

AGENDA
SHAWNEE BEAUTIFICATION, PARKS, AND RECREATION COMMITTEE
AUGUST 21, 2025 AT 4:00 PM
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

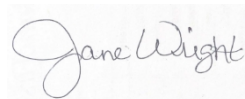
Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee 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 July 17, 2025 regular meeting.
2. Staff Reports
3. Consideration of board member involvement at the Fall Festival.
4. Consideration of next steps for Artwork Project.
5. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)
6. Committee Comments
7. 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

JULY 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 Thursday, July 17, 2025 at 4:00 PM, pursuant to notice duly posted as prescribed by law at 2:45 P.M. on July 16, 2025. Chairperson Payne presided and called the meeting to order. Upon roll call, the following members were in attendance.

Chad Payn
Chairperson

Absent
Vice Chairperson

Raymond Lutomski
Committee Member

Absent
Committee Member

Sue Nelson
Committee Member

Chris Johnston
Committee Member

Absent
Commissioner/Committee Member

ABSENT: Sherry Lankford, Kerri Keck, and
Lauren Richter

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the May 15, 2025 regular meeting.

A motion to approve the May 15, 2025 minutes was made by Sue Nelson. A 2nd was made by Chris Johnston. Motion carried 4-0.

Aye: Chad Payn, Sue Nelson, Chris Johnston, and Raymond Lutomski.

Nay: None

2. Staff Reports

1. Splash has had really good days despite being closed more this season due to lightening.

2. The Recreation Center is on track to surpass 2019 as the most attended year.

3. The parks have sustained lots of vandalism.

4. Boy Scout splash pad is in the last phase of construction. We are planning a celebration party. Splash pad construction has started at Optimist Park.

5. Cord Bender is now a Park Supervisor over operations, working alongside Dakota, who is the Park Supervisor over grounds. Cord will be overseeing

operations at the cemetery as well.

3. Consideration of next steps for Artwork Project.

There was no action taken on this item.

4. Consideration of scheduling board members to volunteer with Parks and Recreation Department.

Chad Payn proposed the idea of board members volunteering to work with the Parks and Recreation Department on different projects. He would like to see board members be more involved by giving time to help with different events or activities. Staff gave some dates for upcoming events that the board members could assist with.

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

Mr. Crawford spoke at this meeting.

6. Committee Comments

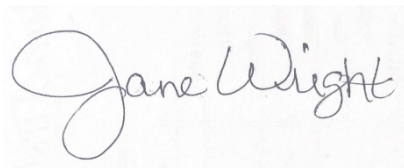
The board discussed the IFYR being in town and attendance being up from last year. The grounds at the Expo Center looked great, security was great, and board members heard many good compliments on our community.

7. Adjournment

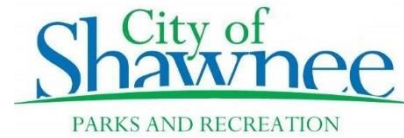
Meeting was adjourned at 4:37 P.M.

CHAD PAYN
CHAIRPERSON

ATTEST:



JANE WRIGHT
SECRETARY



1. Overview

This report provides an update on departmental activities, key achievements, challenges, and upcoming priorities for the reporting period of July 1st- July 31st, 2025.

2. Key Highlights

- **Project Completion:** 1st phase of dirt work completed for Wildwood Park.
- **Team Growth:** We have added 2 new park crew members and one new rec aide this month.
- **Community Recognition:** The youth volunteer program leadership decided that the program will continue into the fall and winter months. This will move the seasonal program to a year-round volunteer program focused on youth 12-15 years of age.
- **Upcoming Projects:** Rotary Briscoe Boy Scout Park Splash Pad will be completed and open next month on August 20th.

3. Performance Metrics

Fairview Cemetery

- 5 Full Internments and 1 Cremation Internment
- Sold 5 spaces
- Developed a new plan and schedule for the cemetery mapping project.

Shawnee Splash

- End of year report will be available for next month's review.
- 56 teens attended Waves and Worship with 8 sponsors.

Volunteers

- 11 adult volunteers totaled 96 hours of service for the month of July
- New volunteer website request and registration page will be completed next month and go live for public to sign up for volunteer opportunities through Parks and Recreation.
- Summer youth volunteers ended with 6 of 11 completing minimum requirements.

Recreation Center Totals:

- Fitness Classes – 833
- Premium Fitness Classes - 109
- Pickleball –524
- Crafts – 146
- Music – 339
- Games –139
- Misc- 88
- Special Events- 92

Total Headcount: 2,148 (8am-5pm M-F)

4. Challenges & Solutions

- In July, Shawnee Twin Lakes saw a rise in unauthorized campers at the campgrounds. Our Parks Division collaborated effectively with the Shawnee Police Department to address these issues, creating new partnerships to streamline our processes moving forward.

5. Goals for Next Period

- Hire and onboard two park crew member positions.
- Hire and onboard two rec aide positions.
- Accept RFP's for Parks Master Plan.
- Finalize vendors and schedule for the Fall Festival on November 1st.
- Host Senior Volunteer Appreciation Breakfast on August 12th.

6. Additional Notes

- Since our department is now hiring and actively searching for interns to apply for fall internship opportunities, we ask for assistance in the search of new faces that are passionate about recreation and serving the community.
- Chair Stretch & Chair Strength classes have switched days. Those classes still meet at 10:00am as before.

7. Upcoming Programs and Events

- Tree Planting September 23rd and 25th from 4-7pm (looking for volunteers)
- Jazz Night in the Park – September 6th
- Fall Festival – November 1st



I just wanted to take a moment to say a heartfelt thank you for your dedication and hard work this summer.

While others may have called in or left early, *you* stayed. You showed up, kept things running smoothly, and ensured that everyone had a safe and enjoyable time right through to the end of the season. That commitment doesn't go unnoticed—and it's deeply appreciated.

-Kerri Foster

(pics of lasting staff members)

