CITY OF NORMAN, OK
CITY COUNCIL REGULAR MEETING

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

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.

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 4 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

AWARDS AND PRESENTATIONS

1. NOMINATION AND APPOINTMENT OF AN ELIGIBLE PERSON TO FILL THE COUNCIL VACANCY IN WARD 3.

2. ADMINISTERING THE OATH OF OFFICE TO AND SEATING OF COUNCILMEMBER-ELECT ROBERT BRUCE, WARD 3.

PROCLAMATIONS

3. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-14: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER, 2025, AS LESBIAN,GAY, BISEXUAL, TRANSGENDER, AND QUEER HISTORY MONTH IN THE CITY OF NORMAN.

4. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-15: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER, 2025, AS NATIONAL BULLYING PREVENTION MONTH IN THE CITY OF NORMAN.

5. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-16: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF NOVEMBER, 2025, AS NATIVE AMERICAN/INDIGENOUS PEOPLES' HERITAGE MONTH IN THE CITY OF NORMAN.

6. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-17: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING OCTOBER 2025, AS BREAST CANCER AWARENESS MONTH IN THE CITY OF NORMAN.

7. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-18: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING NOVEMBER 2 THROUGH NOVEMBER 8, 2025, AS OKLAHOMA MOBILITY WEEK 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 8 through Item 38 be placed on the consent docket.

APPROVAL OF MINUTES

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

   CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF APRIL 22, 2025, MAY 13, 2025, AUGUST 12, 2025, SEPTEMBER 9, 2025, SEPTEMBER 23, 2025, AND OCTOBER 14, 2025

   CITY COUNCIL STUDY SESSION MEETING MINUTES OF SEPTEMBER 15, 2020, AUGUST 17, 2021 AND SEPTEMBER 2, 2025.

   CITY COUNCIL SPECIAL SESSION MEETING MINUTES OF APRIL 15, 2025, APRIL 29, 2025, SEPTEMBER 23, 2025, AND OCTOBER 7, 2025.

   CITY COUNCIL CONFERENCE MEETING MINUTES OF MAY 13, 2025.

   CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF OCTOBER 2, 2025.

   CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING MINUTES OF SEPTEMBER 25, 2025.

Reports/Communications

9. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM HEALTHY LIVING NORMAN TO THE BOARD OF PARK COMMISSIONERS

10. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM SOONER THEATRE TO THE BOARD OF PARK COMMISSIONERS

11. CONSIDERATION OF ADOPTION, APPROVAL, REJECTION, AMENDMENT OR POSTPONEMENT OF THE WESTWOOD PARK GOLF AND TENNIS FACILITIES MASTER PLAN PROJECT.

12. CONSIDERATION OF ADOPTION, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE PROPOSED URBAN FOREST MASTER PLAN

13. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF SEPTEMBER 30, 2025, AND DIRECTING THE FILING THEREOF.

14. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF SEPTEMBER 2025.

15. CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, REJECTION, AMENDMENT OR POSTPONEMENT OF THE RESIGNATION OF THE CITY AUDITOR AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE A SEPERATION AND RELEASE AGREEMENT

16. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.

Surplus

17. 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.

Easement

18. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2526-1: FOR JOSHUA OAKS ESTATES AND EASEMENT NO. E-2526-7 AND EASEMENT NO. E-2526-8. (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF BETHEL ROAD AND 108TH AVENUE NE).

19. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2425-8: FOR RIDGELINE ESTATES AND EASEMENT NO. E-2526-12 (GENERALLY LOCATED A QUARTER MILE WEST OF 144TH AVENUE SE AND SOUTH OF CEDAR LANE ROAD).

20. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF E-2526-9 (SANITARY SEWER), E-2526-10 (PUBLIC ROADWAY, DRAINAGE AND UTILITIES) AND E-2526-11 (PUBLIC ROADWAY, DRAINAGE AND UTILITIES SERVING SAXON INDUSTRIAL PARK PHASE III, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED ONE-QUARTER MILE SOUTH OF STATE HIGHWAY NO. 9 AND ONE-QUARTER MILE WEST OF 36TH AVENUE S.E.).

Contracts

21. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FINAL ACCEPTANCE OF CONTRACT K-2223-33: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND L5 CONSTRUCTION, L.L.C., FOR THE NORTH BASE COMPLEX PHASE 2 PROJECT, AND RELEASE OF RETAINAGE.

22. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2526-2: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND INNOVATIVE ROADWAY SOLUTIONS, REDUCING THE CONTRACT AMOUNT BY $43,568 FOR A REVISED AMOUNT OF $410,057; THE FINAL ACCEPTANCE AND FINAL PAYMENT OF $20,502.85 FOR THE STREET MAINTENANCE BOND PROGRAM – FYE 2026 ASPHALT PREVENTATIVE MAINTENANCE PROJECT.

23. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-17 AND TASK ORDER ONE: BY AND BETWEEN NORMAN UTILITIES AUTHORITY AND CAROLLO ENGINEERS, INC., IN THE AMOUNT OF $1,271,525 FOR DESIGN OF WATER TREATMENT PLANT IMPROVEMENTS AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

24. CONSIDERATION OF AWARD, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2526-15 AND CONTRACT K-2526-64: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND DAVENPORT CONSTRUCTON, INC IN THE AMOUNT OF $582,664 FOR SAXON INDUSTRIAL PARK PHASE III – WATERLINE AND SANITARY SEWER EXTENSION, PERFORMANCE BOND B-2526-30; STATUTORY BOND B-2526-31; MAINTENANCE BOND MB-2526-22, AUTHORIZE PAYMENT TO VENDORS AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

25. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-81**:** BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND PINNACLE CONSULTING MANAGEMENT GROUP, INC. FOR ON-CALL RIGHT-OF-WAY SERVICES ON AN AS-NEEDED BASIS.

26. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-82**:** BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND POE & ASSOCIATES, INC. FOR ON-CALL RIGHT-OF-WAY SERVICES ON AN AS-NEEDED BASIS, AND WORK ORDER 1 TO ON-CALL CONTRACT K-2526-82 IN THE AMOUNT OF $23,098 FOR RIGHT OF WAY ACQUISITION FOR THE 36TH AVENUE NW INDIAN HILLS TO MOORE CITY LIMITS 2019 BOND PROJECT.

27. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-83**:** BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND SMITH-ROBERTS BALDISCHWILER, L.L.C., FOR ON-CALL RIGHT-OF-WAY SERVICES ON AN AS-NEEDED BASIS.

28. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-84**:** BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND SMITH-ROBERTS LAND SERVICES, INC. FOR ON-CALL RIGHT-OF-WAY SERVICES ON AN AS-NEEDED BASIS

29. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT 2526-96: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND TWO OAKS INVESTMENTS (DBA CONSOLIDATED BENEFITS RESOURCES) IN THE AMOUNT OF $78,000 FOR WORKERS' COMPENSATION CLAIMS ADMINISTRATION FROM NOVEMBER 1, 2025 TO OCTOBER 31, 2026.

30. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-99: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE MCKINNEY PARTNERSHIP, ARCHITECTS, P.C., IN THE AMOUNT OF $52,600 FOR THE REAVES PARK RESTROOM AND BALLFIELD MAINTENANCE BUILDINGS DESIGN PROJECT.

Resolutions

31. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-63: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $815,111.20 IN ASSOCIATION OF CENTRAL OKLAHOMA (ACOG) AIR QUALITY GRANT FUNDING FOR THE CONSTRUCTION OF A ROUNDABOUT AT THE JAMES GARNER AVENUE INTERSECTION WITH ACRES STREET IN NORMAN.

32. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-65: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS' PUBLIC FLEET CONVERSION GRANTS FUND FOR REPLACEMENT OF AN AGING NATURAL GAS DRIVE COMPRESSOR.

33. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-67: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AND THE NORMAN MUNICIPAL AUTHORITY, APPROPRIATING $317,738 FROM THE SPECIAL REVENUE FUND BALANCE, $12,975 FROM THE ROOM TAX FUND BALANCE, $856 FROM THE SEIZURES AND RESTITUTION FUND BALANCE, $70,764 FROM THE WESTWOOD FUND BALANCE, $6,815,804 FROM THE RISK MANAGEMENT FUND BALANCE, $1,880 FROM THE NORMAN FORWARD FUND BALANCE, AND $220,618 FROM THE DEBT SERVICE FUND BALANCE,TO CLOSE OUT YEAR END ACCOUNTING ENTRIES FOR FYE 2025.

34. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-69: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS' PUBLIC FLEET CONVERSION GRANTS FUND FOR ELECTRIC VEHICLE (EV) REPLACEMENT AND ACCOMPANYING EV CHARGING STATION INFRASTRUCTURE FOR FISCAL YEAR 2026

35. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-70: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $30,161.46 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT TO PAY FOR REPAIRS TO CITY OF NORMAN VEHICLES DAMAGED BY OTHER DRIVERS IN TRAFFIC COLLISIONS.

36. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-71: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING THE TOBACCO SETTLEMENT ENDOWMENT TRUST (TSET) CONSIDER THE CITY OF NORMAN'S SELECTED PROJECT FOR THE TARGETED ACHIEVEMENT GRANT: PHYSICAL ACTIVITY FUNDS FOR A PILOT EMBARK WELL TRANSIT PROGRAM.

37. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-72: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, GIVING THE SECRETARY OF THE CLEVELAND COUNTY ELECTION BOARD NOTICE OF 2026 MUNICIPAL AND MUNICIPAL RUNOFF ELECTIONS.

38. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-74: REQUESTING TOBACCO SETTLEMENT ENDOWMENT TRUST (TSET) BUILT ENVIRONMENT GRANT PROGRAM FUNDING FOR THE DESIGN OF ONE MILE OF MULTI-MODAL PATH ALONG THE NORTH SIDE OF STATE HIGHWAY 9 BETWEEN 84TH AVENUE SE AND 96TH AVENUE SE.

NON-CONSENT ITEMS

39. 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)

40. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-15 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN DELETING SECTION 24-104(E)(6), REPEALING SECTION 24-308, AND DELETING RELATED FINES SET FORTH IN APPENDIX B OF THE NORMAN CODE OF ORDINANCES ALL RELATED TO THE MUNICIPAL CRIMINAL CHARGE OF PEEPING TOM; AND PROVIDING FOR THE SEVERABILITY THEREOF.

41. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-9 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 REMOVE THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, AND A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE W. ROCK CREEK ROAD AND N. PORTER AVENUE INTERSECTION)

42. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-9 PRELIMINARY PLAT FOR 2020 NORTH PORTER AVENUE, A PLANNED UNIT DEVELOPMENT, LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF PORTER AVENUE AND 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 four minutes or less.

ADJOURNMENT

File Attachments for Item:

1. NOMINATION AND APPOINTMENT OF AN ELIGIBLE PERSON TO FILL THE COUNCIL VACANCY IN WARD 3.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Ward 3 Selection Committee

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: NOMINATION AND APPOINTMENT OF AN ELIGIBLE PERSON TO FILL THE COUNCIL VACANCY IN WARD 3.

BACKGROUND:

The resignation of Bree Montoya created a vacancy in Ward Three. Mayor Holman asked that interested persons in Ward Three submit applications to be considered by a Ward Three Candidate Selection Committee. The Committee met on October 9, 2025 to discuss the process and determine interview questions, and on October 20, 2025 to conduct interviews of all five applicants. The minutes are attached. The Committee nominated Robert Bruce for the Interim Ward 3 Councilmember by a vote of 3/2. There were 3 votes for Robert Bruce. The remaining 2 members expressed a preference for Heather Hall. In accordance therewith, the above-described item is submitted for City Council's consideration.

CITY OF NORMAN, OK
WARD 3 CANDIDATE SELECTION COMMITTEE

Municipal Building, Executive Conference Room , 201 West Gray, Norman, OK 73069
Thursday, October 09, 2025 at 5:30 PM

MINUTES

The Ward 3 Candidate Selection Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room in the Municipal Building, on Thursday, October 9th, 2025, at 5:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, and on the City website at least 48 hours prior to the beginning of the meeting.

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.

CALL TO ORDER AND ROLL CALL

The meeting was called to order at 5:30 p.m.

MEMBERS PRESENT:
Stacy Bruce
Alison Petrone
Robert Castleberry
Sandra Artman
Ben Carter

MEMBERS ABSENT:
None

OTHERS PRESENT:
Brenda Hall, City Clerk
Jamie Meyer, Deputy City Clerk

AGENDA ITEMS

1. ELECTION OF A CHAIRMAN

    a. Action Item: Motion to appoint a Chairman

    Member Bruce nominated Member Castleberry for Chairman. No other nominations were received; therefor, Member Castleberry was approved by acclamation.

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2. DISCUSSION REGARDING INTERVIEW QUESTIONS AND PROCESS FOR THE WARD 3 CANDIDATES.

    Councilmember Montoya resigned her position effective September 23, 2025, which left a vacancy for the Ward 3 Council seat. City Council in its Special Meeting of October 7, 2025, appointed the Ward 3 Candidate Selection Committee to review applications and meet with interested applicants to make a recommendation to be considered by Council for the Ward 3 position.

    Committee members discussed the potential questions and the process for conducting the interviews.

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3. DISCUSSION REGARDING THE SCHEDULING OF THE WARD 3 CANDIDATE INTERVIEWS.

    Committee members agreed that they wanted to interview all applicants. Those being interviewed include James Howard, Heather Hall, Robert Bruce, Rendon Chambers and James Beaty. The meeting for interviews with the candidates will be scheduled for Monday, October 20, 2025, beginning at 4:00 p.m. Candidates will be scheduled in 30 minute intervals. The Deputy City Clerk will schedule them by lot and notify each candidate of their respective time. At the conclusion of the interviews the Committee will discuss which applicant to move forward for Council consideration.

    Items submitted for the record
    1. Resolution R-2122-139
    2. Potential Questions for Ward 3 Candidates
    3. Application from James Howard
    4. Application from Heather Hall
    5. Application for Robert Bruce
    6. Application for Rendon Chambers
    7. Application for James Beaty
    8. Voting Records from Cleveland County Election Board

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ADJOURNMENT

The meeting adjourned at 6:36 p.m.

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CITY OF NORMAN, OK
WARD 3 CANDIDATE SELECTION COMMITTEE

Municipal Building, Executive Conference Room, 204 West Gray, Norman, OK 73069
Monday, October 20, 2025 at 4:00 PM

MINUTES

The Ward 3 Candidate Selection Committee Meeting of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room in the Municipal Building, on Monday, October 20, 2025, at 4:00 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, and on the City website at least 48 hours prior to the beginning of the meeting.

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CALL TO ORDER

Chairman Castleberry called the meeting to order at 4:00 p.m.

MEMBERS PRESENT:
Chairman Robert Castleberry
Stacy Bruce
Alison Petrone
Ben Carter
Sandra Artman

MEMBERS ABSENT:
None

OTHERS PRESENT:
Kathryn Walker, Assistant City Attorney
Jamie Meyer, Deputy City Clerk

AGENDA ITEMS

1. INTERVIEWS WITH INTERIM WARD 3 CANDIDATES:
   Robert Bruce
   Heather Hall
   James Howard
   Rendon Chambers
   James Beaty

Committee members interviewed the candidates by asking the questions listed below in a round table environment.

1. We've all reviewed your application and resume, but more informally, can you tell us a little about yourself?
2. What motivated you to apply for this appointment, and why do you want to serve Ward 3 at this time?
3. In your view, what are the 3 most important issues facing Ward 3? How should these issues be addressed by the City?
4. What are the most important issue(s) facing the City of Norman as a whole?
5. Ward 3 has unique characteristics and needs compared to other wards. How would you balance the interests of Ward 3 with those of the entire city?
6. How much time do you anticipate devoting to City Council matters if appointed?
7. What professional, personal, or community experiences do you feel best prepare you to serve as a contributing member of the City Council?
8. Give an example of a contentious issue you have helped resolve, and explain how you approached conflict resolution, consensus building, or problem solving.
9. What do you believe are effective methods of communicating with ward constituents?
10. Is there anything else you would like the Panel to know regarding your application or your interest in serving Ward 3?
11. Public officials are held to high ethical and behavioral standards, both online and in person. How will you maintain those standards and handle conflict or criticism appropriately?
12. Homelessness, including youth and family homelessness, is a complex issue that affects our entire community. As the city considers policies and partnerships to address it, how would you ensure decisions are made in a way that treats all individuals with fairness and dignity?
13. How many City Council meetings have you attended or watched in the last 10 months?
14. Are you in support of the Bob Moore Farms Project?
15. Are you in support of the City of Norman financially maintaining on-ramps for the Turnpike?
16. Do you think that the TIF for the Rock Creek Entertainment District should go to a vote of the people?
17. Are you in support of the City requiring audits from organizations it gives money to like the Norman Economic Development Coalition (now the Cleveland County Economic Development Coalition)?

All candidates participated in the interviews.

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2. DISCUSSION OF CANDIDATES AND MOTION TO RECOMMEND A CANDIDATE FOR CITY COUNCIL CONSIDERATION.

Member Artman moved that Robert Bruce be approved for the Ward 3 Interim Council seat and his name be submitted to City Council for formal consideration, the motion was not seconded and the motion failed.

The Committee discussed the strong/weak points for each of the applicants. Chairman Castleberry said he was impressed with all five of the finalists. He said all were sincere, service-minded and community-oriented and the Committee Members concurred.

After identifying each committee member's top two candidates, Chairman Castleberry moved that Robert Bruce be approved for the Ward 3 Interim Council seat and his name be submitted to City Council for formal consideration, which motion was seconded by Member Artman; and the question being upon recommending Robert Bruce for the Ward 3 Interim Council seat and upon the subsequent submission, a vote was taken with the following result:

YEAS: Members Sandra Artman, Stacy Bruce, and Chairman Robert Castleberry

NAYES: Members Alison Petrone, and Ben Carter.

Chairman Castleberry declared the motion carried and Robert Bruce as the Ward 3 Interim Council seat nomination approved; and his name will be submitted to City Council for formal consideration. The Committee noted that the two nay votes would've preferred that the Committee select candidate Heather Hall.

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ADJOURNMENT

The meeting adjourned at 9:13 p.m.

File Attachments for Item:

2. ADMINISTERING THE OATH OF OFFICE TO AND SEATING OF COUNCILMEMBER-ELECT ROBERT BRUCE, WARD 3.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Brenda Hall

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: ADMINISTERING THE OATH OF OFFICE TO AND SEATING OF COUNCILMEMBER-ELECT ROBERT BRUCE, WARD 3.

BACKGROUND:

Municipal Criminal Court Judge Drew Nichols will be present to administer the above-described Oath of Office after which Councilmember-Elect Robert Bruce will take his respective seat as a member of the Council of the City of Norman, Oklahoma

File Attachments for Item:

3. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-14: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER, 2025, AS LESBIAN,GAY, BISEXUAL, TRANSGENDER, AND QUEER HISTORY MONTH IN THE CITY OF NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-14: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER, 2025, AS LESBIAN,GAY, BISEXUAL, TRANSGENDER, AND QUEER HISTORY MONTH IN THE CITY OF NORMAN.

Proclamation

P-2526-14

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER, 2025, AS LESBIAN, GAY, BISEXUAL, TRANSGENDER, AND QUEER HISTORY MONTH IN THE CITY OF NORMAN.

§ 1. WHEREAS, October is recognized nationally as LGBTQ+ History Month, a time to honor the histories, struggles, and contributions of lesbian, gay, bisexual, transgender, queer, and other sexual and gender diverse individuals; and

§ 2. WHEREAS, in 1994, Rodney Wilson, a high school teacher in Missouri, became the first openly gay public-school teacher in the state and proposed the idea for a dedicated month to recognize LGBTQ+ history and to celebrate the often-overlooked achievements and contributions across all areas of society; and

§ 3. WHEREAS, the month of October was chosen in part because it includes October 11th which is National Coming Out Day (NCOD) to commemorate the anniversary of the 1987 National March on Washington for Lesbian and Gay Rights; and

§ 4. WHEREAS, the City of Norman amended its Civil Rights Ordinance on August 27, 2019, to include express protections against discrimination based on sexual orientation, gender identity or expression, and marital status, including marriage to a person of the same sex, to provide greater protections to all residents and to continue building a more inclusive community; and

§ 5. WHEREAS, the City of Norman is home to several local equality advocacy groups, including, but not limited to, Parents, Families, and Friends of Lesbians and Gays (PFLAG); Norman United; Norman Pride; and the Queer Student Association (QSA), who support LGBTQ+ families and allies, educate the community about the unique issues and challenges facing the LGBTQ+ community, and advocate for changed attitudes and laws that achieve full equality for LGBTQ+ individuals.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

§ 6. Do hereby proclaim the month of October, 2025, as LGBTQ+ History Month in the City of Norman and invite all citizens to join me in celebrating the diversity and character of our community; providing all citizens the right to human dignity, justice, and the opportunity to live life fully and achieve their aspirations.

PASSED AND APPROVED this 28th day of October, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

4. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-15: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER, 2025, AS NATIONAL BULLYING PREVENTION MONTH IN THE CITY OF NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-15: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER, 2025, AS NATIONAL BULLYING PREVENTION MONTH IN THE CITY OF NORMAN.

Proclamation

P-2526-15

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER, 2025, AS NATIONAL BULLYING PREVENTION MONTH IN THE CITY OF NORMAN.

§ 1. WHEREAS, during the first week of October, 2006, PACER's National Bullying Prevention Center initiated National Bullying Prevention and Awareness Week to raise awareness about bullying; and

§ 2. WHEREAS, the campaign expanded in 2010 from one week to an entire month and was re-named Bullying Prevention Month; and

§ 3. WHEREAS, the purpose of Bullying Prevention Month is to educate, provide awareness, and change the culture around bullying, which was historically considered a childhood rite of passage but now is known to cause school avoidance, decreased self-esteem, depression, and even self-harm; and

§ 4. WHEREAS, bullying can include physical, verbal, sexual, or emotional harm or intimidation intentionally directed at a person or group of people; and

§ 5. WHEREAS, students who experience bullying are at an increased risk for poor school adjustment, sleep difficulties, anxiety, and depression; and

§ 6. WHEREAS, children who bully are at greater risk of engaging in more serious violent behaviors; and

§ 7. WHEREAS, children who witness bullying often feel less secure, more fearful, and intimidated.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

§ 8. Do hereby proclaim the month of October, 2025, as Bullying Prevention Month in the City of Norman and encourage all citizens to engage in a variety of awareness and prevention activities designed to make out community safer for all children and adolescents.

PASSED AND APPROVED this 28th day of October, 2025.

_____
Stephen Tyler Holman, Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

5. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-16: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF NOVEMBER, 2025, AS NATIVE AMERICAN/INDIGENOUS PEOPLES' HERITAGE MONTH IN THE CITY OF NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-16: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF NOVEMBER, 2025, AS NATIVE AMERICAN/INDIGENOUS PEOPLES' HERITAGE MONTH IN THE CITY OF NORMAN.

Proclamation

P-2526-16

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF NOVEMBER, 2025, AS NATIVE AMERICAN/INDIGENOUS PEOPLES' HERITAGE MONTH IN THE CITY OF NORMAN.

§ 1. WHEREAS, in 1990, President George H.W. Bush approved a joint resolution designating the month of November "National American Indian Heritage Month" in recognition and honor of the 574 American Indian tribal nations and their contributions to the identity and development of the United States; and

§ 2. WHEREAS, this designated month is a time to acknowledge, celebrate, and honor the rich, diverse histories, cultures, traditions, presence and contributions of the State of Oklahoma's 39 federally recognized tribes and their tribal citizens; and

§ 3. WHEREAS, The City of Norman is a supportive neighbor to the Absentee Shawnee, Citizen Potawatomi Nation, Kickapoo, Chickasaw, Sac and Fox, and Seminole Tribes/Nations; and

§ 4. WHEREAS, The City of Norman has one of the largest proportional populations of tribal citizens of all cities in Oklahoma; and

§ 5. WHEREAS, The City of Norman, its citizens, and visitors, has/ have unique and special circumstances and opportunities for learning about Oklahoma American Indian/Indigenous Peoples' presence with its wealth of resources through the neighboring aforementioned tribal nations, The University of Oklahoma's Native American Studies Department, Native Nations' Center, Sam Noble Museum of Natural History, American Indian Institute, and the OU American Indian Programs and Services, among others; and

§ 6. WHEREAS, it is the City of Norman's commitment to build an inclusive community.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

§ 7. Do hereby proclaim the month of November, 2025, as "Native American/Indigenous Peoples' Heritage Month" in the City of Norman and invite all citizens to join me in celebrating in the spirit of inclusiveness and respect.

PASSED AND APPROVED this 28th day of October, 2025.

_____
Stephen Tyler Holman, Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

6. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-17: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING OCTOBER 2025, AS BREAST CANCER AWARENESS MONTH IN THE CITY OF NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-17: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING OCTOBER 2025, AS BREAST CANCER AWARENESS MONTH IN THE CITY OF NORMAN.

Proclamation

P-2526-17

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER, 2025, AS BREAST CANCER AWARENESS MONTH IN THE CITY OF NORMAN.

§ 1. WHEREAS, Breast Cancer Awareness Month aims to raise awareness about the disease and raise funds for research into its cause, prevention, diagnosis, treatment, and cure; and

§ 2. WHEREAS, the general public is often aware of the disease, much more action is needed to support reducing risks and improving early detection and treatment; and

§ 3. WHEREAS, breast cancer is the most common cancer among women in the United States and around the world after skin cancer; and

§ 4. WHEREAS, although rarer, men can also be diagnosed with breast cancer; and

§ 5. WHEREAS, progress in treatment and early detection has led to improved survival for people of all ages and races and with all stages of breast cancer; and

§ 6. WHEREAS, there are more than 3.5 million breast cancer survivors in the United States today, which is more than any other group of cancer survivors; and

§ 7. WHEREAS, the City of Norman acknowledges the extraordinary commitment and effort of researcher, scientists, physicians, nurses, and numerous nonprofit organizations who are dedicated to discovering the cure for breast cancer, as well as the strength of breast cancer survivors and their families and friends.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

§ 8. Do hereby proclaim the month of October, 2025, as Breast Cancer Awareness Month in the City of Norman and invite all citizens to join me in continuing to promote awareness and education and to acknowledge the hard work and commitment of those working tirelessly to advocate for prevention and a cure.

PASSED AND APPROVED this 28th day of October, 2025.

_____
Stephen Tyler Holman, Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

7. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-18: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING NOVEMBER 2 THROUGH NOVEMBER 8, 2025, AS OKLAHOMA MOBILITY WEEK IN THE CITY OF NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-18: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING NOVEMBER 2 THROUGH NOVEMBER 8, 2025, AS OKLAHOMA MOBILITY WEEK IN THE CITY OF NORMAN.

Proclamation

P-2526-18

A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING NOVEMBER 2 THROUGH NOVEMBER 8, 2025, AS OKLAHOMA MOBILITY WEEK IN THE CITY OF NORMAN.

§ 1. WHEREAS, the City of Norman works everyday "Building an Inclusive Community", which includes providing multiple mobility options in Norman by getting people where they need to go, from work and school to medical appointments, grocery stores, and other essential services; and

§ 2. WHEREAS, mobility options available in Norman include, but are not limited to, fixed route bus service, paratransit service, on-demand service, e-scooters, sidewalks, bike lanes, multimodal paths, and AMTRAK service; and

§ 3. WHEREAS, the mobility options available are critical to those that choose or are unable to drive a motor vehicle; and

§ 4. WHEREAS, the mobility options provided benefit everyone in the City of Norman by reducing traffic and parking congestion, improving air quality and making our city more equitable and accessible to all.

NOW, THEREFORE, I, MAYOR OF THE CITY OF NORMAN, OKLAHOMA:

§ 5. Do hereby proclaim the week of November 2nd through the 8th, 2025, as Oklahoma Mobility Week in the City of Norman; and invite members of the public to walk, bike, or use public transportation to celebrate and discover new ways to navigate Norman.

PASSED AND APPROVED this 28th day of October, 2025.

_____
Stephen Tyler Holman, Mayor

ATTEST:

_____
Brenda Hall, City Clerk

File Attachments for Item:

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

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF APRIL 22, 2025, MAY 13, 2025, AUGUST 12, 2025, SEPTEMBER 9, 2025, SEPTEMBER 23, 2025, AND OCTOBER 14, 2025

CITY COUNCIL STUDY SESSION MEETING MINUTES OF SEPTEMBER 15, 2020, AUGUST 17, 2021 AND SEPTEMBER 2, 2025.

CITY COUNCIL SPECIAL SESSION MEETING MINUTES OF APRIL 15, 2025, APRIL 29, 2025, SEPTEMBER 23, 2025, AND OCTOBER 7, 2025.

CITY COUNCIL CONFERENCE MEETING MINUTES OF MAY 13, 2025.

CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF OCTOBER 2, 2025.

CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING MINUTES OF SEPTEMBER 25, 2025.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

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

CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF APRIL 22, 2025, MAY 13, 2025, AUGUST 12, 2025, SEPTEMBER 9, 2025, SEPTEMBER 23, 2025, AND OCTOBER 14, 2025

CITY COUNCIL STUDY SESSION MEETING MINUTES OF SEPTEMBER 15, 2020, AUGUST 17, 2021 AND SEPTEMBER 2, 2025.

CITY COUNCIL SPECIAL SESSION MEETING MINUTES OF APRIL 15, 2025, APRIL 29, 2025, SEPTEMBER 23, 2025, AND OCTOBER 7, 2025.

CITY COUNCIL CONFERENCE MEETING MINUTES OF MAY 13, 2025.

CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF OCTOBER 2, 2025.

CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING MINUTES OF SEPTEMBER 25, 2025.

CITY OF NORMAN, OK
CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, April 22, 2025 at 6:30 PM

MINUTES

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers in the Municipal Building, on Tuesday, April 22, 2025, at 6:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

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

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.

CALL TO ORDER

Mayor Heikkila called the Meeting to Order at 6:30 p.m.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Heikkila

AWARDS AND PRESENTATIONS

1. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-125: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, COMMENDING AND EXTENDING APPRECIATION TO THE STUDENTS OF NORMAN NORTH HIGH SCHOOL AND NORMAN HIGH SCHOOL FOR THEIR EXTRAORDINARY PHILANTHROPIC EFFORTS AND COMMUNITY SERVICE ACTIVITIES IN THE 2024-2025 SCHOOL YEAR.

   Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 6 Hinkle.

   Participants in discussion
   1. Mr. Logan Curtis and Chad Boese from Norman North High School, and Madison McDaniel from Norman High School, accepted the resolutions and thanked the Council

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

   Resolution R-2425-125 was Adopted.

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PROCLAMATIONS

2. CONSIDERATION OF ACKNOWLEDGMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-25: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING FRIDAY, APRIL 25, 2025, AS ARBOR DAY IN THE CITY OF NORMAN.

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

   Participants in discussion
   1. Ms. Michelle Chao, Stormwater Program Specialist, accepted the proclamation and thanked the Council.

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

   Receipt of Proclamation P-2425-25 was Acknowledged.

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3. CONSIDERATION OF ACKNOWLEDGMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-26: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THURSDAY, MAY 1, 2025, AS LEADERSHIP OKLAHOMA DAY IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

Participants in discussion

1. Ms. Jodi Lewis, Leadership Oklahoma participant, accepted the proclamation and thanked the Council.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Receipt of Proclamation P-2425-26 was Acknowledged.

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4. CONSIDERATION OF ACKNOWLEDGMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-28: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, APRIL 26, 2025, AS NORMAN MUSIC FESTIVAL DAY IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Participants in discussion

1. Ms. Shari Ransley Jackson, Norman Music Festival, accepted the proclamation and thanked the Council.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Receipt of Proclamation P-2425-28 was Acknowledged.

*****

5. CONSIDERATION OF ACKNOWLEDGMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2324-32: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THURSDAY, MAY 15, 2025, AS PEACE OFFICERS MEMORIAL DAY AND THE WEEK OF MAY 11 THROUGH MAY 17, 2025, AS NATIONAL POLICE WEEK IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 6 Hinkle, Seconded by Councilmember Ward 7 Holman.

Participants in discussion

1. Sergeant Sean Judy, Norman Police Department, accepted the proclamation and thanked the Council.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Receipt of Proclamation P-2425-32 was Acknowledged.

*****

COUNCIL ANNOUNCEMENTS

Ward 1 – Councilmember Ball

- Reported that downtown preparations are underway for the upcoming Norman Music Festival, including the setup of Ferris wheels and attractions.

Ward 3 – Councilmember Montoya

- Announced the Electronic Waste Event on May 3rd, from 9:00 a.m. to 12:00 p.m. at Reaves Park. Items accepted include TVs, VCRs, cell phones, and any electronic device with a cord.

Ward 4 – Councilmember Grant

- Addressed delays in big trash pickup, assuring residents that the City is working to complete all routes.
- Recognized Ward 4 resident Tori Tedder-Loffland for serving on the Parks Board.
- Announced plans to volunteer at Norman Music Festival, encouraging attendees to download the app, check the lineup, and review safety rules. Provided information on medical and safety resources available at the festival, including response points for abuse or harassment.
- Recognized April as Alcohol Awareness Month, sharing national statistics on alcohol-related deaths and disorders. Reaffirmed commitment to establishing a sobering center in Norman as part of broader mental health and substance abuse initiatives.

Ward 6 – Councilmember Hinkle

- Congratulated students from Norman High and Norman North on Spud Week, recalling participation in the first event 25 years ago. Commended Norman North students for raising nearly $1 million for charitable causes from freshman to senior year.
- Promoted Leadership Oklahoma, encouraging interested residents to apply and offering to provide letters of recommendation.
- Highlighted the upcoming Norman Music Festival, encouraging attendance despite potential rain, and recognized the event's positive economic and cultural impact on local businesses.

Ward 7 – Councilmember Holman

- Praised the Norman Music Festival as a significant event for the city, state, and region, drawing visitors from across the U.S. and other countries.
- Reflected on Norman's downtown revitalization, noting the transformation since the 1980s and 1990s.
- Promoted Earth Day Festival on Sunday, 12:00–5 p.m. at Reaves Park, featuring live music, food, environmental vendors, and tree giveaways.
- Reported on a recent Washington, D.C. trip with fellow councilmembers:
    - Met with all seven Oklahoma federal representatives to discuss housing, infrastructure, airport improvements, and National Weather Center support.
    - Highlighted the National Weather Center's global importance and its economic impact on Norman.
    - Noted that Congressional District 4 ranks 16th nationally in number of federal employees, emphasizing their contributions to the local economy.
    - Expressed appreciation for federal representatives' time and engagement.

Mayor Heikkila

- Announced the Cultural Unity Parade on May 3rd at 11:00 a.m. near the Cleveland County Courthouse, organized by Racism Stinks with participation from Norman Police and community groups.

*****

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 6 through Item 28 be placed on the consent docket.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Items 6 through 28 were placed on the Consent Docket.

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APPROVAL OF MINUTES

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

   CITY COUNCIL CONFERENCE MEETING MINUTES OF APRIL 23, 2024, AND MARCH 11, 2025.

   CITY COUNCIL SPECIAL MEETING MINUTES OF APRIL 1, 2025.

   CITY COUNCIL STUDY SESSION MEETING MINUTES OF APRIL 30, 2024.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

   The Minutes were Approved.

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First Reading Ordinance

7. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-22 UPON FIRST READING BY TITLE: 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 REMOVE LOT ONE (1), IN BLOCK TWO (2), OF EAST LINDSEY PLAZA SECTION 5, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1451 12TH AVENUE SOUTHEAST)

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

   Ordinance O-2425-22 was Adopted on First Reading by title.

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Appointments

8. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

   BOARD OF PARKS COMMISSIONERS
   TERM: 04/22/25 TO 01/01/28, TORI TEDDER-LOFFLAND, WARD 4

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

   The appointments were Approved.

*****

Reports/Communications

9. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF MARCH 31, 2025, AND DIRECTING THE FILING THEREOF.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

   Receipt of the Finance Director's Investment Report was Acknowledged.

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10. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF MARCH 2025.

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Receipt of the Monthly Departmental Report was Acknowledged.

*****

11. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FISCAL YEAR 2025-2026 CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT (COMCD) BUDGET AND DIRECTING THE INCLUSION OF THAT AMOUNT APPLICABLE IN THE PROPOSED FISCAL YEAR 2026 CITY OF NORMAN BUDGET.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Receipt of the Fiscal Year 2025-2026 Central Oklahoma Master Conservancy District (COMCD) Budget was Acknowledged and the inclusion thereof in the Proposed Fiscal Year 2026 City of Norman Budget was Authorized.

*****

Request for Payment

12. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SPECIAL CLAIM SC-2425-4: SUBMITTED BY ELLAINA PINKERTON IN THE AMOUNT OF $13,504.65 FOR EXPENSES SHE INCURRED WHEN HER VEHICLE WAS DAMAGED ON AUGUST 1, 2024, AT THE NORMAN POLICE DEPARTMENT PARKING LOT.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Special Claim SC-2425-4 was Approved

*****

Settlement

13. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A COURT ORDER: A RECOMMENDATION FOR APPROVAL OF A COURT ORDER IN THE TOTAL AMOUNT OF $10,368 REGARDING ALLEN SHELTON VS. THE CITY OF NORMAN, OKLAHOMA WORKERS' COMPENSATION COMMISSION CASE 2024-03108 M.

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

    Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

    Settlement of Workers' Compensation Commission Case 2024-03108 M was Approved.

    *****

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2425-114: A CONSENT ORDER BETWEEN NORMAN UTILITIES AUTHORITY AND THE STATE OF OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY FOR AN AGREED PENALTY OF $8,500 AND SUPPLEMENTAL ENVIRONMENTAL PROJECT OF $3,000, CLOSING NOTICE OF VIOLATION NO. W-20806-25-1.

    Acting as the Norman Municipal Authority

    Motion made by Trustee Ward 4 Grant, Seconded by Trustee Ward 2 Peacock.

    Voting Yea: Chairman Heikkila, Trustee Ward 1 Ball, Trustee Ward 2 Peacock, Trustee Ward 3 Montoya, Trustee Ward 4 Grant, Trustee Ward 5 Nash, Trustee Ward 6 Hinkle, Trustee Ward 7 Holman, Trustee Ward 8 Dixon

    Contract K-2425-114 was Approved.

    *****

Acceptance of Grant

15. CONSIDERATION OF SUBMISSION OF THE CERTIFIED LOCAL GOVERNMENTS (CLG) PROGRAM 2025-2026 APPLICATION FOR FUNDING IN THE AMOUNT OF $7,875 TO BE SUBMITTED TO THE OKLAHOMA STATE HISTORIC PRESERVATION OFFICE.

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

The submittal of the application for the Certified Local Government Program was Approved.

*****

Easement

16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF EASEMENT E-2425-18: A PERMANENT EASEMENT GRANTED BY THE CITY OF NORMAN TO WILDWOOD COMMUNITY CHURCH, INC., ON AND THROUGH A SECTION OF THE HALL PARK GREENBELT FOR THE PURPOSES DESCRIBED IN THE STAFF REPORT.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Easement E-2425-18 was Accepted and the filing thereof with the Cleveland County Clerk was Directed.

*****

Final Plat

17. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2425-6 FINAL PLAT FOR 3800 36TH AVENUE NW STORAGE, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED ONE QUARTER MILE NORTH OF TECUMSEH ROAD ON THE WEST SIDE OF 36TH AVENUE NW).

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Final Plat FP-2425-6 for 3800 36th Avenue NW Storage was Approved.

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18. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTIO AMENDMENT, AND/OR POSTPONEMENT OF FP-2425-7 FINAL PLAT FOR SUMMIT LAKES ADDITION, SECTION 13 (GENERALLY LOCATED ONE-HALF MILE SOUTH OF ALAMEDA STREET AND EAST OF 24TH AVENUE SE).

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

    Final Plat FP-2425-7 for Summit Lakes Addition, Section 13, was Approved.

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19. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2425-8 FINAL PLAT FOR FLINT HILLS ADDITION, SECTION 2, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED ONE QUARTER MILE NORTH OF TECUMSEH ROAD AND WEST OF 12TH AVENUE NW).

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

    Final Plat FP-2425-8 for Flint Hills Addition, Section 2, was Approved.

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20. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2425-9 FINAL PLAT FOR RED CANYON RANCH EAST, A PLANNED UNIT DEVELOPMENT (LOCATED AT THE NORTHWEST CORNER OF THE INTERSECTION OF 12TH AVENUE NE AND EAST TECUMSEH ROAD).

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

    Final Plat FP-2425-9 for Red Canyon Rach East was Approved.

Contracts

21. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CHANGE ORDER TWO TO CONTRACT K-2324-146: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND G & L TANK SANDBLASTING AND COATINGS, LLC, FOR THE ROBINSON WATER TOWER RESURFACING AND THE LINDSEY STREET TOWER RESURFACING OR DEMOLITION, DECREASING THE CONTRACT AMOUNT BY $312,958.58, FINAL ACCEPTANCE OF THE PROJECT, AUTHORIZING FINAL PAYMENT IN THE AMOUNT OF $43,051.42, AND APPROVAL OF THE RETENTION OF FUNDS FOR POSSIBLE FUTURE USE ON THE LINDSEY STREET WATER TOWER AS OUTLINED IN THE STAFF REPORT.

Acting as the Norman Municipal Authority

Motion made by Trustee Ward 4 Grant, Seconded by Trustee Ward 2 Peacock.

Voting Yea: Chairman Heikkila, Trustee Ward 1 Ball, Trustee Ward 2 Peacock, Trustee Ward 3 Montoya, Trustee Ward 4 Grant, Trustee Ward 5 Nash, Trustee Ward 6 Hinkle, Trustee Ward 7 Holman, Trustee Ward 8 Dixon

Change Order Two to Contract K-2324-146 was Approved.

*****

22. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID-2425-33 AND CONTRACT K-2425-96: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ELLSWORTH CONSTRUCTION OKC, L.L.C., IN THE AMOUNT OF $940,547.29 FOR THE FYE 2025 URBAN RECONSTRUCTION PROJECT, PERFORMANCE BOND B-2425-44; STATUTORY BOND B-2425-45; MAINTENANCE BOND MB-2425-32, AND RESOLUTION R-2425-87 GRANTING TAX-EXEMPT STATUS.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Bid 2425-33 was Accepted, Contract K-2425-96 and the accompanying bonds were Approved, and Resolution R-2425-87 was Adopted.

*****

23. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMEI AND/OR POSTPONEMENT OF RATIFICATION OF CONTRACT ADDENDUM ONE TO CONTRACT K-2425-77: A DEVELOPMENT FINANCING AND AFFORDABLE HOUSING LOAN AGREEMENT FOR CRIMSON FLATS WEST BETWEEN THE CITY OF NORMAN, OKLAHOMA AND CRIMSON FLATS WEST LP, AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE ANY DOCUMENTS ON BEHALF OF THE CITY OF NORMAN TO EFFECTUATE THE AGREEMENTS.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

    Approval of Contract K-2425-77 was Ratified.

    *****

24. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RATIFICATION OF CONTRACT ADDENDUM ONE TO CONTRACT K-2425-76: A DEVELOPMENT FINANCING AND AFFORDABLE HOUSING LOAN AGREEMENT FOR CRIMSON FLATS EAST BETWEEN THE CITY OF NORMAN, OKLAHOMA AND CRIMSON FLATS EAST LP, AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE ANY DOCUMENTS ON BEHALF OF THE CITY OF NORMAN TO EFFECTUATE THE AGREEMENTS.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

    Approval of Addendum One to Contract K-2425-76 was Ratified.

    *****

25. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RATIFICATION OF CONTRACT ADDENDUM NUMBER ONE, TWO AND THREE TO CONTRACT K-2324-94: A DISPOSITION AND DEVELOPMENT AGREEMENT BETWEEN THE CITY OF NORMAN OKLAHOMA AND MILESTONE PROPERTY DEVELOPMENT, L.L.C., AND REAUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE ANY DOCUMENTS ON BEHALF OF THE CITY OF NORMAN TO EFFECTUATE THE TRANSACTIONS, INCLUDING ISSUANCE OF LETTERS OF COMMITMENT RELATING TO THE TRANSACTION AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Approval of Addendum One, Two and Three to Contract K-2425-94 was Ratified and budget transfers were Approved.

*****

26. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-115: A CONTRACT BY AND BETWEEN THE NORMAN MUNICIPAL AUTHORITY AND GLOBAL WATER & CHARCOAL INNOVATIONS, L.L.C., DBA CHLORKING INNOVATIONS L.L.C., FOR THE LEASE OF CHLORINATION EQUIPMENT AT THE WESTWOOD FAMILY AQUATIC CENTER AS OUTLINED IN THE STAFF REPORT.

Acting as the Norman Municipal Authority

Motion made by Trustee Ward 4 Grant, Seconded by Trustee Ward 2 Peacock.

Voting Yea: Chairman Heikkila, Trustee Ward 1 Ball, Trustee Ward 2 Peacock, Trustee Ward 3 Montoya, Trustee Ward 4 Grant, Trustee Ward 5 Nash, Trustee Ward 6 Hinkle, Trustee Ward 7 Holman, Trustee Ward 8 Dixon

Contract K-2425-115 was Approved.

*****

Resolutions

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-121: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $11,115.28 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT FOR REPAIRS TO NORMAN POLICE VEHICLES DAMAGED BY OTHER DRIVERS IN TRAFFIC COLLISIONS.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

    Resolution R-2425-121 was Adopted.

*****

28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-123: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA TRANSFERRING $731,724 TO PAY THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (O.D.O.T.) CONSTRUCTION INVOICE FOR THE 12TH AVE NE AND BROOKS STREET SIDEWALK IMPROVEMENT PROJECT.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

    Resolution R-2425-123 was Adopted.

*****

29. CONDUCTING AND CLOSING THE FIRST PUBLIC HEARING FOR CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT THE FYE 2026 CITY OF NORMAN PROPOSED OPERATING AND CAPITAL BUDGETS.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 8 Dixon.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

The Public Hearing was opened.

Participants in discussion

1. Ms. Kim Coffman, Budget Manager
2. Mr. Rob Norman, made comments
3. Mr. Dan Munson, Ward 6, made comments
4. Mr. Stephen Ellis, Ward 4, made comments
5. Ms. Cynthia Rogers, Ward 4, made comments
6. Ms. Mayumi Windler, Ward 2, made comments
7. Mr. Evan Dunn, Ward 7, made comments

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

The Public Hearing was closed

*****

30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PHASING PLAN REQUIRED BY ROCK CREEK ENTERTAINMENT DISTRICT ECONOMIC DEVELOPMENT AGREEMENT

Motion to postpone until May 20, 2025, made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 7 Holman

Voting Nay: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Consideration of the Phasing Plan was Postponed until May 20, 2025.

*****

31. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2425-10 PRELIMINARY PLAT FOR AN INDUSTRIAL BUILDING IN THE CHARLESTON RIDGE ADDITION LOCATED AT THE SOUTHEAST CORNER OF THE INTERSECTION OF WEST TECUMSEH ROAD AND CHARLESTON ROAD.

Motion made by Councilmember Ward 6 Hinkle, Seconded by Councilmember Ward 7 Holman.

Participants in discussion
1. Ms. Libby Smith, Rieger Sadler Joyce, attorney representing the applicant
2. Mr. Evan Dunn, Ward 7, proponent

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Preliminary Plat PP-2425-10 for Industrial Building in the Charleston Ridge Addition was Approved.

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32. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-91: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE SOUTHEAST QUARTER (SE/4) OF SECTION SEVEN (7), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE COMMERCIAL DESIGNATION AND FUTURE URBAN SERVICE AREA AND PLACE THE SAME IN THE CURRENT URBAN SERVICE AREA. (281 W TECUMSEH ROAD)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 7 Holman.

Participants in discussion
1. Mr. Gunner Joyce, Rieger Sadler Joyce, attorney representing the applicant
2. Mr. Stephen Ellis, Ward 4, asked questions

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Resolution R-2425-91 was Adopted.

*****

33. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-26 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 REMOVE THE SOUTHEAST QUARTER (SE/4) OF SECTION SEVEN (7), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (281 W TECUMSEH ROAD)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Motion to amend Ordinance O-2425-26 PUD narrative as outlined in the agenda packet addressing rear setback, exterior materials, lighting, and hours of operation was made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 8 Dixon.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Ordinance O-2425-26 PUD narrative was Amended as stated above.

Back to main motion on the floor:

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Ordinance O-2425-26, as amended, was Adopted upon Second Reading Section by Section.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 8 Dixon.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Ordinance O-2425-26, as amended, was Adopted on Final Reading as a Whole.

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34. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN PRELIMINARY PLAT PP-2425-8: FOR TECUMSEH ROAD STORAGE, A PLANNED UNIT DEVELOPMENT LOCATED AT 281 WEST TECUMSEH ROAD (GENERALLY LOCATED ONE-QUARTER MILE WEST OF PORTER AVENUE ON THE NORTH SIDE OF WEST TECUMSEH ROAD).

Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Preliminary Plat PP-2425-8 for Tecumseh Road Storage was Approved.

*****

35. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-92: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF NORTHWEST QUARTER (NW/4) OF SECTION TWO (2), TOWNSHIP NINE NORTH (T9N), RANGE THREE WEST (R3W) OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE MIXED USE DESIGNATION AND PARKLAND DESIGNATION AND PLACE THE SAME IN THE MIXED USE DESIGNATION, FROM FUTURE URBAN SERVICE AREA TO CURRENT URBAN SERVICE AREA, AND REMOVAL FROM SPECIAL PLANNING AREA 4. (NEAR THE SOUTHWEST CORNER OF THE I-35 AND WEST INDIAN HILLS ROAD INTERSECTION)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Participants in discussion

1. Mr. Sean Rieger, Rieger Sadler Joyce, attorney representing the applicant
2. Mr. Chris Anderson, SMC Engineering, engineer representing the applicant
3. Mr. Dan Munson, Ward 6, asked questions
4. Mr. Stephen Ellis, Ward 4, made comments
5. Ms. Cindy Rogers, Ward 4, made comments
6. Mr. Evan Dunn, Ward 7, made comments

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Resolution R-2425-92 was Adopted.

*****

36. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT ORDINANCE O-2425-27 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 REMOVE THE NORTHWEST QUARTER (NW/4) OF SECTION TWO (2), TOWNSHIP NINE NORTH (T9N), RANGE THREE WEST (R3W), OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NEAR THE SOUTHWEST CORNER OF THE I-35 AND WEST INDIAN HILLS ROAD INTERSECTION)

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

Motion to amend Ordinance O-2425-27 PUD narrative to add two foot setbacks, mixed use on Development Area 1, and multi-family to 3A, 3B1, and Exhibit C was made by Councilmember Ward 3 Montoya, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Voting Nay: Councilmember Ward 5 Nash

Ordinance O-2425-27 PUD narrative was Amended as stated above.

Back to main motion on the floor:

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Voting Nay: Councilmember Ward 5 Nash

Ordinance O-2425-27, as amended, was Adopted upon Second Reading Section by Section.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Voting Nay: Councilmember Ward 5 Nash

Ordinance O-2425-27, as amended, was Adopted on Final Reading as a Whole.

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37. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PRELIMINARY PLAT PP-2425-9: FOR NORTH NORMAN VILLAGE, A PLANNED UNIT DEVELOPMENT (LOCATED AT THE SOUTHEAST CORNER OF THE INTERSECTION OF INDIAN HILLS ROAD AND 36TH AVENUE N.W.)

Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Voting Nay: Councilmember Ward 5 Nash

Preliminary Plat PP-2425-9 for North Norman Village was Approved.

*****

38. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-118: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ESTABLISHING AN INTERNAL AUDIT CHARTER TO FORMALIZE A WRITTEN AGREEMENT BETWEEN THE CITY COUNCIL AND THE FINANCE COMMITTEE REGARDING THE PURPOSE, AUTHORITY, AND RESPONSIBILITIES OF THE OFFICE OF THE CITY AUDITOR.

Withdrawn by Staff for additional discussion on April 29, 2025.

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39. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-119: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADOPTING THE TRIENNIAL AUDIT PLAN, A COMPREHENSIVE AUDIT FRAMEWORK COVERING THREE FISCAL YEARS ENDING JUNE 30, 2027.

Withdrawn by Staff for additional discussion on April 29, 2025.

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MISCELLANEOUS COMMENTS

Economic Development – Tax Increment Financing (TIF) – Phasing Plan

Daniel Munson, Ward 6, criticized the arena phasing plan and associated cost estimates. He argued that $563 per square foot for retail and restaurant space is unrealistic for Norman, calling it comparable to prices in major metropolitan areas. He noted a reduction in planned housing units from 795 to 677, questioning the reason behind this change. He questioned why hotel investment projections decreased from $50 million to $25 million and pointed out discrepancies in medium density housing costs, citing $104,000 per unit or $69 per square foot, which he said suggested a shift toward "affordable housing."

Cynthia Rogers, Ward 4, sought to clarify misunderstandings regarding the TIF and arena Phasing Plan. She explained the improvement district (where the arena will be built) is smaller than the increment district (where tax revenues are collected). She stated that even if no development occurs north of Rock Creek, development south of Rock Creek will still generate tax increment. She clarified that the county, not private developers, would issue debt backed by city collected tax revenues. Ms. Rogers outlined the three conditions required for increment activation per the Economic Development Agreement (Section 5.02)' approval of the phasing plan by Norman Tax Increment Finance Authority, title transfer of property to the county for financing, and filing of a covenant with the Cleveland County land records. She said no construction is required before the increment begins, as debt repayment proceeds once conditions are met.

*

Legal and Governance – Council Vacancy

Steve Ellis, Ward 4, addressed the issue of a vacancy in the Ward 1 Council seat, challenging the City Attorney's legal interpretation. He argued that declaring a vacancy through a grand jury under Title 22 is unnecessary and cited Title 51, Section 8, which he stated allows the Council to declare a vacancy following a plea of nolo contendere for an offense violating a public official's oath. Mr. Ellis asserted that the councilmember's plea to false certificate by a public officer qualifies as such a violation and recommended the Council adopt a resolution acknowledging the violation, thereby formally creating a vacancy. He noted the Attorney General is investigating and urged the Council to act proactively.

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Miscellaneous Discussion, continued

Criminal Justice and Jail Oversight

Mayumi Windler, Ward 2, referenced a New Yorker article on deaths in jails, mentioning a local case involving "Shannon, the Cookie Queen." She argued that law enforcement agencies should maintain ongoing responsibility for the welfare of individuals they arrest. She suggested that arresting officers or departments should check on detainees regularly to ensure access to food, water, and medical care. She criticized for-profit jail systems, claiming they prioritize profit over humane treatment and emphasized that both the City (police) and County (jail) share moral responsibility for inmate welfare.

*

Health, Wellness, and Community Empowerment

Evan Dunn, Ward 7, delivered a philosophical and personal reflection on posture, shame, and physical awareness. He connected his remarks to broader themes of self-improvement, empathy, and resilience, referencing personal health challenges. He discussed the concept of using physical posture to influence mental and emotional well-being, describing movement as a way to align the mind and body. He urged listeners to cultivate awareness and adaptability as a path toward personal and community healing.

*

NORMAN FORWARD Project

Mark Campbell, Ward 2, expressed concerns regarding Norman Forward facilities, particularly the Swim and Gym at the Senior Center. He claimed that program rates for seniors and disabled residents are not clearly posted and that Sunday access is restricted and requested that paid members be allowed to use the Swim and Gym without additional charge. He called for transparent posting of prices and scholarship information to ensure fairness and accessibility.

Mr. Campbell criticized overuse of facilities (YFAC) for youth sports, noting parking expansion plans costing $400,000. He raised concerns about neglected playgrounds at older apartment complexes and damaged public benches along Lindsay and 24th Avenue. He urged repairs to the Central Library, citing mold contamination and the need for immediate remediation following EPA guidelines.

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ADJOURNMENT

The Meeting Adjourned at 9:55 p.m.

ATTEST:

City Clerk

Mayor

CITY OF NORMAN, O
CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, May 13, 2025, at 6:30 PM

MINUTES

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers in the Municipal Building, on Tuesday, May 13, 2025, at 6:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

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

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.

CALL TO ORDER

Mayor Heikkila called the Meeting to Order at 6:30 p.m.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Heikkila

AWARDS AND PRESENTATIONS

1. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-124: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, IN CONJUNCTION WITH THE NORMAN ANIMAL WELFARE OVERSIGHT COMMITTEE, AWARDING THE 2025 NORMAN ANIMAL WELFARE VOLUNTEERISM AWARD.

   Motion made by Councilmember Ward 7 Holman, Seconded by Councilmember Ward 8 Dixon.

   Participants in discussion
   1. Becca Bean, Animal Welfare Oversight Committee Co-Chair, presented the 2025 Animal Welfare Volunteerism Award to Deb Milner

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

   Resolution R-2425-124 was Adopted.

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PROCLAMATIONS

2. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-27: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SATURDAY, MAY 17, 2025, AS KIDS TO PARKS DAY IN THE CITY OF NORMAN.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 7 Holman.

   Participants in discussion
   1. Jason Olsen, Director of Parks and Recreation, and Niama Evans, accepted the proclamation and thanked the Council.

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

   Receipt of Proclamation P-2425-27 was Acknowledged.

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3. CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-29: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MAY, 2025, AS MENTAL HEALTH AWARENESS MONTH IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Participants in discussion

1. Brianna Norman, Executive Director, Central Oklahoma Community Health Center, accepted the proclamation and thanked the Council.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Receipt of Proclamation P-2425-29 was Acknowledged.

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4. CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-30: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF MAY 18 THROUGH 24, 2025, AS PUBLIC WORKS WEEK IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Participants in discussion

1. Scott Sturtz, Director of Public Works, and Amy Shepard, Management Analyst, accepted the proclamation and thanked the Council.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Receipt of Proclamation P-2425-30 was Acknowledged.

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5. CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-31: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING MAY 2025, AS SMALL BUSINESS MONTH IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Participants in discussion

1. Jonathan Stapleton and Tra' Carson, 405 Brewing, accepted the proclamation and thanked the Council.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Receipt of Proclamation P-2425-31 was Acknowledged.

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6. CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-33: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF MAY, 2025, AS BIKE MONTH AND FRIDAY, MAY 16, 2025, AS BIKE-TO-WORK DAY IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Participants in discussion

1. Hal Cantwell, Bicycle Advisory Committee, accepted the proclamation and thanked the Council.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Receipt of Proclamation P-2425-33 was Acknowledged.

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7. CONSIDERATION OF ACKNOWLEDGING RECEIPT, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF PROCLAMATION P-2425-34: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING FRIDAY, MAY 23, 2025, AS POPPY DAY IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Participants in discussion

1. Eileen Grubbs, American Legion Auxiliary, accepted the proclamation and thanked the Council.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Receipt of Proclamation P-2425-34 was Acknowledged.

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COUNCIL ANNOUNCEMENTS

Ward 7 - Councilmember Holman

- Expressed appreciation to City staff and partner organizations involved in launching the "A Better Way – Opportunity Knocks" program. The initiative, unveiled during a recent ribbon-cutting ceremony, utilizes a city-owned van in partnership with a local agency to provide employment opportunities for residents experiencing housing instability or other challenges. Participants earn a day's wage by assisting with community clean-up efforts and are connected to local support services. The program is funded through a combination of federal funds and opioid settlement resources, and has been in development for several years. The Councilmember commended all involved and expressed enthusiasm for seeing the program in action.
- Encouraged the public to attend the Moore-Lindsay Historic House Museum's 50th Anniversary Celebration that weekend, noting the museum's significance as one of Norman's oldest structures.
- Promoted the Mayfair Festival on Campus Corner, encouraging residents to enjoy the street fair, art booths, and local vendors, adding that community events like these showcase Norman's vibrancy.

Ward 6 - Councilmember Hinkle

- Noted that spring in Norman offers many opportunities for community engagement through festivals, fairs, and outdoor events. He encouraged residents to take advantage of these activities, commenting that anyone who is "bored in Norman in the springtime is simply not looking hard enough."

Ward 4 - Councilmember Grant

- Shared that Norman Music Festival and Earth Day Festival were both successful and well-attended events. She mentioned earning more income working at a local venue during Music Fest weekend than serving a month on City Council, humorously countering recent critical commentary about the festival.
- Judged the Norman Pride Parade, congratulating Thunderbird Clubhouse for winning "Most Energetic."
- Invited the public to view the "Queer Joy Exuberant" art exhibition at Uncanny Art House
- Promoted the upcoming 50th Anniversary Celebration of the Moore-Lindsay House Museum, scheduled for May 17, 1:00 to 4:00 p.m. at 508 North Peters Avenue, with free admission.
- She thanked Ward 4 residents serving on City boards, including: Eric Williams, Board of Adjustment, and Evan Taylor and Sue Ringis, Library Board.

Ward 3 - Councilmember Montoya

- Expressed appreciation to newly appointed board members; Deborah Engel, Norman Library Board, and David Nimmo and Andy Sherrer, Norman Regional Hospital Authority.

Ward 1 - Councilmember Ball

- Extended congratulations to graduates from the University of Oklahoma, Norman High, and Norman North High School, noting recent commencement ceremonies.
- He also recognized Norman's youth baseball team, the Oklahoma Prospects (14U AAA), for winning first place at a Springdale, Arkansas tournament, securing a bid to the Little League World Series.
- Celebrated Craft Beer Week and commended the Parks and Recreation Department for preparing splash pads and Westwood Family Aquatic Center for the summer season.
- Reminded residents that veterans receive a discounted family pool pass rate.

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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 8 through Item 29 be placed on the consent docket.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Items 8 through 29 were placed on the Consent Docket.

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APPROVAL OF MINUTES

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

   CITY COUNCIL STUDY SESSION MEETING MINUTES OF MAY 21, 2024.

   CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY AMENDED MEETING MINUTES OF JANUARY 28, 2025.

   CITY COUNCIL FINANCE COMMITTEE MEETING MINUTES OF MARCH 20, 2025, AND APRIL 17, 2025.

   CITY COUNCIL OVERSIGHT COMMITTEE MEETING MINUTES OF MARCH 13, 2025.

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

   The Minutes were Approved.

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First Reading Ordinance

9. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-33 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF CHAPTER 36 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOTS 10-11, BLOCK 72 OF NORMAN OLD TOWN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (223 W. MAIN ST.)

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

Item 9, continued

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Ordinance O-2425-33 was Adopted on First Reading by title.

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10. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-34 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTION 36-201 OF CHAPTER 36 OF THE CODE OF THE CITY OF NORMAN SO AS TO REMOVE LOTS 12-14, BLOCK 72 OF NORMAN OLD TOWN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE CCPUD, CENTER CITY PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (227 W. MAIN ST.)

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Ordinance O-2425-34 was Adopted on First Reading by title.

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11. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-35 UPON FIRST READING BY TITLE: 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 A CHURCH, TEMPLE, OR OTHER PLACE OF WORSHIP, IN THE I-1, LIGHT INDUSTRIAL DISTRICT FOR THE SOUTHEAST QUARTER (SE/4) AND THE NORTHEAST QUARTER (NE/4) OF SECTION ELEVEN (11), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED ON THE EAST SIDE OF N. FLOOD AVE., NORTH OF THE INTERSECTION OF N. FLOOD AVE. AND 24TH AVE. N.W.)

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Ordinance O-2425-35 was Adopted on First Reading by title.

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12. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-36 UPON FIRST READING BY TITLE: 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 A BAR, LOUNGE, OR TAVERN IN THE C-3, INTENSIVE COMMERCIAL DISTRICT FOR LOTS ONE (1), TWO (2), IN BLOCK THIRTY-TWO (32), OF THE ORIGINAL TOWN OF NORMAN OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF. (101 S. PORTER AVE.)

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Ordinance O-2425-36 was Adopted on First Reading by title.

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Appointments

13. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

BOARD OF ADJUSTMENT
TERM: 05-13-25 TO 12-22-26: ERIC WILLIAMS, WARD 4
TERM: 05-13-25 TO 12-22-26: MATT GRAVES, WARD 2

HISTORIC DISTRICT COMMISSION
TERM: 05-13-25 TO 10-26-25: KENDEL POSEY, WARD 4

LIBRARY BOARD
TERM: 05-13-25 TO 05-01-28: EVAN TAYLOR, WARD 4
TERM: 05-13-25 TO 05-01-27: ERIC WHITE, WARD 6
TERM: 05-13-25 TO 05-01-28: DEBRA ENGEL, WARD 3
TERM: 05-13-25 TO 05-01-28: SUE RINGUS, WARD 4

NORMAN REGIONAL HOSPITAL AUTHORITY
TERM: 05-13-25 TO 10-31-26: DAVID NIMMO, WARD 3
TERM: 05-13-25 TO 10-31-26: ANDY SHERRER, WARD 3

SOCIAL AND VOLUNTARY SERVICES COMMITTEE
TERM: 05-13-25 TO 12-09-25: KAREN WEBB, WARD 6

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

The appointments were Approved.

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Reports/Communications

14. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Receipt of the City Manager's Contract and Change Order Report was Acknowledge.

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15. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AWARDING BID-2425-36: SUBMITTED BY S.W. GILLIS TO RAISING/LOWERING SANITARY SEWER MANHOLES AT VARIOUS LOCATIONS THROUGHOUT THE SEWER COLLECTION SYSTEM FOR THE LINE MAINTENANCE DIVISION.

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 2 Peacock, Seconded by Trustee Ward 7 Holman.

Voting Yea: Chairman Heikkila, Trustee Ward 1 Ball, Trustee Ward 2 Peacock, Trustee Ward 3 Montoya, Trustee Ward 4 Grant, Trustee Ward 5 Nash, Trustee Ward 6 Hinkle, Trustee Ward 7 Holman, Trustee Ward 8 Dixon

Bid 2425-36 was Accepted and Awarded to S.W. Gillis.

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16. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AWARDING BID 2425-37: SUBMITTED BY FERGUSON WATERWORKS, UTS, CORE AND MAIN AND OKLAHOMA CONTRACTOR'S SUPPLY, L.L.C., FOR THE PURCHASE OF COPPER METER YOKES FOR WATER METERS, HIGH DENSITY POLYETHYLENE PLASTIC (HDPE) METER BOXES WITH CAST IRON LIDS, HDPE METER BOXES WITH ANTI-FLOAT LIDS, HDPE ANTI-FLOAT LIDS AND REPAIR CLAMPS FOR THE LINE MAINTENANCE DIVISION.

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 2 Peacock, Seconded by Trustee Ward 7 Holman.

Voting Yea: Chairman Heikkila, Trustee Ward 1 Ball, Trustee Ward 2 Peacock, Trustee Ward 3 Montoya, Trustee Ward 4 Grant, Trustee Ward 5 Nash, Trustee Ward 6 Hinkle, Trustee Ward 7 Holman, Trustee Ward 8 Dixon

Bid 2425-37 was Accepted and Awarded to Core and Main for Sections I, Categories I and VI, and Meter Boxes with HDPE Cast Iron Lids; Oklahoma Contractor's Supply for Categories II-VI, VIII-XXVIIII, XXX, XXXII-XLVI; Ferguson Waterworks for Categories XXIX and XXXI; and UTS for Meter Boxes with HDPE Anti-Float Lids and HDPE Anti-Float Lids.

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17. CONSIDERATION OF ACCEPTANCE, REJECTION AMENDMENT, AND/OR POSTPONEMENT OF AWARDING BID 2425-38: SUBMITTED BY BOB CUNNINGHAM, INC., FOR THE PURCHASE OF SCREENED TOPSOIL/SAND FOR THE LINE MAINTENANCE DIVISION.

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 2 Peacock, Seconded by Trustee Ward 7 Holman.

Voting Yea: Chairman Heikkila, Trustee Ward 1 Ball, Trustee Ward 2 Peacock, Trustee Ward 3 Montoya, Trustee Ward 4 Grant, Trustee Ward 5 Nash, Trustee Ward 6 Hinkle, Trustee Ward 7 Holman, Trustee Ward 8 Dixon

Bid 2425-38 was Accepted and Awarded to Bob Cunningham, Inc.

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Request for Payment

18. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF SPECIAL CLAIM SC-2425-6: SUBMITTED BY RONALD FULLERTON IN THE AMOUNT OF $16,663.21 FOR DAMAGE HIS VEHICLE RECEIVED ON FEBRUARY 17, 2025, ON 48TH AVENUE NW NEAR DAVINBROOK STREET.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Special Claim SC-2425-6 was Approved.

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Donation

19. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATIONS IN THE AMOUNT OF $1,500 FROM THE RSB TRUST AND $1,926.25 FROM NORMAN PUBLIC SCHOOLS TO BE USED AT THE NORMAN ANIMAL WELFARE CENTER.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

The donations from RSB Trust and Norman Public Schools was Approved.

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20. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF $8,300 FROM THE CAVINS GROUP L.L.C., OF NORMAN TO BE USED TO PURCHASE SERVICES AND ITEMS FOR NORMAN POLICE DEPARTMENT COMMUNITY OUTREACH EVENTS, AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

The donation from Cavins Group, L.L.C., and budget appropriation were Approved.

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Settlements

21. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RECOMMENDATION FROM THE CITY ATTORNEY THAT THE CITY COUNCIL APPROVE A SETTLEMENT OF MISTY DAWN DEAN IN THE AMOUNT OF $100,000 TO RESOLVE HER TORT CLAIM FILED FEBRUARY 3, 2025.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

The City Attorney's recommendation was Approved.

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22. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2324-44: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND OKLAHOMA GAS & ELECTRIC COMPANY INCREASING THE CONTRACT AMOUNT BY $144,585, FOR A TOTAL OF $552,167.22, FOR RELOCATING OVERHEAD POWER LINES UNDERGROUND ON THE 2019 JENKINS AVENUE WIDENING BOND PROJECT AND APPROPRIATION OF FUNDS.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

    Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

    Amendment One to Contract K-2324-44 and budget appropriation were Approved.

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23. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2425-42: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND MULTISPORTS, L.L.C., FOR THE YOUNG FAMILY ATHLETIC CENTER (YFAC) OUTDOOR PICKLEBALL COURTS CONSTRUCTION PROJECT AND FINAL PAYMENT OF $13,642.10.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

    Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

    Final Acceptance of Contract K-2425-42 was Approved.

    *****

24. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMEN AND/OR POSTPONEMENT OF THE FINAL ACCEPTANCE OF CONTRACT K-2425-75: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND HAPPY PLAYGROUNDS, L.L.C., FOR THE WILLIAM MORGAN PARK PLAYGROUND PROJECT AND FINAL PAYMENT OF $227,004.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

    Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

    Final Acceptance of Contract K-2425-75 was Approved.

    *****

25. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-95: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND EIGHTTWENTY OKLAHOMA, L.L.C., (DBA EIGHTTWENTY) FOR A TOTAL OF $95,952 FOR THE INSTALLATION OF SOLAR PHOTOVAOLTAIC ENERGY GENERATING EQUIPMENT (SOLAR PANELS) ATOP THE CITY OF NORMAN HOUSEHOLD HAZARDOUS WASTE FACILITY.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

    Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

    Contract K-2425-95 was Approved.

    *****

26. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-110: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND WOLTERS KLUWER FINANCIAL SERVICES, INC., FOR THE LICENSING OF TEAMMATE+ GLOBAL AUDIT SOLUTIONS, AN AUDIT PROCESS MANAGEMENT SOFTWARE, FOR THE AMOUNTS AS OUTLINED IN THE STAFF REPORT.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Contract K-2425-110 was Approved.

*****

27. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2425-116: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND THE CITY OF NOBLE, OKLAHOMA, AN AGREEMENT ALLOWING FOR A SHARED ASPHALT MAINTENANCE PROJECT ON POST OAK ROAD BETWEEN U.S. HIGHWAY 77 TO WEST END OF ROADWAY AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Contract K-2425-116 was Approved.

*****

Resolutions

28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-126: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, ADOPTING AN UPDATED PUBLIC TRANSPORTATION AGENCY SAFETY PLAN (PTASP) AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE(S) TO IMPLEMENT THE PLAN.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Resolution R-2425-126 was Adopted.

*****

29. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-129: A RESOLUTION OF THE CITY OF NORMAN, RATIFYING THE AMENDMENT OF THE NORMAN EMPLOYEES RETIREMENT SYSTEM PLAN DOCUMENT

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 7 Holman.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Resolution R-2425-129 was Adopted.

*****

NON-CONSENT ITEMS

Public Hearings

30. CONDUCTING A PUBLIC HEARING FOR CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE PROPOSED 2025-2029 CONSOLIDATED PLAN AND FIRST YEAR ACTION PLAN FOR THE FIFTY-FIRST YEAR NORMAN COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) APPLICATION WHICH INCLUDES THE 2025 HOME PROGRAM TOTALING $1,334,879 TO BE SUBMITTED TO THE UNITED STATES DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD).

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Heikkila, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Councilmember Ball was outside the Chambers during the vote.

The Public Hearing was opened.

Participants in discussion
1. Lisa Krieg, CDBG Grants Manager
2. Evan Dunn, Ward 7, made comments
3. Heidi Smith, Continuum of Care, made comments

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

The Public Hearing was closed

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

The submittal of the application to HUD was Authorized.

*****

Second Reading Ordinance

31. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-22 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 REMOVE LOT ONE (1), IN BLOCK TWO (2), OF EAST LINDSEY PLAZA SECTION 5, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE SPUD, SIMPLE PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1451 12TH AVENUE SOUTHEAST)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Participants in discussion

1. Todd D'Amico representing the applicant

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Ordinance O-2425-22 was Adopted upon Second Reading Section by Section.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Ordinance O-2425-22 was Adopted on Final Reading as a Whole.

*****

MISCELLANEOUS COMMENTS

Rain Events – Stormwater

Mark Daniels, Ward 3, reported significant rainfall during late April, approximately 10–11 inches in one week. He described storm-related impacts, including washed-out sections of Robinson Street between 48th and 60th Avenue, and closures of Rock Creek and 48th Northwest. He presented photographs showing severe erosion along Boggy Creek behind his residence and noted that erosion has extended beyond the 100-foot drainage easement into his and his neighbor's properties. He requested the City or relevant departments consider evaluating the area for future flood control or erosion mitigation improvements. He cited that stormwater retention ponds remain full for extended periods, possibly due to heavy rainfall, climate change, or upstream overflow from Arbor Lake.

Chelsey Davis, Ward 3, stated she resides in the same area as Mark Daniels, near Robinson Street and Boggy Creek and reported significant flooding and watershed issues impacting approximately 576 homes in the surrounding area. She identified contributing neighborhoods, including 10 Mile Flats, Arbor Lakes, and Brookhaven. She warned of worsening erosion along Boggy Creek and expressed concern about potential collapse risks to the adjacent lake. She stated that detention ponds constructed for nearby developments are not functioning as intended. She said these ponds overflow and discharge excess stormwater into Boggy Creek, worsening flooding conditions.

*

Apology and Acknowledgment

Floyd Carroll, Ward 4, began by apologizing to the Mayor for prior interactions or comments, expressing a desire to move forward respectfully.

*

Crime and Property Damage

Floyd Carroll, Ward 4, reported ongoing incidents of theft and property damage in the neighborhood, which he attributed to individuals experiencing homelessness. He noted that such incidents appear to increase during warmer months.

*

Litter Pick Up Program

Floyd Carroll, Ward 4, expressed concern about City-sponsored cleanup programs that employ or engage unhoused individuals for litter removal. He alleged some participants have engaged in unethical behavior or theft while working in residential areas. He questioned the adequacy of management and supervision within the program and asked whether the City assumes financial or legal responsibility for damages caused by program participants.

*

Recognition of City Initiatives

Evan Dunn, Ward 7, commended the City for recent proclamations and for approving the solar photovoltaic project at the Hazardous Waste Facility. He expressed appreciation for the City's continued support of small business initiatives and the local Farmers Market.

*

Congratulations to Local Athletes

Evan Dunn, Ward 7, congratulated the University of Oklahoma Women's Gymnastics Team on their national championship victory. He acknowledged team members and head coach K.J. Kindler for their excellence, discipline, and dedication to the sport.

*

Reflections on Human Potential and Growth

Evan Dunn, Ward 7, spoke about the importance of discipline, focus, and the alignment of physical and mental well-being in achieving human potential. He referenced both scientific and philosophical perspectives on human capability and development.

*

Advocacy for Global Humanitarian Concerns

Evan Dunn, Ward 7, encouraged City leaders to advocate for humanitarian aid access in Gaza and emphasized moral responsibility, empathy, and global awareness as essential values for leadership and civic engagement.

*****

ADJOURNMENT

The Meeting Adjourned at 7:47 p.m.

ATTEST:

City Clerk

Mayor

CITY OF NORMAN, O
CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, August 12, 2025 at 6:30 PM

MINUTES

The City Council, Norman Utilities Authority, Norman Municipal Authority, and Norman Tax Increment Finance Authority of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers in the Municipal Building, on Tuesday, August 12, 2025, at 6:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

CALL TO ORDER

ROLL CALL

PRESENT
Mayor Stephen Holman
Councilmember Ward 1 David Gandesbery
Councilmember Ward 2 Matthew Peacock
Councilmember Ward 3 Bree Montoya
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 7 Kimberly Blodgett
Councilmember Ward 8 Scott Dixon

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Mayor Holman.

AWARDS AND PRESENTATIONS

1. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF RESOLUTION R-2526-19: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AWARDING THE 2024 CITY OF NORMAN HUMAN RIGHTS AWARD, IN CONJUNCTION WITH THE NORMAN HUMAN RIGHTS COMMISSION.

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

   Participants in discussion:
   1. Aisha Ali, Human Rights Commission Chair
   2. Ashley Creed made comments and thanked the Council.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-19 was Adopted.

*****

PROCLAMATIONS

2. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-5: PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SEPTEMBER 5TH, 2025, AS UNITED WAY DAY IN THE CITY OF NORMAN.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Receipt of the Proclamation P-2526-5 was Acknowledged.

   *****

3. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-6: PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING AUGUST 19TH, 2025, AS WORLD HUMANITARIAN DAY IN THE CITY OF NORMAN.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Participants in discussion:
   1. Akash Patel, Chairman of the UN Association of USA at the United Nations Foundation

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Receipt of the Proclamation P-2526-6 was Acknowledged.

COUNCIL ANNOUNCEMENTS

Ward 1 - Councilmember Gandesbery

- Thanked the Norman Police and Fire Departments for their quick and professional response to a recent incident at Norman Regional Hospital, commending their efficiency in ensuring safety and restoring operations promptly.
- Acknowledged Ashley Creed's work with mutual aid fairs, which are frequently hosted in Ward 1. Highlighted the value of these programs for school-age children in need of clothing and school supplies and encouraged residents to donate and support future events.

Ward 2 - Councilmember Peacock

- Announced the appointment of Aubrey Gibson to the Animal Welfare Oversight Committee and Alex Laner to the Bicycle Advisory Committee. Expressed appreciation for their willingness to serve the community.

Ward 3 - Councilmember Montoya

- Recognized the reappointments of Chuck Thompson and Shelley Cox to the Economic Development Advisory Board, Sherry Stansel to the Floodplain Permit Committee, and Aisha Ali to the Human Rights Commission.
- Reminded residents that the school year begins the following day and encouraged caution in school zones and areas with pedestrians and bicyclists.
- Thanked community members attending in person and online for their continued engagement.

Ward 4 - Councilmember Grant

- Extended appreciation to Councilmember Nash for his service and wished him and his family well in future endeavors.
- Congratulated Ashley Creed for receiving the 2024 Human Rights Award and noted the upcoming Mutual Aid Fair at Irving Recreation Center on August 17th 12:00–2:30 p.m.
- Thanked Susan Skapic, a Ward 4 resident, for her willingness to serve on the Historic District Commission.
- Announced that the Oversight Committee will meet on Thursday at 4:00 p.m. to discuss shelter updates and public access to restrooms at City facilities, including challenges, solutions, and desired changes.

Ward 5 - Councilmember Nash

- Councilmember Nash announced this was his final meeting. Described the upcoming process to fill the Ward 5 vacancy:
  - A selection committee will be formed.
  - Applications will be solicited from Ward 5 residents.
  - The committee will review, interview, and recommend one nominee to Council for appointment.

Ward 6 - Councilmember Hinkle

- Thanked Dr. Nash for his service and extended best wishes for his future.
- Announced new or reappointed Ward 6 residents:
  - Ann Wimberly – Bicycle Advisory Committee
  - Tyler Burns – Historic District Commission
  - Romina Navarro Vega – Human Rights Commission
  - Cynthia Allen – University North Park TIF Oversight Committee
  - Expressed gratitude for their volunteer commitment.
- Extended best wishes to all students, educators, and school staff for a successful school year.

Ward 7 - Councilmember Blodgett

- Thanked Brittany Elliott (Public Safety Oversight Committee) and Kelly Fell (Human Rights Commission) for their service and dedication.
- Extended best wishes to Dr. Nash and family, noting they are now Ward 7 residents.
- Congratulated Ashley Creed on her recognition for community service.

Ward 8 - Councilmember Dixon

- Announced the appointment of Jackie Farley to the Human Rights Commission and encouraged additional Ward 8 residents to apply for City boards and commissions via the City's website.
- Described participation in a Parks and Recreation event with the Howard family from Baked Bear distributing ice cream sandwiches to teachers at Whittier Middle School.
- Reminded drivers to obey school bus stop signs and remain alert for children as schools reopen.

Mayor Holman

Outlined the timeline for filling the Ward 5 vacancy:

- Application process to open on the City's website within the week.
- Selection committee to interview candidates and recommend one nominee.
- Appointment anticipated by early September, ensuring minimal interruption in Ward 5 representation.
- The appointed individual will serve until a special election is held in February or April 2026, followed by a full two-year term election in 2027.

*****

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 4 through Item 26 be placed on the consent docket.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 3 Montoya.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Items 4 through 26 were placed on the Consent Docket.

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APPROVAL OF MINUTES

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

   CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF JULY 9, 2024, JULY 23, 2024, AUGUST 13, 2024, AUGUST 27, 2024, SEPTEMBER 10, 2024, AND JUNE 24, 2025.

   CITY COUNCIL SPECIAL MEETING MINUTES OF JULY 16, 2024, JULY 23, 2024, JUNE 10, 2025, 2025, AND JULY 29, 2025.

   CITY COUNCIL CONFERENCE MEETING MINUTES OF JULY 9, 2024, AUGUST 27, 2024, AND JUNE 24, 2025.

   CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF SEPTEMBER 1, 2022, NOVEMBER 3, 2022, MAY 4, 2023, NOVEMBER 7, 2024, AND JUNE 5, 2025.

   CITY COUNCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING MINUTES OF JANUARY 23, 2025.

   CITY COUNCIL OVERSIGHT COMMITTEE MEETING MINUTES OF MAY 8, 2025.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   The minutes were Approved.

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First Reading Ordinance

5. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-39 UPON FIRST READING BY TITLE: 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 REMOVE THE NORTHWEST QUARTER (NW/4) OF SECTION TWENTY-THREE (23), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTHWEST CORNER OF STONEY BROOK DR. AND N. INTERSTATE DR.)

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Ordinance O-2425-39 was Adopted on First Reading by title.

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6. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-2 UPON FIRST READING BY TITLE: 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 REMOVE A PART OF THE WEST HALF (W/2) OF THE NORTHWEST QUARTER (NW/4) OF SECTION NINE (9), TOWNSHIP EIGHT (8) NORTH, RANGE TWO (2) WEST AND LOT ONE (1), IN BLOCK ONE (1), OF MONROE ADDITION, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2880 & 2886 CLASSEN BLVD.)

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Ordinance O-2425-39 was Adopted on First Reading by title.

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Appointments

7. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

ANIMAL WELFARE OVERSIGHT COMMITTEE
TERM: 08/12/25 TO 05/27/27, AUBREY GIBSON, WARD 2

BICYCLE ADVISORY COMMITTEE
TERM: 08/12/25 TO 02/13/26, ALEX LANPHERE, WARD 2
TERM: 08/12/25 TO 02/13/28, ANNE WIMBERLEY, WARD 6

ECONOMIC DEVELOPMENT ADVISORY BOARD
TERM: 08/12/25 TO 08/13/28, CHUCK THOMPSON, WARD 3
TERM: 08/12/25 TO 08/13/28, SHELLEY COX, WARD 3

FLOODPLAIN PERMIT COMMITTEE
TERM: 08/12/25 TO 06/12/28, SHERRI STANSEL, WARD 3

HISTORIC DISTRICT COMMISSION
TERM: 08/12/25 TO 10/26/28, SUSAN SKAPIK, WARD 4
TERM: 09/10/25 TO 10/26/27, TYLER BURNS, WARD 6

HUMAN RIGHTS COMMISSION
TERM: 08/12/25 TO 07/13/26, DEON OSBORN, WARD 1
TERM: 08/12/25 TO 07/13/26, AISHA ALI, WARD 3
TERM: 08/12/25 TO 07/13/26, ROMINA NAVARRO VEGA, WARD 6
TERM: 08/12/25 TO 07/13/27, KELLY FEILLE, WARD 7
TERM: 08/12/25 TO 07/12/27, JACKIE FARLEY, WARD 8

UNP TIF OVERSIGHT COMMITTEE
TERM: 08/12/25 TO 04/10/28, CINTHYA ALLEN, WARD 6

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

The appointments were Approved.

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8. CONSIDERATION OF CONFIRMATION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AN ADDITIONAL NOMINATION FOR THE 2025-2026 CITY OF NORMAN YOUTH COUNCIL

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

The nomination for the 2025-2026 Youth Council was Confirmed.

*****

Reports/Communications

9. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Receipt of the City Manager's Contract and Change Order Report was Acknowledged.

*****

10. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION AND/OR POSTPONEMENT OF THE SUBMISSION OF THE NORMAN REGIONAL HEALTH SYSTEM 2026 BUDGET.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Receipt of the Norman Regional Health System 2026 Budget was Acknowledged.

*****

Consent to Encroach

11. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONSENT TO ENCROACH EN-2425-2: FOR LOT 8, BLOCK 1, FOUNTAIN VIEW ADDITION, SECTION 1, CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA. (4509 Farm Hill Road)

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Consent to Encroach EN-2425-2 was Approved.

*****

Contracts

12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2324-33: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND GARVER, L.L.C., IN THE AMOUNT OF $31,600 FOR ADDITIONAL CONSTRUCTION PHASE ENGINEERING SERVICES FOR AN AERATION BASIN TURBO BLOWER REPLACEMENT PROJECT.

    Acting as the Norman Utilities Authority

    Motion made by Trustee Ward 4 Grant, Seconded by Trustee Ward 2 Peacock.

    Voting Yea: Chairman Holman, Trustee Ward 1 Gandesbery, Trustee Ward 2 Peacock, Trustee Ward 3 Montoya, Trustee Ward 4 Grant, Trustee Ward 5 Nash, Trustee Ward 6 Hinkle, Trustee Ward 7 Blodgett, Trustee Ward 8 Dixon

    Amendment One to Contract K-2324-33 with Garver, L.L.C., was Approved.

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13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMEN AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2324-99: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ARROYO'S CONCRETE, L.L.C., DECREASING THE CONTRACT AMOUNT BY $26,419.18 FOR A REVISED CONTRACT IN THE AMOUNT OF $174,713.18, FOR THE ROCK CREEK AND WARD 7 SIDEWALKS PROJECT, FINAL ACCEPTANCE OF THE PROJECT, AND FINAL PAYMENT IN THE AMOUNT OF $8,735.64 AS OUTLINE IN THE STAFF REPORT.

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Change Order One to Contract K-2324-99 with Arroyo's Concrete, L.L.C., was Approved.

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14. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER TWO TO CONTRACT K-2425-74: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND SILVER STAR CONSTRUCTION COMPANY, INC., DECREASING THE CONTRACT AMOUNT BY $3,076 FOR A REVISED CONTRACT AMOUNT OF $254,244 FOR ADJUSTMENT OF PLAN QUANTITIES TO MATCH ACTUAL QUANTITIES USED IN THE PROJECT, FINAL ACCEPTANCE OF THE CONTRACT FOR THE IMHOFF ROAD WIDENING – CRIMSON FLATS PROJECT, AND RELEASE OF RETAINAGE AS OUTLINED IN THE STAFF REPORT.

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Change Order Two to Contract K-2425-74 with Silver Star Construction Company, Inc., was Approved.

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15. CONSIDERATION OF ADOPTION, APPROVAL, ACCEPTANCE, AWARDIN AMENDMENT, REJECTION, AND/OR POSTPONEMENT OF BID 2526-1 AND CONTRACT K-2526-2: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND INNOVATIVE ROADWAY SOLUTIONS, L.L.C., IN THE AMOUNT OF $453,625.00 FOR THE ASPHALT PREVENTIVE MAINTENANCE, FYE 2026 LOCATIONS PROJECT, PERFORMANCE BOND B-2526-3; STATUTORY BOND B-2526-4; MAINTENANCE BOND MB-2526-2, AND RESOLUTION R-2526-2 GRANTING TAX-EXEMPT STATUS AND AUTHORIZATION OF AN APPROPRIATION OF $64,010.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Bid 2526-1 was Accepted, Contract K-2526-2 and the accompanying bonds were Approved, and Resolution R-2526-2 was Adopted.

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16. CONSIDERATION OF APPROVAL, ACCEPTANCE, AMENDMENT, REJECTION, AND/OR POSTPONEMENT OF CONTRACT K-2526-3: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND CLEAN FREAKS 405, L.L.C., IN THE AMOUNT OF $22,182 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR CITY OF NORMAN FACILITIES

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Contract K-2526-3 with Clean Freaks 405, L.L.C, was Approved.

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Resolutions

23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-20: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY ALLEN W. SHELTON UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *ALLEN W. SHELTON V. THE CITY OF NORMAN,* WORKERS' COMPENSATION COMMISSION CASE 2024-03110 X; 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.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-20 was Adopted.

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24. CONSIDERATION OF ADOPTION, APPROVAL, ACCEPTANCE, AWARDING, REJECTION, AND/OR POSTPONEMENT OF RESOLUTION R-2526-22: A RESOLUTION OF THE NORMAN UTILITIES AUTHORITY AUTHORIZING APPLICATION FOR EMERGENCY GRANT FROM THE OKLAHOMA WATER RESOURCES BOARD FOR PROJECT WW0212, BISHOP CREEK EMERGENCY SEWER LINE REPAIR.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-22 was Adopted.

*****

25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-24: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $8,532.51 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT TO PAY FOR REPAIRS TO CITY OF NORMAN VEHICLES DAMAGED BY OTHER DRIVERS IN TRAFFIC COLLISIONS.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-24 was Adopted.

*****

26. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-33: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, EXPRESSING ITS OPPOSITION TO THE DECISION OF THE OKLAHOMA DEPARTMENT OF PUBLIC SAFETY TO NOT PATROL THE INTERSTATE HIGHWAYS IN CLEVELAND COUNTY, OKLAHOMA.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-33 was Adopted.

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Second Reading Ordinance

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-1 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING 6-209 ("ADOPTION OF THE RESIDENTIAL CODE") IN ARTICLE 6-II ("CONSTRUCTION CODES"), BOTH IN CHAPTER 6 ("BUILDINGS AND BUILDING REGULATIONS") IN ORDER TO ESTABLISH A VISITABLE INCENTIVE PROGRAM FOR RESIDENCES THAT ARE BUILT AS VISITABLE DWELLINGS AS DEFINED BY ICC ANSI 117.1; AND PROVIDING FOR THE SEVERABILITY THEREOF.

Motion to adopt O-2526-1 on second reading made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Participants in discussion:

1. Greg Clark, Development Services Manager
2. Cynthia Rogers, Ward 4 made comments
3. Evan Dunn, Ward 7, made comments

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Ordinance O-2526-1 was Adopted on Second Reading section by section.

Motion to adopt O-2526-1 on Final Reading as a whole, made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Ordinance O-2526-1 was Adopted upon Final Reading as a whole.

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Preliminary Plats

28. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-1: A PRELIMINARY PLAT FOR MINICK MATERIALS ADDITION GENERALLY LOCATED ONE-HALF MILE NORTH OF INDIAN HILLS ROAD ON THE EAST SIDE OF INTERSTATE DRIVE (6665 Interstate Drive).

Motion by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Participants in discussion:
1. Caleb Morgan, Johnson and Associate

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

The Preliminary Plat PP-2526-1 for Minick Materials Addition was Approved.

*****

29. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DECLARATION OF VACANCY IN WARD FIVE UNDER ARTICLE II, SECTION 22, OF THE NORMAN CITY CHARTER.

Motion by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

The declaration of a vacancy in Ward 5 was Approved.

*****

MISCELLANEOUS COMMENTS

Housing and Utility Access Concerns

Trey Kirby, Ward 5, addressed low-income and veteran housing challenges in East Norman. He described personal efforts to create affordable housing for 10 to 24 residents within PUD zoning. He reported compliance with Department of Environmental Quality requirements for water and septic systems but identified Oklahoma Electric Cooperative (OEC) as a barrier due to refusal to provide multiple individual meters. He requested City outreach to OEC to support affordable housing efforts and flexibility for developers assisting vulnerable populations.

*

Economic Development and Tax Increment Finance (TIF) Oversight

Cynthia Rogers, Ward 4, referenced a 2014 Arizona Law Review paper on governance and due diligence coauthored with Dr. Ellis and Dr. Hayden. She applied those principles to Tax Increment Financing (TIF) policy, particularly the Arena TIF in the Rock Creek Entertainment District. She recommended the following:

- Establishment of an oversight board for TIF management.
- Requirement for independent external analysis prior to statutory review.
- Completion of a full educational impact analysis as required by state law.
- Adoption of a supermajority vote requirement for TIF approval.
- Re-submission to the Statutory Review Committee if project changes exceed 10%.
- Public referendum on large or long-term TIFs exceeding significant budget thresholds.

She encouraged the Council to strengthen transparency, accountability, and community trust in financial incentive programs.

*

Permanent Supportive Housing - Triad Village

David Davila, Ward 1, inquired about the status of a proposed land sale affecting residents of Triad Village Apartments. He reported uncertainty and rumors regarding the project's progress and requested clarification on plans, citing resident concerns about lease renewals, security, and crime rates in the area.

Nancy Ashton, Ward 1, represented residents of Windham Senior Residences and expressed frustration with the City's lack of communication since learning about a proposed purchase agreement for a lot adjacent to their property to be used for permanent supportive housing. She said residents' lives remain "on hold" and requested a status update.

*

General Reflection and Tribute

Evan Dunn, Ward 7, shared philosophical and educational reflections, referencing scientific and literary sources on curiosity, humanity, and self-awareness. He promoted community learning opportunities and emphasized the cultural importance of scientific curiosity and critical thinking. He concluded by expressing admiration for outgoing Councilmember Nash, praising his analytical precision and commitment to ethical governance.

*****

ADJOURNMENT

The meeting was Adjourned at 7:48 p.m.

ATTEST:

City Clerk

Mayor

CITY OF NORMAN, OK
CITY COUNCIL REGULAR MEETING
Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, September 9, 2025, at 6:30 PM

MINUTES

The City Council, Norman Utilities Authority, Norman Municipal Authority, and Norman Tax Increment Finance Authority of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers in the Municipal Building, on Tuesday, September 9, 2025, at 6:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

CALL TO ORDER

ROLL CALL

PRESENT
Mayor Stephen Holman
Councilmember Ward 1 David Gandesbery
Councilmember Ward 2 Matthew Peacock
Councilmember Ward 3 Bree Montoya
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 7 Kimberly Blodgett
Councilmember Ward 8 Scott Dixon

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Mayor Holman.

AWARDS AND PRESENTATIONS

1. NOMINATION AND APPOINTMENT OF AN ELIGIBLE PERSON TO FILL THE COUNCIL VACANCY IN WARD 5.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   The nomination of Brandon Nofire was accepted.

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2. ADMINISTERING THE OATH OF OFFICE TO AND SEATING OF COUNCILMEMBER-ELECT BRANDON NOFIRE, WARD 5.

Councilmember Nofire was sworn in by Judge Nichols and took his seat on the dias.

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3. A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, EXTENDING APPRECIATION TO MICHAEL NASH FOR SERVING AS WARD FIVE COUNCILMEMBER IN NORMAN, OKLAHOMA.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Participants in discussion:
1. Michael Nash, made comments

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-19 was Adopted.

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PROCLAMATIONS

4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-8: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF SEPTEMBER 17 THROUGH 23, 2025, AS CONSTITUTION WEEK IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Receipt of the Proclamation P-2526-8 was Acknowledged.

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5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTIO AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-9: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING SEPTEMBER 15, 2025, THROUGH OCTOBER 15, 2025, AS HISPANIC HERITAGE MONTH IN THE CITY OF NORMAN.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Receipt of the Proclamation P-2526-9 was Acknowledged.

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COUNCIL ANNOUNCEMENTS

Ward 1 - Councilmember Gandesbery

- Extended congratulations to newly appointed Councilmember Brandon Nofire, Ward 5, expressing enthusiasm for working together to serve the residents of Norman.
- Thanked April Dosier with Food and Shelter for her years of service to Norman's unhoused and food-insecure residents. He commended her compassion and dedication, and wished her success as she moves out of state to pursue new opportunities.
- Recognized Rachel Wyatt-Swanson for her appointment to the Human Rights Commission, describing her as a dedicated community advocate who will serve with compassion and diligence.
- Noted September is Suicide Prevention Month and September 10th is Suicide Prevention Day. He urged the community to help end the stigma surrounding mental health support and to promote strength, dignity, and hope. He encouraged anyone in crisis to reach out to the 988 Suicide & Crisis Lifeline, emphasizing that suicide is preventable.

Ward 2 - Councilmember Peacock

- Extended a warm welcome to Councilmember Nofire, congratulating him on his appointment to represent Ward 5.

Ward 3 - Councilmember Montoya

- Welcomed Councilmember Nofire and offered support as he begins his term.

Ward 4 - Councilmember Grant

- Wished everyone a Happy Hispanic Heritage Month.
- Congratulated Councilmember Nofire on his Ward 5 appointment and expressed eagerness to collaborate.
- Community Events in Ward 4:
  - Friday, September 12th – Downtown Art Walk (6:00–9:00 p.m.)
  - Saturday, September 13th – Porchfest in the Miller Historic District (6:00–10:00 p.m.)
  - Saturday, September 20th – Ward 4 Quarterly Meeting (9:30–11:00 a.m.) at the Development Center, 225 N. Webster. Topics include retreat priorities, Development 101
  - Saturday, September 20th – Ink the Block Party (2:00–8:00 p.m.) at the Oscillator Press parking area.

Ward 5 - Councilmember Nofire

- Thanked everyone who encouraged him to apply for the vacant council position and expressed appreciation to the Ward 5 Selection Committee for their time and confidence.
- Thanked his wife for her patience and support.

Ward 6 - Councilmember Hinkle

- Welcomed Councilmember Nofire to the council and humorously clarified that they were not responsible for the news article announcing his appointment.

Ward 7 - Councilmember Blodgett

- Extended a warm welcome to Councilmember Nofire.
- Thanked residents for their patience with ongoing construction projects around the city, noting the temporary inconvenience and importance of continued understanding.

Ward 8 - Councilmember Dixon

- Congratulated Rachel Wyatt-Swanson, a Ward 8 resident, on her appointment to the Human Rights Commission.
- Highlighted attendance at the Crosstown Clash football game at Norman North's new stadium, praising the facility's benefit for students in athletics, band, cheer, and other programs.
- Thanked Norman voters, 70% approval rate, for supporting the school bond that funded the new stadium.

Mayor Holman

- Shared appreciation for the success of the Crosstown Clash football game and the community's support of Norman Public Schools' bond projects. Commended the new stadium's positive impact and praised event organizers for managing a successful kickoff weekend.
- Community Events:
  - Downtown Art Walk this Friday (6:00–10:00 p.m.) to support local artists and businesses.
  - Reflected on the OU vs. Michigan football weekend, noting the welcoming spirit of Norman residents and positive feedback from visiting Michigan fans.
- Announced participation in the first-ever SEC Mayors Alliance meeting, initiated by the Mayor of Tuscaloosa, to discuss city management strategies related to major university events and civic operations.
- Reported attendance at the annual Oklahoma Municipal League Conference in Oklahoma City, joined by several City officials. Noted that the first day's sessions focused entirely on homelessness, highlighting that cities across Oklahoma are confronting similar challenges.
- Thanked councilmembers for filling vacancies on several citizen committees, including the Human Rights Commission, which was recently restored to a full nine-member body after having only two active members earlier this year.
- Invited residents to consider applying to serve on one of Norman's approximately 40 citizen committees, emphasizing the importance of community involvement in city policy.
- Welcomed and congratulated Councilmember Brandon Nofire, thanking him and his family for their commitment to public service.

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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 6 through Item 23 be placed on the consent docket.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 3 Montoya. Consent Docket continued

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Items 6 through 23 were placed on the Consent Docket.

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6. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MINUTES AS FOLLOWS:
CITY COUNCIL SPECIAL MEETING – FYE 2026 BUDGET ADOPTION MINUTES OF JUNE 10, 2025.

   Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   The minutes were Approved.

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First Reading Ordinance

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-4 UPON FIRST READING BY TITLE: 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 REMOVE THE SOUTHWEST QUARTER (SW/4) OF SECTION 12, TOWNSHIP 9 NORTH (T9N), RANGE 3 WEST (R3W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND I-2, HEAVY INDUSTRIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NORTH OF W. TECUMSEH ROAD ON N. FLOOD AVENUE)

   Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Ordinance O-2536-4 was Adopted on First Reading by title.

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8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-5 UPON FIRST READING BY TITLE: 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 REMOVE THE EAST HALF (E/2) OF SECTION NINE (9) AND THE WEST HALF OF SECTION TEN (10), TOWNSHIP EIGHT NORTH (T8N), RANGE TWO WEST (R2W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE-FAMILY DWELLING DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF THE INTERSECTION OF CLASSEN BOULEVARD AND CEDAR LANE ROAD)

Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Ordinance O-2526-5 was Adopted on First Reading by title.

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9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-7 UPON FIRST READING BY TITLE: 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 REMOVE THE NORTHEAST QUARTER (NE/4) OF SECTION TWO (2), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE THE SAME IN THE I-1, LIGHT INDUSTRIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (5451 HUETTNER DRIVE)

Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Ordinance O-2526-7 was Adopted on First Reading by title.

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10. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-8 UPON FIRST READING BY TITLE: 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 REMOVE SPRING BROOK ADDITION 11 LT 1 BLK 1, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, AND TO GRANT SPECIAL USE FOR A BAR, LOUNGE, OR TAVERN; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3250 W. ROBINSON STREET)

    Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Ordinance O-2526-8 was Adopted on First Reading by title.

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11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-10 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS 20-1008 ("LICENSE REQUIRED") THROUGH 20-1013 ("OUTSIDE SALES") OF ARTICLE 20-X ("FOOD SERVICES") WITHIN CHAPTER 20 ("LICENSES AND OCCUPATIONS") AND APPENDIX A ("CITY OF NORMAN FEE SCHEDULE") TO THE CODE OF THE CITY OF NORMAN TO IMPLEMENT CHANGES CONSISTENT WITH NEW STATE LAWS RELATING TO THE LICENSURE, REGULATION AND INSPECTION OF MOBILE FOOD ESTABLISHMENTS AND MOBILE FOOD PREPARATION VEHICLES; PROVIDING AN EFFECTIVE DATE OF NOVEMBER 1, 2025; AND PROVIDING FOR THE SEVERABILITY THEREOF.

    Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Ordinance O-2526-10 was Adopted on First Reading by title.

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12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-11 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 2-301 TO REMOVE MENTION OF NORMAN ELECTION COMMISSION; REPEALING ARTICLE 10-II TITLED "CAMPAIGN DISCLOSURES OF CONTRIBUTORS, CONTRIBUTIONS AND EXPENDITURES" OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF.

    Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Ordinance O-2526-11 was Adopted on First Reading by title.

*****

Appointments

13. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS AS FOLLOWS:

    HUMAN RIGHTS COMMISSION
    TERM: 09/09/25 TO 07/13/28, RACHEL WYATT-SWANSON, WARD 8
    TERM: 09/09/25 TO 07/13/28, BRANDON CLARK, WARD 5

    Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    The appointments were Approved.

*****

Reports/Communications

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RATIFICATION OF SUBMISSION AND ACKNOWLEDGING RECEIPT OF THE DEVELOPMENT OVERSIGHT COMMITTEE FOR TAX INCREMENT FINANCE DISTRICT NUMBER TWO ANNUAL REPORT FOR THE PERIOD JULY 1, 2024, TO JUNE 30, 2025.

    Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Receipt of the Development Oversight Committee for Tax Increment Finance District Two Annual Report was Acknowledged.

*****

15. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.

    Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Receipt of the City Manager's Contract and Change Order Report was Acknowledged.

*****

Donation

16. CONSIDERATION OF ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A DONATION IN THE AMOUNT OF $1,000 FROM KELLY CALLAHAN TO BE USED AT THE NORMAN ANIMAL WELFARE CENTER.

    Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

The donation from Kelly Callahan was Accepted.

*****

Contracts

17. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-35: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ALLIANCE MAINTENANCE, INC., IN THE AMOUNT OF $12,635.00 PER MONTH TO PROVIDE CUSTODIAL SERVICES FOR THE YOUNG FAMILY ATHLETIC CENTER.

Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Contract K-2526-35 with Alliance Maintenance, Inc., was Approved.

*****

18. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-62: BY AND BETWEEN THE CITY OF NORMAN, THE NORMAN UTILITIES AUTHORITY, AND CENTRAL OKLAHOMA MASTER CONSERVANCY DISTRICT FOR THE DELIVERY OF TEMPORARY WATER SUPPLY

Acting as the Norman Utilities Authority

Motion made by Trustee Ward 8 Dixon, Seconded by Trustee Ward 4 Grant.

Voting Yea: Chairman Holman, Trustee Ward 1 Gandesbery, Trustee Ward 2 Peacock, Trustee Ward 3 Montoya, Trustee Ward 4 Grant, Trustee Ward 5 Nofire, Trustee Ward 6 Hinkle, Trustee Ward 7 Blodgett, Trustee Ward 8 Dixon

Contract K-2526-62 with Central Oklahoma Master Conservancy District was Approved.

*****

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-34: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN REQUESTING $6,542,848.90 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN TECUMSEH ROAD AND CARRINGTON LANE IN NORMAN.

    Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Resolution R-2526-34 was Adopted.

*****

20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-35: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $5,854,148.03 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN CARRINGTON LANE AND FRANKLIN ROAD IN NORMAN.

    Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Resolution R-2526-35 was Adopted.

*****

21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-36: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $7,500,000 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO TECUMSEH ROAD BETWEEN FLOOD AVENUE AND 24TH AVENUE NW IN NORMAN.

    Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-36 was Adopted.

*****

22. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-40: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $2,848,263.20 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO 36TH AVENUE NW BETWEEN INDIAN HILLS ROAD AND THE MOORE CITY LIMITS IN NORMAN.

Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-40 was Adopted.

*****

23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-42: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $7,500,000 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO JAMES GARNER AVENUE BETWEEN ACRES STREET AND DUFFY STREET IN NORMAN.

Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-42 was Adopted.

*****

Preliminary Plats

24. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-5: A PRELIMINARY PLAT FOR 1508 SHADYBROOK DRIVE (A REPLAT OF LOTS 5, 6, AND 7, BLOCK 2, INDIAN POINT ESTATES) GENERALLY LOCATED ONE-QUARTER MILE EAST OF 12TH AVENUE S.E. AND ONE-QUARTER MILE NORTH OF POST OAK ROAD (1508 Shadybrook Drive).

    Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

    Participants in discussion:
    1. Scott Sturtz, Director of Public Works
    2. Steve Ellis, Ward 4, made comments

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    The Preliminary Plat PP-2526-5 for 1508 Shadybrook Drive was Approved.

*****

MISCELLANEOUS COMMENTS

Ward 5 Appointment

Dianna Hutzel, Ward 5, congratulated newly appointed Councilmember Brandon Nofire, acknowledging the significance of the role and expressing support for his success. She thanked Councilmember Nofire's family for their willingness to share his time with the community, emphasizing that public service requires sacrifices from family members as well. She noted that City Council service demands extensive preparation, referencing meeting packets that can exceed 2,000 pages and stressed that preparation and engagement with Staff and residents build trust and informed decision-making.

Stephen Ellis, Ward 4, congratulated Councilmember Nofire and recognized the challenges associated with council vacancies and appointment processes.

Evan Dunn, Ward 7, congratulated Councilmember Nofire on his appointment.

Council Agendas/Transparency

Dianna Hutzel, Ward 5, recommended Staff include the applicable ward number in the agenda item description to help residents identify items relevant to their area. She also asked that the City Council Handbook be posted publicly on the City's website for reference by residents.

State Homelessness Policies and Local Impacts

Stephen Ellis, Ward 4, expressed concern regarding the possible expansion of the Governor's Operation Safe initiative into Norman, citing negative impacts on unhoused individuals. He opposed the idea of state troopers removing unhoused residents and relocating them to Norman's service area without proper coordination and noted that such practices result in the loss of personal property and increase hardship for affected individuals. He urged City leadership to refuse cooperation with the initiative and present a united opposition to its implementation in Norman.

*

Development Agreements, Tax Increment Finance (TIF) Policies, and Public Transparency

Cynthia Rogers, Ward 4, recommended reading a recently published book by OU Professor Daniel Mains titled "Nourishing Growth and Suffocating Life: Water Politics and Infrastructure in Urban Oklahoma." *She n*oted its relevance to Norman's infrastructure, growth policy, and community divisions regarding development and expressed concern regarding the arena TIF development agreement, suggesting that recent actions by county commissioners indicate uncertainty over whether a public vote should occur. She urged Council to formally communicate with the University of Oklahoma Foundation (third party in the agreement) to seek an agreement to pause deadlines pending a potential vote.

*

General Comment and Association with Prior Speakers

Evan Dunn, Ward 7, expressed agreement with comments from prior speakers (Hutzel, Ellis, and Rogers).

*****

ADJOURNMENT

The meeting was Adjourned at 7:24 p.m.

ATTEST:

_____ _____

City Clerk Mayor

CITY OF NORMAN, OK
CITY COUNCIL REGULAR MEETING
Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, September 23, 2025 at 6:30 PM

MINUTES

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers in the Municipal Building, on Tuesday, September 23, 2025 at 6:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

CALL TO ORDER

Mayor Holman called the meeting to order at 6:30 p.m.

ROLL CALL

PRESENT

Mayor Stephen T. Holman
Councilmember Ward 1 David Gandesbery
Councilmember Ward 3 Bree Montoya
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Brandon Nofire
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 7 Kimberly Blodgett
Councilmember Ward 8 Scott Dixon

ABSENT

Councilmember Ward 2 Matthew Peacock

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Holman.

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-10: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER AS PEDESTRIAN SAFETY MONTH IN THE CITY OF NORMAN.

   Motion made by Councilmember Ward 6 Hinkle, Seconded by Councilmember Ward 5 Nofire

Item 1, continued:

Participants in discussion

1. Mr. David Riesland, Transportation Engineer, thanked the Council.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Receipt of Proclamation P-2526-10 was Acknowledged.

*****

2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-11: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF SEPTEMBER AS HEALTHY AGING MONTH IN THE CITY OF NORMAN.

Motion made by Councilmember Ward 6 Hinkle, Seconded by Councilmember Ward 5 Nofire.

Participants in discussion

1. Ms. Lynne Miller, President of Healthy Living Norman, thanked Council and made comments.
2. Ms. Katherine Liedy, Executive Director of Healthy Living Norman, thanked Council and made comments.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Receipt of Proclamation P-2526-11 was Acknowledged.

*****

COUNCIL ANNOUNCEMENTS

Council Resignations

Councilmember Bree Montoya announced her resignation as Ward 3 Councilmember effective immediately and left the meeting.

*

Community Recognition & Acknowledgments

Councilmember David Gandesbery acknowledged and thanked the gentleman giving free haircuts on Sundays by Taco Bell on Lindsey Street.

Councilmember Helen Grant acknowledged Hispanic Heritage Month and the photography exhibition at the Firehouse Art Center (on display until November 2). She recognized Annie Menz, the first Latina elected to the Oklahoma House of Representatives, and thanked and congratulated Porchfest and Ink the Block Party volunteers, organizers, and sponsors.

Council announcements, continued:

*

Neighborhood and Community Events

Councilmember Helen Grant announced Old Silk Stocking's Neighborhood Night Out on Thursday, September 25. She mentioned a Ward 4 Quarterly Meeting held the previous Saturday and announced that at the next Oversight Committee meeting, the first three months of data from the Opportunity Knocks Litter Cleanup Crew would be presented.

Councilmember Joshua Hinkle announced a Watershed Cleanup Event at Sutton Wilderness on October 18 (save the date).

*

Infrastructure, Transportation, and Environmental Updates

Councilmember Brandon Nofire acknowledged that OTA announced a new route for the South Extension and encouraged citizens to stand firm in response.

Councilmember Scott Dixon highlighted a $2 million grant from the Oklahoma Water Resources Board.

Mayor Holman announced a public meeting at the Nancy O'Brien Center regarding the OTA and their timeline. He encouraged the public to attend the City Council Community Planning and Transportation Committee meeting on Thursday, September 25 at 4:00 p.m.

*****

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 3 through Item 22 be placed on the consent docket.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Items 3 through 22 were placed on the Consent Docket.

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APPROVAL OF MINUTES

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

   CITY COUNCIL SPECIAL MEETING MINUTES OF JULY 1, 2025 AND AUGUST 19, 2025

   CITY COUNCIL OVERSIGHT COMMITTEE MEETING MINUTES OF AUGUST 14, 2025.

   CITY COUNCIL FINANCE COMMITTEE MEETING MINUTES OF AUGUST 21, 2025.

   CITY COUNCIL CONFERENCE MEETING MINUTES OF AUGUST 26, 2025.

   CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF AUGUST 26, 2025.

   CITY COUCIL COMMUNITY PLANNING AND TRANSPORTATION COMMITTEE MEETING MINUTES OF AUGUST 28, 2025
   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   The minutes were Approved.

*****

Reports/Communications

4. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE NORMAN OPTIMIST CLUB ANNUAL REPORT SUBMITTED TO THE BOARD OF PARK COMMISSIONERS.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Receipt of the Norman Optimist Club Annual Report was Acknowledged.

*****

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE LITTLE AXE YOUTH SPORTS ANNUAL REPORT SUBMITTED TO THE BOARD OF PARK COMMISSIONERS.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Receipt of the Little Axe Youth Sports 2025 Annual Report was Acknowledged.

   *****

6. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF AUGUST 31, 2025, AND DIRECTING THE FILING THEREOF.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Receipt of the Finance Director's Investment Report was Acknowledged.

   *****

7. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF AUGUST 2025.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Receipt of the Monthly Departmental Report was Acknowledged.

   *****

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF ELECTION TO PARTICIPATE IN THE SETTLEMENT AGREEMENTS WITH PURDUE PHARMA L.P. (AND CERTAIN AFFILIATES) AND THE SACKLER FAMILY, INCLUDING AGREEING TO THE TERMS OF THE GLOBAL SETTLEMENTS, THE RELEASE OF ALL CLAIMS AGAINST THESE ENTITIES, AND THE PERMISSIBLE USES OF MONIES RECEIVED PURSUANT TO THE SETTLEMENTS TO COMBAT THE OPIOID EPIDEMIC; AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE PARTICIPATION FORMS FOR EACH SETTLEMENT ON THE CITY OF NORMAN'S BEHALF.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Election to participate in the Settlement Agreements was Approved.

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Final Plat

9. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-2: FINAL PLAT FOR VICTORY FAMILY CHURCH 2024 PARKING GENERALLY LOCATED ONE-HALF MILE NORTH OF WEST TECUMSEH ROAD BETWEEN NORTH FLOOD AVENUE (US HIGHWAY 77) AND 24TH AVENUE N.W.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Final Plat FP-2526-2 for Victory Family Church 2024 Parking, was Approved.

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10. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-3: FINAL PLAT FOR MINICK MATERIALS ADDITION (GENERALLY LOCATED ONE-HALF MILE NORTH OF INDIAN HILLS ROAD ON THE EAST SIDE OF INTERSTATE DRIVE).

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Final Plat FP-2526-3 for Minick Materials Additon, was Approved.

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Contracts

11. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-1718-53: BY AND BETWEEN THE NORMAN TAX INCREMENT FINANCE AUTHORITY AND GARVER, L.L.C., FOR THE DESIGN ENGINEERING OF THE TECUMSEH ROAD – 24TH AVENUE NW AND FLOOD AVENUE INTERSECTIONS PROJECT IN THE AMOUNT OF $155,198 AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Amendment No. Two to Contract K-1718-53 was Approved

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12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT ONE TO CONTRACT K-2223-55: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND GARVER, L.L.C., FOR THE DESIGN ENGINEERING OF THE 24TH AVENUE NE WIDENING PROJECT – ROCK CREEK ROAD TO TECUMSEH ROAD IN THE AMOUNT OF $88,804 FOR THE 2019 BOND PROJECT.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Amendment No. One to Contract K-2223-55 was Approved

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13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CHANGE ORDER TWO TO CONTRACT K-2324-177: BY AND BETWEEN THE CITY OF NORMAN AND K&R BUILDERS, INC., DECREASING THE CONTRACT AMOUNT FROM $2,955,043.21 TO $2,895,487.75, FINAL ACCEPTANCE AND FINAL PAYMENT OF $72,208.77 FOR THE CONSTRUCTION OF THE 60TH AVENUE NE BRIDGE REPLACEMENT BOND PROJECT.

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Change Order Two to Contract K-2324-177 and final acceptance of the project were Approved.

*****

14. CONSIDERATION OF ACCEPTANCE, APPROVAL, AWARDING, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT THROUGH THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS (ACOG) OF FEDERAL TRANSIT ADMINISTRATION 5303 FUNDING IN THE AMOUNT OF $100,000 TO BE USED FOR ELIGIBLE TRANSIT PLANNING ACTIVITIES WITHIN THE CENTRAL OKLAHOMA TRANSPORTATION MANAGEMENT AREA (TMA) AS IDENTIFIED IN THE FY2026 UNIFIED PLANNING WORK PROGRAM (UPWP), AND APPROVAL OF CONTRACT K-2526-66 AS OUTLINED IN THE STAFF REPORT.

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.
    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    The Grant was Accepted and Contract K-2526-66 was Approved

*****

15. CONSIDERATION OF APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-67 AND RESOLUTION R-2526-50: A PROJECT MAINTENANCE, FINANCING, AND RIGHT-OF-WAY AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR PROJECT TAP3-8721(004)AG, STATE JOB 38721(04)(05)(06)(07), FOR PEDESTRIAN CROSSING SYSTEMS ON 36TH AVENUE NW AT THE ENTRANCE TO ALL SAINTS CATHOLIC SCHOOL AND ON 24TH AVENUE NE AT CREIGHTON DRIVE; AND RESOLUTION AUTHORIZING THE AGREEMENT.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.
Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Contract K-2526-67 was Approved and Resolution R-2526-50 was Adopted.

*****

Resolutions

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-37: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $5,382.84 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT TO PAY FOR REPAIRS TO CITY OF NORMAN VEHICLES DAMAGED BY OTHER DRIVERS IN TRAFFIC COLLISIONS.

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon
    Resolution R-2526-37 was Adopted.

*****

17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-44: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $7,500,000 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO CEDAR LANE ROAD FROM BLACK LOCUST COURT TO EAST OF 36TH AVENUE SE IN NORMAN.

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Resolution R-2526-44 was Adopted.

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18. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-45: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $3,943,222.40 IN STBG-UZA FUNDING FOR IMPROVEMENTS TO CONSTITUTION STREET FROM JENKINS AVENUE TO OAK TREE AVENUE IN NORMAN.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-45 was Adopted.

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19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-48: A RESOLUTION OF THE CITY OF NORMAN REQUESTING $786,550.34 IN ACOG AIR QUALITY GRANT FUNDING FOR THE CONVERSION OF THE ASPHALT PORTION OF THE ROBINSON STREET PATH BETWEEN 24TH AVENUE NW AND FLOOD AVENUE IN NORMAN TO CONCRETE.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-48 was Adopted.

20. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-49: A RESOLUTION OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $981,922.02 IN STBG-UZA-SAFETY FUNDING FOR THE INSTALLATION OF ARTERIAL DYNAMIC MESSAGE SIGNS UPGRADES (PHASE 1) AT VARIOUS LOCATIONS IN NORMAN.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-49 was Adopted.

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21. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-54: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $3,214.58 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT TO PAY FOR VETERINARIAN CARE AND BOARDING COSTS TO THE CITY OF NORMAN IN CLEVELAND COUNTY DISTRICT COURT, CASE NO. CJ-2025-1164, CITY V. GERHART.

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Resolution R-2526-54 was Adopted.

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22. CONSIDERATION OF ACCEPTANCE, APPROVAL, ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-58: A RESOLUTION OF THE NORMAN UTILITIES AUTHORITY AUTHORIZING THE ACCEPTANCE OF AMERICAN RESCUE PLAN ACT AND EMERGENCY GRANT FUNDS FROM THE OKLAHOMA WATER RESOURCES BOARD.

    Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Resolution R-2526-58 was Adopted.

NON-CONSENT ITEMS

Second Reading Ordinance

23. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-4 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 REMOVE THE SOUTHWEST QUARTER (SW/4) OF SECTION 12, TOWNSHIP 9 NORTH (T9N), RANGE 3 WEST (R3W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND I-2, HEAVY INDUSTRIAL DISTRICT, AND PLACE SAME IN A SPUD, SIMPLE PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NORTH OF W. TECUMSEH ROAD ON N. FLOOD AVENUE)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Participants in discussion
1. Mr. Gunner Joyce representing the applicant
2. Mr. Stephen Ellis, Ward 4, made comments

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Ordinance O-2526-4 was adopted on Second Reading section by section.

Motion made by Councilmember Ward 6 Hinkle, Seconded by Councilmember Ward 8 Dixon.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Gandesbery, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Ordinance O-2526-4 was adopted on Final Reading.

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24. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-3: A PRELIMINARY PLAT FOR NORTH FLOOD BUSINESS PARK ADDITION, A SIMPLE PLANNED UNIT DEVELOPMENT, GENERALLY LOCATED ONE-QUARTER MILE NORTH OF TECUMSEH ROAD ON THE EAST SIDE OF FLOOD AVENUE.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Preliminary Plat PP-2526-3 was approved.

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25. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-5 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 REMOVE THE EAST HALF (E/2) OF SECTION NINE (9) AND THE WEST HALF OF SECTION TEN (10), TOWNSHIP EIGHT NORTH (T8N), RANGE TWO WEST (R2W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE R-1, SINGLE-FAMILY DWELLING DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED NEAR THE NORTHEAST CORNER OF THE INTERSECTION OF CLASSEN BOULEVARD AND CEDAR LANE ROAD)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Motion to amend Ordinance O-2526-5 to reduce the front yard setback for Development Area Two, from 25 feet to 20 feet made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 6 Hinkle.

