

Norman Board of Parks Commissioners
August 7, 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 7th day of August, 2025, 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 prior to the beginning of the meeting.

ROLL CALL

Present: Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Tedder-Loffland, Wright, and Wyckoff

Absent: Commissioners Davison and Usry

City Officials

Present: Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Paul Krout, Golf Maintenance Superintendent
Megan Phelan, Park Planner
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 MAY 1, 2025, PARK BOARD REGULAR MEETING

Commissioner Isacksen made the motion, and Commissioner Fagin seconded to approve the Regular Park Board minutes of May 1, 2025. The vote was taken with the following results:

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

NAY: None

ITEM 2, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR
POSTPONEMENT FOR THE SPECIAL RECOGNITION TO HONOR THE AIM PARKS SUB-
COMMITTEE FOR THEIR OUTSTANDING COMMITMENT AND DEDICATED WORK ON THE
AIM PARKS, RECREATION, AND CULTURE MASTER PLAN

Mr. Jason Olsen, Director of Parks and Recreation, said the AIM Parks, Recreation, and Culture Master Plan was one of seven distinct plans led by a citizen-led Steering Committee, and he would like to recognize the AIM Parks Sub-Committee for their commitment to putting together the AIM Parks, Recreation, and Culture Master Plan. He said Norman is very fortunate to have a dedicated group of neighbors and friends who have a passion and vision for the future of the Norman parks system. Mr. Olsen said the Sub-Committee members include Lee Hall, Chair; Amanda Prince; Dennis Brigham; Jennifer Baker; Marcus Madlock; Mark Nanny; Sarah Sancak; Sherrel Sheriff; and an alternate, Roberta Pailes, who unfortunately passed away before the master plan was completed and adopted. He presented plaques to those in attendance, and Lee Hall spoke to the Board, stating it was a privilege and honor to chair the Sub-Committee. She thanked the Staff and said it was a kind gesture to recognize the Sub-Committee members. Ms. Hall said it is incredible what can be accomplished for our City when we all work together towards a common goal.

ITEM 3, 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:

- Presentation of the Westwood Master Plan.
- P-2425-37: Proclamation proclaiming Thursday, June 19, 2025, as Juneteenth Day.
- Ordinance O-2425-32: Amending Sections throughout Chapter 36 (Zoning) Code to Update Definitions, Update & Add References to the City's Comprehensive Plan, Update Language to Ensure Compatibility with the AIM Norman Comprehensive Plan & its various included Master Plans & Clarify or Correct Language, including Errors, Declaring an Emergency & Providing for the Severability Thereof.
- P-2425-40: Proclamation Proclaiming the Month of July 2025, as Parks and Recreation Month.
- K-2324-46: Amendment Two with RDG Planning & Design Inc., increasing the Contract \$10,570 for Professional Services to the P & R Trails Master Plan, not exceeding \$2,716,737.
- K-2324-184: Contract with GSB Inc., for \$8,491 for Additional Design Services for the Westwood Park Golf & Tennis Facilities Master Plan Project & Budget Appropriation.
- K-2425-60: Final Acceptance of the Contract with Musco Sports Lighting LLC, for the YFAC Outdoor Sports Courts Lighting System Project & Final Payment of \$49,027.
- BID 2425-30 & K-2425-92 & R-2425-137: Downey Contracting LLC, for \$1,092,580 for Bishop Creek Eco Park, also known as Alameda Stormwater Park Construction Project.
- K-2425-126: Contract with Norman Public Schools to Lease Space at Irving and Whittier Recreation Centers for the Parks Department to Operate Childcare Programming for the Public.
- R-2425-138: Resolution Transferring \$75,000 from the Capital Improvement Project for HVAC Monitoring to the Emergency Projects and Contingency Account to fund the Mold Removal in City Hall and Further Emergency Repairs to City Facilities.
- R-2425-107: Adopting the AIM Norman Parks, Recreation & Cultural Master Plan.
- R-2526-12: Appropriating \$114,270.47 from the WW fund Balance for a Leak Repair at the WWFAC.
- K-2526-24: Contract with Colton Craig Design LLC in the Amount of \$7,500 for architectural design Services for the Westwood Park Golf Design Concept Plan and Budget Appropriation.
- K-2526-26: Interlocal Agreement for Purchase of Real Property with the Oklahoma Dept of Mental Health for \$3,306,811.48; & Appropriation of NF & Capital Project Fund Allocations

ITEM 4, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RENEWING THE PUBLIC PARKLAND DECISION FOR ST. JAMES PARK ADDITION WITH THE INCREASED LAND REQUIREMENT BEING LOCATED ADJACENT TO THE EXISTING PARK LAND LOCATED ALONG SOUTHLAKE BOULEVARD.

