



AGENDA
PARKS AND RECREATION COMMISSION
REGULAR CALLED MEETING
OWEN'S MULTIPURPOSE CENTER
1405 SW 11TH STREET, LAWTON, OKLAHOMA
FULLER ROOM
WEDNESDAY, OCTOBER 26TH, 2022, 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:

None

V. NEW BUSINESS:

- A. Consider approving minutes from the September 28, 2022 special meeting.
- B. Consider discussing updating the City's Adopt-a-Park Program, providing staff with guidance and making a recommendation to the City Council.

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. 5A

MTG. DATE October 26, 2022

PARKS AND RECREATION COMMISSION
AGENDA ITEM COMMENTARY

ITEM TITLE: Consider approving the minutes from the September 28, 2022 special meeting.

INITIATOR: Ryan Brady, Recording Secretary

INFORMATION SOURCE: Park & Recreation's Office

BACKGROUND: Minutes from the September 28, 2022 special meeting have been drafted and are awaiting approval.

EXHIBITS: Draft minutes from September 28, 2022 special meeting

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Approve the minutes from the September 28, 2022 special meeting.

MINUTES
PARKS AND RECREATION COMMISSION
Owens Multipurpose Center Stanley Haywood Room
September 28,2022 at 5:30 p.m.

Sherene Williams, Chairman, called the meeting to order at 5:53 p.m. due to waiting for a quorum in Owens Multipurpose Center in the Stanley Haywood Room. Meeting notice and agenda were posted on the City Hall bulletin board as required by State Law.

CALL TO ORDER/ROLL CALL

PRESENT: Mike Scott, Terry Brierton, Linda Neal, Susan Thompson, Sherene Williams, Jason Scott.

ABSENT: Jason Wells, Jacobi Crowley, Angela Rivera, Anthony Cox, Bill Stamps

OTHERS PRESENT: Christine James, Parks & Recreations Director, Antonio Hopson, Superintendent for Parks & Grounds, and Katisha Wiley, Recording Administrative Assistant II, Krista Ratliff, Chamber of Commerce.

AUDIENCE PARTICIPATION: Anyone Having an item of business to present to the board that does not appear on the agenda please come forward.

REPORTS

Parks & Recreations Staff-None

Commission Members-Sherene Williams

Sherene Williams

On August 16, 2022 there was a discussion on how to get more information out to the communities in the wards. She interviewed with Caitlyn (PR for the City of Lawton) and then Thursday a PSA announcement was put out. In the PSA the information was about the Commissioners are responsible for and what the Commissioner's mission statement is. It was also put on Facebook as well, there were some responses. The dog park was another discussion referring to the benches needing an upgrade.

City Hall Meetings Council Chambers

Oct 6 Ward 4 discussion 5:30 p.m.

Oct 13 Ward 2 discussion 5:30 p.m.

Oct 20 Ward 5 discussion 5:30 p.m.

Oct 27 Ward 7 discussion 5:30 p.m.

Christine James

We are looking in to other options regarding the Dog Park and other locations for Dog Parks as the Parks Master Plan. Where the current Dog Park is now it is in the flood plain so that every time that it rains debris gets filled up and the fences bend over, so before any renovations can be done we are looking into many options so that city funds can be put to good use.

Audience Participation

None

UNFINISHED BUSINESS

None

BUSINESS ITEMS

- A. Consider approving the minutes from the September 28, 2022 Special meeting.
- B. Consider a request from Holiday in the Park to paint an angel mural on side of the east pavilion within Elmer Thomas Park and making a recommendation to the City Council.
- C. Consider a request from Holiday in the Park to paint a Sponge Bob mural on the side of the east pavilion within Elmer Thomas Park and making a recommendation to the City Council.
- D. Consider a request from Holiday in the Park to permanently install a “LOVE” sign/display within Elmer Thomas Park and making a recommendation to the City Council.
- E. Adjourn

A. Motion by Linda Neal Second by Terry Brierton to approve the minutes of September 28, 2022 **AYE:** Mike Scott, Terry Brierton, Linda Neal, Susan Thompson, Sherene Williams, Jason Scott. **+NAY:** None. **Motion Passed. Obstained: None**

B. Motion by Mike Scott Second. Jason Scott To consider a request from Holiday in the Park to paint an angel mural on the side of the east pavilion within Elmer Thomas Park and making a recommendation to the City Council. **AYE:** Mike Scott, Terry Brierton, Linda Neal, Susan Thompson, Sherene Williams, Jason Scott **NAY:** None. **Motion Passed.**

Christine James

Krista Ratliff is here from Holiday in the Park is requesting to allow the painting of the mural in ETP on the side of the east pavilion. The proposed mural is in the packet that was given to the Commissioner's. The Park Master Plan may or may not include the east pavilion still being located where it is now, which needs to be taken into consideration. The east pavilion has no turf there and it is on a hill so that the rain drains past it. This will be on the closed side of the pavilion.

