

AGENDA
SHAWNEE BEAUTIFICATION, PARKS, AND RECREATION COMMITTEE
JULY 20, 2023 AT 4:00 PM
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

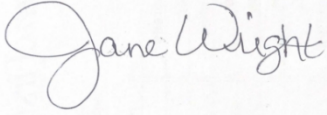
Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee 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 QUORUM

1. Consideration of approval of the Minutes from the June 15, 2023 regular meeting.
2. Staff Reports
3. Discussion and Approval of Park Rules
4. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)
5. Committee Comments
6. Adjournment

Respectfully submitted,

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

Jane Wright, Secretary

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)

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

JUNE 15, 2023 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, Thursday June 15, 2023 at 4:00 p.m., pursuant to notice duly posted as prescribed by law at 3:29 p.m. on June 14, 2023. Chairperson Payn presided and called the meeting to order. Upon roll call, the following members were in attendance.

Chad Payn
Chairperson

Sherry Lankford
Vice Chairperson

Absent
Board Member

Ian Hayes
Board Member

Zach Foster
Board Member

Vickie Winters
Board Member

Travis Flood
Commissioner

ABSENT: Sue Nelson

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the May 18, 2023 regular meeting.

A motion to approve minutes was made by Zach Foster. A 2nd was made by Sherry Lankford. Motion carried 6-0

Aye: Chad Payn, Sherry Lankford, Vickie Winters, Zach Foster, Travis Flood, Ian Hayes

Nay: None

2. Staff Reports

The Recreation Center has 2 new employees, Sheridan Swift and Johnathan Anderson. Currently, all Splash related business such as pre-season pass sales and phone calls operate through the Recreation Center. The Splash Waterpark opening went great other than we had to open a few days late due to a water leak. We will

be showing the Teen Beach movie at Splash on June 16, 2023. Health Week '23 was the most successful we have ever had, with Glow in the Dark Pickleball Play Night having over 60 people attend. Tornado cleanup is still taking place at some of our parks, but the parks crew has now gotten caught up on the mowing schedule. The cemetery had a smooth Memorial Day.

3. Park Re-Opening

Sherry Lankford discussed getting an email from Visit Shawnee, who is planning to have professional pictures and videos taken at KidSpace and Splash.

We will have 9 non-profit booths organized by Susan Morris set up at KidSpace for kids to play games. Prizes were collected from various businesses by Vickie Winters. Free bottled water will be available for everyone to stay hydrated. All sports or game events for the opening will be covered by different businesses and organizations. Ian Hayes of Bank First has organized food trucks to be there on Friday and Saturday. Sherry Lankford will be Master of Ceremonies for the Grand Opening.

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

We had no citizen participation at this meeting.

5. Committee Comments

We had no committee comments at this meeting.

6. Discussion of Time Capsule Opening

The time capsule was opened and all the contents were displayed for everyone to observe. Discussion ensued of possible new items which could be added to the new time capsule.

7. Adjournment

A motion to adjourn was made at 4:56 by Zach Foster. A 2nd was made by Sherry Lankford. Motion carried 6-0.

Aye: Chad Payn, Sherry Lankford, Vickie Winters, Ian Hayes, Travis Flood, Zach Foster

Nay: None

CHAD PAYN
CHAIRPERSON

JANE WRIGHT
SECRETARY

- **Chapter 21 - PARKS AND RECREATION^[1]**

Footnotes:

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State Law reference— Acquisition of park property, 11 O.S. §§ 22-104, 36-401 et seq.; parks and recreation, 11 O.S. § 33-101 et seq.; reservoirs, 11 O.S. § 37-102; improvement districts, 11 O.S. § 39-101 et seq.; City-County Park and Recreation Act, 19 O.S. § 1001 et seq.; public bathing places, 63 O.S. § 1-1013 et seq.

- **Sec. 21-1. - Violations.**

Any person who shall violate any section of this chapter, either by doing anything which is prohibited or by failing or refusing to do that which is commanded, upon conviction, shall be punished in any sum as described in the city fee schedule adopted and updated from time to time by the city commission, plus costs. Each day of such violation shall be a separate and distinct offense.

(Code 1986, § 19-1; Code 2002, § 21-1; Ord. No. 2598NS, § 1, 3-20-2017)

- **Sec. 21-2. - Applicability of chapter.**

All places owned by the city and used as parks are declared to be public parks within the meaning of this chapter and are subject to all rules, regulations and provisions set out in this chapter.

