

CITY COUNCIL SPECIAL SESSION MEETING MINUTES

September 17, 2011/September 20, 2011

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Special Session at 8:00 a.m. in the Fire Training Facility on the 17th day of September, 2011, and that meeting was recessed at 12:16 p.m. to be reconvened on September 20, 2011. The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a Reconvened Special Session in the Conference Room of the Norman Municipal Building at 201 West Gray on the 20th day of September, 2011, at 6:30 p.m. and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray and the Norman Public Library at 225 North Webster 24 hours prior to the beginning of the meeting.

PRESENT: Councilmembers Dillingham, Ezzell,
Gallagher, Griffith, Kovach, Lockett,
Quinn, Spaulding, Mayor Rosenthal

ABSENT: None

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Item 1, being:

PLANNING WORK SESSION REGARDING CITY COUNCIL POLICY AGENDA FOR THE YEAR.

Mayor Rosenthal highlighted Council's accomplishments and projects over the past year and said many items on the 2010-2011 Policy Calendar were completed, others were added during the year, and others are not yet complete and will require additional work. The following list highlights some of the accomplishments and on-going projects:

- Installed new Emergency Outdoor Warning System
- Successful sanitation rate increase election
- Successful Charter amendment election to release funds for parks improvements
- Adopted a Storm Water Master Plan
- Response and cleanup to June 14, 2011, Macro Burst Weather Event
- Code amendments/resolution to encourage local purchase of goods
- Response and on-going public information relative to Chromium 6 issue
- Tentative State Hazard Mitigation Grant to assist in the construction of private storm shelters
- Opened Fire Station No. 8 - Fire Station No. 9 site plan approved
- Opened Solid Waste Transfer Station
- Opened Rock Creek/I-35 Overpass
- Updated/revised Water Conservation Policy
- North Base CNG Fueling Station underway
- Substantial progress with Del City for surplus water allocation from Lake Thunderbird
- Solicitor/Peddler Ordinance amendments
- Pending joint use agreement with Norman Public Schools regarding proposed Monroe Park improvements
- University North Park action to enable Norman Economic Development Coalition (NEDC) to acquire 30 acres (at below market rates) for economic development sites
- Creation and adoption of new Mixed use Zoning District
- Adoption of the Net Revenue Stabilization Fund (Rainy Day Fund)
- New Ethics Ordinance
- Amended Electronic Record Retention Policy
- Adopted a policy requiring committees to comply with Open Meeting Act
- Clarification of Council approval for ad hoc committee appointments
- Policy for Councilmembers to place items on the agenda

Item 1, continued:

Councilmembers discussed the 2011-2012 Council Committee Policy Calendar, which included items previously identified by Council Committees as well as new policy items identified during the session. Policies/issues to be discussed in the coming year broken down by Committee are as follows:

<p><u>Business and Community Affairs Committee</u></p> <ul style="list-style-type: none"> • Building/Permitting Process • Economic Development incentives • Public Trusts • Sign Code • Development Ombudsman position 	<p><u>Finance Committee</u></p> <ul style="list-style-type: none"> • Utility rate review • Change Order Policy • Room Tax adjustments • Review I/T Master Plan • Budget monitoring • Curbside Recycling– Contract Renewal
<p><u>Community Planning and Transportation Committee</u></p> <ul style="list-style-type: none"> • Subdivision/Development Code • Wastewater Reuse • Sidewalk Master Plan – New ADA Guidelines • Regional transit/commuter rail • Golf carts on City streets • Comprehensive Transportation Plan Scoping Study • Monitoring the Storm Water Master Plan Action Plan • Citywide Proactive Code Enforcement • Landlord Registration 	<p><u>Oversight Committee</u></p> <ul style="list-style-type: none"> • Solid Waste Collection: Alley to Curbside Project • Evaluation of Speed Feedback Signs (fixed and mobile) • Special Events (Sales Tax Collection) • Construction truck in neighborhoods • Bullying

The Oversight Committee will be discussing the Alley to Curbside Pilot Project evaluation while the Finance Committee will be looking at the current Curbside Recycling Program and renewal of the current contract. Councilmembers discussed having the City's Sanitation Division bid on the curbside recycling service and look at the possibility of expanding the recycling program to commercial sites and apartment complexes, construction debris, and enhancing the cardboard recycling program.

Recognizing the number and magnitude of projects to be completed within the next year, some of which are currently in progress, Councilmembers prioritized items on the 2011-2012 Council Policy Calendar in two categories; those requiring financial support and those that were strictly policy related issues and identified projects/policies that could potentially be deferred to a future date.

Those projects identified as the highest priority requiring financial support were development of a Storm Water utility, water rate adjustment, and General Obligation Bonds for transportation and storm water improvements. Policy related issues receiving the highest ranking include corridor enhancement planning and a policy for the use of projected excess Public Safety Sales Tax. Other issues discussed include long-term water solutions, quality of life projects, and University North Park Tax Increment Finance District review.

Council also supported moving forward with the development of a Charter Review Commission and a Council study session will be scheduled in the near future to provide an overview of the process prior to formal consideration.

