



AGENDA
PARKS AND RECREATION COMMISSION
REGULAR CALLED MEETING
OWENS MULTI-PURPOSE CENTER
1405 SW 11TH STREET, LAWTON, OKLAHOMA
STANLEY HAYWOOD ROOM
TUESDAY, OCTOBER 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 discussion and take action, if necessary, regarding Disc Golf updates in Elmer Thomas Park.
- B. Consider discussion and take action, if necessary, regarding the pressure testing results at the Municipal Pool

V. BUSINESS:

- A. Consider approving the minutes from the July 18, 2023 Regular Meeting.
- B. Recognize and welcome Parks & Recreation Director Larry Parks.
- C. Consider discussion and take action, if necessary, regarding Parks and Recreation Staff delivering regular updates via email to the Commission board.
- D. Consider approving the proposed dates for 2024 Notice of Meetings.

VI. NOTICE OF NEXT MEETING DATE: TUESDAY, JANUARY 16TH, 2023

VII. 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 October 17, 2023

PARK AND RECREATION COMMISSION
AGENDA ITEM COMMENTARY

ITEM TITLE: Consider discussion and take action, if necessary, regarding Disc Golf updates in Elmer Thomas Park

INITIATOR: Jessica Musselman, Recording Secretary

INFORMATION SOURCE: Park & Recreation's Office

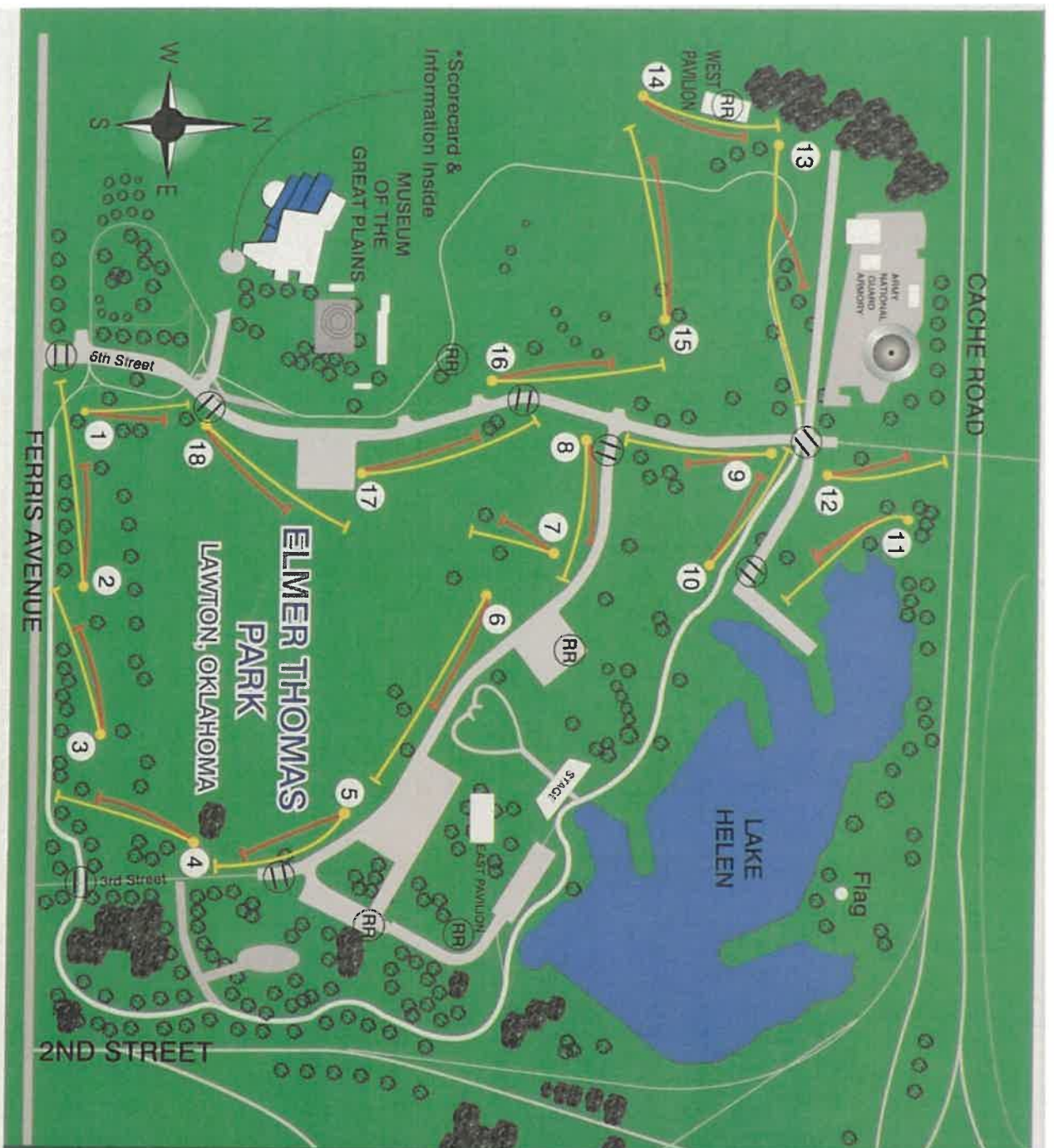
BACKGROUND: All 18 holes are re-established for active play. The concerns for play disruption at holes # 9 and 18 still awaiting rerouting proposal from Pastor Tony Cook and Mr. & Mrs. Windover.

