

Lions Club Ballfields

2013 Management Transition & Municipal Governance In-Depth Executive Research Summary

Research standard. This report is limited to what the supplied documents establish. Statements attributed to City staff are identified as such. It does not independently prove allegations in the revocation materials and does not infer motives, legal violations, or parcel relationships not established by the documents.

Executive Summary

The supplied records document a 2013 transition in management of Shawnee's Lions Club Ballfields from the Shawnee Youth Athletics Association (SYAA) to the Troy and Dollie Smith Family YMCA. The packet includes a City revocation letter, a postal return receipt, an August 14, 2013 staff memorandum, the City-YMCA agreement, a facility map, and a verified municipal-minutes summary providing earlier Lions Club and Regional Park context.

The YMCA agreement expressly identifies the City of Shawnee as owner of the public property and facilities known as Lions Club Park. It grants the YMCA use rights for recreational purposes while retaining City approval authority over specified improvements, allocating maintenance and utility responsibilities, requiring insurance, establishing reporting and complaint mechanisms, and reserving financial-review authority to the City.

The transition was preceded by a City notice revoking SYAA's lease. The letter lists six stated reasons: field and surrounding-area maintenance, backstop condition, grounds/trash service, limited season-game use, poor communication, and failure to provide requested financial information. The August 14 staff memorandum repeats and expands upon the City's stated concerns and recommends contracting with the YMCA. These are documented City assertions; the supplied packet does not contain SYAA's response or independent evidence adjudicating each allegation.

Document Set

Document	Date	Source-supported significance
SYAA revocation letter	2013	City communicated lease revocation, six stated reasons, removal deadline and return of facility keys.
USPS return receipt	6-28-2013 written delivery date	Delivery record addressed to Russ Oliver; receipt alone does not prove the complete mailed contents.
Operations memorandum	Aug. 14, 2013	James Bryce described staff concerns, stated the City-SYAA youth baseball contract dated from January 2009, and recommended a YMCA contract.
City-YMCA agreement	Aug. 19, 2013 commencement	Defines ownership, use, term, maintenance, insurance, utilities, programming, reporting, records and financial oversight.
Ballfields map	Aug. 12, 2013 image	Aerial depiction of facility area along W. Federal Street; not treated as a legal survey.
Verified minutes summary	1998-2006 context	Documents earlier Lions Club lighting and separate Regional Park planning history.

I. SYAA Lease Revocation

The City letter thanks SYAA for its prior recreational service and describes the prior working relationship positively before stating that the lease is being revoked. The City lists six reasons: lack of field and surrounding-area maintenance; backstops in disrepair; irregular grounds and trash service; lack of season-game use with possible practice use; poor communication; and failure to provide requested financial information.

The City requested that personal items be removed by 5:00 p.m. on July 31, 2013 and that keys be returned for the concession building and restrooms, gates surrounding the fields, and the maintenance building on the south end of the property.

Important evidentiary distinction: these are the City's stated reasons. The supplied records do not contain SYAA's response, financial records, maintenance logs, game schedules, or an adjudicative determination establishing each allegation independently.

II. Delivery Documentation

The USPS Domestic Return Receipt is addressed to Russ Oliver, 1919 N. Oklahoma, Shawnee, Oklahoma 74804, article number 7012 1640 0001 3252 8345. The rendered receipt contains a received-by entry and a handwritten delivery date of 6-28-13. The sender side identifies the City of Shawnee and James Bryce.

The receipt supports delivery of a City mailing to the named address. Because it does not reproduce the enclosure, this report does not use the receipt alone to establish precisely which document was inside.

III. August 14, 2013 Operations Memorandum

Director of Operations James Bryce wrote to the Mayor and City Commissioners that the City and SYAA had had a contract for youth baseball at the Lions Club Ball Field Complex on Federal Street since January 2009. He stated that the relationship had been good until the preceding year, when requests for information went unanswered.

Bryce reported that staff requested financial information through email and telephone messages; that staff received information that league games had moved to a new tribal complex on the south side of town; that only limited practice activity remained at Lions Club; and that some users had to mow their own field. He stated that the facility had become run down and that staff decided to revoke the lease.

The memorandum recommends contracting with the Troy and Dollie Smith Family YMCA, citing the facility's proximity to the YMCA and the YMCA's interest in using it. It also identifies an August 17 volunteer cleanup involving the Lions Club civic group, YMCA, volunteer City staff, and other volunteers.

These statements are preserved as contemporaneous City staff representations rather than converted into independently verified findings.

IV. City-YMCA Agreement

The agreement identifies the City as owner of Lions Club Park and states that its sports fields and facilities are to serve recreational purposes for the health, safety and welfare of Shawnee residents.

