLOOD DAMAGE, BOTH PERSONAL AND PROPERTY, OCCURRING ON THE LEASED PREMISES FROM ANY CAUSE OR CONDITION.**

That all sanitary facilities to be constructed on the premises shall be wholly contained on the leased premises. Sanitary facilities, include, but are not limited to, septic tanks and lateral lines.

All septic systems and waste disposal systems on leased lake lots shall be inspected and subject the standards set forth in Chapter 16 SMC. The leaseholder shall have sixty (60) days to correct any defects found in the system. Corrections not made within the allotted time shall be grounds for the City to cancel the lease of the leaseholder.

That no lease shall be assigned or sublet, but lessee may at any time during the term of his/her lease, sell and transfer to other parties the improvements on the lot leased by him/her.

That in the event of the sale of the improvements by the lessee, the transfer shall not become effective until approved by the Board of Commissioners of the City of Shawnee at a regular or adjourned meeting held for that purpose and the City as lessor reserves the right to reject and disapprove any transfer when in its opinion it would be to the best interests of the City and its inhabitants to do so. If the transfer is approved, a new lease shall be entered into between the purchaser and the City, and a transfer charge is hereby fixed and established in the sum of one-thousand dollars (\$1000.00) to be paid to the City prior to said transfer in accordance with Section 16-322 SMC.

That the lessee shall be the owner of all improvements which may be placed by him or her, said improvements including cabins or other buildings and boat houses constitute personal property and lessee shall have the right to remove same from the lot at the termination of the lease, subject to the following: whenever a lease has been cancelled by the City as provided herein or by ordinance, the lessee or owner of said improvements shall remove the same within sixty (60) days of the date of the said cancellation of the lease and upon failure to do so, said improvements shall revert to and become the property of the City of Shawnee. And it shall have the right, without further notice or demand to take immediate possession of all said improvements and these will belong to the first party or its assigns, as liquidated damages for the non-fulfillment of the lease by lessee and for the use and rental thereof.

That the said second party does hereby release the City of Shawnee of any claim or claims for damages by reason of the cancellation of the said lease aforesaid.

That the second party shall at all times during the term of this lease be subject to and does hereby agree to abide by and conform to any rules, regulations or ordinances now in force, or that may hereafter be adopted by the City of Shawnee, governing the regulation of said lake and

within the described premises, as to fishing, hunting, boating and other recreational activities upon and around said water reservoir, and to conform to and abide by all further rules, regulations and ordinances now in force, or that hereafter may be adopted by the City of Shawnee, Oklahoma, governing the regulations of said premises and lake.

The City Commission may upon a showing of intentional disregard for the terms of the lease and this division or other city ordinance pertaining to the lake, cancel the city lease upon 30 days notice to the lessee by mailing a copy of such notice to the lessee at his/her last known address. If a lease is cancelled either by the city or the lessee of a city-owned lot prior to the expiration of the lease term, the lessee shall pay the city an early termination fee of \$1,000 in exchange for a release of liability from the remaining term.

That this lease shall be binding upon the representatives, heirs, and assigns and successors in interest of the parties hereto.

It is understood by the parties hereto that a failure to comply with the terms of said Cabin Site Lease shall constitute a misdemeanor and any person, firm, or corporation convicted of such violation shall be punished by a fine not exceeding five hundred dollars (\$500.00) plus costs, or imprisonment for a term not exceeding thirty (30) days, or by such fine and imprisonment.

IN WITNESS WHEREOF, party of the first part has caused its name to be affixed hereto by the Mayor of the City of Shawnee, Oklahoma, and attested by the City Clerk, and the party of the second part hereunto affixed his/her name the day and year first above written.



ATTEST:

Maie Eck, Deputy  
CITY CLERK

CITY OF SHAWNEE, OKLAHOMA  
A Municipal Corporation,

BY: [Signature]  
MAYOR  
PARTY OF THE FIRST PART

[Signature]  
PARTY OF THE SECOND PART

\_\_\_\_\_  
PARTY OF THE SECOND PART

Telephone: 405.878.1666  
Fax: 405.878.1587  
www.ShawneeOK.org



Code Enforcement  
222 N Broadway Ave  
Shawnee, OK 74801-6918

## Renewal Notice

04/16/2024

\$ - PAST DUE - JOHN GRIFFITH  
2612 LEO DRIVE  
GARLAND, TX 75044

Name:	_____
Address:	32005 HORNBECK ROAD
Number#:	033926 / 2408
Desc:	_____
Expires:	07/20/2026
Total Due:	\$808.00

- DETACH HERE - RETURN TOP PORTION WITH PAYMENT

This is to remind you that the LICENSE listed above is due.

In order to comply with the ordinances of the City of Shawnee, this license should be renewed as soon as possible.

Your cooperation in this matter is appreciated

If you have any questions, please feel free to call (405) 878-1666 or email [sandi.rehagen@shawneeok.org](mailto:sandi.rehagen@shawneeok.org)

04/16/2024

\$ - PAST DUE - JOHN GRIFFITH  
2612 LEO DRIVE  
GARLAND, TX 75044

Name:	_____
Address:	32005 HORNBECK ROAD
Number#:	033926 / 2408
Desc:	_____
Expires:	07/20/2026
Total Due:	\$808.00

Sincerely,

Shawnee Code Enforcement  
City of Shawnee Oklahoma

Telephone: 405.878.1666  
Fax: 405.878.1587  
www.ShawneeOK.org



Code Enforcement  
222 N Broadway Ave  
Shawnee, OK 74801-6918

### Renewal Notice

02/10/2026  
\$ - PAST DUE - JOHN GRIFFITH  
2612 LEO DRIVE  
GARLAND, TX 75044

Name:	_____
Address:	32005 HORNBECK ROAD
Number#:	033926 / 2408
Desc:	_____
Expires:	07/20/2026
Total Due:	\$808.00

- DETACH HERE - RETURN TOP PORTION WITH PAYMENT

This is to remind you that the LICENSE listed above is due.

In order to comply with the ordinances of the City of Shawnee, this license should be renewed as soon as possible.

Your cooperation in this matter is appreciated

If you have any questions, please feel free to call (405) 878-1666 or email sandi.rehagen@shawneeok.org

02/10/2026  
\$ - PAST DUE - JOHN GRIFFITH  
2612 LEO DRIVE  
GARLAND, TX 75044

Name:	_____
Address:	32005 HORNBECK ROAD
Number#:	033926 / 2408
Desc:	_____
Expires:	07/20/2026
Total Due:	\$808.00

Sincerely,

Shawnee Code Enforcement  
City of Shawnee Oklahoma

Telephone: 405.878.1666  
Fax: 405.878.1587  
www.ShawneeOK.org



Code Enforcement  
222 N Broadway Ave  
Shawnee, OK 74801-6918

## Renewal Notice

02/23/2026

\$ - PAST DUE - JOHN GRIFFITH  
2612 LEO DRIVE  
GARLAND, TX 75044

Name:

Address:

Number#:

Desc:

Expires:

Total Due:

32005 HORNBECK ROAD

033926 / 2408

07/20/2026

\$808.00

- DETACH HERE - RETURN TOP PORTION WITH PAYMENT

This is to remind you that the LICENSE listed above is due.

