

Norman Board of Parks Commissioners
June 4, 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 4th day of June, 2026, at 5:35 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 prior to the beginning of the meeting.

ROLL CALL

Present: Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright and Wyckoff

Absent: Commissioners Davison and Tedder-Loffland

City Officials

Present: Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Jeff Moody, Event & Media Coordinator
Mitchell Richardson, Recreation Manager
Wade Thompson, Parks Manager
AshLynn Wilkerson, Assistant City Attorney
Karla Sitton, Administrative Technician IV

ITEM 1, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF MINUTES FROM THE APRIL 2, 2026, PARK BOARD REGULAR MEETING

Commissioner Wyckoff made the motion, and Commissioner Isacksen seconded to approve the Regular Park Board minutes of April 2, 2026. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright and Wyckoff

NAY: None

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 pertaining to the Parks and Recreation Department as follows:

- Proclamation P-2526-40: Kids To Parks Day, Saturday, May 16, 2026 at Cherry Creek Park
- Proclamation P-2526-43: Proclaiming the Third Weekend in May, 2026, as Norman Arts Festival Weekend
- Proclamation P-2526-44: Proclaiming the Month of May 2026, as Bike Month and Friday, May 15, 2026, as Bike-To-Work Day
- Ordinance O-2526-67: Transient Guest Room Tax, Clarify Certain Definitions and Provide a Clearer Process for Documenting Exemptions from the Tax
- Resolution R-2526-149: Transferring \$45,000 from the Westwood Tennis Center Improvements Project to the Westwood Golf Course Driving Range Renovation Project

ITEM 3, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF \$26,000 FOR THE FIREHOUSE ART CENTER'S POLLINATOR GARDEN UPDATE

Mr. Andy Couch from the Firehouse Art Center (FAC) presented the Firehouse Art Center's Pollinator Garden Project to the Board. The garden, designed by Matt Goad, was donated as an in-kind service valued at \$3,000.

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Artist Savannah Tallbear will paint the mural for \$4,515. FAC received a \$15,000 grant from the Kirkpatrick Family Fund and an \$8,000 Cost Share Conservation Grant from the Oklahoma Department of Wildlife & Conservation and the U.S. Fish & Wildlife Service. He said the Parks and Recreation Department is providing an in-kind donation valued at \$10,000 for concrete repairs and landscaping. Mr. Couch showed pictures of the proposed mural to the Board. He said the total project expenses amount to \$36,000, while total donations and contributions amount to \$26,000.

Commissioner Isacksen asked if the mural would be painted on the ground (concrete), and Mr. Couch said yes. Chair Sheriff asked how long the mural would last, and Mr. Couch said 5 to 10 years. Commissioner Wyckoff said the project is beautiful!

Staff recommends accepting the donations for the Pollinator Garden Project, as well as the Parks and Recreation Staff providing \$10,000 in-kind services for concrete repair and landscaping.

Commissioner Usry made the motion, and Commissioner Wyckoff seconded to accept the donations for the Pollinator Garden Project and \$10,000 in-kind services for concrete repair and landscaping by the Parks and Recreation Staff. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright and Wyckoff

NAY: None

ITEM 4, being:

DISCUSSION AND CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT REGARDING A LETTER FROM THE BOARD OF PARK COMMISSIONERS TO BE FORWARDED TO THE MAYOR AND CITY COUNCIL EXPRESSING CONCERNS ABOUT HOMELESS ENCAMPMENTS IN PUBLIC CITY PARKS

Mr. Jason Olsen, Director of Parks and Recreation, stated that Chair Sheriff has requested the Board to discuss the issue of homeless encampments in public city parks. If deemed appropriate, the Board should consider sending a letter to the Mayor and City Council expressing their concerns. The letter would urge the adoption of ordinances or policies to prevent encampments in public city parks and to establish clear procedures for addressing such situations when they arise. Staff presented a proposed letter, and the Board discussed and requested a few modifications: first, to change the date of the letter to June 4, 2026; second, to include the word "recently" while removing the phrase "this week" from paragraph three (3). The revised section should read, "...Lawton recently adopted similar measures." Commissioner Fagin felt the matter was highly sensitive and needed to be addressed appropriately. The Board concurred, stressing the importance of compassionate action. Commissioner Nanny felt that the proposed Parks Rules and Policies the Board will discuss in the next agenda item do not address encampments, whereas City Ordinances allow immediate police enforcement if necessary.

