



AGENDA
PARKS AND RECREATION COMMISSION
REGULAR CALLED MEETING
OWEN'S MULTIPURPOSE CENTER
1405 SW 11TH STREET, LAWTON, OKLAHOMA
SOUTH CONFERENCE ROOM/BREAK ROOM
TUESDAY, JANUARY 17, 2023, 5:30 PM

AGENDA

I. CALL TO ORDER/ ROLL CALL

II. REPORTS

- A. Parks & Recreation Staff
- B. Commission Members

III. AUDIENCE PARTICIPATION

Anyone having an item of business to present to the commission that does not appear on the agenda please come forward.

IV. UNFINISHED BUSINESS:

- A. Consider approving the minutes from the October 26, 2022, regular meeting.

V. BUSINESS:

- A. Consider approving the minutes from the November 2, 2022, special called meeting.
- B. Consider approving the minutes from the December 7, 2022, special called meeting.
- C. Consider recommending adoption of amended Policy Manual for Parks and Recreation.
- D. Consider recommending adoption of New Partnership Standard Operating Procedures.
- E. Consider endorsing staff recommendations regarding park repurposing plans to City Council per the Parks & Recreation Master Plan and consideration of public input.

VI. ADJOURN

"The City of Lawton encourages participation from all of its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at (580) 581-3305 at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if interpreters for the deaf (signing) are not the necessary accommodation."

ITEM NO. 4A

MTG. DATE January 17, 2023

PARKS AND RECREATION COMMISSION
AGENDA ITEM COMMENTARY

ITEM TITLE: Consider approving the minutes from the October 26, 2022, Regular Meeting

INITIATOR: Ryan Brady, Recording Secretary

INFORMATION SOURCE: Park & Recreation's Office

BACKGROUND: Minutes from the October 26, 2022, Regular Meeting have been drafted and are awaiting approval

EXHIBITS: Draft minutes from October 26, 2022, Regular Meeting

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Approve the minutes from the October 26, 2022, Regular Meeting

**MINUTES
REGULAR CALLED MEETING
PARKS AND RECREATION COMMISSION
WEDNESDAY, OCTOBER 26, 2022, 5:30 PM
OWENS MULTIPURPOSE CENTER
1405 SW 11th STREET, LAWTON, OK, 73501
BREAK ROOM**

The Meeting of the Parks and Recreation Commission was held Wednesday, October 26, 2022, at the Owens Multipurpose Center, 1405 SW 11th Street, Lawton, Oklahoma, and called to order by Chairperson, Sherene Williams, at 5:38 p.m. Meeting was moved from Fuller Room at Owens Center to the break room due to temperature of room in building. Signs were displayed for any audience participation.

ROLL CALL:

MEMBERS PRESENT: Mike Scott, Terry Brierton, Linda Neal, Jacobi Crowley, Sherene Williams, Anthony Cox

MEMBERS ABSENT: Jason Wells, Susan Thompson, Angela Rivera, Jason Scott

STAFF PRESENT: Christine James, Parks and Recreation Director; Mitch Dooley, Parks and Recreation Deputy Director, Antonio Hopson, Parks and Grounds Superintendent, Ryan Brady, Recording Administrative Assistant

OTHERS PRESENT: None.

II. REPORTS

- A. Christine James introduced new Deputy Director for Parks and Recreation, Mitch Dooley, and Administrative Assistant III, Ryan Brady, to the Commission Members.

Mitch Dooley comes to the department from Lake Jackson where he was the Recreation Coordinator. This is the first time Lawton has had a Deputy Director in the department. Mitch brings many years of experience and expertise in Recreation, including a bachelor's degree in Recreation Management from Brigham Young University. He also has obtained the Certified Parks and Recreation Professional status from the National Recreation and Parks Association. The department is excited to have him and look forward to new ideas to create more citizen involvement in our recreation centers.

Ryan Brady is also new to Parks and Recreation. She is the new Administrative Assistant III and will now be the recording administrative for this committee.

The City of Lawton has been holding Ward Parks Public Input meetings. The intent of the meetings is to get the citizens thoughts, concerns and suggestions on the city's parks. The overhead to maintain all the city's parks is large and

just not feasible in some parks due to drainage problems, no irrigation, and some are just not that easily accessible. These meetings are to put together a recommendation for the City Council on which parks to keep, sale or change the status from a park to a natural habitat.

Commission members expressed their concern regarding the closure of some parks, including Lee West Park, Putney Park, and Elmore West. Christine informed the committee that some parks were included in the Lawton Public Schools/City of Lawton deal that had nothing to do with these recent meetings. Members would like to be informed on the recommendations prior to being sent to City Council for vote. Christine stated that P&R would be certain to send all Commission Members a copy of any recommendations.

- B.** Chairperson Sherene Williams shared she recently visited the Patterson center and commended the staff and center on their exemplary work.

III. AUDIENCE PARTICIPATION

None

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

- A.** Consider approving minutes from the September 28, 2022, Special Meeting.

MOTION by Jacobi Crowley; SECOND by Anthony Cox

AYES: Mike Scott, Terry Brierton, Linda Neal, Jacobi Crowley, Sherene Williams, Anthony Cox

NAYS: None.

MOTION CARRIES

- B.** Consider discussing updating the City's Adopt-a-Park Program, providing staff with guidance and making a recommendation to the City Council.

Director, Christine James, recommends that the city update its Adopt-a-Park program by changing the type of adoption available to three tiers: Litter Control, Litter Control and Supplemental mowing (in addition to the City's regular scheduled mowing days), and Grass trimming and mowing. Christine also expressed that she wanted to remove the option to make permanent changes stating that although citizens intentions are good to make such changes, the financial burden of maintaining such changes falls on the City. Christine suggested that the city offer one (1) free monthly event to any organization that adopts as enticement to get more community participation.

She also recommended that the adoption length be set for one (1) year agreements with a thirty (30) day notice to terminate said agreement.

Deputy Director Mitch Dooley brought two examples of other cities that have Adopt-a-Park Programs that the City of Lawton could use as tool to update its current program.

Sherene Williams inquired the budget to maintain parks. Christine explained that number is not easily obtained by current records but that she knows the weekly cost of mowing the city's right-a-ways and medians is \$44K. This number was a good reflection of the cost to maintain mowing alone.

Linda Neal expressed a desire to possibly converting some pocket parks in the city to community gardens. Christine agreed that was a good idea adding that the upkeep of said gardens would be better maintained by putting it in a neighborhood of homeowners as opposed to renters. Linda expressed that she and the committee would like to be kept in the loop of any recommendations to the City Council for voting be presented to this committee prior to going to Council. All members agreed stating that they like to be informed so they have answers when questioned in public by upset citizens.

Director James and Deputy Director Dooley agreed to keep the committee in the loop.

NO MOTION MADE

*****Special Meeting will be held on Wednesday, November 2, 2022 at 5:00 p.m., for purposes of nominating and voting on new Chairperson for the Parks and Recreation Commission.*****

VI. ADJOURN

MOTION by Linda Neal; SECOND by Jacobi Crowley

AYES: Mike Scott, Terry Brierton, Linda Neal, Jacobi Crowley, Sherene Williams, Anthony Cox

NAYS: None.

MOTION CARRIED.

Meeting adjourned @ 6:27 p.m.

ITEM NO. 5A

MTG. DATE January 17, 2023

PARKS AND RECREATION COMMISSION
AGENDA ITEM COMMENTARY

ITEM TITLE: Consider approving the minutes from the November 2, 2022, Special Meeting

INITIATOR: Ryan Brady, Recording Secretary

INFORMATION SOURCE: Park & Recreation's Office

BACKGROUND: Minutes from the November 2, 2022, Special Meeting have been drafted and are awaiting approval

EXHIBITS: Draft minutes from November 2, 2022, Special Meeting

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Approve the minutes from the November 2, 2022, Special Meeting

**2022 MINUTES
SPECIAL CALLED MEETING
PARKS AND RECREATION COMMISSION
WEDNESDAY, NOVEMBER 2, 2022, 5:00 PM
OWENS MULTIPURPOSE CENTER
1405 SW 11th STREET, LAWTON, OK, 73501
CONFERENCE/BREAK ROOM**

The Meeting of the Parks and Recreation Commission was held Wednesday, November 2, 2022, at the Owens Multipurpose Center, 1405 SW 11th Street, Lawton, Oklahoma. The meeting was cancelled at 5:45 p.m.

There were three guests at the meeting to talk about Hunter Hills Park. Each three individuals were given an opportunity to voice their concerns/desires regarding said park. This audience participation lasted from 5:45 p.m. to 6:01 p.m. Each three guests voiced their desire to keep the park whole with improvements to be made as they feel it should not be changed. They feel the City of Lawton did not notify the people of their plans properly and would like to have more input than what the Public Input Meetings provided. A letter is attached from Cindy McIntyre which was read aloud to members after the meeting had been cancelled at 5:45 p.m.

At the time the guests started speaking, quorum had not been achieved. Sometime during the next sixteen (16) minutes, a sixth Commission Member (Susan Thompson) arrived at the meeting.

Chairperson Sherene Williams called the meeting to order at 6:01 p.m. Three members, Deputy Director Mitchell, and I stated that the meeting had already been cancelled. Chairperson Williams insisted roll call be made. After roll call, Williams went through the agenda, stating “none” to Reports by Parks & Recreation Staff, Commission Members, Audience Participation, and Unfinished Business. She then skipped New Business item “A” (approving minutes) and went straight to election of Chair and Vice-Chair.

Commission Member Linda Neal raised her hand to speak stating that we needed to go by the agenda posted for the public. She also stated that we need to adhere to Robert’s Rules. The committee then went back to the top of the agenda.

ROLL CALL:

MEMBERS PRESENT: Mike Scott, Linda Neal, Jacobi Crowley, Sherene Williams, Anthony Cox, Susan Thompson

MEMBERS ABSENT: Jason Wells, Terry Brierton, Angela Rivera, Jason Scott

STAFF PRESENT: Mitch Dooley, Parks and Recreation Deputy Director, Ryan Brady, Recording Administrative Assistant

OTHERS PRESENT: Cindy McIntyre, Fabian, and another gentleman

II. REPORTS

A. None.

- B. Linda Neal stated that she did not agree with the way that the meeting was being called to order or the way it was being handled. Chairperson Williams called roll and immediately skipped to election of chair and vice-chair. Neal stated that Robert's Rule was not being adhered to and that she wanted to voice her opinion on the way the meeting was called to order after it had already been cancelled. Mike Scott added that he did not agree with waiting for an hour to reach quorum and he too did not like the way the meeting was being handled after being cancelled.

III. AUDIENCE PARTICIPATION

Three guests were present and spoke to members prior to meeting quorum and/or the meeting being called to order. See above for details.

IV. UNFINISHED BUSINESS

None

V. NEW BUSINESS

- A. Consider approving minutes from the October 26, 2022, Regular Meeting.

MOTION by Jacobi Crowley; SECOND by Mike Scott

AYES: Mike Scott, Linda Neal, Jacobi Crowley, Susan Thompson, Sherene Williams, Anthony Cox

NAYS: None.

MOTION CARRIES

- B. Elect Chairperson and Vice-chairperson for 2023

No nominations were made.

Motion to delay election for 2023 Chair and Vice-Chair until next meeting.

MOTION MADE by Mike Scott; SECOND by Linda Neal

AYES: Mike Scott, Linda Neal, Jacobi Crowley, Susan Thompson, Anthony Cox

NAYS: Sherene Williams

MOTION CARRIES

VI. ADJOURN

MOTION by Anthony Cox; SECOND by Linda Neal

**AYES: Mike Scott, Linda Neal, Jacobi Crowley, Susan Thompson, Sherene Williams,
Anthony Cox**

NAYS: None

MOTION CARRIES

Meeting adjourned @ 6:09 p.m.

Draft

ITEM NO. 5B

MTG. DATE January 17, 2023

PARKS AND RECREATION COMMISSION
AGENDA ITEM COMMENTARY

ITEM TITLE: Consider approving the minutes from the December 7, 2022, Special Meeting

INITIATOR: Ryan Brady, Recording Secretary

INFORMATION SOURCE: Park & Recreation's Office

BACKGROUND: Minutes from the December 7, 2022, Special Meeting have been drafted and are awaiting approval

EXHIBITS: Draft minutes from December 7, 2022, Special Meeting

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Approve the minutes from the December 7, 2022, Special Meeting

**2022 MINUTES
SPECIAL CALLED MEETING
PARKS AND RECREATION COMMISSION
WEDNESDAY, DECEMBER 7, 2022, 5:30 PM
OWENS MULTIPURPOSE CENTER
1405 SW 11th STREET, LAWTON, OK, 73501
SOUTH CONFERENCE/BREAK ROOM**

The Meeting of the Parks and Recreation Commission was held Wednesday, December 7, 2022, at the Owens Multipurpose Center, 1405 SW 11th Street, Lawton, Oklahoma. The meeting was called to order by Chairperson, Sherene Williams, at 5:32 p.m.

ROLL CALL:

MEMBERS PRESENT: Mike Scott, Terry Brierton, Linda Neal, Jacobi Crowley, Susan Thompson, Sherene Williams, Jason Scott (arrived at 5:37 p.m.)

MEMBERS ABSENT: Jason Wells, Anthony Cox

STAFF PRESENT: Christine James, Parks and Recreation Director; Mitch Dooley, Parks and Recreation Deputy Director; Antonio Hopson, Parks and Grounds Superintendent; Gregory Gibson, Assistant City Attorney; Ryan Brady, Recording Administrative Assistant

OTHERS PRESENT: Lisa Williams, Delores Raphael

II. REPORTS

- A. Deputy Director Mitch Dooley discussed some possible revisions of the Parks & Recreation Policy Manual with the members that he would like to put on the agenda for the next regularly scheduled meeting. He provided a copy of the Policy Manual with the revisions for the members to take home and review for the next meeting.
- B. Chairperson Sherene Williams recently spoke with Lawton Public Schools Superintendent who would like to send a representative to all Parks & Recreation Commission meetings on behalf of LPS.

III. AUDIENCE PARTICIPATION

Delores Raphael wanted answers as to why Almor West Park was recently gated and locked. She has been a resident of Lawton since 1960's and has lived at her place of residence for over forty years. She lives four houses away from Almor West Schools and her grandchildren frequented this park. She would like for her grandchildren and all the neighborhood children to have access to the park. She wanted to know why P&R closed and locked the park. Pictures of the locked and gated park were provided by Raphael.

Director James stated that the park was no longer owned by the City of Lawton and that the land was included in a land trade swap with Lawton Public Schools. She also stated that the deal was decided upon by City Council.

Raphel stated that she did not feel that the City of Lawton gave the stakeholders and citizens of Almor West neighborhood any notice or warning that the park was going to be swapped in a land deal trade with Lawton Public Schools. Commission Member Thompson agreed with Raphel stating that she too felt the COL and LPS should have done a better job communicating their deal with the public. Raphel expressed that she was going to start a petition to allow access to said park. Crowley and Brierton advised Mrs. Raphel to start by scheduling an appointment with the Principal of Almor West Schools and just asking him for access. Raphel then stated that she knew where to go to next. She gathered her belongings, said "Thank You" for listening, and she left.

IV. UNFINISHED BUSINESS

A. Election of Chairperson and Vice-chairperson for 2023

Commission Member Linda Neal requested a written ballot. Results were as follows:

Chair – Mike Scott	Vice – Susan Thompson
Chair – Mike Scott	Vice – Susan Thompson
Chair – Mike Scott	Vice – Sherene Williams
Chair – Linda Neal	Vice – Mike Scott
Chair – Jason Scott	Vice – Linda Neal
Chair – Linda Neal	Vice – Mike Scott
Chair – Susan Thompson	Vice – Terry Brierton

Chairperson for 2023 – Michael (Mike) Scott

Vice-chairperson for 2023 – Susan Thompson

MOTION BY Jacobi Crowley; SECOND by Linda Neal

AYES: Mike Scott, Terry Brierton, Linda Neal, Jacobi Crowley, Susan Thompson, Sherene Williams, Jason Scott

NAYS: None.

MOTION CARRIES

V. NEW BUSINESS

A. Consider approving proposed Annual Meeting Notice for calendar year 2023.

Commission Member Neal posed the question "Is Wednesday the best day to meet for all members?" Commission Member Crowley explained that it was set up that way in the past for those members who were involved in youth sports.

After discussion amongst the group, the dates were changed to third (3rd) Tuesday of every quarter at 5:30 p.m. The dates are as follows:

January 17, 2023
April 18, 2023
July 18, 2023
October 17, 2023

MOTION by Michael Scott; SECOND by Jason Scott

AYES: Mike Scott, Terry Brierton, Linda Neal, Jacobi Crowley, Susan Thompson, Sherene Williams, Jason Scott

NAYS: None.

MOTION CARRIES

- B.** Consider endorsing Administrative Policy: Lawton Parks and Recreation Respect and Responsibility Policy to be signed and enacted by the City Manager, with attending forms, and direct staff to brief City Council concerning this policy.

Deputy Director Dooley provided the members with a proposed Respect & Responsibility Policy along with Expulsion Report and Incident-Accident Forms. The policy is designed to give the recreation centers and its employees a policy for handling disgruntled or out-of-control guests at the centers.

All members agreed that this policy was a good idea and gave their approval to submit to City Council for approval.

MOTION by Linda Neal; SECOND by Terry Brierton

AYES: Mike Scott, Terry Brierton, Linda Neal, Jacobi Crowley, Susan Thompson, Sherene Williams, Jason Scott

NAYS: None.

MOTION CARRIES

- C.** Receive a presentation from the City Attorney's Office regarding the Oklahoma Open Meeting Act.

Assistant City Attorney Gibson gave a quick presentation over the Oklahoma Open Meeting Act. He went over definitions and what actions must take place before meetings, providing notice and posting the agenda. There are time

frames that must be met prior to any meeting. The agenda needs to be clear, transparent and action words used appropriately when needed. For any action to take place at a meeting, the agenda must accurately describe said action. The agenda must be done in order and adhered to strictly. You are not to discuss anything that is not on the agenda. Be careful when allowing audience participation; it is easy to want to communicate their issue. Listen and direct the guest to the appropriate person that can assist further. We can only listen to their issue. Keep time limit to three (3) minutes per person.

Gibson went over the four types of meetings: Regularly Scheduled, Special, Emergency, and Continued or Reconvened. He also discussed the notice time frames for each and when they must be posted publicly. Clear and transparent agendas were emphasized. Staff and members both were appreciative of Gibson's time and felt the presentation was beneficial.

VI. ADJOURN

MOTION by Linda Neal; SECOND by Terry Brierton

AYES: Mike Scott, Terry Brierton, Linda Neal, Jacobi Crowley, Susan Thompson, Sherene Williams, Jason Scott

NAYS: None.

MOTION CARRIES

Meeting adjourned @ 6:55 p.m.

ITEM NO. 5C

MTG. DATE January 17, 2023

PARKS AND RECREATION COMMISSION
AGENDA ITEM COMMENTARY

ITEM TITLE: Consider recommending adoption of amended Policy Manual for Parks and Recreation

INITIATOR: Mitchell Dooley, Parks & Recreation, Deputy Director

INFORMATION SOURCE: Mitchell Dooley, Parks & Recreation, Deputy Director

BACKGROUND: Amended Policy has been drafted awaiting approval

EXHIBITS: Amended Policy Manual

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Endorse proposed Amended Policy Manual to be sent for approval by City Council

FOREWARD

Parks and Recreation Services are unique among city operations in that participation in its programs and the use of its facilities are a matter of free choice. Thus, citizen input is of utmost importance to assure public needs are being addressed.

City Council has established the Parks and Recreation Commission to help assure that public input is received. City Council's interest with the Commission is to have a representative group of citizens to advise the City Council and City Administration on Lawton's leisure needs.

Relationships with community groups are many and continuous; the collective judgement of a carefully selected Parks and Recreation Commission is most valuable. Here diverse public interests frequently must be reconciled. The Commission can be the medium through which cooperative action in planning facilities and programs can be accomplished and operating policies may be determined.

This manual will clarify the role of the Parks and Recreation Commission in public services; relationship to represented groups, Parks and Recreation, City Administration, and the general public; and how it can function more efficiently as an advisory body.

DIVISION 2-3-10

PARKS AND RECREATION COMMISSION

Sections:

- 2-3-10-366 CREATED, APPOINTMENT, RESIDENCY REQUIREMENT.**
- 2-3-10-367 TERM OF OFFICE, REMOVAL, VACANCY.**
- 2-3-10-368 POWERS AND DUTIES.**

SECTION 2-3-10-366 CREATED, APPOINTMENT, RESIDENCY REQUIREMENTS

- A. There is hereby created a Park and Recreation Commission of the City of Lawton, which shall consist of eleven (11) members to be appointed by the Mayor and confirmed by the Council. Members shall serve without compensation.
- B. Each member of the Commission shall be a resident of the City of Lawton and must reside within the corporate limits of the City of Lawton.

SECTION 2-3-10-367. TERM OF OFFICE, REMOVAL, VACANCY.

- A. One member shall be appointed from each ward and recommended by the corresponding council member and the remaining three shall be recommended and appointed by the mayor. The initial appointments shall consist of members appointed by odd ward numbers (Wards 1, 3, 5, 7) being appointed in years ending in the odd number and members appointed by even ward numbers (Wards 2, 4, 6, 8) being appointed in the even year. Also, two of the mayoral appointments will be appointed in year ending in the odd number and one mayoral appointment will be appointed in the year ending in the even number. Thereafter the term of each member shall be for a term of two years and until such member(s) are re-appointed or a successor is appointed and confirmed.
- B. Any member of the commission may be removed by a majority vote of the council, with or without cause.
- C. Any member of the commission may be removed by default after three unexcused absences in a calendar year, or after two consecutive unexcused absences.
- D. Any vacancy in the commission occurring for any reason shall be filled by appointment and confirmation for the unexpired term of the vacancy.

(Ord. 2001-35, Amended, 12/11/2001)
(2006-02, Amended, 01/10/2006)

SECTION 2-3-10-368. POWERS AND DUTIES.

- A. The parks and recreation commission shall:
 - 1. Adopt rules, regulations or by-laws for the election of its officers, the conduct of its

- business and other matters, and the time and manner of conducting its meetings.
2. Act in an advisory capacity to the city council in all matters pertaining to parks and recreation and acquaint itself with and make a continuous study and inspection of the complete parks and recreation system and program of the city; advise the city council, from time to time, as to the present and future maintenance, operation, planning, acquisition, development, enlargement, and use policy of the city parks and recreation activities and facilities.
 3. Study and encourage the development of parks and recreation areas and the development of wholesome recreation for all residents of the City of Lawton.
 4. Advise the parks and recreation director on the development of parks and recreation areas, facilities, programs and improved recreation services.
 5. Recommend to the city council the adoption of standards on areas, facilities, program and financial support.
 6. Review and maintain such master planning guide for parks and recreation facilities and shall periodically update the master plan.
 7. Periodically review all recreation services that exist or that may be needed and interpret the parks and recreational needs of the public and submits appropriate recommendations to the parks and recreation director and the city council.
 8. Aid in coordinating the parks and recreation program with the programs of other governmental agencies and voluntary organizations.
 9. Prior to the ~~15th day of January~~ 1st day of April each year, review, study, and make recommendations to the parks and recreation director for priorities of projects or activities determined to be desirable for the parks and recreation programs.
 10. Advise the parks and recreation director on the development of long-range capital improvement programs and, when in its opinion the need exists for additional park and recreation facilities, shall make appropriate recommendations to the city council. It may also recommend the acquisition of additional parks, park and recreation equipment and supplies.
 11. ~~Recommend to the city council~~ Parks and Recreation staff rules and regulations governing the use of park and recreation facilities and programs.
 12. ~~Establish~~ Recommend operating hours during which buildings, structures, facilities, athletic areas or other improvements on park areas shall be operated, subject to approval of the city council but allow the City Manager, or his/her designee, discretion to establish and/or change operational hours temporarily or for emergency circumstances as he/she deems appropriate without the consent of the commission or city council.
 13. Have reports prepared, as required, on any aspect of the park and recreation programs or facilities.

**POLICY AND BY-LAWS
PARKS AND RECREATION COMMISSION
CITY OF LAWTON**

I. POLICY

The intent of the City Council in setting up a Parks and Recreation Commission is to have available a representative group of citizens to advise the City Council and the Parks and Recreation Director on how to better serve the recreation needs of the community.

~~The Commission must maintain a clear-cut division of responsibilities between itself, the City Council and the staff of the Parks and Recreation Department. The Commission has the responsibility to advise the City Council, the Administration, and the public on various policy matters in regard to the provision of recreation services and facilities to the community.~~

The ultimate success of the Parks and Recreation Commission depends on five (5) primary factors:

1. The Commission must maintain a clear-cut division of responsibilities between its parent body, volunteers, and the professional staff. The Commission has the responsibility to advise the City Council and the Administration on various policy matters in regard to the provision of recreation services and facilities to the community. It has no administrative authority. ~~with the exception of directing eligibility of coaches and players and enforcing the Youth Sports Program rules.~~ No Commissioner who is an active coach will participate in the protest or appeal hearing process if the protest involves the school or league in which their team or children participate. No commissioner, Sports Division, or Administrative staff of the Parks and Recreation Department will be compensated for umpiring in the youth sports program.
2. The Parks and Recreation Commission is responsible for advising on basic policies which guide the Parks and Recreation Department. The actual providing of the park and recreation service is of a technical nature, which requires a technically trained staff. This division of work principle serves an important and practical purpose to enable the Commission and staff to recognize their respective functions.
3. The Parks and Recreation Commission must realize that its recommendations to the City Council will not always be followed. A Council rejection cannot be taken as a personal affront. There will be times that the City Council must give total consideration of all Departments and Commissions that will affect their decision. Normally, if the Commission secures the pertinent facts, deliberates carefully, and acts objectively, its recommendations will become the policies for the operation of the Department.