In order to comply with the ordinances of the City of Shawnee, this license should be renewed as soon as possible.

Your cooperation in this matter is appreciated

If you have any questions, please feel free to call (405) 878-1666 or email [sandi.rehagen@shawneeok.org](mailto:sandi.rehagen@shawneeok.org)

02/23/2026

\$ - PAST DUE - JOHN GRIFFITH  
2612 LEO DRIVE  
GARLAND, TX 75044

Name:

Address:

Number#:

Desc:

Expires:

Total Due:

32005 HORNBECK ROAD

033926 / 2408

07/20/2026

\$808.00

Sincerely,

Shawnee Code Enforcement  
City of Shawnee Oklahoma

Telephone: 405.878.1666  
Fax: 405.878.1587  
www.ShawneeOK.org



Code Enforcement  
222 N Broadway Ave  
Shawnee, OK 74801-6918

## Renewal Notice

03/16/2026

\$ - PAST DUE - JOHN GRIFFITH  
2612 LEO DRIVE  
GARLAND, TX 75044

Name:

Address:

Number#:

Desc:

Expires:

Total Due:

32005 HORNBECK ROAD

033926 / 2408

07/20/2026

\$808.00

- DETACH HERE - RETURN TOP PORTION WITH PAYMENT

This is to remind you that the LICENSE listed above is due.

In order to comply with the ordinances of the City of Shawnee, this license should be renewed as soon as possible.

Your cooperation in this matter is appreciated

If you have any questions, please feel free to call (405) 878-1666 or email [sandi.rehagen@shawneeok.org](mailto:sandi.rehagen@shawneeok.org)

03/16/2026

\$ - PAST DUE - JOHN GRIFFITH  
2612 LEO DRIVE  
GARLAND, TX 75044

Name:

Address:

Number#:

Desc:

Expires:

Total Due:

32005 HORNBECK ROAD

033926 / 2408

07/20/2026

\$808.00

Sincerely,

Shawnee Code Enforcement  
City of Shawnee Oklahoma

May 8, 2026 at 10:12:02 AM  
32001 Hornbeck Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 10:12:39 AM  
32005 Hornbeck Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 10:13:06 AM  
32005 Hornbeck Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 10:13:10 AM  
32005 Hornbeck Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 10:13:19 AM  
32005 Hornbeck Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 10:13:27 AM

32005 Hornbeck Rd

Shawnee OK 74801

United States



May 8, 2026 at 10:13:42 AM  
32005 Hornbeck Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 10:13:49 AM  
32005 Hombeck Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 10:14:00 AM  
32005 Hornbeck Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 10:14:14 AM  
32005 Hornbeck Rd  
Shawnee OK 74801  
United States



May 8, 2026 at 10:14:28 AM  
32005 Hornbeck Rd  
Shawnee OK 74801  
United States





Finance Department  
 16 W. 9<sup>th</sup> St.  
 Shawnee, OK 74801  
 ShawneeOK.org

**Date:** May 18, 2026  
**To:** Mayor and City Commission  
**From:** Kimberly Hoover, Finance Director  
**Subject:** May Sales and Use Tax Deposit

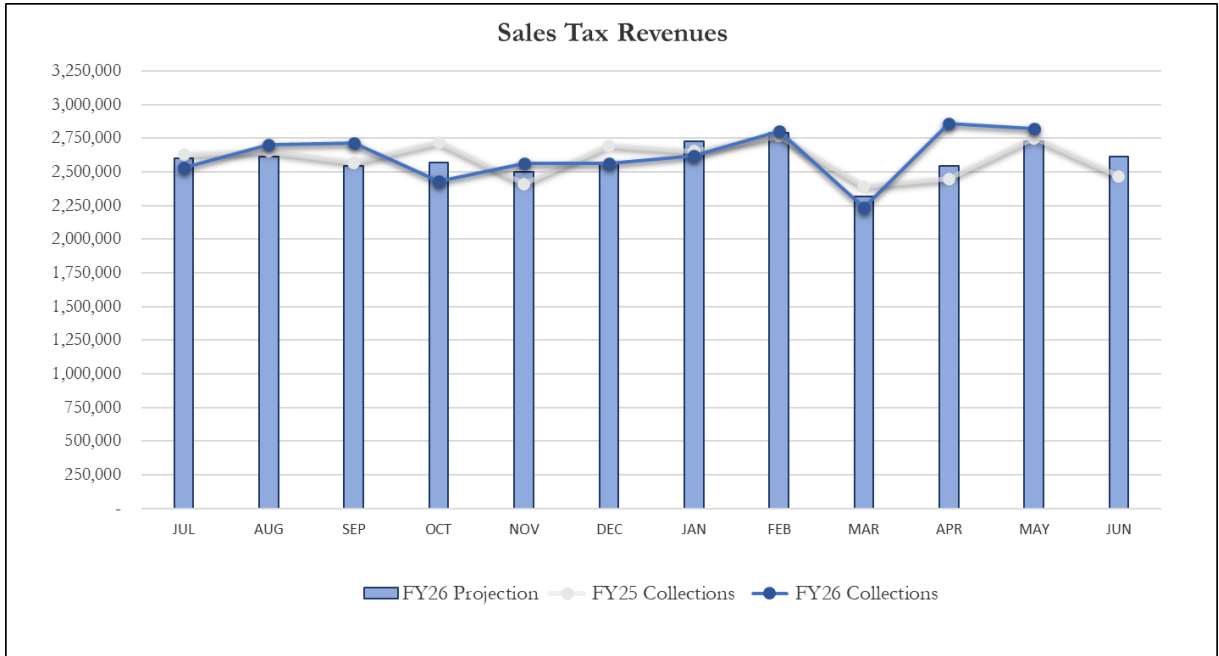
**Background:** The Oklahoma Tax Commission (the “OTC”) collects and enforces collection of sales and use taxes, including special earmarked taxes such as alcohol and tobacco, for the entities responsible for remitting taxes to the City of Shawnee. Entities with monthly tax liabilities exceeding \$2,500 are required to remit tax estimates each month by the 20th; in addition, entities are required to report their final tax collections for the previous month along with a final payment of taxes for the previous month on the 20th. To summarize, tax collections remitted to the City of Shawnee by the OTC in May consist of April estimates and March final reported collections. Any taxes collected for months prior to March will include late penalties and interest accrued.