Participants in discussion
1. Mr. Sean Rieger representing the applicant
2. Mr. Stephen Ellis, Ward 4 made comments
3. Ms. Dianna Hutzel, Ward 5 opponent
4. Ms Sherylann Densow, Wards 4 and 6, made comments
5. Ms. Jane Hudson, Planning and Community Development
6. Mr. Darrel Pyle, City Manager
7. Mr. Anthony Hamm, Crafton Tull Associates
8. Mr. Scott Sturtz, Director of Public Works

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Amendment to Ordinance O-2526-5 was Approved.

Back to main motion on the floor to adopt Ordinance O-2526-5 on Second Reading section by section

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Ordinance O-2526-4 was Adopted on Final Reading.

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26. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTIO AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-6: PRELIMINARY PLAT FOR ST. JAMES PARK ADDITION, A PLANNED UNIT DEVELOPMENT, GENERALLY LOCATED ONE-QUARTER MILE EAST OF CLASSEN BOULEVARD ON THE NORTH SIDE OF CEDAR LANE ROAD.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 8 Dixon.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Preliminary Plat PP-2526-6 was Approved.

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27. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-4: PRELIMINARY PLAT FOR ST. JAMES CENTRE SECTION 2, LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF CEDAR LANE ROAD AND 24TH AVENUE S.E.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Participants in discussion
1. Mr. Sean Rieger, representing the applicant
2. Ms. Dianna Hutzel, Ward 5, made comments
3. Mr. Brayden Schaefer, Crafton Tull
4. Mr. David Riesland, Transportation Engineer

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Preliminary Plat PP-2526-4 was Approved.

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28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-7 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 REMOVE THE NORTHEAST QUARTER (NE/4) OF SECTION TWO (2), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM A PUD, PLANNED UNIT DEVELOPMENT, AND PLACE THE SAME IN THE I-1, LIGHT INDUSTRIAL DISTRICT, OF SAID CITY; AND PROVIDING FOR THE SEVERABILITY THEREOF. (5451 HUETTNER DRIVE)

Motion to adopt upon Second Reading Section by Section was made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Participants in discussion
1. Mr. Mitchell Moore, Johnson and Associates, representing the applicant
2. Mr. Stephen Ellis, Ward 4, made comments

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Motion to adopt Ordinance O-2526-7 was Adopted on Second Reading Section by Section.

Motion to adopt on Final Reading as a whole made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Ordinance O-2526-7 was Adopted on Final Reading as a whole.

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29. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-8: PRELIMINARY PLAT FOR HUETTNER INDUSTRIAL PARK (A REPLAT OF LOT 2, BLOCK 1, VALUE PLACE ADDITION) GENERALLY LOCATED ONE-HALF MILE SOUTH OF INDIAN HILLS ROAD ON THE EAST SIDE OF YORK DRIVE (5451 HUETTNER DRIVE).

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Preliminary Plat PP-2526-8 was Approved.

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30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-8 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 REMOVE SPRING BROOK ADDITION 11 LT 1 BLK 1, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA FROM THE C-1, LOCAL COMMERCIAL DISTRICT, AND PLACE THE SAME IN THE C-2, GENERAL COMMERCIAL DISTRICT, AND TO GRANT SPECIAL USE FOR A BAR, LOUNGE, OR TAVERN; AND PROVIDING FOR THE SEVERABILITY THEREOF. (3250 W. ROBINSON STREET)

Motion to adopt upon Second Reading Section by Section was made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Participants in Discussion
1. Mr. Luke Greenfield, Cruise in Auto Spa West

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Motion to adopt Ordinance O-2526-8 was Adopted on Second Reading Section by Section.

Motion to adopt on Final Reading as a whole made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Ordinance O-2526-8 was Adopted on Final Reading as a whole.

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31. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-10 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING SECTIONS 20-1008 ("LICENSE REQUIRED") THROUGH 20-1013 ("OUTSIDE SALES") OF ARTICLE 20-X ("FOOD SERVICES") WITHIN CHAPTER 20 ("LICENSES AND OCCUPATIONS") AND APPENDIX A ("CITY OF NORMAN FEE SCHEDULE") TO THE CODE OF THE CITY OF NORMAN TO IMPLEMENT CHANGES CONSISTENT WITH NEW STATE LAWS RELATING TO THE LICENSURE, REGULATION AND INSPECTION OF MOBILE FOOD ESTABLISHMENTS AND MOBILE FOOD PREPARATION VEHICLES; PROVIDING AN EFFECTIVE DATE OF NOVEMBER 1, 2025; AND PROVIDING FOR THE SEVERABILITY THEREOF.

Motion to adopt upon Second Reading Section by Section made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 5 Nofire.

Participants in discussion
1. Ms. Beth Muckala, Assistant City Attorney
2. Mr. Stephen Ellis, Ward 4, proponent
3. Ms. Sherylann Densow, Wards 4 and 6, made comments

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Ordinance O-2526-10 was Adopted on Second Reading Section by Section.

Motion to adopt on Final Reading as a whole made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 7 Blodgett.
Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Ordinance O-2526-10 was Adopted on Final Reading as a whole.

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32. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-11 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AMENDING SECTION 2-301 TO REMOVE MENTION OF NORMAN ELECTION COMMISSION; REPEALING ARTICLE 10-II TITLED "CAMPAIGN DISCLOSURES OF CONTRIBUTORS, CONTRIBUTIONS AND EXPENDITURES" OF THE CODE OF THE CITY OF NORMAN, OKLAHOMA; AND PROVIDING FOR THE SEVERABILITY THEREOF.

Motion to adopt upon Second Reading Section by Section made by Councilmember Ward 6 Hinkle, Seconded by Councilmember Ward 4 Grant.

Participants in discussion
1. Ms. Kathryn Walker, Assistant City Attorney
2. Mr. Stephen Ellis, Ward 4, made comments
3. Ms. Marguerite Larson, Wards 6, made comments
4. Ms. Sherylann Densow, Wards 4 and 6, made comments
5. Ms. Brenda Hall, City Clerk

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Motion to adopt Ordinance O-2526-11 was Adopted on Second Reading Section by Section.

Item 32, continued:

Motion to adopt on Final Reading as a whole made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 7 Blodgett.
Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

Ordinance O-2526-10 was Adopted on Final Reading as a whole.

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MISCELLANEOUS COMMENTS

Civil Dialogue, Social Media Conduct, and Respect in Civic Debate

Audra Abbott, former Norman resident; family members currently reside in Norman. Ms. Abbott emphasized the importance of civil dialogue and respectful communication among residents and elected officials. She expressed concern about hostility and negativity on social media, urging individuals to refrain from online engagement if they cannot participate respectfully. Ms. Abbott shared appreciation for community support following recent tensions and reaffirmed her belief that elected officials should represent all residents, not only those who voted for them. She also referenced her Christian values, stating that she forgave previous negative remarks directed toward her and encouraged others to lead with compassion and understanding.

Steve Ellis, Ward 4, addressed concerns regarding civility in public dialogue and the recent resignation of a Ward 3 Councilmember following social media controversy. He said suicide references should never be used to express contempt, as such language undermines efforts to prevent suicide. While offensive online remarks can be damaging, they are not equivalent to aiding or abetting suicide, and the outrage surrounding them was, in his view, misdirected and politicized. He added the root issue lies in the dehumanization of individuals, including politicians, which fuels hostility and alienation. He called for greater empathy and respect for all individuals—whether unhoused, immigrant, conservative, or liberal—and urged the community to move away from divisive language and toward mutual understanding and humanity.

Lane Brown criticized recent social media comments made by a former Councilmember, describing them as immoral and unacceptable. He urged those responsible to seek spiritual guidance and repentance, asserting that such language reflects a lack of integrity. Mr. Brown also criticized Mayor Holman and other Councilmembers for what he viewed as insufficient response to the controversy. He condemned what he described as "vile comments" about a public figure's death and warned councilmembers that similar conduct would continue to draw public opposition.

Paul Wilson, Ward 1, urged Council to adopt a formal Code of Conduct for elected officials, similar to policies in other metro-area cities. He stated that Councilmembers' behavior on social media reflects directly on the City of Norman, and inappropriate posts undermine public trust. Mr. Wilson expressed disappointment with recent offensive posts, calling them cruel and hateful, and compared the language used to potential violations of school disciplinary standards. Mr. Wilson encouraged councilmembers to act as ethical examples and avoid cyberbullying behavior, noting that elected officials should uphold the same—or higher—standards expected of students and employees.

Miscellaneous comments continued:

Marguerite Larson, Ward 6, acknowledged that heated exchanges on social media are common and that many individuals, including public officials, may occasionally say things in frustration. She observed that threats and hostility online are widespread and often directed at Democrats or other groups yet rarely addressed equally. Ms. Larson emphasized First Amendment protections, affirming that Councilmembers are entitled to express personal opinions outside their official duties. While she condemned anti-Semitism and hateful speech, she stated that the Councilmembers involved had acted appropriately in their official capacities and that she supported and defended them.

Joseph Love, Ward 1, began by echoing earlier comments emphasizing community unity and moral leadership. He stated that members of the community, especially youth, have been deeply affected by recent events and public comments following the death of a political figure. Mr. Love mentioned that approximately 300 local students affiliated with Charlie Kirk's organization were among those who felt distressed by the situation and the community's reaction. He shared that his own children were personally impacted by both the tragedy and by the perceived tolerance of harmful rhetoric within the community. He urged the City to take a clearer, stronger stand against speech or actions that could be interpreted as endorsing violence or self-harm.

Mayumi Windler, Ward 2, made a brief statement underscoring the importance of mental health and civil engagement, noting that online hostility often contributes to community tension.

Robin Strader, Ward 5, supported earlier remarks calling for a Code of Conduct and reminded the Council that Norman already has a Code of Ethics in place. She read from Section B, "Duties," which directs Councilmembers to "conduct themselves so as to bring credit upon the City, setting an example of good ethical conduct for all citizens of the community." Ms. Strader warned that citizens are now closely observing Council actions and behavior in light of recent events. She vowed to hold Councilmembers accountable through the City's Ethics Committee and reminded them that they serve every citizen of Norman, not only their respective wards. She concluded by urging officials to choose words that unite the community and avoid divisive rhetoric.

Jeanette Coker, Ward 4, expressed sadness, anger, and disappointment regarding recent statements made by two Councilmembers, which she described as inappropriate and unrepresentative of the community. She acknowledged that people sometimes say regrettable things in anger but emphasized that elected officials must maintain higher standards of restraint and professionalism. Ms. Coker stated that such remarks have eroded public trust and called on the Councilmember to consider resignation in recognition of the hurt caused.

Chelsea Gravel, Ward 4, stated that the recent controversy has damaged Norman's reputation nationwide, citing extensive online discussion that portrays the City negatively. She called for greater professionalism and restraint in online communication, emphasizing that public statements are permanent and widely visible. She concluded that citizens expect and deserve accountability and decorum from all elected officials.

Miscellaneous comments continued:

Karlinda Gravel, Ward 4, noted the recent incident has gained significant national attention, over 1.5 million views on social media platform X (formerly Twitter), with many commenters now associating Norman with controversy and hostility. She expressed concern that such publicity is damaging the city's image and may deter visitors or economic opportunities. Ms. Gravel stated that she had previously alerted City officials to inappropriate social media posts by a Councilmember on June 19th, including screenshots sent to department heads and Councilmembers. She alleged the comments were later removed from public view without explanation, calling this potential open records violation. She also discussed the possibility of filing ethics violations with the Oklahoma Ethics Commission or Attorney General's Office, citing concerns of misconduct and incitement.

Sherylann Densow, Wards 4 and 6, reminded the Council that "Norman is always watching," emphasizing that the community is made up of "smart people." She cautioned members that digital activity, such as IP addresses, can be traced "just like DNA," warning against any misconduct. Ms. Densow concluded by urging the Council to "watch your P's and Q's," adding that residents are "tired of the clown show."

Janet Heikkila, Ward 3, stated that it was her first time speaking at the podium, but expressed that she felt at home in the Council Chambers. She shared that she has observed the Council for many years and has seen members mature in their roles. She commended the Council for listening respectfully during the meeting, noting she observed "no eye rolling or sneering," and appreciated the growth and civility shown. She urged the Council to continue fostering respect and professionalism, leaving political biases outside the chamber. She also expressed appreciation to the audience for refraining from applause, which she said helps maintain an inclusive environment for all viewpoints.

Kevin Frank stressed the importance of ethical conduct among Councilmembers, reminding them that with election to public office comes responsibility. He urged them to take the City's Code of Ethics seriously and avoid "repugnant remarks."

Bill Traus, Ward 5, identified himself as a U.S. Navy veteran and stated that he remains bound by the oath he took to serve his country. He expressed disappointment that any council member would refuse to stand for the Pledge of Allegiance, calling it disrespectful to the nation and those who serve. He also criticized the Mayor's lack of public response to certain remarks made by a councilmember, asserting that as the City's leader, the Mayor should have addressed those comments directly. Mr. Traus stated the Mayor represents all wards and all citizens, and silence on the matter suggested indifference. He concluded by reiterating that elected officials have a duty to demonstrate respect and accountability.

Teresa Borum, Ward 4, emphasized Councilmembers represent all constituents within their wards, regardless of political affiliation. She shared that when she ran for office, she "knocked on every door," not just those of her own party, and that public service requires finding middle ground. She condemned comments that encourage self-harm or celebrate the death of others, stressing that such rhetoric is never acceptable.

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Miscellaneous comments continued:

Development Notification

Dianna Hutzel, Ward 5, proposed revising notification procedures for neighborhood developments involving Homeowners Associations (HOAs). She suggested that official notifications include contact information for the registered HOA as listed in county property tax records, to improve communication among affected residents.

Regional Transit Plan

Dianna Hutzel, Ward 5, discussed the regional transit presentation in the prior meeting, noting its positive outlook, but requesting more detailed analysis specific to Norman, including costs, benefits, and job impacts. She encouraged greater transparency in how regional initiatives translate into direct local outcomes.

City Finance and Budget Concerns

Dianna Hutzel, Ward 5, referenced the recent City Finance Committee meeting, emphasizing concerns over the FYE 2025 General Fund deficit of $5.8 million, which required a drawdown from reserves. The FYE 2026 shortfall is projected at $7.2 million, leaving only $1.3 million above the mandated reserve by next summer. She noted sales tax revenue, the city's primary funding source, was flat and $1.8 million below estimates last year. Ms. Hutzel warned that without expanding the sales tax base and stimulating economic growth, Norman may face significant service reductions. She encouraged collaboration with the Cleveland County Economic Development Coalition and other municipalities to attract new businesses and jobs. She urged open discussion of fiscal challenges and greater public access to finance documents, stating that transparency and proactive planning are essential to maintaining community services.

Cindy Rogers, Ward 4, urged renewed focus on the City's financial health and budget priorities. She cited a Tax Increment Finance (TIF) district with $4 million in unused funds, noting that these resources remain inaccessible due to a poorly structured retail TIF, which she had previously predicted would fail. She highlighted a structural imbalance in City finances, explaining that expenditures rise faster than revenues, and that growth does not pay for itself under current models.

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Zoning Policies

Dr. Rogers also addressed concerns with Planned Unit Developments (PUDs) and zoning practices, observing that Norman continues to expand without adequately addressing stormwater management and infrastructure capacity.

Mayumi Windler, Ward 2, discussed zoning transparency, proposing that PUD or SPUD designations include the original zoning classification (e.g., "R–1," "R–2") to improve clarity and traceability for residents. She emphasized the need for greater transparency and accessibility of zoning and land-use records, noting that it should not require extensive research through archived minutes.

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Miscellaneous comments continued:

Monthly Departmental Reports

Mayumi Windler, Ward 2, referenced several data points from the monthly financial report included in the Council's consent agenda. She said sales tax revenue is down $469,513 from budgeted estimates and the General Fund revenue has decreased by $2,757,540, while expenses increased by $1,528,610. She questioned what accounted for the unbudgeted $1.5 million increase in expenditures, asking for clarity and accountability. On page 18 of the report, Ms. Windler cited issues with the building permits and licenses system, noting that data integration problems from a software upgrade in November 2023 still had not been resolved nearly two years later. She also questioned why the traffic counter for the utility drive-up and drop box remained broken and suggested replacing it for accurate reporting.

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Stormwater Pollution

Kevin Frank thanked the Council and spoke positively about the "Don't Blow It" initiative, encouraging continued public participation in stormwater pollution prevention. He suggested the City expand oversight beyond residents to include commercial lawn care providers, who often blow debris into streets, citing his own observation along Robinson Street. He recommended implementing regulations to ensure professional landscaping companies adhere to stormwater standards.

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Council Closing Remarks

Councilmember Grant acknowledged the recent resignation of Councilmember Montoya, stating that it was for the best that she is taking time to work on herself and has issued an apology. She clarified comments made by Councilmember Montoya in a public news forum with a Tulsa resident had been inaccurately conflated with the speaker's own separate conversation with a Norman Ward 4 resident, which occurred three months earlier. Councilmember Grant emphasized that at no point has she ever called for self-harm, and her public record demonstrates consistent advocacy for mental health awareness and support. She referenced past efforts to support the LGBTQ+ community and raise awareness of suicide prevention. She highlighted her ongoing commitment to mental health support. She stated when encouraging people to seek therapy, the recommendation is made sincerely and not dismissively, as professional support can significantly improve emotional regulation, personal growth, and long-term well-being. To conclude, Councilmember Grant cited Oklahoma State Statute Title 21 §1176, regarding the unlawful use of electronic communication to threaten, intimidate, or harass a public official, peace officer, medical provider, or crime victim by posting personally identifiable information.

Councilmember Gandesbery encouraged everyone present, particularly residents of Ward 1 and the broader Norman community, to pause and take a deep breath. As a de-escalation instructor within the health system, he emphasized the importance of calm, reflective communication when addressing high-stress situations. He clarified their comments reflected personal views and not those of other members of the Council. He stated his commitment to honesty and transparency with constituents, noting that mental health is an issue of personal importance. He stressed the seriousness of verbal exchanges that can contribute to emotional distress. Councilmember Gandesbery described Norman as a spirit of kindness, generosity, and community, exemplified by small acts of service such as neighbors giving free haircuts or residents engaging in open

Miscellaneous comments continued:

dialogue. He urged the community to adopt more responsible and compassionate communication, especially on social media, and to model healthy dialogue for future generations. He acknowledged everyone makes mistakes but emphasized the value of accountability, honesty, and learning from those errors. They encouraged residents to uphold the values of growth, character, and family that define Norman's community identity.

Councilmember Dixon thanked all attendees for coming to the meeting, particularly those who spoke during public comment. He recognized the courage it takes for residents to share their opinions publicly, noting the presence of several new participants, which was welcomed. He said addressing the resignation discussed earlier in the meeting, making the decision was difficult, but ultimately the right one for the City of Norman. He emphasized the importance of moving forward in a positive, healing direction and acknowledged the need to repair divisions that had arisen in the community. He called for inclusiveness and respect, saying that Norman must remain a city where all people are welcome. He expressed hope that the community could process what was shared during the meeting, begin to heal, and move forward with renewed positivity.

Mayor Holman addressed the controversy and broader issues of public discourse. He defined the concept of "othering" as treating others as less than human, noting that it fuels hostility and division. He warned that national figures and media personalities often profit from public division, intensifying local tensions. Mayor Holman clarified his limited authority under Norman's form of government, explaining that the mayor cannot discipline or demand the resignation of Councilmembers. Accountability, he said, rests with voters, through elections, recalls, and public engagement. He noted that, unlike higher levels of government, local government offers direct accountability, as residents can voice concerns publicly and face their representatives directly. He urged residents to remain involved in local issues, including zoning and routine Council matters, and thanked all who spoke during the meeting. He called on both officials and residents to model grace, empathy, and thoughtful communication.

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ADJOURNMENT

The Meeting was Adjourned at 9:43 p.m.

ATTEST:

_____ _____

City Clerk Mayor Stephen T. Holman

CITY OF NORMAN, OK
CITY COUNCIL REGULAR MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, October 14, 2025 at 6:30 PM

MINUTES

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers in the Municipal Building, on Tuesday, October 14, 2025 at 6:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

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 4 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

PRESENT

Mayor Stephen T. Holman
Councilmember Ward 1 David Gandesbery
Councilmember Ward 2 Matthew Peacock
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Brandon Nofire
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 7 Kimberly Blodgett
Councilmember Ward 8 Scott Dixon

PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Mayor Holman.

APPROVAL OF MINUTES

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

   CITY COUNCIL CONFERENCE MEETING MINUTES OF SEPTEMBER 24, 2024.

   CITY COUNCIL SPECIAL MEETING MINUTES OF OCTOBER 1, 2024, OCTOBER 22, 2024, FEBRUARY 25, 2025, MAY 20, 2025, JULY 8, 2025, AUGUST 15, 2025, AND AUGUST 16, 2025.

   CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF SEPTEMBER 24, 2024, OCTOBER 8, 2024, OCTOBER 22, 2024, FEBRUARY 25, 2025, MARCH 11, 2025, JUNE 10, 2025, AND JULY 8, 2025.

   CITY COUNCIL STUDY SESSION MEETING MINUTES OF NOVEMBER 19, 2024, DECEMBER 3, 2024, DECEMBER 17, 2024, AND FEBRUARY 27, 2025.

   CITY COUNCIL BUSINESS AND COMMUNITY AFFAIRS COMMITTEE MEETING MINUTES OF SEPTEMBER 4, 2025.

   CITY COUNCIL FINANCE COMMITTEE MEETING MINUTES OF SEPTEMBER 18, 2025.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   The minutes were Approved.

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PROCLAMATIONS

2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2526-13: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF OCTOBER, 2025, AS DOMESTIC VIOLENCE AWARENESS MONTH IN THE CITY OF NORMAN.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Item 2, continued:

Participants in Discussion:
1. Ms. Jodie Stewart, Women's Resource Center
2. Ms. Stephanie Penate, Women's Resource Center

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Proclamation P-2526-13 was Acknowledged.

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COUNCIL ANNOUNCEMENTS

Citizen Recognition and Community Engagement

Councilmember Gandesbery thanked residents who attended his recent town hall meeting, emphasizing that these gatherings provide valuable insight into community priorities and upcoming events. He expressed appreciation to the CPAN organization (Police Academy Alumni Association) for adopting a portion of Alameda Street, from 12th to 24th Avenue, for cleanup efforts. He also thanked Ms. Tiffany Vrska, Chief Communications Officer, and the citizens participating in the Citizens Academy, congratulating the graduates on completing the program.

Councilmember Peacock congratulated the Citizens Academy graduates on their accomplishment.

Councilmember Grant congratulated the Citizens Academy graduates and thanked them for dedicating time to learn about City operations and governance.

Councilmember Nofire congratulated the Citizens Academy graduates and gave special recognition to Mr. Nolan Bier, a Norman resident who organizes volunteer cleanup efforts at Lake Thunderbird through his Facebook group *Thunder Trash*. He encouraged residents to support the initiative.

Councilmember Hinkle congratulated the Citizens Academy graduates.

Councilmember Blodgett congratulated the Citizens Academy graduates.

Councilmember Dixon congratulated the Citizens Academy graduates and thanked Ms. Tiffany Vrska, Mr. Bryce Holland, and Ms. Michele Loudenback for their contributions to City events and sustainability initiatives. He highlighted the success of the Monarchs in the Park event and expressed appreciation for their work.

Mayor Holman thanked the Citizens Academy participants for their commitment to learning about local government and encouraged residents to become more involved in civic activities.

*

Council Announcements continued:

Community Events and Initiatives

Councilmember Grant reported a partial street closure that allowed a live performance and procession to take place safely. She noted that while residents have expressed interest in more street closures, such approvals depend on the type of event and weather conditions.

Councilmember Nofire announced that PikeOff OTA will host a fundraiser and Q&A session at Hollywood Corners on Friday, October 17th, from 6:00 to 11:00 p.m.

Councilmember Hinkle reminded residents about the Watershed Cleanup Event at Sutton Wilderness, scheduled for Saturday at 9:00 a.m.

Councilmember Dixon commended the Norman High School volleyball team for their recent win and wished them success as they advance toward the state tournament. He also mentioned his support for Bridges, a nonprofit organization assisting homeless high school students, noting that he purchased his yellow shirt at the Farm Girl Fair, which raised funds for the group.

Mayor Holman announced that the National Night Out event was taking place that evening, featuring booths hosted by the Police Department, emergency services, and other family-friendly community activities.

*

City Meetings and Deadlines

Councilmember Grant reminded residents that the deadline for nominations for the City of Norman Human Rights Award is Wednesday, October 15, 2025.

Mayor Holman provided updates on upcoming and recent City meetings:

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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 3 through Item 34 be placed on the consent docket.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Items 3 through 34 were placed on the Consent Docket.

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First Reading Ordinance

3. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-9 UPON FIRST READING BY TITLE: 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 REMOVE THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, AND A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF W. ROCK CREEK ROAD AND N. PORTER AVENUE INTERSECTION)

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Ordinance O-2526-9 was Adopted on First Reading by title.

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4. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-15 UPON FIRST READING BY TITLE: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN DELETING SECTION 24-104(E)(6), REPEALING SECTION 24-308, AND DELETING RELATED FINES SET FORTH IN APPENDIX B OF THE NORMAN CODE OF ORDINANCES ALL RELATED TO THE MUNICIPAL CRIMINAL CHARGE OF PEEPING TOM; AND PROVIDING FOR THE SEVERABILITY THEREOF.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Ordinance O-2526-15 was Adopted on First Reading by title.

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Reports/Communications

5. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM FIREHOUSE ART CENTER TO THE BOARD OF PARK COMMISSIONERS

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Receipt of the Report was Acknowledged.

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6. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, AMENDMENT AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM MOORE-LINDSAY HISTORICAL HOUSE MUSEUM TO THE BOARD OF PARK COMMISSIONERS

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Receipt of the Report was Acknowledged.

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7. SUBMISSION OF AND ACKOWLEDGING RECEIPT OF A REPORT ENTITLED "PIONEER LIBRARY SYSTEM FINANCIAL STATEMENTS" FOR JULY 1, 2024, THROUGH JUNE 30, 2025, TOGETHER WITH INDEPENDENT AUDITORS' REPORT" AS PREPARED BY GRAY, BLODGETT, AND COMPANY, P.L.L.C., CERTIFIED PUBLIC ACCOUNTANTS.

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Receipt of the Report was Acknowledged.

Easement

8. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONSENT TO ENCROACH EN-2526-1: FOR LOT 30, BLOCK 4, VINTAGE CREEK ADDITION, CITY OF NORMAN, CLEVELAND COUNTY, OKLAHOMA, FOR SWIMMING POOL. (512 Legacy Court)

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Consent to Encroach EN-2526-1 was Approved and the filing thereof with the Cleveland County Clerk was Directed.

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Final Plat

9. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-3 FINAL PLAT FOR EAGLE CLIFF WEST, SECTION 1 (GENERALLY LOCATED ONE-HALF MILE SOUTH OF CEDAR LANE ROAD AND ONE-HALF MILE WEST OF 12TH AVENUE S.E).

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   Final Plat FP-2526-3 for Eagle Cliff West, Section I, was Approved.

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10. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-4 FINAL PLAT/FINAL SITE DEVELOPMENT PLAN FOR MONTE VISTA ESTATES, PHASE 1, A PLANNED UNIT DEVELOPMENT INCLUDING THE DEFERRAL OF PAVING, DRAINAGE AND SIDEWALKS IN CONNECTION WITH EAST TECUMSEH ROAD (GENERALLY LOCATED ONE-HALF MILE EAST OF 12TH AVENUE N.E. ON THE SOUTH SIDE OF EAST TECUMSEH ROAD.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Final Plat FP-2526-4 for Monte Vista Estates, Phase I, was Approved.

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11. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-5 FINAL PLAT FOR LOTS 2, 3, & 6, BLOCK 1, JENNINGS ESTATES NO. 1 ADDITION (A REPLAT OF LOTS 2 & 3, BLOCK 1, JENNINGS ESTATES NO. 1 ADDITION) (GENERALLY LOCATED 270-FEET EAST OF 24TH AVENUE S.E. ON THE SOUTH SIDE OF WEST MAIN STREET).

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Final Plat FP-2526-5 for Jennings Estates Number 1 Addition, was Approved.

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12. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FP-2526-6 FINAL PLAT FOR CROSSPOINTE ADDITION (A REPLAT OF LOT 1, BLOCK 5, PEBBLE BROOK ADDITION, SECTION 2) LOCATED AT THE NORTHEAST CORNER OF THE INTERSECTION OF 24TH AVENUE S.E. AND OVERBROOK DRIVE.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Final Plat FP-2526-6 for Crosspointe Addition, was Approved.

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13. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF FP-2526-7 FINAL PLAT FOR TURTLE CROSSING, PHASE 2, (GENERALLY LOCATED ON THE SOUTH SIDE OF EAST LINDSEY STREET AND ONE-HALF MILE EAST OF 24TH AVENUE S.E.).

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Final Plat FP-2526-7 for Turtle Crossing, Phase 2, was Approved.

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Settlements

14. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-59: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY KYLE BERNHARDT UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *KYLE BERNHARDT V. THE CITY OF NORMAN,* WORKERS' COMPENSATION COMMISSION CASE 2024-06289 K; 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.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Resolution R-2526-59 was Adopted.

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15. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-60: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY DARIN HIETT UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *DARIN HIETT V. THE CITY OF NORMAN,* WORKERS' COMPENSATION COMMISSION CASE 2024-04540 W; 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.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-60 was Adopted.

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Contracts

16. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-2: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ELLSWORTH CONSTRUCTION OKC, L.L.C., ADDING 100 DAYS AND BERRY ROAD LOCATION AND FINAL ACCEPTANCE AND FINAL PAYMENT OF $59,562.52 FOR THE STREET MAINTENANCE BOND, URBAN CONCRETE PAVEMENT, FYE 2025 LOCATIONS, BID 1 PROJECT.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Change Order One to Contract K-2425-2 and final acceptance of the project were Approved.

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17. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTIO AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2425-3: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ELLSWORTH CONSTRUCTION OKC, L.L.C., INCREASING THE CONTRACT AMOUNT BY $26,489.66 FOR A REVISED AMOUNT OF $1,299,019.66 AND FINAL ACCEPTANCE OF CONTRACT K-2425-3 AND FINAL PAYMENT OF $32,475.48 FOR THE STREET MAINTENANCE BOND, URBAN CONCRETE PAVEMENT, FYE 2025 LOCATIONS, BID 2 PROJECT.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Change Order One to Contract K-2425-3 and final acceptance of the project were Approved.

*****

18. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER TWO OF CONTRACT K-2526-1: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ARROYO'S CONCRETE, L.L.C., IN THE AMOUNT OF $187,659.82 FOR THE INSTALLATION OR MODIFICATION OF SIDEWALKS IN THE OLD SILK STOCKINGS NEIGHBORHOOD TO THE FYE 2026 SIDEWALK CONCRETE PROJECTS.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Change Order two to Contract K-2526-1 and final acceptance of the project were Approved.

*****

19. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTIO AMENDMENT, AND/OR POSTPONEMENT OF BID 2526-9 AND CONTRACT K-2526-30: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ARROYO'S CONCRETE, L.L.C., IN THE AMOUNT OF $1,043,546.00 FOR THE URBAN CONCRETE PAVEMENT - FYE 2026 LOCATIONS, BID 1, PERFORMANCE BOND B-2526-13; STATUTORY BOND B2526-14; MAINTENANCE BOND MB-2526-12, AND ADOPTION OF RESOLUTION R-2526-15 GRANTING TAX-EXEMPT STATUS.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Bid B-2526-9 was Accepted, Contract K-2526-30 and all associated Bonds were Approved and Resolution R-2526-15 was Adopted.

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20. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2526-10 AND CONTRACT K-2526-31: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND ARROYO'S CONCRETE, L.L.C., IN THE AMOUNT OF $1,150,517 FOR THE URBAN CONCRETE PAVEMENT - FYE 2026 LOCATIONS, BID 2, PERFORMANCE BOND B-2526-15; STATUTORY BOND B-2526-16; MAINTENANCE BOND MB-2526-13, AND ADOPTION OF RESOLUTION R-2526-16 GRANTING TAX-EXEMPT STATUS AND APPROPRIATION OF FUNDS AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Bid B-2526-10 was Accepted, Contract K-2526-31, all associated Bonds, and Budget Appropriation were Approved and Resolution R-2526-16 was Adopted.

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21. CONSIDERATION OF AWARDING, APPROVAL, ACCEPTANCE, REJECTIO AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-32: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND C-P INTEGRATED SERVICES, INC., IN THE AMOUNT OF $580,672.50 FOR THE MISTY LAKE DAM REPAIR PROJECT, CHANGE ORDER ONE, IN THE AMOUNT OF $169,927.50; PERFORMANCE BOND B-2526-17; STATUTORY BOND B-2526-18; MAINTENANCE BOND MB-2526-14, AND ADOPTION OF RESOLUTION R-2526-17 GRANTING TAX-EXEMPT STATUS.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Contract K-2526-32 and all associated Bonds were Approved and Resolution R-2526-17 was Adopted.

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22. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-69: A PROJECT MAINTENANCE, FINANCING, AND RIGHT-OF-WAY AGREEMENT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR PROJECT TAP3-8723(004)AG, STATE JOB 38723(04)(05)(06)(07), FOR BOYD STREET SIDEWALK UPGRADES AND ADOPTION OF RESOLUTION R-2526-52.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Contract K-2526-69 was Approved and Resolution R-2526-52 was Adopted.

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23. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-88: A PUBLIC TRANSIT REVOLVING FUND AGREEMENT BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) DISTRIBUTING A MAXIMUM AMOUNT OF FUNDS IN AN AMOUNT NOT-TO-EXCEED TWO HUNDRED TWENTY EIGHT THOUSAND NINE HUNDRED EIGHTY SIX DOLLARS ($228,986) TO BE USED FOR ESTABLISHING, EXPANDING, IMPROVING, AND MAINTAINING THE CITY OF NORMAN'S URBAN PUBLIC MASS TRANSPORTATION SERVICES.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Contract K-2526-88 was Approved.

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24. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF A GRANT IN THE AMOUNT OF $60,000 FROM THE OKLAHOMA HIGHWAY SAFETY OFFICE (OHSO) TO BE USED BY THE POLICE DEPARTMENT TO CONDUCT HIGH-VISIBILITY ENFORCEMENT, SATURATION PATROLS, INFORMATION/EDUCATION CAMPAIGNS DIRECTED TOWARD TRAFFIC SAFETY, AND PARTICIPATE IN OHSO MOBILIZATIONS; APPROVAL OF CONTRACT K-2526-90; AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

    Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

    Contract K-2526-90 and Budget Appropriation were Approved.

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25. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF A GRANT FROM THE STATE OF OKLAHOMA BY AND THROUGH THE OFFICE OF THE ATTORNEY GENERAL AND THE OKLAHOMA OPIOID ABATEMENT BOARD (OAB) FOR THE FY 2025 POLITICAL SUBDIVISIONS OPIOID ABATEMENT GRANT IN THE AMOUNT OF $498,000 TO BE USED FOR AN APPROVED OPIOID ABATEMENT PROJECT IN THE CITY OF NORMAN; AND APPROVAL OF CONTRACT K-2526-92 BY AND BETWEEN THE STATE OF OKLAHOMA AND THE CITY OF NORMAN, OKLAHOMA, AND BUDGET APPROPRIATION FOR THE OPIOID ABATEMENT GRANT AWARD AND APPROVED PROJECT.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

The grant from the State of Oklahoma through the Office of the Attorney General was Accepted and Contract K-2526-92 and Budget Appropriation were Approved.

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26. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-93: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND THE VIRTUE CENTER, FOR A TOTAL OF $498,000 OVER THREE YEARS TO IMPLEMENT THE APPROVED FY 2025 POLITICAL SUBDIVISIONS OPIOID ABATEMENT GRANT PROJECT WHICH CONSISTS OF FREE EDUCATION, OUTREACH, AND AWARENESS PROGRAM(S), EXPANSION OF OUTPATIENT TREATMENT SERVICES FOR ADOLESCENTS AND ADULTS ADDICTED TO OPIATES, INCLUDING A NEW STRENGTHENING FAMILIES PROGRAM, AND PROVISION OF MEDICATION FOR OPIOID USE DISORDER.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Contract K-2526-93 was Approved.

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Resolutions

27. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-55: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $13,830.24 FROM THE REIMBURSEMENTS-CITIZEN SIDEWALK ACCOUNT TO REPLENISH THE CITYWIDE SIDEWALK AND CURB RECONSTRUCTION PROJECT ("50/50 PROGRAM.")

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-55 was Adopted.

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28. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-56: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN ACCEPTING THE AWARD OF $1,522,828 THROUGH THE FEDERAL TRANSIT ADMINISTRATION'S (FTA) FISCAL YEAR 2023 AND 2025 SURFACE TRANSPORTATION BLOCK GRANT URBANIZED AREA (STBG-UZA) AND AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT, EXECUTE, AND FILE AN APPLICATION ON BEHALF OF THE CITY OF NORMAN WITH THE OKLAHOMA DEPARTMENT OF TRANSPORTATION (ODOT) AND/OR THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS (ACOG) TO PROGRAM THE PROJECT AWARD.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-56 was Adopted.

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29. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AUTHORIZATION TO PURCHASE THREE 35-FOOT LOW-FLOOR CNG TRANSIT BUSES FROM GILLIG IN THE AMOUNT OF $2,302,818 UTILIZING THE STATE OF WASHINGTON CONTRACT NUMBER 06719; AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO EXECUTE ANY DOCUMENTS ON BEHALF OF THE CITY OF NORMAN TO EFFECTUATE THE AGREEMENT; AND BUDGET APPROPRIATIONS AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

The purchase of three 35-Foot Low-Floor CNG Transit Buses and Budget Appropriation were Approved.

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30. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-57: REQUESTING THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS TO CONSIDER THE CITY OF NORMAN'S SELECTED TRANSIT IMPROVEMENT PROJECT FOR FISCAL YEAR 2029 FEDERAL SURFACE TRANSPORTATION BLOCK GRANT FUNDS

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-57 was Adopted.

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Acting As the City Council and the Norman Municipal Authority

31. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-61: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY TRANSFERRING $725,537.91 TO TECHNOLOGY PLACE STREET EXTENSION FROM VARIOUS PROJECTS AS OUTLINED IN THE STAFF REPORT FOR THE SAXON INDUSTRIAL PARK IMPROVEMENT PROJECT.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-61 was Adopted.

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32. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-62: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, DECLARING THAT THE CITY COUNCIL, NORMAN MUNICIPAL AUTHORITY, NORMAN UTILITIES AUTHORITY AND NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING SCHEDULED FOR NOVEMBER 11, 2025, AND DECEMBER 23, 2025, SHALL BE CANCELLED.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-62 was Adopted.

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33. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-66: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING THE CITY MANAGER OR HIS DESIGNEE TO SUBMIT GRANT APPLICATIONS TO THE FEDERAL EMERGENCY MANAGEMMENT AGENCY'S HAZARD MITIGATION ASSISTANCE GRANT PROGRAM EXPRESSING ITS COMMITMENT TO SECURE FUNDING FOR THE LOCAL MATCH IF SUCH GRANT IS AWARDED AND PROJECT APPROVED.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

Resolution R-2526-66 was Adopted.

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Acting As the Norman Municipal Authority

34. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-68: A RESOLUTION OF THE TRUSTEES OF THE NORMAN MUNICIPAL AUTHORITY APPROPRIATING $287,700 FROM SANITATION FUND BALANCE TO SANITATION CAPITAL ACCOUNTS FOR PURCHASE OF POLYCARTS AND DUMPSTERS AS NEEDED FOR FYE 2026.

Motion made by Trustee Ward 2 Peacock, Seconded by Trustee Ward 4 Grant.

Voting Yea: Chairman Holman, Trustee Ward 1 Gandesbery, Trustee Ward 2 Peacock, Trustee Ward 4 Grant, Trustee Ward 5 Nofire, Trustee Ward 6 Hinkle, Trustee Ward 7 Blodgett, Trustee Ward 8 Dixon

Resolution R-2526-68 was Adopted.

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MISCELLANEOUS COMMENTS

Norman Forward II

Dan Munson, Ward 7, proposed that the next major Norman Forward art project align with the 2028 Olympics, suggesting a women's softball theme and an annual girls' softball camp beginning in 2026.

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Safety Town

Dan Munson, Ward 7, commended the "Safety Town" youth program.

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University North Park

Dan Munson, Ward 7, advocated for form-based code and improved road maintenance in the University North Park area. He noted ongoing maintenance issues, such as potholes and debris, and emphasized the area's importance for tourism and local investment.

*

Civil Dialogue, Social Media Conduct, and Respect in Civic Debate

Mr. Gary Barksdale, Ward 8, expressed concern over "violent rhetoric" from two Councilmembers, urging accountability and public apologies. He called for professionalism, denounced inflammatory language, and ended with a moment of silent prayer for healing and peace.

Miscellaneous Comments continued:

Nathan Trepagnier, Ward 5, voiced concern about divisive rhetoric, emphasizing that Norman has long valued respectful discourse. He said recent language labeling some residents as part of a "death machine" made him question the City's welcoming spirit. He concluded with a call for unity and prayer.

John Ryan, Ward 7, a recent resident and law enforcement member, shared discomfort at being characterized as part of a "death machine." He expressed admiration for civic engagement and concluded with the Lord's Prayer, calling for compassion and mutual respect.

Stephen Ellis, Ward 4, clarified that Councilmember Grant's "death machine" comment referred to systemic gun violence, not individuals. He encouraged context, understanding, and sincerity in faith and dialogue, emphasizing constructive solutions over political division.

Trenton Rippy, Ward 7, representing Young Americans for Liberty, discussed protecting free speech and collaboration across ideologies. He highlighted inclusive initiatives and urged civic participation, faith, and open dialogue as foundations for democracy.

Emmalee Griffith, Ward 7, cited scripture urging prayer for one's enemies and led the audience in prayer. She prayed for Council unity, forgiveness, and moral courage, expressing concern for divisive language following Charlie Kirk's passing.

Heather Boss, condemned "morally reprehensible" rhetoric from certain Councilmembers regarding Charlie Kirk's death and called for their resignation, citing scripture and urging integrity and accountability in leadership.

Justus Chandler, State Chair for Young Americans for Liberty, emphasized accountability and moral standards in leadership, condemning any celebration of a person's death and advocating for grace and reflection.

Kalib Magana, President of Turning Point USA at OU, defended Charlie Kirk and criticized perceived hypocrisy and disrespect by some leaders. He called for a public apology and discussed broader moral and political issues, including free speech and education.

Caleb McGee, Ward 4, addressed the tone of public discourse, advocating empathy and solutions for homelessness, housing affordability, and senior care over polarization and hostility.

Lindsey Bruehl, Ward 8, spoke against mixing religion with governance and called for empathy, introspection, and cooperation to reduce political division and address gun violence.

Mark Campbell, Ward 2, delivered satirical remarks criticizing hypocrisy in political discourse and reaffirmed Councilmembers' right to free speech, calling for humility and unity.

Jordan Cantrell, defended Turning Point USA, affirming support for free speech and moral accountability. He disputed claims about misinterpreted remarks and emphasized respectful faith expression in public life.

Michael Blunk, Ward 6, expressed pride in Norman's compassion and civic spirit, rejecting negative portrayals of the City. He reflected on his personal and professional service to the community and affirmed his dedication to Norman's values.

Miscellaneous Comments continued:

Marguerite Larson, Ward 6, praised Councilmembers for their courage and commitment, criticized political idolization, and advocated separation of church and state, urging focus on human life and community well-being.

Ella Crenshaw, Ward 6, thanked the Council for their hard work and professionalism, acknowledging the emotional and ethical challenges of public service.

John Cipolla, Ward 4, shared his political awakening influenced by Charlie Kirk and expressed disappointment in remarks he deemed disrespectful. He encouraged humility, faith, and compassion in civic dialogue.

Sereta Wilson, Ward 4, reflected on the challenges and risks of public service, affirmed her support for current leadership, and denounced extremist ideologies.

Layne Paul, Ward 4, an OU student, expressed support for Charlie Kirk's family and encouraged forgiveness, compassion, and prayer for unity within the community.

Riley Worley, Ward 1, called for consistent enforcement of decorum rules and cautioned against selective outrage. Urged focus on free speech and safety, noting concerns about outside influence in City matters.

Phillip Holshouser, a local pastor, read scripture on repentance and salvation, calling for moral reflection and concluding with a moment of silent prayer.

Audrey Digua, Ward 1, urged civic engagement and voter participation, discussed infrastructure issues with the University North Park TIF, and advocated empathy toward the homeless.

Chelsea Gravel, Ward 4, addressed public safety, infrastructure, and transparency. She urged fair enforcement of public comment rules, recognized effective collaboration, and emphasized ethical governance.

Karlinda Gravel, Ward 4, further questioned her Councilmember's conduct and requested clarification on ethics and open records procedures, citing concerns about fair representation.

Russell Rice, Ward 2, addressed traffic safety concerns, and defended free expression. He called for pragmatic action on homelessness and infrastructure.

Evan Dunn, Ward 7, discussed media-driven division, condemned celebratory reactions to violence, and promoted empathy and community healing through local initiatives.

Lane Brown addressed church-state separation and school safety, advocating for arming teachers.

Mandy Roper, urged respectful communication and personal accountability from Councilmembers, emphasizing civility, inclusiveness, and leadership by example.
Joe Love, Ward 1, criticized divisive rhetoric from a Councilmember and urged focus on inclusivity, dialogue, and rebuilding public trust.

Miscellaneous Comments continued:

Kaylee Holshouser shared her faith journey, condemned celebratory reactions to violence, and called for compassion and empathy, closing with a moment of silence.

Alex Kineszky, Ward 4, briefly expressed appreciation for the Council's service and recognized the challenges of public leadership.

Aisha Ali, Ward 3, Human Rights Commissioner, praised Council dedication and called for empathy, unity, and accountability in public speech. Drawing from faith traditions, she urged forgiveness and compassion, concluding with a reminder that cooperation is essential for peace and healing.

Sherylann Densow, Wards 4 and 6, raised procedural concerns about Council discussions after adjournment.

*

Opportunity Knocks

Mayumi Windler, Ward 2, praised the Opportunity Knocks program for its effectiveness and called for transparency and measurable outcomes from "A Friend's House." She reaffirmed support for programs demonstrating accountability and community impact.

*

Cleveland County Economic Development Coalition

Dianna Hutzel, Ward 5, supported the Cleveland County Economic Development Coalition agreement, citing its record of attracting investments and creating jobs. She described the contract as a strategic investment in Norman's economic future.

Cynthia Rogers, Ward 4, opposed the CCEDC contract on the consent agenda, citing missing audits and lack of transparency. She urged accountability and financial oversight before renewing any agreements.

*

City Budget/Affordable Housing

John Scamehorn, Ward 1, expressed concern over City budget deficits and proposed supportive housing near senior facilities. He urged prioritizing essential services and community safety.

Sherylann Densow, Wards 4 and 6, supported fiscal accountability, and criticized long-term financial practices like Tax Increment Finance districts. She called for transparency and openness.

*

Mental Health

Victoria Garcia, Ward 4, highlighted mental health issues at Griffin Memorial Hospital and advocated for stronger state coordination and funding to support patient recovery and reduce recidivism.

ADJOURNMENT

The Meeting was Adjourned at 9:09 p.m.

ATTEST:

City Clerk

Mayor Stephen T. Holman

CITY OF NORMAN, OK
CITY COUNCIL STUDY SESSION
Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Thursday, September 15, 2020, at 5:30 PM

MINUTES

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Study Session in the Executive Conference Room of the Norman Municipal Building on the 15th day of September, 2020, at 5:30 p.m., and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray Street 24 hours prior to the beginning of the meeting.

CALL TO ORDER

Mayor Clark called the Meeting to Order at 5:30 p.m.

PRESENT
Mayor Breea Clark
Councilmember Ward 1 Kate Bierman
Councilmember Ward 3 Alison Petrone
Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Elizabeth Foreman
Councilmember Ward 7 Stephen Holman
Councilmember Ward 8 Matthew Peacock

ABSENT
Councilmember Ward 2 Joe Carter
Councilmember Ward 4 Lee Hall

AGENDA ITEMS

1. DISCUSSION REGARDING THE SCHOOL RESOURCE OFFICER (SRO) PROGRAM.

   Captain Sean Hawkins, Norman Police Department, delivered a detailed presentation regarding the history, structure, mission, and outcomes of the SRO Program in partnership with Norman Public Schools (NPS). He said the Norman SRO Program was established following voter approval in April 2014 of the Permanent Public Safety Sales Tax (PSST2). One of the funded initiatives included the addition of 13 police officers for creation of the SRO Program. The program was launched in July 2015 and began operations in schools during the 2016–2017 school year. Authorized positions included:

   - 1 Supervisor
   - 4 Officers – two at each high school (Norman High and Norman North
   - 1 Officer – each of the four middle schools
   - 4 Officers – to be assigned to elementary schools (positions pending).

Captain Hawkins stated all SROs are certified through National Association of School Resource Officers (NASRO), a nonprofit organization founded in 1991. NASRO emphasizes the Triad Model of the SRO role, e.g., Teacher – Officer – Counselor, with mentorship as the overarching principle. Their mission statement is SROs are dedicated to ensuring a safe learning environment, providing resources to students, faculty, and parents, while developing long-term problem-solving approaches and mentoring students to become community leaders.

Core Program Components

Triad and Mentorship

- The SRO model integrates law enforcement presence with educational and counseling functions.
- Officers build relationships and serve as mentors, bridging gaps between students and police.

Community and Student Engagement

- Operation School Bell: SROs assist students in need with school supplies, clothing, and hygiene items.
- Police Athletics League (PAL): A summer youth engagement initiative promoting positive police-student relationships.
- TEAM Program (Teaching, Educating, and Mentoring):
  - A classroom curriculum covering topics such as firearm safety, bullying prevention, and conflict resolution.
  - Structured for elementary through high school levels.

Captain Hawkins shared the primary objectives:

- Serve as visible, active law enforcement figures and immediate responders to any law-related incidents on campus.
- Provide classroom education on law, safety, and prevention topics.
- Support school administration in problem-solving and maintaining a safe environment.
- Promote positive law enforcement relationships with students and staff.

Disciplinary Limitations

He said SROs do not enforce school rules or administer disciplinary actions. Per the Memorandum of Understanding (MOU) between NPD and NPS; Principals and administrators remain the primary authority on student discipline. SROs intervene only in criminal matters or immediate safety threats.

Captain Hawkins said the Handled with Care Program originated in Oklahoma City and has been adopted by NPD. The Program allows first responders to confidentially notify schools if a student experiences trauma (e.g., loss of a family member, domestic crisis). It enables teachers and counselors to provide sensitivity and support without breaching confidentiality. The Crime Stoppers App Integration has been implemented across NPS systems. Students can anonymously report safety threats, bullying, or self-harm concerns. Reports are directed to both NPS administration and NPD in real time.

SROs provide safety and security coverage for over 300 school-sponsored events annually, including athletics, graduations, dances, and parades. Officers often serve beyond normal hours to ensure student and staff safety.

Program Data Review
Reporting Period: 2019–2020 School Year

Category	Description	Notes
Arrests	0	No physical student arrests occurred.
State Charges	Filed for severe incidents (e.g., threats, assault with weapon)	Reviewed with DA before filing.
Police Dockets	Citations issued by officers	Minor offenses such as tobacco possession.
Citizen Dockets	Parent-initiated complaints	Often related to assault or truancy.
Protective Custody	70 incidents	Related to mental health crises or threats of self-harm.
Monthly Data Reviews	Conducted with NPS Chief Operating Officer	Used to identify trends and make improvements.

All SROs are Crisis Intervention Team (CIT) certified, enabling de-escalation and mental health response within schools.

Councilmember Bierman requested detailed data and demographics on SRO incidents since program inception. She expressed interest in transparency for the public and a data-driven evaluation of program outcomes.

Captain Hawkins confirmed the NPD maintains all required data per the MOU and additional internal metrics. He offered to share aggregate data with the Council. He emphasized that demographic tracking and continuous evaluation are standard practice.

Assistant District Attorney Kristi Johnson explained how juvenile referrals and state charges are processed. She noted that most reports from NPD are directed to the Office of Juvenile Affairs and handled through diversion programs aimed at treatment rather than punishment. Serious offenses are rare and, when adjudicated, can typically be expunged after dismissal. Johnson also highlighted that since the inception of the SRO program, juvenile referrals have steadily decreased, reflecting the program's positive impact on prevention and early intervention.

Councilmember Bierman addressed data analysis and program accountability. She asked whether the department compares local trends with national data. ADA Johnson responded that Oklahoma, and specifically Norman, appears to be trending positively below national averages in school-related juvenile offenses.

Mr. Milner expressed appreciation for shared responsibility between the school district and the police department in maintaining safe school environments. He emphasized that the critical eye of an officer plays a vital role in identifying behavioral warning signs among students and ensuring proactive intervention.

Councilmember Petrone requested use-of-force data specific to the SRO program, referencing public concern from a prior social media forum where data suggested students of color were three times more likely to be involved in incidents with SROs. She asked how the department is addressing this disparity.

Captain Hawkins acknowledged the statistic and agreed that it warranted continued review. He clarified that the data referenced "incidents"—which include reports, lost property, and vandalism—not solely enforcement actions. He stated that efforts are underway to separate enforcement actions from general incident reports to allow clearer analysis of equity trends and expressed the department's commitment to transparency and improvement, noting that data is used to identify and address potential disparities, not conceal them.

Councilmember Petrone asked whether the department tracks individual officer data to determine if certain SROs disproportionately interact with students of color.

Captain Hawkins stated that such tracking is not currently conducted but agreed it would be valuable for future analysis. He suggested that patterns of concern would likely be flagged by either school administration or police supervision and confirmed that future data collection systems could be adapted to include officer-specific tracking to enhance accountability.

City Manager Darrel Pyle suggested that the pending Diversity and Equity Officer position could provide professional expertise in analyzing demographic data and trends.

Councilmember Bierman agreed with the City Manager and suggested collaboration between Norman Public Schools (NPS) and the Norman Police Department (NPD) to refine data collection methods.

Councilmember Holman requested clarification about whether data is being collected from NPS or NPD to assess public perception of the program.

Mr. Justin Milner, Norman Public Schools, said NPS has not conducted a formal survey but maintains ongoing communication with site administrators and teachers to monitor feedback. He said administrators play a key role in observing daily interactions and providing informal updates.

Councilmember Holman provided a detailed review of the Public Safety Sales Tax (PSST) funding history. He recalled prior concerns about funding permanent positions through a temporary tax and noted the narrow margin by which the renewal passed in 2014. He requested updated financial information on the PSST Fund Balance and sustainability.

Finance Director Anthony Francisco Reported that PSST revenues totaled approximately $9.4 million in FY 2019–2020, with an additional $1.1 million in use tax revenue. He stated that expenditures exceeded revenues by approximately $1.5 million, requiring a General Fund subsidy. He projected that this subsidy would increase to over $3 million by FY 2025–2026.

Mr. Francisco clarified that the Council retains discretion over the timing and funding levels of related expenditures.

Councilmember Bierman recommended maintaining a 50/50 cost-sharing arrangement with NPS for any future program expansions.

Mr. Pyle and Mr. Milner confirmed that NPS currently contributes approximately $687,000 annually toward the SRO program.

Noted that while NPS remains committed to the partnership, further contributions are unlikely due to statewide budget constraints and economic impacts.

Councilmember Holman emphasized the need for fiscal responsibility and partnership equity between NPS and the City.

Councilmembers expressed concerns about long-term program sustainability if the City continues subsidizing SRO positions. They asked about financial impacts if the program became unsustainable and required reduction of officers and suggested that funding decisions might eventually require voter input through a Public Safety Sales Tax adjustment.

Captain Hawkins indicated that removing SROs from schools should be considered a last resort. He stated that pulling officers from the program could negatively affect long-term success and community trust.

Councilmember Foreman asserted that subsidizing the SRO program from the General Fund is unsustainable. She called for early discussions and potential public vote to address funding challenges before 2025–2026. She also expressed the need to rebuild public trust in financial management. She requested analysis to determine how much of a sales tax increase would be necessary to achieve fiscal balance.

Mr. Pyle confirmed that a 1/8-cent sales tax increase generates approximately $2.5 million annually and advised that a 1/8 to 1/4 percent increase could stabilize PSST funding. He recommended Council consider multiple options for sustainable funding and discuss further at the annual Council Retreat.

City Attorney Kathryn Walker outlined procedural requirements for placing a sales tax proposal on the ballot. She said Council must give 60 days' notice to the Election Board. It requires two readings of an ordinance before placement. Confirmed that a January–April timeline is feasible for election scheduling.

Councilmember Bierman supported holding discussions at the upcoming Council Retreat (scheduled for October 16). She emphasized the need for public education and outreach prior to any sales tax vote and warned against over-reliance on sales taxes, given possible regional transit tax increases in the future.

Mayor Clark thanked Captain Hawkins, Finance staff, and Norman Public Schools representatives and noted the importance of data-driven decision-making and community input. She supported revisiting and updating the MOU for the SRO program to ensure regular review.

ADJOURNMENT

The meeting was adjourned at 7:54 p.m.

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ATTEST:

City Clerk

Mayor

CITY OF NORMAN, OK
CITY COUNCIL STUDY SESSION
Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Thursday, August 17, 2021 at 5:30 PM

MINUTES

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Study Session in the Executive Conference Room of the Norman Municipal Building on the 17th day of August, 2021, at 5:30 p.m., and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray Street 24 hours prior to the beginning of the meeting.

CALL TO ORDER

Mayor Clark called the Meeting to Order at 5:30 p.m.

PRESENT
Mayor Breea Clark
Councilmember Ward 1 Brandy Studley
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 3 Kelly Lynn
Councilmember Ward 4 Lee Hall
Councilmember Ward 5 Rachar Tortorello
Councilmember Ward 6 Elizabeth Foreman
Councilmember Ward 7 Stephen Holman
Councilmember Ward 8 Matthew Peacock

AGENDA ITEMS

1. CONTINUED DISCUSSION REGARDING THE USE OF AMERICA RESCUE PLAN ACT (ARPA) FUNDS.

   City Manager Darrel Pyle introduced the discussion regarding the allocation of the first tranche of the American Rescue Plan Act (ARPA) funds, totaling approximately $22.4 million anticipated before the end of the fiscal year. He explained that initial allocations were drafted based on Council's prior retreat discussions, with several funding categories identified for consideration. He emphasized that ARPA funds must remain within a designated account and can be reallocated by Council until 2024. The only formal appropriation made to date was for the Emergency Operations Center (EOC) project.

   Mr. Pyle reviewed draft allocations, noting two projects with specific Council attention:
   - Emergency Operations Center (EOC): Previously appropriated funds.
   - COVID-19 Vaccine Incentive Program: $500,000 total, including $475,000 in gift cards and $25,000 in raffle prizes to encourage vaccination.

   He explained that remaining line items were preliminary and intended to facilitate discussion on Council priorities.

Councilmember Hall requested that allocations reflect known commitments to key nonprofits:

- Food and Shelter – $500,000
- Virtue Center – $500,000
- Norman Arts Council – $100,000

Councilmembers Hall and Foreman supported direct allocations to the three organizations, noting their alignment with behavioral health, homelessness, and economic recovery goals.

Finance Director Anthony Francisco noted that some of these could also qualify under affordable housing or economic recovery categories. Mr. Pyle added that Council could consider a grant-style process, similar to the Social and Voluntary Services Commission's grants, to support a wider range of nonprofits meeting ARPA criteria.

Studley emphasized that immediate food relief should be prioritized for residents directly affected by the pandemic. Staff explained that direct cash assistance mechanisms are not yet established, though existing rental and utility assistance programs remain active.

Councilmembers Studley, Foreman, and Peacock inquired about transit funding and its relation to the federal infrastructure package. Mr. Pyle confirmed that Staff expects transit to be a key component of the upcoming infrastructure funding and will bring forward updates and potential models (including Arlington's on-demand transit) for Council review in future sessions.

Councilmember Holman raised concerns about food access and neighborhood revitalization, particularly in areas such as 12th Avenue SE and Lindsey Street, now lacking a grocery store. He suggested considering incentives for grocers to fill vacant retail space in food desert areas.

City staff responded that such initiatives could fall under affordable housing or community development categories within ARPA funding. Mr. Pyle and Staff discussed potential housing initiatives including acquiring properties on Reed Avenue to expand Section 8 housing availability and exploring the Emerald Greens Apartments as a rehabilitation opportunity to restore affordable units.

Councilmember Hall supported pursuing both permanent and transitional housing solutions, highlighting a possible collaboration with the University of Oklahoma Construction Science Department to design and construct modular housing units (estimated cost: $500,000 for 12 units). She emphasized creative and flexible approaches to addressing homelessness and substandard housing. Staff and Council agreed that ARPA presents a unique and flexible opportunity to address housing needs beyond traditional Community Development Block Grant (CDBG) limitations.

Councilmember Foreman cautioned against assigning dollar amounts before receiving results from upcoming homelessness and affordable housing studies, both expected in fall 2021. Mr. Pyle agreed that Staff could begin groundwork for "low-hanging fruit" projects while awaiting data-driven recommendations. Mr. Francisco confirmed that the City currently holds $11.2 million (half of the total allocation) and expects the second tranche of funds in May 2022.

Councilmember Peacock advocated allocating ARPA funds to support pattern zoning and housing diversity as part of the affordable housing strategy, encouraging mixed-use and "missing middle" housing types to balance the current market. Planning Staff confirmed that this approach could align with ARPA's goals and may be addressed in the forthcoming affordable housing study.

Councilmember Hall followed up on the topic of pattern zoning, noting that discussions were already underway with the Planning Department. She recommended including pattern zoning as consideration under ongoing planning initiatives and suggested funding a consultant to explore how it could be applied to Norman. She expressed full support for allocating $1 million toward entrepreneur grants. She suggested exploring whether funds should support incubator space, startup grants, or a hybrid approach.

Councilmember Hall recommended engaging the Economic Development Advisory Board (EDAB) for input from the business community and for development of strategies to bring back to Council. Mr. Pyle agreed that EDAB would be an appropriate venue to initiate discussions on entrepreneurial grants and incubator opportunities. He confirmed that the Staff could agendize the topic for EDAB and explore potential investments to support local entrepreneurship.

City Manager Pyle reported that the City anticipates taking ownership of 718 North Porter in the coming weeks as the hospital relocates functions currently occupying the space. He explained that the facility could potentially serve the homeless population depending on recommendations from the upcoming HomeBase report (expected in October). He noted potential remodeling costs ($100–$200 per square foot) and the possibility of using ARPA funds for improvements. Mr. Pyle stated the need to wait for HomeBase recommendations before advancing to architectural design. He mentioned potential collaboration with the Cleveland County Sheriff's Office for a sobering center, which could reduce security and operational costs.

Councilmember Hall supported reserving funding for 718 North Porter until the HomeBase report is complete. She anticipated that Norman's needs will likely include a night shelter and a day resource center, aligning with early HomeBase findings.

FUNDING REQUESTS FOR COMMUNITY ORGANIZATIONS

Food and Shelter

Council discussed a $500,000 funding request from Food and Shelter to support their planned expansion and resource center. City Manager Pyle confirmed that Food and Shelter must complete planning applications and a PUD amendment before proceeding.

The $500,000 proposed for Food and Shelter's Food Resource Center capital campaign. The project leverages an additional $1 million in private donor funding. The facility will consolidate multiple services under one roof (food pantry, benefits application, case management), improving efficiency and client access.

Virtue Center

Council inquired about the timeline for the Virtue Center project, noting a planned groundbreaking on September 1st. Mr. Pyle reported that the Virtue Center continues to work on its matching campaign and that its site plan is expected to go before the Planning Commission on September 12.

Norman Arts Council

Executive Director Erinn Gavaghan requested $100,000 in ARPA funding to restore arts grants reduced due to decreased hotel/motel tax revenue. She explained that 25 arts organizations would be affected, receiving approximately 60% of previous funding levels. She emphasized the economic impact of arts programs on tourism and local recovery.

The Council supported allocating $100,000 to the Norman Arts Council as part of COVID-19 recovery for tourism and local events. Funds will replace shortfalls in hotel/motel tax revenue caused by the pandemic and will be distributed through the Council's long-standing grant process to 25 local arts organizations (e.g., Norman Music Festival, Jazz in June, Medieval Fair). The economic impact data indicates the arts sector contributes over $4 million annually in local tax revenue.

Councilmembers discussed a $1 million nonprofit support allocation, primarily designated for the Virtue Center (behavioral health expansion), Food and Shelter (food resource center), and Norman Arts Council.

Some Councilmembers urged creating a competitive application process for additional nonprofits to access funds, emphasizing transparency and fairness. Others noted these specific projects align directly with ARPA priorities (public health, housing insecurity, economic recovery).

AFFORDABLE HOUSING

Councilmember Hall clarified that the $4.5 million affordable housing allocation is not exclusively for homelessness but addresses broader housing insecurity. She cited data indicating Norman needs approximately 9,000 units of affordable housing, primarily for working families. She stated that investment in affordable housing helps retain residents, stabilize families, and stimulate the local economy.

Lisa Krieg, CDBG and Grants Manager, explained that affordable housing targets residents earning 80% of area median income, roughly $50,000 per year for a family of four. She emphasized that high housing costs reduce local spending and, consequently, City sales tax revenue and argued that affordable housing is a long-term economic development driver.

Councilmember Studley noted that ARPA funds are pandemic relief funds meant to assist those most affected economically. She emphasized that many low-income and working-class families in Ward 1 face housing insecurity and are at risk of eviction.

Councilmember Holman supported investment in affordable housing as a preventative measure against homelessness, not solely a remedial effort. He highlighted redevelopment trends eliminating affordable units and raising rents and reiterated the importance of completing the EOC project to improve citywide response capacity.

City Manager Pyle stated that formal allocation discussions for affordable housing projects (e.g., Reed Avenue acquisitions) would follow Council consensus. He estimated that roughly 10 properties could be affected, two owner-occupied and several rentals, built circa 1945. He noted relocation and federal compliance costs may increase total project expense.

Councilmember Tortorello urged use of public-private partnerships (PPP) to stretch affordable housing funds and leverage external investment. He recommended that future infrastructure funds be used for job creation and long-term economic growth. He supported ensuring affordable housing investments are tied to employment opportunities and upward mobility.

Councilmember Schueler stressed that low-income residents are also taxpayers and should benefit from public reinvestment of ARPA funds.

Councilmember Hall clarified that rental and utility assistance programs are already funded through CARES and Emergency Solutions Grants and emphasized that the $4.5 million ARPA allocation should focus on building or rehabilitating affordable housing, not short-term aid.

Councilmembers discussed leveraging PPP as a mechanism to expand affordable housing opportunities. It was noted that PPPs could help reduce long-term subsidy dependency by enabling residents to purchase homes, become taxpayers, and participate in the broader economy. Councilmembers agreed that there is strong public will to address both homelessness and affordable housing, viewing these efforts as foundational to the City's economic recovery and revitalization.

Staff explained that across the country, cities often use city funds to buy down project costs for developers specializing in affordable housing. Examples of city contributions may include covering utility connection fees (sewer/water), permit and plan-check fee waivers, and one-time rent buy-down investments.

It was suggested that the City could issue a Request for Proposals (RFP) to invite developers with proven track records in affordable housing to submit project ideas.

Staff clarified that the City is waiting for results from ongoing housing studies before finalizing next steps. The RFP for the housing study is expected to be released soon. Council acknowledged this process would move forward gradually as data becomes available.

Councilmember Holman emphasized a mixed strategy, potentially combining rehabilitation or acquisition of existing properties (e.g., Emerald Greens apartments), redevelopment of older homes (e.g., on Reed Avenue) and encouraging affordable housing development through developer incentives within the Center City Form-Based Code area.

Staff provided a cost comparison from prior projects:
Lot cost: approx. $30,000 per lot
Construction cost: approx. $160,000 per unit
Total: around $200,000 per home

Councilmember Schueler introduced "SocialWise," a potential program modeled after Tulsa's "A Better Way," which would fund short-term work opportunities for residents while building digital résumés. She proposed a $250,000 allocation toward the pilot project and suggested further discussion with program leaders.

Councilmember Hall supported integrating job and skills training to help residents transition from homelessness or poverty into long-term stability. There was interest in partnerships with Moore Norman Technology Center (MNTC) and other training programs to expand workforce development scholarships. City Manager Pyle was tasked with engaging relevant stakeholders to explore collaboration opportunities.

It was clarified that "private" partners in PPPs may include nonprofit organizations such as Habitat for Humanity, which is considering multifamily housing projects beyond its traditional single-family model.

Councilmembers noted that even the city's most affordable housing units remain out of reach for some residents, with rents exceeding $800–$900 per month. There was consensus that future projects must prioritize deeper affordability.

Council consensus to prioritize construction and rehabilitation projects over rental aid.

PUBLIC HEALTH AND COVID-19 TESTING

Council discussed possible funding to support COVID-19 testing as Norman Regional resumes operations. Staff confirmed that past testing costs were covered by the State of Oklahoma, not the City. Staff will confirm whether the Cleveland County Health Department should continue to manage testing with state or county funds.

STORMWATER INFRASTRUCTURE PROJECTS

The Council discussed maintaining approximately $3–4 million for stormwater improvements within ARPA allocations. Mr. Shawn O'Leary, Public Works Director, confirmed projects are included in the City's Stormwater Master Plan, though not all are fully "shovel-ready." Councilmembers debated reallocating a portion of stormwater funds to nonprofit or community-based initiatives but agreed stormwater remains an eligible and essential infrastructure use. Staff will bring stormwater projects list to the Community Planning and Transportation Committee for review.

SMALL BUSINESS RECOVERY AND ENTREPRENEUR GRANTS

Councilmember Peacock advocated renewed small business recovery grants for existing businesses still struggling post-pandemic, modeled on previous CARES programs. Staff confirmed approximately $400,000–$500,000 in unspent CARES Act funds may be available for reallocation. Council discussion included reviewing and improving the previous application process for clarity and equity. Entrepreneur grants were noted as separate, intended to support new business startups and local innovation.

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ADJOURNMENT

The meeting was adjourned at 6:15 p.m.

* * * * *

ATTEST:

City Clerk

Mayor

CITY OF NORMAN, OK
CITY COUNCIL STUDY SESSION

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069

Tuesday, September 02, 2025 at 5:30 PM

MINUTES

The City Council Study Session of the City of Norman, Cleveland County, State of Oklahoma, met in Study Session in the Executive Conference Room in the Municipal Building, on Tuesday, September 02, 2025 at 5:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

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.

CALL TO ORDER

Mayor Holman called the meeting to order at 5:30 p.m.

AGENDA ITEMS

1. DISCUSSION REGARDING REGULATIONS FOR MOBILE FOOD TRUCKS AS IT RELATES TO HOUSE BILL 1076.

   Presenter: Ms. Beth Muckala, Assistant City Attorney

   Ms. Muckala provided an overview of recent state legislative updates impacting the City's regulation of mobile food vendors, specifically Oklahoma House Bill 1076, and 2459, effective November 1, 2025. The new law requires municipalities to issue local licenses only to mobile food vendors who already possess valid state licenses, ensuring consistency and compliance with state health department regulations.

   Ms. Muckala explained that while the City of Norman's existing ordinances are largely in line with state requirements, minor revisions are necessary to align definitions and procedures. She noted that a redlined draft ordinance was provided to Council, showing wording updates and additions to ensure compliance.

Item 1, continued

Key provisions discussed included:

- Operational Locations:
- Mobile food vendors may operate on municipal property as permitted by the City.
- On private commercial property, vendors must have property owner permission, though the City cannot dictate the form of that permission.
- In residential areas, vendors may operate temporarily with the homeowner's consent, subject to time limitations under state law.

Zoning Considerations:

- Councilmembers discussed the absence of specific zoning provisions for food trucks within the current Land Use and Development Code. Ms. Muckala clarified that mobile vendors are permitted unless expressly prohibited and do not require the same zoning as fixed food establishments.

Public Property and Parking Permits:

- Discussion included the potential for metered parking passes or long-term leases allowing mobile food vendors to operate on City-owned lots, such as the parking lot on Asp Avenue or other downtown locations. Ms. Muckala noted that HB 1076 authorizes municipalities to develop such parking programs for a fee, and the Council expressed interest in exploring options for designated food truck spaces on public lots or along metered streets.

Definitions and Compliance:

- New definitions were added to the City's licensing ordinance to match state terminology, including "mobile food establishment," "pushcart," and "mobile food vendor." The City will also recognize state fire marshal inspections for vehicle safety compliance, replacing local inspections.

Permitted and Prohibited Actions:

- Municipalities may continue to regulate public safety issues such as noise, ingress/egress, and trash but may not impose additional health inspections, bonds, or limits on the number of licenses. Vendors operating on City property or during municipal events will be required to provide proof of additional insured coverage.

Ms. Muckala recommended updating the City's permit fee schedule to ensure compliance with HB 1076 which limits municipal fees to administrative cost recovery only. Proposed placeholder fees include:

- Annual permit: $50
- One-day permit: $20
- 30-day permit: $30
- 180-day permit: $40
- Park Food Vendor Permit: $10

Item 1, continued

Renewal fees will mirror the original permit cost. Councilmembers discussed potential future fee adjustments through the upcoming review of all fees.

Ms. Muckala advised that if adopted in September, the ordinance amendments would take effect concurrently with the state law on November 1, 2025. Internal forms and systems will be updated to reflect state inspection and compliance verification requirements.

Council Discussion:

- Councilmembers Peacock, Grant, and Dixon engaged in detailed discussion regarding:
- Clarification of food truck operation in commercial and residential zones.
- Opportunities to incorporate food truck regulations in the upcoming zoning and subdivision code update.
- Potential to lease public parking spaces for long-term food truck use in downtown areas to support nighttime food options.
- Infrastructure needs such as power and water hookups to reduce generator noise and improve vendor experience.
- Interest in developing a food truck alley concept along select streets, such as Santa Fe Avenue.

Council consensus supported advancing the ordinance amendments for first reading, with additional committee-level discussion on parking lot leasing options, metered parking passes, and fee adjustments. Staff will also research state municipalities permit fees for comparison.

Further discussion to occur at committee level regarding long-term use of public parking spaces for food trucks and related infrastructure considerations.

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ADJOURNMENT

The meeting adjourned at 6:04 p.m.

ATTEST:

City Clerk

Mayor

CITY OF NORMAN, OK
CITY COUNCIL SPECIAL MEETING

Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Tuesday, April 15, 2025 at 6:30 PM

MINUTES

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Special Session in the Council Chambers in the Municipal Building, on Tuesday, April 15, 2025, at 6:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 48 hours prior to the beginning of the meeting.

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

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.

CALL TO ORDER

Mayor Heikkila called the Meeting to Order at 6:30 p.m.

ROLL CALL

PRESENT
Mayor Larry Heikkila
Councilmember Ward 1 Austin Ball
Councilmember Ward 2 Matthew Peacock
Councilmember Ward 3 Bree Montoya
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 8 Scott Dixon

ABSENT
Councilmember Ward 7 Stephen Holman

PLEDGE OF ALLEGIANCE
The Pledge of Allegiance was led by Mayor Heikkila

PROCLAMATIONS

1. CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-23: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE MONTH OF APRIL, 2025, AS FAIR HOUSING MONTH IN THE CITY OF NORMAN.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 8 Dixon.

   Participants in discussion
   1. Ms. Lisa Krieg, CDBG Grants Manager, and Ms. Mary Dulan, Metropolitan Fair Housing, accepted the proclamation and thanked the Council.

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

   Receipt of Proclamation P-2425-23 was Acknowledged.

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2. CONSIDERATION OF ACKNOWLEDGEMENT, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PROCLAMATION P-2425-24: A PROCLAMATION OF THE MAYOR OF THE CITY OF NORMAN, OKLAHOMA, PROCLAIMING THE WEEK OF APRIL 21-25, 2025, AS NATIONAL COMMUNITY DEVELOPMENT WEEK IN THE CITY OF NORMAN.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Participants in discussion
   1. Ms. Lisa Krieg, CDBG Grants Manager, and Ms. Mary Dulan, Metropolitan Fair Housing, accepted the proclamation and thanked the Council.

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

   Receipt of Proclamation P-2425-24 was Acknowledged.

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COUNCIL ANNOUNCEMENTS

Ward 4 - Councilmember Grant

- Reported attending meetings in Washington, D.C., last week to lobby legislators and discuss issues related to workforce housing and Housing and Urban Development (HUD) funding.
- Noted celebrating her 24-year anniversary with Lance Grant with a trip to Northwest Oklahoma and thanked residents for their patience as she works through her inbox.
- Invited residents to join the Old Silk Stocking Neighborhood in the Norman Earth Day Cleanup on Saturday, 10:00 a.m. to noon, meeting at Ruth Upham Park, Peters and Acres. Cleanup supplies will be provided, with lunch to follow at The Standard.
- Expressed appreciation for the work behind the *Better Way* program, recognizing Michele Loundenback for her leadership in improving stormwater management and litter cleanup,
- Highlighted Consent Docket Item 14, a contract with the Mental Health Association Oklahoma (MHAO) for the administration of the *Better Way Opportunity Knocks Program*.

Program Overview:

  - Funded primarily through the City's opioid abatement settlement funds.
  - Operates a city-owned van three days per week, collecting up to eight participants per day from various Norman locations for a day labor beautification initiative.
  - Priority participation for individuals experiencing or recovering from opioid use disorder substance use disorder and/or co-occurring mental health conditions.
  - Participants will receive wages, meals, and access to wraparound social services, including case management, connections to care, and employment support.
  - Case managers and employment specialists will provide flexible engagement outside scheduled activities.
  - The agreement includes an initial one-year term with options for four additional one-year renewals (maximum of five years).
  - MHAO will oversee daily operations, transportation, supervision, wage payments, and coordination of services.
  - Monthly and annual reports will track participant outcomes and performance metrics.
  - First-year contract amount: $383,633.

Ward 1 - Councilmember Ball

- Reminded residents with Friday trash service that it is their turn for Spring Cleanup Week and encouraged having items at the curb by Friday.
- Noted that spring activities are increasing as school terms end and daylight extends.
- Urged residents to drive safely, be mindful of children outdoors, and take advantage of available public transportation and rideshare options instead of drinking and driving.
- Encouraged community vigilance: "If you see something, say something."

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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 3 through Item 15 be placed on the consent docket.

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Items 3 through 15 were placed on the Consent Docket.

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APPROVAL OF MINUTES

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

   CITY COUNCIL STUDY SESSION MEETING MINUTES OF MAY 07, 2024, AND MARCH 4, 2025.

   CITY COUNCIL, NORMAN UTILITIES AUTHORITY, NORMAN MUNICIPAL AUTHORITY, NORMAN TAX INCREMENT FINANCE AUTHORITY MEETING MINUTES OF APRIL 23, 2024.

   CITY COUNCIL CONFERENCE MEETING MINUTES OF MAY 14, 2024.

   CITY COUNCIL SPECIAL MEETING MINUTES MARCH 12, 2024, AND APRIL 9, 2024.

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

   The Minutes were Approved.

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First Reading Ordinance

4. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-26 UPON FIRST READING BY TITLE: 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 REMOVE THE SOUTHEAST QUARTER (SE/4) OF SECTION SEVEN (7), TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (281 W TECUMSEH ROAD)

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

   Ordinance O-2425-26 was Adopted on First Reading by title.

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5. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT ORDINANCE O-2425-27 UPON FIRST READING BY TITLE: 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 REMOVE THE NORTHWEST QUARTER (NW/4) OF SECTION TWO (2), TOWNSHIP NINE NORTH (T9N), RANGE THREE WEST (R3W), OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (NEAR THE SOUTHWEST CORNER OF THE I-35 AND WEST INDIAN HILLS ROAD INTERSECTION)

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

   Ordinance O-2425-27 was Adopted on First Reading by title.

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Reports/Communications

6. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

   The City Manager's Contract and Change Order Report was Acknowledged.

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Bids

7. CONSIDERATION OF AWARDING, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID-2425-41 SUBMITTED BY RCC TRAFFIC, L.L.C., FOR INSTALLED PAVEMENT MARKINGS FOR THE TRAFFIC CONTROL DIVISION AS OUTLINED IN THE STAFF REPORT.

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

   Bid 2425-41 was Accepted and Awarded to RCC Traffic, L.L.C.

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Donation

8. CONSIDERATION OF ACCEPTANCE AND APPROPRIATION OF A DONATION IN THE AMOUNT OF $500 FROM THE NATIONAL WILDLIFE FEDERATION'S TREES FOR WILDLIFE PROGRAM

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

The donation from the National Wildlife Federation was Accepted.

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Acceptance of Deed

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF DONATION OF 0.39 ACRES FROM THE BOARD OF CLEVELAND COUNTY COMMISSIONERS FOR REAL PROPERTY LEGALLY DESCRIBED AS SEQUOYA TRAILS BLK A COMMON OPEN SPACE DETENTION POND, SECTION 17, RANGE 2 W, TOWNSHIP 9 N

   Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

   The donation and Quit Claim Deed from the Board of Cleveland County Commissioners were Accepted.

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Settlement

10. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-113: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING JOINT PETITION SETTLEMENT OF THE CLAIM FILED BY LEVI WILKINS UNDER THE PROVISIONS OF THE WORKERS' COMPENSATION STATUTES OF THE STATE OF OKLAHOMA IN THE CASE OF *LEVI WILKINS V. THE CITY OF NORMAN,* WORKERS' COMPENSATION COMMISSION CASE NO. 2019-05323 X, 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.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Resolution R-2425-113 was Adopted.

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Contracts

11. CONSIDERATION OF APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2223-131: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND E & E LAWN CARE, L.L.C., FOR MOWING, SECURING OF STRUCTURES, AND THE REMOVAL OF HEALTH NUISANCES FOR THE CODE COMPLIANCE DIVISION EXTENDING THE CONTRACT THROUGH MARCH 31, 2026.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

    Amendment Two to Contract K-2223-131 was Approved.

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12. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF AMENDMENT TWO TO CONTRACT K-2223-132: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND GIVENS PROPERTY MAINTENANCE, L.L.C., FOR MOWING, SECURING OF STRUCTURES, AND THE REMOVAL OF HEALTH NUISANCES FOR THE CODE COMPLIANCE DIVISION EXTENDING THE CONTRACT THROUGH MARCH 31, 2026.

    Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

    Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

    Amendment Two to Contract K-2223-132 was Approved.

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13. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMEI AND/OR POSTPONEMENT OF CHANGE ORDER TWO TO CONTRACT K-2324-70: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND KRAPFF-REYNOLDS CONSTRUCTION CO., FOR THE FYE19 SEWER MAINTENANCE PROJECT AS OUTLINED IN THE STAFF REPORT.

Acting as the Norman Municipal Authority

Motion made by Trustee Ward 2 Peacock, Seconded by Trustee Ward 6 Hinkle.

Voting Yea: Chairman Heikkila, Trustee Ward 1 Ball, Trustee Ward 2 Peacock, Trustee Ward 3 Montoya, Trustee Ward 4 Grant, Trustee Ward 5 Nash, Trustee Ward 6 Hinkle, Trustee Ward 8 Dixon

Change Order Two to Contract K-2324-70 was Approved.

*****

14. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2425-109: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND MENTAL HEALTH ASSOCIATION OKLAHOMA, FOR THE ADMINISTRATION OF THE "A BETTER WAY – OPPORTUNITY KNOCKS" PROGRAM AND BUDGET APPROPRIATION AS OUTLINED IN THE STAFF REPORT.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Contract K-2425-109 was Approved.

*****

Resolutions

15. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-117: A RESOLUTION OF THE NORMAN UTILITIES AUTHORITY, APPROPRIATING $44,730.94 FROM WATER FUND AND $111,745.42 FROM THE WATER RECLAMATION FUND TO FUND PAYMENT UNDER CONTRACT K-2324-19 FOR SUCCESSFUL TAX ASSISTANCE SERVICES.

Acting as the Norman Municipal Authority

Motion made by Trustee Ward 2 Peacock, Seconded by Trustee Ward 6 Hinkle.

Voting Yea: Chairman Heikkila, Trustee Ward 1 Ball, Trustee Ward 2 Peacock, Trustee Ward 3 Montoya, Trustee Ward 4 Grant, Trustee Ward 5 Nash, Trustee Ward 6 Hinkle, Trustee Ward 8 Dixon

Resolution R-2425-117 was Adopted.

*****

NON-CONSENT ITEMS

16. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-81: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE PART OF THE NORTH HALF (N/2) OF THE SOUTHEAST QUARTER (SE/4) OF SECTION FIFTEEN (15), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE LOW DENSITY RESIDENTIAL DESIGNATION AND PLACE THE SAME IN THE OFFICE DESIGNATION. (2710 36TH AVENUE NW)

    Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 2 Peacock.

    Participants in discussion
    1. Mr. John Dowell, applicant

    Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

    Resolution R-2425-81 was Adopted.

    *****

17. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-24 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 REMOVE PART OF THE NORTH HALF (N/2) OF THE SOUTHEAST QUARTER (SE/4) OF SECTION FIFTEEN (15), TOWNSHIP NINE (9) NORTH, RANGE THREE (3) WEST, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT AND PLACE THE SAME IN THE O-1, OFFICE-INSTITUTIONAL DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2710 36TH AVENUE NW)

    Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Ordinance O-2425-24 was Adopted upon Second Reading Section by Section.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Ordinance O-2425-24 was Adopted on Final Reading as a Whole.

*****

18. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2425-93: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AMENDING THE NORMAN 2025 LAND USE AND TRANSPORTATION PLAN SO AS TO REMOVE LOT 2C, BLOCK 1, SOUTH CLASSEN ADDITION OF THE INDIAN MERIDIAN (I.M.), CLEVELAND COUNTY, OKLAHOMA, FROM THE COMMERCIAL DESIGNATION AND PLACE THE SAME IN THE INSTITUTIONAL DESIGNATION. (2919 CLASSEN BLVD.)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

Participants in discussion

1. Mr. Colton Wayman, representing the applicant

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Resolution R-2425-93 was Adopted.

*****

19. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-28 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 REMOVE THE LOT 1, BLOCK 1, LIFE.CHURCH NORMAN AND LOT 2C, BLOCK 1, SOUTH CLASSEN ADDITION OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, AND PUD, PLANNED UNIT DEVELOPMENT DISTRICT, AND PLACE SAME IN THE PUD, PLANNED UNIT DEVELOPMENT DISTRICT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (2919 CLASSEN BLVD. AND 1500 E. IMHOFF RD.)

Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 8 Dixon.

Motion to amend the PUD narrative to change the sign height from 15 feet to 20 feet was made by Councilmember Ward 1 Ball, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

The PUD narrative of Ordinance O-2425-28 was Amended.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Ordinance O-2425-28, as amended, was Adopted upon Second Reading Section by Section.

Motion made by Councilmember Ward 2 Peacock, Seconded by Councilmember Ward 4 Grant.

Voting Yea: Mayor Heikkila, Councilmember Ward 1 Ball, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

Ordinance O-2425-28, as amended, was Adopted on Final Reading as a Whole.

*****

MISCELLANEOUS COMMENTS

AIM Norman. Dan Munson, Ward 6, addressed the Council regarding concerns with the AIM Master Plan's population growth projections. He noted that in the past four to five years, Norman's population has increased by only 500 to 600 residents annually, whereas the AIM Master Plan projects growth of over 2,700 people per year. In contrast, a recent public safety study conducted by the Matrix Consulting Group estimated annual growth of 1,275 residents.

Mr. Munson emphasized that selecting a population projection must be a data-driven decision, which serves as the cornerstone of long-range planning efforts. He cautioned the Council against adopting projections based on desired outcomes rather than on reliable data and historical trends. He outlined potential risks of overly optimistic growth forecasts, including long-term infrastructure commitments that could undermine other local priorities, unnecessary expansion into green spaces, negatively affecting the environment, and over-supply of housing, potentially reducing property values.

*****

ADJOURNMENT

The Meeting Adjourned at 7:04 p.m.

ATTEST:

_____
City Clerk

_____
Mayor

CITY OF NORMAN, O
CITY COUNCIL SPECIAL SESSION

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Tuesday, April 29, 2025, at 5:30 PM

MINUTES

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Study Session in the Executive Conference Room of the Norman Municipal Building on the 29th day of April, 2025, at 5:30 p.m., and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray Street 48 hours prior to the beginning of the meeting.

CALL TO ORDER

PRESENT
Mayor Larry Heikkila
Councilmember Ward 2 Matthew Peacock
Councilmember Ward 3 Bree Montoya
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 7 Stephen Holman
Councilmember Ward 8 Scott Dixon

ABSENT
Councilmember Ward 1 Austin Ball

AGENDA ITEMS

1. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION FOR THE FOLLOWING:

   TO DISCUSS A PENDING TORT CLAIM SUBMITTED BY MISTY DEAN AS AUTHORIZED BY OKLAHOMA STATUTES, UNDER TITLE 25 § 307(B)(4);

   TO DISCUSS THE POSSIBLE PURCHASE OF REAL PROPERTY ON THE GRIFFIN HOSPITAL PROPERTY BETWEEN ROBINSON STREET AND ROCK CREEK ROAD ALONG 12TH AVENUE N.E. AS AUTHORIZED BY OKLAHOMA STATUTES, UNDER TITLE 25 § 307(B)(3); AND

   TO CONDUCT A MID-YEAR REVIEW OF THE INTERNAL AUDITOR AS AUTHORIZED BY OKLAHOMA STATUTES, UNDER TITLE 25 § 307(B)(1).

   Motion made by Councilmember Ward 6 Hinkle, Seconded by Councilmember Ward 2 Peacock.

Voting Yea: Mayor Heikkila, Councilmember Ward 2 Peacock, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

The City Council adjourned into Executive Session at 5:31 p.m. Mr. Darrel Pyle, City Manager; Ms. Shannon Stevenson, Assistant City Manager; Ms. Rick Knighton, City Attorney; Ms. AshLynn Wilkerson, Assistant City Attorney; Mr. Anthony Purinton, Assistant City Attorney, Ms. Kim Coffman, Budget Manager, and Ms. Shaakira Calnick, Internal Auditor, were in attendance at the Executive Session.

Motion made by Councilmember Ward 8 Dixon, Seconded by Councilmember Ward 6 Hinkle.

Voting Yea: Mayor Heikkila, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Holman, Councilmember Ward 8 Dixon

The Executive Session was adjourned out of and the Special Session was reconvened at 7:39 p.m.

A pending tort claim submitted by Misty Dean, the possible purchase of real property on the Griffin Hospital property between Robinson Street and Rock Creek Road along 12th Avenue N.E., and a mid-year review of the Internal Auditor potential was discussed in Executive Session. No action was taken and no votes were cast.

*****

2. DISCUSSION REGARDING A RESOLUTION ESTABLISHING AN INTERNAL AUDIT CHARTER TO FORMALIZE A WRITTEN AGREEMENT BETWEEN THE CITY COUNCIL AND THE FINANCE COMMITTEE REGARDING THE PURPOSE, AUTHORITY, AND RESPONSIBILITIES OF THE OFFICE OF THE CITY AUDITOR.

3. DISCUSSION REGARDING ADOPTION OF THE TRIENNIAL AUDIT PLAN, A COMPREHENSIVE AUDIT FRAMEWORK COVERING THREE FISCAL YEARS ENDING JUNE 30, 2027.

Items 2 & 3 were not discussed.

*****

ADJOURNMENT

The meeting adjourned at 7:45 p.m.

ATTEST:

City Clerk

Mayor

CITY OF NORMAN, O
CITY COUNCIL SPECIAL SESSION

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069

Tuesday, September 23, 2025 at 5:00 PM

MINUTES

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Special Session in the Executive Conference Room of the Norman Municipal Building on the 23rd day of September, 2025, at 5:00 p.m., and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray Street 48 hours prior to the beginning of the meeting.

CALL TO ORDER

PRESENT
Mayor Stephen Holman
Councilmember Ward 1 David Gandesbery
Councilmember Ward 3 Bree Montoya
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Michael Nash
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 8 Scott Dixon

ABSENT
Councilmember Ward 2 Matthew Peacock
Councilmember Ward 7 Kimberly Blodgett

AGENDA ITEMS

1. DISCUSSION REGARDING THE CENTRAL OKLAHOMA LONG RANGE TRANSIT PLAN

   Taylor Johnson, Transit and Parking Program Manager, Public Works Department, introduced the item. He noted this was the Council's third update on the development of the Central Oklahoma Long Range Transit Plan and introduced Chip Nolen, Planning Manager, for Embark and John Sharp, Deputy Director, for the Association of Central Oklahoma Governments (ACOG), to present the update.

   Mr. Nolen provided a project overview
   - The Central Oklahoma Long Range Transit Plan marks the region's first major update in approximately 20 years.
   - Project leads include Embark, MAPS, and ACOG, each contributing to the plan's funding and coordination.
   - The plan builds upon prior efforts such as Go Norman Transit Plan, Embark Shift, Edmond Shift, and OKC Moves.
   - Aims to accommodate projected growth of 434,000 residents and 320,000 jobs by 2045, resulting in approximately 1.1 million daily trips.
   - Focus areas include strategic investment, increased service connectivity, and economic development support.

Project Vision and Goals

- Develop an intentional, cohesive regional network of transit services to promote economic mobility and enhance quality of life.
- Provide meaningful access, competitive service options, and reliable rider experiences.
- Effectively utilize limited funding for maximum community benefit.

Plan Phasing

- Short-Term - local service improvements; no Regional Transit Authority (RTA) projects included.
- Mid-Term - incorporation of RTA projects.
- Long-Term - expansion of Bus Rapid Transit (BRT), streetcar routes, and additional on-demand zones.

Public Engagement

- 29 public meetings, 2 virtual town halls, and 84 formal comments received.
- Key public priorities identified:
  - Increased frequency and longer service hours.
  - Improved transfer connections and interjurisdictional service.
  - Enhanced reliability and expanded geographic reach.
- Proposed system includes 16 high-frequency routes, 13 on-demand zones, and 430 miles of service corridors.

Economic Impact

- Anticipated 5:1 return on investment.
- Projected outcomes:
  - 151,000 additional jobs accessible by transit.
  - 300 sustained jobs created through transit operations.
  - $100 million in annual economic growth.
  - 1.1 million hours of congestion reduction annually, translating to $28 million in savings.

Projected Costs

- Capital Costs: $500–$725 million.
- Annual Operations and Maintenance: $125–$175 million.
- In context, the ACOG 2045 Regional Plan allocates approximately $10 billion for total transportation over 30 years, with roughly half dedicated to maintenance.
- Comparatively, a single Oklahoma Department of Transportation (ODOT) project, the South Extension Turnpike, exceeds $1 billion, suggesting this transit plan offers high value relative to scope and benefit.

Implementation and Delivery

Key actions identified to deliver the plan include:

- Enhancing Rider Experience: Unified branding, integrated fare systems, and transit-oriented development.
- Establishing Strategic Partnerships: Coordination between municipalities, regional agencies, and private sector partners.
- Diversifying Services: Expanding fixed-route, demand-response, and paratransit options.
- Securing Reliable Funding: Identifying sustainable regional and local funding sources.

The presenters emphasized the importance of routine plan updates every five years to track progress and maintain alignment with ACOG's regional planning cycles.

Councilmember Grant inquired whether community engagement addressed Americans with Disabilities Act (ADA) and accessibility considerations, noting concerns from a resident in Moore who is blind and relies on public transit.

Mr. Nolen explained that the planning process incorporated census data identifying populations more likely to depend on transit—such as elderly, youth, and individuals with disabilities or lower incomes.

Mayor Holman noted that public transit updates are regularly discussed by the Community Planning and Transportation Committee (CPTC), where Staff can report ongoing developments.

Council expressed interest in maintaining periodic updates, ideally every five years, on RTA and regional transit progress.

The Communications Division offered to distribute the project's QR code and link via the City's weekly community newsletter (12,000–14,000 subscribers) to expand public awareness and feedback opportunities.

*****

2. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION TO DISCUSS THE PURCHASE OF REAL PROPERTY AS AUTHORIZED BY OKLAHOMA STATUTES, UNDER TITLE 25 § 307(B)(4) TO DISCUSS PENDING LITIGATION ASSOCIATED WITH WATTIE WOLFE, INC., VS G.E. JOHNSON, ET AL., CASE CJ-2025-1366 TB.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

   The City Council adjourned into Executive Session at 5:20 p.m. Mr. Rick Knighton, City Attorney; Ms. Beth Muckala, Assistant City Attorney; Mr. Darrel Pyle, City Manager; Ms. Shannon Stevenson, Assistant City Manager; Mr. Jason Olsen, Director of Parks and Recreation; Mr. Anthony Francisco, Director of Finance, and Ms. Shaakira Calnick, Internal Auditor, were in attendance at the Executive Session.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 6 Hinkle.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 3 Montoya, Councilmember Ward 4 Grant, Councilmember Ward 5 Nash, Councilmember Ward 6 Hinkle, Councilmember Ward 8 Dixon

   The Executive Session was adjourned out of and the Special Session was reconvened at 5:44 p.m.

Pending litigation associated with Wattie Wolfe, Inc., vs G.E. Johnson, et al., Case CJ-2025-1366 TB was discussed in Executive Session. No action was taken and no votes were cast.

*****

ADJOURNMENT
The meeting adjourned at 5:45 p.m.

ATTEST:

_____ _____

City Clerk Mayor

CITY OF NORMAN, OK
CITY COUNCIL SPECIAL MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Tuesday, October 07, 2025 at 5:30 PM

MINUTES

The City Council Special Meeting of the City of Norman, Cleveland County, State of Oklahoma, met in Special Session in the Executive Conference Room in the Municipal Building, on Tuesday, October 07, 2025 at 5:30 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 48 hours prior to the beginning of the meeting.

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.

CALL TO ORDER
Mayor Holman called the meeting to order at 5:30 p.m.

PRESENT
Mayor Stephen Holman
Councilmember Ward 1 David Gandesbery
Councilmember Ward 2 Matthew Peacock
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Brandon Nofire
Councilmember Ward 6 Joshua Hinkle
Councilmember Ward 7 Kimberly Blodgett
Councilmember Ward 8 Scott Dixon

OTHERS PRESENT:
Mr. Darrel Pyle, City Manager
Ms. Shannon Stevenson, Assistant City Manager
Mr. Rick Knighton, City Attorney
Mr. Ryan Riddle, Assistant City Attorney
Ms. Pam Henrion, Human Resources Director
Ms. Shaakira Calnick, Internal Auditor

AGENDA ITEMS

1. CONSIDERATION OF THE ACCEPTANCE OF THE RESIGNATION OF BREE MONTOYA, COUNCILMEMBER WARD 3 AND THE DECLARATION OF THE WARD 3 COUNCIL SEAT VACANT.

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   The resignation of Bree Montoya was accepted and the Ward 3 Council seat was Declared vacant.

   *****

2. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF THE MAYOR'S APPOINTMENTS FOR THE WARD THREE CANDIDATE SELECTION COMMITTEE AS FOLLOWS:

   ROBERT CASTLEBERRY
   BEN CARTER
   ALISON PETRONE
   STACY BRUCE
   SANDRA ARTMAN

   Motion made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 8 Dixon.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   The Mayor's appointments for the Ward Three Candidate Selection Committee were Approved.

   *****

3. CONSIDERATION OF ADJOURNING INTO AN EXECUTIVE SESSION TO CONTINUE THE DISCUSSION OF THE EMPLOYMENT OF THE INTERNAL AUDITOR AS AUTHORIZED BY OKLAHOMA STATUTES, UNDER TITLE 25 § 307(B)(1).

   Motion to adjourn out of the Special Session and convene into Executive Session was made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   The City Council adjourned into Executive Session at 5:32 p.m. Mr. Darrel Pyle, City Manager; Ms. Shannon Stevenson, Assistant City Manager; Mr. Rick Knighton, City Attorney; Mr. Ryan Riddle, Assistant City Attorney; Ms. Pam Henrion, Human Resources Director; and Ms. Shaakira Calnick, Internal Auditor, were in attendance at the Executive Session.

   Motion to adjourn out of Executive Session and reconvene the Special Session made by Councilmember Ward 4 Grant, Seconded by Councilmember Ward 2 Peacock.

   Voting Yea: Mayor Holman, Councilmember Ward 1 Gandesbery, Councilmember Ward 2 Peacock, Councilmember Ward 4 Grant, Councilmember Ward 5 Nofire, Councilmember Ward 6 Hinkle, Councilmember Ward 7 Blodgett, Councilmember Ward 8 Dixon

   The Executive Session was adjourned out of and the Special Session was reconvened at 6:49 p.m.

   The employment of the Internal Auditor was discussed in Executive Session. No action was taken and no votes were cast.

ADJOURNMENT

The meeting adjourned at 6:50 p.m.

ATTEST:

_____
City Clerk

_____
Mayor

CITY OF NORMAN, OK
CITY COUNCIL CONFERENCE
Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069
Tuesday, May 13, 2025 at 5:30 PM

MINUTES

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in Conference in the Executive Conference Room of the Norman Municipal Building on the 13th day of May, 2025, at 5:30 p.m., and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray Street 24 hours prior to the beginning of the meeting.

CALL TO ORDER

Mayor Heikkila called the Meeting to Order at 5:30 p.m.

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

AGENDA ITEMS

1. UPDATE ON THE CENTRAL OKLAHOMA LONG RANGE TRANSIT PLAN.

   Taylor Johnson, Transit and Parking Program Manager, Public Works Department, introduced guests Chip Nolen, Planning Manager for Embark, and John Sharp, Deputy Director of the Association of Central Oklahoma Governments (ACOG). The presenters provided an update on the Central Oklahoma Long-Range Transit Plan.

   John Sharp, ACOG Deputy Director, stated the plan is funded jointly by the Federal Transit Administration and MAPS 4 (City of Oklahoma City), with an approximate budget of $2 million and the project is now over halfway complete. He said a series of meetings, workshops, and discussions with regional transit staff and stakeholders have been conducted with consulting firm Kimley-Horn facilitating. A virtual town hall will be held in the coming months to gather additional public input. A major focus is improving interconnectivity between different modes of transportation, e.g., fixed route, commuter rail, paratransit, and other services.

Mr. Sharp said emphasis is placed on addressing regional congestion, particularly during peak hours, and providing alternative modes of travel. He said the final plan recommendations are anticipated in Fall 2025, with presentation to the ACOG Board in September or October. He added budgeting and cost analyses will occur over the summer. The plan is long-term in scope, projecting 20 to 30 years into the future, aiming to ensure the region's transit system can accommodate growth and mobility needs, including aging populations and paratransit demand.

Chip Nolen, Planning Manager for Embark reviewed project partners; Embark, ACOG, MAPS Office, CityLink Edmond, Embark Norman, RTA, and ODOT. He described the roles and funding sources of various entities:

- ACOG: Regional planning and federal fund access.
- RTA: Potential future sales tax funding for high-capacity transit.
- ODOT: Supports rural transit and access to state funds.
- Local Transit Agencies: Funded primarily through local general funds or municipal sources (e.g., Edmond, Oklahoma City, Midwest City).

Mr. Nolen said the project goals are to create a cohesive, equitable, and efficient regional transit network, develop clear recommendations for coordination between local and regional operators, and identify priority corridors, funding strategies, and implementation timelines. The draft transit vision focuses on providing meaningful access to transit; enhancing quality of life; offering reliable, competitive service; and using resources efficiently.

Public engagement includes online participation through ConnectCentralOK.com, which includes prior town hall recordings and feedback portals and another regional workshop is planned for the coming months to further refine implementation and investment priorities.

Transit Vision Overview

- The plan seeks to improve local and regional bus operations, paratransit, and integration with high-capacity modes such as commuter rail and bus rapid transit (BRT).
- Draft plan highlights:
  - 15 high-frequency routes (15-minute service)
  - 15 on-demand service zones
  - 23 new routes
  - 25 routes with enhanced service
  - 16 new capital facilities (transit centers, park-and-rides, etc.)

  For Norman, the plan includes:
  - 2 high-frequency routes
  - 4 routes with enhanced service
  - 3 on-demand zones
  - 5 new routes
  - 2 capital facilities

Mr. Nolen highlighted the public input themes to date as a need for improved connections and transfer points; desire for express services between communities; support for increased frequency and longer hours; and overall public enthusiasm for regional transit development.

Councilmember Peacock asked about the process for pursuing a BRT corridor locally and suggested Main Street as a potential candidate.

Mr. Nolen welcomed the input, noting that such ideas could be incorporated during this draft phase.

Council discussed coordination with existing community plans such as Go Norman Transit Plan, Compass 2045, and Edmond Shift; the importance of identifying potential park-and-ride locations in north and south Norman; the need to ensure compliance with federal NEPA environmental requirements prior to property acquisition to protect eligibility for federal funding; and potential use of tax increment financing (TIF) and county partnerships to support infrastructure and spur economic development, particularly in underutilized areas of south Norman.

Mayor and Councilmembers expressed interest in the economic potential of locating the RTA maintenance facility in south Norman, emphasizing job creation and redevelopment opportunities.

Staff noted that the RTA is currently evaluating potential sites and that funding sources; likely a mix of federal infrastructure grants, local sales tax for operations, and possibly bonding or TIF mechanisms, will be critical considerations.

Councilmember Foreman inquired about job types and whether Oklahoma has the workforce to support such a facility.

Staff explained that similar skillsets already exist in the region, due to proximity to Amtrak and BNSF operations, and that maintenance facility jobs (mechanics, operators, and technicians) could largely be filled locally.

* * * * *

ADJOURNMENT

The meeting was adjourned at 6:05 p.m.

* * * * *

ATTEST:

City Clerk

Mayor

CITY OF NORMAN, OK
CITY COUNCIL BUSINESS & COMMUNITY AFFAIRS COMMITTEE MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069

Thursday, October 02, 2025 at 4:00 PM

MINUTES

The City Council Business & Community Affairs Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room on the 2nd day of October, 2025, at 4:00 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.

CALL TO ORDER

Chairman Peacock called Meeting to order at 4:00 p.m.

PRESENT:
Councilmember Ward 2 Matthew Peacock- Chair
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Brandon Nofire
Councilmember Ward 6 Joshua Hinkle

ABSENT:
Councilmember Ward 8 Scott Dixon

OTHERS PRESENT:
Mayor Stephen Holman
Councilmember Ward 1 David Gandesbery
Councilmember Ward 7 Kimberly Blodgett
Mr. Anthony Francisco, Finance Director
Ms. Beth Muckala, Assistant City Attorney III
Ms. Brenda Hall, City Clerk
Mr. Chris Mattingly, Utilities Director
Mr. Darrel Pyle, City Manager
Ms. Jane Hudson, Planning and Community Development Director
Mr. Rick Knighton, City Attorney
Mr. Scott Sturtz, Public Works Director
Ms. Lora Hoggart, Planning Services Manager
Ms. Shaakira Calnick, Internal Auditor
Mr. Taylor Johnson, Transit and Parking Program Manager
Mr. Scott Martin, Norma Chamber President
Ms. Sandra Simeroth, Administrative Technician IV

AGENDA ITEMS

1. DISCUSSION REGARDING MINIMUM LOT SIZES FOR DEVELOPMENT.

Ms. Jane Hudson, Planning and Community Development Director, provided a brief presentation on minimum lot sizes, building upon a previous discussion held in April 2025. Key points of the presentation and subsequent discussion included:

Current Minimum Lot Size Requirements (By Zoning District):
- R-1A: 4,500 sq. ft.
- R-1: 6,000 sq. ft.
- R-2: 5,000 sq. ft. for single-family; 7,000 sq. ft. for duplexes or homes with garage apartments.
- RM-2 & R-3: 5,000 sq. ft. minimum, with additional 3,000 sq. ft. required per unit over three in multifamily developments.
- Setbacks & Lot Coverage:
  Setbacks: 25' front, 5' side, 20' rear.
- Lot Coverage: Maximum 65%, simplified from a previous two-part formula (structure + paving).

Ms. Hudson continued with proposed options for lot size reform. Option one is to eliminate all minimum lot size requirements in the applicable zoning districts. Option two sets a reduced minimum lot size reduced minimum, such as 1,400 square feet. Suggested reducing front yard setback from 25' to 20' to allow for greater buildable area, while maintaining a minimum garage setback to prevent vehicle encroachment on sidewalks. Current frontage regulations: 50' minimum frontage (35' for cul-de-sacs) and 100' depth. Proposed frontage and depth is to reduce street frontage to 35 feet with discussion on revisiting lot depth as part of the reform.
Ms. Hudson also cites The Villages and St. James Park subdivisions both feature 30'-35' wide lots with 100' depths and noted that they did have challenges including lot usability particularly on corner lots with driveway and garage conflicts.

Potential Changes to Accommodate Smaller Lots:
- Reduce front setbacks (e.g., 15' for home, 20' for garage).
- Maintain or adjust 65% lot coverage; flexibility may be needed depending on site conditions and engineering capacity.
- Ensure functional stormwater infrastructure.
- Require more detailed engineered site plans for smaller or irregularly shaped lots.
- Consider maintaining minimum street frontage but not square footage.

Councilmembers expressed support for eliminating the minimum lot size, provide other development regulations (setbacks, coverage, access) remain. Emphasis on a market driven design, allowing developers to propose what works based on site context and demand. Councilmembers also desire guidance values (e.g., recommended 1,500 sq ft. lot size) rather than fixed minimums.

Ms. Hudson noted support for using this change as a steppingstone toward a larger zoning and subdivision regulation overhaul.

Councilmembers would like to move forward with no minimum lot sizes, keep garage setbacks to at least 20' to ensure vehicles do not block sidewalks and develop design expectations for developers while maintaining coordination with engineering staff on infrastructure implications (e.g., stormwater).

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2. DISCUSSION REGARDING A POSSIBLE CHARTER ELECTION AND OTHER SPRING ELECTIONS.

Chairman Peacock introduced the concept of placing a charter amendment questions on the ballot in the spring election possibly aligned with other municipal elections along with Street Maintenance Bond and put it in on the ballot in February with City Council Elections or in April if we had something to pair it with.

Ms. Brenda Hall, City Clerk, said based on the conversations at Council Retreat, Councilmembers were wanting to try to get items on Swearing in time changed, Council pay increase and Term lengths put on spring ballot elections. These were all together last time and failed.

Chairman Peacock asked if Council brought the question back do they have to be all together or can we parse them out.

Ms. Hall said she would want to check with legal, but believes Council can place them on the ballot parsed out.

Mayor Stephen Holman said he would support amending swearing in timelines and Council pay and length of terms. He also stated a couple of years ago the Charter Amendment Elections there were nine questions on the ballot, and the first question had over 1000 more votes than the ninth question. I would like to see less items with more election days because ballot fatigue is a real thing.

Main priorities now:
- Street maintenance bond is popular and time-sensitive, needs renewal before expiration.
- Staff prefer April, which allows better public engagement and planning
- Changing swearing-in dates to occur after election certification
- Possibly revisiting Council pay and utility rate oversight

Election timing complexity:
- A potential TIF (Tax Increment Financing) referendum may be required if the state Supreme Court reverses a lower court ruling.
- Election must occur during a "general municipal" or county election—not a standalone/special one.
- There's uncertainty around when the court ruling will come.

Councilmembers are wanting to strategically spread ballot items across February, April, and potentially November 2026 to manage voter attention and legal requirements.

Item 2, continued.

Additional Insights:

- Past misuse of utility rate increases for non-utility purposes led to current charter restrictions.
- New proposals suggest a community board or authority could recommend rate changes, with council retaining final approval—ensuring transparency and public trust.
- Any change to allow that structure would likely require a charter amendment.

Mr. Rick Knighton, City Attorney, said that the ballot language must be precise and must comply with state and local election laws and the City deadlines for a charter amendment proposal to be finalized in time.

Councilmembers agreed to move forward with planning for a possible charter election in the Spring of 2026, contingent on further staff work.

ADJOURNEMENT:

The meeting was adjourned at 4:40 p.m.

ATTEST:

CITY CLERK

MAYOR

CITY OF NORMAN, OK
CITY COUNCIL COMMUNITY PLANNING & TRANSPORTATION COMMITTEE MEETING

Municipal Building, Executive Conference Room, 201 West Gray, Norman, OK 73069

Thursday, September 25, 2025 at 4:00 PM

MINUTES

The Community Planning & Transportation Committee of the City of Norman, Cleveland County, State of Oklahoma, will meet in Regular Session in the Executive Conference Room in the Municipal Building, on Thursday, September 25, 2025 at 4:00 PM, and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

CALL TO ORDER

Chairman Stephen Holman called the meeting to order at 4:00 pm.

PRESENT

Mayor Stephen Holman
Councilmember Ward 2 Matthew Peacock
Councilmember Ward 5 Brandon Nofire
Councilmember Ward 7 Kimberly Blodgett

OTHERS PRESENT

Councilmember Ward 1 David Gandesbery
Councilmember Ward 4 Helen Grant
Councilmember Ward 6 Joshua Hinkle
Mr. Darryl Pyle, City Manager
Ms. Shannon Stevenson, Assistant City Manager
Ms. Beth Muckala, Assistant City Attorney III
Mr. Anthony Purinton, Assistant City Attorney II
Mr. Taylor Johnson, Transit Parking and Program Manager
Mr. Jason Huff, Transit Planner and Grants Specialist
Mr. Scott Sturtz, Director of Public Works
Mr. Tim Miles, City Engineer
Mr. David Riesland, Transportation Engineer
Mr. Brian Hiney, Traffic Management Center Engineer
Mr. Joseph Hill, Streets Program Manager

AGENDA ITEMS

1. PRESENTATION OF THE AUGUST PUBLIC TRANSIT REPORT

Mr. Taylor Johnson, Transit and Parking Program Manager, presented the August 2025 Public Transit Report and gave an update on the Central Oklahoma Long Range Transit Plan.

- **Ridership**
    - Total rides: 43,718 (vs. 42,950 in August 2024).
    - Modest increase (less than 1,000), indicating a possible plateau in growth.
    - Fixed route ridership per service hour (weekday): 20.12 passengers.
    - Previous metrics were significantly lower (~low teens), showing long-term growth.
- **Norman On-Demand Service**
    - August 2025 rides: 2,640 vs August 2024 rides: 4,694
    - Decrease attributed to strategic service hour redistribution over the year.
    - Fleet consists of 7 minivans, with 5–6 active at a time.
    - Contract with Via utilizes a fixed number of vehicle hours annually, flexibly applied during peak periods (e.g., game days, weekends).
- **Saturday Service Growth**
    - Main Street Route: +50%
    - West Lindsey Route: +50%
    - Overall Saturday Ridership: +16.3% (August 2024 vs. August 2025)

Saturday service was restored after being eliminated previously. The community has responded positively, showing a clear need for transit on Saturdays.

- **Service Frequency and Route Comments**
    - Main Street frequency remains at 60 minutes, while other routes operate at 30-minute intervals.
    - East and West routes (112 and 111) are considered "mixed-use," serving both residential apartments and commercial areas.
    - These high-demand routes continue to show strong performance due to frequency and coverage.
- A 70% increase in riders using bike racks on the buses has been noted. This is being monitored, especially as weather affects usage. Bike racks are seen as important for extending transit access , especially ("first/last mile") bike riders.

Public transit helps reduce car traffic and in August alone, more than 43,000 rides were provided, evidencing the public's need and interest for available efficient service.

Ridership patterns for students shift at the beginning of each academic year, with thousands of new users. The on-demand program remains strong, and the program goal is to maintain high quality service year-round .

1. (continued) PRESENTATION OF THE AUGUST PUBLIC TRANSIT REPORT

Discussion on the Central Oklahoma Long-Range Transit Plan is ongoing, and a public alert has been posted on the website to increase resident awareness, engagement and to solicit community feedback.

Council approval will be requested in October for the purchase of three large buses included in the current transition phase. Funding includes grant money from the Surface Transportation Block Grant Program (STBG) program via the Association of Central Oklahoma Governments (ACOG) and additional Federal Transportation Administration (FTA) 5339 funds.

The City of Norman submitted and received approval for an amendment request from ACOG Transportation Improvement Program (TIP). All paperwork was finalized; funds were reserved and reallocated as necessary.

The new Paratransit software system was implemented in February to replace the Legacy OU platform. Monthly meetings are being held with passengers at the Adult Wellness and Education center to address concerns and improvements have been noted in efficiency and ridership has increased from 1.2 to 1.8 per service hour.

The improvements on the Transit Center Parking Lot have been completed on the east side, and the west side is currently under construction. The project includes full removal and replacement of deteriorated asphalt. The successful reuse of the existing facility structure was done with minimal building demolition.

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2. UPDATE ON THE 2021 STREET MAINTENANCE BOND PROGRAM AND DISCUSSION REGARDING A 2026 PROPOSED BOND PROGRAM

Mr. Scott Sturtz, Public Works Director, and Mr. Joseph Hill, Streets Program Manager, presented an update on the 2021 Street Maintenance Bond Program and a 2026 Bond Proposal.

The Street Maintenance Bond Program has been operating since 2005 on a 5-year cycle, and is focused on maintenance of existing infrastructure, especially residential streets. This program has proved to be very successful as reflected by the Improved Pavement Condition Index (PCI) of 77 citywide as compared to the National PCI average of 60–65, making Norman ahead of state and national peers.

Strong voter approval for the program increased from 50% to 67% in recent elections. Funding has increased from $11M to $27M per cycle, due to rising property values and development.

- Every ward receives investment in each bond cycle. Focus areas include:
  - Urban Asphalt - Mill and overlay — remove top 2 inches, repair sub-base, and replace asphalt.
  - Rural Asphalt - Mill and overlay - tailored to rural conditions.
  - Urban Concrete
  - Urban Reconstruct
  - Preventative Maintenance

2. (continued) UPDATE ON THE 2021 STREET MAINTENANCE BOND PROGRAM AND DISCUSSION REGARDING A 2026 PROPOSED BOND PROGRAM

Concrete Panel Repairs and Urban Reconstruct

- Damaged or cracked concrete panels are replaced individually, rather than repaving entire streets.
- This approach improves ride quality and appearance while targeting problem areas efficiently.
- Urban Reconstruct involves complete teardown and rebuilding of roads beyond basic repair, including base, curb, and gutter replacement.

Preventative Maintenance

- Crack Sealing - Identified by black lines on roads - helps prevent water infiltration and premature degradation.
- Surface Sealing - Thin overlays or spray-on treatments protect road surfaces and extend pavement life.
- This strategy offers high impact at low cost and has been increasingly emphasized in recent bond cycles.

All planned work is mapped and listed prior to bond approval. This transparency builds public trust and allows residents to know what streets will be addressed. Performance data supports continued voter support and confidence in the program.

- Years 1–4 - All construction completed.
- Year 5 - Currently active and underway.
- Prior bond cycles yielded cost savings, allowing the city to add additional mileage to each program.
- Despite rising construction costs, current projections indicate approximately $4 million in potential surplus at the end of the current cycle.

Use of Savings & Project Priorities

- Past example - Alameda Street was completed using savings from the 2012 Bond program to supplement funding
- Current Proposal - Consider using surplus to support 36th Avenue NW project (a long-standing, voter-approved priority).
  - 36th Avenue NW Project Challenges
    - Originally estimated at $12 million — has since more than doubled.
    - Due to changes in federal funding criteria, it no longer scores as competitively as it once did.
    - Now split into four smaller phases due to reduced funding limits per project (currently capped at $7.5 million).

2. (continued) UPDATE ON THE 2021 STREET MAINTENANCE BOND PROGRAM AN DISCUSSION REGARDING A 2026 PROPOSED BOND PROGRAM

Federal Grant Applications

- Staff have submitted grant applications to other agencies including:
  - ACOG
  - Other federal programs
- "Safe Streets for All" joint application with the City of Moore emphasized
  - The emergency route role of 36th Ave NW for I-35.
  - Hospitals are located at both ends of the corridor.
  - Safety corridor designation attempted to improve federal funding chances.
  - Extensive support includes letters from state agencies and Rep. Tom Cole's office.
- Federal priorities emphasize:
  - Pedestrian safety
  - Traffic calming
  - Sustainability
- Pedestrian-focused and traffic-calming projects have been more successful in securing funding for:
  - Porter Streetscape
  - Gray Street Improvements
  - Jenkins Avenue
  - East 24th Street (2-mile section)

Potential Future Projects

36th Avenue NW remains a voter-approved obligation and critical detour route for I-35 congestion. It is the closest section line road to 1-35 and is crucial for emergency detours. Council members have traveled to Washington, D.C. annually for the last 10 years to advocate for funding this project.

- Robinson Street - Section: West of 36th Avenue W to Berry Road.
  - Accelerated delamination.
  - Pothole development.
  - High traffic volume: 20,000+ vehicles/day.
  - Frequent repairs required currently, road at risk of long-term degradation.
- East (Robinson to Rock Creek Road) & West Interstate Drive (Robinson to Tecumseh Road.
  - Transverse cracking.
  - Old asphalt showing wear.
  - Requires regular maintenance.
- The City may be able to complete two of these projects depending on final year's savings.

2. (continued) UPDATE ON THE 2021 STREET MAINTENANCE BOND PROGRAM AND DISCUSSION REGARDING A 2026 PROPOSED BOND PROGRAM

Historical Context

- Pavement data collected since 1999.
- Norman was ahead of its time; some cities are only now starting pavement inventories in 2025.
- Peer cities are seeking to replicate Norman's program.

Norman has a current backlog, (Streets rated "poor" or "very poor.") of 2.2% (800 miles) of road. The National average is 8-12% and Norman outperforms national standards in road maintenance efficiency.

Condition Ratings by Road Type

Type **Average PCI**

- Rural Roads .....80+
  - Formerly gravel; now nearly fully paved.
  - Regularly maintained with high condition ratings
- Residential Neighborhoods.....High 70's – 80s
  - Improved significantly from early 2000s (when PCI was ~60–65)
- Primary Arterials..... Mid to Low 70's
  (e.g., Main St, Robinson, etc.)
  - Starting to decline.
  - Roads like Main St (Berry to Mercedes) and Robinson (north of the golf course) are flagged for attention.
  - Seasonal issues such as concrete buckling noted.

Outlook for 2026 Bond Program

The current program is in its final construction year. Renewal is needed in the first or second quarter of 2026. Approximately $35 million in maintenance activity has been identified and the program must adapt to meet the needs.

Proposed Category Distribution for 2026 Bond Program

Category	Allocation
Urban Asphalt	25%
Urban Concrete	25%
Rural Roads	15%
Full Reconstruction	20%
Preventative Maintenance	15%

- Emphasis remains on ride quality, pavement structure, and sustainability.
- Incidental improvements will be bundled into projects:
  - Bicycle safety features.
  - ADA compliance (ramps, crossings, etc.).
  - Storm drainage repairs.
  - Rural ditches and shoulder regrading.

