

Norman Board of Parks Commissioners
April 3, 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 3rd day of April 2025 at 5:40 p.m., and notice of the agenda of the meeting were 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 Davison, Fagin, Isacksen, Nanny, Usry, Wright, and Wyckoff

Absent: Commissioner Spain

City Officials

Present: Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Paul Krout, Golf Maintenance Supervisor
Kellen McCoy, Field Operations Supervisor-Athletics
Jeff Moody, Recreation Supervisor
Rick Parish, Golf Pro
Mitchell Richardson, Recreation Manager
Wade Thompson, Parks Manager
Karla Sitton, Administrative Technician IV

ITEM 1, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR
POSTPONEMENT OF MINUTES FROM THE FEBRUARY 6, 2025 PARK BOARD REGULAR
MEETING AND THE MARCH 3, 2025 TREE BOARD REGULAR MEETING

Commissioner Isacksen made the motion, and Commissioner Davison seconded to approve the Regular Park Board minutes of February 6, 2025, and the Tree Board minutes of March 3, 2025. The vote was taken with the following results:

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

NAY: None

Chair Sheriff welcomed everyone and said some new Commissioners were in attendance tonight. She asked everyone to introduce and tell a little about themselves, including the Board or Commission they previously served on before being appointed to the Board of Park Commissioners.

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-2425-16: Proclamation proclaiming Tuesday, April 22, 2025, as Earth Day and March 22, through May 18, 2025, as Green Norman Eco-Bration in the City of Norman.
- Mayor's Appointments for various Committees and Boards, including the Board of Parks Commissioners.
- Santa Fe Depot Annual Report.

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- K-2425-63: Contract with Bold Multimedia for marketing services for the Parks & Recreation Department, Westwood Park, and YFAC.
 - R-2425-109: Resolution appropriating \$53,193 from the NF Fund Balance to be used for the NF Public Art Project at the Adult Wellness and Education Center.
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Commissioner Fagin left the meeting at 5:50 p.m.

ITEM 3, being:

CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE REQUEST FROM ROBERT SCAFE TO INSTALL TWO INFORMATIONAL KIOSKS WITHIN THE GARDEN AT COLONIAL COMMONS PARK

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.

Robert Scafe with Red Dirt Collective approached the Parks and Recreation Department with a project proposal to install two Informational/Educational Kiosks in January 2025. He said this installation would consist of approved signage/signs made of durable materials to be placed within the garden area, which had been previously agreed upon. The signage would help visitors and community members learn how to participate in the community garden as well as understand what plants have been planted in the garden and where they are located. Mr. Scafe proposed two locations for the signage but said he preferred the location nearest to the sidewalk. He showed drawings depicting the kiosk design and a budget for constructing the sign. Mr. Scafe said Red Dirt Collective will maintain the signage to departmental standards that are safe and free of hazards. Staff will not need to assist with installation but will ensure it meets departmental standards.

Commissioner Wright asked whether there are standards for signs/kiosks that would require them to be similar to City park signage, and Mr. Jason Olsen, Director of Parks and Recreation, said no. Still, staff is working on a signage plan to include requirements for these types of projects. Commissioner Isacksen said this is a great project and asked whether Red Dirt Collective requested one or two signs. Mr. Scafe said he only asked for one sign but showed two proposed locations where the sign could be installed.

It is recommended that the Park Board of Commissioners recommend the Director of Parks and Recreation approve one Information/Educational Kiosk to be placed within the garden area of Colonial Commons Park.

Commissioner Usry made the motion, and Commissioner Wright seconded to recommend the Director of Parks and Recreation approve one Information/Educational Kiosk to be placed in Red Dirt Collective's preferred location within the garden area of Colonial Commons Park. The vote was taken with the following results:

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

NAY: None

ITEM 4, being:

CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED AIM PARKS, RECREATION AND CULTURE MASTER PLAN

In 2023, the City of Norman launched an Area and Infrastructure Master Plan, also known as the AIM Norman Master Plan. The AIM Norman Master Plan comprises seven distinct elements of city infrastructure, services, and growth, and the goal was to ensure they align seamlessly with one another, including land use,

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water, wastewater, stormwater, housing, transportation, and parks. The seven distinct master plans were guided by RDG Planning and Design, Inc., and Garver, in close partnership with City staff as well as several citizen-led Steering Committees that met over 16-20 months to discuss and help create their infrastructure (7) master plans. These seven master plans will synergize with one another and help shape the course of the community over the next two decades. They will also guide city leaders and decision-makers as we plan for the future.