- Sales Tax Collection Allocated by Fund – The May tax deposit was \$2,821,859.56 including interest of \$4,276.47, to be allocated as follows:

<u>Fund</u>	<u>Allocation</u>
General Fund	\$ 1,410,929.78
2018 Capital Improvements Fund	352,732.45
Capital Improvements Fund	273,367.64
Street Improvements Fund	308,640.89
Economic Development Fund	35,273.24
Police Sales Tax Fund	44,091.56
Fire Sales Tax Fund	44,091.56
2023 Capital Improvements Fund	352,732.45
Total Sales Taxes Collected	<u><u>\$ 2,821,859.56</u></u>

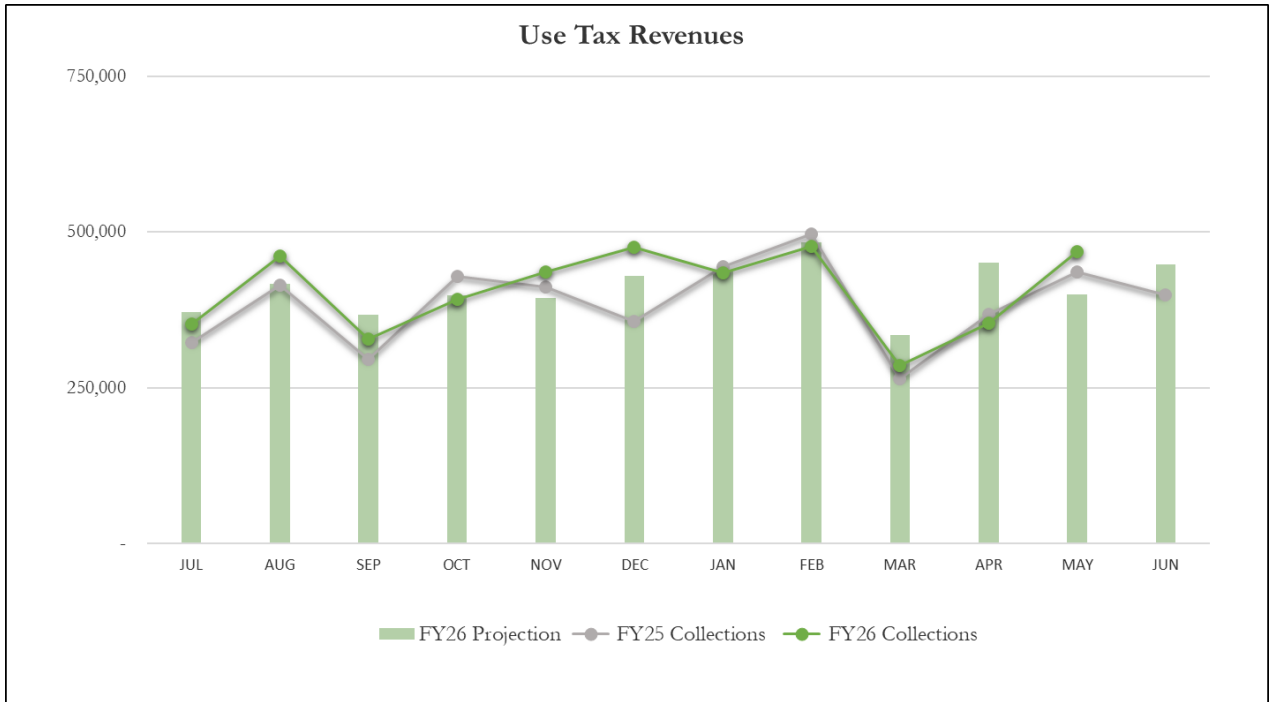
- Finance Department Report - Sales and use tax collections totaled \$3,290,066.69 for May 2026. Sales tax projections are based on an average for the most recent three years of sales tax history. For the year, sales tax collections are up \$338,308 or 1.19%, above the projected budget year-to-date, across 8 funds. Use tax collections are down \$22,562 or 0.50% below the projected budget year-to-date.

○ Fiscal Year 2026 Sales Tax Collections and Performance:



	<u>Projected Budget</u>	<u>Actual</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
Sales Tax Receipts - May 2026	\$ 2,723,460	\$ 2,821,860	\$ 98,400	3.61%
Sales Tax Receipts (year-to-date):	\$ 28,501,267	\$ 28,839,574	\$ 338,308	1.19%
	<u>May 2025</u>	<u>May 2026</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
Sales Tax Receipts (vs Prior Year):	\$ 2,750,827	\$ 2,821,860	\$ 71,033	2.58%
	<u>Year To Date FY 2024</u>	<u>Year To Date FY 2025</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
Sales Tax Receipts (vs Prior Year):	\$ 28,677,030	\$ 28,839,574	\$ 162,544	0.57%

○ Fiscal Year 2026 Use Tax Collections and Performance:



	<u>Projected Budget</u>	<u>Actual</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
<b>Use Tax Receipts - May 2026</b>	\$ 399,374	\$ 468,207	\$ 68,833	17.24%
<b>Uses Tax Receipts (year-to-date):</b>	\$ 4,486,435	\$ 4,463,873	\$ (22,562)	-0.50%

	<u>May 2025</u>	<u>May 2026</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
<b>Use Tax Receipts (vs Prior Year):</b>	\$ 435,552	\$ 468,207	\$ 32,655	7.50%

	<u>Year To Date FY 2024</u>	<u>Year To Date FY 2025</u>	<u>Amount Variance</u>	<u>Percentage Variance</u>
<b>Use Tax Receipts (vs Prior Year):</b>	\$ 4,239,380	\$ 4,463,873	\$ 224,493	5.30%

- Fiscal Year 2026 – General Fund Sales & Use Tax – Above Projections:

