

Norman Board of Parks Commissioners
September 4, 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 4th day of September, 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 Isacksen, Nanny, Tedder-Loffland, Usry, and Wyckoff

Absent: Commissioners Davison, Fagin, and Wright

City Officials

Present: Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Jeff Moody, Special Events & Multimedia Supervisor
Megan Phelan, Park Planner
Mitchell Richardson, Recreation Manager
Colin Zink, City Forester
Karla Sitton, Administrative Technician IV

ITEM 1, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR
POSTPONEMENT OF MINUTES FROM THE REGULAR PARK BOARD MEETING JUNE 5, 2025,
AND MINUTES FROM THE SPECIAL PARK BOARD MEETING OF JULY 3, 2025

Commissioner Isacksen made the motion, and Commissioner Nanny seconded to approve the Regular Park Board minutes of June 5, 2025, and the Special Park Board minutes of July 3, 2025. The vote was taken with the following results:

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

NAY: None

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:

K-2526-3: Contract with Clean Freaks 405, LLC to provide custodial services for various City buildings in the amount of \$22,182.00 per month.

K-2425-67: Contract with Chloeta for Professional Community Wildfire Protection Plan services and final payment of \$3,689.88.

K-2526-54: Contract with Musco Sport Lighting LLC in the amount of \$98,000 for the Westwood Tennis Court Lighting System Project.

R-2526-38: Resolution consenting to the assignment of all obligations of Healthy Living Center Norman LLC set forth in Contract K-2223-130 to the Healthy Living Center Norman Inc.

ITEM 3, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM SOONER THEATRE

Ms. Jennifer Baker, Executive Director of the Sooner Theatre, delivered an annual presentation to the Board, accompanied by a written report that included financial information, which was provided to the Board prior to the meeting. She stated that more than 12,000 audience members attended Sooner Theatre events during FY 2024 and spent an average of \$49.36 per person in the community, resulting in an economic impact of \$576,000. Ms. Baker said 1,276 enrolled in camps and classes, up 12% from last year, and the Sooner Theatre gave \$60,902 in scholarships to 286 students, maintaining a policy of never turning a child away due to financial need. She highlighted the programs, special events, and rental activities, and mentioned that Sooner Theatre's youth company won top honors at the Junior Theater Festival in Atlanta. Ms. Baker said she received the Freddy G Fellowship Award, a national recognition for excellence in theatre education, which included a professional development trip to New York City and \$5,000 she could use towards theatre-related staff development. She said Sooner Theatre has a new partnership with DreamWorks and was selected to premiere a new children's musical in collaboration with iTheatrics and DreamWorks. Representatives from Broadway and DreamWorks will visit Norman in December. Students have been invited to perform with the Oklahoma City Philharmonic on September 21 and will also perform at Allied Arts Opus and the United Way Celebrity Sing. Ms. Baker said Sooner Theatre will partner with the Norman Adult Wellness and Education (AWE) Center to launch "Theatre 55", a senior theatre program, beginning with Guys and Dolls in June 2026.

Commissioner Isacksen asked if the Sooner Theatre had found an auditor, and Ms. Baker replied that Eide Bailey had been hired to assist with accounting and financial software transition challenges following the migration to QuickBooks online. Ms. Baker said the audit is nearly complete, and she will forward it to City Staff.

The Board congratulated Ms. Baker on national recognition and commended the organization's continued impact on local youth and community engagement. Ms. Baker said she would love to schedule a site tour for the Board to view accessibility updates and facility improvements. Staff suggested adding the Sooner Theatre to the fall Park Tour, and the Board agreed.

Staff recommended that the Board accept the annual report from Sooner Theatre and recommend submitting it to the City Council.

