

Norman Board of Parks Commissioners  
June 5, 2025

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 June 2025, 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  
Michelle Chao, Stormwater Program Specialist  
Paul Krout, Golf Maintenance Superintendent  
Jeff Moody, Recreation Supervisor  
Megan Phelan, Park Planner  
Mitchell Richardson, Recreation Manager  
Karla Sitton, Administrative Technician IV

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ITEM 1, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR  
POSTPONEMENT OF MINUTES FROM THE APRIL 3, 2025, PARK BOARD REGULAR  
MEETING

Commissioner Isacksen made the motion, and Commissioner Fagin seconded to approve the Regular Park Board minutes of April 3, 2025. The vote was taken with the following results:

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

NAY: None

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ITEM 2, being:

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

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

- P-2425-27: Proclamation proclaiming Saturday, May 17, 2025, as Kids to Parks Day in the City of Norman.
- P-2425-33: Proclamation proclaiming the Month of May 2025, as Bike Month and Friday, May 16, 2025, is Bike-To-Work Day in the City of Norman.
- Contract K-2425-42: Contract with Multisports, LLC for the YFAC Outdoor Pickleball Courts Construction Project and Final Payment of \$13,642.10.
- Contract K-2425-75: Contract with Happy Playgrounds, LLC for the William Morgan Park Playground Project and Final Payment of \$227,004.
- P-2425-36: Proclamation proclaiming May 2025 as Oklahoma Water Safety Month in the City of Norman.

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ITEM 3, being:

CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR  
POSTPONEMENT OF THE WESTWOOD PARK GOLF AND TENNIS FACILITIES MASTER  
PLAN PROJECT

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Mr. Mike Hinchy with GSB said the Design Team includes GSB, Wallace Design Collective, Tom Hoch Designs, Craig & Coyne Designs, and White & Associates. He said the design process used to develop the Westwood Park Master Plan Project (WWPMP) began in June 2024, and included utilizing a WWPMP Steering Committee, Staff review, and gathering public comments/input.

Mr. Hinchey presented WWPMP to the Board to include the following: 1) New main entry off Robinson Street; 2) Twelve outdoor standard tennis courts; 3) Four indoor tennis courts with Pro Shop; 4) Eight indoor pickleball courts; 5) Activity lawn; 6) Golf clubhouse, bar and grill, banquet facility with outdoor dining; 7) Shaded hitting tees; 8) Cart storage building; 9) Cart staging courtyard; 10) Golf Maintenance Building; 11) 604 total parking spaces; and 12) New city property and roadway at Tee Circle.

Mr. Hinchey said the Cart Staging area is designed to line up golf carts for play and an entertainment area with tables and chairs for events such as Beer Gardens. He said the initial designs included junior tennis courts; however, public comments suggested eliminating those to add a fourth indoor court. Staff said that the courts can be marked for younger players when necessary. Mr. Hinchey said the proposed design reflects the pickleball facility being placed along Robinson Street (where the current outdoor tennis courts are located) to reduce traffic noise.

Mr. Colton Craig, Craig & Coyle Designs, presented the Golf Course renovation, highlighting the current layout of the course and the proposed design. He said the most significant change to the golf course would be flipping the #1 and #10 holes; however, having the #9 and #10 holes on the same side of the golf course will reduce traffic. Mr. Craig said the current irrigation and drainage infrastructure is at its life span; the irrigation reservoir is at capacity; and the bunker quality can be improved. He said a golf course renovation will include adding a tree line to “strategically screen the golf course” to create a more peaceful environment.

Mr. Craig thought a good theme would be the *Wild Wild Westwood*. He showed various accessories that could be installed to bring the final touches to the theme, including tee markers, wood bunker rakes, rustic hole signage, and returning to the retro jersey flags used on the original Westwood Golf Course.

Mr. Hinchey said the golf course, which will be reconstructed first, will take 14 months; the golf clubhouse, which will be reconstructed second, will take 18 months; and the court sports area, which will be third, will take eight months. The aquatic center will remain open during the construction.

Commissioner Isacksen asked whether the current recycling center located at the north end of Fairway Drive would reopen after the project is finished, and Staff said no; it will be relocated. Commissioner Wyckoff asked if a traffic study had been done, and Staff said no; this is only a conceptual plan; however, a traffic study will be completed once a project is approved.

