

CITY COUNCIL CONFERENCE MINUTES

January 10, 2012

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a conference at 5:30 p.m. in the Municipal Building Conference Room on the 10th day of January, 2012, 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 48 hours prior to the beginning of the meeting.

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

ABSENT: Councilmember Ezzell

CHANGE ORDER NO. ONE TO CONTRACT NO. K-1011-182: WITH TULSA GAS TECHNOLOGIES, INC., INCREASING THE CONTRACT AMOUNT BY \$18,450 TO PROVIDE INSTALLATION OF ADDITIONAL COMPRESSED NATURAL GAS (CNG) EQUIPMENT FOR THE CNG FAST FILL AND SLOW FILL PUBLIC FUELING FACILITY.

Mr. Shawn O'Leary, Director of Public Works, said on July 1, 2010, the City of Norman received an American Recovery and Reinvestment Act (ARRA) grant in the amount of \$945,000 from the Oklahoma Department of Commerce (ODOC) to construct a Compressed Natural Gas (CNG) Fueling Facility with public access.

Mr. O'Leary said on July 12, 2011, Council approved Contract No. K-1011-182 with Tulsa Gas Technologies, Inc., for CNG equipment installation for the CNG Fast Fill and Slow Fill Public Fueling Facility (Fueling Facility) Phase I in the amount of \$123,230. He said the construction is substantially complete and opened for service to City vehicles and the general public on January 9, 2012. Mr. O'Leary said on August, 30, 2011, City Staff was notified by the ODOC that additional ARRA funds are available to Oklahoma agencies with active grant projects provided the funds are spent by March 31, 2012. He said Staff and the project design firm for the CNG Fueling Facility, Small Arrow Engineering, L.L.C., prepared a request for supplemental funds in September 2011, and on November 7, 2011, ODOC informed Staff that the additional grant amount in the amount of \$435,365.85 was approved with no required local match.

Mr. O'Leary said the proposed expansion project will complete Phase II of the CNG Fueling Facility and will provide redundancy for the City during emergency operations, i.e., should a power outage occur, the CNG Fueling Facility will continue to provide the City and general public customers with compressed natural gas. He said the proposed project includes 13 dual hose slow fill posts and sub-meter, 80 HP natural gas drive four-stage compressor, and a defueling dispenser. Change Order No. One with Tulsa Gas Technologies, Inc., increasing the contract amount by \$18,450 will provide construction services for Phase II of the CNG Fueling Facility and Staff felt Tulsa Gas Technologies, Inc., has performed very well and is best suited to complete this portion of Phase II.

Mr. O'Leary said Staff and Small Arrow Engineering, L.L.C., prepared bids for the remainder of the construction services and installation of equipment needed in the estimated amount of \$91,300. He said this portion of the construction services on Phase II exceeds the statutory amount of work that can be completed by change order and the City is best served by a new bid process. Mr. O'Leary said bids will be opened on January 19, 2012, and on February 14, 2012, Council will be asked to award a contract for the remaining construction portion of the project. He said the additional construction work must be completed before the March 31, 2012 grant deadline.

Items submitted for the record

1. Text File No. K-1011-182, Change Order No. One, dated December 22, 2011, by Mr. Mike White, Fleet Superintendent
2. Change Order No. One to Contract No. K-1011-182, with Change Order Detail and Detailed Cost Itemization
3. PowerPoint Presentation entitled, "City of Norman Compressed Natural Gas (CNG) Fueling Facility"

DISCUSSION WITH REPRESENTATIVES FROM THE PIONEER LIBRARY SYSTEM REGARDING THE RECENT PURCHASE AND FUTURE USES OF THE FORMER BORDERS BUILDING.

Ms. Anne Masters, Pioneer Library System Director, said the Pioneer Library System (PLS) was established in 1968, serves the residents of Cleveland, McClain, and Pottawatomie Counties, and Norman Public Library (NPL) is one of ten branch libraries. She said by policy and in keeping with state statute the PLS provides the staff, material(s), technologies, programs, delivering, administration and the municipality in which a branch library is located provides the building, furnishings/furniture, utilities, maintenance and custodial costs. Ms. Masters said the PLS is funded through ad valorem assessment county millage from the county where the library is located.

