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Norman Board of Parks Commissioners  
October 4, 2012

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met in the City Council Chambers on the 4th day of October, 2012 at 5:30 p.m. and notice and agenda of the meeting were posted at the Norman Public Library, and 201 West Gray Street, 24 hours prior to the beginning of the meeting.

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ITEM 1, being:

ROLL CALL

Present: Chairman Brigham and Commissioners Brockhaus, Chappel, Farley, Goth, Hoover, London, Perry and Stewart

Absent: None

City Officials

Present: Jud Foster, Director Parks and Recreation  
James Briggs, City of Norman Park Planner

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ITEM 2, being:

APPROVAL OF THE SEPTEMBER 6TH, 2012 REGULAR MEETING MINUTES

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

YEAH: Chairman Brigham and Commissioners Brockhaus, Chappel, Farley, Goth, Hoover, London, Perry and Stewart

NAY: None

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ITEM 3, being:

APPROVAL OF THE AGENDA

Commissioner Hoover made the motion and Commissioner Farley seconded to approve the agenda. The vote was taken with the following results:

YEAH: Chairman Brigham and Commissioners Brockhaus, Chappel, Farley, Goth, Hoover, London, Perry and Stewart

NAY: None

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ITEM 4, being:

PRESENTATION OF ANNUAL REPORT FROM CLEVELAND COUNTY  
HISTORICAL MUSEUM

Vernon Maddox, President of Cleveland County Historical Society spoke to the board. The Society operates the Moore-Lindsay Historical House and it is their mission to "research, preserve, publicize and perpetuate the history and genealogy of Cleveland County, Oklahoma and its people." The Society signs a yearly contract with the City of Norman to operate the house and is required to be open a minimum of 20 hours per week. Their current operating hours are 11-4 Tuesday through Saturday. The upstairs was recently redone and they are pleased with the job that was done. Annual events include the Victorian Christmas and the 89er Day Celebration. Last year they hosted a Victorian Woman Exhibit, and a World War II Exhibit. They participate with the Norman Arts Council's Art Walk and the Second Friday Circuit of Art. There were 2900 visitors to the museum last year.

Vernon Maddox spoke and stated how pleased they were with the improvements at the museum and invited the board to come to the Christmas event.

A written report including financial information was submitted prior to the meeting.

The board complimented the association on the great job they have done and acknowledged the report.

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ITEM 5, being:

PRESENTATION OF ANNUAL REPORT FROM LITTLE AXE YOUTH SPORTS

Stephanie Yoder, Secretary and Regina Tedder, Treasurer, of the Little Axe Youth Sports Association presented to the board. There were thirteen teams participating in the league this year. The teams played a total of approximately 166 games with 87 of them being at home. Players range in age from four to twelve years old. The association updated the complex with new paper towel and toilet dispensers in the restrooms, an irrigation system was installed and sod was laid on field #2's infield. They want to build a new ticket stand. They are working with the Parks and Recreation Department and are excited about plans to improve field and concession stand.

Commissioner London questioned the item of miscellaneous income on the budget. Regina Tedder replied that they had just taken over and were given a hand full of bills and a balance in the account. The previous treasurer would not work with them and not knowing where the money came from, they put it into miscellaneous. They will work with Jeff Hill to put better financial controls in place and provide a better financial report in the future.

A written report including financial information was submitted prior to the meeting.

The board complimented the association and acknowledged the report.

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ITEM 6, being:

PRESENTATION OF SUTTON WILDERNESS MANAGEMENT PLAN

Judith Wilkins, Sutton Wilderness committee member spoke to the board. She expressed her appreciation to the other members of the committee who had worked on the plan and also to Bill Ulch, Parks Superintendent. The management plan is an ongoing and living document. She stated it was not only a great guidance tool, but also provides a foundation to seek funding grants for future projects. Currently they are looking at trail maintenance. She introduced committee members who were with her. They are currently one third of the way through a 99 year lease contract with the state. The committee is currently working on a dam project with the Oklahoma Water Resources Board and City Staff and they are also working with Thomas Woodfin, OU landscape professor and his class to do a master plan for Sutton Wilderness.

City staff will link the management plan to the City of Norman web page.

There was discussion regarding other illegal behavior in the area. Mr. Foster spoke and said the police have been very proactive in monitoring and doing programs in the area. Committee members stated the more programmed activities and community support of the area, the fewer irregularities there would be.

