

AGENDA
SHAWNEE BEAUTIFICATION, PARKS, AND RECREATION COMMITTEE
NOVEMBER 20, 2025 AT 4:00 PM
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

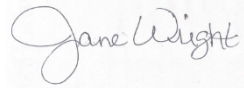
Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee 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. Welcome and Introduction of Newly Appointed Board Member.
2. Consideration of approval of the Minutes from the October 16, 2025 regular meeting.
3. Acknowledgment of Kerri Foster as the Newly Appointed Parks and Recreation Director.
4. Staff Reports
5. Consideration of 2026 Calendar Year Schedule of regular meetings.
6. Discussion of Artwork Project.
7. Consideration of Winter Workshop.
8. Citizens Participation (A three-minute limit per person)
(A twelve-minute limit per topic)
9. Committee Comments
10. Adjournment

Respectfully submitted,

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

DRAFT

SHAWNEE BEAUTIFICATION, PARKS, AND RECREATION COMMITTEE PROCEEDINGS

OCTOBER 16, 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 October 16, 2025 at 4:00 P.M., pursuant to notice duly posted as prescribed by law at 10:08 A.M. on October 15, 2025. Committee Member Nelson presided and called the meeting to order. Upon roll call, the following members were in attendance.

Vacant
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: Sherry Lankford and Lauren Richter

CALL TO ORDER

DECLARATION OF QUORUM

1. Consideration of approval of the Minutes from the September 18, 2025 regular meeting.

A motion to approve the September 18, 2025 minutes was made by Kerri Keck. A 2nd was made by Chris Johnston. Motion carried 4-0.
Aye: Sue Nelson, Chris Johnston, Kerri Keck, and Raymond Lutomski.
Nay: None

2. Recognition of summer youth volunteer.

Kerri Keck recognized Ellianna Welch for her many hours of service to summer programs at Splash.

3. Staff Reports

1. Kerri Foster went over the Parks & Recreation quarterly report.
2. The walking trail at Wilwood Park has been completed.
3. Tree planting at Wilwood Park will begin on Monday, October 20, 2025.
Large trees will begin being planted around the end of November.

4. Winterizing of park bathrooms and hours certain locations will be open.

4. Consideration of 2026 Calendar Year Schedule of regular meetings.

Chris Johnston proposed the idea of having some board meetings on site at a park. He would like the committee to discuss this further and have staff inquire about rules and regulations of having meetings at different locations. A motion was made by Kerri Keck to table this item until the November 20, 2025 committee meeting. A 2nd was made by Raymond Lutomski. Motion carried 4-0.

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

Nay: None

5. Discussion of I-40 and Harrison Artwork Project.

The committee discussed what steps need to be taken to get the RFP completed and design ideas for the project. Sue Nelson shared an idea with the group incorporating OBU, Shawnee Mill, Tribes, Gordon Cooper Technology Center, and wheat field farmers. Committee members also discussed taking this idea and finding out what it would cost to make.

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

Ms. Cody spoke at this meeting.

7. Committee Comments

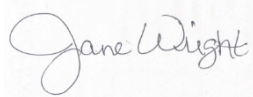
There were no committee comments.

8. Adjournment

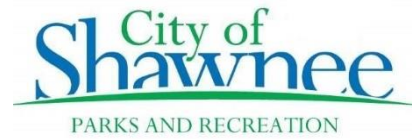
The meeting was adjourned at 4:45 P.M.

SHERRY LANKFORD
VICE 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 October 1st-31st 2025.

2. Key Highlights

- **Project Completion:**
 - Parks and Recreation divisions completed major planning and setup for the Fall Festival, held on November 1st.
 - Completed planting all small trees at Wildwood Park. Next month, plans are made to plant the large trees to finish this project.
- **Team Growth:** Kane McElfresh was hired as our Parks Maintenance Supervisor over Grounds. Kane McElfresh has served the City of Shawnee since 2014, bringing over 10 years of grounds maintenance experience. Starting as a Parks Maintenance Employee, he advanced to Crew Lead in 2024 and now serves as Parks Maintenance Supervisor. Kane is a Certified Spray Technician, National Playground Safety Inspector, and holds a CDL with extensive heavy equipment experience. His strong background in painting and preventative maintenance helps keep Shawnee’s parks safe, attractive, and well-maintained for the community.
- **Community Recognition:** Senior Citizens of Shawnee Advisory Board is working on a permanent Senior Volunteer appreciation program at the Rec Center with aspirations to start in the next few months.
- **Upcoming Projects:**
 - Completion of Optimist Park renovations. These improvements are planned for the winter months: adding restroom and new parking lot. Playground amenities and courts will be installed as resources come available.
 - Senior Thanksgiving Meal will be held for our members in November. Spots filled up fast and registration is closed. Members can put name on waiting list.