Items submitted for the record

1. Memorandum dated September 15, 2011, from Steve Lewis, City Manager, to Mayor Rosenthal and City Council
2. FY2010-11 Council Accomplishment Recap dated September 17, 2011
3. City of Norman, Oklahoma, Draft 2011-12 Policy Calendar
4. 2009 City of Norman Community Survey Final Report dated August 2009
5. Boards/Commissions/Committees Summary dated September 15, 2011
6. Breakdown of Boards and Commissions Appointments dated September 15, 2011

Item 1, continued:

Items submitted for the record, continued

7. City of Norman Board List dated September 14, 2011
8. General Guidelines for Board and Commission Appointments revised December 2009
9. Analysis of Board Appointments from July 2007 to present prepared by Mayor Rosenthal
10. City Council Committee Norms Background for Retreat Discussion prepared by Mayor Rosenthal dated September 17, 2011
11. Potential General Obligation Bond Major Transportation Projects Narrative dated August 17, 2011
12. Potential General Obligation Bond Major Transportation Projects spreadsheet dated August 17, 2011
13. Potential General Obligation Bond Major Transportation Projects location map dated August 17, 2011
14. Potential General Obligation Bond Storm Water Projects narrative
15. Potential General Obligation Bond Storm Water Projects map dated September 16, 2011
16. Storm Water Master Plan, Exhibit 6-7b, Baseline Floodplain and Recommended Solutions Overview, Imhoff Creek and Canadian River Tributaries dated December 11, 2008
17. Storm Water Master Plan, Exhibit 6-9, Baseline Floodplain and Recommended Solutions Overview, Little River dated December 11, 2008
18. Storm Water Master Plan, Exhibit 6-3, Baseline Floodplain and Recommended Solutions Overview, Brookhaven Creek plus Tributaries A and B dated December 11, 2008
19. Storm Water Master Plan, Exhibit 6-1b, Baseline Floodplain and Recommended Solutions Overview, Bishop Creek – Tributary A dated December 11, 2008
20. Storm Water Master Plan, Exhibit 6-7a, Baseline Floodplain and Recommended Solutions Overview, Imhoff Creek dated December 11, 2008
21. Storm Water Master Plan, Exhibit 6-1a, Baseline Floodplain and Recommended Solutions Overview, Bishop Creek plus Tributaries B and C dated December 11, 2008
22. Storm Water Master Plan, Exhibit 6-1a, Baseline Floodplain and Recommended Solutions Overview, Imhoff Creek dated December 11, 2008
23. Storm Water Master Plan, Exhibit 6-7a, Baseline Floodplain and Recommended Solutions Overview, Imhoff Creek dated December 11, 2008
24. Storm Water Master Plan, Exhibit 6-15, Baseline Floodplain and Recommended Solutions Overview, Merkle Creek dated December 11, 2008
25. Memorandum dated September 16, 2011, from Anthony Francisco, Finance Director, to Steven Lewis, City Manager
26. 2012 Potential Election Dates

Participants in discussion

1. Mr. Steve Lewis, City Manager
2. Ms. Brenda Hall, City Clerk

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Item 2 being:

CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION AS AUTHORIZED BY OKLAHOMA STATUTES TITLE 25 § 307(B)(1) IN ORDER TO EVALUATE THE CITY MANAGER AS REQUIRED BY SECTION 5(A) OF CONTRACT NO. K-0708-32 AND AS AUTHORIZED BY TITLE 25 § 307(B)(2) TO DISCUSS NEGOTIATIONS REGARDING EMPLOYEES AND REPRESENTATIVES OF EMPLOYEE GROUPS.

Councilmember Dillingham moved that the Special Session be adjourned out of and an Executive Session be convened into in order to evaluate the City Manager as required by Section 5(a) of Contract No. K-0708-32 and to discuss negotiations regarding employees and representatives of employee groups, which motion was duly seconded by Councilmember Quinn; and the question being upon adjourning out of the Special Session and the subsequent convening, a vote was taken with the following result:

Item 2, continued:

YEAS: Councilmembers Dillingham, Ezzell,
Gallagher, Griffith, Kovach, Lockett, Quinn,
Spaulding, Mayor Rosenthal

NAYES: None

The Mayor declared the motion carried and the Special Session adjourned out of; and an Executive Session was convened into in order to evaluate the City Manager as required by Section 5(a) of Contract No. K-0708-32 and to discuss negotiations regarding employees and representatives of employee groups.

The City Council adjourned into Executive Session at 10:15 a.m. Mr. Steve Lewis, City Manager; was in attendance at the Executive Session.

Councilmember Kovach left the Executive Session at noon.

Thereupon, Councilmember Quinn moved that Executive Session be adjourned out of and the Special Session be reconvened, which motion was duly seconded by Councilmember Griffith; and the question being upon adjourning out of Executive Session and upon the subsequent reconvening, a vote was taken with the following result:

YEAS: Councilmembers Dillingham, Ezzell,
Gallagher, Griffith, Lockett, Quinn,
Spaulding, Mayor Rosenthal

NAYES: None

The Mayor declared the motion carried and Executive Session adjourned out of; and the Special Session was reconvened at 12:15 p.m.