Commissioner Wyckoff made the motion, and Commissioner Wright seconded, sending a letter to the Mayor and City Council with proposed edits, expressing concerns about homeless encampments in public city parks, and establishing clear procedures for addressing such situations when they arise. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright and Wyckoff

NAY: None

ITEM 5, being:

DISCUSSION REGARDING PROPOSED UPDATES TO THE PARKS AND RECREATION DEPARTMENT'S POLICY AND RULE MANUAL AND CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SUCH UPDATED POLICY AND RULES MANUAL

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The Board reviewed and discussed the updated Park Rule and Policy Manual. Prior to the meeting, Commissioner Isacksen submitted the following changes/requests to include:

1. Section 2.1 (c) Definitions and Terminology, removing the bold and underline in the word **complexes**
2. Section 2.2.1 Park Hours, second paragraph: add the word *open* to "...park areas to be *open* and closed..."
3. Section 2.2.1, vi, Westwood Park: change the word Season to Seasonal
4. Section 2.2.2, Prohibits Acts and Items: change the word Prohibits to Prohibited
5. Section 2.3.5 (a), Dog Parks, first paragraph, third sentence: change the word *are* to *is* "...Use of the dog parks *is* subject to..."
6. Section 2.5.2.3, (c), ii, Aquatics Center, Prohibited Uses: change word *are* to *is* "...Horse or equestrian use *is* prohibited..."
7. Section 2.5.2.3,(f), iii, Aquatics Center, Environmental Protection and Wildlife Safety: remove [text partially cut off]

Additional requests by the Board include:

1. Add a date to the manual
2. Add park hours/verbiage to Section 2.5.3 Recreation Centers, i.e., 12th Avenue Recreation Center: *"The Director or designee shall have the authority to establish and/or modify departmental facilities or operate hours for recreation, community centers, and departmental facilities."*
3. Clarify that non-revenue-generating activities are not prohibited, i.e., petition signature collection
4. Define *The Starter* in Section 2.5.2.1 (d), III, Golf Course, Rules of Play, Group Size and Pairing, third sentence, *defined as the course official or staff member stationed at the first tee who manages the flow of golfers.*

Staff noted that "appropriate attire" for golf means no attire that could damage the course or be indecent. Although there was initial consideration to postpone the vote, the Board ultimately decided to approve the updated Parks & Recreation Policy & Rules Manual with the edits and additions. Mr. Olsen said no action or forwarding to the Council is required.

Commissioner Wyckoff made the motion, and Commissioner Fagin seconded to approve the updated Parks & Recreation Policy & Rules Manual with the edits and additions. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright and Wyckoff

NAY: None

ITEM 6, being:

NORMAN FORWARD UPDATE

Mr. Olsen said the Eagle Cliff, Northeast Lions, and Sutton Place Parks Playground Projects are nearing completion, and dedication/ribbon cutting will be scheduled soon. He said staff will notify the Board of the dates so that they can attend. Bluestem Park continues to make progress, and an anticipated opening/ribbon cutting will be late summer or early fall. Mr. Olsen said that work continues on the master plans for Griffin and Reaves Parks, the Adult Wellness and Education Center (AWE), and the Young Family Athletic Center (YFAC), and we are awaiting price estimates for each. He also noted that having updated master plans will facilitate progress if a Norman Forward 2 vote is proposed and approved by Norman citizens. Mr. Olsen announced that the \$600,000 TSET grant has been secured and will be used to install a new Kidspace at Reaves Park. He stated that Leathers, the designer of the current Kidspace, is likely to be the designer for the new project as well. He also mentioned that there is consideration for a community-built project to replace it, similar to the community involvement seen during the 1999 Kidspace project. Mr. Olsen stated that the new project will preserve the original ceramic tiles from 1989, with new tiles to be created and installed next to them. He also mentioned that the wooden planks from the current Kidspace will be offered to families. Although the Miracle Field is not included in the TSET grant, it is anticipated to be a high-priority item that may receive funding from a separate source.

