

Norman Board of Parks Commissioners
May 1, 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 1st day of May 2025, at 5:40 p.m., and notice of the meeting agenda was posted at the Development Center Building at 225 N. Webster Avenue and on the City website at least 24 hours before the beginning of the meeting.

ROLL CALL

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

Absent: Commissioner Usry and Wright

City Officials

Present: Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Jeff Moody, Recreation Supervisor
Megan Phelan, Park Planner
Mitchell Richardson, Recreation Manager
Karla Sitton, Administrative Technician IV

ITEM 1, being:

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

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

YEAH: Chair Sheriff and Commissioners Davison, Fagin, Isacksen, Nanny, Tedder-Loffland, 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 about the Parks and Recreation Department as follows:

- P-2425-25: Proclamation proclaiming Friday, April 25, 2025, as Arbor Day in the City of Norman.
- Mayor's Appointment of Tory Tedder-Loffland to the Board of Parks Commissioners.
- E-2425-18: Permanent Easement granted by the City of Norman to Wildwood Community Church, Inc., on and through a section of the Hall Park Greenbelt.
- K-2425-115: Contract with Chlorking Innovations, LLC to lease chlorination equipment at the Westwood Family Aquatic Center.

ITEM 3, being:

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

Mr. Jason Olsen, Director of Parks and Recreation, said the Design Team continues to gather the estimated project costs for the Westwood Park Master Plan Project (WWPMP) and is not quite ready to present the plan to the Board. He requested that this item be postponed to the June 5, 2025, Park Board Meeting.

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Mr. Olsen said the WWPMP Project will include a new golf clubhouse, a new tennis pro shop and outdoor courts, a new drive entry off Robinson Street, an additional indoor tennis court, an indoor pickleball facility, new and expanded parking, and landscaping.

Commissioner Wyckoff motioned, and Commissioner Tedder-Loffland seconded to postpone the Westwood Park Master Plan Project to the June 5, 2025, Park Board Meeting. The vote was taken with the following results:

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

NAY: None

ITEM 4, being:

CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND OR FEE IN LIEU OF PARK LAND FOR THE IRONWOOD HILLS PUD ADDITION

Mr. James Briggs, Park Development Manager, said the Ironwood Hills PUD Addition is located south of Lindsey Street and east of 36th Avenue SE. He said the development is located north of the Bellatona neighborhood, where Bentley Park is. The plat contains 299 units of R-1 (single-family housing) and 52 RM-2 (duplex) zoning units. When it develops, there will be a total required public parkland dedication of 2.1885 acres. This development would also yield \$26,325 in Neighborhood Park Development fees and the same in Community Park Development fees once all building permits have been issued. A private parkland decision would need to be twice as large as the public park, or 4.377 acres, and would also waive the collection of Neighborhood Park Development fees and, instead, require that the same amount of funds be spent at a minimum when developing a private park. Community Park Development fees would still be collected.

The proposed plat contains two areas of potential private parkland showing room for a playground, basketball court, walking trails, and additional un-programmed open green space. There is also a detention pond, which cannot be parkland, but the trail around it does count. The proposed plat does not physically connect to the nearby Bellatona Addition and Bentley Park neighborhood via the street network, emphasizing the need for green space/parkland in this development. If a private park is created, the Community Park Development fees collected for the new residential lots would be available for projects in any of the city's Community Parks.

Commissioner Tedder-Loffland asked whether the Neighborhood Park Development fees would be collected since the developer proposes a private park. Staff said they would not be collected since they would not be required to contribute to a public neighborhood park. Commissioner Fagin asked whether the developer for Ironwood Hills Addition would construct streets and connect them to the Bellatona Addition. Mr. Sean Rieger, Developer for Ironwood Hills PUD Addition, said the roads would essentially "dead-end" on this development because Bellatona has not been developed up to the proposed plat for Ironwood Hills Addition. Commissioner Nanny asked whether the Ironwood Hills PUD Addition would connect (in the future) to Bellatona Addition, and Mr. Rieger said yes. If Bellatona Addition continues to build, there will be opportunities to connect its streets to Ironwood Hills PUD Addition. Chair Sheriff said a private parkland decision could be reconsidered as a fee decision instead of a land decision if Bellatona Addition is built out before Ironwood Hills Addition starts developing and/or before construction begins.

Staff recommends that the Board of Park Commissioners accept a private parkland decision for the Ironwood Hills PUD Addition.

