



AMENDED AGENDA

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

ROLL CALL

MINUTES

1. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

BOARD OF PARK COMMISSIONERS REGULAR MEETING MINUTES OF DECEMBER 5, 2025

REPORTS

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED CITY COUNCIL ITEMS
3. ANNUAL PRESENTATION FROM THE SANTA FE DEPOT

ACTION ITEMS

4. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE REQUEST FROM ALLYSON RINK TO INSTALL A "LITTLE LIBRARY" IN CHERRY CREEK PARK
5. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE SITE DESIGN FOR LINKS PARK
6. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ART RECEPTACLE INSTALLATION AT REAVES PARK

DISCUSSION ITEMS

[7.](#) NORMAN FORWARD UPDATE

[8.](#) DIVISIONAL UPDATE

MISCELLANEOUS ITEMS

PUBLIC COMMENT

This is an opportunity for citizens to address the Norman Board of Parks Commissioners. Due to Open Meeting Act regulations, the Commissioners are not able to participate in discussion during public comments. Remarks should be directed to the Commissioners as a whole and limited to three minutes or less.

ADJOURNMENT



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/06/2025

REQUESTER: Jason Olsen

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

BOARD OF PARK COMMISSIONERS REGULAR MEETING MINUTES OF DECEMBER 5, 2025

The Norman Board of Parks Commissioners of the City of Norman, Cleveland County, State of Oklahoma, met in a Regular Session in the Executive Conference Room of the Norman Municipal Building, on the 5th day of December 2024 at 5:30 p.m., and notice of the agenda of the meeting were posted at the Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

ROLL CALL

Present: Chair Sheriff and Commissioners Isacksen, Ross, Sallee, and Usry

Absent: Commissioners Davison and Wright and Two Vacancies

City Officials

Present: Shannon Stevenson, Assistant City Manager
Jason Olsen, Director of Parks and Recreation
James Briggs, Park Development Manager
Bethany Grissom, Park Planner
Mitchell Richardson, Recreation Manager
Karla Sitton, Administrative Technician IV

ITEM 1, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF MINUTES FROM THE JUNE 6, 2024, PARK BOARD REGULAR MEETING AND MINUTES FROM AUGUST 6, 2024, PARK BOARD SPECIAL MEETING

Commissioner Isacksen made the motion, and Commissioner Sallee seconded to approve the Regular Park Board minutes of June 6, 2024, and the Special Park Board minutes of August 6, 2024. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Isacksen, Ross, Sallee, and Usry

NAY: None

ITEM 2, being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED 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:

- Contract K-1920-133 with Crossland Construction Co., Inc., for the Norman Forward Senior Wellness Project and Final Acceptance and Payment.
- Contract K-2122-81 with Crossland Construction Co., Inc., for Griffin Park Phase VI of the Griffin Park Remodel Project and Final Acceptance and Payment. The Municipal Complex Renovation Project and Final Acceptance and Payment.
- Contract K-2425-49, with Center for Children and Families, Inc., in the amount of \$150,000 for use in the Boys and Girls Club of Norman.
- Resolution R-2425-41 Transferring \$70,000 from the Facilities Assessment Project to the City Hall Executive Conference Room Update Project within the Capital Fund.
- Contract K-2021-97 with GE Johnson Construction for the NF YFAC Project
- Contract K-2425-60 with Musco Lighting in the amount of \$145,000 for the YFAC Outdoor Sports Court Lighting System

- Resolution R-2425-42 Transferring \$15,000 from the CIP for the Library Battery Replacement to the AWE ADA Door Project.
- Resolution R-2425-54 Appropriating General Funds for payments relating to Contract K-2223-56
- Resolution R-2425-53 Directing Staff to terminate Contract K-2223-56, a Service and Lease Agreement with Food and Shelter Inc. for the operation of an Emergency Overnight Shelter
- RFP-2425-18 and Contract K-2425-48 with Unlimited Treasures in the amount of \$3,564.00 per month to provide custodial services for the AWE
- RFP-2425-17 and Contract K-2425-49 with Anago OKC in the amount of \$3,142.30 per month to provide custodial services for the 12th Avenue, Irving & Whittier Recreation Centers, and the Little Axe Community Center.

Chair Sheriff requested to go to Item 4, since a Norman Youth Soccer Association representative was not present.

ITEM 4, being:

ANNUAL REPORT FROM THE NORMAN ARTS COUNCIL

Ms. Leslie Nottingham, Executive Director of the Norman Arts Council (NAC), gave an annual presentation to the Board, and financial information was provided prior to the meeting. She highlighted the completed and future Norman Forward Art Projects, stating that the public art for NF Projects is made possible through the Norman Forward 1% for Art Program. Ms. Nottingham highlighted and showed pictures depicting Norman Forward art projects installed since NAC's last annual report (October 2023) to the Park Board.

- *Home Run Mechan* was installed at Reaves Park and dedicated on December 5, 2023
- *Elevate the Game* was installed at the Young Family Athletic Facility (YFAC) and dedicated on February 19, 2024
- *Windrose* was installed at Griffin Park and dedicated on July 12, 2024
- *Revolutions* were installed at James Garner Avenue, just north of Robinson Street, and dedicated on August 22, 2024, during a ribbon-cutting ceremony to celebrate the completion of the James Garner Avenue Phase II Project

She said NAC and the Norman Public Art Committee (PAC) announced the 2024 Mural Incentive Program, which is intended to enhance the cultural landscape of Norman by providing matching funds, up to \$10,000, to property owners who wish to invest in a mural. She said NAC will be receiving applications soon, and an artist will be selected in the Spring of 2025 for the Griffin Park Silos Mural Project. She said the art piece *Emergence* is currently being installed at the Adult Wellness and Education Center (AWE), and an art dedication is scheduled for December 13, 2024. Ms. Nottingham said several Artist Designed Bike Racks throughout Norman are nearly finished being power-coated and will be reinstalled soon.

Ms. Nottingham said the City Council approved a new contract in July with NAC, which includes the administration of the Hotel Motel Tax Funds for Arts, Public Arts, and Norman Forward 1% for Art Projects. Mr. Jason Olsen, Director of Parks and Recreation, said the Hotel/Motel Tax for Arts is 25%. Ms. Nottingham highlighted the FY24/25 Budget and anticipated expenses. She said she can provide more financial information to the Board if necessary.

The Board acknowledged the report.

The Board returned to Item 3.

ITEM 3, being:

ANNUAL REPORT FROM THE NORMAN YOUTH SOCCER ASSOCIATION

Mr. Mark Hyde, Board President of the Norman Youth Soccer Association (NYSA), gave an annual presentation to the Board. A written report, including financial information, was provided to the Board before the meeting.

Mr. Hyde said NYSA had 3,112 participants in the Spring 2024 league and 2,849 in the Fall 2024 league. He said NYSA offers three youth soccer leagues for ages 3 to 18, including Recreational, Academy, and Competitive. The leagues expect to consist of 300 teams playing approximately 2,600 games in the Fall 2024 and Spring 2025 leagues. Mr. Hyde highlighted the fees, camps, and tournament fees. Chair Sheriff asked how many kids are in the TOPS program, and Mr. Hyde said he did not have that information but would provide it to them.

Commissioner Isacksen asked whether the revenue increase was due to the NF Griffin Park Project and field expansions. Mr. Hyde said no, from sponsorships and the Paycheck Protection Program (PPP) COVID money. He said NYSA had been restructured, an audit had been recently completed, and that there was a reserve fund for the first time. Chair Sheriff asked if a maximum balance can be kept in reserve, and Mr. Steve Gillis said it is nice to have a large reserve but to have the money earmarked for specific projects. Commissioner Isacksen asked about the Other Assets (1999 Suspense), stating it increased from \$32,209.06 in 2023 to \$216,849.02 in 2024, and Mr. Hyde said he did not have the information but would provide it to the Board. Mr. Hyde said the Celtic Store is a big fundraiser for the program; all the money goes into one general fund. Chair Sheriff felt the monies for Recreation and Competition leagues should be kept separate, and Mr. Hyde said he could look into separating the funds.

Mr. Hyde said the new field expansion has been wonderful for the soccer program, and he has received great feedback from the community. He said if a future Norman Forward 2 is proposed and voter-approved, he felt some funding could be earmarked for field maintenance and lighting.

The Board acknowledged the presentation.

ITEM 5 being:

ANNUAL PRESENTATION FROM NORMAN SPORTS COMMISSION

Mr. Trent Brown, Director of Norman Sports Commission (NSC), said the NSC was formed in May 2023, following Norman voter's approval of increasing the hotel and motel tax from 5% to 8%. With proof of residency, Norman residents do not pay the guest tax, which means the NSC is funded only through visitors' dollars. Mr. Brown said 75% of the increase goes toward the stand-alone commission and 25% towards improvements to Norman sports facilities.

Mr. Brown said the NSC's mission is to build on Norman's athletic tradition by producing and attracting events in our city to strengthen community bonds, promote health, and drive economic growth through sports and recreation. He said Norman's updated and new facilities (Griffin Park Soccer Complex, Reaves Park Ballfields, and the Young Family Athletic Facility (YFAC), will have made Norman a more attractive place for sports tournaments, making it easier for the NSC to book events which holds excellent potential for economic impact. Mr. Brown said during FY24, NSC's inaugural year, NSC booked over 20,000 hotel room nights. He said 63.6% of the FY25 goal (25,000) has already been met, so NSC is on track to exceed our goal. Mr. Brown highlighted the FY24 events and provided the economic impact (business sales, local taxes, jobs supported & estimated room demand) for the following events: March 2024 OSC Celtic Cup, May 2024 Adidas 3SSB Girls Circuit, May 2024 Perfect Game Softball-OKC Challenge and August 2024

MAYB Nationals. He said several events have been scheduled for 2025, including The Fury Run on March 1st and Maverick Criterium Bike Race from May 31st to June 1st.

Mr. Brown said the FY25 Budget is \$975,056 and highlighted earmarks for venue enhancement (\$150,000), sponsorship bid fees (125,000), and locally created events (\$50,000). Commissioner Isacksen asked about the economic impact, specifically sales for hotels, etc., and Mr. Brown said he could break down the information and get it to the Board. Commissioner Isacksen requested NSC submit financials but understood they likely did not know to do so since this is their first annual presentation to the Board.

The Board acknowledged the report.

ITEM 6 being:

ANNUAL PRESENTATION FROM WESTWOOD FAMILY AQUATIC CENTER

Mr. Josh Holman, Aquatic Manager, presented the Westwood Family Aquatic Center (WWFAC) annual report. He said the attendance for the 2024 season (May 24, 2024, through September 27, 2024) was as follows: 100,220 Open Swim; 2,150 Swim Lessons; 7,068 Season Passes; 2,566 Scholarships; 3,150 Special Events and 4,466 Rentals for a total season attendance of 124,102, just a little down from last year's 130,624.

Mr. Holman said the 2024 WWFAC revenue was \$1,204,945.24, up slightly from 1,022,583.08 in 2023. He said the revenue includes pool passes, swim lessons, gate admission, concession sales, special events, lockers, rentals, classes, and merchandise. Mr. Holman said the total expenditures were \$891,349.44 for a net revenue of \$313,550.80 for the 2024 season.

Mr. Holman said the City hired over 164 employees for the 2024 WWFAC season. He said WWFAC has a fantastic team and an amazing retention rate, with 95 employees returning for the 2024 season. Mr. Holman said that Westwood recruits new staff every year and that the Jr. Lifeguard Program and Teen Aquatic Safety Program (TASP) contribute to the recruiting efforts. He said there were 88 Jr. Lifeguards, and the TASP program was created to teach teens 13 to 15 years old proper water safety, which allows teens to be at the waterpark safely without a parent/adult. Mr. Holman said WWFAC offers several events for families and adults, including Water Fitness (2,880), Lifeguard Training (100+, with 68 being from other organizations), and the World's Largest Swim Lesson.

Mr. Holman said future WWFAC projects that could be funded through a capital project and/or bond project include installing Private Cabanas, a Drop Slide, an Epic Surf Simulator, and/or a Flow Rider. He said the cabanas could accommodate half-day or whole-day rentals, and the Return on Investment (ROI) would be about two seasons. For the Epic Surf Simulator and Flow Rider, the ROI would be 6 to 10 years; however, these attractions would boost the city's income and the attendance rates of the parks, i.e., birthday parties, private lessons, special events, Surf season passes and Surf merchandise.

The Board acknowledged the report.

ITEM 7 being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF THE REQUEST FROM KRISTEN BYERS TO INSTALL A "LITTLE LIBRARY" IN RUBY GRANT PARK

Ms. Bethany Grissom, Park Planner, said in December 2023, the Board recommended the Parks and Recreation Department begin requiring citizens and local groups to submit applications for requests and/or proposed projects to be installed in City parks. In October 2024, Ms. Kristen Byers approached the Parks and Recreation Department with a project application to install a "Little Library" in Ruby Grant Park.

Ms. Byers said the purpose of the "Little Library" is to provide a location for people to exchange books freely. She said "Little Library" locations exist in other parks, including Rotary Park, Oakhurst Park, and Lions Park. She said she has purchased and will maintain the library box, maintain and stock inventory as needed, and post on the Little Free Library's website – littlefreelibrary.org. She showed a picture depicting the dimensions of the "Little Library." She said the installation would consist of a wooden box with an operable door on a wooden post installed in the ground with a metal bracket. Ms. Byers said Park staff will assist with determining the park's location for placement and installation to ensure it meets departmental standards.

The Board loved the proposed project and thanked Ms. Byers for bringing the project forward. Staff recommend that the Park Board recommend the Director of Parks and Recreation approve the "Little Library" Project in Ruby Grant Park.

Commissioner Sallee motioned, and Commissioner Usry recommended the Director of Parks and Recreation approve the "Little Library" Project in Ruby Grant Park. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Isacksen, Ross, Sallee, and Usry

NAY: None

ITEM 8 being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF THE APPOINTMENT OF NORMAN RESIDENTS TO THE URBAN FORESTRY MASTER PLAN (UFMP) STEERING COMMITTEE

Mr. Jason Olsen, Director of Parks and Recreation, said an Urban Forest Master Plan (UFMP) is a document to guide a municipality in making wise choices regarding its urban forest's ongoing care and growth. He said the FYE 2024-25 budget included funding for a project proposed by the Parks & Recreation Department, Forestry Division, to hire a professional consultant to help develop a UFMP for the City of Norman. Mr. Olsen said staff advertised those services in the summer of 2024 and selected Davey Resource Group (Davey) to create our UFMP.

Mr. Olsen said as part of the UFMP process, Davey assembled a steering committee of Norman residents to help inform them about the concerns and priorities regarding our urban forest. He said the steering committee will meet four times over the next six months and address predetermined topics in a conversation moderated by Davey. Mr. Olsen said that Davey will do most of the work needed to produce a successful UFMP; however, the steering committee will be essential. He said staff reached out to various residents and described their duties and responsibilities to them. Mr. Olsen said the final list includes one Tree Board, Park Board, and Environmental Control Advisory Board (ECAB) member and two at-large members who have previously served on other boards and/or commissions.

Staff recommends the Park Board approve the following Norman residents to be on the UFMP Steering Committee: Kristi Isacksen, Park Board; Will Spain, Tree Board; Deb Cretsinger, ECAB; Richard McKown, recommended by the Director of the Parks & Recreation Department and Michelle Corr, recommended by the Park Development Division.

Commissioner Usry motioned, and Commissioner Ross approved the recommendation that Norman residents be on the UFMP Steering Committee. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Isacksen, Ross, Sallee, and Usry

NAY: None

ITEM 9 being:

CONSIDERATION OF APPROVAL, REJECTION, AMENDED AND/OR POSTPONEMENT OF THE APPOINTMENT OF THE NEW PLAYGROUND DESIGN FOR WILLIAM MORGAN PARK

Ms. Bethany Grissom, Park Planner, said on September 21st and 28th, 2024, staff advertised a Request for Proposal (RFP) 2425-22 in the *Norman Transcript* for the William Morgan Park Playground Project. She said RFPs were distributed directly to ten playground equipment vendors, five of whom responded with complete proposals. Ms. Grissom said all bidders were asked to maximize the \$230,000 playground budget and design a playground with boulders of various heights so climbers of all ages and skill levels could be accommodated. She said staff evaluated the playground proposals and determined that Happy Playgrounds LLC best met the design requirements and had the most incredible variety of equipment.