Commissioner Isacksen made the motion, and Commissioner Wyckoff recommended accepting the Sooner Theatre annual report and submitting it to the City Council. The vote was taken with the following results:

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| YEAH: | Chair Sheriff and Commissioners Isacksen, Nanny, Tedder-Loffland, Usry, and Wyckoff |
| NAY: | None |

ITEM 4, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE COLERAINE MULTI-FAMILY PUD ADDITION

Mr. James Briggs, Park Development Manager, said the Coleraine Multi-family PUD Addition is located on the north side of Imhoff Road, between Classen Boulevard and 24th Avenue SE, and will be situated in an area where several apartment communities have been built since 2000. He said the plat contains 456 units of RM-6 zoning (apartment/multi-family housing) and, when developed, would yield \$34,200 in Neighborhood Park Development Fees and the same in Community Park Development Fees once all the building permits have been issued. He said a private park would need to be twice as large as the public park, would waive the collection of Neighborhood Park Development Fees, and instead require that the same amount of funds be spent at a minimum when developing the private park for the addition. Mr. Briggs stated that the proposed plat features several on-site recreation areas, including pickleball courts, a playground, outdoor basketball

courts, picnic areas, two swimming pool areas, and a clubhouse for resident use. He said there is a large amount of undeveloped land around a detention pond on the north end, adjacent to Woodcreek Park, and noted that the swimming pools, clubhouse, and detention pond cannot be considered parkland if a request for private parkland is made. Mr. Briggs said the proposed plat shows a physical (sidewalk) connection to the adjacent residential neighborhood to the east via the existing Twisted Oaks Drive; however, the streets do not connect due to zoning restrictions on the length of collector streets. As a result, residents of the Coleraine Addition could walk to the nearest public park (Oakhurst) as well as other public parks within walking distance, such as Woodcreek and Colonial Estates Parks. Mr. Briggs said a fee-in-lieu-of-land could be used to help improve any of these parks and would have the most positive impact on the existing public parks. He said the residents of the proposed Coleraine Addition would have access to those parks and a variety of on-site recreation opportunities provided by the developer/builder. Accessing the public parks would require exiting the addition and driving along city streets to the chosen park, due to the emergency gate at the border of this property on Twisted Oak Drive, as per zoning requirements.

Commissioner Tedder-Loffland asked whether there was a trail through the trees that the residents could use, and staff said no, that it was private property. Mr. Briggs mentioned that a sidewalk is available, and the park is just a couple of blocks away. Commissioner Tedder-Loffland inquired about the transportation options for residents to reach Woodcreek Park, and staff responded that they would exit at Imhoff or the Oakhurst neighborhood.

Staff recommends the Park Board accept a fee-in-lieu-of-land decision for the Coleraine Multi-family PUD Addition.

Commissioner Isacksen made the motion, and Commissioner Wyckoff seconded it to accept a fee-in-lieu of land for the Coleraine Multi-family PUD Addition. The vote was taken with the following results:

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| YEAH: | Chair Sheriff and Commissioners Isacksen, Nanny, Tedder-Loffland, Usry, and Wyckoff |
| NAY: | None |

ITEM 5, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE TULL TRAILS SPUD ADDITION

Mr. James Briggs, Park Development Manager, said the Tull Trails SPUD (Simple Planned Unit Development) Addition is located on the south side of Rock Creek Road, on the west side of Porter Avenue, just immediately east of Norman North High School's athletic fields. The plat contains 360 units of RM-6 (apartment/multi-family housing) and RM-2 (senior living duplexes). The commercial buildings on the plat do not require any parkland dedication. The development would yield \$27,000 in Neighborhood Park Development Fees and the same in Community Park Development Fees once all the residential building permits have been issued. A private parkland decision would waive the collection of Neighborhood Park Development Fees and instead require a minimum amount of funds to be spent on developing the private park for the addition. Community Park Development Fees would still be collected. The proposed plat features a substantial amount of green space and walking trails surrounding the pond, as well as several wider open areas and the lake trail, where park amenities could be constructed. The open space on the plat shows that the single-family house in the northeast corner will remain in private ownership.

There is a public park within walking distance, just southwest of the proposed addition, Tulls Park, located south of Norman North High School's land, closer to Robinson Street. Sutton Place and Highland Village Parks are nearby; however, they are accessed by crossing busy collector streets at signaled crosswalk intersections.

The developer has requested, and City Staff recommended that the Park Board accept a Private Park Land Decision for the Tull Trails SPUD Addition.

