

Norman Board of Parks Commissioners

June 2, 2022

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met on June 2, 2022, at 5:30 p.m., and notice and agenda of the meeting was posted at 201 West Gray Street, 24 hours prior to the beginning of the meeting.

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ITEM 1, being:

ROLL CALL

Present: Chair Wright and Commissioners Davison, Favors, Isacksen, Moxley and Salmond

Absent: Commissioners May, Ross, and Sallee

City Officials

Present: Jason Olsen – Director of Parks and Recreation  
Mitchell Richardson, Recreation Supervisor  
Wade Thompson, Parks and Facilities Manager  
Veronica Tracy, Recreation Manager  
Karla Sitton, Admin Tech IV

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ITEM 2, being:

APPROVAL OF THE MAY 5, 2022 - REGULAR PARK BOARD MINUTES

Commissioner Isacksen made the motion, and Commissioner Davison seconded to approve the May 5, 2022, Regular Park Board minutes. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Favors, Isacksen, Moxley and Salmond

NAY: None

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ITEM 3, being:

APPROVAL OF THE AGENDA

Commissioner Salmond made the motion, and Commissioner Favors seconded to approve the agenda. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Favors, Isacksen, Moxley and Salmond

NAY: None

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ITEM 4, being:

ANNUAL PRESENTATION FROM THE FIREHOUSE ART CENTER

Mr. Douglas Shaw Elder, Executive Director of the Firehouse Art Center, presented to the Board. He provided an overview of activities for FY2020-2021, including the Art After School and Children's Summer Art Program that served 234 students ages 5 to 14. Mr. Elder said the Youth and Teen Program did 60 students ages 10-17, and the Adult Classes were offered six days per week to include painting, drawing, jewelry, printmaking, fiber, and fused glass. He said Firehouse Art also provides art learning opportunities to adults with varying degrees of cognitive, physical, and learning disabilities through the Healing Studio Program.

The Firehouse Art Center has partnerships to provide public art in the Norman community and adjusted its community outreach activities during COVID-19 to include no-contact drawing and sculpting demonstrations rather than hands-on activities. Mr. Elder, some of the partnerships include the City's Outdoor Movie Series and Earth Day; Downtown Norman Fall Festival; National Weather Center's National Weather Festival; Norman P.T.A.'s Chocolate Festival and Reflections Competition; Norman Pride; Norman Music Festival, and more.

Mr. Elder said the Firehouse Art received the AT&T Foundation Grant to expand the Firehouse's Veterans Program; the Norman Transcript Reader's Choice Awards finalist for Best Museum and Best Art Exhibit Venue. The Firehouse was consistently voted as one of the best organizations in the visual arts by the Norman Transcript readers over the past eleven years. He highlighted some goals that the Firehouse Art Center accomplished, including transitioning to an online enrollment system for classes, adapting classroom space to meet challenges present by COVID, and returning to a regular schedule in the Fall of 2021. Added beginning adult classes; developed and launched a new online art learning curriculum for ages 5-14, available for free on the Firehouse's website. Recruited new faculty and created visual arts faculty instructors; expanded and enhanced partnerships which provided over 5,000 individuals with visual arts activities and community events; and participated in and presented at AVA Fest in Austin, Texas.

Mr. Elder submitted a financial report before the meeting. Commissioner Salmond asked where the endowment income listed on the balance sheet comes from and how that income is used. Mr. Elder said four endowments belong solely to Firehouse, and another four endowments come from the Oklahoma City Foundation, which previously was the Norman Foundation/Cleveland County Foundation. He said one of the endowments is used explicitly for women (how the endowment was written) in the Healing Studio Program; the other is used for art education scholarships, general funding, and help supplement grants. Commissioner Salmond asked about the Loss or Gained on the Sale of Assets, and Mr. Elder said that were considerable expenses/leasehold improvements that have been written off to include: building and improvement remodels that never happened due to the pandemic, a fundraising video/graphics campaign project and depreciated property equipment. Commissioner Isacksen asked about the Other Receivables for \$43,895.36, and Mr. Elder said he would double-check with the accountant but believed that entry was money that Firehouse was trying to carry over into the new fiscal year; however, the auditor said it had to be put back into the previous fiscal year.

Commissioner Isacksen asked if participation numbers were growing, and Mr. Elders said yes, and Firehouse Art could not be happier about that.

Chair Wright asked about the jump in advertising and marketing costs, and Mr. Elder said that was due to Firehouse producing two events that involved a lot more advertising and marketing. She thanked Mr. Elder for all of his dedication and spoke about the pandemic, adapting classes and space, and losing Staff. He has done a fantastic job keeping things running so well.

The Board acknowledged the report.

