

Minutes approved by the Park and Recreation Advisory Board

Park and Recreation Advisory Board  
MINUTES – SPECIAL MEETING  
October 22, 2009

Pursuant to the notice as required by law, the Park and Recreation Advisory Board of the City of Ponca City Oklahoma convened in open session at 5:30 P.M. on October 22, 2009 in the B. S. Barnes Room, City Hall, 516 E. Grand Ave.

MEMBERS PRESENT: Bivins, Cox, Moore, Riley, Wilson, Wentroth, and Young.

MEMBERS ABSENT: Gregg and Kennedy.

OTHERS PRESENT: Kelly Murphy, Chamber Leadership Class Representative; Beverly Bryant, Ponca City News; Jeff Shelton, Garfield Elementary School teacher; Phil Bandy, citizen; Jim Sindelar, Director, Parks and Recreation; Katie Goss, staff.

1. Call to Order.

Young called the meeting to order.

2. Citizen Comments

Jeff Shelton, Third Grade teacher, Garfield Elementary School talked to the board regarding installation of additional playground equipment in Garfield Park. Garfield School cannot install play equipment on the school grounds because of the drainage slope required when the new school was constructed. Shelton talked to Park Department staff and found out the board is going to work on a Master Plan for City parks so he felt this would be a good time to present his request for improvements to Garfield Park and work together on the project. Shelton sees an urgent need for improvements to Garfield Park. Improvements could include lighting, extending walking trail, lighted basketball court in the area, additional picnic tables, and playground equipment. Shelton said supporters of these improvements include Phil Bandy, Dolly and Winston Roland, James and Pearly Roland, Diane Anderson and Dennis Kinkaid. There are grants available, including "Healthy" grants and Shelton is willing to work with the board and research or assist the board in any manner. Improvements to the park would benefit the school, improve the quality of life in the neighborhood and improve the community as a whole.

Riley asked if the East-West road is chained of. Staff and Shelton explained this is a parking area and is one way only. Sindelar explained the City has been working with the school regarding playground equipment.

Bandy expressed the importance of the improvements to the area. If improvements are to be made to City parks, Bandy feels this would be the appropriate place for improvements which would enhance the area.

Wentroth asked Shelton if the suggested park improvements are more critical for the school or community. Shelton responded the improvements are critical to both the school and community. Park improvements will bring more families to the park, improve individual health, provide pride to the neighborhood, and provide newness to the existing low economic culture. Shelton suggested the PTA may help as well as the school PIE Partner, which is ConocoPhillips. Shelton thanked the board for listening to his requested. Sindelar said staff would keep Shelton updated.

3. Consider and vote on the minutes of the September 17, 2009 regular meeting. The minutes were presented for consideration. There being no corrections or changes a motion was made by Riley and seconded by Moore to approve the minutes of the September 17, 2009 meeting as presented. Vote was as follows: Yes - Bivins, Cox, Moore, Riley, Wilson, Wentroth, and Young. No – None. Abstention – None.

#### **PUBLIC HEARING**

4. None.

#### **OLD BUSINESS**

5. None.

#### **NEW BUSINESS**

6. Discuss and take action as needed on recommended projects to be funded by Hotel/Motel Dollars.

The following information was distributed to the board for review of projects which were approved by the Park and Recreation Advisory Board and accepted by the City Commission in the fall of 2004. Staff explained that we received 3/8 of the Hotel/Motel Tax collected to be used for improvements to City Parks and events. In September 2004 an Ad Hoc Committee of the Park and Recreation Department presented a list of projects they felt would enhance City Parks and the community. After approval by the Park and Recreation Advisory Board the project listing was presented and accepted by the City Commission in October 2004. Staff explained that the City would leverage funds with grant dollars whenever possible.

Projects listed in **bold and crossed through (bold)** have been completed; with the exception of the Sports Complex, which is currently under construction, and funded by designated sales tax. Projects listed in **bold** are projects to be completed during the fiscal year ending June 2010. Staff stated that projects can be added to this list as needed or suggested. Photos of some of the proposed items were distributed; such has the Mist Poles, Spray Ground, Picnic Pavilion, Toddler Play Equipment, and Themed Play Structures.