Commissioner Goth made the motion and Commissioner Farley seconded to accept the Sutton Wilderness Management Plan. The vote was taken with the following results:

YEAH:	Chairman Brigham and Commissioners Brockhaus, Chappel, Farley, Goth, Hoover, London, Perry and Stewart
NAY:	None

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ITEM 7, being:

PRESENTATION OF PARK DEVELOPMENT PROJECTS

James Briggs, Park Planner, presented to the board.

In March, 2011, voters in Norman approved a City Charter amendment providing for the expenditure of fees-in-lieu of park land that were collected between 1976 and 1994 for the purpose of making park improvements in areas where suitable land is not available to purchase. (Fees-in-Lieu collected after 1994 were already available for such projects, via the language of the 1994 Ordinance regarding Park Land Development Fees). After the 2011 amendment was approved, it was decided that the Parks and Recreation Department should spend these funds in order from the largest account balance down to the smallest. Following that plan, the first project to be funded was the design and construction of the new Monroe Park during the summer of 2012. This was the only new park in the plan; with the balance of funds from this area of town to be used to make improvements to the next closest neighborhood park (Adkin's Crossing Park). All other fees-in-lieu were collected in parts of town where there is already adequate park land; and the funds will be used in those areas to make improvements to the existing parks. The next largest portion of funds was collected in

the area of town which contains three parks: Colonial Commons, Colonial Estates and Sunrise Parks.

For each of the four parks on the current project list, staff has prepared a program that first identifies maintenance items that need attention, and then also identifies any upgrades and additions that would benefit each park. This approach keeps in-line with the recommendations of the 2009 Parks and Recreation Master Plan that City Council adopted in 2009. From that extensive study, it was determined that the highest priority for the Parks and Recreation Department was to maintain the existing facilities in Norman to a higher standard than was observed at the time of that report. Also, the report evaluated each park site and made a recommendation of key needs for each that will be referenced in the planning of improvements at each park site from now on.

Also, most of the parks in town have a balance of funds available in their own Neighborhood Park Development account. These are fees paid by the builders when they are getting their construction permits that help fund the development of the parks in each part of town. Some of these funds have been spent over the years on various park improvement projects; however, there is a balance of varying amount in most parks. Whatever that balance is, we would like to combine it with the Fee-In-Lieu of Land account balances for these projects in order to maximize the scope of the projects we propose at any given park.

Currently, the assessment of the above-mentioned parks is as follows:

***Adkin's Crossing Park (2136 24<sup>th</sup> Avenue SW):***

Fee-In-Lieu Funds (includes Interest)-- \$28,212

Park Land Development Funds-- \$4,200

General Maintenance Needs identified by Park Planning staff—Replace all picnic tables and consolidate with grills to area near play equipment and trees in SE part of park. Add ADA-compliant entry ramp to play area. Replace old swings with new into areas of safety surfacing adjacent to rest of play equipment. Re-stripe parking area along 24<sup>th</sup>. Replace old trash cans and benches with new.

Master Plan Key Needs Identified—Add shade Shelter, replace tables, add fall-safety material around swings, replace park sign.

Additional Long-range Park Improvements identified by Staff (After maintenance of existing park features is complete)—Add more play equipment. Plant trees along eastern edge of park. Replace soccer goals with netted goals and re-orient to make room for backstop. Add a backstop to NW corner of park. Add half-court basketball court to east side of park. Add shade over play equipment. Add a drinking fountain. Add more trash cans, benches and picnic facilities over time. Add perimeter walking trail. Replace park sign and perimeter fence with new style.

***Colonial Estates, Colonial Commons and Sunrise Parks (all within same square mile):***

Fee-In-Lieu Funds (includes Interest)-- \$108,490

Park Land Development Funds—Colonial Estates, \$30,300; Colonial Commons, \$7,580; Sunrise, \$0 (Recently used to fund improvements to park requested by park users)

***Colonial Estates (1641 East Lindsey Street):***

General Maintenance Needs identified by Park Planning staff—Fix or replace all bridges over creek in park (both concrete bridges along walking trail and wooden bridges used by disc golfers away from paved trail). Replace all damaged and widen all narrow concrete

paths in parks and fill-in sidewalk gap along Beaumont Drive. Clean, repair and overlay asphalt path in park (12 feet wide). Remove dead trees throughout. Re-seal and re-stripe parking lot on Lindsey Street. Replace broken benches and missing trash cans along asphalt trail and in disc golf areas. Replace all 18 disc golf baskets with new, matched set of baskets and verify or replace all tee pad distance markers. Add ADA-compliant ramp into playground.