Ms. Molly Hanson, RDG, attended the meeting via Zoom and presented the proposed AIM Parks Master Plan. She said between January 2024 and December 2024. The AIM Parks Sub-Committee had several meetings, including open houses to gain public input, to discuss five plan objections as follows:

- 1) Maintain, Update & Improve the Norman Park System;
- 2) Support & Elevate the Organizations that Contribute to Arts and Culture in Norman;
- 3) Update & Modernize Policies;
- 4) Opportunities for Connection & Growth and
- 5) Protect Natural Resources

Ms. Hanson said after months of study and public input, the AIM Park Sub-Committee presented a draft AIM Parks, Recreation & Cultural Master Plan to the Board of Park Commissioners at a Joint meeting on September 10, 2024, and to the Council at a City Council Study Session on January 7, 2025. The AIM Parks Sub-Committee submitted seven recommendations for consideration, including the new Park Mission Statement and Logo, including specific updates and improvements to Norman's park system, protection of natural resources, and elevating the community's arts and cultural organizations. Ms. Hanson said the AIM Parks Master Plan includes seven main recommendations and updates to the Parks Department to include a new mission statement and logo; prioritizing outstanding goals from the previous Parks Master Plan (2009); update and improve the Norman Park System; support and elevate the organizations who contribute to arts and culture in Norman; update and modernize policies; create opportunities for connection and growth; protect natural resources; and prioritize ongoing maintenance. She highlighted the new mission statement and showed pictures depicting the new logo. Commissioner Isacksen asked for clarification regarding updating and refreshing park signage. Mr. Olsen, Director of Parks and Recreation, said the staff is updating park signage to replace all park signs/signage so they are all similar. Mr. Olsen said a future kick-off meeting for a sign package would be scheduled soon, and the sign package will include City and Community parks signs and City monument/signs. He said the signage should begin being replaced in the Fall.

It is recommended that the Board of Park Commissioners recommend the proposed AIM Parks, Recreation & Cultural Master Plan to the City Council for their consideration and approval.

Commissioner Davison made the motion, and Commissioner Nanny seconded to recommend the proposed AIM Parks, Recreation & Cultural Master Plan to the City Council for their consideration and approval. The vote was taken with the following results:

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

NAY: None

ITEM 5, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A PROPOSED WESTWOOD GOLF FEE INCREASE.

Mr. Rick Parish, Westwood Golf Professional, said staff surveyed golf fees of metro area golf courses to determine whether our fees are comparable. He noted that some Westwood Golf fees are equal, but most are

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much lower than a few metro area golf courses. Before the meeting, staff sent a fee comparison to the Board reflecting current fees and proposed fees for the City of Oklahoma City Golf Course, Trosper Golf Course, and Westwood Golf Course. Mr. Parish said he included the fees for Kickingbird Golf Course; however, they recently had a grand re-opening and do not have plans to increase their fees. He told Westwood Golf's operating costs have increased over the years, and a fee adjustment will allow Westwood Golf to continue providing the high level of service our customers have come to expect.

Staff recommends that the Park Board recommend the Director of Parks and Recreation increase pricing at the Westwood Golf Course as presented.

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

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

NAY: None

ITEM 6, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE SILO MURAL PROJECT AT GRIFFIN PARK.

Mr. Jason Olsen, Director of Parks and Recreation, said an art mural is proposed for the silos at Griffin Park, and the project aligns with Norman's commitment to supporting cultural representation, public art, and park enhancements.

Mr. Olsen said the Silo Mural Selection Committee selected an artist on December 7, 2024, and met with them on February 17 to discuss specifics about the proposed art. The budget for the art project is \$40,000 for the silos, with \$30,000 coming from the Norman Forward Griffin Park project and \$10,000 coming from the NAC murals in public places fund. He said the contract is a 10-year contract, i.e., the art cannot be replaced for 10 years.

Mr. Olsen showed pictures of the proposed art: a buffalo/flowers and a scissortail flycatcher/flowers. He said the new Parks and Recreation logo may be added to the top silo. Commissioner Wyckoff asked if the artist was local, and the staff said they were from the Tulsa area. Mr. Olsen said the silos were built in the 1950s on what used to be State Hospital farmland, and patients used them when harvesting. He said while they currently are not being utilized for harvesting purposes, the silos are one of Norman's greatest historical landmarks.

Staff recommends that the Board of Park Commissioners approve the design for the Silo Mural Project at Griffin Park.

Commissioner Nanny made the motion, and Commissioner Davison seconded to approve the design for the Silo Mural Project at Griffin Park. The vote was taken with the following results:

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

NAY: None

ITEM 7, being:

ANNUAL REPORT FROM WESTWOOD GOLF AND GOLF MAINTENANCE

Westwood Golf: Mr. Rick Parish, Westwood Golf Professional, gave the annual Westwood Golf report to the Board. He said after 38 years, Bobby Florer retired in January as an Assistant Golf Professional and Tyler Bauman, a 15-year employee, was promoted to Program Coordinator/Assistant Golf Professional in February. He said the Men's Golf Association (WMGA) Saturday League started on March 8 and will end with the Club Championship on August 20th. Mr. Parish said the Men's Thursday League began March 20 and finishes October 23, and the Westwood ladies will begin playing on Thursday mornings in May, and Senior Play Days will start in April and end in October. He said the total rounds in FY24 were 35.327.