Chair Sheriff asked about the location of the proposed picnic pavilion, and staff clarified that it is situated on the small peninsula north of the south cul-de-sac, not in the northwest corner near commercial development. Mr. Briggs said the north and east sides of the park area are zoned commercial, while residential units (apartments and duplexes) are located south of the lake. Commissioner Tedder-Loffland inquired whether the sidewalks are constructed, and Mr. Briggs replied that the sidewalks and trails shown along Rock Creek and Porter Avenue are proposed improvements to be constructed by the developer. The developer intends to build additional amenities beyond the minimum requirement, including a trail around the lake, green space, and picnic areas. It was noted that the trails and amenities would be accessible to the public, not just residents of the development. However, no details were provided on potential gating or fishing access. Commissioner Nanny asked if the southwest corner trails would connect to Norman North High School property. Mr. Sean Rieger, Developer, confirmed that discussions with Norman North are ongoing to determine potential connections. The two small green "bump-out" areas along the property line are city-owned, but currently inaccessible except by water. Staff stated there is no intention to develop those areas at this time. Existing trails on the west side do not currently exist, but the City hopes Norman North may extend its trail system to connect around the pond.

Commissioner Wright made the motion, and Commissioner Tedder-Loffland recommended accepting a private parkland decision for the Tull Trails SPUD Addition. The vote was taken with the following results:

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| YEAH: | Chair Sheriff and Commissioners Isacksen, Nanny, Tedder-Loffland, Usry, and Wyckoff |
| NAY: | None |

ITEM 6, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM HEALTHY LIVING NORMAN

Ms. Katherine Leidy, Director of Healthy Living Norman, presented the Adult Wellness and Education (AWE) Center's annual report and provided financial information to the Board before the meeting. She highlighted the programs and activities, stating that there were 2,455 fitness classes (with attendance exceeding 34,000), 678 art classes (with attendance exceeding 4,000), and 660 educational, social, and game events in FY 2024-25. Ms. Leidy stated that the current membership exceeds 3,500, but AWE's goal is to reach 4,000 members by December 2026. She said additional goals are to expand technology literacy and brain fitness programming, and support tech education using funds from the National Council on Aging/AT&T grant (recently applied for). She highlighted several events and special programming, including participating in the Mardi Gras Parade, hosting Summer Olympics, Wellness Expo, Beach Bash, and more! She said ongoing grant-supported cultural programming through the OKC Community Foundation featured Japanese cultural workshops, Hispanic Heritage Month, Black History Month, Juneteenth, Women's History Month, and the Indian Holi celebration. Ms. Leidy stated that a 2024 participant survey revealed high satisfaction and positive wellness outcomes.

Ms. Leidy said net revenue for FY 2024-2025 was \$16,387 and said expenditures increased slightly but remained balanced. She told the year-to-date actuals show the AWE on target to exceed annual net income projections. Ms. Leidy said she is hopeful that the AWE can participate in Norman Forward (NF) 2 to add a new gymnasium, which will include an indoor pickleball court and an expanded walking track (potentially relocating the current track in the weight room to the gymnasium).

Chair Sheriff asked whether the NF Art piece had ever been lit yet, and Mr. Jason Olsen, Director of Parks and Recreation, said not yet, as we are waiting on a part manufactured in Australia. Commissioner Nanny inquired about the factors driving the growth of the insurance group(s) membership category, while the individual, family, and "other" membership categories appeared to be maintaining consistent levels. Ms. Leidy believed the individual and family memberships were saturated. She said the AWE added Silver and Fit (insurance) last year, while other gyms were not accepting it, which she felt has contributed to the

growth in insurance membership. Ms. Leidy mentioned that AWE markets to doctors' offices, resulting in numerous referrals, and plans to conduct some strategic planning to increase community awareness, attract more members, and grow the "other" membership category. Commissioner Tedder-Loffland said she toured the AWE and is very impressed with it. Commissioner Isacksen noted the statement of activity was very blurry and asked if Ms. Leidy could resend it. Chair Sheriff asked if the AWE applied for Certified Healthy Oklahoma, stating it could lead to grant opportunities, and Ms. Leidy said no, not yet; however, Norman has been added to the Age-Friendly Cities and Communities program, which is a significant honor, and AWE intends to make the most of it. Chair Sheriff asked how many full-time employees worked at the AWE, and Ms. Leidy said the AWE has approximately 40 employees, but only four are full-time.