Bond History and Overview

Since 2005 there has been 577.19 lane miles completed under the Bond Program. The program has been running for nearly 20 years with consistent voter support and 100% of promised work has been delivered.

2005-2010	91.10 miles
2010-2015	207.06 miles
2016-2021	127.14 miles
2021-2026	151.89 miles

The proposed 2026 program estimates 180 lane miles will be completed from 2026-2031 and 95% of the proposed road list has been finalized. The goal of the City of Norman is to maintain a healthy system citywide instead of letting roads deteriorate into expensive rebuilds.

Cross-Department Coordination ensures roadwork does not conflict with infrastructure projects like utility trenching (waterlines, stormwater) and other infrastructure upgrades. Timing and sequence of projects is adjusted based on interdepartmental schedules and future improvements in the area.

Bond Election Timing Discussion

- Renew the bond with no new taxes.
- Two date options discussed for 2026 Bond Vote
  - *February 2026*
    - Requires coming back to Council in the second study session in October to give a full presentation of the program including:
      - A comprehensive map
      - Project details
      - Overall proposal
    - Council's acceptance and acknowledgment are necessary before advancing.
    - Timeline is tight but feasible.
    - Aligned with six city council elections (increased turnout).
    - Potential to combine with charter amendments (e.g., council pay, swearing-in timing).
  - *April 2026*
    - Council presentation is targeted for November 2025.
    - May coincide with runoff elections, offering efficiency.
    - Allows more flexibility and preparation time.

2. (continued) UPDATE ON THE 2021 STREET MAINTENANCE BOND PROGRAM AND DISCUSSION REGARDING A 2026 PROPOSED BOND PROGRAM

- Election deadlines
  - Clerk's office must provide 60 days' notice ahead of either election date.
  - February election: First and second readings in November and December 2025.
  - April election: First and second readings in January 2026.
    - Staff believes either date is achievable. February provides less time for outreach (Rotary, PTAs, ward meetings). Campaign window is shorter, meaning less time for opposition to organize.
  - Staff are prepared for intensive outreach efforts.
    - Rotary Clubs
    - Neighborhood associations
    - PTA groups
    - Faith-based organizations
    - Councilmember hosted ward meetings for discussion.

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3. DISCUSSION REGARDING VEHICULAR DETECTION OPTIONS AT SIGNALIZED INTERSECTIONS.

Mr. David Riesland, Transportation Engineer, and Mr. Brian Hiney, Traffic Management Center Engineer, presented information on the City of Norman's current traffic signal detection systems. and explained the rationale behind the City's detection choices and the current and future capabilities of the system.

Traffic Management Center

- A new Traffic Management Center is opening soon in Norman.
- It is expected to dramatically improve traffic monitoring and coordination citywide.

History & Transition to Video Detection

- Original detection system was Inductive loop detectors embedded in pavement.
- Challenges with loops:
  - Frequent failure due to pavement degradation.
  - Hazardous and labor-intensive repairs require personnel in live traffic lanes.
- Transition to video detection occurred around 20–25 years ago.
- Norman currently maintains approximately 156 traffic signals across the city.
- Improved worker safety, reduced maintenance, and increased flexibility.

3. (continued) DISCUSSION REGARDING VEHICULAR DETECTION OPTIONS A SIGNALIZED INTERSECTIONS.

Benefits of Video Detection

- Safety - Eliminates the need for crews to cut into pavement and work in live traffic lanes.
- Flexibility in construction zones as cameras can be re-aimed during lane shifts; loops cannot be moved.
- Remote Visibility - Fiber-optic connectivity (since 2009) enables real-time video feed access.
- Operational Efficiency
  - Staff can remotely monitor and verify traffic concerns (e.g., stuck signals).
  - Allow a staff of five technicians to function like a team of seven or eight, due to enhanced remote capabilities.
- Cameras can be temporarily set to record for short-term data collection.
  - Traffic studies - Video allows traffic count collection and temporary recording, which is not as feasible with radar systems.
  - Traffic volume counts
  - Turning movement counts
  - Multi-lane detection
  - Vehicle classification

Video feeds are not continuously recorded due to storage costs and the City cannot retrieve footage from past events or crashes unless recordings are proactively initiated. Public requests for incident footage (e.g., from collisions) often cannot be fulfilled due to non-recording policy.

Radar is a newer technology now available, but Norman has not yet adopted radar due to existing investment in video infrastructure and the functional success of the current system.

Video Detection – Advantages, Challenges & Investment

All detection technologies have pros and cons, but there is no "perfect" solution. Radar vendors often point to the limitations of video, such as difficulty detecting during fog, sunrise/sunset glare, or poor weather. Norman staff have adapted through experience and camera adjustments, minimizing issues. Some of the key advantages of video detection are:

- Real-time visual monitoring
- Flexible configuration for construction or traffic changes
- Post-storm issues
  - Cameras may rotate out of alignment during severe weather.
  - A standard post-storm SOP includes reviewing all camera angles for accuracy.
  - Example: An incident at Tecumseh & 36th revealed misalignment of the detection zone after a storm—detected and corrected through camera review.
  - These issues also exist with radar detection, although the symptoms differ.

3. (continued) DISCUSSION REGARDING VEHICULAR DETECTION OPTIONS AT SIGNALIZED INTERSECTIONS.

Traffic Management Center Integration

- The upcoming Traffic Management Center (TMC) is projected for completion on June 6, 2026. Progress is ahead of schedule and may be operational by February 2026.
- Facility will have
  - Three units at the main center
  - One unit at the Emergency Communications Operations (ECO) center
  - Redundant capabilities during emergencies; staff and police can share visual access in real-time via glass partition.
- Estimated investment in video detection infrastructure exceeds $2 million and includes:
  - Equipment in the field
  - Software platforms
  - Spare parts inventory
  - Training and labor hours
  - Response readiness for major storm events (e.g., hail or ice damage)
- Switching to radar (or another platform) would require:
  - Replacing all field equipment
  - New software and monitoring tools
  - A completely new inventory of spare parts
  - Retraining all staff
  - Increased risk during the transition period
  - Notably, during severe weather:
- Hail and ice storms in recent years damaged cameras and signal heads. City staff responded rapidly using stocked inventory—relying on vendors for replacements would be untimely "recipe for disaster."

Staff Recommendation and Fiscal Responsibility

- Staff emphasized the importance of fiscal responsibility in maintaining and upgrading infrastructure.
- While radar detection does offer some benefits (e.g., reliability in bad weather), the cost, complexity, and operational strain of switching systems would outweigh potential benefits.
- Staying on the current video detection platform:
  - Protects the City's substantial investment
  - Maintains system compatibility and operational continuity
  - Ensures technician readiness and avoids confusion in field service

The City's decision to continue with video detection is rooted in long-term planning, safety, investment protection, and efficiency. Staff will continue to evaluate future technologies, but staff strongly support continuing with the existing video detection infrastructure.

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4. DISCUSSION ON POSSIBLE USES FOR THE ASP STREET PARKING LOT.

Mr. Darryl Pyle, City Manager, said this item was placed on the agenda as there has been much discussion regarding potential uses for the Asp lot, prompted by increased interest from developers and parking constraints in the area.

Mr. Taylor Johnson, Transit and Parking Program Manager, provided information on the lease with Campus Corner, including duration and usage during game days. Campus Corner experiences significant foot traffic on game days, with pedestrians' shoulder to shoulder on Boyd and Asp. Parking demand is extremely high, and game days are expected to remain chaotic, but weekday parking facilities are needed to serve residents and businesses.

The Asp lot is identified in the city's parking study as a future parking structure site, with staff working on an update to combine downtown and campus corner parking management plans.

- The Asp lot is periodically utilized, like a church parking lot - busy during events (e.g., home games), underused otherwise.
- The Asp lot is currently leased to Campus Corner merchants for $25 per spot on game days, totaling $1,200 for the season.
- The City also leases 51–53 spaces at the Gray Street lot on an annual fee basis to adjacent businesses and other parties on a first come basis and the Peters Street lot is currently leased to Vista building tenants.
- A private housing developer has expressed interest in leasing the Asp lot to use for tenant parking.
- A food truck owner currently leases space in a nearby lot and is losing his lease in December due to redevelopment plans and is looking for a new lease space.

Parking structure development ideas include lowering Asp lot rates from $1/hour to $.50/hour, improving signage and clarifying lease terms for events like music festivals. Aerial views show the lot can potentially support vertical parking, but space will be lost to ramp infrastructure.

The adjacent Chinese restaurant property has been closed for years but remains intact and may be part of future development opportunities by increasing the size of the buildable property. Combining adjacent parcels (including the vacant restaurant and narrow southern lots) could create a high-value development site. The City may need to accelerate plans for a parking structure to meet long-term needs.

Flowbird Parking System and Validation Payment Options

- Businesses could fund validation codes to cover customer or employee parking, managed through the Flowbird software.
- Validation can be set for specific times/dates. Staff noted this could modernize the system and provide flexibility.
- Businesses can also create accounts to directly manage and pay for employee parking.

Vision for Public-Private Use

- Proposal to build a parking structure with multiple floors reserved for:
  - Nearby apartment tenants
  - Campus Corner businesses
  - Public use
- Pre-leasing floors to developers can support financing and encourage urban density.

TIF and Zoning Considerations

- Campus Corner is currently excluded from the Center City TIF due to existing C3 zoning (no height limit, no parking requirements).
- A past compromise allowed inclusion into the TIF if a parking structure is built, at the cost of imposing a height limit.
- Some council members questioned the need for height limits and suggested amending or creating a new TIF (Center City 2) to include Campus Corner.

Historical Context

- The Center City Policy was formed after a six-story high-density apartment proposal (Risser Project) was rejected.
- In the absence of large developments, smaller, less dense duplexes replaced older homes, which led to loss of neighborhood character without density gain.
- The policy now encourages urban form, such as row houses and higher-density apartments, when redevelopment occurs.

Business and Housing Considerations

- Continue evaluating parking structure feasibility, potential partnerships, and developer interest.
- Parking turnover is essential to support businesses, while long-term strategies should focus on supporting additional housing density in the area.
- Developers could add more housing if parking needs are met through shared or structured parking solutions.
- Finance Committee will review parking trust development and potential bond financing for parking structures.
- Staff to bring back updated parking management plans and strategies for council review.
- Conduct evaluation of parcels and ownership around proposed parking areas to support potential structure development.

ADJOURNMENT

The meeting was adjourned at 5:39 p.m.

ATTEST

City Clerk Mayor

File Attachments for Item:

9. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM HEALTHY LIVING NORMAN TO THE BOARD OF PARK COMMISSIONERS

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM HEALTHY LIVING NORMAN TO THE BOARD OF PARK COMMISSIONERS

BACKGROUND:

Healthy Living Norman operates the Adult Wellness and Education (AWE) Center, a 32,000 square foot facility located at 602 N. Findlay Avenue that serves as a hub of wellness activities.

The AWE furthers the citizen-initiated Norman Forward mission to fund and create quality of-life projects for the Community. The goal of the wellness center is to embody and provide programs under one roof to improve the quality of life for adults 50 and above in the Norman Community. The AWE has a natatorium; arts and crafts rooms; a demonstration kitchen; fitness center; and outdoor pickleball and offers health screenings and seminars and events.

DISCUSSION:

The City of Norman has an agreement with Healthy Living Center Norman to operate the Adult Wellness and Education (AWE) Center and promote wellness, education, and community engagement. Healthy Living Norman gave its annual presentation to the Board of Park Commissioners on September 9, 2025. Their presentation included information about their events, programming, rentals, and 2023-2024 financials.

RECOMMENDATION:

It is recommended that the City Council accept the Healthy Living Norman annual report for the 2024 calendar year.

HEALTHY LIVING NORMAN

Annual Report to the City of Norman

Board of Parks Commissioners

September 4, 2025

Section 1 - Annual Activities

Programming at the Adult Wellness & Education Center is based on the Six Dimensions of Wellness and supporting healthy aging in our community.

Between July 1, 2024 and June 30, 2025, Healthy Living Norman has offered:

- 2455 Fitness classes (attendance: 34,341)
  - Land classes in group fitness room
  - Water classes in the natatorium
  - Pickleball clinics
  - Boot camps & mini camps
  - Line dancing & adult ballet
  - Senior Fitness Challenge program
- 678 Art classes (attendance: 4,610)
  - Fine art: sketching, drawing, painting
  - Pottery
  - Fused Glass
  - Textiles: felting, embroidery, crochet, knitting, quilting
  - Jewelry
  - Basket weaving
  - Specialty classes
  - Crafts
  - Writing
- 660 Educational classes, scheduled game times, and events
  - Music & performing arts
  - Dancing: Contra, English Country Dancing
  - Cultural programming
  - Health & mental health
  - Health screenings
  - Support groups
  - Book clubs
  - Opera club & Gilbert & Sullivan Appreciation Society
  - Gardening Club at our Dimensions of Wellness Garden at the Cleveland County Master Gardeners Demonstration Garden
  - Floral arranging & container gardening
  - Nutrition education

- Safety
- Cooking & baking classes
- Finance & Legal topics
- Genealogy
- General interest
- Culture
- OU Osher Lifelong Learning lectures
- Monthly Veterans programs
- Indoor & outdoor games
- Singo with ArchWell Health
- Tournaments & competitions

Special Events and Programming have included

- July 2024
  - AWElympics competitions & medal ceremony
  - Open House
  - Bring-a-Grandchild art classes
- August 2024
  - Wellness Expo
  - Beach Bash (dance with live band)
- September 2024
  - Grandparents Day family event (art, games, refreshments)
  - Tailgate party & cookout
  - Pickleball Tournament
- October 2024
  - Hispanic Heritage Month programming
  - Halloween Dance with live band & Thriller flash mob
  - Women's Health Forum
- November 2024
  - First Anniversary Gala
  - Group Travel: Trip to England, Scotland & Wales
  - Veterans Day celebration
  - Collected clothing donations for Nana's Closet (helping grandparents raising grandchildren) and Socks for Seniors OK
- December 2024
  - Holiday Art Market & Workshops
  - Nutcracker Tea Party
  - "Onwards" public art sculpture dedication and art workshops

    - Holiday Talent Spectacular (talent show)
- January 2025
    - Elvis Day
- February 2025
    - Black History Month programming
    - Mardi Gras Dance party
    - SOUPer Bowl fundraiser
- March 2025
    - Entry in Norman's Mardi Gras Parade – awarded trophy for best lights!
    - Festival of Colors Month programming celebrating Indian culture
    - Women's History Month tea party & movie screenings
    - Line dancing party
    - Sound Immersion for wellness
    - Group Travel: trip to the French Riviera
- April 2025
    - National Volunteer Month programming
    - Sister City Celebration celebrating 20 years as a sister city with Seika, Japan
- May 2025
    - Senior Prom - Stayin' Alive: Back to the Disco!
    - Mother's Day Tea Party
    - Additional Sister Cities – Japanese cultural programming
    - National Chocolate Chip Day baking contest
    - Launched 6x6 AWEsome Art project
- June 2025
    - Juneteenth Celebration
    - Father's Day Lawn Games & Lunch
    - Showtime at the AWE programs (music, comedy & open mic)
    - Group Travel: trip to the Canadian Rockies & Glacier National Park

Regular Events

- Monthly Mornings with the Professor with OU Osher Lifelong Learning Institute
- Monday night Drummin' Up Wellness African drumming with Tiffany Couch
- Singo with ArchWell Health
- Karaoke
- Gardening at our Dimensions of Wellness Garden at the Cleveland County Master Gardeners Demonstration Garden
- Veterans coffee socials 2x per month

We hosted several intergenerational and cultural classes and events.

We are a host site for Aging Services Inc.'s Title III senior congregate lunch program.

Our Transportation Roundtable is advocating for greater access to transportation to wellness resources for older adults and adults with disabilities.

We are supporting older adults' participation in Oklahoma Senior Games by sharing information about the games, helping organize member teams, securing grant funds for training, and hosting the Senior Fitness Challenge event in October 2025. Members are competing in individual and team events in the 2025 games.

Section 2 - Mission Statement & Goals

MISSION

To promote the health and well-being

of adults aged 50 and older

by providing opportunities for

physical activity, social engagement,

and lifelong learning at the

Adult Wellness and Education Center.

GOALS

- Reach 4000 active members by December 2026.
- Add regular programming in technology literacy and brain fitness in 2026.

We are in the process of transferring our operating agreement with the City of Norman from Healthy Living Center Norman, LLC – dba Healthy Living Norman (through Healthy Living & Fitness, Inc.) to our new, locally-controlled entity Healthy Living Center Norman, Inc. – dba Healthy Living Norman. In short, we are amicably separating from Healthy Living & Fitness, Inc. Our Board of Directors and leadership staff will be conducting a strategic planning retreat within the next few months, resulting in updated goals. The transfer of the operating agreement will not interrupt operations, staff, or programming at the Adult Wellness & Education Center.

Section 3 - Membership Fees

- Individual Membership: $35 per month
- Family Membership for additional individual in the household: $25 per month
- Members with Silver & Fit (Global Health, Blue Cross Blue Shield): reimburses Healthy Living Norman $9 per visit up to $36 per month (4 visits)
- Members with Renew Active (United Healthcare): reimburses Healthy Living Norman $3 per visit up to $30 per month (10 visits)
- Members with Silver Sneakers (Medicare Advantage or Medicare Supplement Plan): reimburses Healthy Living Norman $3 per visit up to $21 per month (7 visits)
- Members with HealthChoice insurance: $30 per month
- Chickasaw Nation Members: free membership paid by the Chickasaw Nation
- Sliding Scale Fee based on Federal Poverty Guidelines:
    - Households below 100% of FPG - $10 per month
    - Households between 100% and 200% of FPG - $15 per month
- Veterans: $30 per month
- A limited number of scholarships are available on a case-by-case basis.
- Day Pass (guests 50+) $10 per person

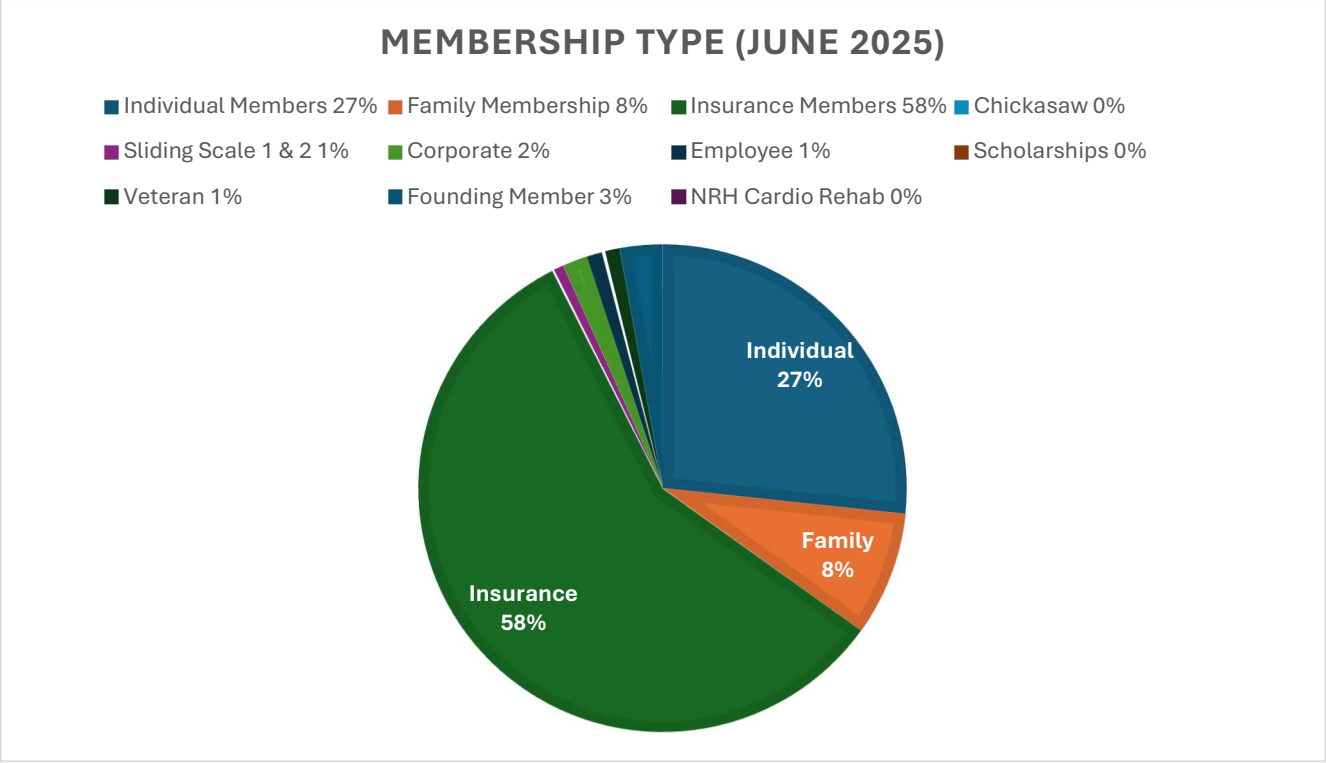
Corporate and Group memberships for those 50+ are available for a negotiated fee based on membership numbers and other factors established by the Board of Directors.

Current Corporate Memberships at $30 per person per month:

- University of Oklahoma
- Norman Regional Health System
- State of Oklahoma
- Norman Public Schools
- NRH Cardio Rehab Patients (membership is for 3 months)

City of Norman Employee Membership: $25 per month

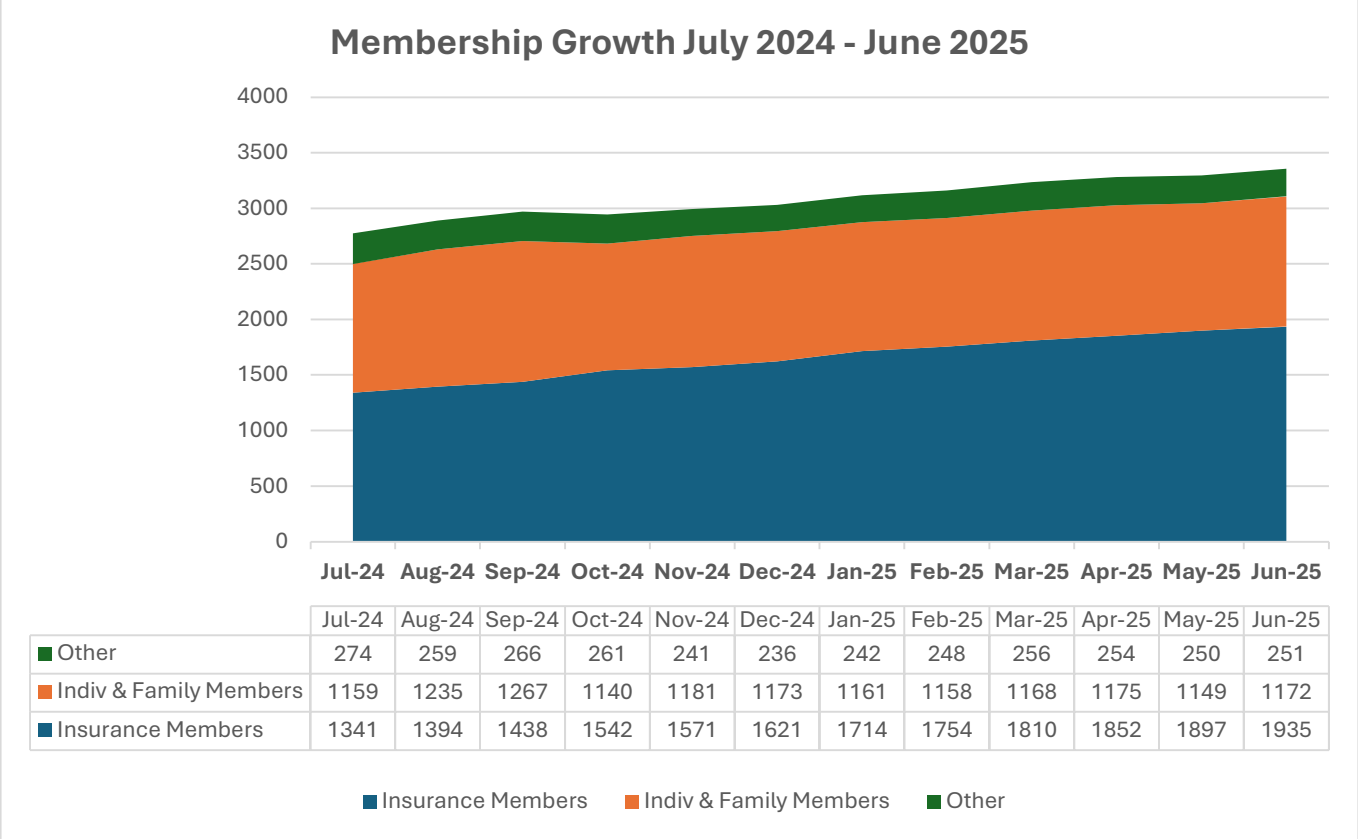
Exceptions to the above policy may be made on a case-by-case basis as determined by the Board President or other Board Appointed Designee.



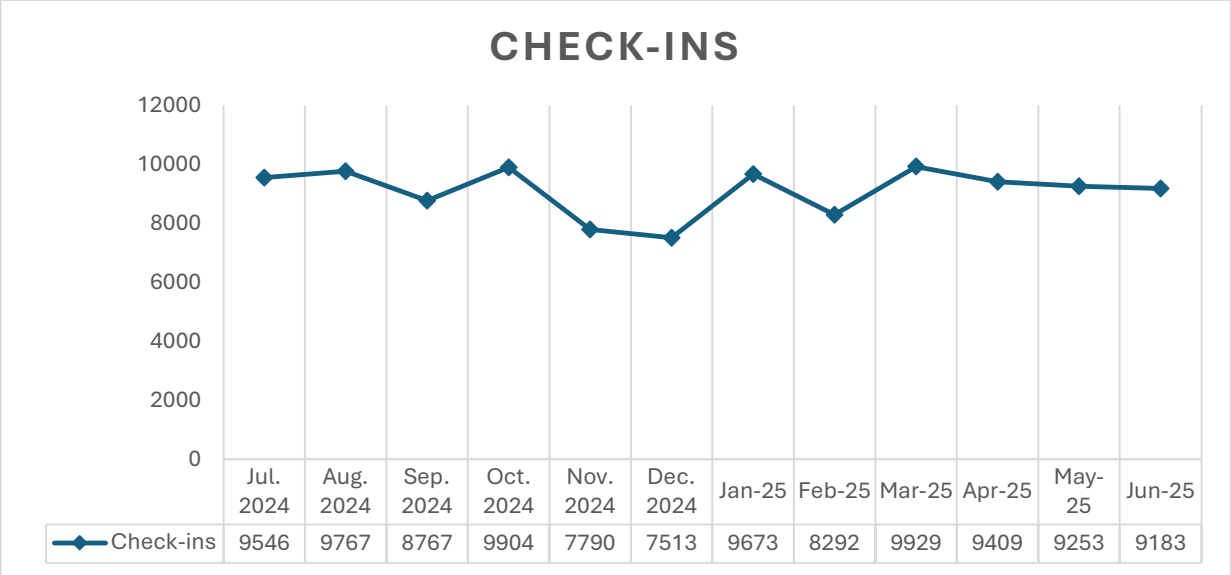
Insurance members include Silver & Fit/Active & Fit, Silver Sneakers, and Renew Active.

Section 4 – Participation

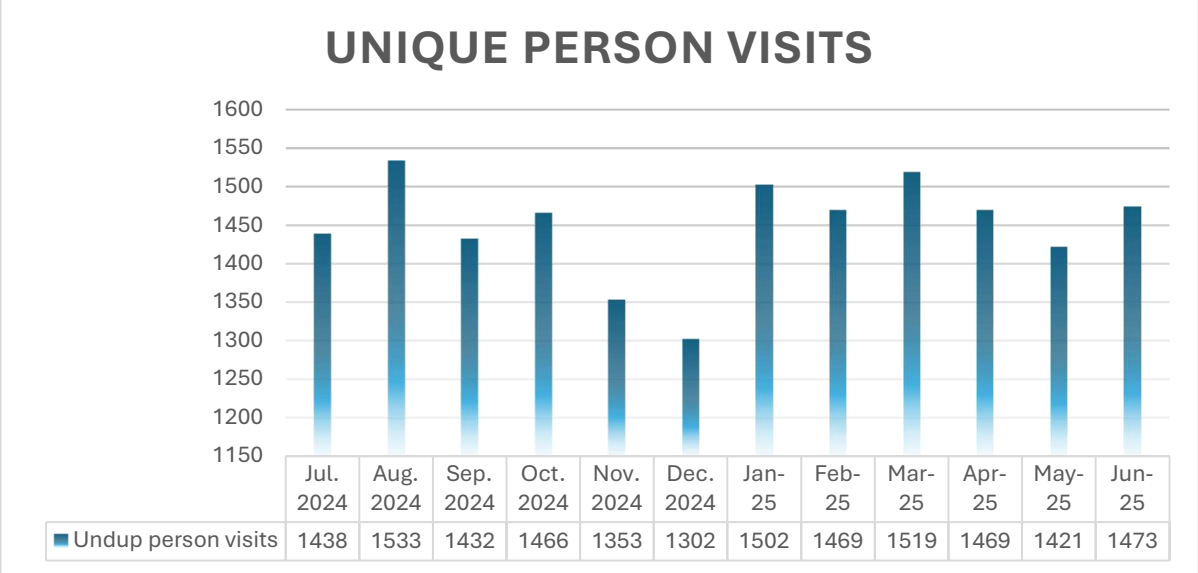
As of June 30, 2025, we had 3,358 active members.



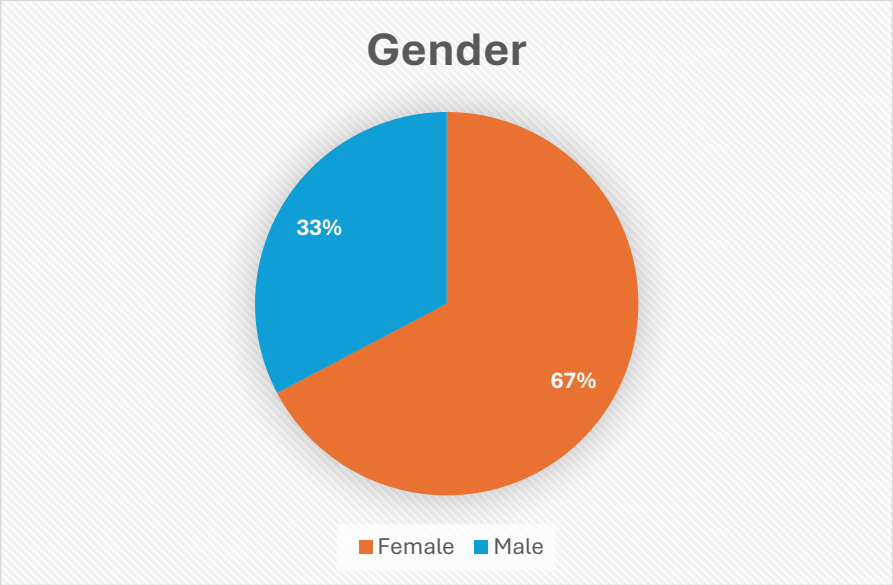
	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25
Other	274	259	266	261	241	236	242	248	256	254	250	251
Indiv & Family Members	1159	1235	1267	1140	1181	1173	1161	1158	1168	1175	1149	1172
Insurance Members	1341	1394	1438	1542	1571	1621	1714	1754	1810	1852	1897	1935

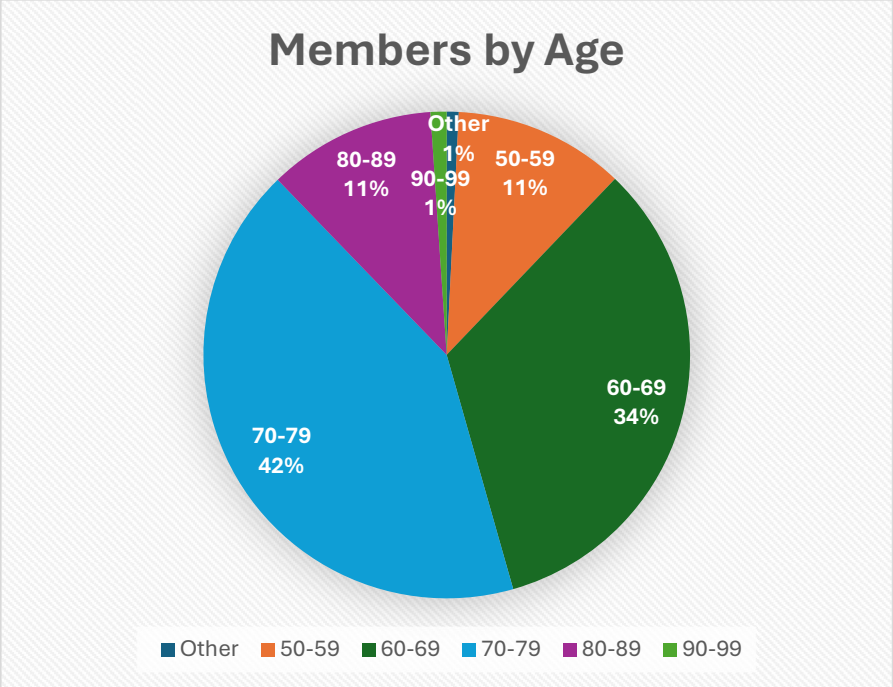


There were a total of 109,026 check-ins between July 1, 2024 and June 30, 2025.



This chart represents unduplicated individual member visits by month.





- "Other" indicates members who are under 50 years old. They include those with family memberships and Healthy Living Norman employees.
- One member is 100 years old and comes to exercise in the pool at least two times per week.

Section 5 - Revenue

Statement of Activity by Month
Healthy Living Center Norman, Inc.
July 1, 2024-June 30, 2025

Distribution account	July 2024	August 2024	September 2024	October 2024	November 2024	December 2024	January 2025	February 2025	March 2025	April 2025	May 2025	June 2025	Total
Income													
4100 Contributions			130.37										130.37
4102 Corporate Sponsorships	1,120.45	1,120.45	1,120.45	1,120.45	4,120.47	1,120.47	11,370.47	1,120.47	2,120.47	3,620.47	2,620.47	1,120.48	31,686.67
4103 Individual Donations	1.00	260.00		132.46	84.00	70.00		58.04	458.41	322.05			1,385.76
4104 Grants		5,620.00		2,500.00	2,700.00	2,000.00	7,620.00	2,000.00	500.00				22,940.00
Total for 4100 Contributions	**1,121.45**	**6,940.45**	**1,250.82**	**3,752.91**	**6,904.47**	**3,190.47**	**18,990.47**	**3,178.51**	**3,198.88**	**4,142.52**	**2,620.47**	**1,120.48**	**56,379.79**
4200 Other Income				394.25		1,266.00						1,635.40	3,295.65
4201 Art Class Income	6,889.67	3,617.40	2,881.19	3,915.74	2,460.47	1,999.00	2,820.09	3,056.50	3,372.74	4,419.21	2,812.50	3,367.95	41,611.46
4203 Guest Pass/Expired Scan Cards	210.00	110.00	110.00	150.00	265.00	240.00	150.04	140.00	130.00	40.00	70.00	70.00	1,733.04
4204 Educational Fees	847.74	564.00	424.00	336.64	435.00	645.84	150.00	340.00	830.33	988.56	325.97	415.00	6,417.08
4205 Program Guide Sponsorship	680.00	833.00	265.00	135.00	260.00		640.00				100.00	100.00	3,013.00
4206 Group Ex Fees	210.00	746.74	192.85	562.00			315.00	256.00		279.78	325.00	956.00	3,034.07
4207 Merchandise Income				188.00	57.14	66.71	194.00	110.00	85.00	193.84	175.00	188.00	1,247.81
4209 Beverage Station	333.27	514.26	445.35	866.50	344.00	383.27	388.50	304.21	326.36	421.43	478.50	655.00	5,015.46
Total for 4200 Other Income	**9,253.68**	**6,529.40**	**4,918.39**	**6,478.93**	**3,825.61**	**4,734.79**	**4,666.63**	**4,174.71**	**4,744.45**	**6,332.83**	**4,486.97**	**8,426.35**	**96,608.85**
4300 Membership Payments	35,921.12	36,498.87	36,881.79	33,654.36	39,418.39	36,382.38	45,388.26	36,665.93	36,443.77	37,352.27	34,881.58	34,532.85	456,041.21
4301 Tully/HD	7,773.00	11,442.30	5,346.30	8,392.00	12,182.00	7,661.00	4,861.50	8,294.75	9,335.50	9,658.75	13,373.00	860.25	99,137.75
4302 Childcare	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	1,680.00
Total for 4300 Membership Payments	**43,834.12**	**48,100.87**	**42,367.79**	**42,186.36**	**51,740.39**	**44,323.38**	**50,389.76**	**45,100.68**	**45,919.27**	**47,129.02**	**52,394.58**	**35,533.10**	**556,858.96**
4400 Personal Trainers	2,383.00	2,602.00	2,674.00	3,024.00	2,814.00	2,077.00	2,022.00	2,670.00	1,620.00	3,119.00	3,334.00	2,800.00	30,665.00
4600 Rental Income													0.00
4602 Room Rental Income	300.00	300.00	300.00	100.00								128.00	1,128.00
Total for 4600 Rental Income	**300.00**	**300.00**	**300.00**	**100.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**128.00**	**$1,128.00**
4700 Lease Income													0.00
4702 Select Physical Therapy	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
4704 Massage Therapist					125.00	125.00	250.00	250.00	250.00	250.00	250.00	400.00	1,775.00
Total for 4700 Lease Income	**1,000.00**	**1,000.00**	**1,000.00**	**1,000.00**	**1,000.00**	**1,125.00**	**1,250.00**	**1,250.00**	**1,250.00**	**1,250.00**	**1,250.00**	**1,400.00**	**$13,775.00**
4800 Special Events Income	1,126.92	5,165.29	880.00	4,801.77	2,324.27	2,668.97	75.00	1,058.02	1,030.00	725.83	1,090.26	232.97	20,558.41
4900 Silent Auction	200.00	1,024.50			2,168.87	170.00							3,763.47
Total for Income	**58,319.17**	**71,662.51**	**52,791.30**	**63,674.47**	**71,649.11**	**68,612.22**	**77,414.16**	**58,431.92**	**58,722.60**	**62,668.29**	**$5,374.80**	**$5,700.90**	**$701,489.34**
Cost of Goods Sold							103.26			206.93			310.19
5000 Cost of Goods Sold	0.00	0.00	0.00	0.00	0.00	0.00	103.26	0.00	0.00	206.93	0.00	0.00	$310.19
Total for Cost of Goods Sold	**58,319.17**	**71,662.51**	**52,791.30**	**63,674.47**	**71,649.11**	**68,612.22**	**77,310.90**	**58,431.92**	**58,722.60**	**62,668.29**	**$5,374.80**	**$5,700.90**	**$701,489.34**
Gross Profit	**58,319.17**	**71,662.51**	**52,791.30**	**63,674.47**	**71,649.11**	**68,612.22**	**77,310.90**	**58,431.92**	**58,722.60**	**62,668.29**	**$5,374.80**	**$5,700.90**	**$701,489.34**
Expenses													
6000 Special Events Expense	85.87	754.07	1,660.34	1,687.22	4,018.04	1,443.22	1,763.05	2,655.39	3,890.14	2,267.77	916.22	49.33	20,631.30
6000 Marketing	6,395.57	2,683.50	3,101.96	3,216.77	2,883.32	4,545.40	3,115.06	2,337.38	2,886.55	2,314.26	2,337.41	1,867.64	36,688.25
6001 Social media				16.95	34.99	44.97	12.06						118.91
6002 Listing fees							298.38	11.22					410.60
Total for 6000 Marketing	**6,395.57**	**2,683.50**	**3,101.96**	**3,216.77**	**2,883.32**	**4,545.40**	**3,115.06**	**2,337.38**	**2,886.55**	**2,314.26**	**2,337.41**	**1,867.64**	**$37,467.76**
6100 Office Supplies	394.64	688.17	651.76	465.40	270.61	286.86	292.32	367.14	1,138.36	444.53	321.66	436.13	5,629.63
6102 LPI/GloFlex Expense		1,485.90			1,485.00			1,485.90			1,485.00		5,941.80
6103 Art Class Supplies	1,557.63	742.88	1,187.13	844.77	936.71	1,484.69	747.67	1,422.85	2,463.05	1,738.54	830.96	476.56	14,534.65
6104 Education/Training Expense		32.32	1,135.36	375.00		318.44		260.00		487.96	242.18	206.96	3,110.42
6105 Postage	2.11	31.25		58.40		25.76						14.60	132.12
6106 Group Fitness/DK		613.94	652.33	550.16	264.44		126.65					54.98	2,161.70
6107 Group Fitness Exercise Expense		544.90	-70.86	714.30					738.00	74.25			1,960.17
6200 Gas/Mileage Expense			265.69	175.64			205.69			206.36		154.77	948.15
6203 Meals & Entertainment		83.82											83.82
6204 Volunteer/Staff Appreciation	172.12	84.12	26.71	133.72	71.71	1,051.02	198.42	214.33	21.74	104.66	68.42	100.45	2,760.82
6300 Repairs & maintenance		67.12	223.80	1,235.40		668.18	81.60		271.42				2,849.81
6301 IT Services	874.57	1,743.73	686.77	894.39	811.60	1,169.56	897.26	1,805.99	686.77	971.77	671.77	278.76	12,564.88
6302 Cleaning Service					184.35	184.35							349.60
Total for 6300 Repairs & maintenance	**874.57**	**1,867.85**	**1,210.60**	**2,229.79**	**967.95**	**2,322.09**	**979.66**	**1,805.99**	**1,253.19**	**971.77**	**671.77**	**278.76**	**$15,764.29**
6400 Business License and Permits					50.00			370.00				157.00	579.00
6500 Bank Charges & Fees	54.56	59.80	49.39	52.59	43.94	51.15	61.41	59.45	52.95	59.58	62.16	64.44	642.64
6600 Marathon Expense	457.22	164.45	26.69	380.71	112.85	666.64	555.56	383.07	350.22	311.39	313.63	386.85	4,008.62
6601 Beverage Station	526.05	712.99	627.25	514.67	371.20	518.50	443.88	276.94	540.72	364.43	555.56	462.66	6,035.55
Total for 6600 Marathon Expense	**983.27**	**877.44**	**653.94**	**895.38**	**484.65**	**1,285.14**	**999.78**	**937.11**	**932.94**	**765.82**	**918.19**	**849.51**	**$10,044.17**
6700 Phone, Cable, Internet Expense	1,682.44	1,665.85	1,673.31	1,676.41	1,676.88	1,683.53	1,677.43	1,686.79	1,688.34	1,688.66	1,688.26	1,687.88	19,994.09
6800 Insurance Expense		1,662.16			2,810.00	941.68	2,461.48	1,449.28	956.60	1,908.32	941.66	3,474.48	16,364.84
7000 Payroll	33,350.59	35,338.17	34,448.82	39,264.22	36,524.52	39,324.17	39,909.14	36,088.72	35,491.96	36,032.75	33,886.41	32,856.68	417,515.65
7051 GHG: Salary Reimbursement		16,790.76		5,505.08	2,752.54	2,752.54		5,505.08	2,752.54	2,752.54			38,771.08
Total for 7000 Payroll	**33,350.59**	**52,048.93**	**34,448.82**	**44,769.30**	**41,277.06**	**42,044.71**	**39,909.14**	**41,573.80**	**38,244.50**	**38,785.29**	**33,886.41**	**32,856.68**	**$456,286.73**

7100 Employee Benefits	5,663.70	5,730.12	5,730.12	5,877.60	5,766.99	5,766.99	4,655.56	4,545.02	4,167.60	4,315.08	4,393.18	6,135.83	62,747.79
7200 Dues & Subscription	140.38	149.38	319.38	149.38	149.38	199.38	526.69	149.38	149.38	149.38	214.38	188.40	2,484.89
7300 Professional Fees	380.00	212.00	424.00	2,055.50	1,730.00	228.00	721.00	1,091.00	565.00	580.00	555.00	540.00	9,081.50
7400 Contract Labor Expense	2,726.88	3,102.50	1,155.00	562.50	1,550.00	712.50	450.00	750.79	1,050.00	600.00	462.50	525.00	13,647.67
7500 Accounting Fees										1,945.18			1,945.18
7700 Equipment Expense		108.73		195.00								101.55	405.28
7800 Pool Supplies		249.90		186.81		292.50		223.96			178.18		1,131.35
7900 Legal Fees						4,837.50		900.00				1,125.00	6,862.50
9000 Payroll Taxes	2,982.49	3,088.11	2,953.97	3,407.95	3,321.66	3,143.17	2,717.17	2,785.79	3,276.66	1,613.66	4,743.98	3,000.24	37,035.15
Uncategorized Expense						1,366.00							1,366.00
Total for Expenses	**56,743.04**	**78,207.14**	**55,960.71**	**69,109.59**	**69,919.54**	**73,987.63**	**51,013.66**	**58,941.13**	**62,609.70**	**60,359.87**	**53,807.56**	**53,432.60**	**$745,092.97**
Net Operating Income	**2,575.33**	**-6,604.63**	**-2,169.41**	**-1,035.02**	**1,129.57**	**-13,375.41**	**26,297.19**	**-589.21**	**-1,887.10**	**2,138.52**	**11,567.24**	**-1,731.70**	**$16,387.37**
Other Income													
Other Expenses													
Net Other Income	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**	**0.00**
Net Income	**2,575.33**	**-6,604.63**	**-2,169.41**	**-1,035.02**	**1,129.57**	**-13,375.41**	**26,297.19**	**-589.21**	**-1,887.10**	**2,138.52**	**11,567.24**	**-1,731.70**	**$16,387.37**

Accrual Basis Thursday, August 28, 2025 03:20 PM GMTZ

Section 6 - Beginning & Ending Fund Balance

Balance Sheet

Healthy Living Center Norman, Inc.

As of June 30, 2025

DISTRIBUTION ACCOUNT	TOTAL
Assets	
Current Assets	
Bank Accounts	
1000 United Business Free (8570) - 1	868.85
Total for Bank Accounts	**$868.85**
Accounts Receivable	
1100 OKC Salary Reimbursement Receivable	
Total for Accounts Receivable	**0**
Other Current Assets	
Total for Current Assets	**$868.85**
Fixed Assets	
1200 Furniture and Equipment	15,456.60
Total for Fixed Assets	**$15,456.60**
Other Assets	
Total for Assets	**$16,325.45**
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable	
Credit Cards	
Other Current Liabilities	
2000 Payroll Liabilities	-27,818.41
2200 Deferred Revenue - Grants	
2210 Deferred Revenue - Corporate Sponsorships	
2220 Deferred Revenue - Chickasaw	97,200.00
Total for Other Current Liabilities	**$69,381.59**
Total for Current Liabilities	**$69,381.59**
Long-term Liabilities	
Total for Liabilities	**$69,381.59**
Equity	
3200 Retained Earnings	-88,923.08
Net Income	35,866.94
Total for Equity	**-$53,056.14**
Total for Liabilities and Equity	**$16,325.45**

Section 7 - Annual Budget

Income	January	February	March	April	May	June	July	August	September	October	November	December	Totals
4100 Contributions													$ -
4102 Corporate Sponsorships	$ 5,416.66	$ 5,416.66	$ 5,416.66	$ 5,416.66	$ 5,416.66	$ 5,416.66	$ 5,416.66	$ 5,416.66	$ 5,416.66	$ 5,416.66	$ 5,416.66	$ 5,416.74	$ 65,000.00
4103 Individual Donations	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 1,500.00	$ 18,000.00
Total 4100 Contributions	**$ 6,916.66**	**$ 6,916.66**	**$ 6,916.66**	**$ 6,916.66**	**$ 6,916.66**	**$ 6,916.66**	**$ 6,916.66**	**$ 6,916.66**	**$ 6,916.66**	**$ 6,916.66**	**$ 6,916.66**	**$ 6,916.74**	**$ 83,000.00**
4201 Art Class Income	$ 4,000.00	$ 4,200.00	$ 4,000.00	$ 4,400.00	$ 4,000.00	$ 4,000.00	$ 4,000.00	$ 4,400.00	$ 4,400.00	$ 4,500.00	$ 4,600.00	$ 4,600.00	$ 51,100.00
4202 Booth Fees													$ -
4203 Guest Pass/Rplcmt Scan Cards	$ 144.00	$ 144.00	$ 144.00	$ 144.00	$ 144.00	$ 144.00	$ 144.00	$ 144.00	$ 144.00	$ 144.00	$ 144.00	$ 144.00	$ 1,728.00
4204 Educational Fees	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 4,800.00
4205 Advertising Income	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 3,600.00
4206 Group EX Fees	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 3,600.00
4207 Merchandise Income	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 4,800.00
4208 Notary	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
4209 Lift Project	$ -				$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 100.00	$ 50.00	$ 750.00
4210 Café/Shop/Beverage Station	$ 402.00	$ 402.00	$ 402.00	$ 402.00	$ 402.00	$ 402.00	$ 402.00	$ 402.00	$ 402.00	$ 402.00	$ 402.00	$ 402.00	$ 4,824.00
Total 4200 Other Income	**$ 5,946.00**	**$ 5,744.00**	**$ 5,544.00**	**$ 5,944.00**	**$ 5,644.00**	**$ 5,644.00**	**$ 5,644.00**	**$ 6,044.00**	**$ 6,044.00**	**$ 6,144.00**	**$ 6,244.00**	**$ 6,194.00**	**$ 75,202.00**
4300 Membership Payments	$ 38,880.00	$ 39,528.00	$ 40,176.00	$ 40,824.00	$ 41,472.00	$ 42,120.00	$ 42,768.00	$ 43,416.00	$ 44,064.00	$ 44,712.00	$ 45,360.00	$ 46,008.00	$ 509,328.00
4301 Tivity / IND	$ 9,120.00	$ 9,272.00	$ 9,424.00	$ 9,576.00	$ 9,728.00	$ 9,880.00	$ 10,032.00	$ 10,184.00	$ 10,336.00	$ 10,488.00	$ 10,640.00	$ 10,792.00	$ 119,472.00
4302 Chickasaw Membership	$ 350.00	$ 350.00	$ 350.00	$ 350.00	$ 350.00	$ 350.00	$ 350.00	$ 350.00	$ 350.00	$ 350.00	$ 350.00	$ 350.00	$ 4,200.00
Total 4300 Membership Payments	**$ 48,350.00**	**$ 49,150.00**	**$ 49,950.00**	**$ 50,750.00**	**$ 51,550.00**	**$ 52,350.00**	**$ 53,150.00**	**$ 53,950.00**	**$ 54,750.00**	**$ 55,550.00**	**$ 56,350.00**	**$ 57,150.00**	**$ 633,000.00**
Total 4400 Personal Trainers	**$ 2,100.00**	**$ 2,100.00**	**$ 2,100.00**	**$ 2,100.00**	**$ 2,100.00**	**$ 2,100.00**	**$ 2,100.00**	**$ 2,100.00**	**$ 2,100.00**	**$ 2,100.00**	**$ 2,100.00**	**$ 2,100.00**	**$ 25,200.00**
4600 Rental Income													$ -
4602 Room Rental Income	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 300.00	$ 3,600.00
Total 4600 Rental Income	**$ 300.00**	**$ 2,400.00**	**$ 2,400.00**	**$ 2,400.00**	**$ 2,400.00**	**$ 2,400.00**	**$ 2,400.00**	**$ 2,400.00**	**$ 2,400.00**	**$ 2,400.00**	**$ 2,400.00**	**$ 2,400.00**	**$ 28,800.00**
4702 Select Physical Therapy Lease	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 1,000.00	$ 12,000.00
4704 Massage Therapist/Wellness Room			$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 250.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 3,500.00
Total 4700 Lease Income	**$ 1,000.00**	**$ 1,000.00**	**$ 1,250.00**	**$ 1,250.00**	**$ 1,250.00**	**$ 1,250.00**	**$ 1,250.00**	**$ 1,250.00**	**$ 1,500.00**	**$ 1,500.00**	**$ 1,500.00**	**$ 1,500.00**	**$ 15,500.00**
4800 Special Events Income	$ 1,000.00	$ 400.00	$ 400.00	$ 400.00	$ 600.00	$ 400.00	$ 500.00	$ 12,000.00	$ 500.00	$ 500.00	$ 20,000.00	$ 800.00	$ 37,500.00
4801 Member Travel Group	$ -												$ -
4803 Silent Auction											$ 2,000.00		$ 2,000.00
Total 4800 Special Events Income	$ 1,000.00	$ 400.00	$ 400.00	$ 400.00	$ 600.00	$ 400.00	$ 500.00	$ 12,000.00	$ 500.00	$ 500.00	$ 22,000.00	$ 800.00	$ 39,500.00
4900 Grants	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 45,000.00
4905 Give 5 Grant	$ -												$ -
Total 4900 Grants	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 3,750.00	$ 45,000.00
4902 Misc Income													$ -
4902.01 Interest Income													$ -
Total 4902 Misc Income	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Total Income	**$ 69,362.66**	**$ 71,460.66**	**$ 72,310.66**	**$ 73,510.66**	**$ 74,210.66**	**$ 74,810.66**	**$ 75,710.66**	**$ 88,410.66**	**$ 77,960.66**	**$ 78,860.66**	**$ 101,260.66**	**$ 80,810.74**	**$ 945,202.00**
GROSS PROFIT	**$ 69,362.66**	**$ 71,460.66**	**$ 72,310.66**	**$ 73,510.66**	**$ 74,210.66**	**$ 74,810.66**	**$ 75,710.66**	**$ 88,410.66**	**$ 77,960.66**	**$ 78,860.66**	**$ 101,260.66**	**$ 80,810.74**	**$ 945,202.00**
													-
Expenses													$ -
Total 5100 Sales Taxes Paid													$ -
5800 Special Events Expense	$ 740.00	$ 740.00	$ 740.00	$ 740.00	$ 740.00	$ 740.00	$ 740.00	$ 740.00	$ 740.00	$ 740.00	$ 740.00	$ 740.00	$ 8,880.00
5801 Member Travel Group	$ -												$ -
Total 5800 Special Events & Travel	**$ 740.00**	**$ 740.00**	**$ 740.00**	**$ 740.00**	**$ 740.00**	**$ 740.00**	**$ 740.00**	**$ 740.00**	**$ 740.00**	**$ 740.00**	**$ 740.00**	**$ 740.00**	**$ 8,880.00**
Total 5900 Fundraising													$ -
Total 6000 Marketing	**$ 3,650.00**	**$ 3,650.00**	**$ 3,650.00**	**$ 3,650.00**	**$ 3,650.00**	**$ 3,650.00**	**$ 3,650.00**	**$ 3,650.00**	**$ 3,650.00**	**$ 3,650.00**	**$ 3,650.00**	**$ 3,650.00**	**$ 43,800.00**
6100 Office Supplies	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 7,200.00
6102 Membership/Billing Software	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 500.00	$ 6,000.00
6103 Art Class Supplies	$ 1,400.00	$ 1,400.00	$ 1,400.00	$ 1,400.00	$ 1,400.00	$ 1,400.00	$ 1,400.00	$ 1,400.00	$ 1,400.00	$ 1,400.00	$ 1,400.00	$ 1,400.00	$ 16,800.00
6104 Education/Training Expense	$ 376.00	$ 376.00	$ 376.00	$ 376.00	$ 376.00	$ 376.00	$ 376.00	$ 376.00	$ 376.00	$ 376.00	$ 376.00	$ 376.00	$ 4,512.00
6105 Postage	$ 12.00	$ 12.00	$ 12.00	$ 12.00	$ 12.00	$ 12.00	$ 12.00	$ 12.00	$ 12.00	$ 12.00	$ 12.00	$ 12.00	$ 144.00
6106 Group Fitness/GX	$ 220.00	$ 220.00	$ 220.00	$ 220.00	$ 220.00	$ 220.00	$ 220.00	$ 220.00	$ 220.00	$ 220.00	$ 220.00	$ 220.00	$ 2,640.00
6107 Group Fitness Exercise Expense	$ 72.00	$ 72.00	$ 72.00	$ 72.00	$ 72.00	$ 72.00	$ 72.00	$ 72.00	$ 72.00	$ 72.00	$ 72.00	$ 72.00	$ 864.00
Total 6100 Office Expenses	**$ 3,180.00**	**$ 3,180.00**	**$ 3,180.00**	**$ 3,180.00**	**$ 3,180.00**	**$ 3,180.00**	**$ 3,180.00**	**$ 3,180.00**	**$ 3,180.00**	**$ 3,180.00**	**$ 3,180.00**	**$ 3,180.00**	**$ 38,160.00**
6200 Gas/Mileage Expense	$ 75.00	$ 75.00	$ 75.00	$ 75.00	$ 75.00	$ 75.00	$ 75.00	$ 75.00	$ 75.00	$ 75.00	$ 75.00	$ 75.00	$ 900.00
6202 Travel	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 2,400.00
6203 Meals/Entertainment	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 360.00
6204 Volunteer/Staff Appreciation	$ 200.00	$ 200.00	$ 200.00	$ 100.00	$ 100.00	$ 1,500.00	$ 100.00	$ 200.00	$ 200.00	$ 100.00	$ 200.00	$ 5,500.00	$ 8,600.00
Total 6200 Travel & Entertainment	**$ 505.00**	**$ 505.00**	**$ 505.00**	**$ 405.00**	**$ 405.00**	**$ 1,805.00**	**$ 405.00**	**$ 505.00**	**$ 505.00**	**$ 405.00**	**$ 505.00**	**$ 5,805.00**	**$ 12,260.00**
6300 Repairs and Maintenance	$ 385.00	$ 385.00	$ 385.00	$ 385.00	$ 385.00	$ 385.00	$ 385.00	$ 385.00	$ 385.00	$ 385.00	$ 385.00	$ 385.00	$ 4,620.00
6301 IT Services	$ 1,232.00	$ 1,232.00	$ 1,232.00	$ 1,232.00	$ 1,232.00	$ 1,232.00	$ 1,232.00	$ 1,232.00	$ 1,232.00	$ 1,232.00	$ 1,232.00	$ 1,232.00	$ 14,784.00
6302 Cleaning Service/Suppliees	$ 10.00	$ 10.00	$ 10.00	$ 10.00	$ 10.00	$ 10.00	$ 10.00	$ 10.00	$ 10.00	$ 10.00	$ 10.00	$ 10.00	$ 120.00
6303 Lawn Maintenance	$ -												$ -
6304 Pool Service	$ -												$ -
6305 HVAC Maint. Agreement	$ -												$ -
6306 General Repairs	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 30.00	$ 360.00
Total 6300 Repairs and Maintenance	**$ 1,657.00**	**$ 1,657.00**	**$ 1,657.00**	**$ 1,657.00**	**$ 1,657.00**	**$ 1,657.00**	**$ 1,657.00**	**$ 1,657.00**	**$ 1,657.00**	**$ 1,657.00**	**$ 1,657.00**	**$ 1,657.00**	**$ 19,884.00**
Total 6400 Business Licenses and Permits	**$ 10.00**	**$ 10.00**	**$ 10.00**	**$ 10.00**	**$ 10.00**	**$ 10.00**	**$ 10.00**	**$ 10.00**	**$ 10.00**	**$ 10.00**	**$ 10.00**	**$ 10.00**	**$ 120.00**
Total 6500 Bank Charges & Fees	**$ 45.00**	**$ 45.00**	**$ 45.00**	**$ 45.00**	**$ 45.00**	**$ 45.00**	**$ 45.00**	**$ 45.00**	**$ 45.00**	**$ 45.00**	**$ 45.00**	**$ 45.00**	**$ 540.00**
6600 Materials Expense	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 200.00	$ 2,400.00
6601 HLOKC Cafe & Shop/HLN Beverage Statio	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 600.00	$ 7,200.00
Total 6600 Materials Expense	**$ 800.00**	**$ 800.00**	**$ 800.00**	**$ 800.00**	**$ 800.00**	**$ 800.00**	**$ 800.00**	**$ 800.00**	**$ 800.00**	**$ 800.00**	**$ 800.00**	**$ 800.00**	**$ 9,600.00**
Total 6700 Phone, Cable, Internet Expense	**$ 1,082.00**	**$ 1,082.00**	**$ 1,082.00**	**$ 1,082.00**	**$ 1,082.00**	**$ 1,082.00**	**$ 1,082.00**	**$ 1,082.00**	**$ 1,082.00**	**$ 1,082.00**	**$ 1,082.00**	**$ 1,082.00**	**$ 12,984.00**
6801 OG&E Expense	$ 1,680.00	$ 1,680.00	$ 1,680.00	$ 1,680.00	$ 1,680.00	$ 1,680.00	$ 1,680.00	$ 1,680.00	$ 1,680.00	$ 1,680.00	$ 1,680.00	$ 1,680.00	$ 20,160.00
6802 ONG Expense	$ 406.00	$ 406.00	$ 406.00	$ 406.00	$ 406.00	$ 406.00	$ 406.00	$ 406.00	$ 406.00	$ 406.00	$ 406.00	$ 406.00	$ 4,872.00
6803 City of Norman Water Expense	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 400.00	$ 4,800.00
6804 WCA Waste Corp. Trash Exp	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 150.00	$ 1,800.00
Total 6800 Utilities	$ 2,636.00	$ 2,636.00	$ 2,636.00	$ 2,636.00	$ 2,636.00	$ 2,636.00	$ 2,636.00	$ 2,636.00	$ 2,636.00	$ 2,636.00	$ 2,636.00	$ 2,636.00	$ 31,632.00
Total 6900 Insurance Expense	**$ 1,213.00**	**$ 1,213.00**	**$ 1,213.00**	**$ 1,213.00**	**$ 1,213.00**	**$ 1,213.00**	**$ 1,213.00**	**$ 1,213.00**	**$ 1,213.00**	**$ 1,213.00**	**$ 1,213.00**	**$ 1,213.00**	**$ 14,556.00**
7000 Payroll	$ 41,175.00	$ 41,175.00	$ 41,175.00	$ 41,175.00	$ 41,175.00	$ 41,175.00	$ 46,925.00	$ 46,925.00	$ 46,925.00	$ 46,925.00	$ 46,925.00	$ 46,925.00	$ 528,600.00
7001 Shared payroll with HLOKN	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,000.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 3,500.00	$ 39,500.00
Total 7000 Payroll	**$ 44,175.00**	**$ 44,175.00**	**$ 44,175.00**	**$ 44,175.00**	**$ 44,175.00**	**$ 44,675.00**	**$ 50,425.00**	**$ 50,425.00**	**$ 50,425.00**	**$ 50,425.00**	**$ 50,425.00**	**$ 50,425.00**	**$ 568,100.00**
7100 Employee Benefits	**$ 6,000.00**	**$ 6,000.00**	**$ 6,000.00**	**$ 6,000.00**	**$ 6,000.00**	**$ 6,000.00**	**$ 7,000.00**	**$ 7,000.00**	**$ 7,000.00**	**$ 7,000.00**	**$ 7,000.00**	**$ 7,000.00**	**$ 78,000.00**
7200 Dues and Subscriptions	**$ 182.00**	**$ 182.00**	**$ 182.00**	**$ 182.00**	**$ 182.00**	**$ 182.00**	**$ 182.00**	**$ 182.00**	**$ 182.00**	**$ 182.00**	**$ 182.00**	**$ 182.00**	**$ 2,184.00**
7300 Professional Fees	**$ 700.00**	**$ 700.00**	**$ 700.00**	**$ 700.00**	**$ 700.00**	**$ 700.00**	**$ 700.00**	**$ 700.00**	**$ 700.00**	**$ 700.00**	**$ 700.00**	**$ 700.00**	**$ 8,400.00**
7400 Contract Labor	**$ 1,175.00**	**$ 1,175.00**	**$ 1,175.00**	**$ 1,175.00**	**$ 1,175.00**	**$ 1,175.00**	**$ 1,175.00**	**$ 1,175.00**	**$ 1,175.00**	**$ 1,175.00**	**$ 1,175.00**	**$ 1,175.00**	**$ 14,100.00**
7500 Accounting Fees	**$ 300.00**	**$ 300.00**	**$ 300.00**	**$ 300.00**	**$ 300.00**	**$ 300.00**	**$ 300.00**	**$ 300.00**	**$ 300.00**	**$ 300.00**	**$ 300.00**	**$ 300.00**	**$ 3,600.00**
7700 Equipment Expense	**$ 48.00**	**$ 48.00**	**$ 48.00**	**$ 48.00**	**$ 48.00**	**$ 48.00**	**$ 48.00**	**$ 48.00**	**$ 48.00**	**$ 48.00**	**$ 48.00**	**$ 48.00**	**$ 576.00**
7800 Pool Supplies	**$ 548.00**	**$ 548.00**	**$ 548.00**	**$ 548.00**	**$ 548.00**	**$ 548.00**	**$ 548.00**	**$ 548.00**	**$ 548.00**	**$ 548.00**	**$ 548.00**	**$ 548.00**	**$ 6,576.00**
9000 Payroll Taxes	**$ 2,920.00**	**$ 2,920.00**	**$ 2,920.00**	**$ 2,920.00**	**$ 2,920.00**	**$ 2,920.00**	**$ 3,590.00**	**$ 3,590.00**	**$ 3,590.00**	**$ 3,590.00**	**$ 3,590.00**	**$ 3,590.00**	**$ 39,060.00**
Total Expenses	**$ 71,566.00**	**$ 71,566.00**	**$ 71,566.00**	**$ 71,466.00**	**$ 71,466.00**	**$ 73,366.00**	**$ 79,386.00**	**$ 79,486.00**	**$ 79,486.00**	**$ 79,386.00**	**$ 79,486.00**	**$ 84,786.00**	**$ 913,012.00**
NET OPERATING INCOME	**$ (2,203.34)**	**$ (105.34)**	**$ 744.66**	**$ 2,044.66**	**$ 2,744.66**	**$ 1,444.66**	**$ (3,675.34)**	**$ 8,924.66**	**$ (1,525.34)**	**$ (525.34)**	**$ 21,774.66**	**$ (3,975.26)**	**$ 32,190.00**
NET INCOME	**$ (2,203.34)**	**$ (105.34)**	**$ 744.66**	**$ 2,044.66**	**$ 2,744.66**	**$ 1,444.66**	**$ (3,675.34)**	**$ 8,924.66**	**$ (1,525.34)**	**$ (525.34)**	**$ 21,774.66**	**$ (3,975.26)**	**$ 32,190.00**

Section 8 – Officers & Expenditure Authorization

Current record of officers:

- Lynne Miller, President
- Lee Hall, Vice-President
- Bill Scanlon, Secretary/Treasurer

President Lynne Miller, Secretary-Treasurer Bill Scanlon, Executive Director Katherine Leidy, and Business Manager Tricia Forbes have authorization for expenditures.

Section 9 – Books & Records

Those responsible for maintaining Healthy Living Norman books and records:

Katherine Leidy
Executive Director
Healthy Living Norman

Tricia Forbes
Business Manager
Healthy Living Norman

Section 10 - Tax Affirmation

Healthy Living Norman is filing yearly tax returns.

Section 11 - Board Members

Healthy Living Center Norman, Inc.
Board of Directors

Lynne Miller, President
Retired, Former Mayor of Norman, OK
801 48th Ave. SE
Norman, OK 73026
405-834-3009
lmillerstuart@gmail.com

Lee Hall, Vice-President
Retired, Former City Councilor
648 S. Lahoma Ave.
Norman, OK 73069
405-650-9088
lee.p.hall@gmail.com

Bill Scanlon, Secretary-Treasurer
Retired, Former City Councilor
3001 Harwich Ct.
Norman, OK 73071
405-579-1679
scanlonwa@aol.com

Amy Davenport, Director
Director
University of Oklahoma
Fitness & Recreation
1401 Asp Ave., Room 170
Norman, OK 73019-2142
(405) 209-2842
amydavenport@ou.edu

Greg Heiple, Director
Director
218 E. Eufaula St.
Norman, OK 73069
405-447-5535
gregheiple@gmail.com

Brian Hill, Director
Attorney
4747 Gaillardia Pkwy., Second Floor
Oklahoma City, OK 73142
405-513-3503
blhill77@yahoo.com

Elaine Purvis, Director
VP & Chief Strategy Officer
Norman Regional Health System
3300 Healthplex Pkwy.
Norman, OK 73072
405-307-2210
epurvis@nrh-ok.com

Jason Olsen, City of Norman Liaison
Director
Parks & Recreation Department
City of Norman
201 W. Gray St., Building C
Norman, OK 73069
405-366-5472
Jason.olsen@normanok.gov

Katherine Leidy
Executive Director
Healthy Living Norman
602 N. Findlay Ave.
Norman, OK 73071
405- 857-7390
katherine@healthylivingnorman.com

Member Feedback

“I love going there for just quiet time or social time. Lots of my friends go. I love the physical fitness opportunities. I can do something new or familiar.” – Lorrie S.

“I am feeling better physically and mentally because if the variety of classes and activities offered.” – Lise S.

“Some of my friends have started calling me athletic - which has never happened before. I love keeping active when I would normally be sitting around.” – Patrice M.

“The Center has enhanced my overall view of life and made it more positive.” – Dale D.

“I have needed this outlet for body, mind and spiritual growth for years! Meeting and becoming reacquainted with my Norman family has brought me pleasure.” -- Paulette A.

“I have needed this outlet for body, mind and spiritual growth for years! Meeting and becoming reacquainted with my Norman family has brought me pleasure.” – Amy T.

“I have cerebral palsy and must do all I can to keep my feet and legs a part of my mobility regime. Your pool is essential and unique to that effort. I may stay in Norman when I retire because of the Wellness Center.” – Ben K.

“Gets me out of the house and committed to staying physically fit after having been recently widowed. It's good for me mentally and physically.” – Brenda S.

“I feel stronger, my balance hand energy have improved, and I’ve made new friends.” – Andrea C.

File Attachments for Item:

10. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM SOONER THEATRE TO THE BOARD OF PARK COMMISSIONERS

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Karla Sitton, Administrative Tech IV

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE RECEIPT OF THE ANNUAL REPORT FROM SOONER THEATRE TO THE BOARD OF PARK COMMISSIONERS

BACKGROUND:

The Sooner Theatre opened its doors for the first time in 1929 as the first movie theatre in the region built to show talking pictures. Local architect Harold Gimeno spared no expense while building the Spanish Gothic-style building, spending over $200,000. For nearly 50 years, The Sooner Theatre was the most popular movie theatre in the area until the mid-1970s, when multiplexes gained popularity and the single-screen Sooner could no longer meet the demand. In 1975, the Sooner Theatre closed and remained dark – nearly lost to the wrecking ball – until 1979, when a dedicated group of citizens refused to let the theater be lost and appealed to the City of Norman under the auspices of the non-profit organization The Sooner Theatre of Norman, Inc. The City agreed to purchase the theatre and lease it to the organization. After the first phase of restoration, the Sooner Theatre opened its doors again in 1982 as a community performing arts center.

The Sooner Theatre has become a beacon of light in the community's historic downtown Walker Arts District, impacting the lives of audiences and children each year.

DISCUSSION:

The City has Contract K-0203-146 with Sooner Theatre, Inc., to operate the vibrant performing arts venue, which offers a diverse range of productions and events and adult and youth programs throughout the year. Sooner Theatre gave its annual presentation to the Board of Park Commissioners on September 4, 2025. Their presentation included information about their events, programming, rentals, and 2023-2024 financials.

RECOMMENDATION:

It is recommended that the City Council accept the Sooner Theatre FYE 2024 annual report.

THE SOONER THEATRE OF NORMAN, INC.

ANNUAL REPORT FY 2023-24

LOOKING BACK, PLANNING AHEA

This report highlights our most recent completed Fiscal Year, beginning July 1, 2023 and ending June 30, 2024, based on the date it is due to the City of Norman (February 2025).

THE NUMBERS TELL THE STORY

Each year for the past 15 years, the City of Norman has invested $65,274 in funding for salaries at The Sooner Theatre. This amount represented 5.6% of our total budget in FY '24, which was $1,159,752 and 25% of our contributed income, which for FY 2024 was $257,335.

We are incredibly grateful to the City of Norman for the municipal funding, and we want you to know how proud we are to be stewards of The Sooner Theatre building.

More than 12,000 audience members attended Sooner Theatre events in person during FY '24. They spent, on average, $49.36 per person in our community, with an economic impact of $576,000. That number does not include audiences who viewed Sooner Theatre messaging online or through our social media channels, which was estimated at 156,700. In addition, parents of the hundreds of students enrolled at The Studio of The Sooner Theatre contribute to the economic impact created by The Sooner Theatre by purchasing dance clothes, dance shoes, makeup, hair and wig products and anything else needed. They also frequent restaurants and coffee shops in downtown Norman each week while they wait for students. And, the theatre purchases lumber, fabric and supplies locally to build every set and costume for every show. **Last year, we saw 1276 enrolled in camps and classes** at The Studio of The Sooner Theatre (up 12% from the previous year), **and gave $60,902 back in scholarships for tuition to 286 students** (up 63% from previous year) who could otherwise not afford to participate.

According to the Norman Economic Development Coalition, the input from our salary base and contracted instructors, shows **an economic impact of nearly $3,000,000.00** in the community annually. We are so proud of the impact we make on the Norman community and on communities surrounding Norman. And, we are extremely grateful for community leaders who understand the impact the arts have on our community!

THE SOONER THEATRE OF NORMAN

The Sooner Theatre is listed on the National Registry of Historic Places and is truly a Norman landmark. The theater building is owned by the City of Norman. The Board and Staff of The Sooner Theatre of Norman Inc., are proud "stewards" of the management and activities of the facility, and have made significant investments of time, effort and resources to assure th survival of The Sooner - Norman's Premier Performing Arts Venue and Academy.

OUR MISSION

The mission of The Sooner Theatre is to change lives, offer diverse perspectives and create a cultural connection to the community through the performing arts and arts education.

OUR VISION STATEMENT

Our vision is to create a space for instilling creativity and passion for the arts, while providing a place for students to find their voices. We promote inclusion and healing through the arts and elevate the quality of life by providing diverse performing arts opportunities for all ages in our community.

OUR FUNCTION STATEMENTS

PRESENT quality theatrical productions
PROVIDE quality performing arts instruction for students ages 3-18
PROVIDE a quality venue for the presentation of cultural, artistic, educational and community development activities that improve the quality of life for our citizens and to SERVE as an historic anchor for the development of partnerships with other arts and business entities to create a revitalized, downtown arts district for Norman.

DIVERSITY MATTERS

The Sooner Theatre strives to provide programming that is diverse in all aspects. We actively seek ethnic, gender and ability diversity in casting our productions and selecting concert artists. We are diversity conscious in all casting, insuring we are making as diverse decisions as possible while keeping with the intent of the writer and the story we are telling. We welcome ideas in increasing the number of diverse artists, students and audience members in all we pursue. We have spoken to the City of Norman about getting hearing assisted devices. We can print or email large-print programs on request for those with vision impairment, and we also work with groups whose clients may be from under-served populations, including the United Way, Transition House, Norman Public Schools and others. We send information on programming and scholarships to all public elementary schools for distribution to all families in the Norman Public Schools. Theatre doesn't work if we cannot tell stories with ALL types of people and characters to and for ALL people.

THE SOONER THEATRE BOARD OF DIRECTORS

President, Dorion Billups, University of Oklahoma
Vice President, Anne Cape, McAfee & Taft
Treasurer, Stephanie Keller, Eide Bailly
Secretary, Kristi Pate, Retired educator
Jen Berge, Chicago Title
Tiffany Bodenhamer, American Fidelity
Kerri Brackin, Oil & Gas
Ta'Nia Gaines,, Eide Bailly
Debbie Kelleher, Retired Educator
Jerry Lessley, University of Oklahoma
Karen McIntosh-Telford, Dillard Cies
Savannah Simpson, First United Bank
Susan Vassilakos, Community Volunteer
Sarah Williams, Non-Profit Data Consultant
Vicki Worster, Total Compliance

Advisory Members

Jason Olsen, City of Norman
Mark Ledbetter, Armstrong Bank
Tom Cooper, Vision Bank
Chuck Thompson, Armstrong Bank

SOONER THEATRE STAFF

Jennifer Heavner Baker, Executive Director
Nicki Kraisky, Business Manager (part-time)
Nancy Coggins, PR & Development Director
Meghan Martens, Social Media
& Advertising Coordinator (part-time)
Tish Willis, Studio Manager
Brandon Adams, House Operations Manager
Production Manager position - open
Business Manager - full time - open

STAFFING

Our mission, function and program direction have, each year, been approved by the City administration, and Municipal money has been provided for The Sooner to have a firm "base" for staffing the facility, and on which to build its activities. According to Theatre

Facts, A Report on Practices and Performances in the American Nonprofit Theatre, a t theatre our size, with a similar County population, and the same amount of programming will have 10 full time employees. Our current staff manages both The Sooner Theatre and The Studio of The Sooner Theatre with 5 full-time and 3 part-time employees. We also utilize the Federal Work Study program at OU, when the opportunity arises. The Sooner Theatre utilizes contract labor for teachers, directors, choreographers, music directors, musicians and accompanists.

In January 2023, the Sooner Theatre moved **all HR functions to NexTep** in order to be better able to access reporting and to maintain and recruit employees. The Sooner's current $1,003,860 budget **does not currently include anyone designated to supervise benefits and human resources**, and the theatre does not feel spending money on a full-time staff member to do that is the best utilization of our limited resources. Instead, we will pay an annual fee to have NexTep manage that function for us. NexTep provides health insurance that we cover for our employees, as well as voluntary participation in a 401(k), life insurance, dental and vision insurance, and so much more we could not provide access to without their help.

USE OF PAST CITY OF NORMAN FUNDING

Salaries 2003/2004 **$86,847.27**
Salaries 2004/2005 **$94,534.36**
Salaries 2005/2006 **$108,541.76**
Salaries 2006/2007 **$141,000.00**
Salaries 2007-2008 **$146,473.00**
Salaries 2008-2009 **$187,202.00**
Salaries 2009-2010 **$184,516.00**
Salaries 2010-2011 **$190,950.00**
Salaries 2011-2012 **$194,600.00**
Salaries 2012-2013 **$168,832.83**
Salaries 2013-2014 **$197,617.35**
Salaries 2014-2015 **$197,425.55**
Salaries 2015-2016 **$195,934.77**
Salaries 2016-2017 **$205,467.27**
Salaries 2017-2018 **$235,314.47**
Salaries 2018-2019 **$243,693.22**
Salaries 2019-2020 **$254,486.07**
Salaries 2020-2021 **$243,408**
Salaries 2021-2022 **$253,017**
Salaries 2022-2023 **$275,071**
Salaries 2023-2024 **$310,990**

The Municipal money we received in the amount of **$65,274** in FY 2024 was approximately **20.9%** of our payroll expenses (FY 2024). We are **very grateful for the increase of $23,107 for FY 2024-25 to a total of $88,381! Thank you!**

Because we receive this money from the City of Norman, we are able to allocate other funding in our budget to programming that supports underserved populations in our community, including scholarships provided to students who otherwise would be unable to participate in performing arts programs due to cost, training instructors to provide specialized instruction for special needs students, and to participate in partnerships with community groups including CCFI and Assistance League to identify and give access to underserved populations.

The Sooner Theatre's **earned revenue includes tickets to productions and concerts, tuitio**

for classes at our Studio, as well as rentals and concession sales. **Percentage of total budg** ($1,159,752) from **ticketing was 16.6%**, **tuition revenue was 45.2%**, **rentals and concessions is 3.5%,** and **contributed revenue donations/fundraisers was 19.4%** of our total budget.

THEATRE ACTIVITY

Our programs serve **quality of life** needs in the areas of culture, education, theatre and music for an increasing number of citizens. Our product tells what we stand for, what we want to offer the community and how well we know our business. At The Sooner Theatre, we host professional artists to first-timers and foster performers from 3 years old on up. Our presentations reflect our mission, our image and ultimately, they determine our survival. We embrace the fact that we are not just "Community Theatre" but "Theatre for the Community". **More than 13,000** people walked through our doors last year and we were able to track ticket sales to **116 Oklahoma zip codes and 35 out-of-state**! We hope you agree that The Sooner Theatre grants a major return for the City's investment.

In 2002, our Board of Directors approved a programming portfolio consisting of **seven initiatives**.

1. THE MAIN EVENT SERIES is The Sooner Theatre's concert series.
2023-2024 Season: No Concerts booked
Tickets to Main Event concert series shows are based on artist fees and other expenses. We have so much live theatrical programming that requires use of the stage to build sets and rehearse that there just weren't dates available on the calendar to place concerts that worked for touring artists.

2. SOONER STAGE PRESENTS is The Sooner Theatre's self-produced theatrical series.
2023-2024 Season: Cabaret, Seussical The Musical
Tickets to Sooner Stage Presents Theatrical productions range from $12.50-$35 dependent on discounts.

3. THE STUDIO OF THE SOONER THEATRE is The Sooner Theatre's performing arts academy. The Sooner Theatre's Theatre Arts Education program impacts hundreds of children ages 3-18 each year by providing outstanding performing arts education in a warm and welcoming environment. Year-round classes follow the Norman Public Schools schedule. Fall classes begin in September and offer cumulative learning concluding in April. Summer camps are held in June and July.

The Sooner Theatre's education program began in 2003 with one summer camp production that served 31 children. **Our total enrollment in 2023-2024 was 1276 (up 12% from 2023, and up 62% in the last three years) from across the metro area.** The program has evolved into a year-round performing arts school with training in the areas of musical theatre, acting, improv, voice, and dance, as well as troupes that perform at various events through

the community. We also make it a point to bring in experts in our industry to present Master Classes to our students, and have hosted Broadway performers, National Tour performers, TV personalities, Broadway casting directors, and many others.
Studio students have been seen in many regional productions, including the OKC Philharmonic's *The Christmas Show*, OU productions, singing for the Thunder and Texas Motor Speedway, in many commercials and films and on hit Nickelodeon and Netflix series! Sooner Theatre students were also chosen as the munchkins in the National Tour of The Wizard of Oz, Winthrop in The Music Man in Concert with Shirley Jones, and Studio students were featured as walk-on roles in the Broadway tours of both Camelot and Waitress.

In January of FY'23, **Studio of The Sooner Theatre students attended the Junior Theatre Festival** in Atlanta for the sixth year, where our students were adjudicated and attended workshops with 6500 theatre students from across the country. **They were awarded Outstanding Ensemble in their pod and enjoyed all things musical theatre with 6500 attendees from the United States, United Kingdom, China, New Zealand and Australia!** One of their adjudicators stated, "There must be some 'secret sauce' at that theater in Norman, Oklahoma, we hope you share it with everyone!" They were impressed with all aspects of our students' performance, from skill level, to acting abilities to choreography and so much more!

BEYOND THE STAGE

There is no question that the productions of The Sooner Theatre are magical. The lights, the sound, the costumes, the sets and the talent we are lucky enough to work with - both community theatre and our youth educational productions. But, you might not be aware of all the things that happen ***Beyond The Stage***.

Scholarships

Last fiscal year, The Studio of The Sooner Theatre **gave $60,902 in scholarships** to 286 students who could otherwise not afford to participate in performing arts classes and camps. That is a 157% increase in scholarship awards over the previous fiscal year. This includes awardees of the Laurie McReynolds Memorial Scholarship, which we award by working with local non-profits, counselors and principals at Norman Public Schools elementary schools. This scholarship is awarded to a student from a diverse or under served background chosen because of either their need for assistance, potential talent or passion for the arts, or because the student could use some help finding his or her voice.

Special Needs Classes

We are excited to offer classes for special needs students. Our **Sooner Spotlights** class pairs middle and high school-age students with special needs with a student from The Studio's ambassador performance troupes to learn songs and dances. We also have a class whose name says it all - **Sooner Legends**! This group of teens and adults with Down syndrome will change your outlook on life. They are the most joyful, excited group of people you will ever meet. And, they can DANCE! **We serve many other differently-abled students in our regular classes including those on the spectrum, hearing disabled, vision disabled and mobility limited students.**

Tuition for Studio camps and classes ranges from $150 for a one-week summer camp to $680 for a school year production class. **We normally give back approx. 20% of our annual tuition** revenue in scholarships. For fiscal year 2024, total tuition revenue was $524,076, and **scholarships given totaled $60,902, which funded 286 instances of tuition and/or fees** over the last year, which is actually 12% of our tuition revenue return as scholarships.

4. SPECIAL EVENTS

We held our highly anticipated Murder Mystery fundraiser in 2023-24, and were so excited to have audiences and performers back to help support the theatre! Murder Mystery is our annual fundraising dinner and show written, directed by and starring volunteers in our community. Murder Mystery 2024 raised $51,582 for The theatre's operations and programs. The Voice of The Heartland, our other fundraising event is a bi-annual vocal competition featuring talented singers from around the region. It was not held in FY 2023-24.

5. RENTAL ACTIVITIES

Community organizations and individuals have the opportunity to rent the theatre for their activities, meetings or performances on the rare occurrences we have available dates on our calendar.. Our rental revenue for 2023-24 was $12,850.

Rental rates are approximately $800-$1000 per day for use of the theatre. We also rent the Studio event space for $300-$1200 per day.

Example of community rentals

- Various Community Churches
- Hispanic Flamenco Ballet
- Julia's Academy of International Dance
- Norman Chamber of Commerce
- Various Weddings & Engagements
- Pageants
- Norman Music Festival
- Various Dance Recitals
- Transition House's June Bug Jam
- Norman Police Academy
- OU School of Musical Theatre

6. SOONER CINEMA is The Sooner Theatre's film and video offerings.
We do not offer a film series at this time, we but normally host several events each year that do show films, including Norman Music Festival (this year we got to host the Hosty documentary!), Norman Film Festival, Moore-Norman Technology Center's Red Carpet Film Festival and Earth Rebirth Film Festival (as our production schedule allows).

7. OUTREACH AND DEVELOPMENT is our program designed to "give back". In addi to our programming, The Sooner is deeply rooted in the community.

Our Outreach and Development includes:

Partnering with United Way's Celebrity Sing, Citizen's Advisory Council, Norman Convention and Visitors Bureau, The Norman Public School's Gifted Council and the Norman Arts Council. We are represented at the Norman Downtowner's Association, Norman Arts Council's Roundtable, Norman Rotary, the United Way Cabinet, Assistance League, Norman Public Schools PTA, Norman Chamber of Commerce Board and several other organizations.

Our Studio Ambassador Performance Troupes, made up of 3rd-12th grade students, also perform regularly in the community. These troupes and soloists have performed for thousands of audience members at various events including: The Norman Music Festival, The Rodeo Opry, The OKC Thunder, OKC Arts Council's Opening Night, OKC Festival of the Arts, The State Fair of Oklahoma, Holiday Open Houses for the Norman Assistance League, Public School assemblies, Devon Arts Day, the 2009 Mayor's Convention, NAC Arts Explosion, The OKC Philharmonic, Allied Arts, The 100th Anniversary of the Depot, Norman Music Festival, Kids for Kids Sake, Earth Day, Texas Motor Speedway, the Andy Roddick Tennis Exposition, Norman's Centennial Follies, Lyric Theatre, Jewel Box Theatre, University of Central Oklahoma, OMEA All State Chorus, Oklahoma City's Centennial Parade, Norman Christmas Parade, Norman Public Schools, Oklahoma Summer Arts Institute, Norman Chamber of Commerce, May Fair, June Bug Jam, The Chocolate Festival, OEC's Annual Meeting and many more!

We also participate as in-kind donors for community events to include:

- Assistance League
- Community After School Program
- Norman Arts Council
- Toby Keith Foundation
- Le Tour de Vin
- United Way of Norman
- Meals on Wheels
- Among Friends ...an Activity Center for Adults with Special Needs
- Norman Regional Hospital
- Blanchard, Purcell, Lexington, Washington and other Public School Systems
- Oklahoma Statewide Independent Living Council
- Cleveland County Family YMCA
- Travelers Aid and Homeless Assistance Center
- Norman Public Schools
- Norman Chamber of Commerce
- Meals on Wheels
- United Ministries
- University of Oklahoma
- Oklahoma Youth Orchestra
- Big Brothers Big Sisters
- Cleveland County CASA

You can see the growth our educational programming has had over especially the last few years. Because of such rapid and expansive growth, we have had to focus both staff and physical resources toward that program, but all initiatives are very important to our organization.

AWARDS AND HONORS

- The Sooner Theatre is **one of three** Norman arts organizations who are current Allied Arts member agencies.
- The Sooner Theatre was the **first (and only, so far) arts organization** to have been awarded the Norman Rotary Clubs' Le Tour De Vin grant and the Impact Oklahoma grant funding capital projects.
- In August 2020, The Sooner Theatre was named as the Oklahoma Center for Non-profits' **ONE Award winner for Arts and Humanities**.

OTHER SOURCES OF INCOME

In addition to the Municipal money, our other sources of income are from our annual Murder Mystery and Voice Of The Heartland Fundraisers, Corporate Sponsorships, Business and personal donations, program advertising, grants from foundations and other granting organizations, ticket revenues from concerts and performances, tuition revenue from our camps and classes and rental fees, both at the theatre and Studio.

Total earned revenue for FY 2024 was $934,524, which accounted for 81% of our budget. Contributed (donated) income made up the remaining 19% of the budget.

"What we put on the stage is not only what the public sees – it is what we are."

-Thomas Wolf

Sooner Theatre of Norman, Inc

Balance Sheet

As of June 30, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
102 Petty Cash (deleted)	650.00
103 Armstrong Bank-Operations	124,745.00
104 Armstrong Bank Payroll	-25,433.87
107 Sooner Theatre STARS	32,371.78
109 Studio Capital Campaign	51,459.33
Total Bank Accounts	**$183,792.24**
Accounts Receivable	
120 Accounts Receivable	185,306.75
120.01 Allowance for Bad Debt	-650.00
Total 120 Accounts Receivable	**184,656.75**
124 Pledges Receivable	141,257.66
124.01 Discount on Contributions	-900.00
Total 124 Pledges Receivable	**140,357.66**
Total Accounts Receivable	**$325,014.41**
Other Current Assets	
121 Other Accounts Receivable	0.00
121.1 Dep.Insurance-Coggins& Willis	611.44
Total 121 Other Accounts Receivable	**611.44**
125 Returned Check	-332.00
135 Prepaid Expenses	12,879.34
999 Prior Period Adjustment	16,825.45
Total Other Current Assets	**$29,984.23**
Total Current Assets	**$538,790.88**
Fixed Assets	
152 Building Improvements	171,841.90
153 Furniture & Fixtures	6,837.02
154 Equipment	58,014.04
154.01 Sound Equipment	160,959.50
154.02 Light Equipment	138,168.27
156 Computer Equipment	35,521.88
157 The Studio at the Sooner	
155 Furniture & Fixtures	9,053.60
157.01 Equipment	34,535.94
157.02 Furniture and Fixtures	627.83
Total 157 The Studio at the Sooner	**44,217.37**

Sooner Theatre of Norman, Inc

Balance Sheet

As of June 30, 2024

	TOTAL
158 110 East Main St.	0.00
158.01 Building	1,723,753.49
158.03 Furniture & Fixtures	24,078.16
158.04 Equipment	7,686.11
Total 158 110 East Main St.	**1,755,517.76**
169 Accumulated Depreciation	-557,614.21
Total Fixed Assets	**$1,813,463.53**
Other Assets	
190 Community Foundation Deposit	1,573.88
831.01 In-Kind With Time Restrictions	-19,246.00
988 PPA-With Donor Restrictions	-5,918.00
Total Other Assets	**$ -23,590.12**
TOTAL ASSETS	**$2,328,664.29**
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable	8,728.13
203 Payroll Payable	-19,132.28
Total 200 Accounts Payable	**-10,404.15**
201 Studio Hail Storm Payable	-526.63
Total Accounts Payable	**$ -10,930.78**
Other Current Liabilities	
2100 Payroll Liabilities	2,690.85
226 State Unemployement Tax Payable	-0.04
Total 2100 Payroll Liabilities	**2,690.81**
251.01 Discount Reno Loan #0410	-24,391.00
254.01 Discount Loan 0416	-18,791.00
299 Current Portion of LT Debt	6,000.00
991 Release of Donor Restrictions	-11,836.00
Gift Certificates Payable	720.00
Total Other Current Liabilities	**$ -45,607.19**
Total Current Liabilities	**$ -56,537.97**
Long-Term Liabilities	
251 Republic - Reno Loan #0410	15,000.00
253 Republic Bank-Loan # 75020415	968,301.88
254 Republic Bank- Loan-75020416	7,500.00
Deferred Income	7,598.81
Total Long-Term Liabilities	**$998,400.69**
Total Liabilities	**$941,862.72**

Sooner Theatre of Norman, Inc

Balance Sheet

As of June 30, 2024

	TOTAL
Equity	
369 Net Assets - Unrestricted	31,529.71
3900 Retained Earnings	1,366,527.20
Net Income	-11,255.34
Total Equity	**$1,386,801.57**
TOTAL LIABILITIES AND EQUITY	**$2,328,664.29**

Sooner Theatre of Norman, Inc

Profit and Loss FYE 6-30-24

July 2023 - June 2024

	TOTAL
Income	
100.401 Sooner Stage Presents	
175.421 Cabaret Income	22,102.48
175.422 Suessical	51,124.95
Total 100.401 Sooner Stage Presents	**73,227.43**
108.400 The Studio Revenue	
108.401 Tuition Fees	521,861.35
108.466 Studio Scholarships	2,215.00
Total 108.401 Tuition Fees	**524,076.35**
108.402 Summer Camp Income	
108.490 ANNIE Ticket Sales	531.03
108.493 Alice in Wonderland	1,640.00
495 Ticket Sales	31,762.53
Tea Party in Wonderland	467.11
Total 495 Ticket Sales	**32,229.64**
Total 108.493 Alice in Wonderland	**33,869.64**
141.39 Finding Nemo	1,410.78
Total 108.402 Summer Camp Income	**35,811.45**
108.403 Other Income	2,670.00
108.476 Miscellaneous Studio Income	5,150.25
108.492 Atlanta Trip 2023-24	22,394.40
108.499 New York Trip 2023	108,075.00
Total 108.403 Other Income	**138,289.65**
108.405 Showcase Ticket Sales	21,317.30
108.408 Young Producers	
108.623 Mean Girls Tickets	24,020.03
Total 108.408 Young Producers	**24,020.03**
Total 108.400 The Studio Revenue	**743,514.78**
108.465 Studio Production Class	
108.508 ANNIE Jr.	22,199.94
465.8 Cinderella	
465.801 Tuition	7,497.50
Total 465.8 Cinderella	**7,497.50**
465.93 Madagascar	18,186.60
465.95 Fiddler on the Roof	22,395.48
Total 108.465 Studio Production Class	**70,279.52**

Sooner Theatre of Norman, Inc

Profit and Loss FYE 6-30-24

July 2023 - June 2024

	TOTAL
112.400 Murder Mystery	
112.401 Fundraiser Donations	31,673.60
112.403 Murder Mystery Sponsorship	13,500.00
112.404 Mix Money Donations	6,408.31
Total 112.400 Murder Mystery	**51,581.91**
115.00 Concessions	261.13
115.401 Sweet Shoppe Sales	27,620.27
Total 115.00 Concessions	**27,881.40**
116.400 Rental Income	12,850.00
401 Sweet Shoppe	
401.02 Concessions	1,582.32
Total 401 Sweet Shoppe	**1,582.32**
858.3	1,566.99
Encore Club & Kindful Donation\	417.24
Total Income	**$982,901.59**
Cost of Goods Sold	
100.501 Sooner Stage Presents Costs	
161.508 A Christmas Story COS	7,619.04
161.519 Little Shop Costs	142.42
161.521 Cabaret COS	30,875.30
161.522 Suessical	38,101.44
161.523 Into the Woods Costs	237.50
Total 100.501 Sooner Stage Presents Costs	**76,975.70**
106.500 Annie Costs	84.01
108.500 The Studio Costs	475.00
108.501 Instructor Fees & Costs	99,306.15
108.503 Staff	9,296.00
108.504 Summer Camp Show Costs	4,375.55
108.614 Junie B.Jones Jr	1,105.31
108.907 Alice in Wonderland COS	21,706.81
566.22 Seussical Expenses	32.27
566.29 Finding Nemo	740.81
566.30 Magic Tree House	1,197.77
Total 108.504 Summer Camp Show Costs	**29,158.52**
108.505 Showcase Costs	23,111.91
108.506 Costumes	2,500.00
Total 108.505 Showcase Costs	**25,611.91**
108.568 Workshop Costs	875.00
Total 108.500 The Studio Costs	**164,722.58**

Sooner Theatre of Norman, Inc

Profit and Loss FYE 6-30-24

July 2023 - June 2024

	TOTAL
108.507 Production Class Costs	450.00
565.6 Little Mermaid Costs	2,000.00
566.27 Beauty & the Beast Costs	200.00
566.28 Frozen Costs	47.69
566.31 Madagascar Jr.	12,081.17
566.32 Fiddler on the Roof	28,759.64
566.34 ANNIE Jr.	20,591.51
Total 108.507 Production Class Costs	**64,130.01**
108.572 Education Trip Costs	
108.914 JTF Trip Costs	77,635.03
108.915 New York Trip Costs	133,171.23
Total 108.572 Education Trip Costs	**210,806.26**
108.598 Young Producers Costs	
108.622 Mean Girls	35,355.63
108.626 CATS Costs	1,887.45
Total 108.598 Young Producers Costs	**37,243.08**
108.600 The Studio Overhead Costs	
108.602 Utilities	13,787.66
108.603 Repairs & Maintenance	19,228.22
108.604 Supplies	5,464.26
108.605 Miscellaneous	896.80
Total 108.600 The Studio Overhead Costs	**39,376.94**
112.500 Murder Mystery Costs	
112.501 Production Costs	2,400.66
112.502 Catering	16,244.45
112.504 Labor	815.00
112.505 Supplies	1,008.10
112.506 Miscellaneous	513.20
Total 112.500 Murder Mystery Costs	**20,981.41**
115.500 Concessions Costs	
115.501 Concessions Supplies	16,699.93
Total 115.500 Concessions Costs	**16,699.93**
116.500 Rental Costs	3,340.00
116.505 Rocky Horror Movie	1,000.00
Total 116.500 Rental Costs	**4,340.00**
502 Sweet Shoppe Supplies	413.96
505 Production Costs	
505.11 Hospitality	28.30
Total 505 Production Costs	**28.30**
Total Cost of Goods Sold	**$635,802.18**
GROSS PROFIT	**$347,099.41**

Sooner Theatre of Norman, Inc

Profit and Loss FYE 6-30-24

July 2023 - June 2024

	TOTAL
Expenses	
501 Marketing	10,597.61
501.01 Advertising	26,504.66
501.02 Postage, Copying & Printing	14,028.54
Total 501 Marketing	**51,130.81**
504 Bankcard Service Charges	1,472.34
504.1 Global Payment Credit Card Fees	27,171.43
506 Sales Tax	14,726.22
625 Community Outreach	880.00
630 Contract Labor	2,510.00
648 Dues and Licenses	8,913.42
649 Jackrabbit Fees	3,553.47
654 Equipment Lease	7,245.14
660 Insurance	24,196.31
660.04 D & O Ins	1,994.00
Total 660 Insurance	**26,190.31**
663 Custodial Services	6,600.00
700 Payroll Expenses	
711 Salaries-Other	310,989.84
717 Payroll Taxes	927.70
Total 700 Payroll Expenses	**311,917.54**
702 Office Supplies	10,184.38
708 Technical Supplies	7,886.65
723 Professional Fees	2,350.00
726 Postage	392.94
744 Rent	1,808.13
747 Theatre Expenses	
474.02 Utilities	5,971.93
474.03 Paper Supplies	325.46
474.04 Cleaning &Covid 19 Supplies	1,536.69
747.01 Repairs & Maintenance	2,432.95
Total 747 Theatre Expenses	**10,267.03**
756 Miscellaneous Expenses	6,661.35
757 Non-Profit Training & Expenses	8,223.78
Gifts and Thank Yous	549.28
Total 756 Miscellaneous Expenses	**15,434.41**
768 Telephone & Internet	13,086.10
780 Utilities	230.00
Total Expenses	**$523,950.32**
NET OPERATING INCOME	**$ -176,850.91**

Sooner Theatre of Norman, Inc

Profit and Loss FYE 6-30-24

July 2023 - June 2024

	TOTAL
Other Income	
100.402 Additional Shows Income	
155.00 Cutter Elliott Show	179.04
Total 100.402 Additional Shows Income	**179.04**
400 City of Norman(Salaries)	65,274.00
408 Grant Income	54,241.50
408.1 Allied Arts Foundation	37,570.09
Total 408 Grant Income	**91,811.59**
830 Interest Income	1,735.68
835 Miscellaneous Income	2,506.48
836 Advertising Income	4,772.50
836.10 Summer Stage Program Ads	1,275.00
Total 836 Advertising Income	**6,047.50**
851 Other Income	437.90
857 Board Donations	6,150.00
858 Friends Donations	2,100.00
858.3 Encore Club & Kindful Donations	30,649.07
Total 858 Friends Donations	**32,749.07**
858.01 STARS Fundraiser	49,085.17
862 Refund	1,358.78
Total Other Income	**$257,335.21**
Other Expenses	
858.02 STARS Fundraiser COS	39,844.05
920 Interest Expense	
920.1 Interest on 110 E. Main loan	51,895.59
Total 920 Interest Expense	**51,895.59**
Total Other Expenses	**$91,739.64**
NET OTHER INCOME	**$165,595.57**
NET INCOME	**$ -11,255.34**

SOONER TH

File Attachments for Item:

11. CONSIDERATION OF ADOPTION, APPROVAL, REJECTION, AMENDMENT OR POSTPONEMENT OF THE WESTWOOD PARK GOLF AND TENNIS FACILITIES MASTER PLAN PROJECT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ADOPTION, APPROVAL, REJECTION, AMENDMENT OR POSTPONEMENT OF THE WESTWOOD PARK GOLF AND TENNIS FACILITIES MASTER PLAN PROJECT.

BACKGROUND:

The 2023-24 Capital Improvement Plan included the Room Tax Fund funding a project to hire a design consultant to create a Master Plan for Westwood Park Golf and Tennis Facilities at 24th Avenue and West Robinson Street. This is a 137-acre special-use park home to an 18-hole golf course, a United States Tennis Association (USTA)-Accredited Tennis facility, and our Westwood Family Aquatics Center (WFAC). Westwood has served the community for over 60 years and is one of Norman's most visited parks, especially in summer.

The Aquatics Center Reconstruction project was one of the first things completed as part of the Norman Forward Quality of Life Initiative passed by voters in 2015. It has been successful since its opening day and set the standard for the other extensive park system improvements that have been repeated with the projects at Griffin Soccer Complex, Reaves Baseball/Softball, and the Andrews Park Skatepark, among others. The Parks Department also completed the construction of a two-court indoor tennis facility at Westwood, which has greatly increased the number of plays in the hot summer months.

Recently, Norman cut the ribbon on the Adult Wellness and Education Center and the Young Family Athletic Center (YFAC), which have also helped mark the beginning of a new level of service offered by the City of Norman through the Parks Department. To prepare for any future package of additional Quality of Life projects, we need to create master plans for those facilities that need improvement. At Westwood, the golf pro shop, grill building, and the golf maintenance facilities at the park entry have operated since the 1960’s. They have had minor upgrades over the decades but are now reaching the end of their functional life versus constant maintenance costs.

Similarly, the tennis pro shop was built in phases but is nowhere near large enough to meet the needs of the growing number of paddle sport players, especially with the increasing popularity of pickleball and the continued growth of tennis programs. The tennis shop needs additional restroom facilities and would greatly benefit from adding lockers and showers. The parking lot

could also benefit from a redesign, similar to the Aquatics Center parking lot improvements as part of the Norman Forward project. After decades of use for daily activity, which can be hundreds of people and vehicles per day, the Staff has determined that it is time to plan for the next 60 years at Westwood Golf and Tennis—starting with this design phase.

DISCUSSION:

In February 2024, Parks staff advertised a Request for Proposal RFP-2324-44 for Professional Design Services for the Westwood Park Golf & Tennis Facilities (WWPGT) Master Plan. The Review Committee selected the services of the team led by GSB, Inc., from Oklahoma City for this project. The GSB team is comprised of GSB, Inc. (Architects), along with Wallace Design Collective (Engineers and Landscape Architects), Tom Hoch Designs (Clubhouse and Sports Pro Shop Design Specialists), Craig + Coyne Designs (Golf Course Designers), and White & Associates (Cost Estimators).

On May 28, 2024, the City Council appropriated funds for $29,240 from the Community Park Development Fund Balance into the Westwood Park Master Plan Project and approved Contract K-2324-184 to GSB, Inc., in the total amount of $54,240 for the WWPGT Master Plan project. Staff selected local citizens and/or professionals to give input and assist with the design of the WWPGT Master Plan.

The process used to develop the master plan included utilizing a project steering committee, a public input process, Parks and Recreation Staff, and a review by the Norman Board of Park Commissioners. The Board of Park Commissioners approved the WWPGT Master Plan at the June 5, 2025, Park Board meeting.

City Council's Business and Community Affairs Committee (BACA) discussed the proposed WWPGT Master Plan at its September 4, 2025, meeting. Specifically, use LED lighting to reduce light pollution, set reasonable hours, & install guardrails at the driving range; support for on-street parking along Fairway Drive versus constructing additional parking lots elsewhere in the park; reposition the 12 outdoor tennis courts from south to north starting at the aquatics center and add raised sidewalks to maintain pedestrian circulation in the center and vehicle traffic along the perimeter; Merkle Creek, the golf course ponds for irrigation remains a priority, emphasizing returning waterways to a natural state; support for a traffic study for new entry and entrances along Robinson to include the idea of a south exit from Westwood at Tee Circle; and a commitment to not connect to Fairway Drive as a southbound exit from Westwood Park.

RECOMMENDATION #1:

It is recommended that the City Council adopt the Westwood Park Golf & Tennis Facilities Master Plan.

RECOMMENDATION #2:

It is further recommended that the City Council amend the 2025 AIM Norman Parks, Recreation and Culture Master Plan to include the Westwood Park Golf & Tennis Facilities Master Plan as adopted.

WESTWOOD PARK MASTER PLAN

City of Norman RFP 2324-44

City Council Meeting | October 14, 2025

EVENT	DATE
Project Kickoff City Staff/ Steering Committee (stake holders)	June 21, 2024
Site Analysis / Space Programming / Concept Design Detailed Topographic Boundary & Utility Survey of the Larger Project Area / Due Diligence	June 24 – August 9, 2024
Design Review Meeting 1 City Staff / Steering Committee (stake holders)	September 13, 2024
Public Distribution of Conceptual Plan (City website, social media, local news media)	March 31 – April 14, 2025
Design Review Meeting 2 50% Plan Review City Staff / Steering Committee (stake holders)	April 18, 2025
Present Master Plan to Park Board Commissioners	June 5, 2025
Present Master Plan to City Council	June 10, 2025
Master Plan Adoption by City Council	October 14, 2025

GOLF CLUBHOUSE
LOBBY
GOLF SHOP
THE BAR
ALA CART DINING
BANQUET ROOM
MEETING ROOM
KITCHEN
MEN'S/WOMEN'S LOCKER ROOMS
MISC SUPPORT SPACES
COVERED OUTDOOR DINING
TOTAL AREA - GROSS SF 23,200 SF

GOLF CART STORAGE
FLEET/UTILITY CART STORAGE
SERVICE AREA
PARTS/MECHANIC'S OFFICE
RANGE TRACTOR STORAGE
STAFF SUPPORT AREAS
STAFF TOILETS
TOTAL AREA - GROSS SF 7,500 SF

COVERED HITTING TEES
COVERED HITTING BAYS (12 TOTAL)
TEACHING HITTING BAYS (1 INCLUDED)
BALL DISPENSER
TOTAL AREA - GROSS SF 2,800 SF

GOLF COURSE MAINTENANCE
EQUIPMENT STORAGE
EQUIPMENT SERVICE AREA
OFFICES
STAFF SUPPORT AREAS
STAFF LOCKER ROOMS
COVERED EQUIPMENT STORAGE
MAINTENANCE MATERIAL STORAGE
EQUIPMENT WASH AREA
STAFF PARKING
NURSERY
TOTAL AREA (1 ACRE SITE) 9,820 SF

AT THE TURN GRILL
GRAB N GO LOBBY
KITCHEN
PUBLIC TOILETS
SUPPORT SPACES
COVERED OUTDOOR DINING
TOTAL AREA - GROSS SF 1,300 SF

TENNIS FACILITY
PRO SHOP
OFFICES
RACKET MAINTENANCE
RETAIL STORAGE
INDOOR COURTS (3)
SEATING/VIEWING AREAS
PUBLIC TOILETS
COURT EQUIPMENT STORAGE
TOTAL AREA - GROSS SF 27,400 SF

PICKLEBALL FACILITY
BAR/GRAB N GO
INDOOR COURTS (8)
SEATING/VIEWING AREAS
PUBLIC TOILETS
COURT EQUIPMENT STORAGE
TOTAL AREA - GROSS SF 19,700 SF

PARKING EXISTING 379
PARKING NEW 257

SITE PLAN CONCEPT
WESTWOOD PARK MASTER PLAN
NORMAN, OKLAHOMA
MARCH 31, 2025
0 50' 100' 200'

gsb Architects Planners
TOM HOCH DESIGN
Smyers Craig & Coyne
American Society of Golf Course Architects

MEETING AGENDA

1. **Review of Comments (Public, Committee, BACA)**
2. Master Plan Site
3. Site / Civil Considerations
4. Golf Course Renovation Design
5. Estimate of Probable Cost
6. Discussion

PUBLIC COMMENTS – GENERAL: March 31 – April 14, 2025

Cost / Funding

- How much is this going to cost and be financed?
- Some of these plans are too much money. Why not take advantage of the good have and do remodels plus add to areas we need (ex, paddleball, irrigation, extra indoor courts).
- I am all for a new clubhouse – there is no need for a complete course shutdown and remodel.
- Many improvements could be made at a fraction of the cost.

Support

- Nice Renders.
- Love it, Keep Going!
- DO IT!!!
- Wonderful news, badly needed.
- Looks awesome. Needs to be a council priority. Support this over funding the OU arena any day!

PUBLIC COMMENTS – GENERAL: March 31 – April 14, 2025

Traffic Flow

- Need to see a traffic study for this master plan.
- New entrance on Robinson will need turn lanes at least and probably traffic signal.
- How will the exit/entry from Robinson occur? Will there be an overpass or stop lights on very busy Robinson?
- Accidents waiting to happen trying to get on Robinson from Qdoba going west.
- Why can there not be an entrance from the stoplight at Sonic?

Paving / Parking

- Incorporate some green parking (drain to vegetation at a minimum).
- Some kind of mitigation for all the impervious surfaces being added.
- How will the increased impervious area affect the creek & water quality? Please include some green infrastructure like curb cuts, pervious pavement, green roofs, etc. and solar panels!
- Solar panels on the building would be awesome to see.
- Reversed angle parking for golfers and a cart pathway for them to load and unload their clubs.
- Bigger parking spaces for larger vehicles.

PUBLIC COMMENTS – WESTWOOD GOLF: March 31 – April 14, 2025

Course

- Extend the driving range as the grass needs to be rotated every couple of days.
- Facility & clubhouse upgrades are nice, but the condition of the course is most important.
- Proposed design will not promote new tournaments because it's still a Par 70. Sell the property and purchase a larger lot of land to make a Par 72 golf course (or same course location & combine all clubhouses).
- Driving range should have charging ports for cell phones.
- Add tee boxes
- The golf course should not be changed. Just add things to make it even better.
- Add a few longer holes.

Irrigation / Water Management

- Irrigate the whole property.
- Why does the creek east of hole 8 & 10 end at someone's house?
- The flow out of the pond should go east before joining with the creek.

PUBLIC COMMENTS – WESTWOOD GOLF: March 31 – April 14, 2025

Price / Value

- It's not anywhere near worth the price to play it.
- I'm a city employee and I will not pay to play Westwood. I go to other town's courses instead of Westwood.
- Norman golfers need a great affordable course.

Timing

- I'm a Marshal here so I worry about what we will do during construction.
- I would like the remodel done ASAP. Please get this done.

Support

- Rick and his team do a great job maintaining a great golf course.
- I love Westwood, but it is worn out, every aspect needs to be redone.
- I like all the changes put forth.

PUBLIC COMMENTS – WESTWOOD TENNIS: March 31 – April 14, 2025

Tennis Courts

- Highly Stressed: Courts located on Robinson are too loud. Unable to hear scores & calls due to street noise.
- Maybe put building there. / Move indoor courts and pickleball to back up to Robinson St. to give a buffer.
- Need more courts.
- Indoor courts are used mainly for pros – not available for public play.

Pickleball

- Very interested in pickleball.
- Love separation of tennis courts and pickleball courts!
- Flexible hours for pickleball & lessons for adults & kids.
- Indoor facility that is open early / closes late to play before or after work.
- Forget about the pickleball courts (unnecessary). Use that area for extra parking.

Timing

- What time frame will we be without courts?

PUBLIC COMMENTS – WESTWOOD TENNIS: March 31 – April 14, 2025

Lighting

- All courts should have working lights.
- Lights come on at dusk/heavy overcast and/or staff knows how to turn on & off.
- The kind of lights that do not get in a player's eyes on the other courts. (Best = Earlywine / Worst = Edmond)

Landscaping

- Too many trees in drawing. Leaves are a constant problem on courts.
- Deciduous trees along tennis courts is beautiful, but a nightmare to maintain.
- Believe the city could be liable for all the falls the players will incur if the leaves are not removed daily in the fall.

Security

- Secure the facility. Customer should only be able to get to the courts through pro shop (ex, Earlywine & Edmond).
- Fees would also be able to be taken. (Currently not happening)
- Fence around the whole facility.
- Doors that work and lock.

PUBLIC COMMENTS – WESTWOOD TENNIS: March 31 – April 14, 2025

Usage

- What is the data for Westwood tennis now?
- Indoor court usage and by whom? Lessons, drills, player matches, private lessons vs. public use.
- Outdoor court usage? By whom?
- Number of pickleball players? Number of tennis players?
- Has Westwood tennis been audited? What are the numbers?
- Indoor courts filled with private lessons, so the public has limited use of time. Will adding 3rd indoor court help?

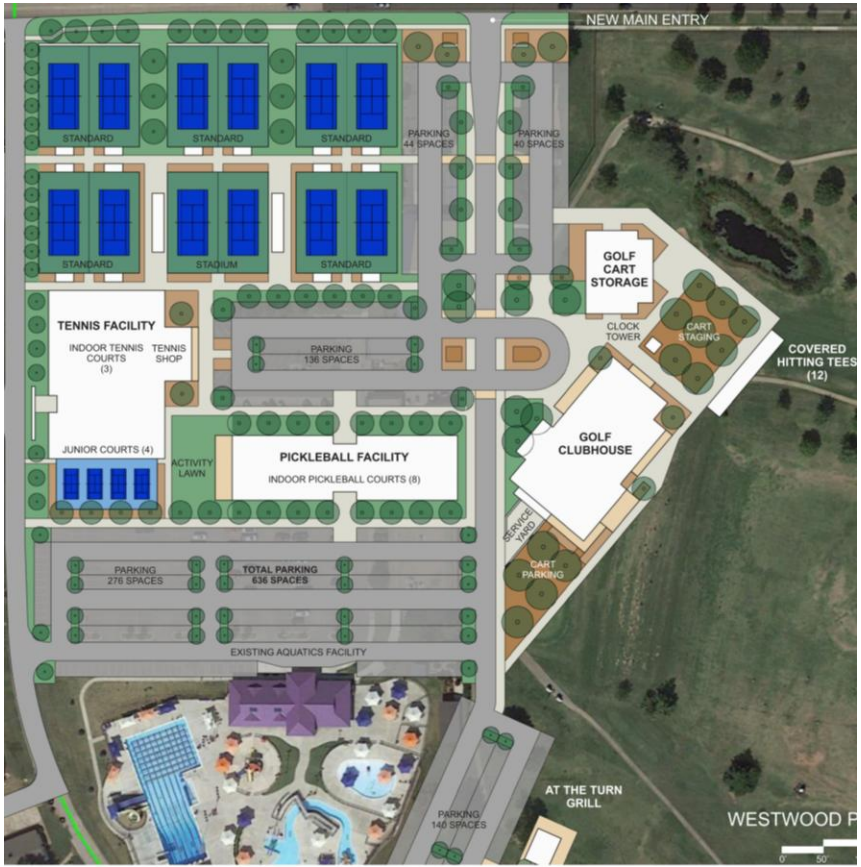
Management & Maintenance

- Better maintenance & better management needed. These are not addressed by a new facility.
- Is there enough money budgeted to manage and maintain this new facility?
- Front desk is often empty, phones not answered & fees not taken.
- Trash cans not emptied therefore blows on court.
- Trash and leaves need to be removed from courts.

PUBLIC COMMENTS – WESTWOOD TENNIS: March 31 – April 14, 2025

Management & Maintenance Continued

- Windscreens not repaired or replaced.
- No one answers the phone or desk to take court reservations. Told the phone system does not work.
- No one available to pay for courts, balls, drinks, etc.
- Need working squeegees.
- Remove or repair drink holders on court.
- Nets fixed – dangerous – feet can get caught in ripped edges.
- Open and staffed during busy summer holidays – golf and pool at Westwood are open 4th of July.
- Same standard for everyone regarding who pays and how much for indoor and outdoor courts.
- Same standard for everyone regarding reservations – all staff follow same policy.
- Fence not secured at bottom – dangerous for tripping and balls roll under.



COMMITTEE COMMENTS: April 18, 2025

- Agreed to flipping the tennis / pickleball facilities to reduce traffic noise on courts from Robinson St
- Add additional tees to covered hitting tees pavilion and move to south side of clubhouse
- Remove standalone At-the-Turn Grill and consolidate with main dining & kitchen
- Eliminate junior tennis courts
- Add 4th indoor tennis court
- Eliminate trees between courts
- City funding needed for maintenance
- Show “Splash” sculpture placement

Neighborhood Concerns

Possible sound and light from the driving range if the driving range has lights.

Compromise: If lights are used at the driving range, use directional LED lights to reduce light pollution, set reasonable hours, and install guardrails to minimize disruption to the neighborhoods near Westwood.

The Parks department will also produce a business plan that will include operational guidelines.

Parking, Facility Layout, and Pedestrian Connectivity

Council demonstrated support for on-street parking along Fairway Drive rather than constructing additional parking lots elsewhere in the park.

Stronger pedestrian connections recommended; raised crosswalks:

North–South alignment between the pickleball facility and the swim complex entrances.

East–West connection between the tennis courts and the golf clubhouse.

Goal: Maintain pedestrian circulation in the center and vehicle traffic along the perimeter.

Proposal to reposition the 12 outdoor tennis courts from south to north, starting at the aquatics center, to open up parking and add additional emphasis on pedestrian connectivity between tennis, golf, and pool areas, creating a pedestrian triangle.

Note: the orientation of the tennis courts must remain north to south.

CITY COUNCIL BUSINESS & COMMUNITY AFFAIRS (BACA) MEETING: Sept. 4, 2025

Amenities

Restaurant: Support for including a restaurant, noting it would serve the neighborhood even for non-park users.

Covered Hitting Tees: Believed to be popular, but must include guardrails to address neighborhood concerns.

Creek, Ponds, and Irrigation Pond: Remains a priority, emphasizing returning waterways to a natural state preferred by the community, especially for Merkle Creek.

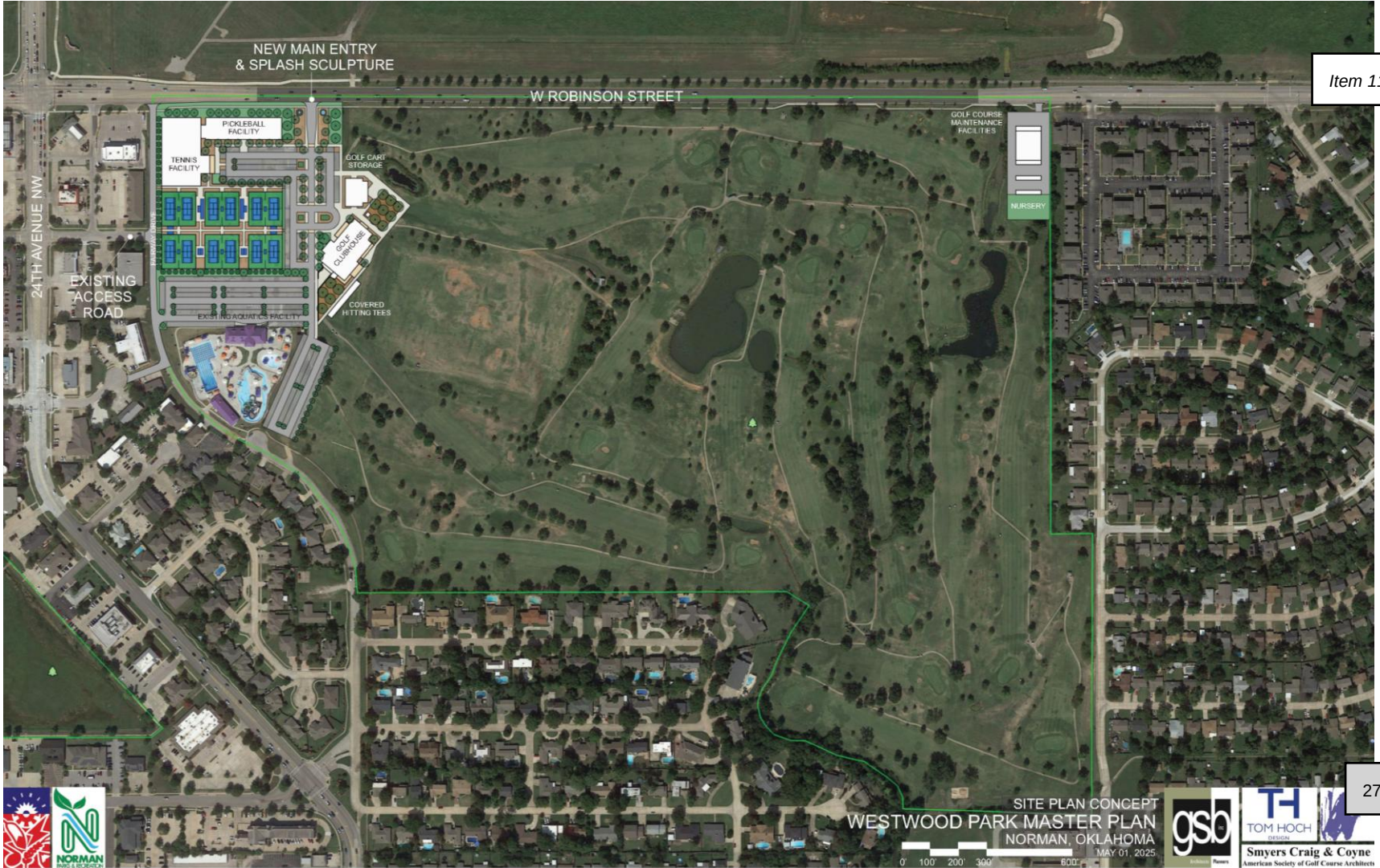
Traffic and Connectivity

Council strongly supports a traffic study for the new entry and other entrances along Robinson. The council also endorsed the idea of a south exit from Westwood at Tee Circle, which is a lighted intersection.

