

Norman Board of Parks Commissioners  
January 11, 2024

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met on the 7th day of December 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 Ross, Sallee, Sheriff and Usry

Absent: Commissioners Davison, Isacksen, Moxley and One Vacancy

City Officials

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

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ITEM 1, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF  
MINUTES FROM NOVEMBER 2, 2023, PARK BOARD MEETING

Commissioner Sallee made the motion, and Commissioner Ross seconded to approve the November 2, 2023, Park Board minutes. The vote was taken with the following results:

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

NAY: None

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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:

- Contract K-2324-72 with Beanstalk Coffee and Sno for the Concessionaire Partner and Operator in the Young Family Athletic Center (YFAC).
- Contract K-2324-82 with Community After School Program, Inc., to provide free tutoring services at the City after-school programs.
- Contract K-2324-102 with Source Once Facility Maintenance in the amount of \$43,046 to provide custodial services at the Adult Wellness (AWE) Center.
- Contract K-2324-104 with the Abbott House Child Advocacy Center to operate and provide programming at 329 South Peters Avenue.
- Contract K-2324-108 with Paul Bagley DBA Design Silo LLC in the amount of \$175,000 for public art to be placed in the roundabout at James Garner Avenue and Flood Avenue.
- Resolution R-2324-91 transferring \$189,700 from the Railroad Quiet Zone Account and \$45,641 from the Railroad Corridor Safety Account to the James Garner Avenue Phase 3 Acres Street to Duffy Street Project Construction account.

ITEM 3, being:

**NOMINATION AND ELECTION OF CHAIR OF THE BOARD OF PARKS COMMISSIONERS**

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

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

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ITEM 4, being:

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

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

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

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ITEM 5, 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  
Kristi Wright

**Advisory Committee for Urban Wilderness Parks**

Liz Ross  
Sherrel Sheriff  
Ellen Usry

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

Billy Davison  
Kristi Isacksen  
Sherrel Sheriff

**Legacy Park Activity Committee**

Chris Moxley

**Norman Forward Indoor Aquatic/Multi-Sport Facility (YFAC) Ex-Officio**

Chris Moxley  
Sherrel Sheriff

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

Mary Sallee  
Ellen Usry

**Movie in the Park Committee**

Ellen Usry

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

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

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ITEM 6, being:

**UPDATE TO THE YOUNG FAMILY ATHLETIC CENTER (YFAC) POLICY AND FEE SCHEDULE**

Mr. Jason Olsen, Director of Parks & Recreation gave an Operator Update. He highlighted the YFAC Facilities Policy Manual, stating it allows the Director of Parks & Recreation to set the pricing schedule and fees; enter into annual agreement on behalf of the City with a Community/Operational partners for rental of events, practices, or meetings; and set fee schedules, which includes membership and day pass costs, and rental and event fees. Mr. Olsen said the YFAC Booking and Sponsorship Policies will be reviewed annually by the Norman Board of Park Commissioners and any update and/or changes to them must be at their recommendation and approved by the City Manager.

Mr. Olsen said recent discussions regarding the YFAC hours of operation prompted the City to consider opening the facility on Sundays. He said the YFAC will be open to the public on non-holiday weeks a minimum of eighty (80) hours. Mr. Olsen said the Parks and Recreation Department commits to have the center available to YFAC members for open and passive activities at an average of seventy (70) hours per week. Additionally, the Parks Department and YFAC will commit to have a minimum of one-hundred (100) hours of community open gym/swim annually for Norman residents at no cost by opening the facility to the public for scheduled open activity. The proposed hours of operation to include the following:

Monday – Friday:	7:00 am – 9:00 pm
Saturday:	8:00 am – 6:00 pm
Sunday:	12:00 pm – 4:00 pm
Special Holiday Hours:	12:00 pm – 6:00 pm (MLK Day, Memorial Day, Juneteenth and Labor Day)
Holidays Closed:	New Years Day, Independence Day, Thanksgiving Day, Christmas Eve and Christmas Day