**General Fund Projections (year-to-date)**

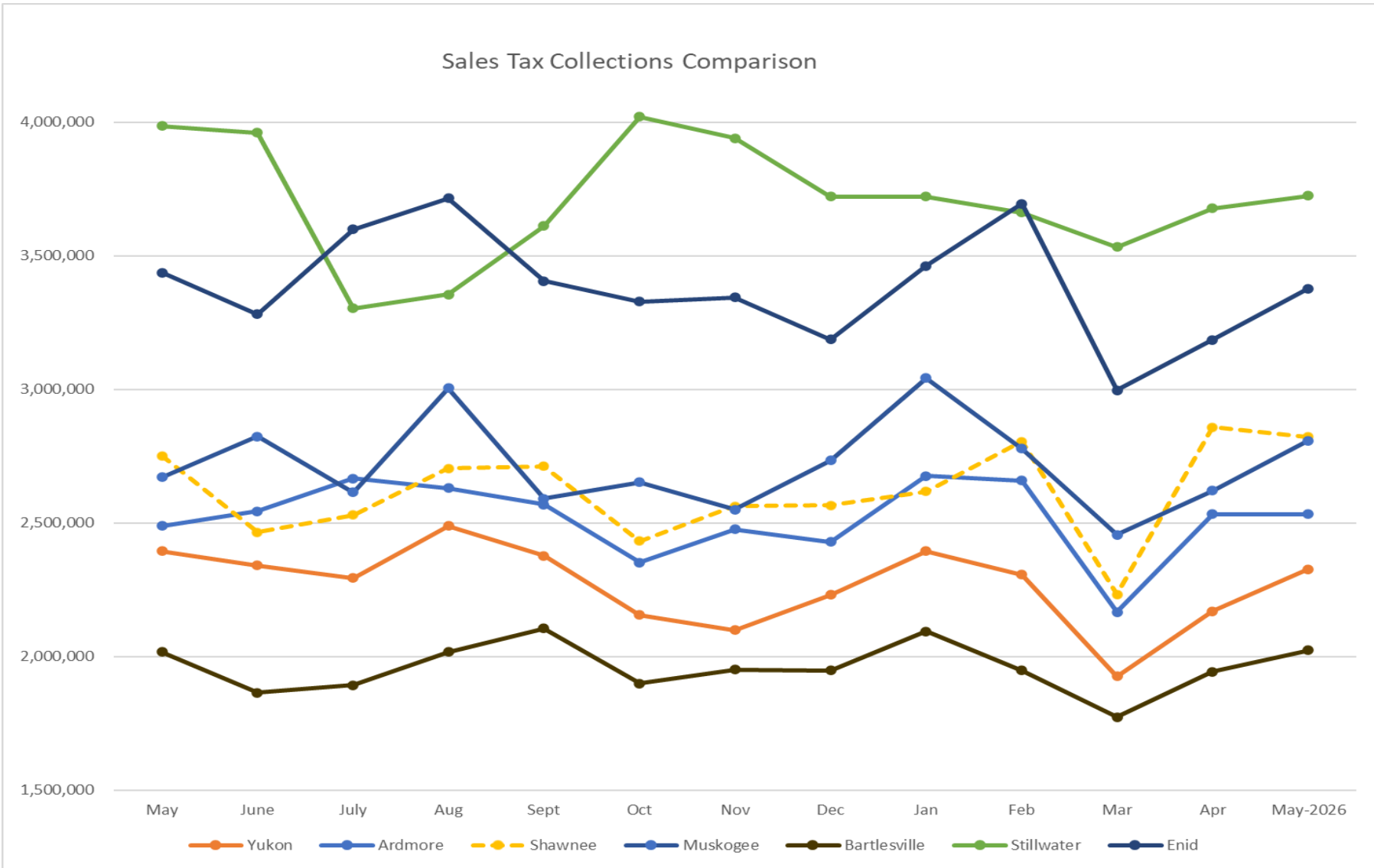
<b>Sales Tax Above/(Below) Projections:</b>	\$	169,154
<b>Use Tax Above/(Below) Projections:</b>	\$	(22,562)

**Appropriated:**

<b>Total Appropriated</b>	\$	-
---------------------------	----	---

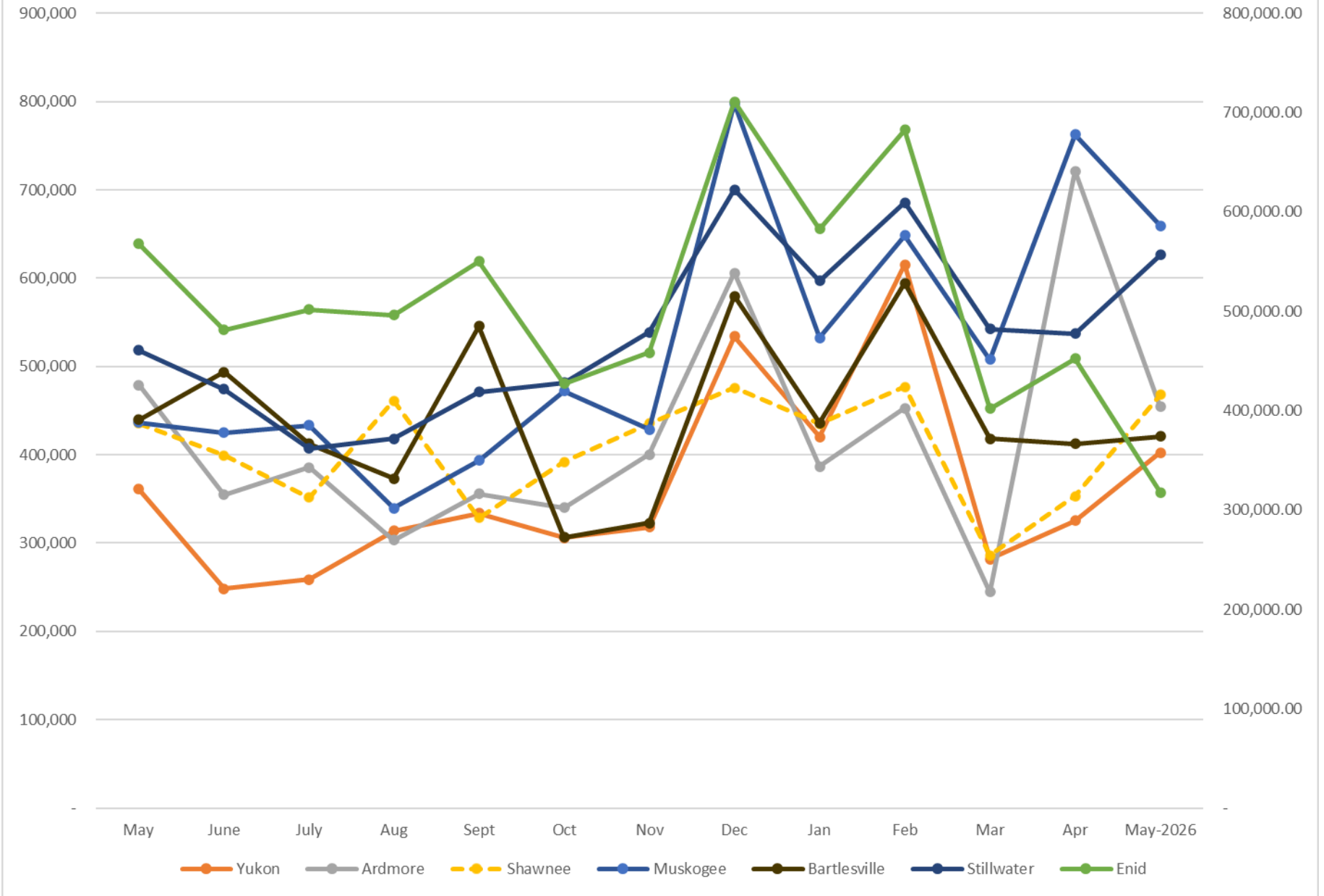
<b>Total Unappropriated:</b>	\$	146,592
------------------------------	----	---------

