

Norman Board of Parks Commissioners
December 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 December, 2025, at 5:32 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 Davison, Fagin, Isacksen, Nanny, and Tedder-Loffland

Absent: Commissioners Usry, Wright, and Wyckoff

City Officials

Present: Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Megan Phelan, Park Planner
Jeff Moody, Event & Media Coordinator
Mitchell Richardson, Recreation Manager
Wade Thompson, Parks Manager
Marina Wells, Aquatics Operations Manager
Tara Reynolds, CDBG Financial Management Analyst
Karla Sitton, Administrative Technician IV

ITEM 1, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF MINUTES FROM THE OCTOBER 2, 2025, PARK BOARD REGULAR MEETING

Commissioner Isacksen made the motion, and Commissioner Davison seconded to approve the Regular Park Board minutes of October 2, 2025. The vote was taken with the following results:

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

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:

- Approval of the Mayor's Appointments for the Board of Park Commissioners: Sherrel Sheriff, Kristi Wright and Billy Davison
- Approval of the Updated Norman Forward Implementation Plan that the NF Citizen's Oversight Board recommended
- Approval of Contract K—2526-91 and Easement E-2526-13 for Land Exchange with NPS for various properties in and around Adams and Eisenhower Elementary Schools, as well as Irving and Whittier Middle Schools
- Approval of Resolution R-2526-76, Transferring \$70,000 from the East Library Ceiling Tile Project to the Building Maintenance Roof Project for Emergency Repairs to the Norman Investigation Center

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- Approval of Contract K-2526-102, Interlocal Agreement between the City of Norman and the Oklahoma Department of Mental Health and Substance Abuse Services Real Property Trust for a 3.23-acre tract of land along Reed Avenue, just south of Main Street, for \$74,290
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ITEM 3, being:

NOMINATION AND ELECTION OF CHAIR, VICE-CHAIR, AND SUB-COMMITTEE APPOINTMENTS OF THE BOARD OF PARK COMMISSIONERS

Chair Sheriff asked for nominations for Chair; Commissioner Isacksen nominated, and Commissioner Nanny seconded the nomination to approve Sherrel Sheriff as the Chair of the Board of Park Commissioners. The vote was taken with the following results:

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

NAY: None

Chair Sheriff asked for nominations for Vice-Chair; Commissioner Fagin nominated, and Commissioner Tedder-Loffland seconded the nomination to approve Ellen Usry as the Vice-Chair of the Board of Park Commissioners. The vote was taken with the following results:

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

NAY: None

The Board discussed the following Sub-Committee and Appointments and agreed that the Movie in the Park Committee could be removed.

Naming & Recognition of Parks & Recreation Facilities

Kristi Isacksen
Kristi Wright

Advisory Committee for Urban Wilderness Parks

Todd Fagin
Sherrel Sheriff
Ellen Usry

Advisory Committee for Parks & Recreation Policy and Procedures

Billy Davison
Mark Nanny
Sherrel Sheriff
Ellen Usry

Norman Forward Saxon Park Ad Hoc Ex-Officio

Tory Tedder-Loffland
Ellen Usry
Kristina Wyckhoff

The motion to accept the new Sub-Committee Appointments and remove the Movie in the Park Committee was made by Commissioner Davison and seconded by Commissioner Nanny. The vote was taken with the following results:

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

NAY: None

ITEM 4, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE 2026 SCHEDULE OF THE BOARD OF PARK COMMISSIONERS MEETINGS

Mr. Jason Olsen, the Director of Parks and Recreation, asked the Board to review the meeting schedule and noted that typically, no meetings are held in January and July, unless a Special Park Board meeting is required. He mentioned that this may be necessary next month, in January, to discuss and consider the approval of land or a fee-in-lieu of park land for a proposed development. Mr. Olsen stated that if this occurs, a meeting will need to be scheduled by January 6, 2026, and staff will reach out to the Board as soon as they are informed. The 2026 schedule of regular meetings includes February 5th, March 5th, April 2nd, May 7th, June 4th, August 6th, September 3rd, October 1st, November 5th and December 3rd.

