



**CITY OF NORMAN, OK**  
**NORMAN FORWARD SALES TAX CITIZEN FINANCIAL**  
**OVERSIGHT BOARD MEETING**

**Municipal Building, Executive Conference Room, 201 West Gray, Norman,  
OK 73069**

**Tuesday, March 21, 2023 at 3:30 PM**

---

## **MINUTES**

*It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.*

### **ROLL CALL**

#### **PRESENT:**

Chair Andy Rieger  
Member Cynthia Rogers  
Member Saidy Orellana  
Member Erik Paulson  
Member Bree Montoya  
Member Alva Brockus  
Member Linda Price  
Member Misty Grantham

#### **ABSENT:**

Member Andy Sherrer

#### **OTHERS PRESENT:**

Anthony Francisco, Director of Finance  
Kathryn Walker, City Attorney  
Jason Olsen, Director of Parks & Recreation  
Veronica Tracy, Recreation Manager  
Dannielle Risenhoover, Administrative Tech. IV

### **MINUTES**

1. Consideration of approval, rejection, amendment and/or postponement of minutes from January 31, 2023

Member Montoya made a motion to approve the minutes from the January 31, 2023 meeting, which was duly seconded by Member Rogers. The motion passed unanimously.



Items submitted for the record:

Norman Forward Citizens Financial Oversight Board Minutes January 31, 2023

## REPORTS AND ACTION ITEMS

### 2. Consideration of approval, rejection, amendment and/or postponement of Finance Reports

Anthony Francisco gave the report. On the revenue side, City of Norman is 2.68% above the fiscal year target and 4.49% below the original Use and Sales Tax target combined. On the expenditure side, there was a large payout to the Oklahoma Department of Transportation for the James Garner Project. This project is now underway.

Member Price made a motion to approve the financial reports which was duly seconded by Member Paulson. The motion passed unanimously.

Items submitted for the record:

## Financial Reports

### 3. Project Manager Reports

Jason Olsen gave the report. The Cherry Creek Playground is coming to completion. The City will have turf down soon. Dedication of the park is expected in April.

A Reaves Park ribbon cutting ceremony is scheduled for March 25 at 10:00 AM. Flintco Construction Company has a few close out items they need to complete at the park, but they have wrapped up most of their work. Once completed, the ball fields will be turned over to the Optimist Club for management.

Most of the soccer fields at Griffin Park are almost to their final grade. Restrooms and concession stands are under construction. A summer 2023 completion date is expected for this project.

The Adult Wellness and Education Center, previously known as the Senior Center, now has most of the shell erected; metal studs are up; some sheetrock is hung; and the first layer of asphalt is down in the parking lot. This construction project is expected to be completed in August and open to the public 45-60 days later.

The Young Family Athletic Center shell is almost completely up; the roof is completed; and curbs and parking lot asphalt should be poured in the next few weeks. It is expected that the outside of the building will be completed by the end of March. Metal studs and sheetrock are being installed inside the building as well as HVAC tubing. This project is expected to be completed in October and open to the public 45-60 days later. Mr. Young and the City have been in conversation with an Adidas retail representative in regards to housing an Adidas store inside the YFAC; this discussion is still on-going.

A meeting is anticipated in April to discuss what the public would like to see in Saxon Park. There is \$2 million allocated for this park's development.

GE Johnson Construction Company has put out notice that they are closing their Oklahoma City and Kansas offices. GE Johnson Construction Company is the contractor for the YFAC project. Olsen states, "Their full intention is to finish this (YFAC) project. We do have some concerns. We are currently working with GE Johnson to find out what their plan is to make sure that the construction remains 'high level'. I will say that GE Johnson is right up there with some of the best contractors we've ever worked with." Olsen meets every 2 weeks with all contractors as well as makes random visits to the job sites.

#### 4. Implementation Plan Update

Members decided to table the Implementation Plan update until their next meeting.

#### 5. Liaison Reports

##### a) Appointment of Saxon Park Ad Hoc Liaison

Member Cynthia Rogers volunteered to be the liaison to the Saxon Park Ad Hoc Committee. It is expected that the Saxon Park project will take approximately 2 years. Meeting times are expected to fluctuate and occur 4-6 times per year. Member Alva Brockus volunteered to take Rogers' place as the Ad Hoc Liaison to the YFAC project.

#### 5. Financial Pro Forma Update

Members decided to table the Financial Pro Forma update at this time.

#### 6. Operating Agreements for the Senior Center & Young Family Athletic Center (YFAC)

Kathryn Walker gave the Operating Agreements Report.

Both operation agreements for the YFAC and Senior Center are currently in the hands of the operating parties who are making changes, while some items are still under discussion. The timeline for the completion of final agreement contracts is unknown at this time, but Walker is hopeful in presenting the Adult Wellness and Education Center contract to Council in April. She will present the Norman Forward Sales Tax Citizen Financial Oversight Board with the final contract agreements once available. The operating agreement for the YFAC is further behind, partially due to the YFAC having two operators for this facility. The operators for the YFAC are Norman Regional Hospital System and Santa Fe Family Life. The operator for the Senior Center is Healthy Living. The lease term for the Senior Center and the YFAC is five years. Operators can have up to three additional, five year lease extensions.

