

Norman Board of Parks Commissioners
March 5, 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 5th day of March, 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, Nanny, Tedder-Loffland, Usry, Wright, and Wyckoff

Absent: Commissioners Davison and Isacksen

City Officials

Present: Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Megan Phelan, Park Planner
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 DECEMBER 4, 2025, PARK BOARD REGULAR MEETING AND THE MINUTES FROM THE JANUARY 5, 2026, PARK BOARD SPECIAL MEETING

Commissioner Wright made the motion, and Commissioner Nanny seconded to approve the Regular Park Board minutes of December 4, 2025, and the Special Park Board minutes of January 5, 2026. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Fagin, Nanny, Tedder-Loffland, 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:

- Approval of the Norman Sports Commission annual report to the Park Board
- Final Acceptance of K-2526-54 with Musco Sports Lighting for WW Tennis Court Lighting Project
- Acceptance of Grant in the amount of \$11,000 & K-2526-130 with Oklahoma Monarch Society to install a pollinator habitat at City Hall
- K-2526-135 with Norman Arts Council for the 2026 Artful Inlets Project
- K-2526-141 with Streets Mech LLC in the Amt of \$199,494.00 for the NIC Air Handler Replacement
- Resolution R-2526-103 Honoring Jennifer Baker for Exceptional Contributions to Arts Education & her receipt of the Arts Education Award at the 46th Governor's Arts Awards
- Contract K-2526-148 with Play By Design Inc in the amount of \$185,000 for the Sutton Place Park Playground Project
- Contract K-2526-149 with Happy Playground in the amount of \$230,000 for the Northeast Lions Park Playground Project.
- Contract K-2526-150 with Play & Park Structures in the amount of \$200,000 for the Eagle Cliff Park Playground Project

Park Board Meeting

Page 2 of 6

March 5, 2026

ITEM 3, being:

GIVING SPECIAL RECOGNITION TO HONOR FORMER PARK BOARD COMMISSIONERS FOR THEIR OUTSTANDING WORK TO THE PARKS AND RECREATION DEPARTMENT AND THE CITY OF NORMAN

Mr. Jason Olsen, Director of Parks and Recreation, said the Parks and Recreation staff has invited several former Park Board Commissioners and would like to honor them. He wanted them to be formally recognized for their outstanding commitment and dedicated service to the City of Norman. Mr. Olsen gave appreciation plaques to Susan Favors, Chris Moxley, and Allison May and said the City of Norman is fortunate to have such a devoted group of neighbors and friends who are passionate and vision-driven regarding the future of the Norman parks system and cultural centers. He said Jeff Salmond, Mary Sallee, and Elizabeth Ross were unable to attend and hoped to honor them at the April or May Park Board meeting.

ITEM 4, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE BOB MOORE FARMS NORTH ADDITION REVISED PRELIMINARY PLAT

Mr. James Briggs, Park Development Manager, said Bob Moore Farms North Addition PUD is located on the east side of 36th Avenue SW, just south of Main Street, Sam's Club, and the west side of Pioneer Library. This plat was reviewed by the Board of Park Commissioners in August 2024, with the condition that if the land's use changed, a new preliminary plat would be developed and returned to the Park Board for review. Mr. Briggs said this large development has shifted from a mix of multi-family housing and commercial use to an all-residential development. The updated plan includes 804 residential units and requires either 3.56 acres of public park land or 7.12 acres of private park land. This development will yield \$60,300 in Neighborhood Park Development Fees and the same amount in Community Park Development fees once all building permits have been issued, if public park land or fee-in-lieu of land is provided. Although the site plan shows sufficient green space for private park land, the developer requests a fee-in-lieu decision. The increased unit count also raises the required park land acreage.

The proposed addition is directly north of the Willowbend Addition, which has a large *private* park. The nearest public park is Cherry Creek Park across 36th Avenue, which was recently updated via the Norman Forward Neighborhood Park Improvement project. Any fees collected from the Bob Moore Farms North PUD would go toward improvements at Cherry Creek Park or the purchase of future park land near the development, if it becomes available.

Commissioner Wyckoff raised concerns about pedestrian safety, noting that residents of the proposed development would need to cross 36th Avenue NW to reach Cherry Creek Park, and asked whether a pedestrian crossing and/or traffic light would be installed. Mr. Sean Rieger, representative for Bob Moore Farms North Addition PUD, explained that a traffic light would be installed if a traffic study showed it was necessary; however, there is currently no need for one. Commissioner Nanny said he was also concerned about pedestrians crossing a busy street and strongly recommended installing a pedestrian crossing to prevent accidents. The Board discussed the proposed amenities in the private park and asked whether a playground would be installed so that the residents would not need to walk their children to Cherry Creek Park. The Board asked whether the development was an adults-only community, and Mr. Rieger said the development cannot market the community as "no kids," and said a future marketing plan will influence the final amenities. Commissioner Wyckoff asked whether the Board could make a broader recommendation that the developer make every effort to install a pedestrian crossing and/or traffic light, and staff said yes.

