

Norman Forward  
Saxon Park  
Ad Hoc Advisory Group  
April 12, 2024

The Norman Forward Saxon Park Ad Hoc Advisory Group of the City of Norman, Cleveland County, State of Oklahoma, met in the Conference Room on the 12th day of April 2024 at 11:08 a.m. and notice and agenda of the meeting were posted at 201 West Gray Street, 48 hours prior to the beginning of the meeting.

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ROLL CALL

Present: Chair McManaman and Members Carson, Evans, and Schemm and Ex-Officios Rogers, Sallee, and Usry

Absent: Member Queton

City Officials

Present: Jason Olsen, Director of Parks and Recreation  
James Briggs, Park Development Manager  
Wade Thompson, Park Manager  
Bethany Grissom, Park Planner  
AshLynn Wilkerson, Assistant City Attorney  
Karla Sitton, Administrative Technician IV

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ITEM 1, being:

WELCOME AND INTRODUCTIONS

Mr. Jason Olsen, Director of Parks and Recreation, welcomed everyone to the meeting and requested each member of the Ad Hoc to introduce themselves, including: Trae Carson, Shavonne Evans, Tyler McManaman and Dan Schemm.

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ITEM 2, being:

OVERVIEW OF COMMITTEE CHARGE

Ms. AshLynn Wilkerson, City Attorney, outlined the Charge of the Committee, which primarily helps with recommendations regarding location, conceptual design, and final design, as well as public meetings and reporting on the construction progress. She said this committee's work will be done once the Norman Forward (NF) Saxon Park Project is finished.

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ITEM 3, being:

ORGANIZATIONAL AND GOVERNANCE ITEMS

Ms. AshLynn Wilkerson, City Attorney, addressed the governance items regarding quorum and attendance per the City Code. She urged the Ad Hoc Group to attend all meetings and said if a member is absent from three (3) consecutive meetings, they are subject to removal. She said a quorum is a whole number equal to or exceeding the simple majority of those individuals authorized or three (3), and voting is the majority of those in attendance. Ms. Wilkerson said the Ad Hoc Group is an advisory committee, so their recommendations are presented to the City Council. The City Council is the final decision maker on the recommendations. She said Roberts Rules of Order will be in effect for the meetings. All meetings are public meetings subject to the Open Meetings Act and must be posted. Ms. Wilkerson said the meeting minutes will be recorded as the summary and returned to the next meeting for approval.

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Cynthia Rogers is the ex-officio member representing the Citizens Financial Oversight Board (CFOB), and Mary Sallee and Ellen Usry will be the ex-officio members representing the Board of Parks Commission.

The Ad Hoc Group discussed the prospective Chair for the NF Saxon Park Project. Member Schemm made the motion, and Member Evans seconded to nominate Tyler McManaman to Chair the NF Saxon Park Ad Hoc Advisory Group. The vote was taken with the following results:

YEAH: Chair McManaman and Members Carson, Evans, and Schemm

NAY: None

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ITEM 4, being:

### DISCUSSION WITH DESIGN CONSULTANTS ON PROJECT AND TIMELINE

Mr. Robert Richardson, Wallace Design Collective, said the Council adopted the Saxon Park Master Plan in March 2011, and the Schematic Design was completed in June 2021. Mr. James Briggs, Park Development Manager, said Staff is now set to proceed with the Norman Forward Program-funded Saxon Park Master Plan Project and said the proposed upgrades to the park include improved signage, restrooms, an accessible playground, picnic shelter with additional park furnishings, and some extra parking near those new amenities. He said there have always been plans to undeveloped large parts of the park. Mr. Jason Olsen, Director of Parks and Recreation, said local indigenous tribes approached Staff about investing and paying for a Native Celebration Grounds area, and it is included in the proposed park plan; however, it is not sure there is still interest since the First Americans Museum, previously known as the American Indian Cultural Center and Museum, opened in Oklahoma City. He said the City currently does not have funding for this particular area.