(Code 1986, § 19-2; Code 2002, § 21-2)

- **Sec. 21-3. - Enforcement.**

The city manager or designee shall enforce all regulations relating to the city's public parks.

(Code 1986, § 19-3; Code 2002, § 21-3)

- **Sec. 21-4. - Employment of engineers, architects and other help.**

The city manager may employ such engineers, architects, and other help as are necessary for the preservation, maintenance, ornamentation, landscaping and upkeep of the city parks, with the approval of the city commission.

(Code 1986, § 19-4; Code 2002, § 21-4)

- **Sec. 21-5. - Approval of contracts.**

All contracts for the employment of labor or for the purchase of materials, machinery, or park equipment or otherwise for park purposes shall be presented to the city manager for approval.

(Code 1986, § 19-5; Code 2002, § 21-5)

- **Sec. 21-6. - Hours.**

The city commission shall by resolution determine the hours public parks and recreation areas are closed to the public. If, in the opinion of the city manager, it is necessary to limit the hours the parks and recreation areas should be open, and it is impossible or impractical to obtain approval of the city commission, the city manager shall have the authority to make the changes in hours until approved by the city commission.

(Code 1986, § 19-21; Code 2002, § 21-6; Ord. No. 2598NS, § 2, 3-20-2017)

- **Sec. 21-7. - Entering when closed; signs.**

(a)

It shall be unlawful for any person to be in any public park or recreation area during hours such public park or recreation area is closed to the public. Appropriate signs shall be erected in conspicuous places notifying the public of the hours such public park or recreation area is closed to the public.

(b)

The city manager may grant special permission to groups of persons to use public parks and recreation areas after closing hours when, in his judgment, such groups are properly supervised and will be engaged in lawful activities.

(Code 1986, § 19-22; Code 2002, § 21-7)

- **Sec. 21-8. - Emergency closings.**

In an emergency, the mayor or city manager shall have the power to order public parks and recreation areas closed to the public, and any person who is in such closed public park and recreation area, after notice by a sign erected by the city or after notice by the police department, shall be guilty of an offense.

(Code 1986, § 19-23; Code 2002, § 21-8)

• **Sec. 21-9. - Vendors in recreational areas.**

(a)

The term "vendor," as used in this section, shall mean any person who sells, regardless of the character of property sold.

(b)

It shall be unlawful for any vendor to engage in the business of vending or to sell property of any kind in any of the city's recreational areas, without first obtaining a permit from the city clerk.

(c)

The city manager is authorized to designate city recreation areas where vendors may operate. The city clerk is authorized to issue space designation permits for vendors who desire to operate in such city recreational areas. Vendors holding such space permits shall operate in only those spaces designated by such space permits. Such permits shall be issued on a daily basis. However, permits may be issued to cover specific events held in the recreational areas. The city clerk shall charge a fee in an amount as described in the city fee schedule adopted and updated from time to time by the city commission per day for each of such permits issued on a daily basis or a fee in an amount as described in the city fee schedule adopted and updated from time to time by the city commission for each specific event.

(d)

Permit fees for vendors that are charitable organizations may be waived by the city commission. The term "charitable organization" is defined as an organization that has no capital stock and no provision for making dividends or profits, but derives its funds mainly from public and private charity, and holds them in trust to be expended for charitable purposes.

(e)

Any vendor who operates within any of the city's recreational areas without first securing a permit as provided for in this section, along with his merchandise, vending equipment and other property relating to such vending, shall be subject to immediate removal from such place by the police department, and such vendors shall be deemed guilty of a misdemeanor and, upon conviction, shall be fined up to an amount as described in the city fee schedule adopted and updated from time to time by the city commission, plus costs.

(Code 1986, § 19-6; Code 2002, § 21-9; Ord. No. 2598NS, § 1, 3-20-2017)

- **Sec. 21-10. - Advertising.**

No person shall advertise in any manner or distribute or hand out any circulars, handbills, posters or political literature of any kind or of any commodity or other thing in any public park. No person shall affix any circulars, handbills or posters of any kind on any tree, lamppost, hydrant, curbstone, sidewalk, coping, flagstone, fence, wall, building or other place in any public park or on any street, avenue, alley or other public grounds under the supervision of the city. No person shall drive any animal or vehicle displaying any advertising of any kind in or through any public park in the city or under its supervision.

(Code 1986, § 19-7; Code 2002, § 21-10)

- **Sec. 21-11. - Music, vocals or instrumentals.**

No person shall render any music, whether vocal or instrumental, in any of the city parks or recreational areas in such a way as to disturb the peace and quiet enjoyment of other users of the area.