Staff recommends that the Park Board recommend a Fee-In-Lieu of Land Decision for the revised Preliminary Plat of the Bob Moore Farms North Addition PUD.

Commissioner Nanny made the motion, and Commissioner Wright seconded it to recommend a Fee-In-Lieu of Land Decision for the revised Preliminary Plat of the Bob Moore Farms North Addition PUD and requested

Park Board Meeting

Page 3 of 6

March 5, 2026

the developer make every effort to install a pedestrian crossing and/or traffic light, so residents would not need to cross 36th Avenue NW in order to reach the nearest public park. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Fagin, Nanny, Tedder-Loffland, Usry, Wright, and Wyckoff

NAY: None

ITEM 5, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-135; A SERVICE AGREEMENT BY AND BETWEEN THE CITY OF NORMAN AND NORMAN ARTS COUNCIL, FOR THE 2026 ARTFUL INLETS PROJECT

Ms. Michele Loudenback, Environmental & Sustainability Manager, said that since its launch in 2019, the Artful Inlets program has engaged residents, strengthened partnerships within the arts community, and increased awareness of pollution prevention. On February 10, 2026, the City Council approved Contract K-2526-135. The Norman Arts Council (NAC) will provide \$3,750 from the Public Arts Board for artist stipends, while the City will contribute another \$3,750 for materials and in-kind services to prepare the sites for art installation.

Ms. Loudenback said funding will come from the Stormwater Quality budget, and artists will be invited to submit designs conveying stormwater and water quality themes. She said five (5) pieces of infrastructure have been identified for this project, all located in Rotary Park. Ms. Loudenback said this program is scheduled for April 16 and 17, 2026, and an online "Artful Inlets Story Map" is being updated to include all installations. The Board asked about the lifespan of the art, and staff said it is inspected annually.

Staff recommends supporting Council's approval of Contract K-2526-135 with the Norman Arts Council to implement the 2026 Artful Inlets Program and to install five (5) pieces of infrastructure at Rotary Park.

Commissioner Tedder-Loffland made the motion, and Commissioner Wyckoff seconded to support Council's approval of Contract K-2526-135, with the Norman Arts Council for implementing the 2026 Artful Inlets Program, and for installing five (5) pieces of infrastructure at Rotary Park. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Fagin, Nanny, Tedder-Loffland, Usry, Wright, and Wyckoff

NAY: None

ITEM 6, being:

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

Mr. Jason Olsen, Director of Parks and Recreation, requested to postpone the annual report from Westwood Golf and Golf Maintenance to the April Park Board meeting.

Commissioner Wyckoff made the motion, and Commissioner Tedder-Loffland 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 Fagin, Nanny, Tedder-Loffland, Usry, Wright, and Wyckoff

NAY: None

ITEM 7, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROPOSED WESTWOOD GOLF FEE INCREASE

Mr. Jason Olsen, Director of Parks and Recreation, said staff surveyed golf fees at metro-area golf courses to determine whether our fees are comparable. Currently, some of the fees are equal, but most are much lower than those at most metro-area golf courses. He highlighted the current and the proposed rates and said the staff is only proposing to increase the fees by \$1.00 to \$2.00 each. Mr. Olsen said Westwood Golf's operating costs have increased 30 to 40% over the years, and the Park Board approved a rate adjustment at the April 3, 2025, Park Board meeting; however, a fee adjustment will allow Westwood Golf to continue providing the high level of service our customers have come to expect. He stated that if the Board approves, the new rates will take effect on July 1, 2026, and the staff will provide ample notice by posting signs about the increase at the Golf Course.

Staff recommends that the Park Board Commissioners approve the Director of Parks and Recreation to increase the rates at the Westwood Golf Course as presented.

Commissioner Usry made the motion, and Commissioner Wyckoff seconded to approve the Director of Parks and Recreation to increase the rates at the Westwood Golf Course as presented. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Fagin, Nanny, Tedder-Loffland, Usry, Wright, and Wyckoff

NAY: None

ITEM 8, 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 there are 10 chapters, with 154 standards, and the staff has completed 40-42%. He said Chris Noons has been assigned as our CAPRA mentor, so we can request advice, and he will be helping the staff create a Strategic Plan very soon. Commissioner Nanny asked about the target completion date, and Mr. Richardson said the staff will conduct a self-assessment by December 2026-January 2027 and present it to the Board. Commissioner Nanny offered to review the staff's work. Mr. Richardson said the next step will be scheduling a site visit with Mr. Noons to help us fine-tune our work.