Mr. Olsen highlighted the following YFAC Contracts:

- Optimist Club: Agreement signed for Community Basketball and Volleyball Leagues
- Norman Public School: Contract for \$50,000 per year
- Sooner Swim Club: Contract for \$15 per hour/per lane and 25% of Swim Meets and Duals
- Rise Volleyball Club: Agreement signed \$50,000 per year up to 1250 hours of court time
- Youth Scoreboards LLC: Contract signed – marketing agreement
- Student Athletes Name Image Likeness (SANIL) Service Agreement: Contract signed
- Musco Vision: Streaming Contract signed
- Beanstalk Coffee and Sno – Concessionaire Contract signed
- Trae Young Family Foundation: Contract sent - Operate the Adidas Store and Office Space in the YFAC.

Commissioner Usry made the motion, and Commissioner Sheriff seconded to recommend and accept the YFAC Policy and the YFAC Contracts as discussed. The vote was taken with the following results:

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

Mr. Olsen said electrical work is being finished and the scoreboards are being installed in the gym area. He said the scoreboards and video boards will be installed soon in the competition pool area. Mr. Olsen said the City has an agreement with the contractor regarding concerns with the concrete decking around the YFAC pool(s). He said the contractor will grind 3/8" inches off the concrete deck at the Recreation Pool and install tiles, and the contractor will remove and re-pour the decking at the Competition Pool. Mr. Olsen said the City has agreed to pay \$30,000 for the tile and said the tile will add value to the pool and increase the pool deck longevity. He said the work would be completed, and both pools would be filled with water before the ribbon cutting, but the pool(s) would still need inspections. Mr. Olsen said the inspections should be completed in March, and the pool(s) will be ready for use.

Mr. Olsen highlighted important YFAC dates as follows: Youth Basketball League will start playing at the YFAC next week. He said the ribbon cutting is scheduled for February 19<sup>th</sup> at 3:30 pm and the art dedication will be held the same date. Open House and demonstrations at the YFAC will be held from February 21 to March 1 and open to the public on March 4<sup>th</sup>.

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ITEM 7, being:

**ANNUAL REPORT FROM THE PARKS AND RECREATION DEPARTMENT**

Mr. Jason Olsen, Director of Parks and Recreation, said the Parks and Recreation (P & R) Department grew from 83 employees to 107, due to changing the Westwood Golf Pro to a City employee versus being a contract employee; adding many positions at the new Young Family Athletic Facility (YFAC); and adding two positions to the Facility Maintenance Division. He said the P & R Department includes the following: Park Administration, Park Development, Recreation, Park Maintenance, 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, Parks Manager, said the Park Maintenance Division has 40 full-time employees and maintains 67 park sites (1,154 acres), and assists with Special Events, including Norman Fourthfest, Winterfest, Medieval Fair, and many others. Mr. Thompson said Facility Maintenance broke away from Park Maintenance and provides maintenance to City buildings and facilities (47 occupied and 72 unoccupied). He said Facility Maintenance has 11 full-time employees and 8 seasonal employees.

Ms. Veronica Tracy, Recreation Manager, said the Recreation Division has 11 full-time employees and 40 part-time employees and includes six recreation centers (12<sup>th</sup> Avenue, Irving, Whittier, and Little Axe Recreation Centers, the YFAC, and the Adult Wellness and Education (AWE) Center (operated by Healthy Living). The Recreation Division offers a variety of programs, including summer and after-school programs, and operates the Youth Basketball, Youth Volleyball, and Westwood Tennis program as well as coordinates many Special Events such as Norman Fourthfest, Daddy Daughter Dance, Mother Son Dance, and many more.