Commissioner Nanny made the motion, and Commissioner Tedder-Loffland seconded to approve the 2026 Schedule of Regular Meetings for the Board of Commissioners. The vote was taken with the following results:

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

NAY: None

ITEM 5, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE REQUEST FROM COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM AND THE ORIGINAL TOWNSITE VOLUNTARY NEIGHBORHOOD ASSOCIATION TO INSTALL A MESSAGE BOARD IN McGEORGE PARK

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

Ms. Tara Reynolds, Financial Management Analyst for the Community Development Block Grant Program (CDBG), shared that the Original Townsite Voluntary Neighborhood Association proposed installing a Neighborhood Message Board in McGeorge Park to encourage residents to use the park more, provide information regarding neighborhood and City Council meetings, public hearings, street closures, and utility updates. She provided details on the message board's design, size, and materials, noting that the Association has established Policies and Procedures for its use, which were presented to the Board. The CDBG will fund the purchase and either coordinate installation with Park Maintenance or hire a contractor to ensure compliance with standards.

Ms. Reynolds said the proposed location for the sign is at the park's edge, east of the basketball pad, facing the street parking on Eufaula, and showed a picture depicting the location. She said the Association will also handle all maintenance and replacement if the message center is damaged.

It is recommended that the Park Board of Commissioners recommend that the Director of Parks and Recreation approve the Message Board Project in McGeorge Park.

Commissioner Davison made the motion, and Commissioner Isacksen seconded to recommend that the Director of Parks and Recreation approve the proposed message board in McGeorge Park. The vote was taken with the following results:

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

NAY: None

ITEM 6, being:

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

Mr. Jason Olsen, Director of Parks and Recreation, said in 2023, the Citizens of Norman approved an increase in the guest tax, allowing Visit Norman to establish the Norman Sports Commission. The mission of the Norman Sports Commission is to attract tournaments, meets, events, races, and competitions to Norman.

Mr. Trent Brown, Director of the Norman Sports Commission, presented the annual report, highlighting upcoming events and the economic impact on the City of Norman. He said the FY26 Strategic Plan outlines a comprehensive approach to marketing, group sales, and sports tourism, positioning Norman as a premier destination for visitors, events, and meetings. The FY26 Marketing and Communications Strategy will be a transformative year, focusing on building a content-driven marketing strategy, optimizing paid media, and expanding regional and national visibility. Mr. Brown highlighted the 2026 budget, and the Board requested full financials, separating the VisitNorman and Norman Sports Commission financials.

Commissioner Tedder-Loffland made the motion, and Commissioner Isacksen seconded to request that the Norman Sports Commission submit full financials before approving their annual report. The vote was taken with the following results:

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

ITEM 7, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF LAND EXCHANGE WITH NORMAN PUBLIC SCHOOLS AND COMBINING THE NEWLY ACQUIRED LAND WITH HIGH MEADOW PARK AND NORTHEAST LIONS PARK

Norman Public School and City Staff have worked together throughout the past year to execute a land exchange of various properties in and around Adams and Eisenhower Elementary Schools, as well as Irving and Whittier Middle Schools. In 2015, the City Council approved a contract that contemplated an exchange of land between the parties, with the City providing land that had been the tennis courts at both Irving and Whittier Middle Schools, and NPS providing land near the 12th Avenue Recreation Center. However, this land exchange was never effectuated, and no deeds were filed for record with the County. As such, this land exchange seeks to effectuate the 2015 land exchange, in combination with additional exchanges discussed by the parties throughout 2025.

Under this exchange, NPS will swap just over 3 acres of property with the City's 1.6 acres. This land exchange follows the previously approved grant of Irving and Whittier Recreation Centers (approximately 1.4 acres) to the NPS, as evidenced by the quitclaim deeds signed on February 11, 2025. At the November 25, 2025, City Council meeting, Council approved Contract K-2526-91 and Easement E-2526-13; the contract details the specific parcels owned by each party to be exchanged under the agreements:

The City is to trade

- 1) the Irving Middle School former tennis courts (Whittier's former tennis courts were included in the former recreation center land grant).
- 2) a portion of land near Adams Elementary, south of Woodslawn Park.
- 3) a portion of the tennis courts at the 12th Avenue Recreation Center (with conditions)

for NPS

- 1) parcel SE of the 12th Avenue Recreation Center near Eisenhower Elementary.
- 2) A portion of land east of Eisenhower Elementary that will connect NE Lions Park to High Meadows Park. The City's trade of a portion of the 12th Avenue Recreation tennis courts is done alongside a grant of a temporary easement from NPS.