Commissioner Tedder-Loffland made the motion, and Commissioner Wyckoff seconded to accept the Healthy Living Norman annual report and recommend submitting the report to the City Council. The vote was taken with the following results:

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| YEAH: | Chair Sheriff and Commissioners Isacksen, Nanny, Tedder-Loffland, Usry, and Wyckoff |
| NAY: | None |

ITEM 7, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED URBAN FOREST MASTER PLAN

Mr. James Briggs, Park Development Manager, said that in 2024, the City of Norman hired DAVEY Resource Group (DAVEY) to produce an Urban Forest Master Plan (UFMP). The project for the UFMP included a process of assessing the current state of the Forestry Division and Norman's urban forest, gathering input from a steering committee, several stakeholders and public meetings, comparing Norman's current forestry programming to towns of similar size and location, as well as national averages, and making recommendations for how to move forward based on all of this information. DAVEY worked in close partnership with City staff from several Departments to find how the Forestry Division of the Parks and Recreation Department interacts with their tasks and how to strengthen the work of each part of the City to best achieve a strong UFMP for the next 15 to 20 years.

Mr. Briggs introduced Dana Karcher and Sandra Albro to Davey. Ms. Karcher said the plan outlines a 20-year vision for Norman's trees, with clear goals and actionable steps, emphasizing adaptive management. She said the Citywide canopy is 36%, and 5,775 public trees were inventoried; however, trees within natural areas, along streets, or on private property were not included in the inventory. Ms. Karcher said Norman's public trees contribute to the citywide ecosystem in the amount of \$23,000+ annually (air quality, carbon sequestration, stormwater runoff, etc.). She said an abundance of eastern redcedar and elm within the public tree population is at or near recommended limits for tree diversity. Ms. Karcher said the current Norman Forestry division operates with three staff, including only one full-time City forester. She said the City uses contractors for large/emergency jobs that can cost 50-300% more than in-house labor. The current Forestry budget is \$450,000, with pruning/removal consuming the largest portion. Ms. Karcher said if the Norman Forestry budget were increased to \$1.4 million, it would meet the national averages. She said that 40% of citizen requests are related to debris/storm cleanup, utility damage, and sidewalk lifting; however, these concerns can be mitigated with proactive management.

Ms. Karcher said the UFMP highlights six key recommendations: 1) Growing the Forestry Division; 2) Prioritizing Tree Maintenance; 3) Protecting the Urban Forest; 4) Planning for Sustainable Growth; 5) Promoting the Right Tree/Right Place; and 6) Establishing Partnerships and Implementation Strategies. The plan also includes detailed analyses of species vulnerability to pests, diseases, ice storms, and climate impacts, and provides species lists for both current and climate-resilient trees.

Mr. Briggs stated that the UFMP plan was formatted to serve as a companion document to the recently approved AIM Norman Parks, Recreation, and Culture Master Plan, which was completed earlier this year.

The work in the UFMP is also aligned with the Community Wildfire Protection Plan, which was adopted by the City Council earlier this summer. The findings included in the Norman UFMP will be used to help the Forestry Division plan for staffing, budget, equipment, and programming needs at a higher level as Norman continues to grow its population and expand its built environment while managing its forest canopy. We will use this information to help us plan updates and improvements to Norman's Park system, which includes the protection and expansion of trees as a high-value natural resource.

Commissioner Tedder-Loffland said she is excited about the UFMP, noting it has been anticipated for a long time. She appreciates that Norman is not only protecting the tree canopy now but also planning for its future, and the Board agreed. Commissioner Wyckoff asked if the City should consider prescribed burns to mitigate potential fire risks associated with the abundance of redcedar trees, and Ms. Karcher agreed, to a certain extent, that they do need to be managed. City Forester Colin Zink agreed, saying that wildfire risk is very low for trees that were inventoried in managed areas. Commissioner Nanny inquired if Norman should proactively replace trees due to potential stress or death from climate change over the next 10 to 25 years, and Ms. Karcher advised against tree removal and replacement since the current trees provide critical benefits, but instead suggested diversification of the types of trees planted to see which thrives best in Norman. Ms. Sandra Albro, with Davey, agreed, noting that the UFMP recommendations include comprehensive details regarding the vulnerability of tree species to ice storm damage and climate change factors. Additionally, the UFMP lists several actions for learning from urban foresters across Oklahoma, northern Texas, and neighboring states to adapt species selection, which will help curate tree species lists that include new climate- and pest-resilient tree species for Norman. Ms. Albro said these lists should be shared with developers and homeowners.

