

AGENDA
SHAWNEE BEAUTIFICATION, PARKS, AND RECREATION COMMITTEE
SEPTEMBER 18, 2025 AT 4:00 PM
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

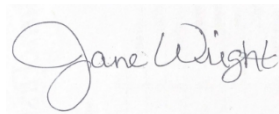
Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee 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 August 21, 2025 regular meeting.
2. Staff Reports
3. Discussion of Fall Fest plans and committee member involvement.
4. Artwork Project update
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

AUGUST 21, 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 August 21, 2025 at 4:00 P.M., pursuant to notice duly posted as prescribed by law at 11:27 A.M. on August 20, 2025. Committee Member Nelson presided and called the meeting to order. Upon roll call, the following members were in attendance.

Absent
Chairperson

Absent
Vice Chairperson

Raymond Lutomski
Committee Member

Kerri Keck
Committee Member

Sue Nelson
Committee Member

Chris Johnston
Committee Member

Absent
Commissioner/Committee Member

ABSENT: Chad Payn, Sherry Lankford, and
Lauren Richter

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the July 17, 2025 regular meeting.

A motion to approve the July 17, 2025 minutes was made by Kerri Keck. A 2nd was made by Chris Johnston. Motion carried 4-0.

Aye: Sue Nelson, Kerri Keck, Raymond Lutomski, and Chris Johnston

Nay: None

2. Staff Reports

1. July monthly report was discussed.
2. The newly remodeled Rotary Briscoe Boy Scout Park Splash Pad opened on August 20, 2025.
3. The new Optimist Park Splash Pad will open next summer.
4. Department is looking for volunteers to help with the September 23rd and 25th tree planting in Wildwood Park.
5. Recreation Center has two Rec Aide positions open.

3. Consideration of board member involvement at the Fall Festival.

The committee discussed possibly having a subcommittee to work with Amy Riggins on what members could help with and what their roles will be at the Fall Fest.

4. Consideration of next steps for Artwork Project.

The committee discussed the next steps to move forward with the project. Kerri Keck will work with the Arts Board and have a report at the September meeting.

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

Mr. Crawford and Ms. Cody spoke at this meeting.

6. Committee Comments

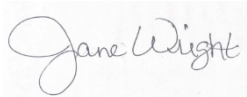
The committee appreciated the monthly report and Kerri Keck let the committee know Spotlight on Shawnee is taking place today at OBU.

7. Adjournment

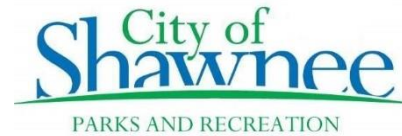
The meeting was adjourned at 4:41 P.M.

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 August 1st – August 31st, 2025.

2. Key Highlights

- **Project Completion:** Completed Lake 1 and 2 Dam mowing to prepare for fall dam inspections.
- **Team Growth:** We have added one new rec aide to our team this month. Interviews are still being conducted for full time and part time positions in parks and recreation divisions.
- **Community Recognition:** Lynna Heisey, a Senior Volunteer in the Recreation Division has started a beginner senior line dancing class and it has been well attended since inception. She is averaging 10 patrons per class this month.
- **Upcoming Projects:** Wildwood Park trail system construction, Wildwood Park tree plantings, Optimist Park Renovations, park amenities replacement plan, winterization and repairs to Shawnee Splash and park signage replacement plan. Fall Fest November 1st.

3. Performance Metrics

Fairview Cemetery

- 2 Full Internments and 2 Cremation Internment
- Sold 2 spaces
- 2 community service
- 25-30 hours of cemetery mapping completed due to weather.

Shawnee Splash

- 73 days of operation, 8 days closed or altered schedule due to weather conditions
- Served 29,893 patrons
- 342 Season passes- (Includes, group, individual, senior)
- Made record amount of saves this season with 30, we average just under 12 each summer
- 204 Learn to Swim participants

Volunteers

- Staff and Senior Advisory committee hosted a senior volunteer appreciation brunch in August.
- Rylie Woodard is a new volunteer that will be assisting with Special Events.

Recreation Center

- Hosted the second movie day with just under 20 participants. The next movie selected is Pirates of the Caribbean, which will be held next month in October.
- Bunco is continuing to become popular with attendance averaging around 20 individuals.

4. Additional Notes

- Parks Master plan submittals were received, and staff is reviewing to take steps in making selections.

5. Upcoming Programs and Events

- Tree Planting September 23-24th from 4-7pm (looking for volunteers)
- Fall Fest – November 1st