## HOTEL/MOTEL PROPOSED PROJECT LIST

### PARK AND RECREATION DEPARTMENT

Prepared September 2004

ITEM	DESCRIPTION	LOCATION	COST ESTIMATE
4-SMALL GROUP TABLE PAVILIONS	Metal/Wood pavilion over a concrete slab with two stationary tables, grill and litter receptacles	Garfield Park	
THEMED PLAY STRUCTURE	A themed play structure that would be sized to meet the needs of the area	Sunset Park	\$30,000
<b>BIKING/EQUESTRIAN TRAIL</b>	A biking/equestrian trail. This will not be a surfaced trail. The trail will be a natural surface trail to maintain the natural surroundings	West Lake Ponca adjacent to Snake Rd	Ongoing project done in house
MIST POLES	A large 6" diameter pole installed next to trail that would extend or 'L' over trail. The pole would house a multiple head mister with a manual push button controller	Hutchins Trail, War Memorial Park and Marland Trail, Red Bud Park	10/14/08 received quote for 2 surface mounted misters \$4,350
PEDESTRIAN BRIDGE	A concrete path would extend from the existing trail to a pedestrian bridge that would cross the drainage channel in the center of the park with a path leading to the alley on the west side of the park. This would allow children walking to school, the ability to cross the drainage channel without getting wet.	Red Bud Park	
<b>EVENT STAGE</b>	Mobile Stage to be available for use at community events.		<b>\$96,789.00</b>
7 – BENCHES	Install a concrete approach with a permanently mounted bench along the trail	3 benches located along the Marland Trail in Red Bud Park 4 benches along the Hutchins Trail	
FISHING PIER	Install a handicap accessible fishing pier to allow access to the physically challenged youth	South bank of Willow Springs Pond	
<b>MOORING DOCK</b>	Public dock for loading and	Hartford Ramp	<b>\$20,000.00</b>

	unloading watercraft		
BENCHES	Place benches in areas with play equipment	City Parks	
TODDLER PLAY EQUIP	Tot play areas	City Parks	
PAR COURSE	Fitness course	Marland Trail by Unity	
SPRAY GROUND	Motion activated spray ground		\$150,000
RESTROOM	New accessible restroom facility	Garfield Park	
RESTROOM	New accessible restroom plus sewer pump station to reach pressure main	Lake Ponca Pageant Area	Will require new lift station Major Project
<b>PRACTICE SPORTS FIELDS</b>	Various practice fields, parking area and easement	Detention facility behind Union School	<b>\$30,000.00</b>
DOG PARK	A fenced in exercise area for dogs		
REHAB AMBUC POOL	Remodel for zero entry, water toys, slides, other amenities	AMBUC Pool	
<b>SKATE PARK</b>	Outdoor skate park professionally designed	Donner Area	<b>\$105,600.00</b>
PAVILIONS	Picnic pavilions	Area Parks	
INSTALL SAFE ZONES	Install safety fall zones around all existing play equipment	City Parks	
PLAYGROUND REPLACEMENT	Replace out dated and worn out pieces of playground equipment.	City Parks	<b>Completed:</b> <b>Lake Park 2007-</b> <b>\$22,300</b> <b>Young Park</b> <b>2009-\$25,000</b>
<b>SPORTS COMPLEX</b>	Installation of various types of fields, parking areas, restrooms, concessions and storage areas.	60+ acres located south of American Legion Home	<b>Special Tax passed</b> <b>Recreation &amp; Aquatic Center</b> <b>Waverly &amp; Grand</b>
TRAIL INSTALLATION	Continue the installation of trails linking schools, businesses and recreation facilities.	Throughout City Parks	
<b>Additional projects funded:</b> <b>Sound System</b> <b>Elec &amp; Water Upgrades</b>	<b>Downtown sound, portable sound</b> <b>Lake Ponca Event Area</b>	<b>Completed 2007</b> <b>Completed 2009</b>	<b>\$22,000.00</b> <b>\$25,000.00</b>
<b>Wastewater improvement Lake Ponca</b>	Connect Lake Checkstand & Restroom to sewer system	Lake Ponca	<b>\$65,000.00</b>
<b>Dan Moran Park Restroom</b>	New Men & Women handicap	Dan Moran Park	<b>\$161,300.00</b>

	accessible restroom	replace existing	(15,000 of this is engineering)
<b>Lake Ponca Restroom Remodel</b>	Remodel Checkstand, Lake Ponca Park & Westside Restroom Facilities	Lake Ponca	\$25,000.00

❖ Will leverage funds with grant dollars where possible.

Bandy asked if the advisory board has input regarding proposed projects. Sindelar explained that the advisory board sub-committees (Recreation, Lake and Parks) suggest additional projects. Committees are currently working to define various needs to improve recreational opportunities for the community. Sindelar said they will bring the City Commission up to date on the status of Hotel/Motel Projects.

7. Receive Lake Committee Report and take action as needed.

Riley presented the following report from the Lake Committee. Committee members are Riley, Wilson and Moore.

### **Lake Committee Recommendations**

**Goal**—Now that Lake Ponca is no longer the primary water source for the City of Ponca, the main emphasis of the Lake Committee and the Park and Recreation Advisory Board is to make recommendations for the enhancement, improvement, and development of the Lake and its facilities as a recreational use facility for the benefit of the citizens of Ponca City.

#### **Lake Ponca---**

**Fishery**-- We believe it is important to improve the overall quality of fishing at Lake Ponca and encourage the Park and Rec staff to work closely with the State Wildlife Department to implement the State's plans.