Sales Tax Collections Comparison

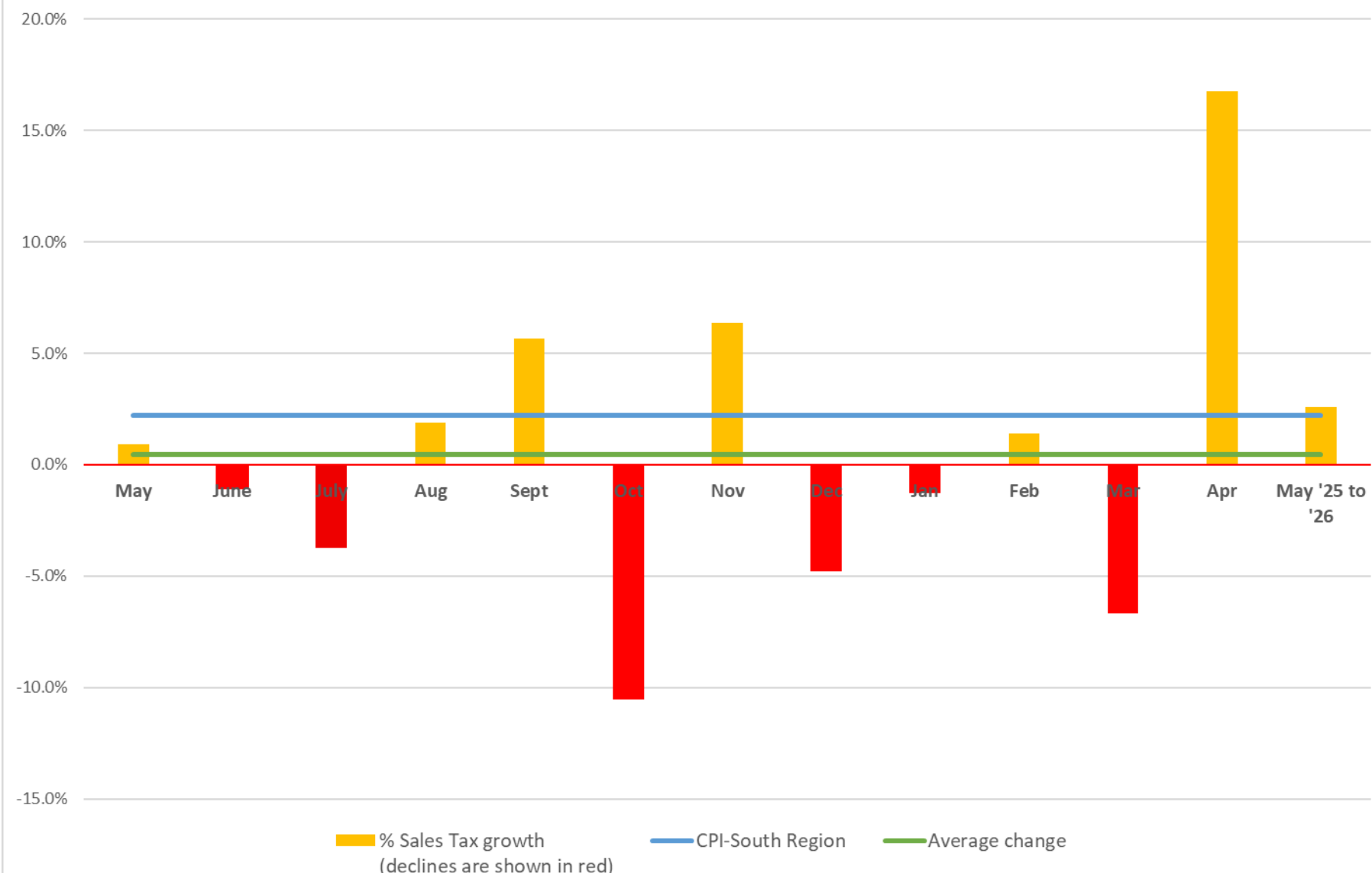


	Yukon	Ardmore	Shawnee	Muskogee	Bartlesville	Stillwater	Enid
<b>Population</b>	23,630	24,725	31,377	36,878	37,290	48,394	51,308
<b>City Tax Rate</b>	4.00%	3.75%	4.00%	4.00%	3.40%	3.63%	4.25%
<b>State Rank by Total Collections (Prior Year)</b>	14	13	15	12	16	11	10

### Use Tax Collections Comparison



# Year over Year Sales Tax Growth by Month





**Tourism Department**  
2820 N. Kickapoo Ave.  
Shawnee, OK 74804  
VisitShawnee.com

**Date:** May 18, 2026  
**To:** Board of City Commissioners  
**From:** Stacy Cramer Moore, Director of Tourism  
**Subject:** Updates on Collaboration between Downtown Entrepreneurs and the Department of Tourism/Visit Shawnee - Stacy Cramer Moore, Director of Tourism

### **Background:**

On Tuesday, May 5, 2026, downtown merchants and restaurateurs debuted the **Main Street Shop and Stroll (MSSS)**. Supported by the Department of Tourism (Visit Shawnee), this initiative moved away from the traditional festival model to focus on **targeted retail activation**. By coordinating evening hours, the event successfully converted foot traffic into direct sales for Shawnee’s independent businesses.

### **Key Performance Indicators**

Data provided by Placer.ai and internal tracking confirms a high level of engagement:

- **Business Participation: 29 businesses remained open from 5:00 PM to 8:00 PM.**
- **Total Attendance: 2,000 visitors (tourism software tracked 2,000 on Main Street; 565 on Bell Street).**
- **Visitor Origins: 59.3% local (74804/74801); 40.7% from outside of Shawnee.**
- **Dwell Time: An average visit lasted one hour.**

### **Economic Engagement (Passport Program)**

To drive sales, guests utilized a “passport” to document store visits.

- **300 passports** distributed with **736 documented business stops**.
- **Top Performers:** *1895 Homemade Ice Cream* and *Treasures N Junk Vintiques* recorded the highest traffic.
- **High Engagement:** Five additional businesses, Coney Island, Doggie Spot, Oak Ash & Thorne,

Owl Shoppe, and Savvy Bites logged more than 40 unique stops each.

- **Incentives:** Grand prize was \$595 in gift cards from downtown merchants. Harvest 5 Retail Company donated a \$100+ gift basket. Downtown Auto Body gave away a \$100 gas card.