Mr. Parish said the 50th Invitational is scheduled for July 4, 5, and 6 and will celebrate with a dinner and band. He said the tournament has averaged 140 players per year over the last 10 years. He highlighted 2024 programs, including First Tee (for kids) and the US Kids tournament. He said the South Central Section, PGA, Jr. Tour was held on June 4, 2024; the Westwood Free Jr. Clinic was held on June 11 and 12, 2024; the Westwood Jr. Academy was held June 17, finishing with the Academy Championship on July 23, 2024.

Mr. Parish said WW Golf continues to host Norman High on Mondays, Norman North on Tuesdays, Norman Middle Schools (Alcott, Irving, Whittier, and Longfellow) on Wednesdays, and Southmoore and CCS Monday through Thursday. He said the 6A Girls – Sabercat JV 9-hole tournament was on March 12, 2025. The 6A Lady Sabercat Varsity Invitational was held on March 24, 2025, and the 6A Boys Sabercat Varsity Invitational was on March 25, 2025. Mr. Parish said the Robert O. Smith Spring Break Junior Invitational, a new tournament introduced by Greg Grost, was held on March 19, 2025.

Chair Sheriff said the FY24 total rounds were a little lower than last year, and Mr. Parish said the total rounds spiked during Covid because people could not gather/go indoors, so instead, they got outdoors as much as possible. Since Covid, the numbers have slowly decreased every year.

Westwood Golf Maintenance: Mr. Paul Krout, Golf Maintenance Superintendent, gave the annual Westwood Golf Maintenance presentation to the Board. He said the staff has been busy with tree & debris work and weed control. Mr. Krout said staff borrowed a tractor from the Park Maintenance Division and worked on water sprouts and lower limbs, which inhibited mowing and trimming. He said they also removed dead trees and stumps on the course.

Mr. Krout said staff also enlarged the #7 greenside pond and used excavated soil to extend the teeing area on the #2 hole. This tee serves as a back teeing, effectively lengthening the hole, which is the plan to create a long overall course yardage. Both these projects should be completed before the spring golfing season.

Mr. Krout said staff had made significant strides in eradicating broadleaf and grassy weeds on the golf course and tennis grounds this past season. He said they will continue with applications this year to reach our goal of a very low threshold of weed competition. The #2 greenside bunker is the next bunker renovation; to date, seven of the 14 bunkers are complete. Mr. Krout said golfers have noticed the more kept and open look of the course, and Commissioner Isacksen said that is good to hear and thanked him/staff for all their hard work!

The Board acknowledged the reports.

ITEM 8, being:

ANNUAL REPORT FROM THE YOUNG FAMILY ATHLETIC CENTER

Mr. Kellen McCoy, Young Family Athletic Center (YFAC) Facility Operations Supervisor, presented the annual report to the Board. He said the YFAC is a pinnacle of excellence, offering premier basketball and volleyball courts, aquatics, sports medicine, youth sports, camps & leagues, and a retail store. There are four

hotels with 600 rooms within walking distance of the facility, and YFAC is sought after for sports tournaments, will soon be open for rentals, and has hours for the community to enjoy. Mr. McCoy highlighted the fee structures for Daily, Monthly, and Annual Memberships and Rentals. He said from April 2024 to December 2024, the YFAC had 327,900 visitors, 47 tournaments, 3,945 youth league participants, and 16 swim meets. Mr. McCoy went over the financials from February 2024 to December 2024, highlighting the top revenues as well as the top expenditures. He said the revenue growth plan is to increase revenue by \$200,000-\$250,000 annually, reduce overtime costs, improve scheduling & programming, and explore solar/wind utility options. Mr. McCoy said a new sand volleyball and outdoor pickleball courts are currently being constructed and will be open soon, and a weight room will be built. He highlighted the programs offered at YFAC, including Youth & Adult Basketball and Volleyball Leagues, Football and Volleyball Camps, Special Olympics, Norman Safety Water Program, National Basketball, Corn Hole Tournaments, All-State Swim Meet, and many more! He said YFAC proudly hosted the Adidas 3SSB Girls Circuit, and this national event brought 200 elite girls basketball teams from across the country alongside college coaches and recruiters from top-tier universities. Mr. McCoy said YFAC hosted 1,300 incredible Norman Public School teachers & educational professionals at the Norman Educator Care Day event. He said YFAC partnerships include Norman Regional Health Systems, Beanstalk Coffee and Sno, Trae Young Family Foundation, Norman Optimist Club, Sooner Swim Club, and Rise Volleyball.