EXHIBITS: Disc Golf Map

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Instruct Staff and Elmer Thomas Park Maintenance Crew to work with the Windover's to complete the Disc Golf updates by end of the 2023 calendar year.



Elmer Thomas Park Disc Golf Course

Basket #	Par	Pro-Yellow	Intermediate-Red
1	3	300'	245'
2	3	465'	250'
3	3	420'	320'
4	3	535'	350'
5	3	440'	390'
6	3	390'	300'
7	3	340'	260'
8	3	480'	380'
9	3	380'	250'
10	3	360'	285'
11	3	400'	290'
12	3	300'	230'
13	4	660'	375'
14	3	345'	245'
15	3	500'	420'
16	3	520'	365'
17	3	380'	225'
18	3	420'	260'

ITEM NO. 4B

MTG. DATE October 17, 2023

PARK AND RECREATION COMMISSION
AGENDA ITEM COMMENTARY

ITEM TITLE: Consider discussion and take action, if necessary, regarding the pressure testing results at the Municipal Pool

INITIATOR: Jessica Musselman, Recording Secretary

INFORMATION SOURCE: Park & Recreation's Office

BACKGROUND: Board members requested an update post pressure test of the Municipal Pool and voiced concern of waiting three months for updates. The Municipal Pool remained closed summer of 2023 due to maintenance issues and underwent pressure testing by an outside contractor. Second phase of testing is scheduled for October 20, 2023.

EXHIBITS: N/A

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Receive presentation from the Deputy Director on the status of the Municipal Pool and Staffs proposal for next steps in off season maintenance.

ITEM NO. 5A

MTG. DATE October 17, 2023

PARK AND RECREATION COMMISSION
AGENDA ITEM COMMENTARY

ITEM TITLE: Consider approving the minutes from the July 18th, 2023, Regular meeting.

INITIATOR: Jessica Musselman, Recording Secretary

INFORMATION SOURCE: Park & Recreation's Office

BACKGROUND: Minutes from the July 18th, 2023, Regular Meeting have been drafted and are awaiting approval.

EXHIBITS: Draft minutes from July 18th, 2023, Regular Meeting

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Approve the minutes from the July 18th, 2023, Regular Meeting.

**2023 MINUTES
REGULAR MEETING
PARKS AND RECREATION COMMISSION
THURSDAY, JULY 18, 2023, 5:30 PM
OWENS MULTIPURPOSE CENTER
1405 S 11TH STREET, LAWTON, OK, 73501
FULLER ROOM**

The Meeting of the Parks and Recreation Commission was held Thursday, July 18, 2023, at The Owens Multipurpose Center, 1405 S 11th Street, Lawton, Oklahoma, and called to order by Chairperson, Michael Scott, at 5:30 p.m. Meeting was held in the Fuller Room.

