

The City of Muskogee encourages participation from all citizens in public meetings if participation is not possible due to disability, please notify the City Clerk in writing at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made. (ADA/36).

AGENDA
PARKS & RECREATION ADVISORY BOARD
DECEMBER 8, 2021

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item.

When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body.

Under certain circumstances, items are deferred to a specific date or stricken from the agenda entirely.

REGULAR SESSION - 4:00 P.M. - TEEN CENTER, 322 CALLAHAN STREET, MUSKOGEE, OKLAHOMA

ROLL CALL

- 1 Consider approval of the Parks & Recreation Advisory Board Minutes of November 10, 2021, or take other necessary action.
- 2 Consider approving PDG proposal of the Grandview Park Project, or take other necessary action. (Brooke Hall)
- 3 Receive staff work progress updates.

Brooke Hall, Assistant Director

Rick Ewing, Assistant Director

Mark Wilkerson, Director

ADJOURN

Parks & Recreation Board Agenda

1.

Meeting Date: 12/08/2021
Submitted For: Mark Wilkerson, Parks & Recreation
Initiator: Karen Finley, Office Admin II
Department: Parks & Recreation
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of the Parks & Recreation Advisory Board Minutes of November 10, 2021, or take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Attachments

11/10/21 Minutes

MINUTES

**OF THE PARKS AND RECREATION ADVISORY BOARD
OF THE CITY OF MUSKOGEE, OKLAHOMA
MET IN REGULAR SESSION
AT THE SPAULDING SCOUT HOUSE
NOVEMBER 10, 2021**

The Parks and Recreation Advisory Board of the City of Muskogee, Oklahoma, met at 4:00 p.m. on November 10, 2021, at the Spaulding Scout House, 820 Dorchester Ave., Muskogee, Oklahoma.

The meeting was called to order and the roll was called as follows:

Present: Stacy Alexander, Chairperson; Blanca Lopez, Board Member; Julie Macomb, Board Member; David Ragsdale, Board Member; Janet Thornton, Board Member; Linda Stowers, Board Member; Kimberli Jaquez, Board Member

Absent: Evelyn Hibbs, Board Member; Traci McGee, Board Member

Staff Mark Wilkerson, Director, Parks & Recreation; Rick Ewing, Assistant Parks Director;

Present: Brooke Hall, Assistant Recreation Director; Karen Finley, Secretary

Attendees: Doug Walton, Muskogee County Health Department

- 1 Welcome and introductions.
Board Member Blanca Lopez was introduced to new members since her last attended meeting.
- 2 Consider approval of the Parks & Recreation Advisory Board Minutes of August 11, 2021, or take other necessary action.
Motion made by Board Member Kim Jaquez, seconded by Board Member Linda Stowers to approve Parks and Recreation Advisory Board Minutes of the August 11, 2021 meeting.
Carried - Unanimously
- 3 Receive reports from Balloon Fest, Localmotion Arts Festival, and Jeep Jam. (Mark Wilkerson)
Technical difficulties prevented the Balloon Fest video from playing. The Ribbon Cutting for the Depot Green was on May 6th. Since that time the Parks Department held the All Aboard Thursdays at the Depot Green. During these events there were chairs set up on the green space, lawn games, food trucks, and live bands. The last

couple events were canceled due to heat, and lack of participation. There have also been three (3) movie nights with Grease, Twister, and Neapolitan Dynamite showing. The movie nights were a hit, so there will probably be more of those in the future. In September the Localmotion Arts Festival was held at the Depot Green. This included a car show, reenactments of a train robbery, vendors, exhibitors, food trucks, and live bands. The Art Guild set out painted pianos for the public to play, and the Hall of Fame did an induction for Ann Bell at the end of the night.

Jeep Jam was held October 1st through the 3rd at Hatbox with many vendors and exhibitors participating, as well as a Jeep expo, Jeep contests, a jeep playground, and lots of jeeps on display. There were four hundred ninety (490) registrants, eighty (80) more than last year. Jeepers came from eighty-seven (87) different cities, and ten (10) different states. Participants were given a forty (40) question survey, with one hundred seventy-three (173) responses. The survey showed that twenty-four percent (24%) of respondents stayed at hotels, and one hundred fifty-six (156) of respondents said they planned to return next year, with only one (1) respondent stating that they did not plan to return next year.