Mr. Briggs said Davey is also working with the staff to review Norman's tree ordinance, clarifying the City's roles and responsibilities. He said this aligns with the City's education goals to make policies and duties clear to residents. Mr. Briggs said that staff recommends the Board approve and forward the proposed Urban Forest Master Plan (UFMP) to the City Council for their consideration and approval. He mentioned that if the Board endorses the proposed UFMP, it will be presented at a Council Study Session on September 8, 2025, and will seek Council approval in October 2025.

Commissioner Tedder-Loffland expressed strong support for the proposed UFMP, suggesting that the City hire more staff and increase funding for the forestry budget, and the Board agreed. Mr. Jason Olsen, Director of Parks and Recreation, stated that staff can draft a letter of support from the Park Board, have it signed by the Chair, and submit it to Council (along with the proposed UFMP) for their consideration and potential adoption in October.

Commissioner Tedder-Loffland made the motion, and Commissioner Wyckoff seconded to recommend the proposed Urban Forest Master Plan to the City Council for their consideration and approval. The vote was taken with the following results:

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

NAY: None

ITEM 8, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED CHANGES TO PARK HOURS OF OPERATION

Mr. Jason Olsen, Director of Parks and Recreation, said the City owns and operates 67 parks, and two (2) new parks will be constructed within the next year. He said a few years ago, the Norman Police Department (NPD) requested that the Parks and Recreation Department set hours at Sutton Wilderness Nature Park. After testing dusk-to-dawn closures at Sutton Wilderness, the NPD recently requested that Parks and Recreation set and clearly state park hours to align with curfews for individuals under 18. He said updated hours will

also assist NPD with shift changes. Mr. Olsen said the staff is working on a new signage package, and we would like to include the proposed hours of operation on the new park signs. He said generally, parks are closed at night; Community Park hours are 6:00 a.m. to 12:00 a.m., and Neighborhood Parks hours are 6:00 a.m. to 11:00 p.m.

Mr. Olsen said after discussion, the staff would like to propose changes to park hours in Community, Neighborhood, and Special Use Parks as follows:

- Community Parks: Daily 6:00 am to 11:00 pm
- Neighborhood Parks: Daily 6:00 am to 9:00 pm
- Special Use Parks:
 - ❖ Creekside Bike Park April-October 6:00 am - 9:00 pm
 November – March 8:00 am - 6:00 pm
 - ❖ Edwards Park Daily 6:00 am - 11:00 pm
 - ❖ Sutton Wilderness Nature Park April-October 6:00 am - 9:00 pm
 November – March 8:00 am - 6:00 pm
 - ❖ Legacy Park Daily 6:00 am - 11:00 pm
 - ❖ Westwood Park Seasonal Hours as Set by the Director
 - ❖ Bishop Creek Eco Park April-October 6:00 am – 9:00 pm
 November – March 8:00 am – 6:00 pm

Commissioner Wyckoff inquired about the effect on the homeless community. Staff explained that if homeless individuals are found in the park after hours, the NPD will ask them to leave instead of arresting or citing them. Most homeless people have complied and left the park after dark when asked. If they resist, trespassing charges may be considered.

Commissioner Isacksen inquired about how different closing times would benefit NPD, and Mr. Olsen explained that most neighborhood parks are dark at the current closing times (10:00 pm and later). He said neighborhood parks, which are not lit after dark like community parks, become prone to vandalism and noise, and closing neighborhood parks before dark would help reduce these issues. Commissioner Usry inquired about neighborhood input, and Mr. Olsen noted that, although no survey had been conducted, numerous complaints had been received from citizens about people in parks after dark.