Commissioner Isacksen made the motion, and Commissioner Nanny seconded to approve and recommend the Westwood Park Master Plan to the City Council for their consideration. The vote was taken with the following results:

YEAH:	Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright, and Wyckoff
NAY:	None

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ITEM 4, being:

CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE REQUEST FROM MICHELLE CHAO TO INSTALL “LITTER BOOM” SIGNAGE IN EASTWOOD PARK

Ms. Megan Phelan, Park Planner, said the Parks and Recreation Department adopted the Project in the Park application process in 2023 on the recommendation of the Park Board of Commissioners. Through this process, citizens and local citizen groups can propose and execute small projects within our parks that align with departmental goals.

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Ms. Michelle Chao, Environmental Programs Supervisor with the City of Norman, approached the Parks and Recreation Department with a project proposal to install “Litter Boom” *Signage* in May 2025. This installation would consist of a sign made of durable materials with approved signage to be placed within Eastwood Park, in a location that has been previously agreed upon. The signage would help visitors and community members learn and understand what a litter boom is, the location of the litter boom in the park, and how it will benefit the Bishop Creek Watershed. It will be up to the City of Norman’s Division of Environmental Resilience & Sustainability to maintain the signage to departmental standards that is safe and free of hazards. Staff will not need to assist with the installation, but will ensure it meets departmental standards.

Commissioner Fagin asked if the Litter Boom (a floating barrier designed to prevent litter tactically) would adversely affect the wildlife in Bishop Creek. Ms. Chao said no. There is no netting, and it is smooth, allowing animals to go over or under it. Commissioner Nanny asked how often the Litter Boom is collected, and Ms. Chao said every two weeks. Commissioner Usry wondered if there were any other litter booms in Norman’s creeks/waterways, and Ms. Chao said no, that this was the first one in Norman.

The Park Board of Commissioners recommends that the Director of Parks and Recreation approve the “Litter Boom Signage” Project in Eastwood Park.

Commissioner Fagin made the motion, and Commissioner Wyckoff requested that the Director of Parks and Recreation approve the “Litter Boom *Signage*” Project in Eastwood Park. The vote was taken with the following results:

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

NAY: None

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ITEM 5, being:

### CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM FIREHOUSE ART CENTER

Mr. Andy Couch, Director of Firehouse Art Center (FAC), presented the annual report, and FAC’s FY 24-25 Financials were sent to the Board before the meeting. Mr. Couch said FAC serves thousands of individuals through various in-house arts classes for children, teens, and adults, including painting, drawing, printmaking, fiber, jewelry, glass, sculpture, and ceramics. He said FAC also offers classes to include the Healing Studio for adults with disabilities, Firehouse Equality Club in partnership with Norman Pride, Art Forces for U.S. Military Veterans and active service members, and Sparks Art, a new program that will provide art education to all 5<sup>th</sup>-grade Norman Public School (NPS) students. Mr. Couch said FAC has invested over \$150,000 in improving the building, beginning with the new Pottery Patio, which provides a functional gas kiln and space for a clay mixer and space to host guests during events. He said additional improvements also include a new security and surveillance system. Mr. Couch said FAC commissioned nine new public murals on the Firehouse Art building and the surrounding Lions Park.

Mr. Couch said FAC is collaborating with the Assistance League Norman and Historic Campus Corner on the 2025 May Fair Festival, a multi-day event with children’s rides and art activities, a 5K race, and a stage with live, local musical entertainment. Mr. Couch said OKPOP Museum has collaborated with FAC on the *Limited Edition* exhibition to showcase comic book art and archival materials. The exhibition will be on display at FAC through August 3, 2025.

Commissioner Wright said Mr. Couch has done some fantastic work at FAC and the Board agreed. Commissioner Isacksen said FAC’s budget had a significant increase, and Mr. Couch said FAC’s budget has doubled from approximately \$350,000 to \$700,000 due to grant writing opportunities and new sponsors. He said FAC received a \$200,000 grant from a foundation for the Art Sparks Program; however, he hopes that NPS will eventually start paying for the program as we begin to serve all grade levels. Commissioner Isacksen said some restricted assets on the 990-tax return were not on the financial statements. Mr. Couch

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said FAC had a pre-award letter for funds due in another fiscal year, and he wanted to report the fiscal year those funds were to be used; however, the accountants wanted to report the fiscal year in which FAC did not use those funds. Mr. Couch said FAC was able to do a 10-year audit that will help with the foundations and grant funds, as well as help clear up any confusion, allowing FAC to do a better job.

