

Norman Board of Parks Commissioners
February 1, 2024

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met on the 1st day of February 2024 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 Sheriff and Commissioners Davison, Isacksen, Moxley, Sallee, and Usry

Absent: Commissioners Ross, Wright, 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
Mitchell Richardson, Recreation Supervisor
Karla Sitton, Administrative Technician IV

ITEM 1, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF MINUTES FROM DECEMBER 7, 2023, PARK BOARD MEETING

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

YEAH: Chair Sheriff and Commissioners Davison, Isacksen, Moxley, Sallee, 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 as follows:

- Declaration of an Emergency to Repair the Norman Transit Center at 320 E. Comanche Street with Cavins Construction and Environmental Group in the amount of \$124,033.46.
- Amendment One to Contract K-2324-14 between the City and Norman Affordable Housing Corporation, Inc., in the amount of \$100,515.23 for a total contract amount of \$200,515.23 for the acquisition of property for affordable housing.
- Contract K-2324-121 between the City and Norman Arts Council for a Service Agreement for the 2024 Artful Inlets Project.
- Resolution R-2324-113 transferring \$125,000 from the Parks Administration Division Minor Equipment and Tools Account to the NEET Easement Vegetation Replacement Project to be used for the planting of trees in various parks.
- Resolution R-2324-117 with ODOT approving the payment of \$1,611,683 for the Flood Avenue Multimodal Path along Tecumseh Road and Flood Avenue from 24th Avenue NW, east to Flood Avenue and South to Robinson Street.
- Proclamation P-2324-23 Proclaiming Monday, April 22, 2024, as Earth Day and March 22 through May 19, 2024, as Green Norman Ecomonth in the City of Norman.
- Ordinance O-2324-45 amending Article 20-XXX Special Events of the City Code to include a film or television production event as a type of special event, establish a film permit and associated fee, allow

complete street closures for limited durations, make corrections to grammar, section references and formatting.

- Contract K-2324-92 between the City and Pitzer's Lawn Management Inc. for Emergency Snow Treatment Services.
 - Contract K-2324-130 between the City and MTS Brushhogging, Dozer & Lawn LLC for Emergency Snow Removal.
 - Resolution R-2324-125 conducting and closing a public hearing to determine appropriate action for abatement or condemnation of 3104 Woodcrest Creek Drive, as a public nuisance and order city services to be disconnected for a period of six months.
 - Contract K-2324-124 between the City and High Flyer Holdings, Inc., in the amount of \$940,000 for the purchase of real property located at 5451 Huettner Drive.
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ITEM 3, being:

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

Mr. James Briggs, Park Development Manager, said the Whispering Trails PUD Addition is located north of Indian Hill Road between 36th Avenue NW and 48th Avenue NW. He said in 2010, Whispering Trails Addition PUD was platted with 288 single-family lots. The addition would have generated a parkland dedication requirement of 1.89 acres at this density.

The revised plat now being presented contains 252 units of multi-family housing (either apartment or duplex), which calls for a parkland dedication of only 1.1151 acres. There is now a larger amount of commercial development in the rest of the plat; however, the streets in Whispering Trails are connected internally to those in the adjacent Redland Addition (a plat approved last year by the Park Board). The public park in Redlands is the western end of a linear park that stretches along the northern boundary of the developments in this area, across 36th Avenue NW, continuing east to the area set aside west of 36th Avenue to create a "Gateway Park" area at the border of Moore and Norman. The fees collected from Whispering Trails would be used to purchase a portion of the land for this linear park between the Redlands Park site and the 36th Avenue park area in the Commerce Parkway Addition, approved years ago.

When completed, Whispering Trails Addition's building permits will generate \$18,900 in Neighborhood Park Development Fees and the same amount in Community Park Development Fees.

Staff recommends a fee in lieu of land decision for the revised preliminary plat of Whispering Trails Addition PUD.

Commissioner Davison made the motion, and Commissioner Isacksen seconded approving a fee in lieu of land decision for the revised preliminary plat of Whispering Trails Addition PUD. The vote was taken with the following results:

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

NAY: None

ITEM 4, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF THE PLAN FOR THE NEW NORMAN STORMWATER PARK PROJECT

Mr. Jason Olsen, Director of Parks and Recreation, said the City acquired property on Alameda Street at the Carter Avenue intersection (east of Porter). He said a few months ago that, the staff completed a survey to gain

input on what a future park could look like in that area. Mr. Olsen said the City hired the Planning Design Group (PDG) to work with the Parks and Recreation and Stormwater Staff to design a new park that will focus on educating the public about how the City of Norman deals with stormwater flow and detention. The design process will include citizen input, with the final product anticipated to include both recreational areas and educational signage that work together to demonstrate different methods of handling floodwaters while being able to use the area for other purposes when there is no water flowing through the site.