4. The City Council and the Administration must demonstrate a willingness to consider the Commission's advice. This will ~~insure~~ ensure that the Commission performs its duties effectively.
5. The Commission must maintain a working relationship with the City Council, School Board, ~~Lawton Metropolitan Area Planning Commission (LMAPC)~~ City Planning Commission (CPC), Lakes and Land Commission, and the Parks and Recreation Administration. As and advisory group, the Commission's influence comes only from the manner in which it maintains its relationships. A Commission cannot be isolated from the community and remain effective.

A. RELATIONSHIP OF PARKS AND RECREATION COMMISSION WITH THE CITY COUNCIL

1. Know the City Codes that established the Commission and be familiar with all policies regulating the Parks and Recreation activities.
2. Appear before Council in formal session when policies are needed to ensure that the recreation needs of the Community are addressed.
3. Support all recommendations to the City Council with written commentary that clearly states the Commissions position.
4. Understand that when recommending policies to the City Council, the Council has the prerogative to take a different course of action than that recommended by the Commission.
5. Understand and support the overall program of the City, not just the recreation and park services.

A. RELATIONSHIP OF THE PARKS AND RECREATION COMMISSION TO THE SCHOOL BOARD

1. Recognize that the schools have an important role to play in ~~the provision of~~ providing recreational facilities.
2. Plan joint use of facilities, where feasible, which will result in savings of tax dollars. In fact, both organizations are being supported by the same taxpayer.
3. Maintain a cooperative and mutual trust relationship with the school board.

C. RELATIONSHIP WITH THE PARKS AND RECREATION DIRECTOR AND STAFF

1. Recognize the Director as being formally trained in the management, administration and technical field of Parks and Recreation and should be regarded by the Commission as a professional in these subjects.

2. Feel free to meet with staff to discuss programs, objectives and policy.
3. Recognize that there is a difference between policy and administrative responsibilities.
4. The Parks and Recreation Director or the ~~Assistant Director~~ Deputy Director will attend the Parks and Recreation Commission meetings.
5. The Director or the Parks and Recreation Administrative staff will provide the agenda.

D. RELATIONSHIP WITH THE LAKES AND LAND COMMISSION

1. Recognize the Lakes and Land Commissioners' responsibility of planning for recreational facilities for the City lake parks.
2. Retain an open mind as to suggestions from the Lakes and Land Commission.

II. RULES OF PROCEDURE

A. AGENDA

Any person, including Commission members, desiring to present a subject for the Commission's consideration shall advise the Parks and Recreation Department ~~Secretary~~ Administrative Assistant no later than 5:00 P.M., on the 1st Monday ~~of preceding the 4th~~ Monday for the following months; January, April, July, and October.

Any person who wishes to address the Commission without having followed such procedure must have the unanimous consent of the Commission members present; however, no official action can be taken until it is placed on a Commission agenda.

B. NOTICE OF MEETING

Notice of a regularly scheduled meeting must be submitted in writing to the City Clerk containing the date, time and place of the meeting, and be displayed at least twenty-four (24) hours in advance of all regular and special meetings, excluding Saturdays, Sundays and holidays, in prominent public view at the City Clerk's Office and the locations of the meeting. An agenda of the meeting is to be posted with the notice. See subsection C1.

Notice of a special called meeting requires submission to the City Clerk at least forty eight (48) hours in advance. See subsection. C3.

Any change to be made as to the date, time or place of regularly scheduled meetings, requires notice in writing to the City Clerk, not less than ten (10) days prior to the change.

C. MEETING

Notice of all regularly scheduled meetings for the coming calendar year must be filed with the City Clerk's Office by December 15. All meetings shall be held at specified times and places which are convenient to the public and shall be open to the public, except as hereinafter specifically provided. All meetings shall be preceded by advance public notice specifying the time and place of each such meeting to be convened as well as the subject matter or matters to be considered at such meeting. All meetings of the Commission shall comply with the requirements of the Oklahoma Open Meetings Act.

Informal gatherings by a majority or the use of electronic or telephonic communications by the commission to decide any action or take any vote are prohibited.

1. REGULARLY SCHEDULED MEETINGS

- a. A meeting at which the regular business of the Commission is conducted.
- b. Notice of change of meeting place, time or date must be given not less than 10 days prior to the implementation of such change.
- c. Only matters listed on the agenda may be considered.

2. CONTINUED OR RECONVENED MEETING

- a. In the event any meeting is to be continued or reconvened, public notice of such action, including date time and place of the continued meeting, shall be given by announcement at the original meeting. Only matters appearing on the agenda of the meeting that is continued may be discussed at the continued or reconvened meeting.

3. SPECIAL MEETINGS

- a. Special meetings are defined as, "Any meeting of a public body other than a regularly scheduled meeting or emergency meeting." (Attorney General Opinion: 80-276) Special meetings may be called to address specific business items that should not be postponed until the next regularly scheduled meeting. The Commission will be limited to considering and acting only upon those items on the posted agenda.

4. EMERGENCY MEETINGS

- a. In the event of an emergency, an emergency meeting may be held without the public notice heretofore required. Should an emergency meeting necessary the person calling such a meeting shall give as much advance public notice as is reasonable and possible under the circumstances existing, in person or by telephonic or electronic means.
- b. An emergency meeting is a meeting dealing with an emergency:

- (1) Injury to person(s);
 - (2) Injury and damage to public or personal property; or
 - (3) Immediate financial loss where the time requirements for public notice of a special meeting would make such procedure impractical and increase the likelihood of injury, damage or loss.
- c. The minutes of an emergency meeting shall state the nature of the emergency, the proceedings occurring at the meeting and the reasons for declaring such emergency meeting.

D. POSTPONEMENT OF ACTION/CHANGE THE ORDER OF BUSINESS

~~To table or the change of the order of business must have the unanimous consent of the Commission members present.~~

1. Postpone Indefinitely- This tactic is used to kill a motion. When passed, the motion cannot be reintroduced at that meeting. It may be brought up again at a later date. This is made as a motion ("I move to postpone indefinitely..."). A second is required. A majority vote is required to postpone the motion under consideration.
2. Table- To table a discussion is to lay aside the business at hand in such a manner that it will be considered later in the meeting or at another time ("I make a motion to table this discussion until the next meeting. In the meantime, we will get more information so we can better discuss the issue.") A second is needed and a majority vote required to table the item being discussed.
3. Change Order of Business- This process is used to change the order of business on the agenda. It is made as a motion ("I move to change the order of business to the following...") A second is required. A majority vote is required to pass the motion.

E. ORAL PRESENTATION BY STAFF

1. Each meeting will include a Reports Section
2. Reports will include information from Staff or the Commission. No formal action can be taken on these items.

F. VOTING

1. Six (6) members of the Commission shall constitute a quorum for the conduct of business. Quorum must be established within 15 minutes of the scheduled meeting time.
2. Any official action, decision, determination, motion or recommendation of the Commission shall require the affirmative vote of ~~at least four (4) members of the~~ a majority of the Commission members present on any matter of business considered.
3. The vote of each member must be publicly cast and recorded. A roll call shall be taken on each matter that is voted upon and each member's vote recorded separately.

G. MINUTES

1. Written minutes shall be kept by a person designated by the Parks and Recreation Director and shall be an official summary of the proceedings showing clearly those members present and absent, all matters considered by the Commission, and all actions taken by the Commission.
2. The minutes shall be open to public inspection and shall reflect the manner and time of notice required.
3. The minutes of an emergency meeting shall reflect the nature of the emergency and the proceedings occurring at such meeting, including reasons for declaring such emergency meeting.
4. Minutes will be filed with the City Clerk's office.

H. RECORD

1. The City Clerk's Office is to keep a record of all notices filed in the City Clerk's Office in a register that is open for inspection and the Clerk is to make known the contents of the register to any person requesting information.

I. EXECUTIVE SESSION

1. An executive session may be called if a proper agenda is posted indicating that an executive session maybe called and if a majority of the quorum present votes to hold an executive session.
2. An executive session may be held only for the purposes set out in section 307 of the Oklahoma Open Meeting Act.
3. Any action must be taken in open session and any vote or action thereon must be publicly cast and recorded.

J. ROBERT'S RULES OF ORDER

1. Unless otherwise stated herein, Robert's Rules of Order shall govern all deliberations of the Commission.

K. GENERAL RULES

1. Amendment of Rules: These rules may be amended, or new adopted, by two-thirds (2/3) vote of the Commission, provided the proposed amendments or new rules shall have been

introduced into the record at a prior board meeting.

2. Staff Employees: Any approved consultant or staff employee of the Parks and Recreation Department, when requested by the Parks and Recreation Director, may attend any meeting of the Commission and if requested to do so, may present information relating to matters before the Commission.

L. INVALIDITY

ANY ACTION TAKEN IN WILLFUL VIOLATION OF THE OKLAHOMA OPEN MEETING ACT IS INVALID.

M. ELECTION OF CHAIRPERSON & VICE-CHAIRPERSON

The Commission shall organize and select their officers, to include a chairperson and vice-chairperson annually, at the regular monthly meeting in ~~September~~ **January** of each year.

III. PARK LAND DEDICATION

LAWTON CITY CODE SECTION 21-5-504 PARKS.

- A. This section shall apply to all residential subdivision plats having a dwelling unit density of greater than one unit per acre, or the owners or applicants for approval thereof. All record plats submitted to the city from and after ~~the effective date of this chapter (August 1, 1977)~~ May 24, 2011 shall meet the requirements of this section.
- B. All persons, subdividing land under provisions of this code for residential purposes within boundaries of the city, shall do the following prior to the recording of their respective record plats, and subject to the other provisions hereinafter following:
1. Dedicate land to be used solely and exclusively for public park and recreation purposes; or
 2. Make an equivalent monetary contribution based upon a value of the land required to be dedicated, in lieu of the actual transfer of land; or
 3. Dedicate land to a mandatory homeowners association for a private park within a minimum size meeting the same requirement as public park land; or
 4. A combination of paragraphs 1 and 2 above.

The LMAPG CPC, with the recommendation of the ~~board of parks commissioners~~ Parks and Recreation Commission, shall determine which of the above will be the best alternative to fulfill the requirements of this section. Future public park and recreation sites shall be designated on the construction plat and reserved for dedication or purchase. The location of the public park and recreation site shall be in accordance with the comprehensive plan unless otherwise recommended by the ~~board of parks commissioners~~ Parks and Recreation Commission and the LMAPG CPC. A construction plat shall not be placed on the LMAPG CPC agenda until such plat has been reviewed and recommendation received from the ~~board of park commissioners~~ Parks and Recreation Commission for public parks purposes. The LMAPG CPC, with the recommendation of the ~~board of parks commissioners~~ Parks and Recreation Commission, shall designate the official name of the park. Subdivision documents shall reflect this official name. The secretary of the LMAPG CPC, upon request, shall inform the county tax assessor of the property involved and that it has been reserved for the public benefit and shall request that it be assessed on the tax rolls at the minimum value.

Section 21-5-504 Subdivisions (continued)

~~—C. The acreage to be contributed prior to the final approval by the city council of any residential subdivision plat shall be determined by the following formula:~~

_____	3 acres	x	Each 1,000	_____	=	_____	Amount of
_____			persons projected	_____		_____	land to be
_____			to occupy the	_____		_____	contributed
_____			fully developed	_____			
_____			subdivision	_____			
_____			land to be	_____			

WHICH IS

$$\frac{0.003 \text{ acres} \times \text{No. persons per dwelling unit} \times \text{No. dwelling units projected for subdivision}}{\text{Amount of land to be contributed}} =$$

In determining the number of persons projected to occupy a subdivision, the LMAPC is authorized and directed to make such projections utilizing the following table:

Number Persons		
Zoning District	per Dwelling Unit	Number Dwelling Units per Gross Acre of Subdivision
R-1	3.25	5 or number of platted lots if shown
R-2	3.25	10 or number of platted lots if shown
R-3*	1.5	20 or number shown on building permit application
R-4*	1.5	32 or number shown on building permit application.

*Private park space provided as a part of an apartment complex may be accepted by the LMAPC in lieu of this requirement.

The standards provided in the table on the preceding page shall be used for calculating the number of persons per dwelling unit and the number of dwelling units projected for a subdivision. If the public park land is to be required, then the amount of land determined by the above method shall be reserved and delineated on the construction plat in an appropriate location, and the appropriate portion thereof (as determined by the above formula) shall be dedicated or conveyed to the city at the time of recording the record plat. In lieu of the above requirements, the developer or subdivider may wish to establish a private park and recreational area solely in the development. The amount of usable land area designated or reserved shall be calculated by the same method as a public park. Appropriate legal documents shall be submitted and reviewed by the city attorney to determine that the land designated for private park will be properly maintained and be held by an appropriate authority prior to LMAPC approval of the record plat. Whenever a record plat is submitted which includes only part of the land included in a construction plat, the LMAPC and the city shall withhold approval of the record plat until a proportionate part of the delineated park location is either conveyed or a written surety thereof is presented.

D. If the fee in lieu of land contribution is determined by the LMAPC under Subsection B of Section 21-504, the amount of fee shall be determined at the time of record platting, according to the following formula:

$$\frac{\text{Fee per acre in accordance with}}{\text{required to}} \times \text{Amount of land} = \text{Fee in lieu of land dedication}$$

~~the fee schedule — be dedicated
in this code — according to
— this section.~~

~~The subdivider shall tender and pay over to the city a cashier's check for the fee immediately prior to recording the record plat.~~

~~— E. In such case as the council, upon the recommendation of the LMAPC, shall determine, a subdivider may dedicate more land than would be required by the formulas herein set out and receive a written credit against future mandatory public park land dedications. Where a subdivider dedicates land against future requirements, the development which is thereby relieved of all or part of its mandatory park land dedication requirement must be in the same general area as that served by the dedicated credit land, regardless of change in ownership thereof.~~

~~Section 21-504 — Subdivisions (continued)~~

~~— F. In the event a subdivider deviates from the approved construction plat in record platting or rezoned land within the construction plat which has the effect of increasing the density of population over the earlier population density estimates made under this article, the subdivider shall be obligated to provide additional land or fee to compensate for the increase in population.~~

~~— G. A separate fund to be deposited at the highest interest rate permitted by law, to be entitled "Park Fee Fund", is hereby created. The money paid in by owners, subdividers and applicants at final approval of subdivision plats in lieu of the dedication of land and interest thereon shall be held in the fund in trust. As such time as the council, based upon recommendations of the LMAPC, determines that there are sufficient funds derived from a certain area in the park fee fund to purchase usable park land, the council shall cause negotiations to be undertaken to purchase the site by mutual agreement or by condemnation proceedings. The principal and interest deposited and kept in the park fee fund shall be used solely for the purpose of purchasing and improving land for public park and recreation uses in the general area in which the subdivision is located, and shall never be used for maintaining or operating public park facilities, or for any other purpose.~~

~~— H. Land accepted for dedication under the requirements of this chapter shall be conveyed by either of the following methods:~~

~~1. By dedication within the plat to be filed for record in the office of the county clerk; or~~

~~— 2. By warranty deed transferring the property in fee simple to the City.~~

~~In any even, land must be free and clear of any mortgages or liens at the time of such dedication or conveyance. (Prior Code, Section 25-27).~~

~~— Cross Reference: Board of park commissioners, Sec. 2-366 of this code.~~

C. Public Parks.

1. 1.The City of Lawton will not accept dedication of land for new neighborhood parks; however land offered for a metropolitan or community park, or the continuation/expansion of an existing neighborhood park may be considered for dedication following the procedures as provided below.
2. 2.If a subdivider proposes to dedicate land for a public park, the proposed park shall be shown on the development sketch for the subdivision. The development sketch will be reviewed by the parks and recreation director who may seek comments from the board of parks commissioners. Comments from the parks and recreation director will be included in the review comments from all City departments and provided to the subdivider. Construction plats for developments proposing dedication of land for public park purposes shall be reviewed by the board of parks commissioners prior to review by the planning commission. The board of parks commissioners shall make a recommendation if land for a public park is to be dedicated or if money in lieu of park land is to be required. If the board of parks commissioners recommends dedication of park land, the board will recommend the category of park required. The recommendation will be forwarded to the planning commission. The planning commission shall make a recommendation, which shall be forwarded to the city council for final approval with the construction plat. Paragraph F of this section sets out the formula to calculate the amount of land required.
3. 3.If the park is to be dedicated in phases, a phasing plan shall be required with the construction plat submission. If a phasing plan is not submitted, the total amount of park land shall be dedicated with the first phase of the subdivision with the subdivider receiving credits for the additional land provided.
4. 4.The subdivider shall provide access to the park with the first phase of the subdivision. If the park does not abut an existing street or a street to be constructed in the first phase of the subdivision, a public access easement shall be provided with the record plat. The access easement shall connect a public street to the park and be a minimum of fifty (50) feet wide. The planning commission may require additional access as deemed necessary.
5. 5.The subdivider may propose a name for the park. The board of parks commissioners shall make a recommendation to the planning commission, and the planning commission shall designate the official name of the park. The name of the park shall be shown on the record plat. The secretary of the planning commission upon request shall inform the county tax assessor of the property involved and that it has been reserved for the public benefit, and shall request that it be assessed on the tax rolls at the minimum value.

D. Park Categories. The board of parks commissioners shall recommend which of the following categories of park will be required:

NEIGHBORHOOD PARK	
<u>Description</u>	<u>Provides recreational opportunities within reasonable walking distance to the neighborhood it serves. Neighborhood parks should be separate facilities, however, they may be located adjacent to elementary schools or linear parks</u>
<u>Typical Facilities</u>	<u>Play apparatus for all ages of children, multi-use paved surfaces, picnic areas with shelters, informal ball fields, walkways, tennis and/or basketball courts, restrooms and landscaping.</u>
<u>Service Area</u>	<u>1 mile radius</u>
<u>Populations Served</u>	<u>1,000 to 5,000</u>
<u>Acres Required</u>	<u>3 acres per 1,000 (3 acres minimum)</u>
COMMUNITY PARK	
<u>Description</u>	<u>Provides recreational facilities for the community to utilize. Facilities should be provided for people of all ages. Should be located on arterial or collector streets and accessible by pedestrians and bicyclists. Vehicular parking areas should be provided.</u>
<u>Typical Facilities</u>	<u>Swimming pools, lighted athletic fields and tennis courts, pedestrian and exercise trails, large picnic areas with shelters, landscaped areas to buffer adjacent developments, areas of natural value and water areas.</u>
<u>Service Area</u>	<u>5 mile radius</u>
<u>Populations Served</u>	<u>15,000 to 20,000</u>
<u>Acres Required</u>	<u>3 acres per 1,000 (20 acres minimum)</u>
Metropolitan Park	
<u>Description</u>	<u>To accommodate social, cultural, educational, and physical activities of particular interest to the community. Should be located on arterial streets and accessible by pedestrians and bicyclists. Vehicular parking areas should be provided.</u>
<u>Typical Facilities</u>	<u>Lighted athletic complex, large swimming pool, nature center, zoo, community center, museum, golf course, historical sites and amphitheater.</u>
<u>Service Area</u>	<u>Metropolitan area (city limits)</u>
<u>Acres Required</u>	<u>Varies according to type of use.</u>
REGIONAL PARK	
<u>Description</u>	<u>Provides extensive areas for passive recreation and regional recreational facilities that complement urban resources.</u>
<u>Typical Facilities</u>	<u>Campgrounds, lakes, picnic areas, nature centers, wildlife sanctuaries and golf courses.</u>
<u>Service Area</u>	<u>Region - within Comanche County on property owned and/or controlled by the City of Lawton.</u>
<u>Populations Served</u>	<u>50,000 to 100,000</u>
<u>Acres Required</u>	<u>3 acres per 1,000 (250 acre minimum)</u>

E. Private Parks

1. If a private park is proposed, the plat may proceed directly to the planning commission and shall be in accordance with the requirements of this section. The private park shall be included with the development plan as part of the construction plat. The construction plat shall show the

size, location, and name of the private park, and a park development plan shall be included. The amount of usable land for a private park shall be calculated the same as the land requirement for a public park following the formula in paragraph F of this section.

2. The park development plan shall include the following:
 - a. a site plan showing:
 - i. the name of the park,
 - ii. the location of the park, and
 - iii. the dimensions of the park;
 - b. the types of equipment to be placed in the park,
 - c. the timetable/phasing of development of the park; and
 - d. the name of the entity responsible for maintaining the park.
3. The park development plan shall be approved by the planning commission.
4. Private parks shall be shown on record plats and labeled as private. The restrictive covenants for the subdivision shall include language providing for maintenance of the private park and shall be reviewed by the city attorney.

F. The acreage to be contributed prior to the final approval by the city council of any residential subdivision plat shall be determined by the following formula:

<u>3 acres x</u>	<u>Each 1,000 persons projected to occupy fully developed subdivision</u>		<u>Amount of = land to be contributed</u>
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which is

<u>0.003 acres x</u>	<u>No. persons per dwelling unit projected for subdivision</u>	<u>No. X dwelling Units.</u>	<u>Amount of = land to be contributed</u>
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In determining the number of persons projected to occupy a subdivision, the planning commission is authorized and directed to make such projections utilizing the following table. Regardless of zoning classification, the formula for R-1 zoning district shall be used for property platted for single-family residential use and the formula for R-2 zoning district shall be used for property platted for two-family residential use.

<u>Zoning District</u>	<u>Number of Persons per Dwelling Unit</u>	<u>Number Dwelling Units per Gross Acre of Subdivision</u>
<u>R-1</u>	<u>3.25</u>	<u>5 or number of platted lots.</u>
<u>R-2</u>	<u>3.25</u>	<u>10 or number of platted lots.</u>
<u>R-3</u>	<u>1.5</u>	<u>20 or number shown on building permit application.</u>
<u>R-4</u>	<u>1.5</u>	<u>32 or number shown on building permit application.</u>

The standards provided in the table above shall be used for calculating the number of persons per dwelling unit and the number of dwelling units projected for a subdivision. If the public park land is to be required, then the amount of land determined by the above method shall be reserved and

delineated on the construction plat in an appropriate location, and the appropriate portion thereof (as determined by the above formula) shall be dedicated or conveyed to the city at the time of recording the record plat. Whenever a record plat is submitted which includes only part of the land included in a construction plat, the park land to be dedicated must be in compliance with the approved park phasing plan.

G. Fee in Lieu of Land. If it is determined that fee in lieu of land contribution is required, under paragraph C of this section, the amount of fee shall be determined according to the following formula:

<u>Fee per acre in accordance with Appendix A, Fee Schedule in this code</u>	<u>X</u>	<u>Amount of land required to be dedicated according to this section</u>	<u>=</u>	<u>Fee in lieu of land dedication</u>
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H. In such case as a subdivider is approved to dedicate more land than would be required by the formulas herein set out the subdivider shall receive a written credit against future park land dedications. Such credit may be used against park land dedication requirement in the same service area of the park land provided. Any credit received toward dedicating land for a private park may only be used against the park land dedication requirement for subdivisions that will be made part of the homeowners association that owns and maintains said park.

I. Park Fee Fund.

1. A separate fund to be entitled "Park Fee Fund," is hereby created. The money paid in by owners, subdividers and applicants at final approval of subdivision plats in lieu of the dedication of land and any interest thereon shall be held in the fund in trust. The principal and interest deposited and kept in the park fee fund shall be used solely for the purpose of purchasing land or purchasing and installing improvements for any public park which has a service area that includes the subdivision from which the funds were derived. Refer to the City of Lawton Parks Plan for locations and categories of parks.
2. Purchase of Land. At such time as the council, based upon recommendations of the board of park commissioners, determines that there are sufficient funds in the park fee fund derived from a certain area to purchase usable park land, the council may cause negotiations to be undertaken to purchase the site by mutual agreement or by condemnation proceedings.
3. Improving Parks.
 - a. Following a recommendation by the board of parks commissioners, all funds in the park fee fund may be expended by the city council for improvements to neighborhood, community, metropolitan, and regional parks with a service area that includes the subdivision dedicating said funds.
 - b. The subdivider may request that the fee in lieu of park land dedication submitted with the record plat be used to improve an existing public park with a service area that includes the subdivision dedicating said funds. Such request must be made to the board of parks commissioners prior to the board's recommendation on the park requirement. The board's recommendation will be forwarded to the city council for approval or disapproval.

- c. A subdivider that had previously dedicated land for a private neighborhood park and wishes to purchase and install equipment for said park, may apply to the planning commission to receive a credit toward park land dedication requirements of future subdivisions that will be made part of the homeowners association that owns and maintains said park.
- J. Land accepted for dedication under the requirements of this chapter shall be conveyed by either of the following methods:
 - 1. By dedication within the plat to be filed for record in the office of the county clerk; or
 - 2. By warranty deed transferring the property in fee simple to the city.

In any event land must be free and clear of any mortgages or liens at the time of such dedication or conveyance or the subdivider shall submit an appropriate release thereof.

(Ord. No. 11-16, § 1, 5-24-2011)

Cross reference— Park and Recreation Commission, Sec. 2-366 of this code.

