

Norman Board of Parks Commissioners

January 5, 2023

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met on the 5th day of January 2023 at 5:30 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, Favors, May, and Sallee

Tardy: Commissioner Moxley

Absent: Commissioners Isacksen, Ross, and Salmond

City Officials

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

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ITEM 1, being:

APPROVAL OF THE NOVEMBER 3, 2022, SPECIAL PARK BOARD MINUTES

Commissioner Sallee made the motion, and Commissioner Favors seconded to approve the November 3, 2022, Special Park Board minutes. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Favors, May, and Sallee

NAY: None

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Commissioner Moxley arrived at the meeting at 5:32 p.m.

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ITEM 2, being:

NOMINATION AND ELECTION OF CHAIR OF THE BOARD OF PARKS COMMISSIONERS

Chair Wright asked for nominations, Commissioner Sallee nominated, and Commissioner May seconded to approve Kristi Wright as the Chair of the Board of Park Commissioners. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Favors, May, Moxley, and Sallee

NAY: None

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ITEM 3, being:

NOMINATION AND ELECTION OF VICE-CHAIR OF THE BOARD OF PARKS COMMISSIONERS

Chair Wright asked for nominations, Commissioner Davison nominated, and Commissioner Sallee seconded to approve Chris Moxley as the Vice-Chair of the Board of Park Commissioners. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Favors, May, Moxley, and Sallee

NAY: None

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ITEM 4, being:

CONSIDERATION OF BOARD OF PARKS COMMISSIONERS SUB-COMMITTEE APPOINTMENTS

The Board discussed the following sub-committees and appointments:

Naming and Recognition of Parks and Recreational Facilities  
Kristi Isacksen

## Park Board Meeting

Page 2 of 4

January 5, 2023

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Allison May  
Kristi Wright

### Advisory Committee for Urban Wilderness Parks

Sue Favors  
Liz Ross  
Mary Sallee

### Advisory Committee for Parks and Recreation Policy and Procedures

Billy Davison  
Sue Favors  
Kristi Isacksen

### Legacy Park Activity Committee

Chris Moxley  
Jeff Salmond

### Norman Forward Griffin Park Ad Hoc Ex-Officio

Billy Davison

### Norman Forward Indoor Aquatic/Multi-Sport Facility (YFAC) Ex-officio

Sue Favors  
Chris Moxley

### Norman Forward Reaves Park Ad Hoc Ex-Officio

Kristi Isacksen  
Jeff Salmond

### Norman Forward Senior Wellness Center Ad Hoc Ex-Officio

Billy Davison  
Sue Favors  
Liz Ross

### Norman Forward Saxon Park Ad Hoc Ex-Officio

Allison May  
Susan Favors

### Movie in the Park Committee

Allison May

The motion was made by Commissioner Davison and seconded by Commissioner Sallee to accept the new sub-committee appointments. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Favors, May, Moxley, and Sallee

NAY: None

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ITEM 5, being:

### NAMING OF ROAD IN GRIFFIN PARK

Mr. James Briggs, Park Development Manager, said Staff received a letter from the Norman Youth Soccer Association (NYSA), aka Oklahoma Celtic, requesting to have the road into the main entrance of the Griffin Park Soccer Complex be named Steve Gillis Boulevard. He said the letter highlighted Steve Gillis' impact on the City of Norman, including being a part of the NYSA for over 30 years and instrumental in the Norman Forward Griffin Park Project. Mr. Briggs said the existing entrance on Robinson Street, just east of State Drive, will get a new traffic signal and turn lanes at the park entry. He said the Staff agrees with NYSA regarding Steve Gillis' dedication and years of service/investment in the youth soccer program and felt naming the street after him is very well deserved.

## Park Board Meeting

Page 3 of 4

January 5, 2023

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The Board discussed and agreed naming the street Gillis Boulevard would be a wonderful gesture. Staff Said the Public Works Streets Division will decide whether the street will be named Gillis *Boulevard*, Gillis *Drive*, Gillis *Road*, or Gillis *Street*.