Chair Sheriff asked if Lions Park is a neighborhood or community park, and Mr. Olsen confirmed it is a neighborhood park; however, several annual events are held there. He also mentioned that staff will propose reclassifying some neighborhood parks as community parks at a future meeting, based on the recommendation of the recently adopted AIM Norman Parks, Recreation, and Culture Facilities Master Plan. The Chair Sheriff inquired if the time changes would impact the 12th Avenue Outdoor Pickleball Courts, and Mr. Olsen stated that they would not, as these courts are part of a facility, not a park. He said there are no lights at the pickleball courts and suggested that hours of operation could be posted at the Rec Center or the pickleball courts.

Staff recommends that the Board support the proposed changes to park hours of operation.

Commissioner Wyckoff made the motion, and Commissioner Isacksen seconded to support the proposed changes to park hours of operation. The vote was taken with the following results:

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

NAY: None

ITEM 9, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED CHANGES TO YOUNG FAMILY ATHLETIC CENTER OPERATING HOURS

Mr. Jason Olsen, Parks and Recreation Director, stated that prior to the opening of the Young Family Athletic Center (YFAC), a resolution was adopted, granting the Park Board the responsibility of setting hours of operation at the YFAC.

Mr. Mitchell Richardson, Recreation Manager, The Young Family Athletic Center (YFAC) has been open for two years and currently operates under the following schedule:

- ❖ Monday - Friday: 6:30 am to 8:00 pm
- ❖ Saturday: 10:00 am to 8:00 pm
- ❖ Sunday: 12:00 pm to 4:00 pm

Mr. Richardson said Special Holiday hours are currently 12:00 pm to 6:00 pm (MLK Day, Memorial Day, Juneteenth, and Labor Day), and YFAC is closed on New Year's Day, Independence Day, Thanksgiving Day & Black Friday, Christmas Eve, and Christmas Day.

Mr. Richardson presented visitor data usage from August 2024 to the present, which reflected day pass and membership usage. He said the data does not reflect single versus family membership, i.e., it does not distinguish between visitor usage for a family of four versus a family of two and individuals who visit the facility. Mr. Richardson said the data reflected that visitor usage really didn't start to increase until 7:00 a.m. and decreased after 6:00 p.m. He said operating the facility requires multiple staff members (front desk, lifeguards, supervision) and reminded the Board that when staff worked on special holidays, they received holiday pay or overtime, which increased labor costs, all while visitor numbers were low on those days. After reviewing facility usage patterns, staffing considerations, and public feedback, staff recommend adjusting the hours to better align with community needs, increase efficiency, and provide consistency across facility spaces. The proposed changes differentiate pool hours from gym hours to better reflect operational demands:

- ❖ Monday – Friday
 - Pool: 7:00 am to 7:00 pm
 - Gym: 8:00 am to 8:00 pm
- ❖ Saturday
 - Pool: 10:00 am to 4:00 pm
 - Gym: 10:00 am to 6:00 pm
- ❖ Sunday
 - 12:00 pm to 4:00 pm
- ❖ Holidays: Close on all holidays recognized by the City of Norman

Commissioner Nanny asked why the gym opens at 8:00 am during the week when the pool opens at 7:00 am. Mr. Richardson explained that this schedule balances staffing needs since the pool is more popular in the morning and the gym in the evening. Having two to three staff for an extra hour daily adds up, so staffing is focused on peak times.

Staff recommends that the Park Board of Commissioners support the proposed changes to the Young Family Athletic Center's operating hours.

Commissioner Nanny made the motion, and Commissioner Usry seconded to support the proposed changes to the Young Family Athletic Center's operating hours. The vote was taken with the following results:

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| YEAH: | Chair Sheriff and Commissioners Fagin, Isacksen, Nanny, Tedder-Loffland, Wright, and Wyckoff |
| NAY: | None |

ITEM 10, being:

**DISCUSSION REGARDING THE ADVISORY COMMITTEE FOR PARKS AND RECREATION
POLICY AND PROCEDURES**

Mr. Jason Olsen, Parks and Recreation Director, stated that the Board has several subcommittees in place, including an Advisory Committee for Parks and Recreation Policy & Procedures, which is convened to help update the Policies and Procedures for the Parks and Recreation Department. The Commissioners appointed to the Advisory Committee at the January 2, 2025, meeting included Chair Sheriff and Commissioners Davison, Isacksen, and Usry.