IV. APPOINTED COMMITTEES

The Parks and Recreation Commission may organize ~~standing or~~ temporary committees, the members of which may or may not be City Council appointed Commissioners of the board. ~~Standing Committee reports will be presented to the Commission during the monthly Parks and Recreation Commission meetings as a status report presented by the Leisure Services Administrator. Any Ad Hoc (temporary) committee shall be required to report during about the month or months they are established by the appointed Chairman.~~

~~Standing Committees:~~

- 1. ~~All Standing Committees will include two Commissioners appointed by the Chairman of the Commission and one Parks and Recreation Director appointed staff member to serve in ex-officio capacity. All other appointed Standing Committee members must be appointed/approved by the Chairman of the Commission and with the acknowledgement of the Parks and Recreation Director and live in the City limits of Lawton.~~
- 2. ~~The purpose of Standing Committees is to provide recommendation(s) only to the Parks Commission in policies, procedures, and rules. **The responsibility of each standing committee is to enforce the recommendations, the rules and guidelines established by the Parks and Recreation Commission during the scheduled meetings that are voted on by a representative quorum of the Commission. No Standing Committee has the authority to add to or delete established policies, rules or guidelines in effect by the Parks and Recreation Commission.**~~
- 3. Appointed members of ~~standing or~~ Ad Hoc (temporary) committees that currently serve as an active youth sports coach(s) will not participate in any protest or appeal discussion on youth sports related issues.
- 4. ~~Standing Committees are as follows :~~
 - A. Adult Sports

- ~~_____ B. Youth Sports~~
- ~~_____ C. Park Maintenance~~
- ~~_____ D. Town Hall/Carnegie Library~~
- ~~_____ E. Park Beautification~~
- ~~_____ F. Senior Adults~~
- ~~_____ G. American Disabilities Act~~
- ~~_____ H. Recreation Programming~~
- ~~_____ I. Donations/Fundraising~~
- ~~_____ J. Cache Road Beautification~~

AD-HOC COMMITTEES (Temporary)

The Commission shall establish Ad-Hoc Committees upon recommendation by the Chairman of the Commission. Ad Hoc Committees will automatically be dissolved when the purpose for which they were created has been completed.

NAMING OF PARK LANDS AND PUBLIC FACILITIES AND RENAMING OF PUBLIC STREETS

I. PROCEDURE FOR NAMING PARK LANDS, FACILITIES AND RENAMING OF PUBLIC STREETS.

The request for the Naming of a Park Land and Public Facility and the Renaming of a Public Street and the rationale in accordance with guidelines for Naming Park Lands and Public Facilities and the Renaming of Public Streets shall be submitted in writing to the Parks and Recreation Director. The request will then be forwarded to the City of Lawton Planning Director, Police Chief and Fire Chief for recommendation and/or endorsement of the request. Upon completion of this part of the procedure with the recommendation and/or endorsement of each of the aforementioned City officials the request will then be submitted back to the Parks and Recreation Commission and a public hearing will be held by this Commission prior to the final recommendation or endorsement to the City Council.

II. GUIDELINES FOR NAMING PARK LANDS, PUBLIC FACILITIES, AND RENAMING PUBLIC STREETS.

A. Park lands shall be named within sixty days after acquisition.

B. The following shall be considered in naming park lands, public facilities and renaming public streets. (Note: Recommendations under 1, 2, 3, and 4 should not be publicized until final action has been taken by the City Council.)

1. In honor of individuals who donate land or money for park space or who is the developer of the area where the parks, public facility, or streets are located;
2. In honor of individuals who sell open space to the City at a reasonable cost;
3. In honor of National and State heroes;
4. In honor of community leaders.
5. In relation to predominant characteristics or physical features (lake, trees, stream, river) of the land;
6. In relation to sub-divisions within the City;
7. In relation to streets adjacent to the park.
8. In relation to a historical site, facility, or marker in the vicinity of the park.

C. Public facilities that are a part of or lie within the boundaries of a park shall bear the name of that park.

ITEM NO. 5D

MTG. DATE January 17, 2023

PARKS AND RECREATION COMMISSION
AGENDA ITEM COMMENTARY

ITEM TITLE: Consider recommending adoption of New Partnership Standard Operating Procedures

INITIATOR: Mitchell Dooley, Parks & Recreation, Deputy Director

INFORMATION SOURCE: Mitchell Dooley, Parks & Recreation, Deputy Director

BACKGROUND: Partnership Standard Operating Procedures have been drafted

EXHIBITS: Partnership SOP

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Recommend adoption of New Partnership Standard Operating Procedures to be sent for approval by City Council



Parks and Recreation

Partnership with Outside Organizations
Standard Operating Procedures

Table of Contents
Independent Instructor
Standard Operating Procedures

- 1. Introduction**
- 2. Recreation Department Staff**
- 3. Types of Partnerships**
- 4. Becoming a Partner**
- 5. Governing Structure**
- 6. Benefits to Lawton Parks and Recreation**
- 7. Financial Considerations**
- 8. Procedures**

Appendix

- 1. Partnership Application**
- 2. Adopt a Park Application**
- 3. Donation Guidelines**

Introduction

Welcome to the City of Lawton Parks and Recreation! I would like to wish you every success during your association with us. We are able to offer a wide variety of programs, support services and workshops to the community because of organizations like yours. You bring specific expertise and talents with you to this partnership. We look forward to working with you to provide recreational opportunities that enhance the lives of others.

Outside organizations teach classes and provide programs in a variety of facilities depending on the type of class being offered. Organizations are expected to adhere to the Lawton Parks and Recreation Mission in the delivery of services and follow established policies and procedures.

This handbook is designed to keep organizations informed of policies and procedures and provide an easy reference guide to commonly asked questions.



Our Mission

The mission of the Parks and Recreation Department is to enhance the quality of life by providing safe, well-maintained parks and public places; preserving open space and historic resources; caring for people; strengthening the bonds of community; and creating opportunities for renewal, growth, and enrichment.

Recreation Department Staff

The Recreation Department administrative office is located at the Dr. E. A. Owens Community Center. The office coordinates administrative functions of all recreation facilities and programs, including payroll, purchasing procedures, budget, etc. Below is the address and phone number for the Community Center and Recreation Supervisors.

Lawton Parks and Recreation
1405 SW 11th Street
Lawton, OK 73505

Administration

Christine James
Parks and Recreation Director

christine.james@lawtonok.gov

Mitchell Dooley
Parks and Recreation Deputy Director

mitchell.dooley@lawtonok.gov

Antonio Hopson
Parks and Grounds Superintendent

antonio.hopson@lawtonok.gov

Ryan Brady
Administrative Assistant III

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Katisha Wiley
Administrative Assistant II

katisha.wiley@lawtonok.gov

Lisa Sistos
Administrative Assistant I

lisa.sistos@lawtonok.gov

Owens Community Center

Aaliyah Climes
Recreation Coordinator

aaliyah.climes@lawtonok.gov

Patterson Community Center

Yolanda Allen
Recreation Coordinator

yolanda.allen@lawtonok.gov

King Community Center

David Campbell
Recreation Coordinator

david.campbell@lawtonok.gov

McMahon Memorial Auditorium

Jason Poudrier
Arts and Humanities Administrator

jason.poudrier@lawtonok.gov

Type of Partnerships

Contractual Partnerships

User groups provide programs and services via written bilateral agreements. These types of partnerships would be appropriate to provide programs like archery classes, fitness classes, nature education, and camps, among so many others.

Volunteer/ Neighborhood Partnerships

Individuals and organizations such as "Friends of" groups who provide volunteer labor, money, and other resources.

Interagency

Contractual relationships to share resources to achieve common goals such as fire management and water recreation.

Lawton Parks and Recreation engages with partners that fall into one of the following categories:

- Individuals
- Businesses or corporations
- Social service or community organizations
- Non-profit organizations
- Volunteer/neighborhood organizations (including 'friends of' groups)
- Districts and quasi-governmental entities
- Government entities
- Public school districts

Partners generally provide one or more of the following:

- Funding for programs or projects
- Volunteer time
- Programming and activation services for constituents
- Park and facility operational support and improvements
- In-kind goods and services
- Park and recreation facility development and maintenance

Becoming a Partner

In general, the Lawton Parks and Recreation Department is open to proposals, new ideas, new programs and services and/or potential investments to park facilities or programs. Interested potential partners can explore the following approaches to collaboration with the department

Donate to Parks and Recreation

Lawton Parks and Recreation Department values public support from individuals, foundations, corporations, non-profit organizations, service clubs, and other entities, and seeks to foster philanthropic contributions through recognition of community support. Please see our Donation Guidelines in the Appendix.

Propose an Innovative Recreation or Educational Use of Park Land

Use existing parks or recreation facilities to teach a new class or provide a new program. Do something that's never been done before! Use the Program Proposal Application included in the appendix to let us

know what you want to do. Please note that all programs will be subject to approval, and all programs will be reviewed periodically to ensure that they are in compliance with the stated goals and objectives of Lawton Parks and Recreation.

Adopt a Park

Lawton Parks and Recreation has various opportunities to adopt local parks to help with maintenance and beautification. Our Adopt a Park program has various levels of maintenance that individuals and organizations can provide. As a thank you for your support and service, Lawton Parks and Recreation will provide a sign in the park showing your adoption. See the Adopt a Park Application and Guidelines in the appendix.

Contract Services

Establish a contract or Memorandum of Understanding to provide services, classes, or other programs with Lawton Parks and Recreation. Use the Program Proposal Application included in the appendix to get started.

Governing Structure

All partnerships established with Lawton Parks and Recreation will be governed by Lawton Parks and Recreation under the direction of the Director or Deputy Director. The department will establish interfaces with any applicable boards, commissions, councils or departments to accomplish the designs and purposes of the partnership. The Director or Deputy Director of Lawton Parks and Recreation will act as liaison between partners and any applicable boards, commissions, councils or departments, and any communication from partners should be addressed through the Director or Deputy Director of Lawton Parks and Recreation. It will be the responsibility of Lawton Parks and Recreation to ensure that partnerships are established in compliance with all applicable local, state, and federal laws.

Benefit to Lawton Parks and Recreation

To be considered for partnership with Lawton Parks and Recreation, potential partners must provide direct benefits to Lawton Parks and Recreation and the community we serve as listed below:

Core Program Partners: to include all partners offering classes, programs, camps, etc. Program partners must fulfill ALL Program or Service Parameters AND 2 of 4 Direct Benefits to Lawton Parks and Recreation. Once partnership is approved and established, Program Partners may be eligible to utilize Lawton Parks and Recreation facilities without fees (subject to staffing and cost).

Program or Service Parameters	Direct Benefit to Lawton Parks and Recreation	Responsibilities
Must fulfill all:	Must fulfill 2 out of 4:	Must fulfill all:
Inclusive and open to the public	Direct funding of Lawton Parks and Recreation programs or activities	Participate in an Annual Review meeting with Lawton Parks and Recreation Administration
Free or affordable registration fees	Volunteering at Lawton Parks and Recreation programs or Community/Special Events	Sharing annual financial reports and monthly financial reports as requested
Align with Lawton Parks and Recreation programming goals and objectives	Maintenance and/or improvement of Lawton Parks and Recreation facilities or amenities	Cross-promoting Lawton Parks and Recreation social media, website, and other promotional channels as a partner
	In-kind services, materials, equipment, or other donations to Lawton Parks and Recreation	Feature City of Lawton Parks and Recreation logos during programs/events and in all related public materials (banners, flyers, graphics, etc.)

Financial Considerations

Partners that choose to offer classes, camps, or other services for a fee will be required to split revenue with Lawton Parks and Recreation based on the following criteria:

Division of Duties	Revenue Split
If Lawton Parks and Recreation handles registrations, fee taking, or any staffing	70%- retained by partner 30%- retained by Lawton Parks and Recreation
If all registrations, fee taking, and staffing are handled by the partner	80%- retained by partner 20%- retained by Lawton Parks and Recreation

Payment of revenue splits will be processed monthly (if program is ongoing or recurring) or within 30 days following the conclusion of the program. If revenues are taken in by Lawton Parks and Recreation, i.e. option 1 above, the department will process a check for the revenue split payable to the partner. If revenues are taken in by the partner, the partner will process a check or money order payable to the City of Lawton. Payments will be accompanied by all applicable registration information (individuals registered, registration payments made, calculations justifying payment amount, etc.)

Procedures:

Potential Partnerships shall be evaluated on an individual basis and the following procedure must be followed:

- All potential partners should fill out the requisite application for the type of partnership they are pursuing.
- The Deputy Director will identify appropriate Lawton Parks and Recreation Staff to include in the evaluation of the proposed partnership.
- Lawton Parks and Recreation Staff will review the application utilizing established guidelines.
- Lawton Parks and Recreation Staff will determine whether the application is approved, denied, or needs further information before approval.
- The Deputy Director will notify applicant of application status.
- If approved:
 - The Deputy Director and applicant will negotiate the terms of the Partnership Agreement.
 - The Deputy Director will inform the applicant whether Parks and Recreation Commission, Mayoral, or City Council approval is needed. (Partnerships that result in significant changes to use or activity in a park or facility may require approval from Parks and Recreation Commission, Mayor, or City Council.)
 - The Deputy Director in coordination with the City Attorney's office, will finalize the terms of the agreement and prepare for formal execution.
- Once approved and a draft agreement is written, the Deputy Director will process it according to established procedures and forward to the partner for review and signature.



Partnership with Outside Organizations Appendix



Partnership Application

Instructions: This application must be completed in its entirety. Supporting materials, such as resumes, copies of certifications, or diplomas may be attached. Applications may be mailed or dropped off at Lawton Parks and Recreation, 1405 SW 11th Street, Lawton, OK 73505. For questions, please call 580-581-3400.

Primary Contact Name: _____

Organization: _____

Phone Number: _____

Alternate Phone: _____

Address: _____

City: _____

State: _____

Zip: _____

Email: _____

Website: _____

501c3? _____

Yes: _____

No: _____

Tax Exempt Number: _____

Partnership/ Program Information:

Title: _____

Location: _____

Description:

Description:					
Maximum # participants:		Minimum # participants:		Age Group:	

Desired Start Date	Desired End Date	Day of the Week	Start/End Times	Number of Weeks

Please list date(s) program will not be offered:

Registration Deadline (if applicable):

Special equipment needed:

Financial Information:

Will your organization handle:

Registration Yes: No:

Fee Handling Yes: No:

Complete Staffing Yes: No:

If no, what staffing support will you need from Lawton Parks and Recreation?

General Information:

1. Application must address the logistics of the partnership (i.e. description, dates, times, deadlines, etc.) Attachments may not be submitted in lieu of this Application
2. This Application does not guarantee selection as a Partner with Lawton Parks and Recreation.
3. Instructors, subcontractors, volunteers, and assistants must submit to a background check for any class or program involving minors.

I have read and understand that completing this form is not a confirmation that a partnership has been approved. I further attest that all information is true and accurate.

Signature:

Date:

Lawton Parks and Recreation

1405 SW 11th Street
Lawton, OK 73505
580-581-3400



Adopt a Park Application

Instructions: This application must be completed in its entirety. Supporting materials, such as resumes, copies of certifications, or diplomas may be attached. Applications may be mailed or dropped off at Lawton Parks and Recreation, 1405 SW 11th Street, Lawton, OK 73505. For questions, please call 580-581-3400.

Primary Contact Name: _____

Organization: _____

Phone Number: _____

Alternate Phone: _____

Address: _____

City: _____

State: _____

Zip: _____

Email: _____

Type of Adoption Available:

- ☐ Litter control
- ☐ Litter control and supplemental mowing (mowing in addition to city scheduled mowing days)
- ☐ Exclusive mowing to include grass trimming and edging (includes one Event Permit per month free of charge)

Permanent Improvements such as plantings, planting beds, construction, irrigation installation, etc. required additional approval which is outside the scope of the Adopt-A-Park Program.

Volunteers/ Staffing

How many volunteers do you expect to help you fulfill your adoption? _____

Do you plan to hire workers to fulfill your commitment? _____

Yes

No

If so, documentation of workers compensation coverage is required and must be submitted to Lawton Parks and Recreation. Contact Parks and Grounds Superintendent. 580-581-3400

I/We agree to adopt the above named property of the City of Lawton, Oklahoma until agreement is otherwise terminated by either party, for a minimum of one year from the execution date of this agreement; I/We agree to fulfill the minimum requirement of keeping our adopted area litter free; I/We agree to properly dispose of all trash and lawn waste; I/We agree to obtain written permission for any landscaping activities beyond mowing, trimming and edging including paid lawn-care or tree-care professionals, planting of trees, shrubs, flowers, ground cover, or construction/installation of fixtures such as planter boxes, walkways, fences, signage, etc. I/We understand that all participants must acknowledge in writing that they will be serving in a volunteer capacity only, without compensation or benefits of any kind or nature, and that they assume all risks inherent in the nature of activities they are agreeing to undertake. I/We agree to notify the City of Lawton Parks & Recreation Department of any changes in the group activity and or any changes in group information.

Adoption of a park does not provide a license, privilege or proprietary use of the adopted park. All activities of the adopting party shall not preclude public use, nor shall it conflict with City programmed events.

A meeting with Antonio Hopson, Parks and Grounds Superintendent, is required prior to approval of this application.

Approved: _____

Date: _____

Signature of Contact Person: _____

Date: _____

Adopt-A-Park Criteria and Safety Tips – City of Lawton Parks and Recreation Department

Adoption Criteria

- Areas to be adopted must be designated parks, medians, roadsides, or other significant areas under the responsibility of City of Lawton Parks and Recreation Department.
- Before approval is given for a new adoption area, the Director of Parks and Recreation or his/her designee must visit the site.
- Adopters are required to maintain their adopted site for at least one year.
- Adopters make their own schedules, but need to maintain a minimum of twice-monthly litter pick-up, year- round.
- Adopters are required to read, understand, and abide by the Safety Tips and must abide by all park rules and City of Lawton ordinances.
- The location of the recognition sign is at the discretion of City of Lawton Parks and Recreation Director.
- Adopters are required to notify City of Lawton Parks and Recreation Director if any changes occur with the adoption status.

All volunteers should:

- Use good common sense.
- Be in good physical condition (including sight and hearing).
- Be mentally alert.
- Be aware of safety issues.
- Obey all City of Lawton codes for pedestrians.

Always work safe...

- Do not attempt to compact trash bags to gain more room for trash. This might cause injuries from broken or jagged objects.
- Never attempt to remove known or suspected toxic, hazardous or dangerous substances. If such items are found, immediately contact City of Lawton Emergency Management Division.
- Park all vehicles clear of street traffic and keep vehicles on same side as where volunteers are working.
- When working in a traffic area, work on one side of the street at a time, and always try to face oncoming traffic while working. Always be prepared to move quickly out of the way of a vehicle. Carpool to site to reduce number of vehicles.
- If possible, post a lookout to be aware of traffic situations.
- Never work at night or during inclement weather, especially in lightening, reduced visibility and wet or icy conditions.
- Avoid over-exertion and drink plenty of water.
- Wear appropriate clothing:
 - o Light-colored clothing, hat, heavy gloves, long sleeves and pants or use plenty of sunscreen to avoid sunburn
 - o Closed-toe, leather shoes or boots with ankle support
- Be alert and avoid places where snakes may be located, such as in tall grass, and watch out for stinging insects, spiders and fire ants.
- Avoid areas where herbicides have been applied that day or where there is growth of poison ivy, poison oak and/or other noxious weeds.
- Do not pick up dead animals or hypodermic needles.

Prepare for Emergency

- Every crew should possess an adequate first-aid kit. Be prepared! Know how to get to the nearest hospital or designated treatment center and have transportation immediately available.

Donation Guidelines

Lawton Parks and Recreation accepts charitable donations to restore and improve our valuable open spaces. Benches, shade structures, and other items make great gifts to both your beneficiary and your favorite park.

Best of all, your donation helps support parks city wide!

The city's donation policy has been enacted to install park benches and other amenities at facilities under Lawton Parks and Recreation jurisdiction. It is the intent of Lawton Parks and Recreation to encourage and facilitate public and private gifts, bequests, and such contributions that enhance, beautify, improve, supplement, support, or otherwise benefit Lawton Parks and Recreation. This policy has been enacted to facilitate that process.

Donations of check or money order are also accepted. All donations shall contribute to the overall park visitor experience and preserve the visual character of the park setting. Placement of a donated item is at the sole discretion of Lawton parks and Recreation. A donor may request a specific park/property, but Lawton Parks and Recreation will ultimately decide the park and exact location with the park. This may be based on an existing design plan for the property, or if no plan exists, where placement is deemed a park or recreational necessity and consistent with overall design standard of the park. No exceptions.

Please note that all donations with a monetary value between \$100 and \$5000 require City Manager approval. All donations with a monetary value over \$5000 require City Council approval.

If you would like to see a list of park furniture examples and estimated values, please contact the Deputy Director.

If you have any questions, or would like to donate to Lawton Parks and Recreation, please contact:

Mitchell Dooley, CPRP

Lawton Parks and Recreation Deputy Director

1405 SW 11th Street

Lawton, OK 73505

580-581-3400 x 1817

mitchell.dooley@lawtonok.gov

ITEM NO. 5E

MTG. DATE January 17, 2023

PARKS AND RECREATION COMMISSION
AGENDA ITEM COMMENTARY

ITEM TITLE: Consider endorsing staff recommendations regarding park repurposing plans to City Council per the Parks and Recreation Master Plan and consideration of public input.

INITIATOR: Mitchell Dooley, Parks & Recreation, Deputy Director

INFORMATION SOURCE: Mitchell Dooley, Parks & Recreation, Deputy Director

BACKGROUND: In 2021, under the direction of City Council, Lawton Parks and Recreation contracted Halff and Associates to write the Parks, Sports & Recreation, Trails and Open Spaces Master Plan (aka-Parks Master Plan). Halff and Associates worked closely with staff members and gathered input from the public to create the Parks Master Plan. The Parks Master Plan was approved and adopted by City Council on March 8, 2022. This document is designed to provide information on our current level of service, industry standards and best practices for parks and recreation agencies serving our population size, and suggested courses of action that can be implemented by the Lawton Parks and Recreation so we can better serve our citizenry.

Pursuant to this goal, the Parks Master Plan has highlighted a deficit in the number of parks crew members we currently employee compared to the amount of park land they currently maintain making proper maintenance an ongoing issue. Using objective criteria (number of people served, estimated park usage, park access/security, number of amenities, etc.) and under the direction of staff and a Steering Committee, Halff and Associated identified several city parks that could stand to be repurposed.

Using this information, staff and City Council members made potential recommendations at a series of Public Input Meetings. Potential recommendations for each City Ward were presented to the public and input was requested. Meetings for each Ward were held on the dates listed below:

Ward 1- September 22, 2022

Ward 2- October 13, 2022

Ward 3- October 6, 2022

Ward 4- October 13, 2022

Ward 5- October 20, 2022

Wards 6 & 7- October 27, 2022

Ward 8- October 13, 2022

Based on public input, staff recommendations have been refined and revised to the packet attached to this agenda. These recommendations will be presented to the City Council for their final decision and direction for implementation later. We would ask that the Parks and Recreation Commission endorse these recommendations to the City Council.

EXHIBITS: Recommendations & Notes

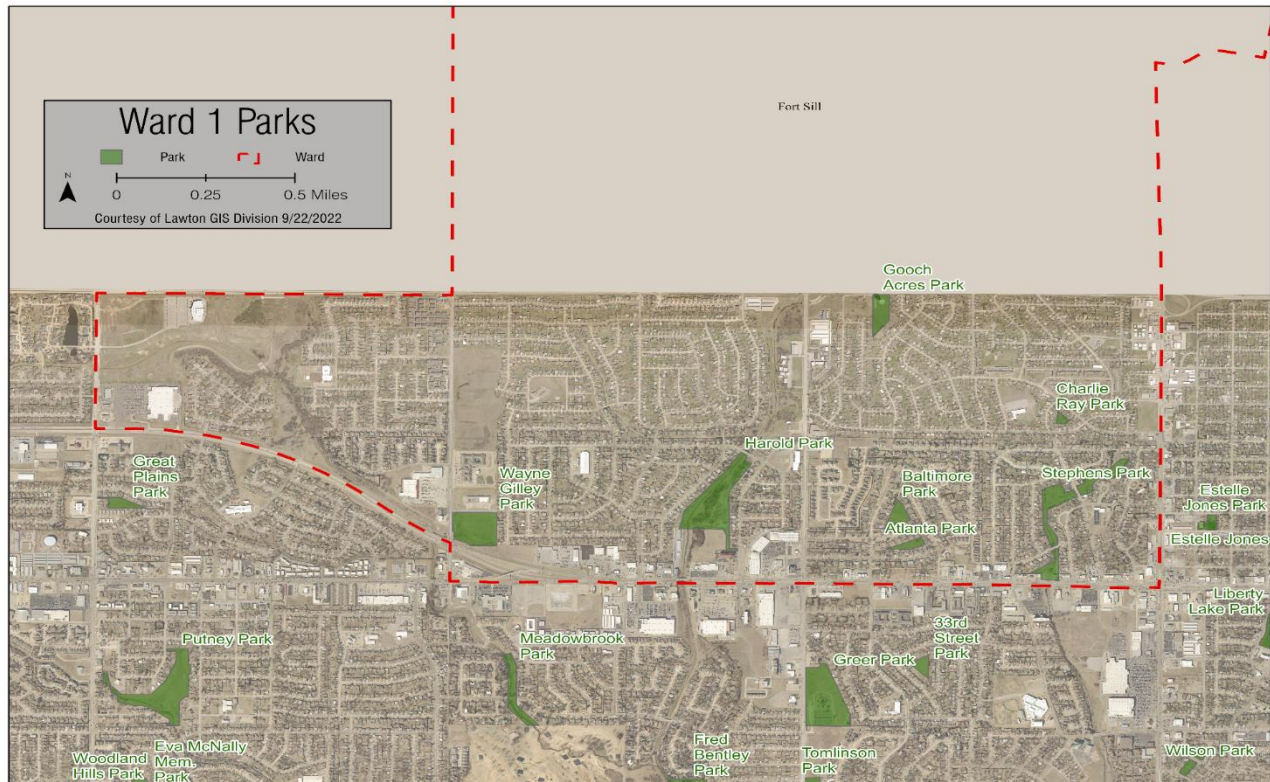
KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Endorse staff recommendations regarding park repurposing plans to City Council per the Parks & Recreation Master Plan and consideration of public input.