(Code 1986, § 19-8; Code 2002, § 21-11; Ord. No. 2598NS, § 3, 3-20-2017)

- **Sec. 21-12. - Motor vehicles.**

No motorized vehicle shall be operated, ridden or driven within any public park, except in such places specifically designated as places for such motorized vehicles. Such places shall be designated by appropriate signs erected by the city. However, this section shall not apply to city-owned vehicles. The city manager or designee may authorize the use of motor vehicles in public parks when in his judgment such use is necessary or advisable.

(Code 1986, § 19-9; Code 2002, § 21-12)

- **Sec. 21-13. - Picnics or meals.**

(a)

No person shall use the city parks for the purpose of picnics or meals of any kind except during the hours the parks are opened as established by resolution of the city commission.

(b)

It shall be the duty of any person using the city parks for the purpose of luncheons, picnics or meals of any kind to collect all waste, rubbish and garbage and to place the waste, rubbish and garbage in receptacles provided for the purpose.

(c)

No person shall disturb or interfere with any picnic or social gathering or program of any group of persons lawfully assembled in any public park.

(Code 1986, § 19-10; Code 2002, § 21-13)

- **Sec. 21-14. - Injuring or defacing property.**

No person shall use improperly, injure, cut, break or in any way deface any of the trees, shrubs, plants, turf, grass, lampposts, fences, bridges, buildings or other constructions of property in or upon any park.

(Code 1986, § 19-11; Code 2002, § 21-14)

- **Sec. 21-15. - Littering.**

(a)

No person shall throw, place, leave, scatter or otherwise deposit any papers, boxes, cartons or rubbish of any kind on any of the grounds, parking areas, walks, paths or places in any public park.

(b)

No person shall throw stones or rubbish of any kind into any pool or pond or other place in the public parks, except into receptacles provided for that purpose.

(Code 1986, § 19-12; Code 2002, § 21-15)

- **Sec. 21-16. - Trespassing on flower beds or city plots.**

No person shall go or walk upon any space in any public park reserved for flowers or other plants or appropriated to any special use or invade any plot reserved by the city for shrubbery, grass or flowers or for other special purposes.

(Code 1986, § 19-13; Code 2002, § 21-16)

- **Sec. 21-17. - Racing.**

Horse racing and racing with automobiles or other vehicles is prohibited in any public park, unless permission therefor is given by the city manager or designee.

(Code 1986, § 19-14; Code 2002, § 21-17)

- **Sec. 21-18. - Attaching wires or devices to trees, plants or structures.**

(a)

No person, without a written permit from the city manager or designee, shall attach any electric wires, insulator or other device of any character to any tree, plant or structure in any park.

(b)

No person shall establish, erect or maintain any telegraph wires, telephone wires or electric light and power wires or construction for the support of such in, through or across any public park, except with the written permission of the city manager or designee.

(Code 1986, § 19-15; Code 2002, § 21-18)

- **Sec. 21-19. - Climbing trees.**

No person shall climb any trees within any public park.

(Code 1986, § 19-16; Code 2002, § 21-19)

- **Sec. 21-20. - Animals and fowl.**

(a)

No person shall permit any horse, cow or other domestic animal to go in or run at large in the public parks, and all such animals shall be taken up and impounded and disposed of as provided by law.

(b)

No person shall permit domestic fowl which belong to him or are in his possession to escape into or run in any public park.

(c)

No person shall chase, kill, set snares for, pet or tease any rabbit, squirrel, bird, fish or any other animal or thing belonging to the city in any parks or kept therein.

(Code 1986, § 19-17; Code 2002, § 21-20)

- **Sec. 21-21. - Fires.**

(a)

No person shall make a fire for any purpose in any public park, unless the fire is contained in a designated firepit, firebox or designated fireplace located within the park.

(b)

All fires must be extinguished so that ashes are cool to the touch when fire is not in use. Portable fireboxes may be brought into the park, provided ashes are not dumped onto the ground after use. Ashes must be extinguished and placed in designated refuse receptacles.

(Code 1986, § 19-18; Code 2002, § 21-21)

- **Sec. 21-22. - Discharge of firearms.**

No person other than a police officer in the performance of his duties shall discharge any firearm in any public park.

(Code 1986, § 19-19; Code 2002, § 21-22)

- **Sec. 21-23. - Begging; solicitations.**

No person shall solicit, beg or accept any alms or gifts for charitable or other purposes in any public park within the city or belonging to the city.

