

Norman Board of Parks Commissioners
September 7, 2023

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met on the 7th day of September 2023 at 5:32 p.m., and notice and agenda of the meeting were posted at 201 West Gray Street - 24 hours prior to the beginning of the meeting.

ROLL CALL

Present: Chair Wright and Commissioners Davison, Isacksen, Sallee, Sheriff and Usry

Absent: Commissioners Moxley, Ross and Salmond

City Officials

Present: Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Bethany Grissom, Park Planner
Mitchell Richardson, Recreation Supervisor
Wade Thompson, Facility and Park Manager
Veronica Tracy, Recreation Manager
Karla Sitton, Administrative Technician IV

ITEM 1, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF MINUTES FROM MAY 4, 2023, PARK BOARD MEETING

Commissioner Sallee made the motion, and Commissioner Moxley seconded to approve the May 4, 2023, Park Board minutes. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Isacksen, Sallee, Sheriff and Usry

NAY: None

ITEM 2, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED COUNCIL ACTIONS

Mr. Jason Olsen, Director of Parks and Recreation, highlighted the previously approved Council actions pertaining to the Parks and Recreation Department.

The previously approved Council actions are as follows:

- Declaration of an Emergency to remediate the Fire Training Facility Property at 2207 Goddard Avenue and authorize payment to Cavins Construction Group in amount of \$210,081.08;
- Contract K-2324-45, between the City and the Pioneer Library System for Library Services, Facilities and Maintenance effective July 1, 2023 through June 30, 2024;
- Contract K-2324-47, between the City and Can Do, LLC for \$187,000 for the Sutton Wilderness Park Trail Upgrade and Parking Lot Addition Project;
- Resolution R-2324-36, adopting the Young Family Athletic Center (YFAC) Facilities Policy Manual for the Operation of YFAC by the City of Norman Parks and Recreation Department;
- Amendment to the Adopted Fiscal Year 2023-2024 City Budgets, creating an Athletic Facility Special Revenue and appropriating anticipated revenue;
- Donation of a mural entitled "Huichol Boy" valued at \$5,000 to be placed on the wall near the west-facing doors at the Firehouse Art Center located at 444 S. Flood Avenue;
- Amendment No. Four to Contract K-2122-81, between the City and Crossland Construction Company for a revised amount \$8,862,833 for CMR services for the Norman Forward Griffin Park Project;
- Contract K-2324-57, between the City and Copeland Design Collective, PLLC, for \$50,000 for the Andrews Park Master Plan Project; and
- Contract K-2324-60, between the City and Kansas State Bank for \$304,092.48 for fitness equipment at the Adult Wellness and Education Center and appropriating \$71,692.90 of Capital Fund Balance.

ITEM 3, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE BRIDGEVIEW AT CARRINGTON PUD ADDITION

Mr. James Briggs, Park Development Manager, said the Bridgeview at Carrington Addition PUD is located between Indian Hills and Franklin Roads and between 36th and 48th Avenue Northwest. He said this is a re-plat of the J&J Addition PUD that was reviewed in January, 2010; and that preliminary plat expired and is now being brought back with a new name and 20 more residential units added to the total number of housing proposed. Mr. Briggs said the developer would like to pursue a private park decision and has proposed approximately 60 acres of open space throughout the addition to include over 50 acres made up mostly walking trails placed along the ponds that connect all the areas of development, along with some areas of flat up-land that can be used for active recreation such as sports practice, large field games and un-programmed "running around" space.

Mr. Briggs said the private park land areas will equal more than double the amount of public park land that would be required for this addition. He said the developer has committed to making park-like improvements in the private park land, including all the walking trails in the passive areas, site furnishings, and a covered shelter. Staff is in favor of a private park decision for the Bridgeview at Carrington Addition PUD, provided that a combination of active and passive space is included in the planning of the private park land.

Commissioner Davison made the motion, and Commissioner Sallee seconded to approve a private park decision for the Bridgeview at Carrington Addition PUD. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Isacksen, Sallee, Sheriff and Usry

NAY: None

ITEM 4, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF THE OPERATIONS OF THE CENTER FOR CHILDREN AND FAMILIES – BOYS AND GIRLS CLUB – AT REAVES PARK CENTER

Ms. Veronica Tracy, Recreation Manager, said Staff sent out a Request for Proposal, RPP 2324-8, in June for a Reaves Park Community Programming Operations at the Reaves Park Center. She said the Center for Children and Families, Inc., (CCFI) Boys and Girls Club Association (BGCA) was the only non-profit that responded to the RFP and introduced Melissa Klink and Whitney Dunn with the CCFI, Boys and Girls Club.