- 4 Receive report on Depot District Christmas and train operation plans. (Mark Wilkerson)
City Council provided funding for lights to be put up in the downtown area, including the Depot Green, Civic Center, and Hall of Fame. This includes a thirty-four foot (34') tall Christmas tree. The parks department is working with the Depot District to put together some events during the holidays. The Muskogee Little Theater is looking at performing a musical of A Christmas Story. The Roxy will be playing The Polar Express, and the Hall of Fame will also have some events as well. There will be a calendar coming out soon to promote all the events at the different downtown venues. December 2nd is the scheduled date for the "Lights On" Ceremony at the Depot Green. The Wattman train has arrived. It has three (3) cars, and a caboose with a tailgate that lays down and will accommodate a wheelchair. The train holds sixteen (16) to twenty-four (24) people, depending on the number of adult passengers. It has smoke, engine sounds, a horn & bell, audio so the engineer can talk to the passengers, and an auxiliary to play prerecorded music. An engineer and conductor are needed to operate the train during the holidays. Its first operation will be on November 26th for the Polar Express. People will be bussed from the Roxy to the Depot Green where Santa Claus and the train will be waiting. During the holidays, on Thursdays through Sundays from 5:30 p.m. to 9:00 p.m., people can come to the Depot Green and take a seven (7) minute train ride. Tickets will sell for two dollars (\$2.00). The concession trailer will be there with hot chocolate, and maybe some treats. There will be music, and possibly some caroling. Tourism is putting together flyers, posters, and something that can be used on social media to promote the different events.

- 5 Consider approval of Hatbox Event Center updated Rental Use Agreement-Rental Fees and Guidelines, or take other necessary action. (Brooke Hall)
Currently, the Parks Department runs the concession at all events in an effort to raise money, but a non-profit organization approached the mayor requesting to rent the Event Center, and run the concession area themselves, so they can fundraise for their charity. If this were to happen, each host would be responsible for meeting the health department guidelines themselves, just as is currently done by the Parks Department. The proposal is to change the fee to a flat fee of one-hundred dollars (\$100) per day for a non-profit renter to use the concession area.

After much discussion among board members regarding whether the fee was too low, and the possible lack of care some may have when a fee is too low, a motion was made by Board Member David Ragsdale, Jr., seconded by Board Member Linda Stowers, to approve the Hatbox Event Center updated Rental Use Agreement-Rental Fees and Guidelines as presented, but include the recommendation from The Board to revisit the proposal again in twelve (12) months to see if there is a large amount of money being lost.

Carried - Unanimously

- 6 Consider recommendation to name Bridge Card Meeting Room at the Senior Station after former Bridge Leader, Mrs. Ann Kent, or take other necessary action. (Brooke Hall)

Assistant Recreation Director Brooke Hall stated that she had been approached by the current Bridge Leader at the Senior Station asking if it would be possible for the room that they currently play Bridge in to officially be named after the former Bridge Leader, Mrs. Ann Kent to honor her name. She passed away earlier this year at the age of ninety-two (92).

Motion made by Board Member Kim Jaquez, seconded by Board Member Linda Stowers, to approve the recommendation to name the Bridge Card Meeting Room at the Senior Station after former Bridge Leader, Mrs. Ann Kent.

Carried - Unanimously

- 7 Receive a presentation of the Connect Muskogee Plan and consider recommending to City Council for their consideration. (Mark Wilkerson)

Director Mark Wilkerson introduced Doug Walton from the Muskogee County Health Department. Doug stated that the attached plan grew out of one of the AIM Committee goals, which was to see a master plan of the trails completed. The thought was how to safely connect the different modes of transportation for purposes of travel to work, as well as other purposes. There are fifty-two (52) miles of trails within city limits, and fifteen (15) miles of on-street bikeways. Users, and the public were invited to participate in surveys, and a lot of good input was received. This input generated information for transportation engineers, who came back with the proposals being presented in the attached handouts. The recommendations are concepts to look at, to make the different modes of transportation better and safer. Engineers will work out the specific details. Each project listed on the handout has an estimated cost & concept of what it might look like. The costs are just projections. Neighbors Building Neighborhoods will help with Grant Writing to help find funds for the various projects. This would be a multi-entity plan. Director Mark Wikerson explained that Park Board is being asked for their recommendation, so it can be taken to City Council for consideration.

Motion made by Board Member David Ragsdale, Jr., seconded by Board Member Janet Thornton to approve recommending the Connect Muskogee Plan for City Council's consideration.

Carried - Unanimously

8 Receive staff work progress updates.

Brooke Hall, Assistant Director
No further updates to give.

Rick Ewing, Assistant Director
Garden of Lights kicks off Thanksgiving night.

Mark Wilkerson, Director
There will be a Veteran's Day event at the Depot Green tomorrow at 11:00 a.m.

There being no further business, the meeting was adjourned at 5:11 p.m.

Stacy Alexander, CHAIRPERSON
Muskogee Parks and Recreation Advisory Board

Minutes by KFinley