Ms. Grissom distributed pictures of the playground design submitted by Happy Playgrounds LLC, reflecting the new shade structure and various boulder(s) placed in the playground area. She said the proposed design kept the current playground footprint and swing set, as it was still in excellent shape. Ms. Grissom highlighted the bid tabulations and said staff recommends the Board recommend the Director of Parks and Recreation submit a contract to the City Council for consideration to award the William Morgan Park Playground Project to Happy Playgrounds LLC for \$227,004.00.

Commissioner Isacksen motioned, and Commissioner Ross seconded, to recommend the Director of Parks and Recreation submit a contract to the City Council for consideration to award the William Morgan Park Playground Project to Happy Playgrounds LLC for \$227,004.00. The vote was taken with the following results:

YEAH: Chair Sheriff and Commissioners Isacksen, Ross, Sallee, and Usry

NAY: None

MISCELLANEOUS ITEMS

Mr. Jason Olsen, Director of Parks and Recreation, said a grand re-opening was held at Sunrise Park on October 4th to celebrate the park's renovation, including a new playground, improved and expanded walkways, and fence work. He said an art dedication is scheduled on December 13th at the Adult Wellness and Education (AWE) Center. The \$100,000 public art sculpture is a dichroic glass flower and butterfly created by Skunk Control of Australia and was made possible by the Norman Forward quality of life initiative. Mr. Olsen said the AIM Parks Sub-Committee is meeting on December 10 to review the proposed Park and Recreation Master Plan. RDG will continue to refine the master plan, and the next steps include presenting the proposed master plan at public meetings to gather public input, presenting the proposal at January 7, 2025, Study Session, and presenting at the April 3, 2025 Park Board meeting for approval and recommendation to Council. The proposed plan will be an agenda item on the May 20, 2025, Council meeting for Council consideration of final adoption.

Mr. James Briggs, Park Development Manager, said Multisports LLC is finishing their works to construct a new 6-court outdoor pickleball facility on the east side of the Young Family Athletic Center (YFAC). He said crews from Musco Sports Lighting were also on-site to set pole bases and run wiring for the new lights

for the pickleball courts and the new sand volleyball and existing turf practice field at YFAC. The next Norman Forward Neighborhood Park renovations will be for NE Lions, Kiwanis, and Springbrook Parks, and once the process and proposed designs are complete, staff will present them to the Board for approval. Mr. Briggs said the staff selected Choleta as the Community Wildfire Protection Plan (CWPP) contractor, and meetings with various stakeholders will begin soon. A CWPP not only exists as a document the city can use to plan for how to respond to wildfires, but it also is a key component used when applying for larger grants and funding that can be used to implement the recommended mitigation strategies that the plan includes that will reduce the likelihood and severity of wildfires.

Mr. Mitchell Richardson, Recreation Manager, said the Winterfest on Main is scheduled on December 7th, at approximately 7 pm, and after the Norman Holiday Parade, which will start at 6 pm and end at James Garner Avenue. He said this year, we are starting a new tradition to include the annual tree lighting in front of the railroad tracks, and there will be several food trucks, a chance to meet Santa, read stories with the Grinch, make crafts, enjoy performances, and watch a drone show at the end of the night. Mr. Richardson said the Trae Young Family Foundation and Prime Time Transportation will host a bike giveaway on December 8th at the YFAC. The event will give away 500 bikes to children in the area at no cost and will be structured as a drive-thru pickup. Mr. Richardson said the Ugly Sweater 5K and Fun Run is scheduled at Legacy Park on Saturday, December 14th. He said an Ugly Sweater contest will be held after the run, and participants can enjoy music and hot chocolate. Mr. Richardson said Westwood Family Athletic Facility (WWFAC) season passes and Daddy Daughter Dance (DDD) tickets can be purchased online. He said many people take advantage of the reduced prices and also give them as Christmas presents. Mr. Richardson said the DDD will be held at the YFAC instead of Embassy Suites this year.

PUBLIC COMMENT

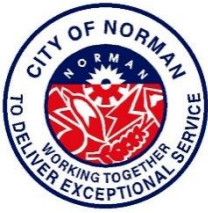
None.

ADJOURNMENT

Chair Sheriff adjourned the meeting at 7:34 p.m.

Passed and approved this _____ of _____ 2025

Sherrel Sheriff, Chair



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/06/2026

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF PREVIOUSLY APPROVED CITY COUNCIL ITEMS

DISCUSSION:

The City of Norman City Council met January 28, 2025 to consider several items pertaining to the Parks and Recreation Department. Staff has included those previously approved City Council agenda items to keep you informed and up to date.

City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069



Meeting Agenda

Tuesday, January 28, 2025

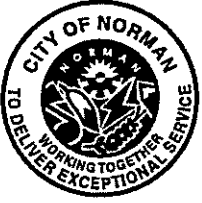
6:30 PM

DIRECTOR OF PARKS & RECREATION

City Council, Norman Utilities Authority, Norman Municipal
Authority, and Norman Tax Increment Finance Authority

City Council

*Mayor Larry Heikkila; Austin Ball, Ward 1; Matthew Peacock, Ward 2;
Bree Montoya, Ward 3; Helen Grant, Ward 4; Michael Nash, Ward 5;
Joshua Hinkle, Ward 6; Stephen Holman, Ward 7; Scott Dixon, Ward 8*



CITY OF NORMAN, OK CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, January 28, 2025 at 6:30 PM

AGENDA

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, relation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please call 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY

You are required to sign up in advance of the meeting on the City's webpage, by calling the City Clerk's Office (405-366-5406), or at the Council Chambers prior to the start of the meeting with your name, ward, and item you wish to speak to including whether you are a proponent or opponent. When the time comes for public comments, the Clerk will call your name and you can make your way to the podium. Comments may be limited on items of higher interest, if so, the Mayor will announce that at the beginning of the meeting. Participants may speak one time only up to 3 minutes per person per item. There will be no yielding of time to another person. Sign up does not guarantee you will get to speak if the allotted time for that item has already been exhausted. If there is time remaining after those registered to speak have spoken, persons not previously signed up may have the opportunity to speak. Comments received must be limited to the motion on the floor only.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-15: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF FEBRUARY, 2025, AS BLACK HISTORY MONTH IN THE CITY OF NORMAN.

COUNCIL ANNOUNCEMENTS

CONSENT DOCKET

This item is placed on the agenda so that the City Council, by unanimous consent, can designate those routine agenda items that they wish to be approved or acknowledged by one motion. If any item proposed does not meet with approval of all Councilmembers, that item will be heard in regular order. Staff recommends that Item 2 through Item 17 be placed on the consent docket.

APPROVAL OF MINUTES

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:

CITY COUNCIL OVERSIGHT MEETING MINUTES OF SEPTEMBER 12, 2024 AND DECEMBER 12, 2024.

CITY COUNCIL CONFERENCE MEETING MINUTES OF FEBRUARY 13, 2024.

CITY COUNCIL RETREAT MEETING MINUTES OF AUGUST 30-31, 2024.

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF JUNE 13, 2023, JANUARY 9, 2024, JANUARY 23, 2024 AND FEBRUARY 13, 2024.

Reports/Communications

3. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF DECEMBER 31, 2024, AND DIRECTING THE FILING THEREOF.
4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORTS FOR THE MONTH OF NOVEMBER AND DECEMBER, 2024.
5. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF DECLARATION OF SURPLUS AND/OR OBSOLETE EQUIPMENT AND MATERIALS AND AUTHORIZING THE SALE OR DISPOSAL THEREOF.

6. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RECEIPT OF THE NORMAN FORWARD FINANCIAL OVERSIGHT BOARD ANNUAL REPORT FROM APRIL 1, 2023, THROUGH DECEMBER 31, 2024.

Donation

7. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF DECLARATION OF SURPLUS AND/OR OBSOLETE EQUIPMENT AND MATERIALS AND AUTHORIZING THE DONATION THEREOF TO THE CITY OF LEXINGTON, OKLAHOMA, ANIMAL SHELTER.

Settlements

8. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-85: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY JOSHUA L. RAYBURN UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF JOSHUA L. RAYBURN V. THE CITY OF NORMAN, WORKERS' COMPENSATION COMMISSION CASE 2023-00845 J; DIRECTING THE LEGAL DEPARTMENT TO THEN FILE SUCH SETTLEMENT AND ALL ATTENDANT COSTS IN THE WORKERS' COMPENSATION COMMISSION, OKLAHOMA CITY, OKLAHOMA; AND AUTHORIZING AND DIRECTING THE FINANCE DIRECTOR TO SUBSEQUENTLY PURCHASE SUCH WORKERS' COMPENSATION COMMISSION JUDGMENT FROM THE RISK MANAGEMENT INSURANCE FUND.

Certificate of Survey

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2425-7 FOR OAK HILL RANCH PHASE 2 AND EASEMENT NUMBER E-2425-10 (GENERALLY LOCATED 1300' WEST OF 108TH AVENUE S.E. ON THE NORTH SIDE OF ETOWAH ROAD).

Easement

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2425-14: A PERMANENT UTILITY EASEMENT GRANTED BY THE CITY OF NORMAN TO OKLAHOMA GAS AND ELECTRIC COMPANY AT REAVES PARK AND BUDGET APPROPRIATION.

Certificate of Plat Correction

11. CONSIDERATION FOR APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CERTIFICATE OF PLAT CORRECTION CPC-2425-1 FOR SUMMIT LAKES ADDITION SECTION 12.

Contracts

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER THREE TO CONTRACT K-2223-33: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND L5 CONSTRUCTION, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$56,031 FOR A REVISED CONTRACT AMOUNT OF \$2,365,923 FOR VARIOUS CHANGES TO PROJECT DESIGN, AND UNFORSEEN SITE CONDITIONS AT THE NORTH BASE PHASE 2 VEHICLE WASH FACILITY PROJECT AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT.
13. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2425-6: AN INTERLOCAL AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (COTPA) D/B/A EMBARK IN THE AMOUNT OF \$35,221.76, FOR A NOT-TO-EXCEED AMOUNT OF \$4,575,071.93, TO PROVIDE SECURITY SERVICES AT THE NORMAN TRANSIT CENTER AND CONTRACT LANGUAGE MODIFICATION DUE TO THE OPENING OF THE CITY'S VEHICLE WASH FACILITY.
14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-36: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND GOOGLE, L.L.C., TO RECEIVE \$500,000 IN GRANT FUNDING FROM GOOGLE FOR THE WATER RECLAMATION FACILITY (WRF) NON-POTABLE REUSE AND APPROPRIATION AS OUTLINED IN THE STAFF REPORT.
15. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-90: AN AGREEMENT BETWEEN BNSF RAILWAY COMPANY AND THE CITY OF NORMAN, OKLAHOMA FOR THE CONSTRUCTION OF SIGNAL INTERFACE EQUIPMENT AND PAVING IMPROVEMENTS FOR THE RAILROAD CROSSING AT MAIN STREET ASSOCIATED WITH THE JAMES GARNER PHASE 3 – ACRES STREET TO DUFFY STREET 2019 BOND PROJECT.

Resolutions

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-80: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING \$44,890.36 FROM THE REIMBURSEMENTS-CITIZEN SIDEWALK ACCOUNT TO REPLENISH THE CITYWIDE SIDEWALK AND CURB RECONSTRUCTION PROJECT ("50/50 PROGRAM.")

Second Reading Ordinance

17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-15 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF THE CODE OF THE CITY OF NORMAN SO AS TO GRANT SPECIAL USE FOR PUBLIC UTILITY IN THE A-2, RURAL AGRICULTURAL DISTRICT FOR A STRIP, PIECE OR PARCEL OF LAND IN THE SOUTHEAST QUARTER (SE/4) OF SECTION NINETEEN (19), TOWNSHIP EIGHT (8) NORTH, RANGE ONE (1) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NORTH OF ETOWAH ROAD ON 72ND AVENUE SOUTHEAST) APPLICANT REQUESTED TO POSTPONE UNTIL FEBRUARY 25, 2025.

NON-CONSENT ITEMS

Preliminary Plats

18. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2425-5 PRELIMINARY PLAT FOR 12TH AVENUE NW INDUSTRIAL (GENERALLY LOCATED ON THE WEST SIDE OF 12TH AVENUE N.W. APPROXIMATELY ONE-HALF MILE NORTH OF ROCK CREEK ROAD).

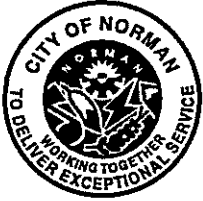
MISCELLANEOUS COMMENTS

This is an opportunity for citizens to address City Council. Due to Open Meeting Act regulations, Council is not able to participate in discussion during miscellaneous comments. Remarks should be directed to the Council as a whole and limited to three minutes or less.

ADJOURNMENT

File Attachments for Item:

10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2425-14: A PERMANENT UTILITY EASEMENT GRANTED BY THE CITY OF NORMAN TO OKLAHOMA GAS AND ELECTRIC COMPANY AT REAVES PARK AND BUDGET APPROPRIATON.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 1/28/2025

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2425-14: A PERMANENT UTILITY EASEMENT GRANTED BY THE CITY OF NORMAN TO OKLAHOMA GAS AND ELECTRIC COMPANY AT REAVES PARK AND BUDGET APPROPRIATION

BACKGROUND:

On April 2, 2019, the citizens of Norman voted in favor of a \$72 million transportation bond issue, which includes nineteen (19) projects. With the anticipated \$67 million in federal dollars being leveraged for these projects, approximately \$139 million is budgeted for the nineteen (19) projects, including the Jenkins Avenue Widening Project. This easement request is from Oklahoma Gas & Electric Company (OG&E) in conjunction with the Jenkins Avenue Widening 2019 Project.

DISCUSSION:

OG&E approached the Parks and Recreation Department to request an easement at Reaves Park for a communication line connecting substations to allow OG&E to temporarily switch stations in the southeast area of town in case of a power outage. During the process of moving power lines underground along Jenkins at Reaves Park, OG&E realized they did not allow enough room to place this communication line in that project. The easement will run along the east property line of Reaves Park near the Jimmy Austin Golf Course. OG&E and Park staff worked together to find an area for this communication line, and the easement will not interfere with park amenities or future projects inside Reaves Park.

Parks and Recreation Staff negotiated a fee of \$12,500 for the easement to assist in removing and replacing pine trees trimmed by an OG&E contractor in 2022. Parks is requesting that the fees from this easement be deposited into Capital Fund revenue account Reimbursement-Other Agency (Account 509-364239) and appropriated to Tree Program Matching Funds, Materials (Account 5079966-46301; Project PR0212).

RECOMMENDATION 1:

Staff recommends acceptance of Permanent Utility Easement E-2425-14 granted to Oklahoma Gas and Electric Company at Reaves Park.

Item 2.

Item 10.

RECOMMENDATION 2:

Staff recommends receipt of negotiated easement fees of \$12,500 into the Capital Fund, Reimbursements-Other Agency and appropriated to Tree Program Matching Funds, Materials.



AFTER RECORDING RETURN TO:
OGE ELECTRIC SERVICES
TIMOTHY J. BAILEY, M/C WNM-12
PO BOX 321
OKLAHOMA CITY OK 73101-0321

EASEMENT

Work Order #6937432

KNOW ALL MEN BY THESE PRESENTS: THAT THE CITY OF NORMAN, a Municipal Corporation, Grantor, in consideration of the sum of Ten or more dollars in hand paid, the receipt of which is hereby acknowledged, and other good and valuable consideration, does hereby grant and warrant unto OKLAHOMA GAS AND ELECTRIC COMPANY, an Oklahoma corporation, Grantee, its successors and assigns, the right, privilege and authority to enter upon and install, erect, operate, maintain, and reconstruct underground and/or above ground a system of conduits, wires, cables, vaults, junction boxes, switches, fuses, transformers, service connection boxes and other fixtures for the transmission and distribution of electrical current and communication messages, including the right of ingress and egress to and from said system across adjoining lands of Grantor, upon and across the following real property and premises, situated in Cleveland County, State of Oklahoma, to wit:

A part of **BLOCK 39 AND BLOCK 2 OF FORMER NAVAL AIR TECHNICAL TRAINING CENTER**, an addition to Norman, Oklahoma, being part of two tracts of land recorded in a deed in Book 269, Pages 225-238, and in a deed in Book 271, Pages 249-254, as described in Exhibit "A" and shown on Exhibit "B", attached hereto and hereby made a part of this easement.