Commissioner Wyckoff made the motion, and Commissioner Wright seconded to accept the Firehouse Art Center's annual report and recommend submitting the report to the City Council. The vote was taken with the following results:

YEAH:	Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright, and Wyckoff
NAY:	None

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ITEM 6, being:

### CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM NORMAN OPTIMIST CLUB

Ms. Amanda Prince, Norman Optimist Club (NOC), presented the annual report, and NOC Financials were sent to the Board before the meeting. She said NOC operates two recreation youth baseball and fastpitch softball leagues per year and oversees all Reaves Park activities, including coordinating field usage and groundskeeping with many other organizations and non-league teams. Ms. Prince highlighted the league and tournament fee structures and said NOC offers Team Discount Codes and Scholarships. She told the Board that the softball & baseball registration/participation has grown over the past three years and highlighted numbers for the 2024 and 2025 Spring leagues and the 2024 Fall League.

Commissioner Isacksen and Chair Sheriff asked if the financial reports reflected some overlap between NOC and YFAC (basketball and volleyball registration), and Mr. Mitchell Richardson, Recreation Director, said yes, the Parks & Recreation Department paid NOC up until YFAC opened and began taking care of the basketball and volleyball registrations (FY 2023-24). He said YFAC currently accounts for and reports the basketball and volleyball league registrations on its annual report to the Board. Ms. Prince said the 2026 budget lists revenue estimates and expenditure for each NOC sports program separately, and Chair Sheriff said she appreciated that very much. Commissioner Wright asked whether different trash cans could be installed at Reaves Park to deter raccoons and/or assist with the large amount of trash after games. Chair Sheriff suggested supplying trash bags and asking each team to remove their trash before leaving the area to earn free candy or soda, and Ms. Prince said she loves that idea.

Commissioner Wright made the motion, and Commissioner Wyckoff seconded to accept the Norman Optimist Club annual report and recommend submitting the report to the City Council. The vote was taken with the following results:

YEAH:	Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright, and Wyckoff
NAY:	None

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ITEM 7, being:

### A CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM LITTLE AXE YOUTH SPORTS

Ms. Tiffany Earhart, Little Axe Youth Sports (LAYS) President, gave the annual presentation to the Board and provided financials before the meeting. She said Little Axe Youth Sports (LAYS) was sanctioned with the Babe Ruth Organization and participated with the North Canadian Athletic Association (NCAA) for league play. She highlighted the 2024 season league and tournament activity and the fee structures. Ms. Earhart said LAYS could not continue a partnership with Big Show Productions and therefore took a significant revenue hit. She said the tournament numbers are lower and felt it was due to losing Big Show Productions as well as Fire Lake drawing away participation with their new turf fields and being in the process of constructing a new future stadium. She said baseball had 65 participants in 2024,

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more than in 2023; however, softball had only 12 participants, likely due to them moving to Fire Lake. Ms. Earhart said she is working on grant opportunities that can bring in revenue; however, LAYS does not have funding to become a 501 (c) (3). Commissioner Nanny asked what the cost was to obtain a 501 (c) (3) status and what type of grants could be obtained if LAYS were a 501 (c) (3). Ms. Earhart said 7-8 years ago, an attorney quoted \$5,000, and a 501 (c) (3) organization can apply for various sports and turf grants, i.e., Gatorade and Scott's Turf. Commissioner Nanny asked whether the Parks and Recreation Department could help LAYS, and the Staff said from the City's perspective, LAYS would have to take care of 501 (c) (3) paperwork and costs. Commissioner Usry asked whether LAYS had any fundraisers. Ms. Earhart said yes, she did a "Drive-In Movie Night" and raises money when outside entities use the fields for tournament play; however, all the rain has rained out many of the games. Chair Sheriff asked if LAYS was close to no longer being able to continue operations, and Ms. Earhart said LAYS is solvent now. Still, she will continue to reach out to local businesses and look for partnerships to help subsidize the costs of ballpark operations.

Commissioner Wright made the motion, and Commissioner Wyckoff seconded to accept the Little Axe Youth Sports annual report and recommend submitting the report to the City Council. The vote was taken with the following results:

YEAH:	Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Usry, Wright, and Wyckoff
NAY:	None

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Commissioner Fagin left the meeting at 7:20 p.m.