ITEM 9, being:

NORMAN FORWARD UPDATE

During the Council Conference on February 24, 2026, Mr. Jason Olsen, Director of Parks and Recreation, provided an update on the financial status of the Norman Forward (NF) Program. He noted that most projects are nearing completion, with a focus on the remaining pay-as-you-go initiatives, including Canadian River Park, Saxon Park, Neighborhood Park Development and Renovations, and Trail Development. Collaborating with the Finance department, Mr. Olsen projected that the program could finish with a remaining fund balance of approximately \$11 million after completing the authorized projects, which are estimated to cost around \$22.7 million.

Mr. Olsen presented a preliminary list of potential NF-eligible projects that could be considered if excess funds are available, as follows:

Park Board Meeting

Page 5 of 6

March 5, 2026

- Purchase of Sutton Wilderness
- Land Acquisition for future Softball and Football Complex;
- Adult Wellness & Education (AWE) Multipurpose Gym Expansion;
- Replacement of the Kids Space playground or constructing a Miracle Field at Reaves Park;
- Playground and restroom improvements at Griffin Park.
- Pond and restroom improvements at Andrews Park;
- YFAC improvements and weight room addition or payoff existing debt;
- Ruby Grant Park trail and cross-country course upgrades;
- New feature at Westwood Family Aquatic Center; and
- Systemwide park signage and wayfinding improvements.

Mr. Olsen stated that the preliminary projects are for discussion only and 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.

Mr. Olsen said the NF Saxon Park Project remains on hold pending the completion of road construction overseen by the Public Works Department. He noted that this road project will reduce the budget for the NF Saxon Park Project, as the associated roadwork, utilities, and water and sewer connections will be integrated into the park development but paid for through the PW Department road construction project. Mr. Olsen said staff is working on land acquisition for the Canadian River Park, a proposed Norman Forward project that aims to create a park, trail system, and wildlife refuge south of Lindsey Street and west of I-35 along the Canadian River. He said the theme for Sutton Place Park was changed at the request of a nearby resident.

ITEM 10, being:

DIVISION UPDATE

Mr. James Briggs, Park Development Manager, said work at Bluestem Park is progressing, with all trees planted as part of the tree-planting project. He said the park will include extensive areas dedicated to native plants, the perimeter walking trail is partially constructed, and we are moving on to the next phase of development. This phase includes ordering a playground and picnic shelter, building a sand volleyball area, and a basketball court. Mr. Briggs said land acquisition efforts are underway for the Canadian River Park, with potential for future trails connecting to other parks, including Adkins Crossing Park and Eagle Cliff Park. Major construction is complete at Bishop Creek Eco Park, and staff are now working on hydroseeding, cleanup, fencing, and ordering site furnishings. Mr. Briggs said a 122-foot section of the trail will include steps due to a steep slope. Final tree planting of the season will take place at Eagle Cliff Park to help regenerate the existing black locust trees/forest.

Mr. Mitchell Richardson, Recreation Manager, said a ribbon-cutting for YFAC's new outdoor courts and turf field is scheduled for March 25th at 5:30 PM, and admission to YFAC will be free all day. The Shamrock 5K, Fun Run, and beer mile will take place on Saturday, March 14th. Spring Break Camps will be held at the 12th Avenue and Whittier Recreation Centers. A new certified Counselor in Training (CIT) program for teens aged 12-14 will launch at the 12th Avenue Recreation Center, providing training in first aid, CPR, and childcare to build a pipeline for future staff. A volleyball camp will be held at YFAC on March 16 & 17, 2026, and 12th Avenue Recreation will host a free Nerf Night event open to all ages on March 27th.

Commissioner Wright left the meeting at 6:40 p.m.

MISCELLANEOUS ITEMS

Mr. Jason Olsen, Director of Parks and Recreation, said the Parks and Recreation Policy and Rule manual is substantially complete, and staff will present it to the Board soon for their approval and recommendation to

Park Board Meeting

Page 6 of 6

March 5, 2026

Council for adoption. He said once adopted; the rules and policies will be codified and made available online via the Municode platform.

Mr. Olsen announced the recent passing of former Park Commissioner Dennis Brigham, noting that he was very active in the community and will be dearly missed. He said Mr. Brigham also served on the AIM Parks Sub-Committee and was president of the Norman Arts Council.

Commissioner Wyckoff inquired about the possibility of a virtual option for meetings held during the workday. Mr. Olsen said that there is no virtual option available and noted that scheduling meetings outside of regular hours is not standard practice. He said it was necessary to schedule a Special Park Board meeting on January 5, 2026, due to a time-sensitive vote required for a development to be considered at the January 8, 2026, Planning Commission meeting. He mentioned that staff had received assurance that a quorum would be present at the January 5, 2026, *Parks and Recreation Rules and Regulations Sub-Committee* meeting at 12:00 pm, and the Special Park Board meeting was scheduled for 1:00 pm, following the subcommittee meeting, instead of the usual time of 5:30 pm.

PUBLIC COMMENT

None.

ADJOURNMENT

Chair Sheriff adjourned the meeting at 6:47 p.m.

Passed and approved this _____ of _____ 2026

Sherrel Sheriff, Chair