Grantor further covenants and agrees that no building or other structure shall ever be erected nor shall any excavation or other removal of soil, to change the grade of terrain, be accomplished by Grantor, its heirs or assigns, within the above-described easement area unless the written consent of the Grantee is first obtained. Grantor further acknowledges the requirements of 63 Oklahoma Statutes (2011) Section 142.1, et. seq. (One-call statute).

The rights and privileges above granted to continue so long as same are used or needed for the transmission and distribution of electric current or communication messages; but should the Grantee remove its property from the premises and abandon the right of way herein granted, then the rights granted in this easement shall terminate.

Approved this _____ day of _____, 2025, by the City of Norman.

THE CITY OF NORMAN, a Municipal Corporation

City Seal

By: _____

Title: _____



CITY ACKNOWLEDGMENT

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS;

Before me, the undersigned, a Notary Public, in and for said County and State, on this _____ day of _____, 2025, personally appeared _____, of the City of Norman, a Municipal Corporation, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its _____ and acknowledged to me that they executed the same as their free and voluntary act and deed of such city, for the uses and purposes therein set forth.

My Commission Expires: _____

Commission # _____

Notary Public



EXHIBIT "A"

To that certain easement from the City of Norman, a Municipal Corporation to Oklahoma Gas and Electric Company.

An easement in **BLOCK THIRTY-NINE (39), AND BLOCK TWO (2) OF FORMER NAVAL AIR TECHNICAL TRAINING CENTER**, Cleveland County, Oklahoma, written by Timothy G. Pollard, PLS 1474, on November 25, 2024. Bearings are Based on the plat bearings of said final plat as described above and as shown on the attached Easement Sketch, said easement is further described as: being Ten (10) feet in width, Five (5.00) feet each side of a centerline described as follows:

COMMENCING at the Northwest (NW) corner Southwest Quarter (SW1/4) of Section Five (5) Township 8 North, Range 2 West, as described on said plat, as described on said plat;

Thence S89°58'48"E, on the North Line of said Block 39, for a distance of 1762.52 feet, to the **POINT OF BEGINNING**;

Thence S25°52'05"E, on said centerline for a distance of 49.57 feet;

Thence S00°05'57"W, on said centerline for a distance of 78.17 feet to the South line of said Block 39;

Thence continuing S00°05'57"W, on said centerline for a distance of 1369.69 feet;

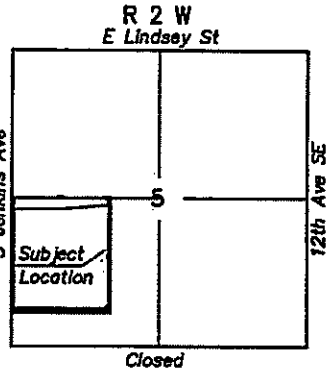
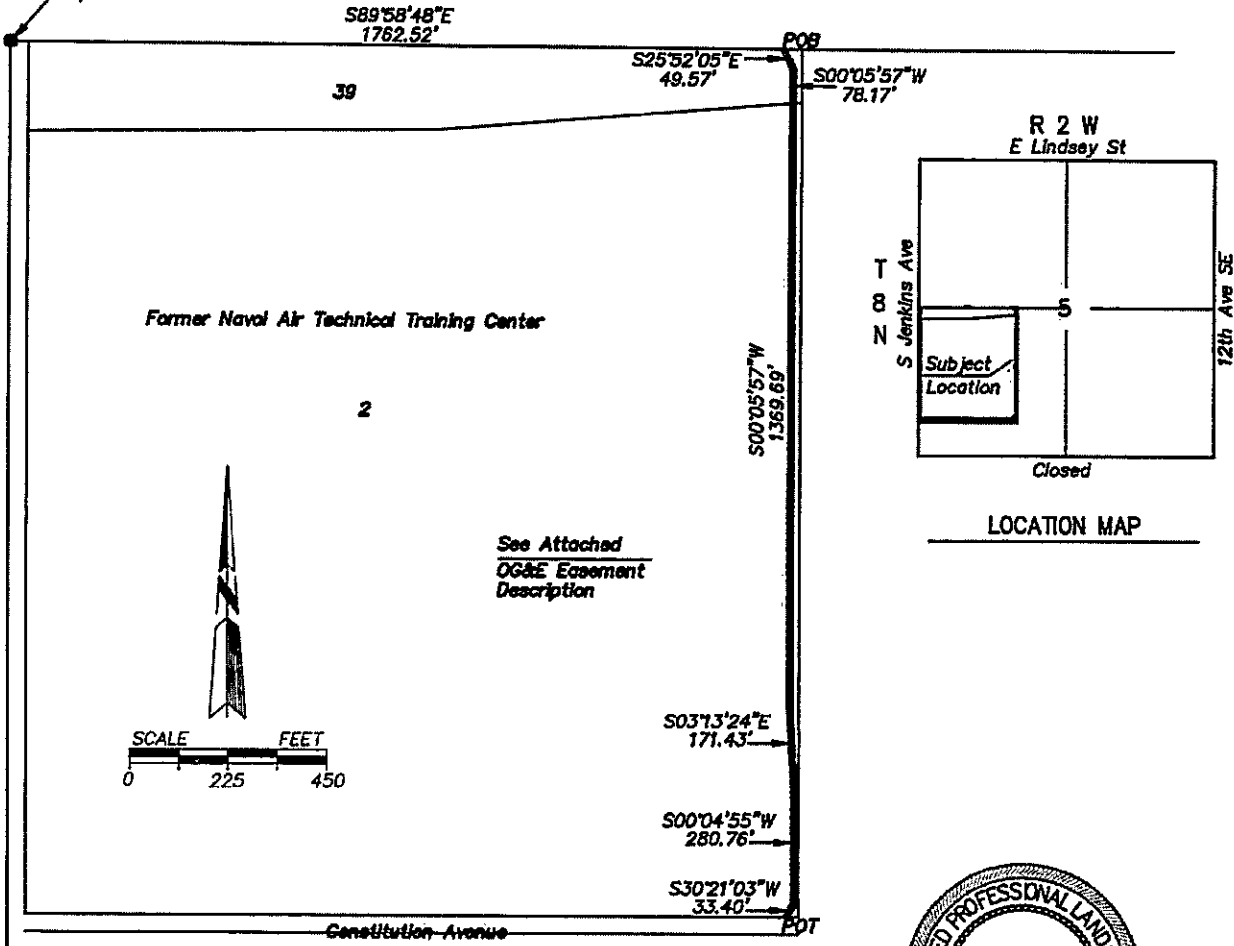
Thence S03°13'24"E, on said centerline for a distance of 171.43 feet;

Thence S00°04'55"W, on said centerline for a distance of 280.76 feet;

Thence S30°21'03"W, on said centerline for a distance of 33.40 feet to the South line of said Block 2, being the **POINT OF TERMINATION**.

EXHIBIT "B" EASEMENT SKETCH

NW Cor SW1/4 Sec 5
T8N, R2W
Ex 2" Square Plate



Note: Bearings Are Based On Plot Bearings Of The Final Plot Of Former Naval Air Technical Training Center As File With The Cleveland County Clerks Office, Cleveland County, Oklahoma.

(●) - Indicates Existing 1/2" Iron Pin Or Monument as Noted.

I, Timothy G. Pollard, a Professional Land Surveyor, hereby certify that the attached attached drawing is a true and accurate representation of the attached easement description and is subject to all notes and qualifying statements.

Timothy D. Pollard
Timothy G. Pollard, PLS 1474
Dated: November 25, 2024

OKLAHOMA GAS AND ELECTRIC COMPANY		
POLLARD & WHITED SURVEYING INC. 2514 TEE DRIVE, NORMAN, OKLAHOMA 73069 CA#2380 EXP 06-30-25 405-366-0001	OG&E EASEMENT SKETCH WO# 6937432 PART OF FORMER NAVAL AIR TECHNICAL TRAINING CENTER CLEVELAND COUNTY, OKLAHOMA	REVISIONS: route changed 01-17-2025
DRAWN BY: J. THOMAS DATE: Nov 25, 2024	FILE #: FNATTC.ASC DATE: Nov 25, 2024	SCALE: 1" = 450'
APPROVED BY: D. MEEKS DATE: Nov 25, 2024	DRWG #: FNATTC.DWG DATE: Nov 25, 2024	SHEET 1 OF 1

File Attachments for Item:

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER THREE TO CONTRACT K-2223-33: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND L5 CONSTRUCTION, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$56,031 FOR A REVISED CONTRACT AMOUNT OF \$2,365,923 FOR VARIOUS CHANGES TO PROJECT DESIGN, AND UNFORSEEN SITE CONDITIONS AT THE NORTH BASE PHASE 2 VEHICLE WASH FACILITY PROJECT AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 1/28/25

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Scott Sturtz, Interim Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER THREE TO CONTRACT K-2223-33: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND L5 CONSTRUCTION, L.L.C., INCREASING THE CONTRACT AMOUNT BY \$56,031 FOR A REVISED CONTRACT AMOUNT OF \$2,365,923 FOR VARIOUS CHANGES TO PROJECT DESIGN, AND UNFORSEEN SITE CONDITIONS AT THE NORTH BASE PHASE 2 VEHICLE WASH FACILITY PROJECT AND BUDGET TRANSFERS AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The Norman Forward Program includes a Maintenance Facility for the City of Norman Parks and Recreation Department. This facility was originally to be relocated from Reaves Park to Griffin Park; however, the City subsequently changed the plans to construct a new Parks, and City Transit/Public Safety Maintenance Facility adjacent to the City's current Fleet Maintenance Facility at the North Base Complex, located at 1301 Da Vinci Street near the Norman Municipal Airport. The proposed multi-departmental facility provides maintenance for City Parks and Recreation vehicles and equipment, City Transit System busses, and Public Safety vehicles and equipment.

The second phase of the North Base Fleet and Parks Maintenance facilities project is to add an automatic vehicle wash facility to the site. This facility will be capable of washing all vehicles in the City fleet. The wash will be operated by the Fleet Management Division, but will be authorized for use by all City vehicles through the internal service charge system used for fuel purchases.

On February 8, 2022, the Norman City Council approved appropriation of funds, in the amount of \$1,800,000 for the construction of the North Base Complex Phase 2 Project, to provide a vehicle wash facility at the North Base Complex capable of serving all City fleet vehicles and transit busses.



On June 2, 2022, The City of Norman opened bids for the North Base Phase 2 Vehicle Wash Facility project. The low bid, from L5 Construction, L.L.C., was \$2,688,000. This was nearly \$900,000 over the project budget. Consequently, the bids were rejected.

On November 8, 2022, after rebidding the project, the Norman City Council awarded Contract K-2223-33, to L5 Construction, L.L.C., in the amount of 2,185,500, for construction of the North Base Phase 2 Vehicle Wash Facility project.

On June 27, 2023, The Norman City Council approved Change Order 1 to Contract K-2223-33 with L5 Construction, L.L.C., in the amount of \$97,648, for a revised contract amount of \$2,283,148, for various changes to the project design and unforeseen sight conditions.

On May 1, 2024, The City Manager approved Change Order 2 to contract K-2223-33 with L5 Construction, L.L.C., in the amount of \$26,744, for a revised contract amount of \$2,309,892 for various changes to the project design and unforeseen site conditions.

DISCUSSION:

Change Order 3 to Contract K-2223-33, in the amount of \$56,031 is required to cover additional work required to address design changes requested by the City during the final punch list process, to improve safety and operations of the facility. This will result in a final construction cost of \$2,365,923 or 8.26% over the original construction contract. This project has been approved for a federal grant that will reimburse 32% of the cost of the project upon final payment.

The project account has \$6,476.14 available to cover a portion of this final change order cost. The remaining cost will require balance transfers totaling \$49,554.86 to the project construction accounts. Staff recommends transferring this amount from the remaining balance of the previously completed Robinson West of I-35 capital project.

RECOMMENDATION:

Staff recommends the following:

1. A fund transfer in the amount of \$33,288.38 from Robinson West of I-35, Land (Account 50595552-46001; Project TR0104), to North Base Phase 2 Vehicle Wash Facility, Construction (Account 50590078-46101; Project BG0260) .
2. A fund transfer in the amount of \$16,266.48 from Robinson West of I-35, Land (Account 50595552-46001; Project TR0104), to the Special Grants Fund, North Base Phase 2 Vehicle Wash Facility, Construction (Account 22590303-46101; Project BG0260).
3. Acceptance of Change Order 3 to Contract K-2223-33, with L5 Construction, L.L.C., in the amount of \$56,031.



CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 003

DATE: Dec 10, 2024

CONTRACT NO.: K-2223-33

SUBMITTED BY: Paul D'Andrea

PROJECT: North Base Complex, Phase 2

CONTRACTOR: L5 Construction, LLC
7725 West Reno, Suite 400
Oklahoma City, Oklahoma 73127

Original Completion Date: July 02, 2023

Previous Completion Date: July 24, 2023 ORIGINAL CONTRACT AMOUNT \$2,185,500.00

(Increase) this change order 300 Calendar days

New Completion Date: June 2, 2024 PRESENT CONTRACT AMOUNT \$ 2,283,148.00

DESCRIPTION	DECREASE	INCREASE
Change in Pay Quantities	\$0.00	\$56,031.00

NET CHANGE \$56,031.00

REVISED CONTRACT AMOUNT \$2,365,923.00

See Detailed Quantity Change Summary on Page 2 of 2.

Item 2.
Item 12.

ITEM NO.	CODE NO.	DESCRIPTION	UNIT	UNIT CHANGE	UNIT PRICE	INCREASE	DECREASE
Change Order 003							
COR 14		Shrouds for bay heaters	LS	N/A	N/A	\$7,285.00	
COR 15		No Cost Add'l time request (300 days)		N/A	N/A	\$0.00	
COR 16		Raise bay heaters	LS	N/A	N/A	\$16,803.00	
COR 17b		Install filter on nonpotable waterline	LS	N/A	N/A	\$15,329.00	
COR 18		Relocate outdoor boom, install add'l boom accessories, and associated plumbing changes	LS	N/A	N/A	\$16,614.00	
Change Order 002							

Totals \$56,031.00 \$0.00
Difference \$56,031.00

CONTRACTOR: *[Signature]*
 ENGINEER/ARCHITECT: *[Signature]*
 CITY ATTORNEY: *[Signature]*
 ACCEPTED BY: _____
 (City Manager)
 Mayor

DATE: 11/18/24
 DATE: 1-22-25
 DATE: 1/24/25
 DATE: _____

Signatory Notarization

STATE OF Oklahoma, COUNTY OF Oklahoma, SS:

Before me, the undersigned, a Notary Public in and for said Shawn Driver of the L5 Construction, LLC, its Principal, to me known to be the identical person(s) who executed the foregoing Change Order Summary and acknowledged to me that they executed the same as their free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal this 18th day of November, 2024.

My Commission Expires: May 30, 2028



Notary Public: Cheryl L. Calloway

Date: 04.22.24
 Project: 2219 - Norman North Base - Ph. II

Owner Change Order Request

Approved:
 Denied:

14

COR #

CODE	DESCRIPTION	QTY	GENERAL		LABOR		MATERIAL/ EQUIPMENT		SUBCONTRACTOR		TOTAL	COMMENTS
			\$/Unit	Total	\$/Unit	Total	\$/Unit	Total	\$/Unit	Total		
010115	General Conditions	0.25	300	\$75.00	1350	\$337.50	\$0.00	\$0.00	\$0.00	\$0.00	\$412.50	GC's for additional coordination
156005	HVAC	1		\$0.00		\$0.00	\$0.00	\$0.00	5808	\$5,808.00	\$5,808.00	Heater Shields
										Subtotal	\$6,220.50	
	Bonding										\$115.00	
	Subtotal										\$6,335.50	
	Profit:	15%									\$950.93	
												Original Contract Amount
												\$2,185,500.00
												Previous Contract Amount
												\$2,309,892.00
												New Contract Amount
												\$7,285.00
	TOTAL:											

Scope of Work

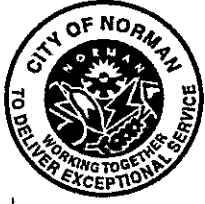
This change request is to cover the labor, equipment, and materials to shift the washbay heaters and install shrouds per inspectors request.