### **Merchant Feedback & Outcomes**

A post-event survey of participating merchants indicated strong support for the initiative:

- **82.7%** of participants believe the event is worth their time and should continue monthly.
- **Sentiment:** 16 respondents rated the event as “Fantastic,” citing surprising traffic levels and a "booming" downtown atmosphere.
- **Activations:** Success was bolstered by five live music sets, a ticketed character event at *Healthy Hive*, and various in-store promotions.

### **Strategic Framework**

The MSSS is built on the **Main Street America Four-Point Approach™**, ensuring long-term sustainability through:

1. **Organization:** Building partnerships between merchants and the Department of Tourism.
2. **Design:** Utilizing the historic downtown corridor as a pedestrian-friendly destination.
3. **Promotion:** Rebranding evenings to improve consumer confidence and attraction.
4. **Economic Vitality:** Strengthening the local tax base by "ringing cash registers" and expanding evening market opportunities.

**Conclusion:** The inaugural Shop and Stroll successfully met its primary objectives of generating awareness and driving immediate economic activity. Plans are currently being reviewed to establish this as a recurring monthly event.

**Financial Impact:** Project success results in positive fiscal impact to both sales taxes and general business revenues.

**Attachments:** MSSS May 2026 Report

**Staff Recommendation:** Staff recommends continued support.



**MAIN STREET  
SHOP AND STROLL**

OPEN LATE TIL 8PM // LIVE MUSIC // 5.5.2026

**DOWNTOWN SHAWNEE  
STAYS OPEN LATE FOR  
CINCO DE MAYO!  
TUESDAY, MAY 5, 2026**

- BROWSE SHOPS AFTER WORK.
- GRAB A BITE! CELEBRATE WITH US ON MAIN!
- FUN ACTIVITIES
- LIVE MUSIC & SURPRISES



# Main Street Shop and Stroll

Stacy Cramer Moore, Director of Tourism  
Stephen Koranda, Attraction Development Manager

May 18, 2026



# The Department of Tourism is Visit Shawnee

*Visit Shawnee is a department of the City of Shawnee, OK, not part of any other entity. We support all tourism related businesses and activities in the Shawnee community.*

*Our budget is almost entirely funded by the occupancy tax paid by tax collecting lodging properties within the city limits of Shawnee. Our focus is growing the collections of occupancy taxes, sales taxes, and good old fashioned business revenues.*

*Let's talk about free and low-cost ways to promote your business to guests who are already looking for ways to engage.*





# Inaugural Main Street Shop and Stroll held Tuesday, May 5th

- Driven by Downtown Entrepreneurs after months of discussions
- 29 stores and restaurants participated
- This is a spending event with the focus on ringing cash registers.

# Participating Merchants and Restaurants

**1895 Homemade Ice Cream**  
**Artsy Fartzy**  
**Boomarang on Broadway**  
**Brickhouse Saloon**  
**The Cave**  
**Coffee n' Crafts**  
**Coney Island**  
**Doggie Spot**  
**Downtown Auto Body**  
**Dragon's Den Creations by Christi**  
**Elements Cigar Shop**  
**Get Bak'd**  
**Guided Grayland**  
**Guitar Vault**

**Hamburger King**  
**Harvest 5 Retail Co**  
**Healthy Hive**  
**The Leafy Sol**  
**The Lunch Box**  
**Oak Ash & Thorn**  
**Owl Shoppe**  
**Phoenix Asian Diner**  
**Savvy Bites Kitchen Specialties**  
**Select Market**  
**Shawnee Public Library**  
**T-Box Antique Mall**  
**Theopolis Social Club**  
**Treasures N Junk Vintiques**  
**Van's Pig Stand**

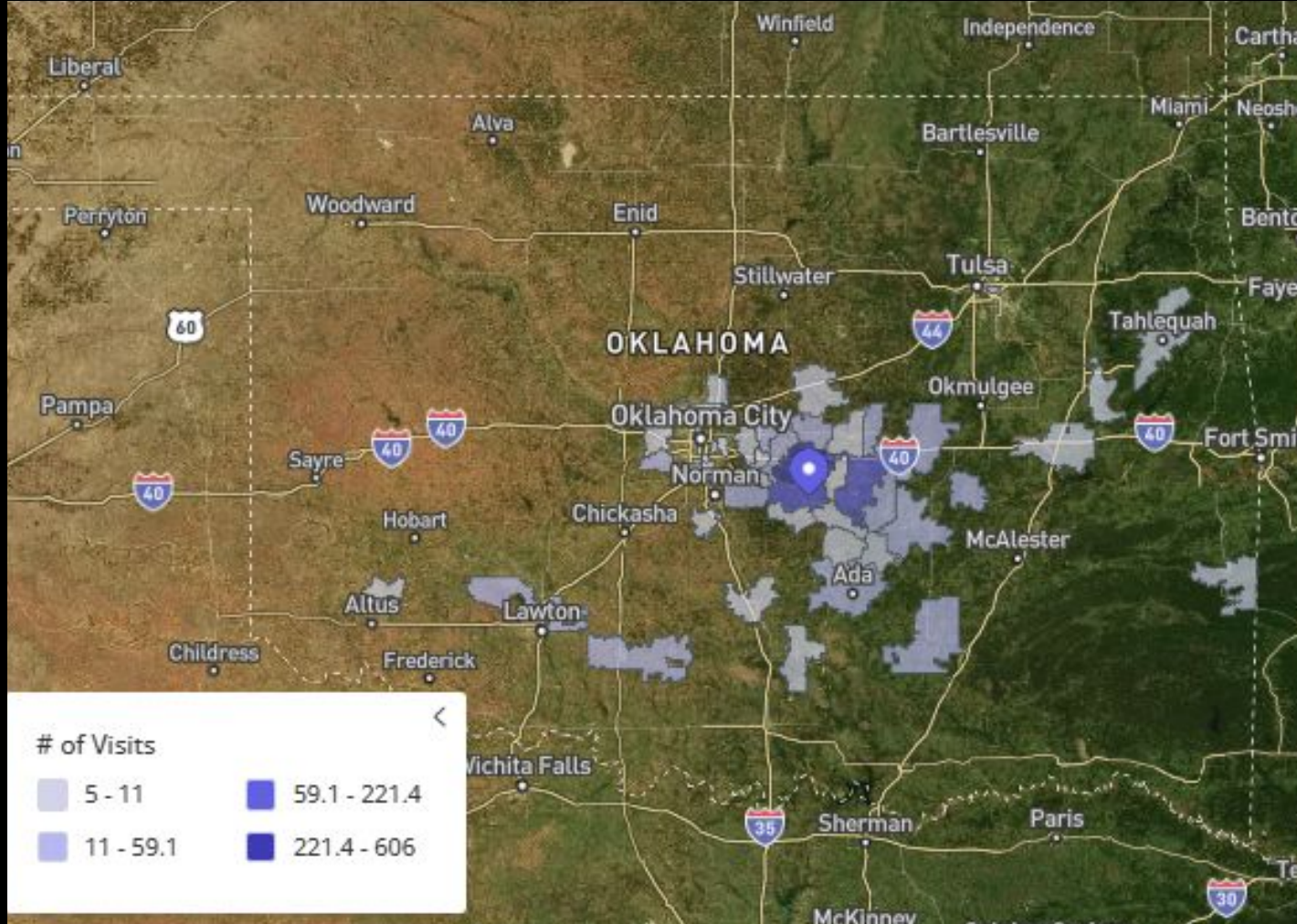
Additional vendors in the incubator market in Tom Terry Park, Main and Broadway - Made in Oklahoma, Sip & Shop, etc



