
Norman Board of Parks Commissioners
June 1, 2017

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met in Council Chambers on the 1st day of June, 2017 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.

ITEM 1, being:

ROLL CALL

Present: Chairman Hoover and Commissioners Dolan, Favors, Moxley, Rogers
Sallee, Salmond, and Wright

Absent: Commissioner London

City Officials

Present: Councilmember Chappel, Ward 5
James Briggs, Park Planner
Jud Foster, Director of Parks and Recreation
Matt Hendren, Parks Superintendent
Karla Chapman, Administrative Technician IV

ITEM 2, being:

APPROVAL OF THE MAY 4, 2017 REGULAR MEETING MINUTES

Commissioner Dolan made the motion and Commissioner Wright seconded to approve the minutes. The vote was taken with the following results:

YEAH: Chairman Hoover and Commissioners Dolan, Favors, Moxley, Rogers
Sallee, Salmond, and Wright

NAY: None

ITEM 3, being:

APPROVAL OF THE AGENDA

Commissioner Salmond requested Item 5 be heard before Item 4. Commissioner Salmond made the motion and Commissioner Wright seconded the request and to approve the agenda. The vote was taken with the following results:

YEAH: Chairman Hoover and Commissioners Dolan, Favors, Moxley, Rogers
Sallee, Salmond, and Wright

NAY: None

ITEM 4, (Moved after Item 5)

ITEM 5,

**PRESENTATION AND PUBLIC MEETING FOR THE NORMAN FORWARD
GRIFFIN PARK SPORTS COMPLEX**

Overall Master Plan for Griffin Park Sports Complex

Jim Crosby, with Planning Design Group (PDG), highlighted the Griffin Park Sports Complex Plan beginning with the Overall Master Plan for the complex. He said this plan included everything that was initially discussed among the Norman Forward Griffin Park Ad Hoc Committee. The plan included 23 soccer fields, to include a premier field on the north side of the Indoor Training Facility, and 1,800 parking spaces. The existing northeast field would be repurposed to a playground area once the other fields were constructed and in place. The three fields located in the south west corner of the complex would be dual purpose fields. An indoor training facility would be in the center of the sports complex and would be one half the full size of a soccer field which could be expanded to twice its size in the future. The site circulation was a major focus and entrance/exit points and drop-off areas were important but designed so they would not obstruct traffic. Lighting would be installed around the perimeter of the complex. A drop-off area on the west side of the complex near the existing silos were also designed to improve circulation. Three rows of parking along Robinson Street would have three entrances from Robinson Street; 12th Street would have one entrance; and there would be one entrance into the park from the County Fairgrounds. Shade/sitting areas would be installed throughout the park and a future maintenance facility building would be constructed in the northwest corner of the complex.

Ryan Eschelmann with GSB highlighted the other amenities of the Indoor Training Facility to include flexible training/meeting space(s), referee room(s), storage area, restroom facilities; 2 flex locker rooms; concession/restroom area; and large overhead doors on three sides that could open and help with crosswind ventilation.

Geoff Evans, with PDG, highlighted the Overall Master Plan cost estimate that included all items previously discussed. He said the total estimated construction cost is \$17,613,456.56 and included sales tax on materials, a 10% design contingency and 5% owner's contingency. Geoff said \$11 million was initially set aside for the Norman Forward Griffin Park Sports Complex and to date some of that money has been spent on appraisals, utility locates, etc., leaving a balance of \$9.4 million to work with.

Phase One Master Plan for the Griffin Park Sports Complex

Jim Crosby highlighted Phase One Master Plan for the Griffin Park Sports Complex stating the complex's major changes included: 23 soccer fields, 1500 parking spaces and a future indoor training facility. One row of parking spaces along Robinson Street was eliminated as well as some sidewalks and decorative concrete paving. Field lighting went from 16-18 fields to 6; and ¼ of the fields would be sprigged with the rest being sodded. Jim said the existing maintenance facility barn could be repurposed as a referee room and some of the shade/sitting areas were removed from the plan.