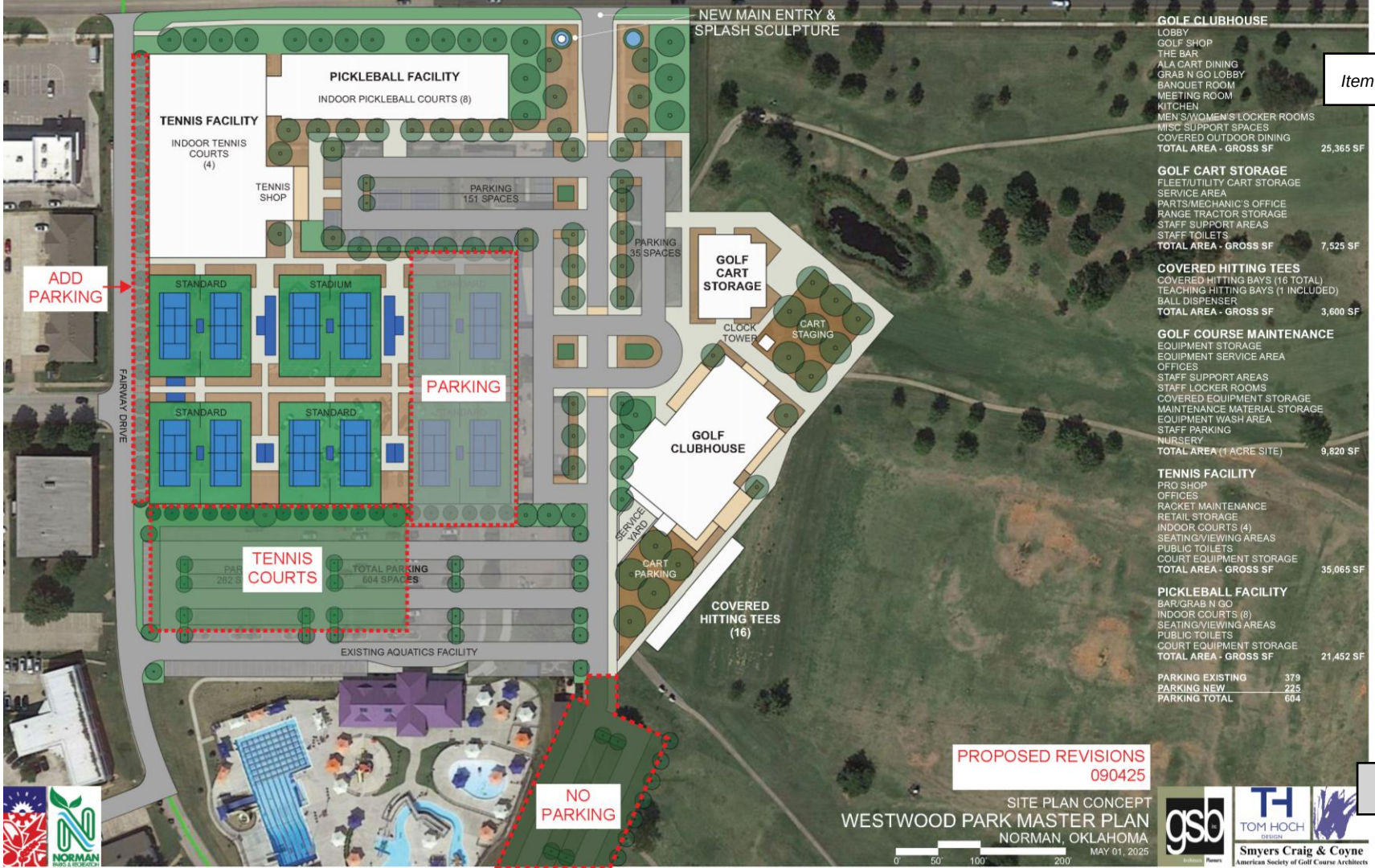
The Parks Department reinstated the commitment not to connect to Fairway Drive as a southbound exit from Westwood Park.

MEETING AGENDA

1. Review of Comments (Public, Committee, BACA)
2. **Master Plan Site**
3. Site / Civil Considerations
4. Golf Course Renovation Design
5. Estimate of Probable Cost
6. Discussion


NEW MAIN ENTRY
& SPLASH SCULPTURE
W ROBINSON STREET
24TH AVENUE NW
EXISTING ACCESS ROAD
PICKLEBALL FACILITY
TENNIS FACILITY
GOLF CART STORAGE
GOLF CLUBHOUSE
COVERED HITTING TEES
EXISTING AQUATICS FACILITY
GOLF COURSE MAINTENANCE FACILITIES
NURSERY
SITE PLAN CONCEPT
WESTWOOD PARK MASTER PLAN
NORMAN, OKLAHOMA
MAY 01, 2025
0' 100' 200' 300' 600'
NORMAN
gsb
TOM HOCH DESIGN
Smyers Craig & Coyne
American Society of Golf Course Architects

NEW MAIN ENTRY &
SPLASH SCULPTURE
PICKLEBALL FACILITY
INDOOR PICKLEBALL COURTS (8)
TENNIS FACILITY
INDOOR TENNIS COURTS (4)
TENNIS SHOP
PARKING 151 SPACES
PARKING 35 SPACES
GOLF CART STORAGE
CLOCK TOWER
CART STAGING
STANDARD
STADIUM
STANDARD
STANDARD
STANDARD
STANDARD
GOLF CLUBHOUSE
SERVICE YARD
CART PARKING
COVERED HITTING TEES (16)
PARKING 282 SPACES
TOTAL PARKING 604 SPACES
EXISTING AQUATICS FACILITY
PARKING 138 SPACES
GOLF CLUBHOUSE
LOBBY
GOLF SHOP
THE BAR
ALA CART DINING
GRAB N GO LOBBY
BANQUET ROOM
MEETING ROOM
KITCHEN
MEN'S/WOMEN'S LOCKER ROOMS
MISC SUPPORT SPACES
COVERED OUTDOOR DINING
TOTAL AREA - GROSS SF 25,365 SF
GOLF CART STORAGE
FLEET/UTILITY CART STORAGE
SERVICE AREA
PARTS/MECHANIC'S OFFICE
RANGE TRACTOR STORAGE
STAFF SUPPORT AREAS
STAFF TOILETS
TOTAL AREA - GROSS SF 7,525 SF
COVERED HITTING TEES
COVERED HITTING BAYS (16 TOTAL)
TEACHING HITTING BAYS (1 INCLUDED)
BALL DISPENSER
TOTAL AREA - GROSS SF 3,600 SF
GOLF COURSE MAINTENANCE
EQUIPMENT STORAGE
EQUIPMENT SERVICE AREA
OFFICES
STAFF SUPPORT AREAS
STAFF LOCKER ROOMS
COVERED EQUIPMENT STORAGE
MAINTENANCE MATERIAL STORAGE
EQUIPMENT WASH AREA
STAFF PARKING
NURSERY
TOTAL AREA (1 ACRE SITE) 9,820 SF
TENNIS FACILITY
PRO SHOP
OFFICES
RACKET MAINTENANCE
RETAIL STORAGE
INDOOR COURTS (4)
SEATING/VIEWING AREAS
PUBLIC TOILETS
COURT EQUIPMENT STORAGE
TOTAL AREA - GROSS SF 35,065 SF
PICKLEBALL FACILITY
BAR/GRAB N GO
INDOOR COURTS (8)
SEATING/VIEWING AREAS
PUBLIC TOILETS
COURT EQUIPMENT STORAGE
TOTAL AREA - GROSS SF 21,452 SF
PARKING EXISTING 379
PARKING NEW 225
PARKING TOTAL 604
SITE PLAN CONCEPT
WESTWOOD PARK MASTER PLAN
NORMAN, OKLAHOMA
MAY 01, 2025
0' 50' 100' 200'
gsb
TOM HOCH DESIGN
Smyers Craig & Coyne
American Society of Golf Course Architects


NEW MAIN ENTRY & SPLASH SCULPTURE
PICKLEBALL FACILITY
INDOOR PICKLEBALL COURTS (8)
TENNIS FACILITY
INDOOR TENNIS COURTS (4)
TENNIS SHOP
PARKING 151 SPACES
PARKING 35 SPACES
GOLF CART STORAGE
CLOCK TOWER
CART STAGING
ADD PARKING
STANDARD
STADIUM
STANDARD
STANDARD
PARKING
FAIRWAY DRIVE
GOLF CLUBHOUSE
SERVICE YARD
CART PARKING
TENNIS COURTS
TOTAL PARKING 604 SPACES
COVERED HITTING TEES (16)
EXISTING AQUATICS FACILITY
NO PARKING
GOLF CLUBHOUSE
LOBBY
GOLF SHOP
THE BAR
ALA CART DINING
GRAB N GO LOBBY
BANQUET ROOM
MEETING ROOM
KITCHEN
MEN S/WOMEN'S LOCKER ROOMS
MISC SUPPORT SPACES
COVERED OUTDOOR DINING
TOTAL AREA - GROSS SF 25,365 SF
GOLF CART STORAGE
FLEET/UTILITY CART STORAGE
SERVICE AREA
PARTS/MECHANIC'S OFFICE
RANGE TRACTOR STORAGE
STAFF SUPPORT AREAS
STAFF TOILETS
TOTAL AREA - GROSS SF 7,525 SF
COVERED HITTING TEES
COVERED HITTING BAYS (16 TOTAL)
TEACHING HITTING BAYS (1 INCLUDED)
BALL DISPENSER
TOTAL AREA - GROSS SF 3,600 SF
GOLF COURSE MAINTENANCE
EQUIPMENT STORAGE
EQUIPMENT SERVICE AREA
OFFICES
STAFF SUPPORT AREAS
STAFF LOCKER ROOMS
COVERED EQUIPMENT STORAGE
MAINTENANCE MATERIAL STORAGE
EQUIPMENT WASH AREA
STAFF PARKING
NURSERY
TOTAL AREA (1 ACRE SITE) 9,820 SF
TENNIS FACILITY
PRO SHOP
OFFICES
RACKET MAINTENANCE
RETAIL STORAGE
INDOOR COURTS (4)
SEATING/VIEWING AREAS
PUBLIC TOILETS
COURT EQUIPMENT STORAGE
TOTAL AREA - GROSS SF 35,065 SF
PICKLEBALL FACILITY
BAR/GRAB N GO
INDOOR COURTS (8)
SEATING/VIEWING AREAS
PUBLIC TOILETS
COURT EQUIPMENT STORAGE
TOTAL AREA - GROSS SF 21,452 SF
PARKING EXISTING 379
PARKING NEW 225
PARKING TOTAL 604
PROPOSED REVISIONS 090425
SITE PLAN CONCEPT
WESTWOOD PARK MASTER PLAN
NORMAN, OKLAHOMA
MAY 01, 2025
0' 50' 100' 200'
NORMAN PARKS & RECREATION
gsb Architects Planners
TOM HOCH DESIGN
Smyers Craig & Coyne
American Society of Golf Course Architects

AERIAL VIEW LOOKING NW FROM GOLF COURSE

AERIAL VIEW LOOKING SE TOWARD GOLF COURSE

MEETING AGENDA

1. Review of Comments (Public, Committee, BACA)
2. Master Plan Site
3. **Site / Civil Considerations**
4. Golf Course Renovation Design
5. Estimate of Probable Cost
6. Discussion

NEW MAIN ENTRY
& SPLASH SCULPTURE
EXISTING WATER
W ROBINSON STREET
PROPOSED SAN SEWER
PROPOSED WATER
PICKLEBALL FACILITY
TENNIS FACILITY
GOLF CART STORAGE
CONNECT TO EX. SSMH
DRAINAGE DIVIDE
OUTFALL STORM TO GOLF COURSE
GOLF CLUBHOUSE
PROPOSED STORM SEWER
EXISTING ACCESS ROAD
24TH AVENUE NW
COVERED HITTING TEES
EXISTING AQUATICS FACILITY
CONNECT TO EX. WATER
OUTFALL STORM TO GOLF COURSE
GOLF COURSE MAINTENANCE FACILITIES
NURSERY
EX. 6" WATER
WATER
PAVING MAY ENCROACH UPON FLOODPLAIN
SAN. SEWER
NEAREST SAN. SEWER MANHOLE (IF NECESSARY)
SITE PLAN CONCEPT
WESTWOOD PARK MASTER PLAN
NORMAN, OKLAHOMA
MAY 01, 2025
0' 100' 200' 300' 600'
NORMAN PARKS & RECREATION
gsb
TOM HOCH DESIGN
Smyers Craig & Coyne
American Society of Golf Course Architects

W Robinson St
W Robinson St
W Robinson St
24th Ave NW
Fairway Dr
Westwood Park
100
Camelot Dr
Chaucer Dr
Cambridge Dr
Charles St
Canterbury St
N Sherry Ave
Wall St
Fairway Dr
Westwood Dr
Parkland Way
Sundown Dr
105
Boardwalk St
Morgan Dr
Dakota St
Cleveland School
Iowa St
Merchant Dr
Hemphill Dr
24th Ave NW
Rosewood Dr
Sundown Dr
Legend
N
Project Area
Flood Hazard Zone
100 Year Floodplain
Floodway

MEETING AGENDA

1. Review of Comments (Public, Committee, BACA)
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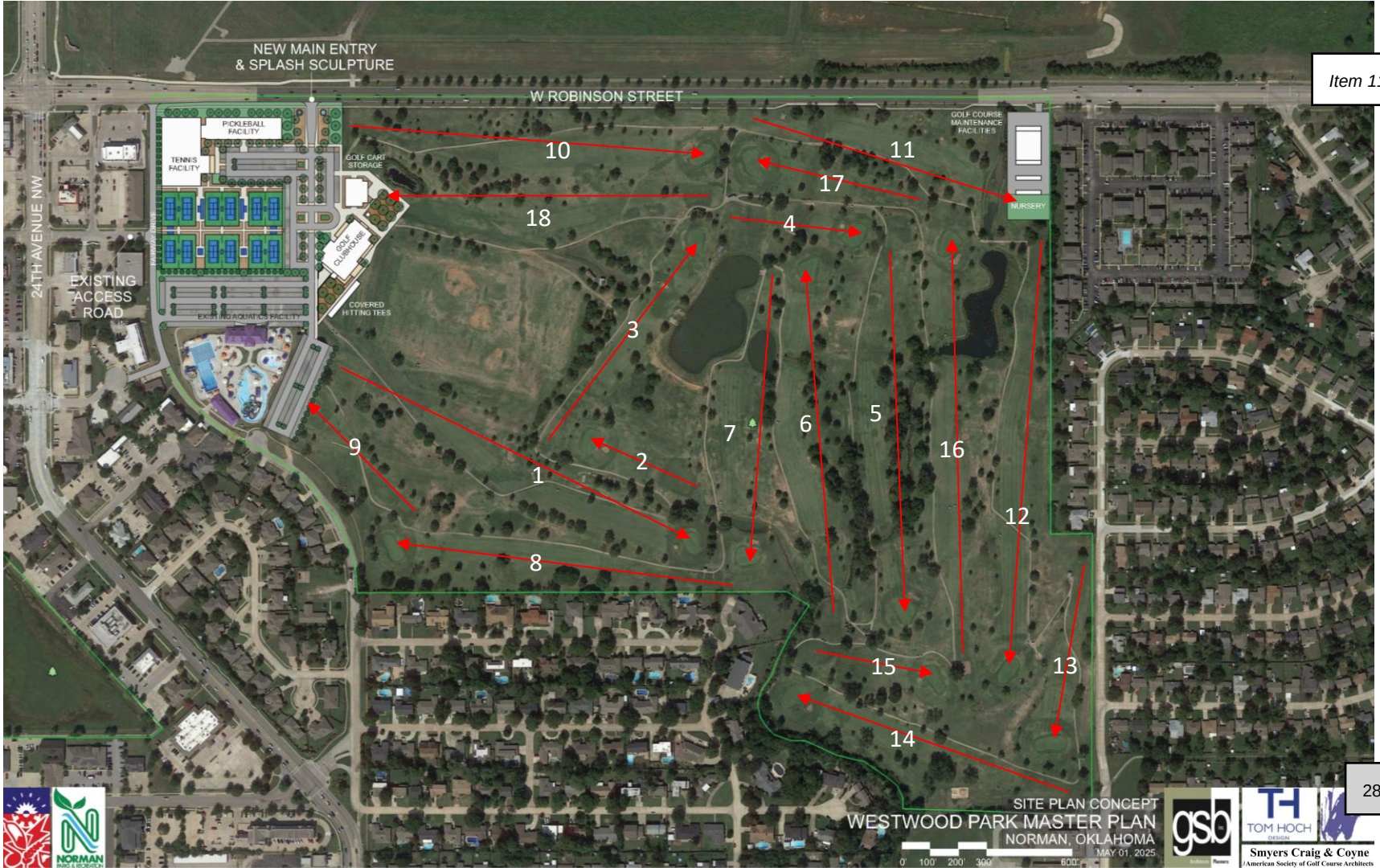
5. Estimate of Probable Cost
6. Discussion

Why Renovate Golf Course?

- Irrigation and Drainage Infrastructure at Life Span
- Irrigation Reservoir Capacity (Capturing Runoff)
- Bunker Quality
- Cost to Enhance Design is the Same as in Place
- New Facilities Impacting Golf Course Footprint
- There is a Cost to Doing Nothing
- Be the Best Westwood can be!


NEW MAIN ENTRY
& SPLASH SCULPTURE
W ROBINSON STREET
24TH AVENUE NW
EXISTING ACCESS ROAD
PICKLEBALL FACILITY
TENNIS FACILITY
GOLF CART STORAGE
GOLF CLUBHOUSE
COVERED HITTING TEES
EXISTING AQUATICS FACILITY
GOLF COURSE MAINTENANCE FACILITIES
NURSERY
1
2
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14
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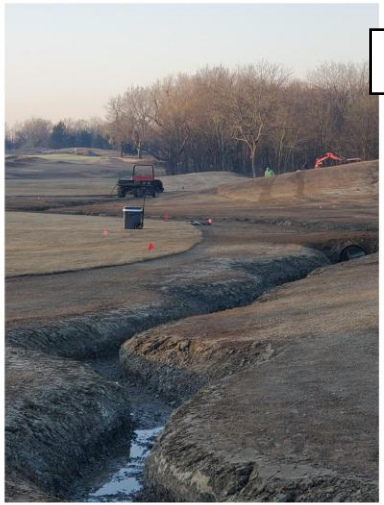
17
18
SITE PLAN CONCEPT
WESTWOOD PARK MASTER PLAN
NORMAN, OKLAHOMA
MAY 01, 2025
0 100' 200' 300' 600'
gsb
TOM HOCH DESIGN
Smyers Craig & Coyne
American Society of Golf Course Architects

"INSPIRED BY THE PAST"
PROPOSED MASTER PLAN
FOR
WESTWOOD PARK GOLF COURSE
CITY OF NORMAN, OKLAHOMA
"PLANNED FOR THE FUTURE"
BOOM!
NEW MAIN ENTRY
24TH AVENUE NW
EXISTING ACCESS ROAD
PUTTING GREEN
PRACTICE RANGE
1 PAR 5
2 PAR 3
3 PAR 4
4 PAR 4
5 PAR 4
6 PAR 4
7 PAR 4
8 PAR 4
9 PAR 3
10 PAR 5
11 PAR 4
12 PAR 4
13 PAR 5
14 PAR 4
15 PAR 3
16 PAR 5
17 PAR 3
18 PAR 4
Card for the Course
from the tips
1 5 531
2 3 233
3 4 401
4 4 420
5 4 411
6 4 383
7 4 348
8 4 480
9 3 178
out 35 3385
10 5 508
11 4 392
12 4 334
13 3 186
14 4 348
15 3 141
16 5 592
17 3 209
18 4 4420
in 35 3130
total 70 6515
WANTED
REWARD
"THE BEST MUNICIPAL GOLF EXPERIENCE IN OKLAHOMA!"
CONCEPT
WESTWOOD PARK MASTER PLAN
NORMAN, OKLAHOMA
MARCH 31, 2025
0' 100' 200' 300' 600'
gsb
TOM HOCH
DESIGN



WILD WILD WESTWOOD ...

“ Folk Style Golf Architecture is informed by the land. It is an inspired use of the geography to help the architect tell the story to the golfer …

… a story crafted from the unique characteristics from the surrounding area.

It takes what the land gives and creates utility, prioritizing the useful over the decorative. ”

-Tom Coyne

Accessories

"Greatness is in the margins"

Properly accessorizing your golf course in the right theme is the final touches to make your golf course truly stand out from the competition.

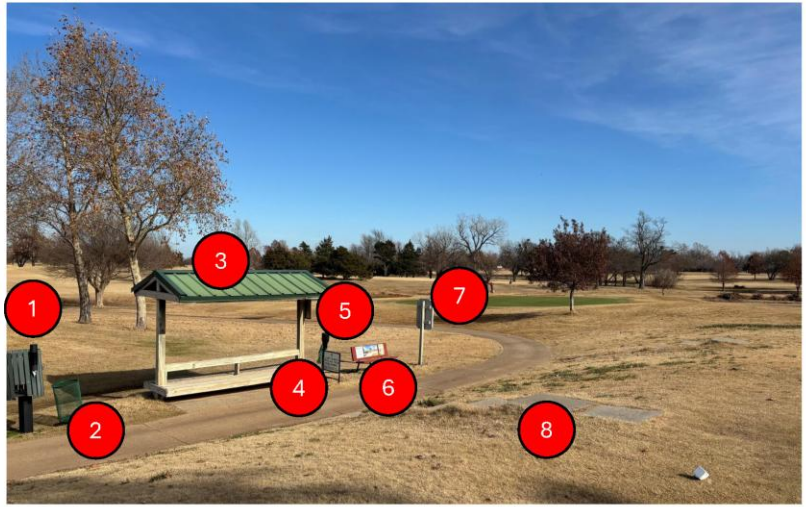
Elegant Tee Markers

Wood Bunker Rakes

Bag Stands

Simplistic Rustic Hole Signage

Existing photo of 8th Tee Box - Far over accessorized with man-made structures.



Plant Pallet

The planting scheme will strategically screen the golf course to make for a peaceful environment within nature. The exterior margins of the golf course will be planting to screen from busy roads, unsightly structures, and aquodic complexes.

Botanical Name	Common Name	Qty	Spacing	Size
Cupressus arizonica	Arizona Cypress	45	15-20' o.c.	15-20 gal.
Gleditsia triacanthos 'Inermis'	Thornless Honey Locust	9	as shown	2-2.5" cal.
Ilex x 'Nellie R. Stevens'	Nellie R. Stevens Holly	50	15' o.c.	15 gal.
Juniperus virginiana 'Canaertii'	Canaert Eastern Redcedar	35	15-20' o.c.	15 gal.
Juniperus virginiana 'Taylor'	Taylor Eastern Redcedar	27	5' o.c.	6' ht.
Pinus leucodermis	Bosnian Pine	33	15' o.c.	15 gal.
Pinus taeda	Loblolly Pine	35	15' o.c.	15 gal.
Quercus muehlenbergii	Chinkapin Oak	33	40' o.c.	2-2.5" cal.
Quercus shumardii	Shumard Oak	44	40' o.c.	2-2.5" cal.
Taxodium distichum 'Shawnee Brave'	Shawnee Brave Baldcypress	33	10-15' o.c.	2" cal.
Thuja'Green Giant'	Green Giant Arborvitae	33	15-20' o.c.	15 gal.

Canaert Eastern Redcedar

Shumard Oak

Shawnee Brave Bald Cypress

Bosnian Pine

Nellie R. Steven's Holly

Chinkapin Oak

Thornless Honey Locust

Arizona Cypress

Green Giant Arborvitae

Loblolly Pine

Taylor Eastern Redcedar

PROJECT SEQUENCING

- Concurrent construction will reduce cost
- Aquatic Center to remain open

CONSTRUCTION DURATIONS

- Golf Course - 14 months
- Golf Clubhouse - 18 months
- Court Sports - 8 months

MEETING AGENDA

1. Review of Comments (Public, Committee, BACA)
2. Master Plan Site
3. Site / Civil Considerations
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5. **Estimate of Probable Cost**
6. Discussion

ESTIMATE of PROBABLE COST

Demolition & Sitework	$ 3,078,424.00
Site Utilities	$ 618,360.00
Golf Clubhouse	$ 15,198,416.00
Golf Cart Storage	$ 2,934,750.00
Covered Hitting Tees	$ 843,750.00
Golf Maintenance	$ 3,240,600.00
Tennis Pro Shop	$ 983,750.00
Tennis & Pickleball Indoors	$ 15,923,664.00
Tennis Courts Outdoors	$ 3,506,400.00
FF&E	$ 1,000,000.00
Golf Course Renovation	$ 7,500,000.00
Total	**$ 54,828,114.00**
Cost Escalation (3% per year)	
Year 2030	$63,052,331.00
Year 2035	$71,276,548.00
Year 2040	$79,500,765.00

MEETING AGENDA

1. Review of Comments (Public, Committee, BACA)
2. Master Plan Site
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5. Estimate of Probable Cost
6. **Discussion**

GSB, Inc.
3555 NW 58th St., Suite 700W
Oklahoma City, Oklahoma 73112
405.848.9549 | gsb-inc.com

File Attachments for Item:

12. CONSIDERATION OF ADOPTION, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE PROPOSED URBAN FOREST MASTER PLAN

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: James Briggs, Park Development Manager

PRESENTER: Jason Olsen, Director of Parks & Recreation

ITEM TITLE: CONSIDERATION OF ADOPTION, APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF THE PROPOSED URBAN FOREST MASTER PLAN

BACKGROUND:

An Urban Forest Master Plan (UFMP) is a document designed to guide a municipality in making informed decisions about the ongoing care and management of its urban forest. In 2024, the City of Norman hired DAVEY Resource Group (DAVEY) to produce a UFMP. The project for the UFMP included a process of assessing the current state of the Forestry Division and Norman's urban forest, gathering input from a steering committee, several stakeholders and public meetings, comparing Norman's current forestry programming to towns of similar size and location, as well as national averages, and making recommendations for how to move forward based on all of this information. DAVEY worked in close partnership with City staff from several Departments to find how the Forestry Division of the Parks and Recreation Department interacts with their tasks and how to strengthen the work of each part of the City to best achieve a strong UFMP for the next 15 to 20 years.

DISCUSSION:

After months of study and public input, DAVEY presented a draft UFMP to the Parks and Recreation Department for review and revisions. Once this was completed, the plan was formatted as a companion document to the recently approved Parks, Recreation, and Culture Master Plan completed earlier this year. The work in the UFMP is also aligned with the Community Wildfire Protection Plan, which was reviewed by the Board of Park Commissioners and City Council before its adoption earlier this summer. The findings included in the Norman UFMP will help the Forestry Division plan for staffing, budget, equipment, and programming needs at a much higher level as Norman continues to add population and grow its built environment while managing our forest canopy. We will use this information to help us plan updates and improvements to Norman's park system, including protection and expansion of trees as a high-value natural resource. At the September 4, 2025, Park Board meeting, the Board of Park Commissioners approved the recommendation of the UFMP to the City Council.

RECOMMENDATION #1:

It is recommended that the City Council adopt the Urban Forest Master Plan.

RECOMMENDATION #2:

It is also recommended that the City Council amend the 2025 AIM Norman Parks, Recreation and Culture Master Plan to include the Urban Forest Master Plan as adopted.

The City of
NORMAN

225 N. Webster Ave.
Norman, Oklahoma 73069

PARKS AND RECREATION
Phone: 405-366-5472
Fax: 405-366-5470

October 14, 2025

Subject: Letter of Support for the Urban Forest Master Plan

Honorable Mayor Holman and City Council,

On behalf of the Norman Board of Park Commissioners, we are writing to express our strong support for adopting and implementing the proposed Urban Forest Master Plan.

Urban trees and green spaces are essential components of a healthy, vibrant, and sustainable community. The Urban Forest Master Plan offers a comprehensive and strategic vision for preserving, managing, and enhancing Norman's urban forest. The plan reflects sound arboricultural practices and supports broader community goals, including climate resilience, stormwater management, public health, and neighborhood livability.

The Board of Park Commissioners recognizes the significant value that urban trees bring to our parks, streetscapes, and public spaces. Through an inclusive planning process, this Master Plan addresses key challenges, including canopy loss, aging tree populations, equitable access to green spaces, and climate adaptation, while outlining clear goals, policies, and funding recommendations to guide implementation over the next several decades.

We believe the Urban Forest Master Plan is a timely and forward-thinking investment in Norman's natural infrastructure. It aligns well with the City's long-term sustainability initiatives and the goals outlined in the Parks and Recreation Master Plan and the City of Norman's Strategic Plan.

Therefore, we respectfully urge the City Council to adopt the Urban Forest Master Plan and commit to its long-term implementation and funding. We appreciate your leadership and continued support of Norman's parks and natural resources.

Sincerely,

Sherrel Sheriff, Chair
Norman Board of Park Commissioners

NORMAN
PARKS & RECREATION

NORMAN, OKLAHOMA

URBAN FOREST MASTER PLAN

2025

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- Recommendation 2: Prioritize Maintenance of Public Trees
- Recommendation 3: Protect the Urban Forest
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- C. 5-Year Estimated Management Budget

ONLY
ONLY

SECTION ONE
INTRODUCTION

NORMAN

INTRODUCTION

A WORD FROM THE DIRECTOR

Hello, My Norman Neighbors!

After over 20 years working in Parks and Recreation here in Norman, I feel incredibly grateful to serve a community that values its natural beauty and shared spaces. As Norman's Parks and Recreation Director, I've had the honor of supporting programs, parks, and public spaces that bring people together and enhance our quality of life. One essential program that we oversee that not much of the Norman public is aware of is our Urban Forestry program.

Trees are more than just part of the scenery. They clean our air, cool our neighborhoods, reduce stormwater runoff, provide critical wildlife habitat, and add beauty and character to every corner of our city. Whether it's a shaded trail in a neighborhood park or a towering oak along a busy street, our urban canopy is vital in making Norman a healthy, sustainable, and livable place for all.

That's why I'm excited to introduce the Urban Forest Master Plan—a long-term, community-driven vision to grow, preserve, and manage Norman's urban forest for generations to come. Over the past year, we've worked closely with residents, experts, and stakeholders to create a plan reflecting our current needs and future goals.

This plan will guide how we:

- Plant and care for trees in parks, streetscapes, and public spaces
- Preserve mature trees and natural wooded areas
- Engage the community in education and stewardship
- Ensure equity, so all neighborhoods benefit from tree cover and green space

From legacy trees that have stood for decades to the saplings we plant today, our urban forest is a shared resource that requires thoughtful investment and active care.

As with all our Parks and Recreation efforts, we believe that these trees, spaces, and natural assets belong to the people of Norman. The Urban Forest Master Plan is a promise: to protect what we have, grow smarter for the future, and ensure that every resident can enjoy the benefits of a greener, healthier city.

With appreciation,

Jason Olsen
Director of Parks and Recreation
City of Norman

WHAT IS AN URBAN FOREST MASTER PLAN?

PURPOSE

The City of Norman created this Urban Forest Master Plan to understand the current state of Norman's public trees, promote the expansion of the city's urban forest, and sustainably grow the Forestry Division. Implementation of this Plan will help to maintain tree canopy that contributes to Norman's unique character and builds a more sustainable, equitable, and resilient future for its residents.

PROCESS

The development of this Urban Forest Master Plan is based on the principles of adaptive management (figure 1), a common approach to natural resource planning and management. This framework encourages Norman to regularly assess the state of the urban forest and the effectiveness of its management by cycling through a process of evaluation, visioning, planning, and implementation. In this plan, the process is illustrated by four questions:

1. **What do we have?** Key findings from Norman's tree inventory and the assessment of its management operations (see sections, "Norman's Urban Forest" and "The Forestry Program").
2. **What do we want?** Mission, vision, themes, and priorities from community engagement activities that took place during plan development (see the section, "Community Values and Public Engagement").
3. **How do we get there?** Goals, recommendations, and actions to help Norman achieve the vision for its urban forest (see the section, "Recommendations and Implementation Strategy").
4. **How are we doing?** Recommended metrics to measure progress and possible indicators of success that will feed into the next iteration of the adaptive management cycle (see the section, "Recommendations and Implementation Strategy").

Figure 1. Adaptive management approach.

SCOPE

The primary focus of the Urban Forest Master Plan is on public trees that are managed by the Forestry Division. Most of these trees are located in city parks within the western half of Norman city limits. However, many of the recommendations of this plan can be adapted and applied to trees on private property across Norman in collaboration with property owners.

FORESTRY DIVISION MISSION

Provide the community of Norman with healthy and equitable tree canopy that enhances the quality of life for residents of all ages.

URBAN FOREST MASTER PLAN GOALS

1. Promote and protect a healthy and robust urban forest for the benefit of the Norman community.
2. Proactively manage public trees to create a legacy amenity.
3. Partner with the public and act as a trusted resource for information about stewarding trees on private property.

MEET THE TEAM

PLANNING TEAM

Colin Zink, City Forester

James Briggs, Park Development Manager

STEERING COMMITTEE

Will Spain, Member, Norman Tree Board

Kristi Isacksen, Commissioner, Park Board

Deb Cretsinger, Member, Environmental Control Advisory Board

Richard McKown, Green Earth Land Design

Michelle Corr, Resident

DAVEY RESOURCE GROUP CONSULTANT TEAM

Sandra Albro, Senior Associate Consultant

Eva Rodriguez, Associate Consultant

Ashley McElhinney, Associate Consultant

Lianna Walsh, Associate Consultant

Dana Karcher, Business Developer

Brianna Kean, Marketing Graphic Designer

DAVEY Resource Group

TREES IN NORMAN

Trees contribute to the beauty and livability of Norman, connecting the community with nature. The Forestry Division, part of the Parks and Recreation Department, stewards public trees across 1,200 acres of parkland and municipal properties. It is responsible for tree planting, inspection, and maintenance of over 5,775 public trees as well as promoting the urban forest across Norman.

A majority of Norman's tree canopy is cared for by residents, businesses, and institutions along streets and on private property. Storm debris as well as tree conflicts with utilities and other infrastructure are common concerns as Norman's tree canopy grows and matures. The Forestry Division serves as a trusted resource to support tree stewardship on private property.

In 2025, Norman is in a period of rapid growth. *AIM Norman*, the City's comprehensive plan, projects that more than 23,000 additional housing units will be needed by 2045 to accommodate an expected population increase to 185,000 residents. This will add approximately 5,000–15,000 acres of new development to Norman. Past development has had mixed effects on the city's tree cover. In western Norman, new construction has added tree canopy through the planting of trees on land that was formerly grassland. In contrast, infill development in western Norman, and new development in eastern Norman, often require tree removal. There is a desire to preserve both housing affordability and tree canopy as the city grows.

This Urban Forest Master Plan outlines recommendations, action steps, and metrics that will help the Forestry Division continue to plant, preserve, maintain, and advocate for trees over the next 20 years. Implementation of this plan will guide Forestry in its mission to provide the community of Norman with healthy and equitable tree canopy that enhances the quality of life for residents of all ages.

ALIGNMENT WITH CITY GOALS AND RECOMMENDATIONS

This Urban Forest Master Plan aligns with two *AIM Norman* Development Principles and Goals.

AIM NORMAN REC. 4. RESPECT AND PROTECT THE ENVIRONMENT IN ALL DECISION-MAKING

- Promote and protect a healthy and robust urban forest.

AIM NORMAN REC. 8. ENCOURAGE BALANCED AND CONNECTED NEIGHBORHOODS

- A well-managed urban forest will be a legacy amenity.

In addition, the Parks, Recreation and Culture Master Plan (2025) highlights recommended actions where the Forestry Division can expand and improve trees:

PARKS, RECREATION, AND CULTURE MASTER PLAN REC. 6. PROTECT NATURAL RESOURCES

- Complete and implement the Urban Forest Master Plan.
- Grow the Forestry Division.

EXECUTIVE SUMMARY

NORMAN'S URBAN FOREST

36% CITYWIDE TREE COVER

18% WESTERN NORMAN TREE COVER

5,775 TREES IN PARKS AND PUBLIC FACILITIES

Increasing species diversity, planting new trees, and caring for existing trees will contribute to the sustainability of public trees and the benefits that they provide.

Many of Norman's park trees are older but in good condition. Sustained planting and maintenance can improve the age distribution and condition of trees over time.

THE FORESTRY PROGRAM

The Forestry Division is housed within the Parks and Recreation Department and plays a central role in managing the City's trees within managed areas of parklands and municipal properties.

FORESTRY ACTIVITIES 2021–2024

687 trees planted

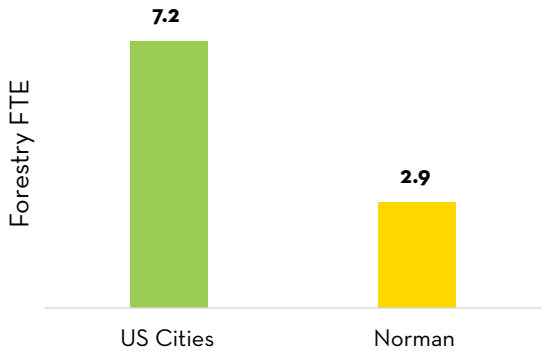
610 trees pruned

85 trees removed

900 trees given away

STAFFING

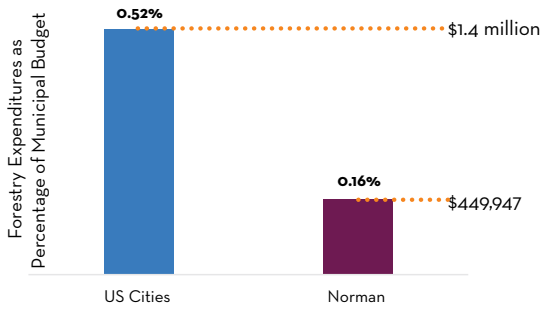
- Adding 3 dedicated tree crew members and 1 park arborist would bring Norman closer to average US municipal forestry staffing levels and reduce reliance on contracted tree care.



Norman Forestry staffing compared to the average for 508 US cities

BUDGET

- In 2024, the Parks and Recreation Department spent $449,947 on forestry.
- Dedicating $1.4 million to Forestry would bring the City in line with average municipal forestry spending among US cities.



Forestry-related expenditures as a percentage of total municipal budget among 463 US cities and Norman.

COMMUNITY PRIORITIES AND PUBLIC ENGAGEMENT

350

community members participated in the development of the Urban Forest Master Plan

COMMUNITY'S TOP TREE BENEFITS

- Cooling shade in the summer
- Wildlife habitat
- Neighborhood character

COMMUNITY'S TOP CONCERNS ABOUT TREES

- Storm damage
- Tree-infrastructure conflicts (utilities, sidewalks, streets)
- Cost to maintain

FORESTRY DIVISION RECOMMENDATIONS

1. **GROW THE FORESTRY DIVISION:** Additional capacity will help Forestry grow and maintain trees across the City's large park system and reduce reliance on contractors.
2. **PRIORITIZE MAINTENANCE OF PUBLIC TREES:** Proactive management of the urban forest is a cost-saving measure that reduces risk and promotes long-term tree survival.
3. **PROTECT THE URBAN FOREST:** Improved diversity and resilience reduce tree loss, build environmental sustainability, and protect tree benefits for the community.
4. **PLAN FOR SUSTAINABLE GROWTH:** Trees can be a key part of a sustainable growth strategy for Norman that builds affordability, attractiveness, and quality of life for all residents.
5. **PROMOTE THE "RIGHT TREE IN THE RIGHT PLACE":** Carefully matching tree species to planting sites can reduce tree-infrastructure conflicts and the cost of tree maintenance and removal in the long term.
6. **PARTNER ON PLAN IMPLEMENTATION:** Coordinating forestry efforts across departments can help Norman implement tree care according to urban forestry best practices.

SECTION TWO
NORMAN'S URBAN FOREST

NORMAN'S URBAN FOREST

Norman's urban forest is composed of trees on both public and privately-owned land. Information from existing tree canopy studies and a 2024 public tree inventory establish a baseline on which the health and sustainable growth of the urban forest can be measured.

EXISTING TREE CANOPY

Tree canopy cover in Norman is estimated through multiple City and regional initiatives. Most recently, the City of Norman *Community Wildfire Protection Plan* estimates citywide tree canopy cover at 36% (Chloeta 2025; figure 2). Within the more urbanized area of western Norman, tree canopy cover is 17% to 19% (Environmental Control Advisory Board 2018; Davey Resource Group 2019; American Forests 2025; figure 3). The City of Norman Environmental Control Advisory Board (2018) recommended a citywide canopy goal of 35% to capture carbon dioxide, reduce urban heat, and maintain the beauty of Norman.

A comprehensive, up-to-date assessment of tree canopy cover in Norman could provide more detailed information about areas of tree canopy gain and loss over time. This information could help the City track its progress and identify mechanisms to curb tree canopy losses.

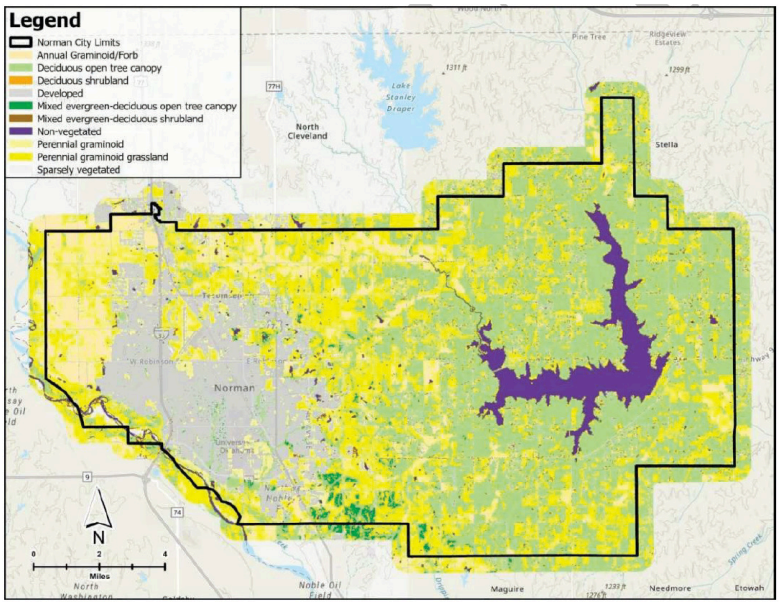


Figure 2. Vegetation cover in Norman. Reproduced from the City of Norman Community Wildfire Protection Plan (Chloeta 2025).

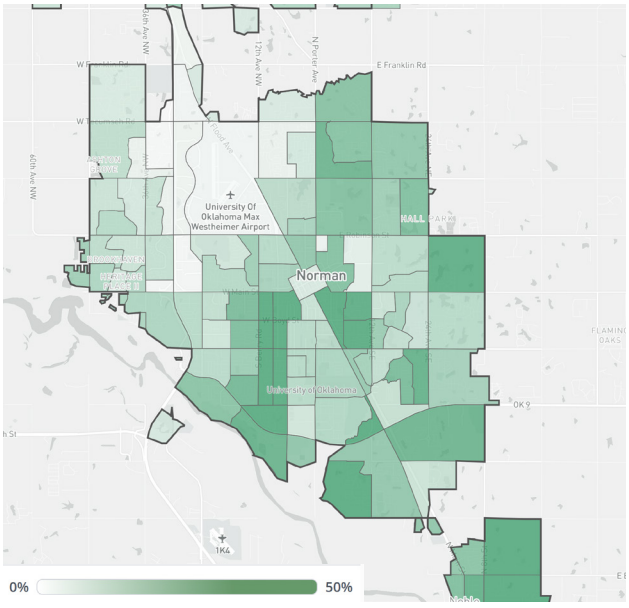


Figure 3. Tree canopy cover by US Census block group (American Forests 2025).

TREE CANOPY COVER HAS BEEN ESTIMATED AT 36% CITYWIDE AND 17%–19% WITHIN THE MORE URBANIZED AREA OF WESTERN NORMAN.

TREE EQUITY

Tree equity is fairness in the distribution of tree canopy so that all residents may enjoy the benefits of trees. American Forests' Tree Equity Score (2025) is a tool that measures tree equity nationally based on the spatial distribution of tree canopy cover and socioeconomic indicators.

Norman's citywide Tree Equity Score is 82 out of 100, which is characterized as "moderate priority" (figure 4). Norman can work to make tree canopy more equitable by targeting planting, maintenance, and preservation within areas that have the lowest existing tree cover and/or the largest population of vulnerable residents. American Forests estimates that strategically adding 0.4 square miles of additional tree cover within 13 of Norman's 99 block groups—an estimated 19,090 trees—would help raise citywide tree equity by bringing all these block groups from "highest priority" to a tree equity score of at least 75. As it sets goals for tree equity, Norman may decide to set a more aggressive goal.

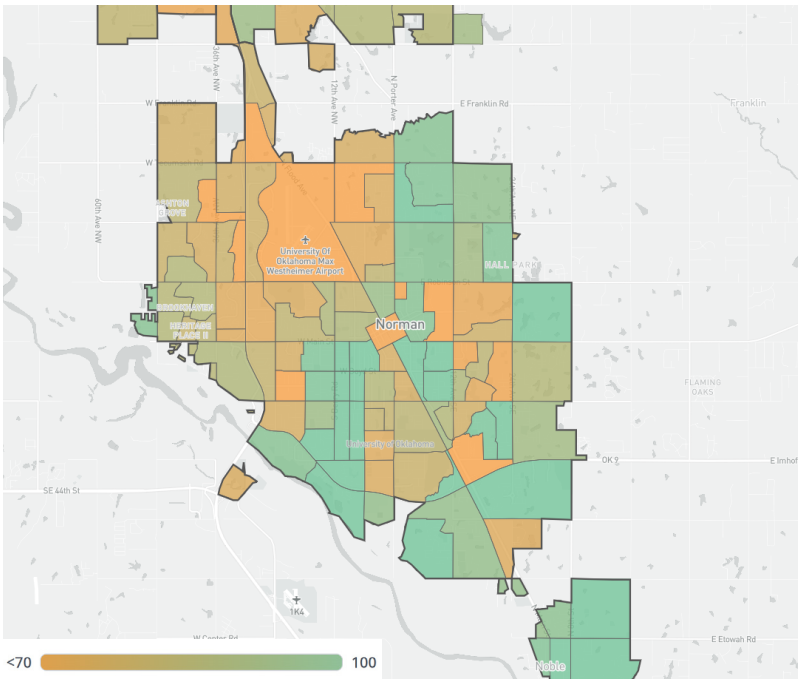


Figure 4. Tree Equity Score by block group, ranging from areas of lower tree equity (orange) to higher tree equity (green) based on environmental and social factors (American Forests 2025).

2024 PUBLIC TREE INVENTORY

In 2024, Davey Resource Group inventoried trees in most of Norman's public parks and facilities. The inventory recorded information including species, size, condition, location, and risk assessment information for 5,775 trees and 162 stumps within managed areas (figure 5, table 1). These trees are just a portion of the trees in Norman and do not include trees within natural areas, along streets, or on private property.

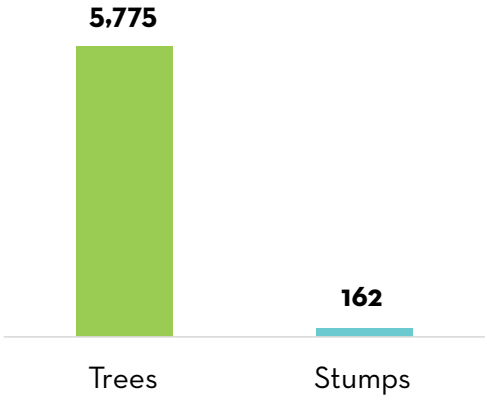


Figure 5. Inventoried trees and stumps in public parks and facilities, 2024.

Table 1. Tree and stump sites by park in the public tree inventory.

PARK	NUMBER OF TREE & STUMP SITES
Westwood Park	911
Reaves Park	485
Legacy Trail	302
Hall Park Greenbelt	282
Legacy Park	249
Northeast Lions Park	240
Griffin Community Park	224
Colonial Estates Park	219
Andrews Park	210
Woodcreek Park	191
Frances Cate Park	167
Highland Village Park	161
Westwood Tennis	124
Doubletree Greenbelt	112
Chisholm Cattle Trail Park	93
Brookhaven Park	87
Tulls Park	83
Kevin Gottshall Memorial Park	81
Eagle Cliff Park	81
Lions Park	80
Other parks and facilities	1,555

TREE DIVERSITY

Tree diversity refers to the number and relative abundance of trees in an area. Measuring tree diversity helps to inform urban forest management decisions and provides information about the resilience of an urban forest to potential threats. Urban forestry industry standards for tree diversity recommend that no single species exceeds 10% of the tree population and no single genus exceeds 20% of the tree population (Santamour 1990).

The tree inventory catalogued 108 unique species within Norman's parks and public facilities. Eastern redcedar (*Juniperus virginiana*) is the most common species (10%), currently at the recommended limit for species abundance. It is followed by lacebark elm (*Ulmus parvifolia*, 8%), baldcypress (*Taxodium distichum*, 5%), American elm (*Ulmus americana*, 4%), and loblolly pine (*Pinus taeda*, 4%; figure 6). Future planting of Eastern redcedar should be limited—and planting of other species should continue—to reduce the relative abundance of Eastern redcedar over time.

ABUNDANCE OF EASTERN REDCEDAR AND ELM WITHIN THE PUBLIC TREE POPULATION IS AT OR NEAR RECOMMENDED LIMITS FOR TREE DIVERSITY.

Additionally, no single genus should exceed 20% of the tree population. Trees on Norman parklands and facility properties represent 60 distinct genera. At the level of genus, elm is the most common (*Ulmus*, 19%), followed by juniper (*Juniperus*, 10%), oak (*Quercus*, 10%), hackberry (*Celtis*, 9%), and pine (*Pinus*, 5%; figure 7). Although none of these genera currently exceed the 20% recommended threshold for genus abundance, future planting of elm trees should be carefully considered to reduce the relative abundance of elm over time. Specifically, planting of American elm should be limited to minimize the threat of future elm loss due to Dutch elm disease.

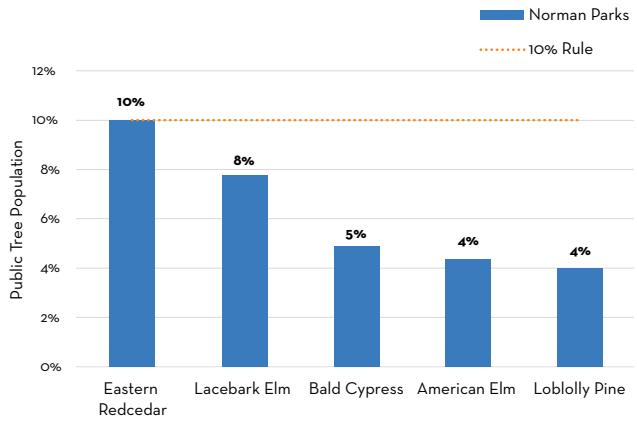


Figure 6. Top five tree species of public trees compared to a 10% rule for recommended species abundance.

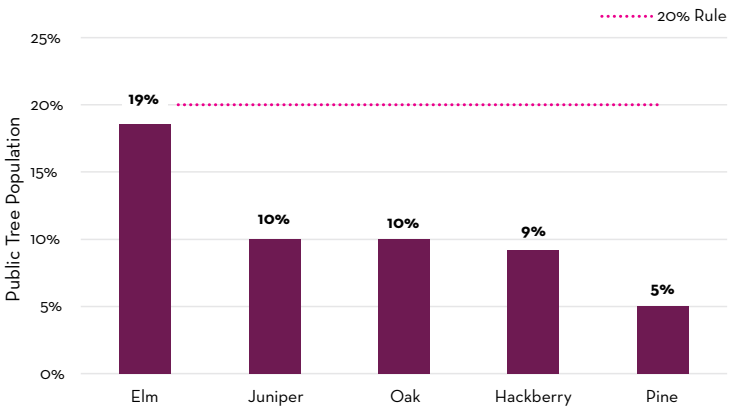


Figure 7. Top five genera of public trees compared to a 20% rule for recommended genus abundance.

SIZE-AGE CLASSES

Relative tree age can be estimated from trunk diameter. In urban forests, it is recommended that young trees should comprise 40% of the inventoried tree population, established trees should comprise 30%, maturing trees should comprise 20%, and mature trees should comprise 10% (Richards 1983). This distribution allows for a steady succession of trees into maturity while spreading out age-related maintenance needs.

Within Norman's public tree population, there is a surplus of established (41%) and mature (13%) trees and fewer young (31%) and maturing (15%) trees than recommended (figure 8). It is recommended that planting efforts be increased over time to ensure canopy continuity as mature trees age out of the population.

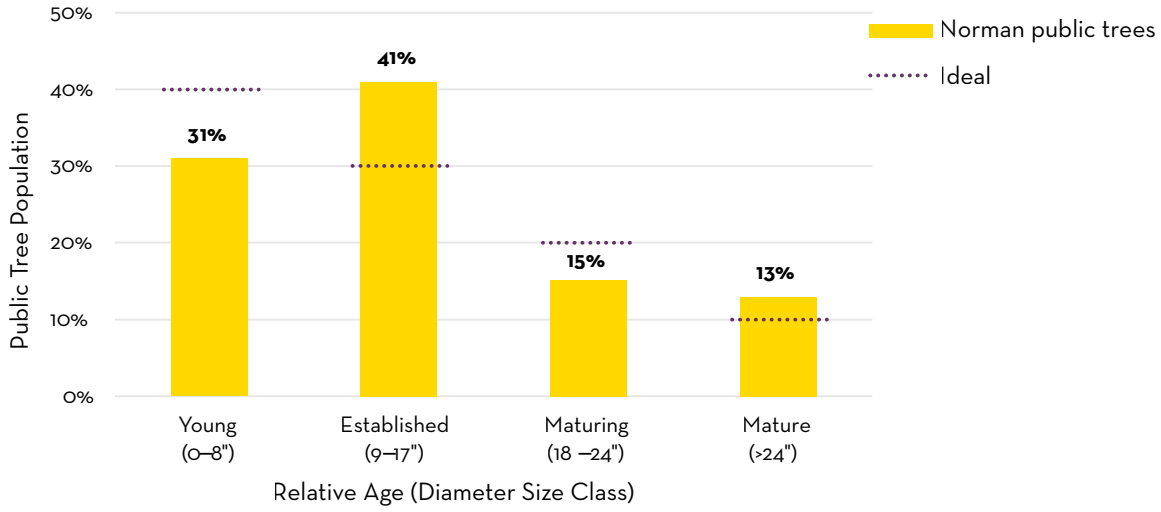


Figure 8. Size-age classes of public trees estimated from trunk diameter (DBH), relative to an ideal age class distribution.

CONDITION

Trees are a living resource; they age, grow, and change over time. The inventory collected tree condition information to gain insight into the public tree population's health and sustainability. DRG inventory arborists examined each tree for signs of stress, poor structure, mechanical damage, soil and root problems, and pests and/or diseases. Based on the cumulative quality of each tree, condition was rated as Good, Fair, Poor, or Dead.

Ninety percent of public trees were assessed to be in either Good or Fair condition, meaning that they show no major defects (figure 9). Trees rated as dead or poor only accounted for 10% of public trees.

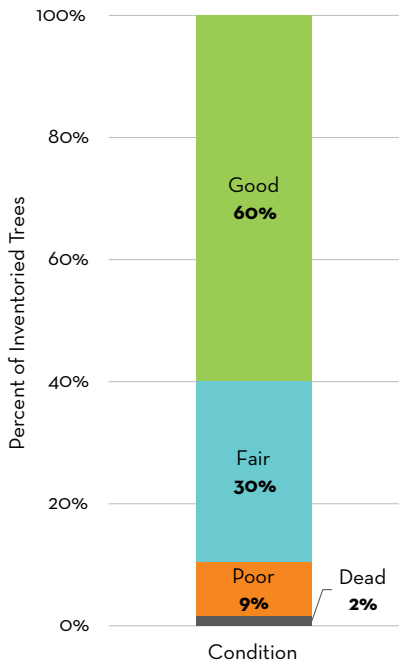


Figure 9. Condition of public trees.

CONDITION BY SIZE-AGE CLASS

Most public trees were rated to be in Good or Fair condition within each size-age class (figure 10). The proportion of trees in Good condition was smaller among Maturing and Mature trees compared to younger size classes. This is not uncommon, as older and larger trees have had more time to accrue defects over their lifetimes, which reduces their condition rating over time.

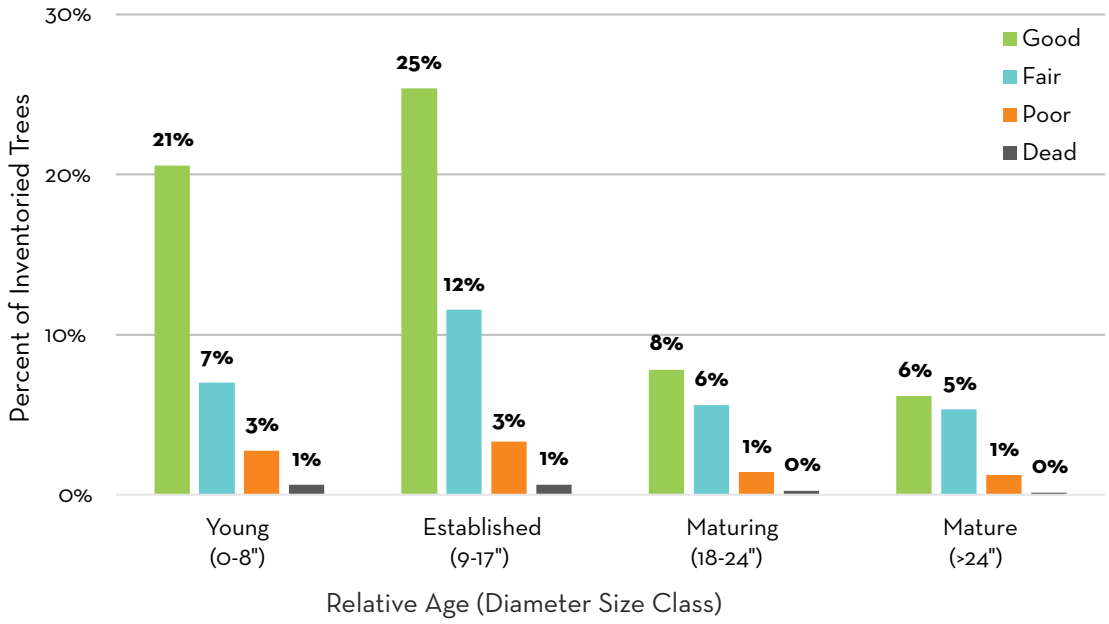


Figure 10. Condition of inventoried trees by size class.

DEFECTS

The most common defect among public trees was dead and dying branches—40% of public trees were recorded with this defect (table 2). Branch attachment was the second most common defect among public trees (21%). Thirteen percent of public trees did not have any notable defects.

Table 2. Defects noted during the public tree inventory.

DEFECT	NUMBER	PERCENT
Dead and dying branches	2,298	40%
Branch attachment	1,198	21%
No defect	748	13%
Decay or cavity	536	9%
Broken and/or hanging branches	387	7%
Tree architecture	281	5%
Other	165	3%
Root problem	113	2%
Cracks	27	>1%
Trunk condition	22	>1%
Total	5,775	100%

TREES IN NATURAL AREAS

The public tree inventory did not include trees within 307 acres of forested wildland parks in Norman, including the majority of the area of Saxon Park, Ruby Grant Park, and Sutton Wilderness Park. In 2025, trees within wildland parks are not under active management. However, capacity and expertise from the Forestry Division may be required for planning or implementation over the next 20 years. For example, the *Community Wildfire Protection Plan* (2025) recommends fuel reduction at select natural areas to reduce the risk of wildfire. Invasive species management and ecosystem restoration are examples of other activities that may require Forestry expertise and capacity in the future.

TREE BENEFITS

ENVIRONMENTAL BENEFITS

Trees provide many environmental benefits to communities. They help cool the air through shade and evapotranspiration. They clean the air by removing pollutants and particulate matter. And they indirectly clean our water by intercepting stormwater runoff, which reduces erosion and keeps waterborne pollutants from entering local waterways during storms. i-Tree Eco, a tool within the i-Tree Tools software suite from the US Forest Service and partners, was used to combine tree inventory data with local air pollution and weather data to quantify the environmental benefits of Norman's public trees.

Each year, Norman's public trees capture and store 67 tons of carbon from the atmosphere, remove 3 tons of pollutants and particulate matter from the air, and intercept 465,045 gallons of stormwater each year, for total annual cost savings of $22,628 to the community (table 3). Over their lifetimes, public trees have stored 3,391 tons of carbon. The replacement value of these trees is $15.7 million, an average of $2,736 per tree.

The benefits that trees provide are linked to their physiology and stature. Generally, larger trees provide more benefits than smaller trees; however, the traits and benefits of individual species vary. Although lacebark elm comprises 8% of Norman's public trees, it provides 12% of the population's total annual benefits (table 4).

The benefits that are emphasized here are those that can be easily quantified—but trees provide numerous other environmental benefits. Of growing importance is the cooling ability of trees in urban areas, which helps to reduce urban heat island effect by shading surfaces and cooling the air. In Norman, the cooling benefit of trees was named as the most important benefit that trees provide to the community (figure 11). Trees also provide food and habitat for wildlife, which was named as the second most important benefit to the Norman community.

PEOPLE NAMED THE COOLING BENEFIT OF TREES AS THE MOST IMPORTANT BENEFIT THAT TREES PROVIDE TO THE NORMAN COMMUNITY.

Table 3. Ecosystem benefits of Norman's public trees.

ECOSYSTEM BENEFITS OF PUBLIC TREES	QUANTITY	VALUE
ANNUAL BENEFITS		$22,628
Air quality: pollution removal (lb)	5,940	$7,082
CO removal	159	$118
NO_2 removal	801	$49
O_3 removal	3,850	$1,637
SO_2 removal	0.5	<$1
PM_{10} removal	1,006	$3,521
$PM_{2.5}$ removal	113	$1,757
Carbon sequestration (tons)	67	$11,390
Stormwater: avoided runoff (gal)	465,046	$4,156
TOTAL ANNUAL BENEFITS		
Structural Value		
Carbon storage (tons)	3,391	$578,407
Replacement Value		$15,704,510

Table 4. Tree species that provide the greatest value of total annual benefits.

SPECIES	NUMBER OF TREES	TOTAL ANNUAL BENEFITS VALUE
Lacebark elm	444	$2,642
Eastern redcedar	583	$1,747
Green ash	217	$1,298
American elm	257	$1,270
Eastern cottonwood	91	$940
White mulberry	219	$895
Shumard oak	205	$889
Baldcypress	273	$885
American sycamore	135	$875
Hackberry	304	$819

OTHER BENEFITS

Trees provide a host of other benefits to communities. Many of the social and human health benefits of trees are indirect effects of the environmental benefits that they provide. For example, by reducing air pollution, trees improve the health of people with asthma and chronic obstructive pulmonary disease by reducing exacerbation of these illnesses. Looking at trees and being in their presence—as well as the cooling effects of trees during summer heat—produce a calming effect that indirectly improves a broad range of conditions from heart disease to mental health. These other benefits have further economic impacts that can be quantified in terms of avoided costs, such as the avoided cost of hospital visits, or added value, such as the value that trees add to homes.

In a survey of community members in Norman, people valued the character that trees add to their neighborhoods and the effect of trees on their mental and physical health as top benefits of trees (figure 11).

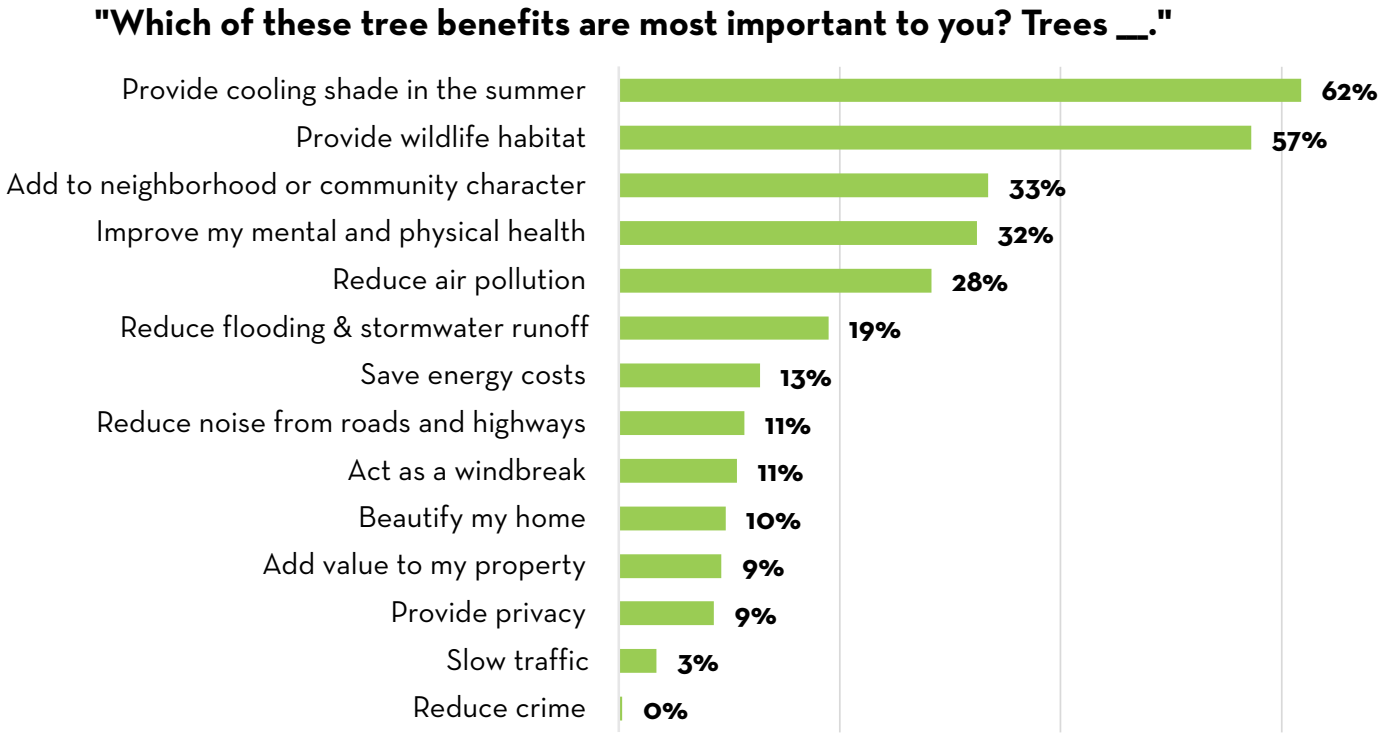
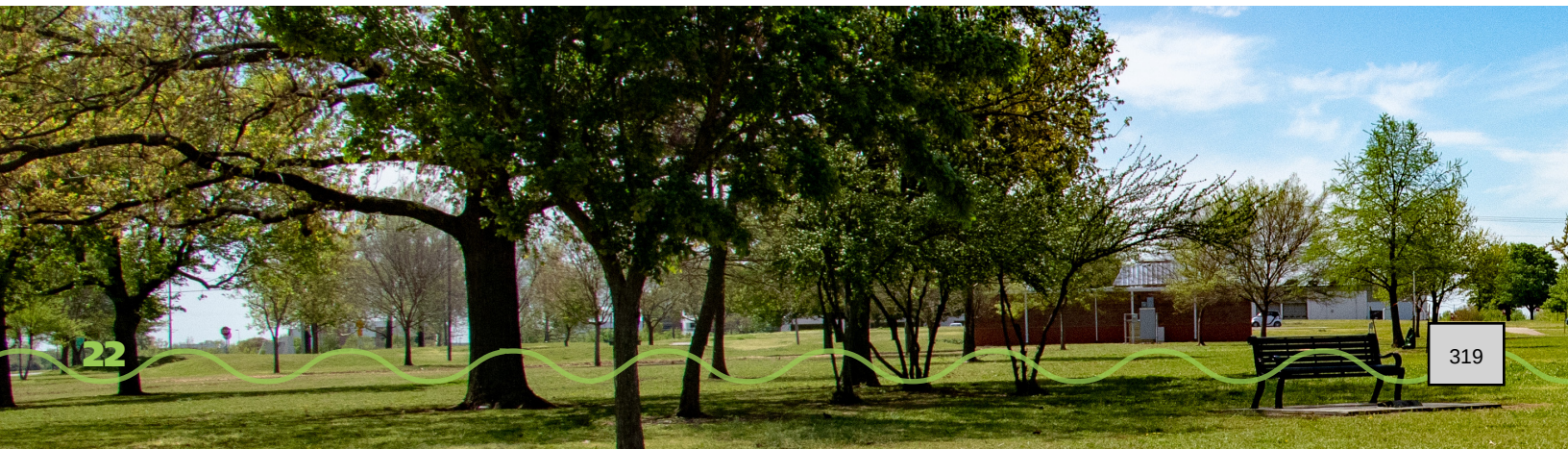


Figure 11. Top tree benefits in Norman based on 290 responses to a community survey.



TREE RESILIENCE

PEST & DISEASE RESILIENCE

Tree diversity helps to predict the susceptibility of an urban forest to pests and diseases. This is because pests and diseases tend to prefer host trees within the same species or genus. i-Tree Eco software was used to identify key pests and diseases of concern within Central Oklahoma and their potential economic impacts (table 5). i-Tree estimates the replacement value of Norman public trees using inventory data.

Not all identified threats have been found in Norman, but some of them may arrive over the next 20 years. As of 2025, Asian longhorned beetle (*Anoplophora glabripennis*) has not been detected in Oklahoma. However, it tolerates a broad range of climate conditions and targets many different tree hosts, making it a potential pest of concern in Norman in the future. Thirty-four percent of public trees, with an estimated replacement value of $5 million, are susceptible to Asian longhorned beetle. Emerald ash borer (*Agrilus planipennis*) was confirmed in Oklahoma in 2022, though it has not yet been found in Cleveland County (USDA APHIS 2025). It threatens to eradicate nearly all ash trees in Norman, including 4% of public trees, within 5–10 years of its arrival.

Resilience of Norman's urban forest can be built by educating residents to recognize potential pests and diseases of concern and by creating plans and policies for pest and disease management.

Table 5. Susceptibility of public trees to existing and potential tree pests of concern in Oklahoma. Replacement value is the cost to replace a tree with a similar tree; it was calculated from i-Tree Eco.

PEST/DISEASE	NUMBER OF SUSCEPTIBLE TREES	REPLACEMENT VALUE ($)
Asian longhorned beetle	1,853	$5,140,991
Spotted lanternfly	788	$1,767,191
Dutch elm disease	620	$1,250,762
Oak wilt	565	$1,353,167
Emerald ash borer	246	$1,503,992
Forest tent caterpillar	124	$197,989
Thousand canker disease	6	$20,713

ICE STORM RESILIENCE

Ice storms bring freezing rain that accumulates on trees, weighing them down and leading to branch and tree failure. Norman has had significant ice storms, including a storm from December 8–11, 2007, that brought 1–1.5 inches of ice that killed approximately 9% of urban trees in Norman (Rahman and Rashed 2015), and a storm from October 26–29, 2020 that brought 1.5 inches of ice (National Weather Service 2021), also causing extensive tree damage.

Tree species that are particularly prone to ice damage include those with weak branch structure, fine branching, and broad crowns. In Norman, American elm, one of the five most abundant tree species in the public tree inventory, was noted to be particularly susceptible to ice damage in an analysis of 42 scientific sources (Hauer 2014, table 6). In total, 5% of trees within public space in Norman belong to species that are susceptible to ice damage.

Proactive pruning to correct weak and broken branching, as well as a storm response plan, can help to reduce the impact of ice storms.

Table 6. Tree species that are susceptible to ice damage in the 2024 Norman public tree inventory.

SPECIES: PRONE TO ICE DAMAGE	NUMBER OF TREES
Ulmus americana	257
Ulmus pumila	146
Ulmus rubra	121
Acer saccharinum	114
Celtis occidentalis	109
Populus deltoides	91
Gleditsia triacanthos	67
Salix	61
Robinia pseudoacacia	36
Betula nigra	30
Pinus virginiana	1

WILDFIRE RESILIENCE

Wildfire is a natural force that has historically shaped the Great Plains and Cross Timbers ecosystems of Central Oklahoma. According to the *Community Wildfire Protection Plan* (2025), several areas in Norman are at high risk for wildfire due to excess fuel, which refers to organic materials that can ignite and burn. These areas include Hall Park, Royal Oaks Park, Sutton Wilderness, Saxon Park, and Ruby Grant Park. Eastern redcedar, the most prevalent tree species within Norman parks, is highly flammable and can increase the severity of wildfires in city parks.

SPECIES RECOMMENDATIONS

The Oklahoma State University Extension, administered by the Division of Agricultural Sciences and Natural Resources, produces *Oklahoma Proven,* a plant evaluation and marketing program to guide plant selection. Oklahoma Proven recommends 37 tree species for USDA Hardiness Zone 7a (Appendix A). Recommended species are well adapted to Oklahoma's climate, with an emphasis on drought tolerance and long-term landscape suitability.

Species should be further evaluated for suitability based on the actual characteristics of planting sites (see box, "Right Tree in the Right Place"). This helps to minimize costly maintenance and infrastructure conflicts as trees mature and extends the lifespan of trees. In addition, trees are important parts of the local ecosystem. Species selection should prioritize native species to provide food and habitat to a range of insects, birds, and animals, and to reduce reliance on chemical fertilizers and pesticides.

Norman can utilize Oklahoma Proven and other resources to create its own species recommendations, which should be frequently updated to leverage the latest science and field observations about how species perform locally.

PLANTING THE RIGHT TREE IN THE RIGHT PLACE HELPS TO MINIMIZE COSTLY MAINTENANCE AND INFRASTRUCTURE CONFLICTS AS TREES MATURE.

SUMMARY, NORMAN'S URBAN FOREST

- Tree canopy cover varies across Norman. Citywide, tree cover is estimated to be 36%, while in the more developed parts of Norman, tree cover is 17%–19%. A comprehensive urban tree canopy study can be useful for accurately measuring tree canopy and tracking areas of gains and loss over time as the city grows.
- A 2024 public tree inventory detailed information for 5,937 trees and stumps within managed areas of parks and public facilities. Information from the tree inventory can be used to guide the effective management of public trees.
- Building diversity of the public tree population helps to make it more resilient, protecting the benefits that trees provide to the community. Over time, planting a wider variety of species that have been proven to be well adapted to Oklahoma, can protect trees from damage from pests, diseases, and storms.
- Planting the right tree in the right place means choosing trees that are well-matched to planting sites based on characteristics such as size, light and soil preferences, and aesthetics. This helps to minimize costly maintenance and infrastructure conflicts and extends the lifespan of trees.

RIGHT TREE IN THE RIGHT PLACE:

A GUIDE FOR NORMAN RESIDENTS AND PROPERTY OWNERS

Planting a tree is an investment into Norman's community that adds beauty, shade, and environmental benefits, like cleaner air and water and resilience to extreme weather events. Planting the right tree in the right place is essential for its long-term health and for the safety of your home and community.

The term "right tree in the right place" means choosing a tree species that is well-suited to its planting location. When tree species and site conditions are well matched, trees are healthier, require less maintenance, and are allowed the opportunity to provide greater environmental, economic, and social benefits.

STEP 1: PICK YOUR PLANTING SITE

Before choosing a tree, understand the conditions of your desired planting site, including:

- **Sunlight**: Is the site in full sun, part shade, or full shade?
- **Soil type and drainage:** Is the soil loamy or more clay-like? Does water pool or drain at the site?
- **Space:** How much room is available above *and* below ground? Are there overhead or underground utilities at the site? What about buildings, fences, or concrete?

STEP 2: PICK THE RIGHT TREE SPECIES

Consider the planting sites conditions, your goals for the tree, and Norman's environment.

- **Will the tree species suit Norman's climate?** Norman experiences hot summers, drought, strong wind storms, and the occasional fire or ice event. Select a native or regionally adapted species that can tolerate Norman's extremes.
- **How big will it get?** Consider how tall and wide the tree will grow. Avoid species that will outgrow your space.
- **Every tree is different.** Some trees drop leaves and flowers. Others have brittle wood or grow super fast. Choose species that meet what you're willing to invest when it comes to long-term care and maintenance.
- **What do you want from your tree?** Shade, fall color, wildlife habitat, screening or privacy – prioritize what matters most to you.
- **Double check your choice:** Some species perform better than others in Norman. OSU extension or Norman's Forestry Division can help steer you towards reliable alternatives.

STEP 3: CONSIDER RIGHT-OF-WAY RULES AND UTILITIES

Trees planted too close to streets or utility lines can quickly become hazards and may need to be removed prematurely.

- **Does your site have overhead utilities?** Pick a small tree that grows no taller than 25 feet.
- **What about underground utilities?** Call OKIE811 before you dig to locate buried lines.
- **Is your site in the right-of-way?** Check city guidelines. Minimum distances from curbs, driveways, and signage may apply to reduce the risk of damage.

TIPS FOR SUCCESS!

1. Take the time to research the right tree for the right place, or consult a local tree expert for guidance!
2. Plan for your tree's mature size.
3. Water and mulch the tree property in the first 3 years to ensure your tree establishes well!

Planting the right tree in the right place today ensures your tree will thrive for many years to come!

NORMAN
PARKS & RECREATION

SECTION THREE

THE FORESTRY PROGRAM

THE FORESTRY PROGRAM

As part of the development of the Urban Forest Master Plan, Davey Resource Group assessed the Forestry Division's program, operations, activities, and capacity. Where possible, the City's forestry program was compared to available data from other cities and urban forestry industry standards to produce recommendations for program improvements.

The following information sources were reviewed:

- Staff interviews
- Staff-provided data
- Forestry revenue and expenditures
- Norman Tree City USA annual reports
- Public tree inventory, 2024
- City and regional planning documents
- City of Norman Tree Ordinance 16-901 – 916; 20-3301 – 3304.
- Hauer and Peterson 2016

FORESTRY OPERATIONS

The Forestry Division is housed within the Parks and Recreation Department and plays a central role in managing the City's trees within managed areas of parklands and municipal properties. Forestry regularly coordinates with other key departments and divisions, including Public Works, Utilities, and Planning and Community Development, to support a cohesive approach to tree care, infrastructure planning, and land development.

STAFFING

The Parks and Recreation Department employs nine staff who conduct tree-related activities (table 7). Of these, only the City Forester works full-time in the Forestry Division. The Park Maintenance crew devotes part of their time to tree work, with the remainder of their time supporting mowing, trash clean up, and other maintenance related tasks in Norman parks. Accounting for the portion of staff time that is spent on tree care, these nine staff positions comprise 2.85 full-time equivalents (FTE) in forestry. This is lower than the average forestry FTE for 508 US cities that provided staffing information to a national study of urban forestry programs (7.2 FTE, figure 12). It is also lower than average for 87 cities who are of a similar size to Norman (11.8 FTE) and cities in the South region (8.2 FTE).

Table 7. City staff who work on forestry-related activities in Norman.

POSITION	NUMBER	FORESTRY FTE	CREDENTIALS
Park Maintenance Crew	3	1.5	
City Forester	1	1	ISA Certified Arborist ISA Certified Arborist Utility Specialist ISA Tree Risk Assessment Qualification
Park Development Manager	1	0.15	
Park Administrative Staff	2	0.1	
Code Compliance Inspector	2	0.1	
Total	9	2.85	

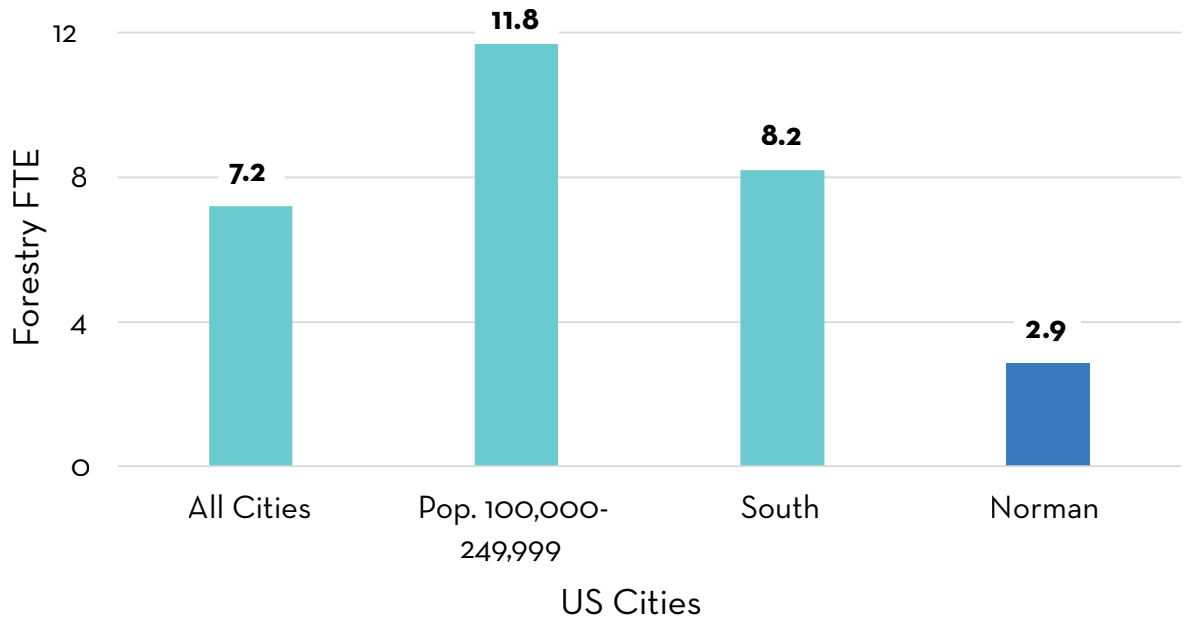


Figure 12. Forestry-related full-time equivalent (FTE) staff positions among 508 US cities that participated in a national municipal tree care census and in Norman.

ADDITIONAL FORESTRY CAPACITY

The addition of 4 forestry FTE would bring Norman closer to average US municipal forestry staffing levels and reduce reliance on contracted tree care, which is more expensive (table 8). This includes the addition of one 3-person tree crew to conduct pruning, planting, removal, and debris cleanup, and one park arborist to create and oversee the implementation of annual forestry work plans.

THE ADDITION OF 4 DEDICATED FORESTRY STAFF WOULD BRING NORMAN CLOSER TO AVERAGE US MUNICIPAL FORESTRY STAFFING LEVELS AND REDUCE RELIANCE ON CONTRACTED TREE CARE.

Training and certification allow tree crews to conduct maintenance according to urban forestry and safety standards, which reduces the risk for damage-related claims, high-cost priority maintenance, and injury incidents.

Additional Forestry capacity is supported by recommendations from the *Parks, Recreation and Culture Master Plan* including additional forestry staffing with relevant certifications, and increased resources for contracted services, as part of recommended increases in park maintenance expenditures (pp. 97–98).

Estimated tree activity costs with additional in-house capacity can be found in Appendix C.

Table 8. Recommended additions to forestry-related capacity in Norman.

POSITION	NUMBER	FORESTRY FTE	RECOMMENDED CREDENTIALS
Park Arborist	1	1	ISA Certified Arborist ISA Tree Risk Assessment Qualification
Tree Maintenance Worker I	2	2	ISA Certified Arborist
Tree Maintenance Worker II	1	1	ISA Certified Arborist ISA Certified Tree Climber Heavy Equipment Operator

EQUIPMENT

The Forestry Division shares equipment with the Park Maintenance Division and has adequate equipment to conduct tree trimming, planting, and removal, even with the addition of a dedicated tree crew (table 9). The addition of a grapple truck would assist City staff with the removal of large woody debris that results from utility line maintenance and storms. Currently, this type of debris handling is contracted out to companies that have a grapple truck.

Low staffing within the Forestry Division limits in-house capacity for tree work. The City relies on supplemental contracted labor to handle a significant portion of Norman's routine tree pruning and removals, at a cost that is 50%–300% higher than the in-house rate (Vogt, Hauer, and Fischer 2015).

Table 9. Forestry-related equipment within the Parks and Recreation Department, 2025.

EQUIPMENT	QUANTITY
Chipper (large)	1
Chipper (medium)	1
Stump Grinder	1
Chainsaw	19
Pole Saw	4
Bucket Truck	2
Mini Lift	1
Mulcher (attachment)	1
Tree Auger (attachment)	1
Skid steer	1
Grapple truck*	0

*Recommended new acquisition

PROACTIVE MAINTENANCE REDUCES THE COSTS OF EMERGENCY TREE CARE BY UP TO 50% AND EXTENDS THE LIFESPAN OF TREES.

TREE ACTIVITIES

From 2021–2024, the Forestry Division planted 687 trees, pruned 610 trees, removed 85 trees, and gave away 900 trees for planting on private property (figure 13).

Norman's public tree pruning program is still largely reactive, responding to tree-related issues and emergencies as they arise. Urban forestry industry standards recommend proactively pruning trees, as needed, on a 5–10-year schedule. Regular maintenance reduces the incidence of high-priority, high-cost pruning and removal and emergency response by up to 50% (AECOM 2013) and extends the lifespan of trees. Over the past 4 years, the Forestry Division has pruned an average of 153 trees annually. To achieve a 10-year pruning cycle, Norman Parks and Recreation would need to conduct routine maintenance on approximately 418 trees each year.

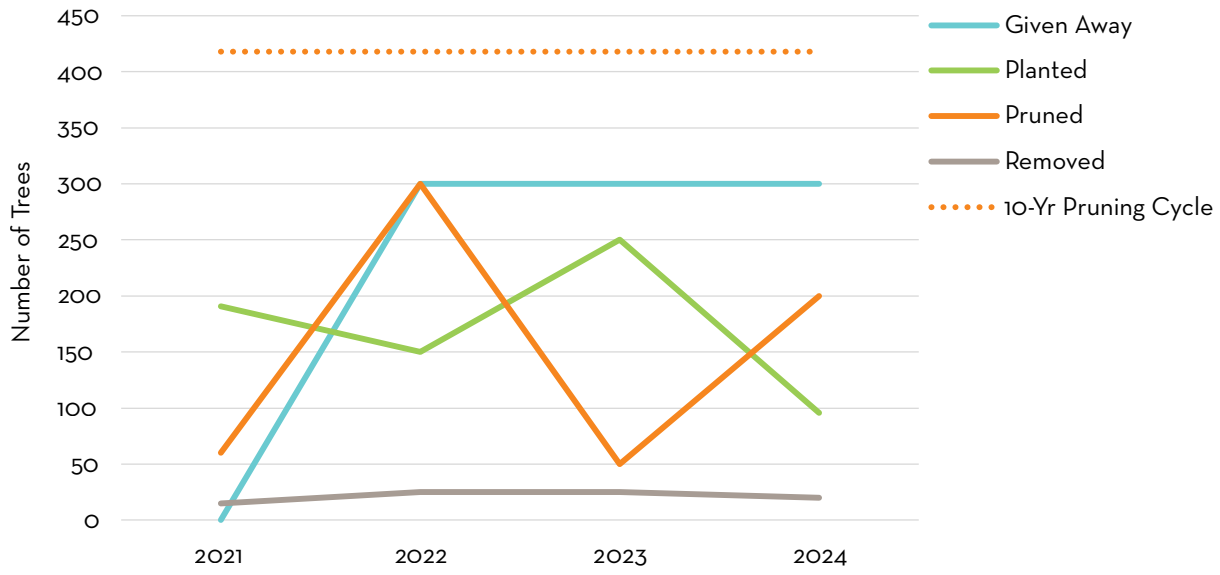


Figure 13. Annual tree activities conducted by Parks and Recreation, 2021–2024, compared to a recommended 10-year pruning cycle (blue dotted line).

Forestry inspects all public trees in its inventory each year. Staff use TreeKeeper® resource management software to read and update inventory information in the field.

The *Community Wildfire Protection Plan* and the *City of Norman Emergency Operations Plan* call for expanded roles and responsibilities of the Forestry Division for fuel load management and emergency tree pruning and removal.

BUDGET

In 2024, the Parks and Recreation Department spent $449,947 on forestry-related activities and management (figure 14). As a proportion of the City of Norman's entire municipal budget, Norman spends much less than average for US cities who have shared data about municipal forestry spending—0.16% of Norman's city budget in 2024 compared to approximately 0.5% of average municipal budgets for 463 US cities (figure 15).

Of Norman's 2024 municipal budget, dedicating $1.4 million to Forestry would bring the City in line with average municipal forestry spending among US cities. The *Parks, Recreation, and Culture Master Plan* outlines potential funding sources including the Norman Forward sales tax and developer impact fees. Additional possible funding sources that are specific to urban forestry include penalties for public tree damage or removal, mitigation fees for development, and grants.

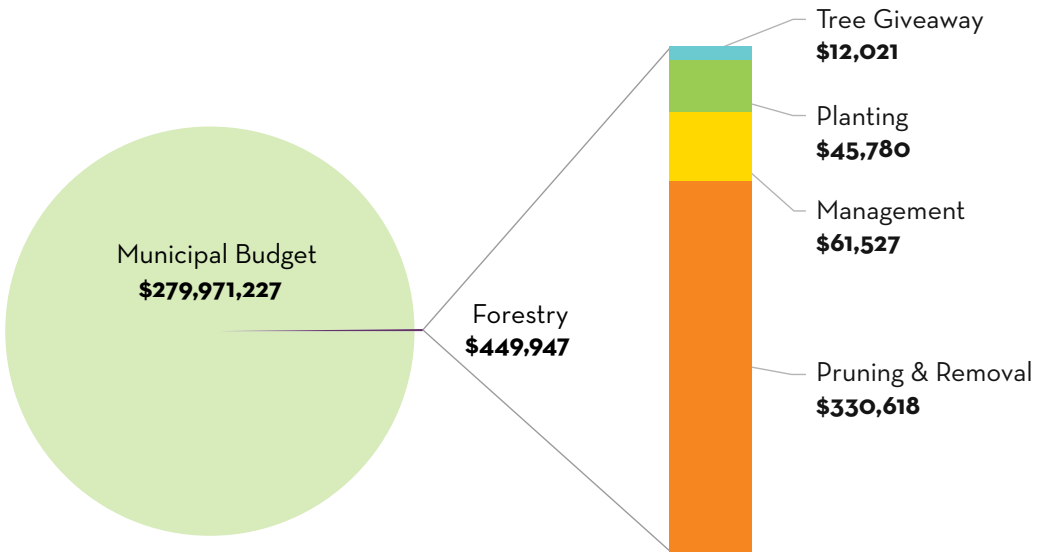


Figure 14. Parks and Recreation Department expenditures on forestry-related activities and management, 2024.

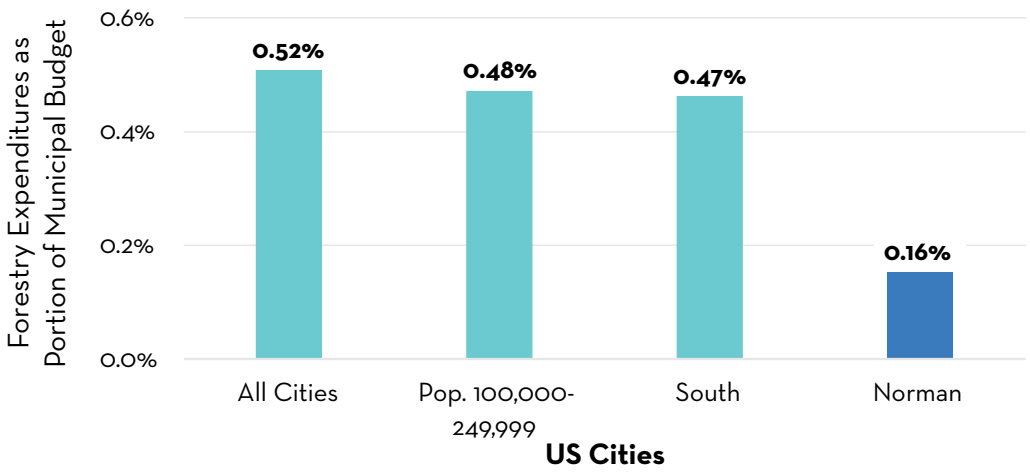


Figure 15. Percentage of forestry-related expenditures among 463 US cities that provided data to a national municipal tree care census and Norman.

PUBLIC SERVICE REQUESTS

From 2022–2024, the Norman Action Center reported 389 forestry-related calls, of which 39% were related to woody debris (figure 16). Managing woody debris that arises from storms, utility line clearance, and other causes is currently the responsibility of private property owners. Forestry staff help to maintain street clearance—for instance, by removing trees and broken limbs that have fallen into the street—and aid Norman residents with woody debris removal in emergencies. In the event of widespread, severe storms, Norman's disaster response plan includes hiring contractors to remove large woody debris from front yards. Increased Forestry Division staffing and equipment would result in better customer service for the residents of Norman.

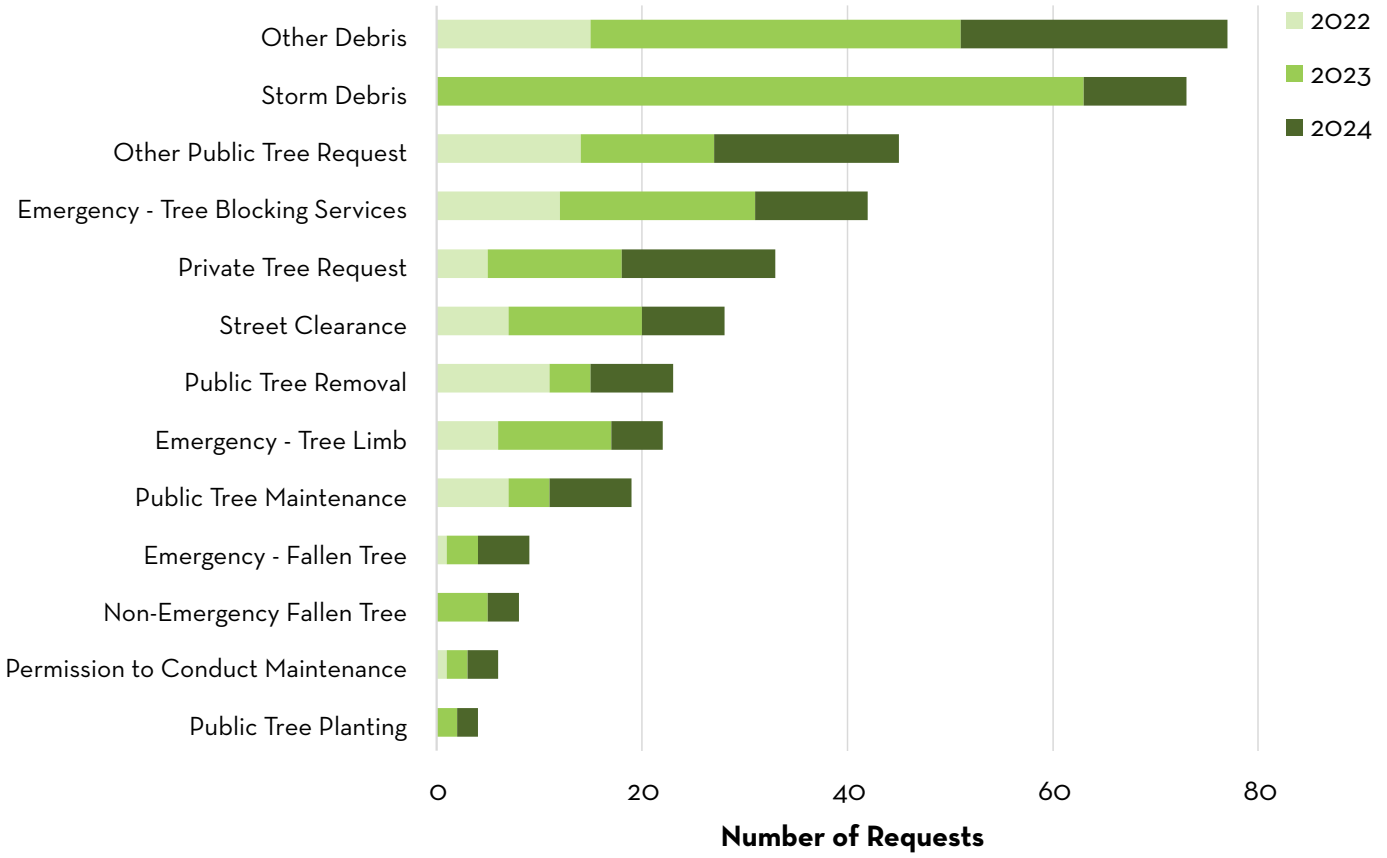


Figure 16. Forestry-related calls to the Norman Action Center by type, 2022–2024.

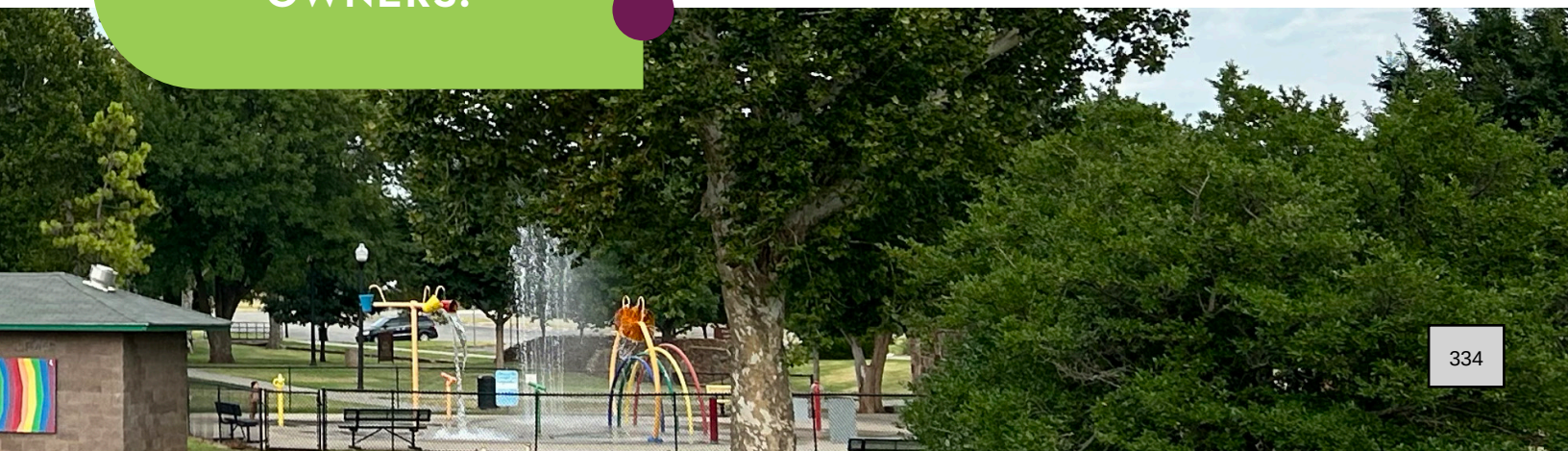
TREE CARE RESPONSIBILITY

In Norman, city code assigns responsibility for tree maintenance and debris clean-up along streets, within utility easements, and elsewhere on private property to property owners. An exception is within Commercial Tree Zones and Historic Tree Zones, where Forestry is involved in the care of trees along streets (see box, “Who Cares for Trees Along Streets in Norman?”).

As public employees, Forestry staff are not permitted to perform tree work on private property. However, through calls to the Action Center and the Forestry Division, Forestry staff can provide consultation to residents about courses of action for tree concerns on private property. A majority (60%) of respondents in a community survey of trees answered that they would first contact the City of Norman if they had a problem with a street tree (figure 17). This shows that the Forestry Division acts as a trusted resource in the community for information about tree care.

NORMAN CITY CODE ASSIGNS RESPONSIBILITY FOR TREE MAINTENANCE AND DEBRIS CLEAN-UP ALONG STREETS, WITHIN UTILITY EASEMENTS, AND ELSEWHERE ON PRIVATE PROPERTY TO PROPERTY OWNERS.

Figure 17. Community survey responses about trusted tree care resources, 2025 (286 responses).



WHO CARES FOR TREES ALONG STREETS IN NORMAN?

A QUICK GUIDE FOR PROPERTY OWNERS

Trees planted in the street right-of-way—typically a grassy area between the sidewalk and the curb—are located within public easements on private property. In Norman, the adjacent property owner is responsible for the care and maintenance of these trees, as outlined in the Code of the City of Norman, Oklahoma, Section 16-108.

PROPERTY OWNER RESPONSIBILITIES:

- **Watering** to support tree establishment and health. *Permit not required.*
- **Monitoring tree health** to assess the evidence of pests, disease, hazards, or decline. *Consult the Forestry Division if a tree appears to be hazardous.*
- **Pruning** to maintain safe clearance over sidewalks (7 feet) and streets (14 feet), or **planting or removing a street tree**. *Permission from Norman's City Forester is required before altering, planting or removing any street tree.*

WHAT THE CITY DOES NOT DO:

- The City **does not** prune, water, or routinely maintain street trees.
- The City **does not** remove street trees unless they interfere with public infrastructure or present a threat to public safety.

Instead, the City of Norman's Forestry Division inspects, prunes, waters, and maintains trees in Norman's parklands and city-managed lands—over 1,200 acres of land! Working together, residents and public servants can keep Norman's tree-lined streets safe, beautiful, and thriving.

For more information and tree care resources, please visit the Forestry Division website.

NORMAN
PARKS & RECREATION

PROGRAM EVALUATION: INDICATORS OF A SUSTAINABLE URBAN FOREST

The *Indicators of a Sustainable Urban Forest* is an assessment tool that is grounded in peer-reviewed research and widely used to evaluate urban forestry programs (Kenney and colleagues 2011). It provides a comprehensive framework for evaluating the strengths and gaps within Norman's forestry program and opportunities to align the program with urban forestry best practices.

An adaptation of the *Indicators* was created for Norman; it includes 30 indicators that were organized into three categories: Trees, People, and Management Approach. The tool provides evaluation criteria for scoring each indicator on a five-point scale ranging from Low to High. Major findings across indicators for each of the three categories are provided here; a detailed description of the tool and Norman's scoring is provided in Appendix B.

THE TREES: LOW-MODERATE

The Forestry Division has a current, GIS-based public tree inventory of parks and public facilities to help identify management strategies and priorities. There are opportunities to increase data collection to better understand the state of the urban forest across Norman. A public tree planting plan can help to manage resources, plant trees where they can address multiple community priorities, and support continuity in tree canopy as public trees mature, decline, and die.

THE PEOPLE: LOW-MODERATE

Across stakeholder groups in Norman, there are opportunities to utilize the goals, priorities, and recommendations from this Urban Forest Master Plan to collaboratively grow tree canopy in Norman. Within City government, formal avenues of communication including regular touchpoints and a work order system can help the staff track projects and communicate across departments.

Building relationships with nonprofit environmental and community groups can help to create coordinated education and awareness-building initiatives. Tree inventories and management plans can guide large landowners in urban forest management on private land. Regular contact between Forestry and utility company vegetation management coordinators can be used to obtain updates about maintenance schedules, promote right-tree-right-place principles, and identify potential funding opportunities for outreach and education. Forestry maintains an active relationship with Oklahoma Forestry Services, which can serve as a valuable partner to supplement local capacity in key areas such as technical expertise, training, and largescale forest management.

THE MANAGEMENT APPROACH: LOW-MODERATE

Additional Forestry capacity and recommendations from this Urban Forest Master Plan can help the City achieve the goal of proactive public tree management, which was first outlined in the *Community Forest Management Plan* (2006). Data from the public tree inventory can be used to update the *Community Forest Management Plan* to guide management decisions over the next 3–5 years. Recommended resources for tree species selection can help developers and residents choose pest- and climate-resilient tree species that will contribute to a healthy ecosystem in Norman. Annual reports about Forestry activities, accomplishments, and Action Center requests can promote awareness and transparency about Forestry activities. Finally, an interdisciplinary committee can help to oversee implementation of the Urban Forest Master Plan.

SUMMARY, THE FORESTRY PROGRAM

- The Parks and Recreation Department has 2.85 full-time equivalent staff positions dedicated to forestry activities. The addition of 4 full-time equivalent staff positions would bring the Forestry Division in line with the national average for forestry capacity and would help Forestry proactively manage public trees.
- The addition of a grapple truck would assist City staff with the removal of large woody debris that results from utility line maintenance and storms.
- The Forestry Division conducts primarily reactive maintenance of public trees. Over the past 4 years, Forestry has pruned an average of 153 trees each year and typically inspects all trees in its inventory each year. To establish a 10-year pruning cycle, approximately 418 trees would need to be inspected and pruned, as needed, each year.
- The Forestry Division conducts an annual tree giveaway, which distributed 900 trees to Norman community members from 2021–2024 for planting on private property.
- In 2024, the Parks and Recreation Department spent $449,947 on forestry-related activities and management, or 0.16% of Norman's city budget. Dedicating $1.4 million to Forestry would bring the City in line with average municipal forestry spending among US cities.
- Approximately 40% of Action Center calls between 2022–2024 were related to woody debris. Property owners are responsible for managing and removing woody debris on rights-of-ways and easements per city code. The Forestry Division aids with woody debris removal after storms and to maintain street clearance.
- City code assigns responsibility for tree maintenance along streets, utility easements, and private property to property owners.
- Using a peer-reviewed urban forestry program assessment tool, the current performance level, gaps, and opportunities were identified for 30 indicators of a sustainable urban forest that can guide Norman as it grows its Forestry Division.

SECTION FOUR

COMMUNITY PRIORITIES & PUBLIC ENGAGEMENT

COMMUNITY PRIORITIES & PUBLIC ENGAGEMENT

The process to develop the Urban Forest Master Plan incorporated feedback from more than 350 residents and stakeholders in Norman to understand the issues, opportunities, and challenges they see for trees and the urban forest in Norman. This feedback informed the development and recommendations of the Urban Forest Master Plan.

ENGAGEMENT ACTIVITIES

- Steering Committee (4 meetings): December 2024–June 2025, 5 members
- Focus Groups (6): April–May 2025, 24 participants
- Community Survey (1): March–May 2025, 296 participants
- Community Meetings (2): March and June 2025, 27 participants

PARTICIPATING STAKEHOLDERS

- Norman City Departments and Divisions:
  - Forestry
  - Parks and Recreation
  - City Manager's Office
  - Planning
  - Public Works
  - Utilities
- Planning Commission
- Environmental Control Advisory Board
- Norman Chamber of Commerce
- Oklahoma Electric Cooperative
- OGE Energy Corp.
- Cleveland County Conservation District
- Central Oklahoma Master Conservancy District
- Norman Rotary Club
- Ideal Homes
- Home Creations
- Sierra Club
- Kiowa Tribe
- Master Gardeners
- Norman residents

ENGAGEMENT FINDINGS: WHAT WE HEARD

COMMUNITY SURVEY

A community survey collected responses over 10 weeks from early March through mid-May 2025. The survey was advertised via City communication outlets and utility bill inserts.

WHO RESPONDED

Of 296 participants who completed the Norman Urban Forest Master Plan community survey, most respondents are single-family homeowners (figure 18). Respondents represent all eight city council wards. Survey responses are consistent with the proportion of Norman residents who own trees on private property but underrepresent residents who do not own trees but are affected by trees in the community.

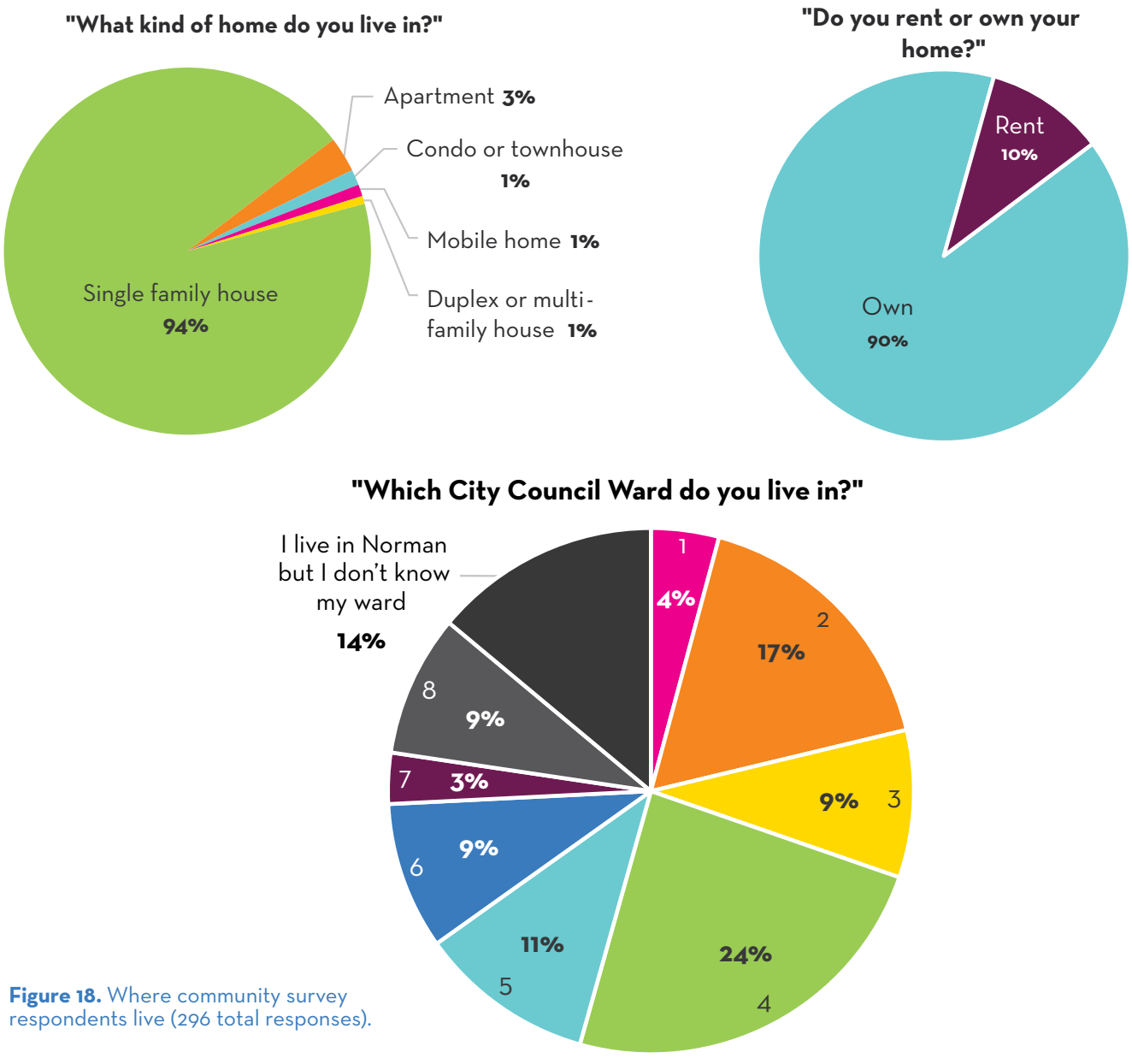


Figure 18. Where community survey respondents live (296 total responses).

PRIORITIES AND CONCERNS ABOUT TREES

84%
of respondents feel there are too few trees in Norman parks

79%
of respondents feel it is very or extremely important to have more trees in their neighborhood

When asked to describe the general state of trees in Norman, the most common themes included wanting more trees (16%), positive descriptions of trees (13%), and noting that trees are maturing and declining (12%). The most frequent concerns about trees in Norman are risk of storm damage (44%) and conflict with infrastructure including utilities, sidewalks, street signs, and storm drains (46% total, figure 19; refer to figure 11 for tree benefits findings).

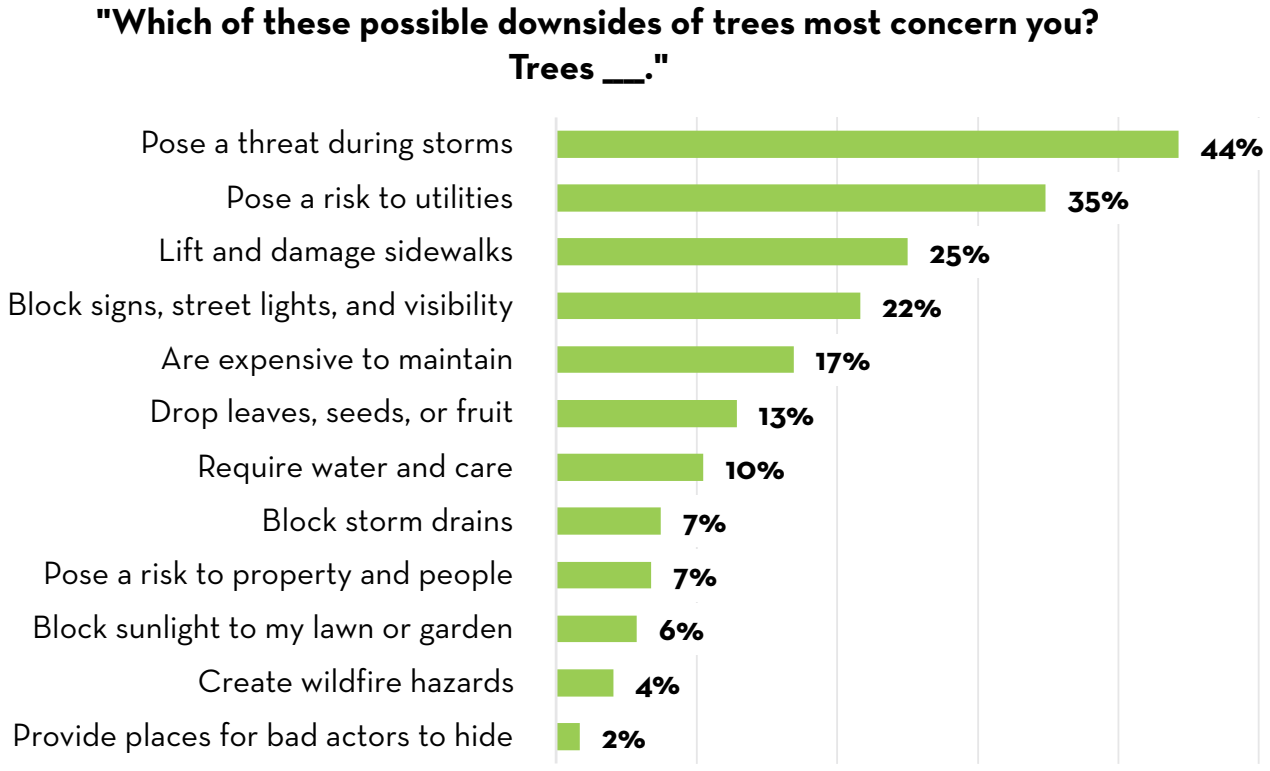


Figure 19. Concerns about trees among 296 community survey respondents. Respondents could select up to three answers.

DESIRED RESOURCES

While private property owners are responsible for the maintenance of trees within street rights-of-way, 55% of survey respondents felt that the City of Norman should be responsible for caring for trees along streets. Only 19% of respondents agreed that maintenance should be the responsibility of property owners.

When asked about possible forestry programs or services they would use, two-thirds of respondents wanted resources for planting on private property, while one-third of respondents were looking for opportunities to volunteer (figure 20).

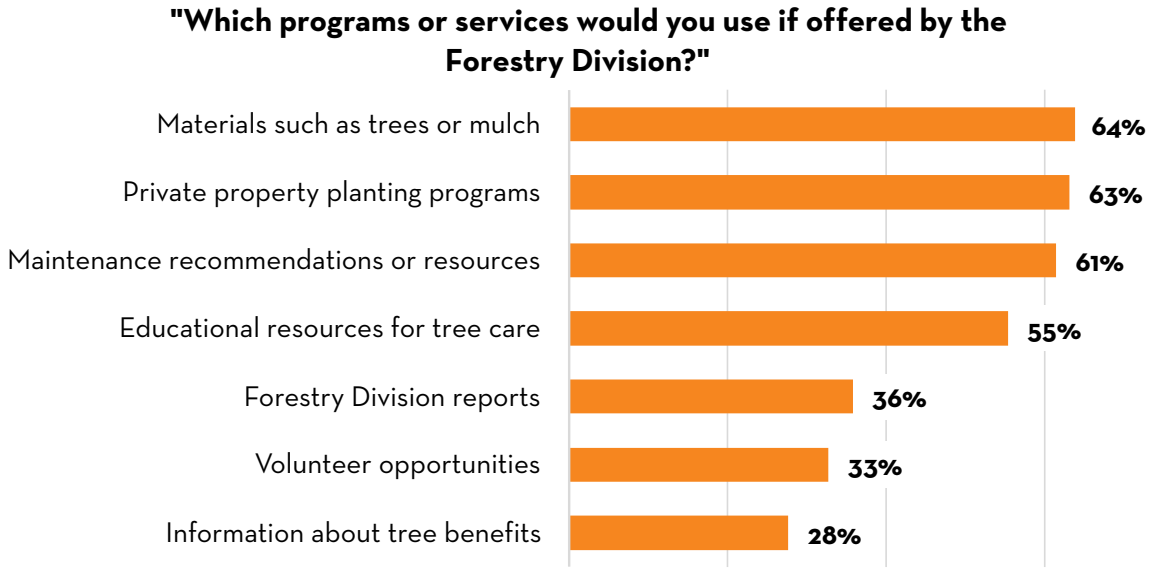


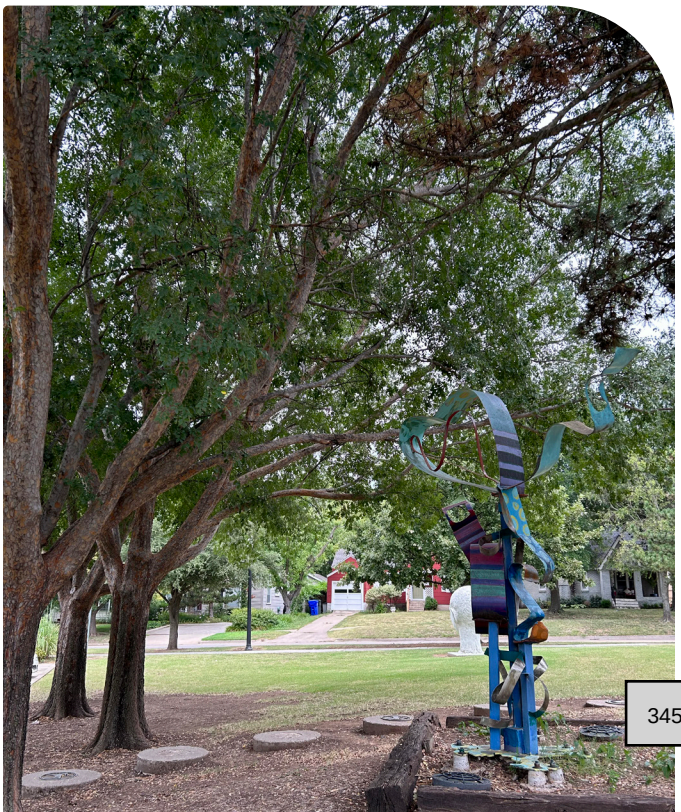
Figure 20. Community survey responses about desired City programs and services (292 responses). Respondents could select multiple options.

STAKEHOLDER THEMES AND PRIORITIES

Six focus groups and two community meetings collected deeper feedback to inform the development of the Urban Forest Master Plan. Focus group participants were invited from among groups that currently have tree-related responsibilities as well as groups who interact with constituents who care for trees. Community meetings were advertised via City communications channels and open to the general public.

The following themes were identified as priorities important to stakeholders:

- **Community engagement:** More guidance and resources about proper tree care, especially on topics such as species selection and placement. Proactive, two-way community engagement that extends beyond issue-based interactions.
- **Interdepartmental coordination:** Clear roles and shared protocols among City departments for improved efficiency, particularly during storms and infrastructure projects.
- **Tree equity:** Ensure that all residents benefit from the urban forest regardless of geography or income.
- **Long-term urban forest planning:** Plan to maintain continuity in tree canopy as trees die or are removed.
- **Right tree in the right place:** Create resources to assist residents and homeowners with choosing tree species based on desired aesthetic attributes that will be long-lived, avoid costly maintenance, benefit native ecosystems and wildlife, and be suited to Norman's climate.
- **Clarify private property rights and responsibilities:** Provide plain-language guides about City tree code and policies and consistently enforce tree regulations.
- **Trees as infrastructure:** Recognize trees as essential green infrastructure for stormwater management, flooding, and water quality.
- **Trees and development:** Early integration of tree planning in development, species selection resources, and a menu of options that will allow developers to balance environmental sustainability and affordable housing.
- **Utility line maintenance:** Residents are concerned about the quantity of tree pruning and removal, as well as debris handling and notification practices.



SUMMARY, COMMUNITY PRIORITIES AND PUBLIC ENGAGEMENT

- More than 350 community members contributed feedback that shaped the creation of the Urban Forest Master Plan.
- A community survey found that most respondents felt it was important to have more trees in neighborhoods and parks. Top concerns about trees related to storm damage and conflicts with infrastructure.
- Stakeholder feedback gathered during six focus groups and two community meetings revealed that segments of the community are strongly pro-tree, viewing trees as assets. Within this group, residents often strongly advocate for the protection of trees from removal during development and utility maintenance.
- A number of themes were identified relating to community engagement, desired resources, and City government operations that informed recommendations of the Urban Forest Master Plan.

SECTION FIVE

RECOMMENDATIONS & IMPLEMENTATION STRATEGY

RECOMMENDATIONS & IMPLEMENTATION STRATEGY

RECOMMENDATION 1: GROW THE FORESTRY DIVISION

To date, the Forestry Division has demonstrated a high degree of effectiveness with a small staff. Forestry will require additional capacity to maintain trees across the City's large park system and to take on additional responsibilities including new street tree districts and *AIM Norman* goals. Moving capacity from contracted companies to in-house staff can provide long-term cost savings. These savings can be reinvested into expanding the portion of the City's tree canopy that is under active management.