Commissioner Isacksen made the motion, and Commissioner Tedder-Loffland seconded to recommend a private parkland decision for the Ironwood Hills PUD Addition. The vote was taken with the following results:

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

ITEM 5, being:

CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION FOR \$58,625 BUILDING IMPROVEMENTS AT THE REAVES PARK BUILDING, LOCATED AT 121 E. CONSTITUTION

Mr. Jason Olsen, Director of Parks and Recreation, said in November 2023, the City Council approved a contract with the Center for Children and Families, Inc. (CCFI) to operate the city-owned facility at 121 East Constitution Street as a Teen Center. This partnership aims to provide a safe, inclusive, and engaging space for teens, including Boys & Girls Club programming, after-school activities, and summer opportunities. CCFI has developed a renovation plan to modernize the interior of the building. These improvements enhance functionality and create a welcoming environment for youth.

Proposed renovations include interior upgrades such as demolishing and replacing a deteriorated wall, ceiling repairs, and ADA-compliant restroom improvements. New flooring, carpet, and baseboards will be installed throughout the building, with wall finishes provided at no cost through donated labor and materials. Electrical upgrades will include LED lighting, updated switches, and power connections to support new safety systems. Security enhancements include a cloud-based access control system, 24/7 monitored fire and burglar alarms, and high-definition surveillance cameras. Sun Construction will manage the project, ensuring code compliance and on-site safety. The total estimated value of the renovation is \$58,625.

Mr. Olsen said the Staff recommends donating \$58,625 to renovate the Reaves Park building at 121 East Constitution.

Commissioner Tedder-Loffland made the motion, and Commissioner Wyckoff seconded to recommend the acceptance of a renovation valued at \$58,625 at the Reaves Park Building located at 121 East Constitution. The vote was taken with the following results:

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

ITEM 6, being:

DISCUSSION REGARDING LAND EXCHANGE FOR PROPERTY THAT THE CITY OF NORMAN OWNS ADJACENT TO ADAMS AND EISENHOWER ELEMENTARY IN EXCHANGE FOR PROPERTY THAT NORMAN PUBLIC SCHOOLS OWN ADJACENT TO HIGH MEADOWS PARK

Mr. Jason Olsen, Director of Parks and Recreation, distributed maps depicting properties owned by the City of Norman (Tract 1 and Tract 2) and property owned by Norman Public Schools (NPS) (Tract 3).

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City-owned properties:

Tract 1: adjacent to Eisenhower Elementary (west of the school & east of the 12th Avenue Recreation Center) and;

Tract 2: adjacent to Adams Elementary (north of the school and south of Woodslawn Park).

NPS property:

Tract 3: property adjacent to High Meadows Park (east of Eisenhower Elementary and north of High Meadows Park).

Mr. Olsen said NPS has agreed to a land exchange of property owned by the City (Tracts 1 & 2) for property owned by NPS (Tract 3). This land exchange will allow staff to install a more visible playground in High Meadows Park that discourages vandalism.

Mr. Olsen said if voters approve a future Norman Forward 2 (NF2) initiative, the City still owns enough property (even after the Tract 1 land exchange) to build a new 12th Avenue Recreation Center. (12th Rec Center). He said the new 12th Rec Center could be constructed to the east of the current one. 12th Rec Center, tennis/pickleball courts could be moved, and the old center could be demolished or repurposed. Mr. Olsen said the Staff wanted to clarify that the lot size would still be large enough for a new rec center. He showed the Board an aerial view of the new 34,000 sq. ft. Willa D. Johnson Rec Center in OKC and overlaid it on the proposed lot where a future 12th Rec Center could be constructed. He said the property/lot would be adequate and still have enough green space to move the tennis/pickleball courts closer to the rec center and further away from an adjacent residential neighborhood. Staff said the tennis courts are located on Tract 1 (current City property we are exchanging with NPS), but we will still have access to them for the next ten (10) years; afterwards, the City will have a month-to-month contract with NPS. Commissioner Tedder-Loffland asked whether Eisenhower Elementary used the courts, and the Staff said no, not typically. Chair Sheriff asked if the parking lot could be moved closer to the new 12th Rec Center, and the Staff said yes. Commissioner Isacksen asked if the City owned the 12th Rec Center, and the Staff said yes; however, the City does not own the Irving and Whittier Rec Centers.

Staff recommends that the Park Board of Commissioners support the land swap with Norman Public School and that the City Council approve this action.