Ms. Masters said the PLS administrative services have been housed in the NPL since the 1960's and PLS appreciates the on-going partnership with the City of Norman. She said concern was expressed about the arrangement, particularly in regard to providing space for PLS in a *new* Norman library facility and because of growth of the library system more space was required leading to the lease of additional space over the past ten years. PLS currently leases space at 1210 McGee, the old Hollywood Theater, and at 226 W. Gray Street, the old Dales Office Supply building. In December 2011, PLS acquired the old Borders Building located at 300 N. Center Court and now has the opportunity to separate system services from the NPL main branch. Ms. Masters said the location, structure, and size of the new building also provides an opportunity to offer a public service point in west Norman which is the focus of tonight's study.

Ms. Masters said the population of Norman has increased from 30,000 in the 1960's, to 115,000 today. She said the NPL branch was remodeled in the 1980's, but has not had any expansion. She said the City recognized the need for library improvement, as well as additional building and parking space, and proposed a bond issue for the construction of a new Norman library building in May 2008. Ms. Masters said at the same time voters in PLS's three counties were asked to increase the library millage in order to support improved services. She said the millage was approved in all three counties, to include Norman, but the bond issue for the new library construction failed in part to the uncertainty about the location of the new building. Ms. Masters said following the May 2008 election; City Staff, PLS representatives, and citizens met to discuss what was learned from the unsuccessful campaign and prepare a more viable proposal to take to the voters of Norman. She said the project consultant, Jeff Scherer of Meyer, Scherer, and Rockcastle, Ltd., developed a new proposal and shared the ideas during three public meetings that were held in September 2008. Ms. Masters said the new proposal included a main NPL with a total 107,841 square feet that included 17,906 square feet for the PLS administration, as well as two branch libraries, one located in east Norman and one located in west Norman, each having 12,500 square feet. She said actual space allocated for the NPL was 89,935 square feet and the old Rhodes Granary was the site under consideration. The proposal included Ruby Grant Park as the west side branch location and the east side branch was proposed to be located on land purchased for the construction of Fire Station No. 9, located on east Alameda Street.

Ms. Masters said at that same time when the new library proposal was given the economy took a downturn and the proposal was put on hold. She hopes Norman will soon re-introduce the proposal/plan for construction of a new main library building which is desperately needed. She said in the mean time, PLS acquisition of the old Borders building will allow the system administrative services, therefore when Norman builds a new main library it will not be necessary to include space for the NPL administration.

Ms. Masters said PLS has been making an effort to make library services accessible to both east and west Norman customers since 2008. She said in April 2009, book drops and book boxes were placed at Sooner Mall and B & B Country Store located at 3831 East Alameda Street in order to assist customers with picking up requested books being held for them and more recently a book drop has been placed at the McGee Street location. She said story-time programs on Tuesday morning at Sooner Mall draw 50 to 60 adults/children each week and wifi service at Sooner Mall is also provided by PLS. Ms. Masters said the old Borders building offers new possibilities for library service for west Norman to include self service, un-staffed, options such as those at Sooner Mall as well as a NPL Satellite branch library, could be provided in partnership with the City of Norman. She said the PLS felt it would be advantageous to Norman to provide a space for the west side branch library in the old Borders building, stating that leasing may be a timely and cost efficient alternative to the purchase and construction of a new NPL facility.

Ms. Lisa Wells, Pioneer Library System (PLS) Assistant Director, said PLS feels the expansion of the library services to both Sooner Mall and B & B Country Store are providing convenience to the citizens as well as laying vital groundwork to promote and provide support for an east side branch library, a west side branch library, and the construction of a new downtown library. She said 5,000 to 7,000 square feet of the Borders building could serve as a west side Norman Public Library (NPL) Satellite branch, offering children's programming with the hours as the main NPL. She said the NPL satellite branch would not offer a schedule of programs and classes for adults, which would continue to be offered at the main library and would not offer meeting room space for the public. Ms. Wells said if PLS was not able to partner with the City, the automated library services would be moved from the Sooner Mall to the former Borders building allowing PLS to staff more easily and offer a few self serve services such as DVD and book vending machines and small drop collections of popular materials. She said additionally, the wifi would be moved from Sooner Mall to the former Borders location.