ITEM 7, being:

DIVISION UPDATE

Mr. James Briggs, Park Development Manager, said that work continues on the Bishop Creek Eco Park Project, including seedling planting, fencing, and installation of educational signage. He said the focus is on growing native plants, including tree seedlings, to replace those that were removed. The landscaping for the Gray Street Two-Way Project has been switched from standard planting to a native plant palette, and Park Development will assist with the installation. The landscape median on Main Street in front of Panera Bread will also be converted to a native landscape. Mr. Briggs said sod has been laid at the Reaves Park pond to prevent erosion. Commissioner Fagin asked if the pond is a detention pond and Staff said yes it functions as such. Mr. Briggs said the Traffic Division is being consulted to adjust traffic flow and signage for vehicle entry and exit on the Timberdale side of Reaves Park. Forestry efforts include new plantings at Eagle Cliff Park, and staff is working on a revision of the City's Tree Ordinance, which will be presented to Council for review. Mr. Briggs said the RFQ for the Sooner Theatre master plan received 11 proposals from qualified firms, with the goal being the scope of expansion and renovation within a set budget. The master plan will be packaged with others for a future public vote, i.e., Norman Forward 2. The city is close to acquiring the deed for South Lake Park, which will be the last of the Norman Forward new neighborhood park projects. Once the developer completes the final work, the park design will be submitted to the Board for approval.

Mr. Wade Thompson, Parks Manager, said multiple park maintenance projects are underway, including repairing a slab, and removing and reinstalling a retaining wall and handrail at Royal Oaks Park. He said the splash pads at Colonial Estates and Andrews Parks are operational, and vector monitoring for mosquitoes is fully active for the season. Mr. Thompson said the staff has been removing the older playground at Eagle Cliff Park since the new playground was installed. He said crews are helping to get Reaves Park ready for the Fourth of July event, assisting with laying sod around the new playgrounds and installing a chain-link fence at the Young Family Athletic Center (YFAC) sand volleyball courts.

Mr. Mitchell Richardson, Recreation Manager, announced that the Westwood Family Aquatic Center (WWFAC) is now open for summer and operating smoothly. He shared that a series of events is scheduled at Westwood Park, including "Let It Glow," the Westwood Park Golf Academy, which begins on June 16, 2026, and runs through July, the World's Largest Swim Lesson, Zumba Under the Stars, and the Junior Guard Games, where regional junior guard camps will compete at the Westwood facility. Mr. Richardson also noted that there is a full schedule of events planned for June and July, with a special emphasis on the America 250 Fourth of July celebration. The June events include the Fishing Derby at Griffin Park and the Juneteenth Festival at Legacy Park. For July, the planned activities feature the Water Lantern Festival at Legacy Park, Outdoor Movie Night at Reaves Park, the 51st Annual Westwood Invitational Golf Tournament, a Wiffle Ball Home Run Derby at Reaves Park, the Firecracker 5K, a Red, White, and Blue swim at WWFAC, and the Norman Fourth Fest 250th Celebration at Reaves Park. Mr. Richardson said the YFAC is booked with various camps and programs that will run every week throughout the summer, including volleyball, basketball, pickleball, and speed/athletic training.

ITEM 8, being:

CAPRA UPDATE

Mr. Mitchell Richardson, Recreation Manager, said the Parks and Recreation Department has made significant progress on the CAPRA accreditation, particularly in chapters 3, 4, 6, and 9. He said chapter 9 is Risk Management and includes all risk management materials, including emergency action plans, risk assessment, and training records. Staff is working with the Safety Manager and Human Resources to update materials, such as emergency evacuation routes and procedures for new types of emergencies. Mr. Richardson said the plans for Westwood Family Aquatic Center (WWFAC) and the Young Family Athletic Center (YFAC) are complete, with work ongoing for 12th Avenue Recreation Center and Little Axe Community Center.

MISCELLANEOUS ITEMS

Commissioner Wyckoff said the Lahoma Grove Garden, the new public greenspace in the 200 block of South Lahoma, is beautiful. Staff said it was a project completed by the Division of Environmental Resilience and Sustainability (DoERS). DoERS transformed the flood-prone property along Imhoff Creek to reduce flood risk, restore the creek's natural function, and enhance neighborhood conditions. Looking ahead, the City plans to host community classes and workshops using the space as an outdoor learning site to explore topics such as native landscaping, stormwater management, and flood risk reduction.

Chair Sheriff thanked staff for promptly addressing a pool issue at the Adult Wellness and Education (AWE) Center.

PUBLIC COMMENT

None.

ADJOURNMENT

Chair Sheriff adjourned the meeting at 6:38 p.m.

Passed and approved this _____ of _____ 2026

Sherrel Sheriff, Chair