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This easement agreement (E-2526-13) ensures that the City has exclusive access, use, and operation of the tennis courts during the operating hours of the 12th Avenue Park Land. The City shall also be responsible for the maintenance and repair of the tennis courts. Park and Recreation Staff said this land exchange will allow the City to acquire the parcel between High Meadows Park and Northeast Lions, thereby making the two parks into a single 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.

Staff recommends that the Board of Park Commissioners approve that the newly acquired land on the east side of the school be combined with the park lands adjacent to it on the south (High Meadows Park) and on the north (Northeast Lions Park) into one contiguous piece of property that will together now be considered as a part of Northeast Lions Park. The park formerly known as "High Meadows Park" will no longer be used to describe the park land north of High Meadows Avenue, and the sign for that park will be replaced with a new sign indicating it as Northeast Lions Park.

Commissioner Tedder-Loffland made the motion, and Commissioner Davison seconded it to approve the newly acquired land, to be combined with the park lands adjacent to it into one contiguous piece of property, and to consider it as part of Northeast Lions Park. The park formerly known as "High Meadows Park" will no longer be used to describe the park land, and signage will be replaced, indicating it as Northeast Lions Park. The vote was taken with the following results:

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

NAY: None

ITEM 8, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE ANNUAL REPORT FROM THE WESTWOOD FAMILY AQUATIC CENTER

Ms. Marina Wells, Aquatics Operations Supervisor, presented the Westwood Family Aquatic Center (WWFAC) Annual Report to the Board. She said the WWFAC offers a variety of activities, including a swimming pool with slides, diving boards, water walking, a lazy river, and a special area for young swimmers. Swim lessons and birthday party rentals are also available.

Ms. Wells said WWFAC had a total attendance of 95,764 last summer, and due to the partnership with the Adult Wellness & Education (AWE) Center, 913 AWE members utilized the WWFAC. She highlighted the special events, including Opening Day, Sooner Swim Club Meet, Let it Glow, World's Largest Swim Lesson, Red, White & Blue Swim, Zumba Under the Stars, and more! Ms. Wells said the total revenue for 2025 was \$1,128,456.03, which included season passes, gate admission, swim lessons, classes, lockers, rentals, concessions, special events, and merchandise. She said a few new items in 2026 will include a sensory swim time and all managers completing a SafeSport Athlete Protection Training.

Commissioner Isacksen made the motion, and Commissioner Fagin seconded to approve and submit the Westwood Family Aquatic Center annual report to City Council. The vote was taken with the following results:

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

NAY: None

ITEM 9, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE NORMAN FORWARD MASTER PLAN UPDATES

Mr. Jason Olsen, Director of Parks and Recreation, said on August 11, 2015, the Norman City Council adopted Ordinance O-1516-5, which levied a ½ percent "NF" sales tax for a period of fifteen years, subject to voter approval. The voters of Norman approved the Ordinance on October 13, 2015. The NF Sales Tax (NFST) funds a series of quality-of-life capital projects. One of the major tasks was the preparation of an Implementation Plan document to help guide the development of the NF projects on anticipated schedules and within anticipated budget allocations, and to report on the progress of the individual projects.

The CFOB has periodically reviewed the Implementation Plan and made the necessary changes. As the NF program has progressed, several major projects have been completed or are nearing completion, and the Council has approved some significant program changes. These progress updates and program changes have necessitated another update to the Implementation Plan. On November 14, 2025, the CFOB considered and recommended the Updated Implementation Plan to Council. The City Council approved the Updated Implementation Plan on November 25, 2025.

Mr. Olsen highlighted the Master Plan Updates and costs for Griffin Park, Ruby Grant Park, Reaves Park, Young Family Athletic Center, and the Adult Wellness & Education (AWE) Center. He said staff requests that the Board support the effort to update the recommendation to Council to appropriate funds from the Norman Forward Fund for updating the Master Plans.