Ms. Leslie Tabor, Norman Public Library (NPL) Branch Manager, said roughly 10,000 people attend the NPL on a weekly basis and the NPL circulates over one million items per year. She said the NPL had record attendance in the 2010 children's summer reading program and NPL now offers downloadable audio books and e-books. Ms. Tabor said nationally, libraries have had to cut their staff, services, and hours but fortunately Norman has been shielded from that primarily due to the number of citizens who frequent the library. She said PLS believes there is opportunity to partner with the City in expanding library services to west Norman at an ideal location, the Borders building, in a cost effective way and would welcome planning with the City to provide these services. Ms. Tabor said the former Borders building would provide a model opportunity for what a branch library might look like, offering an open floor plan with the ability to rearrange furniture to accommodate specific needs and events. She said this type of library would embody the spirit of the progressive and growing Norman community. Ms. Tabor said potential NPL staffing is projected to be one single dedicated staff member, i.e., a west side branch department head that she would supervise, and said additional staffing as needed to accommodate citizens would be supplied by NPL branch staff. She said NPL will cross-train staff to work at the main NPL as well as the west side branch library, thus providing consistency to the citizens. Ms. Tabor said if the City is not able to provide a library branch at the former Borders building, PLS will relocate its current west side automated/self-serve services and the children's story time programs from Sooner Mall to the new location. PLS plans to prepare and lease the coffee shop space so that it will be a part of the public area and would not necessarily have rows and rows of books but rather provide current popular items and new rotating dynamic collections. She said a west side branch library, with or without the City's participation, will not replace the continuing need for a larger main library with adequate parking.

Ms. Tabor said the space vacated in the current NPL will allow needed expansion of staff office space, work area, and library storage, but it will not solve the need for added public space for collections, technologies, study and meeting space. She said current NPL building is 55,000 square feet and the PLS administration uses about 4,000 square feet. Ms. Tabor said the current NPL is not the ideal space for any type of story-time or circulation and would need considerable and expensive upgrades in order to provide necessary safety measures for staff and citizens. She felt the number of citizens attending the library as well as the wear and tear on the building would show that the use has been maximized in regards to library space.

Ms. Tabor said if PLS were to open up more library functions/services in the current building it would bring in more people thus more restroom facilities and parking spaces would be necessary. NPL suggests one option to maximize the space without any capital investment would be to allow NPL to expand staff operations allowing more efficiency and more public space to be utilized. She said the PLS literacy services would be retained so that people could be rearranged and the circulation and circulation process could be expanded.

Ms. Tabor said the NPL would like to thank City Staff for the HVAC project currently being done at the library and are looking forward to a future lighting project and flooring project. She felt however everyone could agree these projects are only temporary solutions to the ultimate issue of library space. Ms. Tabor said the NPL must have more space for parking, size of collection, as well as basic needs such as staff restrooms, in order to meet the needs of a city the size of Norman.

Ms. Masters said PLS plans to engage an architect by the end of January 2012, to assess the NPL space needs and design the 25,000 square feet of space in the former Borders building. She said when completed, PLS will give the City of Norman the number of square feet available, probably in the 5,000 to 7,000 square foot range, for a satellite public library branch. Ms. Masters said PLS would like to know if the City wishes to take this opportunity to partner with PLS by March 2012, so that they will be able to move forward with the design plans. She said the time(s) of lease would need to be discussed and agreed upon; however, PLS can say that the shelf space would be made available at a lease rate well below the commercial market perhaps \$6.00 to \$8.00 per square foot. Ms. Masters said PLS would be willing to provide funds for preparation of the space, including the design, construction, and furnishing, having an estimate of \$40.00 per square foot. She said since those costs are by policy, they would need to be reimbursed by the City to PLS, but could be amortized over a five-year period or time to be agreed upon. In addition, the cost of utilities and custodial services for the space would also be the responsibility of the City. Ms. Masters summarized, stating PLS believes there is an opportunity to partner with the City of Norman in expanding library services to west Norman in the former Borders building in a cost effective way and would welcome planning with the City of Norman to provide these services.