Krista Ratliff

It is a mural where you can take your picture and the mural would be year around. The Shaw Bros. have agreed to do both murals and Ft. Sill Chamber would probably find a sponsor or donor to cover the costs. It would be located on the eastside where it is facing the entering of the park. The other mural will be located along the road.

Antonio Hopson

It was asked if the mural was vandalized would the Shaw Bros. come out to re-paint it? (**Krista**) The Shaw Bros. would not paint it over if it was vandalized, but they do put a special coating on it so that if it is vandalized it will ju

C. Motion by Terry Brierton Second by Susan Thompson To Consider a request from Holiday in the Park to paint a Sponge Bob mural on the side of the east pavilion within Elmer Thomas Park and making a recommendations to the City Council AYE: Mike Scott, Terry Brierton, Linda Neal, Susan Thompson, Sherene Williams, Jason Scott NAY: None. **Motion Passed.**

Christine James

The mural will be located on the opposite side of the east pavilion.

Krista Ratliff

The mural would be a picture of Stephen Hillenburg the creator of Sponge Bob Square Pants. Since the creator is from here it would be a great way to celebrate Lawton.

D. Motion by Terry Brierton Second by Linda Neal To Consider a request from Holiday in the Park to permanently install a "LOVE" sign/display within Elmer Thomas Park and making a recommendations to the City Council AYE: Mike Scott, Terry Brierton, Linda Neal, Susan Thompson, Sherene Williams, Jason Scott NAY: None. **Motion Passed.**

Christine James

The "LOVE" sign is currently installed within Elmer Thomas Park. It is located close to the patriot pavilion which is on the eastside of the park. It is standing right now with T posts, but for safety concerns Holiday in the Park would like it to be installed into concrete.

E. Motion by Mike Scott Second by Terry Brierton To Adjourn AYE: Mike Scott, Terry Brierton, Linda Neal, Susan Thompson, Sherene Williams, Jason Scott NAY: None. **Motion Passed.**

Adjourned at 6:15 p.m.

Item #3 Consider discussing ways the commission members can help advocate for the Parks & Recreation department and bring more attention to the programs, events and activities offered. (Discussion Only)

1. **Jacobi Crowley (Ward 5)** Stated, that he thinks that it is a good idea. He suggested that there be a seasonal deal, where they do monthly recurring of segments that highlight the departments or the organizations, for example the Animal Welfare Director on every Friday they do Furry Fridays where he discusses things that he has in his programs and it really highlighted different things that are going on in their department. If we do something monthly or bi-weekly and within the program, you will be able to do highlights from dinners too programming, down to instructions on how to fill out a permit. Those particular things will go a long way.
2. **Susan Thompson (Ward 6)** Stated, that they were unaware that the news of the Lawton Public Schools were trading parks and ballfields. Communication is not of abundance and information that is needing to be put out is needing improvement. We are unable to advocate for things that they are not knowing anything about. She agreed that it is a good idea, because the cost for the maintenance of a park is expensive.
3. **Sherene Williams (Ward 7)** Stated, that getting more involved with the Director or Assistant Director to keep them more apprised of information on a daily basis even if it's just an email. She stated that this would be on a volunteer basis. The following volunteered: Susan Thompson, Jacobi Crowley, Jason Scott, and herself.
4. **Antonio Hopson (Parks Superintendent)** Stated, that all interviews with KSWO are conducted thru the Communication Marketing Director Caitlyn Gatlin.

Motion by Jacobi Crowley Second by Linda Neal To consider receiving the wading pool evaluation conducted by Water Technology Inc (WTI) and discussing recommendations to staff on the next steps. AYE: Mike Scott, Linda Neal, Jacobi Crowley, Susan Thompson, Sherene, Williams, Jason Scott. NAY: None. Motion Passed.