Both the YFAC and Senior Center are going through an extensive budgeting process to determine what their fees will look like. Per Walker, "The City has been careful in the YFAC agreement to give the YFAC the flexibility to charge the necessary fees needed for them to be successful." The YFAC will submit their fee schedule to the City Manager within 30 days of opening. There are caps on increasing their fees in any given year. Increased fees will also require approval from the City Manager. Both facilities will have a sliding fee scale that is based on income levels to ensure that fees are feasible for all people in the community.

The YFAC operators will continue to participate in City Council, planning and construction meetings as well as maintain participation on the Parks Board. Per the contract, when YFAC's final certificate of occupancy is received, the facility will be ready to open. Both the Senior Center and YFAC facilities will be open at least 65 hours/per week (this includes 4 consecutive hours on one weekend day), and both facilities will provide the City with a list of services and programming that they intend to offer. The City Manager will have access to these facilities, during any hour of operation, to see how the facilities are operating. The City Manager, or his designee, will serve on the Santa Fe Board of Directors and is required to review and approve facility policies including: how these facilities will be used; prohibitions against abuse of program participants; claims reporting and investigation; rental and booking policies; finance and accounting procedures; safety procedures; quarterly and annual reports outlining the services provided and how many people utilized the services; and financial records. The City reserves the right to audit these reports and has included their Non-discrimination Policy in both agreements.

Determinations have been established for who is responsible for routine maintenance, repairs, and supplies. In both agreements, the City is generally responsible for maintenance and repair of capital items. Capital items are items that are valued over \$5,000 with a life expectancy of over one year.

Norman Regional Hospital Systems will house their Ortho Central clinic on the second floor of the YFAC. Ortho Central will be the exclusive health care partner of the facility, providing optional on-site care to those in need. Teams utilizing the facility may elect to use their own medical team.

Remedies and termination clauses are still being developed for both facilities. Per Walker, "We definitely have to reserve the right to terminate the agreements for cause at any time. What we've struggled with in negotiations is, 'What if we just change our mind?' We know that Santa Fe is going to put in a significant amount of money in the startup costs for this facility. Obviously they are very concerned with the idea that we could just change our mind, and terminate, at any time in the next five years. We are working through the termination clauses to make sure that we have some assurance that if we want to get out, we can get out; but at the same time recognizing their (the other parties) significant financial investment."

Based on feedback from senior interest groups, the Senior Center will be called "Adult Wellness and Education Center". Since the Senior Center is not as big of a revenue generator as the YFAC, it will receive more support by the City. City contributions will include a maximum of \$125,000 per year for the first five-year term, providing utility assistance, janitorial services, lawn and landscaping services, pool maintenance, and fitness equipment. Discussions have also included providing some of the \$125,000 upfront for startup and hiring costs. The City is expecting the following activities/services to be available at the Adult Wellness and Education Center: group exercise, personal training, art instruction, social programs, physical therapy, message therapy, and other programs centered around wellness and education components. Employees at the Adult Wellness and Education Center will be employed by Healthy Living and not the City of Norman. Current employees of the existing Senior Center are welcome to apply with Healthy Living to continue their employment; however, other jobs within City of Norman have been identified for these individuals, thus they will not lose their employment status with the City of Norman.

Healthy Living has set up a separate Limited Liability Company (LLC) and the City has developed language in Santa Fe's contract to address the accounting side of the YFAC operations.

Member Cynthia Rogers made a motion recommending that the Adult Wellness and Education Center and the Young Family Athletic Center submit the required quarterly reports to the Norman Forward Sales Tax Citizen Financial Oversight Board. This motion was duly seconded by Member Alva Brockus. The motion passed unanimously.

Items submitted for the record:

Operator Agreement Draft  
Healthy Living Agreement Draft

#### 7. Annual Report

Members decided to table the Annual Report update at this time.

### MISCELLANEOUS COMMENTS

The next meeting for the Norman Forward Citizens Financial Oversight Board will be April 4, 2023 at 3:30 PM.

Anthony Francisco commented that Board Member Bree Montoya has been elected to City Council. At the point that she is sworn in, she will have to resign from the Norman Forward Citizens Financial Oversight Board. She represents Ward 3. Francisco also commented that at least two members from this board have been elected to City Council.

Member Cynthia Rogers commented that she visited the Gathering Place in Tulsa. While there, she noticed how quiet the park was. She hopes that City of Norman will aspire to creating quiet parks with the use of sound barriers or possibly noise panels. She specifically mentioned Ruby Grant Park and how traffic noise influences its ambiance.

### ADJOURNMENT

The meeting adjourned at 4:40 PM.



Andy Rieger, Chair

Norman Forward Sales Tax Citizen Financial Oversight Board