3. Performance Metrics

Fairview Cemetery

- Hosted 4 full interments and 3 cremation burials
- Sold 2 spaces

- 2 markers placed and 1 marker re-leveled
- Maintenance and preventative maintenance were done on the gazebo
- 2 community service workers spent 87 hours of service at the cemetery

Special Events and Volunteers

- Pickleball volunteers successfully recruited 4 new members to join Beginning Pickleball
- Dunbar Heights Community Group hosted Block Party at Farrall Park & Annual Bean Supper at Community Center
- 2 parties and 1 wedding rental at Recreation Center
- 16 park rentals
- Host site for all day Medicare Fair at Recreation Center
- Host site for Shawnee Library Glow Walk
- Host site for PoGo Zumba Party in the Park
- Attended OBU Career & Internship Fair
- Coordinated with 52 outside organizations and businesses to host booths at Fall Fest

Shawnee Splash

- Staff held a CPR class for staff and volunteers. 11 became certified.
- Bottle fill stations were installed.

Recreation Center Totals:

- Fitness Classes – 898
 - Pickleball –401
 - Crafts – 135
 - Music –247
 - Games –143
- Total Headcount: 2,495**

4. Goals for Next Period

- Serve Thanksgiving Dinner to our senior participants at the Rec Center.
- Send 4 staff members to take Spray Tech Core License test.

5. Upcoming Programs and Events

Carols and Cocoa on December 4th at 7pm

Notes:



Christmas

Carols & Cocoa

FREE Family Friendly Live Music Event

**FEATURING: THE NEW
SHAWNEE PEACE & PRAISE CHOIR**

THURSDAY, DECEMBER 4, 7:00 PM

Woodland Park Amphitheater
100 East Highland



*Shawnee Peace
& Praise*
COMMUNITY CHOIR

City of
Shawnee
Parks & Recreation

DRAFT
2026 CALENDAR YEAR
SCHEDULE OF REGULAR MEETINGS
SHAWNEE BEAUTIFICATION, PARKS, AND RECREATION COMMITTEE

| DATE | TIME | PLACE OF MEETING |
|------------|---------|--|
| 1-15-2026 | 4:00 PM | CITY HALL COMMISSION CHAMBERS 16 W. 9 TH SHAWNEE, OK 74801 |
| 2-19-2026 | 4:00 PM | CITY HALL COMMISSION CHAMBERS 16 W. 9 TH SHAWNEE, OK 74801 |
| 3-19-2026 | 4:00 PM | CITY HALL COMMISSION CHAMBERS 16 W. 9 TH SHAWNEE, OK 74801 |
| 4-16-2026 | 4:00 PM | CITY HALL COMMISSION CHAMBERS 16 W. 9 TH SHAWNEE, OK 74801 |
| 5-21-2026 | 4:00 PM | CITY HALL COMMISSION CHAMBERS 16 W. 9 TH SHAWNEE, OK 74801 |
| 6-18-2026 | 4:00 PM | CITY HALL COMMISSION CHAMBERS 16 W. 9 TH SHAWNEE, OK 74801 |
| 7-16-2026 | 4:00 PM | CITY HALL COMMISSION CHAMBERS 16 W. 9 TH SHAWNEE, OK 74801 |
| 8-20-2026 | 4:00 PM | CITY HALL COMMISSION CHAMBERS 16 W. 9 TH SHAWNEE, OK 74801 |
| 9-17-2026 | 4:00 PM | CITY HALL COMMISSION CHAMBERS 16 W. 9 TH SHAWNEE, OK 74801 |
| 10-15-2026 | 4:00 PM | CITY HALL COMMISSION CHAMBERS 16 W. 9 TH SHAWNEE, OK 74801 |
| 11-19-2026 | 4:00 PM | CITY HALL COMMISSION CHAMBERS 16 W. 9 TH SHAWNEE, OK 74801 |
| 12-17-2026 | 4:00 PM | CITY HALL COMMISSION CHAMBERS 16 W. 9 TH SHAWNEE, OK 74801 |

NAME: JANE WRIGHT

TITLE: PARKS AND RECREATION ADMINISTRATIVE ASSISTANT

Filed in the office of the Municipal Clerk at _____ a.m. p.m. on
 _____, 2025.

Signed: _____
 Clerk/Deputy Clerk