Commissioner Davison made the motion, and Commissioner Isacksen seconded to support the land swap with Norman Public School and recommends that the City Council approve this action. The vote was taken with the following results:

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

NAY: None

Commissioner Fagin left the meeting at 6:19 p.m.

ITEM 7, being:

ANNUAL REPORT FROM LITTLE AXE YOUTH SPORTS

Mr. Jason Olsen, Director of Parks and Recreation, said there was no representative from the Little Axe Youth Sports (LAYS) in attendance and suggested moving to Item #8. He said if a representative shows up, the Board can return to this item.

ITEM 8, being:

NORMAN FORWARD UPDATE

Mr. Jason Olsen, Director of Parks and Recreation, said as previously discussed in Item #6, the next neighborhood park renovation will be out to bid this spring 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, which will make 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 set of drawings for the NF Saxon Park Master Plan, and said Staff will bring the proposed master plan to a future Park Board meeting for review. He noted that the William Morgan Park renovation is nearing completion, and a ribbon-cutting is scheduled for mid-June. Mr. Olsen said the new boulder-themed playground has been completed to replace the old equipment, and 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 park furniture with new materials (picnic tables, benches, trash cans).

ITEM 9, being:

DIVISIONAL UPDATE

Mr. Jason Olsen, Director of Parks and Recreation, gave the Recreation Division Update. He said the Mom Prom, which offers three dances, is on May 3rd at the Noun Hotel. He said the May the Fourth Be With You 5K is on May 4th at Legacy Park, and Kids to Park Day is on May 17th at Bentley Park. Mr. Olsen said the Westwood Family Aquatic Center (WWFAC) passes are on sale, and the WWFAC applications for scholarships opened today.

Mr. Briggs, Park Development Manager, said the Stakeholder Group for the Urban Forest Master Plan (UFMP) met today, and the Staff continues to work with DAVEY Resource Group to finalize the plan. He said the UFMP is being created to act as a guiding document for our Forestry Division in the coming years and will be presented at a future Council Study Session. Mr. Briggs said final reviews are being done on the draft version of the Community Wildfire Protection Plan (CWPP), which is being 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. 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) is nearing completion, and a dedication will be scheduled soon. Once all work on the court lighting is complete and final concrete, earthwork, and landscaping are full, 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 Megan Phelan was recently hired as the new Park Planner and introduced her to the Board.

Mr. Wade Thompson, Parks Manager, said it will take some time for many of the parks to dry out due to all the recent rain, and he felt it may take a few weeks to catch up on the mowing. Chair Sheriff asked about the City's Vector Control Program and Mr. Thompson said Staff has started putting out the monitoring station traps, i.e., two traps are placed in varied places in each ward to get the most accurate counts for mosquitoes and the counts are published on the City website from June 1 through September 1 each year, based on the weather pattern and or trend. Mr. Thompson said the acceptable threshold is less than 50 female mosquitoes on three days. If the threshold is reached, in partnership with the County Health Department, public information is put out on what people can do to help control the population. He said the Vector Control Program no longer uses fogging for mosquito control but instead uses Larvicide briquettes to prevent larvae from becoming mosquitoes. The briquettes are safe for bees and butterflies and targeted for flies and mosquitoes only.

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Chair Sheriff asked how Lions Park is handling all the recent rain, and Mr. Thompson said, unfortunately, it has flooded a few times, but the Staff will continue to clean it up when necessary. Chair Sheriff asked about the graffiti at Andrews Skate Park, and Mr. Olsen said a power washer cannot be used; however, a company will be coming to assess the skate park on June 9th and provide the best method(s) to remove the graffiti.

MISCELLANEOUS ITEMS

None.

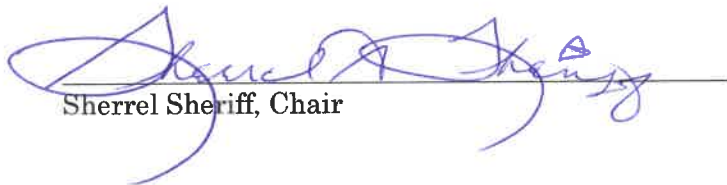
PUBLIC COMMENT

Kelly Callahan, a concerned citizen, asked whom they should contact when they see random shopping carts throughout the City. Mr. Jason Olsen, Director of Parks and Recreation, suggested they contact the City of Norman Action Center, which will send an email to multiple departments to get them removed.

ADJOURNMENT

Chair Sheriff adjourned the meeting at 6:30 p.m.

Passed and approved this 7th of August 2025


Sherrel Sheriff, Chair