ROLL CALL:

MEMBERS PRESENT: Mike Scott, Terry Brierton, Linda Neal, Jason Wells, Susan Thompson, Jason Scott, Anthony Cox, David Tyler

MEMBERS ABSENT: Jacobi Crowley, Jeshialix Sutherland

STAFF PRESENT: Mitchell Dooley, Parks and Recreation Deputy Director; Jessica Musselman, Recording Administrative Assistant III

OTHERS PRESENT: Pastor Tony Cook, Thomas Windover, Tawna Windover

II. REPORTS

A. Deputy Director Mitch Dooley updated the commission on several issues.

1. Post-event after action for 2023 Freedom Festival; this year in addition to the fireworks display and concerts, the soap box derby and hotdog eating contest were enjoyed by the community.
2. Community Center updates include the HVAC system for H.C. King Center has been ordered, awaiting delivery from manufacturer.
3. Municipal Pool closure for the remainder of the season due to filtration system failure. Currently seeking a contractor to perform pressure testing to locate the breaks and provide estimate on repairs.
4. Summer programming is ongoing at the community centers. 50 children attended and participated in activities on July 18th at H.C. King despite the lack of A/C. The building currently has one functioning A/C unit on the north side of the building with fans blowing the air down the hall into the gym/southside.

B. Commission Member Reports

1. Linda Neal advised that Parks & Recreation add a preventative maintenance line item to the FY 24/25 budget for Aquatics.
2. Susan Thompson requesting reassurance that pool maintenance continue starting now with the pool closure and throughout the off season.
 - i. Linda Neal proposed partnering with the YMCA and/or Cameron to offer alternative swimming opportunities to citizens at a cost.
 - ii. David Tyler suggested making the cost income based.

- iii. Anthony Cox requested to have the Municipal Pool updates added to the next meeting agenda. Cox also voiced concern with waiting three months between meetings for updates on facilities.
- iv. Linda Neal requested that a special meeting be scheduled once the results of the Municipal Pool pressure testing are received.

III. AUDIENCE PARTICIPATION

None.

IV. UNFINISHED BUSINESS

None.

V. BUSINESS

- A. Consider approving minutes from the April 18, 2023 Regular Meeting.
 - 1. Jessica Musselman, Recording Administrative Assistant III, announced that attributable to staff changes the minutes from April 18, 2023 were not documented and was unable to locate the recording.
- B. Consider discussing the concerns of Pastor Tony Cook, and the disc golf community, on the replacement of the disc golf holes that were removed from Elmer Thomas Park.
 - 1. Thomas Windover, avid disc golf competitor, expressed concerns over the current state of the disc golf course in Elmer Thomas Park. Concerns included the removal of the basket at hole #17, the obstruction of hole #9 due to the Holiday in the Park lighted tunnel, future renovations to the amphitheater disrupting play at hole #18, and the addition of amateur tee pads. Mr. Windover also provided the commission with a disc golf information packet.
 - i. Terry Brierton requested Pastor Cook, Mr. & Mrs. Windover use their expertise to partner with Parks & Grounds to provide suggestions on remedies for new tee pad locations, possible course redesign/renovation to include the option of more natural, temporary tee pads versus concrete tee pads, and the cost of course signage.
 - ii. David Tyler suggested local sponsorship of hole for a fundraiser to pay for the additional signage.
 - iii. Deputy Director Dooley recommended that an informal meeting with Pastor Cook and the Windover's be scheduled to address solutions and a path forward. He asked to meet after adjournment to set a time and date. Terry Brierton expressed he would be willing and able to attend as well, Brierton is available weekdays after 10 a.m.

Recommendation for staff to work with Mr. & Mrs. Windover to propose reconstruction of course to minimize disruptive areas of play, the addition to amateur tee pads, and signage.

*****Next Regular Meeting will be held on Tuesday, October 17, 2023, at 5:30 p.m. *****

VI. ADJOURN

MOTION by Anthony Cox; SECOND by Jason Wells

AYES: Mike Scott, Terry Brierton, Linda Neal, Jason Wells Susan Thompson, Jason Scott, Anthony Cox, David Tyler

NAYS: None.

MOTION CARRIES

Meeting adjourned @ 6:15 p.m.

ITEM NO. 5B

MTG. DATE October 17, 2023

PARK AND RECREATION COMMISSION
AGENDA ITEM COMMENTARY

ITEM TITLE: Recognize and welcome Parks & Recreation Director, Larry Parks.

INITIATOR: Jessica Musselman, Recording Secretary

INFORMATION SOURCE: Park & Recreation's Office

BACKGROUND: Parks and Recreation announced a new Director on October 5, 2023.

EXHIBITS: Larry Parks Biography

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDED ACTION: None.

Published October 5, 2023

DaLynna Wood | Multimedia Specialist

Interim City Manager John Ratliff has named Larry Parks as the new Parks and Recreation Director.

Originally from Muskogee, Oklahoma, he is married to the former Ms. Leslie White, and they are the proud parents of three children.