Ward 1

Currently Contains 7 Parks with 42.8 acres



Baltimore Park – 2.0 acres

Atlanta Park – 0.8 acres

Pocket Parks with no street access



Proposed:

Declare surplus and auction? Transfer to community group to maintain? Extend existing lot sizes? Interest from surrounding property owners? Suggestions?

Baltimore Park – 2.0 acres

Atlanta Park – 0.8 acres

Pocket Parks with no street access



20-foot
Alley/Easement for
utilities per record
plat



Existing Sanitary Sewer Lines
Around Parks Boundaries



Charlie Ray Park

0.4 acres; Pocket Park; No street access. Contains playground



Proposed:

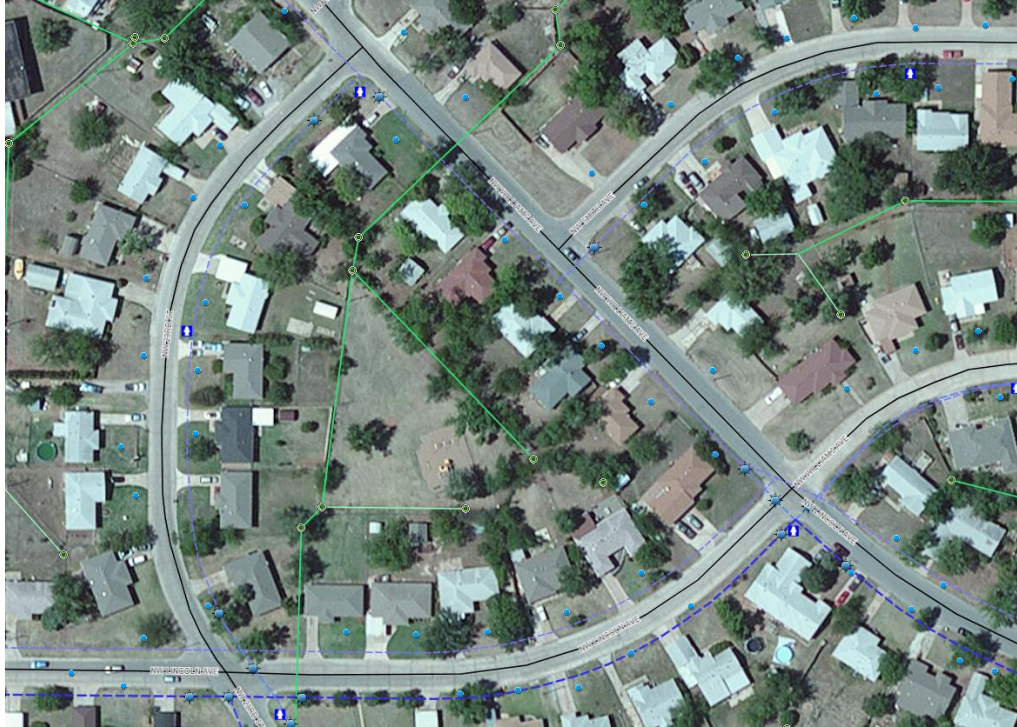
Declare surplus and auction? Transfer to community group to maintain?

Extend existing lot sizes? Interest from surrounding property owners?

Suggestions?

Charlie Ray Park

0.4 acres; Pocket Park; No street access. Contains playground



★ = Renters

12 Rentals

18 Properties

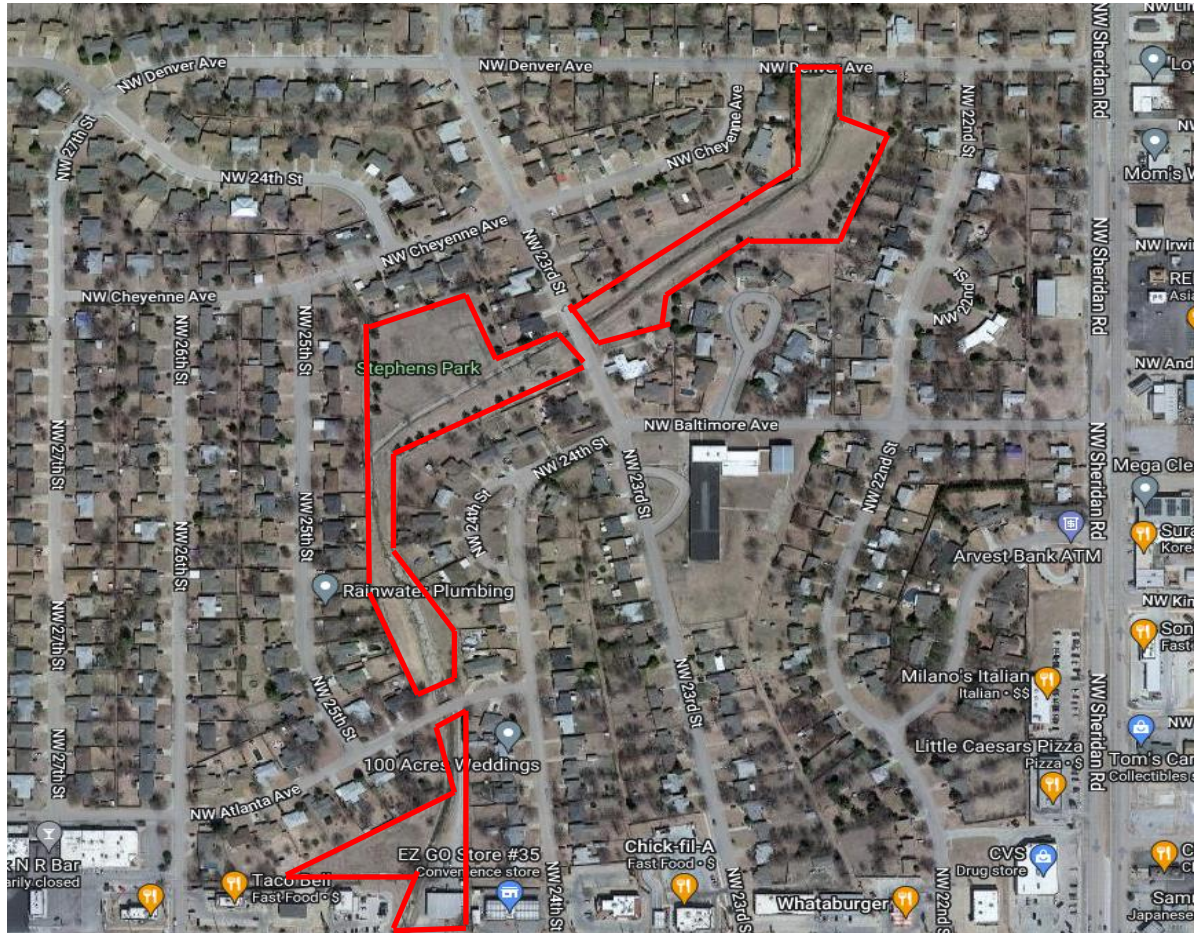
Existing Sanitary Sewer Lines Around Park Boundaries

Existing 5-foot utility easement per record plat



Stephens Park

13.6 acres; Limited street access. Contains backstop, tennis, playgrounds, LFD Station No. 4, and drainage canal

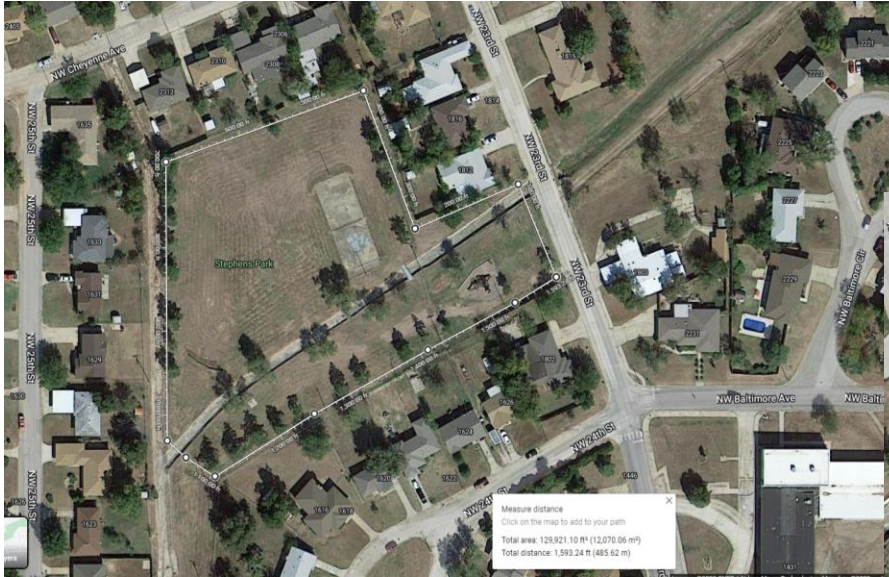


Proposed:

Reduce size of park. Transfer to drainage maintenance. Sell portion to adjacent property owner.

Stephens Park

13.6 acres; Limited street access. Contains backstop, tennis, playgrounds, and drainage canal



Park area – approximately 2.9 acres

Drainage canal on west side of NW 23rd Street –
Approximately 6.8 acres

Drainage canal on east side of NW 23rd Street –
Approximately 3.6 acres



Area to sell to adjacent lot –
approximately 0.3 acres

Harold Park

14.0 acres; No street access, behind commercial area. In floodplain. Contains basketball, playground, picnic tables, and creek

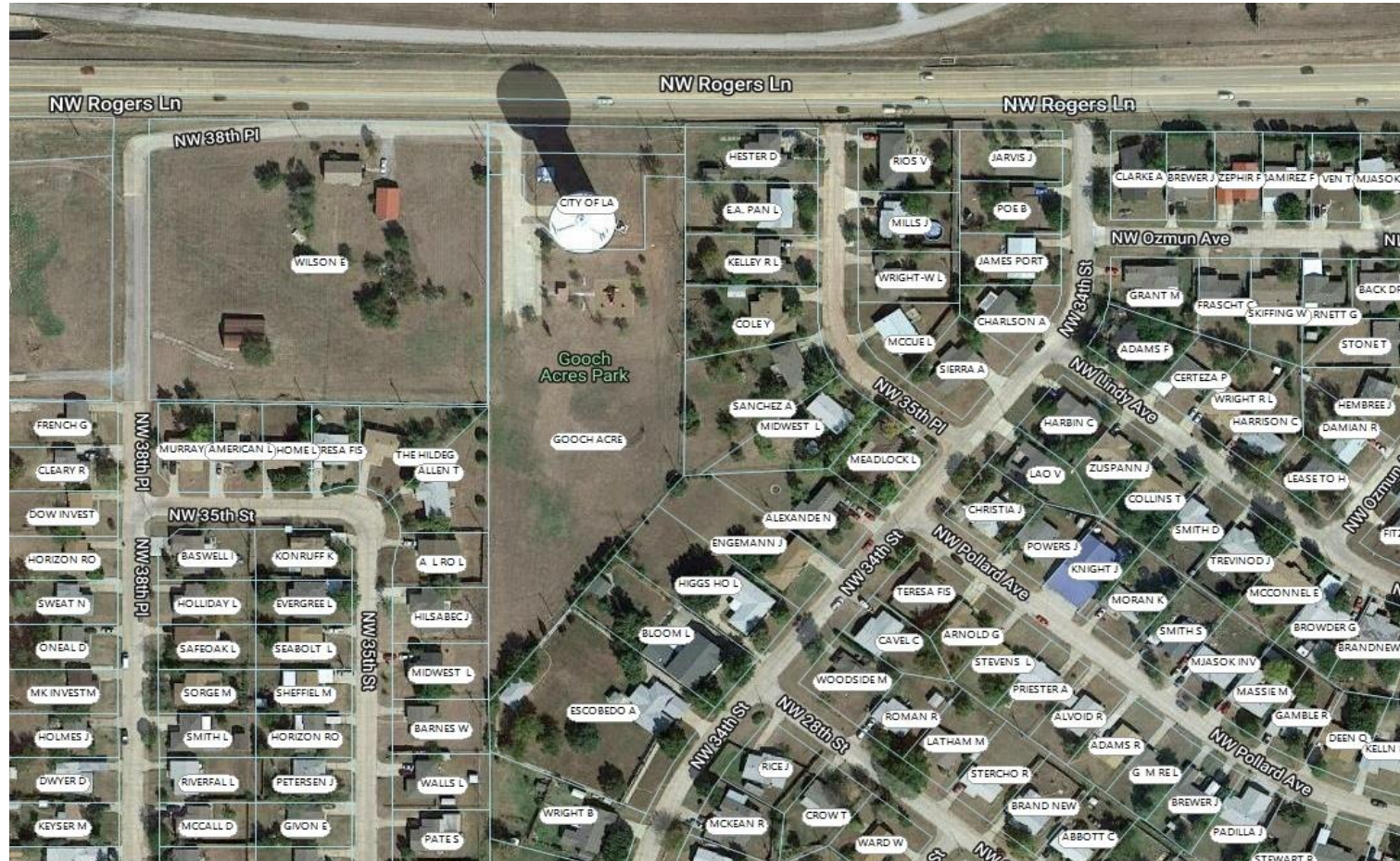


Proposed:

Remove playground equipment. Revert to grantors or transfer to drainage maintenance

Gooch Acres Park

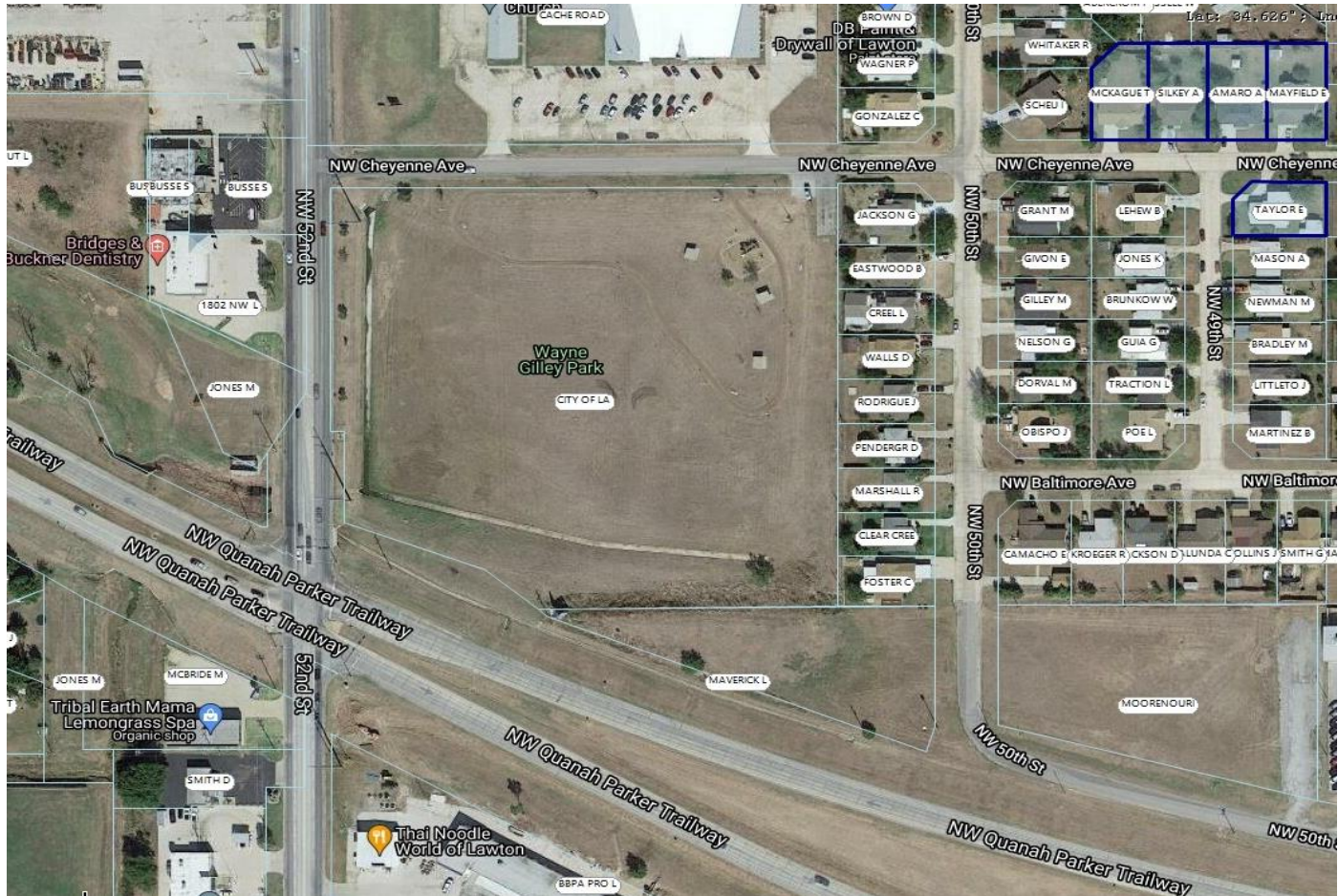
3.5 acres; Behind water tower. Contains playground, backstop, and benches.



Proposed:
Keep as park

Wayne Gilley Park

8.5 acres; Contains backstop, playground, pavilion, and benches



Proposed:

Keep as park and make improvements

Ward 1

Currently contains 7 parks with 42.8 acres

Proposed:

Keep as Park:

Stephens Park (Reduce Size)
Gooch Acres Park
Wayne Gilley Park

3 Parks with 14.9 acres

Repurpose:

Baltimore Park
Atlanta Park
Charlie Ray Park
Stephens Park (Portion)
Harold Park

17.5 acres

Drainage Maint:

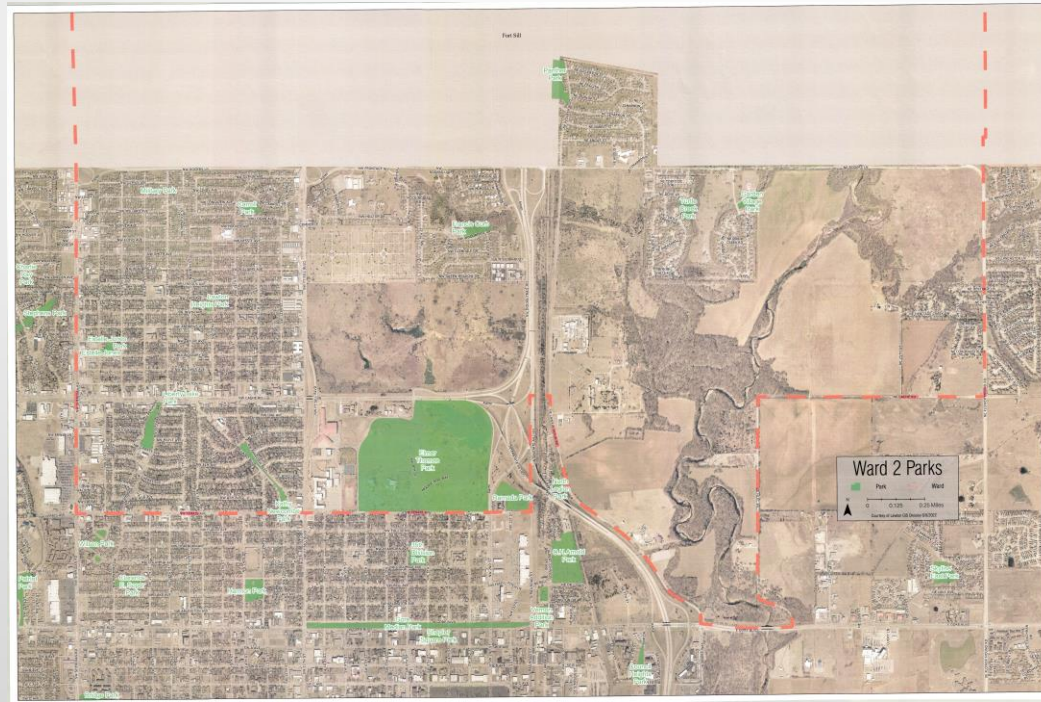
Stephens Park (Portion)

10.4 acres

**Revised to Reflect Suggestions From Public Input Meeting*

Ward 2

Currently Contains 13 Parks with 205.8 acres



Ramada Park

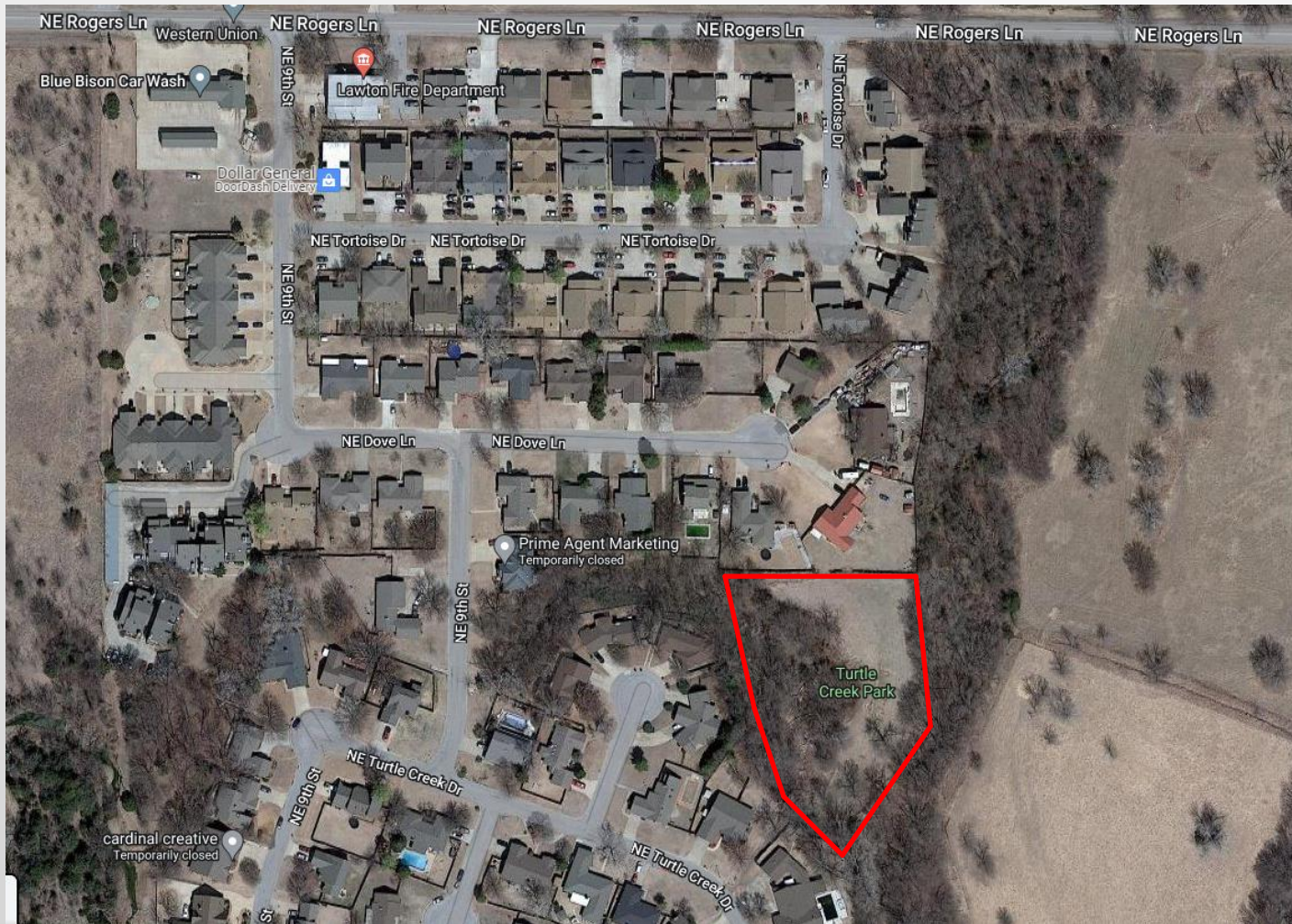
9.7 acres; Included in Elmer Thomas Park deed



Proposed:
Keep

Turtle Creek Park

1.8 acres; No street frontage. In floodplain. Contains playground



Proposed:

Remove equipment, transfer to drainage to maintain as natural area

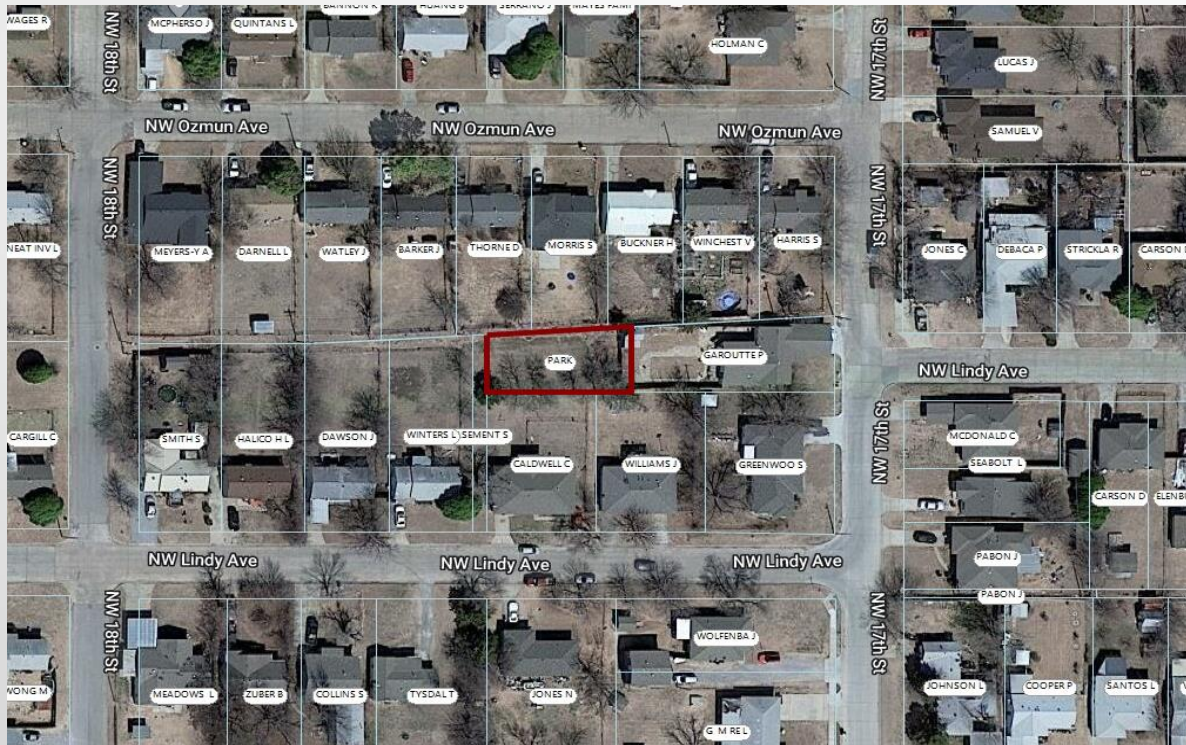
Liberty Lake Park

5.7 acres; Contains playground, trail, fishing pond, and picnic tables



Proposed:
Keep as park

0.1 acres; No street access



Proposed:

Declare, auction, and join with adjacent property

Garden Village Park

2.4 acres; In floodplain. Contains playground equipment



Proposed:

Remove equipment, transfer to drainage and maintain as natural area

Carroll Park

1.6 acres; Pocket Park; No street access. Contains playground

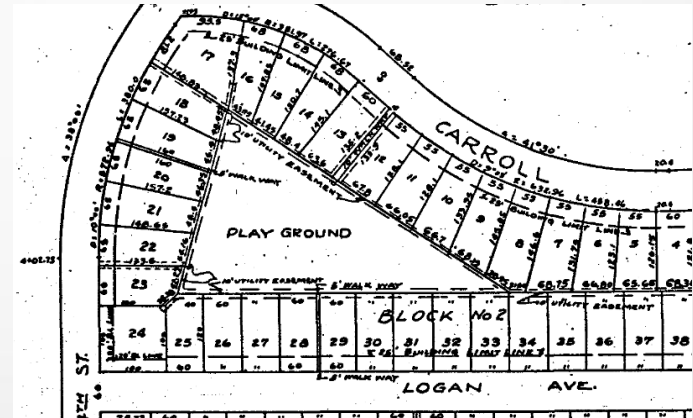


Proposed:

Declare surplus, auction, join with adjacent properties. Suggestions?

