

Norman Board of Parks Commissioners  
May 7, 2026

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 May, 2026, at 5:33 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, Isacksen, Nanny, Tedder-Loffland, Usry, Wright, and Wyckoff

Tardy: Commissioner Fagin

Absent: None

City Officials

Present: Jason Olsen, Director of Parks and Recreation  
James Briggs, Park Development Manager  
Jeff Moody, Event & Media Coordinator  
Megan Phelan, Park Planner  
Mitchell Richardson, Recreation Manager  
Wade Thompson, Parks Manager  
AshLynn Wilkerson, Assistant City Attorney  
Karla Sitton, Administrative Technician IV

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ITEM 1, being:

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF MINUTES FROM THE MARCH 5, 2026, PARK BOARD REGULAR MEETING

Commissioner Wyckoff made the motion, and Commissioner Isacksen seconded to approve the Regular Park Board minutes of March 5, 2026. The vote was taken with the following results:

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

NAY: None

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ITEM 2, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED COUNCIL ITEMS

Mr. Jason Olsen, Director of Parks and Recreation, highlighted the previously approved Council actions pertaining to the Parks and Recreation Department as follows:

- Contract K-2223-175 with Norman Regional Hospital Auth for the purpose of clarifying operation and respective responsibilities of the turf field outdoor at YFAC
- Donations from Cavins Group and Hal Smith Restaurant for the 2026 Employees Recognition Program
- Resolution R-2526-136 Appropriating \$130,000 from the YFAC Balance Fund to be used for Concession Stand Expenses
- Resolution R-2526-141 Appropriating \$3,600 from the NF Balance Fund to the NF Canadian River Park & Trails Project for Land Appraisal

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Commissioner Fagin arrived at the meeting at 5:35 p.m.

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ITEM 3, being:

DISCUSSION REGARDING PROPOSED UPDATES TO THE PARKS AND RECREATION DEPARTMENT'S POLICY AND RULE MANUAL AND CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SUCH UPDATED POLICY AND RULES MANUAL

Mr. Olsen said the Staff and the Advisory Committee for Parks and Recreation Policy & Procedures, a Sub-committee of the Board of Park Commissioners, met several times between November 2025 and January 2026, to 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. He said many more facilities have been added to the proposed policy and rules manual since the last update in 2021. He said rules and policies were added or updated without being considered at that time, and that more clarification has been added for special-use parks. Mr. Olsen said the update addresses park hours for neighborhood, community, and special-use parks and includes much-needed definitions for the park rules. He said general park rules will be posted on every park sign, stating that they are needed and will assist the police in enforcing them.

Mr. Olsen requested that the Board review the proposed updates before the June 4<sup>th</sup> Park Board meeting and asked them to email any questions and/or suggestions to staff. He said staff will include the suggestions in the proposed update to the policy and rules so they can be discussed at the June 4<sup>th</sup> meeting. Mr. Olsen mentioned that if additional time is required to review and approve the updated policies and rules, a Special Park Board meeting can be scheduled for June 16<sup>th</sup>. This will ensure that the new and/or updated policies and rules are in place by July 1<sup>st</sup>.

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ITEM 4, being:

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

Mr. Manny Young, Norman Optimist Club (NOC), presented the annual report, and NOC Financials were sent to the Board before the meeting. He said NOC operates three recreation youth baseball and fastpitch softball leagues per year and oversees all Reaves Park activities, including coordinating field usage and groundskeeping with many other organizations and non-league teams. Mr. Young highlighted the league and tournament fee structures and said that NOC offers \$20 team discount codes per player and that scholarships are available upon request. He highlighted registrations for the 2025 and Spring 2026 seasons, stating that there were 790 games this season and that 62 baseball teams and 37 softball teams are currently registered for the Spring 2026 league. Mr. Young went over the expenses and income for FY25 and highlighted the FY26 budget. He asked the Board if they had any questions.

Commissioner Isacksen asked why registrations dropped from 2025 to 2026, and Mr. Young said the summer league did not make it this year. He said there was a staffing change and a few teams merged; however, NOC is rebuilding and developing new groups to attract more registrations for the Fall league. Commissioner Wright appreciated NOC and said the fields look great.

Commissioner Davison made the motion, and Commissioner Wright seconded, to accept the Norman Optimist Club annual report and recommend submitting it to the City Council. The vote was taken with the following results:

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

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Chair Sheriff asked to move to Item #6 until staff is present to give CAPRA Update.

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ITEM 6, being:

**NORMAN FORWARD UPDATE**

Mr. Olsen said the Eagle Cliff, Northeast Lions, and Sutton Place Park Projects are nearly complete and Ribbon-cuttings for each park will be scheduled soon. He said work continues at Bluestem Park and is expected to be completed this fall. Mr. Olsen said a designer is preparing bid documents for the NF Saxon Park Project, which includes various improvements, including a new inclusive playground and restroom facilities. He said the Public Works Department has installed the nearby infrastructure, reminding the Board that this work will reduce the budget for the NF Saxon Park Project, as the associated roadwork, utilities, and water and sewer connections will be integrated into the park development but paid for through the PW Department road construction project. Mr. Olsen said a land appraisal has been completed for a potential land purchase for the Canadian River Park, a proposed Norman Forward project. He said staff is continuing to work on the land acquisition that aims to create a park, trail system, and wildlife refuge south of Lindsey Street and west of I-35 along the Canadian River.