Ms. Klink said the BGCA provides an after-school program that is a safe and caring environment to Norman Public School students ages 6 to 18. She said the agency completed a community needs assessment recently and said 51% of over 100 respondents said that the largest priority was access to safe spaces for teens and young adults to socialize. She said a BGCA teen center at the Reaves Park Center would host family-friendly events in collaboration with our family resource center and would open after-school and summer programming space for an additional 40+ teens, with the dreams of adding a gym or multipurpose building to accommodate even more teens in the future. Mr. Jason Olsen, Director of Parks and Recreation, said some years ago the Reaves Center was the Teen Center and felt like the BGCA would be a great fit for the Reaves Park Center space.

Ms. Dunn said the after school programming would be available on weekdays until 7:00 p.m. for Norman's middle and high school students as well as on occasional evening, weekend, and summer camp events. She said for FYE 2023, BGCA served 191 youth with daily average attendance of 77 club members; 19,408 meals and snacks were served; and BGCA hosted several family resource events including a Holiday Meal, End of School Year Celebration and Back to School Bash.

Commissioner Sheriff asked how the kids would get to and from the Reaves Center and asked who would be responsible to pay the utilities at the Reaves Center. Ms. Klink said BGCA will be able to pick up kids from Whittier and Alcott Middle Schools in a 16-passenger van they are purchasing with grant funds and parents will either pick up their child by 7:00 p.m. and/or the children can check themselves out to walk home. Staff said payment of utilities are being negotiated and will be similar to other lease agreements the City has with operators. Commissioner Isacksen asked if the limit of 40 kids is a concern and Ms. Klink said yes, that may be a challenge;

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however, BGCA will still operate at Irving Middle School. Ms. Klink said she is excited for this opportunity to serve teens. Mr. Olsen said, like other facility operators, BGCA will give annual reports to the Park Board.

Commissioner Sheriff made the motion, and Commissioner Usry seconded to recommend the operations of the Center for Children and Families – Boys and Girls Club – at the Reaves Park Center move forward for Council consideration. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Isacksen, Sallee, Sheriff and Usry
NAY: None

ITEM 5, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF THE ANDREWS PARK MASTER PLAN STEERING COMMITTEE

Mr. James Briggs, Park Development Manager, said five individuals have been nominated for the Andrews Park Master Plan Steering Committee and City Council would consider and approve the Steering Committee at a future Council meeting in September. He said the individuals include Dan Quinn, Lee Hall, Cindi Tuccillo, Megan Phelan and Kate Bierman.

Mr. Briggs said later this month, Staff, along with our design team from Copeland Design Collective, will hold a multi-day design workshop for the Andrews Park Master Plan Project to include:

Day One: Public input session at the City Development Center, followed by a Steering Committee Session

Day Two: A day of gathering input from all the different City Departments

Day Three: Copeland Design Collective will present a draft master plan concept to Staff and the Steering Committee and the comments and input gathered will be refined and prepared with other finished graphics as well as a cost estimates/phasing studies.

Mr. Briggs said Staff would present the refined draft of the Andrews Park Master Plan Project to the Board at the November Park Board meeting for public review. A final master plan will be brought forward in December for City Council to consider. Mr. Briggs said this plan will help guide budget and work planning for Norman's original park, as we hope to breathe new life into this unique 17-acre site in downtown.

Commissioner Sallee made the motion, and Commissioner Sheriff seconded to recommend the Andrews Park Master Plan Steering Committee be approved. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Isacksen, Sallee, Sheriff and Usry
NAY: None

ITEM 6, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE FRANKLIN WOODS ADDITION PUD

Mr. James Briggs, Park Development Manager, said the Franklin Woods Addition PUD is located on the east side of 36th Avenue NW and the north side of Franklin Road. This development is a mix of single-family residences on its north side, and apartments on the south side, with an area of commercial development in the northeast corner of the site. There are an estimated 47 units of R-1 type housing and 350 units of RM-6 type housing development in the PUD requiring 1.857 acres of park land. Mr. Briggs said the commercial land use indicated on the PUD does not require any park land dedication. He said this development will yield \$29,775 in Neighborhood Park Development fees and the same amount in Community Park Development fees once all the building permits have been issued. The Developer has requested a Fee-in-Lieu of land decision for this project and Staff agrees with that proposal; with the fees collected for this addition being assigned to the Castlerock Park development account. Mr. Briggs said Castlerock Park is located approximately ½ mile southwest of the intersection of the Franklin and 36th Avenue, at the border between the Carrington and Castlerock neighborhoods.