ACTIONS

- Establish a dedicated Forestry crew that includes 1 Park Arborist and 3 Tree Maintenance Crew positions.
- Provide training and credentials for Forestry staff, including ISA Certified Arborist and advanced credentials (ISA Tree Climber, TRAQ) and wildfire protection training.
- Acquire a grapple truck to more safely and effectively handle heavy woody debris during tree removal and storm cleanup.
- Create an urban forestry standard operations procedures manual with policies and practices that are based on best management practices and urban forestry standards; provide for regular updates.
- Examine opportunities for dedicated funding, earned income, and financial support for Forestry operations as detailed in the *Parks, Recreation & Culture Master Plan*:
    - Dedicated funding: Create a dedicated Forestry Division budget within the municipal budget.
    - Earned income: Establish a Tree Fund to collect proceeds, penalties, and donations.
    - Financial support: Pursue local, state, federal, and nonprofit grant opportunities.
- Publish annual reports on the City website that include Forestry accomplishments and activities.

METRICS

- Forestry FTEs and credentials
- Forestry revenue and expenditures
    - Emergency pruning and removal expenditures
- Volume of woody debris managed
- Number of annual reports

SUCCESS INDICATORS

- The Forestry Division has the capacity and resources to proactively care for public trees.
- City council and the general public are well informed about Forestry activities.

RECOMMENDATION 2: PRIORITIZE MAINTENANCE OF PUBLIC TREES

Efficient and effective management decision making relies on clear goals and accurate, up-to-date information. Proactive management of the urban forest—including regular inspection and maintenance—is a cost-saving measure that reduces risk and promotes long-term tree survival. Regular collection of tree canopy and inventory data can help the Forestry Division increase the portion of public trees that are under proactive management.

ACTIONS

- Update the public tree inventory on a 5-year cycle. Expand the inventory to include City-maintained street trees within Commercial Tree Zones and Historic Tree Districts. Note utility conflicts and site characteristics to aid with species selection.
- Conduct a sample inventory of forested natural areas to assess tree benefits, vulnerabilities, and management needs.
- Implement a routine pruning program for a portion of public trees, as capacity and resources allow, with the goal of establishing a 5–10 year proactive maintenance cycle for public trees. Expand the area that is under proactive maintenance over time.
    - In the near term, prioritize proactive maintenance within high-traffic and/or high-risk areas.
- Establish regular maintenance for newly planted trees, including watering, mulching, and staking, for 2–3 years to ensure establishment.
- Conduct young tree training (pruning) for trees <6 inches diameter at standard height (DSH) on a 3-year cycle to establish strong growth forms and reduce more costly maintenance as trees mature.
- Utilize contracted tree care companies for high- and moderate-priority tree removal and high-priority pruning of public trees.
- Update the 2006 community forest management plan using inventory data and findings from the Urban Forest Master Plan.

METRICS

- Public tree population attributes: number, diversity, size distribution, condition, defects, planting sites.
- Number of trees inspected and maintained annually.
- Number of trees removed annually.

SUCCESS INDICATORS

- All public trees are regularly inspected and maintained.
- Young trees establish and succeed into larger size classes.
- Average tree lifespan increases.
- Emergency tree and branch failures decrease.

RECOMMENDATION 3: PROTECT THE URBAN FOREST

Long-term threats to the urban forest in Norman include pests, disease, extreme weather, and wildfire. Improved species diversity, shifting the composition of trees toward more resilient species, and actively managing wildlands are ways to reduce risk of tree loss and protect tree benefits for the community.

ACTIONS

- Conduct a citywide urban tree canopy assessment to quantify existing canopy, evaluate areas of canopy gain and loss, and estimate ecosystem services.
- Develop a list of mostly native, pest- and climate-resilient tree species (or endorse and promote existing species selection resources) for public plantings, tree giveaways, and new development. Update the list regularly to build citywide species diversity.
- For public tree removals, document tree characteristics and reasons for removal; identify trends over time to inform the approved species list.
- Create a strategy to monitor and manage invasive species and pests, including Asian longhorned beetle, spotted lanternfly, Dutch elm disease, Chinese privet, and emerald ash borer.
- Partner with nonprofit organizations and volunteer groups to support invasive species removal and native species restoration in forested areas of wildland parks.
- Implement vegetation management, fuels reduction, and defensible space creation within forested areas of City-owned parks and green spaces, as detailed in the *Community Wildfire Protection Plan*.

METRICS

- Tree canopy cover and change
- Number of trees treated and removed annually
- Frequency of tree species list updates
- Pest and disease incidence
- Volume of fuels and invasive plants removed

SUCCESS INDICATORS

- The Forestry Division is a trusted resource for information about tree species selection and pest/disease management.
- Forest health within wildland parks increases.
- Wildfire damage within Norman parks is minimized.

RECOMMENDATION 4: PLAN FOR SUSTAINABLE GROWTH

Norman is experiencing a decades-long period of rapid population growth and development that is having mixed effects on its tree canopy. Trees are being removed and planted within new development while trees are aging out within Core Norman. Better understanding how, where, and why tree canopy is changing can help the City develop effective policies that balance multiple priorities. Trees can be a key part of a sustainable growth strategy for Norman that builds affordability, attractiveness, and quality of life for all residents.

ACTIONS

- Study urban tree canopy change by land use to understand how development is impacting tree canopy in Norman.
- Conduct a priority planting analysis to identify areas for planting and preservation where trees can address multiple City priorities, including stormwater management, urban heat island reduction, and social equity.
- Create a long-term planting plan for parks that aligns with the 15-year park update cycle. Replace trees that have been removed, strategically grow canopy, and increase the abundance of native, pest- and climate-resilient species within parks.
- Coordinate with City departments to increase tree canopy along trails, bike lanes, and capital street improvements to promote multi-modal transportation and build connectivity to parks.
- Support implementation of the *AIM Norman Stormwater Master Plan Update* recommendations that align with urban forestry, such as incentive credits for the preservation of at least 60% beneficial tree cover for development projects in riparian areas within water quality protection zones.
- Expand Norman's NeighborWoods Program to support equitable distribution of trees in rights-of-way and neighborhoods with low canopy cover.
- Conduct a feasibility study and gauge public interest in creating policy mechanisms to increase tree canopy cover on private property and increase the City's involvement in street tree management.
- Explore a credit system for affordable housing projects that allows developers to choose from a menu of sustainable options, including tree planting, tree preservation, green infrastructure, and recycled materials.
- Support implementation of the *Community Wildfire Protection Plan* recommendation to reduce fuels and maintain defensible space around newly constructed neighborhoods.

METRICS

- Number of trees planted annually by the Forestry Division
- Number of trees that are planted, protected, and preserved in construction and development projects
- Tree Equity Score
- Tree canopy cover

SUCCESS INDICATORS

- Public tree diversity increases.
- Tree losses are minimized during development and construction projects.
- Tree canopy cover grows and becomes more evenly distributed across Norman public and private property.

RECOMMENDATION 5: PROMOTE THE "RIGHT TREE IN THE RIGHT PLACE"

Private property owners in Norman are responsible for tree maintenance in street and utility rights-of-way—however, many residents are not aware of that. During Urban Forest Master Plan public engagement activities, many stakeholders asked for resources that clarify their responsibilities and provide tips about planting and tree care. Properly matching tree species to planting sites—commonly called "right tree in the right place (at the right time)" in urban forestry—is a long-term strategy to reduce utility, street, and sign conflicts as well as reduce the cost of tree maintenance and removal.

ACTIONS

- Develop tip sheets to increase public awareness about key urban forestry messages, Norman tree regulations, and educational resources, translated into multiple languages.
- Leverage City communication channels to conduct outreach campaigns about private tree stewardship and key urban forestry messages such as "the right tree in the right place".
- Connect developers, builders, and the public with tree species lists, species selection resources, policy summaries, and planting specifications to promote tree species diversity, site compatibility, and long-term tree survival.
- Increase public awareness of Historic Tree Districts through signage, storytelling campaigns, or walking tours that connect trees to Norman's cultural identity.
- Work with tree giveaway recipients to match tree species to planting site characteristics. Screen for planting sites that are in a street right-of-way or utility easement.
- Pilot a volunteer program that trains residents to serve as neighborhood liaisons, helping to distribute educational materials, answer common questions, and support tree maintenance in their communities.
- Develop and pursue accreditation for a City Arboretum that includes public demonstration plantings of tree species that are well suited to Norman.
- Promote the joint OG&E and City of Norman tree planting at Tulls Park that demonstrates "right tree, right place".

METRICS

- Number of residents engaged
- Action Center requests
- Number and size of Historic Tree Districts
- Tree cover on private property

SUCCESS INDICATORS

- Residents have a good understanding of resources for tree species selection and site factors that affect tree suitability.
- Historic Tree Districts become a popular tool for additional tree protection and preservation within street rights-of-way.

RECOMMENDATION 6: PARTNER ON PLAN IMPLEMENTATION

Norman is in a period of rapid city growth, which will require expansion and adaptation of City operations. Processes to coordinate forestry goals and efforts across multiple departments, led by experts in the Forestry Division, can create new channels for relationship-building, communication, and tracking. This will help City staff implement tree care according to urban forestry best practices and build local capacity to increase awareness about trees.

ACTIONS

- Create an interdepartmental work order system to track urban forestry activities and communicate across departments.
- Provide arboriculture training to staff in other City departments that perform tree trimming.
- Amend the *City of Norman Emergency Operations Plan* to include procedures for emergency pruning, removal, and debris management.
- Work across City departments to develop an approved tree and shrub species list and planting protocol for sites with overhead or underground utilities in street rights-of-way.
- Establish a committee composed of city staff, residents, partner organizations, and subject matter experts to guide Urban Forest Master Plan implementation and monitor progress.
- Establish regular contact with utility companies to receive updates about vegetation management schedules, distribute utility-developed educational materials, and identify potential funding opportunities for aligned education and outreach campaigns.
- Encourage large institutions and businesses to create campus tree management plans.
- Partner with nonprofits, neighborhood associations, community groups, and academic institutions to co-host volunteer planting days, tree care events, and educational workshops.
- Cultivate partnerships with green industry leaders to coordinate urban forestry messaging, provide arboriculture training, and grow nursery stock that aligns with City tree species lists.
- Participate in regional urban forestry networks that share information among municipal forestry programs and develop strategies for shared problems.
- Create an FAQ on the Forestry web page to answer common community questions, link to educational resources, and promote the Urban Forest Master Plan.

METRICS

- Work orders: number, type, and days to close
- Number of Forestry partners
- Number of campus tree management plans
- Number of trees pruned annually

SUCCESS INDICATORS

- City of Norman departments coordinate on urban forestry and support implementation of Urban Forest Master Plan.
- Large landowners within Norman plant, preserve, and proactively manage trees on their campuses.
- Local nonprofit institutions support Forestry messages and goals in their community engagement.

WHEN ALL
IS SAID AND DONE
THE ONLY THING
YOU'LL HAVE LEFT
IS YOUR
CHARACTER.
VINCE GILL

SECTION SIX

CONCLUSION

CONCLUSION

Norman's Forestry Division has demonstrated effectiveness in the care of nearly 6,000 trees across 1,200 acres of parklands and public facilities. Adding capacity within Forestry can allow in-house crews to proactively manage the City's public trees, which has been shown to produce long-term cost savings, reduce risks, and extend tree lifespans.

Increasing species diversity, planting resilient trees, and actively managing wildlands can build resilience of the urban forest and protect the benefits that trees provide. Additional information about the urban forest, gained through a tree canopy study and ongoing tree inventory updates, can enable data-informed decision-making about policy and management strategies.

Supporting tree care on private property will be increasingly important as Norman grows. Many property owners are unaware of their responsibilities for maintaining trees in street and utility rights-of-way. Equipping residents, businesses, and institutions with clear guidance about proper tree care and species selection will allow them to better steward private tree canopy and reduce their maintenance burden.

Trees can be a central component of a citywide growth strategy that balances affordability, resilience, and quality of life. Adding capacity and resources to the Forestry Division will allow it to cost-efficiently care for public trees and serve as a trusted community resource. Partnering with the community will create a healthy, resilient, and sustainable tree canopy that serves as a lasting amenity for the Norman community.

TREES CAN BE A CENTRAL COMPONENT OF A CITYWIDE GROWTH STRATEGY THAT BALANCES AFFORDABILITY, RESILIENCE, AND QUALITY OF LIFE.

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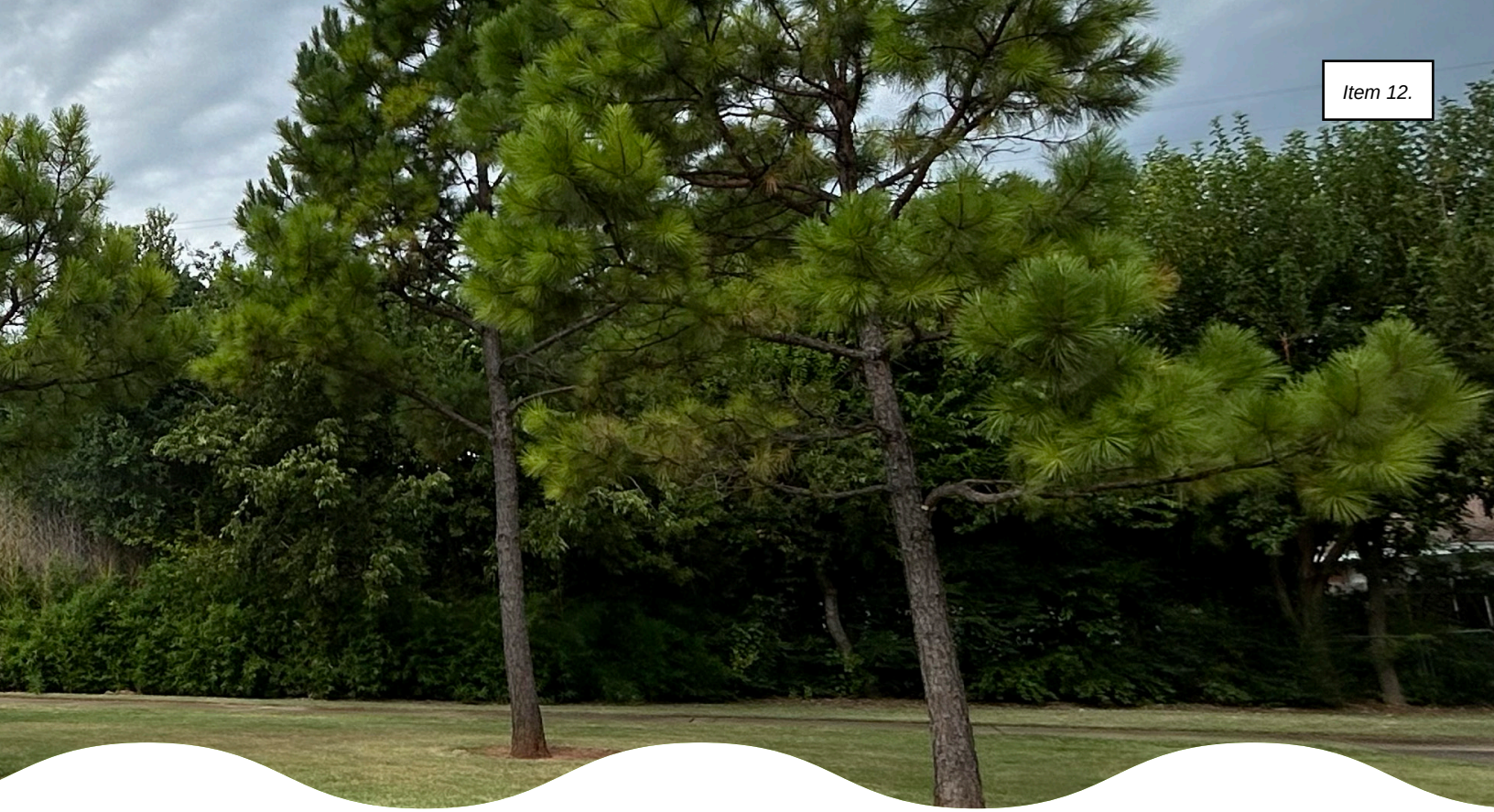

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APPENDICES

APPENDICES

A. OKLAHOMA PROVEN RECOMMENDED TREE SPECIES

Oklahoma Proven recommended tree species, separated by height at maturity. Oklahoma Proven is an initiative of Oklahoma State University Extension.

SMALL TREES (<25 FT)

BOTANICAL NAME	COMMON NAME
Acer buergerianum	Trident maple
Asimina triloba	Pawpaw
Cercis canadensis var. *texensis* 'Oklahoma'	Oklahoma redbud
Chilopsis linearis	Desert-willow
Chionanthus	Fringetree
Frangula caroliniana	Indian cherry
Magnolia grandiflora 'Southern Charm'	Teddybear® southern magnolia
Magnolia stellata	Star magnolia
Magnolia x *'Elizabeth'* *Magnolia* x *'Butterflies'*	Deciduous hybrid magnolia cultivars
Magnolia x *soulangiana*	Saucer magnolia
Malus 'Prairifire'	Crabapple
Ziziphus jujuba	Chinese date

MEDIUM TREES (25–50 FT)

BOTANICAL NAME	COMMON NAME
Acer campestre	Hedge maple
Acer saccharum 'Caddo'	Caddo sugar maple
Acer truncatum	Shantung maple
Carpinus	Hornbeam species
Cercis species and cultivars	Redbud
Parrotia persica	Persian parrotia
Pinus flexilis 'Vanderwolf's Pyramid'	Limber pine cultivar
Pinus heldreichii	Bosnian pine
Quercus fusiformis	Escarpment live oak
Quercus muehlenbergii	Chinkapin oak

LARGE TREES (>50 FT)

BOTANICAL NAME	COMMON NAME
Ginkgo biloba	Ginkgo
Gymnocladus dioica	Kentucky coffeetree
Nyssa sylvatica	Black gum
Quercus macrocarpa	Bur oak
Quercus shumardii	Shumard oak
Taxodium distichum	Bald cypress
Tilia tomentosa	Silver linden
Ulmus americana 'Valley Forge', 'New Harmony', 'Princeton'	American elm cultivars
Ulmus crassifolia	Cedar elm
Zelkova serrata	Japanese zelkova

B. INDICATORS OF A SUSTAINABLE URBAN FOREST PERFORMANCE LEVEL RATINGS

An adaptation of the *Indicators of a Sustainable Urban Forest* peer-reviewed assessment tool was created to evaluate Norman's forestry program. Thirty indicators were organized into three categories: Trees, People, and Management Approach. The tool provides evaluation criteria to support scoring on each indicator on a five-point scale ranging from Low to High.

In this condensed version of the tool, the overall objective or industry standard is summarized with notes about Norman's current performance and opportunities for performance level improvement.

THE TREES

INDICATOR AND PERFORMANCE LEVEL	OBJECTIVE OR INDUSTRY STANDARD	NORMAN'S PROGRAM	OPPORTUNITIES
Urban Tree Canopy Moderate	Achieve the desired tree canopy cover according to goals set for the entire city and neighborhoods. Alternatively, achieve 75% of the total canopy possible for the entire city and in each neighborhood.	The *Oklahoma City Metropolitan Area Tree Canopy Assessment* (2019), which included only 22% of the city of Norman's land area, found that tree canopy cover was 18% as of 2016. The *2018 Review and Update of Mayors' Climate Agreement Recommendations* states that tree canopy declined from 35% to 17% and set a canopy goal of 35% (Rec. Action 11).	The UFMP will provide detail about the level of tree planting and preservation that will be needed to achieve 35% tree cover. Use this as a tool to advocate for more resources to achieve the goal.
Equitable Distribution of Canopy Low	Achieve low variation between tree canopy and equity factors citywide by neighborhood. Ensure that the benefits of tree canopy are available to all, especially for those most affected by these benefits.	Using data from the *Tree Equity Score* by American Forests, 66% of block groups (65 of 99) have a moderate to highest tree equity score. In the Block groups with 43%-68% people of color, canopy cover is 5.2 percentage points lower than city average (14.3% vs 19.5%). Tree planting and public education and outreach are currently based on other factors than tree equity.	Utilize the Tree Equity Score to identify priority areas for tree planting and preservation.
Size and Age Distribution of Trees Low-Moderate	Establish a diverse-aged population of public trees across the entire city and for each neighborhood. Ideal standard: **0-8" DBH:** 40% **9-17" DBH:** 30% **18-24" DBH:** 20% **Over 24" DBH:** 10%	Age distribution across Norman's parks is trending towards the industry recommended age distribution. Age distribution of street trees has not been assessed.	Create a long-term planting plan for parks to replace lost trees and gradually plant additional trees. Evaluate the age distribution of City-maintained ROW trees.

INDICATOR AND PERFORMANCE LEVEL	OBJECTIVE OR INDUSTRY STANDARD	NORMAN'S PROGRAM	OPPORTUNITIES
Condition of Public Trees Moderate	Possess a detailed understanding of tree condition and potential risk of all intensively managed, publicly owned trees. This information is used to direct maintenance actions.	Tree condition and risk were measured in the 2024 inventory of park and facility trees.	Utilize the 2024 park tree inventory to make management decisions. Evaluate risk and condition of City-maintained ROW trees.
Trees in Natural Areas Low	Possess a detailed understanding of the ecological structure and function of all publicly owned natural areas (such as woodlands, ravines, stream corridors, etc.), as well as usage patterns.	Trees in natural areas have not been evaluated.	Conduct a sample inventory of natural areas to understand population, benefits, and risks.
Trees on Private Property Low-Moderate	Possess a solid understanding of the extent, location and general condition of trees on private lands.	The 2019 Oklahoma metro area urban tree canopy assessment provides limited information about the location and extent of private property tree canopy for a portion of the city.	Conduct an urban tree canopy assessment of the entire city.
Tree Diversity Moderate	Establish a genetically diverse population of publicly owned trees across the entire city and for each neighborhood. Tree populations should be composed of no more than 30% of any family, 20% of any genus, or 10% of any species.	In the 2024 park and facilities tree inventory, eastern redcedar is the most common species (10% of total inventoried trees), and elm is the most common genus (19% of total inventoried trees). The diversity of street trees is unknown.	Expand species diversity of newly planted trees. As eastern redcedar and elm naturally decline, replace them with other pest- and climate-resilient species.
Suitability Low-Moderate	Establish a tree population suited to the urban environment and adapted to the overall region. Suitable species are gauged by exposure to imminent threats, considering the "Right Tree for the Right Place" concept and invasive species.	In the 2024 park inventory, 32% of inventoried trees are susceptible to invasive pests such as Asian longhorned beetle. Site suitability data for public trees has not been collected.	Conduct an inventory of City-maintained street trees. Note utility conflicts and site suitability.

THE PEOPLE

INDICATOR AND PERFORMANCE LEVEL	OBJECTIVE OR INDUSTRY STANDARD	NORMAN'S PROGRAM	OPPORTUNITIES
Neighborhood Action Low-Moderate	Residents understand, cooperate, and participate in urban forest management at the neighborhood level. Urban forestry is a neighborhood-scale issue.	There is interest and limited involvement by groups such as the Sierra Club, Master Gardeners, and the University of Oklahoma, but there are no unified goals or priorities.	Build relationships with external partners who can help promote messaging from the Urban Forest Master Plan.
Large Private/ Institutional Landholder Involvement Low-Moderate	Large, private, and institutional landholders embrace citywide goals and objectives through targeted resource management plans.	There may be management plans in place for large institutions such as the University of Oklahoma.	Promote the goals and objectives of the Urban Forest Master Plan to large institutions such as OU and encourage them to create campus management plans.
Green Industry Involvement Low	The green industry works together to advance citywide urban forest goals and objectives. The city and its partners capitalize on local green industry expertise and innovation.	There is little involvement from green industry leaders to advance urban forestry goals in Norman.	Cultivate partnerships with local green industry leaders to promote the goals of the UFMP.
City Department and Agency Cooperation Moderate	All city departments and agencies cooperate to advance citywide urban forestry goals and objectives.	City departments coordinate with Parks on landscape plans for construction projects and on ROW trees that conflict with utilities. There is good rapport among departments, but capacity is limited across the City.	Continue to partner with other City departments on urban forestry. As Forestry capacity grows, create a work order system to track projects and communicate across departments.
Funder Engagement Low	Local funders are engaged and invested in urban forestry initiatives. Funding is adequate to implement citywide urban forest management plan.	There are limited fundings sources for urban forestry in Oklahoma. State law allows for the use of sales and use taxes to supplement municipal budgets.	Continue to look for external funding opportunities to supplement the forestry budget. Look for opportunities to support popular aspects of the urban forestry program with sales/use tax funds.
Utility Engagement Low	All utility companies are aware of and vested in the urban forest and cooperate to advance citywide urban forest goals and objectives.	No planned coordination exists between the City and utility companies.	Establish regular contact with utility company vegetation management coordinators to share public updates about maintenance schedules, right-tree-right-place principles, and potential funding opportunities for outreach and education.

INDICATOR AND PERFORMANCE LEVEL	OBJECTIVE OR INDUSTRY STANDARD	NORMAN'S PROGRAM	OPPORTUNITIES
Developer Engagement Moderate	The development community is aware of and vested in the urban forest and cooperates to advance citywide urban forest goals and objectives.	Developers are aware of municipal goals and objectives for tree preservation and protection. Developers report that affordable housing and infill development are sometimes constrained by tree preservation requirements.	Create and maintain an updated species list that promotes citywide diversity and resilience. For affordable housing projects, consider creating a credit system that allows developers to choose from a menu of sustainable options. Balance tree benefits, remaining lifespan, and likely survival of preserved trees in review of landscape plans.
Public Awareness Moderate	The general public understands the benefits of trees and advocates for the role and importance of the urban forest.	Despite the generally positive perception of trees, there are minimal education and awareness-building initiatives that are coordinated across the city, and minimal access to resources and capacity to support implementation and expand awareness of tree benefits.	Strengthen partnerships with local organizations who can help coordinate volunteer opportunities, tree giveaways, and tree education and outreach. Create an FAQ on the forestry web page.
Regional Collaboration Low-Moderate	Neighboring communities and regional groups are actively cooperating and interacting to advance the region's stake in the city's urban forest.	Norman Forestry maintains a good relationship with Oklahoma Forestry.	Look for opportunities to increase communication and information sharing with other Oklahoma cities on topics including urban forestry funding, enforcement, and street tree maintenance.

THE MANAGEMENT APPROACH

INDICATOR AND PERFORMANCE LEVEL	OBJECTIVE OR INDUSTRY STANDARD	NORMAN'S PROGRAM	OPPORTUNITIES
Tree Inventory Moderate-High	Comprehensive, GIS-based, current inventory of all intensively managed public trees to guide management, with mechanisms in place to keep data current and available for use. Data allows for analysis of age distribution, condition, risk, diversity, and suitability.	A GIS-based inventory of 5,937 park and facilities tree sites was conducted in 2024. Street trees have not been inventoried.	Add City-maintained ROW trees to the inventory (trees within Commercial Tree Zones and Historical Tree Districts). Update the inventory on a 5-year cycle.
Canopy Assessment Low	Accurate, high-resolution, and recent assessment of existing and potential city-wide tree canopy cover that is regularly updated and available for use across various departments, agencies, and/or disciplines.	Norman does not have a current tree canopy assessment.	Conduct a citywide urban tree canopy assessment.
Management Plan Low-Moderate	Existence and buy-in of a comprehensive urban forest management plan to achieve city-wide goals. Re-evaluation is conducted every 5 to 10 years.	The *City of Norman Community Forest Management Plan* was published in 2006.	Update the community forest management plan using inventory data and findings from the UFMP.
Risk Management Program Low	All publicly owned trees are managed for maximum public safety by way of maintaining a city-wide inventory, conducting proactive annual inspections, and eliminating hazards within a set timeframe based on risk level. Risk management program is outlined in the management plan.	The condition and maintenance priority of a portion of park trees was collected in the 2024 inventory. The condition of street trees is unknown. Management is primarily request-based or emergency response.	Collect information about tree condition and maintenance priority for City-maintained ROW trees.
Maintenance Program of Publicly-Owned Trees *(trees managed intensively)* Low	All intensively managed, publicly owned trees are well maintained for optimal health and condition in order to extend longevity and maximize benefits. A reasonable cyclical pruning program is in place, generally targeting 5-to-7-year cycles. The maintenance program is outlined in the management plan.	There is no systematic tree pruning program in place. Norman currently has a reactive system; City code requires that adjacent property owners are responsible for pruning and maintenance of public trees in the street right of way.	Implement a proactive pruning program for a portion of public trees. Expand the area that is under proactive maintenance over time. Use City communication channels to implement a cyclical block outreach campaign to encourage stewardship of trees.

INDICATOR AND PERFORMANCE LEVEL	OBJECTIVE OR INDUSTRY STANDARD	NORMAN'S PROGRAM	OPPORTUNITIES
Maintenance Program of Publicly-Owned Natural Areas *(trees managed extensively)* Low-Moderate	The ecological structure and function of all publicly owned natural areas are protected and enhanced while accommodating public use where appropriate.	The *Norman Parks and Recreation Master Plan* is under development. It indicates that publicly owned natural areas (wildland parks) and their associated maintenance costs were not quantified (pg. 98).	Build relationships with nonprofit organizations and friends-of-parks groups who can conduct invasive species removal at key wildland parks.
Planting Program Low-Moderate	Comprehensive and effective tree planting and establishment program is driven by canopy cover goals, equity considerations, and other priorities according to the plan. Tree planting and establishment is outlined in the management plan.	Tree establishment is systematic in parks but is ad hoc elsewhere. Funding for tree planting comes from the municipal budget.	Begin a modest tree planting program to replace trees that are removed and to plant in priority public spaces. Gradually increase tree planting and establishment year-over-year.
Tree Protection Policy Moderate	Comprehensive and regularly updated tree protection ordinance with enforcement ability is based on community goals. The benefits derived from trees on public and private property are ensured by the enforcement of existing policies.	Tree protection policies only apply to City of Norman properties and new construction projects with rights-of-way where regulated trees are or may be located.	Increase public awareness of historic tree districts.
City Staffing and Equipment Low-Moderate	Adequate staff and access to the equipment and vehicles to implement the management plan. A high-level urban forester or planning professional, strong operations staff, and solid certified arborist technicians.	Equipment is sufficient, but staffing levels and advanced tree training are low.	Increase the capacity of forestry by increasing tree training opportunities for staff and the amount of time they can allot to tree care.
Funding Low-Moderate	Appropriate funding in place to fully implement both proactive and reactive needs based on a comprehensive urban forest management plan.	The City of Norman spent $449,947 on tree activities in 2024, of which $330,618 was spent on pruning, $45,780 was spent on planting, and $12,021 supported tree giveaways. Maintenance is primarily reactive.	Increase the level of funding for proactive tree care and risk management.

INDICATOR AND PERFORMANCE LEVEL	OBJECTIVE OR INDUSTRY STANDARD	NORMAN'S PROGRAM	OPPORTUNITIES
Disaster Preparedness & Response Moderate	A disaster management plan is in place related to the city's urban forest. The plan includes staff roles, contracts, response priorities, debris management and a crisis communication plan. Staff are regularly trained and/or updated.	The *Community Wildfire Protection Plan* is under development. The *City of Norman Emergency Operations Plan* is in place but does not address the urban forest.	Amend the emergency operations plan to include procedures for emergency pruning, removal, and debris management. Utilize the Storm Mitigation Plan template from OK Forestry.
Resilience Low-Moderate	The City understands the climate and pest/disease vulnerability of its trees and community. Management decisions are informed by strategies to improve urban forest resilience and mitigate the harmful effects of climate change.	The *Cleveland County Hazard Mitigation Plan* describes vulnerability to a variety of disasters. Susceptibility of park trees to pest and disease and climate resilience are underway as part of development of the urban forest master plan.	Promote species lists of pest- and climate-resilient trees for use on public and private property.
Communication Moderate-High	Effective avenues of two-way communication exist among city departments and between the city and its residents. Messaging is consistent and coordinated, when feasible.	Residents submit tree-related requests to the City via telephone, email, and the Action Center, which are then answered or addressed by Parks and Rec staff. Communication between City departments about trees takes place ad hoc.	Annually publish basic information about forestry activities, accomplishments, and Action Center requests and responses on the Forestry web page. Establish a committee to oversee implementation of the UFMP.

C. 5-YEAR ESTIMATED MANAGEMENT BUDGET

A five-year management budget is provided for recommended maintenance needs of 5,775 trees and 162 stumps that were inventoried within manicured areas of Norman parks in 2024, as well as projected future maintenance needs. Costs are estimated from the actual size of trees in the inventory, based on estimated time, labor, and materials, which is typically quoted by tree diameter. Contactor costs are assumed to be 50% greater than in-house costs.

The management budget is in 2025 dollars, not adjusted for future inflation, and does not include costs for forestry management, public engagement and outreach, debris cleanup, or maintenance of trees within natural areas or along streets.

HIGH-PRIORITY TREE REMOVAL

RESOLVE BACKLOG IN YEAR 1. CONTRACTED.

ACTIVITY COST		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR COST
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	
1-3"	$42	1	$42	1	$42	1	$42	1	$42	1	$42	$210
4-6"	$87	2	$174	2	$174	2	$174	2	$174	2	$174	$870
7-12"	$207	20	$4,140	6	$1,242	6	$1,242	6	$1,242	6	$1,242	$9,108
13-18"	$471	22	$10,362	4	$1,884	4	$1,884	4	$1,884	4	$1,884	$17,898
19-24"	$908	14	$12,705	2	$1,815	2	$1,815	2	$1,815	2	$1,815	$19,965
25-30"	$1,238	5	$6,188	1	$1,238	1	$1,238	1	$1,238	1	$1,238	$11,138
31-36"	$1,568	4	$6,270	1	$1,568	1	$1,568	1	$1,568	1	$1,568	$12,540
37-42"	$2,228	2	$4,455	1	$2,228	1	$2,228	1	$2,228	1	$2,228	$13,365
>42"	$3,053	3	$9,158	1	$3,053	1	$3,053	1	$3,053	1	$3,053	$21,368
Activity Total(s)		73	$53,493	19	$13,242	19	$13,242	19	$13,242	19	$13,242	$106,461

MODERATE-PRIORITY TREE REMOVAL

RESOLVE BACKLOG IN YEAR 2. CONTRACTED.

ACTIVITY COST		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR COST
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	
1-3"	$42	1	$42	1	$42	1	$42	1	$42	1	$42	$210
4-6"	$87	2	$174	11	$957	2	$174	2	$174	2	$174	$1,653
7-12"	$207	6	$1,242	33	$6,831	6	$1,242	6	$1,242	6	$1,242	$11,799
13-18"	$471	4	$1,884	34	$16,014	4	$1,884	4	$1,884	4	$1,884	$23,550
19-24"	$908	2	$1,815	25	$22,688	2	$1,815	2	$1,815	2	$1,815	$29,948
25-30"	$1,238	1	$1,238	9	$11,138	1	$1,238	1	$1,238	1	$1,238	$16,088
31-36"	$1,568	1	$1,568	10	$15,675	1	$1,568	1	$1,568	1	$1,568	$21,945
37-42"	$2,228	1	$2,228	3	$6,683	1	$2,228	1	$2,228	1	$2,228	$15,593
>42"	$3,053	1	$3,053	4	$12,210	1	$3,053	1	$3,053	1	$3,053	$24,420
Activity Total(s)		19	$13,242	130	$92,237	19	$13,242	19	$13,242	19	$13,242	$145,205

LOW-PRIORITY REMOVAL

RESOLVE BACKLOG IN YEARS 1–3. IN HOUSE.

ACTIVITY COST		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR COST
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	
1-3"	$28	14	$392	14	$392	14	$392	1	$28	1	$28	$1,232
4-6"	$58	20	$1,160	20	$1,160	20	$1,160	2	$116	2	$116	$3,712
7-12"	$138	20	$2,760	20	$2,760	20	$2,760	6	$828	6	$828	$9,936
13-18"	$314	16	$5,024	16	$5,024	16	$5,024	4	$1,256	4	$1,256	$17,584
19-24"	$605	7	$4,235	7	$4,235	7	$4,235	2	$1,210	2	$1,210	$15,125
25-30"	$825	4	$3,300	4	$3,300	4	$3,300	1	$825	1	$825	$11,550
31-36"	$1,045	2	$2,090	2	$2,090	2	$2,090	1	$1,045	1	$1,045	$8,360
37-42"	$1,485	1	$1,485	1	$1,485	1	$1,485	1	$1,485	1	$1,485	$7,425
>42"	$2,035	1	$2,035	1	$2,035	1	$2,035	1	$2,035	1	$2,035	$10,175
Activity Total(s)		85	$22,481	85	$22,481	85	$22,481	19	$8,828	19	$8,828	$85,099

STUMP REMOVAL

RESOLVE BACKLOG IN YEAR 1. IN HOUSE.

ACTIVITY COST		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR COST
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	
1-3"	$18	19	$342	16	$288	16	$288	3	$54	3	$54	$1,026
4-6"	$28	40	$1,120	33	$924	24	$672	6	$168	6	$168	$3,052
7-12"	$44	112	$4,928	59	$2,596	32	$1,408	18	$792	18	$792	$10,516
13-18"	$72	77	$5,544	54	$3,888	24	$1,728	12	$864	12	$864	$12,888
19-24"	$94	48	$4,512	34	$3,196	11	$1,034	6	$564	6	$564	$9,870
25-30"	$110	18	$1,980	14	$1,540	6	$660	3	$330	3	$330	$4,840
31-36"	$138	13	$1,794	13	$1,794	4	$552	3	$414	3	$414	$4,968
37-42"	$160	6	$960	5	$800	3	$480	3	$480	3	$480	$3,200
>42"	$182	6	$1,092	6	$1,092	3	$546	3	$546	3	$546	$3,822
Activity Total(s)		339	$22,272	234	$16,118	123	$7,368	57	$4,212	57	$4,212	$54,182

HIGH-PRIORITY PRUNING

YEAR 1. IN HOUSE 80%/CONTRACTED 20%.

ACTIVITY COST		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR COST
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	
1-3"	$22	1	$22	1	$22	2	$44	2	$44	2	$44	$176
4-6"	$33	3	$99	3	$99	3	$99	3	$99	3	$99	$495
7-12"	$83	12	$990	8	$660	8	$660	8	$660	8	$660	$3,630
13-18"	$132	16	$2,112	6	$792	6	$792	6	$792	6	$792	$5,280
19-24"	$187	22	$4,114	3	$561	3	$561	3	$561	3	$561	$6,358
25-30"	$248	12	$2,970	2	$495	2	$495	2	$495	2	$495	$4,950
31-36"	$336	9	$3,020	1	$336	1	$336	1	$336	1	$336	$4,362
37-42"	$418	5	$2,090	1	$418	1	$418	1	$418	1	$418	$3,762
>42"	$649	4	$2,596	1	$649	1	$649	1	$649	1	$649	$5,192
Activity Total(s)		84	$18,013	26	$4,032	27	$4,054	27	$4,054	27	$4,054	$34,205

MODERATE-PRIORITY PRUNING

YEARS 1–3. IN HOUSE.

ACTIVITY COST		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR COST
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	
1-3"	$20	1	$20	1	$20	1	$20	2	$40	2	$40	$140
4-6"	$30	3	$90	3	$90	3	$90	3	$90	3	$90	$450
7-12"	$75	31	$2,325	31	$2,325	31	$2,325	8	$600	8	$600	$8,175
13-18"	$120	51	$6,120	51	$6,120	51	$6,120	6	$720	6	$720	$19,800
19-24"	$170	51	$8,670	51	$8,670	51	$8,670	3	$510	3	$510	$27,030
25-30"	$225	35	$7,875	35	$7,875	35	$7,875	2	$450	2	$450	$24,525
31-36"	$305	22	$6,710	22	$6,710	22	$6,710	1	$305	1	$305	$20,740
37-42"	$380	8	$3,040	8	$3,040	8	$3,040	1	$380	1	$380	$9,880
>42"	$590	6	$3,540	6	$3,540	6	$3,540	1	$590	1	$590	$11,800
Activity Total(s)		208	$38,390	208	$38,390	208	$38,390	27	$3,685	27	$3,685	$122,540

ROUTINE INSPECTION

5-YEAR CYCLE. IN HOUSE.

ACTIVITY COST		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR COST
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	
Walk-by Assessment	$5	578	$2,888	583	$2,913	585	$2,925	593	$2,963	603	$3,013	$14,700
Activity Total(s)		578	$2,888	583	$2,913	585	$2,925	593	$2,963	603	$3,013	$14,700

YOUNG TREE TRAINING

TRIMMING OF TREES <8 IN. DBH ON A 3-YEAR CYCLE. IN HOUSE.

ACTIVITY COST		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR COST
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	
1-3"	$20		$0		$0	284	$5,680	227	$4,540	259	$5,180	$15,400
4-6"	$30		$0	260	$7,800		$0		$0		$0	$7,800
>6"	$40	79	$3,160		$0		$0		$0	260	$10,400	$13,560
Activity Total(s)		79	$3,160	260	$7,800	284	$5,680	227	$4,540	519	$15,580	$36,760

ROUTINE PRUNING

10-YEAR CYCLE. IN HOUSE.

ACTIVITY COST		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR COST
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	
1-3"	$20	18	$366	28	$566	28	$566	28	$566	28	$566	$2,630
4-6"	$30	44	$1,323	44	$1,323	44	$1,323	44	$1,323	44	$1,323	$6,615
7-12"	$75	152	$11,378	152	$11,378	152	$11,378	152	$11,378	160	$11,970	$57,480
13-18"	$120	107	$12,840	107	$12,840	107	$12,840	107	$12,840	107	$12,840	$64,200
19-24"	$170	50	$8,432	50	$8,432	50	$8,432	50	$8,432	50	$8,432	$42,160
25-30"	$225	30	$6,795	30	$6,795	30	$6,795	30	$6,795	30	$6,795	$33,975
31-36"	$305	11	$3,447	11	$3,447	11	$3,447	11	$3,447	11	$3,447	$17,233
37-42"	$380	4	$1,672	4	$1,672	4	$1,672	4	$1,672	4	$1,672	$8,360
>42"	$590	2	$944	2	$944	2	$944	2	$944	2	$944	$4,720
Activity Total(s)		418	$47,196	428	$47,396	428	$47,396	428	$47,396	436	$47,989	$237,373

REPLACEMENT TREE PLANTING AND MAINTENANCE

REPLACES TREES THAT ARE REMOVED ANNUALLY. IN HOUSE.

ACTIVITY COST		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR COST
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	
Purchasing	$250	177	$44,250	234	$58,500	123	$30,750	57	$14,250	57	$14,250	$162,000
Planting & Watering	$200	177	$35,400	234	$46,800	123	$24,600	57	$11,400	57	$11,400	$129,600
Mulching	$25	177	$4,425	234	$5,850	123	$3,075	57	$1,425	57	$1,425	$16,200
Activity Total(s)		177	$84,075	234	$111,150	123	$58,425	57	$27,075	57	$27,075	$307,800

NEW TREE PLANTING AND MAINTENANCE

FILLS VACANT PLANTING SITES. IN HOUSE.

ACTIVITY COST		YEAR 1		YEAR 2		YEAR 3		YEAR 4		YEAR 5		FIVE-YEAR COST
DIAMETER	COST/TREE	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	COUNT	COST	
Purchasing	$250	50	$12,500	25	$6,250	75	$18,750	100	$25,000	100	$25,000	$87,500
Planting & Watering	$200	50	$10,000	25	$5,000	75	$15,000	100	$20,000	100	$20,000	$70,000
Mulching	$25	50	$1,250	25	$625	75	$1,875	100	$2,500	100	$2,500	$8,750
Activity Total(s)		50	$23,750	25	$11,875	75	$35,625	100	$47,500	100	$47,500	$166,250

TOTAL COSTS

ACTIVITY COST	YEAR 1	YEAR 2	YEAR 3	YEAR 4	YEAR 5	FIVE-YEAR COST
In House Total	$258,622	$261,348	$221,533	$149,441	$161,124	$1,052,067
Contracted Total	$70,338	$106,285	$27,295	$27,295	$27,295	$258,506
Cost Grand Total	$328,959	$367,633	$248,828	$176,736	$188,419	$1,310,574

NORMAN
PARKS & RECREATION

File Attachments for Item:

13. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF SEPTEMBER 30, 2025, AND DIRECTING THE FILING THEREOF.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Anthony Francisco, Director of Finance

PRESENTER: Anthony Francisco, Director of Finance

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF RECEIPT OF THE FINANCE DIRECTOR'S INVESTMENT REPORT AS OF SEPTEMBER 30, 2025, AND DIRECTING THE FILING THEREOF.

DATE: October 6, 2025

TO: City Council

FROM: Anthony Francisco, Director of Finance
REVIEWED BY: Clint Mercer, Chief Accountant
PREPARED BY: Debbie Whitaker, Municipal Accountant III

SUBJECT: Finance Director's Investment Report

	MONTHLY COMPARISON						ANNUAL COMPARISON			
FUND	MONTHLY BUDGETED INTEREST EARNINGS FYE26	MONTHLY INTEREST EARNINGS September 2025	MONTHLY % INCREASE (DECREASE)	MONTHLY INTEREST % OF PORTFOLIO HOLDINGS	MONTH-END BALANCE September 2025	MONTHLY % OF PORTFOLIO HOLDINGS	ANNUAL BUDGETED INTEREST EARNINGS FYE26-YTD	INTEREST EARNINGS YTD FYE26	YTD % INCREASE (DECREASE)	YTD % PORTFOLIO HOLDINGS
GENERAL FUND	$16,752	$31,556	88.37%	4.75%	8,250,055	3.64%	$50,255	$112,295	123.45%	5.63%
NET REVENUE STABILIZATION	$4,167	$18,581	345.96%	2.80%	5,167,664	2.28%	$12,500	$54,433	335.46%	2.73%
PUBLIC SAFETY SALES TAX FUND	$4,167	$8,090	94.15%	1.22%	(1,467,985)	-0.65%	$12,500	$15,282	22.26%	0.77%
HOUSING	N/A	$139	100.00%	0.02%	3,797,829	1.68%	N/A	$1,094	100.00%	0.05%
SPECIAL GRANTS FUND	N/A	$18,518	100.00%	2.79%	15,686,851	6.92%	N/A	$59,564	100.00%	2.98%
ROOM TAX FUND	$208	$3,679	1665.69%	0.55%	832,393	0.37%	$625	$9,682	1449.08%	0.49%
YFAC FUND	$0	$225	0.00%	0.03%	(159,142)	-0.07%	$0	$225	0.00%	0.01%
SEIZURES	$42	$3,807	9037.54%	0.57%	1,322,580	0.58%	$125	$12,669	10035.39%	0.63%
CLEET FUND	N/A	$11	100.00%	0.00%	3,552	0.00%	N/A	$11	100.00%	0.00%
TRANSIT & PARKING FUND	$0	$5,922	0.00%	0.89%	768,926	0.34%	$0	$20,835	0.00%	1.04%
ART IN PUBLIC PLACES FUND	N/A	$6	100.00%	0.00%	1,922	0.00%	N/A	$27	100.00%	0.00%
WESTWOOD FUND	$625	$315	-49.62%	0.05%	1,587,255	0.70%	$1,875	$2,161	15.25%	0.11%
WATER FUND	$10,000	$171,859	1618.59%	25.86%	49,564,812	21.86%	$30,000	$489,011	1530.04%	24.50%
WASTEWATER FUND	$4,167	$21,993	427.84%	3.31%	6,687,237	2.95%	$12,500	$65,829	426.63%	3.30%
SEWER MAINTENANCE FUND	N/A	$64,484	100.00%	9.70%	18,050,091	7.96%	N/A	$189,263	100.00%	9.48%
DEVELOPMENT EXCISE	$5,833	$8,397	43.94%	1.26%	2,750,669	1.21%	$17,500	$22,809	30.34%	1.14%
SANITATION FUND	$25,000	$41,370	65.48%	6.23%	11,367,289	5.01%	$75,000	$118,133	57.51%	5.92%
RISK MANAGEMENT FUND	N/A	$2,009	100.00%	0.30%	(86,214)	-0.04%	N/A	$2,142	100.00%	0.11%
CAPITAL PROJECTS FUND	$58,333	$163,584	180.43%	24.62%	71,910,103	31.72%	$175,000	$516,548	195.17%	25.88%
NORMAN FORWARD SALES TAX	$1,250	$16,492	1219.40%	2.48%	6,607,818	2.91%	$3,750	$71,931	1818.15%	3.60%
PARKLAND FUND	$833	$3,398	307.71%	0.51%	946,275	0.42%	$2,500	$9,879	295.15%	0.50%
UNP TAX INCREMENT DISTRICT	$0	$20,552	100.00%	3.09%	6,007,114	2.65%	$0	$43,038	100.00%	2.16%
CENTER CITY TAX INCREMENT DIST	$167	$21,386	0.00%	3.22%	5,950,729	2.62%	$500	$62,676	100.00%	3.14%
SINKING FUND	$2,083	$33,537	1509.79%	5.05%	9,881,825	4.36%	$6,250	$102,556	1540.89%	5.14%
SITE IMPROVEMENT FUND	N/A	$210	100.00%	0.03%	58,326	0.03%	N/A	$614	100.00%	0.03%
TRUST & AGENCY FUNDS	N/A	$40	100.00%	0.01%	11,242	0.00%	N/A	$118	100.00%	0.01%
ARTERIAL ROAD FUND	N/A	$4,376	100.00%	0.66%	1,217,067	0.54%	N/A	$12,820	100.00%	0.64%
	$133,627	$664,538	397.31%	100.00%	226,716,286	100.00%	$400,880	$1,995,645	397.82%	100.00%

City funds are invested in interest bearing accounts and investment securities, as directed by the City's Investment Policy. Rates of return on these investments relate directly to current Treasury and Money Market rates. Total funds on deposit of $226.72 million as of 09/30/25 are represented by working capital cash balances of all City funds of approximately $101.48 million, outstanding encumbrances of $51.28 million, General Obligation Bond proceeds of $55.14 million, NUA revenue bond proceeds of $9.09 million, NMA bond proceeds of $4.16 million, and UNP TIF reserve amounts of $5.57 million.

INVESTMENT BY TYPE

September 30, 2025

LIST BY TYPE	SEC. NO.	PURCHASED	MATURITY	YIELD	EARNED INTEREST	COST	MARKET
**Checking							
BANK OF OKLAHOMA	GEN'L DEP.			2.37%	$12,883.45	$8,293,743.38	$8,293,743.38
BANK OF OKLAHOMA	WARRANTS PAYABLE					($914,139.70)	($914,139.70)
BANK OF OKLAHOMA	PAYROLL					($4,084,880.72)	($4,084,880.72)
BANK OF OKLAHOMA	COURT BOND REFUNDS					$245,438.00	$245,438.00
BANK OF OKLAHOMA	INSURANCE CLAIMS					($667,981.79)	($667,981.79)
BANK OF OKLAHOMA	LOCK BOX					$2,084,117.53	$2,084,117.53
BANK OF OKLAHOMA	RETURN CHECKS					($7,512.96)	($7,512.96)
BANK OF OKLAHOMA	PARKS					$0.00	$0.00
BANK OF OKLAHOMA	FLEXIBLE SPENDING					$2,854.10	$2,854.10
BANK OF OKLAHOMA	CDBG-CV			2.45%	$139.07	$217,064.86	$217,064.86
**Subtotal					$13,022.52	$5,168,702.70	$5,168,702.70
**Money Market							
BANCFIRST-NUA	MONEY MKT.			4.16%	$2,506.05	$1,193,016.05	$1,193,016.05
BANCFIRST-NMA Room Tax	MONEY MKT.			4.16%	$568.31	$39,331.64	$39,331.64
BANCFIRST-NUA Water	MONEY MKT.			4.20%	$20,688.53	$6,884,283.85	$6,884,283.85
BANCFIRST-NUA Clean Water	MONEY MKT.			4.16%	$2,139.80	$1,012,724.26	$1,012,724.26
BANCFIRST-NMA PSST	MONEY MKT.			4.20%	$8,089.69	$1,707,904.81	$1,707,904.81
BANCFIRST-NMA Norman Forward	MONEY MKT.			4.20%	$2,053.64	$2,414,611.08	$2,414,611.08
BANK OF OKLAHOMA UNP TIF	MONEY MKT.			4.33%	$18,975.50	$5,571,601.74	$5,571,601.74
BANK OF OKLAHOMA ARPA	MONEY MKT.			2.45%	$15,522.50	$7,632,634.11	$7,632,634.11
BANK OF OKLAHOMA-Westwood	MONEY MKT.			2.45%	$314.89	$0.00	$0.00
BANK OF OKLAHOMA-CW	MONEY MKT.			2.45%	$27.35	$13,429.16	$13,429.16
BANK OF OKLAHOMA	MONEY MKT.			2.45%	$170.51	$83,706.29	$83,706.29
BANK OF OKLAHOMA	MONEY MKT.			2.45%	$281.95	$314,118.45	$314,118.45
BANK OF OKLAHOMA-SW	MONEY MKT.			2.45%	$23.27	$11,422.76	$11,422.76
BANK OF OKLAHOMA-Opioid Abt	MONEY MKT.			2.45%	$2,825.01	$1,386,890.65	$1,386,890.65
BANK OF OKLAHOMA-Misty Lake	MONEY MKT.			2.45%	$1,310.62	$643,427.08	$643,427.08
BANK OF OKLAHOMA-Parks	MONEY MKT.			2.45%	$224.84	$224.84	$224.84
BANK OF OKLAHOMA-2023A	MONEY MKT.			2.45%	$52,563.90	$25,790,769.12	$25,790,769.12
BANK OF OKLAHOMA-2023B	MONEY MKT.			2.45%	$29,821.05	$14,640,079.22	$14,640,079.22
BANK OF OKLAHOMA-2021	MONEY MKT.			2.45%	$4,883.84	$2,159,486.51	$2,159,486.51
BANK OF OKLAHOMA-2024A	MONEY MKT.			2.45%	$25,848.46	$12,551,674.76	$12,551,674.76
**Subtotal					$188,839.71	$84,051,336.38	$84,051,336.38
**Sweep/Overnight							
GOLDMAN SACHS	GOVT SELECT 1237			4.22%	$2,657.15	$757,511.82	$757,511.82
BANK OF OKLAHOMA PORTFOLIO	SHORT TERM			3.98%	$297,520.55	$91,283,734.77	$91,283,734.77
**Certificate of Deposit							
FIRST FIDELITY BANK	CD	03/31/25	09/30/25	3.02%	$629.17	$250,000.00	$250,000.00
GREAT NATIONS BANK	CD	09/30/24	09/30/25	4.22%	$879.17	$250,000.00	$250,000.00
VALLIANCE BANK	CD	11/30/24	11/30/25	4.15%	$864.58	$250,000.00	$250,000.00
FIRST NATIONAL BANK	CD	12/28/24	12/28/25	3.15%	$656.25	$250,000.00	$250,000.00
**Subtotal					$3,029.17	$1,000,000.00	$1,000,000.00
**U.S. Treasury Securities/Agency Securities							
TVA Note	880591CJ9	08/31/23	11/01/25	4.89%	41,995.27	10,000,000.00	$10,036,600.00
FFCB	3133ERWP2	02/28/25	10/01/25	4.24%	22,200.45	6,455,000.00	$6,452,418.00
US T-Notes	91282CKY6	06/30/25	06/30/26	3.96%	24,933.11	7,500,000.00	$7,541,625.00
US T-Notes	91282CLH2	06/30/25	08/31/26	3.91%	26,053.86	8,000,000.00	$7,990,400.00
FFCB	3133ERP96	12/31/24	09/24/26	4.24%	26,491.30	7,500,000.00	$7,527,150.00
FFCB	3133ETBD8	03/31/25	03/26/27	4.42%	17,794.63	5,000,000.00	$4,994,900.00
**Subtotal					159,468.62	44,455,000.00	$44,543,093.00
TOTAL					664,537.72	226,716,285.67	$226,046,866.85

The Governmental Accounting Standards Board requires the reporting of market values of investment securities. These market values represent the amount of money the security would sell for on the open market, if cash flow demands were such that the security had to be sold. The City of Norman purchases investment securities with the intent of holding them to maturity, as stated in the City's Investment Policy. Only in exceptional circumstances would securities be sold before their maturity, due to cash flow demands or favorable market conditions.

File Attachments for Item:

14. CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF SEPTEMBER 2025.

CITY OF NORMAN, OK

STAFF REPORT

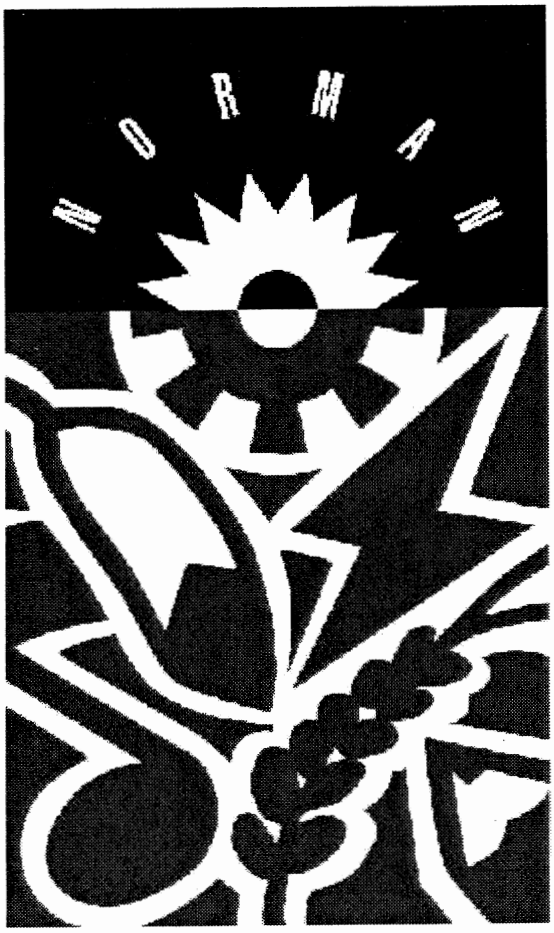
MEETING DATE: 10/28/2025

REQUESTER: Stacey Parker, Executive Assistant

PRESENTER: Stacey Parker, Executive Assistant

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGEMENT, APPROVAL, ACCEPTANCE, REJECTION, AND/OR POSTPONEMENT OF THE MONTHLY DEPARTMENTAL REPORT FOR THE MONTH OF SEPTEMBER 2025.

City of Norman



Monthly Departmental Report

September 2025

MONTHLY PROGRESS

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CITY CLERK 1

CITY CLERK

MONTHLY PROGRESS REPORT
September 2025

ACTION CENTER				
DEPARTMENT	CALLS	CALLS YTD	ADDITIONAL CONTACTS	ADDITIONAL CONTACTS YTD
Animal Welfare	15	47	0	4
Bus Service	0	0	0	1
CDBG	0	3	1	4
City Clerk	93	236	3	7
City Manager/Mayor	6	12	2	6
City Wide Garage Sale	0	0	0	0
Code Enforcement	52	231	3	14
Finance	1	5	0	0
Fire/Civil Defense	2	12	0	1
Human Resources	7	32	0	0
I.T.	5	11	0	1
Legal	7	16	0	1
Line Maintenance	42	135	1	5
Municipal Court	7	28	0	0
Noise Complaint	0	0	0	0
Norman Forward Questions	0	0	0	0
Outreach	12	19	1	5
Parks & Recreation	30	100	1	12
Permits/Inspections	83	255	3	6
Planning	17	45	0	1
Police/Parking	31	98	10	18
Public Works	26	83	2	7
Recycling	0	0	0	0
Sanitation	80	219	2	8
Sidewalks	0	0	7	17
Storm Debris	0	0	0	0
Storm Water	11	45	2	8
Streets	44	145	4	17
Streets Lights	1	4	0	0
Traffic	17	41	3	12
Utilities	97	370	9	14
WC Questions	0	0	0	0
WC Violations	0	0	0	0
September 2025 Total: 740	**686**	**2192**	**54**	**171**

LICENSES

23 new business licenses and **5 Special Event permits** were issued during the month of September. The following is a list of business licenses issued in September and YTD totals:

LICENSE TYPE	NUMBER ISSUED	FYE YTD	LICENSE TYPE	NUMBER ISSUED	FYE YTD
Bee Keeper	0	0	Retail Beer	0	1
Brewer	0	0	Retail Spirits Store	0	0
Coin-Operated Devices	0	3	Retail Wine	0	1
Distiller	0	0	Salvage Yard	0	0
Food	2	14	Sidewalk Dining	0	0
Game Machines	0	114	Solicitor/Peddler (30 day)	1	21
Impoundment Yard	0	0	Solicitor/Peddler (60 day)	10	15
Kennel	1	1	Solicitor/Peddler (one day)	0	0
Medical Marijuana Dispensary	0	0	**Special Event**	**5**	**10**
Medical Marijuana Grower	0	3	Strong Beer & Wine/Winemaker	1	1
Medical Marijuana Processor	0	0	Taxi/Motorbus/Limousine	0	0
Medical Marijuana Testing Laboratory	0	0			
Mixed Beverage	0	3	Temp Food (one day)	1	2
Mixed Beverage/Caterer	0	0	Temp Food (30 day)	2	5
Pawnbroker	0	0	Temp Food (180 day)	0	13
Pedi cab	5	16	Transient Amusement	0	0
	8	**154**	**(not including Special Events)**	**15**	**59**

NEW ESTABLISHMENT LICENSES		
NAME	ADDRESS	LICENSE TYPE(S)
Sooner Bloomers	3301 W Main	Solicitor/Peddler- Fixed 30 Day
777 Roofing & Construction	PO BOX 177	Solicitor/Peddler – Door to Door 60 Day (7 licensed)
AT&T/Redbud Associates Inc.	9101 Whitehall Ct.	Solicitor/Peddler – Door to Door 60 Day (3 licensed)
Rosemary's K9 Club	1228 Lindsey Plaza Dr. Suite 104	Commercial Kennel
Everlasting Pedicabs	2624 S. Owasso Ave.	Pedicab (1)
Azulito LLC	8400 Ridgeway	Pedicab (1)
Pedicab918	1003 E 35th Place	Pedicab (2)
Luxxury Textile, LLC	1209 Layla Ln	Pedicab (1)
Moe's Hot Chicken	1915 Classen Blvd, Suite 113	Food Service
Five Below #5194	1617 Goppold Lane	Food Service

TEMPORARY FOOD PERMITS		
180 DAY	30 DAY	1 DAY
	Get Fizzy With It	Red Bone Indian Tacos
	Riko's Tacos	

RECORD REQUESTS RECEIVED

MONTH	NUMBER RECEIVED	YEAR-TO-DATE
July	64	64
August	37	101
September	45	146
October		
November		
December		
January		
February		
March		
April		
May		
June		

LAWSUITS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
09/17/2025	Regena Grace CJ-2025-873	Plaintiff's Interrogatories to Defendant	N/A
09/30/2025	Geoffrey & Kristin Arce CV-2024-3662	Defendant's Notice of Service for Production of Documents to Plaintiff	N/A

CLAIMS FILED

DATE FILED	NAME	JUSTIFICATION	AMOUNT
09/05/2025	Mike Chaffin	On 08/25/25 a rock was allegedly thrown from a weed eater being operated by a City employee at Porter & Tecumseh subsequently breaking a window on the claimant's vehicle.	$311.53
09/05/2025	Geoffrey & Kristin Arce	Incident occurred on 12/28/2023 whereby they were allegedly subject to wrongful denial of a permit & other suspected egregious actions by City staff.	$2,288,000
09/08/2025	Doug & Tracy Egerer	On 12/28/24 at 508 Dalton there was alleged damage done to their sewer line & driveway due to a City interceptor dropping several inches.	$8,194.00
09/09/2025	Susan Tuter	On 8/11/25, a City Sanitation truck allegedly set a dumpster on claimant's vehicle in alleyway which caused damage and medical bills.	$4,332.35
09/15/2025	James Nelson	On 09/12/25 a City truck allegedly backed into claimant's vehicle while parked at Sooner Fashion Mall causing damage.	$1,828.56

STUDY SESSION

On September 2, 2025, City Council met in Study Session to discuss regulations for mobile food trucks as it relates to House Bill 1076.

CONFERENCE

On September 9, 2025, City Council met in Conference for a presentation and discussion regarding the Urban Forestry Master Plan.

SPECIAL SESSION

On September 23, 2025, City Council met in Special Session to discuss the Central Oklahoma Long Range Transit Plan. Additionally, City Council adjourned into Executive Session to discuss pending litigation associated with Wattie Wolfe, Inc. V. G.E. Johnson, Et. Al, Case CJ-2025-1366 TB.

CITY MANAGER 2

No reports are being generated for the Monthly Department Report from the City Manager's Office, as of Jan 2023.

FINANCE 3

CITY OF NORMAN

Department of Finance
Monthly Report – September 2025

Statistics on outputs from the various divisions of the Department of Finance (DOF) are presented on the following pages. Major projects that were completed or initiated by the DOF in September are discussed below:

Treasury Division:

In the month of September, the Treasury Division processed 42,118 payments in person and over the phone, an increase of 5.1% from last month. Paymentus (the City's 3rd party processor of online and automated telephone payments) processed 15,761 payments in September, an increase of 10.8% from last month.

General Fund Revenues & Expenditures:

When comparing General Fund revenue sources versus budgeted levels, revenues are below target for the month of September by -9.6%. Revenues from the City's largest single source of revenue, sales tax, are below target by -4.4% for the year to date and 0.04% above last fiscal year. Following is a summary table regarding General Fund revenues and expenditures to-date.

	FYE 26 Budget To Date	FYE 26 Actual To Date	FYE 25 Actual To Date	FYE 24 Actual To Date
Sales Tax Revenue	$14,070,812	$13,451,560	$13,386,477	$13,583,720
General Fund Revenue	$26,780,698	$24,207,846	$24,166,398	$23,213,534
General Fund Expenses	$28,700,520	$29,104,420	$28,435,337	$26,117,106

Administration Division

	FYE 26		FYE 25	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	960.00	320.00	1,120.00
Total Comp Time Available	1.25	3.00	2.75	11.50
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	321.25	963.00	322.75	1,131.50
Benefit Hours Taken	66.00	203.50	16.00	130.00
TOTAL ACCOUNTABLE STAFF HOURS	255.25	759.50	306.75	1,001.50
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

ACCOUNTING 3A

Accounting Division

	FYE 26		FYE 25	
	September	YTD	September	YTD
Total Regular Hours Available	1,120.00	3,920.00	1,120.00	3,760.00
Total Comp Time Available	8.50	31.50	0.75	11.50
Total Overtime Hours	0.25	9.00	4.75	38.50
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,128.75	3,960.50	1,125.50	3,810.00
Benefit Hours Taken	232.75	602.75	179.25	487.00
TOTAL ACCOUNTABLE STAFF HOURS	896.00	3,357.75	946.25	3,323.00
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

CITY REVENUE REPORTS 3B

City Revenue Report

	FY 26 August	FYE 26 September	Plus/Minus
Total Revenue Received ($)	$5,363,888	$6,289,999	$926,111
Utility Payments - Office (#)	40,090	42,118	2,028
Utility Payments - Office ($)	$5,125,839	$5,689,176	$563,337
Paymentus (#)	14,220	15,761	1,541
Paymentus ($)	$1,553,139	$1,778,480	$225,341
Lockbox (#)	6,960	8,199	1,239
Lockbox ($)	$1,302,899	$1,672,623	$369,724
E-Lockbox (#)	3,385	3,558	173
E-Lockbox ($)	371,645	415,802	$44,157
Bank Draft Payments (#)	12814	12934	120
Bank Draft Payments ($)	$1,502,086	$1,725,911	$223,825
Utility Deposits (#)			$0
Utility Deposits ($)			$0
Fix Payments (#)			$0
Fix Payments ($)			$0
Processed Return Checks (#)	113	131	18
Processed Return Checks ($)	($9,970)	($14,896)	($4,926)
Other Revenue Transactions (#)			$0
Other Revenue Received ($)			$0
Accounts Receivable Payments ($)	26,305	43,020	$16,715
Municipal Court - Fines/Bonds ($)	238,049	229,150	($8,899)
Municipal Court - Credit Card (#)	596	612	16
Municipal Court - Credit Card ($)	115,390	108,153	(7,237)
Building Permits Cash Report ($)	0	69,141	$69,141
Building Permits Credit Card (#)	0	94	94
Building Permits Credit Card ($)	$0	$21,918	$21,918
Occupational License - Bldg Insp. ($)	$0	$0	$0
Occupational License - Bldg Insp. CC (#)	0	0	0
Occupational License - Bldg Insp. CC ($)	$0	$0	$0
Business License - City Clerk ($)	0	335	$335
Accounts Receivable Billed ($)	$0	$39,665	$39,665

Building Permits/Planning/City Clerk went to a new system in the beginning of November, 2023. The reporting is not matching up with the deposits. We are still trying to figure out the best way to report it and subsequently I haven't got the info to include on my daily reports.

This affects the Total Revenue Received as well.

Budget Services Division

	FYE 26		FYE 25	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	320.00	1,120.00	320.00	1,120.00
Total Comp Time Available	0.00	1.50	0.00	0.00
Total Overtime Hours	0.25	0.75	0.25	0.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	320.25	1,122.25	320.25	1,120.25
Benefit Hours Taken	52.25	209.25	19.75	143.00
TOTAL ACCOUNTABLE STAFF HOURS	268.00	913.00	300.50	977.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Treasury Division

	FYE 26		FYE 25	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	800.00	2,873.00	800.00	2,800.00
Total Comp Time Available	0.00	40.00	12.00	41.50
Total Overtime Hours	54.25	164.50	18.25	78.00
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	854.25	3,077.50	830.25	2,919.50
Benefit Hours Taken	306.00	651.00	141.00	634.25
TOTAL ACCOUNTABLE STAFF HOURS	548.25	2,426.50	689.25	2,285.25
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

UTILITY 3C

Utility Division

	FYE 26		FYE 25	
	September	YTD	September	YTD
PERSONNEL HOURS - FULL TIME				
Total Regular Hours Available	1,120.00	3,920.00	1,071.00	3,501.00
Total Comp Time Available	10.25	30.75	10.25	24.25
Total Overtime Hours	46.75	141.50	70.25	310.25
Total Bonus Hours	0.00	0.00	0.00	0.00
Total Furlough Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	1,177.00	4,092.25	1,151.50	3,835.50
Benefit Hours Taken	236.50	663.75	110.00	437.75
TOTAL ACCOUNTABLE STAFF HOURS	940.50	3,428.50	1,041.50	3,397.75
PERMANENT PART-TIME				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Comp Time Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
Total Bonus Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00
Benefit Hours Taken	0.00	0.00	0.00	0.00
TOTAL ACCOUNTABLE STAFF HOURS	0.00	0.00	0.00	0.00
TEMPORARY				
Total Regular Hours Available	0.00	0.00	0.00	0.00
Total Overtime Hours	0.00	0.00	0.00	0.00
TOTAL HOURS AVAILABLE	0.00	0.00	0.00	0.00

Drive-up Window and Mail Payments - FYE 2026

	Aug, 2025	Sep, 2025
Mail Payments - Lockbox	6,960	8,199
Mail Payments - E-Lockbox	3,385	3,558
Mail Payments - Office	256	232
Total Mail Payments - Subtotal	**10,601**	**11,989**
Night Deposits	148	151
Paymentus Payments	14,220	15,761
Without assistance paymnts - Subtotal	**14,368**	**15,912**
Office Payments	2,173	22,770
With assistance payments - Subtotal	**2,173**	**22,770**
Total Payments Processed - Subtotal	**27,142**	**50,671**
Bank Draft (ACH) Payments	12814	12934
Total Payments (Utility)	**39,956**	**63,605**
Total Payments	**54,284**	**101,342**

Traffic Counter at Drive-up Facility

Night Drop *	Counter is broken	
8-5 Drive-up Window Customers *	Counter is broken	
Total Traffic Counter	**0**	**0**

* These figures are included in the above Total Customer Contact Payments.

Utility Division Activity Report - FYE 2025

	FYE 26		FYE 25	
	September	YTD	September	YTD
STATUS REPORT				
Regular Utility Accounts Billed	45,731	136,504	45,306	136,572
New Deposit Ons Billed	659	2,763	582	2,707
Final Accounts Billed	865	2,308	517	2,314
TOTAL METERS READ	47,255	141,575	46,405	141,593

FIRE DEPARTMENT 4

NFD Monthly Progress Report
September 2025

Incident Response Type Summary

Incident Type	Total	% of Total
Fire	32	1.80%
Hazardous Situation	53	2.99%
Law Enforcement Support	32	1.80%
Medical	1066	60.09%
No Emergency	385	21.70%
Public Service	199	11.22%
Rescue	7	0.39%
Total Incident Count (Unique Calls)	1774	100.00%
Number of Total Unit Responses	2320	

Total Fire Loss – Unavailable At This Time.

The national requirement for reporting fire-related data is in the process of changing across the entire US from the NFIRS system to the NERIS system. Norman Fire transitioned to a new incident reporting system in September in order to bring us into compliance with the new requirements, and we are still implementing updated reporting and data collection. As we work towards completion, we are using both the old reporting system and the new to provide the most complete information we can. You may notice slightly different categories in the Incident Type Summary as a result. Thank you for your patience during this process.

	Number of First-In Calls	Average Time/Seconds	Average Time/Minutes
Station #1	481	300	0:05:00
Station #2	206	313	0:05:13
Station #3	262	369	0:06:09
Station #4	177	313	0:05:13
Station #5	71	573	0:09:33
Station #6	68	523	0:08:43
Station #7	176	343	0:05:43
Station #8	131	325	0:05:25
Station #9	198	383	0:06:23

Community Outreach

Tours and Community Events	20	Tours, Aviation Festival, Citizen's Academy, Homecoming Bonfire & Parade, Clash for a Cause

Burn Permits

Burn Permits Issued	195	Conditions were favorable for burning 23 days in September

Training

Total Personnel Training Hours	2279	Mgmt/Supvsr, Hazmat, Wildland, Special Healthcare, Swiftwater, Peer Support, Elevator

NFD Monthly Progress Report

September 2025

Total Calls By Station

Station 1										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 1	449	425	1	3	1	0	6	9	1	3
Brush 1	10	5	0	1	0	1	2	1	0	0
Ladder 1	91	79	1	1	0	0	0	6	3	1
**Chief 301	51	6	4	1	2	0	1	31	6	0
Station 1 Total	601									

Station 2										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 2	226	3	199	5	5	0	0	10	4	0
Brush 2	3	1	1	0	1	0	0	0	0	0
Ladder 2	14	1	5	1	0	0	0	5	2	0
HAZMAT	49	5	10	2	1	3	3	20	3	2
Station 2 Total	292									

Station 3										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 3	299	7	5	267	0	1	2	10	0	7
Brush 3	29	2	0	26	0	0	1	0	0	0
Station 3 Total	328									

Station 4										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 4	201	0	5	1	178	0	0	11	6	0
Brush 4	3	0	0	0	1	0	0	0	2	0
Station 4 Total	204									

Station 5										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 5	19	0	0	0	0	15	3	0	0	1
Brush 5	75	0	0	0	0	70	4	0	0	1
Station 5 Total	94									

Station 6										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 6	38	0	0	0	0	4	31	1	0	2
Brush 6	73	0	0	0	0	4	66	1	0	2
Rescue Boat 6	1	0	0	0	0	0	1	0	0	0
Station 6 Total	112									

Station 7										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Rescue 7	4	2	0	1	0	0	0	1	0	0
Squad 7	195	7	3	2	1	0	0	177	4	1
Brush 7	2	0	0	0	0	0	1	0	1	0
Station 7 Total	201									

Station 8										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 8	147	1	0	0	6	0	0	8	132	0
Brush 8	3	0	0	0	1	0	0	0	2	0
Tanker 8	4	0	0	0	1	0	2	0	1	0
Station 8 Total	154									

Station 9										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Engine 9	219	6	0	4	0	1	6	6	0	196
Brush 9	11	0	0	2	0	1	2	0	0	6
Tanker 9	4	0	0	0	0	1	3	0	0	0
**Chief 401	40	0	2	6	0	5	9	11	4	3
Station 9 Total	274									

NFD Monthly Progress Report
September 2025
Total Calls By Station

Fire Prevention										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
Fire Marshal 1	1							1		
Fire Marshal 2	9		2		1		1	3	1	1
**Fire Marshal 3	24	2	3	2	3		3	6	3	2
Fire Marshal 5	1								1	
Prev. Totals	35									
Specialty Units										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
EM3	2		1					1		
EM4	2						1	1		
Specialty Totals	4									
Notified Units										
	Total # of Responses	District 1	District 2	District 3	District 4	District 5	District 6	District 7	District 8	District 9
EM1*	10		1	1			2	5	1	
EMS1*	1							1		
NFD3*	10		1	1			2	5	1	
Notified Total	21									
	Totals	Total by District								
	2320	552	244	327	202	106	152	331	178	228

*EM1, EMS1 and NFD3 are "notified" of certain calls. They may or may not actually go on scene.
**As of 1/1/25 all All Assistant Chiefs will be designated 301, All Battalion Chiefs 401 and all On-Shift Fire Inspectors FM3

EMERGENCY MANAGEMENT DIVISION

September 2025

Regular Monthly Scheduled Activities

Meetings will be held at the Robinson EOC (2801 W. Robison) unless otherwise posted

Outdoor Warning System

Each morning at 7:00 am, a silent test of the outdoor warning system is conducted. The test provides an operational snapshot of the status of the system. This information provides information if a unit needs maintenance and if it is operating properly. For special requests the audible test may not be completed. Such requests would be large event venues such as an OU home football game or the annual Medieval Fair.

The South Canadian Amateur Radio Society provided volunteering monitoring service of the system during the weekly audible test.

An audible test of the outdoor warning system is conducted for 60 seconds each Saturday if conditions are favorable. Three units are sounded for 20 seconds due to being a public park venue. They are located at Griffin Park, Reeves Park and the Animal Control facility.

National Weather Service Weekly Weather Meetings

Each Monday morning at 10:00 am, the National Weather Service conducts a video call regarding the upcoming weekly weather. A mid-week call is done on Thursday afternoons at 2 pm. Special conference calls are made during times of severe weather as the NWS determines. This call has the option for video participation and telephone call in. It is primarily for the Emergency Management of jurisdictions, school, State offices involved in EM, Tribes and other entities tasked with severe weather operations. It is not intended for the general public nor is this just a weather forecast. This time allows for interaction with the NWS about concerns that directly affect the local jurisdiction so they may better prepare for incoming weather. National Weather Service Storm Spotter Training is located on their website at www.weather.gov/OUN

South Canadian Amateur Radio Society
SCARS (www5nor.org)

-SCARS is a vital preparedness partner with Emergency Management and are included in the City Emergency Operations Plan. They operate within the SKYWARN program for Norman, provide testing for amateur license, provide technical advice and service to the AUXCOM radio operation in the EOC. They participate in many community preparedness events throughout the year.

-Each Tuesday evening at 6:30 pm, ELMER night with the Amateur radio club. The club mentors other HAMS, works on projects and equipment, provides general support to the City and Public on Amateur operations. This is held at the Fire Training Center.

-Each Wednesday morning at 9:15 am a communication test with state emergency management partners is conducted by the various geographical areas. This tests the local and statewide capability for various communication means across the state in preparedness for disaster operations.

-Each first Thursday evening of the month is amateur radio testing night at 6:00 pm at the Fire Training Center. Open to the public, the club provides the opportunity for the community to test for their Amateur license or upgrade a license. Note: the FCC has been directed to start charging for testing.

-Each Saturday 12:00 Outdoor Warning audible test. This test is supported by the Amateur radio club to assist in identifying and verifying units needing maintenance.

EMERGENCY MANAGEMENT DIVISION
September 2025

Residents can assist by "Adopting a Pole" and reporting the siren status they adopt at the website www.w5nor.org. The Club meeting is the second Saturday of each month, 9 am at the Fire Training Center.

Local Emergency Preparedness Committee

Meets quarterly at the Wellness Center (The Well) under the management of the Cleveland County Emergency Management office. The public is welcome to address any concerns regarding emergency planning or SARA Title III information. The LEPC is part of the oversight for the Citizens CORPS Council of Norman. A report on activities is provided each meeting. Meetings occur on the first Wednesday of each quarter.

Emergency Management Activities

The Emergency Operations Plan

Norman EM received approval for funding for a third party vendor to conduct a comprehensive update to the City plan in FY 27. Currently the plan is formatted in the All Hazards County format. Consideration will be to maintain the format or follow the Community Planning Guide 101 format. The current plan is valid and provides the tasks duties and responsibilities for the City Departments during disaster operations. Emergency Management is responsible for maintenance of the plan.
The Request for proposals has been delayed and is due out late October or November.

Plans and Grants

The mitigation plan is current and a required update is in process. Norman Participates in a County plan. This format strengthens the justification for mitigation projects by showing common hazards of multiple jurisdictions. The updated plan has been received by FEMA and is undergoing review.
Critical facility generator review project. The grant for funding to review the critical facilities need for generators has been completed and submitted to FEMA.

Open Disaster Operations

The wildfire from March 14 Fire Mutual Assistance Grant (FMAG). Initial documentation was provided for reimbursement and the process is ongoing.
The April 19, 2025, flooding original did not include Cleveland County\Norman due to insufficient reporting of damages by departments. Due to the knowledge an ability of the EM Coordinator an opportunity to be included in an appeals process was provided and submission of information was provided to OEM. The documentation for Norman's part of the appeal has been completed and provided to OEM. There is no time frame for resolve as the Federal Government is currently in a "shut down" mode.

Norman Emergency Response Volunteers

Special Response Teams Available

There are several specialty teams available for response or community preparedness events. The Norman EM Unmanned Aerial Vehicle team, the Small Animal Response Team (SMart), The Oklahoma Large Animal Response Team (OLAFR), The MRC State Stress Response Team (OKSRT, a mental health asset) can support with coordination through Norman EM. The SmART received a grant through the OK Health Dept. This grant will assist in training and equipment purchasing. It will be managed by SmART. All of the teams are available to

EMERGENCY MANAGEMENT DIVISION
September 2025

Incident Command through dispatch and in coordination with Norman EM. Norman EM will be requesting a review of the Volunteer program to ensure it is current within City guidelines. The program has existed for twenty years, and process and policy reviews are needed to ensure the protection of the volunteers and the City.
Red Cross Coordination We have dedicated volunteers that can respond quickly to the resident need for assistance. The primary task is to ensure a burnout family has assistance from the Red Cross if they request it and to stay involved until Red Cross is on scene or the family confirms connection with the Red Cross.
Auxiliary Communications (AUXCOM) The AUXCOM capability is a work in progress. The Section is operational and developing new capacity for alternate communications means. Recruiting for operators is ongoing. Plans for future budget requests from PSST are being completed.
Events Planned
Numerous events are planned for the remainder of the year. Support of the first few home OU games with medical and cooling support. Support of the Band competition in Moore, the Cleveland County Free Fair in September and many more.
Response Provided
Cleveland County Free Fair September 4-6, OU Home Game August 30, September 6th, September 20th. Moore band Competition September 20, Observer in Health plex mass casualty September 10th. More than 500 volunteer hours were recorded.
EOC Operations and Facility Planning is ongoing for exercises. The outside maintenance facility is still being finalized. The facility space assigned to EM is not accessible to place the response trailer in without modifications to the parking lot median and the loss of some parking spaces. Other areas needing modification are being documented for budget requests for the next PSST agenda. Additional printers are procured and will add to the services for preparedness partners as they work in the facility. The amateur club is continuing work on the auxiliary communications room and tower. Continued improvements and upgrades will be projected as funding is available. From the outdoor siren activation situation it has been determined to remove the alternate control station from PD Dispatch until a solution is determined.

HUMAN RESOURCES 5

HUMAN RESOURCES

Total number of Employees: 1,004
Orientations: 3 - 8 new hires
Terminations: 8

ADMINISTRATION

- FMLA cases – 6 new cases
- Processed invoices and reconciled expense accounts
- Coordinated Birthday/Anniversary post card mail outs
    - 79 birthdays and 90 anniversaries

BENEFITS

New Enrollments: 4

Benefit Participation		
	#	%
Medical	799	92%
Dental	797	92%
Vision	613	71%
Disability	423	49%
Supplemental Life	452	52%

Total Benefit Eligible Population: 869

Claims	
Rx Claims	
ACTIVE	$552,207.75
RETIREE	$37,668.85
COBRA	$3,231.69
HSA	$1,703.57
Medical Claims	$1,762,121.00
Dental Claims	$ 86,356.85

PERSONNEL ACTIONS

FTE New Hires – 5 (includes Councilmember) Temp/Seasonal New Hires – 3 Total - 8

Dept./Div.	Position	Number of Employees
City Council	Councilmember	1
Parks & Rec/Facilities	Tradesworker	1
Parks & Rec/Golf	Golf Course Attendant	2
Parks & Rec/Park Maintenance	Maintenance Worker I	1
Parks & Rec/YFAC	Recreation Center Specialist	1
Utilities/Water Line Maintenance	Utility Distribution Worker I	1
Utilities/Sewer Line Maintenance	Utility Collection Worker I	1

HUMAN RESOURCES
Monthly Report
September 2025

Promotions – 3

Dept./Div.	Position	Number of Employees
Fire/Suppression	Fire Captain	1
Parks & Rec/Recreation	Recreation Leader I	1
Utilities/WTP	WTP Manager	1

FTE Separations – 3 **Temp/Seasonal Separations – 5** **Total - 8**

Dept./Div.	Position	Number of Employees
Parks & Rec/Facilities	Tradesworker	1
Parks & Rec/Recreation	Recreation Center Specialist (Temp)	1
Parks & Rec/Recreation	Recreation Technician (PT)	1
Parks & Rec/WW Pool	Admissions Clerk I (Temp)	1
Parks & Rec/WW Pool	Lifeguard (Temp)	1
Parks & Rec/WW Pool	Slide & Gate Attendant (Temp)	1
Parks & Rec/YFAC	Lifeguard Technician (Temp)	1
Police/Animal Welfare	Animal Welfare Officer	1

TURNOVER STATS – does not include Temp/Seasonal stats

Department	No. of Employees	No. of Terminated Employees	Turnover Rate
City Manager	16		0.00%
City Clerk	6		0.00%
Finance	23		0.00%
Fire	164		0.00%
Human Resources	9		0.00%
Information Technology	19		0.00%
Legal Department	9		0.00%
Municipal Court	12		0.00%
Parks & Recreation	108	2	1.85%
Planning & Comm Dev.	39		0.00%
Police	260	1	0.38%
Public Works	125		1.6%
Utilities	164		1.83%

RECRUITMENT

Positions Requisitioned for Refill by Department/Division (# of vacancies) *included positions are Full Time unless otherwise indicated as Part Time (PT) or Seasonal PT*	
Parks & Recreation	
Seasonal PT* Recreation Center Specialist – All Locations	Tradesworker - Electrician
PT* Recreation Leader I – Whittier	PT* Lifeguard Leader (2)
PT* Lifeguard Technician	
Police	
Police Officer (7)	Communications Officer II

Communications Officer I	Animal Welfare Officer
Animal Welfare Technician	
Public Works	
Emergency Vehicle Tech Mech II	Maintenance Worker I
Utilities	
Water Reclamation Laborer – Temporary (2)	Sanitation Worker I
Utility Distribution Worker I	Utility Distribution Worker II
Utilities Supervisor	
Planning	
Planner II	
Human Resources	
PT* Intern	Human Resources Manager
Finance	
Treasury Support Supervisor	
IT	
AI Analyst I	

Days to fill

Full Time Position	Date Posted	Offer Date	Days to fill
Maintenance Worker I (Park Maintenance)	04/30/25	08/19/25	111
Utility Distribution Worker I	07/08/25	08/14/25	38
Tradesworker – HVAC	07/30/25	09/08/25	41
Utility Collection Worker I	08/20/25	09/15/25	27

*Offer Date reflected for accurate days to fill numbers, all started in current month

PT/Seasonal Position	Date Posted	Hire Date
Golf Course Attendant	08/21/25	09/18/25
Golf Course Attendant	08/21/25	09/19/25
Recreation Center Specialist (YFAC)	07/23/25	09/29/25

*371 registrations/applications to our openings, 17 new requisitions opened.

SAFETY

RECORDABLE INJURIES – OSHA

Department/Division	Nature of Injury	How Sustained	Prognosis	Prevention Method
Fire/Suppression	Left shoulder, right knee, back	Slipped on step	TBD	Caution and awareness
Fire/Prevention	Right knee	Stepped from truck	TBD	Caution and awareness
Fire/Suppression	Lower back	Loading patient	TBD	Caution and awareness
Utilities/Sanitation	Right leg, back	Slipped and fell	Light Duty	Fix leaks before it becomes a hazard

CURRENT NUMBER OF "AT FAULT" VEHICLE COLLISIONS PER CALENDAR YEAR:

2025*	2024	2023
26	40	11

**CY2025 is current YTD*

CURRENT NUMBER OF "AT FAULT" VEHICLE COLLISIONS PER FISCAL YEAR:

2026	2025	2024
16	41	14

RECORDABLE INJURIES PER CALENDAR YEAR:

2025*	2024	2023
31	80	78

**CY2025 is current YTD*

RECORDABLE INJURIES PER FISCAL YEAR:

2026	2025	2024
8	65	62

INFORMATION TECHNOLOGY 6

CITY OF NORMAN

Information Technology Department
Monthly Report –September 2025.

Working projects for the IT Department are as follows:

Project	Description/improvement anticipated	Status
ERP Replacement Project	Process improvements for Finance, Purchasing, AR/AP, Courts, HR, Payroll, Personnel, Parks and Rec, and Permits Management through newer technology, software, and business review processes.	Implementation Complete – Project refinement ongoing: The CoN team has completed implementation work on all major core software. However, work continues in Utility Billing, HR, Planning, and Parks to refine these new systems.
Main Site data center upgrades	Necessary upgrades to current infrastructure are needed to enhance capabilities and continue with power saving and cooling efforts by reducing the amount of physical servers through virtualization. New equipment is being implemented to replace the old and increase security and speed requirements.	Ongoing: IT Network staff are in implementation and testing of major networking and security appliances, as well as virtual upgrades. This includes expansion of equipment for new buildings and replacement of old switch infrastructure. Funded through CIP.
Data storage migration	The IT Department through a grant has purchased new data storage for the city's critical data.	In Progress. Implementation of the hardware is complete, configuration is on going.

Fiber Optic Installation for redundant loop at WTP and EOC	IT and the Utilites Department will be using capital funds to connect a microwave antenna from Fire station 9 to the Water treatment plant and connect to the Emergency Operations Center once that building is complete. This will create a redundant loop for the WTP and EOC incase of lost service from the main connection.	Awaiting Approval, Working with Utilities Department, land acquisition complete, right of way in negotiation
New Building construction/renovation support.	The IT Department is involved in all new building construction planning and will be responsible to map our networking infrastructure, building air for network closets, power for equipment and battery backups, network drops, wireless network coverage, hardware installation, and physical moves of staffs computer systems in all building projects (Norman Forward Driven)	In Progress – PD Moves and Mary Abbot House expansion. Complete – ECOC, HR/IT Building, Building Maintenance, YFAC, Sanitation, Line Maintenance Sr. Center, Development Center, Municipal Court, Bus Station
Jenkins Street Fiber Move	Move the city's fiber optics out of the way of construction during the Jenkins Street widening project.	In Progress – Finance Dept. has made funds available, and the construction phase has begun.
IT Security training efforts for all network and email users at the City of Norman.	Increase awareness and stay current on all new and rapidly changing cyber-attack methods so that the CoN network is protected by every employee who utilizes the network for business.	Ongoing monthly training continues with our cybersecurity education suite, as well as penetration testing of the city network and improvements from the pen test results.
Endpoint Security Review	Review current endpoint security appliances and software and make upgrades and improvements as necessary.	In Progress

Print consolidation	Work with outside vendor to consolidate all print, fax, copy machines in CoN facilities.	In Progress estimated full completion in 2027
Automated Meter Infrastructure	Implement and integrate AMI for meter reading and utility billing.	In Progress – customer portal configuration in progress. Communication radios installation in progress. Project more than half implemented.
OS and software upgrade/migration	The city is moving to a new OS and software suite to replace older Microsoft OS and software.	In Progress: We are targeting the end of the calendar yr 2025 as completion date.
Network Infrastructure Improvements	Utilize Network Engineer who will work closely with the Network and Infrastructure Manager, to review and improve our cabling, switching, and network configuration.	In Progress; The IT Department has been granted access to 5% of the annual capital funds for business critical software and infrastructure needs.
Integration of Computer Aided Dispatch with OU PD	Create a software as a service model to share public safety software data with and between OU PD and Moore PD	Complete. Additional segmentation for OU and Moore PD presence with NPD during OU Football is in progress.
Move existing secondary IT Datacenter to new location.	Move all equipment from the current secondary site to a new more robust and secure site.	In Progress; Physical and virtual moves for the data center began May 2024 – full move expected to be complete by December 2025 if all tests of the new facility functionality are successful.

Support Tickets:

The IT department is responsible for all technology needs throughout all city departments. Public safety is a high priority and the bulk of our support tickets come from public safety support. **IT Table 1** below represents the number of support tickets opened by each department for last month. The IT Department monitors trends in these numbers and makes adjustments as needed to assure that all departments have the appropriate amount of support for daily operations.

Users Supported:

The following statistics represent the number of network users supported by the IT Department. The city network is important for all business initiatives for the city of Norman. The number of devices supported reflects the growth in dependence on technology for daily operations (see **IT Table 2**).

Email Security Appliance:

The City of Norman's IT Department has an email filter that has enhanced reporting and filtering capabilities that protect the City's systems from malicious attacks from the outside. Email is one of the preferred methods of the delivery of malicious software and viruses. The IT department monitored 260,559 attempted incoming in September 2025. A total of 225,387 messages were delivered, while 35,172 total incoming messages were considered Spam or hazardous e-mails by our email-filtering appliance and were quarantine or filtered (see **IT Table 3**). This number represents 7% of our inbound mail. This percentage has decreased significantly from previous months because of the IT Department's implementation of a new and more modern appliance. The IT Department has made the decision to block inbound traffic from specific sources with known malicious traffic that constantly try to affect our network. We continue to monitor and analyze the situation on a daily basis. Inbound email messages of this nature means increased vulnerabilities and attack vectors into the city. Without the email filter appliance, our email server would have received more mail, which increases the opportunity for entrance of a virus into the network. It also creates waste, reduces productivity, and decreases valuable storage space.

Web Site:

The City of Norman's web site is hosted, updated and maintained by the IT Department. In the month of September 2025, the City of Norman's web site had 115,858 individual web sessions access the web site for 216,363 total page views. Of those sessions, 66,891 were identified as Users to view content on the City web site (see **IT Table 4a and 4b**). Since its completion in June 2020, the site has had a few major upgrades including a new search feature and this has contributed to more relevant search results. The site boasts a build in engine that allows it to function as an app on mobile devices and tablets.

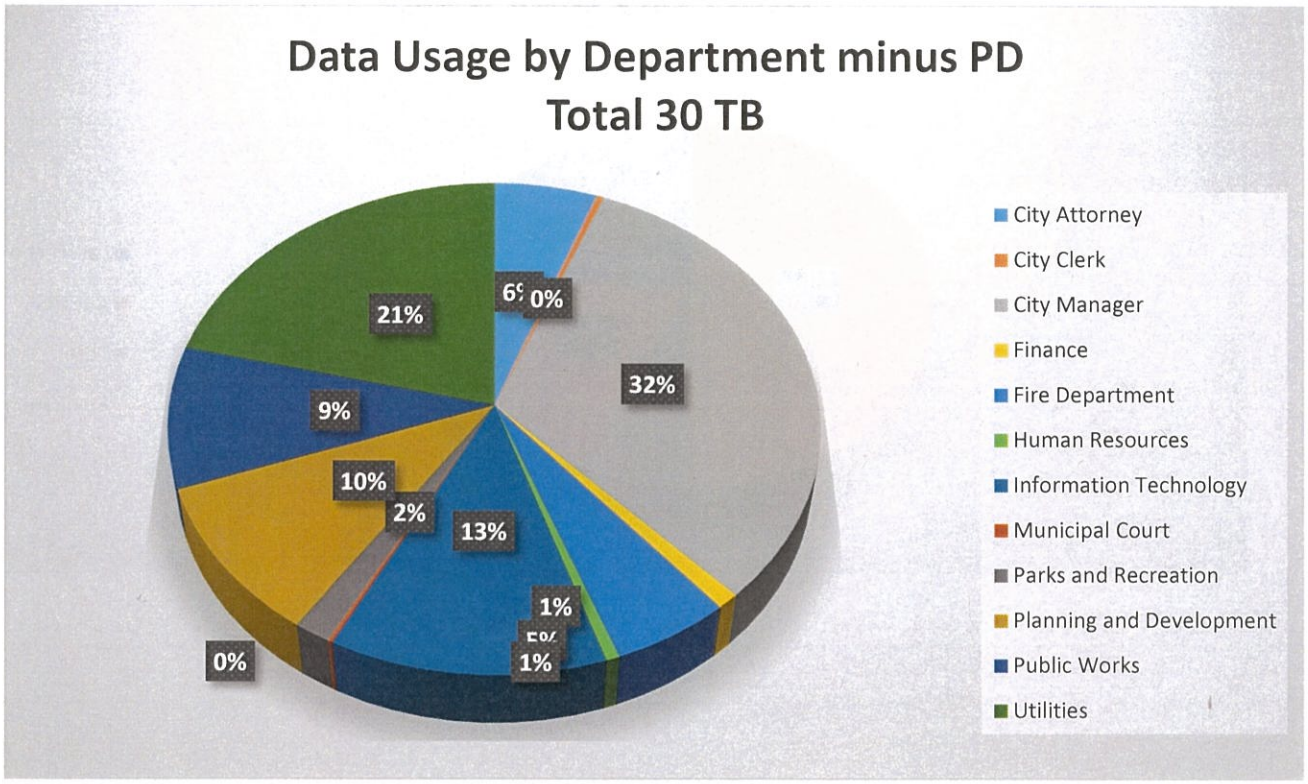
Data Storage:

The City of Norman's infrastructure depends on system availability and uptime. An important part of system availability is data storage and usage. The pie charts below (**See IT Charts A,B, and C**) represent where the bulk of IT data storage resides. The information stored in this infrastructure is important for daily operations, and public safety. This includes data that is protected in the case of a disaster that can be recovered to keep operations functional.

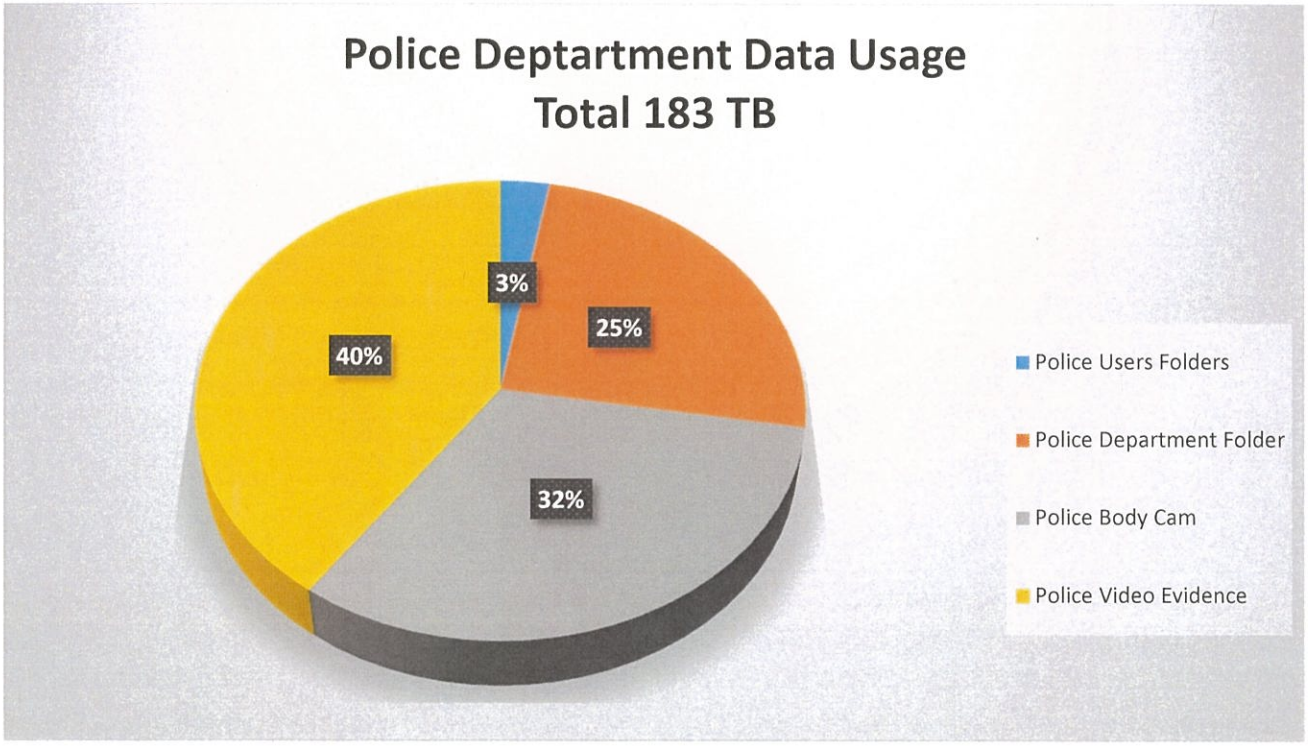
ERP Project Implementation Progress:

This project began in January of 2018 and was delayed for multiple reasons by the 2020 pandemic. The projects final implementations are complete as of March 2024. The City Council approved approximately $6 Million to replace the outdated software systems that run our daily business operations. Although because of constant efforts to improve this project is never fully complete. The city now has enhanced automated services and web services for our citizen base as well as the employees who conduct business and track their daily work with these systems. The IT Department completed implementation of all major pieces of the ERP business systems software packages. These include Parks and Rec software (x 2), Municipal Court software, Financial Systems software, Utility Billing software, Payroll, Human Resource Management, Work Orders (Tyler EAM), Time and Attendance, and Planning and Community Services software packages. Daily work continues on these systems as well as additional training, enhancements, and configuration. We will continue to evaluate and enhance each of these systems moving forward. Our current efforts include a review of the HR Systems, post launch troubleshooting of Planning and Community Dev software, an upgraded Parks and Rec software package to help with golf management, concessions, and food carts. We Are also preparing for AMI (Automatic Meter Infrastructure), and integration with a customer portal for Utility Billing Systems software as well as a review of the current time and attendance software. The IT Department is currently reviewing a new option for Time and Attendance to improve automation of this function.

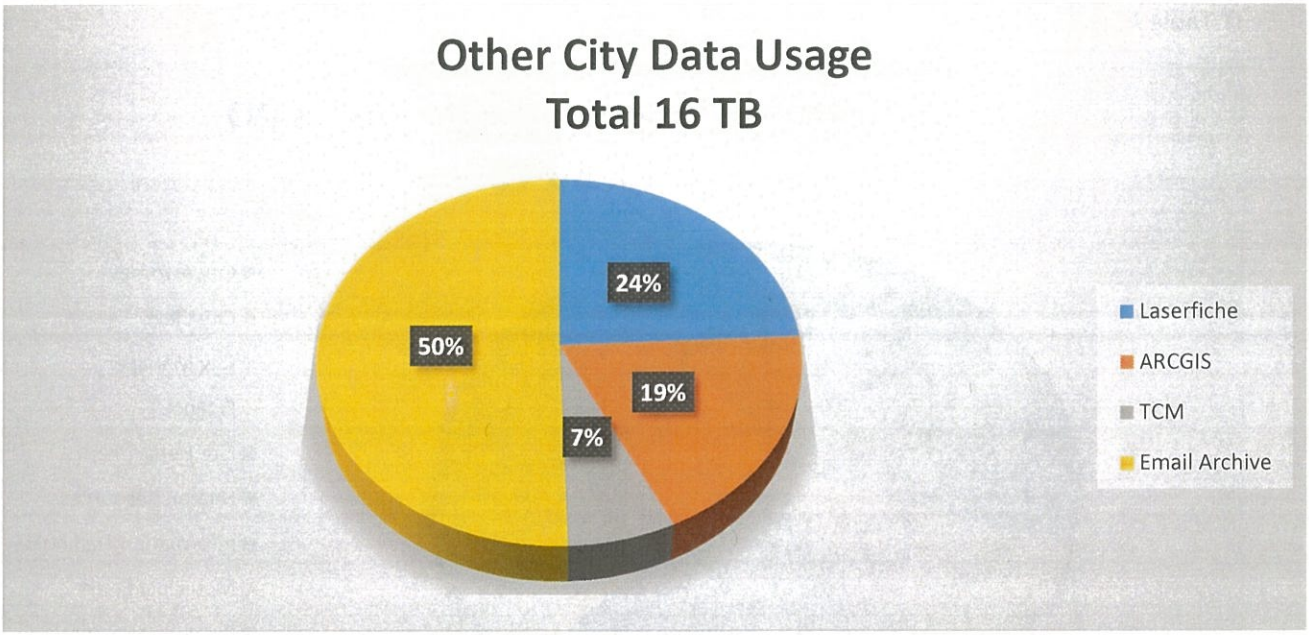
IT Table A



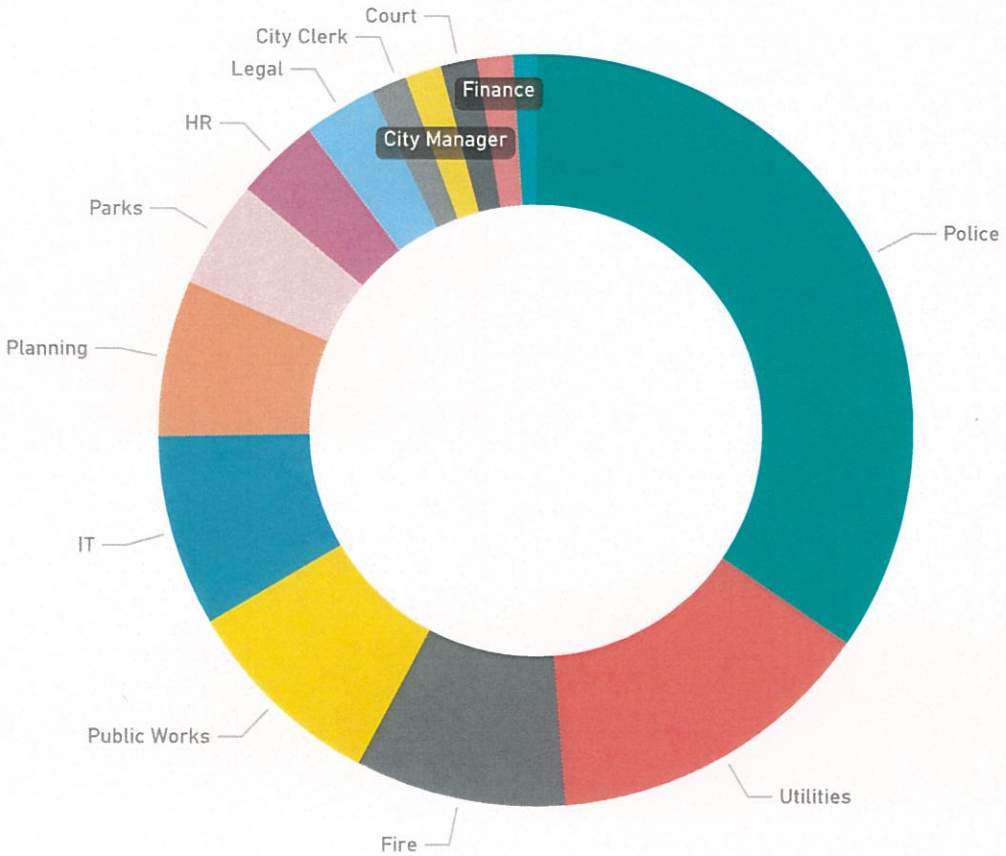
IT Table B



IT Table C


Other City Data Usage
Total 16 TB
24%
19%
7%
50%
Laserfiche
ARCGIS
TCM
Email Archive

Tickets by Department



New Tickets

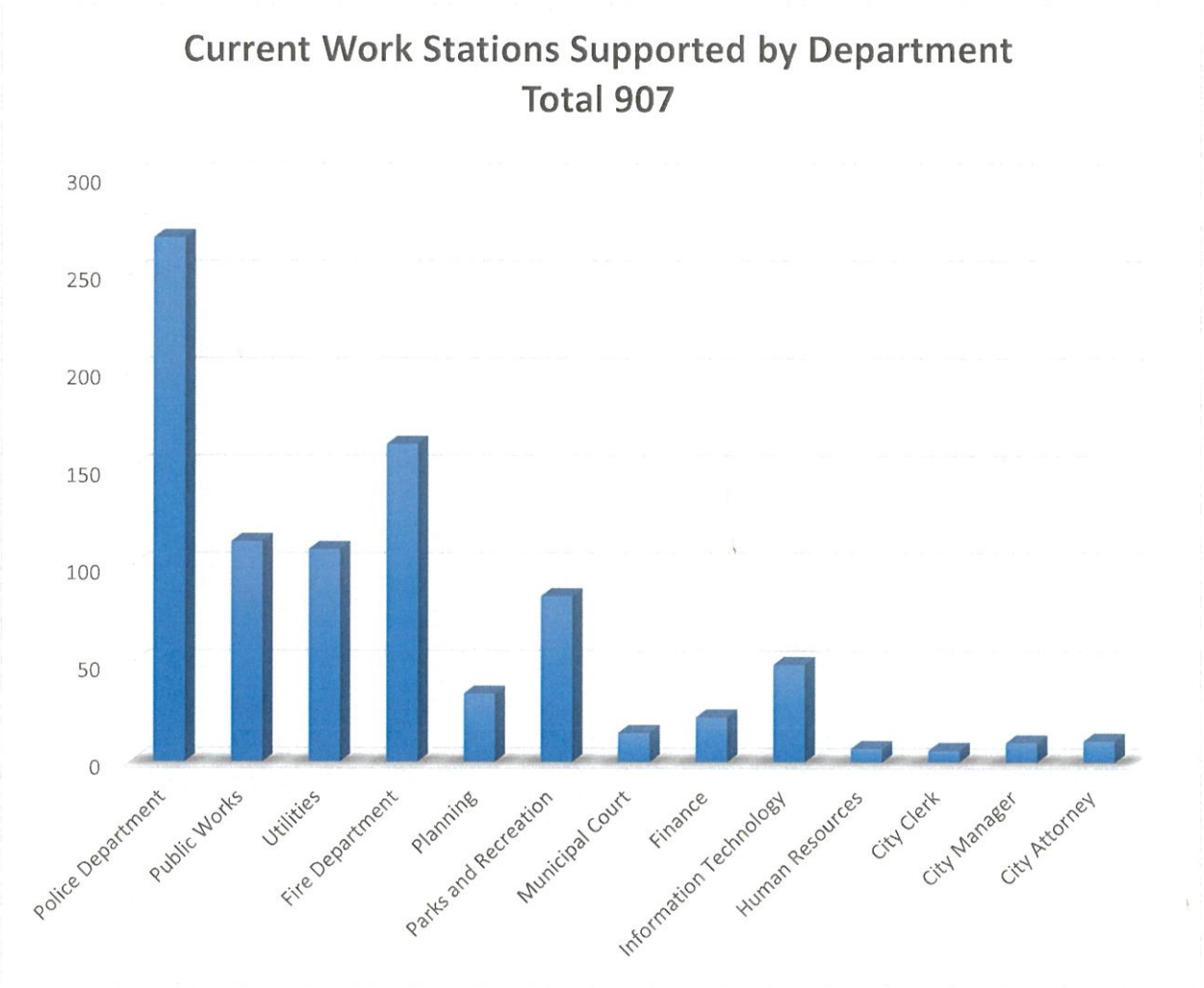
388

Department	Created	Closed
City Clerk	6	6
City Council	4	4
City Manager	6	6
Court	6	5
Finance	6	6
Fire	35	31
HR	14	14
IT	32	29
Legal	12	12
Parks	18	18
Planning	26	25
Police	134	127
Public Works	34	33
Utilities	55	54
Total	**388**	**362**

Police had the highest Ticket Count at 134, followed by Utilities and Fire. City Council had the lowest Ticket Count at 4.

Police accounted for 34.54% of Ticket Count.

Table 2


Current Work Stations Supported by Department
Total 907
300
250
200
150
100
50
0
Police Department
Public Works
Utilities
Fire Department
Planning
Parks and Recreation
Municipal Court
Finance
Information Technology
Human Resources
City Clerk
City Manager
City Attorney

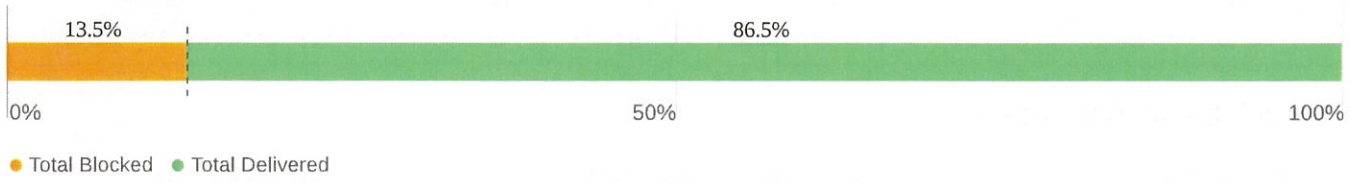
Inbound Email Summary

Statistics of messages from external users to internal users and domains.
2025/09/01 00:00:00 - 2025/10/01 00:00:00 (UTC)

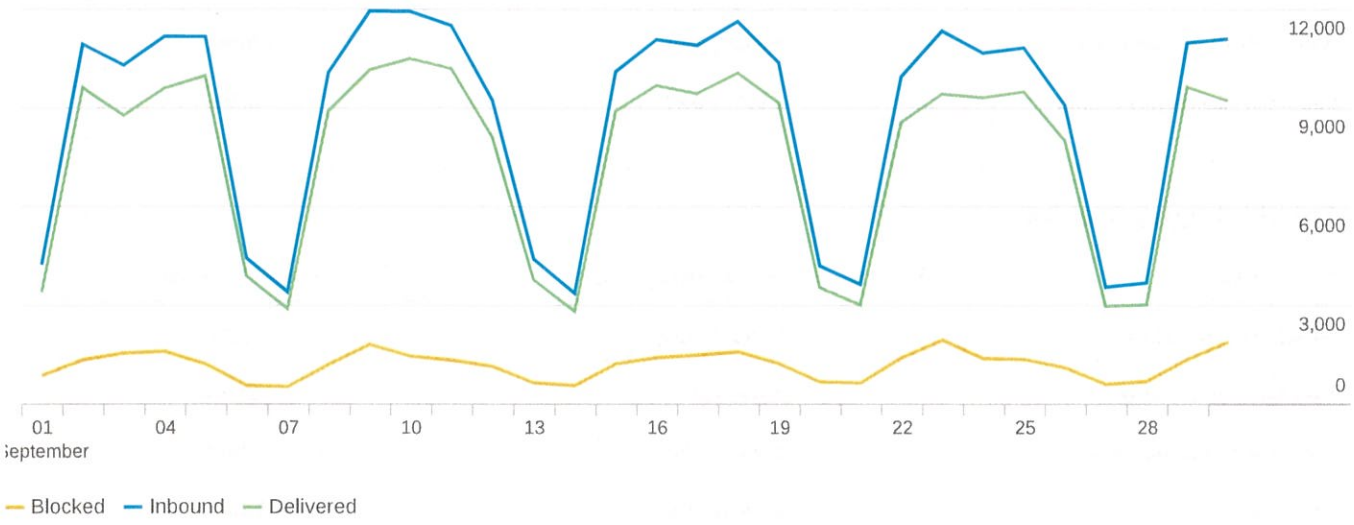
Total Inbound
260,559
↑ 3.2% vs Previous month

Total Blocked
35,172 13.5%
↓ 15.2% vs Previous month

Total Delivered
225,387 86.5%
↑ 6.7% vs Previous month



Total Inbound, Blocked and Delivered Volume Trend



Total Blocked by Category

Category	% of Total Inbound	Messages	vs Previous month
Threats	1.1%	2,963	- 26.0%
Spam	7.9%	20,633	+ 6.7%
Bulk	1.2%	3,174	+ 1.9%
Others	3.2%	8,402	- 44.0%
Total Blocked	13.4%	35,172	- 15.2%

Top 5 Inbound Recipients

Envelope Recipient	Messages(% of Total Inbound)	vs Previous month
jason.redden@normanok.gov	6,057 (3.1%)	- 1.2%
esther.rojo@normanok.gov	4,062 (2.1%)	- 11.9%
barbara.andros@normanok.gov	3,750 (1.9%)	- 3.7%
devra.smith@normanok.gov	3,592 (1.9%)	- 0.3%
frederick.duke@normanok.gov	3,581 (1.9%)	- 12.8%

Top 5 Inbound Senders

Envelope Sender	Messages(% of Total Inbound)	vs Previous month
noreply@normanok.gov	20,493 (10.8%)	- 8.5%
Pager@ci.norman.ok.us	10,496 (5.5%)	+ 88.9%
iadmin@s0u1rnm.vida.local	5,896 (3.1%)	+ 64.0%
<no domain>	3,976 (2.1%)	+ 55.4%
VTINotifications@normanok.gov	2,830 (1.5%)	+ 0.3%

Top 5 Inbound Receiving Domains

Envelope Receiving Domain	Messages(% of Total Inbound)	vs Previous month
normanok.gov	239,332 (91.9%)	+ 1.4%
ci.norman.ok.us	11,252 (4.3%)	+ 1.6%
sms.normanok.gov	9,964 (3.8%)	+ 88.5%
cucpub.ci.norman.ok.us	10 (0.0%)	- 88.6%
classroom.normanok.gov	1 (0.0%)	+ 0.0%

Top 5 Inbound Sending Domains

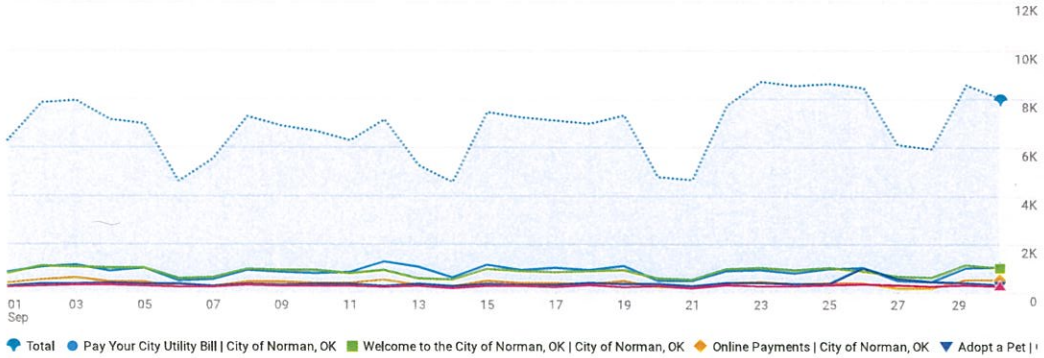
Envelope Sending Domain	Messages(% of Total Inbound)	vs Previous month
normanok.gov	35,311 (14.9%)	- 3.9%
ci.norman.ok.us	12,631 (5.3%)	+ 102.6%
in.constantcontact.com	6,645 (2.8%)	- 1.0%
gmail.com	6,137 (2.6%)	- 12.8%
s0u1rnm.vida.local	5,923 (2.5%)	+ 64.7%

All Users | Add comparison | Custom Sep 1 - Sep 30, 2025

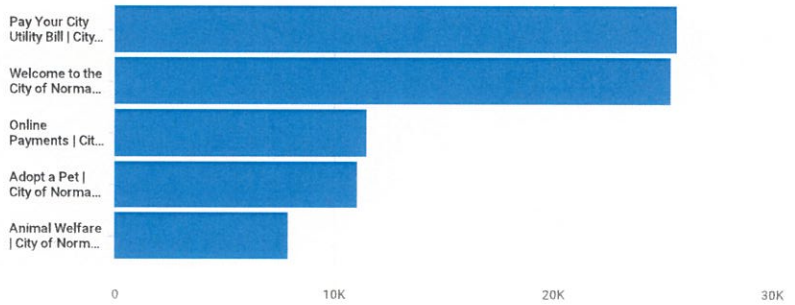
Monthly Page Views

Add filter

Views by Page title and screen class over time — Day



Views by Page title and screen class



Plot rows | Search... | Rows per page: 10 | Go to: 1 | 1-10 of 1855

		Page title and screen class	Views	Active users	Views per active user	Average engagement time per active user	Event count (All events)
☑		Total	206,082 100% of total	67,470 100% of total	3.05 Avg 0%	53s Avg 0%	604,162 100% of total
☑	1	Pay Your City Utility Bill | City of Norman, OK	25,615 (12.43%)	13,464 (19.96%)	1.90	22s	91,838 (15.2%)
☑	2	Welcome to the City of Norman, OK | City of Norman, OK	25,324 (12.29%)	12,929 (19.16%)	1.96	19s	66,712 (11.04%)
☑	3	Online Payments | City of Norman, OK	11,460 (5.56%)	7,359 (10.91%)	1.56	10s	27,899 (4.62%)
☑	4	Adopt a Pet | City of Norman, OK	11,035 (5.35%)	4,831 (7.16%)	2.28	37s	23,448 (3.88%)
☑	5	Animal Welfare | City of Norman, OK	7,880 (3.82%)	4,612 (6.84%)	1.71	15s	24,525 (4.06%)
☐	6	Job Opportunities | City of Norman, OK	5,881 (2.85%)	3,453 (5.12%)	1.70	56s	17,306 (2.86%)
☐	7	Westwood Golf Course | City of Norman, OK	3,519 (1.71%)	1,775 (2.63%)	1.98	29s	10,906 (1.81%)
☐	8	Department Activity Reports | City of Norman, OK	3,253 (1.58%)	1,397 (2.07%)	2.33	53s	19,709 (3.26%)
☐	9	Information: 2025 Residential Fall Cleanup | City of Norman, OK	3,176 (1.54%)	2,074 (3.07%)	1.53	33s	7,549 (1.25%)
☐	10	Trash & Recycling | City of Norman, OK	3,150 (1.53%)	2,053 (3.04%)	1.53	32s	10,041 (1.66%)

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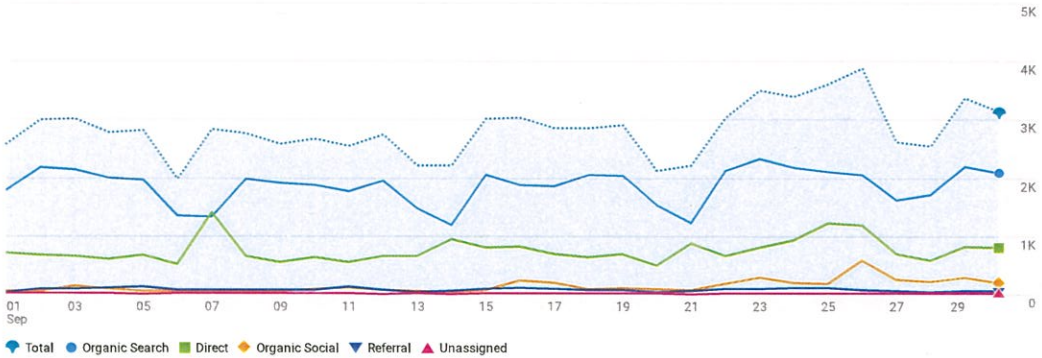
All Users | Add comparison | Custom Sep 1 - Sep 30, 2025

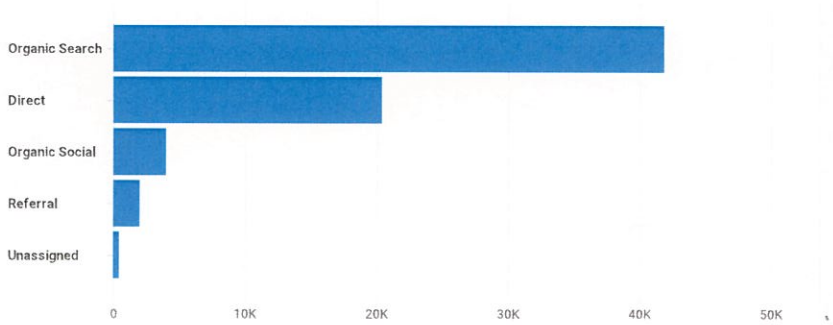
Monthly Site Traffic

Add filter

Active users by Session primary channel group (Default Channel Group) over time — Day



Active users by Session primary channel group (Default Channel Group)



Plot rows | Search... | Rows per page: 10 | 1-6 of 6

		Session primary...Channel Group)	Active users	Sessions	Engaged sessions	Average engagement time per session	Engaged sessions per active user	Events per session	Engagement rate	Event count (All events)	Session key event rate (All events)
☑		Total	67,470 100% of total	114,921 100% of total	61,756 100% of total	31s Avg 0%	0.92 Avg 0%	5.26 Avg 0%	53.74% Avg 0%	604,162 100% of total	0%
☑	1	Organic Search	41,840 (62.01%)	81,255 (70.71%)	47,304 (76.6%)	36s	1.13	5.36	58.22%	435,513 (72.09%)	0%
☑	2	Direct	20,363 (30.18%)	26,685 (23.22%)	11,411 (18.48%)	18s	0.56	4.89	42.76%	130,373 (21.58%)	0%
☑	3	Organic Social	3,967 (5.88%)	4,909 (4.27%)	2,010 (3.25%)	15s	0.51	4.07	40.95%	19,988 (3.31%)	0%
☑	4	Referral	1,968 (2.92%)	3,150 (2.74%)	1,576 (2.55%)	38s	0.80	5.25	50.03%	16,531 (2.74%)	0%
☑	5	Unassigned	429 (0.64%)	478 (0.42%)	87 (0.14%)	14s	0.20	3.65	18.2%	1,746 (0.29%)	0%
☐	6	Organic Video	2 (<0.01%)	2 (<0.01%)	2 (<0.01%)	9s	1.00	5.50	100%	11 (<0.01%)	0%

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LEGAL 7

MONTHLY REPORT - LEGAL DEPARTMENT
September 2025 Report
(Submitted October 10, 2025)

MONTHLY HIGHLIGHTS:

LIST OF PENDING CASES:

UNITED STATES COURT OF APPEALS FOR THE TENTH CIRCUIT

UNITED STATES DISTRICT COURT, EASTERN DISTRICT OF NEW YORK

In re Payment Card Interchange Fee and Merchant Discount Antitrust Litigation, Case No. 05-MD-01720 (JG)(JO) (K)

UNITED STATES DISTRICT COURT, WESTERN DISTRICT OF OKLAHOMA

Yoon v. City of Norman, Case No. CIV-2025-804 D

OKLAHOMA SUPREME COURT / COURT OF CIVIL APPEALS

Allison et al v. Post et al, CV-24-3374, SC 122946
Bad Day Towing & Recovery v. City of Norman, SD-123,329; CV-2024-2032 (K)

COURT OF CRIMINAL APPEALS

CLEVELAND COUNTY DISTRICT COURT

A. ***General Lawsuits***

115 W. Main LLC v. Sooner Emerald Dreams LLC, et al., CJ-2024-1318
Armstrong v. City of Norman, CJ-2012-1638 (K)
City v. Geoffrey and Kristin Arce, CV-2024-3662 (K, M, S)
City v. Haddock, CV-2010-357 TS (K, S)
City v. IAFF, CV-2011-48 L; DF-109447 (K)
City v. Komiske, Cobblestone Creek Management Company, et al, CV-2012-748 (K, W)
Etter v. City of Norman, CJ-2021-731 (K)
Norman Hospitality, Inc., CV-2025-2015 (K, R)
Norman Municipal Authority and City of Norman v. Flintco, LLC, et al, CJ-2024-1343
FOP/IAFF/AFSCME v. Okla. Dept. of Labor and City of Norman, CJ-2005-1170 L (K)
FOP v. City of Norman, CV-2011-876 L (K)
Martin Flores v. City of Norman & John Doe, CJ-2021-1051 (K)
Pioneer Library System, CJ-2025-1260 (K, R)
Regina Grace, CJ-2025-873
City v. Loeffler & Ashford Investments, LLC, CV-2022-1182 (M)

City v. Lonnie Hodges, CV-2020-2922
The Norman Petition Initiative No. 2021-1, CV-2020-2384 (K)
McCarver v. City of Norman, CJ-2013-128 TS (K)
Remy v. Hall, et al., CV-2017-1853 (K, S)
Shaz Investment Group, LLC v. City of Norman, CJ-2021-1044 (K)
Smith et al v. Norman Regional Health System v. City of Norman, CJ-2014-874 (K)
State of Oklahoma Department of Mental Health & Substance Abuse Services Trust v. City of Norman, et. al. CV-2025-2582
This case was filed on September 25, 2025, and served on the City October 2, 2025. It seeks quiet title to certain parcels on the Griffin Memorial campus.
University Town Center, LLC v. City of Norman et al, CJ-2024-1405
Wattie Wolfe Company, Inc. v. City of Norman, et. al., CJ-2025-1366 TB (K, R)
This case was filed on August 28, 2025. It arise out of a dispute between Wattie Wolfe Co, Inc., and GE Johnson Construction Co., Inc., regarding work that Wattie Wolfe performed on the YFAC.

