

Norman Board of Parks Commissioners
April 2, 2026

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met in a Regular Session in the Development Center Conference Room A, on the 2nd day of April, 2026, at 5:30 p.m., and notice of the agenda of the meeting was posted at the Development Center Building at 225 N. Webster Avenue and on the City website at least 24 hours before the beginning of the meeting.

ROLL CALL

Present: Chair Sheriff and Commissioners Davison, Fagin, Isacksen, and Tedder-Loffland

Tardy: Commissioner Wyckoff

Absent: Commissioners Nanny, Usry, and Wright

City Officials

Present: Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Marc Claude, Tennis Professional
Jeff Moody, Event & Media Coordinator
Mitchell Richardson, Recreation Manager
Karla Sitton, Administrative Technician IV

ITEM 1, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF MINUTES FROM THE FEBRUARY 5, 2026, PARK BOARD REGULAR MEETING

Commissioner Fagin made the motion, and Commissioner Isacksen seconded to approve the Regular Park Board minutes of February 5, 2026. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Davison, Fagin, Isacksen, and Tedder-Loffland

NAY: None

Commissioner Wyckoff arrived at the meeting at 5:33 p.m.

ITEM 2, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED COUNCIL ITEMS

Mr. Jason Olsen, Director of Parks and Recreation, highlighted the previously approved Council actions about the Parks and Recreation Department as follows:

- Contract K-2526-151 with Gametime for \$224,999.94 for the Bluestem Park Playground Project
 - Proclamation P-2526-35 Proclaiming Friday, April 24, 2026, as Arbor Day
 - Resolution R-2526-128 Completing a Warranty Deed from the City to Monterey Dev Co LLC for a 0.0059 Acre Strip of Land Adjacent to Monterey III Addition as part of the Final Park Land Dedication Amount Required for Monterey Addition.
 - Contract K-2526-92 with Downey Construction for the Alameda Stormwater Park Construction Project (Bishop Creek Eco Park) and Final Payment of \$54,002.51
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ITEM 3, being:

UPDATE REGARDING THE FINANCIAL STATUS OF THE NORMAN FORWARD PROJECTS

Mr. Jason Olsen, Director of Parks and Recreation, provided an update on the financial status of the Norman Forward (NF) Program, stating that most projects are nearing completion. He said the NF program could finish with a projected fund balance of \$22.7 million, after the \$11.6 million in outstanding projects/promises are completed, leaving a surplus of \$11 million available for additional projects.

Mr. Olsem said the NF tax expires at the end of 2030, and the intent is to present a diversified five-year plan next year to balance projects and voter appeal. He highlighted a preliminary list of potential NF-eligible projects that could be considered if excess funds are available, as follows:

- Sutton Wilderness Purchase (\$3M): Currently under lease with the state, this acquisition would enable facilities such as restrooms and a nature center. The City has owned the adjacent buffer land since 2015.
- Land Acquisition for Sports Complex (\$2.5M): targeting 40-60 acres at potential sites, including the North Water Treatment Plant. Strong demand for football/rugby/lacrosse given limited school access.
- AWE Gym Expansion (\$2.5M): Already designed, aims to relieve crowding and add a walking track and gym space.
- Reaves Park Improvements (\$750K - \$1M *each*): Options include replacing the Kids Space playground, which is a 30-year-old wooden structure that is deteriorating, and rebuilding it with metal/Trex or constructing a Miracle Field, with a \$600K grant that can be applied to the playground if awarded.
- Griffin Park Restroom and Playground Upgrades (\$1.25M): Northeast corner plan: accessible playground and restroom; would serve disc golf and dog park users.
- Andrews Park Improvements (\$2.75-\$3M): pond/stormwater, restrooms, amphitheater reuse & skate feature. Strong council support for an integrated stormwater/recreation solution that preserves history; evaluate extending the skate feature.
- YFAC Facility Enhancements (\$4.5M): For a multi-floor workout area to boost membership and reach profitability, leveraging a possible 50/50 funding split with the Young family.
- Ruby Grant Park Trail Upgrades (\$2.0-\$2.25M): widening, all-grass surface, leveling, irrigation. Public use when not hosting events; potential to host SEC Cross Country Championships (initially 2028; possibly 2029) and ongoing discussions for cost-sharing with OU to meet NCAA standards
- Westwood Family Aquatic Center Feature (\$1.5M): New feature requested since opening, with infrastructure stub-outs (plumbing, motor pad) already in place.
- City-Wide Park Signage Program: \$25K per community park sign (\$20K cheaper per sign than expected). Modernized signage aimed at improving visibility and clarity, and updated ordinance references and wayfinding at Reaves and Griffin Parks.

Mr. Olsen stated that the preliminary projects are for discussion only and are not prioritized. Staff plans to collect input from the Council, Parks Board, and Citizens' Financial Oversight Board before final recommendations are made. He noted that some funds may be reserved for maintenance or replacement of NF improvements as facilities age.

The Board discussed the proposed projects and agreed that all of them were valuable. However, they specifically supported the City-Wide Park Signage project and the projects for Griffin, Andrews, and Reaves Parks. This support was based on the numerous events held in those parks, such as soccer and baseball games, the Medieval Fair, and Fourth of July celebrations.

ITEM 4, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM WESTWOOD GOLF, GOLF MAINTENANCE, AND TENNIS FACILITIES

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Mr. Jason Olsen, Director of Parks and Recreation, requested that the annual report from Westwood Golf and Golf Maintenance be postponed until the next Park Board meeting; however, allow Westwood Tennis to present its annual report.

