

Norman Board of Parks Commissioners  
November 2, 2023

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met on the 2nd day of November 2023 at 5:40 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, Moxley, Ross, Sallee, and Usry

Absent: Commissioners Sheriff, and One Vacancy

City Officials

Present: Jason Olsen, Director of Parks and Recreation  
Bethany Grissom, Park Planner  
Veronica Tracy, Recreation Manager  
Karla Sitton, Administrative Technician IV

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ITEM 1, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF MINUTES  
FROM OCTOBER 5, 2023, PARK BOARD MEETING

Commissioner Davison made the motion, and Commissioner Isacksen seconded to approve the September 7, 2023, Park Board minutes. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Isacksen, Moxley, Ross, Sallee, and Usry

NAY: None

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ITEM 2, being:

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

Ms. Veronica Tracy, Recreation Manager, highlighted the previously approved Council actions pertaining to the Parks and Recreation Department.

The previously approved Council actions are as follows:

- Contract No. K-2324-84, a reciprocal easement agreement between the City and Norman Regional Health System, and NEP Norman, LP establishing reciprocal blanket easements, promulgating rules, and design standards for construction within the Porter Health Campus;
  - Easement No. E-2324-26, permanent drainage and utility easement from Norman Regional Hospital Authority;
  - Contract No. K-2324-68, a compensation agreement between the City and NEP Norman, LP for reimbursement of costs for the City's construction of a fire circulation drive on the Adult Wellness and Education Center property to be jointly utilized by NEP and the City;
  - Donation of \$25,325 for a mural to be placed in the natatorium at the Adult Wellness and Education Center;
  - Amendment No. Three to Contract K-1213-163, between the City and Garver, LLC, in the amount of \$1,888 to provide additional construction phase services for street widening and traffic signal improvements at the 12<sup>th</sup> Avenue NE and High Meadows Drive intersection;
  - Amendment No. One to Resolution R-2324-52, creating an Ad Hoc Steering Committee to work with the City's consultant in the creation of the City's Area and Infrastructure Master (AIM) Plan to name a replacement for a Steering Committee Member, acknowledging the addition of the Parks and Recreation Master Plan, adding a list of partners, clarifying the process of selection of subcommittee member and setting forth attendance requirements for Steering Committee Members; and
  - Resolution No. R-2324-72, appropriating funds to close out year-end accounting entries for FYE 2023.
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ITEM 3, being:

**PRESENTATION OF THE ANDREWS PARK MASTER PLAN**

Ms. Kayla Copeland with Copeland Design Collective (CDC) said CDC collected various data for the Andrews Park Master Plan, including building base maps for the park, researching existing conditions, FEMA map review and utilities, etc. She said CDC and Park Staff held a 3-day design workshop beginning with a public input session at the City of Norman Development Center on day one, followed by a Steering Committee session on day two and an input gathering session from all City Departments on day three.

Ms. Copeland said some of the visions and goals gathered at the 3-day workshop included “re-imagining” the amphitheater, relocating the stage and great green, having a more active space on the edge/outside of the park, restoring the parking lot to green space; incorporating a botanical garden; preserve the history with infusion of modern architecture; engaging stormwater management; park activation with lighting; increase shade structures and opportunities; and reclaiming Webster Avenue for parkland.

Ms. Copeland highlighted a draft of the Andrews Park Master Plan. She said the Steering Committee suggested removing a park road on the west side of the park (Webster Avenue), which would gain approximately three more acres for the park. She highlighted the other aspects of the Master Plan to include a certified arboretum WPA-inspired gateway; bathhouse plaza; rain gardens; botanical garden; boardwalk; neighborhood court; on-street parking on the south and west sides of the park; great lawn; pavilions and shade structures; secondary entrance at the northwest corner of the park (Park & Acres); a grand entry plaza on at the northeast corner of the park (James Garner & Acres) that will include spray jet court; new stage area on north side of park; renovated playground (add more playground equipment to the new playground recently installed); pond(s); a food truck court and WPA drainage canal and bridges on the south side of the park.

Mr. Jason Olsen, Director of Parks and Recreation, said the Andrews Park Master Plan would have a \$16–25 million budget; however, at this time, there is currently no funding for the build-out of the master plan. He said more funding options could become available, including the possibility of a Norman Forward 2 (if approved by the citizens). Mr. Olsen felt the stormwater aspects and amenities (ponds, arboretum, WPA gateways, canals & bridges) would add to the entire downtown area, and approval of the Andrews Park Master Plan would help the City qualify for grants that will help with funding the master plan. Ms. Copeland said she is scheduled to present the Andrews Park Master Plan at a December City Council meeting for Council consideration.

Commissioner Davison made the motion, and Commissioner Moxley seconded to approve and recommend the Andrews Park Master Plan to the Council. The vote was taken with the following results:

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

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ITEM 4, being:

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

Ms. Veronica Tracy, Recreation Manager, highlighted the Young Family Athletic Center (YFAC) Policy and Fee Schedule. She said the policy allows the Director of Parks & Recreation to set the pricing schedule and fees, enter into agreements on behalf of the City with a Community/Operational partner for the rental of events, practices, or meetings, and set fee schedules, which includes membership and day pass costs, and rental and event fees. Ms. Tracy 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 the must be at their recommendation and approved by the Director of Parks and Recreation.