Mayor Rosenthal thanked the PLS and NPL staff for their presentation, as well as members from the Library Advisory Board and others who are in attendance. Councilmember Kovach asked if the future uses of the former Borders building will affect the McGee Street NPL location and Ms. Masters said the McGee location will be the first to be moved as the lease will expire April 2012. She said the second phase would include moving the Webster Street administrative services and the third phase would be providing the public service area. Councilmember Kovach felt the former Borders building is a brilliant west side location and will be in a highly traveled area that has a current bus route already in place. Ms. Masters agreed and said it will also provide NPL with a loading dock to assist loading and unloading large trucks of books. Councilmember Gallagher felt a west side branch location will attract more people and asked PLS if they had an estimate of potential customers it would serve. Ms. Masters said no, but PLS did determine 33,000 Norman citizens live west of Berry Road and nearly 19,000 of those citizens live west of I-35. She said based upon those figures and knowing 10,000 plus frequent the main NPL on a weekly basis, she felt the number will be high. Councilmember Gallagher asked if the library patrons that have library cards are equally distributed throughout the City and Ms. Masters felt they are fairly evenly distributed, but really concentrated in central Norman due to accessibility of the library location. He asked how many NPL cardholders there are in Norman and Ms. Masters said approximately 60,000.

Mayor Rosenthal asked if there has been an increase and/or decrease in programs other than the story-time programs, i.e., items circulating, etc., and Ms. Masters said NPL continues to see growth in library and program attendance and in the circulation of library materials. Ms. Masters said PLS has been in a fortunate position since the millage 2008 increase to increase the hours and staff, as well as double the material(s) budget. She felt the PLS and NPL has tried to put the money where it would make the greatest difference to the library customers and the library customers have responded.

Councilmember Quinn felt the NPL has adjusted library services to meet the current needs of the City of Norman and commended PLS and NPL staff. Mayor Rosenthal reminded Council the 2008 election was a Norman citizen driven process and not a PLS driven process and the Library Ad Hoc Committee identified desired services, structures, and facilities needed. Councilmember Quinn said the school children of Norman benefit automatically from being eligible for a library card(s) which also contributes to the usage and continued usage of the library. Ms. Masters said Norman Public Schools out-sources their library automation to the PLS and PLS works very close with Norman Public Schools.

Mayor Rosenthal said she could not help but point out the Big 12 rankings public library statistics the PLS staff distributed, noting the Stillwater Public Library is five times the size of the NPL. She felt Council needed to give guidance to Staff regarding the next step(s). It was the consensus of Council Staff work with PLS regarding a west side branch library and come back to Council with a proposal. Councilmember Gallagher felt Staff should look at concepts for both an east and west side branch library and Council agreed. Councilmember Spaulding said the main NPL facility has existing needs and wondered if the City is taking care of what we have. He felt the City needed to maintain the current NPL before expanding or building another NPL facility and Councilmember Lockett agreed stating she was also concerned about the City not maintaining City facilities. Mayor Rosenthal said many investments have been and are currently being made to the main NPL, some which are not visible, and requested Staff continue to review issues.

Items submitted for the record

1. Pioneer Library System, Norman City Council Study Session, Tuesday, January 10, 2012, to include the agenda for introduction and background; Pioneer Library System criteria for Community Branch Library; Pioneer Administration functions to be in Borders Building; Public Library Service without City Partnership; East and West Norman Service Expansion; Public Library Service with City of Norman Partnership; Use of Norman Public Library space vacated by Pioneer Library Administration; and recommendations, timeline, and costs.

The meeting adjourned at 6:25 p.m.

ATTEST:

City Clerk

Mayor