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Commissioner Sallee made the motion, and Commissioner Davison seconded to approve a Fee-in-Lieu of land decision for the Franklin Woods Addition PUD. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Isacksen, Sallee, Sheriff and Usry
NAY: None

ITEM 7, being:

ANNUAL PRESENTATION FROM THE SOONER THEATRE

Ms. Jennifer Baker, Executive Director with the Sooner Theatre, gave an annual presentation to the Board and a written report to include financial information, was provided to the Board before the meeting. Ms. Baker said more than 13,000 audience members attended Sooner Theatre events in person during FY2022 and an average of \$44.21 was spent per person in our community, with an economic impact of \$590,331. She said 941 people enrolled in camps and classes at The Studio of The Sooner Theatre, which was up 13% from the previous year, and \$27,775 was given in scholarships for tuition to 139 students.

Ms. Baker said the Sooner Theatre offers Be My Buddy, a class for special needs students, and Fabulous Friday, a class for teens and adults with Down syndrome. She said the Sooner Theatre serves many other students including those on the spectrum, hearing disabled, sight disabled and mobility-limited students. She said the stage has never been wheel chair accessible and is excited to say a wheel-chair ramp was added to the stage this year! Commission Sheriff asked what shows are coming and Ms. Baker said *Cabaret* is coming in October and *Seussical the Musical* in December. Mr. Jason Olsen, Director of Parks and Recreation, felt the Sooner Theatre puts first class production into every show.

Ms. Baker asked the Board if they had any questions regarding the report and financials. Commissioner Isacksen said the Sooner Theatre had a stellar year, 2021 to 2022, and their financials reflected a lot of cash. She asked how they utilized their funds and Ms. Nancy Coggins, PR and Development Director, said the financials reflect the COVID Grants that made up for the year before to include the Shuttered Venue Operators Grant: \$270,000 grant to repay what we had spent during COVID.

The Board acknowledged the report.

ITEM 8, being:

DISCUSSION REGARDING PUBLIC FIXTURE PERMITTING IN CITY PARKS

Mr. James Briggs, Park Development Manager, said Staff is often approached by residents wanting to purchase and place fixtures in City Parks to include benches, trees, play equipment or other feature in honor of a loved one who has passed or to commemorate a group of students, volunteers, etc., to include Eagle Scout projects to build or rebuild park features for public use. He said several parks are adopted through a program that commits the person(s) to regular clean up or maintenance of a park's trails, grounds, etc., and some parks areas are adopted by permission of the Parks and Recreation Director to allow spaces like community gardens, with the understanding that those areas will be removed by Staff if they become abandoned. Mr. Briggs said City Staff does not take over volunteer areas that become unable to be managed by the group who proposed them. He said information can be posted in/on fixtures designed to withstand weather and/or vandalism and the information can include instructions, maps, QR Codes or other ways to inform park goers about where to go to get shelter, food, health care, and other forms of public assistance, if needed.

Mr. Briggs said Staff is considering and requesting suggestions regarding a policy and permit process to allow public fixtures being permitted in City Parks to include private donations dedicating amenities and plaques; student-led and scout projects with prior approval; Adopt-A-Park program; public outreach fixtures; and adopt a formal policy that lays out responsibilities and limitations of all parties, including actions taken by the Parks and Recreation Department if the fixture(s) fall into disrepair or become abandoned.

Mr. Briggs said Staff is also considering an application process to be implemented similar to the Adopt-A-Park program and will include a form that can be found online and submitted to the Parks and Recreation Department. He said required information will include, but not be limited to, the organization's name and contact information,

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desired park location, fixture description, anticipated length of installation (permanent versus temporary), and anticipated maintenance needs and how they will be addressed by the organization. Mr. Briggs said Staff will have 30 days to review and provide feedback after the application is submitted and the organization will present their proposal to the Park Board for their recommendation of approval or denial to the Director of the Parks and Recreation Department.