Mr. Geoff Evans, PDG, distributed a proposed design and pictures of park amenities that could be installed at the Norman Nature Park to include a nature-themed playground, nature pavilion, boardwalk/wetland, rain garden, nature trail, expanded creek capacity, parking area and signage (arrival and educational). He said a creek runs through the property site, and the land area is complicated due to stormwater. Mr. Evans said the proposed design modifies the stream and increases the stormwater capacity; therefore, PDG revised and used the 2021 Stormwater Master Plan, completed hydrology studies, prepared geotech reports, and did environmental studies to determine the impact on stormwater runoff and soil conditions as well as make sure not to disturb any wildlife or animal habitats. He said PDG would also work with FEMA and the Corps of Engineers to obtain required permits. Mr. Evans said the project construction budget is \$1.2 million and highlighted the itemized costs. He said PDG is at 90 days to complete the construction drawing; however, approvals will need to be obtained from FEMA and the Corps of Engineers, and that timeframe could be 90 days to six months, depending on if they require more studies/work.

Mr. Olsen said that when the City obtained this property, we also inherited a billboard sign (located on Alameda Street) and that the contract with the company would expire in early 2025. He said that rather than pay out the contract, the staff decided to proceed with the design and permitting process.

The motion was made by Commissioner Moxley and seconded by Commissioner Usry to recommend the proposed Norman Nature Park design. The vote was taken with the following results:

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

NAY: None

ITEM 5, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF ANNUAL CONTRACTS WITH COMMUNITY PARTNERS AT THE YOUNG FAMILY ATHLETIC CENTER

Mr. Jason Olsen, Director of Parks and Recreation, said Sooner Swim Club (SSC) signed a Community Partner Agreement and wanted to share the information with the Park Board. He said SSC agrees to pay the City \$15 per lane per hour for the first 3,500 hours of use and \$12.50 per hour thereafter for using the YFAC natatorium for club swimming practices. SSC also agrees to pay the City a minimum of \$50,000 annually for using the YFAC, and Mr. Olsen said he is confident SSC will exceed \$50,000 annually. Mr. Olsen said SSC will also split (75-25) any gross revenue collected from any city-approved swimming event at the YFAC and pay the 25% gross revenue within 30 days of the event.

Chair Sheriff asked whether the City provides lifeguards for SSC meets, and staff said yes. Commissioner Isacksen felt that SSC's providing their schedule would help the City ensure enough open community swim time, and staff agreed.

Commissioner Moxley left the meeting at 6:11 p.m.

Mr. Olsen said the City has an agreement with Crowd Management Services (CMS) to provide security at big events scheduled at the YFAC. He said the City would require group(s) reserving the YFAC to use CMS for security, including using walk-through and/or hand-held metal detectors. Mr. Olsen said CMS would provide workers' compensation insurance, including employer liability insurance, with a limit of \$1 million. He said the YFAC rental fee(s) collected from the groups(s) should cover the CMS expenses. Mr. Olsen said that CMS would not be providing security during the smaller local league events at this time. He said Norman Public Schools (NPS) uses and highly recommends CMS to the City. Chair Sheriff asked if CMS would provide the metal detectors, and staff said no; they were part of the construction budget, and the City owns them.

ITEM 6, being:

ANNUAL PRESENTATION FROM THE SANTA FE DEPOT

Ms. Shari Jackson, Executive Director of The Depot, highlighted the annual presentation to the Board and provided financials to the Board before the meeting. She said 20,000 attended the 2023 Summer Breeze concerts, and 700 attended concerts at the Depot. Ms. Jackson said The Depot had 20,000 gallery guests that attended new artist exhibits, receptions in conjunction with the 2nd Friday Art Walk, and/or art clinics, chats, and workshops. She said The Depot's newest program is Third Thursday Comedy Night, which features comedy in a variety of forms, from standup to sketch, to improve.

Ms. Jackson highlighted the revenue sources as including Depot rentals (\$52,737), membership program (\$10,553), program partners/donors (\$40,863), and art and ticket sales (\$34,437). She said she appreciates all the Park Staff's work at The Depot and with the Summer Breeze Concert Series at Lions Park.

Commissioner Isacksen asked about the increase in wages, and Ms. Jackson said she was able to hire an employee to work during gallery hours and another to work on Saturdays and/or weekends. Chair Sheriff asked when the gallery was open to the public, and Ms. Jackson said it was open from 10 am to 2 pm, Wednesday to Saturday.

The Board acknowledged the presentation.