Ms. Tracy said the Director of Parks and Recreation would approve a contract with the Norman Optimist Club (NOC) on the recommendation of the Park Board. She said the proposed agreement states the City is to collect all revenue from the NOC league and related events, and in turn, the City will give NOC 7.5% of the gross revenue from the league and associated events. Ms. Tracy said we have also started contract negotiations with Sooner Swim Club and Rise Volleyball Club, which will be similar to the contract with NOC. Commissioner Isacksen asked about NOC receiving two revenue streams, and Staff said after the league play is over, the overall split will be close to

50/50 (net) between the City and NOC. The contract with NOC is year to year and can be amended if/when necessary.

Ms. Tracy highlighted the proposed hours of operation. She said the Parks and Recreation Department commits to having the YFAC available for Norman residents an average of 80 hours per week. The proposed hours are Monday through Friday, 6:00 a.m. to 9:00 p.m., Saturdays, 10:00 a.m. to 8:00 p.m. and closed on Sundays. Ms. Tracy highlighted the closed holidays and the special holiday hours. Commissioner Moxley asked why the YFAC will close on Sundays. Ms. Tracy said the facility will only be closed on Sundays to memberships; however, the facility may be open and have tournaments over the weekends, including Sunday play. Commissioner Moxley said he prefers the YFAC to be open on Sundays. He said tournament play usually finishes early on Sundays and felt Sundays would also allow more family participation, i.e., play basketball, swimming, etc. Commissioner Ross suggested the YFAC open at least half a day on Sundays, and Mr. Jason Olsen, Director of Parks and Recreation, said the YFAC will have approximately 30 employees, and most will be part-time; therefore, closing the YFAC on Sundays will save a lot of money as well as give rest to the employees. Commissioner Sallee asked if it would make more sense for the YFAC to close on Mondays instead of Sundays, and the Board agreed.

Mr. Olsen said registration has begun for spring basketball, and scholarships are available. He said the registration will include an option for those wanting to donate if they so desire. Staff said single and family memberships are available, as well as one-day and five or ten-day passes, stating the five or ten days do not have to be used consecutively.

Commissioner Usry asked whether the Board needed to approve and/or recommend updating the YFAC Policy and Fee Update this time or if it should be postponed. Mr. Olsen said the Board could recommend that the Parks and Recreation Director sign the contract with NOC as a Community Partner and the proposed YFAC Pricing and Policy Schedule. He said Staff will continue discussing the YFAC hours of operation and bring an updated proposal back to the Board in December.

Commissioner Usry made the motion, and Commissioner Moxley recommended updating the YFAC Policy Pricing and Policy schedule AND the Parks and Recreation Director to sign the contract with the Norman Optimist Club as a Community Partner. The vote was taken with the following results:

YEAH: Chair Wright and Commissioners Davison, Isacksen, Moxley, Ross, Sallee, and Usry

NAY: None

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ITEM 5, being:

**NORMAN FORWARD UPDATE**

Mr. Jason Olsen, Parks and Recreation Director, gave an update on the Norman Forward Projects.

**Young Family Athletic Center**

Mr. Olsen said construction continues at the Young Family Athletic Center (YFAC), and we anticipate a Temporary Occupancy in mid-December to allow Staff to start moving into the building. He said the winter basketball league will begin in January, with some games being played at the YFAC and some at the old Optimist gym. Mr. Olsen said a street dedication for Trae Young Drive is scheduled on November 5<sup>th</sup> and invited the Board to attend. He said Trae Young will attend the dedication, and afterward, Staff will give tours of the facility.

**Adult Wellness and Education Center**

Mr. Olsen said construction at the Adult Wellness and Education Center (AWE) is almost finished, and a ribbon cutting is scheduled for November 13<sup>th</sup> at 11:00 a.m. He said an art dedication for a mural in the natatorium entitled "Vibrant Connections" by Oklahoma artists Tiffany McKnight and Aunj Braggs will occur immediately after the ribbon cutting.

**Bentley Park**

Mr. Olsen said crews from PCC are onsite at the new Bentley Park working on constructing the tennis and pickleball courts. Once they are done, other contractors will be onsite throughout the fall and winter, installing a shaded playground, picnic pavilion, half-court basketball court, walking trail, and all park furnishings. Work was

## **Park Board Meeting**

**Page 4 of 4**

**November 2, 2023**

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done earlier this year to install park trees and irrigation and establish areas of the site, which will be left as native prairie land.

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ITEM 6, being:

### **DIVISIONAL UPDATES**

Ms. Veronica Tracy, Recreation Manager, said the City will give away trees to Norman residents tomorrow at Griffin Park from 9 am to 4 pm or until all the trees are gone. The trees were paid for through gifts from OEC Electric Company and First United Bank and funds available through the Parks and Recreation Department and the Utilities Division of Environmental Resilience and Sustainability. Residents must bring a form of identification of them as Norman Residents and can choose from four species (shumard oak, little gem magnolia, brandywine maple, and prairie fire crabapple).

Ms. Tracy said the last Outdoor Movie Series is showing tomorrow night at Lions Park. She said Coco would begin at 7 pm, and a food truck would be onsite.

The Veterans Day Parade and Ceremony are scheduled on Sunday, November 12<sup>th</sup>, at Reaves Park. The parade will begin at 2 pm, followed by a ceremony at 3 pm. Ms. Tracy invited the Board to help honor those who've selflessly served our country.

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### **MISCELLANEOUS DISCUSSION**

None.

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### **PUBLIC COMMENTS**

None.

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### **ADJOURNMENT**

Chair Wright adjourned the meeting at 7:09 p.m.

Passed and approved this \_\_\_\_\_ of \_\_\_\_\_ 2024

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Kristi D. Wright, Chair