

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

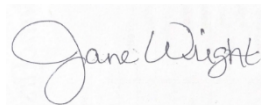
Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee 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 November 20, 2025 regular meeting.
2. Staff Reports
3. Consideration of Artwork Project.
4. Consideration of Winter Workshop.
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

NOVEMBER 20, 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 November 20, 2025 at 4:00 P.M., pursuant to notice duly posted as prescribed by law at 10:24 A.M. on November 19, 2025. Vice Chairperson Lankford presided and called the meeting to order. Upon roll call, the following members were in attendance.

Vacant
Chairperson

Sherry Lankford
Vice Chairperson

Absent
Committee Member

Absent
Committee Member

Sue Nelson
Committee Member

Chris Johnston
Committee Member

Absent
Commissioner/Committee Member

Joseph Szczepanski
Committee Member

ABSENT: Kerri Keck, Raymond Lutomski, and
Lauren Richter

CALL TO ORDER

DECLARATION OF QUORUM

1. Welcome and Introduction of Newly Appointed Board Member.

Mr. Joseph Szczepanski was sworn in before the meeting to ensure enough members were present to have a quorum. Mr. Szczepanski introduced himself to the committee and gave little information about himself.

2. Consideration of approval of the Minutes from the October 16, 2025 regular meeting.

A motion to approve the October 16, 2025 minutes was made by Chris Johnston. A 2nd was made by Sue Nelson. Motion carried 4-0.

Aye: Sherry Lankford, Sue Nelson, Chris Johnston, and Joseph Szczepanski.

Nay: None

3. Acknowledgment of Kerri Foster as the Newly Appointed Parks and Recreation Director.

Kerri spoke about her new position and gave a brief explanation of what her new role entails.

4. Staff Reports

Mr. Lutomski attended the meeting at this time. 4:13 P.M.

1. Fall Fest was a great success with over 7,000 people in attendance.
2. Kane McElfresh introduced as the new Parks Grounds Supervisor.
3. Optimist splashpad has been completed. Other work is ongoing, and should be completed for Memorial Day 2026.

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

The committee discussed having meetings in different parks and possibly at the Senior Recreation Center, but due to meetings being presented live that is not possible. The committee accepted the 2026 calendar year schedule as is with a motion to approve being made by Sue Nelson. A 2nd was made by Chris Johnston. Motion carried 5-0.

Aye: Sherry Lankford, Sue Nelson, Chris Johnston, Raymond Lutomski, and Joseph Szczepanski.

Nay: None

6. Discussion of Artwork Project.

Sue Nelson discussed her idea for the project and the committee decided to reach out to Gordon Cooper to see if they could possibly look at the design and give an approximate cost. This item will be on the December agenda to have further discussions.

7. Consideration of Winter Workshop.

Kerri Foster let the group know she would be available to have a Winter Workshop to discuss what Parks and Recreation does and how the committee could help staff and the community. A Special Call meeting in February to meet with the committee was discussed. This item will be put on the December agenda to possibly finalize a date for the workshop.

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

We had no citizens participation at this meeting.

9. Committee Comments

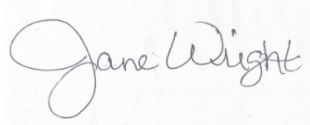
Committee members discussed Christmas decor downtown and the many Christmas activities happening. Everyone is excited about the different activities planned.

10. Adjournment

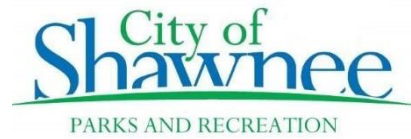
The meeting was adjourned at 4:54 P.M.

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 November 2025.

2. Key Highlights

- **Project Completion:** No projects were completed this month; however, new projects were started at Isaac Walton Campground and continued work at Wildwood and Optimist Park.
- **Team Growth:** 4 crew members passed their core spray exams to become certified spray technicians through the state of Oklahoma.
- **Community Recognition:** Dunbar Heights group and Veterans group held Veterans services, one at the Community Center and the other at Veterans Park.
- **Upcoming Projects:** Wildwood Park renovations, Tom Terry Park tree planting, Isaac Walton Campground renovations. Winterization of park restrooms is ongoing and will be completed at end of December.

3. Performance Metrics

Fairview Cemetery

- Hosted four full internments and two cremations burials
- Continuing cemetery mapping project
- 20 hours of community service work completed

Shawnee Splash

- Renovation work on the slides is scheduled for December.
- Hiring day date will be announced on Facebook. (March) Jobs are posted this month.