Mr. Olsen said the Parks & Recreation Department Rule and Policy Manual has not been updated since 1991. The Advisory Committee for Parks and Recreation Policy & Procedures will review the current policies, assess recent community needs and feedback, and research current best practices and regulations, including the Rules and Regulations Governing Open Space and Facilities, the Facility Use Policy, the Facilities Description, the Facility Rental Fee, and the Facility Fee Schedule. Two or three meetings will likely be held within the next 60 days, either in person or online. Commissioner Nanny agreed to replace Commissioner Isacksen on the Advisory Committee due to scheduling conflicts.

Mr. Olsen mentioned that staff will soon present several items related to the Parks and Recreation Policy and Procedures. These will include Special Events in City Parks, whether organized by the City or by citizens, as well as the Commission for Accreditation of Park and Recreation Agencies (CAPRA) accreditation, which our department aims to achieve.

ITEM 11, being:

NORMAN FORWARD UPDATE

Mr. Jason Olsen, Director of Parks and Recreation, stated regarding the NF Saxon Park Project, we have received notice from Public Works that they will begin constructing the road, which we have been anticipating. Since Public Works is undertaking this task, it will save the NF Saxon Park Project a significant amount of money, not only for the portion of the road in front of the park but also for the utilities that need to be installed beneath the road, such as sewage and water. He said it is beneficial for the overall project to proceed at a measured pace, allowing the 6 to 9 months required for these installations before advancing with our designs. We expect substantial progress this fall and aim to secure funding accordingly. Mr. Olsen said that staff will begin working on Northeast Lions Park once the land swap with Norman Public Schools is completed, allowing them to acquire the parcel between High Meadows Park and Northeast Lions, thereby making the two parks one contiguous area. 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.

ITEM 12, being:

DIVISIONAL UPDATE

Mr. James Briggs said staff collaborated with Public Works on the recent Main Street/Merkle Creek Bridge Project near Panera Bread, resulting in a new landscape plan that is expected to be installed soon. He said Forestry efforts include significant tree care and removal of invasive species at Sutton Wilderness, revealing previously obscured features like an additional pond viewable from the trail. Mr. Briggs said preliminary tree removals have begun, with plans for boardwalk construction, pond excavation, and related tasks at Bishop Creek Eco Park. He announced that new lighting and fencing work are underway at Westwood Tennis; the Firehouse Art Studio Project was recently completed, adding a new jewelry studio. Repairs to the chimney and flooring are planned at the Lindsay Moore Historic House, and the Sooner Theater has scheduled stage enhancements that will begin soon.

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Mr. Mitchell Richardson said the City will open the Timeout Cafe at YFAC in October, following a mutual separation with the previous concessionaire. He said the outdoor pickleball and volleyball courts at YFAC are nearing completion, with a dedication ceremony planned soon. Additionally, the Westwood swimming season concluded successfully over Labor Day. Mr. Richardson said Legacy Fest is September 13th, featuring four bands in a "battle of the bands" format, headlined by last year's winner, Kai Dawson and The Experience. He said tickets are also available for the Screen to Plate Ratatouille Event at YFAC, featuring cuisine by Scratch. Upcoming events include the United Way golf tournament on September 26th, mini art sessions at the 12th Avenue Rec Center, and activities for 4th to 8th-graders with Trae Young. Our youth volleyball league registration remains open until September 16th, alongside the TOTS program, which focuses on movement and sports for children aged three to six, at YFAC. Mr. Richardson said staff is exploring new programming strategies, such as rebranding parents' night out events to emphasize fun and engagement, rather than merely providing childcare. Programs will target various age groups, providing structured activities during school breaks.

MISCELLANEOUS ITEMS

None.

PUBLIC COMMENT

None.

ADJOURNMENT

Chair Sheriff adjourned the meeting at 8:03 p.m.

Passed and approved this 6th of November 2025


Sherrel Sheriff, Chair