1. **Keith Neitzke (Leisure Services Administrator)** State, Council directed the staff to work with the Oklahoma Historical Society to research any historical value relating to the wading pools, they also directed staff to look into the Aquatics Master Plan, to see what facilities that we actually need. It was mentioned in a previous meeting that there are not any opportunities for partnership, because the YMCA has a pool, and Ft. Sill has aquatic activities. The city serves about 77,000 people. WTI would like to be considered when they start working towards an aquatic master plan. The plan will be delayed until the Oklahoma Historical Society takes a look. The wading pool at the 35th division, the original wading pool was built in 1930 and the pool that is in place now is not the original. The other pools located at Mocine Park and Harmon Park were built in 1985. The Pools are losing water every night in the pool.

Harmon Park was closed due to the restrooms not functioning and the issues with the chlorine feeders and the filters. Average people that use the pools is about 80 people a day. Clarence Splash Pad averages about 20 people a day. The fluctuation with people coming to the pool changes, it could average 13 people a day across all the wading pools. The Elmer Thomas Park Splash Pad averages about 31,000 people this year that has visited the splash pad, most of the people come after 6:00 p.m.

NEW BUSINESS:

1. Consider approving the minutes from the July 27, 2022 regular meeting.
2. Consider a request from Holiday in the Park to paint a angel mural on the side of the east pavilion with Elmer Thomas Park and making a recommendation to the City Council.
3. Consider a request from Holiday in the Park to paint a Sponge Bob mural on the side of the east pavilion within Elmer Thomas Park and making a recommendation to the City Council.
4. Consider a request from Holiday in the Park to permanently install a "Love" sign/display within Elmer Thomas Park and making a recommendation to the City Council.

ADJOURNMENT

There being no further business, the meeting adjourned at 5:30 p.m.

Motion by Linda Neal **Second** by Jacobi Crowley, to adjourn the meeting of July 27, 2022. **AYE:** Mike Scott, Linda Neal, Jacobi Crowley, Susan Thompson, Sherene Williams, Jason Scott. **NAY:** None. ***Motion Passed.***

ITEM NO. 5B

MTG. DATE October 26, 2022

PARKS AND RECREATION COMMISSION
AGENDA ITEM COMMENTARY

ITEM TITLE: Discuss updating the City's Adopt-a-Park Program, providing staff with guidance and making a recommendation to the City Council.

INITIATOR: Christine James, Parks & Recreation Director

INFORMATION SOURCE: Christine James, Parks & Recreation Director

BACKGROUND: On July 26, 2022, the City Council voted to re-adopt an Adopt-a-Park Program for City of Lawton parks. Since that time, staff has reviewed our existing application and held public input meetings for several of the wards. Staff has received some recommendations from those public input meetings on a few parks that would be good candidates for the program. Staff is ready to discuss with the Commission their ideas on a revised Adopt-a-Park program.

EXHIBITS: Existing Adopt-a-Park Application and Guidelines

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDED ACTION: Discuss updating the City's Adopt-a-Park Program, provide staff with guidance and make a recommendation to the City Council.



Adopt-A-Park/Street Program

Name of Park or Location _____

Address/Park or Location _____ Calendar Year _____ Date Adopted _____

Adopting Group _____ Contact Person _____

Phone#(s) _____ Mailing Address _____

City _____ State _____ Zip _____ Email _____

TYPE OF ADOPTION AVAILABLE:

- ☐ Litter control
- ☐ Litter control and supplemental mowing (mowing in addition to City scheduled mowing days)
- ☐ Grass trimming and edging
- ☐ Exclusive Mowing
- ☐ Landscape (be specific) ☐ Construction ☐ Irrigation Installation ☐ Trees ☐ Flowers

VOLUNTEERS:

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

Do you plan to hire any workers to fulfill your commitment? Yes ☐ No ☐

If so, documentation of workers compensation coverage is required and must be submitted to Parks and Grounds Division. Point of contact for City of Lawton is Parks and Grounds Superintendent, Keith Neitzke, 580-581-3400.

I/We agree to adopt the above named Adopt-A-Park Agreement property of Lawton, Oklahoma for a minimum of one calendar year. 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 land waste. I/We agree to obtain written permission for any landscaping activities beyond mowing and trimming 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 Keith Neitzke, 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:
 - Light-colored clothing, hat, heavy gloves, long sleeves and pants or use plenty of sunscreen to avoid sunburn
 - 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.