Prior to assuming his position as the Director of Parks and Recreation for the City of Lawton, Larry served in the Department of Defense as a Senior Supply Manager for the Fort Sill Logistics Readiness Center for six years. Larry is also a veteran of the U.S. Army as an active-duty senior noncommissioned officer with over 30 years of experience in leadership, logistics, and sustainment operations. He has served at several senior echelons of the U.S. Army.

Larry's military service included tours in Europe, Korea, and Japan, as well as combat tours in Saudi Arabia, Kuwait, Somalia, Haiti, Cuba, and Afghanistan. He returned to Oklahoma to serve in a higher capacity.

He has earned several Senior Logistics Certifications and a Bachelor of Science (B.S.) in Administrative and Business Management from Park University.

Larry Parks will succeed Christine James who became the City of Lawton's Internal Auditor earlier this year.

"It's exciting," Parks said. "I may have the opportunity to influence someone to stay here, or to come back to Lawton like I did."

Larry is deeply ingrained in his community, exemplified by his volunteering efforts and unwavering dedication to service. He extends an open invitation to all, emphasizing his readiness to connect with community members.

"I am here to serve my community," Parks said. "Don't be afraid to come and see me, I am very approachable."

As the Parks and Recreation Director, Larry will oversee the department's operations, and review policies and procedures to enhance the efficiency and effectiveness of divisions such as Arts and Humanities, Sports and Aquatics, Recreation Services, Lakes,

Parks Maintenance, Cemetery, Landscape Maintenance, Building Maintenance, and RSVP.

"Larry is the consummate professional and team player," Ratliff said. "He has over 30 years of leadership experience and will be a great addition to our team. I'm excited to see the positive impact that I know Larry is going to have in the Parks & Recreation Department."



ITEM NO. 5C

MTG. DATE October 17, 2023

PARK AND RECREATION COMMISSION
AGENDA ITEM COMMENTARY

ITEM TITLE: Consider discussion and take action, if necessary, regarding Parks and Recreation Staff delivering updates via email to the Commission board.

INITIATOR: Linda Neal, P&R Commission member

INFORMATION SOURCE: Parks & Recreation Commission

BACKGROUND: Commission members have stated that they would like more frequent communication and updates from Staff in order to be kept in the loop on upcoming and ongoing events, renovations, projects, and issues.

EXHIBITS: N/A

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Approve updates via email from Deputy Director to the Commission board.

ITEM NO. 5D

MTG. DATE October 17, 2023

PARK AND RECREATION COMMISSION
AGENDA ITEM COMMENTARY

ITEM TITLE: Consider approving the proposed dates for 2024 Notice of Meetings.

INITIATOR: Jessica Musselman, Recording Secretary

INFORMATION SOURCE: Park & Recreation's Office

BACKGROUND: Parks and Recreation Commission meetings are held the second Wednesday of every quarter.

EXHIBITS: Draft of proposed dates for 2024 Notice of Meetings.

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Approve the proposed dates for 2024 Notice of Meetings.

2024 ANNUAL MEETINGS
NOTICE OF MEETING

PARKS AND RECREATION COMMISSION

TYPE OF MEETING

Regular Meeting *	()	Rescheduled Regular Meeting***	()
Special Meeting **	()	Continued or Reconvened Meeting	()
Emergency Meeting	()		

Second Wednesday of Every Month, 2024

DATE	TIME	PLACE OF MEETING
Wednesday, January 18, 2023	5:30 PM	Owens Multi-purpose Center
Wednesday, February 14, 2023		1405 SW 11 th St
Wednesday, March 13, 2023		Lawton, OK 73501
Wednesday, April 10, 2023		Conference/Break Room
Wednesday, May 8, 2023		
Wednesday, June 12, 2023		
Wednesday, July 10, 2023		
Wednesday, August 14, 2023		
Wednesday, September 11, 2023		
Wednesday, October 9, 2023		
Wednesday, November 13, 2023		
Wednesday, December 11, 2023		

To be completed by person filing notice:

Name: Jessica Musselman
Title: Administrative Assistant III, Parks and Recreation
Address: Owens Center, 1405 SW 11th St, Lawton, OK 73501
Phone: 580-581-3400 ext. 1838

Filed in the office of the municipal clerk at _____ a.m./p.m. on _____.