# Full Stroll Passport

- ~300+ passports distributed
- 61 entered the drawing
  - Must stay until 8:00pm to win
- 736 Business Stops

# Tourism Impact & Economic Development



59.3% from Zip Codes  
74804 or 74801

40.7% live outside of  
Shawnee

Nearly 2000 guests on Main  
on May 5, 2026

Average stay 1 hour



# Success?

- 82.7% of participants shared the evening was “fantastic” or “okay”
- Entrepreneur led activations and attractors

# Do Main Street Shop and Stroll Again?

“Yes, do it again!”



Visit  
**Shawnee**  
OKLAHOMA



*“We absolutely should continue MSSS monthly! I like things on Main Street. Keep doing things to bring people Downtown.”*

*“We were surprised by the traffic. We didn’t anticipate that many people.”*

*“A buddy of mine asked what was happening in Downtown Tuesday night. He heard Downtown was boomin’.”*

*“Love the event! Any exposure is good for business.is good exposure.”*

The MSSS is built on the **Main Street America Four-Point Approach™**, ensuring long-term sustainability through:

1. **Organization:** Building partnerships between merchants and the Department of Tourism.
2. **Design:** Utilizing the historic downtown corridor as a pedestrian-friendly destination.
3. **Promotion:** Rebranding evenings to improve consumer confidence and attraction.
4. **Economic Vitality:** Strengthening the local tax base by "ringing cash registers" and expanding evening market opportunities.



# City Commission Q & A

Exciting announcements...on the horizon.





**City Attorney Department**  
130 N. Broadway Ave., Suite 100  
Shawnee, OK 74801  
[ShawneeOK.org](http://ShawneeOK.org)

**Date:** May 18, 2026  
**To:** Board of City Commissioners  
**From:** Joe Vorndran, City Attorney  
**Subject:** Ratification of action taken by the Board of Trustees of the Shawnee Airport Authority on Agenda Item No. 4 authorizing the sale of certain Shawnee Airport Authority real property to the Troy and Dollie Smith Shawnee Family YMCA contingent upon Federal Aviation Administration (FAA) approval.

**Background:** The Shawnee Family YMCA has leased its present location from the Airport Authority for decades and wishes to purchase the property from the Airport Authority. The purchase must be contingent upon FAA approval of the transaction at appraised value. The contract up for consideration sets forth the terms of the agreement between the parties and outlines the procedure for closing upon approval by the FAA.

**Financial Impact:** The Shawnee Airport Authority will receive \$2,000,000.00 from this transaction.

**Attachments:** YMCA.SHAWNEE AIRPORT Purchase Agreement - DRAFT 2

**Staff Recommendation:** Approval

## REAL ESTATE PURCHASE AGREEMENT

This Real Estate Purchase Agreement (this "Agreement") dated the \_\_\_\_ day of \_\_\_\_\_, 2026, (the "Effective Date") between **The Shawnee Airport Authority**, a municipal airport authority organized and existing under the laws of the State of Oklahoma (Title 3. Aircraft and Airports §361) (hereinafter "Seller") and **Troy and Dolly Smith Shawnee Family YMCA, Inc.**, (hereinafter "Purchaser") (collectively, Seller and Purchaser shall be referred to as the "Parties").

1. The Property. Seller agrees to sell and Purchaser agrees to purchase from Seller, on the terms hereinafter stated, that certain real property situated in Pottawatomie County, Oklahoma, consisting of six parcels, more particularly described on **Exhibit A** attached hereto (the "Property"), together with all improvements thereon, all right, title, and interest of Seller, if any, in and to any and all roads, easements, streets, alleys, and ways bounding the Property, all rights of ingress and egress, appurtenances, fixtures, rights, and privileges pertaining to the Property.

2. Purchase Price. The purchase price for the Property is agreed to be Two Million and 00/100 Dollars (\$2,000,000.00).

3. Title and Survey. At Purchaser's option, Purchaser may obtain a title examination of its choice, whether by the examination of certified abstracts or otherwise. If Purchaser so chooses, upon said examination, the Purchaser shall pay the cost said examination and abstract, if an abstract is requested, and if Purchaser so chooses to obtain a Title Insurance Policy, Purchaser shall pay for a commitment for the issuance of a Title Insurance Policy in the name of Purchaser, to cover the amount of the purchase price of the property (the "Commitment"), from Stuart & Clover Title, 130 N. Broadway, Suite 100, Shawnee, Oklahoma (the "Title Company"), which shall reflect all easements, restrictions, and rights-of-way of record that affect the Property. Upon receipt of the Commitment, Purchaser shall have ten (10) business days from receipt of the last item to examine. Purchaser agrees and shall pay for any curative instruments or legal actions that may be required following an examination of title, and Seller hereby agrees to cooperate fully and to execute any and all required documents to provide Purchaser with free and clear title.

4. Sellers' Representations. Seller represents and warrants to Purchaser as follows:

4.1. There are no tenants or leases on the Property and no other parties in possession of any portion of the Property claiming under Seller other than the Purchaser.

4.2. There are no pending eminent domain proceedings or special assessments of any nature with respect to the Property or any part thereof. Seller has not received any notices of any eminent domain proceedings or special assessments being contemplated with respect to the Property or any part thereof, and Seller does not have any knowledge of any such actions being contemplated

4.3. Seller has full power, authority and legal right to execute and deliver this Agreement and to perform and observe the covenants and agreements contained herein.

4.4. There is no pending or, to Seller's knowledge, threatened litigation, proceeding, or investigation relating to the Property, Seller's title thereto, Seller's right to sell the Property or the zoning or use of the Property.

4.5. Seller's foregoing representations and warranties shall be deemed continuing and, unless written notice to the contrary is given to Purchaser on or before the Closing, the same shall be true and correct on and as of the Closing with the same force and effect as if made at that time.

