

AGENDA  
SHAWNEE BEAUTIFICATION, PARKS, AND RECREATION COMMITTEE  
MAY 15, 2025 AT 4:00 PM  
COMMISSION CHAMBERS AT CITY HALL  
16 WEST 9TH STREET  
SHAWNEE, OKLAHOMA

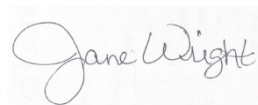
Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee 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 April 17, 2025 regular meeting.
2. Staff Reports
3. Consideration of next steps of Artwork Project.
4. Citizens Participation (A three-minute limit per person)  
(A twelve-minute limit per topic)
5. Committee Comments
6. Adjournment

Respectfully submitted,



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)

# DRAFT

## SHAWNEE BEAUTIFICATION, PARKS, AND RECREATION COMMITTEE PROCEEDINGS

APRIL 17, 2025 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 April 17, 2025 at 4:00 P.M., pursuant to notice duly posted as prescribed by law at 10:22 A.M. on April 16, 2025. Chairperson Payn presided and called the meeting to order. Upon roll call, the following members were in attendance.

Chad Payn  
Chairperson

Absent  
Vice Chairperson

Raymond Lutomski Jr.  
Committee Member

Kerri Keck  
Committee Member

Sue Nelson  
Committee Member

Absent  
Committee Member

Absent  
Commissioner/Committee Member

ABSENT: Sherry Lankford, Vickie Winters,  
and Lauren Richter

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the January 16, 2025 regular meeting.

A motion to approve the January 16, 2025, minutes was made by Raymond Lutomski Jr. A 2nd was made by Kerri Keck. Motion carried 4-0.

Aye: Chad Payn, Kerri Keck, Raymond Lutomski Jr., and Sue Nelson.

Nay: None

2. Staff Reports

1. Dakota Rains is our new parks supervisor.
2. Splash is still looking to hire 12 lifeguards and 2 maintenance people.
3. Splash is once again offering a youth volunteer program for ages 12-15 and also the Stay At Splash program for ages 13-16.
4. Opening day for Splash is May 23rd and will close August 13, 2025.
5. The parks department planted 5 new trees in Mihura Park and will continue planting trees this month with Wildwood being the last park as it will need dirt work prior to planting. Dirt work will be starting very soon.

6. News channel 4 came to the Recreation Center last month to honor Angie Kelly with their Pay It Forward award.

7. We completed our first site visit for the new splashpads at Boy Scout Park and Optimist Park. Updates will be provided on Facebook and Instagram.

8. Cemetery mapping will go live on Memorial weekend, so the public will be able to search for a loved one at Fairview Cemetery.

3. Consideration of proposed City Fee Schedule in accordance with Sec. 21-9 City Code: Vendors in Recreational Area.

A motion to recommend a city fee schedule in accordance with Sec. 21-9 City Code: Vendors in Recreational Area was made by Kerri Keck. A 2nd was made by Raymond Lutomski Jr. Motion carried 4-0.

Aye: Chad Payn, Kerri Keck, Raymond Lutomski Jr., and Sue Nelson.

Nay: None

4. Discussion of Artwork Project.

Kerri Keck and Vickie Winters met with the arts group regarding putting artwork in the existing flower beds at Harrison and I-40 and the intersection of Bell and 9th Street. They thought this was a great idea and stated they could possibly have funding to help with the projects, but would need to do further research. Kerri will get back with them to discuss the dimensions of each site and hopefully have more information to share at the next meeting.

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

We had no citizens participation at this meeting.

6. Committee Comments

1. Kerri wanted the staff to know they were doing a wonderful job.

2. Chad encouraged committee members to be leaders when out in the community and help work for resolutions to issues being discussed.

3. Raymond likes seeing newsletter along with the water bill as this lets the community know what is going on throughout the city during the month.

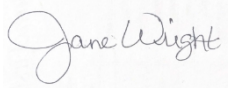
7. Adjournment

Meeting was adjourned at 5:02 p.m.

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CHAD PAYN  
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

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## 1. Overview

This report provides an update on departmental activities, key achievements, challenges, and upcoming priorities for the reporting period of April 1–April 30, 2025.

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## 2. Key Highlights

- **Project Completion:** Trees have been planted in Redbud Park, Dog Park, Lions Club Park, Airport walking track, Dean Weigant Park, and Optimist Park. The IRA tree grant is now nearing completion with yet our larger projects to finish. (Optimist Park and Wildwood Park) Each park will be having dirt work prior to planting.
  - **Team Growth:** This month, our leadership staff started prep work and training for Splash staff. Provided seasonal maintenance and started filling.
  - **Community Recognition:** Shawnee Square 8's were recognized on Channel 9 this month. The square dancers showed off their skills and advertised their long tenure at the Rec Center.
  - **Upcoming Projects:** Materials were ordered and expected ship dates for the first half of June for Rotary Briscoe Boy Scout Park and Optimist Park projects.
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## 3. Performance Metrics

### Fairview Cemetery

- 4 internments

### Recreation Center Totals:

- Fitness Classes – 848
  - Pickleball – 532
  - Crafts – 155
  - Music – 394
  - Games – 134
- Total Headcount:** 2,334 (does not include regular programs and miscellaneous totals)

- Senior Basketball began this month. The gym is designated each Friday 9:00-12:00 for this program. We have had a total of five people show interest and come to play.
  - Carla Smith from Pott Co /OSU Extension presented three gardening classes that were highly attended and enjoyed by everyone. Donations for the gardening projects were donated by Nancy Ford of Shawnee Garden Center & Don Britton of Don's Plants.
  - Two fraud seminars took place in our center hosted by Vision Bank and Sovereign Bank.
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#### **4. Challenges & Solutions**

- **Staffing-** We are currently interviewing for 5 park division employees. 1 is for seasonal work and the others are full time with benefits.
  - **Rain-** We are working diligently to keep up with our park system and ROW responsibilities. There are areas that are not to standard, staff is working over-time and 7 days per week to work towards standards. Rain has also slowed our cemetery mapping, but we are able to continue to input as we can.
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#### **5. Goals for Next Period**

- Reach standards for park mowing
  - Hire all splash staff and seasonal workers
  - Complete the Cemetery Mapping Project
  - Recruit, hire, and train for open positions in the Parks and Cemetery Division
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#### **6. Additional Notes**

- Angie Kelly, Senior Program Supervisor has attended two speaking engagements to market the senior programming in our department.
  - New volunteers have begun assisting in parks with tree watering and flowerbed maintenance.
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## **7. Upcoming Programs and Events**

- Rescheduled Great American Cleanup Event – May 22
  - Splash Opens – May 23
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### **Notes:**

Please see our *Shawnee Rec Spring and Summer Guide* for the latest program details! We offer volunteer opportunities and new classes—truly something for everyone. Follow our Facebook page to stay up to date on construction progress and more.