Commissioner Isacksen made the motion, and Commissioner Wyckoff seconded it to recommend postponing the annual report from Westwood Golf and Golf Maintenance. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Davison, Fagin, Isacksen, Tedder-Loffland, and Wyckoff

NAY: None

Mr. Marc Claude, Westwood Tennis Pro, highlighted the Westwood Tennis annual report, stating the mission is to serve the public and promote the game of tennis to all ages and levels. He said Westwood Tennis has 12 outdoor courts, 2 indoor courts, 4 36-foot youth courts that can be converted to pickleball courts, and a pro shop. Mr. Claude said the facility is very busy with adult and junior lessons, clinics, tournaments, and USTA league play. He said the facility also hosts practices for middle school and private schools. He said revenues for court fees and passes increased from \$9,500 in 2025 to \$12,860 in 2026. Westwood Tennis continues to be one of the busiest in the state, hosting 11 junior and high school tournaments in 2025, bringing in over 900 kids from the Missouri Valley region.

Mr. Claude said he also hosted 70 adult USTA league matches, and the annual warm-body count in 2025 was 35,947. He explained that USTA Oklahoma is responsible for determining where leagues and tournaments are held and for establishing the fees. He participates in a bidding process every two years, which operates in a two-year cycle. He emphasized that the facility's appearance and playing surface conditions are crucial for securing bids and ensuring player safety. He said that while the events do not generate much profit, the economic impact on Norman is huge and attracts people from all over the country. Mr. Claude highlighted the programs offered at Westwood Tennis and said the customers' ages range from 2 to 84.

Commissioner Wyckoff made the motion, and Commissioner Fagin seconded it to recommend forwarding the Westwood Tennis annual report to the City Council for consideration and approval. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Davison, Fagin, Isacksen, Tedder-Loffland, and Wyckoff

NAY: None

ITEM 5, being:

NORMAN FORWARD UPDATE

Mr. Olsen announced that the hold on the Norman Forward (NF) Saxon Park Project is almost over, with the Public Works Department expected to finish the road through Saxon Park in about 90 days. This will help lower the project's budget, as the roadwork and utilities will be part of the park development but will be funded by Public Works. He also approved the design contractor to prepare bid documents, which should take 30 to 45 days.

Additionally, the old playgrounds at Eagle Cliff, NE Lions, and Sutton Place Parks have been demolished, and new playgrounds, including one for Bluestem Park, are on the way. A ribbon-cutting ceremony will be scheduled at each park once installations are completed, and the Board will be invited to attend.

ITEM 6, being:

DIVISION UPDATE

Mr. James Briggs, Park Development Manager, announced that Downey Construction has completed its work at Bishop Creek Eco Park, including the parking lot and trails. The staff is finalizing landscape plans for a

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rain garden, and a grant has been submitted to the Division of Environmental Resilience and Sustainability (DoERS) to help fund it. After completion, park furniture and a shelter will be installed.

At Eagle Cliff Park, 24 trees have been planted, and efforts are underway to restore the locust tree grove. Progress at Bluestem Park includes all tree planting finished, a native plant area nearly complete, a perimeter walking trail, a new playground, a picnic shelter, a sand volleyball area, and a basketball court. In Reaves Park, the pond bank is being raised to mitigate flooding, and a ribbon-cutting for the YFAC outdoor pickleball and volleyball courts will be scheduled soon. Additionally, staff assisted DoERS at the 12th Street Recreation Center with environmental education and the construction of raised beds for a community garden where children from summer camp will grow food.

Mr. Mitchell Richardson, Recreation Manager, said the Spring Egg Hunt is scheduled for tomorrow, April 3rd, at Andrews Park, unless it rains out. Festivities will begin at 5:00 pm and will include a food truck, yard games, sno cones, and photos with the Spring Bunny. Mr. Richardson said Steve Smith, the drummer from Journey, will play at Legacy Park on April 7th, in combination with the Oklahoma House of Music. He said the YFAC adult men's basketball league registration will run through April 5th, and the Mom Prom will offer three dances on May 2nd at the Noun Hotel.

ITEM 7, being:

CAPRA UPDATE

Mr. Mitchell Richardson, Recreation Manager, said the Parks and Recreation Department continues to work on obtaining accreditation from the Commission for Accreditation of Park and Recreation Agencies (CAPRA). He said the recreation team has been working on a cost analysis of the recreation programs to develop a cost assessment and a structured approach to cost recovery. He said it will help us be aware of our events and programming regarding their fees and what programs need to be continued or otherwise. Mr. Richardson said the staff is also working very closely with the Norman Police Department on Chapter 8, which is security plans for our parks, events, etc. He said the staff will conduct a self-assessment by December 2026-January 2027 and present it to the Board.

MISCELLANEOUS ITEMS

Mr. Jason Olsen, Director of Parks and Recreation, said the Parks and Recreation Department recently applied for a \$600,000 TSET Grant. He said TSET is having a meeting today, and Norman was on the agenda, but he hasn't heard anything yet. He said if awarded, the funds will be used to update a deteriorating wooden playground at Reaves Park to address safety concerns and improve physical activity options for the community. Mr. Olsen said the DoERS are hosting Earth Day at Reaves Park on April 26th from 12 pm to 5 pm, with educational and sales vendors.

PUBLIC COMMENT

None.

ADJOURNMENT

Chair Sheriff adjourned the meeting at 6:45 p.m.

Passed and approved this _____ of _____ 2026

Sherrel Sheriff, Chair