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ITEM 5, being:

**ANNUAL PRESENTATION FROM HEALTHY LIVING OKC (SENIOR WELLNESS CENTER)**

Ms. Claire Dowers-Nichols, Healthy Living and Fitness, Inc. (Healthy Living), presented to the Board. She said she is excited about its partnership with the City of Norman and looks forward to operating the new Senior Wellness Center when the construction is completed this time next year.

Ms. Nichols said Healthy Living signed a Memorandum of Understanding (MOU) with the City a little over a year ago and, since that time, has conducted some community presentations and met with various stakeholders as well as Ad Hoc Group members. She said Healthy Living participates and provides input at bi-weekly design and construction meetings and said she appreciates the collaborative efforts by all involved in the process. Ms. Nichols said Healthy Living had filed an LLC as a separate legal entity that will house the operations of the wellness center and is meeting with potential members for the LLC advisory committee.

Ms. Nichols said Healthy Living's mission is to promote the health and wellbeing of adults aged 50 and older by providing opportunities for physical activity, social engagement, and lifelong learning. She said Healthy Living would address the following tasks over the next year to include:

- Finalize advisory committee to ensure the Norman community is represented throughout the center's operations and programming;
- Develop and execute a fundraising strategy;
- Develop and implement a marketing strategy;
- Establish a fee structure for members;
- Refine policies and procedures for the center; and
- Hire Staff and recruit volunteers.

Ms. Nichols said since the center is not opened yet, there are a few items that are not applicable to include the fee structure(s), number of participants, revenue by categories, and revenue beginning and ending fund balance. She highlighted the projected first-year budget to include the revenue, salary, and operational expenses. Ms. Nichols said the membership dues revenue is based on having 925 members per month; however, she feels like the potential to have a similar trend to that of Healthy Living OKC on Rockwell is possible, i.e., having 2,000 members within the first two years. She said that goal was exceeded within the first five months of opening! Ms. Nichols highlighted Healthy Living Leadership as well as the Board Members.

Commissioner Salmond asked Ms. Nichols if she was given projected expenses for utilities for the first year since the City will pay them 100%. Ms. Nichols said she does not have the numbers but will get them and send them to City Staff. Mr. Jason Olsen, Director of Parks and Recreation, said there is an agreement between Healthy Living and the City that the City's portion of operational expenses will not exceed \$120,000 per year. Commissioner Moxley asked what the annual operating expenses at the current Senior Center and Mr. Olsen said it is \$120,000 annually, not including salaries and benefits. Commissioner Moxley said he is glad Healthy Living is taking the corporate structure very seriously and putting so much thought into everything, such as monies going into and out of the Norman Wellness Center will not cross over to the OKC Healthy Living (Senior) Center. He said he was sure there would be employees working for both senior centers, i.e., accounting and/or marketing teams, and Ms. Nichols said yes, that is correct. She said she will oversee both facilities and will hire an associate or branch director to work at the Norman Senior Center while she continues to work in Oklahoma City. Ms. Nichols said both facilities are taxpayer-funded, and she does not take that lightly, stating will continue looking at those structures to keep the risks and finances for both facilities separate. Mr. Olsen said this is also clearly defined in the MOU with Healthy Living.

Commissioner Moxley asked if Ms. Nichols is advising Staff, contractors, etc., of what worked and did not work at the Oklahoma City Healthy, and she said absolutely. Ms. Nichols said she wants the Norman Wellness Center to be as successful as Oklahoma Healthy Living. Commissioner Moxley asked if City Staff or Healthy Living would set the membership fee, and Ms. Nichols said we would work on the price together. Still, she would like to keep it around \$35 per month to be competitive with other facilities in

Norman. Mr. Olsen said once a fee is discussed, and he will bring the proposal to a future Park Board meeting for recommendation/approval to move forward to get final approval from the City Manager.

Commissioner Isacksen said it is important that the LLC for the Norman Wellness Center, whether it is a governing board or an advisory board, has Norman representation. Ms. Nichols agreed, stating Healthy Living, as well as our 501(C)3 Board, understands the significance of the Norman community having a say and input on the Norman Wellness Center. Commissioner Salmond requested adding Norman residents to the 501(C)3 Board since there are currently none, and Ms. Nichols said there have already been discussions to do so.

Mr. Olsen said that anytime there is a milestone with the Norman Wellness Center project, he can request Healthy Living to make a presentation update to the Park Board.

The Board acknowledged the presentation.

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ITEM 6, being:

**DISCUSSION REGARDING UPDATED WESTWOOD GOLF FEES AND POLICY AND PROCEDURES**

Mr. Jason Olsen, Director of Parks and Recreation, requested to move discussing the updated Westwood Policy and Procedures to a future Park Board meeting to allow the Board time to look over the proposed update, and the Board agreed.