Attachment 2. Contract K-2223-33 CO #3 and Final Acceptance Fund Appropriation

LOSING ACCOUNT	GAINING ACCOUNT	AMOUNT
50595552-46001 (Robinson West of I-35) Project No. TR-0104	50590078-46101 (North Base Ph. 2 Wash Facility) Project No. BG-0260	\$33,288.38
50595552-46001 (Robinson West of I-35) Project No. TR-0104	22590303-46101 (North Base Ph. 2 Wash Facility) Project No. BG-0260	\$16,266.48

File Attachments for Item:

13. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2425-6: AN INTERLOCAL AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (COTPA) D/B/A EMBARK IN THE AMOUNT OF \$35,221.76 FOR A NOT-TO-EXCEED AMOUNT OF \$4,575,071.93 TO PROVIDE SECURITY SERVICES AT THE NORMAN TRANSIT CENTER AND CONTRACT LANGUAGE MODIFICATION DUE TO THE OPENING OF THE CITY'S VEHICLE WASH FACILITY.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 01/28/2025

REQUESTER: Taylor Johnson, Transit and Parking Program Manager

PRESENTER: Scott Sturtz, P. E., Interim Public Works Director

TITLE: CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2425-6: AN INTERLOCAL AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE CENTRAL OKLAHOMA TRANSPORTATION AND PARKING AUTHORITY (COTPA) D/B/A EMBARK IN THE AMOUNT OF \$35,221.76 FOR A NOT-TO-EXCEED AMOUNT OF \$4,575,071.93 TO PROVIDE SECURITY SERVICES AT THE NORMAN TRANSIT CENTER AND CONTRACT LANGUAGE MODIFICATION DUE TO THE OPENING OF THE CITY'S VEHICLE WASH FACILITY.

BACKGROUND:

On October 16, 2023 the City opened the Norman Transit Center (NTC) at 320 East Comanche following a remodel project of the existing facility that began earlier in 2023. The NTC serves as the major hub for public transportation in Norman, facilitating hundreds of passenger transfers between buses a day.

Before opening, security services was discussed as a potential need to assist with managing a heavily utilized facility like the NTC. However, at the time Council and staff agreed that the need for these services should be monitored and added as necessary. It became apparent about a year into the operation of the NTC that security services may be needed. With that, in the fall of 2024 discussions began again to explore what that service would look like and the budget that would be needed.

It was quickly identified that the City may be able to leverage its relationship with EMBARK to provide security services through their existing subcontractor that provides these services at the Oklahoma City Downtown Transit Center. This would also create efficiencies in how issues may be handled at the NTC, as EMBARK operators and supervisors would be the first contacts for anything that would occur on a day-to-day basis.

At the September 26, 2024 Council Community Planning and Transportation Committee, a presentation was made by staff to work with EMBARK to provide optional security services at the NTC. Staff received the direction to move forward with EMBARK to formalize a contract amendment for Council consideration for these additional services.



DISCUSSION:

Over the past few months, City staff have been working with EMBARK staff to create Amendment 1 to Contract K-2425-6. This amendment largely focuses on the additional security services to be provided but also includes some contract language modification due to the City opening the Vehicle Wash Facility at the City Service Center on Da Vinci Street. The addition of the Vehicle Wash Facility changed the process that EMBARK employees will take in washing and fueling the buses each night for service the next day.

Details regarding the security services to be provided can be found in the attached Amendment 1, however, here are some highlights:

- EMBARK would provide security services to ensure safety and protection of the NTC premises and its occupants.
- EMBARK shall ensure that all security personnel are adequately trained, appropriately licensed, and equipped to respond to potential security incidents.
- Security services shall be provided 8 hours per day, Monday-Saturday, during EMBARK Norman's hours of operation.
- The exact 8 hours per day during the hours of operation shall be determined and adjusted as needed by each party's designated Program Manager identified in the contract. The City's Program Manager is Taylor Johnson.

The total cost of the amendment is estimated to be \$35,221.76. This increases the contract amount to a not-to-exceed amount to \$4,575,071.93.



Fiscal year 2024-2025 funds are available in Miscellaneous Services – Transit Operating Contract (Account Number 27550277-44766) for this increase.

The term of the original contract shall remain, from July 1, 2024, through June 30, 2025. Thus the costs of this amendment reflects beginning the service on February 1, 2025 and ending on June 30, 2025. Staff will work with EMBARK to incorporate these services into the annual contract for public transportation services.

RECOMMENDATION:

Staff recommends that City Council approve Amendment 1 to Contract K-2425-6, adding security services at the Norman Transit Center and contract language modification regarding vehicle washing.



AMENDMENT NO. 1 TO INTERLOCAL AGREEMENT SERVICE AGREEMENT FOR PROVISION OF TRANSPORTATION SERVICES

This Amendment No. 1 to **Interlocal Agreement Service Agreement for Provision of Transportation Services ("Amendment 1")** is made and entered into this _____ day of _____, 2025, by and between the Central Oklahoma Transportation and Parking Authority ("**COTPA**") d/b/a **EMBARK**, public trust ("**EMBARK**"), and the City of Norman, a municipal corporation ("**Norman**").

WITNESSETH:

WHEREAS, on July 1, 2024, Norman approved Interlocal Agreement Service Agreement for Provision of Transportation Services, ("**Original Agreement**") Contract No. K-2425-6, an Interlocal Agreement with COTPA for the provision of public transportation services in accordance with 74 O.S. § 1008;

WHEREAS, the City of Norman desires to provide additional security at the Norman Transit Center; and

WHEREAS, the City of Norman's vehicle washing station has been completed, requiring certain changes to the Original Agreement.

NOW, THEREFORE, for and in consideration of the mutual agreements, covenants, and promises herein set forth, the parties do hereby covenant and agree to reaffirm all provisions of Interlocal Agreement Service Agreement for Provision of Transportation Services, except as amended or supplemented as follows:

- 1. Section 7 of Exhibit D of the Original Agreement is modified by the following additions (indicated by underlines) and deletions (indicated by strikethroughs) to read as follows:

7. ~~[Reserved]~~ EMBARK agrees to provide professional security services at the Norman Transit Center, located at 320 E. Comanche St., to ensure the safety and protection of the premises and its occupants. EMBARK shall ensure that all security personnel are adequately trained, appropriately licensed, and fully equipped to effectively address and respond to potential security incidents. Security services shall be provided eight hours per day, Monday through Saturday, during EMBARK Norman's hours of operation, which are as follows:

- Monday through Friday: 7:00 AM to 10:00 PM
- Saturday: 10:00 AM to 7:00 PM

The scheduled period in which security services are to be provided during EMBARK Norman's hours of operation shall be determined and adjusted, as needed, by the Parties' respective Program Managers. An exception to this service will apply if a scheduled holiday or unforeseen circumstances result in the closure of EMBARK Norman.

- 2. Sections 3 and 4 of Exhibit E of the Original Agreement are modified by the following additions (indicated by underlines) and deletions (indicated by strikethroughs) to read as follows:

3. **ASSUMPTIONS**

- Norman will provide and maintain the Vehicle Wash Facility ~~Power-Washing Equipment Trailer and Service Truck~~.
- Norman will provide all storm water permits, if required.
- Norman will provide the fogging equipment listed above and current materials on hand.

- EMBARK will purchase the replacement supplies for fogging.
- EMBARK will provide the supplies needed to perform washing, such as rags, soap, and brushes.
- Norman will provide access to fueling facilities for all fueling, ~~including the fuel for the provided Service Truck and Power Washing Equipment.~~
- EMBARK will provide uniforms and uniform cleaning services.
- EMBARK will clean every bus and paratransit vehicle's front, rear, and wheels every day.
- EMBARK will clean every bus and paratransit vehicle's interior, to include trash removal, sweeping, and all surfaces wiped down every day.
- EMBARK will perform a full exterior wash per the "Washing Cycle Schedule."

~~4. ANTICIPATED CHANGES~~

~~The Parties anticipate the establishment of a Norman vehicle wash facility during the term of this agreement. The COTPA Administrator is authorized to implement any changes to this Agreement based on the establishment of this Vehicle Wash Facility, subject to approval by Norman.~~

3. Section 1 of Exhibit G of the Original Agreement is modified by the following additions (indicated by underlines) and deletions (indicated by strikethroughs) to read as follows:

1. OPERATION OF TRANSIT SERVICES

- a. Norman shall fully reimburse EMBARK for the reasonable and necessary costs of contracting for the delivery of Transit Services as detailed in Exhibits A through E. The Parties acknowledge and agree that such compensation during the Term of this Agreement is not to exceed ~~\$4,539,850.17~~ \$4,575,071.93 without both Parties' prior written approval. Parties acknowledge that this annual not-to-exceed amount is an estimate of anticipated operational costs.
- b. The estimated budget for the performance of the Transit Services outlined in Exhibits A through E is as follows:

Transit Services	\$3,945,318.34
10% Administration Fee	\$ 394,531.83
Operations Risk Assumption Fee	\$ 200,000.00
<u>Security Services</u>	<u>\$35,221.76</u>
Total Estimated Transit Services Budget	<u>\$4,539,850.17</u> <u>\$4,575,071.93</u>

FURTHERMORE, the effective date of this Amendment No. 1 shall be February 1, 2025.

FURTHERMORE, except as modified and amended in this Amendment, all other terms and provisions of the Interlocal Agreement, Contract No. K-2425-6 remain in full force and effect and are binding on the Parties. In the event of any conflict between the provisions of this Amendment and the provisions of the Interlocal Agreement, Contract No. K-2425-6, the provisions of this Amendment will control.

Item 2.
Item 13.

Contract No. K-2425-6 Amd. No. 1

IN WITNESS THEREOF, this Amendment No. 1 is entered into this _____ day of _____ 2025.

DATED this _____ day of _____, 2025.


CITY OF NORMAN, OKLAHOMA

By: _____
Mayor Larry Heikkila

ATTEST:

By: _____
Brenda Hall, City Clerk

Approved as to form and legality this 23 day of Jan., 2025.



City Attorney

Item 2.
Item 13.

Contract No. K-2425-6 Amd. No. 1

APPROVED by the Trustees of the Central Oklahoma Transportation and Parking Authority and
SIGNED by the Chairman this ___ day of _____, 2025.

**CENTRAL OKLAHOMA TRANSPORTATION
AND PARKING AUTHORITY ("EMBARK")**

By: _____
Chairman

ATTEST:

By: _____
Secretary

REVIEWED for form and legality

Assistant Municipal Counselor

483
43



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/06/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Shari Jackson, Executive Director, Santa Fe Depot

ITEM TITLE: ANNUAL PRESENTATION FROM THE SANTA FE DEPOT

DISCUSSION:

Built in 1909, the Historic Santa Fe Train Depot served continuously until passenger service ended in 1979. During the 1980's, a concerned group of citizens oversaw restoration of the depot. Listed in the National Register of Historic Places the depot resumed its original use when passenger service was restored to Norman. Today, the Depot also serves as the Performing Arts Studio, which acts as both an art gallery and performance venue. The studio features rotating gallery exhibitions, two live music series - the Summer Breeze Concerts and Winter Wind Concerts - and the "Second Sunday" poetry readings. The Depot is also available to rent. The Performing Arts Studio, located in the historic Norman Depot, not only provides a unique venue for concerts and gallery exhibitions, but also manages the rental of the Depot for weddings, meetings, parties and other events. A Norman treasure, the Depot can provide the atmosphere to make your event truly special. Office hours are 8:00am to 2:00pm Monday through Friday.



Narrative of 2023-2024 Annual Activities
Prepared for Norman Parks & Recreation Board

Our Mission, Vision & Values

*OUR VISION: A community connected
through shared artistic experiences*

*OUR MISSION: to create, curate, and present quality arts programs to connect
and enrich our community*

*OUR VALUES: Community,
Creativity, Inclusion, Representation, Intentionality, Quality*

We are Music

The Depot produces Norman’s beloved Summer Breeze Concert Series in Lion’s Park every summer where 1500-2000 of our neighbors bring a picnic and we bring the band. We are also a fantastic listening room for our Depot Concerts featuring the best in touring and local music.

TOTAL AUDIENCES FOR MUSIC: 25,000 (includes Summer Breeze, Concert, Comedy, and Poetry Attendees, and the over 3,000 views of our Depot TV videos on YouTube)



Summer Breeze - In 2024, we entertained our audiences with incredible concerts from local bands Casii Stephan, Em and the Mother Superiors, Caleb McGee, The Imaginaries, Mariachi Orgullo de America and brought touring artists The Sensational Barnes Brothers, and Mouths of Babes, and the latest in our Homegrown series curated by Kierston White of the Tequila Songbirds!

This series continued to draw huge crowds of people of all ages and diverse musical preferences. Lion’s Park is the perfect concert venue and we love the partnership with the City of Norman Parks and Recreation department. The park is always ready for us and we appreciate the support with power, trash

receptacles and trash service. Our Summer Breeze Green Team, which helps collect and transport recyclables from the parks for each concert, has less work to do each year as audiences learn to take home their own trash. We have dramatically reduced the waste left for pickup at each concert. We believe this exemplary behavior and collaborative partnership is an expression of their appreciation for the high quality music and friendly family atmosphere that Summer Breeze provides.



Depot Concerts - Deeply rooted in local connections, and sprinkled with national attention, Depot Concerts continue to showcase the best of what The Depot is about. We are a unique space for a show - in a historic train station, with gorgeous art on the walls, hosting musicians and audiences that are excited to be there. We are continually surprised at the numbers of our guests coming from out of town, and from out of state to see the shows we produce. Our rooms were packed last year with concerts from Beppe Gambetta, a depot favorite and Italian singer/songwriter, Chanda Graham, a must-see in the OKC music scene, our annual holiday show with Miss Brown to You (so popular we did TWO nights in 2024), and Oklahoma favorites like Travis Linville, and Carter Sampson, and touring artists Tony Furtado, Julia Othmer, and The Brother Brothers. Depot Concerts feel like a family of music lovers and sound beautiful in our historic listening room.



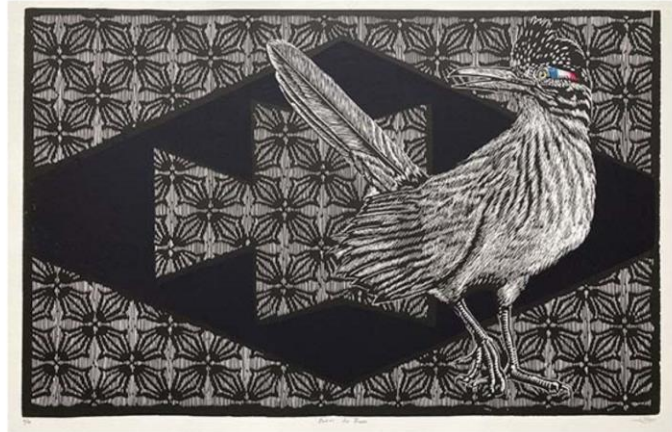
Friday, May 10—Saturday, June 29

Gallery Hours 10am-2pm, Wednesday-Saturday



EXTANT: INDIGENOUS VISIONS

an all-indigenous artist showcase featuring
Kristin Gentry, Tom Farris and Marwin Begaye



We are Art. The Depot Gallery hosts Oklahoma artists or artists with strong Oklahoma ties for six exhibits each year in our main gallery. The gallery is free and open to the public. Our gallery has worked diligently over the last 5 years to become the premiere gallery in Norman with annual sales averaging \$20,000 and art provided for viewing for over 25,000 patrons including our gallery guests, rental patrons, train customers, and the groups hosted by our venue. We host solo exhibitions and group shows and 2023 included our first ever “Emerging Artists Show” showcasing the breadth of artistic talent in our community.