The motion was made by Commissioner May and seconded by Commissioner Davison to name the road into the main entrance of the Griffin Park soccer complex *Gillis Boulevard/Drive/Road/Street*. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Favors, May, Moxley, and Sallee

NAY: None

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ITEM 6, being:

### PARK BOARD 101 PRESENTATION

Mr. Jason Olsen, Director of Parks and Recreation, said the Parks and Recreation Department has 83 employees and includes Park Administration, Park Development, Recreation, Park & Facility Maintenance, and Westwood Golf & Golf Maintenance. Mr. Olsen gave an overview of the Capital Projects, including Norman Forward Projects, that have been completed and are currently underway.

Mr. Wade Thompson, Park and Facility Manager, said the Park & Facility Maintenance Division has 40 full-time employees and maintains 67 park sites (1,154 acres), provides maintenance to City buildings and facilities (47 occupied and 72 unoccupied), and assists with Special Events, including Norman Fourthfest, Winterfest, Medieval Fair, and many others.

Ms. Veronica Tracy, Recreation Manager, said the Recreation Division has eight full-time employees and 17 part-time employees and includes five recreation centers (12<sup>th</sup> Avenue, Irving, Whittier, Senior Citizens, and Little Axe). The Recreation Division offers a variety of programs, including summer and after-school programs, and coordinates many Special Events such as Norman Fourthfest, Daddy Daughter Dance, Mother Son Dance, and many more.

Mr. Olsen said Westwood has eight full-time and 100 seasonal employees, including an 18-hole Professional Golf Course, Tennis Complex, and Swimming Complex. He highlighted the amenities for each and said Westwood is a \$2.3 million Special Revenue operation.

Mr. James Briggs, Park Development Manager, highlighted the Park Development Division, stating it coordinates construction projects in the park system along with the supervision of the Urban Forestry program. He said the division also oversees the Parkland Dedication Ordinance and Park Development Ordinance and coordinates master plans for parks.

The Board acknowledged the presentation.

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ITEM 7, being:

### NORMAN FORWARD UPDATE

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

#### Reaves Park

Mr. Olsen said Flintco should finish the project at the end of the month and showed the Board pictures of the progress, including large sidewalks, driveways, and a new concession and restroom building. He said Staff would work with the Norman Optimist Club on items to get the ballpark ready for play and anticipates a ribbon cutting in March before the beginning of the Spring League.

#### Griffin Park

Mr. Olsen said Phase 5 is nearly complete, and Phase 6 will begin soon. He showed pictures depicting the new concession and restroom buildings. He said the construction would be done in the spring, but the fields will not be ready for play until the fall. A ribbon cutting will be scheduled once the fields are ready, and Staff said they would be sprigged in June and need a 60-day growing period.

## Park Board Meeting

Page 4 of 4

January 5, 2023

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### Multi-Sport/Indoor Aquatic Facility

Mr. Olsen said the roof is nearly finished at the Young Family Athletic Center (YFAC), and the exterior construction will begin soon, which will take approximately two months. Once the "skin" is on the building, the heating and air conditioning will be installed, and work will begin on the interior. Mr. Olsen said the construction would be substantially complete in October, and afterward, Staff will work with the operator for approximately 60 days to get the facility up and running. A ribbon cutting is expected for January, before the beginning of the winter basketball league.

### Senior Wellness Center

Mr. Olsen said the construction of the roof and exterior skin is being done at the Senior Wellness Center and once completed. The contractor will move forward with the interior construction. He said the project should be substantially complete by late summer, and Staff will work with the operator for approximately 30 days to get the facility up and running. A ribbon cutting is expected in September.

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ITEM 8, being:

#### DIVISIONAL UPDATES

Ms. Veronica Tracy, Recreation Manager, said the Daddy Daughter Dance is on February 4 at Embassy Suites, and tickets are on sale now. She said there were three dances scheduled for the event. Ms. Tracy said the new Development Center Open House/Ribbon Cutting is scheduled for January 27 at 1 pm and invited everyone to attend.

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ITEM 9, being:

#### MISCELLANEOUS DISCUSSION

Mr. Jason Olsen, Director of Parks and Recreation, said the Andrews Park Playground Project is almost finished. He said the playground equipment had been installed, and a new sidewalk to the playground would be constructed soon. Mr. Olsen said the dedication/ribbon cutting is expected in February, and the Park Board will be invited once a date is scheduled.

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#### ADJOURNMENT

Chair Wright adjourned the meeting at 7:00 p.m.

Passed and approved this 2<sup>nd</sup> of March 2023

  
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Kristi D. Wright, Chair