Jim highlighted the central plaza area where a future Indoor Training Facility could be constructed. The Ad Hoc Committee discussed and felt the Indoor Training Facility should be a phased construction for the future. The plaza area included spectator bleachers, small shade structures, concession/restroom area, drop-off area, and secured entries. Jim also highlighted the northwest plaza area that would include large shade structures, decorative

art paving, small shade structures, concession/restroom area; playground area; linear drop-off area, and secured entries.

Geoff Evans, with PDG, highlighted the Phase One Master Plan cost estimate that included all items previously discussed. He said the total estimated construction cost is \$9,872,924.31 and included sales tax on materials, a 10% design contingency and 5% owner's contingency. Geoff said the largest ticket item removed was the Indoor Training Facility which could be a phased construction in the future if so desired.

Questions and Comments

Commissioner Moxley asked if the bid(s) come in under budget, is there an idea of where the extra money will go and/or would it be possible to add more field lighting. He asked the same regarding being over budget, is there an idea of what will be eliminated first. Geoff said some items will be bid as alternates, i.e., shade structures, field lighting, etc., so that bid(s) do come in under budget. He said if the \$470,139.25 owner's contingency is not used up for change orders, unforeseen site conditions, etc., it can be utilized throughout the project. Geoff said field lighting is one of the highest priorities, as well as adding back in some of the parking. He said lighting for one field costs \$135,000; therefore, any "extra" money can/will be spent quickly.

Commissioner Moxley asked is the 10% design contingency is a typical number and Geoff said that is a design contingency, not a design fee, and the amount is a safe number since there are no construction documents at this time, knowing issues and/or fees may arise while working through the details.

Commissioner Moxley said the plan reflects full size fields and would one field become 2 or 3 different fields depending on the age group (for youth soccer). Geoff said some fields can become two fields, or four fields, or even six fields depending on the age group. Commissioner Dolan asked whether the parking will be adequate when the fields are turned into four or six playing fields and Geoff said yes, for regular play. Geoff said there is a little surplus parking during tournament play; however, there is never enough parking during tournament play across the state, unless you want to construct a huge parking complex area that is utilized only 3 to 4 times per year.

Commissioner Rogers asked about the look of the regular chain link fence and wondered whether it would compare to other soccer facility complexes in Texas, Kansas, etc. Geoff said Norman's soccer complex would offer amenities that other complexes would not. He said Overland Park probably has one of the nicest soccer complexes in the county; however, they only have 11 fields with ornamental fencing throughout the park versus what Norman is proposing, 23 fields with well-placed ornamental fencing in the front of the complex and chain link fencing on the perimeter and inside of the complex. Geoff said Norman's buildings and other facilities will be just as good and as we go through the process some of the galvanize chain link can be changed to black vinyl if, there is enough funding available to do so. He said a minimum of 20 fields are needed in order to hold regional and national tournaments and Norman will not only meet that criteria but also have a first class appeal. Commissioner Rogers asked if there was a plan to have any turf fields and Geoff said turf fields cost approximately \$750,000 per field. Geoff said the upfront cost to get the facility to the preferred size desired by the Ad Hoc Committee and Norman Youth Soccer Association (NYSA) will limit turf fields initially. He said he also wanted to remind everyone that the life-cycle of a turf field is only 10-12 years. Ryan said the configuration for the premier field does allow for a future opportunity to upgrade one field to a turf field. Jim reiterated that it was important to the Ad Hoc Committee and the NYSA to cut out some of the amenities,

such as the indoor training facilities, ornamental fencing, some parking, playground area, etc., that could be phased in over time in order to have 23 quality soccer fields.