Mr. Richardson highlighted the Saxon Park Master Plan and Schematic Design reflecting the existing entry drive from 36<sup>th</sup> Avenue NE and a proposed drive extension that will connect to the west property line of the park. He showed a park design depicting the existing parking, proposed parking, picnic shelter building, restroom/shelter building, playground, park signage/wayfinding, and a Native Celebration Grounds area. He said the proposed park plan also includes trail connections to a 3K/5K running loop and the Native Celebration Grounds area(s), i.e., stickball and fire circle areas. Mr. Richardson said additional proposed improvements include a water well for the restroom building, electrical improvements (overhead and underground), sanitary sewer, and detention pond.

Mr. Richardson said the NF Saxon Park Project budget is \$2 million and highlighted the cost estimate for the site work, utilities, playground, buildings, landscaping, and signage/wayfinding.

Member Schemm said a developer/builder owns land next to Saxon Park and asked whether trails would be constructed and connected from any future development/addition to Saxon Park. Mr. Briggs said the developer is aware of the park project, but they have not committed to a development layout, and the City cannot require them to add sidewalks to a City park. Staff said the Oklahoma Department of Transportation (ODOT) owns that land near the northeast corner of the park, and Member Schemm felt the park design needed to include a future entrance near ODOT's land in case they construct a trail (on their land). Mr. Alec Bass, with Wallace Design Collective, said the 36<sup>th</sup> Avenue Widening Plan is 60% completed and includes widening 36<sup>th</sup> Avenue to a four-lane and adding sidewalks; however, the project is not funded. Mr. Richardson said the existing sidewalks (near the proposed new parking lot) and the current trail with fitness stations will remain. He highlighted where the new shelter, restroom, and playground could be added, stating the playground is 4,278 square feet and includes rubber surfacing. Staff said a budget would be assigned for the playground, and once bids are received, the Ad Hoc Group could choose from several design options.

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Mr. Rick McKinney, The McKinney Partnership Architects, said the picnic pavilions would have large grills and be the same design as the Andrews, Griffin, and Rotary pavilions. He said the restroom building would include an adult family dressing area and heat so that they can remain open year-round. Chair McManaman suggested less seating at the picnic pavilion and a more shaded playground area. Mr. Richardson said the proposed plan is three years old and is open to all suggestions. He asked the Group to think about the park amenities and how they would rank them in order of priority. Mr. Bass said the restroom building would have a septic system and a water well since no city sewer or water is nearby. He said the retention lagoon could be constructed so that people would not even know it was there. He said if a future housing development is built to include a sanitary sewer, Saxon Park could be added to it at that time. Member Schemm asked about using a Contaminant Source Inventory (CSI) tap, and Mr. Bass said the maintenance associated with a lift station would be more costly. Chair McManaman suggested that a combination pavilion and restroom building (versus two separate buildings) would save money, and Mr. Richardson agreed, stating that a second pavilion could be added later. Chair McManaman asked whether the proposed park lighting is solar and felt it would be more cost-effective than running conduit. Member Schemm wondered if environmental grants are available, and Chair McManaman asked if it would be effective to use EightTwenty solar energy company.

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ITEM 5, being:

### POTENTIAL DATE/TIME PREFERENCES FOR FUTURE MEETINGS

Mr. Richardson said he would send the Saxon Park Master Plan and Schematic Design to Staff to forward to the Ad Hoc Group. He said he would also send a Saxon Park - Priority Items Poll requesting the Ad Hoc Group rank the proposed improvements. He said the poll will help his team re-work/re-fresh the site design and cost estimate, and he will bring both to the next meeting.

The next Saxon Park Ad Hoc Group meeting is scheduled for May 17, 2024, at 9:00 a.m.

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ITEM 6, being

### MISCELLANEOUS DISCUSSION

None.

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ITEM 7, being

### ADJOURNMENT

Chair McManaman adjourned the meeting at 12:10 p.m.

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

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Tyler McManaman, Chair