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ITEM 8, being:

### NORMAN FORWARD UPDATE

Mr. James Briggs, Park Development Manager, said the William Morgan Park renovation is nearing completion, and a ribbon cutting is scheduled for mid-June. He said the new boulder-themed playground has been completed to replace the old equipment. The renovation also includes a practice soccer goal, clearing the edges of the walking trails in the park along the pond and stream corridors, and replacing park furniture with new materials.

Mr. Briggs said staff is also putting together a request for proposals for the new playground for Bluestem Park, which will be built this year on the land acquired years ago next to "The Links" apartment community in south Norman. The park will include a large playground, walking trails, a sand volleyball court, a basketball court, and large areas of native plantings, among other features.

The next neighborhood park renovation will be out to bid for Northeast Lions Park once the land swap is completed with Norman Public Schools to acquire the parcel between High Meadows Park and Northeast Lions, making them one contiguous park. That new area will be the location for the new play equipment to reduce vandalism and conflicts with disc golf activity in the current playground.

Staff is waiting for the final drawings for the NF Saxon Park Master Plan and will bring the proposed master plan to a future Park Board meeting for review. Mr. Briggs said the Public Works Department will start the 36<sup>th</sup> Avenue SE from Cedar Lane to State Hwy 9 Project. This project includes building a roadway to Saxon Park. Mr. Briggs said initially, the NF Saxon Park Master Plan proposed constructing a road into the park; therefore, the Public Works project on 36<sup>th</sup> Avenue will ultimately reduce costs for the NF Saxon Park Master Plan.

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ITEM 9, being:

### DIVISIONAL UPDATE

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Mr. Mitchell Richardson, Recreation Manager, said the 2025 Fishing Derby is scheduled for June 7<sup>th</sup> at 8 a.m. at the Griffin Park pond, and the next Outdoor Movie Night, featuring Lego Batman, is on June 13<sup>th</sup> at 7:00 p.m. at Lions Park. The 2025 Juneteenth Festival is June 19<sup>th</sup> from 6:00 p.m. to 10:00 p.m. at Reaves Park, and Norman Fourth Fest will begin at 4:00 p.m. on July 4<sup>th</sup> at Reaves Park, with fireworks at 9:45 p.m.

Mr. Richardson said the Westwood Family Aquatic Center (WWFAC) opened on May 24<sup>th</sup> and has had several fun events, including Let it Glow on June 13<sup>th</sup> and June 20<sup>th</sup>, and the World's Largest Swim Lesson on June 19<sup>th</sup>. The 50<sup>th</sup> Annual Westwood Golf Invitation is scheduled for July 3<sup>rd</sup> and 4<sup>th</sup> and will celebrate with a 70s theme.

Based on neighborhood feedback, Mr. James Briggs said Community Development Block Grant (CDBG) funds will be used to create a pollinator garden at McGeorge Park. He said staff will present the Community Wildfire Protection Plan (CWPP) to Council for final adoption in June. He said this long-range plan is a key part of the process whereby the Norman Fire Department (NFD) can apply for funds and grants to help Norman better prepare for wildfires. Mr. Briggs said the Staff continues to work with DAVEY Resource Group to finalize the Urban Forest Master Plan (UFMP) and will present the plan at a future Council meeting for adoption. He said the UFMP is being created to act as a guiding document for our Forestry Division in the coming years. Mr. Briggs said the new 6-court outdoor pickleball facility & 2-court sand volleyball area, including the new lights for those courts, are complete at the Young Family Athletic Center (YFAC). This work will also include the installation of a perimeter fence and a concrete walking path. Mr. Briggs said the Staff will present the Bishop Creek Eco Park design at a future Council meeting for approval. This new park is located at the corner of Carter and Alameda and was purchased a few years ago as a proposed location for Stormwater control measures and to serve as a neighborhood park. Much of the work will include creating a retention pond in the section of Bishop Creek that cuts through the park to help control downstream flooding. Staff said work should begin in July and continue through the summer.

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### MISCELLANEOUS ITEMS

Chair Sheriff requested that the Staff discuss a Storm Evacuation Policy at a future meeting. A Special Park Board meeting may need to be scheduled in July to consider a parkland dedication. Staff will let the Board know as soon as possible.

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### PUBLIC COMMENT

None.

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### ADJOURNMENT

Chair Sheriff adjourned the meeting at 7:36 p.m.

Passed and approved this \_\_\_\_\_ of \_\_\_\_\_ 2025

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Sherrel Sheriff, Chair