Carroll Park

1.6 acres; Pocket Park; No street access. Contains playground



Active sewer line around the park.

Two 5-foot walkways shown on plat.

Panther Park

5.8 acres; Contains basketball, playground, pavilion, and parking



Proposed:

Keep. Add parking and other improvements

Francis Curb Park

3.0 acres; Contains playground and natural drainage



Area to remain as a park

Proposed:

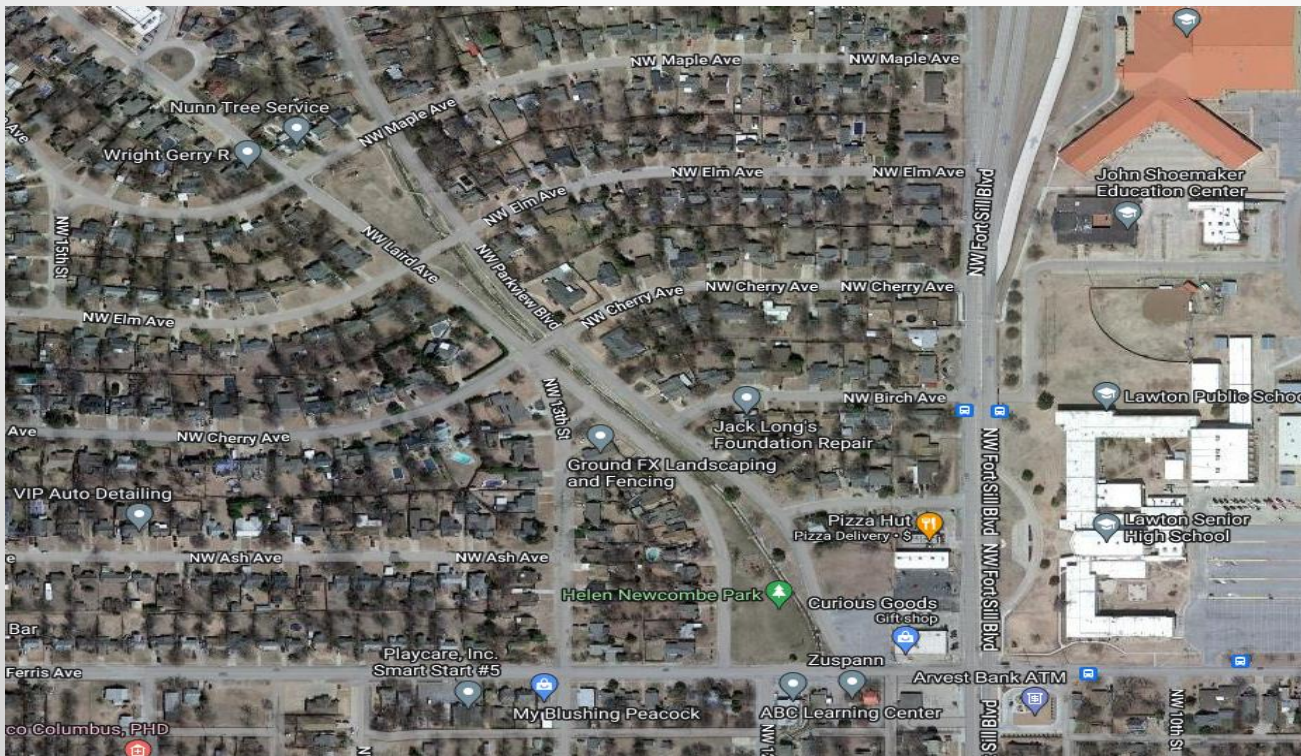
Reduce size of park to 0.4 acres; possibly add parking.

Transfer approximately 1.7 acres.

Declare surplus, auction, possibly transfer to Beginning Academy 0.9 acres.

Suggestions?

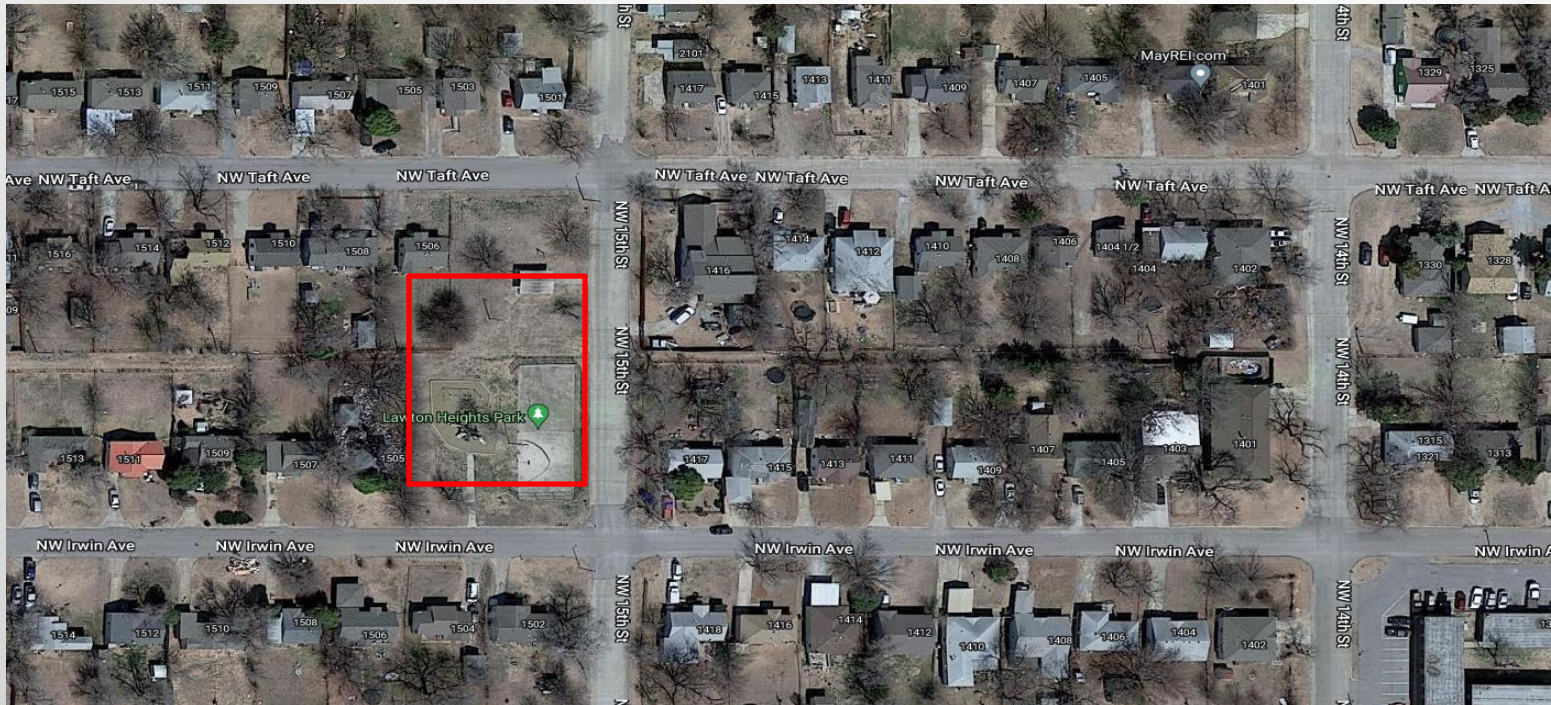
Walker Family – 2.2 acres
Kathy Newcombe Park – 5.3 acres
Contains playground equipment and benches



Proposed:
Keep as parks

Lawton Heights Park

0.5 acres; Contains basketball, tennis, playground, benches, and pavilion



Proposed:
Keep as park

Estelle Jones Park

0.7 acres; Contains playground; Adjacent to HC King Rec Center



Proposed:
Keep as park

Elmer Thomas Park

167.0 acres



Proposed:
Keep

Ward 2

Currently contains 13 parks with 205.8 acres

Proposed:

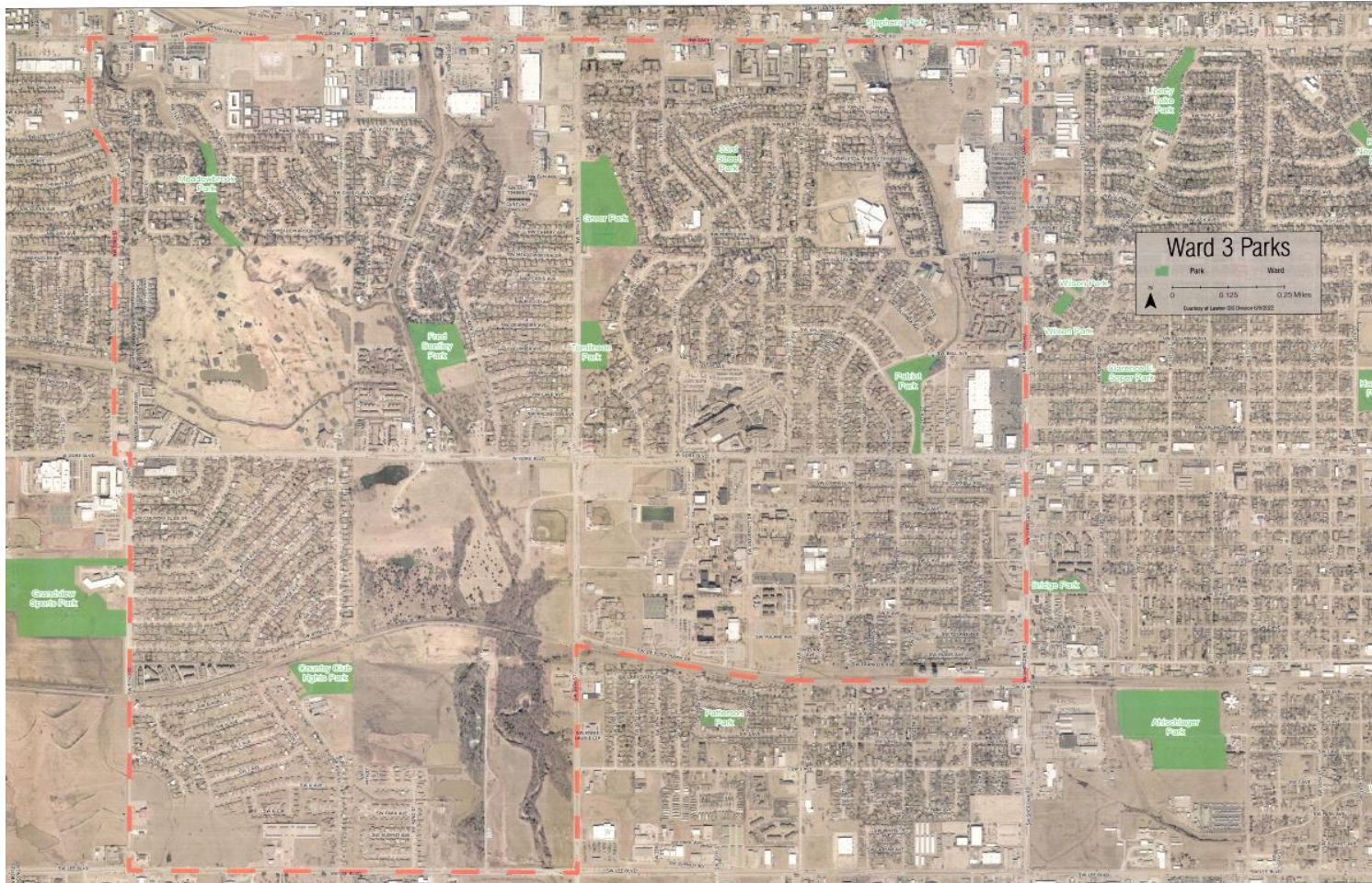
<u>Keep as Park:</u>	<u>Repurpose:</u>	<u>Drainage Maint:</u>
Ramada Park	Military Park	Turtle Creek Park
Liberty Lake Park	Carroll Park	Garden Village Park
Walker Family	Francis Curb Park	
Lawton Heights Park		
Estelle Jones Park		
Kathy Newcombe Park		
Panther Park		
Elmer Thomas Park		

8 Parks with 196.9 acres 4.7 acres 4.2 acres

**Revised to Reflect Suggestions From Public Input Meeting*

Ward 3

Currently Contains 7 Parks with 42.5 acres



Tomlinson Park

4.0 acres; Fronts NW 38th Street, South of Kids Zone. Zoned P-F



Proposed:

Declare surplus, auction, develop? Suggestions?

33rd Street Park

1.4 acres; Pocket Park; No street access. Contains backstop, playground, and benches



Proposed:

Declare surplus and auction? Transfer to community group to maintain?

Extend existing lot sizes? Interest from surrounding property owners?

Suggestions?

33rd Street Park

1.4 acres; Pocket Park; No street access. Contains backstop, playground, and benches



33rd Street Park – Surrounding Property Owners



= Renters

20 Rentals

28 Properties



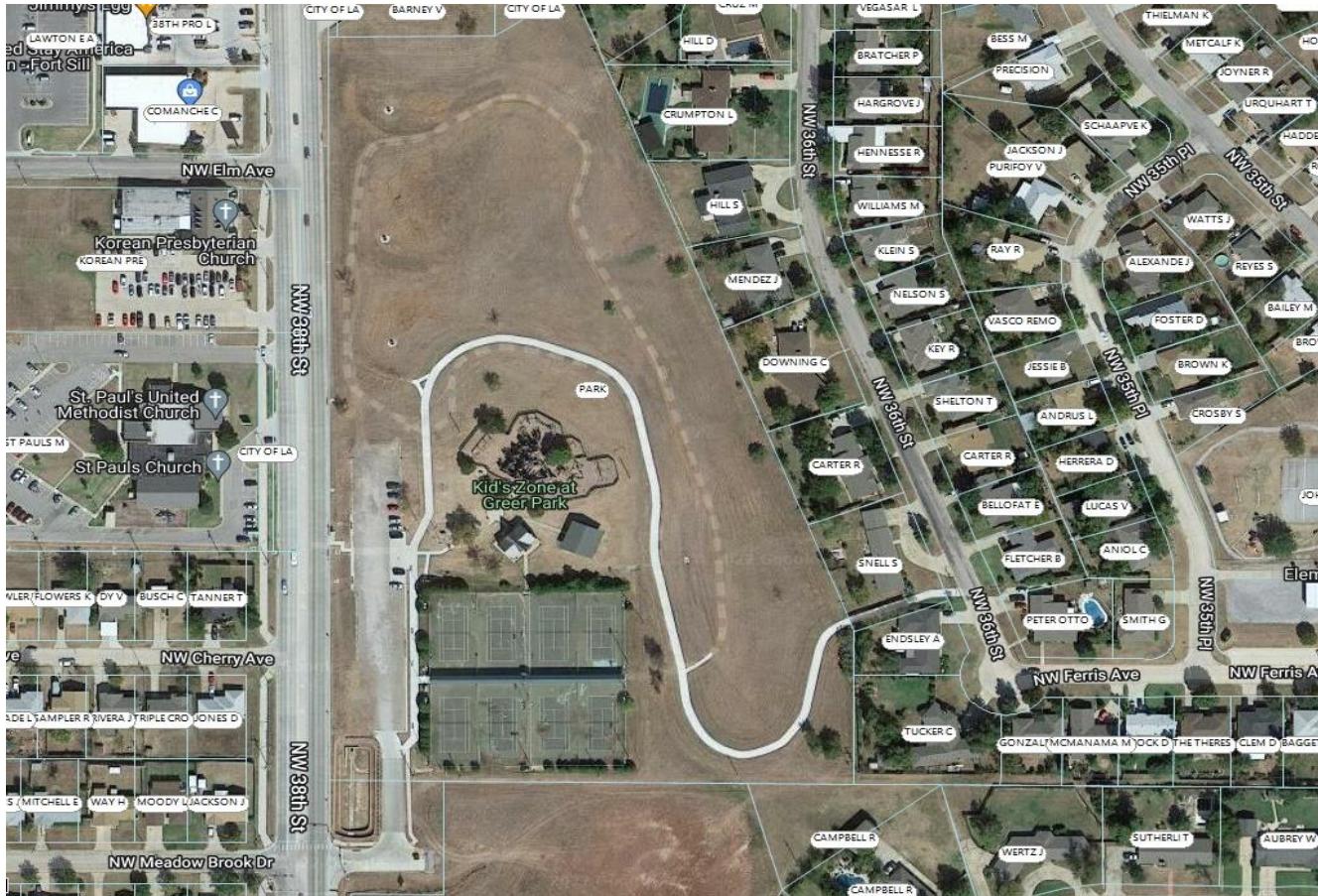
Existing Sanitary Sewer
Line around park
boundaries

5-Foot Platted Utility
Easement

Greer Park

AKA Kids Zone

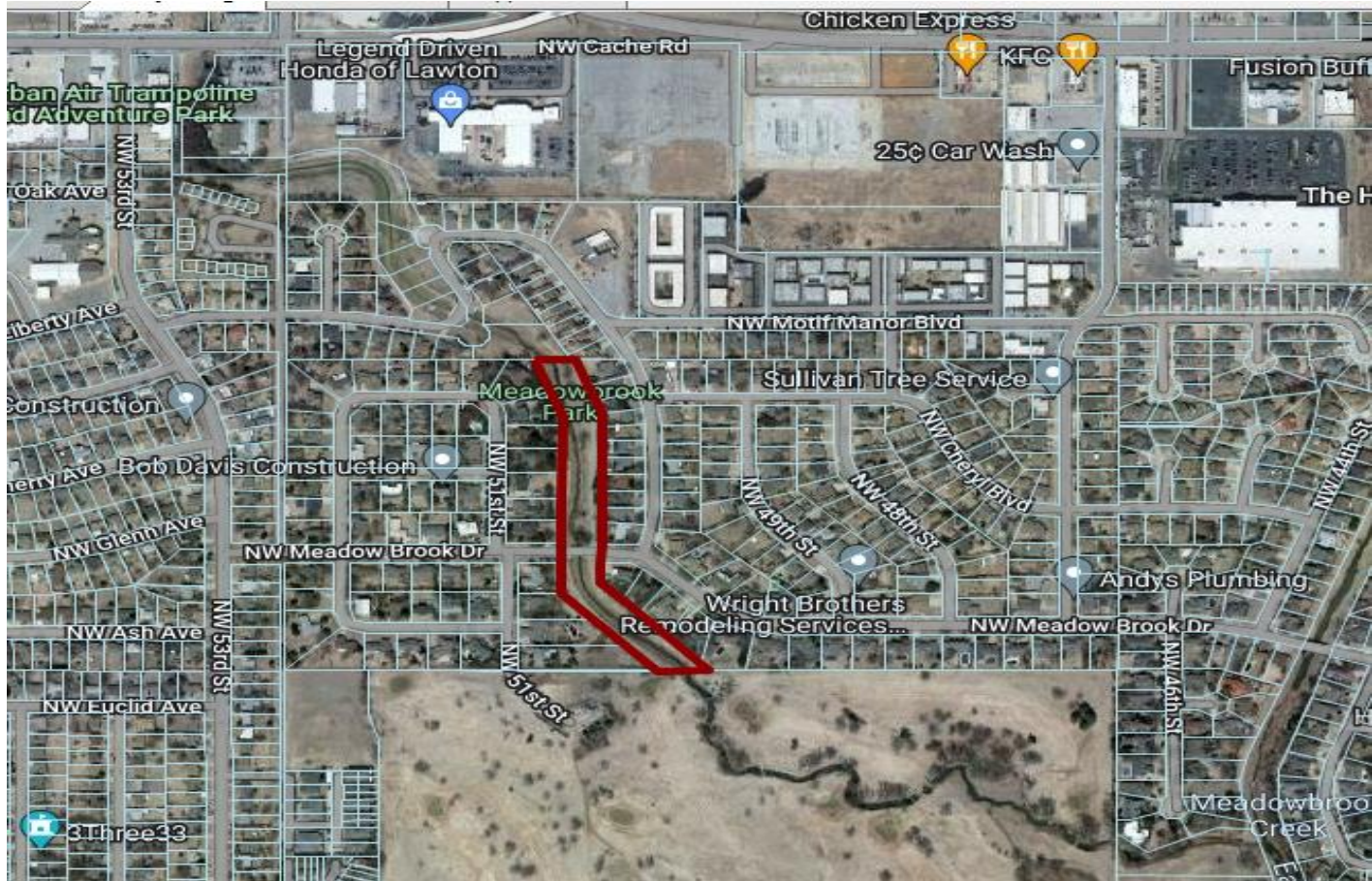
14.5 acres; Contains tennis, trails, playgrounds, pavilion, picnic tables, benches, and restrooms



Proposed:
Keep as park

Meadowbrook Park

4.2 acres; Contains creek/drainage, small playground and benches. Poor access.