Mr. Jason Olsen, Director of Parks and Recreation, asked the Board for suggestions regarding allowing temporary and/or permanent fixtures in City Parks. Commissioner Sheriff asked whether food pantries would need to be permitted and Staff said yes. She felt the application process needs to be streamlined and the same for everyone. Commissioner Usry felt, from a legal standpoint, it would be beneficial if the City had a policy. Commissioner Sallee said the policy needs clear definitions regarding maintenance, etc. Mr. Olsen said Staff will bring a draft policy, to include maintenance duties and responsibilities, to the October Park Board meeting for further discussion.

ITEM 9, being:

NORMAN FORWARD UPDATE

Mr. Jason Olsen gave an update on the Norman Forward Projects.

Griffin Park

Mr. Olsen said the restroom/concession building and parking lots are complete. He said work continues on the new park road at High Meadows and 12th Avenue NW, which is being completed by the Public Works Department. Mr. Olsen said a ribbon cutting for the project is scheduled for September 16, 2023.

Young Family Athletic Center

Mr. Olsen said construction continues at the Young Family Athletic Center (YFAC) and the humidity in the building is under control so the contractors have started laying the gymnasium floor. He said the swimming pool(s) are due to be plastered soon and should be completely finished by December. Our Winter league youth basketball will begin in January and a ribbon cutting is scheduled on February 19, 2024, so that Trae Young can take part in the celebration.

Adult Wellness and Education Center

Mr. Olsen said work continues at the Adult Wellness and Education Center (AWE) and will be complete for a ribbon cutting in early November. He said the Young Family (YFAC), has made a \$10,000 donation that will be used to pay for a one-year AWE membership for those seniors who are *current* Senior Center users.

Bentley Park

Mr. Olsen said a contract will be awarded soon for the construction of a tennis court and pickleball court at Bentley Park and work will begin in October, along with other work to include a playground, walking trails, basketball half-court, picnic shelter and all associated park furniture and signage.

ITEM 10, being:

DIVISIONAL UPDATES

Mr. James Briggs, Park Development Manager, said new scoreboards have been installed at the Reaves Park t-ball quad. He said the boards are being supplied free-of-charge from a group that will sell advertising on the boards; and the revenue will be split with the City of Norman. Mr. Briggs said Staff will meet with Norman Arts Council and Tyler Fuqua Creations (TFC) soon to discuss the public art they are creating for Reaves Park. He said the public art will be a large-scale robot sculpture called Mechans that will be a baseball slugger year round except during the Medieval Fair when it will transform to a Medieval Knight. Mr. Briggs said Staff is also preparing work plans for our next neighborhood park renovations planned for Sunrise and Falls-Lakeview Parks. We will do other small park improvement projects at several other parks as we determine and the budget will allow, as is done every year under the Norman Forward Neighborhood Park Project.

Ms. Veronica Tracy, Recreation Manager, highlighted the recreation activities to include the Legacy Park Concert Series on September 1st, that featured free live music from Beau Jennings & the Tigers and Kyle Reid & The Low Swingin' Chariots. She said the Legacy Park Concert Series will continue on September 15th featuring Stepmom

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and Computer Girl. Ms. Tracy said Westwood Golf had a Labor Day Scramble on September 4th, and the Outdoor Movie Series at Lions Park continued on September 8th, with the Black Panther Wakanda Forever.

Mr. Wade Thompson, Parks Manager, said mowing schedules are coming to an end; however, Staff will start getting busy assisting with all the Parks and Recreation Division events coming soon as well as the installation of the annual Christmas Lights throughout the City.

MISCELLANEOUS DISCUSSION

None.

PUBLIC COMMENTS

Ms. Ashley Creed, Red Dirt Collective, asked whether City Council would approve and/or deny the public fixture permitting (Item #8) applications and Staff said no, the Park Board would have that responsibility. She asked if a temporary food pantry would be considered a public fixture and have to complete an application. Staff said yes, if requesting to be placed on City property. Ms. Creed said the food pantries help a lot of people and Ms. Lisa Milner, Red Dirt Collective, said she stocks the food pantries everyday as well as cleans up around them if necessary.

ADJOURNMENT

Chair Wright adjourned the meeting at 7:15 p.m.

Passed and approved this 2nd of November 2023



Kristi D. Wright, Chair