Chair Sheriff said she would like to see financial breakdowns in rentals by the Rise Volleyball, Sooner Swim Club, and Norman Public Schools, and staff said they would provide that to the Board. Member Wright asked how the staff wants more people to utilize the YFAC and buy memberships. Mr. McCoy said there are not as many tournaments from August through December, and staff will offer more events to improve the revenue flow.

The Board acknowledged the report.

ITEM 9, being:

NORMAN FORWARD UPDATE

Mr. James Briggs, Park Development Manager, said the proposed design for the NF Saxon Park Master Plan is nearly complete. Staff will bring the proposed Master Plan to a future Park Board meeting for review. He said construction is set to begin in Spring 2025. He noted that new playground equipment and a boulder scape (new landscaping design alternative) are being finished at William Morgan Park, and a ribbon-cutting will be scheduled soon. Mr. Briggs said the next playground renovation will be at Northeast Lions Park, and the city will continue to work with Norman Public School System (NPS) on a land swap. i.e., the City owns property adjacent to Adams and Eisenhower Elementary and will swap it for NPS property adjacent to High Meadows Park. This land exchange will allow staff to install a new playground in High Meadows Park that is more visible and discourages vandalism. Mr. Briggs said the new trails along Legacy Trail from Flood, Tecumseh, and NW 24th are completed and now make a loop around the airport.

ITEM 10, being:

DIVISIONAL UPDATE

Mr. James Briggs, Park Development Manager, said the design team for the Westwood Park Master Plan (WWPMP) is gathering public comments for a revitalized and reimagined Westwood Golf and Tennis Center. He said the WWPMP Project would include a new golf clubhouse, a new tennis pro shop, outdoor courts, a new drive entry off Robinson Street, an additional indoor tennis court, an indoor pickleball facility, new and expanded parking, and landscaping.

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Mr. Briggs said a new 6-court outdoor pickleball facility & 2-court sand volleyball area on the east side of the Young Family Athletic Center (YFAC) are nearing completion, and a dedication will be scheduled soon. Once all work on the court lighting is complete and the final concrete, earthwork, and landscaping are complete, the site will be ready for use by the YFAC for the various daily and league players of each sport, along with the synthetic turf field built last year north of these new sports areas.

Mr. Briggs said staff continues to work with DAVEY Resource Group to gather stakeholder input from several groups for the Urban Forest Master Plan (UFMP) being created to act as a guiding document for our Forestry Division in the coming years. A second public input meeting will be held in May to help finalize the planning process for managing our urban forest in all areas of town. Also, we are reviewing the draft version of the Community Wildfire Protection Plan developed by a consultant working with the Forester in partnership with the Norman Fire Department and our peer land management organizations around town. A draft report will be prepared for Council review in May.

Mr. Wade Thompson, Parks Manager, said staff recently purchased 12 robot mowers to assist with mowing at Reaves Park, and GPS controls them. Commissioner Wyckoff asked if the mowers were being monitored, and Mr. Thompson said he had an app that monitors the mowers. He said they are working so well at Reaves Park that staff is going to demonstrate them at Griffin Park. Mr. Thompson said staff continues working on annual tree/bush maintenance and applying pre-emergent for weed control throughout City parks and property.

Mr. Mitchell Richardson, Recreation Manager, said the Annual Spring Egg Hunt is at Andrews Park on April 18th and will include a petting zoo. He said the Parks & Recreation Department is partnering with the Division of Environmental Resilience and Sustainability (DoERS) on the Earth Day event scheduled on April 27th at Reaves Park; the Mom Prom is on May 3rd at the Noun, and May the Fourth Be With You 5K is on May 4th at Legacy Park. Mr. Richardson said Marina Wells was recently hired as the new Westwood Family Aquatic Family (WWFAC) Aquatics Operations Manager, and lifeguard training and hiring are underway.

MISCELLANEOUS ITEMS

Staff discussed having the annual Park Tour at the May 1st meeting & possibly touring Falls Lakeview and William Morgan Parks. Mr. Briggs suggested touring the future site for Blue Stem Park, the new art at the Adult Wellness and Education (AWE) Center, and the new YFAC pickleball/volleyball courts. Commissioner Nanny asked if the City oversees maintenance at the AWE pool(s), and staff said yes, for the first five (5) years.

PUBLIC COMMENT

None.

ADJOURNMENT

Chair Sheriff adjourned the meeting at 7:51 p.m.

Passed and approved this _____ of _____ 2025

Sherrel Sheriff, Chair