B. ***Condemnation Proceedings***

City of Norman v. Chastain Oil Company, a Corporation, et al., CV-2015-677 (M)
City of Norman v. West Lindsey Center Investors, LLC, et al., CV-2015-671 (M)
City of Norman v. Tietsort Revocable Trust, et al., CJ-2013-775 (M)
City of Norman v Apex Properties, LLC, et al., CJ-2021-221 (M)
City of Norman v. D&J Land, LLC, et al., CJ-2022-251 (M):
City of Norman v. Harold and Diana Hansmeyer, et al., CJ-2024-498 (W)

C. ***Lawsuits involving a City Claim/Interest in Property, Foreclosure Actions, and Applications to Vacate***

City of Norman v. Legacy Property Partners, LLC, CV-2018-249 (K, S)
Mortgage Clearing Corporation v. Ricky Joe Butler, et al., CJ-2016-219 (M)
Mortgage Clearing Corporation v. Doiron, et al., CJ-2014-1459 (M)
Katy Construction Co., CV-2024-2213
US Bank National Association v. Hudson et al., CJ-2024-996
US Bank National Association v. Vermillion et al., CJ-2024-1019
Orrklahoma Realty – Norman, LLC v. City of Norman et al., CV-2024-2824
First Bank & Trust Co. v. Norman Hospitality, Inc. *et al.*, CJ-2025-749

D. ***Municipal Court Appeals***

E. ***Small Claims Court***

None

F. ***Board of Adjustment Appeals***

None

LABOR / ADMINISTRATIVE PROCEEDINGS

A. Grievance & Arbitration Proceedings (K)

This office has assisted with the following grievances:

AFSCME Grievance FYE 21-02 – (COVID-19 Leave)
AFSCME Grievance FYE 22-02 – (Jerry Younts and Bennie Gilmore – COVID-19 Leave)
AFSCME Grievance FYE 22-02 – (Tara Klepper – COVID-19 Leave)
AFSCME Grievance FYE 24-06 – (Malia Ross – Discipline)
AFSCME Grievance FYE-24-09 – (James Salley – Termination)
AFSCME Grievance FYE-25-3 - (Donald Cox - Termination)
This grievance has been resolved and will no longer appear on the monthly report.
AFSCME Grievance FYE-26-01 – (Susie Block - Termination)

IAFF Grievance FYE 21 – (Carl Shanon Smith – Improper Compensation)
IAFF Grievance FYE 23 – (Matt Ferris – Discipline)
IAFF Grievance FYE-24 – (Non-Emergency Call Back)
IAFF Grievance FYE-24 – (Failure to Staff Personnel)
IAFF Grievance FYE-25 – (Failure to Follow Progressive Discipline)
IAFF Grievance FYE-25 – (Paid Convention Leave)

B. Equal Employment Opportunity Commission (EEOC)

Worthly v. City of Norman – Charge No. 564-2025-01069

C. Contested Unemployment Claims (OESC)

Application of Dawn James – Claim ID 487173815

MUNICIPAL COURT PROSECUTIONS

This chart represents the cases prosecuted by the City Attorney's Office in the Municipal Criminal Court through September 2025. The chart does not represent those cases disposed of prior to Court through actions of the City Attorney and the Court.

	ADULT CASES			JUVENILE CASES			COURT SESSIONS		
Month	FYE 24	FYE 25	FYE 26	FYE 24	FYE 25	FYE 26	FYE 24	FYE 25	FYE 26
JULY	464	359	514	11	25	10	10	11	11
AUG	341	493	585	7	6	18	16	13	13
SEPT	295	395	473	18	11	11	8	10	13

	ADULT CASES			JUVENILE CASES			COURT SESSIONS		
OCT	346	420		7	13		11	10	
NOV	292	246		11	15		10	6	
DEC	163	314		9	13		4	8	
JAN	280	419		9	11		5	12	
FEB	338	318		20	0		12	6	
MAR	466	464		8	16		10	10	
APR	443	621		11	3		14	11	
MAY	430	546		26	10		10	12	
JUNE	333	463		7	15		9	10	
TOTALS / YTD	4,191	4,858	1,572	144	138	39	119	119	37

WORKERS' COMPENSATION COURT

The total number cases pending as of September are 16. In October, the City Council will be considering two Joint Petition settlements. The remaining cases are proceeding in active litigation in the Oklahoma Workers' Compensation Commission/Court of Existing Claims. The current breakdown of pending Workers' Compensation cases by work area have been reviewed and updated for accuracy is as follows:

DEPARTMENT	DIVISION	PENDING CASES	FYE 26 CASES	FYE 25 CASES	FYE24 CASES	FYE23 CASES
Fire	Suppression	11	2	8	3	9
Fire	Prevention					
Parks/Rec	Facility Maintenance			1		
Parks/Rec.	Park Maintenance					
Parks/Rec	Westwood Pool					
Police	Criminal Investigation					
Police	Patrol	3			2	1
Police	Administration					
Public Works	Street Maintenance	1		1		
Public Works	Fleet	1		1	1	
Public Works	Storm Water				2	
Public Works	Traffic Control					1
Utilities	Line Maintenance					1
Utilities	Sanitation					1
TOTALS		16	2	11	8	13

List of Pending Cases

Bernhardt, Jefferson B. v. City of Norman, CM-2025-04357A
(FD/Suppression/Fire Captain, L Knee, (Denied) Whole Body

Bernhardt, Kyle v. City of Norman, CM-2024-06289K
(FD/Suppression/Fire Driver Engineer, Left Shoulder)

A Joint Petition settlement in the above claim will be considered by the City Council on October 14, 2025.

Boxford, Steven Lee v. City of Norman, CM-2022-03698 N
(Police, Patrol, Master Police Officer, Left Shoulder, Neck, Left Hand, Left Arm, Left Hip, Right Knee)
Faught, David v. City of Norman, CM3-2025-02198A
(Fire, Suppression, Firefighter, Lower Back)
Hambrick, John v. City of Norman, CM-2023-02469K
(Fire, Suppression, Firefighter, Cancer, Body as Whole)
Hiett, Darin v. City of Norman, CM-2024-04540W
(Public Works, Streets, Heavy Equipment Operator, Neck, Left Shoulder, Left Arm)
A Joint Petition settlement in the above claim will be considered by the City Council on October 14, 2025.
Lewis, Brian K. V. City of Norman, CM-2022-02245 H
(Fire, Suppression, Fire Driver Engineer, Neck, Back UNS, Left Knee, Left Leg)
Massie, Nathan v. City of Norman, CM-2024-03408 H
(Public Works, Fleet, Service Technician, Neck+Neck, Lower Back, Ears+Neck, Bilateral Ears, Lumbar, Middle Back+Neck, Bilateral Ears, Lumbar, Middle Back, Both Shoulders, Both Arms)
McCawley, Billy v. City of Norman, CM-2025-03486 L
(FD/Suppression, Fire Driver Engineer, Right Shoulder)
Mohrmann, Noel v. City of Norman, CM-2025-02034P
(Fire, Suppression, Fire Driver Engineer, L Shoulder, Left Arm & Left Hand)
Moring, Barry v. City of Norman, CM-25-00042 J
(Fire, Suppression, Fire Captain, Cancer, Body as a Whole
Musgrove, Nicholas v. City of Norman, CM-25-03313 M
(Fire, Suppression, Fire Captain, Right Lower Leg and Right Knee)
Newell, Richard v. City of Norman, CEC-2022-15014 H (Request to Reopen – Change in Condition for the Worse)
(Police, Narcotics, Master Police Officer-Sergeant, Right Knee)
Pierce, Daniel Ray v. City of Norman, CM-2024-02999 H
(Police, Patrol, Master Police Officer-Sergeant, Right Knee, Reinjured)
Simons, Michael v. City of Norman, CM-2024-04104 L
(Fire, Suppression, Firefighter, Right Knee)
Skelly, Gregory D., CM-2025-01674 M
(Fire, Suppression, Asst. Fire Chief, Lungs, Respiratory System, Heart, Trachea)

TORT CLAIMS

The following is a breakdown of the Tort Claims activity through September 2025.

DEPARTMENT	FYE 26 Month	FYE 26 YTD	FYE 25 YTD	FYE 24 YTD	FYE 23 YTD
Animal Control			1		2
Finance – IT			1		
Fire				2	
Legal					
Other			4	5	5
Parks			9	2	1
Planning	2	2	2		1
Police		1	3	9	8
Public Works – other			2	2	5
Public Works – Stormwater					
Public Works – Engineering			1		
Public Works – Streets	1	2	13	13	8
Utilities – other				2	
Utilities – Water			5	5	16
Utilities – Sanitation	1	3	11	11	7
Utilities – Sewer	1	1	8	10	3
TOTAL CLAIMS	**5**	**9**	**60**	**61**	**56**

CURRENT CLAIM STATUS	FYE 26 TO DATE	FYE 25	FYE 24	FYE 23
Claims Filed	9	60	61	56
Claims Open and Under Consideration	4	0	0	0
Claims Not Accepted Under Statute/Other	0	2	1	4
Claims Paid Administratively	3	23	26	25
Claims Paid Through Council Approval	0	6	5	2
Claims Resulting in a Lawsuit for FY	0	3	1	0
Claims Barred by Statute (No Further Action Allowed)	0	20	28	25
Claims in Denied Status (Still Subject to Lawsuit)	2	6	0	0

MUNICIPAL COURT 8

MUNICIPAL COURT
MONTHLY REPORT
SEPTEMBER - FY '26

CASES FILED

	FY 26 SEPTEMBER	FY 26 Y-T-D	FY 25 SEPTEMBER	FY 25 Y-T-D
Traffic	918	3,668	566	2,096
Non-Traffic	367	1,043	349	822
SUB TOTAL	1,285	4,711	915	2,918
Parking	917	2,094	740	2,317
GRAND TOTAL	2,202	6,805	1,655	5,235

CASES DISPOSED

	FY 26 SEPTEMBER	FY 26 Y-T-D	FY 25 SEPTEMBER	FY 25 Y-T-D
Traffic	1,134	4,187	643	2,374
Non-Traffic	254	774	343	907
SUB TOTAL	1,388	4,961	986	3,281
Parking	802	1,646	693	1,875
GRAND TOTAL	2,190	6,607	1,679	5,156

REVENUE

	FY 26 SEPTEMBER	FY 26 Y-T-D	FY 25 SEPTEMBER	FY 25 Y-T-D
Traffic	$144,909.77	$456,094.90	$ 74,360.01	$258,194.59
Non-Traffic	$ 18,576.46	$ 66,847.78	$ 20,553.42	$ 63,905.50
SUB TOTAL	$163,486.23	$522,942.68	$ 94,913.43	$322,100.09
Parking	$ 26,850.00	$ 59,730.00	$ 24,355.00	$ 67,722.00
GRAND TOTAL	$190,336.23	$582,672.68	$119,268.43	$389,822.09

MUNICIPAL COURT - MONTHLY REPORT
September 2025

JUVENILE COMMUNITY SERVICE PROGRAM

Due to a vacancy in program staff, juveniles located and worked community service projects on their own.

MEDIATION PROGRAM

The Early Settlement - Norman Mediation Program accepted 30 new cases and closed 24 cases during the month of September 2025. 2 Mediations were held.

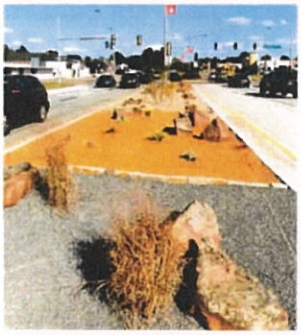
PARKS AND RECREATION 9

Park Development Activities
September 2025

Neighborhood Parks

Work continued on the construction of our newest neighborhood park—Bishop Creek Eco Park (at Carter and Alameda intersection). Downey Contracting has been working on the first phases of the trail construction, including setting piers for the boardwalk sections planned for the wetland area. They are also grading the area for the new parking lot and picnicking/seating areas in the northwest corner of the site. Work will continue throughout the year to construct the modifications to Bishop Creek that will act as stormwater detention, along with installing solar lighting and a rain garden as part of the drainage system in the park. The park is scheduled to be completed in early 2026.

Landscape Projects



Crews finished installing a new landscape designed in-house for the Main Street median island, just west of the Hal Muldrow Drive intersection. This is a prototype landscape for these areas that requires less maintenance and includes no Bermuda grass; instead, it is made up of native species mixed with colorful hardscape material. We will use this area to show how we intend to renovate all the medians between Thompson Drive and the I-35 bridge, with the assistance of sponsors from the private sector, who have shown a growing interest in updating our beautification islands and beds throughout town. All the area re-designs will be done by the on-staff Landscape Architects.

Forestry

Contractors worked to complete our pilot project of invasive species removal at Sutton Urban Wilderness. The park has been overtaken in many forested areas by Chinese Privet and Eastern Red Cedar. The first project completed last month entailed removing these species from a 2–3-acre area near the main entry of the park trails, along the shores of the smaller lake in the park. Once the initial forestry mulching was done, those areas were cleaned by ground crews, where the equipment couldn't reach without damaging the trees we wanted to save. Ground crews also removed any leftover poison ivy stands and broken branches in the "good" trees located in that area. Additional areas will be cleared of invasives as time and budget allow. All this work is endorsed by the Sutton Wilderness Advisory Committee.

SEPTEMBER 2025 PARK MAINTENANCE DIVISION

SAFETY REPORT	FY26 MTD	FY26 YTD	FY25 MTD	FY25 YTD
On-The-Job Injuries	0	0	2	6
Vehicle Accidents	0	0	0	0
Employee responsible	0	0	0	0
ROUTINE ACTIVITIES	**Total Man Hours**		**Total Man Hours**	
Ballfield Maintenance	**12**	40.00	107.50	921.50
Big Mowing	**263.25**	721.50	76.00	1140.00
Bike Racks	**0**	0.00	0.00	106.50
Carpentry/Project Building	**25**	123.50	48.00	1971.75
Chemical Spraying/Fertilization	**69**	270.50	49.00	870.50
Christmas Setup/Repair/Removal	**20**	20.00	0.00	1377.50
Concrete/Masonry	**168**	168.00	0.00	102.00
Dirt/Sand/Mulch/Gravel Work	**56**	157.50	0.00	314.00
Equipment Maintenance/Service	**115**	321.75	223.00	2609.25
Equipment Repair	**146.25**	394.75	0.00	499.75
Equipment Transport	**0**	6.00	0.00	140.50
Events	**174.5**	613.75	18.00	1466.00
Fence Repairs	**12**	28.00	0.00	347.00
Homeless Camp Cleanup	**55**	71.75	0.00	135.00
Landscape Maintenance	**122.5**	220.50	257.00	2294.00
Material Hauling	**79.75**	132.75	40.00	749.50
Office Work/Planning/Supervision	**330.25**	790.00	26.00	1375.75
Painting	**8**	8.00	0.00	162.50
Playground Inspection	**480**	1002.75	188.00	2362.75
Park Tree Work	**31.75**	97.75	0.00	323.00
Playground Maintenance	**201.25**	264.00	107.00	1089.50
Powerwashing	**18**	37.50	0.00	39.00
Purchasing Parts/Supplies	**12**	34.00	0.00	118.75
Recycling	**0**	0.00	0.00	24.00
Restroom Maintenance	**33**	68.00	0.00	262.50
Seasonal City Cleanups	**0**	0.00	0.00	314.25
Seeding/Sodding	**9**	82.50	13.00	196.50
Sign Maintenance/Flags	**17**	61.00	0.00	164.25
Snow/Ice Removal/Ice Melt	**0**	0.00	0.00	538.50

Sprinkler Maintenance	**220.25**	648.25	188.00	1710.25
Street Tree Work/Storm Damage	**12**	45.00	60.00	506.50
Stump Grinding	**16**	82.00	0.00	94.00
Trail Maintenance	**29.5**	102.50	52.00	363.00
Training (Safety/CEU's)	**64.25**	131.75	0.00	334.75
Trash Maintenance	**405**	1034.75	248.50	3705.25
Trim Mowing	**965.75**	2736.75	667.00	5603.00
Vandalism Repair	**0**	1.75	23.50	298.00
Vector Control	**5**	59.00	19.00	141.50
Watering	**10**	74.50	31.00	151.50
Welding	**8**	11.00	0.00	68.50
Shopping Carts (by cart, not hours)	**20**	99.00	0.00	186.00

SEPTEMBER 2025
RECREATION DIVISION
MONTHLY REPORT

Little Axe Community Center: For September, the after-school program had 22 kids enrolled, with an average of 17 attending daily. The center hosted its third Wednesday arts and active class with Little Axe High School, and we also hosted a bingo and an ice cream social. We continued the weekly food pantry and had story time twice this month. PLS did a Perler bead class for the community. The center has been actively involved with Community Action, joining us every Friday to provide utility assistance to community residents who may need it.

12th Avenue Recreation Center: The 12th Avenue Recreation Center has finally resumed its after-school program, and we are having a blast with the kids this year! We are currently averaging around 30 kids a day! Our family game nights are up and running, and now our new soccer nights!

Irving Recreation Center: This month at Irving, we had a total of 17 enrolled in our summer program. We had a total of 299 visits, with an average of 15 students per day. Irving has had a few visits from the library and has spent time playing in the gym and outside when available.

Whittier Recreation Center: This month, the enrollment in the Whittier Recreation Center program has dropped from 19 to 17 children. We have been spending more time outside when there are no volleyball games and when the team is not using the gym. We have been playing gym games to help the kids release their energy. We have also started daily activities for the kids to participate in, earning tickets for the week.

FACILITY ATTENDANCE:	Month	Year to Date
Little Axe Community Center	623	2,056
12th Avenue Recreation Center	1,360	3,447
Irving Recreation Center	299	798
Whittier Recreation Center	299	1,075
Reaves Center	300	600
Tennis Center	3,393	10,210

YOUNG FAMILY ATHLETIC CENTER
SEPTEMBER 2025

	FYE 2026 MTD	FYE 2026 YTD
YFAC Memberships	$3,840.00	$11,960.00
YFAC Day Passes	$124.00	$344.00
YFAC Gym Passes	$1,875.00	$7,805.00
YFAC Aqua Class/Camp	$0.00	$0.00
YFAC GYM Class/Camp	$0.00	$10,024.25
YFAC Misc Class/Camp	$0.00	$0.00
YFAC POOL Rental	$0.00	$9,460.63
YFAC GYM Rental	$0.00	$8,704.00
YFAC MISC Rental	$0.00	$0.00
YFAC POOL Tournament	$0.00	$0.00
YFAC GYM Tournament	$20,500.00	$63,060.00
YFAC Leases	$0.00	$0.00
YFAC Other Revenue/Advertising	$0.00	$31,130.61
YFAC Leagues	$0.00	$0.00
TOTAL INCOME	**$26,339.00**	**$142,488.49**
YFAC GYM Expenditures	$9,743.04	$44,351.50
YFAC POOL Expenditures	$16,744.98	$77,725.40
EXPENDITURES	**$26,488.02**	**$122,076.90**
Income vs. Expenditures	-$149.02	$20,411.59

WESTWOOD/NORMAN MUNICIPAL AUTHORITY 9A

SEPTEMBER 2025

Westwood Golf Course Division Monthly Progress Report

ACTIVITY	SEPT FYE 26	SEPT FYE 25
Regular Green Fees	1068	829
Senior Green Fees	505	359
Junior Fees	438	207
School Fees (high school golf team players)	48	31
Advanced Fees (high school golf team pre-pay)	0	0
Annual Fees (Regular, Senior & Junior Members)	584	939
Employee Comp Rounds	152	366
Golf Passport Rounds	0	0
9-Hole Green Fee	340	135
2:00 Fees	302	136
Dusk Fees or 5:00 Fees	162	94
PGA Comp Rounds	4	9
*Rainchecks (not counted in total round count)	25	58
Misc Promo (bday, plyrs cards, OU student & military)	72	176
Green Fee Adjustments (fee difference on rainchecks)	6	4
Total Rounds (*not included in total round count)	**3681**	3285
% change from FY '24	12.05%	
Range Tokens	**4538**	3432
% change from FY '24	32.23%	
18 - Hole Golf Carts	189	145
1/2 18 - Hole Golf Carts	1399	1064
9 - Hole Golf Carts	78	60
½ 9 - Hole Golf Carts	383	206
Total Carts	**2049**	1475
% change from FY '24	38.92%	
TOTAL REVENUE	$213,801.85	$ 134,007.54
% change from FY '24	59.54%	

SEPTEMBER 2025
WESTWOOD GOLF DIVISION
MONTHLY PROGRESS REPORT

SAFETY REPORT				
	FY 2026	FY 2026	FY 2025	FY 2025
	MTD	YTD	MTD	YTD
Injuries On The Job	0	0	0	0
City Vehicles Damaged	0	0	0	0
Vehicle Accidents Reviewed	0	0	0	0
FINANCIAL INFORMATION				
	FY 2026	FY 2026	FY 2025	FY 2025
	MTD	YTD	MTD	YTD
Green Fees	$65,210.13	$193,482.64	$42,052.20	$127,857.02
Driving Range	$22,678.00	$67,084.00	$13,726.00	$40,152.00
Cart Rental	$34,367.78	$106,844.91	$24,162.37	$72,865.01
Golf Classes	$0.00	$96.00	$0.00	$0.00
Golf Shop Rentals	$592.79	$1,709.77	$287.26	$1,019.44
USGA Handicap Fees	$0.00	$0.00	$0.00	$0.00
Golf Cart Capital	$2,529.74	$7,615.06	$1,908.77	$5,623.80
Golf Merchandise	$27,402.17	$86,915.34	$18,697.15	$55,836.99
Restaurant	$27,223.29	$82,999.49	$18,068.57	$60,771.86
Golf Membership	$33,483.06	$63,186.39	$15,857.74	$37,905.13
Interest Earnings	$314.89	$2,160.95	$636.19	$11,266.75
TOTAL INCOME	**$213,801.85**	**$612,094.55**	**$135,396.25**	**$401,253.88**
Expenditures	$151,237.00	$440,758.99	$130,502.92	$419,446.02
Income vs Expenditures	$62,564.85	$171,335.56	$4,893.33	-$18,192.14
Rounds of Golf	3,681	11,223	3,285	10,147

The greens have a quality rating of 96% and we are back on our bi-monthly sand topdressing program on greens. The amount of play is increasing our mowing time in those play areas. Our weed control program is working very well and we are mostly controlling weeds on the perimeters of the golf course, (goosegrass, crabgrass, dallasgrass and spotted spurge). The irrigation system is preforming as good as expected. Tree trimming continues to be a priority especially to make mowing roughs more streamlined and easing the pace of play. The driving range will be a priority for renovations

SEPTEMBER 2025
WESTWOOD FAMILY AQUATIC CENTER
MONTHLY PROGRESS REPORT

FINANCIAL INFORMATION				
	FY 2026 MTD	FY 2026 YTD	FY 2025 MTD	FY 2025 YTD
Swim Pool Passes	$0.00	$3,330.00	$0.00	$140.00
Swim Pool Gate Admission	$1,630.00	$222,234.00	$5,739.00	$189,589.00
Swim Lesson Fees	$0.00	$7,080.00	$0.00	$1,638.00
Swim Pool Rental	$0.00	$47,860.68	$600.00	$50,651.01
Swim Pool Classes	$50.00	$410.00	$0.00	$600.00
Swim Pool Merchandise Sales	$21.15	$936.12	$27.58	$336.58
Swim Pool Concessions	$4,808.31	$113,997.83	$2,187.32	$97,491.03
TOTAL INCOME	**$6,509.46**	**$395,848.63**	**$8,553.90**	**$348,999.52**
Expenditures	$66,176.17	$582,112.05	$56,509.32	$545,658.63
Income vs Expenditures	-$59,666.71	-$186,263.42	-$47,955.42	-$196,659.11

ATTENDANCE INFORMATION	FY 2026 MTD	FY 2026 YTD		FY 2025 YTD
Pool Attendance	1,224	50829	2241	17394
Adult Lap Swim Morning/Night	9	87	16	3458
Water Walkers	154	1317	62	922
Toddler Time	0	1026	0	1127
Water Fitness	20	136	78	768
Swim Team	0	156	0	38
Scuba Rentals	0	0	6	38
Scuba Participants	10	54	15	340
Swim Lesson	0	346	0	30
Private Swim Lessons	0	19	0	5
Special Events	175	1926	3	11
Party/Rentals	0	74	0	39663
TOTAL FY 2025 ATTENDANCE	**1592**	**55970**	**2421**	**18921**

ATTENDANCE INFORMATION MAY 2025 TO SEPTEMBER 2025	
Pool Attendance	91,524
Adult Lap Swim Morning/Night	123
Water Walkers	1,618
Toddler Time	1,421
Water Fitness	323
Swim Team	428
Scuba Rentals	0
Scuba Participants	72
Swim Lesson	924
Private Swim	48
Special Events	3,910
Party/Rentals	119
TOTAL ATTENDANCE	100,510

FACILITY MAINTENANCE 9B

Cost by Building with Maint Type

Building	Maint Type	Total Cost	Labor	Supplies	Equipment	Inventory	Outsourcing	Overhead
12TH AVE REC	ELECTRICAL	125.87	80.87	45.00	0.00	0.00	0.00	0.00
CENTER - 1701	PLUMBING	48.63	40.43	8.20	0.00	0.00	0.00	0.00
12TH AVE NE	**Totals:**	174.50	121.30	53.20	0.00	0.00	0.00	0.00
A - COURTS -	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
321 N WEBSTER	HVAC	58.10	58.10	0.00	0.00	0.00	0.00	0.00
	PLUMBING	141.52	141.52	0.00	0.00	0.00	0.00	0.00
	Totals:	240.05	240.05	0.00	0.00	0.00	0.00	0.00
ADULT	ELECTRICAL	80.87	80.87	0.00	0.00	0.00	0.00	0.00
WELLNESS AND	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
EDUCATION	HVAC	38.73	38.73	0.00	0.00	0.00	0.00	0.00
CENTER - 602 N	PLUMBING	292.17	202.17	90.00	0.00	0.00	0.00	0.00
FINDLAY	**Totals:**	452.20	362.20	90.00	0.00	0.00	0.00	0.00
AGING	PLUMBING	40.43	40.43	0.00	0.00	0.00	0.00	0.00
SERVICES - 329	**Totals:**	40.43	40.43	0.00	0.00	0.00	0.00	0.00
ANDREWS	HVAC	222.80	222.80	0.00	0.00	0.00	0.00	0.00
PARK - 200 W	**Totals:**	222.80	222.80	0.00	0.00	0.00	0.00	0.00
ANIMAL	HVAC	116.20	116.20	0.00	0.00	0.00	0.00	0.00
WELFARE - 3428	PLUMBING	121.30	121.30	0.00	0.00	0.00	0.00	0.00
S JENKINS	**Totals:**	237.50	237.50	0.00	0.00	0.00	0.00	0.00
B - POLICE DEPT	ELECTRICAL	987.42	727.80	259.62	0.00	0.00	0.00	0.00
-112 W DAWS	GENERAL	55.70	55.70	0.00	0.00	0.00	0.00	0.00
	HVAC	116.20	116.20	0.00	0.00	0.00	0.00	0.00
	PLUMBING	361.88	222.38	139.50	0.00	0.00	0.00	0.00
	Totals:	1,521.20	1,122.08	399.12	0.00	0.00	0.00	0.00
C - HR, IT - 313	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
N WEBSTER	HVAC	172.70	172.70	0.00	0.00	0.00	0.00	0.00

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	PLUMBING	161.73	161.73	0.00	0.00	0.00	0.00	0.00
	Totals:	374.86	374.86	0.00	0.00	0.00	0.00	0.00
CITY HALL - 201	PLUMBING	200.52	200.52	0.00	0.00	0.00	0.00	0.00
W GRAY	**Totals:**	200.52	200.52	0.00	0.00	0.00	0.00	0.00
D -	ELECTRICAL	202.17	202.17	0.00	0.00	0.00	0.00	0.00
DEVELOPMENT	GENERAL	121.30	121.30	0.00	0.00	0.00	0.00	0.00
CENTER - 225 N	HVAC	1,034.06	1,034.06	0.00	0.00	0.00	0.00	0.00
WEBSTER	**Totals:**	1,357.53	1,357.53	0.00	0.00	0.00	0.00	0.00
EMERGENCY	GENERAL	480.87	80.87	400.00	0.00	0.00	0.00	0.00
COMMUNCATI	HVAC	38.73	38.73	0.00	0.00	0.00	0.00	0.00
ONS AND	PLUMBING	40.43	40.43	0.00	0.00	0.00	0.00	0.00
OPERSTIONS	**Totals:**	560.03	160.03	400.00	0.00	0.00	0.00	0.00
ENVIRONMENT	GENERAL	190.43	40.43	150.00	0.00	0.00	0.00	0.00
AL SERVICES -	**Totals:**	190.43	40.43	150.00	0.00	0.00	0.00	0.00
FIRE	HVAC	38.73	38.73	0.00	0.00	0.00	0.00	0.00
ADMINISTRATO	**Totals:**	38.73	38.73	0.00	0.00	0.00	0.00	0.00
FIRE STATION 2 -	ELECTRICAL	686.72	444.77	241.95	0.00	0.00	0.00	0.00
2211 W BOYD	HVAC	74.27	74.27	0.00	0.00	0.00	0.00	0.00
	Totals:	760.99	519.04	241.95	0.00	0.00	0.00	0.00
FIRE STATION 3 -	ELECTRICAL	99.05	80.87	18.18	0.00	0.00	0.00	0.00
500 E	HVAC	116.20	116.20	0.00	0.00	0.00	0.00	0.00
CONSTITUTION	PLUMBING	40.43	40.43	0.00	0.00	0.00	0.00	0.00
	Totals:	255.68	237.50	18.18	0.00	0.00	0.00	0.00
FIRE STATION 4 -	HVAC	77.46	77.46	0.00	0.00	0.00	0.00	0.00
4145 W	**Totals:**	77.46	77.46	0.00	0.00	0.00	0.00	0.00
FIRE STATION 6 -	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
7405 E	PLUMBING	281.28	121.30	159.98	0.00	0.00	0.00	0.00
ALAMEDA	**Totals:**	321.71	161.73	159.98	0.00	0.00	0.00	0.00
FIRE STATION 7 -	GENERAL	37.13	37.13	0.00	0.00	0.00	0.00	0.00
2207 GODDARD	HVAC	116.20	116.20	0.00	0.00	0.00	0.00	0.00
AVE	**Totals:**	153.33	153.33	0.00	0.00	0.00	0.00	0.00
FIREHOUSE ART	ELECTRICAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00

CENTER - 444 S FLOOD	GENERAL	18.57	18.57	0.00	0.00	0.00	0.00	0.00
	HVAC	37.13	37.13	0.00	0.00	0.00	0.00	0.00
	PLUMBING	101.08	101.08	0.00	0.00	0.00	0.00	0.00
	Totals:	197.22	197.22	0.00	0.00	0.00	0.00	0.00
HUMAN RESOURCES		0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Totals:	0.00	0.00	0.00	0.00	0.00	0.00	0.00
LEGACY PARK - 1898 LEGACY	ELECTRICAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
	Totals:	40.43	40.43	0.00	0.00	0.00	0.00	0.00
LINDSEY YARD - STORMWATER -	GENERAL	661.73	161.73	500.00	0.00	0.00	0.00	0.00
	Totals:	661.73	161.73	500.00	0.00	0.00	0.00	0.00
LINE MAINTENANCE - 2705 E	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
	HVAC	154.93	154.93	0.00	0.00	0.00	0.00	0.00
	Totals:	195.36	195.36	0.00	0.00	0.00	0.00	0.00
LIONS PARK - 450 S FLOOD	ELECTRICAL	99.43	99.43	0.00	0.00	0.00	0.00	0.00
	Totals:	99.43	99.43	0.00	0.00	0.00	0.00	0.00
LITTLE AXE REC CENTER - 1000 NE 168TH AVE	ELECTRICAL	87.62	80.87	6.75	0.00	0.00	0.00	0.00
	PLUMBING	95.87	80.87	15.00	0.00	0.00	0.00	0.00
	Totals:	183.48	161.73	21.75	0.00	0.00	0.00	0.00
MOORE-LINDSAY HISTORIC	GENERAL	48.43	40.43	8.00	0.00	0.00	0.00	0.00
	HVAC	77.46	77.46	0.00	0.00	0.00	0.00	0.00
	Totals:	125.90	117.90	8.00	0.00	0.00	0.00	0.00
NE LIONS PARK - 1800	ELECTRICAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
	Totals:	40.43	40.43	0.00	0.00	0.00	0.00	0.00
NEIGHBORHOOD PARKS	PLUMBING	759.15	606.50	152.65	0.00	0.00	0.00	0.00
	Totals:	759.15	606.50	152.65	0.00	0.00	0.00	0.00
NORMAN INVESTIGATIONS CENTER -	HVAC	77.46	77.46	0.00	0.00	0.00	0.00	0.00
	PLUMBING	424.55	424.55	0.00	0.00	0.00	0.00	0.00
	Totals:	502.01	502.01	0.00	0.00	0.00	0.00	0.00
NORMAN PUBLIC LIBRARY	HVAC	232.39	232.39	0.00	0.00	0.00	0.00	0.00
	Totals:	232.39	232.39	0.00	0.00	0.00	0.00	0.00
NORMAN PUBLIC LIBRARY	HVAC	154.93	154.93	0.00	0.00	0.00	0.00	0.00
	Totals:	154.93	154.93	0.00	0.00	0.00	0.00	0.00

PARKS	HVAC	116.20	116.20	0.00	0.00	0.00	0.00	0.00
MAINTENANCE -	**Totals:**	116.20	116.20	0.00	0.00	0.00	0.00	0.00
POLICE	ELECTRICAL	514.89	202.17	312.72	0.00	0.00	0.00	0.00
SHOOTING	GENERAL	390.43	40.43	350.00	0.00	0.00	0.00	0.00
RANGE - 3942	**Totals:**	905.32	242.60	662.72	0.00	0.00	0.00	0.00
REAVES PARK -	ELECTRICAL	80.87	80.87	0.00	0.00	0.00	0.00	0.00
515 E	HVAC	116.20	116.20	0.00	0.00	0.00	0.00	0.00
CONSTITUTION	PLUMBING	294.98	161.73	133.25	0.00	0.00	0.00	0.00
	Totals:	492.05	358.80	133.25	0.00	0.00	0.00	0.00
Reeves Ball		0.00	0.00	0.00	0.00	0.00	0.00	0.00
Fields	**Totals:**	0.00	0.00	0.00	0.00	0.00	0.00	0.00
ROTARY PARK -	PLUMBING	363.90	363.90	0.00	0.00	0.00	0.00	0.00
1501 W BOYD	**Totals:**	363.90	363.90	0.00	0.00	0.00	0.00	0.00
SANITATION -	GENERAL	190.43	40.43	150.00	0.00	0.00	0.00	0.00
2301 GODDARD	HVAC	174.29	174.29	0.00	0.00	0.00	0.00	0.00
AVE	PLUMBING	121.30	121.30	0.00	0.00	0.00	0.00	0.00
	Totals:	486.03	336.03	150.00	0.00	0.00	0.00	0.00
SANTA FE	ELECTRICAL	156.56	80.87	75.69	0.00	0.00	0.00	0.00
RAILROAD	GENERAL	40.43	40.43	0.00	0.00	0.00	0.00	0.00
DEPOT	PLUMBING	84.54	80.87	3.67	0.00	0.00	0.00	0.00
MUSEUM - 200	**Totals:**	281.53	202.17	79.36	0.00	0.00	0.00	0.00
SHOP TIME	GENERAL	1,051.10	865.92	185.18	0.00	0.00	0.00	0.00
	HVAC	116.20	116.20	0.00	0.00	0.00	0.00	0.00
	Totals:	1,167.29	982.11	185.18	0.00	0.00	0.00	0.00
SOONER	GENERAL	313.57	313.57	0.00	0.00	0.00	0.00	0.00
THEATRE - 101	**Totals:**	313.57	313.57	0.00	0.00	0.00	0.00	0.00
SPECIAL OPS -	HVAC	77.46	77.46	0.00	0.00	0.00	0.00	0.00
PD - 4323	**Totals:**	77.46	77.46	0.00	0.00	0.00	0.00	0.00
TRAFFIC	GENERAL	811.73	161.73	650.00	0.00	0.00	0.00	0.00
CONTROL -	HVAC	58.10	58.10	0.00	0.00	0.00	0.00	0.00
1311 DA VINCI	PLUMBING	122.43	40.43	82.00	0.00	0.00	0.00	0.00
	Totals:	992.27	260.27	732.00	0.00	0.00	0.00	0.00

TRANSFER	GENERAL	190.43	40.43	150.00	0.00	0.00	0.00	0.00
STATION - 3901	HVAC	116.20	116.20	0.00	0.00	0.00	0.00	0.00
CHAUTAUQUA	PLUMBING	169.30	121.30	48.00	0.00	0.00	0.00	0.00
	Totals:	475.93	277.93	198.00	0.00	0.00	0.00	0.00
TRANSIT/PUBLI	HVAC	232.39	232.39	0.00	0.00	0.00	0.00	0.00
C SAFETY - 1310	**Totals:**	232.39	232.39	0.00	0.00	0.00	0.00	0.00
WARMING	HVAC	94.43	94.43	0.00	0.00	0.00	0.00	0.00
SHELTER - 109	**Totals:**	94.43	94.43	0.00	0.00	0.00	0.00	0.00
WATER	GENERAL	621.30	121.30	500.00	0.00	0.00	0.00	0.00
RECLAMATION -	HVAC	673.77	673.77	0.00	0.00	0.00	0.00	0.00
WASTEWATER -	PLUMBING	588.79	80.87	507.92	0.00	0.00	0.00	0.00
3500 S JENKINS	**Totals:**	1,883.86	875.94	1,007.92	0.00	0.00	0.00	0.00
WATER	ELECTRICAL	129.34	80.87	48.47	0.00	0.00	0.00	0.00
TREATMENT	HVAC	232.39	232.39	0.00	0.00	0.00	0.00	0.00
PLANT - 3000 E	**Totals:**	361.73	313.26	48.47	0.00	0.00	0.00	0.00
WESTWOOD	HVAC	98.64	98.64	0.00	0.00	0.00	0.00	0.00
GOLF COURSE -	PLUMBING	60.65	60.65	0.00	0.00	0.00	0.00	0.00
2400	**Totals:**	159.29	159.29	0.00	0.00	0.00	0.00	0.00
WESTWOOD	PLUMBING	287.39	202.17	85.22	0.00	0.00	0.00	0.00
POOL - 1017	**Totals:**	287.39	202.17	85.22	0.00	0.00	0.00	0.00
WESTWOOD	HVAC	208.99	208.99	0.00	0.00	0.00	0.00	0.00
TENNIS CENTER	PLUMBING	132.01	101.08	30.93	0.00	0.00	0.00	0.00
- 2420	**Totals:**	341.00	310.07	30.93	0.00	0.00	0.00	0.00
WHITTIER REC	ELECTRICAL	407.60	242.60	165.00	0.00	0.00	0.00	0.00
CENTER - 2000	GENERAL	95.87	80.87	15.00	0.00	0.00	0.00	0.00
W BROOKS	**Totals:**	503.47	323.47	180.00	0.00	0.00	0.00	0.00
YOUNG	GENERAL	151.84	151.84	0.00	0.00	0.00	0.00	0.00
FAMILTY	HVAC	542.25	542.25	0.00	0.00	0.00	0.00	0.00
ATHLETIC	PLUMBING	478.96	242.60	236.36	0.00	0.00	0.00	0.00
CENTER - 2201	**Totals:**	1,173.05	936.69	236.36	0.00	0.00	0.00	0.00

ACCESSIBILITY & CULTURE 9C

ACCESSIBILITY & CULTURE
SEPTEMBER 2025

Accessibility:

Complaints	Resolutions
9/11/2025: Citizen called in about a sidewalk complaint on Boyd & 12th on the west side of the sidewalks on 12th. The pole where you push the buttons to cross the crosswalk almost caused her scooter to flip over. Says that that button to press to cross the street is barley accessible. The cement work does not go all the way to the pole in all 4 intersections of Boyd. She said it is uneven and that dirt looks like it was just thrown there.	9/11/2025: Notified Public Works Engineering Division: Sidewalks, of citizen's concern. 9/18/2025: Due to the size of the repairs needed, this area has been added to their list of projects and will be addressed as funds become available.

Culture:

Employee Resource Groups (ERGs): LGBTQ+ Alliance's next meeting is to be determined. The next meeting for the Alliance of Black Employees (ABE) is to be determined; however, the annual Kwanza event is tentatively scheduled for December 30, 2025.

Committees:

Human Rights Commission (HRC) – The monthly meeting took take place on Monday, September 22, 2025, at City Hall. The last two positions on the commission were filled and now there is a full commission of nine members. Introductions and new member welcome were made. The Commission discussed upcoming opportunities to issue proclamations in support of key human rights events and awareness months and finalized the list for the rest of 2025. The upcoming Interfaith Breakfast was also discussed as well as the 2025 Human Rights Award. The next meeting is scheduled for Monday, October 27, 2025, at City Hall.

ADA Citizen's Advisory Committee – The quarterly meeting took place on Monday, September 8, 2025, at City Hall. Updates on the Transit Program completed FY25 concrete sidewalk projects, and upcoming FY26 concrete projects were given. The ridership total for the Norman Embark Transit System for the Fiscal Year of 2024 to 2025 was just over 504,898 riders, an increase from the previous Fiscal Year of 403,229. All the FY25 concrete projects have been completed totaling $460,000.00. The last two positions on the committee were filled and now there is a full committee of eleven members. The next quarterly meeting is scheduled for Monday, December 8, 2025, at City Hall.

Cleveland County disABILITY Coalition – The monthly meeting took place on Tuesday, September 2, 2025, at United Way. The purpose of the Cleveland County disABILITY Coalition is to increase awareness of all disabilities, to identify community needs and to develop solutions to those needs. Updates from the ADA Committee and Transportation were given. The presenters at this meeting were from Norman YoungLife Capernaum: Addyson Best and Ryland Long. The organization is focused on supporting young adults with disabilities through weekly activities, such as movie hangouts, bowling & "big cookie night." They also offer camp experiences at various locations across the United States.

Upcoming Events:

- OKIPSE Summit, September 26th at Moore Norman VoTech in Oklahoma City.
- DDS waiver services & Wait List meeting, September 25th at the State Capitol & Zoom.
- Wrights Law Training, September 4th in Oklahoma City.
- Oklahoma Transition Conference in mid-November. Now accepting proposals and vendor space registrations.
- Oklahoma Caregiver Conference on November 6th, available at 5 locations and online, with registration open now.

The next meeting is scheduled for Tuesday, October 7, 2025, at United Way.

PLANNING AND COMMUNITY DEVELOPMENT 10

September 2025 Residential Permit Activity

Category	Permit	Date Issued	Address	Sq Ft	Zoning	Ward	Subdivision	Contractor	Valuation
Multi-Family, Repair	PRDB202503091	2025-09-04	201 WOODCREST DR	N/A	RM-6	6	WOODCREST ESTATES PLAZA	TB CONSTRUCTION	$ 10,000.00
	1								**$ 10,000.00**
Residential, Accessory Dwelling Unit	PRADU202503764	2025-09-10	4171 48TH AVE SE	710	A-2	5	NOT SUBDIVIDED	ELI BRIDGE	$ 30,000.00
	PRADU202503941	2025-09-24	3900 36TH AVE NE	1320	A-2	6	NOT SUBDIVIDED	BRAD PERRY CONTRACTING	$ 85,000.00
	2								**$ 115,000.00**
Residential, Accessory Structure	PRAB202503510	2025-09-09	3301 E ROCK CREEK RD	2000	A-2	6	HANSMEYER ACRES COS	JOHN CHERRY	$ 100,000.00
	PRAB202503546	2025-09-15	9715 E BOYD ST	1200	RE	5	LAKEVIEW ESTATES	MORTON BUILDINGS	$ 30,000.00
	PRAB202503828	2025-09-08	1215 60TH AVE NE	2132	A-2	5	NOT SUBDIVIDED	ALLAN G GRZYBOWSKI	$ 22,000.00
	PRAB202503852	2025-09-05	12517 E FRANKLIN RD	200	R-1	5	WHISPERING HILLS	TODD, CHRIS	$ 800.00
	4								**$ 152,800.00**
Residential, Addition / Alteration	PRAD202503479	2025-09-24	705 CHAUTAUQUA AVE	2940	R-2	4	REEDS ADD	HIGH PERFORMANCE BUILDING PRODUCTS LLC	$ 90,000.00
	PRAD202503710	2025-09-15	4318 BRIARCREST DR	2756	R-1	3	BROOKHAVEN 4TH	ERGON CONSTRUCTION	$ 265,000.00
	PRAD202503814	2025-09-16	1601 PARKVIEW TER	1303	R-1	7	SOUTH UNIVERSITY PLACE ADD	BOBBY CHAPMAN	$ 60,000.00
	PRAD202504111	2025-09-18	2701 POPLAR LN	100	R-1	2	FOREST HILLS ADD	POWER ROOFING & CONSTRUCTION	$ 13,000.00
	4								**$ 428,000.00**
Residential, Demolition	PRDE202503978	2025-09-18	319 W TONHAWA ST	N/A	R-3	4	NORMAN, O T	KATY CONSTRUCTION CO	N/A
	1								**N/A**
Residential, New Single Family	PRSF202502625	2025-09-30	2100 INGELS CIR	5156	R-1	6	HALLBROOKE ADD SEC 6	ARMSTRONG HOMES	$ 400,000.00
	PRSF202503744	2025-09-08	2905 KINGSWOOD DR	2702	R-1	1	SUMMIT LAKES ADD SEC 12	LIBERTY HOMES INC	$ 300,000.00
	PRSF202503745	2025-09-08	2818 DUNHAM DR	2713	R-1	1	SUMMIT LAKES ADD SEC 12	LIBERTY HOMES INC	$ 300,000.00
	PRSF202503805	2025-09-09	3811 MESA RD	3692	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP	$ 540,000.00
	PRSF202503815	2025-09-11	1106 GROVER LN	2234	R-1	4	GROVER ADD	GENESIS FINE HOMES, LLC	$ 260,000.00
	PRSF202503842	2025-09-09	4021 CARAWAY LN	2057	R-1	5	BELLATONA ADD SEC 4	HOME CREATIONS, INC	$ 288,00
	PRSF202503844	2025-09-09	4012 CARAWAY LN	2477	R-1	5	BELLATONA ADD SEC 4	HOME CREATIONS, INC	$ 347,00

September 2025 Residential Permit Activity

	PRSF202503933	2025-09-10	3903 ATTICUS AVE	3330	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	460,000.00
	PRSF202503937	2025-09-12	1717 ATTICUS AVE	4295	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	570,000.00
	PRSF202503939	2025-09-18	3804 LLEYTON DR	3465	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	465,000.00
	PRSF202503947	2025-09-12	3824 LLEYTON DR	2315	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	361,000.00
	PRSF202503950	2025-09-12	3820 LLEYTON DR	1810	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	296,000.00
	PRSF202503952	2025-09-12	3814 SKYLER WAY	2685	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	391,000.00
	PRSF202503954	2025-09-12	3908 SKYLER WAY	3800	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	500,000.00
	PRSF202503956	2025-09-12	1719 SAMUELS CT	4660	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	612,000.00
	PRSF202503958	2025-09-24	1803 ZAYDEN LN	4660	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	612,000.00
	PRSF202503961	2025-09-12	1807 ZAYDEN LN	4480	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	570,000.00
	PRSF202503963	2025-09-12	1811 ZAYDEN LN	4295	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	577,000.00
	PRSF202503993	2025-09-18	801 MANZANO DR	2809	PUD	1	SIENA SPRINGS ADD SEC 2	DP GAMBLE HOMES, INC	$	350,000.00
	PRSF202504052	2025-09-18	517 RAPIDS WAY	4118	PUD	6	PINE CREEK ADD	LANDMARK FINE HOMES, LP	$	550,000.00
	PRSF202504053	2025-09-23	416 EXPLORER TRL	4056	PUD	6	PINE CREEK ADD	LANDMARK FINE HOMES, LP	$	520,000.00
	PRSF202504054	2025-09-18	3708 BEDROCK DR	2611	PUD	8	SPRINGS AT FLINT HILLS SEC 1	LANDMARK FINE HOMES, LP	$	360,000.00
	PRSF202504176	2025-09-24	3803 BEDROCK DR	2381	PUD	8	SPRINGS AT FLINT HILLS SEC 1	LANDMARK FINE HOMES, LP	$	340,000.00
	PRSF202504186	2025-09-23	4701 12TH AVE NW	632	A-2	6	NOT SUBDIVIDED(SCHOOL)	MOORE NORMAN TECHNOLOGY CENTER	$	50,000.00
	24								**$**	**10,019,000.00**
Residential, Pool	PRPO202503647	2025-09-02	4505 LAS COLINAS LN	750	R-1	8	LAS COLINAS ADD SEC 1	ARTISTIC POOLS	$	81,832.00
	PRPO202503787	2025-09-18	428 LAKE GROVE CT	1000	R-1	8	HIGHLAND VILLAGE ADD SEC 6	SPARTAN POOLS & PATIO	$	115,000.00
	PRPO202503800	2025-09-08	4500 ALAMEDA ST	1635	A-2	5	NOT SUBDIVIDED	SPARTAN POOLS & PATIO	$	210,000.00
	PRPO202503824	2025-09-11	3916 IRVINE DR	68	PUD	8	CASCADE ESTATES SEC 5	SYLVIA KNOTT	$	6,000.00
	PRPO202503836	2025-09-05	5921 WINDSTONE DR	1200	PUD	3	GLENRIDGE ADD SEC 1	405 POOLSCAPES	$	95,000.00
	PRPO202503847	2025-09-19	805 MIDLAND VALLEY ST	700	PUD	8	GREENLEAF TRAILS ADD SEC 8	FRANK ABER III	$	60,00
	PRPO202503850	2025-09-05	12517 E FRANKLIN RD	380	R-1	5	WHISPERING HILLS	TODD, CHRIS	$	40

September 2025 Residential Permit Activity

	PRPO202503928	2025-09-12	3112 EPORA DR	1095	PUD	6	MONTORO RIDGE SEC 2	SPARTAN POOLS & PATIO	$	100,000.00
	PRPO202504049	2025-09-24	433 THORTON DR	3600	R-1	2	WESTWOOD EST	FAMILY POOLS	$	78,000.00
	9								**$**	**746,232.00**
Residential, Repair	PRDB202503821	2025-09-04	206 N CARTER AVE	N/A	R-1	4	COLLEY'S SECOND ADD	ALLEN RICHARD LENHART	$	4,500.00
	PRDB202503948	9/11/2025	1899 SADDLEBACK BLVD 20	N/A	VB	3	ROCK CREEK POLO CLUB REPLAT	CRAIG R CARRELL	$	17,000.00
	2								**$**	**21,500.00**
Residential, Solar	PRSO202502756	2025-09-12	7505 108TH AVE NE		A-2	5	H & L 6	CEC ELECTRIC LLC	$	37,400.00
	PRSO202503788	2025-09-03	318 N SHERRY AVE		R-1	2	TOWN & COUNTRY ESTATES #2	OKIE SOLAR	$	39,000.00
	PRSO202504129	2025-09-19	1812 BROONE DR		R-1	6	PARK PLACE ADDITION SEC 4	CLEAN RESIDENTIAL ENERGY	$	15,000.00
	3								**$**	**91,400.00**
Residential, Storm Shelter	PRSS202503768	2025-09-04	2220 144TH AVE SE		RE	5	THUNDERBIRD HILLS	JEREMY FOLLOWWILL	$	3,900.00
	PRSS202503809	2025-09-02	2600 36TH AVE NE		A-2	6	HANSMEYER ACRES COS	BEACON HOMES III, LLC	$	2,450.00
	PRSS202503825	2025-09-02	3811 MESA RD		PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP	$	3,000.00
	PRSS202503835	2025-09-12	1001 WHISPERING PINES DR		R-1	4	WHISPERING PINES ADD	DOUG GUY	$	6,500.00
	PRSS202503853	2025-09-02	3726 CASSIDY DR		PUD	8	FLINT HILLS SEC 1	LEN BRANCH	$	3,300.00
	PRSS202503934	2025-09-09	3903 ATTICUS AVE		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$	2,500.00
	PRSS202503936	2025-09-09	1717 ATTICUS AVE		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$	2,500.00
	PRSS202503940	2025-09-09	3804 LLEYTON DR		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$	2,500.00
	PRSS202503949	2025-09-09	3824 LLEYTON DR		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$	2,500.00
	PRSS202503951	2025-09-09	3820 LLEYTON DR		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$	2,500.00
	PRSS202503953	2025-09-10	3814 SKYLER WAY		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$	2,500.00
	PRSS202503955	2025-09-09	3908 SKYLER WAY		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$	2,500.00
	PRSS202503957	2025-09-09	1719 SAMUELS CT		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$	2,500.00
	PRSS202503960	2025-09-09	1803 ZAYDEN LN		R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	2,50
	PRSS202503962	2025-09-09	1807 ZAYDEN LN		R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	2,50

September 2025 Residential Permit Activity

	PRSS202503965	2025-09-09	1811 ZAYDEN LN		R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$ 2,500.00
	PRSS202503967	2025-09-16	2610 SHORELINE DR		PUD	5	WELLINGTON LAKE ADD A PUD	JAMES WALTERS	$ 7,450.00
	PRSS202503984	2025-09-10	425 KENSINGTON RD		R-1	3	QUAILBROOK ADD 1	GROUND ZERO SHELTERS	$ 4,000.00
	PRSS202504028	2025-09-12	1703 ZAYDEN LN		R-1	7	CEDAR LANE SEC III	GROUND ZERO SHELTERS	$ 2,945.00
	PRSS202504155	2025-09-29	3801 CASSIDY DR		PUD	8	FLINT HILLS SEC 1	BRIANNE RENEE RAYBOURNE	$ 4,000.00
	PRSS202504157	2025-09-23	4104 LYNFORD LN		R-1	5	BELLATONA ADD SEC 4	JERROD NAUMAN	$ 3,700.00
	PRSS202504166	2025-09-22	3208 VALLEY HOLLOW		R-1	5	SUMMIT VALLEY ADDITION	GROUND ZERO SHELTERS	$ 5,000.00
	PRSS202504204	2025-09-23	720 HAVASU DR		PUD	6	RED CANYON RANCH SEC 3	GROUND ZERO SHELTERS	$ 3,400.00
	PRSS202504240	2025-09-25	3006 KETTLE RD		PUD	8	GREENLEAF TRAILS ADD SEC 10	ANDREW CALEB JONES	$ 4,000.00
	PRSS202504316	2025-09-30	2217 BRETFORD WAY		R-1	5	ST JAMES PARK SEC 6	FLATSAFE TORNADO SHELTERS	$ 3,500.00
	25								**$ 84,645.00**
Residential, Water Well	PRWL202503917	2025-09-09	4606 E ROCK CREEK RD		A-2	5	NOT SUBDIVIDED	DENNIS ALLEN WATER WELL DRILLING &	N/A
	PRWL202503918	2025-09-09	700 68TH AVE SE		A-2	5	NOT SUBDIVIDED	DENNIS ALLEN WATER WELL DRILLING &	N/A
	2								**N/A**
Total	**77**								**$ 11,668,577.00**

September 2025 Residential Permit Activity

Category	Count	Valuation
Multi-Family, Repair	1	$ 10,000.00
Residential, Accessory Dwelling Unit	2	$ 115,000.00
Residential, Accessory Structure	4	$ 152,800.00
Residential, Addition / Alteration	4	$ 428,000.00
Residential, Demolition	1	N/A
Residential, New Single Family Dwelling	24	$ 10,019,000.00
Residential, Pool	9	$ 746,232.00
Residential, Repair	2	$ 21,500.00
Residential, Solar	3	$ 91,400.00
Residential, Storm Shelter	25	$ 84,645.00
Residential, Water Well	2	N/A
Total	77	$ 11,668,577.00

September 2025 Non-Residential Permit Activity

Category	Permit	Date Issued	Address	Sq Ft	Zoning	Ward	Subdivision	Contractor	Tenant	Valuation
Commercial, Addition / Alteration	PRAD202501424	2025-09-26	401 S UNIVERSITY BLVD	4950	CPUD	4	WAGGONER'S T.R. FIRST ADD	SUN CONSTRUCTION SERVICES	MISSION CENTER	$ 850,000.00
	PRAD202502356	2025-09-09	3170 CLASSEN BLVD	2325	C-2	7	CLEVELAND INDUSTRIAL PARK	PINNACLE CONSTRUCTION INC	CHIPOTLE	$ 50,000.00
	PRAD202502826	2025-09-12	3571 W ROCK CREEK RD	5985	C-2	8	S & S FAMILY PROPERTIES SEC 1	WALKCON LTD	WALMART	$ 1,300,000.00
	PRAD202502894	2025-09-08	3250 W ROBINSON ST	2958	C-1	3	SPRING BROOK 11	SUN CONSTRUCTION SERVICES	CRUISE-N AUTO SPA	$ 350,000.00
	PRAD202502909	2025-09-19	115 N WEBSTER AVE	800	CPUD	4	NORMAN, O T	PRECISION BUILDERS	DOUGHNUTTERY	$ 200,000.00
	PRAD202503447	2025-09-24	1620 24TH AVE NW	15285	PUD	8	RPLT LT1 BL2 UNIV N PARK 1	ROBERT G LYON & ASSOCIATES, INC	ULTA BEAUTY	$ 638,928.00
	PRAD202504077	2025-09-18	1400 12TH AVE SE	1250	SPUD	1	EAST VILLAGE	DEREK LEHMAN	OKLAHOMA PHYSICAL THERAPY	$ 25,000.00
	7									**$ 3,413,928.00**
Commercial, Demolition	PRDE202503780	2025-09-08	510 24TH AVE NW		I-1	2	TWENTY-FOURTH AVE IND PARK	CANNON STORAGE SYSTEMS	N/A	N/A
	PRDE202503905	2025-09-19	481 INTERSTATE DR		C-2	2	PARK CENTRAL ADD	SCISSORTAIL ROOFING & CONSTRUCTION	N/A	N/A
	2									**N/A**
Commercial, Fire	**6**									**$ 156,041.00**
Commercial, New Commercial Building	PRNR202503522	2025-09-18	4709 W MAIN ST	8860	C-2	3	HERITAGE PLACE II SEC 6	STUDIO TATUM LLC TATUM RYAN	NO TENANTS-SHELL BUILDING ONLY	$ 250,000.00
	1									**$ 250,000.00**
Total	**16**									**$ 3,819,969.00**

September 2025 Non-Residential Permit Activity

Category	Permits	Valuation
Commercial, Addition / Alteration	7	$ 3,413,928.00
Commercial, Demolition	2	N/A
Commercial, Fire	6	$ 156,041.00
Commercial, New Commercial Building	1	$ 250,000.00
Total	**16**	**$ 3,819,969.00**

September 2025 Residential Permit Activity

Category	Permit	Date Issued	Address	Sq Ft	Zoning	Ward	Subdivision	Contractor	Valuation
Multi-Family, Repair	PRDB202503091	2025-09-04	201 WOODCREST DR	N/A	RM-6	6	WOODCREST ESTATES PLAZA	TB CONSTRUCTION	$ 10,000.00
	1								**$ 10,000.00**
Residential, Accessory Dwelling Unit	PRADU202503764	2025-09-10	4171 48TH AVE SE	710	A-2	5	NOT SUBDIVIDED	ELI BRIDGE	$ 30,000.00
	PRADU202503941	2025-09-24	3900 36TH AVE NE	1320	A-2	6	NOT SUBDIVIDED	BRAD PERRY CONTRACTING	$ 85,000.00
	2								**$ 115,000.00**
Residential, Accessory Structure	PRAB202503510	2025-09-09	3301 E ROCK CREEK RD	2000	A-2	6	HANSMEYER ACRES COS	JOHN CHERRY	$ 100,000.00
	PRAB202503546	2025-09-15	9715 E BOYD ST	1200	RE	5	LAKEVIEW ESTATES	MORTON BUILDINGS	$ 30,000.00
	PRAB202503828	2025-09-08	1215 60TH AVE NE	2132	A-2	5	NOT SUBDIVIDED	ALLAN G GRZYBOWSKI	$ 22,000.00
	PRAB202503852	2025-09-05	12517 E FRANKLIN RD	200	R-1	5	WHISPERING HILLS	TODD, CHRIS	$ 800.00
	4								**$ 152,800.00**
Residential, Addition / Alteration	PRAD202503479	2025-09-24	705 CHAUTAUQUA AVE	2940	R-2	4	REEDS ADD	HIGH PERFORMANCE BUILDING PRODUCTS LLC	$ 90,000.00
	PRAD202503710	2025-09-15	4318 BRIARCREST DR	2756	R-1	3	BROOKHAVEN 4TH	ERGON CONSTRUCTION	$ 265,000.00
	PRAD202503814	2025-09-16	1601 PARKVIEW TER	1303	R-1	7	SOUTH UNIVERSITY PLACE ADD	BOBBY CHAPMAN	$ 60,000.00
	PRAD202504111	2025-09-18	2701 POPLAR LN	100	R-1	2	FOREST HILLS ADD	POWER ROOFING & CONSTRUCTION	$ 13,000.00
	4								**$ 428,000.00**
Residential, Demolition	PRDE202503978	2025-09-18	319 W TONHAWA ST	N/A	R-3	4	NORMAN, O T	KATY CONSTRUCTION CO	N/A
	1								**N/A**
Residential, New Single Family	PRSF202502625	2025-09-30	2100 INGELS CIR	5156	R-1	6	HALLBROOKE ADD SEC 6	ARMSTRONG HOMES	$ 400,000.00
	PRSF202503744	2025-09-08	2905 KINGSWOOD DR	2702	R-1	1	SUMMIT LAKES ADD SEC 12	LIBERTY HOMES INC	$ 300,000.00
	PRSF202503745	2025-09-08	2818 DUNHAM DR	2713	R-1	1	SUMMIT LAKES ADD SEC 12	LIBERTY HOMES INC	$ 300,000.00
	PRSF202503805	2025-09-09	3811 MESA RD	3692	PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP	$ 540,000.00
	PRSF202503815	2025-09-11	1106 GROVER LN	2234	R-1	4	GROVER ADD	GENESIS FINE HOMES, LLC	$ 260,000.00
	PRSF202503842	2025-09-09	4021 CARAWAY LN	2057	R-1	5	BELLATONA ADD SEC 4	HOME CREATIONS, INC	$ 288,00
	PRSF202503844	2025-09-09	4012 CARAWAY LN	2477	R-1	5	BELLATONA ADD SEC 4	HOME CREATIONS, INC	$ 347,00

September 2025 Residential Permit Activity

	PRSF202503933	2025-09-10	3903 ATTICUS AVE	3330	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	460,000.00
	PRSF202503937	2025-09-12	1717 ATTICUS AVE	4295	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	570,000.00
	PRSF202503939	2025-09-18	3804 LLEYTON DR	3465	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	465,000.00
	PRSF202503947	2025-09-12	3824 LLEYTON DR	2315	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	361,000.00
	PRSF202503950	2025-09-12	3820 LLEYTON DR	1810	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	296,000.00
	PRSF202503952	2025-09-12	3814 SKYLER WAY	2685	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	391,000.00
	PRSF202503954	2025-09-12	3908 SKYLER WAY	3800	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	500,000.00
	PRSF202503956	2025-09-12	1719 SAMUELS CT	4660	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	612,000.00
	PRSF202503958	2025-09-24	1803 ZAYDEN LN	4660	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	612,000.00
	PRSF202503961	2025-09-12	1807 ZAYDEN LN	4480	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	570,000.00
	PRSF202503963	2025-09-12	1811 ZAYDEN LN	4295	R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$	577,000.00
	PRSF202503993	2025-09-18	801 MANZANO DR	2809	PUD	1	SIENA SPRINGS ADD SEC 2	DP GAMBLE HOMES, INC	$	350,000.00
	PRSF202504052	2025-09-18	517 RAPIDS WAY	4118	PUD	6	PINE CREEK ADD	LANDMARK FINE HOMES, LP	$	550,000.00
	PRSF202504053	2025-09-23	416 EXPLORER TRL	4056	PUD	6	PINE CREEK ADD	LANDMARK FINE HOMES, LP	$	520,000.00
	PRSF202504054	2025-09-18	3708 BEDROCK DR	2611	PUD	8	SPRINGS AT FLINT HILLS SEC 1	LANDMARK FINE HOMES, LP	$	360,000.00
	PRSF202504176	2025-09-24	3803 BEDROCK DR	2381	PUD	8	SPRINGS AT FLINT HILLS SEC 1	LANDMARK FINE HOMES, LP	$	340,000.00
	PRSF202504186	2025-09-23	4701 12TH AVE NW	632	A-2	6	NOT SUBDIVIDED(SCHOOL)	MOORE NORMAN TECHNOLOGY CENTER	$	50,000.00
	24								**$**	**10,019,000.00**
Residential, Pool	PRPO202503647	2025-09-02	4505 LAS COLINAS LN	750	R-1	8	LAS COLINAS ADD SEC 1	ARTISTIC POOLS	$	81,832.00
	PRPO202503787	2025-09-18	428 LAKE GROVE CT	1000	R-1	8	HIGHLAND VILLAGE ADD SEC 6	SPARTAN POOLS & PATIO	$	115,000.00
	PRPO202503800	2025-09-08	4500 ALAMEDA ST	1635	A-2	5	NOT SUBDIVIDED	SPARTAN POOLS & PATIO	$	210,000.00
	PRPO202503824	2025-09-11	3916 IRVINE DR	68	PUD	8	CASCADE ESTATES SEC 5	SYLVIA KNOTT	$	6,000.00
	PRPO202503836	2025-09-05	5921 WINDSTONE DR	1200	PUD	3	GLENRIDGE ADD SEC 1	405 POOLSCAPES	$	95,000.00
	PRPO202503847	2025-09-19	805 MIDLAND VALLEY ST	700	PUD	8	GREENLEAF TRAILS ADD SEC 8	FRANK ABER III	$	60,000
	PRPO202503850	2025-09-05	12517 E FRANKLIN RD	380	R-1	5	WHISPERING HILLS	TODD, CHRIS	$	400

September 2025 Residential Permit Activity

	PRPO202503928	2025-09-12	3112 EPORA DR	1095	PUD	6	MONTORO RIDGE SEC 2	SPARTAN POOLS & PATIO	$ 100,000.00
	PRPO202504049	2025-09-24	433 THORTON DR	3600	R-1	2	WESTWOOD EST	FAMILY POOLS	$ 78,000.00
	9								**$ 746,232.00**
Residential, Repair	PRDB202503821	2025-09-04	206 N CARTER AVE	N/A	R-1	4	COLLEY'S SECOND ADD	ALLEN RICHARD LENHART	$ 4,500.00
	PRDB202503948	9/11/2025	1899 SADDLEBACK BLVD 20	N/A	VB	3	ROCK CREEK POLO CLUB REPLAT	CRAIG R CARRELL	$ 17,000.00
	2								**$ 21,500.00**
Residential, Solar	PRSO202502756	2025-09-12	7505 108TH AVE NE		A-2	5	H & L 6	CEC ELECTRIC LLC	$ 37,400.00
	PRSO202503788	2025-09-03	318 N SHERRY AVE		R-1	2	TOWN & COUNTRY ESTATES #2	OKIE SOLAR	$ 39,000.00
	PRSO202504129	2025-09-19	1812 BROONE DR		R-1	6	PARK PLACE ADDITION SEC 4	CLEAN RESIDENTIAL ENERGY	$ 15,000.00
	3								**$ 91,400.00**
Residential, Storm Shelter	PRSS202503768	2025-09-04	2220 144TH AVE SE		RE	5	THUNDERBIRD HILLS	JEREMY FOLLOWWILL	$ 3,900.00
	PRSS202503809	2025-09-02	2600 36TH AVE NE		A-2	6	HANSMEYER ACRES COS	BEACON HOMES III, LLC	$ 2,450.00
	PRSS202503825	2025-09-02	3811 MESA RD		PUD	6	RED CANYON RANCH SEC 8	IDEAL HOMES OF NORMAN, LP	$ 3,000.00
	PRSS202503835	2025-09-12	1001 WHISPERING PINES DR		R-1	4	WHISPERING PINES ADD	DOUG GUY	$ 6,500.00
	PRSS202503853	2025-09-02	3726 CASSIDY DR		PUD	8	FLINT HILLS SEC 1	LEN BRANCH	$ 3,300.00
	PRSS202503934	2025-09-09	3903 ATTICUS AVE		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$ 2,500.00
	PRSS202503936	2025-09-09	1717 ATTICUS AVE		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$ 2,500.00
	PRSS202503940	2025-09-09	3804 LLEYTON DR		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$ 2,500.00
	PRSS202503949	2025-09-09	3824 LLEYTON DR		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$ 2,500.00
	PRSS202503951	2025-09-09	3820 LLEYTON DR		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$ 2,500.00
	PRSS202503953	2025-09-10	3814 SKYLER WAY		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$ 2,500.00
	PRSS202503955	2025-09-09	3908 SKYLER WAY		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$ 2,500.00
	PRSS202503957	2025-09-09	1719 SAMUELS CT		R-1	7	CEDAR LANE SEC III	STORM SAFE SHELTERS	$ 2,500.00
	PRSS202503960	2025-09-09	1803 ZAYDEN LN		R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$ 2,5
	PRSS202503962	2025-09-09	1807 ZAYDEN LN		R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$ 2,5

September 2025 Residential Permit Activity

	PRSS202503965	2025-09-09	1811 ZAYDEN LN		R-1	7	CEDAR LANE SEC III	TABER BUILT HOMES, LLC	$ 2,500.00
	PRSS202503967	2025-09-16	2610 SHORELINE DR		PUD	5	WELLINGTON LAKE ADD A PUD	JAMES WALTERS	$ 7,450.00
	PRSS202503984	2025-09-10	425 KENSINGTON RD		R-1	3	QUAILBROOK ADD 1	GROUND ZERO SHELTERS	$ 4,000.00
	PRSS202504028	2025-09-12	1703 ZAYDEN LN		R-1	7	CEDAR LANE SEC III	GROUND ZERO SHELTERS	$ 2,945.00
	PRSS202504155	2025-09-29	3801 CASSIDY DR		PUD	8	FLINT HILLS SEC 1	BRIANNE RENEE RAYBOURNE	$ 4,000.00
	PRSS202504157	2025-09-23	4104 LYNFORD LN		R-1	5	BELLATONA ADD SEC 4	JERROD NAUMAN	$ 3,700.00
	PRSS202504166	2025-09-22	3208 VALLEY HOLLOW		R-1	5	SUMMIT VALLEY ADDITION	GROUND ZERO SHELTERS	$ 5,000.00
	PRSS202504204	2025-09-23	720 HAVASU DR		PUD	6	RED CANYON RANCH SEC 3	GROUND ZERO SHELTERS	$ 3,400.00
	PRSS202504240	2025-09-25	3006 KETTLE RD		PUD	8	GREENLEAF TRAILS ADD SEC 10	ANDREW CALEB JONES	$ 4,000.00
	PRSS202504316	2025-09-30	2217 BRETFORD WAY		R-1	5	ST JAMES PARK SEC 6	FLATSAFE TORNADO SHELTERS	$ 3,500.00
	25								**$ 84,645.00**
Residential, Water Well	PRWL202503917	2025-09-09	4606 E ROCK CREEK RD		A-2	5	NOT SUBDIVIDED	DENNIS ALLEN WATER WELL DRILLING &	N/A
	PRWL202503918	2025-09-09	700 68TH AVE SE		A-2	5	NOT SUBDIVIDED	DENNIS ALLEN WATER WELL DRILLING &	N/A
	2								**N/A**
Total	**77**								**$ 11,668,577.00**

September 2025 Residential Permit Activity

Category	Count	Valuation
Multi-Family, Repair	1	$ 10,000.00
Residential, Accessory Dwelling Unit	2	$ 115,000.00
Residential, Accessory Structure	4	$ 152,800.00
Residential, Addition / Alteration	4	$ 428,000.00
Residential, Demolition	1	N/A
Residential, New Single Family Dwelling	24	$ 10,019,000.00
Residential, Pool	9	$ 746,232.00
Residential, Repair	2	$ 21,500.00
Residential, Solar	3	$ 91,400.00
Residential, Storm Shelter	25	$ 84,645.00
Residential, Water Well	2	N/A
Total	77	$ 11,668,577.00

September 2025 Non-Residential Permit Activity

Category	Permit	Date Issued	Address	Sq Ft	Zoning	Ward	Subdivision	Contractor	Tenant	Valuation
Commercial, Addition / Alteration	PRAD202501424	2025-09-26	401 S UNIVERSITY BLVD	4950	CPUD	4	WAGGONER'S T.R. FIRST ADD	SUN CONSTRUCTION SERVICES	MISSION CENTER	$ 850,000.00
	PRAD202502356	2025-09-09	3170 CLASSEN BLVD	2325	C-2	7	CLEVELAND INDUSTRIAL PARK	PINNACLE CONSTRUCTION INC	CHIPOTLE	$ 50,000.00
	PRAD202502826	2025-09-12	3571 W ROCK CREEK RD	5985	C-2	8	S & S FAMILY PROPERTIES SEC 1	WALKCON LTD	WALMART	$ 1,300,000.00
	PRAD202502894	2025-09-08	3250 W ROBINSON ST	2958	C-1	3	SPRING BROOK 11	SUN CONSTRUCTION SERVICES	CRUISE-N AUTO SPA	$ 350,000.00
	PRAD202502909	2025-09-19	115 N WEBSTER AVE	800	CPUD	4	NORMAN, O T	PRECISION BUILDERS	DOUGHNUTTERY	$ 200,000.00
	PRAD202503447	2025-09-24	1620 24TH AVE NW	15285	PUD	8	RPLT LT1 BL2 UNIV N PARK 1	ROBERT G LYON & ASSOCIATES, INC	ULTA BEAUTY	$ 638,928.00
	PRAD202504077	2025-09-18	1400 12TH AVE SE	1250	SPUD	1	EAST VILLAGE	DEREK LEHMAN	OKLAHOMA PHYSICAL THERAPY	$ 25,000.00
	7									**$ 3,413,928.00**
Commercial, Demolition	PRDE202503780	2025-09-08	510 24TH AVE NW		I-1	2	TWENTY-FOURTH AVE IND PARK	CANNON STORAGE SYSTEMS	N/A	N/A
	PRDE202503905	2025-09-19	481 INTERSTATE DR		C-2	2	PARK CENTRAL ADD	SCISSORTAIL ROOFING & CONSTRUCTION	N/A	N/A
	2									**N/A**
Commercial, Fire	**6**									**$ 156,041.00**
Commercial, New Commercial Building	PRNR202503522	2025-09-18	4709 W MAIN ST	8860	C-2	3	HERITAGE PLACE II SEC 6	STUDIO TATUM LLC TATUM RYAN	NO TENANTS-SHELL BUILDING ONLY	$ 250,000.00
	1									**$ 250,000.00**
Total	**16**									**$ 3,819,969.00**

September 2025 Non-Residential Permit Activity

Category	Permits	Valuation
Commercial, Addition / Alteration	7	$ 3,413,928.00
Commercial, Demolition	2	N/A
Commercial, Fire	6	$ 156,041.00
Commercial, New Commercial Building	1	$ 250,000.00
Total	**16**	**$ 3,819,969.00**

Monthly Permit Activity Summary-September 2025

		2025		2024	
Group	Category	Permits	Valuation	Permits	Valuation
RESIDENTIAL	Multi-Family, Addition / Alteration			7	$584,752.00
	Multi-Family, Demolition			1	$13,000.00
	Multi-Family, Fire	6	$469,859.00	5	$50,978.21
	Multi-Family, Foundation Only			2	$930,000.00
	Multi-Family, New Multi-Unit Residential	3	$18,557,734.00	2	$3,100,000.00
	Multi-Family, Repair	3	$230,000.00	3	$800,792.00
	Residential, Accessory Dwelling Unit	6	$525,000.00	8	$686,000.00
	Residential, Accessory Structure	78	$3,151,647.34	104	$4,329,180.27
	Residential, Addition / Alteration	80	$7,187,502.51	112	$10,048,764.27
	Residential, Carport	16	$115,941.00	35	$238,739.36
	Residential, Demolition	22	$10,000.00	38	$135,500.00
	Residential, Fire	6	$69,285.00	2	$187,000.00
	Residential, Manufactured Home	12	$2,004,571.63	8	$818,078.00
	Residential, Manufactured Home Replacement	2	$270,000.00		
	Residential, New Single Family Dwelling	228	$92,222,648.50	425	$163,733,278.82
	Residential, New Two Family (duplex)	2	$1,228,000.00	2	$1,170,000.00
	Residential, Pool	68	$5,415,401.00	80	$7,215,726.00
	Residential, Repair	9	$452,308.09	15	$1,249,221.00
	Residential, Solar	44	$1,280,556.68	150	$4,450,262.58
	Residential, Storm Shelter	268	$1,466,492.00	282	$1,197,965.00
	Residential, Water Well	13		10	
	Total	866	$134,656,946.75	1,291	$200,939,237.51
NON-RESIDENTIAL	Commercial, Accessory Structure	2	$16,010.00		
	Commercial, Addition / Alteration	78	$35,102,841.42	120	$53,841,076.00
	Commercial, Demolition	9		16	$295,000.00
	Commercial, Fire	79	$15,127,946.76	72	$1,945,594.18
	Commercial, Foundation Only	3	$2,664,597.00	4	$3,650,000.00
	Commercial, New Commercial Building	36	$62,840,308.90	32	$60,980,677.00
	Commercial, Pool			1	$250,000.00
	Commercial, RCF/RDCF	1		5	
	Commercial, Repair	3	$433,835.40	15	$8,918,929.00
	Commercial, Solar	3	$235,980.00	4	$777,603.00
	Commercial, Utilities WM	3			
	Total	217	$116,421,519.48	269	$130,658,879.18
OTHER ACTIVITY	# of New Dwelling Units	315		457	
	All Field Inspections	15,326		22,629	
	Certificate of Completion (CC)	2,570		3,188	
	Certificate of Occupancy (CO)	541		627	
	Demo # of Dwelling Units	19		37	
	Demolition			6	
	Electrical Permit	744		1,386	
	Fire			1	
	Garage Sale	579		843	
	Mechanical Permit	784		1,349	
	Paving (PRIVATE PROPERTY)	74	$2,722,122.00	93	$743,735.55
	Plumbing Permit	990		1,611	
	Public Works	213	$8,276,130.07	175	$3,366,959.51
	Sign	133	$84,725.00	240	$712,765.00
	Solar	1			
	Street Closure(Not Event)			2	
	Structure Moving	22	$300,000.00	15	
	Temporary Structure	18		21	
	Utilities WM	3			
	Total	22,332	$11,382,977.07	32,680	$4,823,460.06
Total		**23,415**	**$262,461,443.30**	**34,240**	**$336,421,576.75**

POLICE 11

NORMAN POLICE DEPARTMENT

MONTHLY DEPARTMENT OVERVIEW

@normanokpd

SEPTEMBER | 2025

MONTHLY ACTIVITY OVERVIEW

SUMMARY OF REPORTED OFFENSES	2025	5-YEAR AVERAGE	2024
MURDER	0	0	1
SEXUAL ASSAULTS	12	20	21
ROBBERY	5	4	6
AGGRAVATED ASSAULTS	17	23	19
BURGLARY OF BUILDING	21	40	41
LARCENY/THEFT	198	227	257
MOTOR VEHICLE THEFT	23	33	24
ARSON	2	1	1
KIDNAPPING	4	2	0
FRAUD/FORGERY	65	76	69
DUI/APC	31	30	24
PUBLIC INTOXICATION	46	56	60
RUNAWAYS	31	33	51
DRUG VIOLATIONS	50	55	73
THREATS/HARASSMENT	43	48	48
VANDALISM	50	79	61
OTHER	600	633	632
TOTAL REPORTED OFFENSES	**1,198**	**1,359**	**1,388**
TOTAL ARRESTS:	**681**	**697**	**740**
PROTECTIVE CUSTODY:	39	80	65
TOTAL CASE REPORTS*	**993**	**1,090**	**1,104**
COLLISIONS	**206**	**207**	**212**
FATALITY	1	1	1
INJURY	29	30	28
NON-INJURY	176	176	183
NUMBER OF PEOPLE INJURED	38	42	38
CITATIONS & WARNINGS	**3,293**	**2,793**	**2,711**
TRAFFIC CITATIONS	844	508	502
TRAFFIC WARNINGS	1,551	1,190	1,479
PARKING CITATIONS & WARNINGS	898	1,095	730

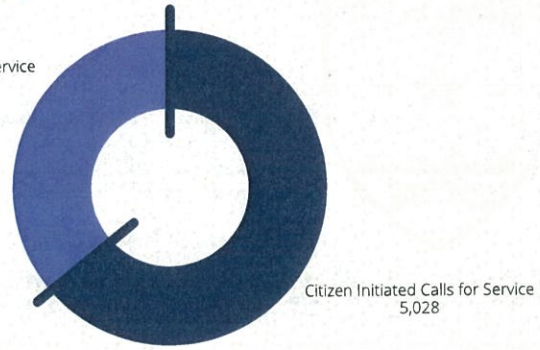
COMMUNICATIONS CENTER ACTIVITY OVERVIEW

911 CALLS TAKEN: UNAVAILABLE

NON-EMERGENCY CALLS TAKEN: UNAVAILABLE

TOTAL INCOMING CALLS: UNAVAILABLE

TOTAL CALLS FOR SERVICE GENERATED: UNAVAILABLE



POLICE CALLS FOR SERVICE: 7,901
- OFFICER INITIATED: 2,873
- CITIZEN INITIATED: 5,028

OTHER CAD ACTIVITY:
- NORMAN FIRE: 1,813
- EMSSTAT: 2,226

INVESTIGATIONS ACTIVITY

CASES OPEN DURING REPORTING PERIOD: 171

CASES ASSIGNED DURING THE CURRENT REPORTING PERIOD: 69

CASES CLOSED DURING REPORTING PERIOD: 480
- CLEARED BY ARREST / WARRANT: 13
- CLEARED BY EXCEPTION: 13
- COP FOLLOW-UP: 10
- DEACTIVATED: 370
- DEACTIVATED DUE TO STAFFING: 30
- MISSING PERSONS RECOVERED: 4
- REFERRED INTERNALLY: 36
- UNFOUNDED: 4

ANIMAL WELFARE

INTAKES: 298

LIVE RELEASES: 313

LIVE OUTCOME RATE: 92%

ANIMALS FOSTERED: 130

VOLUNTEER HOURS: 399

RECORDS

CUSTOMER SERVICE CONTACTS: 2,490
- IN-PERSON CONTACTS: 870
- PHONE CONTACTS: 766
- EMAIL CONTACTS: 854

DEPARTMENT STAFFING

AUTHORIZED COMMISSIONED: 184
ACTUAL EMPLOYED: 178
AVAILABLE FOR ASSIGNMENT: 164**

AUTHORIZED NON-COMMISSIONED: 76
ACTUAL NON-COMMISSIONED: 72
AVAILABLE FOR ASSIGNMENT: 68**

*This number is less than reported crime due to multiple offenses occurring or being reported as part of one case report.
**This number reflects personnel available for assignment. This does not include individuals on non-discretionary leave, in the police academy, or in field training.

ANIMAL CONTROL 11A

Norman Animal Welfare Monthly Statistical Report
September 2025

IN SHELTER ANIMAL COUNTS

	2024			2025			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Beginning	91	111	202	82	124	206	4	2%
Ending	75	112	187	84	134	218	31	17%

ANIMAL INTAKES

	2024			2025			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Stray at Large	84	106	190	112	113	225	35	18%
Owner Relinquish	7	34	41	14	26	40	(1)	-2%
Owner Intended Euth	0	0	0	0	0	0	0	
Transfer In	0	0	0	0	13	13	13	
Other Intakes*	5	2	7	5	0	5	(2)	-29%
Returned Animal	10	9	19	7	8	15	(4)	-21%
TOTAL LIVE INTAKES	106	151	257	138	160	298	41	16%

*Confiscate, Protective Custody, Born in Shelter, and all other infrequent entries

OTHER STATISTICS

	2024	Total	2025	Total	Comparisons Difference	Percent
Wildlife Collected (DOA)	0	0	0	0	0	
Dog Collected (DOA)	0	0	0	0	0	
Cat Collected (DOA)	6	6	2	2	(4)	-67%
Wildlife Transferred	0	0	0	0	0	
Intake Horses	0	0	0	0	0	
Intake Cows	0	0	0	0	0	
Intake Goats	0	0	0	0	0	
Intake Sheep	0	0	0	0	0	
Intake Rabbits	1	1	2	2	1	100%
Intake Pigs	0	0	0	0	0	
Intake Other	1	1	15	15	14	1400%
TOTAL OTHER ITEMS	8	8	19	19	11	138%

LENGTH OF STAY (DAYS)

	2024	2025
Dog	20.4	18
Cat	9	12

OWNER SURRENDER PENDING INTAKE

	Canine	Feline	Other	Total
Animals	64	37	0	101

Norman Animal Welfare Monthly Statistical Report
September 2025

LIVE ANIMAL OUTCOMES

	2024			2025			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Adoption	83	88	171	58	119	177	6	4%
Return To Owner	22	6	28	40	7	47	19	68%
Transferred Out	5	3	8	25	16	41	33	413%
Returned to Field	0	37	37	0	38	38	1	3%
Returned to Owner in Field	12	0	12	10	0	10		
TOTAL LIVE OUTCOMES	122	134	256	133	180	313	57	22%

OTHER ANIMAL OUTCOMES

	2024			2025			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Died in Care	1	5	6	0	6	6	0	0%
Lost in Care	0	0	0	0	0	0	0	#DIV/0!
Shelter Euth	10	11	21	11	8	19	(2)	-10%
Owner Intended Euth	2	0	2	0	0	0	(2)	-100%
TOTAL OTHER OUTCOMES	13	16	29	11	14	25	(4)	-14%

TOTAL OUTCOMES

	2024			2025			Comparisons	
	Canine	Feline	Total	Canine	Feline	Total	Difference	Percent
Total Live Outcomes	122	134	256	133	180	313	57	22%
Total Other Outcomes	13	16	29	11	14	25	(4)	-14%
TOTAL OUTCOMES	135	150	285	144	194	338	53	19%

SHELTER EUTHANASIA DATA

	Canine	Feline	Other	Total	Percentage
Medical - Sick	5	6		11	58%
Medical - Injured	0	2		2	11%
Behavior - Aggressive	4	0		4	21%
Behavior - Other	2	0		2	11%
TOTAL EUTHANASIA	11	8	0	19	

MONTHLY LIVE RELEASE RATE

2024	2025
90.5%	92.6%

Live Outcomes / (Total Outcomes - Owner Int Euth)

PUBLIC WORKS 12

DEPARTMENT OF PUBLIC WORKS
MONTHLY PROGRESS REPORT
CITY OF NORMAN, OKLAHOMA
September 2025

ENGINEERING DIVISION

DEVELOPMENT

The Development Manager processed one (1) Preliminary Plat and two (2) Norman Rural Certificate of Surveys for Planning Commission and five (5) Final Plats for the Development Committee. The Development Engineer reviewed 19 sets of construction plans and three (3) punch list items. There were 109 permits reviewed and/or issued. Fees were collected in the amount of $16,193.80.

CAPITAL PROJECTS:

Gray Street Two-Way Conversion – University Boulevard to Porter Avenue:

On April 2, 2019, the citizens of Norman voted in favor of a Bond Issue to finance the local share of 19 transportation improvement projects. The Gray Street Two-Way 2019 Bond Project consists of the conversion of Gray Street from a one-way street to a two-way street between University Avenue and Porter Avenue, and the installation of streetscape elements along Gray Street. The intersection with James Garner Avenue will be entirely reconstructed to accommodate the future James Garner Phase 3 2019 Bond Project. In addition to the roadway and streetscape work, improvements are required to the railroad crossing just east of James Garner Avenue. The total construction cost for the project is approximately $7.5 million. Of that, approximately $4.9 million will be paid by federal grants. The remaining $2.6 million will be paid for through the City of Norman 2019 Bond Program.

The Oklahoma Department of Transportation (ODOT) conducted a bid opening on March 21, 2024, for the Gray Street Two-Way 2019 Bond Project. The low bidder was Ellsworth Construction, LLC of Oklahoma City, Oklahoma. ODOT awarded the project on April 1, 2024. Construction started on Monday, August 5, 2024, and there are 360 calendar days in the project. An additional 35 days have been added with additional days expected due to multiple delays to progress, not the least of which has been greater than average weather delays throughout the spring and summer so far. The latest revised construction schedule shows paving completion the second week of January 2026 and final completion of landscaping will be in early spring. In the meantime, staff continues to look for ways to accelerate the construction schedule while keeping the disturbance to surrounding businesses to a minimum.

Proposed improvements include:

- New sidewalks, landscaping, and pedestrian safety improvements
- Conversion to reverse angle parking for on-street spaces
- New decorative roadway lighting
- Decorative paving elements
- New curb and gutter
- Modified decorative traffic signals
- Revised signing and striping for two-way operation
- Reconstruction of the James Garner Avenue intersection
- New gates and controls for two-way operation of the railroad crossing

As of the last pay application on 9/30/25, 42.24% of the total contract amount has been expended. Through 9/30/25, 84.05% of the contract time has expired.

The contractor's activities this month were as follows:

- *Continued construction of curb and gutter, driveways and sidewalks between Porter Avenue and Jones Avenue on the south side of Gray Street.*
- *Completed manhole and storm sewer piping under Crawford Avenue and Crawford Avenue is now open to traffic again.*
- *Completed asphalt paving of new parking areas between Porter Avenue and Peters Avenue*
- *Reset parking lot signage for parking lot between Crawford Avenue and Peters Avenue*
- *Began reconstruction of damaged irrigation on south side of Gray Street.*
- *Completed irrigation mains on south side from Porter Avenue to Jones Avenue*

All light poles and new traffic signal poles are installed on the project east of the BNSF railroad.

Jenkins Avenue 2019 Bond Project:

On April 2, 2019, the citizens of Norman voted in favor of a Bond Issue to finance the local share of nineteen (19) transportation improvement projects. The Jenkins Avenue 2019 Bond Project consists of widening and reconstruction of Jenkins Avenue between Imhoff Road and Lindsey Street.

The total construction cost for the project is approximately $15.52 million. Of that, approximately $10.25 million will be paid by federal grants and the remaining $5.27 million will come from the City of Norman 2019 Bond Program.

The Oklahoma Department of Transportation conducted a bid opening on October 10, 2024, for the Jenkins Avenue 2019 Bond Project. The low bidder was Silver Star Construction Company, Inc. of Moore, Oklahoma. ODOT awarded the project on November 4, 2024. Construction started on Monday, March 3, 2025. There are 540 calendar days in the project, which will likely require approximately 2 years to complete, taking into account weather days. The Oklahoma Department of Transportation is administering the construction of this project.

Proposed improvements include:

- New 4-lane roadway with raised median
- Realignment of Imhoff Road and Constitution Street with a new roundabout
- Realigned Timberdell Road intersection
- New 4-legged intersection at Stinson Street
- New decorative traffic signals at Timberdell Road and Stinson Street intersections
- New 10-foot multi-use trails and sidewalks
- Landscaping
- Pedestrian safety improvements
- Improved storm drainage pipeline system

Phase 2 construction is underway through November, which includes the east half of Jenkins Avenue from Reaves Park Road to the north project limits near Lindsey Street. The contractor's activities this month on Phase 2 were as follows:

- Finished installing the main storm pipeline between Timberdell Road to Lindsey Street
- Inlets are being installed on the east side of Jenkins Avenue between Reaves Park Road and Lindsey Street
- Water line installations are complete for this phase except for the immediate area along Timberdell Road
- Rough grading roadway between Reaves Park Road and Timberdell Road is nearing completion

Sidewalk Programs:

12th Ave NE and W Brooks Street Sidewalk Project This project is 80% funded through an ACOG grant and is being facilitated by ODOT for construction. This project will include new and replacement sidewalks, ramps, and driveways along 12th Avenue NE from East Robinson Street to East Rock Creek Road and Brooks Street from Pickard Avenue to Wylie Road. Plans are complete and bids were advertised by ODOT. Parathon Construction was selected as the contractor for this project and construction will begin the first week of October 2026 with project oversight provided by Hudson Prince Engineering.

FYE 2026 Sidewalk Concrete Projects This project was approved by City Council on July 22, 2025. This contract includes Citywide Sidewalk Reconstruction Projects, Sidewalk Accessibility Projects, Sidewalk Program for Schools and Arterials Projects, Downtown Area Sidewalks and Sidewalks and Trails. Construction began in August 2025 and will be ongoing through June 2026.

State Highway 9 Multi Use Path This project is 80% funded through an ACOG grant. This project will include the construction of a 10' wide Multi Use Path from 48th Ave SE to 72nd Ave SE along the north side of State Highway 9. Construction is anticipated to start in the winter of 2025. Oklahoma Department of Transportation is scheduling a November bid advertisement for construction.

CCTIF Alleys This project is utilizing funds from the Center City Tax Increment Financing District (CCTIF). This project is currently under construction reconstructing 3 alleys within the Center City Form Base Code overly area, Eddington Alley South of Eddington Street from Monnet to BNSF ROW, Linn Alley South of Linn Street from Santa Fe Avenue to Jenkins Avenue and Apache Alley Apache Street south to connect Alley between Jenkins Avenue and Santa Fe Avenue. Construction began on September 29, 2025 and is expected to be completed December 2025.

Street Maintenance Bond Programs:

FYE 2025 Street Maintenance Bond – Urban Reconstruction Projects

The FYE 2025 urban road reconstruction project bids were opened on March 3, 2025. Seven bids were received and the contract was awarded on April 22, 2025 to Ellsworth Construction in the amount of $940,547.29. The project consists of roadway reconstruction for the following locations: South Pickard Avenue from West Imhoff Road to 2719 South Pickard Avenue, Oakbrook Drive from Fairfield Drive to South Pickard Avenue, and North Base Avenue from West Gray Street to Kansas Street. All three streets are located in established residential neighborhoods. The current roadways are constructed of concrete pavement. The concrete pavement is in poor condition, and the substructure has failed in several locations. The reconstruction project involves removal of the existing pavement and curb, stabilizing the subgrade, and placing new concrete panels. During the month of September, the contractor completed construction of Pickard Avenue and Oakbrook Drive between South Pickard Avenue and Fairfield Drive.

FYE 2025 & 2026 Street Maintenance Bond – Asphalt Pavement

The FYE 2025 & 2026 asphalt pavement project bids were opened on April 24, 2025. Six bids were received, and the contract was awarded on May 27, 2025, to First Water Contracting, LLC, in the amount of $1,794,115.75. The project consists of asphalt roadway mill and overlay operations on the following locations: Flood Avenue from Lindsey Street to Boyd Street, Peters Avenue from Frank Street to Robinson Street, Imhoff Road from Walnut Road to Berry Road, Peters Avenue from Frank Street to Robinson Street, Barkley Street from Lindsey Street to Brooks Street, Keith Street from Ponca Avenue to Classen Boulevard, Macy Street from Oklahoma Avenue to Classen Boulevard, Astor Drive from Tecumseh Road to Crail Drive, Crail Drive from 36th Ave NW to Astor Drive, Goddard Avenue from Flood Avenue to 2113 Goddard Avenue, 48th Avenue NE from Robinson Street to Alameda Street, Robinson Street from 48th Avenue NW to 60th Avenue NW, and Robinson Street from 60th Avenue NE to 84th Avenue NE. The project is anticipated to be completed by November of 2025. During the month of September, the contractor completed striping operations on 48th Avenue NE from Robinson Street to Alameda Street, West Robinson Street from 48th Avenue NW to 60th Avenue NW, and East Robinson Street from 60th Avenue NE to 84th Avenue NE.

Bridge Maintenance Bond

West Main Street Bridge Rehabilitation

Bids were opened for the West Main Street Bridge Rehabilitation project on May 1, 2025. Four bids were received and on May 27, 2025, City Council approved Contract K-2425-112 with Redlands Contracting in the amount of $774,662.50 for the Rehabilitation of the West Main Street Bridge over Merkle Creek. On July 7, 2025, Redlands Contracting mobilized to the bridge site. This project is scheduled for a duration of 140 days but is anticipated to be completed in 120 days. During the month of September, the contractor reached substantial completion of this project.

Lindsey Street and Classen Boulevard Bridge Rehabilitation

Bids were opened for the Lindsey Street and Classen Boulevard Bridge Rehabilitation project on May 1, 2025. Three bids were received and on June 10, 2025, City Council approved Contract K-2425-111 with Wyatt Contracting in the amount of $332,106.00 for the Rehabilitation of the Lindsey Street and Classen Bridge over Bishop Creek. On July 16, 2025, Wyatt Contracting mobilized to the bridge site. This project is scheduled for a duration of 75 days. During the month of September, the contractor reached substantial completion of this project.

East Post Oak Road Bridge Replacement

Bids were opened for the East Post Oak Road Bridge Replacement project on June 12, 2025. Six bids were received and on September 12, 2025, City Council approved Contract K-2526-33 with K&R Builders, Inc., in

the amount of $622,795.38 for the replacement of the East Post Oak Bridge of a tributary to Jim Blue Creek. On September 25, 2025, K&R Builders, Inc., mobilized to the bridge site. This project is scheduled for a duration of 120 days. During the month of September, the contractor completed demolition and haul-off of the existing bridge structure and continued site excavation for the construction of the new bridge.

TRANSIT AND PARKING DIVISION

PUBLIC TRANSIT

Go Norman Transit Plan (City of Norman Transit Long Range Plan Update)

The Go Norman Transit Plan was approved by resolution by Council on June 22, 2021. On December 13, 2022, Council approved a resolution to alter transit bus service as recommended in the Plan. The route changes were effective October 16, 2023, after many months of implementation work, including the remodel of 320 E. Comanche into the Norman Transit Center. Staff are continuing to move forward on the next steps as recommended in the plan. Recent work includes:

Fleet Maintenance & Vehicle Procurement (upgrades and standardization)

- City Fleet Maintenance staff continue to ensure that the transit fleet is in operational condition each morning for line up.
  - Of the City's 27 revenue vehicles in the Transit Fleet, there are only 3 vehicles remaining which were received from the University and have surpassed their useful life and are eligible to be retired according to FTA standards, all of which are in fixed route service. Staff have identified grant funding for the 3 fixed route vehicles and are planning for Council review and possible acceptance of the grant funding, appropriation of funds, and authorizing the purchases on October 14, 2025. One additional unit in the paratransit fleet is also eligible to be retired and replaced. Grant funding is also available for this vehicle, but a future Council authorization to purchase is needed.

Service Expansion Priorities

Following implementation of the new route network in October 2023, and then increasing the frequency of service on Route 112 (West Lindsey) from 60 minutes to 30 minutes (*priority 2*), City Transit staff continue to review the next priorities recommended by the Go Norman Transit Plan:

- Priority 1: Sunday Service – Proposed Sunday service span and trip frequencies would match current Saturday service levels. Sunday transit service is currently being offered and evaluated as part of the Norman On-Demand microtransit pilot program.
- Priority 3: Increased Frequency on Route 110 – This service expansion upgrades the trip frequency of Route 110 (Main St/24th Ave NW) from 60 minutes to 30 minutes. Staff are re-evaluating the timing of this priority in relation to current ridership, rate of development along the route, and other transit needs.
- Priority 4: Implementation of New Route 113 – This service expansion would add a new route in Southeast Norman operating with a 30-minute frequency. The proposed route, as recommended in the plan, would operate along Classen Blvd, Constitution St, Oak Tree Ave, 12th Ave SE, Cedar Ln and then turnaround near Cedar Ln and Classen Blvd.

Microtransit Pilot Program with Via Transportation – Norman On-Demand

Funding for fiscal year ending 2026 was approved as a budget amendment, and Council approved contract amendments with Via Transportation and the University of Oklahoma on July 8, 2025, to extend the service through June 30, 2026. Staff are reviewing options to transition this from its current status as a pilot program with contract extensions into a standard ongoing agreement for fiscal year ending 2027. These options will be presented to Council and City leadership for consideration. More details regarding operations can be found in the attached monthly performance report for this service, named Norman On-Demand.

Norman Transit Center Parking Lot Improvement Project

The City of Norman conducted a bid opening on July 10th, 2025, for the Norman Transit Center Parking Lot Improvement project. The low bidder was Connelly Paving Company of Oklahoma City, Oklahoma. On August 12th, 2025, City Council approved Contract K-2526-10 with Connelly Paving Company in the amount of $138,365.00 to fund the construction of this project. The City awarded the project on August 13th, 2025. Construction started on August 18th, 2025, and 60 calendar days were allocated to complete this project. The project is currently projected to be completed by middle of October 2025 and consists of removing the existing asphalt pavement and replacing it with concrete pavement. In addition to the parking lot being replaced with a

more durable pavement, the project will include the replacement of the approach pavements as well as some integral curb that was in unacceptable condition.

Transit Monthly Performance Reports
Attached are both the EMBARK Norman Performance Report and the Norman On-Demand Performance Report for August 2025.

STREET DIVISION

ASPHALT PROJECTS

- Streets paving crews worked on Hwy 77 at Hwy 9 to add a shoe fly for traffic detour. This required 203.51 tons of asphalt to complete the detour route.
- Streets paving crews worked on Troon Street and Pine Hill Road to complete an asphalt repair. The asphalt deep patch required 69.42 tons to complete the repair.
- Streets paving crew worked Robinson Street and 48th Avenue NE to complete an asphalt repair. The asphalt deep patch required 36.81 tons to complete the repair.
- Streets paving crew worked Bryant Circle and Lewis Street to complete an asphalt repair. The asphalt deep patch required 110.50 tons to complete the repair.
- Streets paving crew worked Hunting Horse to complete an asphalt repair. The asphalt deep patch required 59.42 tons to complete the repair.

CONCRETE PROJECTS

- 733 South Lahoma Avenue crews replaced concrete panels that required 43.50 cubic yards of concrete and resulted in over 61 square yards repaired.
- 3201 Millbrook Drive crews replaced concrete panels that required 25.58 cubic yards of concrete and resulted in over 61 square yards repaired.

ROADSIDE OPERATIONS

- Routine pothole patching operations used approximately 22.35 tons of asphalt.
- Rights-of-Way Roadside Mowing crew during September 2025, mowed 415 miles of rural rights-of way and 4,070,115 sq. ft. of urban rights-of-way.

STORMWATER DIVISION

Boyd Street Storm Sewer Replacement
On November 8, 2023, the Action Center received an email from a citizen expressing concerns over an area of settlement located on Boyd Street near the South Lahoma Street intersection. On November 13, 2024, Staff mobilized the Stormwater camera truck to investigate the complaint. Upon review of the camera footage, it was found that a section of the existing stormwater line had detached at a joint and fallen approximately 18 inches. This failure led to a loss of backfill material, which caused the roadway above to sink.

On December 19, 2023, City crews completed repairs of the failed line. When the area was excavated, City crews determined that the existing line was 20 inch clay pipe that was installed in 3 foot sections. A final asphalt patch was completed on January 10, 2024. After the repairs were completed, Staff discussed the necessary next steps. City crews remobilized the camera truck to determine the extents of the clay pipe beneath Boyd Street. It was discovered that the 20 inch clay pipe runs from College Avenue to South Pickard Avenue. This project is to reconstruct that section of storm sewer beneath Boyd Street. The start date for the project was May 19, 2025 and the expected completion date is late November 2025. During the month of September, the contractor continued installation of the new storm sewer line on Boyd Street between Flood Avenue and S. Lahoma Avenue and completed utility patches that were made during the replacement of the water service lines.

Lower Imhoff Channel Stabilization Project
The 2009 Storm Water Master Plan (SWMP) recommended the design and installation of stream bank stabilization along segments of Imhoff Creek. The identified problem in the SWMP is severe bank erosion along

both banks beginning at the upstream face of Highway 9 to approximately 2,000 feet upstream of Imhoff Road. The erosion along the banks has caused property fences and trees to fall into the creek. According to a hydraulic report produced by Wood, INC. in 2022, the erosion rate is 6" of bank erosion per year, or approximately 1300 cubic yards of bank erosion per year.

On July 8, 2025, City Council approved Contract K-2526-16 with Cimarron Construction Co., in the amount of $5,499,994.00 for the Lower Imhoff Creek Bank Stabilization Project. This project is to stabilize the eastern bank of the channel utilizing reverse gabion baskets containing a growable media to allow for vegetative cover over time as well as install rock toe revetments on the west bank and install live staked trees to encourage the regrowth of tree canopy in the years that follow the completion of construction. The construction began on September 2, 2025, and has a construction duration of 548 days with an estimated completion in February 2027. During the month of September, the contractor completed clearing operations and the construction entrance as well as began excavating the east bank of the channel in preparation for the installation of the SierraScape wall.

WORK ORDER RESPONSE

- Stormwater Division received 29 work order requests and closed 31 work orders.

INFRASTRUCTURE MAINTENANCE

- Sealed leaking inlet box and behind curb hoods at 220 Sandstone Drive and 5009 Kathy Lynn Drive.
- Replaced inlet box and sealed pipe at 3016 Woodcrest Creek Drive.
- Excavated a base pad for the dumpster Art Statue at the Hazardous Waste Facility.

CHANNEL MAINTENANCE

- Reshaped ditch and placed riprap around pipe to prevent further erosion at 2500 96th Avenue SE.
- Removed vegetation and fallen tree limbs from 1300 Creekside Drive and Imhoff Creek Channel.
- Cleaned flumes at the following locations: 124 Devonshire Drive, 1945 Crown Point Avenue, and Hollywood Channel.
- Mowed 1,444,793 square feet of drainage areas.

URBAN STREET SWEEPING/CAMERA VAN OPERATIONS

- 385 lane miles were swept in September resulting in the removal of approximately 98.01 tons of debris.
- The Camera Crew was able to camera 0 linear feet of stormwater infrastructure because camera went down for repairs.

INLET CLEARING OPERATIONS

- 478 inlets inspected and cleaned, totaling 6.25 tons of debris removed in Wards 3 and 4.

FLEET DIVISION

The Fleet Management Division Activity Report shows a comprehensive summary of the activity during the month, broken down into three subgroups: Fuel Report, Maintenance Report, and Productivity Report.

FUEL REPORT

Purchases: The Inventory fuel and Outside fuel purchases are added together for each category of fuel - Unleaded gasoline, Diesel fuel, and CNG.

Amount Sold: The amount of Inventory fuel and Outside fuel disbursed to city divisions are shown.

Price Per Gallon: For Inventory Purchases, each time a purchase is made the invoice information, such as quantity and total price is receipted into AssetWorks system. The AssetWorks program then tallies the information and decides on a price-per-gallon for that purchase. The monthly high and the monthly low price-per-gallon for unleaded gasoline and diesel fuel are shown.

MAINTENANCE REPORT

Repair Parts Sold: This shows the amount of money spent on repair parts for vehicles during the month.

Tires Sold: This shows the amount of money spent on tires for city vehicles during the month.

Total Parts Sold: This is the sum of Repair Parts and Tires Sold added together.

Sublet Repairs: This is the amount spent on outside repairs during the month.

Road Calls: This is the amount of times Fleet was called out to retrieve/repair a vehicle.

Preventative Maintenance Services: This is the number of times a vehicle failed to make the appointed preventative maintenance service and had to be rescheduled.

Total Work Orders: This is the amount of work orders for the entire month.

Year to Date Work Order Total: This is the amount of work orders for the entire year.

50

PRODUCTIVITY REPORT

Direct Labor Hours: Each mechanic's total direct labor hours are shown. Then the direct labor hours are tallied together. After that the total available hours are shown to assess productivity.

Productivity Goal: When mechanics are productive at 70%, meaning that 70% of their day was spent actually working on vehicles, the City of Norman is in equilibrium. We are able to use the money generated from their direct labor to pay wages, benefits and the utilities. Actual Productivity: This is the average percent of all the mechanics' total productivity during the available working hours for the month.

ENGINEERING DEVELOPMENT & PERMIT REVIEW

September 2025

Subdivision Development

Planning Commission:

Norman Rural Cert of Survey	2
Final Plats	0
Preliminary Plats	1
Short Form Plat	0
Center City Form Based Code	0
Concurrent Constr. Request	0

City Council:

Norman Rural Cert of Survey	0
Preliminary Plat	5
Final Plats	2
Certificate of Plat Correction	0
Encroachment	0
Easements	0
Closure	0
Release of Deferral	0

Development Committee:

Final Plats	5

Permits Reviewed/Issued

Single Family	24
Commercial	18
Multi-Family	1
Addition/Alteration	4
House Moving	2
Paving Only	8
Storage Building	4
Swimming Pool	10
Storm Shelters	25
Public Improvements	1
Temporary Encroachments	1
Fire Line Pits/Misc	0
Franchise Utilities	10
Flood Plain	1
Total Permits	**109**

Fees Collected

	September	August	FY Total
Development	$12,060.00	$17,195.00	$97,694.00
Permit	$4,133.80	$10,959.43	$107,087.01
Grand Total	$16,193.80	$28,154.43	$188,762.44

Construction Plan Review within 10 days	19	27	396	
Punch List Within 1 day of Final Inspection	3	4	36	
Single Family Permit review within 3 days	24	39	171	100% of Plan Review Achieved
Commercial Permit review within 7 days	18	26	173	
Final Plat Review within 10 days	3	4	41	

EMBARK NORMAN

PERFORMANCE REPORT

City of Norman
Public Works Department

Summary of Services Table: August 2025

The table below provides daily averages for the number of passengers carried by many of the services offered by EMBARK Norman. The year-to-date (YTD) figures are cumulative totals.

EMBARK Norman Service Summary	ADP August FY26	FY26 YTD	FY25 YTD		Service Profile	August FY26	August FY25
Fixed Routes (M-F)	1,776	74,452	66,352		Weekdays	21	22
Fixed Routes (Sat)	881	8,015	6,424		Saturdays	5	5
PLUS (M-F)	92	3,982	4,165		Gamedays	1	1
-Zone 1*	92	3,982	2,998		Holidays	0	0
-Zone 2**	0	0	1,167		Weather	8	1
PLUS (Sat)***	20	164	179		Fiscal YTD Days	52	53
					Cal. YTD Days	232	233

*Requires ¾ mile
**Zone 2 operated weekdays until 7pm
***Operates only in Zone 1

Strategic Performance Measures

MEASURE	FY 26 YTD	FY 26 Targets	
# of Norman fixed-route passenger trips provided	82,467	500,000	
# of Norman paratransit trips provided	4,146	26,000	
% of on-time Norman paratransit pick-ups	87.39%	98.58%	
# of Norman bus passengers per service hour, cumulative	19.28	22.29	
# of Norman bus passengers per day, average	1,586*	800*	
% of Norman required paratransit pick-ups denied due to capacity	0.00%*	0.00%	
% of on-time fixed-route arrivals	76.30%	75.00%	

*These targets are not being tracked in LFR but can be found in the KPI spreadsheet.

CITY OF NORMAN
DEPARTMENT OF PUBLIC WORKS-TRAFFIC CONTROL DIVISION
MONTHLY PROGRESS REPORT

SEPTEMBER 2025	PROJECTED GOAL	THIS MONTH			YEAR TO DATE		
	Percentage	Number of Requests	Goal Met	Percentage Met	Number of Requests	Goal Met	Percentage Met
Provide initial response to citizen inquiries within 2 days	100%	106	106	100%	344	344	100%
Provide information requested by citizens within 7 days	95%	106	106	100%	344	344	100%
Complete traffic engineering studies within 45 days.	99%	2	2	100%	5	3	100%
Review subdivision plats, construction traffic control plans, traffic impact statements, and other transportation improvement plans within 7 days.	95%	36	36	100%	120	120	100%
Worker Hours Per Gallon of Paint Installed.	0.80	Gallons	Worker Hours	Percentage	Gallons	Worker Hours	Percentage
		95	39.5	0.42	651	287.5	0.44
Thermoplastic legend, arrows, stop bars & crosswalks installed.	4-6 Installations per day per 2 person crew. 100%	Crew Work Days	Total Installations	Average	Crew Work Days	Total Installations	Average
		0.98	11	11.22	1.51	14	9.27
Preventative Maintenance on each traffic signal once a year. Approximately 11 will be performed each month.	100%	Number Performed	Goal Met	Percentage Met	Number Performed	Goal Met	Percentage Met
		12	12	100%	43	43	100%
Response to reports on traffic signal malfunctions within one hour.	99%	Number of Reports	Goal Met	Percentage Met	Number of Reports	Goal Met	Percentage Met
		14	14	100%	33	33	100%
Response to reports of sign damage:	Percentage						
High Priority Stop or Yield Signs within one hour	99%	8	8	100%	49	49	100%
Lower Priority all other signs within one day	90%	28	28	100%	141	141	100%
Street Name Signs within two weeks	90%	34	34	100%	71	71	100%
Percent of work hours lost due to on the job injuries.	<.01%	Total Work Hours	Work Hours Lost	Percentage Met	Total Work Hours	Work Hours Lost	Percentage Met
		3192	0	0.00	9728	0	0.00

Norman On-Demand

City of Norman
Public Works Department

Performance Report

Microtransit Pilot Program Performance Report — August 2025

Purpose

This report provides a summary of service performance measures used to evaluate the performance of the Norman On-Demand microtransit transportation system for the City of Norman. The key performance indicator goals were outlined in the request for proposals (RFP) and include average walking distance, maximum walking distance, average rider wait time, maximum rider wait time, and the percentage of ride requests picked up within 20 minutes.

Service Profile, Hours, and Pricing

Norman On-Demand is a pilot microtransit service which launched for late night and Sunday service in core Norman on August 21, 2023. Norman On-Demand is a turnkey service provided by TransitTech provider Via. The Norman On-Demand app is available on the Apple App Store and the Google Play Store. This service provides access to safe and affordable public transportation through technology, particularly during evening hours and on Sundays when other public transit options are limited. Through a collaboration with the University of Oklahoma, the Norman On-Demand Program also operates the University's SafeRide Program, which is designed to provide safe and free late night transportation to OU students. Because this is a pilot program, there may be changes to service area, hours of operations, or other aspects of the service while the City focuses the program to efficiently serve the needs and desires of our community.

Service Hours		Pricing	
Monday-Wednesday	7pm – 1am	First Passenger	$3.00
Thursday-Saturday	7pm – 3am*	Each Additional Passenger	$1.00
OU SafeRide: Thursday-Saturday	10pm – 3am*	OU SafeRide (OU Students using OU email address during SafeRide hours)	Free
Sunday	10am – 6pm		

ADA/Wheelchair Accessible Vehicles available upon request.

**Outside of the OU fall and spring semesters, Thursday-Saturday service ends at 1am*

Key Performance Indicator Measures

Measure	Target	Fiscal Year to Date (7/01/25 – 8/31/25)	August 2025	August 2024	Year Over Year Service
Average Walking Distance	<0.10 miles	0.06 miles	0.06 miles	0.06 miles	0% (no change)
Maximum Walking Distance	0.25 miles	0.37 miles	0.28 miles	0.08 miles	+71.43%
Average Rider Wait Time*	<15 min	27.8 min	29.6 min	21.8 min	+26.35%
Maximum Rider Wait Time*	20 min	68.2 min*	60.3 min*	69.1 min*	-12.74%
Percent of Ride Requests Picked Up in 20min	>80%	35.65%**	31.19%**	55.41%**	-43.71%

*OU has requested longer available wait times for OU students during SafeRide hours (up to a 2 hour max). This affects the original goal of 20 minutes that was identified in the original Request for Proposals.

**Number of ride requests with 'Completed' status that have a wait time of 20 minutes or less as a percentage of the total number of ride requests with 'Completed' status. This data is skewed by longer available wait times for OU students during SafeRide hours.