ITEM 7, being:

ANNUAL PRESENTATION FROM THE LITTLE AXE YOUTH SOFTBALL ASSOCIATION

Ms. Tiffany Earhart, Little Axe Youth Sports (LAYS) President, gave the annual presentation to the Board and provided financials before the meeting. She highlighted the 2023 season league and tournament activity and the fee structures. Ms. Earhart said LAYS continued a partnership with the Little Axe High School coach and was able to utilize the high school fields for a couple of events with Big Show Productions. She said due to those events, LAYS was able to give \$1,000 to the high school softball program. Ms. Earhart said LAYS left the Washita Valley League but still had the highest number of boys come out for baseball. She said LAYS was sanctioned with the Babe Ruth Organization and participated with the North Canadian Athletic Association (NCAA) for league play. She said baseball had 65 participants, softball had 12, and 10 adult volunteers hosted 15 tournaments.

Commissioner Isacksen said utilities have generally been \$2,000 per year and asked why the utilities were \$8,400 in 2023. Ms. Earhart said there is a possibility the entry was miscoded; however, she would look into it and provide additional information.

The Board acknowledged the presentation.

ITEM 8, being:

NORMAN FORWARD UPDATE

Young Family Athletic Facility (YFAC)

Mr. Jason Olsen, Director of Parks and Recreation, said on February 19th at 10:30 am, City Staff, the Norman Arts Council, and artist Vito DiBari will dedicate the Norman Forward art "Elevate the Game," and a ribbon cutting is scheduled at 3:30 pm. He said participants could watch a short video and hear from Mayor Heikkila and other notable speakers. Mr. Olsen said YFAC Staff would be onsite to give tours and provide membership information to interested people. He said a VIP event would begin at 5:00 p.m. on the second floor of the YFAC in the Norman Regional Health System (NRHS) space, where hors d'oeuvres would be served. He invited the Board to attend the art dedication, ribbon cutting, and VIP event and said the VIP event would not be open to the public.

Bentley Park

Mr. Olsen said work continues on Bentley Park's playground, sidewalks, and pickleball courts. He said the final court surfacing would be in the spring when temperatures are appropriate for proper curing. All other park furniture has been ordered and is expected to arrive soon. He said 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 late spring.

ITEM 9, being:

DIVISIONAL UPDATES

Mr. James Briggs, Park Development Manager, said work continues at the Cleveland County Historical House to replace several baluster pieces and railing on the front porch. He said work continues at the Falls-Lakeview and Sunrise Parks and Council will consider awarding playgrounds at their next meeting. Parks. Mr. Briggs said the Forestry Division has been pruning trees in the Downtown and Campus Corner areas to raise the canopies and planting trees in several City parks and City Property along 12th Avenue SE between Lindsey Street and Constitution Street. He said Davey Resource Group continues to review Norman's Tree Ordinance and begin work on an urban tree inventory, which will help produce an Urban Forest Master Plan for Norman. Mr. Briggs said an RFP was sent out, and staff will begin interviewing design firms to work on a Westwood Park Master Plan for the golf clubhouse, maintenance, cart barn, tennis pro shop, and parking areas. He said staff continues working simultaneously with the AIM Norman Comprehensive Plan design team to review and discuss city parks, trails, and open spaces to update our Park Master Plan.

Mr. Jason Olsen, Director of Parks and Recreation, said the Daddy Daughter Dance is on February 10th at Embassy Suites, and the Mom Prom is on May 4th at The Noun. He said the Young Family Athletic Center (YFAC) memberships and swim lessons could be purchased at www.yfac.com. Mr. Olsen said the annual Shamrock Off-Road 5K and 1-mile Fun Run is scheduled on March 2nd at Ruby Grant Park.

Mr. Wade Thompson, Parks Manager, said staff pretreated City parking lots and sidewalks for the recent big winter event and repaired frozen pipes at Ruby Grant Park. He said staff has been helping move furniture at YFAC, recently started preparations to pour a 150-foot sidewalk at Kiwanis Park, replacing a bridge at Castlerock Park, and will begin replacing broken playground pieces at Castlerock, Colonial Commons, Reaves, Songbird, and William Morgan Parks.

MISCELLANEOUS DISCUSSION

Commissioner Sallee asked when the Norman Forward Saxon Park Project Ad Hoc meetings would begin. Mr. Jason Olsen, Director of Parks and Recreation, said staff will re-engage with the design team, and meetings should begin late spring to early Summer.

Chair Sheriff said she attended the AIM Norman Comprehensive Plan Parks Sub-Committee meeting on January 9th and encouraged the Commissioners to take the AIM Norman monthly online surveys. She said they could go to www.aimnorman.com and said the February survey is about Norman parks and recreation programs. Mr. Olsen said staff will bring the AIM Norman proposal to a future Park Board meeting.

PUBLIC COMMENTS

None.

ADJOURNMENT

Chair Sheriff adjourned the meeting at 6:57 p.m.

Passed and approved this _____ of _____ 2024

Sherrel Sheriff, Chair