Mr. Olsen said that currently, there are over 20 green fees at Westwood Golf, and the Staff would like to simplify the fee structure so it will be less complicated. He said during the process, and Staff figured out that people/players prefer round numbers; therefore, the updated fees are excellent round numbers and include tax. Mr. Olsen said Staff discussed and decided to remove the Dusk Fee (6:00 pm), OU Student Fee, and Customer Appreciation (Monday) Fee. He said if the Board approves the fee proposal, the new fees will change on July 1. He highlighted the proposed new costs, comparing them to the old fees, and said the new fees are not much higher but are more streamlined as follows:

- Regular Green Fee: \$30.00 (\$29.36)
- 2:00 Fee: \$25.00 (\$23.93)
- 5:00 Fee: \$20.00 (changed from 4pm \$18.76)
- Senior Fee: \$18.00 (\$17.67)
- Junior Fee: \$8.00 (\$8.16)
- Military/First Responder/City Fee: \$25.00 (\$24.47)
- 9-Hole Gree Fee: \$20.00 (\$18.76)

Mr. Olsen said Staff discussed and proposed to remove the Regular and Senior Trail Fees (personal carts) to include Regular 18-Hole and 9-Hole Trails and Senior 18-Hole and 9-Hole Trails. He highlighted the proposed new cart fees as follows:

- Full 18-Hole Cart: \$32.00 (\$32.63)
- ½ 18-Hole Cart: \$16.00 (\$16.31)
- Full 9-Hole Cart: \$18.00 (\$17.40)
- ½ 9-Hole Cart: \$9.00 (\$8.70)



Mr. Olsen highlighted the proposed annual membership fees, which include the green fee, cart, and range as follows:

- Regular Members: \$2499.00 and \$208.25/monthly bank draft (\$2496.73)
- Senior Membership: \$2299.00 and \$191.59/monthly bank draft (\$2287.11)

He said the above two memberships are the only two that will be offered after June 30, 2022; however, the following memberships will be grand-fathered in as long as they remain members:

- Regular Membership-Green Fee Only: \$1600.00/\$133.34 monthly bank draft
- Regular Membership-with Range: \$2000.00/\$166.68 monthly bank draft
- Regular Membership-with Cart: \$2200.00/\$178.90 monthly bank draft
- Senior Membership-Green Fee Only: \$1200/\$100.00 monthly bank draft
- Senior Membership-with Cart: \$2000/166.68 monthly bank draft

Mr. Olsen said there is no current Senior Membership with Range. He said the grand-fathered membership pricing will be guaranteed for the next 24 months until July 1, 2024. At that time, these memberships will be increased by \$100 per year, beginning July 1, until reaching the total Membership price, i.e., Regular Member \$2499.00 and Senior Member \$2299.00.

Mr. Olsen said proposed new fees for adding additional family members are \$650.00/\$54.17 monthly bank draft (\$652.20). The proposed Summer Junior Membership with Range Fee is \$399.00 (\$374.69), and the proposed Annual Junior Membership with Range Fee is \$649.00 (\$613.69).

Commissioner Salmond asked if any Golf Course Capital Projects were scheduled and Mr. Olsen said small projects are scheduled in the future, such as the installation of front fencing to secure the golf course overnight, equipment upgrades, and replacing the clock tower. Mr. Olsen said hopefully, a future Norman Forward II will be approved in 2030 that would help construct a new Golf Clubhouse.

Commissioner Moxley said he was concerned that the course would fill up with Senior Fee players, and there would not be enough room for the Regular Fee players. He suggested offering a \$5.00 discount for players after 5 pm.

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ITEM 7, being:

#### **NORMAN FORWARD UPDATE**

Mr. Jason Olsen, Parks and Recreation Director, gave a Norman Forward Update to the Board as follows:

##### **Reaves Park**

Contractors are working on irrigation and the dry pond, and the project should be completed by November or December. A ribbon-cutting will be scheduled in March 2023, after the winter and before the spring baseball/softball season.

##### **Griffin Park**

Griffin Park Phase V is nearly completed and includes renovating three fields, irrigation, sidewalks, and fencing. Phase VI is under design and will go out to bid in July. Phase IV includes eight fields, two concession/restroom buildings, one restroom-only building, an expansion of Robinson Street, and a new entry into the complex. The Silos have been re-painted but are being left blank in anticipation of being selected as an NF Art project. Art would be designed at that time.

**YFAC**

Surge pits were dug to elevate a drainage issue on the site, and upright construction will begin soon. The steel is scheduled to arrive in July and will take three months to install. Dedication will be scheduled later to dedicate the new naming of the street, Trae Young Drive.

**Senior Wellness Center**

The NRHS parking lot where the new senior center will sit has been demolished, and utility construction will begin in July. The project will take approximately 13 months to complete.