ADDITIONAL PERFORMANCE MEASURES

Ridership

Ridership	Fiscal Year to Date (07/01/25 – 08/31/25)	August		Year Over Year Service
		2025	2024	
Total Number of Riders	5,432	2,640	4,694	-43.76%
Total # of Completed Trips	3,672	1,741	3,037	-42.67%
# of Completed Trips Requesting WAV	78	37	15	+59.46%
Ridership Per Service Hour (RPSH)	5.5	5.5	5.7	-3.51%

Norman On-Demand completed 2,640 rides in August 2025, which is a 5.44% decrease from the July 2025 total of 2,792. The fiscal year to date ridership for August FY26 is 5,432, which is a 29.25% decrease from the August FY25 fiscal year to date ridership of 7,678. There were a total of 37 completed trips requesting a WAV or wheelchair accessible vehicle in August 2025. Ridership per service hour (RPSH) is a ratio of the number of riders making use of the service in relation to how much service is being provided (i.e. one vehicle providing one hour of service would be one 'service hour').

Rider Experience

Rider Experience	Fiscal Year to Date (7/01/25 – 8/31/25)	August		Year Over Year Service
		2025	2024	
Average Ride Duration (in minutes)	11.3 minutes	11.6	10.1	+12.93%
Average Ride Distance (in miles)	3.5 miles	3.5	3.1	+11.43%
Average Ride Rating (5 stars scale)	4.9 stars	4.9	4.9	0% (no change)

Approximately 9.2% of all completed rides during FYE26 received a rating, of which 95.5% were rated five out of five stars. The system includes an automated feed-back process where all ride ratings with four stars or fewer that have actual written feedback attached are reviewed by customer support agents. Poor ride ratings alone are not categorized as complaints. Two complaints were reported to Via in the month of August, representing 0.76 complaints per 1000 rides provided. There was one complaint regarding the rudeness of the driver and the second complaint was regarding another passenger.

Program Engagement and Rider Growth

Engagement – Service to Date (8/16/23 – 8/31/2025)		
App Accounts Created Since Launch	13,830	
OU Accounts (as of 09/01/2025)	3,517	25.43%
Active Accounts*	9,614	69.51%
Rider Accounts**	7,212	52.15%
Repeat Rider Accounts***	5,935	42.91%

**accounts with user engaging w/ ride requests at least once*
***accounts with at least 1 completed ride*
****accounts with at least 2 completed rides*

Since the Norman On-Demand App launched on August 16, 2023, a total of 13,830 individual accounts have been created, which is a 1.54% increase over the July 2025 service to date total of 12,496 and a 53.47% increase over the August 2024 service to date total of 7,395. Of these accounts more than half of them (52.15%) have utilized the service at least once and about a third (4,254 or 30.76%) have completed more than five rides. Riders are also able to call 405-643-8638 to schedule rides without using the App.

Accidents and Vehicles

No accidents or incidents were reported in the month of August. Four of seven vehicles were in active service during the month of August, which just meets the target fleet availability. A Chrysler airbag recall for 2022-2025 Voyager & Pacifica vehicles and an abundance of caution impacted the ability to maintain the use of the full fleet of seven vehicles. Some temporary replacement vehicles were borrowed from another program run by our partner Via and are operating with magnetic side decals instead of full vehicle wraps. Riders have in-app and email messages making them aware and keeping them up to date.

SERVICE EFFORTS AND ACCOMPLISHMENTS FYE 2026

STREET DIVISION	FYE 2026 September 2025	FYE 2026 September 2025	Year to Date	Year to Date	FYE 2026
PERFORMANCE INDICATORS	**ACTUAL**	**PERCENT**	**ACTUAL**	**PERCENT**	**PROJECTED**
Respond to all Action Center requests within 24 hour period	100%	100%	128	100%	400
Maintain up to 10 miles of asphalt roadway within capital program for given fiscal year	0.5	5%	1.5	5%	10
Maintain up to 2,000 square yards of concrete roadway within capital program for given fiscal year	69.08	3%	915	46%	2000
Mow rural and urban routes citywide 8 times per year	1.00	13%	3	38%	8
Debris Removal – issue notice to proceed/task order within 48 hours of storm event	0%	0%	0	0%	100%
Street Maintenance Bond Program - Contract all selected project categories for the bond within the same fiscal year	0	0%	1	20%	5
Bridge bond program - contract all selected project categories for the bond within the same fiscal year	-	0%	3	100%	3

STORMWATER DIVISION	FYE 2026 Sept, 2025	FYE 2026 Sept, 2025	Year to Date	Year to Date	FYE26
PERFORMANCE INDICATORS	**ACTUAL**	**PERCENT**	**ACTUAL**	**PERCENT**	**PROJECTED**
Respond to stormwater complaints and drainage concerns within 24 hours	100%	100%	100%	100%	99%
Mechanically sweep 500 curb miles per month (6,000 Annually)	385	77%	1,082	18%	85%
Inspect and clean 100% of the urban drainage inlets three times per year.	228	18%	2,809	19%	65%
Mow 2,271,548 square-feet (52 acres) of open drainage ways, six times per year.	1,444,793	127%	3,178,066	23%	70%
Permit all floodplain activities as appropriate.	4	100%	15	100%	95%
Camera Stormwater Infrastructure to inspect and identify. (4 grids per month)	0	0%	0	0%	85%
*Camera map grids identified in FY24. Program is transitioning to proactive inspection.					
Camera Stormwater Infrastructure Inspections (as needed in linear feet)	N/A	N/A	0	N/A	N/A
Repond to 100% of Okie calls within 72 hours of request	372	100%	861	100%	100%

PUBLIC WORKS
FLEET DIVISION
ACTIVITY REPORT

September 2025

IN GALLONS **FYE 2026** **FUEL REPORT**

	UNLEADED PURCHASED	DIESEL PURCHASED	CNG PURCHASED
Internal pumps	25,456.00	24,800.00	27,653.94
Outside - sublet	638.00	374.00	1,931.18
TOTAL	**26,094.00**	**25,174.00**	**29,585.12**

TOTAL	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
Consumption	23,754.20	23,859.10	27,653.94	1,931.18

FYE 2026 TO DATE CONSUMPTION

TOTAL	UNLEADED CONSUMED	DIESEL CONSUMED	CITY CNG CONSUMED	PUBLIC CNG CONSUMED
Consumption	99,040.80	120,518.30	121,495.54	6,471.71

INTERNAL PRICE PER GALLON:					EXTERNAL PRICE PER GALLON:				
UNLEADED	High	$2.30	Low	$2.00	UNLEADED	High	$2.41	Low	$2.08
DIESEL	High	$2.42	Low	$2.34	DIESEL	High	$2.53	Low	$2.43
CNG	High	$0.63	Low	$0.63	CNG	High	$2.10	Low	$2.10

CONSUMABLE PARTS PURCHASED	
REPAIR PARTS	$141,554.79
OILS/FLUIDS	$9,618.13
TIRES	$32,022.00
SUBLET REPAIRS	$46,531.27
TOTAL SPENT ALL Parts/Sublet	**$229,726.19**

PUBLIC CNG SALES	
Month Total Public CNG Sales	$3,876
FYE 2026 To Date Public Sales	$13,268
LIFE TO DATE CNG GAS GALLON EQUIVALENT	
Total Sold Gallons Life To Date	1,129,583
Total Gross Sales Life To Date	$1,695,070
Life To Date CNG Gas Gallon Equivalent	
Total Public/City **Through-Put CNG Gallons** @ Station:	4,106,116

Light Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	2	7	9
EMERGENCY ROAD CALLS	13	6	4	23
PM SERVICES	108	103	103	314
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	214	189	190	593
SCHEDULED REPAIRS	132	110	119	361
NON SCHEDULED REPAIRS	82	71	71	224

Heavy Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	5	5	3	13
EMERGENCY ROAD CALLS	17	20	20	57
PM SERVICES	40	48	40	128
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	159	160	154	473
SCHEDULED REPAIRS	55	48	64	167
NON SCHEDULED REPAIRS	104	87	90	281

Transit Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	0	1	1
EMERGENCY ROAD CALLS	4	1	0	4
PM SERVICES	17	7	3	20
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	80	32	72	152
SCHEDULED REPAIRS	66	11	69	149
NON SCHEDULED REPAIRS	14	2	3	17

EVT Shop	CURRENT MONTH	LAST MONTH	Two Months Ago	YEAR TO DATE
ROAD SERVICE	0	0	2	2
EMERGENCY ROAD CALLS	2	0	0	2
PM SERVICES	8	5	4	12
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	32	34	34	66
SCHEDULED REPAIRS	27	32	29	56
NON SCHEDULED REPAIRS	5	2	5	10

COMBINED SHOPS	CURRENT MONTH	LAST MONTH	TWO MONTHS AGO	YEAR TO DATE
ROAD SERVICE	5	7	13	25
EMERGENCY ROAD CALLS	36	27	24	87
PM SERVICES	173	163	150	486
INCLEMENT WEATHER	0	0	0	0
WORK ORDERS	485	415	450	1,350
SCHEDULED REPAIRS	280	201	281	762
NON SCHEDULED REPAIRS	205	162	169	536

FLEET DIVISION
INVENTORY
September 2025

FUEL

WESTWOOD GOLF	725.0	gallons	UNLEADED	@	2.350	$ 1,703.75
WESTWOOD GOLF	748.9	gallons	DIESEL	@	2.520	$ 1,887.23
NORTH BASE	7,637.8	gallons	UNLEADED	@	2.190	$ 16,726.72
NORTH BASE	6,472.0	gallons	DIESEL	@	2.400	$ 15,532.82
FIRE STATION #5	190.3	gallons	UNLEADED	@	2.080	$ 395.82
FIRE STATION #5	330.0	gallons	DIESEL	@	2.430	$ 801.90
FIRE STATION #6	297.9	gallons	UNLEADED	@	2.260	$ 673.25
FIRE STATION #6	222.3	gallons	DIESEL	@	2.500	$ 555.75
BULK TANKS	1,200.0	gallons	DIESEL	@	2.400	$ 2,880.00

TOTAL	GALLONS:	DOLLAR:
UNLEADED	8,851.0	$ 19,499.54
DIESEL	8,973.2	$ 21,657.70

PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE REPORT
SEPTEMBER FYE 2026

Industry Standard Compliance: Not To Exceed 5%

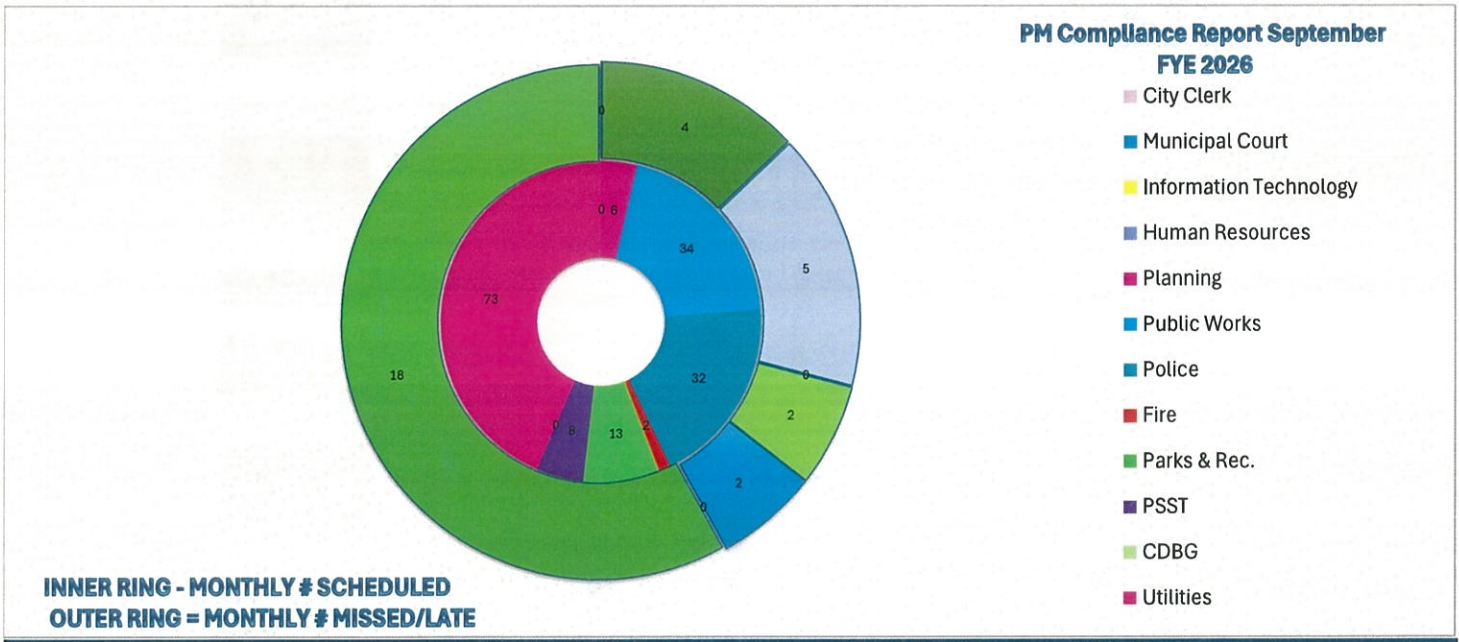
Department/Division	Number of PMs Scheduled	Number of PMs Completed On Time	Number of PMs Completed LATE	Number of PMs Missed	Current % PENDING	YearToDate Non-Compliance Trend
CITY CLERK						
CITY COUNCIL					0%	0%
BUILDING ADMINISTRATION					0%	0%
MUNICIPAL COURT						
MUNICIPAL COURT					0%	0%
INFORMATION TECHNOLOGY						
INFORMATION TECHNOLOGY					0%	0%
HUMAN RESOURCES					0%	0%
HUMAN RESOURCES					0%	0%
					0%	0%
PLANNING						
PLANNING	2	2			0%	0%
BUILDING INSPECTIONS					0%	0%
CODE COMPLIANCE	4	4			0%	50%
PUBLIC WORKS						
PW ADMIN					0%	0%
ENGINEERING	1	1			0%	0%
STREETS	12	10	1	1	8%	33%
STORMWATER	5	5	1		0%	60%
TRAFFIC	7	6	1		0%	43%
FLEET	9	9			0%	0%
TRANSIT					0%	0%
POLICE						
ANIMAL CONTROL	4	5	2		0%	100%
POLICE ADMINISTRATION	1	1			0%	0%
POLICE STAFF SERVICES	3	2		1	33%	133%
POLICE CRIMINAL INVESTIGATIONS	3	4			0%	200%
POLICE PATROL	20	27	1	1	5%	135%
POLICE SPECIAL INVESTIGATIONS	1	3			0%	100%
POLICE EMERGENCY COMMUNICATIONS					0%	0%
FIRE						
FIRE ADMINISTRATION					0%	0%
FIRE TRAINING					0%	0%
FIRE PREVENTION					0%	0%
FIRE SUPPRESSION	2	2			0%	0%
FIRE DISASTER PREPAREDNESS					0%	0%
PARKS & RECREATION						
PARK MAINTENANCE	10	11			0%	20%
PARKS & RECREATION	2	2			0%	0%
CUSTODIAL					0%	0%
FACILITY MAINTENANCE	1		1	1	100%	400%
PARKS FORESTRY					0%	0%
PUBLIC SAFETY SALES TAX (PSST)						
PSST POLICE PATROL	4	9			0%	125%
PSST POLICE CRIMINAL INVESTIGATIONS	3	1	2		0%	67%
PSST FIRE SUPPRESION	1	1			0%	0%
PSST SRO					0%	0%
					0%	0%
CDBG						
PLANNING CDBG					0%	0%
UTILITIES WATER						
UTILITIES ADMINISTRATION					0%	0%
WATER TREATMENT PLANT					0%	0%
WATER PLANT	2	2			0%	0%
WATER PLANT WELLS					0%	0%
WATER PLANT LAB					0%	0%
LINE MAINTENANCE ADMIN.					0%	0%
WATER LINE MAINTENANCE	12	7	4	5	42%	75%
UTILITIES INSPECTOR					0%	0%
UTILITIES WRF						
WRF ADMIN	2	2			0%	0%
WRF INDUSTRIAL					0%	0%
WRF BIOSOLIDS	5	6			0%	0%
WRF OPERATIONS					0%	0%
SEWER LINE MAINTENANCE	10	9	2	1	10%	30%
UTILITIES SANITATION						
SANITATION ADMINISTRATION					0%	0%
SANITATION RESIDENTIAL	16	18			0%	0%
SANITATION COMMERCIAL	8	5	1	2	25%	38%
SANITATION TRANSFER	7	4		3	43%	57%
SANITATION COMPOST	4	5			0%	100%
SANITATION RECYCLE	5	5			0%	0%
SANITATION YARD WASTE					0%	0%
					0%	0%
UTILITIES EVIROMENTAL					0%	0%
ENVIROMENTAL & SUSTAINABILITY	2	2			0%	0%
CITYWIDE TOTAL	**168**	**170**	**16**	**15**	**9%**	**23%**

Fleet Management Division
PM Past Due Report

PUBLIC WORKS FLEET DIVISION
PM COMPLIANCE DETAIL REPORT
SEPTEMBER FYE 2026

Currently Past Due:

Unit #	Unit Description	Department Division	Current Odometer Reading	Meter or scheduled date	Meter Past		ORIGINAL Scheduled DATE	SHOP	Type of SERVICE	LAST PM DONE



Department	Scheduled	Missed/Late	% Late
City Clerk	0	0	0.0%
Municipal Court	0	0	0.0%
Information Technology	0	0	0.0%
Human Resources	0	0	0.0%
Planning	6	0	0.0%
Public Works	34	4	11.8%
Police	32	5	15.6%
Fire	2	0	0.0%
Parks & Rec.	13	2	15.4%
PSST	8	2	25.0%
CDBG	0	0	0.0%
Utilities	73	18	24.7%
Citywide Total	**168**	**31**	**18.5%**

PUBLIC WORKS
FLEET DIVISION
Technician Productivity
Report

FYE 2026

September 2025

MECHANIC	DIRECT LABOR HOURS	PRODUCTIVITY GOAL	INDIVIDUAL PRODUCTIVITY *ACTUAL*	*DIFFERENCE*	*TOTAL HOURS*
497	128.27	72%	*76.4%*	*4.4%*	*168.00*
1554	112.02	72%	*66.7%*	*-5.3%*	*168.00*
1676	87.94	72%	*50.0%*	*-22.0%*	*176.00*
2098	132.66	72%	*79.0%*	*7.0%*	*168.00*
2495	136.70	72%	*81.4%*	*9.4%*	*168.00*
2745	99.36	72%	*59.1%*	*-12.9%*	*168.00*
3001	93.76	72%	*55.8%*	*-16.2%*	*168.00*
3151	139.30	72%	*82.9%*	*10.9%*	*168.00*
3167	130.15	72%	*77.5%*	*5.5%*	*168.00*
3502	111.77	72%	*66.5%*	*-5.5%*	*168.00*
3572	143.78	72%	*85.6%*	*13.6%*	*168.00*
3968	164.22	72%	*93.3%*	*21.3%*	*176.00*
4033	119.50	72%	*71.1%*	*-0.9%*	*168.00*
4192	154.74	72%	*87.9%*	*15.9%*	*176.00*
4303	125.35	72%	*74.6%*	*2.6%*	*168.00*
4310	137.65	72%	*81.9%*	*9.9%*	*168.00*
4316	128.27	72%	*72.9%*	*0.9%*	*176.00*

DIRECT LABOR HOURS	2145.44
TOTAL AVAILABLE HOURS	2888.00
PRODUCTIVITY GOAL	72.0%
ACTUAL PRODUCTIVITY	**74.3%**

UTILITIES 13

Monthly Report
September 2025

LINE MAINTENANCE:

Waterline Capital Projects
- Beaumont Drive – 100%
- 1357 12th NE Avenue – 100%
- Crest Court – 100%
- Barb Court – 100%
- Page Street – 100%
- Crail Drive – 0% Hold – Pending Lead Survey

Staff has completed the Crest Court project. Staff has completed the 12th AVE NE project. Staff has completed the Beaumont project. Staff has completed the Page Street project. Crail Project materials have been ordered – project on hold pending lead surveys. Ashton Grove project has been completed. Sutton Place project has been completed. Park Hill lift station pumps have been installed.

Water Line Breaks Total – 18 in September
Water Lines Hit by Contractors – 4

Sewer Line Data
- Total obstruction service requests – 22
- Private Plumbing: 21
- City Infrastructure: 1
- Sanitary Sewer Overflows: 0 on private side, 0 on city side

Lift Station D Flows:
- Days – 30
- Average daily flow: 1.071 MGD
- Total Monthly flow: 32.130 MG

WASTEWATER PROJECTS:

Bishop Creek Emergency Sewer Line Repair (WW0212): On May 7, 2025, Utilities Department Line Maintenance staff were advised that an 18-inch sewer aerial crossing over Bishop Creek in the general vicinity of 730 Stinson Street had failed and sewage was discharging into the creek. Due to the risk to the environment, the City Manager authorized emergency repairs to prevent further sewage discharge. Under this emergency declaration, staff first received verbal price quotes to lease bypass pumps and appurtenances for temporarily diverting flow and verbal bids to mobilize a contractor for an immediate, but temporary, reconnection of the piping. This work was completed at 10:00 p.m. on May 7, 2025, which eliminated the discharge for the short term. It did not, however, restore the structural integrity of the crossing.

Subsequent to completion of this temporary repair, staff mobilized Garver Engineers under their current on-call contract to prepare an expedited design to replace the existing, failed aerial crossing, while Utilities Department Staff prepared Bidding Documents. Drawings and Bidding Documents were completed and issued to potential bidders on May 19, 2025. On May 20, 2025 Bids were opened and the lowest and best bidder was deemed to be Krapff-Reynolds Construction Co. with a bid of $748,550.00. During the last week of May 2025, Contract was executed, Notice to Proceed was Issued, and clearing and procurement activities commenced. On June 10, 2025, City Council ratified the emergency declaration and all resulting actions.

Work on this project has proceeded continuously since Notice to Proceed was issued. During the month of September 2025, KRCC completed installing the casing and carrier pipe for the new aerial crossing and it was placed into service. They also commenced restoration activities. During the month of September restoration activities should continue and project should be ready for Final Acceptance by the end of October 2025.

In July 2025, Norman Utilities Staff was advised that Oklahoma Water Resources Board (OWRB) has a grant program to assist utility owners in paying for emergency projects like this one. On August 12, 2025, City Council authorized an application for the grant and staff completed the application immediately thereafter. In September, OWRB announced that a grant in the maximum allowable amount of $100,000.00 had been approved. By the end of the month, Finance had commenced drawing down those grant funds.

Engineer: Garver LLC (Michael Nguyen)/Norman Utilities Staff (Ken Giannone)

WRF Reuse Pilot Study (WW0317) – Project is a pilot study designed to consider treatment alternatives to produce highly treated effluent at the WRF suitable for Indirect Potable Reuse (IPR) by discharging it into Lake Thunderbird to supplement Norman's available raw water supply. NUA approved a contract with Garver LLC on February 11, 2020 to design the pilot project for various alternative treatment processes to determine if reuse is feasible and, if so, to recommend the best and most economic treatment technologies for the implementation of a reuse program. In July 2020, NUA approved Amendment No. 1 to Garver's contract which consolidated all pilot study tasks, including procurement/rental of treatment equipment for alternative treatment trains, temporary construction/installation of pilot study equipment and eventual removal of all pilot study equipment, into Garver's contract. During the remainder of 2020, Garver completed pilot study design, and during winter 2020/2021 and spring 2021, temporary construction of Phase I treatment trains, which consisted of one train using an Aqua Nereda patented process and one train using a modified University of Cape Town (mUCT) process was completed. By June 2021, both trains had been commissioned and were operating as intended. As a result, WRF and Garver staff were able to commence the Phase I testing and sampling regimens. In November 2021 and February 2022, skids and trailers containing advanced tertiary processes that were to be pilot tested as part of Phase II and Phase III, respectively, were delivered; temporary construction needed to place them into service was completed; and Phase II and Phase III testing and sampling regimens commenced. Phases I, II, and III and all associated testing and sampling were completed as of June 1, 2022, and Garver's construction subcontractor completed removal of all temporary process equipment by late summer 2022. A first draft copy of the engineering report was submitted for review in December 2022. A second draft was submitted to NUA and, informally, to Oklahoma Department of Environmental Quality (ODEQ) in March 2023. For the rest of 2023, Garver convened regular meetings with ODEQ to review the draft report findings and conclusions in detail, and on March 18, 2024, ODEQ issued a letter of "support" for the results of the pilot study. Upon receiving ODEQ's letter and as per their Contract, Garver submitted their draft final report to an "Independent Advisory Panel" consisting of independent industry experts who will review results and recommendations, deliberate among themselves, and, finally, issue recommendations regarding the report and its conclusions. A technical orientation with the panel members, NUA, and Garver convened on August 28, 2024. This was followed by a half-day workshop on December 17, 2024 during which Garver described the finer details of the pilot test, the data obtained, and their conclusions, and ended with an extended question and answer session. On March 4, 2025, NWRI submitted their final report in the form of a technical memorandum. The report generally concurred with Garver's conclusions but included some recommendations for making any future IPR process as robust as practical. Neither Garver nor NUA had any comments on NWRI's final report so this project is now considered complete.

In December 2019, NUA learned that Bureau of Reclamation (BOR) had approved a grant of up to $700,000 that would pay up to 25% of all costs incurred on this project. Grant contract was approved by NUA and BOR and fully executed in September 2021. As of March 2023, all funds authorized by this Grant have been received by City of Norman.

In October 2021, NUA learned that it has been awarded a second grant from BOR, a green infrastructure grant to evaluate what role a constructed wetland could play in further improving quality of stormwater and/or effluent water entering Lake Thunderbird as part of the future reuse program that is the subject of the pilot study. This grant includes $209,824 worth of in-kind funds from various federal agency resources to be expended in (Federal) Fiscal Years 2022 through 2024 for research and investigations, and grant can be extended with additional funds added in future years as conclusions are reached and recommendations made based on the work done during the initial years' funding. The project was officially kicked off in early November 2021, and work (research and data gathering) is ongoing. A

workshop to review alternatives and select the best convened in August 2024. No additional funding has bee authorized for FYE 2025 so project work will not progress to a pilot sized wetland or a wetland design, but some funding in the original grant has not yet been exhausted and compilation of deliverables including a final report and conclusions is still ongoing so the team continues to meet on a semi-regular basis to discuss and coordinate. During the month of September 2025, Norman Utilities Department staff continued to assist with preparation of maps and graphics for final project report. Also during September 2025, staff completed preparation of a draft conceptual layout of a potential demonstration wetland (on the City's old landfill south of the Norman Water Reclamation Facility which could be used by BOR and United States Geological Survey (USGS) to seek further grants to possibly advance a design and potential construct a demonstration wetland.

In April 2022, NUA learned that a third grant from BOR associated with possible IPR had been authorized. The third grant was an applied science grant for $148,339 to create a Predictive Lake Optimization Tool (PLOT) for Lake Thunderbird. The PLOT will use weather and climatological data and forecasts and data specific to Lake Thunderbird and its watershed to create a preliminary model that will furnish predictions on the theoretical best times, quantities, and manner for adding supplemental IPR flows to the lake. This would allow both for the best possible economic evaluation of infrastructure alternatives for a future IPR program but also for the efficient management of such a future IPR program if/when one is implemented. A resolution authorizing acceptance of the grant was approved by City Council in September 2022, and a Contract with Garver in the amount of $196,190 (of which $148,339.00 would be reimbursable from BOR Applied Science Grant) was approved by City Council on March 14, 2023. During the remainder of 2023 and continuing into the Spring of 2024, Garver and their subconsultants completed research and created the PLOT, and, on June 11, 2024, they convened a workshop presenting the preliminary conclusions. Based on the workshop, Norman requested that additional information and analysis be provided to clarify some minor questions. Once these questions were resolved, an additional workshop with Bureau of Reclamation (BOR) and Central Oklahoma Master Conservancy District (COMCD) staff convened on August 15, 2024. Garver addressed all questions raised in this workshop and made a standing offer to BOR and COMCD for them to use the PLOT tool to analyze historical droughts that are part of an unrelated grant project on which they are working. All direct work on this project is complete, and the PLOT tool remains available for NUA use as needed. During August 2025, NUA drew down remaining grant funds and filed final paperwork to close out the grant. This should be the final monthly update on the PLOT segment of this project.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF Dewatering Centrifuge Replacement (WW0326) – Project will replace dewatering centrifuges at WRF. Existing centrifuges are approaching the end of their useful lives, and, consequently, they need excessive maintenance, regular major repairs and increasing polymer feed rates to achieve necessary sludge quality. Moreover, poor service provided by manufacturer often results in extended downtime before necessary repairs are completed. NUA approved a Contract with Garver, LLC on December 8, 2020 to prepare a design to replace centrifuges, and design for this project commenced immediately thereafter. Throughout 2021, manufacturers of several different dewatering technologies ran demonstration tests that were observed by Garver, WRF and NUA Engineering staff, and WRF and NUA Engineering staff also made several site visits to wastewater treatment plants in the region to observe equipment by other manufacturers/technologies in operation. Based on these demonstrations and site visits, Garver issued a Final Version of the Preliminary Engineering Report in November 2021 recommending hydraulic drive centrifuges as the technology for this project. During winter and spring 2022, Garver and NUA met with representatives from most of the reputable centrifuge manufacturers in the industry to learn more about their equipment and, just as importantly, to learn about their manufacturing and service infrastructure. Based on these meetings, three (3) manufacturers were approved for inclusion in the bidding documents.

Garver completed and submitted 60% design documents for review in August 2022 and 90% design documents in January 2023 with design review meetings convening two weeks after each submission. In March 2023, ODEQ Permit to Construct application was submitted to ODEQ and the permit was issued in April 2023. Also, in April 2023, NUA learned that it has been approved for a federal community funding grant for FYE September 30, 2024 in the amount of $5,000,000.00 for this project. However, because the Federal Budget for FY 2024 is not yet approved, funds for the grant have not been earmarked and EPA has not allocated them, and there is no certainty on when or if these funds will be approved. Because of the critical nature of this project and based on conversations with EPA and with grant experts at Garver, it has been determined that the best course of action for Norman Utilities Authority is to bid the

project now and include all requirements for EPA Community Grant projects in the bidding documents. EPA has advised that, as long as the contract meets their requirements for the grant, we can apply for the funds at whatever time in the future they are officially allocated. EPA should then be able to approve "after the fact" and Norman Utilities can seek reimbursement for funds already spent at that point.

Based on further discussions, an additional concern arose based on the fact that until funding is approved by Congress, exact details is grant requirements will remain uncertain. Garver advised and EPA Community Grant staff affirmed that, for grants issued up to and including Fiscal Year 2024, if project is receiving funding via another Federal Program and project meets requirements of that program, EPA Community Grants will approve project on that basis. As a result, NUA has applied for and received a Clean Water State Revolving Fund (CWSRF) loan from Oklahoma Water Resources Board (OWRB). The loan request was worded to also cover other planned projects at the WRF so, assuming EPA Community Grant is eventually made, the CWSRF loan funds will be directed to those other projects as well. OWRB has advised that, as with the EPA Community Grant, the project could start before the loan was granted. Then, once approved, NUA could immediately start seeking reimbursement for all work completed on the project prior to loan approval. It should also be noted that the use of CWSRF loans for upcoming capital projects at the WRF was recommended by the Raftelis report for upcoming wastewater capital spending.

Based on the above-described EPA Community Grant and CWSRF loan processes and timing and the critical nature of this project, NUA chose to proceed with bidding and obtain reimbursement from EPA and/or CWSRF when those financial instruments were approved. As a result, project was advertised on August 30, 2023 and bids were opened on Thursday, October 19, 2023. Crossland Heavy Contractors were deemed the lowest and best Bidder with a base bid in the amount of $3,320,000, and Contract was awarded at the November 28, 2023 Council Meeting. Pre-Work Meeting convened in December 2023. Notice to Proceed was issued in January 2024, and shop drawing approval and procurement processes commenced immediately thereafter.

In March 2024, NUA received confirmation that the EPA Community Funding Grant in the amount of $5,000,000 had been officially authorized and funded. However, the grant included a strict Buy America Build America (BABA) clause while the project bidding documents and thus the resultant contract with Crossland Heavy Contractors did not include this requirement. Between April and June 2024, NUA convened numerous meetings with EPA and Garver to determine the appropriate path forward that would allow NUA to accept this grant. Based on EPA input, NUA requested a "Technical Correction" from EPA that would allow some or all funding from the grant to be expended on other critical projects at the WRF, and, in September 2024, EPA officially approved the "Technical Correction". This will allow the grant funds to be expended on the WRF Blower Replacement and WRF Laboratory Renovation, and New Maintenance Facility projects (details on both projects are updated elsewhere in this report), while this project will now be funded using a combination of internally-generated funds and the CWSRF loan.

During June 2025, GEA and Crossland completed testing, commissioning and training for Centrifuge No. 1. During August 2025, Crossland did the same for Centrifuge No. 2. However, due to capacity issues associated with the existing sludge pumps that feed the centrifuges and a segment of the existing conveyor that transports dewatered-biosolids to sludge-hauling trucks, neither centrifuge has yet been been tested to its maximum capacity. Garver has been directed to prepare specifications both new sludge pumps and a new conveyor that will sufficiently increase system capacity to allow each centrifuge to be tested to the maximum ranges of its design capacity. Once design is complete, this additional work will be added to Crossland's contract by change order. In the interim, the dewatering system in its current state, has ample capacity to not only keep up with current biosolids production but to also be able to process the excess biosolids that had built up within the WRF treatment train due to the inefficiency of the old equipment.

Since the lead time for new sludge pumps and new conveyor section are likely to be in the vicinity of 6 months, it is anticipated that Crossland will complete all remaining work on the project, except for the change order work, during the month of October 2025. Then, they will demobilize from the project. When new equipment is delivered, they will remobilize. Once the new pumps and conveyor are installed, they will test centrifuges to confirm operation at maximum capacity. Then, project will be closed out, most likely in the spring of 2026.

Engineer: Garver LLC (Michael "Cole" Niblett)

WRF New Maintenance Storage Building (WW0318) and WRF Main Control Building Renovation (WW0325): - These two projects are being designed under a single design contract and are anticipated to be bid as a single project, so they will be updated as a single project as well. Due to plant improvements projects over the past two decades, space formerly used for spare part storage and maintenance work has gradually been incorporated into plant operations space, leaving a shortage of viable storage and work space. Project WW0318 will cover the construction of a new pre-engineered Maintenance Building for spare part storage and other critical maintenance activities to offset space lost in existing facilities since the main building was commissioned.

The Main Control Building at the WRF was constructed in 1982 and, while some building systems have been replaced and/or upgraded since then, many of the original interior and exterior finishes and fixtures as well as the main laboratory have not been replaced, updated, or renovated since original construction and are now nearing the end of their useful lives. Project WW0325 will renovate existing building and update layout and building systems as well as expand and renovate the laboratory to meet current standards.

Greeley Hansen was selected as the Architect for these two projects, and their Contract was approved on June 8, 2021. A design kickoff meeting convened in late June 2021. Greeley Hansen submitted a draft Preliminary Engineering Report (PER) in November 2021 and, after a review meeting later in November 2021, they submitted a final PER in late January 2022.

In March 2022, NUA elected to defer construction of this project for one fiscal year to FY 2023 for budgetary reasons. For this reason, while Construction Manager at Risk (CMaR) was originally being considered as the project delivery method, the project will instead be delivered by a traditional Design/Bid/Build method with Greeley Hansen completing a bid-ready final design during the remainder of 2022 but project will not bid until Spring 2023.

During August 2022, Greeley Hansen submitted 95% design documents. At time of submittal, it was agreed that a design review meeting would convene in February/March 2023 so that all comments and corrections noted can be addressed at one time just prior to advertisement, which was then projected to occur in May 2023. Since that time, the decision was made to defer construction of this project for two additional years, until FY 2026.

As noted above in the discussion for WRF Dewatering Centrifuge Replacement (WW0326) project, NUA received an EPA Community Funding Grant in the amount of $5,000,000 for that project. For several reasons, a request for a "Technical Correction" was made to EPA to allow for the grant funds to be instead allocated to this project (and the WRF Blower Replacement project which is discussed elsewhere in this report). This request was approved by EPA in September 2024. During the month of September 2025, NUA continued addressing questions and furnishing clarifications to EPA regarding their submission of executed standard documents and affidavits that are required as a condition for receiving the grant, and in late September, EPA indicated that the grant was formally awarded to Norman Utilities Authority to fund this project. It is unclear at this time what impact, if any, the Federal government shutdown that is scheduled to commence on October 1, 2025 will have on availability of these funds in the short term. No long term impact is anticipated.

The EPA grant comes with additional conditions that will impact the bidding and construction of the project. In order to meet these conditions, revisions to the bidding documents will be required. As a result, Greely Hansen has requested a Contract Amendment to reimburse them for resultant additional costs. Details of this potential amendment are being negotiated at this time. Assuming Amendment can be finalized and presented to City Council for approval in October 2025, Greely Hansen will immediately proceed with final revisions to bidding documents. This should allow project to be bid in the first quarter of 2026 with construction commencing by late spring 2026 and project completion in spring 2027.

Engineer: TYLin (formerly Greely and Hansen LLC) (John Schmidt)

Sewer Maintenance Project FYE19 (WW0321): In 2001, the citizens of Norman approved a five-dollar per month sewer maintenance fee to provide for the systematic replacement of aged and deteriorating neighborhood sewer lines. The FYE 2019 study area is generally bounded by Lindsey Street and Timberdell Road and 24th Avenue SW and South Berry Road. Project will replace approximately 31,000 LF of 8" and 12" sanitary sewer lines using pipe-bursting

techniques, and rehabilitate an additional 1,000 LF of 8" sanitary sewer lines using cast-in-place pipe lining techniques along with rehabilitation or replacement of 160 manholes and 610 services.

On November 30, 2021, City Council approved the use of on-call Contracts of Parkhill and Lemke Land Surveying to prepare bidding documents for this project. During May 2023, a preliminary set of plans was submitted for City of Norman review and a review meeting convened and in July 2023, 95% plans were submitted and a review meeting convened. Final Plans and Bidding Documents were completed and project was advertised on September 14, 2023. Bids were opened on October 5, 2023, and Krapff-Reynolds Construction Co. (KRCC) has been deemed the lowest and best bidder with a base bid plus bid alternate cost of $5,468,900.50. City Council approved Contract Award on November 14, 2023. A Pre-Work Meeting convened in January 2024. After an extended procurement process, KRCC mobilized to the project in late March 2024, and sanitary sewer replacement and manhole rehabilitation is now nearing completion. During the month of September 2025, KRCC commenced performing preliminary punchlist work while NUA staff continued to compile a final punchlist for the project, and, upon review by NUA, a final punchlist will be prepared for KRCC. KRCC should then address final punchlist during November 2025. It is expected that Final Acceptance, Final Change Order and Final Payment should all be presented to City Council for approval by the end of the year.

Engineer: Parkhill (Sara Senyondo)

Sewer Maintenance Project (SMP) FYE 2024 (WW0337): In 2001, the citizens of Norman approved a five-dollar per month sewer maintenance fee to provide for the systematic replacement of aged and deteriorating neighborhood sewer lines. The Sewer Maintenance Project FYE 2024 (SMP-24) study area is generally bounded by Lindsey Street and Alameda Street and 12th Ave SE and 24th Avenue SE. Project will replace approximately 32,000 LF of 8" and 12" sanitary sewer lines using pipe-bursting techniques and/or cast-in-place pipe lining techniques along with rehabilitation or replacement of 130 manholes.

On August 14, 2025, proposals were received for the design of SMP-19, and, on September 15, 2025, the Norman Utilities Authority Evaluation Committee met and completed evaluation of the proposals. The committee selected Cowan Group of Oklahoma City, OK as the best design engineer for the project. Contract negotiations will commence in October 2025 and engineering contract should be ready to present to City Council for approval by the end of 2025. Schedule for design, bidding and construction will be formalized as part of negotiations.

Engineer: Cowan Group (TBD)

Lift Station D Condition Assessment (WW0344): The City of Norman wastewater collection is composed of two major sewersheds due to the ridge along the north side of the City which separates the Little River and South Canadian River sewersheds. Wastewater in the South Canadian River sewershed is conveyed by sewer interceptors directly to the Norman Water Reclamation Facility (WRF). Wastewater flows from the Little River sewershed are conveyed by interceptors to Lift Station D which pumps flow into a force main, which, in turn, drains into adequately sized interceptors which then flow to WRF.

In recent years, Lift Station D has been experiencing decreasing levels of service, and due to its critical role in Norman's wastewater collection system, Utilities Department proposes to have an engineer complete a thorough condition assessment of all systems and equipment in the Lift Station and make prioritized recommendations for necessary repairs. For this reason, RFP-2526-8 was issued requesting proposals from engineers to perform this assessment. On August 14, 2025, proposals were received, and, on September 15, 2025, the Norman Utilities Authority Evaluation Committee convened to complete evaluation of those proposals. The committee selected Garver of Norman, Oklahoma as the best design engineer for the project. Contract negotiations will commence in October 2025 and engineering contract should be ready to present to City Council for approval by the end of 2025. A more detailed schedule for the project will be formalized as part of contract negotiations.

Engineer: Garver (TBD)

WRF Digester #3 Roof Replacement (WW0336): The existing roof for Digester 3 has reached the end of its useful life and has experienced high rates of failure that warrant a project to upgrade the existing facility. Funding in FYE 24 is for an evaluation of Digester 3 and the roof. Future funding will be used to upgrade and rehabilitate the digester to extend the useful life of the asset. The operating impact of this project is that a full rehabilitation or replacement of the digester roof will more efficiently use funds rather than reactively repairing the roof when it fails.

As of May 2024, there will no longer be an exterior plate of metal welded over the leak in the roof of the digester due to safety concerns with respect to the gases escaping the leak. Garver, a consulting engineering firm, is preparing a work order for the internal assessment of the digester.

As of July 2024, the contractor onsite cleaning out another digester will be moving on to removing solids from the storm holding pond at the WRF after the current project, as they were the winning bidder for that project. In June 2024, we were going to solicit a quote for cleaning out Digester #3 after their current project concluded (cleaning out the digester they were originally contracted to clean). This Digester #3 cleanout would have been followed by an internal assessment of the structure's floating roof.

Instead, the WRF has hired staff who are experienced in welding. To save significant costs, we are currently developing a plan to drain the digester over the course of a week. Once the digester is drained, a minimum of two hydrogen sulfide and methane gas detectors (one interior near the proposed welding area and one exterior near the proposed welding area) would be placed as a safety precaution prior to any welding. Once the weld site is deemed safe from hazardous gases, WRF staff would then weld a steel plate on the exterior of the floating roof's crack to seal the roof again. Sealing the roof would allow for it to be repressurized and "float" once again.

This would be considered a temporary solution with an anticipated lifespan through 2028, when it is anticipated that more funds will be available to develop a more permanent solution, such as a roof replacement.

Following CIP discussions in January 2025, Digester #3 has been moved ahead of Digester #1 in digester cleanout projects. Digester #3 will be cleaned out as early as July 2025 for internal structural assessment of the digester and its roof, as well as to prepare the interior portion of the roof for a temporary fix. July 2025 is the beginning of FY 2026, which is when the next digester cleanout is scheduled. The temporary fix will be welding a metal plate over the exterior portion of the crack in the roof. The permanent roof replacement will likely happen in 2028 when more funds are available for the WRF to execute the full replacement for this CIP project. No changes were made in February with regard to executing the repair. Digester #3 will be cleaned out instead of Digester #1 as early as July. It will not happen earlier than July as the next digester cleanout project is budgeted for FY 26.

In April 2025, a scope and fee for the condition assessment of Digester No. 3's roof was received from Garver. The condition assessment includes an internal visual assessment of the digester roof, and will be used to determine the extent of the repair required.

At the start of FY26, WRF staff will begin preparing for the digester cleanout capital project. During this period, Garver's assessment scope will be finalized and they will be prepared for the internal assessment after the digester is cleaned out.

Bid opening for Digester No. 3 Cleanout occurred on October 2, 2025. Hodges Farms & Dredging, LLC was the lowest bidder at $444,000. Following the preconstruction meeting for the digester cleanout, the internal assessment of the digester's roof will be scheduled. During this period, the scope and fee for the assessment/design work will also be executed.

Engineer: Garver – On-Call services

Sewer Maintenance Project FYE18 (WW0316): Annual project will replace about 27,800 feet of deteriorated sewer lines with High Density Polyethylene (HDPE) pipe and rehabilitate or replace about 108 manholes. Project area is bounded by Westbrook Terrace to the north, McGee to the west, Highway 9 to the south and Berry Road to the east.

From an email from Parkhill on 12-05-24 the preliminary SMP-18 plans for review are expected before January 1, 2025.

NUA staff had a meeting with the new engineering team assigned to this project at Parkhill on January 30, 2025. From this meeting, plans are expected to be in-hand by mid-February 2025.

Plans are being finalized with Parkhill before bidding in late October

Engineer: Staff with assistance from Lemke Surveying

Water Reclamation Facility (WRF) PFAS and Microplastics Fate and Transport: New regulations for PFAS are being promulgated by the EPA for drinking water but future regulations for wastewater effluent and biosolids are envisioned as well. To get information ahead of future rules for wastewater, this project will sample for PFAS and microplastics at locations throughout the WRF to determine levels through each process, PFAS formation or removal, and percentages of materials within liquid effluent or biosolids. Funding for this work will be from a loan from the Oklahoma Water Resources Board with 100 percent loan forgiveness (i.e., no ratepayer funds to be used).

The project Kickoff Meeting occurred 7/11/24 at the WRF. Garver to develop a sampling plan based on data received by WRF staff. NUA is also holding meetings with the USGS in August and September to explore additional CEC sampling at no cost to the NUA.

As of the end of November 2024, the sampling plan is in development. Equipment for the biosolids holding bins and plumbing to be acquired in February, after sampling plan review.

In August, NUA staff organized a meeting with USGS Research Hydrologists Michelle Lorah and Jason Masoner, and OU Professor of Civil Engineering and Environmental Sciences Bob Nairn regarding sampling.

As of December 2024, the WRF land application permit and soil testing is being reviewed by Garver to begin finalizing the sampling plan. A review of sampling needs will take place in January 2025.

An onsite meeting with Garver was conducted in January 2025. During this meeting, Garver announced plans to conduct baseline sampling for the liquid and solid treatment trains at the WRF in February 2025. Also occurring in February 2025, NUA staff will begin mixing biosolids and yard clippings to create Class-A compost, specifically for use in the biosolids troughs that will be created and regularly sampled throughout the duration of this project.

Delays in receiving sampling bottles have pushed sampling of the liquid and solid treatment trains to mid April. Materials for the class-A compost sampling troughs are being procured as the compost develops.

Initial sampling of the solid and liquid trains began in late April and is expected to conclude in May. The Class-A compost being developed for this project is near completion and should be fully developed by the end of May, which is also when the equipment for the Class-A compost troughs is expected to arrive on-site.

The initial sampling is expected to conclude in June with sampling of the solids treatment train. Delivery of materials for construction of the pilot beds is also expected in the month of June 2025.

Delivery of materials has started at the WRF, and the experimental troughs are expected to be completed by the end of July. Sampling to begin after the bins have been constructed.

As of September, results from sampling the solids/liquids treatment trains are still under analysis at Eurofins and the University of Oklahoma. The experimental troughs are assembled, and dry/wet sampling of the troughts will begin in October.

Engineer: Garver (Bryce Callies)

Water Reclamation Facility (WRF) Aeration Blower Replacements: The WRF has been in need of replacing two turbo blowers and outdated centrifugal blowers that supply the aeration basin with air for multiple years. The current turbo blowers have significant issues operating during the hottest portion of the year, and their replacements are already on-site. It is expected for the winning contractor to quickly install the new turbo blowers, but it could take upwards of a year or more to procure the other centrifugal blowers being replaced. This project also includes intake improvements for the turbo blowers and point repairs for leaks along the aeration main. Garver is the consultant on this project, and as of May 30 2024 bid opening, Crossland Heavy submitted the lowest bid, but bid award is still pending review.

In June 2024, EPA funding was authorized for this project. The authorization of the funding source is significant as this project must now meet all of the EPA requirements for funding. The project was bid with anticipation of using these funds, and now that funding is secured the project may proceed as anticipated.

Preconstruction meeting occurred on July 30, 2024 at the WRF. Crossland Construction Contractors produced a schedule of work beginning in late Fall for the install of the Turbo Blowers. Lead times for electrical components for the centrifugal blowers are a driving factor for their installation not beginning until Winter of 2025. Crossland will be onsite at the WRF in August to verify measurements and confirm their construction sequence planning.

As of August 2024, installation of the turbo blowers is expected to begin in late November or early December in 2024.

This project is expected to be funded with EPA funds and a Resolution before the Norman City Council on October 8, 2024 will be presented to convert this project to be fully funded by the EPA (80% EPA, 20% City fund match required).

On October 14, 2024 Crossland Heavy repaired the leak in the blower main line, which was a base bid item. This was originally expected to be done in November, and this expedient repair has put them ahead of schedule. Crossland is currently working on removal and replacement of the first turbo blower, which may be completed in November instead of December.

As of the end of November 2024, the first turbo blower has been placed on its concrete pedestal and delays in electrical equipment has prevented finalization of the installation of the blower. Even with this delay, the project is still expected to be on schedule, with both turbo blowers installed by the end of February 2025.

As of December 2024, the project has experienced no further delays and the first turbo blower is still on pace to have its installation completed by the end of February 2025.

As of January 2025, the complete installation of the first turbo blower and WRF staff blower training is expected to occur in mid to late February 2025.

As of March 2025, installation of Turbo Blower No. 5 is nearly complete. Turbo Blowers No. 5 and 6 will be tied into the WRF's Supervisory Control and Data Acquisition System (SCADA) in April 2025, and will be followed by testing, training, and then release.

As of April 2025, the network tie-in of Turbo Blowers No. 5 and 6 require an additional site visit from Atlas Copco to complete the work. Once this work is performed, Garver will then perform a site visit to connect Turbo Blowers No. 5 and 6 to the WRF's SCADA system.

Atlas Copco performed their final site visit in May, and Garver is expected to complete the SCADA Integration in June 2025. Final commissioning of the turbo blowers is expected to be done following this integration.

The centrifugal blowers are expected to be delivered in late July or early August. In the meantime, Crossland Heavy and Atlas Copco are working on adjusting the automated controls for the turbo blowers to fit WRF staff needs.

At the end of July 2025, Atlas Copco was procuring a new Rover for the aeration blowers at the WRF. The Rover will collect operational and system data of the blowers, which will then be used to diagnose and resolve existing issues with automation of the new turbo blowers.

As of August 29, 2025. Atlas Copco will be sending personnel to the WRF to resolve the automation control issues before mid September. VFDs for the centrifugal blowers nos. 1, 2, 3, and 4 have been received and VFD installation will begin on centrifugal blowers no. 1 and 2 in early September.

The issues with the turbo blower automation controls were resolved in September, and both turbo blowers are now fully installed and functioning properly. The centrifugal blower delivery has been delayed until October 28th. Install of the centrifugal blowers will begin once they arrive.

Engineer: Garver (Michael Nguyen)

Ashton Grove Lift Station Basin Study (WW0341): On April 9, 2024, the Norman Utilities Authority approved Contract K-2324-168 with Dukes Root Control, Inc. for $118,794.72 to assess sewer line conditions in the Ashton Grove Lift Station Basin, located east of 48th Avenue NW and south of West Rock Creek Road. The study includes several forms of assessment, including utilizing a sewer line rapid assessment tool (SLRAT) for line assessment, manhole inspections, and flow tracking using 36 iTrackers to be placed in manholes throughout the project area. All assessments and field work completed in May 2024. During the 60-day iTracker period, the City has experienced several heavy rainfall events and will only need a 60-day period for the study instead of a 90-day period to gather sufficient inflow data.

As of July 18, all field work has been completed and iTrackers collected. Project report anticipated in late August or early September.

As of August 2024, deliverables are expected in early September with a follow-up deliverables presentation by Duke's soon after in September.

Deliverables presentation occurred on September 24, 2024. Deliverables presentation included SLRAT, manhole inspection, and iTracker results. City Staff to review deliverables and identify future actions for identified problem areas in October 2024.

During the Southwest American Water Works Association Conference, Peter met with Brian Conroy from Duke's in regard to inadequate data produced from several iTrackers in the project period. A follow-up meeting will be held in November to discuss what Duke's will do to resolve the gap in data.

Following discussion with Duke's staff, NUA produced a spreadsheet detailing the data issues with specific iTracker units. A follow-up meeting will be held with Duke's to determine how this issue may be compensated.

In a discussion regarding the meeting needs, a discrepancy between the Duke's iTracker flow out of the Ashton Grove Basin and NUA flow monitoring devices very near to the Ashton Grove Basin was discussed. The NUA flow values are to be given to Duke's for their evaluation and included in a January 2025 meeting.

Following the January 2025 meeting, Duke's reviewed the provided flow data and requested a February follow-up meeting so they can provide more details on the data provided and the study's performance. The goal of a more detailed data analysis is to identify specific areas in Ashton Grove for smoke testing to detect infiltration and inflow issues.

In the second meeting with Duke's they identified two keys areas that are candidates for smoke testing.

Duke's will perform smoke testing in the Ashton Grove area in late October 2025. The smoke testing will cover 10,000 linear feet of sanitary sewer line and will be focused on areas identified as having potential infiltration and inflow issues from the basin study.

SE Norman Lift Station Payback (WW0306): Staff has recently updated the wastewater model to project flows generated from full build-out of the Destin Landing Development in SE Norman. A series of interceptors as well as one large lift station with flow equalization can eliminate one existing and three proposed lift stations in southeast Norman. This project will estimate project costs, assign wastewater generation estimates to undeveloped properties to be serviced, and prorate payback costs per parcel based on wastewater generation projections. Developers might initially fund the lift station and/or the NUA with a portion of the funding paid back as additional areas develop. RFP issued 06/12/18 for this work with proposals due 07/15/18. On 08/07/18, staff selected Search, Inc. to prepare the sewer service area study and evaluate its potential as a payback project. This project was placed on hold while staff worked through the AIM Comprehensive Land Use Plan and associated wastewater master plan. With the completion of these efforts, staff will begin to incorporate the new projects into the long-term capital plan.

Bishop Creek Interceptor Project (WW0174): Project will replace or parallel approximately 20,600 feet of existing sewer interceptors in the in the Bishop Creek wastewater basin to accommodate the full build-out wastewater flows. The project area generally lies between Highway 9 and Constitution and between Jenkins and Classen Boulevard. This project was placed on hold while staff worked through the AIM Comprehensive Land Use Plan and associated wastewater master plan. Witth the completion of these efforts, staff will begin to incorporate the new projects into the long-term capital plan.

WATER PROJECTS:

Robinson Water Line: 24th Ave NE to 12th Ave NE (WA0242) – Jacobs Engineering was selected as the consultant for the 30-inch water line project from 24thAve NE to 12thAve NE. The contract was approved by NUA on November 26,

2019, and project kickoff meeting was held January 14th, 2020. On May 6, 2020, a preliminary plan review meeting convened with NUA and Jacobs staff in attendance, and updated preliminary plans were approved in August 2020. In February 2021, 65% plans and specifications were submitted, and, after review by NUA and additional investigations by Jacobs, the 65% plans were approved in late 2021 with a revised alignment that included 900 LF of pipeline being installed in the southernmost traffic lane of E. Robinson Avenue.

During April 2022, the decision was made to defer construction on this project until at least Fiscal Year 2023/24. From that point, it was agreed that Jacobs could schedule final design work and easement acquisition at a pace intended to synchronize completion of final design, receipt of permit, and purchase of all easements with this revised construction schedule. However, Jacobs encountered issues with their chosen alignment, largely associated with a previously-unidentified and currently-unused OG&E easement along Robinson Avenue in front of large, adjacent properties owned by the United States Department of Veterans Affairs and J.D. McCarty. OG&E has now given formal authorization for Norman Utilities to encroach on their easement as needed for this project so preparation of final plans and easement acquisitions can now proceed.

Due to the critical nature of the project and the delayed progress in finalizing design for bid, meetings convened between NUA and Jacobs on January 6 and February 20, 2025. In these meetings, Jacobs and NUA committed to close coordination and working together toward the goal of completing final design as well as obtaining easements and permits in order to advertise the project in Summer of 2025. During April 2025, engineering and line maintenance staff reviewed current design documents, walked the alignment, and convened a review meeting on April 18, 2025. The major recommendation arising from this review was to move as much of the alignment as practical and acceptable into Robinson Avenue. As a result, a meeting convened with Norman Utilities Engineering, Utilities Line Maintenance and Public Works staff on June 26, 2025, and Public Works staff approved moving alignment into Robinson. Immediately following the meeting, Norman Utilities Department's final comments on drawings (which included a new alignment largely in Robinson) were forwarded to Jacobs. During the month of September, Jacobs continued addressing comments on design including revised alignment and also worked on a request for a contract amendment associated with the alignment changes. During the month of October, work on next iteration of plans should continue and negotiations on the Contract Amendment should be completed.

Schedule may be revised in a more formal manner as part of any amendment with Jacobs, but tentatively, project should be ready for bid during the first quarter of 2026. Construction would then commence in the spring of 2026 and be complete by the end of 2026.

Engineer: Jacobs Engineering (Lisa Cox, PE)

Robinson Water Line: 12thAve NE to Porter (WA0242 – Phase V) – On August 14, 2025, Proposals were received for Project WA0242, Phase V and Phase VI, the final two segments of the Robinson Avenue 30" Water Line, which, upon completion, will increase transmission capacity between the Norman WTP and the west side of Norman. On September 15, 2025, the Norman Utilities Authority Evaluation Committee convened to complete evaluation of the proposals. The committee selected Ardurra of Oklahoma City, OK as the best design engineer for the Phase V, 12th Ave NE to Porter segment. Contract negotiations will commence in October 2025 and engineering contract should be ready to present to City Council for approval by the end of 2025. Schedule for design, bidding and construction will be formalized as part of negotiations.

Engineer: Ardurra (TBD)

Various Urban Area Water Line Replacements (WA0381): On August 14, 2025, Proposals were received for Project WA0381, Various Urban Area Water Line Replacements, which consists of the replacement of approximately 3,200 LF of 6" and 8" water lines that have reached the end of their useful lives and the replacement of lead service lines. On September 15, 2025, the Norman Utilities Authority Evaluation Committee convened to complete evaluation of those proposals. The committee selected Parkhill of Oklahoma City, OK as the best design engineer for the project. Contract negotiations will commence in October 2025 and engineering contract should be ready to present to City Council for approval by the end of 2025. Schedule for design, bidding and construction will be formalized as part of negotiations.

Engineer: Parkhill (Sara Senyondo)

Westwood Estates Water Line Replacements (WA0387): On August 14, 2025, Proposals were received for Project WA0387, Westwood Estates Water Line Replacements, which consists of the replacement of approximately 10,000 LF of 6" and 8" water lines that have reached the end of their useful lives and replacement of lead service lines in Westwood Estates east of 24th Ave between Crestmont and Dakota. On September 15, 2025, the Norman Utilities Authority Evaluation Committee convened to complete evaluation of those proposals. The committee selected Benham of Oklahoma City, OK as the best design engineer for the project. Contract negotiations will commence in October 2025 and engineering contract should be ready to present to City Council for approval by the end of 2025. Schedule for design, bidding and construction will be formalized as part of contract negotiations.

Engineer: Benham (TBD)

Carter Avenue Area Water Line Replacements (WA0388): On August 14, 2025, Proposals were received for Project WA0388, Carter Avenue Area Water Line Replacements, which consists of approximately 5,300 LF of 6" and 12" water lines that have reached the end of their useful lives and replacement of lead service lines along and adjacent to Carter Avenue between Acres and Robinson. On September 15, 2025, the Norman Utilities Authority Evaluation Committee convened to complete evaluation of those proposals. The committee selected Halff of Oklahoma City, OK as the best design engineer for the project. Contract negotiations will commence in October 2025 and engineering contract should be ready to present to City Council for approval by the end of 2025. Schedule for design, bidding and construction will be formalized as part of contract negotiations.

Engineer: Halff (TBD)

Tecumseh Water Line Replacement (WA0380): The existing 24-inch water line along Tecumseh Road is a vital component of the Norman water distribution system. The crossing of Interstate 35 is a portion that is extremely deep and is not able to be worked on by City staff due to this depth. This project will replace the pipe generally from Flood Avenue to Journey Parkway to provide more reliable and maintainable water service to the area and for transmission of water under Interstate 35. This project will also replace several ductile iron laterals along this corridor. Contract was executed on February 27, 2024. Proposed alignment was reviewed and comments sent back to Plummer in May 2024. Next steps are to meet with Public Works on the timing of Tecumseh Road Widening Project from 24th to Flood, in an effort to determine the best window to replace the waterline along that section of road.

A meeting with ODOT occurred in June 2024, with ODOT accepting the proposed alignment. The next steps in this project are to execute the alignment survey and begin geotechnical assessment of the soil near I-35.

As of July 2024, the alignment survey is to be scheduled in September, with 30% plan development to follow the survey.

The alignment survey was completed in September 2024, and the 30% plans are currently in development. The survey yielded no unexpected findings.

In October 2024, Peter was informed that the Plummer engineers on the project, Alan Swartz and Tayler Kent, were leaving Plummer. A follow-up meeting was held to discuss the status of the project, and Robert Weinert, the engineer replacing Alan Swartz as the lead was introduced. Robert is a seasoned engineer and has worked on large projects for NUA in the past (Robinson Phase I and II WL Replacement).

A technical memorandum is expected in late November, with the 30% plans pushed back to early December.

The technical memorandum was received in December with 35% plans, and is being reviewed by NUA staff.

As of January 2025, the 35% plans are still under review. Utilities staff met with Public Works in February 2025 to ensure there are no future conflicts with projects Public Works has planned in the same area.

NUA staff to meet with Plummer in early April to review Plummer's response to NUA's comments on 30% plans. Following this meeting, Plummer will begin working on 60% plan set.

As of April 2025, Plummer continues to work on the 60% plans.

In late May 2025, Utilities staff received the final Technical Memorandum from Plummer. 60% plans are expected in June or July 2025.

Plummer provided an update at the end of January to let City Staff know that the 65% and the subsequent 95% plan will be completed by July or late August.

NUA staff met with Plummer engineers on August 15, 2025 about finalizing the 65% plans. Plans are expected in September.

In September 2025, the need for additional survey along the I-35 crossing was identified. Plummer will perform the additional survey work, as well as procure easement documentation for two buildings in the project alignment under an amendment for this project that will be executed in October 2025.

Engineer: Plummer *(Robert Weinert)*

Danfield Water Line Replacement (WA0379): This project will replace the existing 6 and 8-inch lines running along Danfield from where it intersects Brookhaven Blvd on the south the north to where it intersects the same street to the north. The existing lines are ductile iron pipe that are 40-50 years old and have experienced a significant amount of corrosion that have impacted water service to the development. The project is approximately 4,000 linear feet. The final design will also include waterline replacement of all five cul-de-sacs located in this section of Danfield. As of the first week in February, design for the Master Alignment has been completed. As of the first week in March 2024, design is underway. Design phase completion is expected in late April 2024. Follow-up with Parkihill on May 7, 2024 has design phase expected completion on May 17.

Plans were received on Monday October 7, 2024 and are currently under review by Norman Utilities Staff.

Staff has completed review of plans and bid documents are being prepared while Parkhill addresses NUA comments on the design.

From a 12-5-24 update email, NUA expects to receive the completed plans by January 1, 2025.

The Parkhill engineer on this project has moved to a different company and a meeting with the new project manager at Parkhill will take place in January 2025. As the initial plans were already received by NUA and returned to Parkhill with NUA comments to address, the final plans are expected to come in January or February 2025. NUA staff will meet with the new project manager in January to determine how close Parkhill is to tendering final plans.

During the meeting with the new Parkhill team assigned to this project, Parkhill determined the final plans will be ready by mid-February. Bid specifications are being prepared and bidding is slated to be advertised in March.

Bids were received and opened on May 1, 2025. The lowest bid received was from Southwest Water Works, LLC in the amount of $1,585,350. The contract is expected to be awarded at the City Council regular meeting on June 10.

Construction to begin on this project on October 27, 2025, and notification of construction work to Brookhaven residents will be sent on October 13, 2025.

Engineer: Parkhill (Sean Price)

Advanced Metering Infrastructure (WA0351): The City of Norman has an aged water meter population and current and improvement technology have improved such that advanced metering infrastructure would provide significant benefits for the City and its customers. The implementation of this technology will reduce staff requirements for the reading of meters and will ensure more timely and accurate readings. With daily water usage information accessible for staff and the customer, customers will be able to be notified of leaks and better understand how water is used at their property. This will also help with water conservation efforts and billing resolutions. In addition to water metering improvements, the system and technology will also be leveraged to the maximum extent possible for monitoring the water system and other City needs. The consultant has completed the assessment phase of the project. The procurement phase, specifically the generation of the Request for Proposal, began in November. In May 2022, the Bureau of Reclamation notified staff that the City was awarded a $500,000 grant under the Watersmart program or a $2,000,000 grant under the Bipartisan Infrastructure Law program. Upon direction from City Council, staff is moving forward with this project to fully implement the project. Request for Proposal (RFP) 2223-13 was issued on August 25, 2022. Proposals were received. Three vendors were short-listed and interviews were completed November 15-17, 2022. The top-ranked vendor was selected and contract negotiations are underway. A waiver from the BOR was received and the project is now moving forward with contracts awarded on April 9, 2024. The formal implementation kickoff was held in June. Radio network is installed and meters are communicating and reading on the system. Integration work for software is ongoing. Meter upgrades are past 60 percent complete and approximately 23,500 meters have been upgraded to-date.

Importing reads into production for billing is ongoing as routes are substantially complete. The Customer Engagement Portal is currently in development but roll-out is being pushed further back to better align with completion of the meter installations.

Consultant: E Source (Alyssa Pourciau)

Well Field Blending and Future Groundwater Treatment Site (WA0214):

This project will determine the best location, layout, and treatment processes for blending and treating the 41 active groundwater wells utilized by the City of Norman. All active wells are currently in compliance with the standards set forth in the Safe Drinking Water Act and Public Water Supply Operations are not required to provide treatment and residual disinfectant under Oklahoma Administrative Code 252:631. However, the NUA also treats and distributes surface water from Lake Thunderbird. Since the water from the surface water source and the groundwater wells is blended in the distribution system piping, ODEQ has indicated that the system will need to be modified such that a minimum disinfectant residual of 1.0 mg/L of total chloramines ($NHCL_2$) should be found throughout all parts of the system in the future. In addition, maximum contaminant levels (MCLs) of total chromium and arsenic may be lowered by EPA, and a new MCL for hexavalent chromium may be established in the future, thus requiring additional treatment for the groundwater wells. NUA entered into a contract with Carollo Engineering, Inc. on June 22, 2021 in the amount of $95,090 to develop preliminary layouts for the future build-out of the facility including immediate needs and future treatment processes. The Notice to Proceed date was set for June 29, 2021 and a kick-off meeting and site field investigations are scheduled to be held on July 21, 2021. Staff met with SRB, LLC this month to obtain assistance for acquiring the land needed for the blending location which includes review of property records, survey and map, and negotiation assistance. A Purchase Order was created for $16,200 for these services, and a 28-acre parcel of land was approved to be purchased by Council on February 22, 2022 in the amount of $800,000. This 28-acres, which became for sale in 2021, is located near a potential site that was evaluated as being in a more favorable location based on the layout of our wellfield, as indicated by a hydraulic model conducted by Plummer Associates, LLC. A final Technical Memo was received from Carollo in August 2022 and was sent to Plummer. This memo will be utilized by Plummer to determine the layout and modeling needed for the preliminary disinfection system. The engineering contract with Plummer for design of the disinfection system was approved by Council on October 11, 2022 in the amount of $528,900. Staff had a kick-off meeting on November 1, 2022 with engineers. Staff held the chlorine demand and disinfection byproducts testing on December 19, 2022 at the WTP. No DBPs were detected and demand was very low, as expected. An additional sum of $49,286 was added to the contract for work needed to improve the design following public comments. The Planning Committee approved the revised platting/zoning for the location. Staff are reviewing the 90% submittal and staff is working on revisions to proposed Amendment 2 of the engineering contract.

Site Evaluation Engineer: Carollo Engineering, Inc. (Tom Crowley & Rebecca Poole)
Land Acquisition: Smith Roberts Baldischwiler (Bryan Mitchell)
Disinfection System Engineer: Plummer Associates (Alan Swartz)

Lead Service Line Inventory and Replacement (WA0384): The recent Lead and Copper Rule Revision will require new measures for utilities to comply with the rule. Specifically included within this proposed funding are 1) Inventory of approximately 5,000 service lines, 2) Distribution of pitchers to 20,000 locations, and 3) testing of 20,000 locations resulting from any disturbance. Costs for the inventory continue until completed. Reduced costs for the pitchers and testing are proposed in later years since the Advanced Water Metering project will be completed. Line Maintenance has continued to complete service line inventories and, based on the results of the surveys and discussions with the ODEQ, the estimated number of unknowns was reduced to approximately 4,500 services. The final inventory was submitted to the DEQ on October 16, 2024. Service line verification was completed for Norman schools and as requested by Voda.AI for their analysis.

James Garner Ave Waterline Replacement from Main to Duffy (WA0338): This project will replace the aging 6, 8, 12, and 16-inch waterlines between Main Street and Duffy Street along James Garner Avenue in conjunction with the Public Works Department James Garner Avenue Streetscape project currently being designed by Cowan Group Engineering, LLC. The waterlines in this area are over 50 years old and have experienced failures that disrupt water service and traffic flows. Replacement of these waterlines prior to the surface improvements will ensure good infrastructure and reduce the likelihood that the surface improvements have to be removed and replaced for future water line replacement work. NUA entered into a contract with Cowan Group Engineering, LLC in the amount of

$93,800 on June 22, 2021. A kick-off meeting was held on February 15, 2022 after 60% streetscape plans were completed. Additional items were added to the project so an amendment will be brought to City Council for approval. This project will be completed in combination with the Public Works project to reduce overall restoration costs and impacts to the public. Project was bid but was over budget for the roadway portion of the work. Staff will work to amend the contract with the Engineer to bid the water line portion separately.

Engineer: Cowan Group Engineering, LLC (Jeff Cowan)

Jenkins Avenue Waterline Replacement (WA0353): This project will replace approximately 2,500 feet of existing 6-inch waterline with new 12-inch waterline in concert with the planned widening of Jenkins Avenue through the City of Norman Public Works Department. This project will also design a 1,000-foot extension of the Segment D transmission line recommended by the 2003 water mater plan. In addition, this project will install a non-potable reuse line from Imhoff Road to Constitution Street. Freese and Nichols, Inc. is currently under contract with Public Works to design the widening on Jenkins Avenue and also the intersection improvements at Jenkins Avenue/Constitution Street/Imhoff Street, so staff determined that it would be in the best interest of the NUA to contract with Freese and Nichols, Inc. for this waterline project in order to ensure a cohesive design for both street improvements and the new water lines in this area. The contract with Freese and Nichols was approved by council on April 27, 2021 in the amount of $95,740. Staff had a project kick-off meeting with engineers on May 27, 2021. Public Works will be combining the waterline work into the ODOT streetscape project. This will save money in restoration costs and allow for a shorter construction period for the entire project. ODOT has bid the project and awarded contract. Water line installation on this project is currently ongoing with all of the 12-inch water line installed from Timberdell to Lindsey. Additional work to be completed will be lowerings and extension of the 24-inch line from Constitution past the proposed traffic circle.

Water Line Desktop Condition Assessment (WA0337): This contract provides for our consultant, Voda.AI, to complete a desktop condition assessment of the water lines within the distribution system. Each segment of water line within the City's database will be evaluated and scored for both likelihood and consequence of failure using information from GIS databases such as pipe age, material, soil conditions, and other factors relevant to pipe reliability. To prove their model's validity for our system, the model will be set up using historical data and the analysis will then be performed and compared against actual results for a test year. Staff have been working with the consultant to provide data and working through data cleanup. Initial results were provided in November. Staff reviewed the information in December and had modifications/corrections. Updated information provided and staff have reviewed the information. The project will be continued for the next 4 years with the information used as an input to identify future projects.

Water Treatment Plant Clarifier 1 and 2 Rehabilitation (WA0375):
Clarifiers 1 and 2 at the Water Treatment Plant (WTP) were installed in 1965 and have experienced deterioration warranting replacement of gearboxes and motors, in addition to new coats of paint. After 55 years in service, it's expected that the structural integrity of these clarifiers will have decreased. In July 2021, staff hired Suez Water Technology Solutions Services, Inc., who currently own the "Accelator" technology employed by these two clarifiers, to perform a visual inspection on one of the clarifiers. They found pitting and corrosion of steel and indicated the need to repair/replace the launder and outer wall brackets, in addition to realignment for the hood structure and circular deckplate, and re-painting the structure. This project will first entail a more in-depth condition assessment of both clarifiers 1 and 2 by Carollo Engineers, Inc, including visual and non-destructive testing of the concrete to determine areas of possible concern and ultrasonic thickness testing for metal structures. A final technical memorandum will be provided with their findings in addition to estimated costs for needed repairs in order to obtain reliable capacity from the clarifiers for the next 20-40 years. A contract with schedule, scope, and fee of $73,991.00 was obtained with Carollo and was awarded on December 14, 2021. Staff held a kickoff meeting with Carollo on December 22, 2021. An inspection and metal thickness testing was held on January 27, 2022. Paint samples were collected on February 8, 2022 for lead testing. A final Technical Memo was received in June 2022 which explained the most necessary repairs needed on clarifiers 1 and 2 are structural and electrical elements. To repair these elements only, the cost would be about $551,096. In addition, alternates were provided for additional repair/replacements that aren't as dire. Alternate 1 consists of structural and electrical repairs in addition to metal repairs and recoating. Alternate 2 consists of structural and electrical repairs in addition to replacing both clarifiers with new carbon steel tanks. Alternate 3 consists of structural and electrical repairs in addition to replacing both clarifiers with stainless steel tanks. Cost for these alternates are $2,306,254, $2,742,868, and $2,887,684, respectively. Life cycle costs decrease with each alternate. In

addition, repairs and recoating to clarifier 3 were included at a cost of $502,695. WTP staff are reviewing what they would like to do moving forward based on funding and timeline. Staff has determined that clarifier 3 is in most dire need for recoating/potential metal repairs and would like this to be accomplished with funds for this project. Repairs to clarifiers 1 and 2 would be completed at a later date if funding allows. Staff met with Carollo on July 19, 2023 to discuss combining this work with other WTP projects that need to be completed.

SANITATION CAPITAL PROJECTS:

Compost Facility Scale House (SA0019):

This project will modify the existing City compost facility layout located at Bratcher Minor Road, west of Jenkins, to facilitate a more efficient operation for the public and facility, install scales used for weighing large loads of compost, and construction of a modular building with potable water and sanitary sewer for staff in charge of coordinating with customers. This building will also replace the prefabricated building purchased in 2003 that has become severely deteriorated and inadequate. Based on the project scope, staff appointed TriCore Group, LLC as the engineer responsible for design and bidding services. City Council approved the contract with TriCore Group in the amount of $30,500 on May 11, 2021. Staff met with Engineers on March 4, 2022 to discuss preliminary plans. It was determined that a permanent building be built, rather than a prefabricated building, to better accommodate operations. In order to do this, Engineers had to subcontract an architect for the design of the building. An amendment to the contract for architectural services was approved by Council on April 12, 2022, which increased the cost of engineering services to $39,000. The engineer requested an increase of $4,000 to the contract in order to pay for redesign of the architectural plans. Staff is working on revisions to the contract to approve a final contract amount of $43,000. Staff received final plans and specifications from the engineers on September 6, 2022 and are reviewing before starting the bid process. Planning reviewed the current set of plans and sent their comments on June 23, 2023. These were forwarded to the Engineer for incorporation to the final plan set. A quote for access control and cameras (Convergint) and low voltage (TransTel) was obtained by IT in June. The Engineer sent a revised set of plans this month. Upon review, there are pay items missing for concrete and asphalt work, as well as details and specifications missing for the storm shelter and other important components. Comments from Planning were not incorporated and a revised specifications book has not been sent. Updated plans and specifications are currently being prepared by TriCore. As of the first week in March 2024, City of Norman comments on the plans and specifications are currently being addressed by TriCore prior to entering the bidding phase of this project.

A discussion with Tricore took place on October 2, 2024 and they requested for Norman Utilities Staff to begin compiling bid documents. Bid documents are expected to be completed in November with the bidding process beginning in December. This project doesn't have the same priority as projects with federal or state funding window constraints such as the WRF Aeration Blowers and Biosolids CEC project, or projects that will have a greater impact on Norman residents such as the Danfield WL Replacement and SMP-18, which have all required significant input from the NUA in the period originally designated for producing the bid documents in October.

This project is expected to go out for bid in January or early February 2025. A request was made for Tricore to tender plans to Development Services for review while the bidding documents are finalized and the bidding process begins.

The project went out for bid in January and bid opening will be on March 20, 2025. As of March 2025, received bids are being evaluated before proceeding.

Following the evaluation of bids, Contract and Bonds have been sent to the lowest bidder WL McNatt & Company in the amount of $1,787,506. This exceeds the budget for this project, and a change order has been negotiated and sent to WL McNatt & Co., reducing the scope of work on this project to bring costs into alignment with budgetary constraints. The contract and change order for this project is expected to be awarded and approved in the last City Council regular meeting in May.

Contract was awarded at the May 27, 2025 City Council Regular Meeting and contract documents signed by CoN personnel were received on June 4, 2025. A preconstruction meeting will be held in June 2025 where a construction schedule will be set.

As of July 2025, submittals are undergoing the approval process with mobilization to follow.

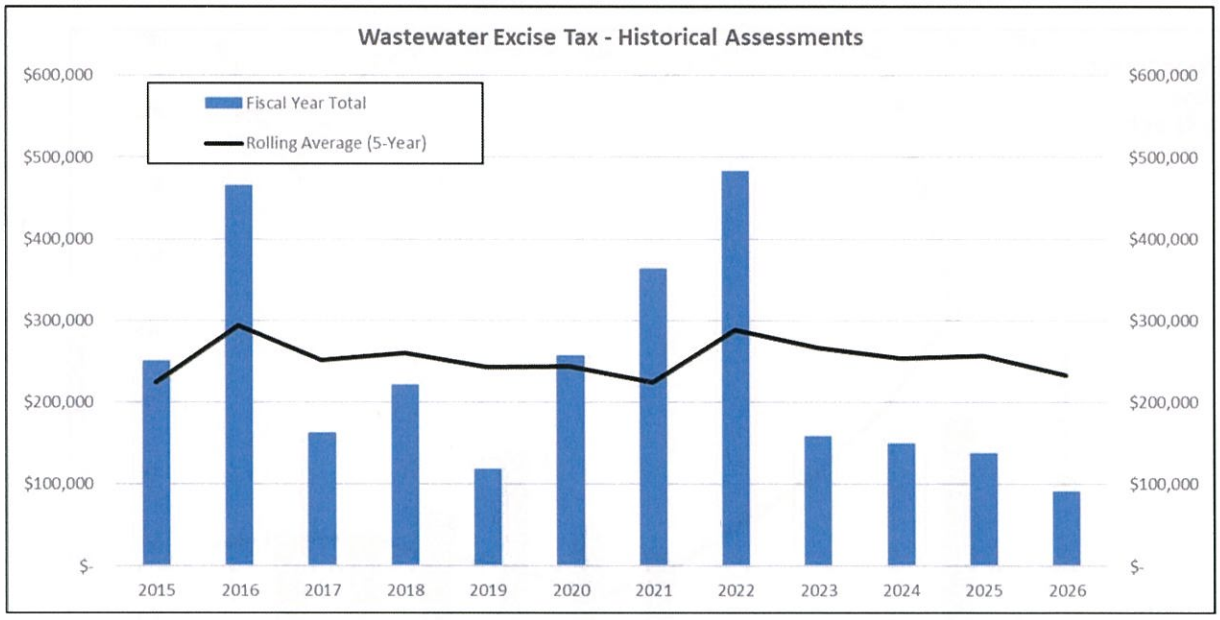
As of October 2025, submittals are being reviewed by City Staff. Construction will not begin until submittals have been reviewed and approved.

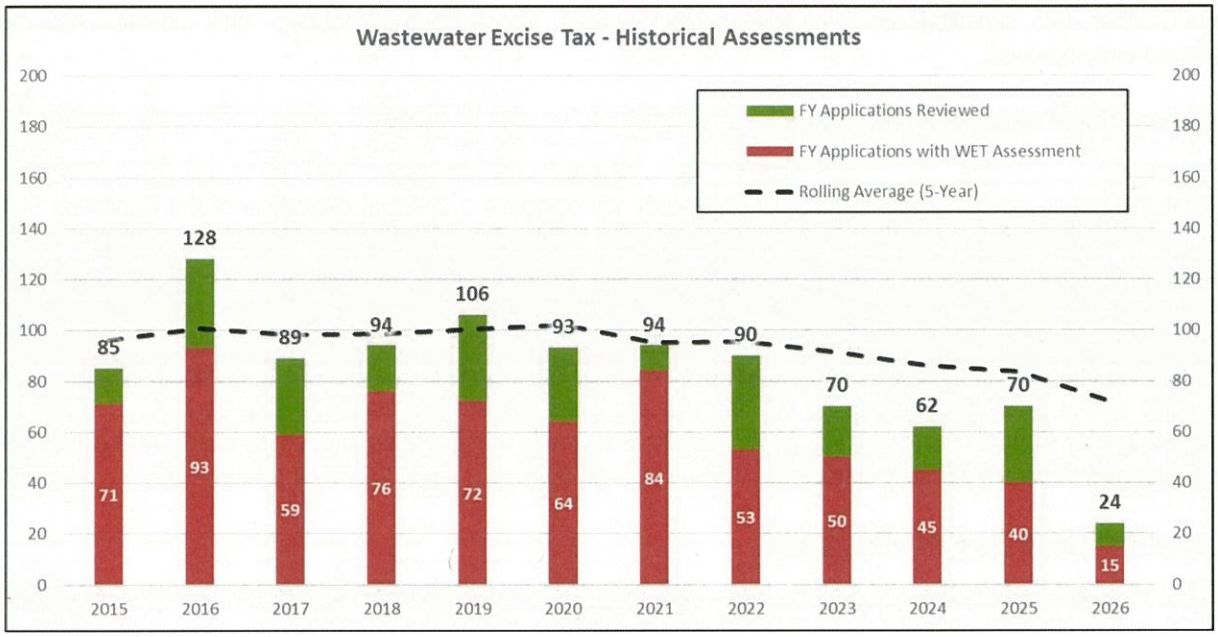
Engineer: TriCore Group, LLC (Greg Vance)

Sanitation Cost-of-Service Study (SA0025): This study will complete a financial evaluation of the Sanitation Fund. Raftelis, who has performed several financial studies for the Utilities Department, was selected to complete this work. Under this contract, Raftelis will evaluate the overall financial condition of the Sanitation fund amidst increasing costs. In summary, this study will develop a financial plan based on historical revenues and anticipated operating and capital expenditures, assess costs for service for various customer classes and services provided to sanitation customers, evaluate the current rate structure and prepare recommended modifications or increases to eliminate customer class subsidies and/or meet requirements for the financial plan; and present information to City Council. Contract was awarded by City Council on January 23, 2024. Raftelis is currently working through the data to ensure that the billing and revenue models are correctly configured.

Wastewater Excise Tax – Non-Residential:

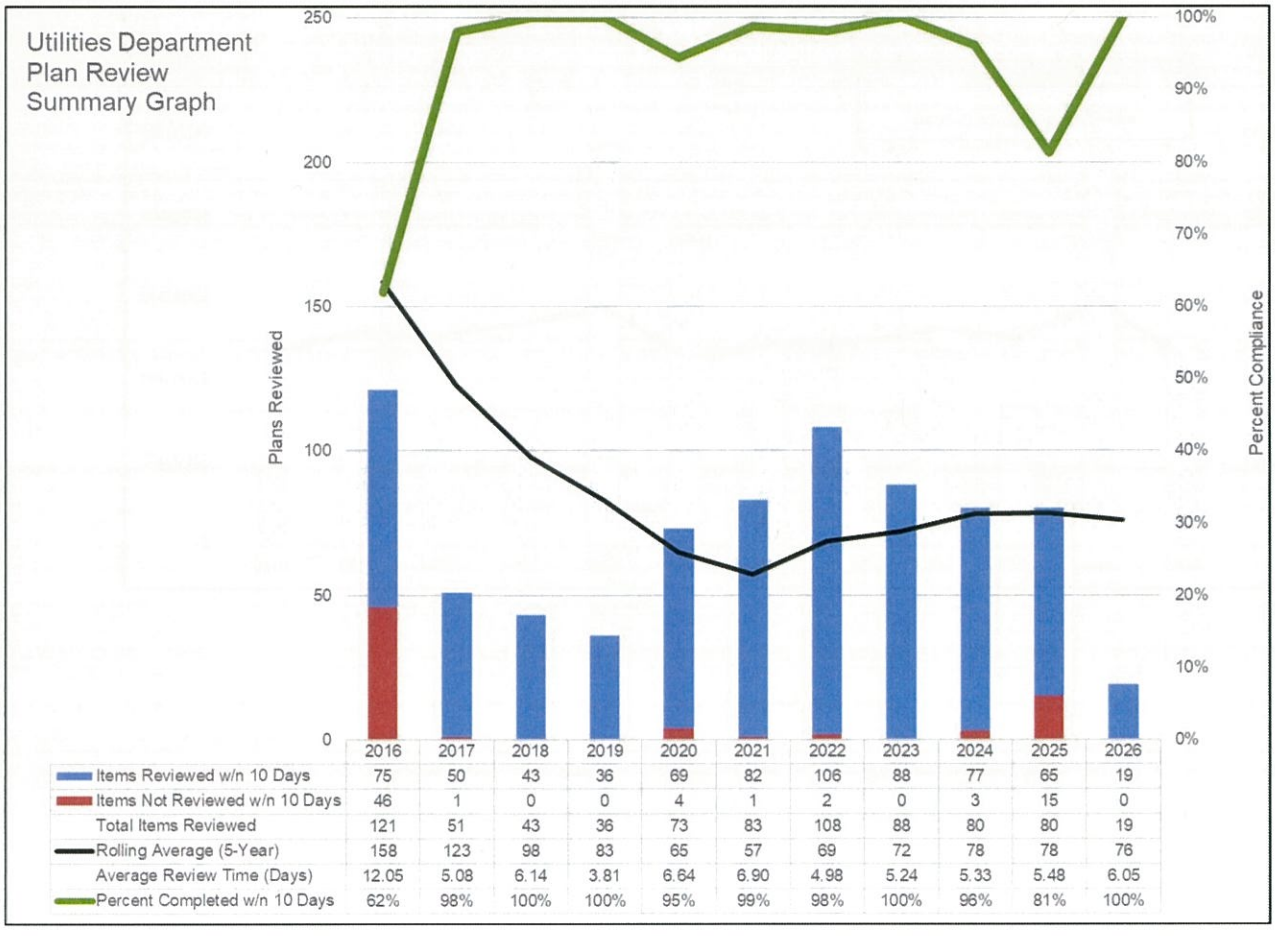
WRF Investment Fee/Wastewater Excise Tax: Staff evaluated the Wastewater Excise Tax on seven commercial entities last month. Five applications were determined to increase wastewater flows over the previous use of the site. For the fiscal year, 24 commercial properties have been reviewed and a total of $90,454.47 has been assessed to the entities that will increase wastewater flows for their respective property. Below are graphs showing the amount assessed and the number reviewed.





PLAN REVIEW:

Five plan sets were reviewed this past month. Staff has reviewed 19 plans for the current fiscal year with an average review time of 6.05 days and with 100 percent of plans reviewed within 10 days.



	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025	2026
Items Reviewed w/n 10 Days	75	50	43	36	69	82	106	88	77	65	19
Items Not Reviewed w/n 10 Days	46	1	0	0	4	1	2	0	3	15	0
Total Items Reviewed	121	51	43	36	73	83	108	88	80	80	19
Rolling Average (5-Year)	158	123	98	83	65	57	69	72	78	78	76
Average Review Time (Days)	12.05	5.08	6.14	3.81	6.64	6.90	4.98	5.24	5.33	5.48	6.05
Percent Completed w/n 10 Days	62%	98%	100%	100%	95%	99%	98%	100%	96%	81%	100%

RECOUPMENT PROJECTS:

1. NW Sewer Study: 36th Interceptor & Force Main Payback projects established in 1998/1999: Because of abandonment of Carrington LS, two resolutions reducing number of parcels requiring payback approved 01/10/12. Releases for many properties now served by North interceptor system projects were filed of record in 2012. NUA approved appropriation of payback funds on 12/05/17. Collected payback fees of $697 for Jolley Addition on 03/23/18. NUA approved appropriation of payback funds 12/10/19 allowing staff to issue payback checks to developers in late December 2019.
2. Sewer Service Area 5 Payback: Payback project established by R-0304-13 for NUA share of sewer improvements along Highway 9 from the Summit Valley Lift Station to the USPS.
3. North Porter Waterline Payback: Payback project established 04/12/05 for 12-inch waterline constructed by Calvary Free Will Baptist Church along Porter Avenue from Tecumseh Road north. Total payback to date is $0.00 of potential $61,177.
4. 36th Avenue NW Waterline Payback: Payback project established 08/24/99 for 24-inch waterline along 36th Avenue NW from Tecumseh Road to SE 34th in Moore. Total payback to date is $65,123.
5. 24th Avenue NW Waterline Payback: Payback project established 04/22/08 for 24-inch waterline along 24th Avenue NW from convention center to Tecumseh Road. Medcore billed $27,212 on 04/15/20; total payback to date is $87,074 of original project cost of $346,134.
6. Post Oak Lift Station Payback: Payback project approved 04/14/09 for sewer and lift station improvements to serve the Links development and other properties in SE Norman. Construction complete and final payback costs approved 01/25/11. Parcel 5 payback of $15,717.09 paid 12/15/15; total of $15,717.09 paid to date and will be returned to Links at end of fiscal year. Payback funds returned to Links in January 2018. Links check reissued in July 2019 as previous check was never cashed.
7. Interstate Drive Waterline Payback: NUA approved payback project on 04/22/14 for waterline improvements in University North Park in conjunction with the extension of Interstate Drive. Construction was complete in late 2015. Staff has finalized project costs, payback amounts and the Final Payback resolution approved 12/10/19. Hudiburg Subaru billed $28,540 on 04/24/20 and UNP was billed $32,963 for detention pond on 04/24/20.
8. Ruby Grant Waterline Payback: NUA will soon consider a new waterline payback project for waterline improvements along Franklin Road in conjunction with the Ruby Grant Park Improvements. Norman Forward through the Parks Department will fund 50% and the NUA will fund the remaining costs to be paid back over 20 years as property to the north develops. Design plans are complete and project will bid 07/25/19. Ruby Grant Waterline Payback project approved by Council 12/10/19; construction of 12-inch waterline is nearing completion. Battison Honda is considering new development along Interstate Drive north of Franklin Road that will connect to the Ruby Grant Waterline.

Private Water Well Permits Issued

0 water well permits issued for the month of September.

DIVISION OF ENVIRONMENTAL RESILIENCE AND SUSTAINABILITY SEPTEMBER 2025 SUMMARY

	MONTHLY	YEAR-TO-DATE
STORMWATER CONSTRUCTION SW		
INSPECTIONS	96	278
ACTIVE SITES	92	271
CITATIONS	0	0
NOVS	0	0
CDOS	0	0
SWOS	0	0
ECPS	4	10

STORMWATER MS4 OPERATIONS		
ACTION CENTER	2	10
PWSTORMWATER	0	1
CALLS	2	10
OTHER	8	35
TOTAL INQUIRIES	27	71
OUTFALL INSPECTIONS	0	0
MCM 5 INSPECTIONS	0	0
MCM 6/P2 INSPECTIONS	0	0

PRETREATMENT/FATS, OILS, AND GREASE (FOG) PROGRAM		
FOG INSPECTIONS	34	73
FOOD LICENSE APPROVAL	2	9
SIU INSPECTIONS	0	0
SIU SITES SAMPLED	0	1
TABLE II MONITORING (%)	0	1
TABLE III MONITORING (%)	0	0.75

HOUSEHOLD HAZARDOUS WASTE		
HHWF: CARS SERVED	74	252
SWAP SHOP VISITS	12	35
OIL DISPOSED	3241	7518
ANTIFREEZE DISPOSED	1845	3240
TIRES DISPOSED	15435	36315
HHW MATERIAL COLLECTED	4308	13615.5
E-WASTE: CARS SERVED	0	0
E-WASTE COLLECTED	0	0
TOTAL CARS SERVED	74	219
TOTAL MATERIAL COLLECTED	4116.5	13219

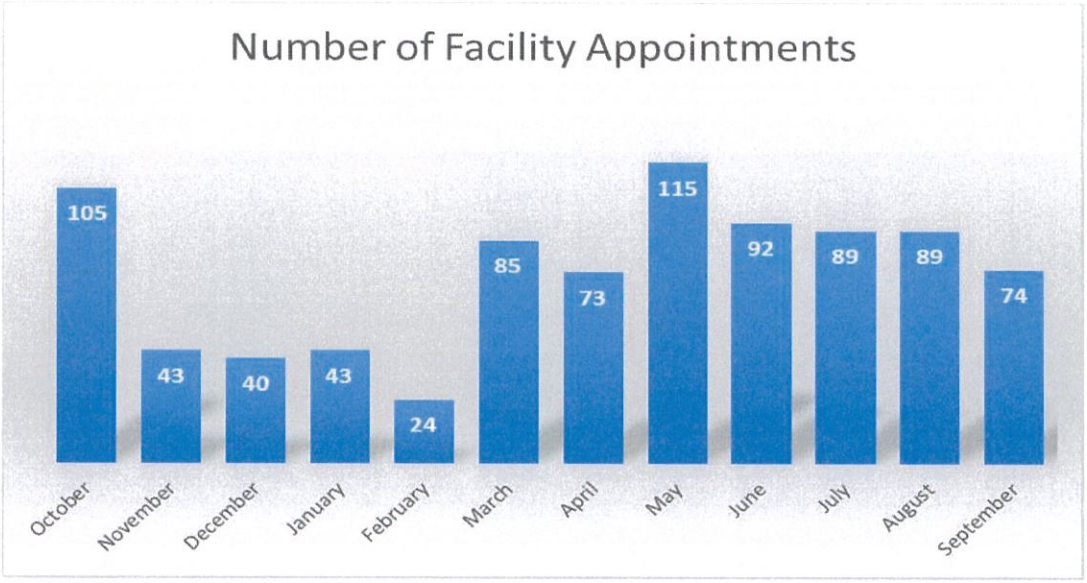
REVENUE		
FOG PROGRAM	$ 100.00	$ 400.00
SURCHARGE	$ 16,013.79	$ 30,142.75
LAB ANALYSIS RECOVERY	$ -	$ -
INDUSTRIAL DISCAHRGE PERMIT	$ -	$ -
TOTAL	$ 16,113.79	$ 33,274.73

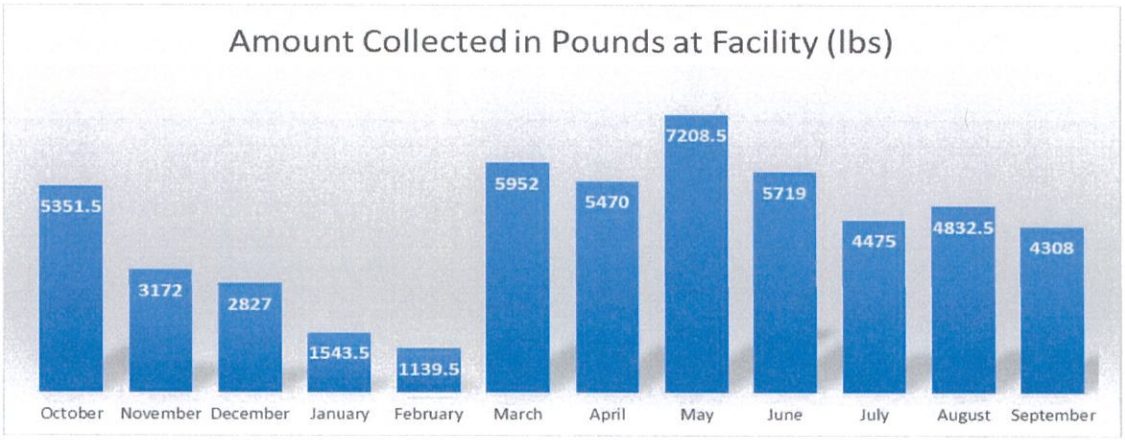
ACTIVITIES
ECAB
Provided staff liaison support including attending meetings, preparation of minutes, speaker scheduling andissue research.
Discuss plans to attend Lake Thunderbird Workshop and Cleanup Event
Continued work on composting and recycling education
Planning for participation in upcoming events
DoERS
Active participant on LTWA Board
Active participant on COSWA Board
Active participant on OCASA Board
Active participant on OKRA Board
On September 8, DoERS facilitated a cleanup of NE Lions Park with the Oklahoma Water Survey
On September 10, Boteler facilitated the Bishop Creek Watershed Based Plan group meeting at Eastwood Park
On september 10, the walk-through of the solar panel project on HHWF was completed.
On September 11, Gates facilitated a tour of OU students of the WRF
On September 11, Chao and Loudenback met with organizers to plan H2Oklahoma in March 2026 at Ruby Grant
On September 13, Chao, Loudenback, Gates, Boteler and Hohman exhibited at the Sam Noble Curiosiday
On September 15, DoERS staff performed bug collection on Dave Blue Creek in conjunction with Blue Thumb
On September 17, Chao, Boteler and Loudenback attended the MS4 permit stakeholder meeting
On September 18, Bees, Beers and Bites was held at Lazy Circles Brewing
On September 22-24, Loudenback attended the OFMA annual conference
On September 28, Monarchs in the Park was held in Legacy Park
On Septmber 29, Chao, Loudenback and Jason Murphy met with OU MLA students to talk about stormwater and NBS

Upcoming Events:

13-Oct Citizen's Academy
18-Oct Little Event and Sutton Cleanup
26-Oct Lake Thunderbird Workshop and Cleanup
26-Oct Oak-tober
15-Nov Electronics Waste Collection at Westwood

Upcoming Projects:





CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
WATER MAINTENANCE

	FYE 2026		FYE 2025	
September 2025	MONTH	YTD	MONTH	YTD
New Meter Sets:	**38**	**86**	**31**	**137**
Number Short Sets	38	85	31	132
Number Long Sets	0	1	0	5
Average Meter Set Time	6.43	6.18	6.03	5.38
Number of Work Orders:				
Service Calls	523	1,522	485	1,780
Meter Resets	0	3	0	2
Meter Removals	5	22	1	9
Meter Changes	14	48	42	254
Locates Completed	545	1,899	514	1,740
Number of Water Main Breaks	18	45	15	44
Average Time Water Off	1.15	1.49	1.42	1.67
Number of Water Leaks	127	224	42	160
Fire Hydrants:				
New	1	1	0	1
Replaced	1	2	0	2
Maintained	79	269	48	191
Number of Valves Exercised	167	401	81	390
Feet of Main Construction	340	340	0	0
Hours of Main Construction	332	332	0	0
Meter Changeovers	0	0	0	0
OJI's	0	0	0	0
Hours Flushing/Testing New Mains	19.20	69	15	60
Hours Worked Outside of Division	0.00	0.00	0	0

CITY OF NORMAN
DEPARTMENT OF UTILITIES
LINE MAINTENANCE DIVISION

MONTHLY PROGRESS REPORT
SEWER MAINTENANCE

	FYE 2026		FYE 2025	
September 2025	MONTH	YTD	MONTH	YTD
Obstructions:				
City Responsibility	1	5	1	4
Property Owner Responsibility	21	52	21	49
TOTAL	22	57	22	53
Number of Feet of Sewer Cleaned:				
Cleaned	111,204	285,667	117,088	325,852
Rodded	1,545	7,099	1,105	6,346
Foamed	60,012	60,012	0	60,484
SL-RAT	0	0	0	2,825
TOTAL	**172,761**	**352,778**	**118,193**	**395,507**
Sewer Overflows:				
Rainwater	0	0	0	0
Grease/Paper/Roots	0	1	0	0
Obstruction	0	0	0	1
Private	0	3	0	0
Other (Lift Station, Line Break, etc.)	0	0	0	0
Total Overflows	**0**	**4**	**0**	**1**
Feet of Sewer Lines Televised	26,276	92,765	25,934	111,662
Locates Completed	303	927	266	908
Manholes:				
Inspected	1,504	3,852	1,105	3,971
New	0	0	0	0
Raised	3	27	0	4
Repaired	1	13	0	9
Feet of Sewer Lines Replaced/Repaired	11.50	39.50	0	4
Hours Worked at Lift Station	42.01	114.99	56	152
Hours Worked for Other Departments	7.95	14.95	9.65	32.05
OJI's	1	1	0	0
Square Feet of Concrete	0	198	0	0
Average Response Time (Minutes)	32.00	24.32	21.00	19.49
Number of Claims	0.00	0.00	0.00	0.00

City of Norman, Oklahoma
Department of Utilities

Monthly Progress Report
Water Reclamation Facility
September 1-30, 2025

Flow Statistics

	FYE 2026		FYE 2025	
	This Month	YTD	This Month	YTD
Total Influent Flow (M.G.)	324.4	1013.1	336.9	1033.0
Total Effluent Flow (M.G.)	320.7	933.1	311.1	985.2
Influent Peak Flow (MGD)	16.8	16.8	18.0	25.0
Effluent Peak Flow (MGD)	12.0	14.0	18.0	24.2
Daily Avg. Influent Flow (MGD)	10.8	11.0	11.2	11.2
Daily Avg. Effluent Flow (MGD)	10.7	10.1	10.4	10.9
Precipitation (inches)	1.4	16.2	3.8	14.0

Discharge Monitoring Report Stats EPA minimum percentage removal 85%

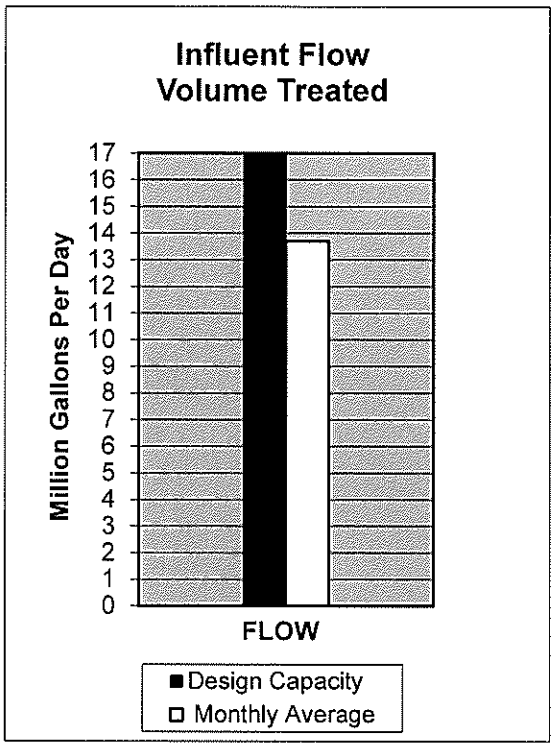
	Avg.	Avg.
5 day CBOD:		
Influent Total (mg/l)	195	91
Effluent Carbonaceous Total	3	3
Percent Removal	98.5	96.7
Total Suspended Solids:		
Influent (mg/L)	210	165
Effluent (mg/L)	8	19
Percent Removal	96.2	88.5
Dissolved Oxygen:		
Influent (min)	0.5	0.5
Effluent (min)	8.5	7.9
pH		
Influent (Low)	6.63	6.70
(High)	7.06	7.10
Effluent (Low)	6.78	6.80
(High)	7.25	7.10
Ammonia Nitrogen		
Influent (mg/L)	29.9	29.4
Effluent (mg/L)	2.6	1.6
Percent Removal	91.3	94.6

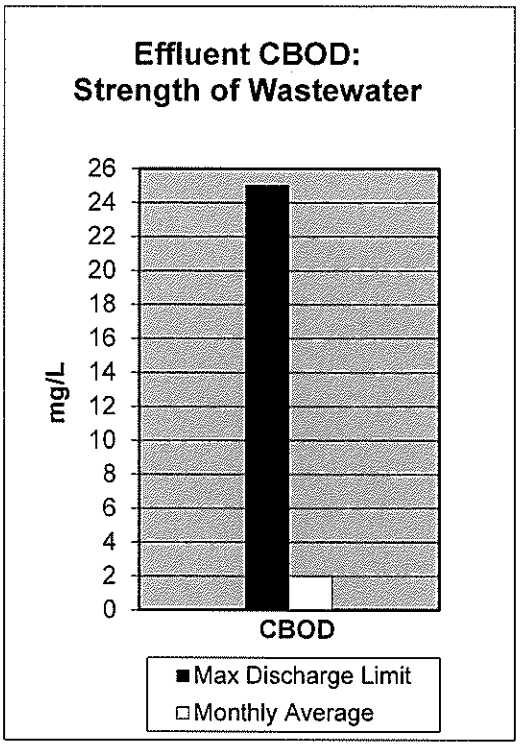
Utilities

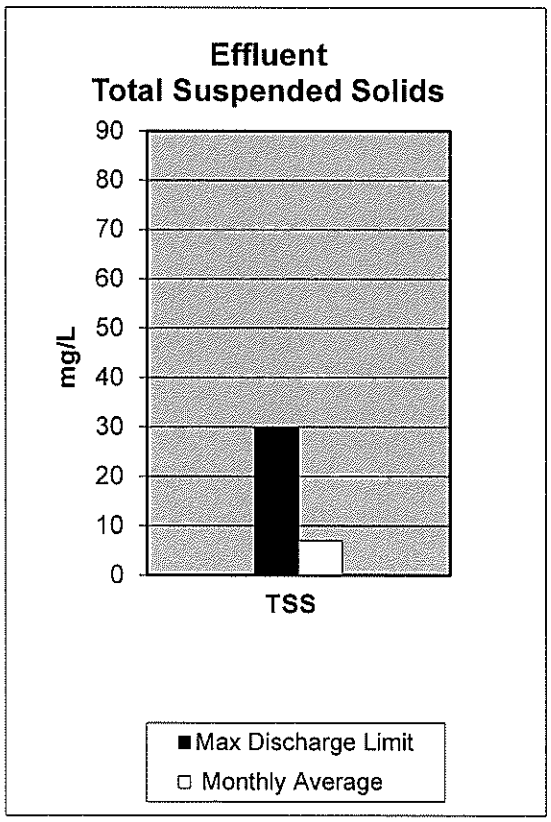
Electrical				
Total kWh Used (Plant wide)		908,360	396,660	1,519,080
Aeration Blowers,WSL&Headworks		302,600	148,400	384,100
UV Facility		139,000	70,000	303,000
Natural Gas				
Total cubic feet/day (plant wide)		466,000	155,000	388,000
Public Education (Tours)	2	19	0	0
Total Attendees for FYE 26		19		115
OU Golf Course		21.6	21.2	59.2

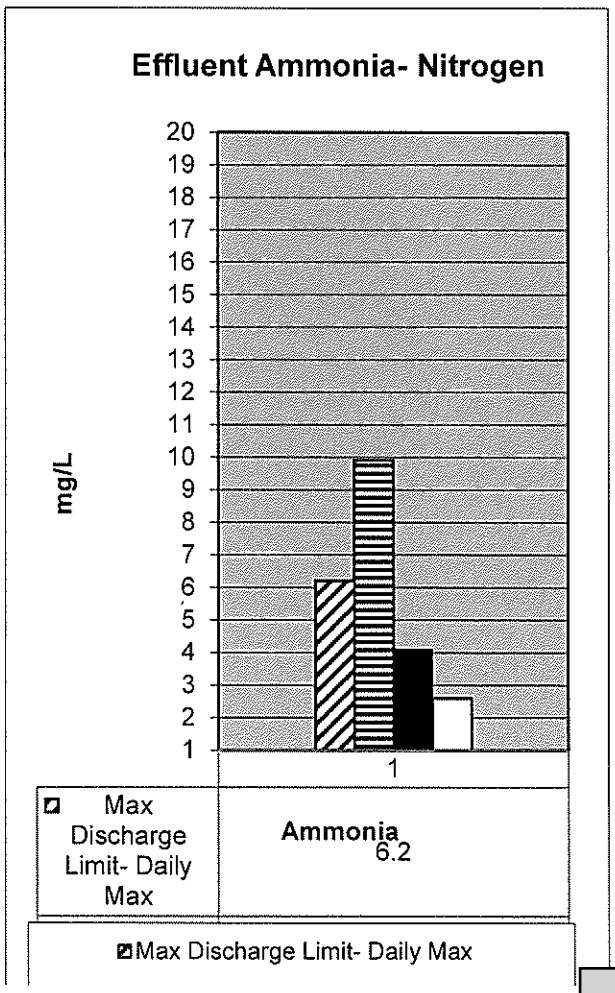
E.coli Geometeric Mean for September 2025 **93 MPN** (Limit is 126)

CITY OF NORMAN
WATER RECLAMATION FACILITY
September 2025









Comments here

CITY OF NORMAN, OKLAHOMA
DEPARTMENT OF UTILITIES

MONTHLY PROGRESS REPORT

WATER TREATMENT DIVISION — MONTH: September-2025

	FYE 2026		FYE 2025	
Water Supply	This month	Year to date	This month	Year to date
Plant Production (MG)	449.75	1337.21	381.53	1340.63
Well Production (MG)	31.94	172.07	135.98	321.12
Oklahoma City Water Used (MG)	29.98	92.04	29.99	89.69
Total Water Produced (MG)	511.67	1601.33	547.50	1751.43
Average Daily Production	17.06	17.41	18.25	19.04
Peak Day Demand				
Million Gallons	19.53	21.14	20.30	23.15
Date	9/15/2025	8/18/2025	9/2/2024	8/6/2024
System Capacity (see note 1)	30.34	30.34	30.34	30.34
Demand Above Capacity (Peak Day)	0.00	0.00	0.00	0.00
Note 1: 2024- system capacity updated to reflect actual firm capacity from all sources				
Costs				
Plant	$747,771.64	$2,207,690.38	$712,190.56	$2,185,732.46
Wells	$210,656.10	$648,891.08	$245,730.04	$727,837.87
OKC	$109,603.99	$327,067.27	$91,208.27	$290,211.90
Total	$1,068,031.73	$3,183,648.73	$1,049,128.87	$3,203,782.23
Cost per Million Gallons				
Plant	$1,662.62	$1,650.97	$1,866.67	$1,630.38
Wells	$6,595.37	$3,771.07	$1,807.17	$2,266.55
OKC	$3,656.15	$3,553.38	$3,040.99	$3,235.87
Total	$2,087.34	$1,988.13	$1,916.22	$1,829.23
Water Quality				
Bacterial Samples in Compliance	100	300	100	301
Bacterial Samples out of Compliance	0	0	0	2
Total number of inquiries (Note 2)	1	4	1	9
Total number of complaints (Note 2)	11	17	3	5
Number of complaints per 1000 service connections	0.27	0.41	0.07	0.12
Note 2: Prior to April 2016 complaints and inquiries were grouped together, listed as complaints, and not distinguished.				
Safety				
Hours lost to OJI	0	0	0	0
Hours lost to TTD	0	0	0	0
Total Hours Lost	0	0	0	0
Safety Training Sessions Held	1	5	0	0
Public Education				
Number of tours conducted	6	9	2	7
Number of people on tours	80	124	37	91

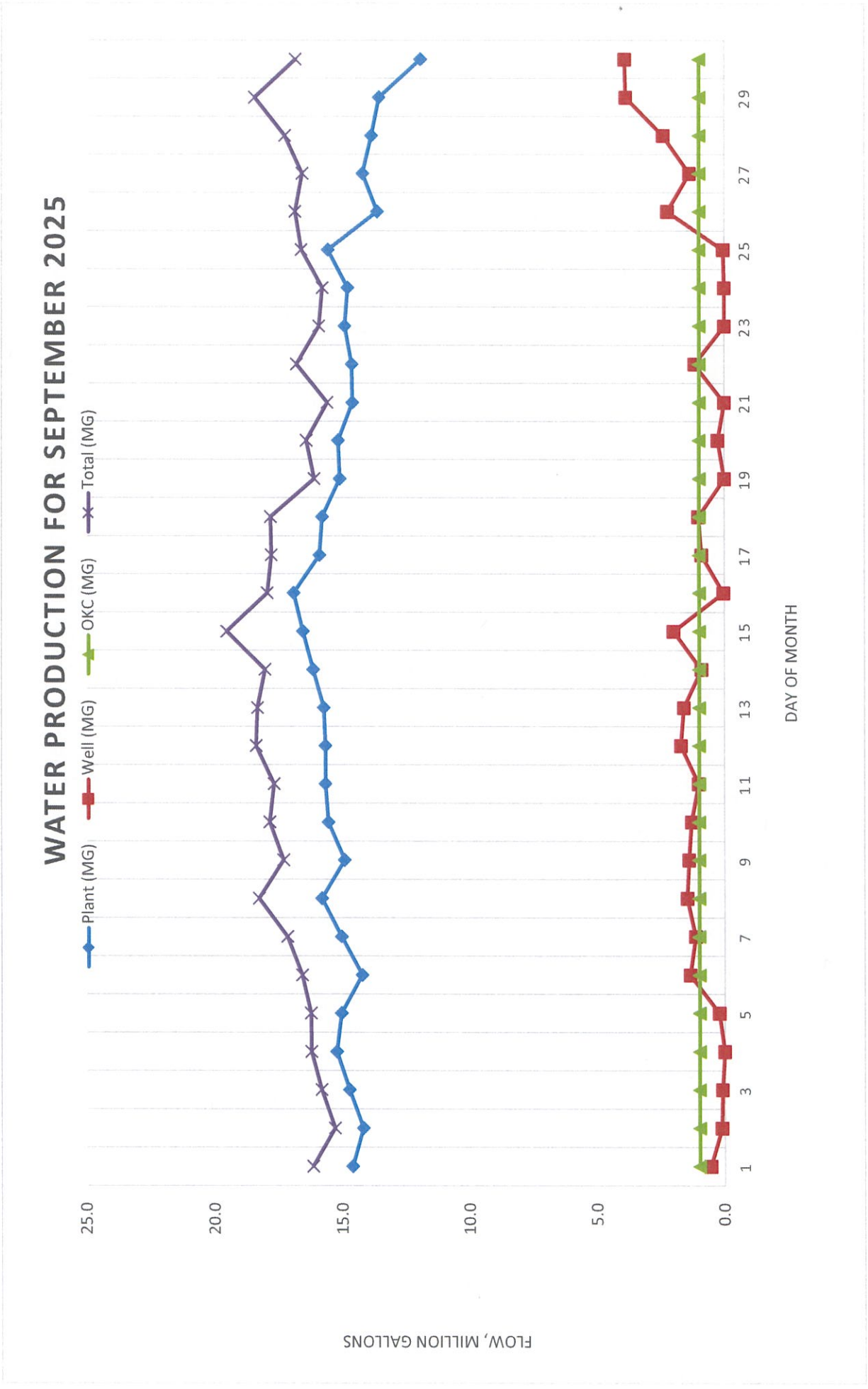
Notes:

Replaced liner in lime slurry loop pump 2. Replaced gears in Sodium Hypochlorite pump 3.

Repaired Ferric Sulfate transfer pump 2.

Contractor cleaned and repaired bottom of Lagoon 1.

Staff replace all the flexible hoses on Ferric Sulfate feeders


WATER PRODUCTION FOR SEPTEMBER 2025
Plant (MG)
Well (MG)
OKC (MG)
Total (MG)
25.0
20.0
15.0
10.0
5.0
0.0
FLOW, MILLION GALLONS
1
3
5
7
9
11
13
15
17
19
21
23
25
27
29
DAY OF MONTH

MONTHLY TRANSFER STATION REPORT
September 2025

	TONS PER MONTH	REVENUE PER MONTH
O.U.	531.35	$31,324.15
STANDARD GATE	950.12	$106,747.28
RESIDENTIAL	245.48	$10,192.40
MATTRESS		$1,375.00
TOTALS:	1,726.95	$149,638.83

	MONTH
# OF LOADS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	477.00
# OF TONS TRANSPORTED TO OKC LANDFILL BY TRANSFER STATION TRUCKS.	9067.54
# OF LOADS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS.	0.00
# OF TONS TRANSPORTED TO OKC LANDFILL BY INDIVIDUAL SANITATION TRUCKS:	0.00
TOTAL LOADS BROUGHT TO LANDFILLS:	477.00
GRAND TOTAL TONS TO LANDFILLS	9,067.54
DISPOSAL COST PER TON (OKC)	$21.75
TIPPING FEE'S FOR DUMPING AT OKC:	$197,219.00
GRAND TOTAL TIPPING FEE'S	$197,219.00
# OF LOADS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	628.00
# OF TONS BROUGHT TO TRANSFER STATION COMMERCIAL SANITATION TRUCKS:	4078.54
# OF LOADS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	396.00
# OF TONS BROUGHT TO TRANSFER STATION RESIDENTIAL SANITATION TRUCKS:	2770.22
TOTAL LOADS BROUGHT TO TRANSFER STATION:	1024.00
TOTAL TONS BROUGHT TO TRANSFER STATION:	6848.76
MISCELLANEOUS TONS BROUGHT BY OTHER DEPTS.:	82.42
TOTAL TONS RECEIVED AT TRANSFER STATION	6931.18

SANITATION DIVISION PROGRESS REPORT

SUMMARY FYE 2026

	FYE 26	
	MONTH	YR-TO-DATE
Vehicle Accidents	0	4
On The Job Injuries	1	2
Bulk Pickups	95	195
Refuse Complaints	115	315
New Polycarts Requests	47	161
Polycarts Exchanges	8	18
Additional Polycart Requests	32	167
Replaced Stolen Polycarts	23	80
Replaced Damaged Polycarts	41	211
Polycarts Repaired	26	83

COMPOST MONTHLY REPORT

SEPTEMBER 2025

	MONTH
TONS BROUGHT IN BY COMPOST CREWS:	382.65
LANDFILL TIPPING FEE'S	$ 21.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	$ 8,322.64

TONS BROUGHT IN BY PUBLIC:	3,800.00
TONS BROUGHT IN BY CONTRACTORS :	8,432.00
TONS BROUGHT IN BY OTHER CITY DEPARTMENTS:	1,000.00
LANDFILL TIPPING FEE'S	$ 21.75
SAVINGS FROM NOT DUMPING AT LANDFILL:	$ 287,796.00

TOTAL SAVINGS FROM NOT DUMPING AT LANDFILL:	$ 296,118.64

REVENUE COLLECTED FROM COMPOST SALES:	**$260.00**
REVENUE COLLECTED FROM GATE SALES:	**$10,540.00**

TOTAL TONS COLLECTED	**13,614.65**

	MULCH CUBIC YDS MONTH	COMPOST CUBIC YDS MONTH
PARKS DEPT.	**1,000**	
ROAD & CHANNEL		
LINE MAINTENANCE		
STREET DEPT.		
WATER TREATMENT		
MURPHY PRODUCTS OKC		
SELF LOADING BIN		
DRYING BEDS	**78**	
COMPOST SOLD BY CUBIC YARDS		**2,500**
MULCH SOLD BY CUBIC YARDS		
TOTAL:	**1,078**	**2,500**

CURBSIDE MONTHLY RECYCLING REPORT

Sep-25

PROGRAM STATISTICS	
	AVERAGE MONTH
SET OUT/PARTICIPATION RATE:	97%
AVERAGE TONS PER DAY :	14.95
POUNDS PER HOME:	17.56

COMMODITY BY TON		
	% of Total	**TONS**
ALUMINUM BEVERAGE CAN	2.10%	12.58
#1 PET	5.50%	32.95
NEWS	0.00%	0
GLASS CONTAINERS	5.72%	34.27
MIX PAPER	33.40%	200.09
PLASTIC FILM	0.57%	3.41
#2 NATURAL	0.90%	5.39
#2 COLOR	1.10%	6.59
#3-#7	0.00%	0
METAL	0.82%	4.91
RIGIDS	0.89%	5.33
TIN-STEEL SCRAP	3.30%	19.77
TRASH	28.30%	169.54
OCC	17.40%	104.24
TOTAL	**100.00%**	**599.07**

	MONTH
SERVICE CALLS (MISSES)	26
HOUSESIDE	2
REMINDER	0
SCATTERED	0
MISC.	0
REPAIR	9
NEW	36
ADD	3
MISSING	9
EXCHANGE	0
REPLACE	3
PICK UP	33
TOTAL CALLS	121.00

	MONTH
LANDFILL COST AVOIDANCE	$11,831.63

Drop Center Report September 2025

MONTHLY UNIT PRICES	Revenue per ton	Proc. Fee	LBs Rejected	Tons Rejected	%	LNDFL Fee	Tons Diverted	$ Diverted
ALUMINUM:	$950.00	$0.00	0	0	0%	$21.75	169.26	$3,681.41
PLASTICS:	$0.00	$0.00						
STEEL CANS:	$0.00	$0.00						
MIXED OFFICE PAPER:	$10.00	$0.00						
CARDBOARD:	$30.00	$0.00						

RECYCLING CENTER DATA:	#9	Westwood	Hollywood	Transfer				
	TONS	TONS	Tons	Tons	Total Tons	PRO/FEE	Revenues	Net
ALUMINUM:	0.4	0.15	0.65	0.05	1.25	$0.00	$1,187.50	$1,187.50
PLASTICS:	2.96	1.35	4.86	0.35	9.52	$0.00	$0.00	$0.00
STEEL CANS:	0.4	0.2	0.65	0.05	1.3	$0.00	$0.00	$0.00
MIXED OFFICE PAPER:	2.13	1.11	6.15	0	9.39	$0.00	$93.90	$93.90
CARDBOARD:	22.62	17.99	36.25	1.56	78.42	$0.00	$2,352.60	$2,352.60
RECYCLING CENTER TOTALS:	28.51	20.8	48.56	2.01	99.88	$0.00	$3,634.00	$3,634.00

Commercial Cardboard Containers		Compactors		Glass
TONS	Revenues	TONS	Revenues	TONS
25	$750.00	9.69	$290.70	0

Expenses	Average hrly+ benefits		$26.78		
	Cage Rolloff	Cardboard	Occ Compact	MXD Office	Total
Hours	52	189.5	6	16	263.5
Labor $	$1,392.56	$5,074.81	$160.68	$428.48	$7,056.53
Vehicle cost	$1,362.88	$3,127.57	$157.14	$419.04	$5,066.63

Customer Revenue
$12,377.80

Total All Recycle and Cardboard	
Tons	Revenues
134.57	$4,674.70

Total Recycle Only	
Tons	Revenues
21.46	$1,281.40

Total Cardboard	
Tons	Revenues
113.11	$3,393.30

Revenue	Income	Expense	Net
	$17,052.50	$12,123.16	$ 4,929.34

File Attachments for Item:

15. CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, REJECTION, AMENDMENT OR POSTPONEMENT OF THE RESIGNATION OF THE CITY AUDITOR AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE A SEPERATION AND RELEASE AGREEMENT

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: City Council

PRESENTER:

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, REJECTION, AMENDMENT OR POSTPONEMENT OF THE RESIGNATION OF THE CITY AUDITOR AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE A SEPERATION AND RELEASE AGREEMENT

BACKGROUND:

Article V of the City's Charter was added with the adoption of Ordinance O-2122-45 and the subsequent approval by the voters. This Article adds the position of City Auditor as an "at will" position employed by the City Council.