Commissioner Wright asked if public art be placed at the Griffin Park Sports Complex and Jud said yes. She asked if it will be placed toward the front entrance and Jud said the location of the public art has not been determined; however, Staff will work with the Parks Board and Norman Arts Council to make that decision. Geoff said the existing silos on site will be repainted and possible Light Emitting Diode (LED) lighting will enhance the project public art piece.

Commissioner Wright asked about the restrooms and Geoff said there will be a few less fixtures in the Phase One master plan than what was in the overall master plan. He said once the design work begins, it may be determined that more fixtures can be added.

Commissioner Moxley asked whether or not trees and/or landscaping would be provided near the fields and Geoff said typically, trees are not planted too close to the fields due to the maintenance of blowing leaves, branches, mowing, etc.; however, some shaded seating areas will be provided throughout the complex.

Shawn Fulton, representing Disc Golf, asked how much of the new design will take over the current disc golf space and Jim said none of the disc golf space has been disrupted. Jud said there will be a couple of disc golf holes that will need to be rerouted and/or slightly rearranged when the new maintenance facility is constructed. Jud said disc golf is very popular and much appreciated.

Cindy Rogers, Norman Forward Citizens Financial Oversight Board (CFOB) Member, said she was impressed with the plan and felt it was awesome. She asked what will be done to the northeast corner area (which is currently a field) during phase one and Jud said it will remain as is until the budget allows another field or playground area to be constructed. She asked whether or not the bathroom facilities will be gender neutral and Jud said that can certainly be considered when getting into the detailed design.

Chairman Hoover asked the Commissioners if they endorse the Griffin Park Sports Complex and recommend it move forward for Council consideration.

Commissioner Dolan made the motion and Commissioner Salmond seconded to approve and recommend the Griffin Park Sports Complex. The vote was taken with the following results:

YEAH: Chairman Hoover and Commissioners Dolan, Favors, Moxley, Rogers
Sallee, Salmond, and Wright

NAY: None

ITEM 4, being

PRESENTATION OF ANNUAL REPORT FROM THE SOONER THEATRE

Jennifer Baker, Executive Director for the Sooner Theatre introduced Nicki Kraisky, Business Manager, and Nancy Coggins, Marketing and Development, who were also attending tonight's meeting. Jennifer presented the annual report for the Theatre.

Jennifer said the Sooner Theatre Mission is to provide cultural, educational and entertainment opportunities for the community by operating a financially sound performing arts facility and by preserving its historical integrity and character. The Theatre currently employs 5 full time and 2 part time staff with a goal to increase staffing in the next few years. In addition to money received from the City of Norman, their earned revenue includes tickets to productions and concerts and tuition for classes. Their goal in the coming year is to work on community donations. Jennifer said nearly 15,000 people walked through the Sooner Theatre doors last year and they tracked ticket sales to 135 Oklahoma zip codes and 58 out-of-state zip codes.

There are seven programs at the Theatre; Rental Activities, Sooner Cinema, The Main Event Series, Sooner Stage Presents, The Studio of the Sooner Theatre, Special Events and Community Outreach. The Studio program began in 2003 with one summer camp of 30 children and now exceeds 920 children from across the south metro area. The program has evolved into a year round performing arts school including the addition of a new class specially designed for students with Downs Syndrome. Current Season of the Main Event Series include Marcia Ball, Parker Millsap with Travis Linville, and Kyle Dillingham and Horseshoe Road.

In the past the Theatre was limited to number of rental days, but with the new space they are now able to build off site which frees up the Theatre to additional rental opportunities. Examples of community rentals include Antioch Community Church; Hispanic Flamenco Ballet; Rocky Horror Picture Show; Weddings and Engagements; Pageants; Norman Music Festival; and Norman Police Academy.

The new space that was purchased (across the street from theatre) last year includes a studio space upstairs that can be rented out for party events and/or weddings. Benvenuti's Restaurant has installed a full catering kitchen and Staff will be attending various bridal events to learn how to promote the space which will generate more money.