Staff presented background on the St. James Park/South Lake developments and the related parkland dedication requirement. Mr. James Briggs, Park Development Manager, said the land was once platted as Southlake Addition; however, the addition was only partially built in the 1980s. The preliminary plat for this addition was considered at the June 2003 Park Board meeting, but has since expired. The remainder of that addition is now being brought forward as a revised preliminary plat, bringing the new total revised preliminary plat to a total buildout of 692 lots, increasing the required parkland dedication to 4.5326 acres. The City has received 3.309 acres, leaving approximately 1.2 acres still owed by the developer. This development will also yield \$51,900 in Neighborhood Park Development Fees and the same in Community Park Development Fees once all building permits have been issued.

Staff said land will be deeded adjacent to the existing parkland along South Lake Boulevard, creating a contiguous site. Additional acreage may become available after development and detention pond work is completed, and funds are available for such acquisitions. Once all deed work is complete, the City of Norman plans to commence construction immediately on the park, as it was identified as one of the new neighborhood parks in the 2015 Norman Forward vote, with funding already set aside for development once all required land is acquired. The developer is also providing some private recreation areas for the residents of this addition, such as a clubhouse and swimming pool. However, these cannot be considered private or public parkland, and the developer is not requesting any exemption from parkland requirements due to these amenities. The developer proposes to satisfy all parkland requirements for this addition through the above-mentioned public parkland donation.

The Board discussion focused on the location of the remaining required land, connectivity across the detention pond area, and potential for future acquisitions. Staff clarified that current efforts are focused on securing contiguous land, with the flexibility to expand later.

Staff recommends renewing the public parkland decision for the St. James Park Addition, with the increased land requirement located adjacent to the existing parkland along Southlake Boulevard. All park deed work will be finalized as soon as possible to simultaneously enable the development of the entire park site.

Commissioner Wyckoff made the motion, and Commissioner Wright seconded it to approve renewing the public park land decision for the St. James Park Addition, with the increased land requirement located adjacent to the existing park land along Southlake Boulevard.

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

NAY: None

ITEM 5, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF \$25,000 FOR THE FIREHOUSE ART CENTER JEWELRY STUDIO RENOVATION

Mr. Andy Couch, Firehouse Art Center, said the Firehouse Art Center (FAC) applied for and received a \$15,000 grant from the Kirkpatrick Family Foundation to renovate the Jewelry Studio at the FAC. He said FAC will also use Firehouse Arts Center Cash Contributions for \$10,000 toward the Jewelry Studio renovation. The renovation will expand the current studio into the South Studio, effectively doubling the space to accommodate more students and classes led by long-time instructor Elyse Bogart. The expansion is expected to allow 10–12 students to work comfortably, addressing previous space limitations reported in surveys.

Mr. Couch said the renovation will not impact existing programming for children or other studios, as storage and shelving adjustments will optimize space use. Fredgren Quality Works will complete the work, and all improvements will remain the city's property. Future projects, including exterior landscaping enhancements, are also being considered for additional funding.

Commissioner Wright made the motion, and Commissioner Tedder-Loffland recommended accepting the donation of \$25,000 for the renovation of the Jewelry Studio at the FAC. The vote was taken with the following results:

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

NAY: None

ITEM 6, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM MOORE-LINDSAY HISTORICAL HOUSE MUSEUM

Ms. Amy Pence, Manager at the Moore-Lindsey Historical House Museum (MLHHM), presented the annual report to the Board, noting a corrected version due to a duplicate page from the previous year. She said the MLHHM recently celebrated the Museum's 50th anniversary, noting the City purchased the house in 1973 and opened it as a museum in 1975. Ms. Pence updated the organizational goals, supported by a state historical society grant, which allowed for annual strategic planning. Due to high demand, programming additions included new watercolor workshops for adults and a 20% increase in children's classes. She said visitor numbers increased by 22%, totaling 1,998 visitors, with increased attendance for events, programs, and rentals.