Recreation Center Totals:

- Fitness Classes – 664
- Pickleball –325
- Crafts – 127
- Music – 224
- Games –61
- **Total Headcount:** 1871

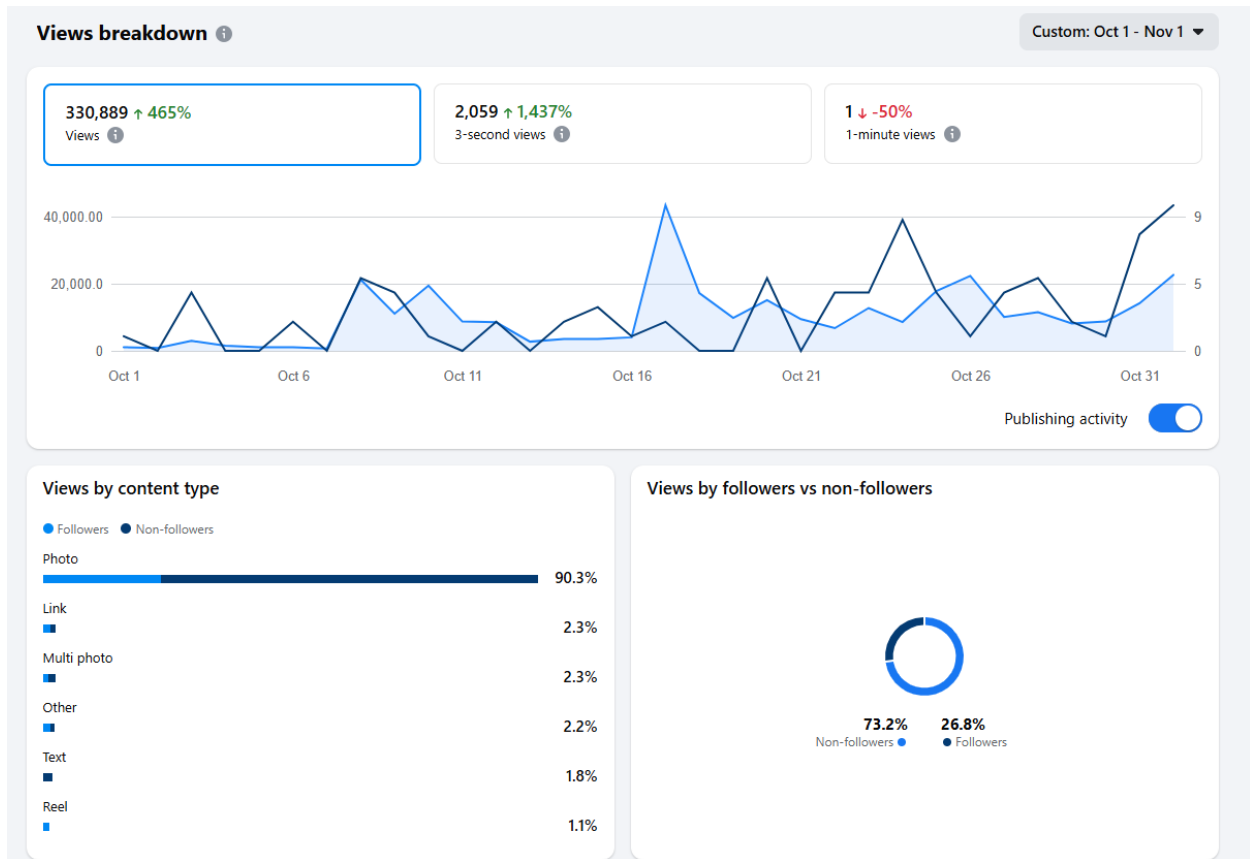
4. Goals for Next Period

- Wildwood Park renovation project completion.
- Isaac Walton Campground improvements completed.
- Winterization of all park restrooms completed.
- Tom Terry Park tree planting completed.
- Cemetery mapping Phase 2 completed.
- Spring/Summer programming schedule.

5. Additional Notes

- Fall Fest Facts

Facebook metrics show our views spiked in October leading up to Fall Fest, with record number of likes for our page and Fall Fest posts. 14,000 users engaged with our page from October 1 to November 1, many who were not originally followers, as we gained new ones. Based on the estimated attendance, the overall promotional plan was successful.



AI Placer software estimated over 7,000 in attendance throughout the event. A total of 1,471 patrons rode the Ferris Wheel, and 876 registered for raffle tickets.

95 organizations, smaller businesses, and churches were invited directly to participate as booth hosts. In addition, many others heard about the opportunity, and initiated contact with our department. As a result, 52 booths were set up in three zones to provide both information and candy for families and children.

Volunteers were recruited from local schools' honor societies, OBU, Community Renewal block leaders and partners, non-profit organizations, businesses, and churches, as well as friends and family members of Parks and Recreation staff. A total of 61 volunteers came out to assist during the event, 32 adults and 29 youth (ages 12-17).

6. Upcoming Programs and Events

Notes:

RESCHEDULED!

Christmas



Carols & Cocoa



FREE Family Friendly Live Music Event

**FEATURING: SHAWNEE
PEACE & PRAISE COMMUNITY CHOIR**

THURSDAY, DECEMBER 18, 7:00 PM
Woodland Park Amphitheater



*Shawnee Peace
& Praise*
COMMUNITY CHOIR

City of
Shawnee
Parks & Recreation

**2026 CALENDAR YEAR
SHCHEDULE 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 11:32 a.m. p.m. on 11/21/25, 2025.

Signed: hace Eck
Clerk/Deputy Clerk