Commissioner Tedder-Loffland made the motion, and Commissioner Davison seconded to support the effort to update the recommendation to Council to appropriate funds from the Norman Forward Fund for updating the Master Plans. The vote was taken with the following results:

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

ITEM 10, being:

NORMAN FORWARD UPDATE

Mr. Jason Olsen, Director of Parks and Recreation, said staff have received proposals for Bluestem Park, the new park in southeast Norman next to The Links Apartments. He said Downey Contracting has been working to finish major construction at Bishop Creek Eco Park, the City's new special-use park designed to be both a nature park for people to enjoy and a stormwater control facility for the Bishop Creek watershed. He said the city will take on the remaining work at the park to establish a new landscape, complete a sign package, manage final site furnishings, fencing, and other site amenities, and prepare the park for a grand opening in the spring. Mr. Olsen said the NF Saxon Park Project remains on hold pending the completion of road construction overseen by the Public Works Department. He noted that this road project will reduce the budget for the NF Saxon Park Project, as the associated costs for roadwork, utilities, and water and sewer connections will be integrated into the park development but paid for through the PW Department road construction project.

ITEM 11, being:

UPDATE REGARDING THE COMMISSION FOR ACCREDITATION OF PARK AND RECREATION AGENCIES (CAPRA)

Mr. Mitchell Richardson, Recreation Manager, said the Parks and Recreation Department has recently initiated the process of obtaining accreditation from the Commission for Accreditation of Park and Recreation Agencies (CAPRA), the only national accreditation available for park and recreation agencies. He said this accreditation serves as a valuable measure of an agency's overall quality of operation, management, and service to the community. He said achieving CAPRA accreditation is the most effective way to demonstrate that our agency and its staff provide the highest level of service to the community.

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ITEM 12, being:

DIVISION UPDATE

Mr. Mitchell Richardson, Recreation Manager, said Winterfest on Main is scheduled on December 6th and will follow the Norman Christmas Parade. He said the route will begin at Norman High School and end at James Garner Avenue in front of the railroad track. He said the annual tree lighting will take place, followed by an opportunity to meet Santa, enjoy cocoa and cookies, create crafts, take photos, and watch performances by the Imaginaries, a local band. Mr. Richardson said the Ugly Sweater 5K and Fun Run is scheduled for December 13th at 6:30 pm at Legacy Park. He said this event is for the whole family, and holiday costumes are encouraged. He said a Bike Giveaway, hosted by the City of Norman in partnership with the Trae Young Family Foundation and Prime Time Transportation, will return on Sunday, December 7, 2025, at the Young Family Athletic Center (YFAC). The event will begin at noon and will give away 500 free bicycles to local children just in time for the holiday season.

Mr. Wade Thompson, Parks Manager, said Maintenance staff have been preparing for the holiday events and winterizing park restrooms and irrigation systems in anticipation of the cold weather forecast. He said staff have been working on various drain projects, tree trimming, and power washing playgrounds. Mr. Thompson said Norman Parks Maintenance recently won the Oklahoma Recreation and Parks Society (ORPS) annual rodeo, which showcases their skills, including truck-and-trailer competition, a zero-turn mower obstacle course, backhoe competition, and more!

Ms. Megan Phelan, Park Planner, said RFPs were sent out for playground replacements at NE Lions, Sutton Place, Eagle Cliff, and Bluestem Parks, and the pollinator landscape renovation at McGeorge Park has been completed. She said a walkway was repaved at Eagle Cliff Park, staff is working on a prairie restoration and invasive removal at Sutton Wilderness, and the Sierra Club is assisting with similar efforts at Saxon Park. Ms. Phelan said the oldest lights are being replaced at Westwood Tennis, several stage items are being replaced at the Sooner Theatre, and floor repairs are being scheduled at the Cleveland County Historic Museum.

MISCELLANEOUS ITEMS

None.

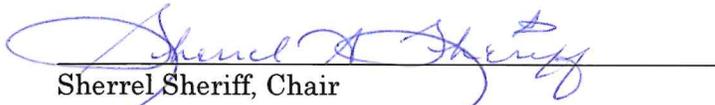
PUBLIC COMMENT

None.

ADJOURNMENT

Chair Sheriff adjourned the meeting at 7:49 p.m.

Passed and approved this 5th of March 2026



Sherrel Sheriff, Chair