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The Mayor said the evaluation of the City Manager as required by Section 5(a) of Contract No. K-0708-32 and negotiations regarding employees and representatives of employee groups were discussed in Executive Session. No action was taken and no votes were cast.

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Item 3, being:

DISCUSSION OF COUNCIL PROCEDURES REGARDING APPOINTMENTS TO BOARDS AND COMMISSIONS AND COMMITTEE PRACTICES.

Due to time constraints Item 3 was not discussed; however, it will be discussed on Tuesday, September 20, 2011.

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RECESS

Due to time constraints, Councilmember Quinn moved that the meeting be recessed until Tuesday, September 20, 2011, which motion was duly seconded by Councilmember Ezzell; and the question being upon recessing the meeting until Tuesday, September 20, 2011, a vote was taken with the following result:

YEAS: Councilmembers Dillingham, Ezzell,
Gallagher, Griffith, Lockett, Quinn,
Spaulding, Mayor Rosenthal

NAYES: None

The Mayor declared the motion carried and the meeting was recessed at 12:16 p.m. until Tuesday, September 20, 2011.

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PRESENT: Councilmembers Dillingham, Gallagher, Griffith, Kovach, Lockett, Quinn, Mayor Rosenthal

ABSENT: Councilmembers Ezzell and Spaulding

Item 1, follow-up:

PLANNING WORK SESSION REGARDING CITY COUNCIL POLICY AGENDA FOR THE YEAR.

Councilmembers reviewed the rankings of the 2011-2012 Council Policy Calendar. Mayor Rosenthal said there seems to be a desire to continue to move forward in developing a storm water utility and some kind of General Obligation (G.O.) Bond package that might include storm water and streets, but the precise elements would need to be worked out. She said the other project that received a higher ranking is the water rate adjustments which indicates a desire to continue working on the water rate utility.

Councilmember Kovach said there are some real time sensitive issues in the transportation projects and felt Council needed to work towards moving some of those forward. He suggested Council rank the projects presented at Saturday's retreat so that staff could focus on the higher priority projects when developing bond package scenarios. Mayor Rosenthal felt staff should leverage projects that are listed in both categories, i.e., storm water and transportation. Councilmember Dillingham asked staff to consider sidewalks in areas where street reconstruction is planned to be included with the project. Mayor Rosenthal said Council should also look at the corridor issues in respect to Main Street while the construction is ongoing on Interstate 35. Councilmember Kovach suggested staff work with the Chamber of Commerce to alleviate the burden of construction on businesses during all the major road construction projects by utilizing extra signage and better access planning.

City Manager Steve Lewis said staff has had preliminary discussions with the Chamber of Commerce and the Norman Convention and Visitors Bureau to identify ways to improve entryways/gateways into Norman and way finding signage. He said staff will bring the recommendations from the group back for Council's consideration to improve access to the community.

Mayor Rosenthal said not everyone indicated policy issue preferences. She said three people indicated support to work on a policy for the use of excess Public Safety Sales Tax and three indicated a desire to work on corridor planning. She said tonight's presentation on the Computer Aided Dispatch and Records Management Program at the study session suggests Council should at least be talking about a policy on excess Public Safety Sales Tax and at what point Council is comfortable with declaring an excess and refining the criteria in the ordinance. Councilmember Kovach felt Council should have a discussion on how and when to use the funds and felt that discussion is appropriate.

Council asked that Police Chief Humphrey and Fire Chief Fullingim present a prioritized list of other public safety needs at a future study session.

Items submitted for the record

1. Draft 2011-12 City Council Policy Calendar
2. Finance Related Policy Rankings – FYE 2011-12
3. Policy Rankings – FYE 2011-12

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Item 3, being:

DISCUSSION OF COUNCIL PROCEDURES REGARDING APPOINTMENTS TO BOARDS AND COMMISSIONS AND COMMITTEE PRACTICES.

Mayor Rosenthal said the discussion on boards, commissions, and committee practices is an important discussion that the entire Council should participate in and since Councilmembers Ezzell and Spaulding were absent she suggested the discussion be postponed to a study session when the entire Council can be present. Councilmember Kovach believed there were committees in the Code that are no longer meeting and asked the City Manager to include suggestions regarding those boards and commissions as well as areas where committees could be consolidated for the study session.

Mayor Rosenthal presented a list of proposed members for the Comprehensive Transportation Committee Visioning Committee to be included on Council's agenda for September 27, 2011.

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ADJOURNMENT

Councilmember Quinn moved that the meeting be adjourned, which motion was duly seconded by Councilmember Dillingham; and the question being upon adjournment of the meeting, a vote was taken with the following result:

YEAS:	Councilmembers Dillingham, Gallagher, Griffith, Kovach, Lockett, Quinn, Mayor Rosenthal
NAYES:	None

The Mayor declared the motion carried and the meeting was adjourned at 6:53 p.m.

ATTEST:

City Clerk

Mayor