(Code 1986, § 19-20; Code 2002, § 21-23)

- **Sec. 21-24. - Dogs.**

No person shall permit any dog to be at large in a park or recreation area, except at the city's dog park.

(Code 2002, § 21-24; Ord. No. 2598NS, § 4, 3-20-2017)

- **Sec. 21-25. - Fees.**

The following city facilities and park infrastructure may include admission and rental fees, and the dollar amounts of the fees and the portion to be retained by the parks and recreation department shall be set from time to time by resolution of the mayor and the city commissioners and shall be listed in the city fee schedule, including, but not limited to:

(1)

Shawnee Splash admission and rental fees.

(2)

Municipal gym rental fees.

(3)

Community center rental fees.

(4)

Park pavilion rental fees.

(Code 2002, § 21-25; Ord. No. 2598NS, § 5, 3-20-2017)

• **Sec. 21-26. - Beautification, parks, and recreation committee.**

(a)

Definitions. The following words, terms and phrases, when used in this division, shall have the meanings ascribed to them in this section, except where the context indicates a different meaning:

Shawnee Beautification, Parks, and Recreation Committee is herein defined as the city committee responsible for advising the city commission on policies pertaining to the use of the park and recreational facilities of the city and overseeing the long-range planning and development for all city parks and open spaces, promote and orchestrate community enhancement projects and serve as the tree board.

(b)

Creation and establishment of [the] Shawnee Beautification, Parks, and Recreation Committee. There is hereby established and created a beautification, parks, and recreation committee, hereinafter referred to as the "committee," as approved by the mayor and city commission. The beautification, parks, and recreation committee is the result of combining the existing parks and recreation committee and the community beautification committee, and both are hereby decommissioned effective with the adoption of the ordinance from which this section is derived.

(c)

Composition, appointment and term of committee members.

(1)

Composition.

a.

The committee will consist of one city commissioner.

b.

The committee will consist of six at-large members whom shall only include individuals that are either:

1.

Residents of the City of Shawnee;

2.

Business or property owners within the City of Shawnee; or

3.

Employed within the City of Shawnee.

(2)

Appointment. At-large members shall be appointed by the city mayor.

(3)

Term. The term of at-large members shall be three years. In the event that a vacancy shall occur during the term of any member, his/her successor shall be appointed for the unexpired portion of the term. For the initial terms, three members will serve an initial term of three years and three members will serve an initial term of four years. All appointments after initial terms will be three years.

For current and active members of the beautification committee and the parks and recreation committee that are not appointed to the newly-combined beautification, parks and recreation committee, they shall have the opportunity to serve until the expiration of their current respective terms and not be included in the total count of members stated in [section 21-26](#)(c)(1)(b). Said members would have voting authority. If said member desires to serve on the beautification, parks, and recreation committee, they shall provide a written request to the committee secretary no later than May 1, 2022.

(d)

Compensation. Members of the committee shall serve without compensation.

(e)

Duties and responsibilities of the beautification, parks, and recreation committee. The community beautification, parks, and recreation committee shall advise the city commissioners on policies pertaining to use of the park and recreational facilities of the city, and pursuant thereto:

(1)

Propose rules and regulations for the maintenance of order, safety, and decency in those parks and recreational facilities;

(2)

Consider and investigate any matter affecting the development and improvement of parks and recreational facilities and policies pertaining to the use of those facilities;

(3)

Make recommendations to improve the park and recreational facilities;

(4)

Make recommendations regarding systems of supervised recreation, and modifications in existing recreational programs;

(5)

Provide copies of the minutes of its meetings to the office of the city clerk within ten days from the date of their approval; and

(6)

Provide an annual report of the board's acts and affairs.

(f)

Operation. The committee shall choose its own officers, make its own rules and regulations, and keep a journal of its proceedings. A majority of the members shall be a quorum for the transaction of business.

(g)

Expenditures of city funds; reimbursement of expenses.

(1)

The committee shall neither authorize nor incur the expenditures of any city funds for any purpose except as may be authorized and appropriated therefor by the commissioners.

(2)

Members of the committee are entitled to reimbursement for their actual and necessary expenses, so long as those expenses were incurred in the performance of their duties as committee members and prior authorization for said expenses were authorized by the city manager.

(Ord. No. 2655NS, § I, 2-4-2019; Ord. No. [2748NS](#), § 1, 3-7-2022)

Editor's note— Ord. No. [2748NS](#), § 1, adopted Mar. 7, 2022, amended the title of § 21-26 to read as herein set out. The former § 21-26 title pertained to the parks and recreation committee.