Ms. Pence said the financial highlights included a \$26,000 grant from the Arts Council (up from \$20,000 the previous year) and ongoing support from OEC. The projected budget shows modest website/software, programming, and contract labor increases to support expanded activities.

Commissioner Isacksen asked questions regarding fiscal year 2024–25 expenses, explicitly stating that the miscellaneous items are much higher than they have been in the past. Ms. Pence clarified that large expenditures in this category are often related to restocking the gift shop, but will confirm details for accuracy. Clarification was also provided regarding fiscal versus calendar year reporting for financial documentation.

A motion was made and seconded to accept the annual report from the Moore Lindsay Historical House Museum.

Commissioner Fagin made the motion, and Commissioner Isacksen seconded to accept the Moore-Lindsey Historical House Museum 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, Tedder-Loffland, Wright, and Wyckoff

NAY: None

ITEM 7, being:

NORMAN FORWARD UPDATE

Mr. Jason Olsen, Director of Parks and Recreation, said the Griffin Park Silo Mural Dedication was held on July 10, and said the artist was Bailee the Kid. He said that the towering silos are the latest piece of public art made possible by the Norman Forward 1% for Art program. Mr. Olsen said the next neighborhood park renovation will be put out to bid for Northeast Lions Park once the land swap with Norman Public Schools is completed to acquire the parcel between High Meadows Park and Northeast Lions, making them one contiguous park. The new area will be the location for the new play equipment, aiming to reduce vandalism and conflicts with disc golf activities in the current playground. Mr. Olsen said earth work is being done at Bluestem Park, the land acquired years ago next to "The Links" apartment community in south Norman. The park will feature a large playground, walking trails, a sand volleyball court, a basketball court, and extensive areas of native plantings, among other amenities.

ITEM 8, being:

DIVISIONAL UPDATE

Mr. Richardson said the 2nd Annual Norman Educator Care Day was held at the YFAC on August 11th, and over 1,000 Norman teachers were in attendance. He said the Westwood Family Aquatic Center (WWFAC) recently started back-to-school hours on August 9, and the hours are Monday through Friday from 9 am to noon for aquatic classes and noon to 6 pm on Saturdays and Sundays for open swim. Mr. Richardson said the

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Trae Young Basketball Academy is currently holding tryouts; youth volleyball league for 2nd to 7th grades are now open, Westwood Golf is having a Labor Day Scramble on September 1st, Cosmic Pickleball is scheduled on August 10th at YFAC, and indoor soccer and open gym are held every Thursday from 6 pm to 8 pm at the 12th Avenue Recreation Center.

Mr. James Briggs said construction work will begin next week at Norman's newest park, Bishop Creek Eco Park. He said the sidewalks & fencing are nearing completion on the east side of YFAC, around the sports courts and synthetic turf field, and said the goal is to have a walking trail around the entire property and provide a more secure site. Mr. Briggs said the Staff will continue working with Davey Resource on the Urban Forest Master Plan (UFMP) and will present the plan at a future Park Board meeting. He said American Ramp Company is working on the Skate Park at Andrews Park and the Bike Park at Creekside Bike Park. Mr. Briggs noted that the Staff is working on installing the new landscape designed in-house for the Main Street median island, just west of the Hal Muldrow Drive intersection. He said the Public Works Department had to remove the plant material in that area to replace the road and drainage structures at the Merkle Creek crossing. He said the new landscape style will require less maintenance, i.e., will not include Bermuda grass and instead be made of native species mixed with colorful hardscape material.

Mr. Wade Thompson, Parks Manager, said crews continue to mow every park on a 7 to 10-day mowing schedule. He said crews are also making repairs where extreme washouts have occurred at Sutton Wilderness, Ruby Grant Park, and Saxon Park. He said the University of Oklahoma gave the City sod that they removed from the football field, and crews have replanted it at Atkins Crossing Park and Reaves Park.

MISCELLANEOUS ITEMS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Chair Sheriff adjourned the meeting at 6:39 p.m.

Passed and approved this _____ of _____ 2025

Sherrel Sheriff, Chair