Our gallery in 2023-2024 hosted the works of:

Joshua Martin - hyper realism artist and Norman resident whose works confound even photographers who don't believe they are painted.

Lauri Ketchum - self-described 'cowboy artist' and co-founder of the Cowgirl Artists of America Extant Indigenous Visions with a trio of nationally recognized artists Marwin Begaye, Kristin Gentry and Tom Farris,

Gayla Goodell - Norman resident and former designer for the works of Mary Engelbreit whose charming pictures flew off our walls.

'Musicians Who Make Art' with Tim Gregory of Helen Kelter Skelter, guitarist and composer Gregg Standridge, and the spectacular jewelry by Lacey Saunders



We are Education. We offer art clinics, chats and workshops working with the stellar artists who show on our walls and are gearing up to have regular clinics, chats and classes for the 2025-2026 year. The experiences we provide are unique, intimate, and impactful and last year included multiple workshops with inimitable watercolor artist Connie Seabourn and the multi-talented Debby Kaspari.

We are Comedy. Our Third Thursday Comedy Night featuring comedy in a variety of forms from standup to sketch to improv. Our growing audiences are proving to us that our community desperately needs a good laugh.

We are a Community Partner The Depot partners with community organizations who might need headquarters for a festival, a home for a fundraiser, a room for a meeting or space for a classroom including Mardi Gras, Pride Parade, Oklahoma Storyworks, Two Weird Sisters Productions, Sierra Club, Cimarron Opera, Songwriters Association of Norman, Norman Next, , Food & Shelter, Inc, Jacobson House and others. We are also the premiere rental venue in the heart of the Walker Arts District.





We are Poetry. Our poetry program returned with a reading by Lance Harper to a packed audience and continued in the last fiscal year with quarterly evenings of multiple poets around a theme organized by amazing Oklahoma author, poet, actor and director Paul Austin. The first was Oklahomeography in the fall of 2024 featuring Joey Brown, Ken Hada, and Benjamin Myers. Joey Brown, a poet and a fiction writer who has authored two poetry collections: Her poems and prose have appeared in many journals and anthologies. She was the featured writer of the Oswald Writers Series at the University of South Carolina-Aiken. Ken Hada is the author of eleven books of poetry and the director of the annual Scissortail Creative Writing Festival. Ken Hada received the 2022 Oklahoma Book Award for his collection, Contour Feathers, and many other awards and prizes. Benjamin Myers was the 2015-2016 Poet Laureate of the State of Oklahoma and the recipient of the Oklahoma Book Award for Poetry. He is the author of four books of poetry and his work has appeared in many journals.

We are a Depot. As caretakers of this historic facility, we welcome the opportunity to serve as host to passengers boarding Amtrak's Heartland Flyer from 8 to 9 a.m. - 7 days a week. Hosting consists of ensuring that passengers have required ticket information, luggage tags, parking information and comfortable waiting room with clean, stocked restrooms. This year, the City of Norman provided The Depot with \$11,600 to help cover the costs of providing these services. Volunteers open the Depot and serve as passenger hosts on evenings and weekends. In addition, our staff prints schedules and answers questions daily for potential train customers.



Our social media and YouTube reach have extended our audiences - We reached 118.9k people on Facebook/Instagram with our posts and reels with over 4500 followers and 3200 views of our Depot TV episodes on our YouTube channel.

We believe that the programming we provide through the stewardship of this structure on the National Registry of Historic Places not only aids the growth of Downtown Norman and supports its designation as a cultural district by the Oklahoma Arts Council, but promotes a strong and healthy community and makes Norman a great place to live and visit.

As you hopefully all know, The Depot offers an intimate listening room for concerts and poetry, an art gallery, Summer Breeze Concerts in Lions Park, Depot Comedy and a rental venue for private and community events, plus Amtrak service each morning, all in a beautiful historic building, fulfilling our mission *to create, curate and present quality fine arts programs for the enrichment of our community.*

Audience Numbers:

Summer Breeze - 20,000

Concerts - 622

Gallery Guests (includes rental patrons) - 22,000

Train Passengers - 7,047 passengers boarded the Heartland Flyer at the Depot during the 2023-2024 fiscal year. (this number does not include the patrons who stop by the Depot daily for information about how to book AMTRAK tickets, website assistance, etc.)

REVENUE SOURCES: The Depot is a 501c3, registered as a charitable organization with the State of Oklahoma and the IRS, filing an annual 990 return available on request.

Depot Rental - \$27,5877

Rental revenue is our most important revenue stream to assist in covering the administrative expenses of offering our programs. Rental income must cover salaries, insurance, phone, office supplies and other administrative costs. This was our largest year for rental revenue but doesn't appear to be a trend. Although we saw a record year in 22-23, we saw our rental numbers drop by half in 23-24 and are happy to see them rebounding this year. It seemed to be a market correction after everyone rushed to host events post-pandemic and then slowed down before returning to a more steady stream of event planning.

Rentals Sunday through Thursday are \$100/hour and rentals on Friday or Saturday are \$150/hour. This still keeps us the most reasonable rental venue in town, but allows us to continue to keep pace with inflated costs. Rentals must be a minimum of 2 hours and have an additional \$75 cleaning fee. The nearly 100 chairs, 6 round and 10 rectangular tables are available to use at no additional charge.

Membership - \$12,924

The Depot offers a membership program with a variety of benefits including discounts on art and rentals and members-only events. Membership levels are currently at \$60 for a Basic Membership which includes pre-sale ticket purchases, and a calendar of events. The Premier Membership is \$180 and offers basic benefits and 25% off a Depot rental, a 10% Gallery Discount, and we have added a Sustaining Level Membership that adds the member's name to our listings on Press Releases and Social Media posts.

Program Partners - \$37,716

The Depot's programs are beloved by the community and both in-kind and cash partnerships make up a substantial portion of our program budgets for Summer Breeze, Winter Wind, and the Gallery.

Art and Ticket Sales - \$39,018

In the last fiscal year we sold nearly \$20,000 in art and merchandise (65% going back to the artist), and nearly \$15,000 in concert tickets (80% of which go to the artist)

Responsible Parties: The Depot has an active Board of Directors and 4 part-time employees who accomplish an extraordinary slate of activities with the help of community volunteers.

Officers who authorize expenditures:

Michael Duncan, Board Chair

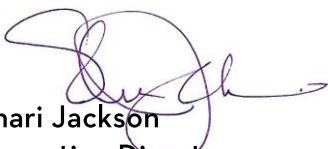
Shari Jackson, Executive Director

Danielle Tipton, Events Director

Danielle and Shari are responsible for keeping the books and working with Board Treasurer Keith Reams to provide reporting to the board and coordinate the timely filing of all payroll taxes and annual 990 filings.

The Depot is extremely grateful to the City of Norman for the use of the beautiful, historic Depot and for paying a percentage of the utilities, without which it is very doubtful The Depot could exist and administer great arts programming for our community. In addition to our work, we remain committed to allowing The Depot to function as a community gathering place for events such as the Norman Music Festival, Mardi Gras, PRIDE Festival, and other community events and organizations. Norman is truly enriched by the support provided by the City for The Depot, as well as the Firehouse Art Center, Sooner Theatre and Moore-Lindsey House, all of which are integral to making Norman such a wonderful place to live.

Thank you for your consideration and attention,



Shari Jackson
Executive Director
The Depot

The Performing Arts Studio, Inc. (dba The Depot)

Item 3.

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L Classes

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
General Donations	560.25	400.00	160.25	140.06 %
Grants				
City of Norman (Amtrack)	11,800.00	50,700.00	-38,900.00	23.27 %
Norman Arts Council (NAC)	26,520.00	26,752.00	-232.00	99.13 %
Oklahoma Arts Council (OAC)	7,000.00	7,000.00	0.00	100.00 %
Total Grants	45,320.00	84,452.00	-39,132.00	53.66 %
Membership Dues	525.00		525.00	
Annual Membeship	8,795.00	15,000.00	-6,205.00	58.63 %
Monthly Membership	3,603.77		3,603.77	
Total Membership Dues	12,923.77	15,000.00	-2,076.23	86.16 %
Miscellaneous Income	16.05		16.05	
Program Support	3,180.00		3,180.00	
Corporate/Individual Partnership	23,630.00	60,000.00	-36,370.00	39.38 %
Donations (cash/text)	4,493.60	4,000.00	493.60	112.34 %
Monthly Partnerships	6,412.63		6,412.63	
Total Program Support	37,716.23	64,000.00	-26,283.77	58.93 %
Rental Fees	18,311.25	20,000.00	-1,688.75	91.56 %
Janitor Fees	2,651.25	3,000.00	-348.75	88.38 %
Rental Deposit	6,625.00	6,000.00	625.00	110.42 %
Total Rental Fees	27,587.50	29,000.00	-1,412.50	95.13 %
Sales	262.00		262.00	
Art Sales	21,372.19	18,000.00	3,372.19	118.73 %
Boutique Sales	1,750.65	1,892.15	-141.50	92.52 %
Depot Merchandise Sales	1,004.26	875.26	129.00	114.74 %
Ticket Sales	14,629.05	9,600.00	5,029.05	152.39 %
Total Sales	39,018.15	30,367.41	8,650.74	128.49 %
Tuition	2,118.98	1,500.00	618.98	141.27 %
Vendor Fee	1,080.00	850.00	230.00	127.06 %
Total Revenue	\$166,340.93	\$225,569.41	\$ -59,228.48	73.74 %
Cost of Goods Sold				
Cost of Goods Sold	798.70	798.70	0.00	100.00 %
Total Cost of Goods Sold	\$798.70	\$798.70	\$0.00	100.00 %
GROSS PROFIT	\$165,542.23	\$224,770.71	\$ -59,228.48	73.65 %
Expenditures				
Conference/Training Fees	1,228.17	1,228.17	0.00	100.00 %
Contract Services	2,275.00	4,650.00	-2,375.00	48.92 %
Deposit refund	5,488.25	5,200.00	288.25	105.54 %
Insurance	2,524.99		2,524.99	
Health Insurance	8,013.33	15,999.99	-7,986.66	50.08 %
Liability/D&O Insurance	4,251.00	4,500.00	-249.00	94.47 %
Total Insurance	14,789.32	20,499.99	-5,710.67	72.14 %

The Performing Arts Studio, Inc. (dba The Depot)

Item 3.

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L Classes

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Memberships	150.00	200.00	-50.00	75.00 %
Miscellaneous Expense	780.15		780.15	
Payroll Expenses				
Director's Salary	15,750.00		15,750.00	
Hourly Wages	18,634.15		18,634.15	
Salaries	25,833.31	85,202.66	-59,369.35	30.32 %
Taxes	5,807.27	4,558.24	1,249.03	127.40 %
Wages	12,410.00	8,242.00	4,168.00	150.57 %
Total Payroll Expenses	78,434.73	98,002.90	-19,568.17	80.03 %
Postage	1,766.71	1,800.00	-33.29	98.15 %
Printing	4,026.26	3,773.98	252.28	106.68 %
Professional Fees				
Accountant	1,545.00	4,850.00	-3,305.00	31.86 %
Workshop Instructor	1,560.00	1,200.00	360.00	130.00 %
Total Professional Fees	3,105.00	6,050.00	-2,945.00	51.32 %
Program Costs				
Advertising	163.51	163.51	0.00	100.00 %
Artist Commissions (65%)	15,956.60	13,613.72	2,342.88	117.21 %
Artist Fees	20,518.20	23,180.00	-2,661.80	88.52 %
Equipment Rental	3,423.84	4,000.00	-576.16	85.60 %
Lodging	971.65	1,200.00	-228.35	80.97 %
Meals	1,008.47	640.75	367.72	157.39 %
Permit	612.74	386.74	226.00	158.44 %
Refreshments	1,202.46	1,253.19	-50.73	95.95 %
Sound/Technical Services	7,375.00	11,095.00	-3,720.00	66.47 %
Total Program Costs	51,232.47	55,532.91	-4,300.44	92.26 %
QuickBooks Payments Fees	19.00	26.64	-7.64	71.32 %
Square Fees	1,951.06	1,904.64	46.42	102.44 %
Subscriptions	558.24	610.19	-51.95	91.49 %
Supplies	557.60	390.08	167.52	142.95 %
Amtrack	420.23	642.93	-222.70	65.36 %
Office	890.01	3,031.92	-2,141.91	29.35 %
Other	128.13		128.13	
Total Supplies	1,995.97	4,064.93	-2,068.96	49.10 %
Ticket Refund	47.70		47.70	
Utilities	1,924.61		1,924.61	
Alarm/Security	630.68	650.04	-19.36	97.02 %
Electric		1,700.04	-1,700.04	
Software/Apps	1,796.49	2,199.96	-403.47	81.66 %
Telecommunications	2,879.11	3,000.00	-120.89	95.97 %
Total Utilities	7,230.89	7,550.04	-319.15	95.77 %
Total Expenditures	\$175,078.92	\$211,094.39	\$ -36,015.47	82.94 %

The Performing Arts Studio, Inc. (dba The Depot)

Item 3.

Budget vs. Actuals: Budget_FY25_P&L - FY25 P&L Classes

July 2023 - June 2024

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
NET OPERATING REVENUE	\$ -9,536.69	\$13,676.32	\$ -23,213.01	-69.73 %
NET REVENUE	\$ -9,536.69	\$13,676.32	\$ -23,213.01	-69.73 %

The Performing Arts Studio, Inc. (dba The Depot)

Item 3.

Statement of Financial Position

As of June 30, 2024

	TOTAL	
	AS OF JUN 30, 2024	AS OF JUN 30, 2023 (PY)
ASSETS		
Current Assets		
Bank Accounts		
Armstrong Checking	13,279.66	27,465.16
PayPal Bank	0.00	0.00
Petty Cash	200.00	100.00
Total Bank Accounts	\$13,479.66	\$27,565.16
Accounts Receivable		
Accounts Receivable	22,700.00	0.00
Total Accounts Receivable	\$22,700.00	\$0.00
Other Current Assets		
Credit Card Receivables	0.00	0.00
Inventory Asset	0.00	0.00
Payroll Refunds	0.00	0.00
PrePaid Expenses	0.00	0.00
Undeposited Funds	2,654.50	0.00
Total Other Current Assets	\$2,654.50	\$0.00
Total Current Assets	\$38,834.16	\$27,565.16
Fixed Assets		
Furniture and Equipment	22,171.13	20,895.84
Less Accumulated Depreciation	-9,546.00	-9,546.00
Total Furniture and Equipment	12,625.13	11,349.84
Total Fixed Assets	\$12,625.13	\$11,349.84
TOTAL ASSETS	\$51,459.29	\$38,915.00

The Performing Arts Studio, Inc. (dba The Depot)

Item 3.

Statement of Financial Position

As of June 30, 2024

	TOTAL	
	AS OF JUN 30, 2024	AS OF JUN 30, 2023 (PY)
LIABILITIES AND EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Accounts Payable	0.00	0.00
Total Accounts Payable	\$0.00	\$0.00
Other Current Liabilities		
Deferred Income	0.00	-21,009.00
Direct Deposit Payable	0.00	0.00
Health Insurance Liability	-89.23	-442.76
Hosted Ticket Sales	0.00	0.00
OK Sales Tax	515.81	390.33
Payroll Liabilities	0.00	0.00
Federal Taxes (941/944)	1,311.64	1,344.16
OK Income Tax	471.50	445.50
OK Unemployment Tax	15.55	16.06
Total Payroll Liabilities	1,798.69	1,805.72
Program Partner Funds	146.94	146.94
Rental Deposit	600.00	0.00
Sales Tax Agency Payable	0.00	0.00
Oklahoma Tax Commission Payable	0.00	0.00
Total Sales Tax Agency Payable	0.00	0.00
Sales Tax Payable	0.00	0.00
Total Other Current Liabilities	\$2,972.21	\$ -19,108.77
Total Current Liabilities	\$2,972.21	\$ -19,108.77
Total Liabilities	\$2,972.21	\$ -19,108.77
Equity		
Opening Balance Equity	0.00	0.00
Unrestricted Net Assets	58,023.77	49,155.20
Net Revenue	-9,536.69	8,868.57
Total Equity	\$48,487.08	\$58,023.77
TOTAL LIABILITIES AND EQUITY	\$51,459.29	\$38,915.00

The Performing Arts Studio, Inc. (dba The Depot)

Item 3.