Proposed:

Remove playground equipment. Transfer to drainage maintenance

Fred Bentley Park

8.5 acres; Contains playground, backstop, picnic tables, parking, and cell tower



Proposed:
Keep as park

Country Club Heights Park

5.9 acres; Contains basketball, backstops, and playground equipment



Proposed:

Remove equipment. Declare Surplus, Auction, and Develop

Patriot Park

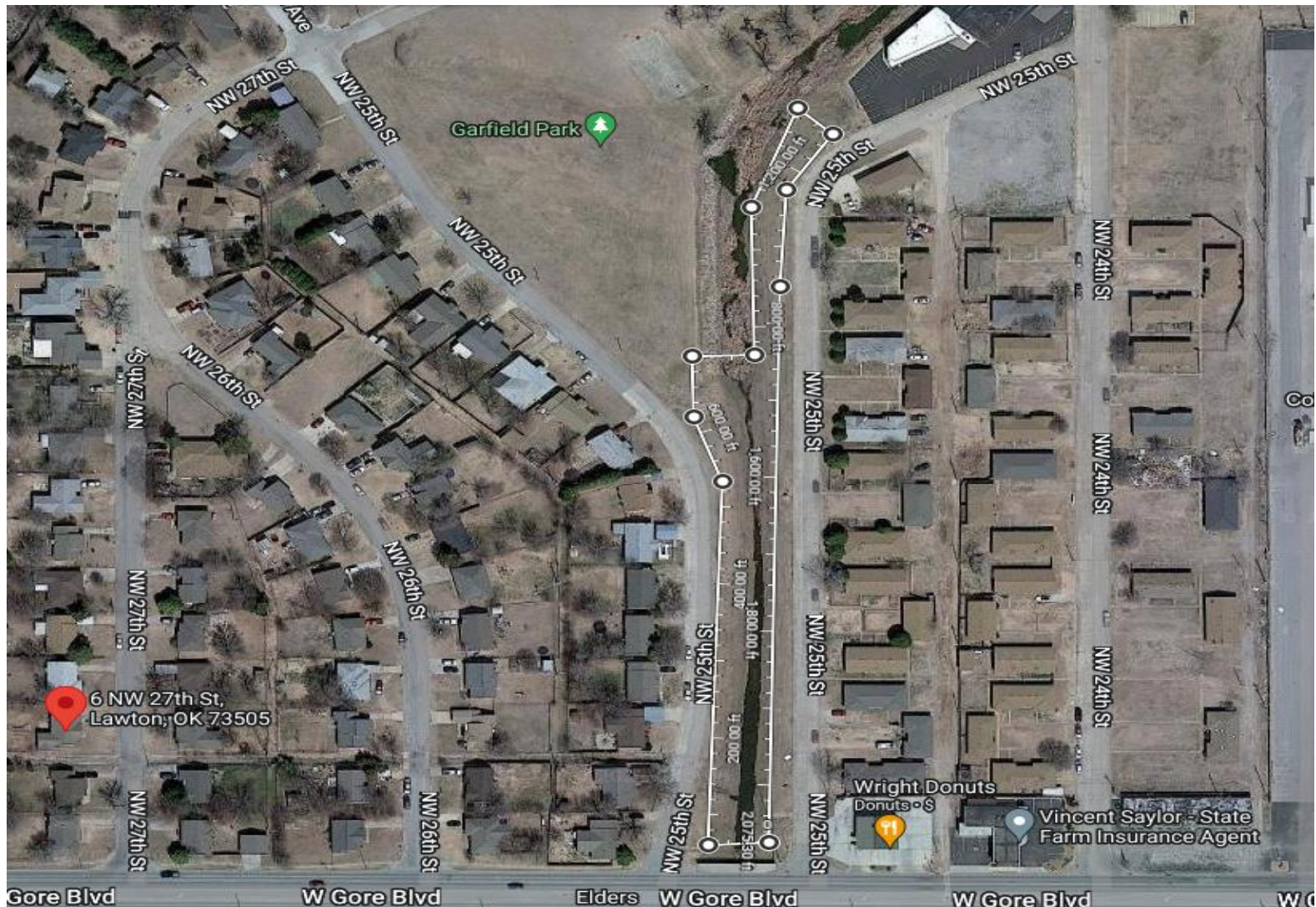
AKA Garfield Park

4.0 acres; Contains playground, parking area, and drainage canal



Proposed:
Keep as park

Garfield Park to go to Drainage Maintenance – 1.1 Acres



Ward 3
Currently
contains 7
parks with
42.5 acres

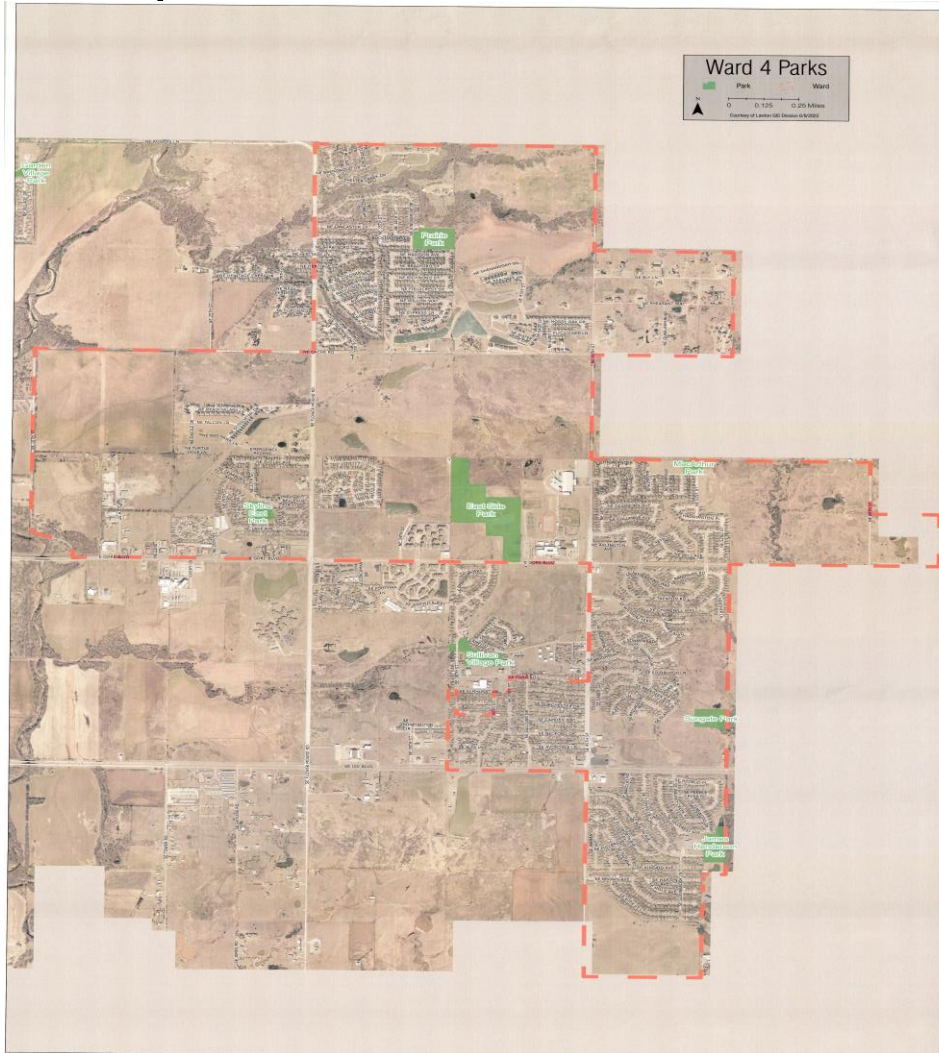
Proposed:

<u>Keep as Park:</u>	<u>Repurpose:</u>	<u>Drainage Maint:</u>
Greer Park	Tomlinson Park	Meadowbrook Park
Fred Bentley Park	33 rd Street Park	Garfield Park
Patriot Park (Garfield)	Country Club Hgts Park	(1.1 Acres)
(Reduce to 2.9 Acres)		
<i>3 Parks with 25.9 acres</i>	<i>11.3 acres</i>	<i>5.3 acres</i>

**Revised to Reflect Suggestions From Public Input Meeting*

Ward 4

Currently Contains 6 Parks with 75.9 acres



Sungate Park

6.6 acres; No public access



Proposed:

Revert to developer or declare surplus and auction

James Henderson

AKA Park Lane Park

7.4 acres; Contains backstop, fishing pond, and benches



Proposed:

Keep. Drilling site for alternative water source.

Skyline East Park

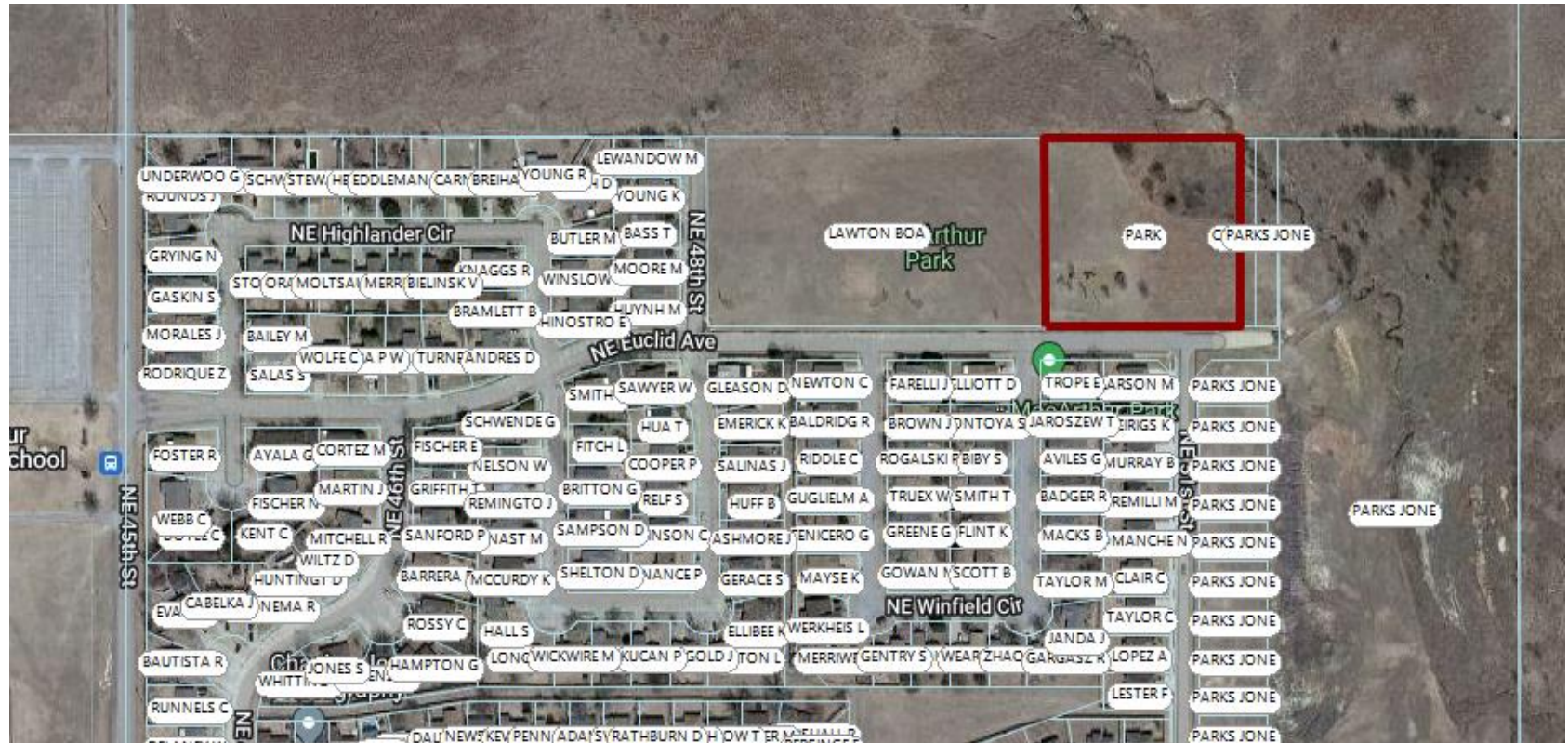
4.6 acres; Contains playground, fishing pond, benches, and parking



Proposed:
Keep as park

MacArthur Park

7.9 acres; Contains playground and benches. LPS transferred west 5.0 acres on July 12th



Proposed:
Keep

Prairie Park

9.4 acres; Contains playground, backstop, basketball, and pavilions.



Proposed:

Keep west 2.4 acres as park. Possibly develop east 7 acres

Eastside Park

40.0 acres; Contains baseball fields, bleachers, playground, picnic tables, and benches



Proposed:
Keep as park

Ward 4

Currently contains 6 parks with 75.9 acres

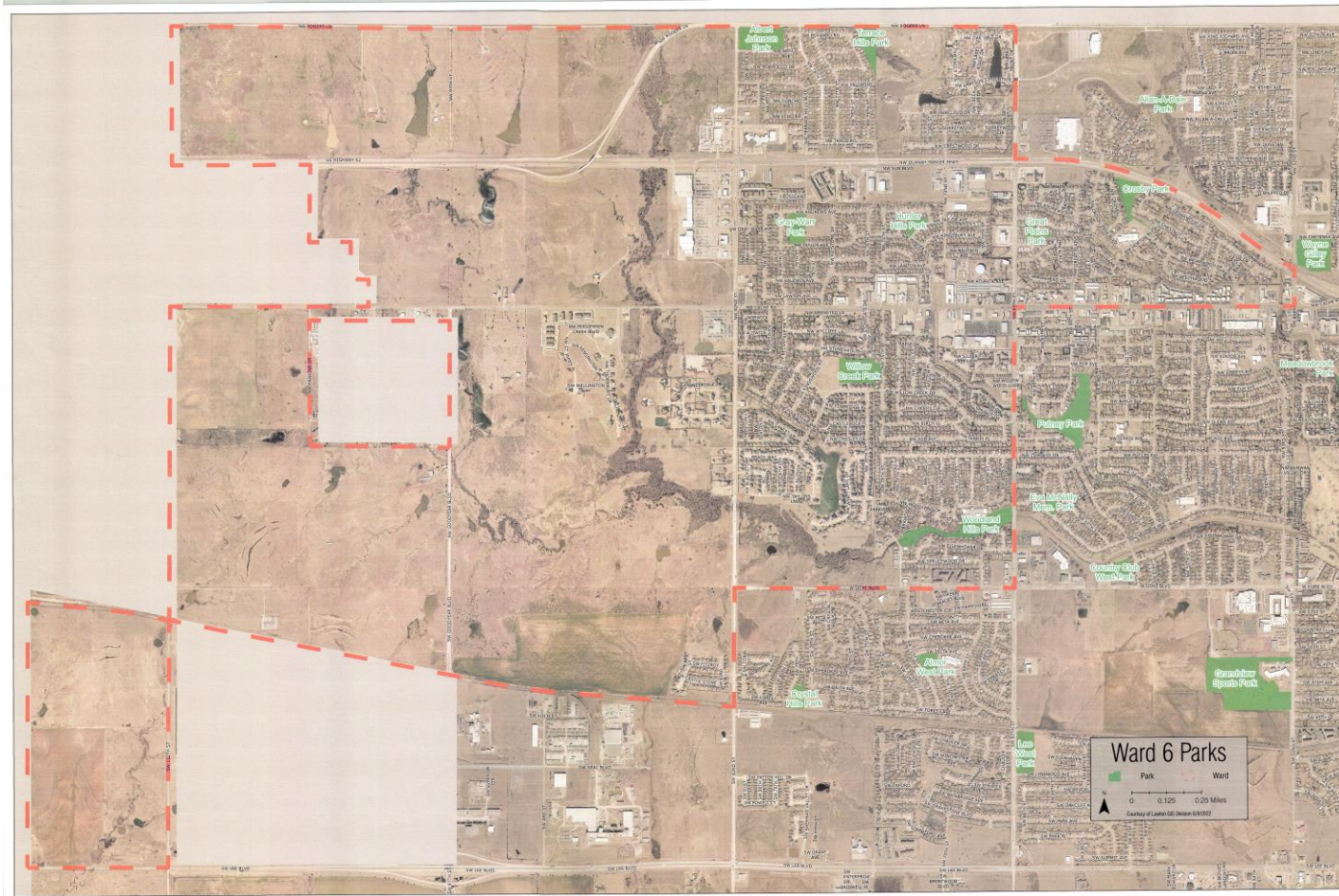
Proposed:

<u>Keep as Park:</u>	<u>Repurpose:</u>	<u>Drainage Maint:</u>
James Henderson Skyline East Park MacArthur Park Prairie Park Eastside Park	Sungate Park	
<i>5 Parks with 69.3 acres</i>	<i>6.6 acres</i>	<i>0.0 acres</i>

*Revised to Reflect Suggestions from Public Input Meeting

Ward 6

Currently Contains 7 Parks with 46.6 acres



Terrace Hills Park

4.4 acres; In floodplain, open space, detention basin, with very limited access.



Proposed:

Transfer to drainage maintenance to maintain as natural area

Woodland Hills Park

10.7 acres; In floodplain, Contains creek/drainage. Playground area and equipment deeded to LPS on July 12th



Proposed:
Transfer to drainage maintenance

Willow Creek Park

10.4 acres; Contains playground, picnic table, and benches. COL received west 5 acres from LPS on July 12th.



Proposed:
Keep

Great Plains Park

1.8 acres; Contains playground, has 15-foot-wide access off 67th Street.



Proposed:

Deed back to heirs? Develop? Interest from surrounding property owners?
Keep as a park?

Great Plains Park

1.8 acres; Contains playground, has 15-foot-wide access off 67th Street.



Existing sanitary sewer line
around park boundaries

Great Plains Park – Surrounding Property Owners



= Renters

6-Rentals

18-Properties

Hunter Hills Park

2.1 acres; Contains basketball, playground and benches



Proposed:
Keep Park.

Albert Johnson Park

9.0 acres; Contains playground, backstops, and pavilion



Proposed:

Keep as park and make improvements

Gray-Warr Park

8.2 acres; Contains playground, basketball, backstop, tennis, playground and pavilion.
COL received east 4 acres from LPS on July 12th.



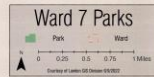
Proposed:
Keep as park

**Ward 6
Currently
contains 7
parks with
46.6 acres**

Proposed:

<u>Keep as Park:</u>	<u>Repurpose</u>	<u>Drainage Maint:</u>
Willow Creek Park	Great Plains Park	Woodland Hills
Albert Johnson Park		Terrace Hills
Gray-Warr Park		
Hunter Hills Park		
<i>4 Parks with 29.7 acres</i>	<i>1.8 acres</i>	<i>15.1 acres</i>

**Revised to Reflect Suggestions From Public Input Meeting*



WARD 7
CURRENTLY CONTAINS 10 PARKS WITH
161.9 ACRES



Proposed:
Remove equipment. Declare surplus, auction, and develop

WATERSTONE PARK

1.3 ACRES; ACCESS OFF MALCOM ROAD ONLY 44-FEET WIDE



Proposed:
Declare surplus, auction, and develop



VERNA COOK AKA WONDERLAND PARK

5.4 ACRES; CONTAINS BASKETBALL, TRAIL, PLAYGROUNDS, PICNIC
TABLES, TRAIL, BENCHES

Proposed:
Keep as park and make improvements



O.H. ARNOLD PARK

16.4 ACRES; CONTAINS TRAILS, PLAYGROUNDS, PICNIC TABLES, BBQ GRILLS, BENCHES, ETC

Proposed:
Keep as park and make improvements

SULLIVAN VILLAGE PARK

6 ACRES; NO STREET ACCESS. CONTAINS PLAYGROUND, PAVILION,
AND BENCHES



Proposed:

Move playground to northwest corner (0.2 acres). Transfer to
drainage (2.3 acres). Declare surplus, auction, develop (3.5
acres).



Sullivan Village Park – Surrounding Property Owners



★ Renters

▤ Rentals

11 Properties

SULLIVAN VILLAGE PARK

6 ACRES; NO STREET ACCESS. CONTAINS
PLAYGROUND, PAVILION, AND BENCHES

MOCINE PARK

2.2 ACRES; CONTAINS BASKETBALL, PLAYGROUND, AND POOL.

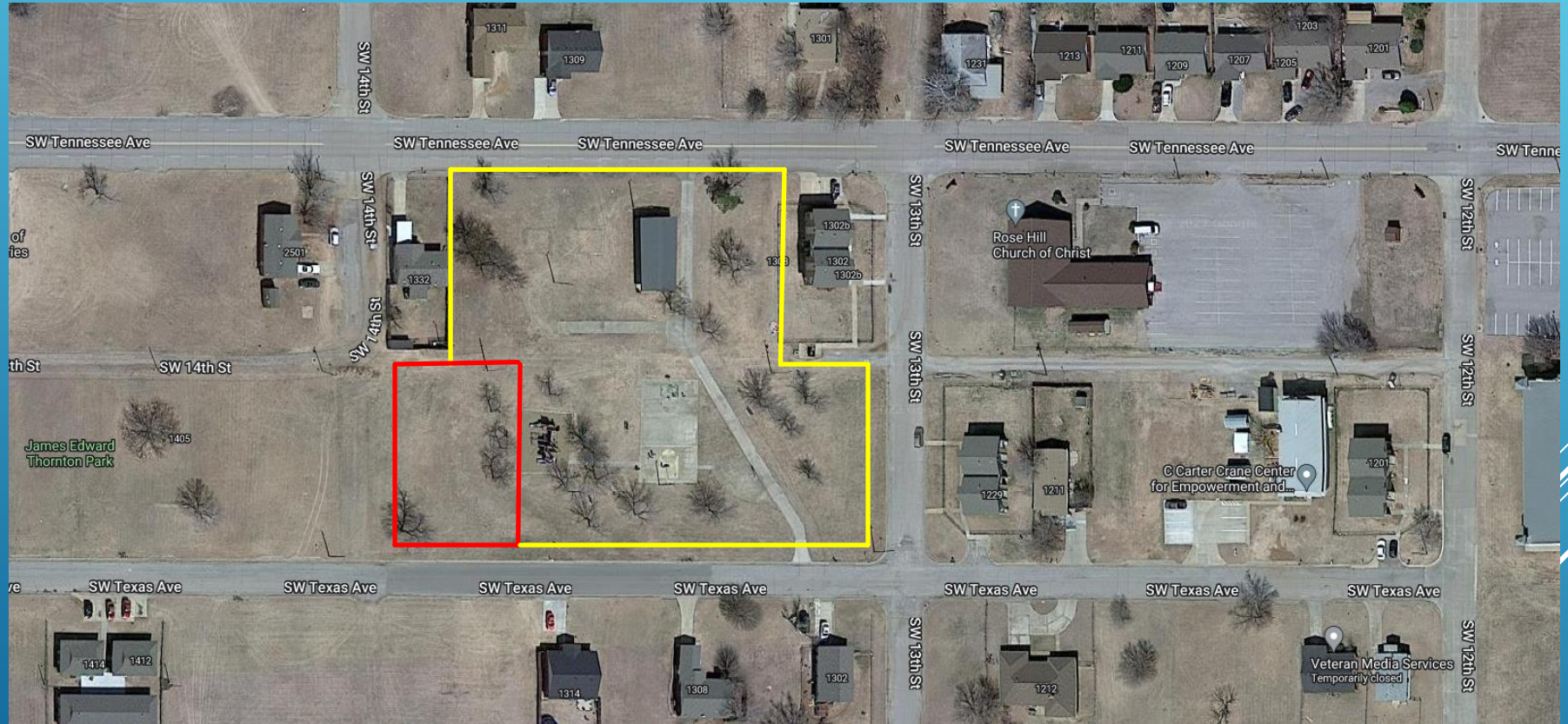


Proposed:
Keep as park

SOUTHSIDE PARK

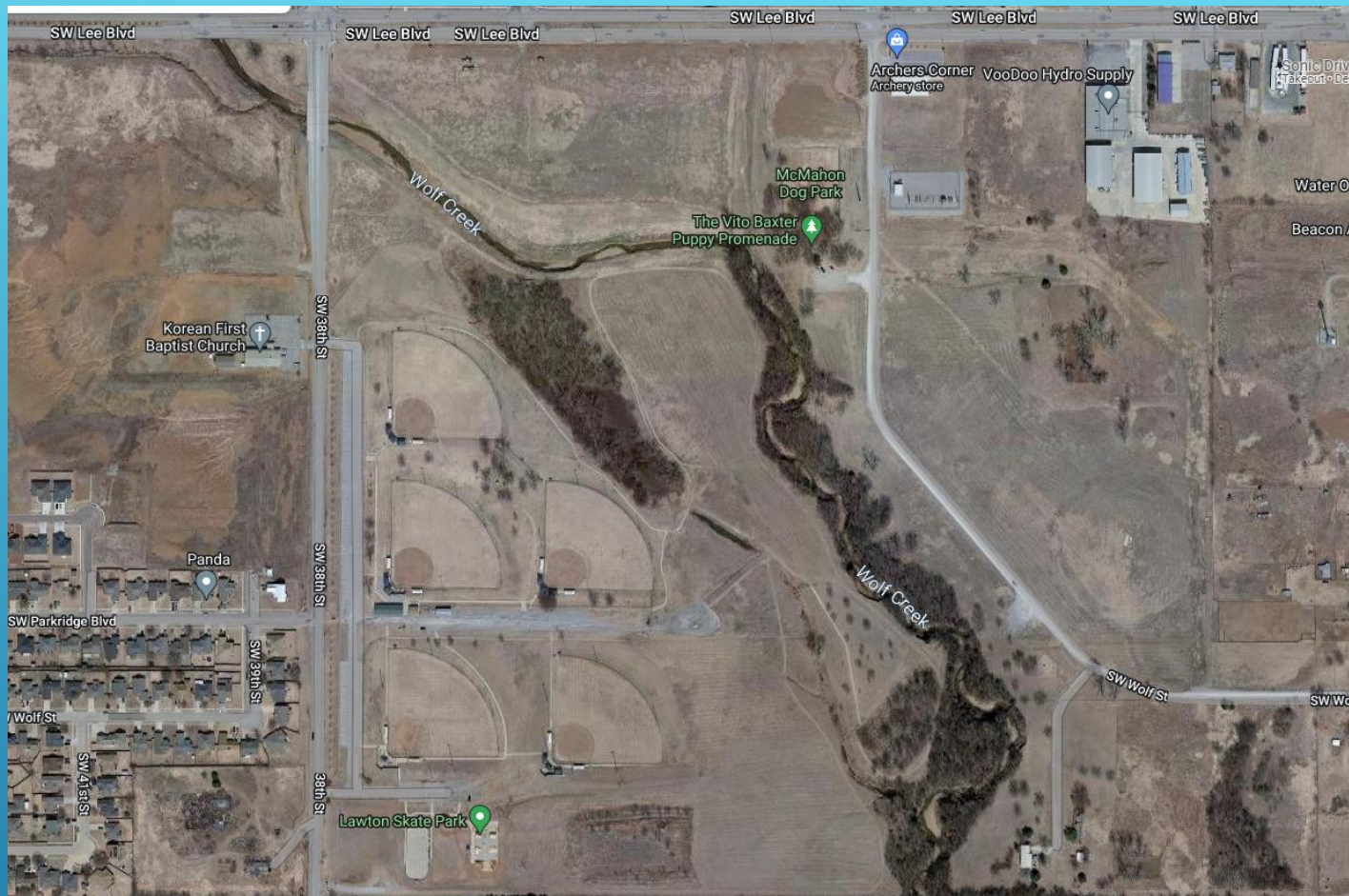
AKA JAMES EDWARD THORNTON PARK

2.2 ACRES; CONTAINS PLAYGROUND, BASKETBALL, AND PAVILION



Proposed:

Declare, auction, and develop Lots 17-20 (0.3 acres) Keep remaining as park and make improvements (1.9 acres)



LOUISE D. MCMAHON PARK

115.0 ACRES; CONTAINS SOFTBALL FIELDS,
SKATE PARK, AND PLAYGROUNDS

Proposed:
Keep as park



GEORGE LEE PARK

3.0 ACRES; CONTAINS BASKETBALL, TENNIS, PLAYGROUND, SPLASH PAD, AND PAVILION

Proposed:

Keep as park, resurface tennis court, and make other improvements

Proposed:

<u>Keep as Park:</u>	<u>Repurpose</u>	<u>Drainage Maint:</u>
Verna Cook Park	Park Ridge Park	Sullivan Village Park
O.H. Arnold Park	Waterstone Park	(Portion)
Sullivan Village Park (Reduce Size)	Sullivan Village Park (Portion)	
Lemuel Harkey Park	James Edward Thornton (Portion)	
James Edward Thornton (Reduce size)		
Louise McMahon Park		
Mocine Park		
George M. Lee Park		
8 Parks with 149.1 acres	10.5 acres	2.3 acres

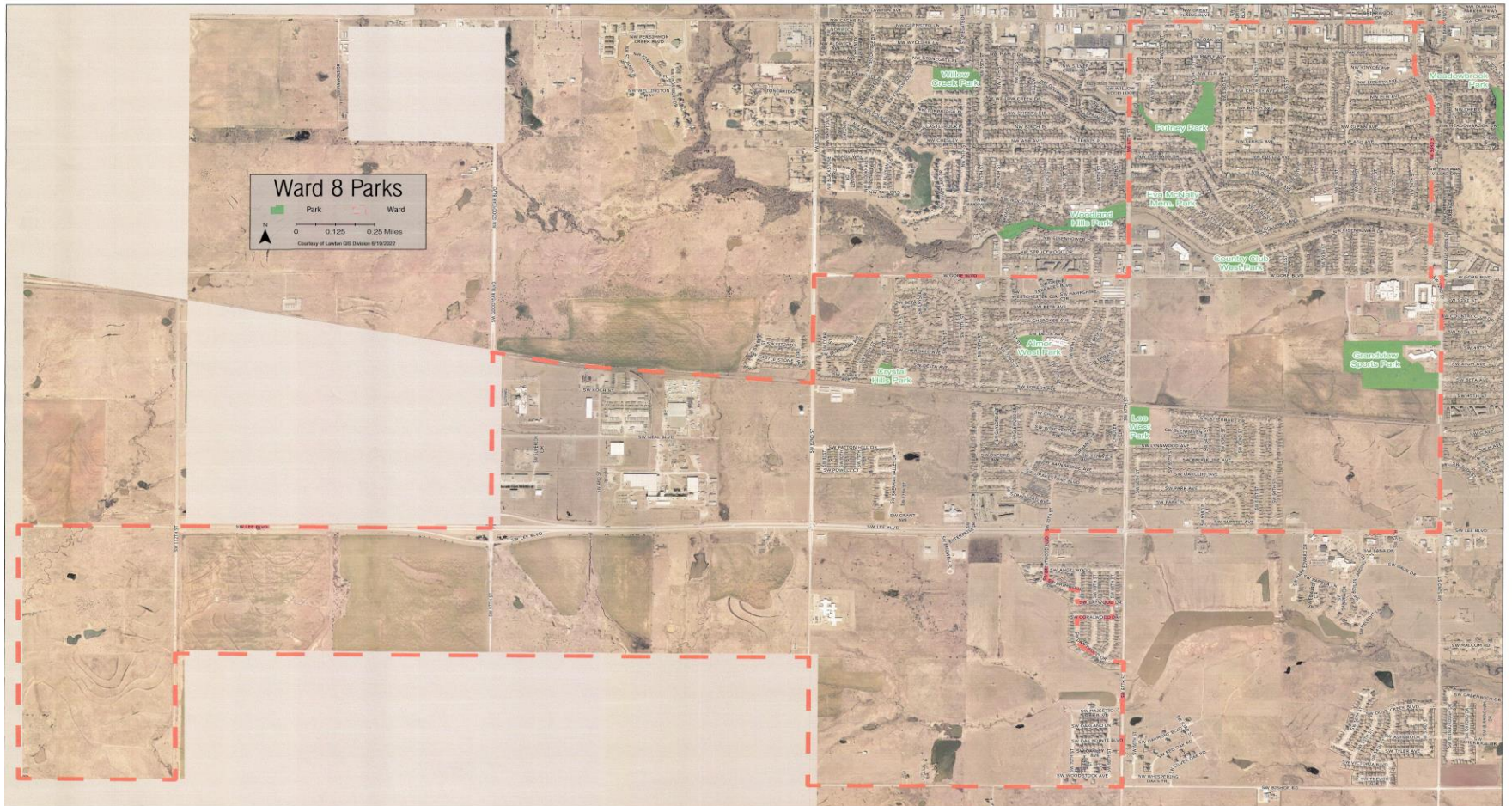
*Revised to Reflect Suggestions From the Public Input Meetings

WARD 7

**CURRENTLY CONTAINS
10 PARKS WITH 161.9 ACRES**

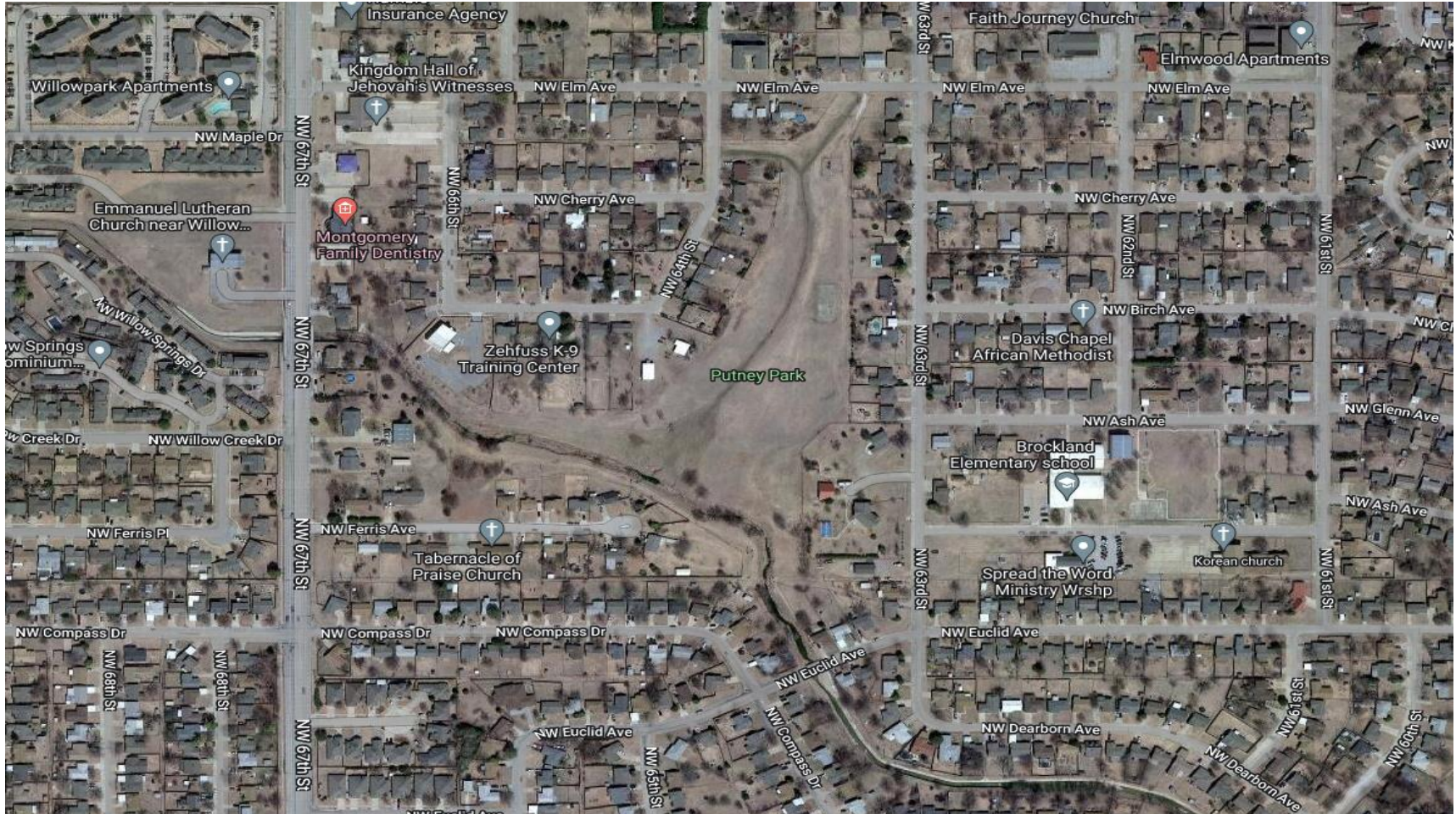
Ward 8

Currently Contains 6 Parks with 36.6 acres



Putney Park

15.4 Acres; Natural drainageway. Contains playground and benches.



Proposed:

Remove playground equipment and turn over to drainage maintenance.

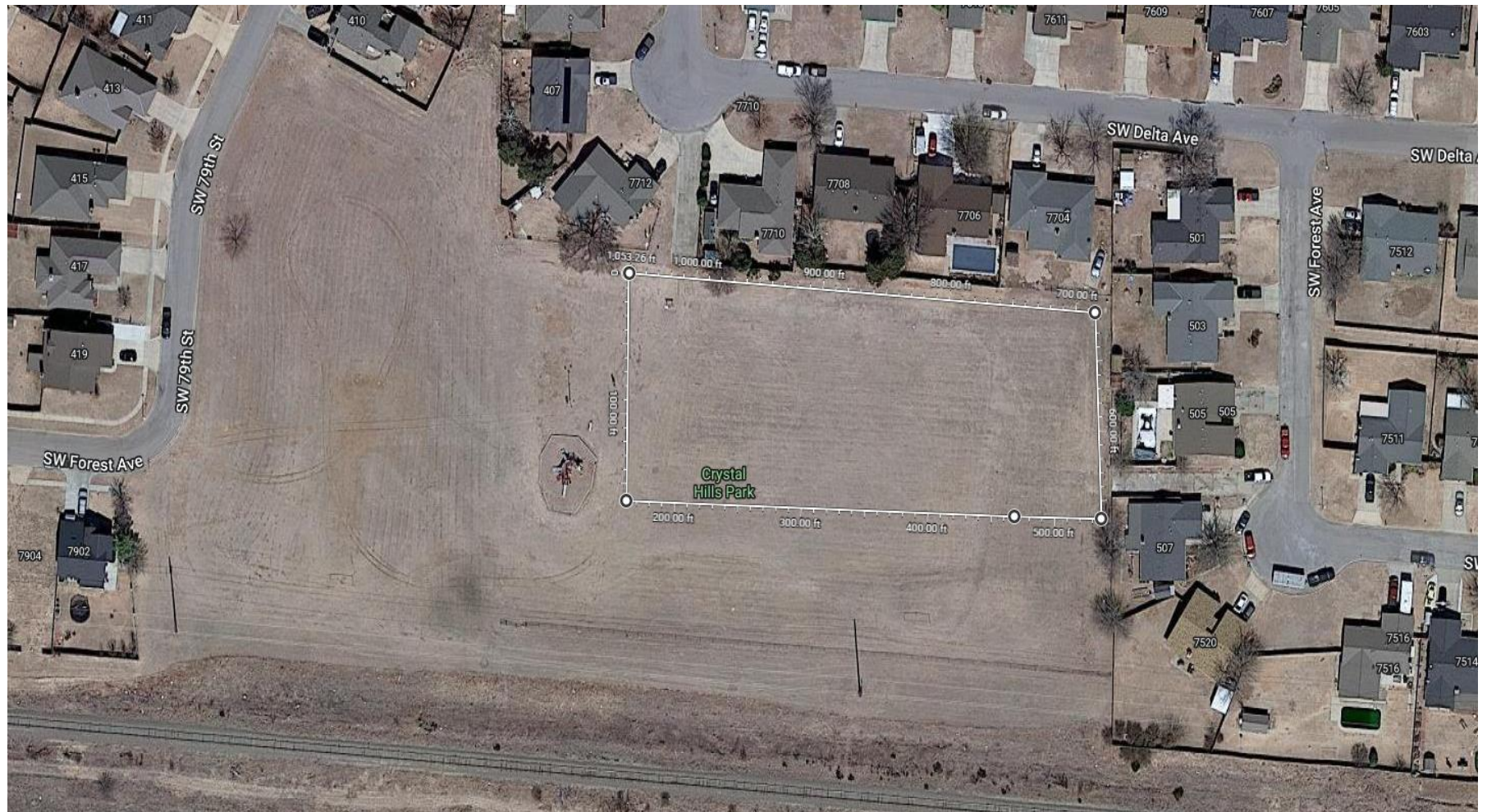
Bly's Pointe Park – 2.4 Acres
Crystal Hills Park – 3.6 Acres; Contains playground. No street access



Proposed:
Reduce size of parkland and develop

Crystal Hills Park- Reduce Size of Park Area to 1.3 Acres. Add Off-Street Parking

Repurpose the remained of Crystal Hills Park and Bly's Pointe Park – 4.7 Acres



Eva McNally Memorial Park

1.4 Acres; Contains playground



Proposed:
Keep as park

Lee West Park

10.6 acres; Contains playground, basketball, etc



Proposed:
Keep as park

Country Club West Park

3.2 Acres; Located in drainageway.



Proposed:

Transfer to drainage maintenance

Ward 8

Currently contains 6 parks with 36.6 acres

Proposed:

<u>Keep as Park:</u>	<u>Repurpose:</u>	<u>Drainage Maint:</u>
Eva McNally	Bly's Pointe Park	Putney Park
Lee West Park	Crystal Hills Park	Country Club West Park
Crystal Hills Park (Reduce to 1.3 Acres)	(Portion)	
<i>3 Parks with 13.3 acres</i>	<i>4.7 acres</i>	<i>18.6 acres</i>

****Revised to reflect suggestions from public input meeting***

Meeting Notes

Subject: Public Input Meeting on Parks in Ward 1

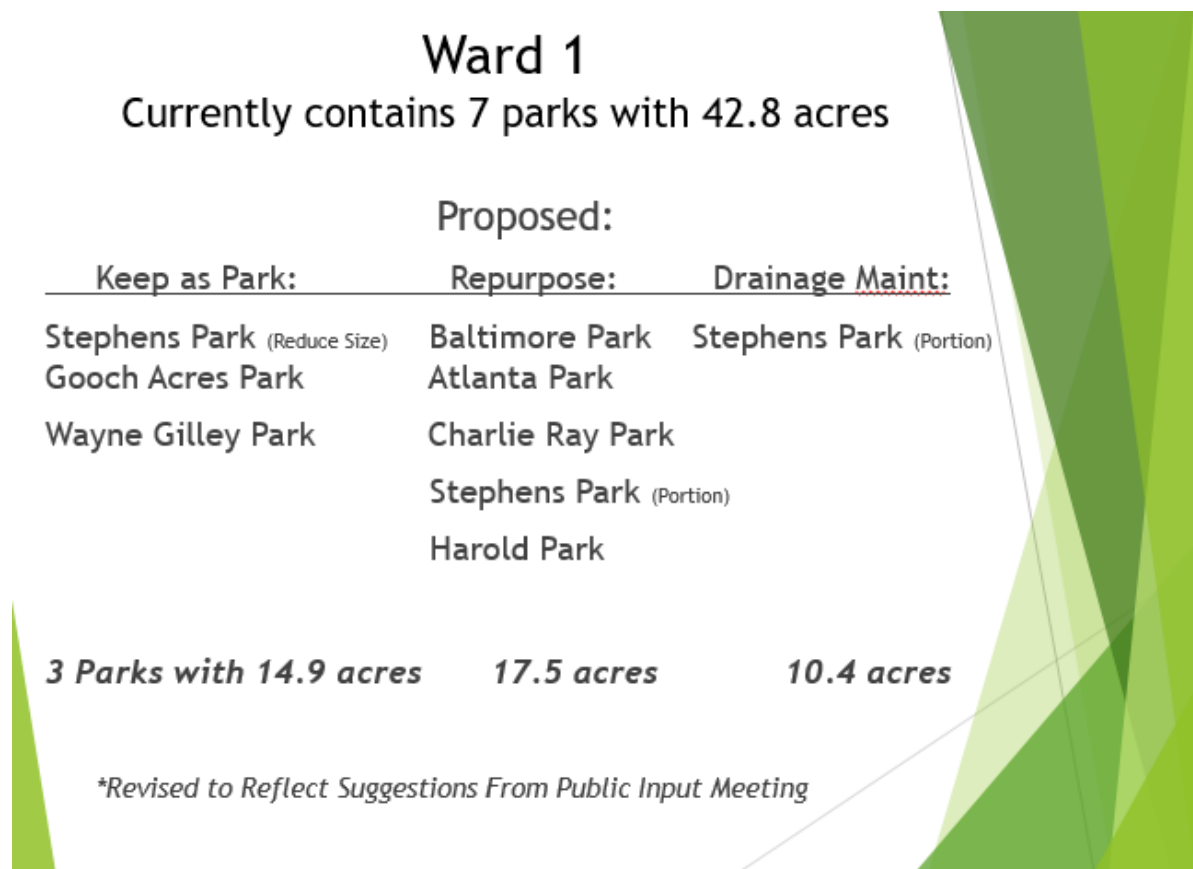
Location: Auditorium in City Hall

Date: September 22, 2022

Attendees: Councilperson Hankins, Dewayne Burk, Christy James, Antonio Hopson, and Cindy Augustine

- 59 letters were mailed out to property owners surrounding all 3 pocket parks.
- Approximately 6 citizens, KSWO, Kim from the Constitution, Bill Shoemake, Sandy Foster from CCMH, and Marsha from new animal rescue foundation attended.
- Sandy Foster was interested in Charlie Ray pocket park for a neighborhood garden.
- Marsha is looking for approximately 5 acres for the animal rescue site. Dewayne asked Marsha to provide specific plans etc.

*Change the word 'develop' to 'repurpose' on parks power point



Meeting Notes

Subject: Public Input Meeting on Parks in Ward 2

Location: Auditorium in City Hall

Date: October 13, 2022

Attendees: Councilperson Harris, Councilperson Warren, Christy James, Antonio Hopson, Michael Glaze-Lyle, and Cindy Augustine

- 9 letters were mailed out to property owners surrounding the pocket park of Carroll Park.
- Approximately 12 citizens, KSWO, Kim from the Constitution, Sandy Foster from CCMH, and Sharon Cheatwood attended.
- Sandy Foster suggested putting the sports complex in Ramada Park.
- Sharon Cheatwood suggested having a dirt bike or mountain bike trail in Ramada Park.
- Sharon discussed conservation easements and getting with Okla Conservation Commission and doing some cost sharing for natural areas of Turtle Creek and Garden Village Park.
- Kristin Herr, from the library, said she would like to see sidewalks all the way to Ferris Ave for Liberty Lake Park.
- Councilperson Harris suggested added bike tool area at Liberty Lake Park.
- Sharon suggested doing more aquatic features in Lake Helen at Elmer Thomas Park, i.e., boat races, paddle boats, kayaks, etc.
- Councilperson Harris suggested putting in a concession stand by Lake Helen at Elmer Thomas Park.
- Albert spoke in length about past discussions regarding Elmer Thomas Park and adding a skate park, a mural wall or something that be graffitied to give 'skaters' a creative outlet.
- Sharon suggested a website where she found a lot of ideas for things in public parks.

Ward 2		
Currently contains 13 parks with 205.8 acres		
Proposed:		
Keep as Park:	Repurpose:	Drainage Maint:
Ramada Park	Military Park	Turtle Creek Park
Liberty Lake Park	Carroll Park	Garden Village Park
Walker Family	Francis Curb Park	Francis Curb Park
Lawton Heights Park	(0.9 acres)	(1.7 acres)
Estelle Jones Park		
Kathy Newcombe Park		
Panther Park		
Elmer Thomas Park		
Francis Curb Park (Reduce Size to 0.4 acres)		
9 Parks with 197.3 acres	2.6 acres	5.9 acres
<i>*Revised to Reflect Suggestions From Public Input Meeting</i>		

Meeting Notes

Subject: Public Input Meeting on Parks in Ward 3

Location: Auditorium in City Hall

Date: October 6, 2022

Attendees: Councilperson Chapman, Dewayne Burk, Christy James, Antonio Hopson, Michael Glaze-Lyle, and Cindy Augustine

- 8 letters were mailed out to property owners surrounding the pocket park of 33rd Street Park.
- Approximately 4 citizens, KSWO, Kim from the Constitution, Sandy Foster from CCMH, and Marsha from new animal rescue foundation attended.
- Sandy Foster spoke about healthy living and possibilities of neighborhood gardens or pickle ball courts.
- Discussed the possibilities of Tomlinson Park being turned into a dog park. Marsha said that this area would make a great dog park, especially being south of Kids Zone.
- Councilperson Chapman read two emails that she received from constituencies. They stated that they would like to see fitness areas along Kid Zones walking paths.
- Councilperson Chapman said that she would reach out to MIGHT Technology, south of Country Club Heights Park, to see if they would be interested in acquiring Country Club Heights Park.
- Sandy Foster suggested that a Butterfly Garden be put in Patriot Park (Garfield Park).
- Dewayne suggested to split drainage area in Patriot Park to reduce park maintenance.

**Ward 3
Currently
contains 7
parks with
42.5 acres**

Proposed:

Keep as Park:	Repurpose:	Drainage Maint:
Greer Park	Tomlinson Park	Meadowbrook Park
Fred Bentley Park	33 rd Street Park	Garfield Park
Patriot Park (Garfield) (Reduce to 2.9 Acres)	Country Club Hgts Park	(1.1 Acres)
3 Parks with 25.9 acres	11.3 acres	5.3 acres

**Revised to Reflect Suggestions From Public Input Meeting*

Meeting Notes

Subject: Public Input Meeting on Parks in Ward 4

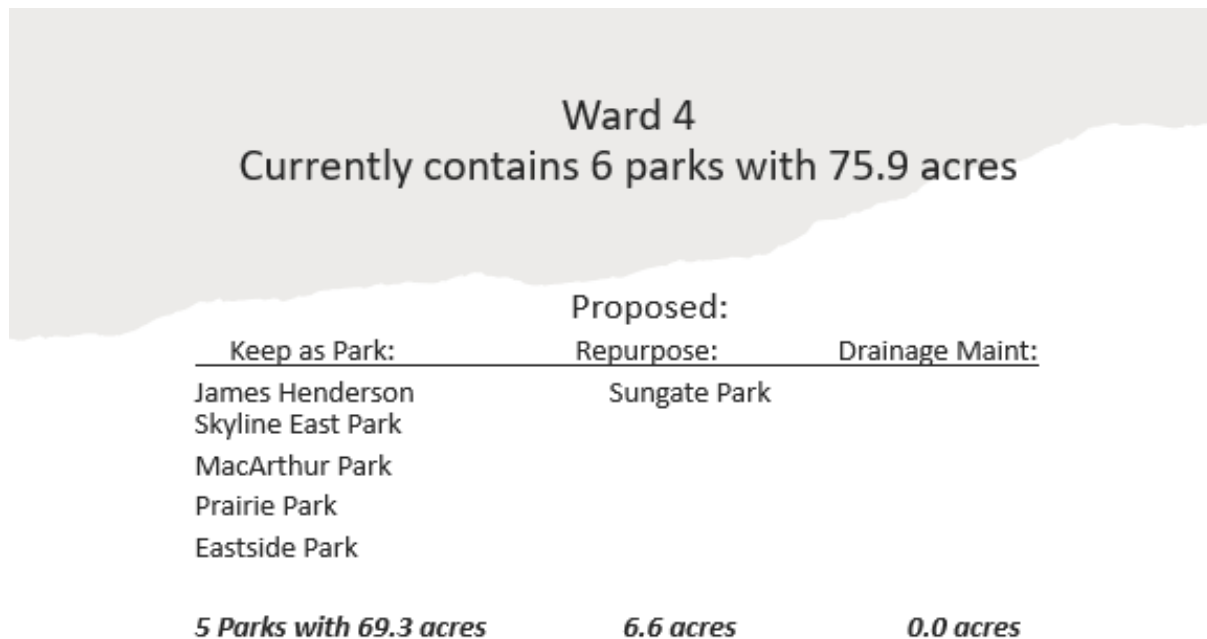
Location: Auditorium in City Hall

Date: October 13, 2022

Attendees: Councilperson Harris, Councilperson Warren, Christy James, Antonio Hopson, Michael Glaze-Lyle, and Cindy Augustine

Absent: Councilperson Burk

- No letters were mailed out to property owners.
- Approximately 12 citizens, KSWO, Kim from the Constitution, Sandy Foster from CCMH, and Sharon Cheatwood attended.
- Reginald Brown, lives at 65th & Maple, said that BCBS might donate some bike tool stations.
- Sharon Cheatwood suggested that there be signs in the parks stating that 'Fireworks are illegal in parks.'
- Dewayne received a call from Johnnie Scheid, a resident who lives across the street from Prairie Park, and said that there are a lot of children and teams that play and use this park and the city needs to keep the whole park as a park.