Provision	Documented requirement
Term	Aug. 19-Dec. 31, 2013; automatic one-year renewals unless revoked in writing by Nov. 1.
Default	60-day certified-mail notice for material default with an opportunity to cure or begin curing.
Payment	\$1.00 annual lease payment to the City.
Improvements	Parks Department approval at \$25,000 or less; City Commission approval above \$25,000.
Use	Recreation, education, sports-skill development and related supportive services; other uses require City approval.
Insurance	\$1,000,000 general liability requirement; other field users also subject to specified insurance requirements.
YMCA maintenance	Game fields, restrooms, concession areas, janitorial service, refuse, field supplies, turf/infield supplies and specified minor repairs.
City maintenance	Specified major landlord-type repairs, including major building, roof, sewer, water, parking, painting and fencing work.
Utilities	City charged for electric, solid waste, sewer and water, including field lighting and facility services.
Programming	Primarily Shawnee-area schools and City youth; open and recreational leagues; stated nondiscrimination provisions.
Complaints	City-facing complaint procedure after YMCA appeal procedures, with possible investigation and Commission review.
Financial oversight	Semi-annual financial statements/business-activity reports; City may conduct financial review at its discretion.
Records	Local contact and access to records subject to the Oklahoma Open Records Act are addressed.

V. Accountability Structure

The agreement establishes a defined public-property operating structure. Routine maintenance is assigned to the YMCA; major landlord-type repairs remain with the City; larger capital improvements remain subject to City Commission approval; financial reporting is recurring; the City reserves financial-review authority; and the agreement creates complaint and records-access mechanisms.

Maintenance, communication, financial information and facility use are subjects appearing in the City's SYAA revocation materials and are also regulated in the YMCA agreement. This is a documentary comparison only and is not presented as proof of the drafter's motive for individual provisions.

VI. Facility Map

The August 12, 2013 Google Maps image depicts the Shawnee Lions Club ballfields along W. Federal Street, with an irregular area outlined in red. Multiple fields, structures and parking/circulation areas are visible.

The image is treated only as a facility-area depiction. The supplied map is not identified as a recorded survey, deed exhibit, metes-and-bounds description or title instrument.

VII. Earlier Municipal Context

The supplied verified municipal-minutes summary records a February 22, 2000 deferral and a March 6, 2000 award of a \$55,780 Lions Club West Softball Field lighting project to Shawnee Lighting Systems, Inc. It separately records Regional Park/North Airport planning entries in 2002-2003 and a February 21, 2006 Regional Park Master Plan discussion.

The verified summary expressly preserves a boundary between the Lions Club Ballfields and the separately documented Regional Park history. It does not establish that the projects occupied the same parcel or that one replaced the other. This report maintains that distinction.

VIII. Integrated Chronology

Date	Documented event
Feb. 22, 2000	Lions Club West Softball Field lighting action deferred, per verified minutes summary.
Mar. 6, 2000	\$55,780 lighting project awarded to Shawnee Lighting Systems, Inc., per verified minutes summary.
Jan. 2009	August 2013 staff memo states City-SYAA youth baseball contract began in January 2009.
June 28, 2013	Return receipt shows delivery to Russ Oliver address; enclosure not established by receipt alone.
July 31, 2013	Revocation-letter deadline for removal of personal items and return of keys.
Aug. 12, 2013	Date shown on supplied ballfields map.
Aug. 14, 2013	Operations Director recommends YMCA contract and describes City's stated concerns.
Aug. 17, 2013	Planned volunteer cleanup identified in staff memorandum.
Aug. 19, 2013	YMCA agreement commencement date; agreement states City Attorney approval as to form and legality on this date.
Dec. 31, 2013	End of original agreement term, subject to automatic renewal provisions.

IX. Principal Findings

Public ownership. The City-YMCA agreement expressly states that the City owns the public property and facilities known as Lions Club Park.

Management transition. The documents show the City ending the SYAA arrangement and City staff recommending the YMCA as the next operator/user under a detailed agreement.

City-stated concerns. Maintenance, facility condition/use, communication and requested financial information are recurring subjects in the revocation letter and staff memorandum.

Formalized replacement controls. The YMCA agreement addresses routine maintenance, major repairs, utilities, insurance, programming, capital approval, complaints, financial reporting and records access.

Continuing City oversight. The agreement retains City authority over larger capital improvements, reserves financial-review authority, provides a City complaint pathway, and leaves specified major repairs and utilities with the City.

X. Matters Not Established

The supplied packet does not establish whether every SYAA allegation was independently verified; SYAA's response or explanation; complete SYAA or YMCA financial performance; the full later renewal/amendment history of the YMCA agreement; a legal survey or title history for the mapped tract; or parcel identity

between Lions Club Park and the separately discussed Regional Park/North Airport property.

These limitations define the boundary between documentary fact and matters requiring additional primary records.

Conclusion

Taken together, the supplied records provide a coherent documentary account of the 2013 municipal management transition at Lions Club Park. They establish City ownership as stated in the YMCA agreement, document the City's stated reasons for ending the SYAA arrangement, record staff's recommendation of the YMCA, and show a replacement agreement containing detailed operational and accountability controls. The record is strongest when City assertions remain clearly attributed and when the separate Regional Park history is not merged into the Lions Club parcel history without additional evidence.