Chair Sheriff inquired about an updated list and timeline for the NF Neighborhood Parks Projects, specifically mentioning that Brookhaven Park has not been renovated in many years. Mr. Olsen responded that the staff had presented an updated list some time ago and acknowledged that Brookhaven Park still features one of the older playgrounds in the parks system. He noted that he wasn't certain where Brookhaven Park stands on the five-year plan but believed it was scheduled for an update within the next two or three years.

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ITEM 7, being:

**DIVISION UPDATE**

Mr. James Briggs, Park Development Manager, said work continues at Bluestem Park, including construction of a new playground, a picnic shelter, and various amenities, as well as walking trails. Preparations continue at Bishop Creek Eco Park, with plans for educational signage and a new pavilion. A cedar fence is being installed along the northern edge for safety. The Westwood Tennis Center resurfaced its indoor courts in April, addressing wear and minor cracks to maintain a high-quality player experience. A Request for Qualifications (RFQ) was issued for firms to help create a Master Plan for the Sooner Theatre, originally built in 1929. An advisory group will assist in planning upgrades for the venue. At the Firehouse Art Center, preparations are underway for a new "floor mural" on the west patio, and a grant has been awarded for additional native pollinator plantings. Mr. Briggs said work on the Reaves Park pond embankment is complete, including a new, higher bank for better stormwater control, and that final sod installation will be finished in May.

Mr. Wade Thompson, the Parks Manager, stated that crews have completed demolition of the Andrews Park building, resulting in the removal of 35 truckloads of debris from the park. He said the original WPA stone was preserved where possible, while modern materials were removed. Mr. Thompson said maintenance work continues on the Royal Oaks Park pavilion, as well as sidewalk repairs at multiple parks and a bridge repair project. Three new robotic mowers were purchased for use at Westwood Golf. The Golf Maintenance team consists of only five members, so the robotic mowers are significantly reducing the workload on the fairways.

Mr. Mitchell Richardson, Recreation Manager, said May events include the Office Olympics/Dunder Run 5K on May 9<sup>th</sup>, Bike to Work Day on May 15<sup>th</sup>, Kids to Parks Day on May 16<sup>th</sup>, and an E-Waste Event on May 16<sup>th</sup>. He said Summer camps begin on May 26<sup>th</sup>; a Westwood Tennis youth clinic begins on May 27<sup>th</sup>; summer-weekend basketball tournaments are ramping up at the YFAC; and WWFAC opens on May 23<sup>rd</sup>, with a season passholder event on May 22<sup>nd</sup>. Mr. Richardson said he is glad to announce that the City of Norman is expanding the FourthFest 2026 celebration, marking the 250th anniversary of the United States, with more events, activities, and opportunities for the community to come together. He said a Water Lantern Festival is scheduled on July 1<sup>st</sup> at Legacy Park, a showing of *Captain America: The First Avenger* on July 2<sup>nd</sup> at Reaves

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Park, a Wiffle Ball Home Run Derby on July 3<sup>rd</sup> at Reaves Park, and on July 4<sup>th</sup>, the Firecracker 5K at Legacy Park, the Red, White and Blue swim at WWFAC, and the annual Norman's FourthFest at Reaves Park!

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Chair Sheriff said staff is present and returned to Item #5

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ITEM 5, being:

**CAPRA UPDATE**

Mr. Mitchell Richardson, the Recreation Manager, stated that the Parks and Recreation Department continues to pursue accreditation from the Commission for Accreditation of Park and Recreation Agencies (CAPRA). He mentioned that the staff is currently focused on Chapter 4, which includes many of our HR documents and the online onboarding procedures for the Parks and Recreation Department. Mr. Richardson noted that the staff has made significant progress, completing several plans. While only a few chapters are fully finished, many others are nearly complete, requiring only minor details to finalize.

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**MISCELLANEOUS ITEMS**

Commissioner Isacksen congratulated staff for the Annual Employee Recognition Awards they recently received, stating Jason Olsen received the Helping Hands Award, and Megan Phelan received the Rising Star Award. Mr. Olsen said the event was expanded this year from celebrating City employees' work anniversary dates to a variety of esteemed awards, including Public Servant of the Year. He said it was held at the YFAC and was a great experience.

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**PUBLIC COMMENT**

None.

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**ADJOURNMENT**

Chair Sheriff adjourned the meeting at 6:29 p.m.

Passed and approved this 6<sup>th</sup> of August 2026

  
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Sherrel Sheriff, Chair