**Courtesy/Mooring Dock**--- it is our understanding that the State and the City have appropriate funding in this year's budget to build a new handicapped accessible mooring dock for the Lake. We encourage both the State and the City to finalize these plans while funding is available. We also recommend that the new dock be located by the west ramp ( Hartford) of the West lake and that the existing mooring dock at that location be refurbished as needed and relocated to either the Windmill Cove ramp or the south ramp of the East Lake.

**Small Boat Ramp at Jaycee Park**-- We recommend that the Park and Rec staff build a small boat ramp at Jaycee park ( north end of West lake) to allow for small watercraft such as two-man boats and canoes to be launched. Currently, Windmill Cove is the closest ramp to this area for these types of water crafts to launch. We specifically recommend that an effort be made to not allow large boats to use this ramp. This could possibly be accomplished by both installing signage at the ramp or by making the ramp itself small enough to not accommodate the larger boats. (Wentroth indicated grant funds may be available through the Department of Wildlife to help fund this project.)

#### **Standard Operation Policy No. 18 (regarding lake lot improvement activity)**

**Placement of supporting piers**-- It is our recommendation that no supporting piers for docks or cabins be located out in the water. This is primarily a safety concern. However, we understand that retaining

walls (for dock attachment) at times may require some concrete to be poured in the water at or near to the shoreline. This type of activity/construction should be approved by code enforcement and closely monitored.

**Cabin/dock size**—we recommend no change in the existing SOP's that cover cabin or dock sizes. We believe that the existing cabin size (750 sf) and dock size (400 sf) and the appropriate set backs are adequate for the large majority of lots at the lake. If an unusual circumstance should occur then the lessee could always petition the Park and Rec board for an exception. To clarify the existing size of docks, the 400 square foot maximum is of constructed surface area and does not include ramp area. Also, the surface area of removable Jet Ski slides (for parking of jet skis) attached to a dock is not to be included in the overall measurement of the dock. However, these slides should not infringe on the adjoining property lessees' rights (7ft minimum distance).

**Double Decking and Roofs for docks**-- In the interest of safety, we do not recommend that dock owners be allowed to build double decked docks. However, we fully support some type of sunroof on docks. The actual type and construction of the sun roof should be approved by code enforcement.

**Maximum length of watercraft**--- We believe that the current length limits of watercraft (22ft. for boats and 28 ft. for pontoon boats) is outdated and should be changed. Improved technological advances in the hull designs of boats and larger horsepower motors allow current boats to operate with significantly less wake creation than before. We recommend that the length limit for boats be increased to 25ft. maximum and that the length limit for pontoon boats, including deck boats, remain at 28ft.

**Swimming in Lake Ponca** – To ensure the maximum enjoyment of the Lake by the majority of the citizens, we recommend that the ban on swimming in the lake be removed. We recommend that swimming be allowed in designated areas. Furthermore, we recommend that the Park and Rec Staff build and develop at least one public swim beach to be available to any user. To insure the safety of the swimmers, this public swim beach area should be appropriately buoyed off for the swimmers protection. It is the responsibility of the Park and Rec staff to further develop these plans, determine estimated costs, approve sufficient funding, and draft the appropriate changes to the city ordinance to allow for this controlled swimming in the Lake.

Wentroth suggested staff contact the Department of Environmental Quality to assure all requirements are met regarding swimming in the lake.

A motion was made by Riley and accepted by Wentroth that the Park and Recreation Advisory Board accept the Lake Committee report as presented. Vote was as follows: Yes - Bivins, Cox, Moore, Riley, Wilson, Wentroth, and Young. No – None. Abstention – None.

Staff will prepare the proper documents to implement the recommendations for consideration by City Administration and City Commission.

8. Receive Recreation Committee Report and take action as needed.

Cox presented a joint report of the Parks and Recreation Committees regarding proposed "Fitness Trails and Areas". The fitness cluster is similar in appearance to a playground area. The committees want it to be obvious the area is an exercise area. With that thought in mind, the

committees feel the combination of exercise stations along a trail and an exercise area similar to the fitness cluster would be the best proposal. The committees will continue to work on their proposal and bring a recommendation back to the board for consideration.

Wentroth distributed a sample of an interest survey to be distributed throughout the community in an effort to determine what the interests and needs of the community are so that programming can be developed to meet those needs. The committee will finalize the survey and distribute through various media sources.

9. Receive Park Committee Report and take action as needed.

None.

10. Discuss items for November 2009 agenda.

Proposed Ordinance for changes at Lake Ponca. (prepared by staff)

Proposed SOP revision. (prepared by staff)

Meeting schedule for 2010 calendar year.

Report from Recreation Committee

Report from Park Committee

11. Adjourn

There being no further business to be considered a motion was made by Moore and seconded by Wilson to adjourn the meeting. Vote was as follows: Yes - Bivins, Moore, Riley, Wilson, Wentroth, and Young. No – None. Abstention – None.