Signed: _____
Clerk/Deputy Clerk

* The notice and the agenda of the meeting are to be posted at the principal office of the public body (City Hall) or, if there is no principal office, at the location of the meeting at least 24 hours in advance of the meeting, excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma. (311, #9, Title 25, Okla. Statutes)

** The notice of the special meeting shall be given in writing, in person or by telephone at least 48 hours before the meeting. The notice and the agenda of the special meeting are to be posted at the principal office of the public body (City Hall) or, if there is no principal office, at the location of the meeting at least 48 hours in advance of the meeting, excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma. (311, #11, Title 25, Okla. Statutes)

*** Notice of any change in the date, time or place of a regularly scheduled meeting shall be given not less than 10 days prior to the implementation of such change. (311, #8, Title 25, Okla. Statutes)

2024 ANNUAL MEETINGS
NOTICE OF MEETING

PARKS AND RECREATION COMMISSION

TYPE OF MEETING

Regular Meeting *	()	Rescheduled Regular Meeting***	()
Special Meeting **	()	Continued or Reconvened Meeting	()
Emergency Meeting	()		

Second Wednesday Every Other Month, 2023

DATE	TIME	PLACE OF MEETING
Wednesday, January 18, 2023	5:30 PM	Owens Multi-purpose Center
Wednesday, March 13, 2023		1405 SW 11 th St
Wednesday, May 8, 2023		Lawton, OK 73501
Wednesday, July 10, 2023		Conference/Break Room
Wednesday, September 11, 2023		
Wednesday, November 13, 2023		

To be completed by person filing notice:

Name: Jessica Musselman
Title: Administrative Assistant III, Parks and Recreation
Address: Owens Center, 1405 SW 11th St, Lawton, OK 73501
Phone: 580-581-3400 ext. 1838

Filed in the office of the municipal clerk at _____ a.m./p.m. on _____.

Signed: _____
Clerk/Deputy Clerk

* The notice and the agenda of the meeting are to be posted at the principal office of the public body (City Hall) or, if there is no principal office, at the location of the meeting at least 24 hours in advance of the meeting, excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma. (311, #9, Title 25, Okla. Statutes)

** The notice of the special meeting shall be given in writing, in person or by telephone at least 48 hours before the meeting. The notice and the agenda of the special meeting are to be posted at the principal office of the public body (City Hall) or, if there is no principal office, at the location of the meeting at least 48 hours in advance of the meeting, excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma. (311, #11, Title 25, Okla. Statutes)

*** Notice of any change in the date, time or place of a regularly scheduled meeting shall be given not less than 10 days prior to the implementation of such change. (311, #8, Title 25, Okla. Statutes)

2024 ANNUAL MEETINGS
NOTICE OF MEETING

PARKS AND RECREATION COMMISSION

TYPE OF MEETING

Regular Meeting *	()	Rescheduled Regular Meeting***	()
Special Meeting **	()	Continued or Reconvened Meeting	()
Emergency Meeting	()		

Second Wednesday of Every Quarter, 2023

DATE	TIME	PLACE OF MEETING
Wednesday, January 18, 2023	5:30 PM	Owens Multi-purpose Center
Wednesday, April 18, 2023	5:30 PM	1405 SW 11 th St
Wednesday, July 18, 2023	5:30 PM	Lawton, OK 73501
Wednesday, October 17, 2023	5:30 PM	Conference/Break Room

To be completed by person filing notice:

Name: Jessica Musselman
Title: Administrative Assistant III, Parks and Recreation
Address: Owens Center, 1405 SW 11th St, Lawton, OK 73501
Phone: 580-581-3400 ext. 1838

Filed in the office of the municipal clerk at _____ a.m./p.m. on _____.

Signed: _____
Clerk/Deputy Clerk

* The notice and the agenda of the meeting are to be posted at the principal office of the public body (City Hall) or, if there is no principal office, at the location of the meeting at least 24 hours in advance of the meeting, excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma. (311, #9, Title 25, Okla. Statutes)

** The notice of the special meeting shall be given in writing, in person or by telephone at least 48 hours before the meeting. The notice and the agenda of the special meeting are to be posted at the principal office of the public body (City Hall) or, if there is no principal office, at the location of the meeting at least 48 hours in advance of the meeting, excluding Saturdays, Sundays and holidays legally declared by the State of Oklahoma. (311, #11, Title 25, Okla. Statutes)

*** Notice of any change in the date, time or place of a regularly scheduled meeting shall be given not less than 10 days prior to the implementation of such change. (311, #8, Title 25, Okla. Statutes)