Sooner Theatre has started a sustainable giving program called Encore Club where people can give monthly donations directly from their checking/savings account which is greatly benefiting the theatre.

Commissioner Sallee asked for information regarding the upcoming fundraiser event this weekend and Jennifer said Le Tour De Vin will begin tonight and run through Saturday. The event is a powerful collaboration of the Cross Timbers, Sooner, and Norman Rotary clubs to raise money for beneficiaries and The Studio of The Sooner Theatre was chosen as the current recipient; we received \$50,000 last year and will receive another \$50,000 this year.

Commissioner Moxley asked why the FYE 2016 annual report for the The Sooner Theatre reflects a negative accounts receivable. He said he asked the same question last year and wanted to know if they ever received an answer. Nicki Kraisky said they spoke to their CPA who said he made an adjustment to the accounts receivable via writing off some capital campaign program and pledges from 2007. Commissioner Moxley asked whether future audits will reflect negative accounts receivable and Nicki said yes; however, she has recently spoken to the CPA requesting the audit to not reflect a negative. Commissioner Moxley requested The Sooner Theatre to share their audit with Parks Staff so it can be sent to the Parks Board. Commissioner Moxley asked if the loan for the building was coming due this year and Jennifer said the loan will have to be paid in full because the bank will re-negotiate the loan. Commission Wright asked whether the liabilities are up this year due to the new studio space added last year and Nicki said yes.

A more detailed written report was submitted prior to the meeting.

The board acknowledged the presentation and complimented Ms. Baker on the great job she does for the Sooner Theatre.

ITEM 6, being:

MISCELLANEOUS COMMENTS

Jud Foster, Director of Parks and Recreation, presented to the Board and gave an update of Norman Forward activities and projects to include the following:

- Westwood Aquatic Center construction progress continues and on pace to finish in August or possibly September;
- Westwood Tennis Project finished construction of two outdoor courts which are currently in use; in fact, Westwood Tennis Group recently hosted a national 16 and under tournament. Ongoing discussions continue with FAA to receive clearance for the indoor tennis facility. Initially, the plans were submitted reflecting the building height as being too tall; however, the elevations were incorrect and Staff has resubmitted the application. Staff should receive approval from FAA in the next week and a contract for the design services will be awarded shortly thereafter.
- Reaves Park Ad Hoc Committee is underway and the Reaves Park Plan will be an item on the July Board of Parks Commissioners Agenda for recommendation and approval; and
- Council recently approved the first group of the neighborhood park projects. The first year of the "pay as you go projects" is \$250,000 and renovations at Sonoma Park located in northeast Norman will begin soon. The remaining funds will spread across the park system with new signs, safety servicing, benches, etc. Oakhurst Park will receive the next renovation in FYE 2019.

Commissioner Moxley said Councilmember Castleberry had mentioned there would be an additional 20 parking spaces constructed at Legacy Park and Jud said a parking design of 30 +/- spaces was submitted with the original parking plan; however, he was not aware of any recent discussions to construct them. The proposal he is speaking of would have been located on the west side of the park with access from frontage road just west of the bathroom facilities. Jud said the site is graded in to accommodate it with some minor grading changes but at the time Council opted not to construct the parking area due to all other parking available in the area. Commissioner Moxley felt the park could be better utilized with additional parking and would be a great venue for bands and/or music events. Jud agreed that additional parking would be an asset to the park and said he would follow up on this topic.

Commissioner Wright said she has been told the sales tax revenues are down and asked whether that would affect the Norman Forward Park Projects. Jud said it is too soon to know; however, it is possible that it may affect some of the "pay as you go" projects since they depend on sales tax collections.

ITEM 7, being

ADJOURNMENT

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

YEAH: Chairman Hoover and Commissioners Dolan, Favors, Moxley, Rogers Sallee, Salmond, and Wright

NAY: None

Passed and approved this _____ of _____ 2017

Debbie Hoover, Chairperson