Statement of Activity

July 2023 - June 2024

	TOTAL
Revenue	
General Donations	560.25
Grants	
City of Norman (Amtrack)	11,800.00
Norman Arts Council (NAC)	26,520.00
Oklahoma Arts Council (OAC)	7,000.00
Total Grants	45,320.00
Membership Dues	525.00
Annual Membeship	8,795.00
Monthly Membership	3,603.77
Total Membership Dues	12,923.77
Miscellaneous Income	16.05
Program Support	3,180.00
Corporate/Individual Partnership	23,630.00
Donations (cash/text)	4,493.60
Monthly Partnerships	6,412.63
Total Program Support	37,716.23
Rental Fees	18,311.25
Janitor Fees	2,651.25
Rental Deposit	6,625.00
Total Rental Fees	27,587.50
Sales	262.00
Art Sales	21,372.19
Boutique Sales	1,750.65
Depot Merchandise Sales	1,004.26
Ticket Sales	14,629.05
Total Sales	39,018.15
Tuition	2,118.98
Vendor Fee	1,080.00
Total Revenue	\$166,340.93
Cost of Goods Sold	
Cost of Goods Sold	798.70
Total Cost of Goods Sold	\$798.70
GROSS PROFIT	\$165,542.23
Expenditures	
Conference/Training Fees	1,228.17
Contract Services	2,275.00
Deposit refund	5,488.25

The Performing Arts Studio, Inc. (dba The Depot)

Item 3.

Statement of Activity

July 2023 - June 2024

	TOTAL
Insurance	2,524.99
Health Insurance	8,013.33
Liability/D&O Insurance	4,251.00
Total Insurance	14,789.32
Memberships	150.00
Miscellaneous Expense	780.15
Payroll Expenses	
Director's Salary	15,750.00
Hourly Wages	18,634.15
Salaries	25,833.31
Taxes	5,807.27
Wages	12,410.00
Total Payroll Expenses	78,434.73
Postage	1,766.71
Printing	4,026.26
Professional Fees	
Accountant	1,545.00
Workshop Instructor	1,560.00
Total Professional Fees	3,105.00
Program Costs	
Advertising	163.51
Artist Commissions (65%)	15,956.60
Artist Fees	20,518.20
Equipment Rental	3,423.84
Lodging	971.65
Meals	1,008.47
Permit	612.74
Refreshments	1,202.46
Sound/Technical Services	7,375.00
Total Program Costs	51,232.47
QuickBooks Payments Fees	19.00
Square Fees	1,951.06
Subscriptions	558.24
Supplies	557.60
Amtrack	420.23
Office	890.01
Other	128.13
Total Supplies	1,995.97
Ticket Refund	47.70

The Performing Arts Studio, Inc. (dba The Depot)

Item 3.

Statement of Activity

July 2023 - June 2024

	TOTAL
Utilities	1,924.61
Alarm/Security	630.68
Software/Apps	1,796.49
Telecommunications	2,879.11
Total Utilities	7,230.89
Total Expenditures	\$175,078.92
NET OPERATING REVENUE	\$ -9,536.69
NET REVENUE	\$ -9,536.69



Board of Trustees

Michael Duncan

Signatory & Can Authorize Expenditures

200 S. Jones Avenue

Norman, OK 73069

mdead@aol.com

2nd Term ends 06/30/27

Keath Reames – Treasurer

Signatory & Can Authorize Expenditures

200 S. Jones Avenue

Norman, OK 73069

Keith.reames@gmail.com

1st Term ends 06/30/2025

Sara McFall

200 S. Jones Avenue

Norman, OK 73069

saraelyria@gmail.com

1st Term ends 06/30/2027

David Whitaker

200 S. Jones Avenue

Norman, OK 73069

daviddwhit@gmail.com

1st Term ends 06/30/2027

Alissa Branch

200 S. Jones Avenue

Norman, OK 73069

alissab100@gmail.com

1st Term ends 06/30/2027

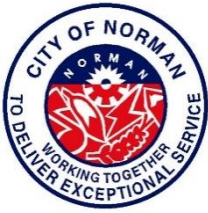
Staff Members

Shari Jackson, Executive Director
Signatory and can Authorize Expenditures
Prepares financial reports and budget
1200 Caddell Lane
Norman, OK 73069
shari@normandepot.org

Danielle Tipton, Events Director
Signatory and maintains books
200 S. Jones
Norman, OK 73069
danielle@normandepot.org

Office Manager
Trinity Slough
200 S. Jones
Norman, OK 73069
trinity@normandepot.org

Gallery Assistant
Joy Andrews
200 S. Jones
Norman, OK 73069
joy@normandepot.org



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/06/2025

REQUESTER: Bethany Grissom, Park Planner

PRESENTER: Allyson Rink, Project Applicant

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE REQUEST FROM ALLYSON RINK TO INSTALL A "LITTLE LIBRARY" IN CHERRY CREEK PARK

BACKGROUND:

The Parks and Recreation Department adopted the Project in the Park application process in 2023 on the recommendation of the Park Board of Commissioners. Residents and community groups can propose and execute small projects within our parks that align with departmental goals through this process.

DISCUSSION:

Allyson Rink approached the Parks and Recreation Department with a project proposal to install a "Little Library" in November 2024. This installation would consist of a wooden box with an operable door on a wooden post installed in the ground with a metal bracket. The purpose of this installation is to provide a location for people to exchange books freely. "Little Library" locations exist in other parks, including Rotary Park, Oakhurst Park, Lions Park, and Ruby Grant Park. Staff will assist with determining the park's exact location for placement and installation to ensure it meets departmental standards.

RECOMMENDATION:

Staff recommends that the Park Board of Commissioners recommend that the Director of Parks and Recreation approve the "Little Library" Project in Cherry Creek Park.

Bringing a Free Little Library to Cherry Creek Park

A Community Initiative to Foster Reading and Connection

Parks & Recreation Department Board Meeting
Thursday, February 6th, 2025
Norman, OK

Allyson Rink & Family
ally.rink@gmail.com
918-798-8436



Why a Free Little Library?

- Encourage literacy and book sharing in the community
- Early literacy development begins in the first five years of life
- Foster connection and engagement among neighbors
- Promote sustainability by reusing and sharing books



Location in the Park

Option 1: At the entrance of the park

- Inclusive to walkers only
- Inclusive to parents entering the park for bench time reading
- Allows children to choose a book on exiting the park to take home

Option 2: Near the park bench



Item 4.



Bench

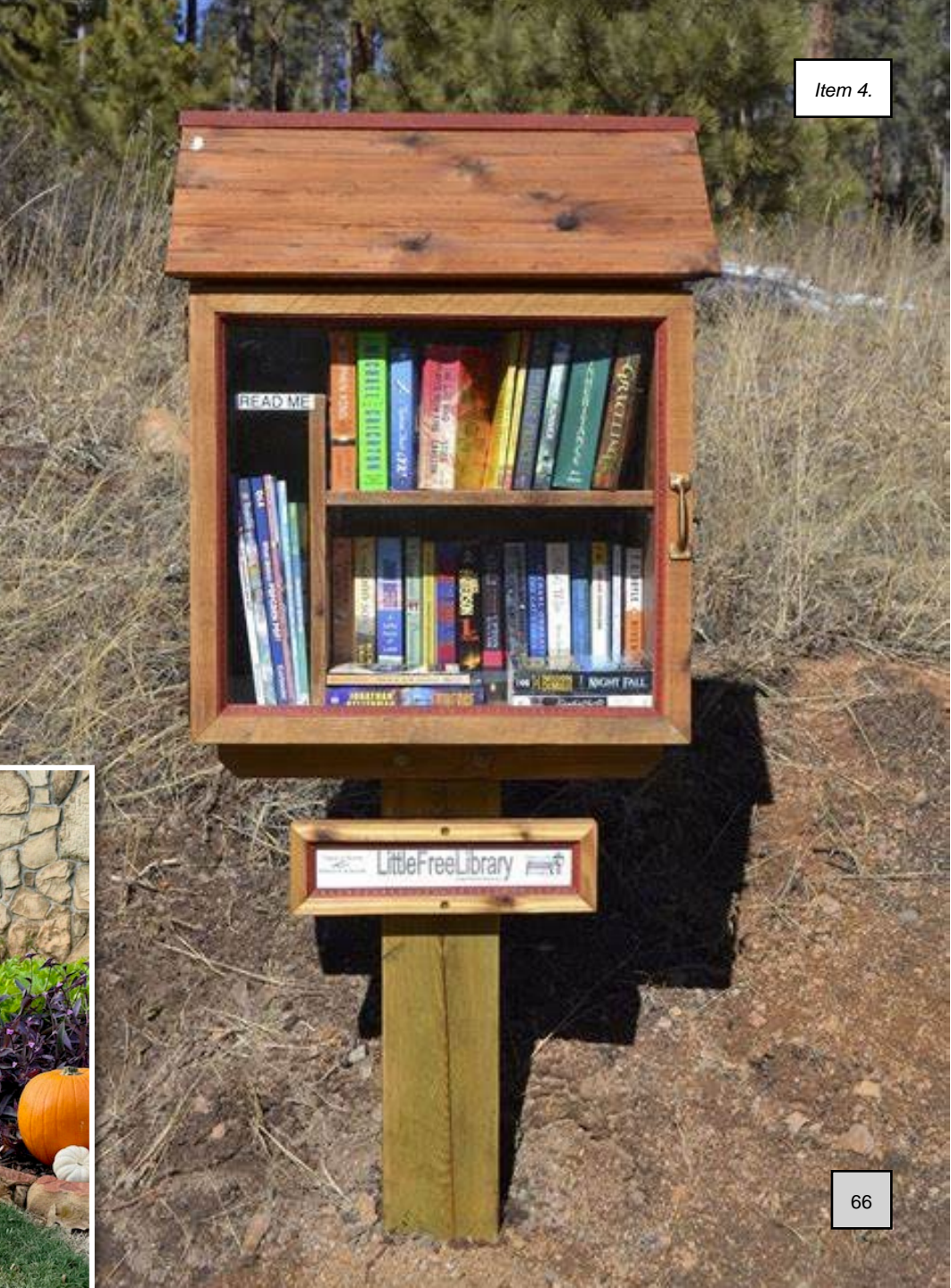
Design and Maintenance

Cabinet design

- Glass / Plexiglass
- Magnetic closer
- Weather resistant exterior paint

Minimal maintenance

- Regular check-ins
- Restocking
- Cleaning



Who will Build & Assemble

Grandpa Edwards

- Seasoned Carpenter
- Retired home inspector
- Very meticulous

Donnie

- Painter

Allyson & Evan Rink

- Project Manager(s)
- Finance Committee

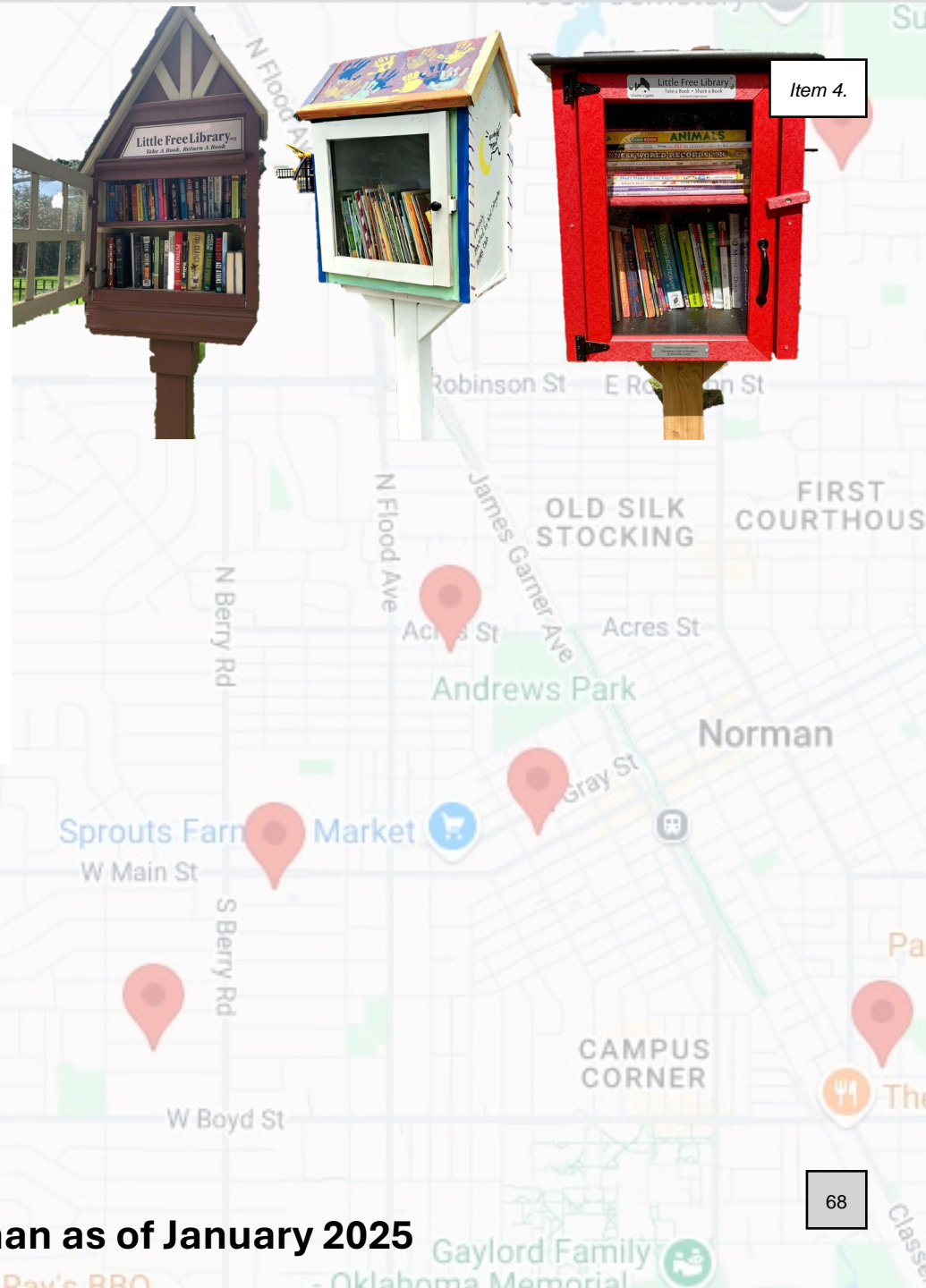
City of Norman

- Install Team
 - April timeframe is goal



Benefits to the Community

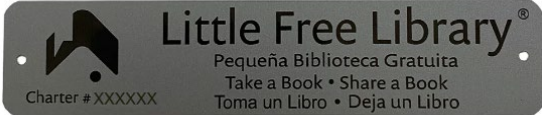
- Strengthens a sense of community
- Provides free access to books for all ages
- Enhances the park's appeal and usage



Map depicts other registered Free Little Libraries in West Norman as of January 2025

Budget and Costs

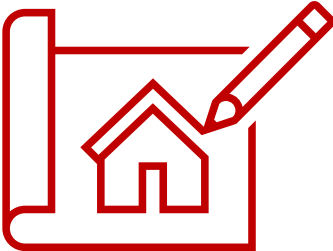
- Estimated costs for materials and installation.
 - Sustainable sourcing
 - Conservative budget
 - \$150-200
 - English-Spanish Bilingual Free Little Library Charter Sign & Registration
 - \$49.95
- Funding sources: Rink family

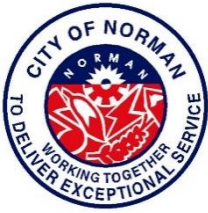


Call to Action

- Approval to install the Free Little Library
- Rink Family completes the build
- Schedule an install day/time.
 - Late March/April

- **Questions?**





CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/06/2025

REQUESTER: Bethany Grissom, Park Planner

PRESENTER: Bethany Grissom, Park Planner

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE SITE DESIGN FOR LINKS PARK

BACKGROUND:

In October 2015, Norman residents passed the Norman Forward Initiative, which funds various projects through a ½ % sales tax increase over 15 years. The Norman Forward Initiative includes a project to construct new neighborhood parks. One of the new neighborhood parks designated in that initiative is Links Park. The overall NORMAN FORWARD Neighborhood Park Improvement Plan was presented to the Board of Park Commissioners in March 2017 and then to the City Council in May 2017 for approval.