4.6. There are no third-party agreements affecting the property and the Purchaser is not assuming any third-party agreements in regards to the property.

5. Purchaser's Representations. Purchaser represents and warrants to Seller as follows:

5.1. Purchaser has full power, authority and legal right to execute and deliver this Agreement and has the financial ability to perform and observe the covenants and agreements contained herein.

5.2. There is no pending or, to Purchaser's knowledge, threatened litigation, proceeding, or investigation relating to the Purchaser's ability to consummate this purchase and sales transaction.

5.3. Purchaser's foregoing representations and warranties shall be deemed continuing and, unless written notice to the contrary is given to Seller on or before the Closing, the same shall be true and correct on and as of the Closing with the same force and effect as if made at that time.

6. Inspection.

6.1. *Terms of Inspection.* Purchaser represents that it has inspected the property, or had the opportunity to do so, and based on said inspection, agrees to purchase the Property "As-Is".

6.2. *Indemnification.* Purchaser shall indemnify, defend, and hold Seller and its agents harmless from and against any and all liability, loss, cost, judgment, claim, damage or expense (including, without limitation, reasonable attorneys' fees and expenses), incurred by Seller or its agents, to the extent resulting from or arising out of the entry upon the Property prior to the Closing by Purchaser, an Inspecting Party, and any employees, agents, consultants, contractors and advisors thereof, in each case, except to the extent such liability, loss, judgment, claim, damage or expense (i) are caused by the negligence or willful misconduct of Seller or its agents, or (ii) are paid, in whole, from the proceeds of Seller's insurance policies. The foregoing indemnification shall survive the Closing or the termination of this Agreement.

7. Seller's Deliveries at Closing. At Closing, Seller shall deliver to Purchaser the following:

7.1. *Deed.* A duly executed and acknowledged Warranty Deed, in a form mutually acceptable to Purchaser and Seller, conveying to the Purchaser marketable fee simple title to the Property, free and clear of all liens and encumbrances and subject only to the items not objected to by Purchaser pursuant to Section 3 above.

7.2. *Possession.* Possession of the Property.

7.3. *Evidence of Authority.* Evidence reasonably satisfactory to Purchaser of the Seller's authority to execute this Agreement and consummate the transactions contemplated hereby.

7.4. *Further Instruments.* Any and all further instruments that the Title Company shall request of Seller in order to meet requirements of the Commitment, if applicable.

8. Purchaser's Deliveries at Closing. On the Closing Date, Purchaser shall deliver to Seller the following:

8.1. *Payment.* Purchaser shall pay to Seller the amount of Two Million and 00/100 Dollars (\$2,000,000.00).

8.2. *Evidence of Authority.* Evidence reasonably satisfactory to Seller of the Purchaser's authority to execute this Agreement and consummate the transactions contemplated hereby.

8.3. *Further Instruments.* Any and all further instruments that the Title Company shall request of Purchaser in order to meet requirements of the Commitment, if applicable.

9. Conditions Precedent; Closing. The Parties agree and acknowledge that the sale of Property is contingent upon the require written approval from the Federal Aviation Administration (FAA)The closing will occur on such other date as Seller and Purchaser may mutually agree in writing, but no later than June 30, 2026. (the "Closing" on the "Closing Date"), unless extended in writing by the Parties. In the event FAA approval has not been granted prior to June 30, 2026, the transaction will close and the funds and deed shall be placed in escrow pending receipt of the FAA approval. The Closing shall take place at the offices of Stuart & Clover Title.

10. Condition of The Property – As Is, Where Is. Purchaser shall accept the Property at the Closing in its "as is, where is" condition as of the Effective Date, notwithstanding any other terms of this Agreement. Purchaser acknowledges that neither Seller, nor the agents or attorneys of Seller, have made or do make any oral or written representations or warranties whatsoever to Purchaser, whether express or implied, and that, except as provided for herein, no such representations and warranties have been made with respect to the physical, environmental condition or operation of the Property, the zoning and other laws, the current or future real estate tax liability, assessment or valuation of the Property. Purchaser has not relied and is not relying upon any representations or warranties or upon any statements made in any informational materials with respect to the Property provided by Seller, its agents, attorneys, or other persons representing or purporting to represent Seller. Notwithstanding the foregoing, Seller agrees to demolish and remove the building on Property commonly referred to as the "DMV building" at the Seller's expense. The Seller will initiate this process as soon as practical, but in the event the Seller has not completed the removal of the DMV Building prior to Closing, the Seller's obligation to do so will survive Closing.

11. Closing Costs and Expenses. The costs and expenses of this transaction shall be paid as follows:

- (a) Notwithstanding the payment of costs and expenses set out below, Purchaser shall pay a total amount of Two Million and 00/100 Dollars (\$2,000,000.00.) for this transaction. The final purchase price paid by Purchaser will be reduced by the amount of the Closing Costs and Expenses allocated to the Purchaser as set forth herein.
- (b) Seller will pay the documentary stamps affixed to the Deed, one-half (1/2) the cost of closing fees to Stuart & Clover Title, and the cost of bringing an Abstract up to date for examination, and all costs and fees for any curative instruments or actions that are required to convey marketable title to Purchaser.
- (c) Purchaser will pay the recording costs for the Deed, one-half (1/2) the cost of closing fees to Stuart & Clover Title, and all costs and fees for the examination of an Abstract and preparation of a Title Opinion.

12. Prorations and Adjustments. Prorations and adjustments of real estate taxes and special assessments, if any, will be made as of the Closing Date, with Seller to have the last day.

13. Brokerage. Seller and Purchaser, respectively, represent and warrant to each other that no broker is involved in this transaction, and each will further indemnify and hold harmless from loss from the liability of any broker claiming a fee in this matter.

14. Default and Remedies. In the event of default in the performance or observance of any of the covenants of this Agreement, it is agreed as follows:

14.1 *Purchaser's Default - Seller's Remedy.* In the event Purchaser shall fail to perform Purchaser's obligations hereunder, except as excused by Seller's default, Seller shall make written demand on Purchaser for such performance and, if Purchaser fails to comply with-such written demand within five (5) days after receipt thereof, Seller shall have the sole and exclusive remedies to either (i) waive such default and close the transaction, or (ii) terminate this Agreement by written notice to Purchaser. On such termination, the Parties shall be discharged from any further obligations and liabilities hereunder.



**EXHIBIT "A"**

A tract of land lying in the Northwest Quarter of the Northeast Quarter of the Southeast Quarter (NW/4-NE/4-SE/4) of Section Twelve (12), Township Ten (10) North, Range Three (3) East of the Indian Meridian, Pottawatomie County, Oklahoma, containing 20 acres MOL. At or before Closing Exhibit A shall be supplemented with a final survey and acreage calculation to reflect the exact boundaries of the tract.