Master Plan Key Needs Identified—Widen the trail to allow for multiple users. Enhance the disc golf course with an information kiosk. Add shade structures over the playground area. Replace picnic tables and benches as needed.

Additional Long-range Park Improvements identified by Staff (After maintenance of existing park features is complete)—Add a drinking fountain or two at key locations in park. Add swings to playground area and/or more equipment as space allows. Cover play equipment with shade structure. Remove or replace pipe rail fence along Beaumont Drive. Expand Lindsey Street parking area by cutting into hill and adding retaining walls to east of existing lot. Add large specimen trees along creek corridor. Replace park sign and perimeter fence with new style.

***Colonial Commons (1909 Beaumont Drive):***

General Maintenance Needs identified by Park Planning staff—Replace large rusted backstop in southwest corner of park with new galvanized schedule 40 chain link material. Also, replace or re-stretch chain link material on other backstop. Add new drinking fountain. Replace damaged sections of sidewalk along access point from Vicksburg Avenue. Remove old spiral slide not in safety surfacing. Add ADA-compliant ramp into playground. Replace old picnic tables and trash cans with new. Remove dead trees in park. Remove old sidewalk sections that go nowhere. Repair damaged security light in middle of park.

Master Plan Key Needs Identified—Aggressively add shade trees to this park. Picnic table is in poor condition. Add one to two shade pavilions.

Additional Long-range Park Improvements identified by Staff (After maintenance of existing park features is complete)—Connect Vicksburg Avenue entry walk over to play equipment area and/or add perimeter walk to entire park. Add more picnic tables, grills, benches and trash cans to park. Upgrade soccer goals to include nets. Replace park sign and perimeter fence with new style.

***Sunrise (324 Skyline Drive):***

General Maintenance Needs identified by Park Planning staff—Replace recently-planted dead maple trees near playground/picnic area. Replace old rusted backstop with new galvanized material. Replace broken concrete park entry ramp with wider approach that mowers and park vehicles can use as entry drive. Clean up sand volleyball area and replace recently damaged/removed volleyball net standards. Add ADA-compliant ramp to play area.

Master Plan Key Needs Identified—Add a shade pavilion when feasible. Replace older park infrastructure such as drinking fountain, trash cans and park sign.

Additional Long-range Park Improvements identified by Staff (After maintenance of existing park features is complete)—Add more play equipment in area surrounded by sidewalk at park entry. Add soccer goals with nets to overlap with baseball outfield area as in other parks. Remove pipe-rail fence along stockade fence on northern border of park (no longer necessary). Add concrete walk across park to connect park entry with cut-through at apartments on north side of park; possibly part of new perimeter walking trail. Add sidewalk along cul-de-sac to match rest of street. Add more trees to northern and eastern edges of park. Replace park sign and perimeter fence with new style.

As stated before, the first priority for all parks is to maintain the existing features of each site. After that, there should be a plan to make park additions that may be part of a system-

wide improvement plan or requested on a park-by-park basis from capital funds, grants, cooperative projects or other funding sources. Fortunately, we have the recent Parks and Recreation Master Plan to follow which has a very solid foundation in community-wide input and over a year of public meetings and feedback.

There were no public comments offered for any of the proposed projects.

The board acknowledged the report

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ITEM 8, being:

MISCELLANEOUS

Jud Foster informed the board about the November 11<sup>th</sup> Veterans Day Parade that will start at 2:00 pm followed by a ceremony at 4:00 pm at the Veterans Memorial.

Jud Foster visited with the board about the Park Board 101 presentation and asked if they would like a presentation at the November meeting or a separate meeting. Consensus was a separate meeting. Staff will work with the board to determine a meeting time.

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ITEM 9, being:

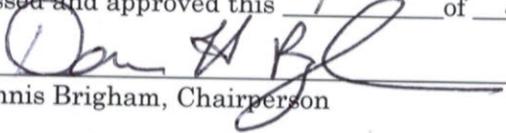
ADJOURNMENT

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

YEAH: Chairman Brigham and Commissioners Brockhaus, Chappel Farley, London, Goth, Hoover, London, Perry and Stewart

NAY: None

Passed and approved this 1<sup>st</sup> of November 2012

  
Dennis Brigham, Chairperson