DISCUSSION:

In September 2024, surveys were sent out to all residents of the Links Apartment Complex. Residents were given 30 days to complete the survey and return it to the Parks and Recreation Department. Surveys were used to rank the desirability of 11 different park amenities. Park Development staff then spent two months designing a site plan that incorporated as many of the top-ranking amenities as possible based on the size of the site (approximately 3.6 acres) and overall budget. This neighborhood park will primarily serve the residents of the Links Apartment Complex. No other residential developments are planned or anticipated within the foreseeable future. Funding for the construction of this park will come from sales tax collected through the Norman Forward Initiative and Park Development fees collected through the issuance of building permits for the Links Apartment Complex. Upon approval of a site design, this project will undergo a bidding process(es), and construction will begin within 10 days of awarded bids. The project is expected to be completed before the end of 2025. This park will also undergo a renaming process led by a committee of Park Board Commissioners, which will occur at a future date.

RECOMMENDATION:

Staff suggests that the Park Board of Commissioners recommend the Director of Parks and Recreation approve the site design for a new neighborhood park near the Links Apartment complex.



Park Development Survey

The City of Norman will be developing a neighborhood park site in your area. We are interested in gathering your input on how the park should be developed. The park will be located at 4199 E. Cedar Lane Rd., on the far SW corner of the Links Apartments (see included map). The park will encompass approximately 3.6 acres. Please complete the survey below to assist us in the planning of your new park.

1) Please list the number of people in your household by the age groups below:

0-5 years old: _____ 6-10 years old: _____ 11-15 years old: _____
16-21 years old: _____ 21+ years old: _____

2) Please number each of the 12 elements below, 1 through 12, in order of your priority. (1 being the highest, 12 being the lowest) Please use all numbers (1-12) and **do not use any number more than once.**

- ____ A. Shaded playground
- ____ B. Basketball court
- ____ C. Walking/Jogging trail (paved)
- ____ D. Skate park feature (single piece)
- ____ E. Outdoor Fitness Equipment
- ____ F. Trees
- ____ G. Picnic shelter (includes grill & tables)
- ____ H. Practice Baseball/Softball backstop(s)
- ____ I. Practice Soccer field with goal(s)
- ____ J. Sand Volleyball court
- ____ K. Natural landscape areas (areas that are not short, mowed grass)
- ____ L. Other: _____

(Note: We do not build dog parks, splash pads or pools in neighborhood parks)

Thank you for your time and input! Please return this information by **October 31, 2024**

By Mail: Parks & Recreation Department
ATTN: Park Development
225 N. Webster Ave.
Norman, OK 73069

By Fax: (405) 366-5470
By Email: bethany.grissom@normanok.gov

We will present a park design at a regularly scheduled Park Board of Commissioners meeting soon based on these survey results. If you would like to discuss the park development in more detail please provide the following:

Name: _____ Phone # _____ Best time to be reached: _____

Surrounding Area



Current Condition

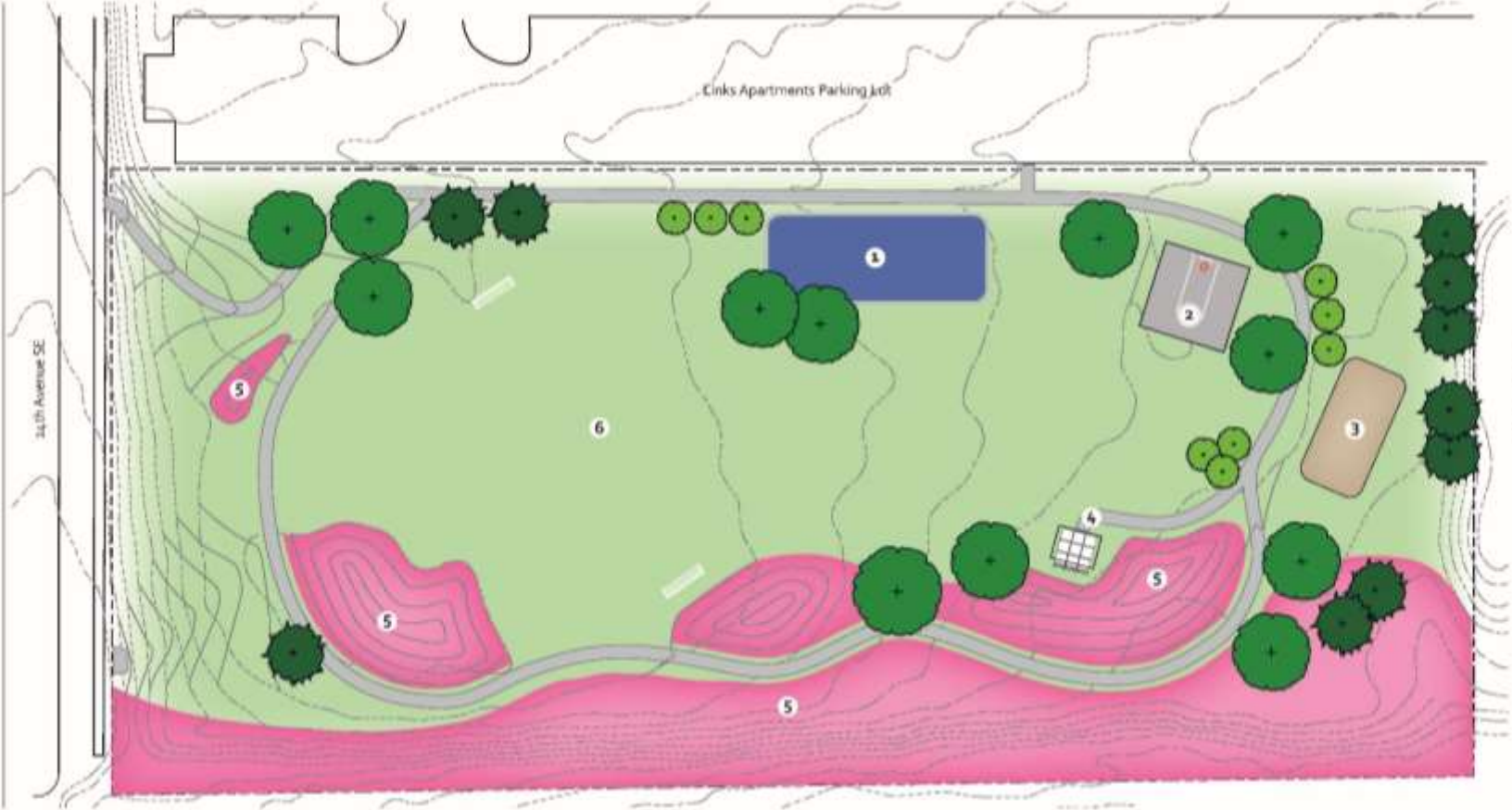


Community Input

- Survey distributed to all residents of Links Apartment complex on 9/17/2024
- Responses due by 10/31/2024
- Asked to rank preference for potential park amenities

1. Trail	7. Fitness Equipment
2. Trees	8. Sand Volleyball
3. Playground	9. Soccer
4. Basketball	10. Baseball
5. Picnic Pavilion	11. Skate Park Feature
6. Natural Areas	

Amenities Plan



- LEGEND**
- Property Line
 - Proposed Topography 1' Contours
 - Deciduous Shade Tree
 - Evergreen Tree
 - Ornamental Tree

- SITE AMENITIES**
- ① Playground
 - ② Basketball
 - ③ Sand Volleyball
 - ④ Covered Pavilion
 - ⑤ Natural Areas
 - ⑥ Open Area



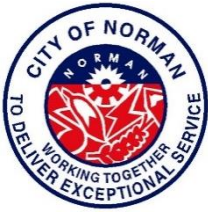


LINKS PARK
4155 14TH AVE. SE

REVISIONS:

ISSUE DATE:
12/16/2024

SHEET NAME:
AMENITIES PLAN



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/06/2025

REQUESTER: Mitchell Richardson, Recreation Manager

PRESENTER: Nick Lillard, Norman Art Council

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ART RECEPTACLE INSTALLATION AT REAVES PARK

BACKGROUND:

As part of ongoing efforts to enhance public art and community engagement, a mural receptacle is proposed for Reaves Park in recognition of Juneteenth. This project aligns with Norman's commitment to supporting cultural representation, public art, and park enhancements. The receptacle will serve both functional and artistic purposes, acting as a waste disposal unit while showcasing a mural designed by local artists.

DISCUSSION:

The total budget for the project is \$4,260 without solar lighting and \$7,460 with solar lighting. The project includes material costs, artist compensation, and fabrication, with some fabrication costs being donated by the Norman Art Council. Funding sources and potential sponsorships are being explored to support the addition of solar lighting.

RECOMMENDATION:

Staff recommends that the Board of Park Commissioners approve the design for the Juneteenth Mural Receptacle at Reaves Park, with the option to include solar lighting based on funding availability.

Budget for Juneteenth's Mural Receptacle at Reeve's Park

Project Overview and Budget
Breakdown

Budget Breakdown

Item	Cost
Steel	\$600.00
Tools	\$400.00
Powder Coating	\$1,500.00
Plywood	\$60.00
Paint supplies	\$300.00
2 Acrylic sheets	\$600.00
Money for artists	\$800.00 (\$400.00 per artist)
Fabrication	Donated
Optional: Solar lighting	\$3,200.00
Total without Solar	\$4,260.00
Total with Solar	\$7,460.00

Project Dimensions & Specifications

Item 6.

Overall dimensions: 80" (7'8") height, 62" width, 36" depth

5/8" holes on bottom for bolt attachments to concrete.

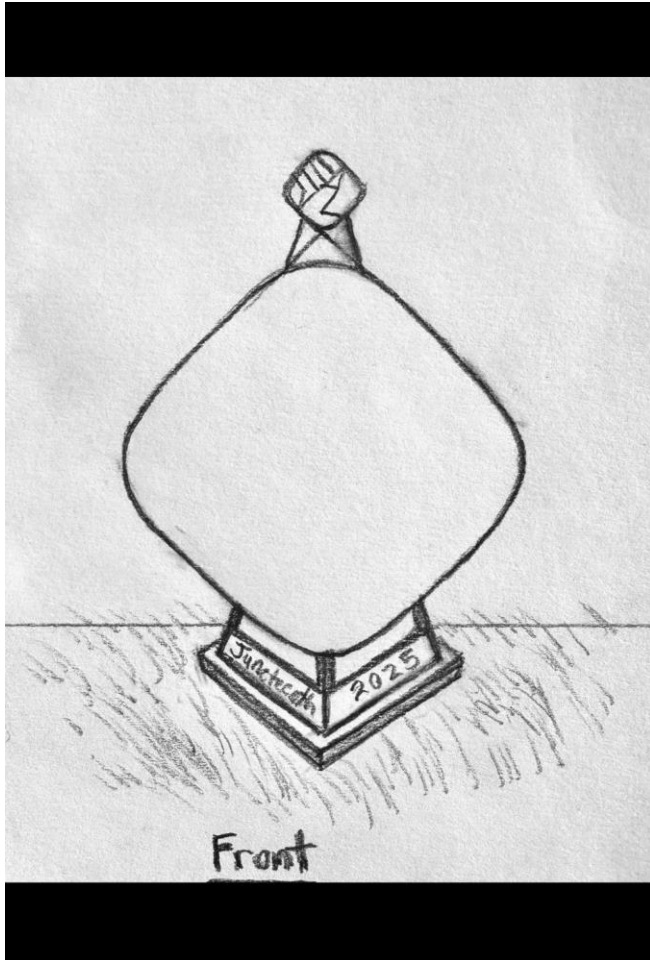
Two pieces of 3/4" plywood, both 62" x 62"

Made from powder-coated steel and painted plywood.