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ITEM 8, being:

**DIVISIONAL UPDATES**

Ms. Veronica Tracy, Recreation Manager, said the Westwood Family Aquatic Center (WWFAC) began the 2022 season on May 27. She noted three movies are scheduled in June for the Outdoor Movie Series, including *“Willy Wonka and the Chocolate Factory”* on June 3 at Lions Park; *“Raiders of the Lost Ark”* on June 18 at WWFAC; and *“Sing 2”* on June 24 at Lions Park. She said activities begin at 7 pm for the movies showing at Lions Park, and the movies start at sundown. The WWFAC will close at 8 pm and reopen at 8:30 pm, and the film will begin at dusk.

Ms. Tracy said the WWFAC “Let it Glow” swim party is on June 3 and invited the Board to come to enjoy the black-out night at the pool with glowing fun and a live DJ. The cost is \$7.00 per person and free for season pass holders.

Ms. Tracy said the WWFAC serves as an official Host Location Facility for the 2022 World’s Largest Swimming Lesson on June 23. The lesson will take over 24 hours at aquatic centers, swim schools, and waterparks nationwide. Participants coming to WWFAC will receive a 30-minute water safety course, and courses will be held between 9 am-11:30 am, or 6 pm, and 8 pm. Ms. Tracy said this promotional event is designed to build awareness and generate local and national press attention.

The Annual Fishing Derby at NE Lion’s Park has been postponed from June 4 to June 11 at 8:00 am. Ms. Tracy invited the Board to attend the Derby and enjoy fishing, coffee, and snocones! She said each participant needs to bring their bait and is allowed up to two catfish and three bluegills. A legal guardian must supervise all children, and no fishing license is required.

Mr. Wade Thompson, Facility and Parks Manager, said the City would begin the mosquito vector monitoring this week, and Staff will set out the mosquito traps.

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ITEM 9, being:

**MISCELLANEOUS COMMENTS**

Mr. Jason Olsen, Director of Parks and Recreation, said July is National Parks and Recreation Month and asked if one of the Commissioners would like to attend the June 14 City Council meeting to accept the Proclamation. Commissioner Isacksen said she would be happy to do so!

Chair Wright said she regularly walks her dog at several city parks, which are always busy. She said it is exciting to see so many people attend the parks! Chair Wright asked Staff if a dog waste dispenser could be installed at Songbird Park and Mr. Wade Thompson, Facility and Park Manager, said there is already one at the park; however, Staff may need to move it to a different location that is more visible or add a second one to the park.

**Park Board Special Meeting**

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**June 2, 2022**

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Mr. Olsen said Council approved an Americans with Disabilities Act (ADA) playground to be installed at Andrews Park. He said the new ADA playground will be paid for with ADA funding and will be installed by the end of the summer once the old playground is removed. Commissioner Favors asked if the new playground would be similar to the ADA playground at Ruby Grant Park and Staff said yes.

Mr. Jason Olsen said there would not be a meeting in July to allow for summer vacations, etc. He said the next Park Board meeting would be on August 4, 2022.

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ITEM 10, being:

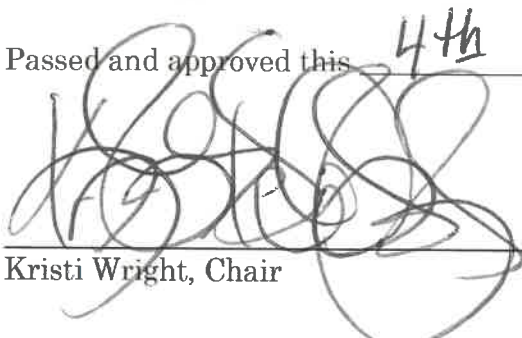
**ADJOURNMENT**

Commissioner Moxley made the motion, and Chair Wright seconded to adjourn. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Favors, Isacksen, Moxley and Salmond

NAY: None

Passed and approved this 4<sup>th</sup> of August 2022

  
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Kristi Wright, Chair



# the Moore-Lindsay Historical House Museum

Operated by the Cleveland County  
Historical Society

## FY 2021-22 Annual Report

### Board of Directors

Riley Million  
President

John Hughes  
Vice-President

Sue Schrems  
Treasurer

Kris Murray  
Secretary

Barbara Million  
Historian

Mae D. Cox

Vernon Maddux

Robertson Million

### Staff

Amy Pence  
Museum Manager

The Moore-Lindsay Historical House Museum (MLHHM) was founded in 1974 as the Norman-Cleveland County Historical Museum, the result of a collaboration between the City of Norman and the Cleveland County Historical Society (CCHS). The museum is housed in a beautiful Victorian-style home that was built in 1899 and is a prime example of the success that middle-class families found in Oklahoma Territory. The Historical Society is proud to continue to serve as stewards of the property, which is listed on the National Register of Historic Places.