Mr. Olsen said Westwood has 10 full-time and 100 seasonal employees, and includes an 18-hole Professional Golf Course, Tennis Complex, and Swimming Complex. He highlighted the amenities for each and said Westwood is a \$2.4 million Special Revenue operation. Mr. Olsen highlighted the amenities at the YFAC, stating the YFAC will host many local sports leagues, clubs and swimming meets, as well as Regional and National Sporting Events. He said the YFAC has a \$1.6 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 there are three full time employees and the division 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 8, being:

**NORMAN FORWARD UPDATE**

**Bentley Park**

Ms. Bethany Grissom, Park Planner, said the footings and columns for the picnic shelter have been placed; and work has started for the playground, which will have synthetic turf and a shade structure included. The new tennis and pickleball courts have been constructed; and final court surfacing will be done in the spring, when temperatures are appropriate for proper curing. All other park furniture is ordered and expected to arrive in the coming weeks. Also, the park walking trail, basketball court and all signs and landscape elements will be built as weather permits this winter and spring, in preparation for a park opening in the spring.

**Falls-Lakeview Park and Sunrise Park**

Ms. Grissom said playground designs have been selected for both the Falls-Lakeview and Sunrise Parks. We will also be upgrading the park furnishings and walkways in these parks, along with other landscape and sports facility improvements at the practice fields and/or courts in each park. We will continue to do other smaller park improvements at other parks throughout the city, while we plan for the next major renovations that will occur next fiscal year.

**Adult Wellness and Education Center**

Ms. Veronica Tracy, Recreation Manager, said the Adult Wellness and Education Center (AWE) continues to exceed all expectations and already has 1500+ members.

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ITEM 9, being:

**DIVISIONAL UPDATES**

Ms. Veronica Tracy, Recreation Manager, said the Young Family Athletic Center (YFAC) memberships and swim lesson are on sale and can be purchased at [www.yfac.com](http://www.yfac.com). She said the Daddy Daughter Dance (DDD) and Mom Prom tickets are on sale. The DDD is on February 10<sup>th</sup> at Embassy Suites, and the Mom Prom is on May 4<sup>th</sup> at The Noun.

Mr. James Briggs, Park Development Manager, said the Parks and Recreation Sub-Committee for the AIM Norman Comprehensive Plan met on January 9<sup>th</sup>. The P&R Sub-Committee will review and discuss city parks, trails and open spaces and provide a strategy for improving their connections with neighborhoods and with one another. Mr. Briggs said work has begun at the Cleveland County Historical House to replace several of the baluster pieces on the front porch, along with any sections of the railing top and bottom that have become rotten or damaged over the years. He said the City is advertising now for proposals from design firms to work on a Westwood Park Master Plan for the golf clubhouse, maintenance, cart barn, tennis pro shop and parking areas. Staff is also working with the Norman Fire Department and the Emergency Management Coordinator to apply for a grant from Oklahoma Department of Forestry to help us write a wildfire prevention plan for Norman. This is the first step in becoming a FireWise Community, which will help us plan and manage those parts of the urban forest where there are potential risks in case of a wildfire event. The plan will include identification of underbrush and dead plant material that need clearing and other situations where contractors, private property owners and the city can work together to mitigate items that could fuel a wildfire.

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**MISCELLANEOUS DISCUSSION**

None.

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**Park Board Meeting**

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**PUBLIC COMMENTS**

Adrienne Gotier, Howard Baer and Heather Supinie with Red Earth Sierra Club attended the meeting and made comments pertaining to Norman Forward Saxon Park Project. Mr. Baer said he would like Saxon Park to become the first Eco Park and the prairie area restored versus removing natural areas and adding more concrete. Ms. Gotier said they would like to work with Staff to enhance conservation in Saxon Park as well as other City parks. Staff said they would meet them at Saxon Park to discuss the project.

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**ADJOURNMENT**

Chair Wright adjourned the meeting at 7:06 p.m.

Passed and approved this 7<sup>th</sup> of March 2024

  
Sherrel Sheriff, Chair