

**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.