*Revised to Reflect Suggestions from Public Input Meeting

Meeting Notes

Subject: Public Input Meeting on Parks in Ward 5

Location: Auditorium in City Hall

Date: October 20, 2022

Attendees: Councilperson Hampton, Dewayne Burk, Christy James, Mitch Dooley, Antonio Hopson, Michael Glaze-Lyle, and Cindy Augustine

- 4 letters were mailed out to property owners surrounding Patterson Park.
- Approximately 13 citizens, Kim from the Constitution, and Sharon Cheatwood attended.
- Several church members spoke up and said that Patterson Park is used by churches at least quarterly to hold events to feed, give out necessities, and fellowship to all the families in the area. They do not want to see the park closed. They would be interested in participating in the ADOPT -A-Park program again to help the city with mowing and upkeep.
- Olson Park – Split portion for drainage maintenance.
- Someone suggested to check with the Salvation Army to participate in the ADOPT-A-Park for Olson Park.
- Toby Morris Park is in the flood plain and could not be developed.
- Several citizens spoke up and said that 35th Division Park needs a basketball court installed and sidewalks need to be repaired in this park.
- M28 Ministries owns property east of Bridge Park. A citizen said he would reach out to the ministry and see if they would be interested in adopting this park.

Proposed:

<u>Keep as Park:</u>	<u>Repurpose:</u>	<u>Drainage Maint:</u>
Olson Park (Reduce Size)	B.O. Davis Park	Waldman Park
Union Park	Clarence Soper (Portion)	Olson Park
Toby Morris	Wilson Park (Portion)	(Portion)
Mattie Beal Park		
Shepler Square Park		
Harmon Park		
Clarence E. Soper (Reduce Size)		
Gore Median		
35 th Division Park		
Wilson Park (Reduce Size)		
Bridge Park		
Patterson Park		
12 Parks with 40.7 acres	3.3 acres	0.8 acres

**Revised to reflect suggestions from public input meeting*

Ward 5
Currently
contains
14 parks
with 44.8
acres

Meeting Notes

Subject: Public Input Meeting on Parks in Ward 6

Location: Auditorium in City Hall

Date: October 27, 2022

Attendees: Councilperson Fortenbaugh, Councilperson Johnson, Christy James, Mitchell Dooley, Antonio Hopson, Michael Glaze-Lyle, and Cindy Augustine

- 15 letters were mailed out to property owners surrounding Great Plains.
- Approximately 20 citizens, KSWO, Kim from the Constitution, and Sandy Foster from CCMH attended.
- Mark Duncan suggested adding off-street parking, hydration stations and bathrooms to Willow Creek Park.
- Cindy McIntyre provided 2 letters to Councilman Fortenbaugh from residents who could not attend but wanted to express that Hunter Hills Park stay open. Cindy was adamant that she did not want to see the 1.2 acres of the parkland repurposed.
- Paul Looper would like to see new equipment, parking, and possibly a pickle bar court in Gray-Warr Park.

Proposed:			
Ward 6 Currently contains 7 parks with 46.6 acres	Keep as Park:	Repurpose	Drainage Maint:
	Willow Creek Park	Great Plains Park	Woodland Hills
	Albert Johnson Park		Terrace Hills
	Gray-Warr Park		
	Hunter Hills Park		
	4 Parks with 29.7 acres	1.8 acres	15.1 acres
*Revised to Reflect Suggestions From Public Input Meeting			

Meeting Notes

Subject: Public Input Meeting on Parks in Ward 7

Location: Auditorium in City Hall

Date: October 27, 2022

Attendees: Councilperson Fortenbaugh, Councilperson Johnson, Christy James, Mitchell Dooley, Antonio Hopson, Michael Glaze-Lyle, and Cindy Augustine

- 7 letters were mailed out to property owners surrounding Sullivan Village Park.
- Approximately 20 citizens, KSWO, Kim from the Constitution, and Sandy Foster from CCMH attended.
- Emmitt Dorsey and Sherene Williams suggested adding parking and sidewalks at George M. Lee Park.
- Sandy spoke about the importance of community gardens and parks.
- Whitney Mills said she would like to see hydration stations, bathrooms, bocce ball, and possibly electric hookups at some of the parks for RV's and/or food trucks.

Proposed:

<u>Keep as Park:</u>	<u>Repurpose</u>	<u>Drainage Maint:</u>
Verna Cook Park	Park Ridge Park	Sullivan Village Park
O.H. Arnold Park	Waterstone Park	(Portion)
Sullivan Village Park (Reduce Size)	Sullivan Village Park (Portion)	
Lemuel Harkey Park	James Edward Thornton (Portion)	
James Edward Thornton (Reduce size)		
Louise McMahon Park		
Mocine Park		
George M. Lee Park		
8 Parks with 149.1 acres	10.5 acres	2.3 acres

**Revised to Reflect Suggestions From the Public Input Meetings*

WARD 7

**CURRENTLY CONTAINS
10 PARKS WITH 161.9 ACRES**

Meeting Notes

Subject: Public Input Meeting on Parks in Ward 8

Location: Auditorium in City Hall

Date: October 13, 2022

Attendees: Councilperson Harris, Councilperson Warren, Christy James, Antonio Hopson, Michael Glaze-Lyle, and Cindy Augustine

-
- 14 letters were mailed out to property owners surrounding Bly's Pointe Park and Crystal Hills Park.
 - Approximately 12 citizens, KSWO, Kim from the Constitution, Sandy Foster from CCMH, and Sharon Cheatwood attended.
 - Alan Putney spoke and wanted to let the city know that Putney Park is named after his grandfather. Councilperson Warren stated since the recommendation is to close the park and use area as detention area, the city could possibly leave the sign saying 'PUTNEY'.
 - 2 property owners that back up to the playground equipment at the park said this area is used a lot by neighborhood kids and would not want to close this park. Suggested possibly adding off street parking from 79th Street and make equipment improvements.

Ward 8		
Currently contains 6 parks with 36.6 acres		
Proposed:		
<u>Keep as Park:</u>	<u>Repurpose:</u>	<u>Drainage Maint:</u>
Eva McNally	Bly's Pointe Park	Putney Park
Lee West Park	Crystal Hills Park	Country Club West Park
Crystal Hills Park	(Portion)	
(Reduce to 1.3 Acres)		
3 Parks with 13.3 acres	4.7 acres	18.6 acres

**Revised to reflect suggestions from public input meeting*

August 12, 2021 - Master Parks Plan Consultant

Total of 74 parks - Total of 698.5 acres

July 12, 2022 – After Park Swap with LPS

Total 70 parks - Total of 656.9 acres

Acres from LPS - 19

Acres to LPS – 18.2

September 1, 2022 – Before Public Input

Total 70 parks - Total of 656.9 acres

Staff Recommendations

Retain 43 Parks – 532.6 acres

Repurpose 16 Whole Parks – 71.7 acres

Drainage Maint 8 Whole Parks – 52.6 acres

Repurpose Portion of 8 Parks

Drainage Maint Portion of 3 Parks

After Public Input – Public Recommendations

Retain 47 Parks – 540.2 acres

Repurpose 15 Whole Parks – 58.3 acres

Drainage Maint 8 Whole Parks – 58.4 acres

Repurpose Portion of 7 Parks

Drainage Maint Portion of 4 Parks

Overall Proposed Reduction of 23 Parks

Overall Proposed Reduction of 116.7 acres

Meeting Notes

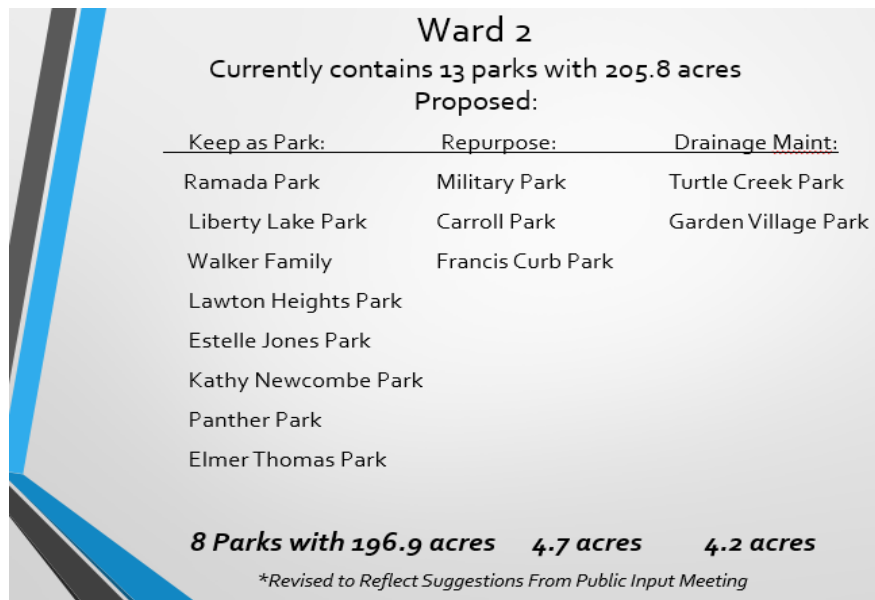
Subject: Public Input Meeting on Parks in Ward 2

Location: Auditorium in City Hall

Date: October 13, 2022

Attendees: Councilperson Harris, Councilperson Warren, Christy James, Antonio Hopson, Michael Glaze-Lyle, and Cindy Augustine

- 9 letters were mailed out to property owners surrounding the pocket park of Carroll Park.
- Approximately 12 citizens, KSWO, Kim from the Constitution, Sandy Foster from CCMH, and Sharon Cheatwood attended.
- Sandy Foster suggested putting the sports complex in Ramada Park.
- Sharon Cheatwood suggested having a dirt bike or mountain bike trail in Ramada Park.
- Sharon discussed conservation easements and getting with Okla Conservation Commission and doing some cost sharing for natural areas of Turtle Creek and Garden Village Park.
- Kristin Herr, from the library, said she would like to see sidewalks all the way to Ferris Ave for Liberty Lake Park.
- Councilperson Harris suggested added bike tool area at Liberty Lake Park.
- Sharon suggested doing more aquatic features in Lake Helen at Elmer Thomas Park, i.e., boat races, paddle boats, kayaks, etc.
- Councilperson Harris suggested putting in a concession stand by Lake Helen at Elmer Thomas Park.
- Albert spoke in length about past discussions regarding Elmer Thomas Park and adding a skate park, a mural wall or something that be graffitied to give 'skaters' a creative outlet.
- Sharon suggested a website where she found a lot of ideas for things in public parks.
- On December 6, 2022, received a letter from Abundant Life Christian Church stating that they would like to acquire Francis Curb Park.



Meeting Notes

Subject: Public Input Meeting on Parks in Ward 3

Location: Auditorium in City Hall

Date: October 6, 2022

Attendees: Councilperson Chapman, Dewayne Burk, Christy James, Antonio Hopson, Michael Glaze-Lyle, and Cindy Augustine

- 8 letters were mailed out to property owners surrounding the pocket park of 33rd Street Park.
- Approximately 4 citizens, KSWO, Kim from the Constitution, Sandy Foster from CCMH, and Marsha from new animal rescue foundation attended.
- Sandy Foster spoke about healthy living and possibilities of neighborhood gardens or pickle ball courts.
- Discussed the possibilities of Tomlinson Park being turned into a dog park. Marsha said that this area would make a great dog park, especially being south of Kids Zone.
- Councilperson Chapman read two emails that she received from constituencies. They stated that they would like to see fitness areas along Kid Zones walking paths.
- Councilperson Chapman said that she would reach out to MIGHT Technology, south of Country Club Heights Park, to see if they would be interested in acquiring Country Club Heights Park.
- Sandy Foster suggested that a Butterfly Garden be put in Patriot Park (Garfield Park).
- Dewayne suggested to split drainage area in Patriot Park to reduce park maintenance.

**Ward 3
Currently
contains 7
parks with
42.5 acres**

Proposed:

Keep as Park:	Repurpose:	Drainage Maint:
Greer Park	Tomlinson Park	Meadowbrook Park
Fred Bentley Park	33 rd Street Park	Garfield Park
Patriot Park (Garfield) (Reduce to 2.9 Acres)	Country Club Hgts Park	(1.1 Acres)
3 Parks with 25.9 acres	11.3 acres	5.3 acres

**Revised to Reflect Suggestions From Public Input Meeting*

Meeting Notes

Subject: Public Input Meeting on Parks in Ward 4

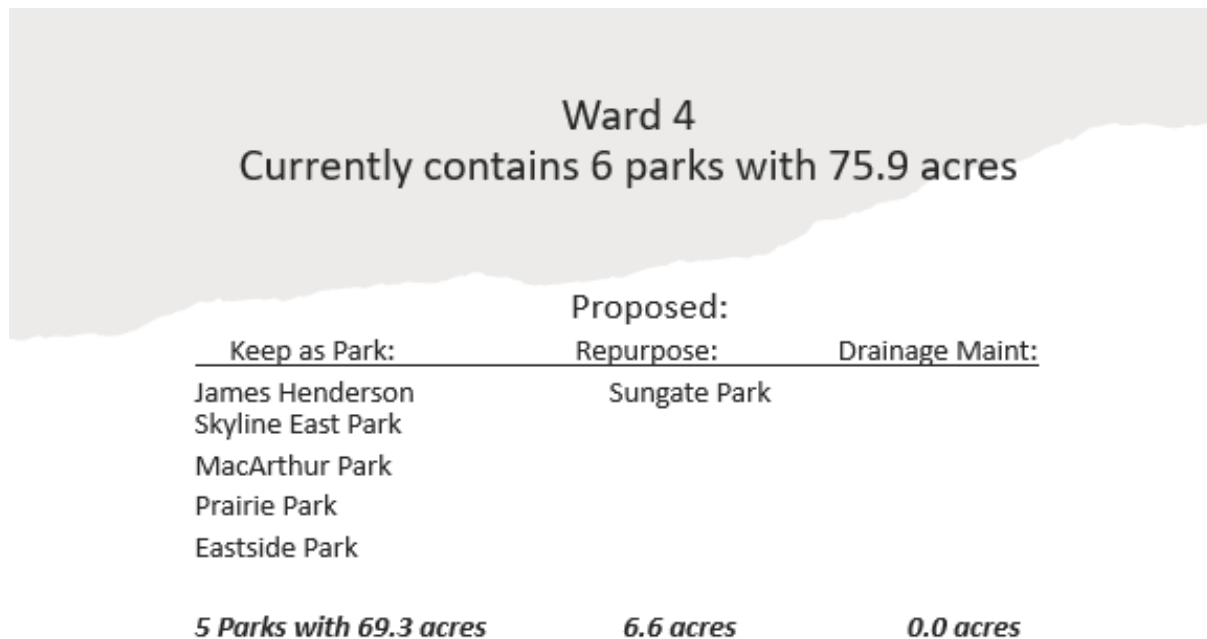
Location: Auditorium in City Hall

Date: October 13, 2022

Attendees: Councilperson Harris, Councilperson Warren, Christy James, Antonio Hopson, Michael Glaze-Lyle, and Cindy Augustine

Absent: Councilperson Burk

- No letters were mailed out to property owners.
- Approximately 12 citizens, KSWO, Kim from the Constitution, Sandy Foster from CCMH, and Sharon Cheatwood attended.
- Reginald Brown, lives at 65th & Maple, said that BCBS might donate some bike tool stations.
- Sharon Cheatwood suggested that there be signs in the parks stating that 'Fireworks are illegal in parks.'
- Dewayne received a call from Johnnie Scheid, a resident who lives across the street from Prairie Park, and said that there are a lot of children and teams that play and use this park and the city needs to keep the whole park as a park.



*Revised to Reflect Suggestions from Public Input Meeting

Meeting Notes

Subject: Public Input Meeting on Parks in Ward 5

Location: Auditorium in City Hall

Date: October 20, 2022

Attendees: Councilperson Hampton, Dewayne Burk, Christy James, Mitch Dooley, Antonio Hopson, Michael Glaze-Lyle, and Cindy Augustine

- 4 letters were mailed out to property owners surrounding Patterson Park.
- Approximately 13 citizens, Kim from the Constitution, and Sharon Cheatwood attended.
- Several church members spoke up and said that Patterson Park is used by churches at least quarterly to hold events to feed, give out necessities, and fellowship to all the families in the area. They do not want to see the park closed. They would be interested in participating in the ADOPT -A-Park program again to help the city with mowing and upkeep.
- Olson Park – Split portion for drainage maintenance.
- Someone suggested to check with the Salvation Army to participate in the ADOPT-A-Park for Olson Park.
- Toby Morris Park is in the flood plain and could not be developed.
- Several citizens spoke up and said that 35th Division Park needs a basketball court installed and sidewalks need to be repaired in this park.
- M28 Ministries owns property east of Bridge Park. A citizen said he would reach out to the ministry and see if they would be interested in adopting this park.

Proposed:

<u>Keep as Park:</u>	<u>Repurpose:</u>	<u>Drainage Maint:</u>
Olson Park (Reduce Size)	B.O. Davis Park	Waldman Park
Union Park	Clarence Soper (Portion)	Olson Park
Toby Morris	Wilson Park (Portion)	(Portion)
Mattie Beal Park		
Shepler Square Park		
Harmon Park		
Clarence E. Soper (Reduce Size)		
Gore Median		
35 th Division Park		
Wilson Park (Reduce Size)		
Bridge Park		
Patterson Park		
12 Parks with 40.7 acres	3.3 acres	0.8 acres

**Revised to reflect suggestions from public input meeting*

Ward 5
Currently
contains
14 parks
with 44.8
acres

Meeting Notes

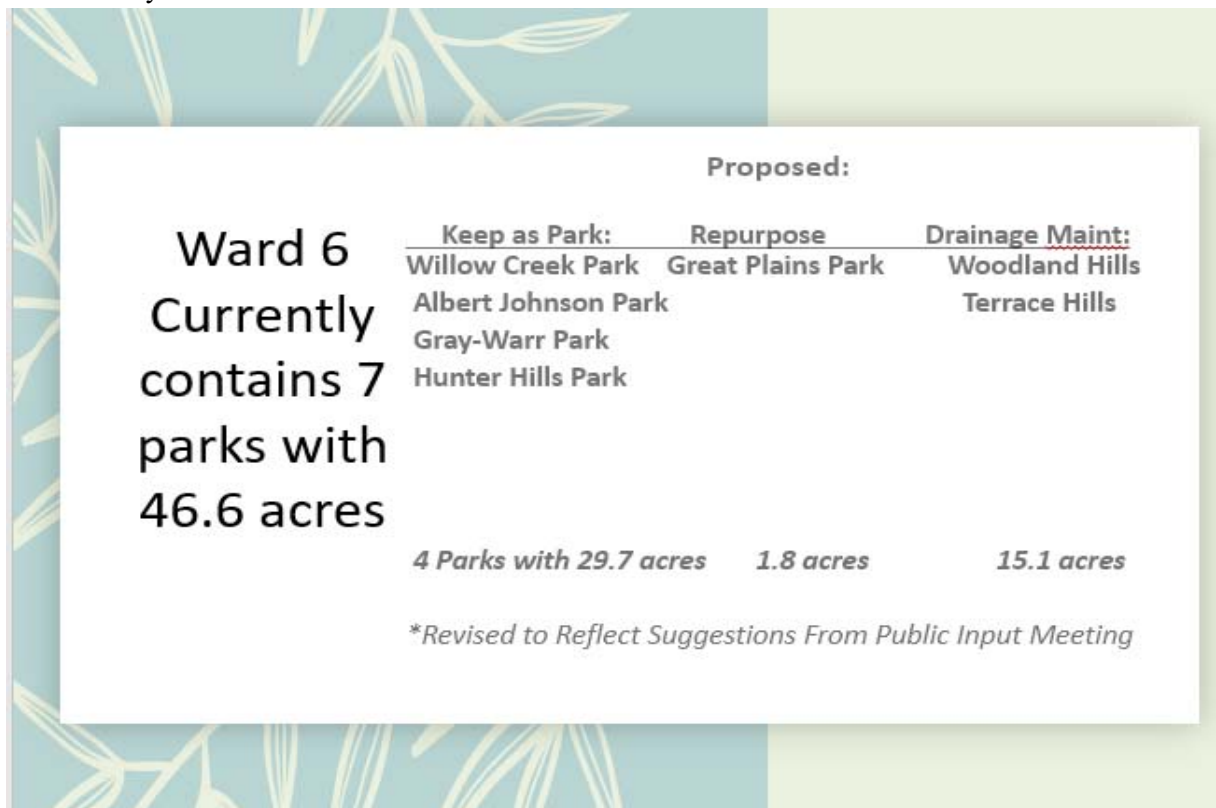
Subject: Public Input Meeting on Parks in Ward 6

Location: Auditorium in City Hall

Date: October 27, 2022

Attendees: Councilperson Fortenbaugh, Councilperson Johnson, Christy James, Mitchell Dooley, Antonio Hopson, Michael Glaze-Lyle, and Cindy Augustine

-
- 15 letters were mailed out to property owners surrounding Great Plains.
 - Approximately 20 citizens, KSWO, Kim from the Constitution, and Sandy Foster from CCMH attended.
 - Mark Duncan suggested adding off-street parking, hydration stations and bathrooms to Willow Creek Park.
 - Cindy McIntyre provided 2 letters to Councilman Fortenbaugh from residents who could not attend but wanted to express that Hunter Hills Park stay open. Cindy was adamant that she did not want to see the 1.2 acres of the parkland repurposed.
 - Paul Looper would like to see new equipment, parking, and possibly a pickle bar court in Gray-Warr Park.



Ward 6 Currently contains 7 parks with 46.6 acres	Proposed:		
	<u>Keep as Park:</u>	<u>Repurpose</u>	<u>Drainage Maint:</u>
	Willow Creek Park	Great Plains Park	Woodland Hills
	Albert Johnson Park		Terrace Hills
	Gray-Warr Park		
	Hunter Hills Park		
	<i>4 Parks with 29.7 acres</i>	<i>1.8 acres</i>	<i>15.1 acres</i>
	<i>*Revised to Reflect Suggestions From Public Input Meeting</i>		

Meeting Notes

Subject: Public Input Meeting on Parks in Ward 7

Location: Auditorium in City Hall

Date: October 27, 2022

Attendees: Councilperson Fortenbaugh, Councilperson Johnson, Christy James, Mitchell Dooley, Antonio Hopson, Michael Glaze-Lyle, and Cindy Augustine

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- 7 letters were mailed out to property owners surrounding Sullivan Village Park.
 - Approximately 20 citizens, KSWO, Kim from the Constitution, and Sandy Foster from CCMH attended.
 - Emmitt Dorsey and Sherene Williams suggested adding parking and sidewalks at George M. Lee Park.
 - Sandy spoke about the importance of community gardens and parks.
 - Whitney Mills said she would like to see hydration stations, bathrooms, bocce ball, and possibly electric hookups at some of the parks for RV's and/or food trucks.
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Proposed:

<u>Keep as Park:</u>	<u>Repurpose</u>	<u>Drainage Maint:</u>
Verna Cook Park	Park Ridge Park	Sullivan Village Park
O.H. Arnold Park	Waterstone Park	(Portion)
Sullivan Village Park (Reduce Size)	Sullivan Village Park (Portion)	
Lemuel Harkey Park	James Edward Thornton (Portion)	
James Edward Thornton (Reduce size)		
Louise McMahon Park		
Mocine Park		
George M. Lee Park		
8 Parks with 149.1 acres	10.5 acres	2.3 acres

**Revised to Reflect Suggestions From the Public Input Meetings*

WARD 7

CURRENTLY CONTAINS 10 PARKS WITH 161.9 ACRES

Meeting Notes

Subject: Public Input Meeting on Parks in Ward 8

Location: Auditorium in City Hall

Date: October 13, 2022

Attendees: Councilperson Harris, Councilperson Warren, Christy James, Antonio Hopson, Michael Glaze-Lyle, and Cindy Augustine

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- 14 letters were mailed out to property owners surrounding Bly's Pointe Park and Crystal Hills Park.
 - Approximately 12 citizens, KSWO, Kim from the Constitution, Sandy Foster from CCMH, and Sharon Cheatwood attended.
 - Alan Putney spoke and wanted to let the city know that Putney Park is named after his grandfather. Councilperson Warren stated since the recommendation is to close the park and use area as detention area, the city could possibly leave the sign saying 'PUTNEY'.
 - 2 property owners that back up to the playground equipment at the park said this area is used a lot by neighborhood kids and would not want to close this park. Suggested possibly adding off street parking from 79th Street and make equipment improvements.

Ward 8		
Currently contains 6 parks with 36.6 acres		
Proposed:		
Keep as Park:	Repurpose:	Drainage Maint:
Eva McNally	Bly's Pointe Park	Putney Park
Lee West Park	Crystal Hills Park	Country Club West Park
Crystal Hills Park (Reduce to 1.3 Acres)	(Portion)	
3 Parks with 13.3 acres	4.7 acres	18.6 acres

**Revised to reflect suggestions from public input meeting*