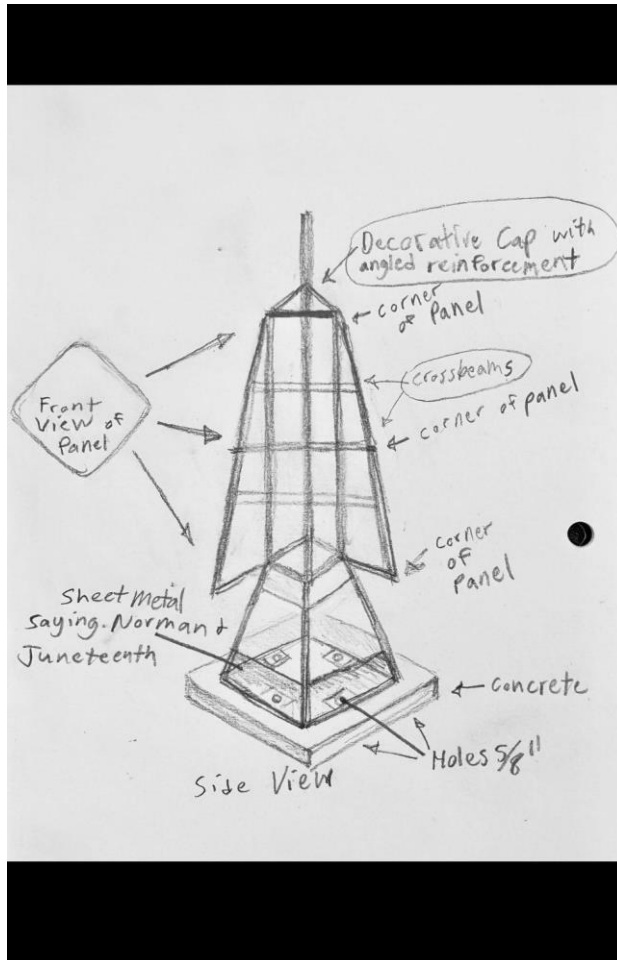
Project Design & References



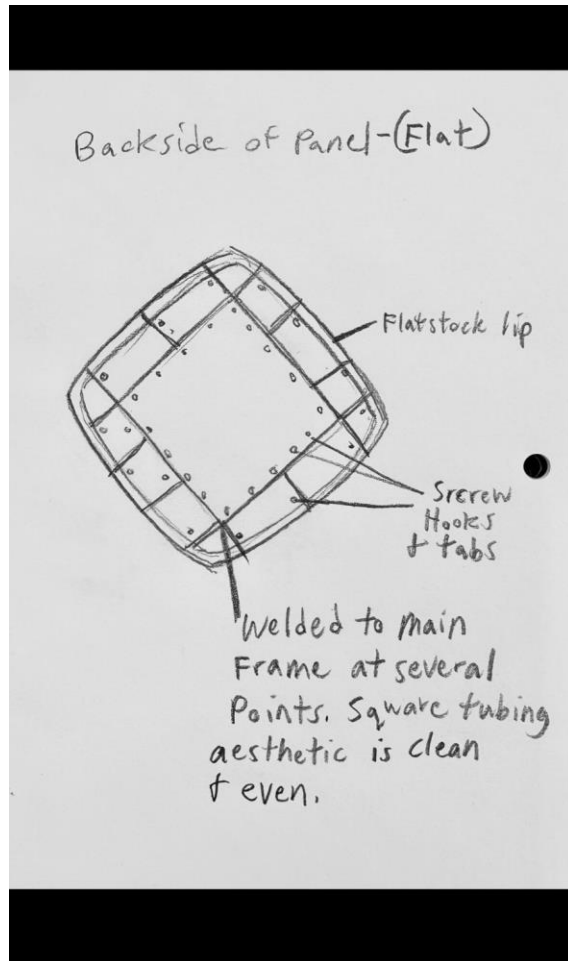
Additional Project References



Project Design & References



Project Design & References



More Project References



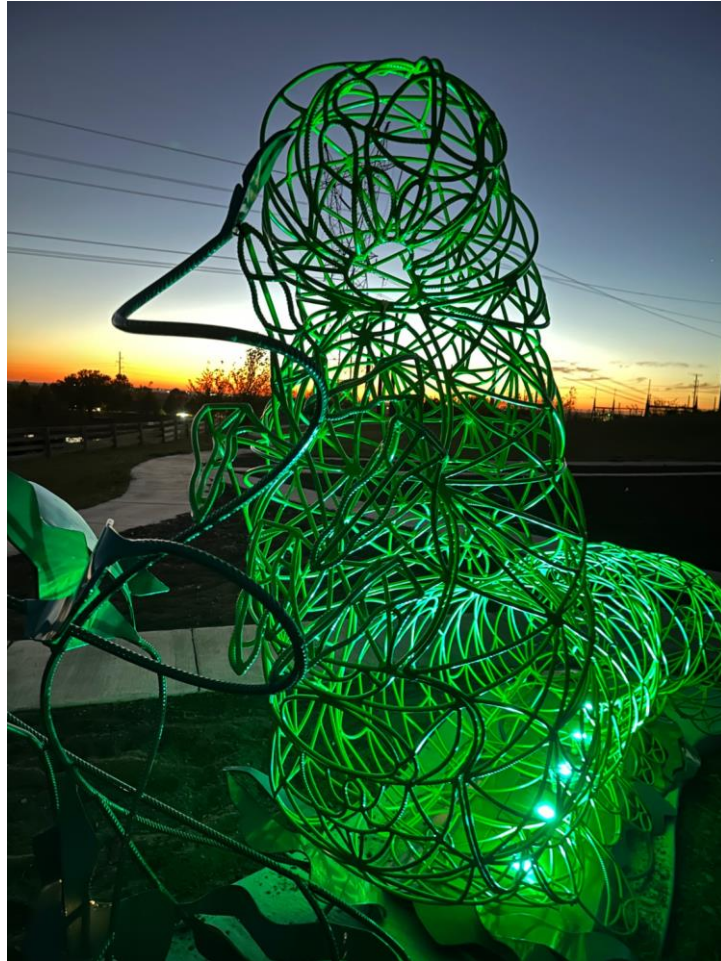
More Project References



Additional Project References



Additional Project References



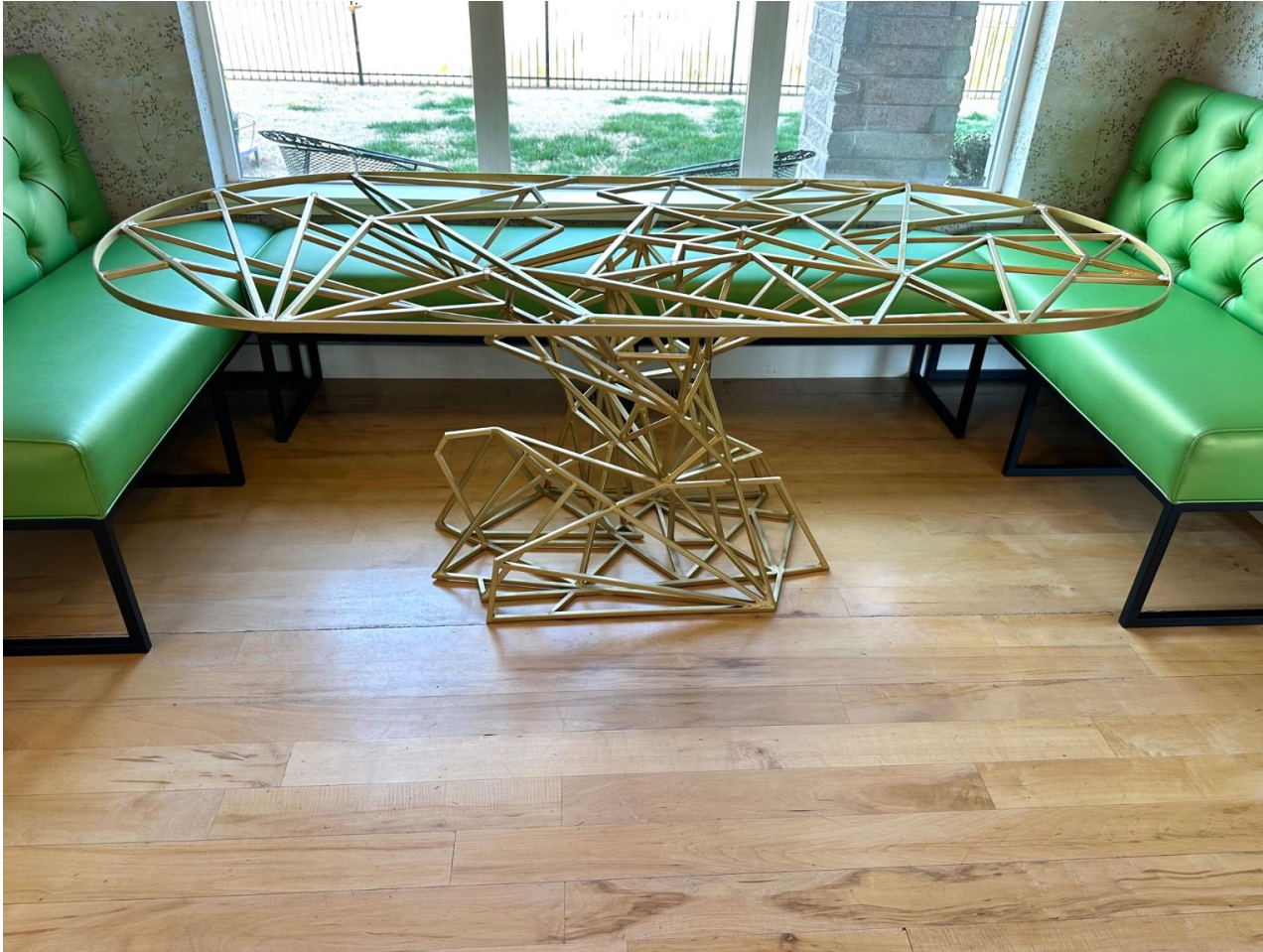
Additional Project References



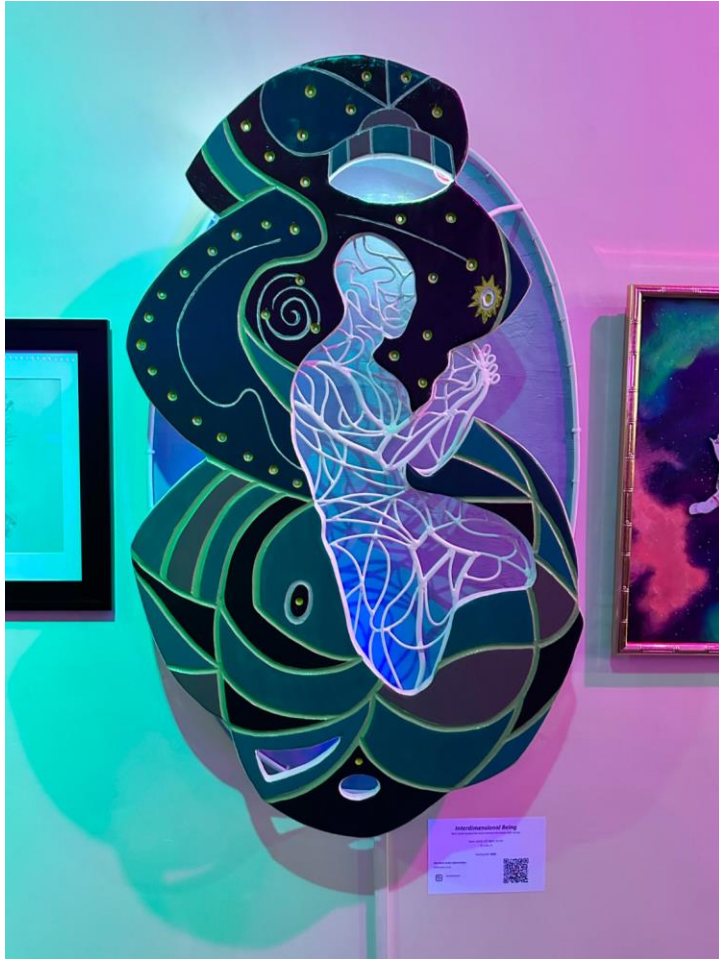
Additional Project References



Additional Project References



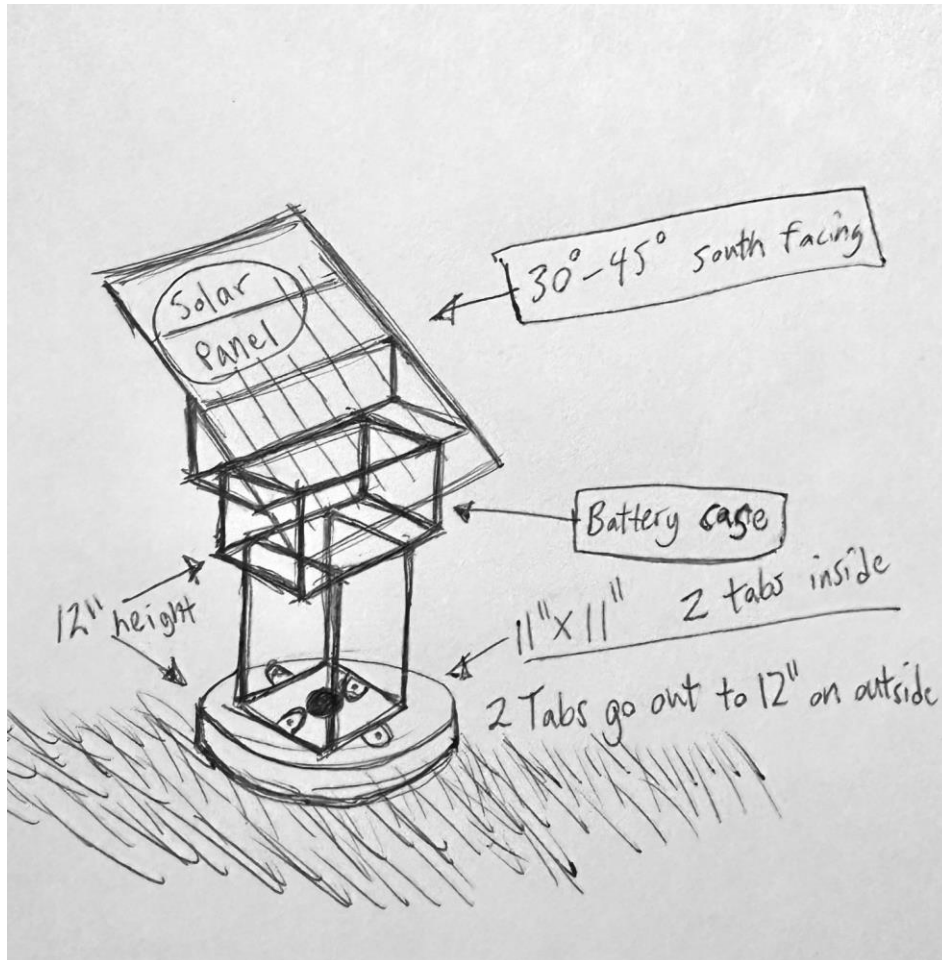
More Project References



More Project References



More Project References



More Project References



More Project References



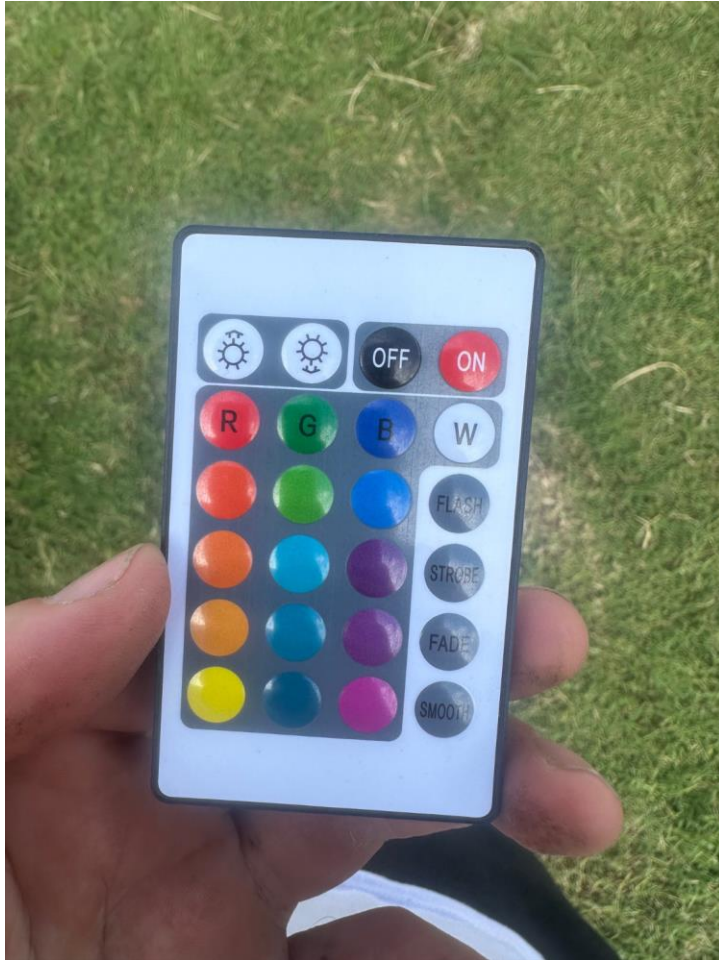
More Project References



More Project References



More Project References



Additional Project References

Lighting Design Invoice

Date: 6/19/2024

Invoice Number: 2

Customer: Nick Lillard

Creautrealm

Project: Caterpillar installation Project

Solar Panels	2	\$86.00	\$172.00
Solar Charge Controller	1	\$13.00	\$13.00
Solar Connectors	1	\$10.00	\$10.00
Bulkhead Connector	1	\$4.00	\$4.00
LiFePo4 12v Battery	4	\$38.25	\$153
Cast Aluminum Waterproof Junction Box IP66	1	\$250	\$250
LED RGB lights	2	\$43.00	\$86.00
16-2 electrical cord 25ft	2	\$13.00	\$26.00
PVC Conduite and fittings	1	\$29.00	\$29.00
Misc. Materials	1	\$15.00	\$15.00
Hours	30	\$80.00	\$2400.00

Materials Total: \$758.00

Subtotal: \$3158.00

Tax: \$0.00

Total: \$3158.00

Payment Terms: Net 30 days

Thank you for your business!

Please make checks payable to Lawrence Kincheloe and mail to 3217 Brush Creek Rd, Oklahoma City, OK 73120



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/06/2025
REQUESTER: Jason Olsen
PRESENTER: Jason Olsen, Director of Parks & Recreation
ITEM TITLE: NORMAN FORWARD UPDATE

DISCUSSION:

Norman Forward is a citizen-initiated proposal to renovate, expand, construct and fund Quality of Life projects, such as multiple recreational facilities, libraries, parks, athletic venues, public art, trails, swim complexes and other quality of life projects throughout Norman. The initiative came to the City Council from community groups, stakeholders and Norman residents, who prepared an initial package using analysis and information from recreational planning professionals and research firms. Citizens approved the initiative at the polls in October 2015.

The Director of Parks and Recreation will provide updates on park-related Norman Forward Projects.



CITY OF NORMAN, OK STAFF REPORT

MEETING DATE: 02/06/2025
REQUESTER: Karla Sitton, Administrative Tech IV
PRESENTER: Jason Olsen, Director of Parks & Recreation
ITEM TITLE: DIVISIONAL UPDATE

DISCUSSION:

The Parks and Recreation Department manages the park systems, recreational facilities & programs, and the Westwood Complex and maintains city-owned buildings. The department comprises six functional divisions: Administration, Parks, Recreation, Parks Planning & Forestry, Facility Maintenance, and Westwood.

Each Division Manager will briefly overview recent programs and/or progress within their division.