After discussing the employment of the City Auditor at an executive session held on October 7, 2025, City Council directed the Legal staff to pursue concluding the City Auditor's employment with the City by mutual agreement. The City Auditor has been advised of this direction and agrees to conclude her employment with the City by mutual agreement.

DISCUSSION:

Approval of this Item acknowledges receipt of the City Auditor's resignation and authorizes the City Manager to negotiate a separation and release agreement that is consistent with the terms set forth in the City Auditor's Employment Agreement, K-2324-76, as amended.

RECOMMENDATION:

The resignation of the City Auditor by mutual agreement is submitted for Council consideration.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: City Council

PRESENTER:

ITEM TITLE: CONSIDERATION OF ACKNOWLEDGMENT, APPROVAL, REJECTION, AMENDMENT OR POSTPONEMENT OF THE RESIGNATION OF THE CITY AUDITOR AND AUTHORIZING THE CITY MANAGER TO NEGOTIATE A SEPERATION AND RELEASE AGREEMENT

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File Attachments for Item:

16. CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF SUBMISSION, ACKNOWLEDGEMENT, APPROVAL, REJECTION, AMENDMENT, AND/OR REJECTION OF RECEIPT OF THE CITY MANAGER'S CONTRACT AND CHANGE ORDER REPORT AND DIRECTING THE FILING THEREOF.

Incremental Development Alliance
Host Agreement

Incremental Development Alliance

This Host Agreement (Agreement) is made effective on **October 2, 2025** between the Incremental Development Alliance (Alliance) and ***City of Norman*** (Host).

1. Limitation of Liability

The Incremental Development Alliance is a national nonprofit providing educational training and coaching to cultivate new small real estate developers in communities that support them. The Alliance is an organization bringing how-to information to neighborhood scale implementers of all kinds.

The Alliance is not offering advice, be it personal, investment, business, construction or otherwise. Nothing in its material is a substitute for due diligence, analysis, calculations, and sound judgment. Where the Alliance provides calculation and valuation tools, they are intended for general illustration and educational purposes only. Any predefined values are generic and must be amended according to local market research. The Alliance does not endorse or guarantee any outputs calculated. To the extent permitted by applicable law, the Alliance is not liable, whether in contract, tort (including negligence) or otherwise, with respect to any damage, expense or other loss suffered or arising out of such information or any reliance placed upon such information. Any arrangements between the Host or event Participants and any third party contacted via Alliance events are at their own sole risk. Use of any and all information provided by the Alliance or its Faculty is at the user's own risk.

2. Performance

a. The Alliance warrants that it shall furnish all personnel, equipment, material, supplies, and services described and otherwise do all things necessary for, or incident to, performing all the responsibilities set forth in the Events & Fees attachment to this Agreement.
   i. The Alliance will conduct and facilitate a total of two (2) Host Committee meetings, and three (3) internal planning Host meetings. Additional meeting requests from the Host must be approved by the Alliance.
b. Host warrants that it shall perform all responsibilities under this Agreement, including timely cooperation assisting event management and promotion.
c. Host acknowledges the following regarding Event promotion: ▫
   i. A successful event requires active promotion to engage the Host's target audience.
   ii. The Alliance will provide promotional materials including: a calendar event page; promotional graphics (social media graphics & a printable flyer); and sample email text. The Alliance will promote the event(s) over its own

national and regional channels, but this promotion is considered secondary to the main effort by the Host.

d. The Host will be responsible for distribution of promotional materials and communication with their community or target audience. This can be done through digital promotion, getting on local meeting agendas, reaching out via phone to key individuals, etc. with the goal of ensuring participation from the people in their community.
e. The Host will be responsible for obtaining a venue which includes but is not limited to any fees associated with the rental of space, audio/visual, chairs/tables, and catering fees.

3. Invoicing/Payment

Host shall be responsible for all initial deposit and hosting fees set forth in Exhibit "A." Any specified initial deposit shall be due prior to the Alliance holding dates, scheduling faculty, or attending any host committee meetings. All fees must be paid per the fee schedule on Exhibit A. The non-refundable deposit is due upon the signing of the Sponsorship Agreement and will be applied to the final hosting cost. Nonpayment or late payment will result in the cancellation of the event and additional re-booking and re-marketing fees for a rescheduled event. In the case of non-payment of Event Deposit and a cancelled event that the host does not wish to reschedule, the initial deposit will be forfeited. All fees shall be invoiced by the Alliance per the fee schedule on Exhibit "A". Host agrees to remit full final payment to the Alliance within 30 days of its receipt of invoice. Late payments will result in a 12%, or the amount permitted under applicable law, whichever is less, late fee accruing monthly unless alternate mutually agreeable payment arrangements are made in advance to accommodate municipal procurement processes. The parties understand and agree that Host's obligations for the fees and expenses under this Agreement shall not exceed Fifty Thousand Dollars ($50,000.00).

4. Ticketed Events

a. Ticketed events may include Workshops, Camps or any other event for which the Alliance commonly sells tickets or registration.
b. The Alliance operates on a two-tiered fee structure: Hosting and Ticket/Registration sales. Hosting of events allows the Alliance to target the Host's audience and provide Ticketed Events at an accessible cost to participants. Unless otherwise stipulated in the Events & Fees , the Alliance shall have the right to collect revenues from ticket and registration sales to participants of any Ticketed Event. Hosts may agree to provide Scholarships to designated audience members or the audience as a whole to further support the cost of the event through a stipulated agreement in Exhibit "A."
c. It is the intent of both Parties to generate targeted interest for Hosted Events through advertisement and provide access and attendance to these events by members of the Host's target audience. Upon the date two weeks prior to a scheduled Ticketed Event, if such an event has fewer than 50 tickets for a workshop or 15 registrations for a Bootcamp, the Alliance shall have the right to postpone or cancel the event. The Alliance also reserves the right for non-ticketed guests

including but not limited to prospective Hosts, Funders, or Faculty-in-Training to observe the Hosted Event.

5. Travel

The Alliance provides training virtually and in person. The delivery method of training will be negotiated during the Scope of Work conversations. Host shall reimburse the Alliance for any and all associated costs of travel to and from live (in-person) events for Faculty members and Alliance staff members as set forth in Exhibit "A". Said reimbursement may be billed in advance of the event as part of the Event Deposit or may be billed with the final event payment made by Host to the Alliance for services rendered. Receipts will be provided for airfare, car rental, hotel stays, and other large ticket travel expenses. Food and incidental expenses will be reimbursed on an $80 per diem basis per faculty member without receipts provided.

6. Subcontracting of Faculty

a. The Alliance has the right to perform responsibilities in this agreement through subcontracted Faculty.
b. Faculty members may be replaced or exchanged by the Alliance at any time, and such replacement shall be at the sole discretion of the Alliance.

7. Independent Contractor

In connection with the Alliance's operations and activities under this Agreement, the Alliance is an Independent Contractor, and this agreement does not create an agency, partnership, or formal business relationship of any kind between the Alliance and the Host, nor between the Host and the Alliance's employees or faculty.

8. Changes

a. No modification of this Agreement shall be binding on either party unless made by a formal written modification, executed by the parties' respective executive authority.
b. Information, advice, approvals or instructions given by the Alliance's technical personnel or other representatives shall be deemed expressions of personal opinion only and shall not affect the Alliance's and Host's rights and obligations hereunder unless set forth in a writing which is signed by the Alliance's Executive Director and which states it constitutes a modification to this Agreement.

9. Delays

Host shall immediately notify the Alliance in writing of any actual or potential delays in meeting performance requirements or delivery schedules. No delay, failure or default in performance of any obligation by either party, excepting all obligations to make payments hereunder, shall constitute a breach of this Agreement to the extent such delay, failure, or default is caused by force majeure.

10. Termination

a. The Alliance may terminate this Agreement in whole or in part for default in the event of the occurrence of any of the following:
   i. Insolvency of the Host: Host shall be deemed to be insolvent if any of the following conditions occur: (i) it has ceased to pay its debts in the ordinary course of business or cannot pay its debts as they become due, whether it has committed an act of bankruptcy or not and whether insolvent within the meaning of the Federal Bankruptcy Act or not; (ii) the filing of a voluntary petition to have Host declared bankrupt; (iii) the appointment of a receiver or trustee for Host, or (iv) the execution by Host of an assignment for the benefit of creditors.
   ii. Failure of Host per the terms of this Agreement to: (i) deliver the items or perform the responsibilities within the time specified in this Agreement or any authorized extension, (ii) make progress so as to endanger the performance of this Agreement, (iii) perform to any other substantive provisions of this Agreement, or (iv) deliver payment within 30 days of receipt of invoice.

b. Either party may terminate this Agreement at any time by written notice. In the event that either party terminates this Agreement for any reason, Host agrees to pay the Alliance for all fees and expenses incurred up to and through the date of receipt of termination notification.

11. Indemnification

a. Host hereby indemnifies, defends and holds the Alliance and its affiliates, successors and assigns, and their respective trustees, directors, officers, employees, agents and other representatives harmless from any and all liability, losses, costs, claims, damages, settlements, judgments and awards, and expenses (including reasonable attorneys' fees), arising, or claimed to have arisen, wholly or in part from:
   i. acts or omissions of, or as a result of the Events or Activities under this Agreement done or omitted from being done, or as a result of negligence by the Alliance, or its agents or assignees, which result in (i) injury to or death of any person, or (ii) damage or destruction of any property, real or personal; or (iii) material or financial loss or hardship by any person; or
   ii. claims by third parties of any violation or an alleged violation by the Alliance, or its subcontractors, agents or assignees of applicable federal, state and local laws or regulations, in the course of performing the Events or Activities.

iii. any intellectual property infringement arising out of the Alliance's conducting activities under this Agreement.

b. The Alliance shall promptly notify Host in writing of any such suit or proceeding (provided, however that the failure of the Alliance to promptly notify Host shall not relieve Host from its indemnification obligations herein, except to the extent that Host is materially prejudiced by such failure) and shall assist Host in defending the action by providing any necessary information.

c. Each party to this Agreement will defend, indemnify and hold the other (and their respective owners, agents and employees) harmless against any damages, losses and expenses arising out of or relating to any claims, actions or other proceedings that are brought by or on behalf of any third party and result from the indemnifying party's breach, failure to perform or other misconduct in connection with its duties, or the exercise of its rights under this agreement.

d. Notwithstanding any other provision in this Section 11, Host's total aggregate liability for all indemnification obligations under subsections (a) and (c) above shall not exceed $125,000 ($175,000 as of November 1, 2025) per occurrence (the "Oklahoma Governmental Tort Claim Limit").

12. Insurance

The Alliance will maintain a General Liability insurance policy of $1,000,000 per occurrence. No other insurance shall be required of the Alliance for performance under this Agreement. The Host will maintain all appropriate or required insurances.

13. Intellectual Property

a. Any work, writing, idea, discovery, improvement, invention (whether patentable or not), trade secret or intellectual property of any kind first made by the Alliance in the performance of this Agreement or which is derived from the use of information supplied by the Host shall be the exclusive property of the Alliance. Any work or materials produced under this Agreement is to be deemed a work-for-hire to the extent permitted by law, and, to the extent not so permitted, shall be assigned to, and shall be, the exclusive property of, the Alliance.

b. Host hereby grants to the Alliance, a perpetual, non-exclusive, paid-up worldwide license to reproduce, distribute copies of, perform publicly, display publicly, or make derivative works from any material included in or provided with the items delivered or services provided under this Agreement as reasonably required by the Alliance.

c. The Alliance, being the owner of all preexisting and newly created intellectual property, must authorize the creation of a derivative work. Unauthorized preparation of a derivative work constitutes copyright infringement of the preexisting work and is not copyrightable. The Host shall not offer training substantially similar to the Alliance's curriculum and shall not use the Alliance's

training materials or demonstrative exhibits without prior written authorization from the Alliance. Host shall submit all requests to produce derivative works in writing, including a comprehensive description and enumeration of material differences from the original work. The Alliance shall not unreasonably withhold approval of derivative works, provided they do not create competing offerings as determined at the Alliance's sole discretion.

14. Confidential Information

Each party agrees that it shall not use for any purpose or disclose to any third party any Confidential Information of the other party without the express written consent of the other party. Confidential Information includes all information identified by a disclosing party as proprietary and confidential. Items will not be considered Confidential Information if: (a) available to public other than by a breach of an agreement by the recipient; or (b) rightfully received from a third party not in breach of any obligation of any confidentiality.

15. Governing Law

Irrespective of the place of performance, this Subcontract will be construed and interpreted according to the laws of the State of Oklahoma.

16. Disputes

a. Any legal action regarding this Agreement shall be adjudicated in the State and Federal Courts having jurisdiction over Oklahoma. Nothing in this Section prevents the Alliance from exercising the right to terminate this Agreement in accordance with Section 6 herein.
b. Host shall proceed diligently with performance pending resolution of any such dispute by settlement or final judgment. By accepting this Agreement, Host consents to this condition in its entirety.

17. Taxes

Host assumes exclusive liability for all excises, sales, use or similar taxes applicable to performance of this Agreement in their tax jurisdiction. The Alliance will be exclusively responsible for any employment taxes of its employees and agents.

18. Validity and Waiver

The invalidity, in whole or in part, of any provision of this Agreement shall not void or otherwise affect the validity of any other provision. No waiver of a breach of any provision of this Agreement shall constitute a waiver of any other breach or of such provision. Failure of either party to enforce at any time, or from time to time, any provision of this Agreement shall not be construed as a waiver thereof. The remedies herein reserved shall be cumulative and additional to any other remedies in law or equity.

19. Conflict of Interest Disclosure

The Host certifies, to the best of its knowledge and belief, that there are no relevant facts or circumstances which would give rise to an organizational conflict of interest, and that the Host has disclosed all relevant information regarding any actual or potential conflict.

20. Force Majeure

Neither party will be liable for its failure to perform any of its obligations hereunder during any period in which such performance is delayed by acts of God, fire, natural disaster, public health emergency, or any other cause beyond the control of such party provided that the party experiencing the difficulty will provide prompt written notice to the other party and used its best efforts to cure the delay.

21. Entire Agreement

This Agreement, including all attachments and documents incorporated by reference, shall constitute the entire agreement between the Alliance and Host. No other document (including the Alliance's proposal, quotation or acknowledgement forms, etc.) shall be a part of this Agreement, even if referred to, unless specifically agreed to in writing by the Alliance. No right that either party has regarding this Agreement may be waived or modified except in writing.

We agree to the above terms and conditions:

Incremental Development Alliance:

SIGNATURE

Alli Thurmond Quinlan
PRINTED NAME

10-21-25
DATE

Host:

SIGNATURE

DARREL PYLE
PRINTED NAME

10-3-25
DATE

A non-refundable deposit of $9,625 is due upon signing, and will go toward the final total Hosting cost. A signed contract and the deposit are required in order to solidify training event dates.

Exhibit "A"

See: IncDev_Norman_SOW.pdf

We agree to the above Scope of Work:

Incremental Development Alliance:

SIGNATURE

Alli Thurmond Quinlan
PRINTED NAME

10-21-25
DATE

Host:

SIGNATURE

DARREL Pyle
PRINTED NAME

10-3-25
DATE

File Attachments for Item:

17. 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.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Frederick Duke, Procurement Analyst

PRESENTER: Frederick Duke, Procurement Analyst

ITEM TITLE: 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.

BACKGROUND:

Section 12-301 of the Code of Ordinances of the City of Norman provides that "The City Council must declare surplus or obsolete any supplies, materials, or equipment where the valuation exceeds one thousand dollars ($1,000) prior to the selling of such supplies, materials, or equipment." The Auction will be conducted by GovDeals. GovDeals does not charge a commission. The City retains 100% of proceeds. GovDeals charges bidders a premium to bid. All items sold at auction are understood to be sold as is. The auction date is to be determined.

DISCUSSION:

The attached list is the supplies, materials, or equipment identified as surplus or obsolete, and is therefore being prepared for sale at auction.

RECOMMENDATION:

It is recommended that the attached list of supplies, materials, or equipment be declared surplus or obsolete, and approved for sale at public auction or disposal.

INVENTORY OF GOODS TO BE AUCTIONED

Department: Fleet Approved by Frederick Dielle

Signature: [signature] Purchasing Agent Frederick Dielle

City Unit No.	Year	Mileage/Hrs	Detailed Description	Serial Number/VIN	Asset Tag No.	Dept/Div
445	2019	19260 MILES	FORD F150	1FTMF1CB4KKE04400	10000088	PARKS & REC
629G	2012	N/A	HONDA EV2000IA GENERATOR	EAAJ-2267995	N/A	PW TRAFFIC
477	2018	1122 HOURS	JOHN DEERE Z960M ZTRACK	1TC960MCCJT060691	9399000	PARK MAINTENANCE
438	2007	1082 HOURS	KUBOTA B7800 TRACTOR	65814	6558000	PARK MAINTENANCE
447	2007	1087 HOURS	KUBOTA B7800 TRACTOR	64683	6557000	PARK MAINTENANCE
425	2018	1021 HOURS	JOHN DEERE Z960M ZTRACK	1TC960MCKJT060842	9450000	PARK MAINTENANCE
565	2014	N/A	HUSTLER MOWER SMALL LAW	1405602D	N/A	WATER WELLS
651	2020	1187 HOURS	JOHN DEERE Z960M ZTRACK	1TC960MDCKT070924	10000072	PW STREETS
416	2018	974 HOURS	JOHN DEERE Z960M ZTRACK	1TC960MCKJT060775	9419000	PARK MAINTENANCE
5-1370	2013	190482 MILES	FORD/GLAVAL E450	15FDXE4FS5DDA56932	N/A	PW TRANSIT
5-1475	2014	192523 MILES	FORD/GLAVAL E450 PARATRANSIT BUS	1FDXE4FS3EDB10276	10000028	PW TRANSIT
468	2003	4712 HOURS	IHC 7400 DUMP TRUCK	1HTWGADR13J078650	15039	PARK MAINTENANCE
CNGA	2012	20556 HOURS	ARROW G475 CNG COMPRESSOR	10034CNG	N/A	PW FLEET
N/A		N/A	Arrow Engines VRC2 CNG Compressor	11116	N/A	PW FLEET
6238	2015	16707 HOURS	PETERBILT 320 FRONTLOADER	3BPZL2OX5FF275851	24457	SANITATION COMM
6230	2015	17502 HOURS	PETERBILT 320 FRONTLOADER	3BPZL2OX7FF275852	24456	SANITATION COMM
223	2016	14409 HOURS	PETERBILT 320 FRONTLOADER	3BPZL2OX5GF107211	24164	SANITATION COMM
871	2010	5480 HOURS	IHC 7600 DUMPTRUCK	1HTWYSJT1AJ279588	7127001	PW STORMWATER
337	2012	7698 HOURS	INTERNATNL 7600 DUMPTRUCK	1HTGS5JT3CJ120910	19827	WATERLINE MAINT
300	2007	72710 MILES	Dodge Durango	1D8HB38PO7F523785	9317000	UTILITY LINE ADMIN
380	2013	1253 HOURS	MULTIQUIP MQ62TDD PUMP	4GNBM0914DB032507	8124000	WRF OPERATION
210	2010	96374 MILES	CHEVY SILVERADO 1500 P/U	1GCPCPE01AZ212278	7317000	SANITATION WASTE
1108	2013	136939 MILES	FORD TAURUS INTERCEPTOR	1FAHP2M85DG139182	7790000	PD PATROL
570	2009	244 HOURS	JOHN DEERE GATOR 6X4D	M04X2XD050187	N/A	WATER PLANT
301H	2016	N/A	JOHN DEERE HH80C HYD HMMR	1TOHH80CVG0000047	N/A	WATERLINE MAINT
301SW	2017	N/A	BOBCAT BROOM 60'	714432614	N/A	WATERLINE MAINT
5-1371	2013	167388 MILES	FORD/GLAVAL E450	1FDXE4F57DDA56933	N/A	PW TRANSIT
5-1474	2014	191552 MILES	FORD/GLAVAL E450	1FDXE4FS1EDB10275	10000027	PW TRANSIT
5-1473	2014	213443 MILES	FORD/GLAVAL E450	1FDXE4FS8EDB10273	10000026	PW TRANSIT
1076	2006	104403 MILES	GMC 2500 4x4	1GTHK23U86F122277	14899	PD SPECIAL INV
1068	2005	119978 MILES	Ford F150	1FTRX12506FA36181	11390	PD CRIMINAL INV
5043	2009	87339 MILES	Ford F450 4x4 Brush Truck	1FDAF47Y89EB12529	10613	FIRE SUPPRESSION

File Attachments for Item:

18. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2526-1: FOR JOSHUA OAKS ESTATES AND EASEMENT NO. E-2526-7 AND EASEMENT NO. E-2526-8. (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF BETHEL ROAD AND 108TH AVENUE NE).

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10-28-25

REQUESTER: Ken Danner, Subdivision Development Manager

PRESENTER: Scott Sturtz, Director of Public Works

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2526-1: FOR JOSHUA OAKS ESTATES AND EASEMENT NO. E-2526-7 AND EASEMENT NO. E-2526-8. (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF BETHEL ROAD AND 108TH AVENUE NE).

BACKGROUND:

This item is Norman Rural Certificate of Survey No. COS-2526-1 for Joshua Oaks Estates and is generally located at the southwest corner of the intersection of Bethel Road and 108th Avenue N.E.

Norman Rural Certificate of Survey COS-2526-1 for Joshua Oaks Estates was approved by Planning Commission, at its meeting on September 11, 2025, on a vote of 7-0.

DISCUSSION:

This property consists of a total of 79.77 acres. Tract 1 consists of 10 acres, Tract 2 consists of 10 acres, Tract 3 consists of 11.95 acres, Tract 4 consists of 11.96 acres Tract 5 consists of 11.96 acres, Tract 6 consists of 11.96 acres and Tract 7 consists of 11.94 acres.

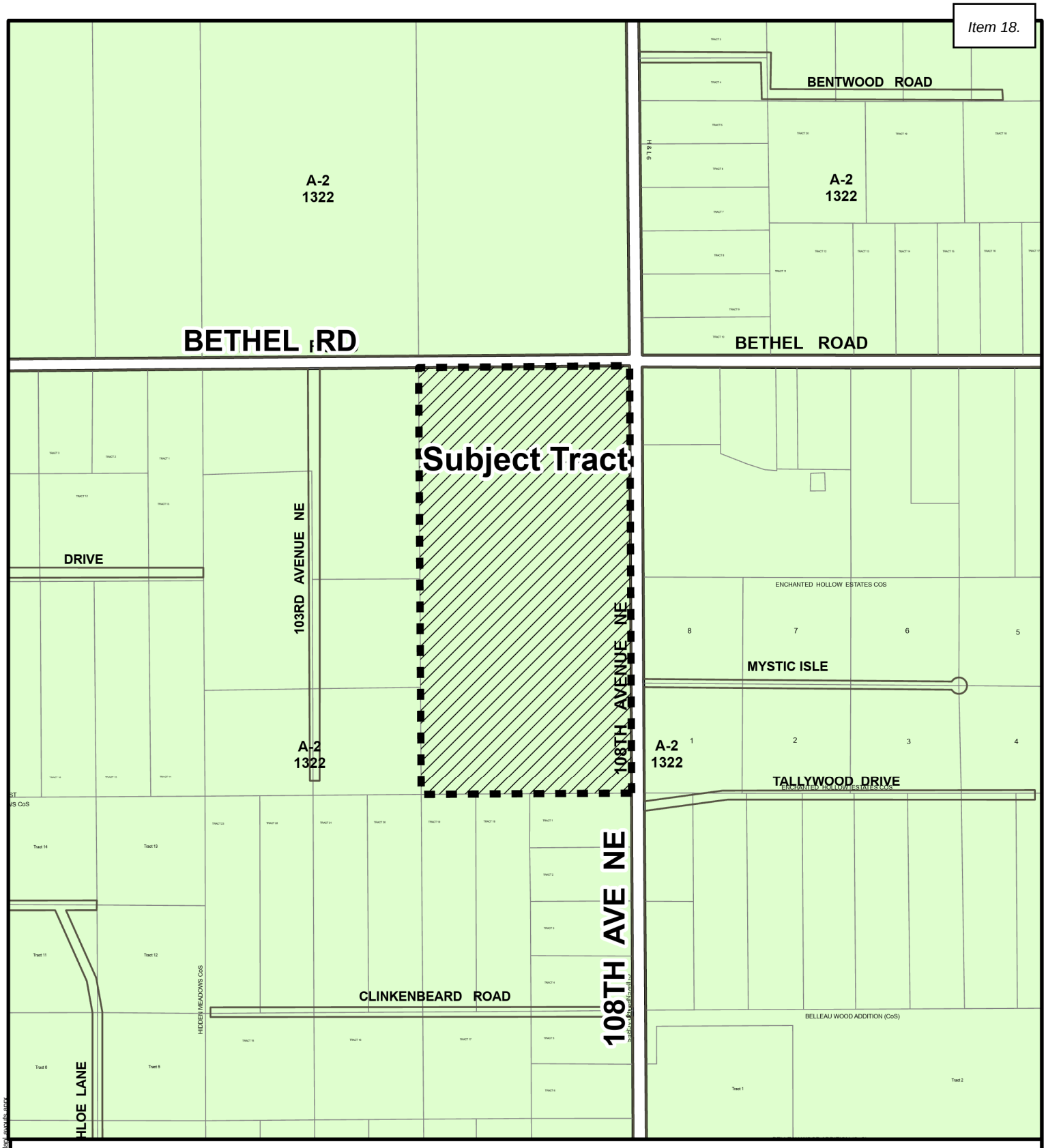
This certificate of survey, if approved, will allow a single family structure on each tract. Private individual sanitary sewer systems and water wells will be installed in accordance with the Oklahoma Department of Environmental Quality (ODEQ) standards. Fire protection will be provided by the City of Norman pumper/tanker trucks.

Tracts 6 and 7 contains WQPZ, Water Quality Protection Zone. However, there is sufficient area to construct a structure including private sanitary sewer system outside of the WQPZ. This area will be protected by the owner per covenants. The required covenants protecting the WQPZ have been approved by the City Legal Department and will be filed of record with the certificate of survey. A drainage easement has been submitted to address the WQPZ.

Bethel Road and 108th Avenue N.E. are classified as collector streets. As a result, seventeen-foot (17') roadway, drainage and utility easement is required.

RECOMMENDATION:

Staff recommends approval of Norman Rural Certificate of Survey No. COS-2526-1 for Joshua Oaks Estates and acceptance of Easements E-2526-7 and E-2526-8 and the filing of these documents with the Cleveland County Clerk.



Location Map

Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.

N
W E
S

September 4, 2025

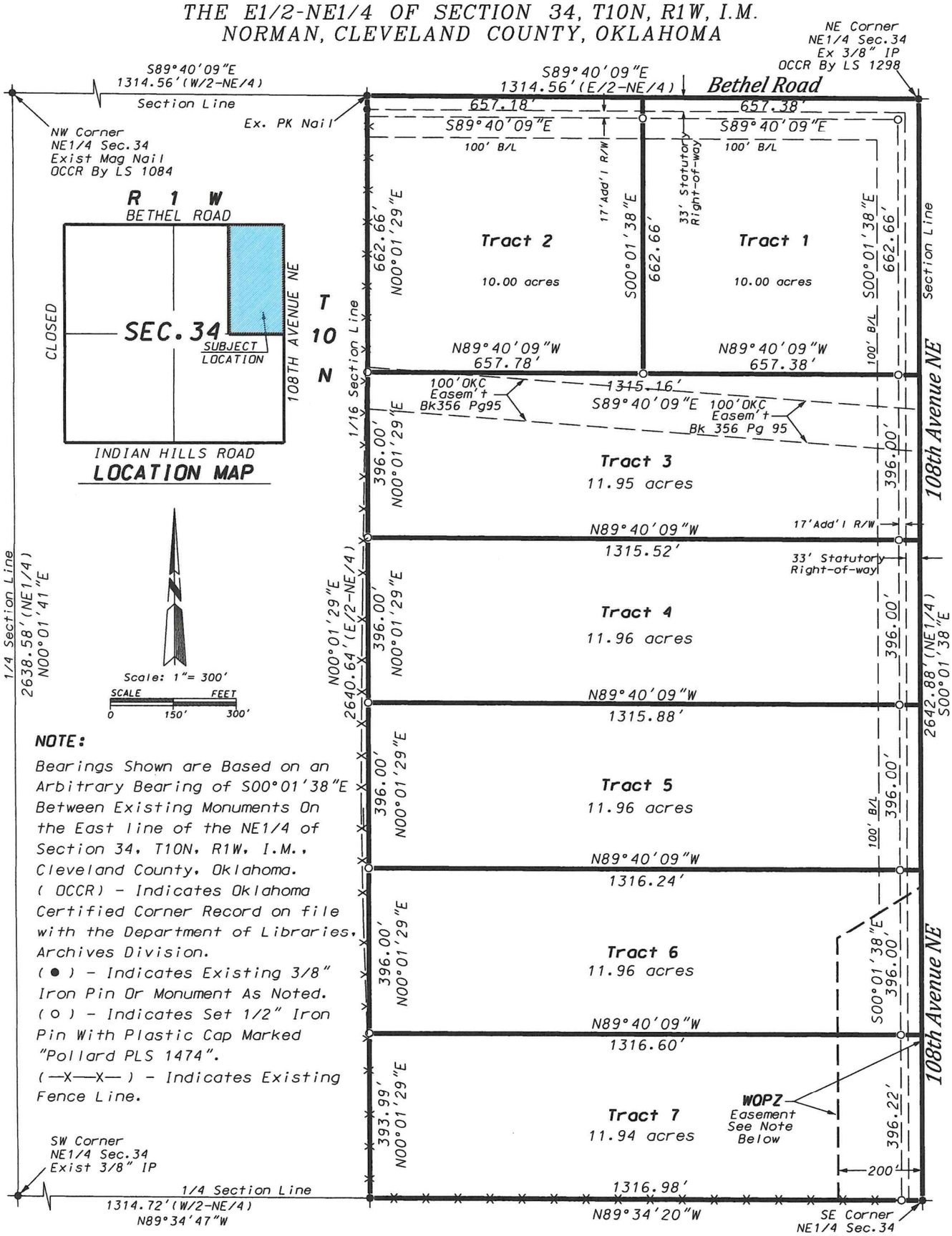
0 400 800 Ft.

Subject Tract

JOSHUA OAKS ESTATES

A NORMAN RURAL CERTIFICATE OF SURVEY SUBDIVISION

THE E1/2-NE1/4 OF SECTION 34, T10N, R1W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA



NOTE:

Bearings Shown are Based on an Arbitrary Bearing of S00°01'38"E Between Existing Monuments On the East line of the NE1/4 of Section 34, T10N, R1W, I.M., Cleveland County, Oklahoma.
(OCCR) - Indicates Oklahoma Certified Corner Record on file with the Department of Libraries, Archives Division.
(●) - Indicates Existing 3/8" Iron Pin Or Monument As Noted.
(○) - Indicates Set 1/2" Iron Pin With Plastic Cap Marked "Pollard PLS 1474".
(—X—X—) - Indicates Existing Fence Line.

According the FEMA FIRM Map/Panel# 40027C0220H dated 9/26/2008, the Subject The subject property lies in a Minimum Flood Hazard Area (Zone "X".
(WOPZ) -Indicates the Water Quality Protective Zone. There shall be no clearing, grading, construction or disturbance of vegetation in this area except as permitted by the Director of Public Works, unless such disturbance is done in accordance with Section 30-514(a)(4)(5) of the Norman City Code. The WOPZ is subject to protective covenants that may be found in the Land Records and that may restrict disturbance and use of these areas.

POLLARD & WHITED SURVEYING, INC.
2514 Tee Drive Norman, OK 73069
405-366-0001
CA 2380 exp.6-30-27 tpollard@pwsurveying.com

Joshua Oaks Estates, Norman Rural		
Certificate Of Survey Subdivision		
The E1/2-NE1/4 Sec.34,T10N,R1W, IM		
Norman, Cleveland County, Oklahoma		
July 25, 2025	Drawn By:T.Pollard	
34-10n1w.dgn	GPS	Sheet 1 of 12

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 09/11/2025

REQUESTER: Meegan Maroney Pelafigue Succession Trust (Pollard & Whited Surveying, Inc.)

PRESENTER: Ken Danner, Subdivision Development Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF COS-2526-1: CONSIDERATION OF NORMAN RURAL CERTIFICATE OF SURVEY SUBMITTED BY MEEGAN MARONEY PELAFIGUE SUCCESSION TRUST (POLLARD & WHITED SURVEYING, INC.) FOR JOSHUA OAKS ESTATES FOR 79.77 ACRES OF PROPERTY GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF BETHEL ROAD AND 108TH AVENUE N.E.

ITEM: Consideration of **NORMAN RURAL CERTIFICATE OF SURVEY NO. COS-2526-1 FOR JOSHUA OAKS ESTATES**.

LOCATION: Located at the southwest corner of the intersection of Bethel Road and 108th Avenue N.E.

INFORMATION:

1. Owners. Meegan Maroney Pelafigue Succession Trust.
2. Developer. Meegan Maroney Pelafigue Succession Trust.
3. Surveyor. Pollard and Whited Surveying

HISTORY:

1. October 21, 1961. City Council adopted Ordinance No. 1317 annexing this property into the Norman Corporate City limits.
2. October 30, 1961. Planning Commission recommended to City Council that this property be placed in A-2, Rural Agricultural District.
3. December 12, 1961. City Council adopted Ordinance No. 1322 placing this property in A-2, Rural Agricultural District.

IMPROVEMENT PROGRAM:

1. Fire Protection. Fire protection will be provided by the Norman Fire Department.

2. Sanitary Sewer. Individual septic systems will be installed in accordance with City and Oklahoma Department of Environmental Quality standards.

3. Water. Individual water wells will be installed in accordance with City and Oklahoma Department of Environmental Quality standards.

4. Easements. Bethel Road and 108th Avenue N.E. are classified as rural collectors. As a result, 17' roadway, drainage and utility easements will be required.

5. Acreage. Tracts 1 and 2 are 10 acre tracts each. Tract 3 consists of 11.95 acres, Tracts 4 through 6 consists of 11.96 acres each, and Tract 7 consists of 11.94 acres. There is a total of 79.77 acres.

6. WQPZ. Water Quality Protection Zone (WQPZ) is located on Tracts 6 and 7. The owners will be required to protect these areas.

7. Covenants. Covenants addressing the WQPZ will be reviewed as to form by City Legal staff.

SUPPLEMENTAL MATERIAL: Copies of a location map and Norman Rural Certificate of Survey No. COS-2526-1 for Joshua Oaks Estates are included in the Agenda Book.

STAFF COMMENTS AND RECOMMENDATION: The owners propose to subdivide their approximately 79.77 acres and seven (7) single-family residential tracts. Based on the fact this certificate of survey meets the minimum 10 acres requirement, Staff recommends approval of COS-2526-1 for Joshua Oaks Estates.

ACTION NEEDED: Recommend approval or disapproval of COS-2526-1 for Joshua Oaks Estates to City Council.

ACTION TAKEN:_____

GRANT OF EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That in consideration of the sum of One Dollar ($1.00), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, that **Meagan Maroney Pelafigue Succession Trust dated October 4, 2011**, does hereby grant, bargain, sell and convey unto the **City Of Norman**, a municipal corporation, **a public roadway, drainage and utility easement,** over, across and under the following described real estate and premises situated in Cleveland County, Oklahoma, to wit:

(17' Additional R/W)
A tract of land in East Half of the Northeast Quarter (E1/2-NE1/4) of Section Thirty-four (34), Township Ten (10) North, Range One (1) West of the Indian Meridian, Cleveland County, Oklahoma, written by Timothy G. Pollard, PLS 1474 dated July 25, 2025 using an Arbitrary Bearing of S00°01'36"E between existing monuments on the East line of said NE1/4 as a Basis of Bearing, said tract further described as:
COMMENCING at the Northeast Corner of said NE1/4;
Thence N89°40'09"W, on the North line of said NE1/4, for a distance of 33.00 feet;
Thence S00°01'38"E, parallel to the East line of said NE1/4, for a distance of 33.00 feet to the **POINT OF BEGINNING**;
Thence S00°01'38"E, parallel to said East line, for a distance of 2609.82 feet to the South line of said NE1/4;
Thence N89°34'20"W, on the South line of said NE1/4, for a distance of 17.00 feet;
Thence N00°01'38"E, parallel to the East line of said NE1/4, for a distance of 2592.79 feet;
Thence N89°40'09"W, parallel to the North line of said NE1/4, for a distance of 1264.61 feet to the West line of said E1/2-NE1/4;
Thence N00°01'29"E, on the West line of said E1/2-NE1/4, for a distance of 17.00 feet
Thence S89°40'09"E, parallel to the North line of said NE1/4, for a distance of 1281.59 feet to the **POINT OF BEGINNING**,
With the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining and operating the facilities indicated below:

Public Roadway, Drainage and Utility Easement

To have and to hold the same unto said City, it's successors and assigns forever.

Signed and delivered this 30th day of July, 2025.

Meagan Maroney Pelafigue
Meegan Maroney-Pelafigue, Trustee of
Meagan Maroney Pelafigue Succession Trust dated October 4, 2011

STATE OF OKLAHOMA)
COUNTY OF CLEVELAND) SS:
Before me, the undersigned, a Notary Public in and for said County and State, on this 30th day of July, 2025, personally appeared Meegan Maroney-Pelafigue Trustee of Meagan Maroney Pelafigue Succession Trust dated October 4, 2011, to me known to be the identical person who executed the foregoing instrument acknowledged to me that she executed the same as her free and voluntary act and deed, and the free and voluntary act and deed of said entity for the uses and purposes therein set forth.
My commission expires:

NOTARY PUBLIC #23014662 IN AND FOR STATE OF OKLAHOMA Exp. November 3, 2027

John Thomas
Notary Public

CITY ATTORNEY

Approved as to form and legality this 30 day of September, 2025.

Elizabeth Ludrale
City Attorney

NORMAN CITY COUNCIL

Accepted by the City of Norman, Oklahoma, City Council on this ____ day of _____, 20___.

ATTEST: _____
City Clerk

_____
Mayor

GRANT OF EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That in consideration of the sum of One Dollar ($1.00), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, that **Meegan Maroney Pelafigue Succession Trust dated October 4, 2011**, does hereby grant, bargain, sell and convey unto the **City Of Norman**, a municipal corporation, **a public drainage easement,** over, across and under the following described real estate and premises situated in Cleveland County, Oklahoma, to wit:

(WQPZ AREA)
A tract of land in East Half of the Northeast Quarter (E1/2-NE1/4) of Section Thirty-four (34), Township Ten (10) North, Range One (1) West of the Indian Meridian, Cleveland County, Oklahoma, written by Timothy G. Pollard, PLS 1474 dated July 25, 2025 using an Arbitrary Bearing of S00°01'36"E between existing monuments on the East line of said NE1/4 as a Basis of Bearing, said tract further described as:
BEGINNING at the Southeast Corner of said NE1/4;
Thence N89°34'20"W, on the South line of said NE1/4, for a distance of 200.00 feet;
Thence N00°01'38"W for a distance of 626.95 feet to the Southeast corner of said NE1/4;
Thence N58°06'21"E for a distance of 235.49 feet to the East line of said NE1/4;
Thence S00°01'38"E, on the East line of said NE1/4, for a distance of 752.87 feet to the **POINT OF BEGINNING**,

With the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining and operating the facilities indicated below:

Drainage and other rights for a Water Quality Protection Zone (WQPZ)

To have and to hold the same unto said City, it's successors and assigns forever.

Signed and delivered this 30th day of July, 20___.

Meegan Maroney-Pelafigue

Meegan Maroney-Pelafigue, Trustee of
Meagan Maroney Pelafigue Succession Trust dated October 4, 2011

STATE OF OKLAHOMA)
COUNTY OF CLEVELAND) SS:
Before me, the undersigned, a Notary Public in and for said County and State, on this 30th day of July, 2025, personally appeared Meegan Maroney-Pelafigue Trustee of Meagan Maroney Pelafigue Succession Trust dated October 4, 2011, to me known to be the identical person who executed the foregoing instrument acknowledged to me that she executed the same as her free and voluntary act and deed, and the free and voluntary act and deed of said entity for the uses and purposes therein set forth.
My commission expires:

NOTARY PUBLIC IN AND FOR STATE OF OKLAHOMA #23014662 Exp. November 3, 2027

Notary Public

CITY ATTORNEY

Approved as to form and legality this 30 day of September, 2025

Elizabeth Muckala

City Attorney

NORMAN CITY COUNCIL

Accepted by the City of Norman, Oklahoma, City Council on this ____ day of _____, 20___.

ATTEST: _____
City Clerk

_____
Mayor

File Attachments for Item:

19. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2425-8: FOR RIDGELINE ESTATES AND EASEMENT NO. E-2526-12 (GENERALLY LOCATED A QUARTER MILE WEST OF 144TH AVENUE SE AND SOUTH OF CEDAR LANE ROAD).

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10-28-25

REQUESTER: Ken Danner, Subdivision Development Manager

PRESENTER: Scott Sturtz, Director of Public Works

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF NORMAN RURAL CERTIFICATE OF SURVEY COS-2425-8: FOR RIDGELINE ESTATES AND EASEMENT NO. E-2526-12 (GENERALLY LOCATED A QUARTER MILE WEST OF 144TH AVENUE SE AND SOUTH OF CEDAR LANE ROAD).

BACKGROUND:

This item is Norman Rural Certificate of Survey No. COS-2425-8 for Ridgeline Estates and is generally located a quarter mile west of 144th Avenue S.E. and south of Cedar Lane Road.

Norman Rural Certificate of Survey COS-2425-8 for Ridgeline Estates was approved by Planning Commission, at its meeting on September 14, 2025, on a vote of 7-0.

DISCUSSION:

This property consists of 339.09 acres. Tract 1 consists of 12.99 acres, Tract 2 consists of 20.63 acres, Tract 3 consists of 14.85 acres, Tract 4 consists of 14.36 acres, Tract 5 consists of 15.81 acres, Tract 6 consists of 15.74 acres, Tract 7 consists of 11.49 acres Tract 8 consists of 10.09 acres, Tract 9 consists of 10.11 acres, Tract 10 consists of 10.55 acres, Tract 11 consists of 10.51 acres, Tract 12 consists of 12.62 acres, Tract 13 consists of 10.65 acres, Tract 14 consists of 16.10 acres, Tract 15 consists of 10.90 acres, Tract 16 consists of 10.57 acres, Tract 17 consists of 10.21 acres, Tract 18 consists of 10.45 acres, Tract 19 consists of 10.27 acres, Tract 20 consist of 10.44 acres, Tract 21 consists of 10.19 acres, Tract 22 consists of 11.39 acres, Tract 23 consists of 13.59 acres, Tract 24 consists of 13,78 acres, Tract 25 consists of 10.34 acres, Tract 26 consists of 10.06 acres, Tract 27 consists of 10.34 acres and Tract 28 consists of 10.06 acres..

This certificate of survey, if approved, will allow a single family structure on each tract. Private individual sanitary sewer systems and water wells will be installed in accordance with the Oklahoma Department of Environmental Quality (ODEQ) standards. Fire protection will be provided by the City of Norman pumper/tanker trucks.

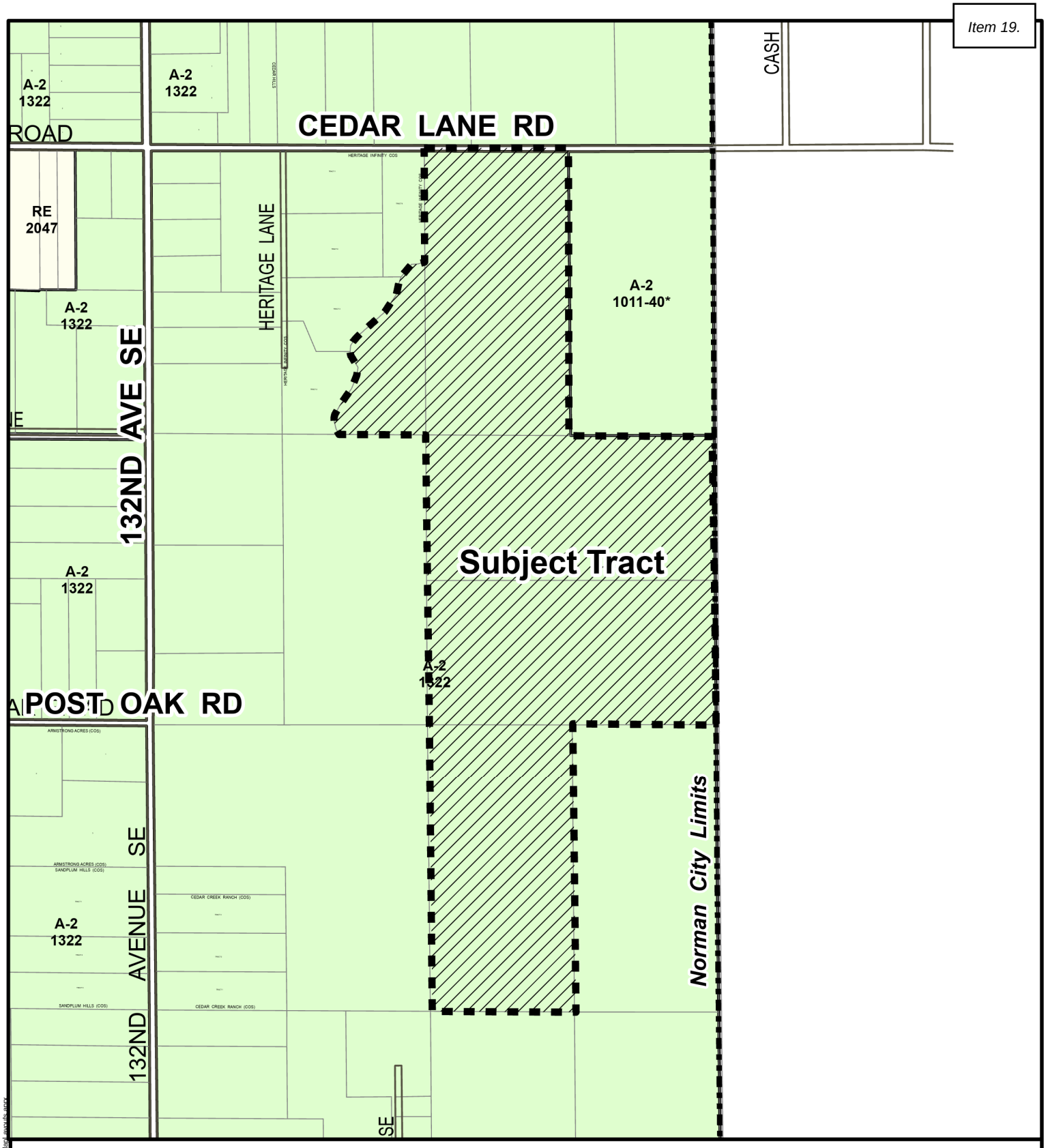
Private Road. A private road will connect to Cedar Lane Road and at Post Oak Road will connect to a County road to the east and provide access outside the City limits. This will allow two locations out of the development.

Flood Plain. This property will be served by a private road that a portion of it will be located in the flood plain. The Flood Plain Permit Committee approved Flood Plain Permit No. 729 on August 11, 2025.

Easement No. E-2526-12 has been granted in connection with Cedar Lane Road.

RECOMMENDATION:

Staff recommends approval of Norman Rural Certificate of Survey No. COS-2425-8 for Ridgeline Estates and Easement No. E-2526-12 and the filing of Certificate of Survey No. COS-2425-8 for Ridgeline Estates and Easement No. E-2526-12 with the Cleveland County Clerk subject to the completion of the private roads.



Location Map

Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.

N
W E
S

September 4, 2025

0 600 1,200 Ft.

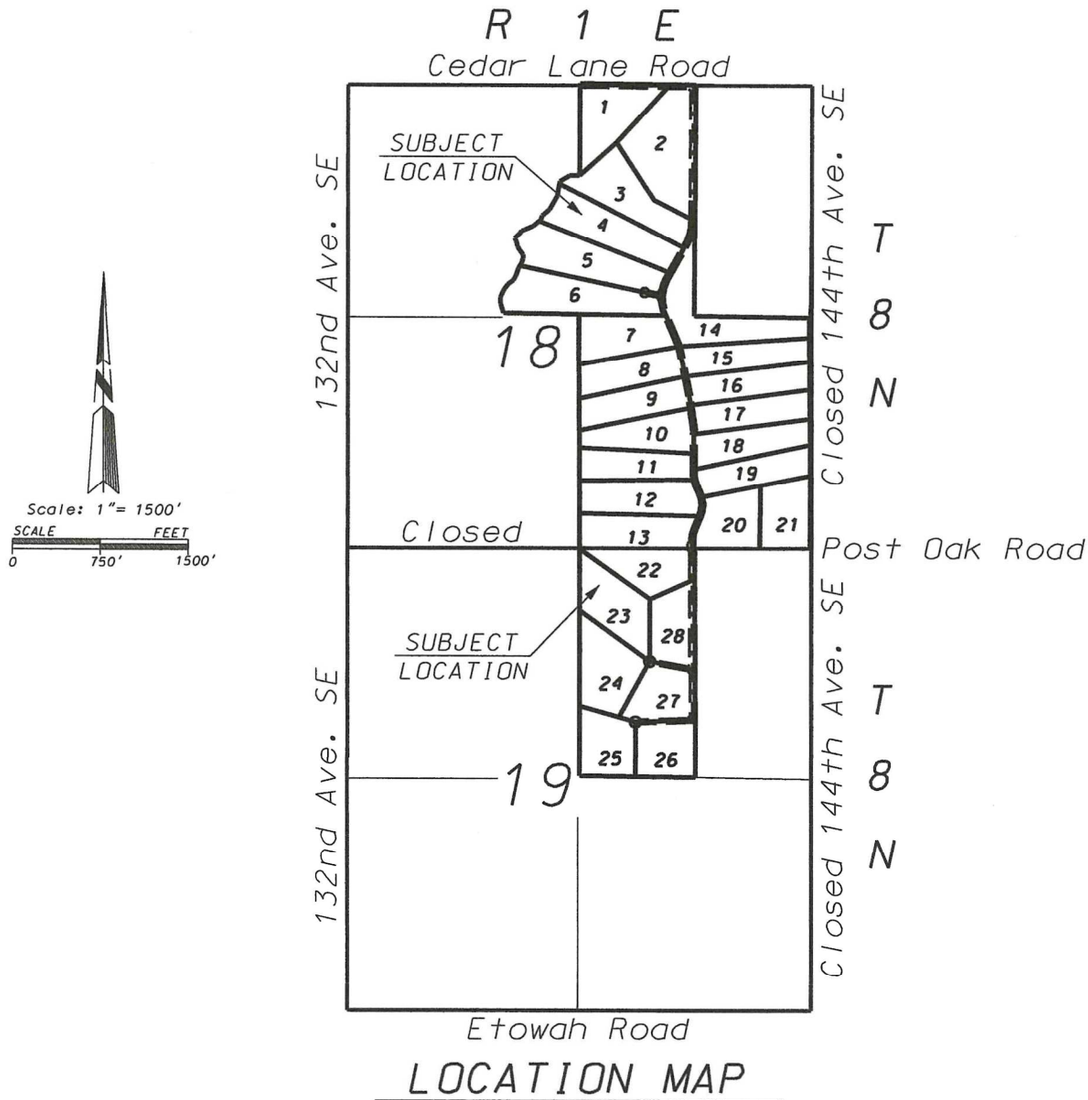
Subject Tract

RIDGELINE ESTATES

A NORMAN RURAL CERTIFICATE OF SURVEY SUBDIVISION

PART OF SECTION 18, & PART OF SECTION 19,
T8N, R1E, I.M., NORMAN, CLEVELAND COUNTY, OKLAHOMA

COS _____



LOCATION MAP

NOTE:

Bearings Shown are Based on an Deed Bearing of N89°56'18"W Between Existing Monuments on the North line of the W/2-NE/4 of of Section 18, T8N, R1E, I.M., Cleveland County, Oklahoma.

(●) - Indicates Existing 3/8" Iron Pin Or Monument As Noted.

(○) - Indicates Set 1/2" Iron Pin With Plastic Cap Marked "Pollard PLS 1474" or Set Mag Nail with washer marked "PW Survey CA2380".

(OCCR) - Indicates Oklahoma Certified Corner Record on File With the Oklahoma Department of Libraries, Archives Division.

According the Federal Emergency Management (FEMA) Federal Insurance Rate Map (FIRM) Map/Panel Number 40027C0340H with an effective date of September 26, 2008.the subject property lies in a Zone "A" and a Zone "X" as shown on the attached survey drawing. Zone "A" is defined as "Areas of Special Flood Hazards With No Base Flood Elevations. Zone "X" is defined as "Areas of Minimal Flood Hazards".

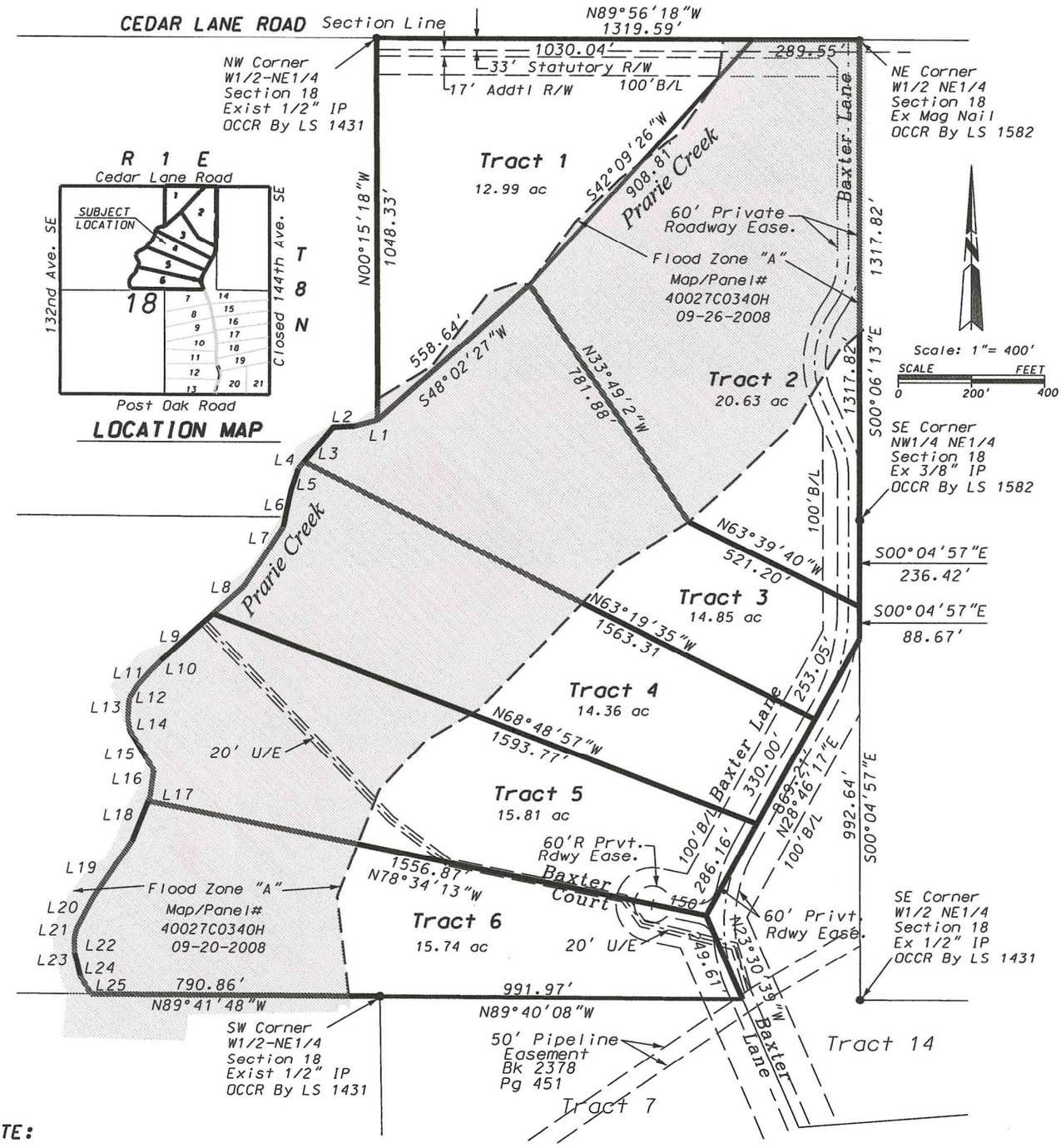
POLLARD & WHITED SURVEYING, INC.
2514 Tee Drive Norman, OK 73069
405-366-0001
CA 2380 exp.6-30-27 tpollard@pwsurveying.com

Ridgeline Estates	
Norman Rural COS Subdivision	
Part of Section 18.T8N.R1E. IM	
Norman, Cleveland County, Oklahoma	
Nov. 12, 2024	Drawn By:T.Pollard
18-8n1e.dgn	Sheet 1 of 24

RIDGELINE ESTATES

A NORMAN RURAL CERTIFICATE OF SURVEY SUBDIVISION

PART OF THE N1/2 OF SECTION 18, T8N, R1E, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA



NOTE:

Bearings Shown are Based on an Arbitrary Bearing of N89°56'18"W Between Existing Monuments on the North line of the W/2-NE/4 of Section 18, T8N, R1E, I.M., Cleveland County, Oklahoma.

(●) - Indicates Existing 3/8" Iron Pin Or Monument As Noted.

(o) - Indicates Set 1/2" Iron Pin With Plastic Cap Marked "Pollard PLS 1474" or Set Mag Nail with washer marked "PW Survey CA2380".

(OCCR) - Indicates Oklahoma Certified Corner Record on File With the Oklahoma Department of Libraries, Archives Division.

LINE TABLE			
L1 N74°32'06"E 66.13'	L7 N33°24'57"E 196.46'	L13 N04°32'50"E 55.28'	L19 N34°49'56"E 188.93'
L2 N86°32'50"E 57.85'	L8 N48°16'26"E 110.87'	L14 N10°05'58"W 35.46'	L20 N28°15'12"E 96.41'
L3 N39°56'23"E 123.79'	L9 N48°16'26"E 191.15'	L15 N30°42'29"W 128.60'	L21 N12°18'29"E 27.72'
L4 N39°56'23"E 25.49'	L10 N45°29'39"E 40.81'	L16 N07°49'36"E 72.20'	L22 N01°17'38"W 39.00'
L5 N18°40'23"E 62.33'	L11 N40°43'54"E 55.20'	L17 N21°47'12"E 14.01'	L23 N15°21'17"W 23.45'
L6 N11°50'29"E 100.88'	L12 N31°57'35"E 41.86'	L18 N21°47'12"E 116.85'	L25 N29°52'46"W 57.60'

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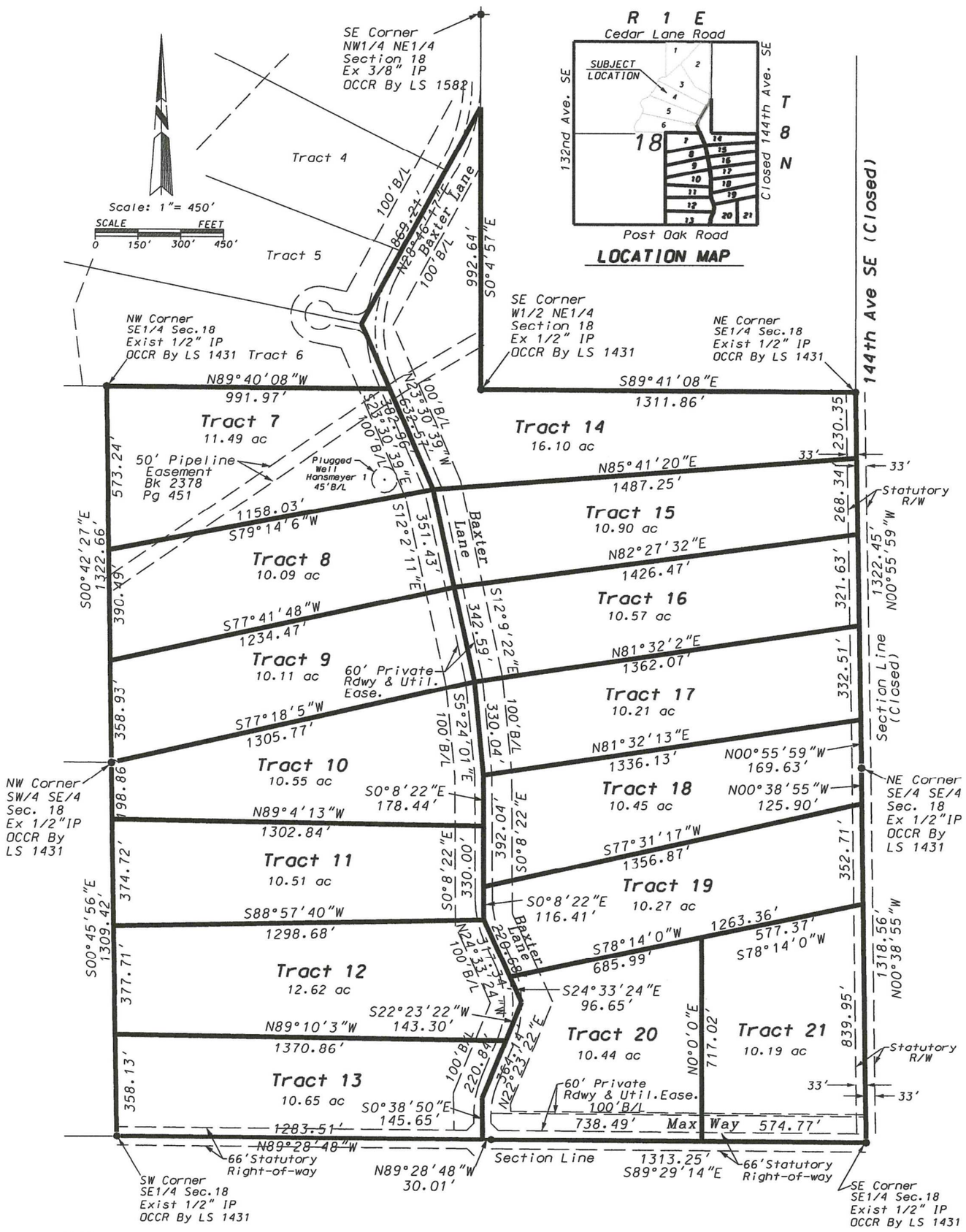
405-366-0001
CA 2380 exp.6-30-27 tpollard@pwsurveying.com

Ridgeline Estates		
Norman Rural COS Subdivision		
Part of Section 18,T8N,R1E, IM		
Norman, Cleveland County, Oklahoma		
Nov. 12, 2024	Drawn By:T.Pollard	
18-8n1e.dgn		Sheet 2 of 2

RIDGELINE ESTATES

A NORMAN RURAL CERTIFICATE OF SURVEY SUBDIVISION

PART OF THE E1/2 OF SECTION 18, T8N, R1E, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA



NOTE:

Bearings Shown are Based on an Arbitrary Bearing of S00°38'55"E Between Existing Monuments on the East line of the E/2-SE/4 of Section 18, T8N, R1E, I.M., Cleveland County, Oklahoma.

(●) - Indicates Existing 3/8" Iron Pin Or Monument As Noted.

(○) - Indicates Set 1/2" Iron Pin With Plastic Cap Marked "Pollard PLS 1474" or Set Mag Nail with washer marked "PW Survey CA2380".

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405-366-0001

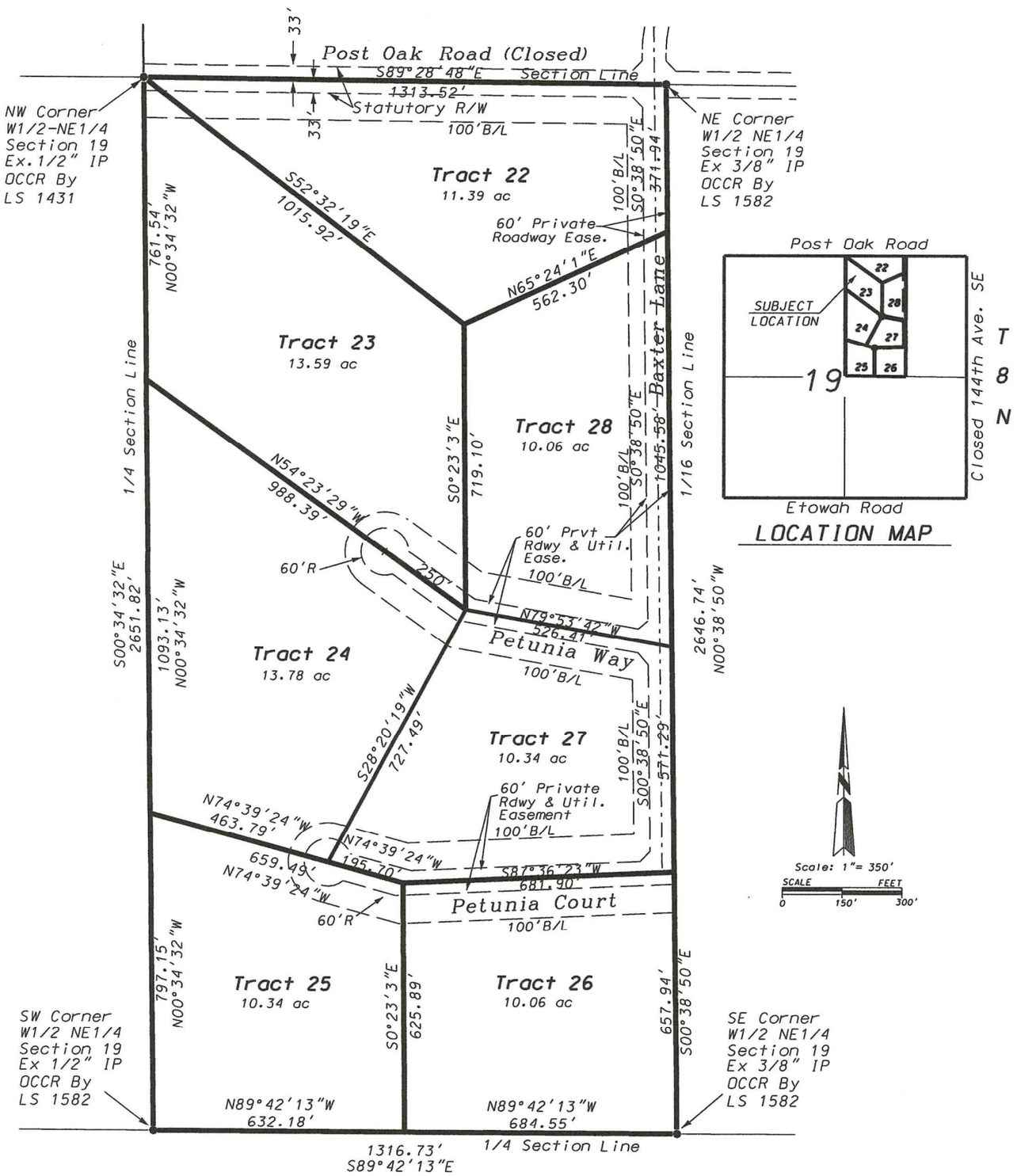
CA 2380 exp.6-30-27 tpollard@pwsurveying.com

Ridgeline Estates		
Norman Rural COS Subdivision		
Part of Section 18,T8N,R1E, IM		
Norman, Cleveland County, Oklahoma		
Nov. 12, 2024	Drawn By:T.Pollard	
18-8n1e.dgn		Sheet 3 of 4

RIDGELINE ESTATES

A NORMAN RURAL CERTIFICATE OF SURVEY SUBDIVISION

THE W1/2-NE1/4 OF SECTION 19, T8N, R1E, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA



NOTE:

Bearings Shown are Based on an Arbitrary Bearing of S89°28'48"E Between Existing Monuments on the North line of the W/2-NE1/4 of Section 19, T8N, R1E, I.M., Cleveland County, Oklahoma.

(●) - Indicates Existing 3/8" Iron Pin Or Monument As Noted.

(○) - Indicates Set 1/2" Iron Pin With Plastic Cap Marked "Pollard PLS 1474" or Set Mag Nail with washer marked "PW Survey CA2380".

(OCCR) - Indicates Oklahoma Certified Corner Record on File With the Oklahoma Department of Libraries, Archives Division.

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405-366-0001
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Ridgeline Estates		
Norman Rural COS Subdivision		
W1/2-NE1/4 Section 19,T8N,R1E, IM		
Norman, Cleveland County, Oklahoma		
Nov. 12, 2024	Drawn By:T.Pollard	
18-8n1e.dgn		Sheet 4 of 24

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 09/11/2025

REQUESTER: Heritage-Infinity Living Trust (Pollard & Whited Surveying, Inc.)

PRESENTER: Ken Danner, Subdivision Development Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF COS-2425-8: CONSIDERATION OF NORMAN RURAL CERTIFICATE OF SURVEY SUBMITTED BY HERITAGE-INFINITY LIVING TRUST (POLLARD & WHITED SURVEYING, INC.) FOR RIDGELINE ESTATES FOR 338.27 ACRES OF PROPERTY GENERALLY LOCATED A QUARTER MILE WEST OF 144TH AVENUE S.E. AND SOUTH OF CEDAR LANE ROAD.

ITEM: Consideration of **NORMAN RURAL CERTIFICATE OF SURVEY NO. COS 2425-8 FOR RIDGELINE ESTATES**

LOCATION: Generally located quarter mile west of 144th Avenue S.E. and south of Cedar Lane Road.

INFORMATION:

1. Owners. Heritage-Infinity Living Trust
2. Developer. Brandon Stephens.
3. Surveyor. Pollard & Whited Surveying, Inc.

HISTORY:

1. October 21, 1961. City Council adopted Ordinance No. 1315 annexing a portion of this property into the Norman Corporate City limits without zoning.
2. October 21, 1961. City Council adopted Ordinance No. 1318 annexing the remainder of this property into the Norman Corporate City limits without zoning.
3. October 30, 1961. Planning Commission recommended to City Council that this property be placed in A-2, Rural Agricultural District.

4. December 12, 1961. City Council adopted Ordinance No. 1322 placing this property in A-2, Rural Agricultural District.

IMPROVEMENT PROGRAM:

1. Fire Protection. Fire protection will be provided by the Norman Fire Department.

2. Sanitary Sewer. Individual sanitary sewer systems will be installed in accordance with City and Oklahoma Department of Environmental Quality standards.

3. Water. Individual water wells will be installed in accordance with City and Oklahoma Department of Environmental Quality standards.

4. Acreage. This property consists of 339.09 acres. Tract 1 consists of 12.99 acres, Tract 2 consists of 20.63 acres, Tract 3 consists of 14.85 acres, Tract 4 consists of 14.36 acres, Tract 5 consists of 15.81 acres, Tract 6 consists of 15.74 acres, Tract 7 consists of 11.49 acres Tract 8 consists of 10.09 acres, Tract 9 consists of 10.11 acres, Tract 10 consists of 10.55 acres, Tract 11 consists of 10.51 acres, Tract 12 consists of 12.62 acres, Tract 13 consists of 10.65 acres, Tract 14 consists of 16.10 acres, Tract 15 consists of 10.90 acres, Tract 16 consists of 10.57 acres, Tract 17 consists of 10.21 acres, Tract 18 consists of 10.45 acres, Tract 19 consists of 10.27 acres, Tract 20 consist of 10.44 acres, Tract 21 consists of 10.19 acres, Tract 22 consists of 11.39 acres, Tract 23 consists of 13.59 acres, Tract 24 consists of 13,78 acres, Tract 25 consists of 10.34 acres, Tract 26 consists of 10.06 acres, Tract 27 consists of 10.34 acres and Tract 28 consists of 10.06 acres.

5. Private Road. A private road will connect to Cedar Lane Road and at Post Oak Road will connect to a County road to the east and provide access outside the City limits..

6. Easements. With the Comprehensive Transportation Plan, Etowah Road is classified as a collector street. A 17' roadway, drainage and utility easement will be required.

7. Flood Plain. This property will be served by a private road that a portion of it will be located in the flood plain. The Flood Plain Permit Committee approved Flood Plain Permit No. 729 on August 11, 2025.

SUPPLEMENTAL MATERIAL: Copies of a location map, Norman Rural Certificate of Survey No. COS-2425-8 for Ridgeline Estates are included in the Agenda Book.

STAFF COMMENTS AND RECOMMENDATION. Staff recommends approval of Norman Rural Certificate of Survey No. COS-2425-8 for Ridgeline Estates.

ACTION NEEDED: Recommend approval or disapproval of Norman Rural Certificate of Survey No. COS-2425-8 for Ridgeline Estates to City Council.

ACTION TAKEN:_____

CITY OF NORMAN, OK
PLANNING COMMISSION MEETING - AMENDED
Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Thursday, September 11, 2025 at 5:30 PM

MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers at the Municipal Building, on Thursday, September 11, 2025 at 5:30 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, and on the City website at least 24 hours prior to the beginning of the meeting.

Erica Bird called the meeting to order at 5:30p.m.

ROLL CALL

PRESENT
Cameron Brewer
Steven McDaniel
Liz McKown
Erica Bird
Michael Jablonski
Doug McClure
Maria Kindel *

ABSENT
Jim Griffith
Kevan Parker

*Arrived at 5:32p.m.

STAFF PRESENT
Jane Hudson, Planning and Community Development Director
Lora Hoggatt, Planning Services Manager
Justin Fish, Planner I
Beth Muckala, Assistant City Attorney III
Whitney Kline, Admin Tech IV
David Riesland, Transportation Engineer
Todd McLellan, Development Engineer
Jame Briggs, Park Development Manager

GUESTS PRESENT
Sean Reiger, 136 Thompson Drive, Norman, OK

CONSENT ITEMS

This section is placed on the agenda so that the Planning Commission, by unanimous consent, may designate those items that they wish to approve by one motion. Any of these items may be removed from the Consent Docket and be heard in its regular order.

Minutes

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

   PLANNING COMMISSION MEETING MINUTES OF AUGUST 14, 2025.

   ITEMS SUBMITTED FOR THE RECORD
   1. August 14, 2025 Planning Commission Regular Meeting Minutes

Certificates of Survey

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF COS-2425-8: CONSIDERATION OF NORMAN RURAL CERTIFICATE OF SURVEY SUBMITTED BY HERITAGE-INFINITY LIVING TRUST (POLLARD & WHITED SURVEYING, INC.) FOR RIDGELINE ESTATES FOR 338.27 ACRES OF PROPERTY GENERALLY LOCATED A QUARTER MILE WEST OF 144TH AVENUE S.E. AND SOUTH OF CEDAR LANE ROAD.

   ITEMS SUBMITTED FOR THE RECORD
   1. Staff Report
   2. Location Map
   3. Ridgeline Estates Certificate of Survey

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF COS-2526-1: CONSIDERATION OF NORMAN RURAL CERTIFICATE OF SURVEY SUBMITTED BY MEEGAN MARONEY PELAFIGUE SUCCESSION TRUST (POLLARD & WHITED SURVEYING, INC.) FOR JOSHUA OAKS ESTATES FOR 79.77 ACRES OF PROPERTY GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF BETHEL ROAD AND 108TH AVENUE N.E.

   ITEMS SUBMITTED FOR THE RECORD
   1. Staff Report
   2. Location Map
   3. Joshua Oaks Estates Certificate of Survey

Motion by Commissioner McDaniel to approve the consent docket; **Second** by Commissioner McKown.

The motion passed unanimously with a vote of 7-0.

NON-CONSENT ITEMS

Ironwood Hills PUD Rezoning & Preliminary Plat

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-38: 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 REMOVE THE EAST HALF (E/2) OF THE NORTHWEST QUARTER (NW/4) OF SECTION 2, TOWNSHIP 8 NORTH, RANGE 2 WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTH OF E. LINDSEY ST. BETWEEN 36TH AVENUE SE. AND 48TH AVENUE SE)

The applicant requests postponement to the October 9, 2025 Planning Commission meeting.

5. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2425-12: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY PREMIUM LAND, LLC FOR IRONWOOD HILLS, A PLANNED UNIT DEVELOPMENT, FOR 77.97 ACRES OF PROPERTY GENERALLY LOCATED SOUTH OF E. LINDSEY ST. BETWEEN 36TH AVENUE SE. AND 48TH AVENUE SE.

The applicant requests postponement to the October 9, 2025 Planning Commission meeting.

Motion by Commissioner Kindel to postpone Ordinance O-2425-38; and PP-2425-12 to the October 9, 2025 Planning Commission meeting; **Second** by Commissioner Jablonski.

The motion passed unanimously with a vote of 7-0.

6. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-6: 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 REMOVE THE SOUTHWEST QUARTER (SW/4) OF SECTION FOUR (4), TOWNSHIP EIGHT NORTH (T8N), RANGE TWO WEST (R2W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND I-1, LIGHT INDUSTRIAL DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1751 E. IMHOFF ROAD)

The applicant requests postponement to the October 9, 2025 Planning Commission meeting.

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-7: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY COLERAINE CAPITAL GROUP, INC. FOR COLERAINE MULTIFAMILY, A PLANNED UNIT DEVELOPMENT, FOR 32.50 ACRES OF PROPERTY GENERALLY LOCATED NORTH OF E. IMHOFF RD. BETWEEN CLASSEN BLVD. AND 24TH AVENUE SE.

The applicant requests postponement to the October 9, 2025 Planning Commission meeting.

Motion by Commissioner Kindel to postpone Ordinance O-2425-38; and PP-2425-12 to the October 9, 2025 Planning Commission meeting; **Second** by Commissioner McKown.

The motion passed unanimously with a vote of 7-0

Tull Trails PUD Rezoning & Preliminary Plat

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-9: 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 REMOVE THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, AND A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE W. ROCK CREEK ROAD AND N. PORTER AVENUE INTERSECTION)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. Tull Trails PUD Narrative
4. Parks Location Map
5. Preliminary Plat
6. Site Plan
7. Greenspace Plan
8. Park Plan

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-9: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY TULL COMMERCIAL PROPERTIES, LLC (CEDAR CREEK ENGINEERING) FOR 2200 N. PORTER AVENUE, A PLANNED UNIT DEVELOPMENT, FOR 69.68 ACRES OF PROPERTY GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF PORTER AVENUE AND ROCK CREEK ROAD.

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. Preliminary Plat
4. Site Plan
5. Greenspace Plan
6. Park Plan
7. Development Review Form
8. Pre-Development Summary

Staff Presentation

Justin Fish, Planner I, presented staff report.

Commissioner Jablonski asked how the lot would be zoned if the single-family home were removed.

Commissioner Bird stated this question is one for the applicant.

Mr. Fish agreed the applicant could offer a clearer explanation.

Applicant Presentation

Sean Rieger, representative of the applicant, presented the proposed development.

Mr. Rieger began by responding to Commissioner Jablonski's question regarding the single-family home, stating the area in question is currently zoned C-2 in the upper-right quadrant, with no impervious cover limitations. He noted this section would remain less developed, with 20-foot setback requirements on all frontages, and that the nearby pond is zoned WQPZ (Water Quality Protection Zone), which includes a buffer zone. Mr. Rieger confirmed that commercial development would be allowed in this area but the applicant would have to come back to the Commission for a site plan amendment for development to happen.

Mr. Rieger presented an overview of the proposed development for a 69.68-acre site, which features a pond, a trail system, and is divided into two areas planned for mixed-use development. One area will focus on commercial, and office uses with some residential components, while the other is primarily intended for multi-family housing with potential for ground-floor commercial space.

Mr. Rieger concluded by stating the proposal is consistent with the City's AIM Norman Comprehensive Land Use Plan and that no formal protests had been submitted.

Motion by Commissioner McKown to recommend approval of Ordinance O-2526-9 and PP-2526-9; **Second** by Commissioner Kindel.

The motion passed unanimously with a vote of 7-0.

MISCELLANEOUS COMMENTS OF PLANNING COMMISSION AND STAFF

No miscellaneous comments.

ADJOURNMENT

The meeting was adjourned at 5:52 p.m.

Passed and approved this _____ day of _____ 2025.

Planning Commission Officer

File Attachments for Item:

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT FOR SFP-2526-1: CONSIDERATION OF SHORT FORM PLAT SUBMITTED BY KNL PROPERTIES, LLC (GOLDEN LAND SURVEYING) FOR 2020 WEST LINDSEY (BLOCK B HILLTOP ADDITION) LOCATED AT 2020 WEST LINDSEY STREET.

GRANT OF EASEMENT

E-2526-12

KNOW ALL MEN BY THESE PRESENTS:

That in consideration of the sum of One Dollar ($1.00), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, that **Heritage-Infinity Living Trust**, do hereby grant, bargain, sell and convey unto the **City Of Norman**, a municipal corporation, **a public roadway, drainage and utility easement,** over, across the following described real estate and premises situated in Cleveland County, Oklahoma, to wit:

(17' Additional R/W along Cedar Lane)

A tract of land in the West Half of the Northeast Quarter (W1/2-NE1/4) of Section Eighteen (18), Township Eight (8) North, Range One (1) East of the Indian Meridian, Cleveland County, Oklahoma, written by Timothy G. Pollard, PLS 1474 dated November 27, 2024 using an Arbitrary bearing of N89°56'18/"W between existing monuments on the North line of said W1/2-NE1/4 as a Basis of Bearing, said tract further described as:

BEGINNING at the Northeast Corner of said W1/2-NE1/4;
Thence S00°06'13"E, on the East line of said W1/2-NE1/4, for a distance of 33.00 feet to the **POINT OF BEGINNING**;
Thence S00°06'13"E, on the East line of said W1/2-NE1/4, for a distance of 17.00 feet
Thence N89°56'18"W for a distance of 1319.46 feet to the West line of said W1/2-NE1/4;
Thence N00°15'18"W, on said West line of said W1/2-NE1/4, for a distance of 17.00 feet;
Thence S89°56'18"E for a distance of 1319.51 feet to the **POINT OF BEGINNING**, containing 0.51 acres more or less.

With the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining and operating the facilities indicated below:

Public Roadway, Drainage and Utility Easement

To have and to hold the same unto said City, it's successors and assigns forever.

Signed and delivered this 30th day of July, 2025.

Heritage-Infinity Living Trust
Brandon S. Stephens, Trustee

STATE OF OKLAHOMA)
COUNTY OF CLEVELAND) SS:

Before me, the undersigned, a Notary Public in and for said County and State on this 30th day of July, 2024, personally appeared, Brandon S. Stephens, Trustee of the Heritage-Infinity Living Trust, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act for the uses and purposes herein set forth.

STATE OF OKLAHOMA NOTARY PUBLIC IN AND FOR STATE OF OKLAHOMA #23014662 Exp. November 3, 2027

Notary Public

CITY ATTORNEY

Approved as to form and legality this 8 day of October, 2025

Elizabeth Mckala
City Attorney

NORMAN CITY COUNCIL

Accepted by the City of Norman, Oklahoma, City Council on this ____ day of _____, 20___.

ATTEST: _____
City Clerk

_____
Mayor

File Attachments for Item:

20. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF E-2526-9 (SANITARY SEWER), E-2526-10 (PUBLIC ROADWAY, DRAINAGE AND UTILITIES) AND E-2526-11 (PUBLIC ROADWAY, DRAINAGE AND UTILITIES SERVING SAXON INDUSTRIAL PARK PHASE III, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED ONE-QUARTER MILE SOUTH OF STATE HIGHWAY NO. 9 AND ONE-QUARTER MILE WEST OF 36TH AVENUE S.E.).

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/25

REQUESTER: Ken Danner, Subdivision Development Manager

PRESENTER: Scott Sturtz, Director of Public Works

ITEM TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF E-2526-9 (SANITARY SEWER), E-2526-10 (PUBLIC ROADWAY, DRAINAGE AND UTILITIES) AND E-2526-11 (PUBLIC ROADWAY, DRAINAGE AND UTILITIES SERVING SAXON INDUSTRIAL PARK PHASE III, A PLANNED UNIT DEVELOPMENT (GENERALLY LOCATED ONE-QUARTER MILE SOUTH OF STATE HIGHWAY NO. 9 AND ONE-QUARTER MILE WEST OF 36TH AVENUE S.E.).

BACKGROUND:

As part of the platting of Saxon Industrial Park Phase III, a Planned Unit Development off-plat public improvements consisting of paving, drainage and sanitary sewer were required. The property is generally located one-quarter mile south of State Highway No. 9 and one-quarter west of 36th Avenue S.E.

DISCUSSION:

Easements have been donated and granted to serve these improvements by the property owners. The City Attorney's office, Utilities Department and Public Works Department Staff have examined the easements and found them to be in order and proper as to form.

STAFF RECOMMENDATIONS:

Based upon the above information, staff recommends that Easement Nos. E-2526-9, E-2526-10 and E-2526-11 be approved and filed of record with the Cleveland County Clerk.

GRANT OF EASEMENT
E-2526-9

KNOW ALL MEN BY THESE PRESENTS:

THAT, **Chickasaw Nation Industries, Inc., a Federally Chartered Corporation,** in consideration of the sum of One Dollar ($1.00), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, do hereby grant, bargain, sell, and convey unto the City of Norman, a municipal corporation, a public utility easement and right-of-way over, across, and under the following described real estate and premises situated in the City of Norman, Cleveland County, Oklahoma, to wit:

See Attached Exhibit "A"

with the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining, and operating a public utility(ies) and/or roadway(s) as indicated below:

Public Sanitary Sewer

To have and to hold the same unto the said City, its successors, and assigns forever.

SIGNED and delivered this 7th day of August, 2025.

BY:_____ President

BY:_____

REPRESENTATIVE ACKNOWLEDGMENT

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:

Before me, the undersigned, a Notary Public in and for said County and State, on this 7th day August of _____, 2025, personally appeared J. Eduardo Marques, to me known to be the identical person(s) who executed the foregoing grant of easement and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.

_____
Notary Public

HOLLY ERWIN NOTARY PUBLIC IN AND FOR STATE OF OKLAHOMA #02006742 Exp. April 16, 2026

My Commission Expires: 4.16.2026

Approved as to form and legality this 14 day of August, 2025.

Elisabeth Muckala
City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of_____, 202__.

_____
Mayor

ATTEST:

_____
City Clerk

SEAL:

E-2526-9

EXHIBIT A (1 of 2)
LEGAL DESCRIPTION
20 FEET WIDE UTILITY EASEMENTS
SAXON INDUSTRIAL PARK PHASE II
(BOOK 18 OF PLATS, PAGE 78)

Being 20 feet wide utility easements being a part of the Northeast Quarter (NE/4) of Section Ten (10), Township Eight North (T8N) , Range Two West (R2W) of the Indian Meridian (I.M.), City of Norman, Cleveland County, Oklahoma, being particularly described as follows:

Said 20 feet wide utility easement lying 10 feet either side of the following described centerline;

COMMENCING at the Southwest corner of Lot 1, Block 1, SAXON INDUSTRIAL PARK PHASE II, an addition to the City of Norman, according to the plat recorded at Book 18 Plats, Page 78, filed in the offices of the County Clerk of Cleveland County, Oklahoma;

THENCE North 00°23'21" East (North 00°23'56" East – record) along the West line of said Lot 1, Block 1, a distance of 612.22 feet;

THENCE South 89°52'56" East, a distance of 20.00 feet to the **POINT OF BEGINNING,** said point being **POINT "A"**;

THENCE continuing South 89°52'56" East, a distance of 439.35 feet to a point on the westerly right of way line of John Saxon Boulevard, also the **POINT OF TERMINATION**. Sides of said easement being lengthened or foreshortened so as to terminate at their intersection with easement or parcel lines.

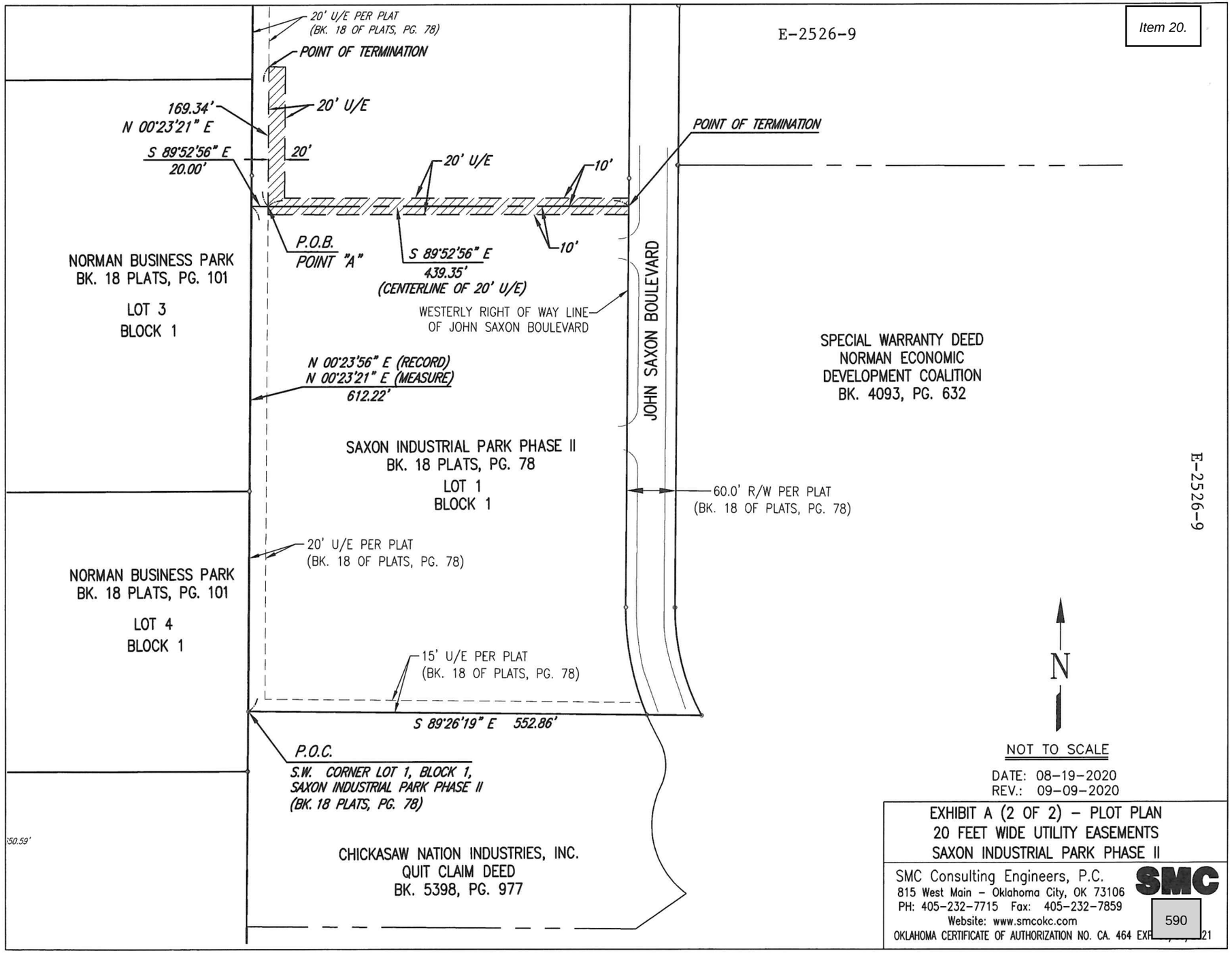
And also,

Said 20 feet wide utility easement lying 20 feet right of and parallel to the following described centerline;

BEGINNING at said **POINT "A";**

THENCE North 00°23'21" East a distance of 169.34 feet to the **POINT OF TERMINATION.** Sides of said easement being lengthened or foreshortened so as to terminate at their intersection with easement or parcel lines.

The basis of bearing for the above-described easements is North 89°30'01" West along the south line of the Northeast Quarter (NE/4) of Section Ten (10), Township Eight North (T8N), Range Two West (R2W) of the Indian Meridian (I.M.)



NOT TO SCALE

DATE: 08-19-2020
REV.: 09-09-2020

EXHIBIT A (2 OF 2) – PLOT PLAN
20 FEET WIDE UTILITY EASEMENTS
SAXON INDUSTRIAL PARK PHASE II

SMC Consulting Engineers, P.C.
815 West Main – Oklahoma City, OK 73106
PH: 405-232-7715 Fax: 405-232-7859
Website: www.smcokc.com
OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. CA. 464 EXP

GRANT OF EASEMENT

E-2526-10

KNOW ALL MEN BY THESE PRESENTS:

THAT, **WAREHOUSE No. 9A, LLC., an Oklahoma limited liability company** in consideration of the sum of One Dollar ($1.00), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, do hereby grant, bargain, sell, and convey unto the City of Norman, a municipal corporation, a public roadway(s), utilities and/or drainage over, across, and under the following described real estate and premises situated in the City of Norman, Cleveland County, Oklahoma, to wit:

Per Attachment 'A'

with the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining, and operating:

PUBLIC ROADWAY, DRAINAGE AND UTILITIES

To have and to hold the same unto the said City, its successors, and assigns forever.

SIGNED and delivered this 20th day of August, 2025

WAREHOUSE No. 9A, LLC., an Oklahoma limited liability company

BY:_____

NAME/TITLE: Peter Wilson/Manager

REPRESENTATIVE ACKNOWLEDGMENT

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:

Before me, the undersigned, a Notary Public in and for said County and State, on this 20th day of August, 2025, personally appeared Peter Wilson, Manager, Warehouse No. 9A, LLC., to me known to be the identical person(s) who executed the foregoing grant of easement and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.

_____
Notary Public

RACHEL HARROWA NOTARY PUBLIC Commission # 24003343 My Commission Expires 03-08-2028 STATE OF OKLAHOMA

My Commission Expires: 03/08/2028

Approved as to form and legality this 21 day of August, 2025.

_____
City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of_____, 20_____.

_____
Mayor

ATTEST:

_____
City Clerk

SEAL:

On this _____day of _____, 20_____, before me personally appeared _____ and _____, to me known to be the identical persons who executed the same as their free and voluntary act and deed of such municipal corporation, for the uses and purposes therein set forth.

Witness my hand and official seal the day and year last above written.

_____
Notary Public

E-2526-10

Attachment A (1 of 2)

Legal Description

Saxon Industrial Park Phase III

Proposed Public Roadway, Drainage & Utility Easement
Warehouse No. 9A LLC

A roadway, drainage & utility easement land lying in the Northwest Quarter (NW/4) of Section Ten (10), Township Eight North (T8N), Range Two West (R2W) of the Indian Meridian (I.M.), Norman, Cleveland County, Oklahoma being more particularly described as follows:

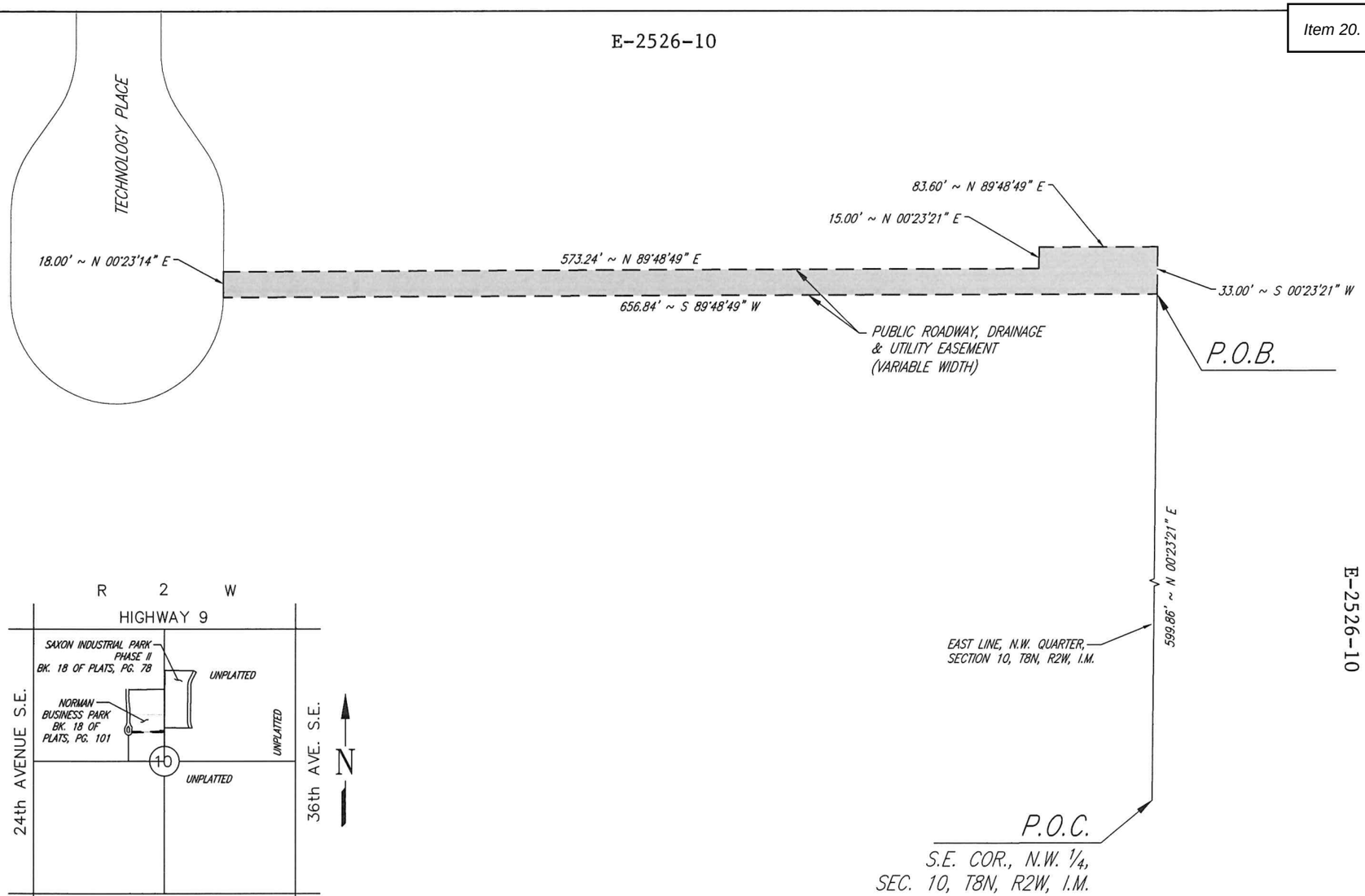
COMMENCING at the Southeast corner of said NW/4;

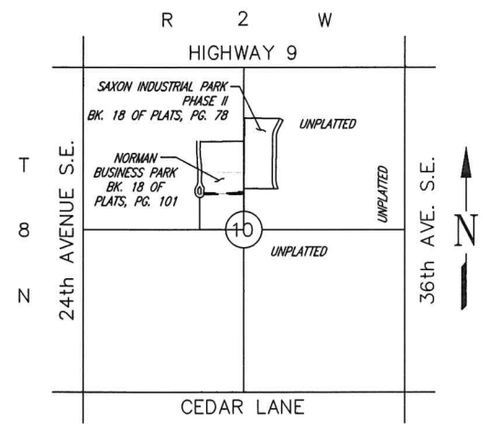
THENCE North 00°23'21" East, along the east line of said NW/4, a distance of 599.86 feet to the **POINT OF BEGINNING**;

THENCE South 89°48'49" West a distance of 656.84 feet to a point on the Easterly right-of-way of Technology Place, as shown on the filed final plat of NORMAN BUSINESS PARK (as filed in Book 18 of Plats, Page 101);
THENCE North 00°23'14" East along said Easterly right-of-way a distance of 18.00 feet;
THENCE North 89°48'49" East a distance of 573.24 feet;
THENCE North 00°23'21" East a distance of 15.00 feet;
THENCE North 89°48'49" East a distance of 83.60 feet to a point on said east line of said NW/4;
THENCE South 00°23'21" West along said east line a distance of 33.00 feet;
to the **POINT OF BEGINNING.**
Said roadway, drainage & utility easement contains 0.300 acres, more or less.

The Oklahoma State Plane Coordinate System (South Zone) using the bearing of North 89°30'01" West along the south line of the Northeast Quarter of Section 10, Township 8 North, Range 2 West was used as the basis of bearings for this description.

E-2526-10





LOCATION MAP
NOT TO SCALE

N

NOT TO SCALE

DATE: 8-07-2025

ATTACHMENT A (2 OF 2) – PLOT PLAN
SAXON INDUSTRIAL PARK PHASE III
PROPOSED PUBLIC ROADWAY EASEMENT
WAREHOUSE NO. 9A, LLC

SMC Consulting Engineers, P.C.
815 West Main – Oklahoma City, OK 73106
PH: 405-232-7715 Fax: 405-232-7859
Website: www.smcokc.com
OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. CA. 464 EXP 06/30/2027

GRANT OF EASEMENT

E-2526-11

KNOW ALL MEN BY THESE PRESENTS:

THAT, **WAREHOUSE No. 9, LLC., an Oklahoma limited liability company** in consideration of the sum of One Dollar ($1.00), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, do hereby grant, bargain, sell, and convey unto the City of Norman, a municipal corporation, a public roadway(s), utilities and/or drainage over, across, and under the following described real estate and premises situated in the City of Norman, Cleveland County, Oklahoma, to wit:

Per Attachment 'A'

with the right of ingress and egress to and from the same, for the purpose of surveying, laying out, constructing, maintaining, and operating:

PUBLIC ROADWAY, DRAINAGE AND UTILITIES

To have and to hold the same unto the said City, its successors, and assigns forever.

SIGNED and delivered this 20th day of August, 20 25.

WAREHOUSE No. 9, LLC., an Oklahoma limited liability company

BY: _____

NAME/TITLE: Peter Wilson/Manager

REPRESENTATIVE ACKNOWLEDGMENT

STATE OF OKLAHOMA, COUNTY OF CLEVELAND, SS:

Before me, the undersigned, a Notary Public in and for said County and State, on this 20th day of August, 20 25 personally appeared Peter Wilson, Manager, Warehouse No. 9, LLC., to me known to be the identical person(s) who executed the foregoing grant of easement and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.

_____
Notary Public

RACHEL HARROWA NOTARY PUBLIC Commission # 24003343 My Commission Expires 03-08-2028 STATE OF OKLAHOMA

My Commission Expires: 03/08/2028

Approved as to form and legality this 21 day of August, 20 25.

_____
City Attorney

Approved and accepted by the Council of the City of Norman, this _____ day of _____, 20_____.

_____
Mayor

ATTEST:

_____
City Clerk

SEAL:

On this _____ day of _____, 20_____, before me personally appeared _____ and _____, to me known to be the identical persons who executed the same as their free and voluntary act and deed of such municipal corporation, for the uses and purposes therein set forth.

Witness my hand and official seal the day and year last above written.

_____
Notary Public

E-2526-11

Attachment A (1 of 2)

Legal Description

Saxon Industrial Park Phase III

Proposed Public Roadway, Drainage & Utility Easement
Warehouse No. 9 LLC

A roadway, drainage & utility easement land lying in the Northwest Quarter (NW/4) of Section Ten (10), Township Eight North (T8N), Range Two West (R2W) of the Indian Meridian (I.M.), Norman, Cleveland County, Oklahoma being more particularly described as follows:

COMMENCING at the Southeast corner of said NW/4;

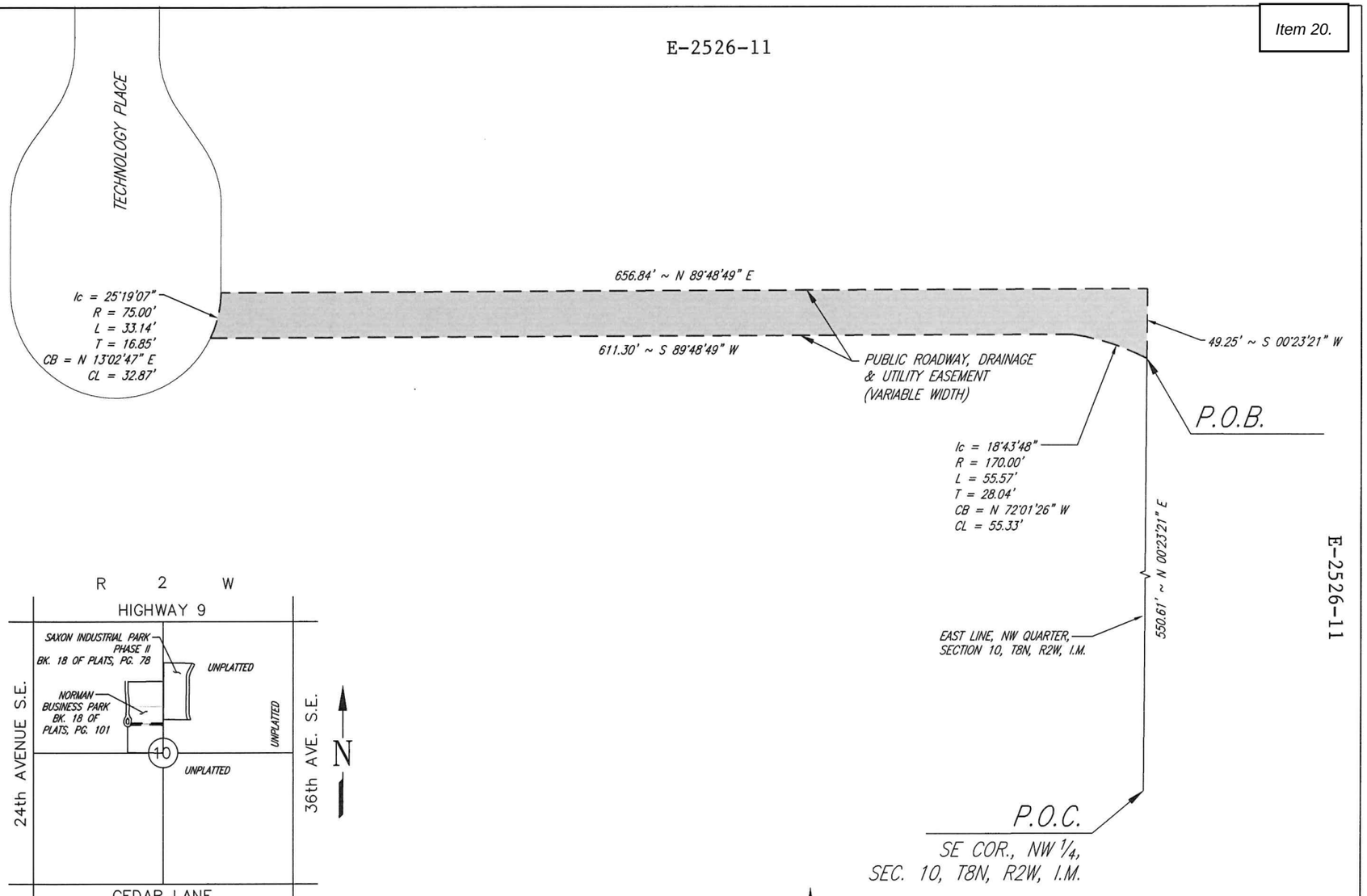
THENCE North 00°23'21" East, along the east line of said NW/4, a distance of 550.61 feet to a point on a curve and the **POINT OF BEGINNING**;

THENCE around a non-tangent curve to the left having a radius of 170.00 feet (said curve subtended by a chord which bears North 72°01'26" West, a distance of 55.33 feet) and an arc length of 55.57 feet;
THENCE South 89°48'49" West a distance of 611.30 feet to a point on a non-tangent curve, said point being a point on the Easterly right-of-way of Technology Place, as shown on the filed final plat of NORMAN BUSINESS PARK (as filed in Book 18 of Plats, Page 101);
THENCE along said Easterly right-of-way around a curve to the left having a radius of 75.00 feet (said curve subtended by a chord which bears North 13°02'47" East, a distance of 32.87 feet) and an arc length of 33.14 feet;
THENCE North 89°48'49" East a distance of 656.84 feet to a point on said east line of NW/4;
THENCE South 00°23'21" West along said east line a distance of 49.25 feet to the **POINT OF BEGINNING.**

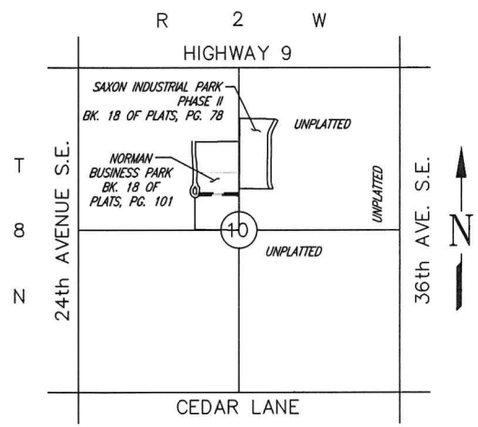
Said roadway, drainage & utility easement contains 0.493 acres, more or less.

The Oklahoma State Plane Coordinate System (South Zone) using the bearing of North 89°30'01" West along the south line of the Northeast Quarter of Section 10, Township 8 North, Range 2 West was used as the basis of bearings for this description.

E-2526-11



E-2526-11



LOCATION MAP
NOT TO SCALE

DATE: 8-07-2025

ATTACHMENT A (2 OF 2) – PLOT PLAN
SAXON INDUSTRIAL PARK PHASE III
PROPOSED PUBLIC ROADWAY EASEMENT
WAREHOUSE NO. 9, LLC

SMC Consulting Engineers, P.C.
815 West Main – Oklahoma City, OK 73106
PH: 405-232-7715 Fax: 405-232-7859
Website: www.smcokc.com
OKLAHOMA CERTIFICATE OF AUTHORIZATION NO. CA. 464 EXP 06/30/2027

File Attachments for Item:

21. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FINAL ACCEPTANCE OF CONTRACT K-2223-33: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND L5 CONSTRUCTION, L.L.C., FOR THE NORTH BASE COMPLEX PHASE 2 PROJECT, AND RELEASE OF RETAINAGE.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/25

REQUESTER: Paul D'Andrea, Capital Projects Engineer

PRESENTER: Scott Sturtz, Public Works Director

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF FINAL ACCEPTANCE OF CONTRACT K-2223-33: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND L5 CONSTRUCTION, L.L.C., FOR THE NORTH BASE COMPLEX PHASE 2 PROJECT, AND RELEASE OF RETAINAGE.

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 joint 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 Max Westheimer Airport. The multi-departmental facility provides maintenance for City Parks and Recreation vehicles and equipment, City Transit System buses, and Public Safety vehicles and equipment.

The second phase of the North Base Fleet and Parks Maintenance facilities project was to add an automatic vehicle wash facility to the site. This facility is capable of washing all vehicles in the City fleet. The wash is operated by the Fleet Management Division and is open for use by all City vehicles through the Fuelmaster keys used for fuel purchases.

On February 8, 2022, the Norman City Council approved an appropriation of funds in the amount of $1,800,000 {$540,000 re-allocated from the Sanitation Utility Effluent Truck Wash project; $684,000 appropriated from General Fund balance; $576,000 appropriated from Capital Sales Tax Fund balance} for the construction of the North Base Complex Phase 2 Project.

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, 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, LLC, 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, LLC, 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, LLC, 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.

On January 1, 2025, Norman City Council approved Change Order 3 to Contract K-2223-33 with L5 Construction, LLC, in the amount of $56,031, for a revised contract amount of $2,365,923 for various changes to the project design and unforeseen site conditions.

DISCUSSION:

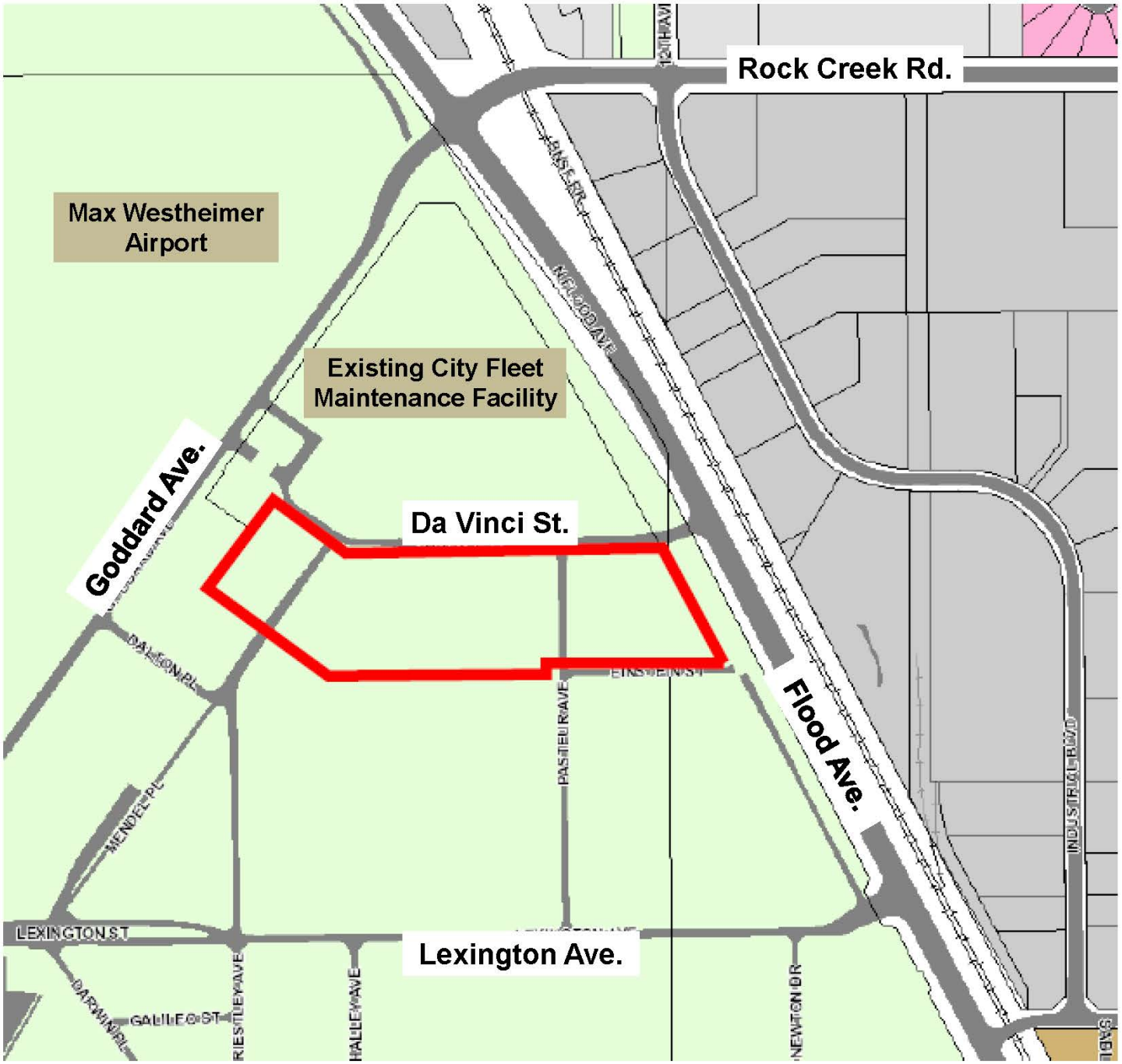
As of September 30, 2025, L5 Construction, LLC has completed all final “punch list” items associated with the North Base Complex Phase 2 Vehicle Wash Facility project contract.

There is no final change order necessary, and only the remaining retainage is owed on the contract.

The City will issue final payment, including retainage, of $59,148.06, upon final acceptance of the project by City Council. Funds are available in the North Base Phase 2 Vehicle Wash Facility Project (BG0260); Capital Fund, Construction (Account 50590078-46101) and in the Special Grants Fund, Construction (Account 22590303-46101).

RECOMMENDATION:

Staff recommends final acceptance of Contract K-2223-33, with L5 Construction, LLC and authorization of final payment in the amount of $59,148.06.



North Base Complex, Phase 1
Location Map

N

600

Application and Certificate for Payment for Cost of the Work Projects with a Guaranteed Maximum Price

Due Date = 10/30/2025

TO OWNER:	City of Norman 201 West Gray Street Norman, OK 73069	**PROJECT:**	2219 North Base Complex Phase II
FROM CONTRACTOR:	L5 Construction, LLC 7725 West Reno Avenue, Suite 400 Oklahoma City, OK 73127	**VIA ARCHITECT:**	GSB, Inc. 3555 Northwest 58th St, Suite 700W Oklahoma City, OK 73112

APPLICATION NO: 016
PERIOD TO: September 30, 2025
CONTRACT FOR: General Construction
CONTRACT DATE: November 22, 2022
PROJECT NOS:
Due Date: 10/30/2025

Distribution to:
OWNER: ☑
ARCHITECT: ☑
CONTRACTOR: ☐
FIELD: ☐
OTHER: ☐

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet for Cost of the Work Projects, is attached.

1. ORIGINAL GUARANTEED MAXIMUM PRICE	2,185,500.00
2. NET CHANGE BY CHANGE ORDERS	180,423.00
3. GUARANTEED MAXIMUM PRICE TO DATE (Line 1 ± 2)	2,365,923.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on Continuation Sheet)	2,365,923.00
5. RETAINAGE:	
a. 0% % of Completed Work (Column D + E on Continuation Sheet: $0.00)	
b. 0% % of Stored Material (Column F on Continuation Sheet: $0.00)	
Total Retainage (Lines 5a + 5b or Total in Column I of Continuation Sheet)	-
6. TOTAL EARNED LESS RETAINAGE (Line 4 Less Line 5 Total)	2,365,923.00
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	2,306,774.94
8. CURRENT PAYMENT DUE	59,148.076
9. GUARANTEED MAXIMUM PRICE BALANCE, INCLUDING RETAINAGE (Line 3 less Line 6)	$0.00

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	$180,423.00	$0.00
Total approved this Month	$0.00	$0.00
TOTALS	$180,423.00	$0.00
NET CHANGES by Change Order		$180,423.00

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information, and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:
By: Tammy Jones Date: 9/30/2025

State of: Oklahoma
County of: Oklahoma
Subscribed and sworn to before me this 30th day of September, 2025
Notary Public: Storm Griggs
My Commission expires: December 11, 2028

STORM GRIGGS NOTARY PUBLIC Commission # 24015029 My Commission Expires 12-11-2028 STATE OF OKLAHOMA

ARCHITECT'S CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Architect certifies to the Owner that to the best of the Architect's knowledge, information, and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED $59,148.076

(Attach explanation if amount certified differs from the amount applied. Initial all figures on this Application and on the Continuation Sheet that are changed to conform with the amount certified.)

ARCHITECT:
By: [signature] Date: 7 Oct 2025

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

601

Due Date = **10/30/2025**

2219 North Base Complex Phase II

Continuation Sheet *for Cost of the Work Projects*

APPLICATION NO:	016
APPLICATION DATE:	10/6/2025
PERIOD TO:	9/30/2025
ARCHITECT'S PROJECT NO:	

A	B	C	D	E	F	G		H	I
			WORK COMPLETED						
ITEM NO.	DESCRIPTION OF WORK	Scheduled Value	FROM PREVIOUS APPLICATION	THIS PERIOD	MATERIALS PRESENTLY STORED	TOTAL COMPLETED AND STORED TO DATE	% Complete	BALANCE TO FINISH	RETAINAGE (IF VARIABLE RATE)
1	General Conditions	119,766.00	119,766.00			119,766.00	100.00%	-	-
2	Bond	14,883.00	14,883.00			14,883.00	100.00%	-	-
3	Demolition	10,025.00	10,025.00			10,025.00	100.00%	-	-
4	Site Grading	156,226.00	156,226.00			156,226.00	100.00%	-	-
5	Soil Treatment	790.00	790.00			790.00	100.00%	-	-
6	Site Utilities	80,746.00	80,746.00			80,746.00	100.00%	-	-
7	Paving	289,581.00	289,581.00			289,581.00	100.00%	-	-
8	Lawn Sprinklers	26,195.00	26,195.00			26,195.00	100.00%	-	-
9	Landscaping	19,547.00	19,547.00			19,547.00	100.00%	-	-
10	Concrete	132,470.00	132,470.00			132,470.00	100.00%	-	-
11	Masonry	200,074.00	200,074.00			200,074.00	100.00%	-	-
12	Structural Steel Materials	78,871.00	78,871.00			78,871.00	100.00%	-	-
13	Structural Steel Erection	32,307.00	32,307.00			32,307.00	100.00%	-	-
14	Metal Roofing	61,767.00	61,767.00			61,767.00	100.00%	-	-
15	Caulking	15,037.00	15,037.00			15,037.00	100.00%	-	-
16	Doors/Frames/Hardware	22,543.00	22,543.00			22,543.00	100.00%	-	-
17	Overhead Doors	47,133.00	47,133.00			47,133.00	100.00%	-	-
18	Fluid Application Flooring	19,860.00	19,860.00			19,860.00	100.00%	-	-
19	Painting	51,767.00	51,767.00			51,767.00	100.00%	-	-
20	Wash Equipment	218,989.00	218,989.00			218,989.00	100.00%	-	-
21	Plumbing	296,847.00	296,847.00			296,847.00	100.00%	-	-
22	HVAC	126,331.00	126,331.00			126,331.00	100.00%	-	-
23	Electrical	163,745.00	163,745.00			163,745.00	100.00%	-	-
24	Change Order #001	97,648.00	97,648.00			97,648.00	100.00%	-	-
25	Change Order #002	26,744.00	26,744.00			26,744.00	100.00%	-	-
26	Change Order #003	56,031.00	56,031.00			56,031.00	100.00%	-	-
		2,365,923.00	**2,365,923.00**	**-**	**-**	**2,365,923.00**	**100.00%**	**-**	**-**

CITY OF NORMAN

Purchasing Division
Post Office Box 370
Norman, Oklahoma 73070

AFFIDAVIT

State of Oklahoma)
County of Oklahoma)

P. 0. No. N/A
Invoice No. Draw #16
Amount $59,148.06

IN ACCORDANCE WITH OKLAHOMA STATUTES TITLE 74, SECTION 3110 AND TITLE 62, SECTION 310.9, THIS FORM MUST BE COMPLETED AND SUBMITTED BEFORE ANY INVOICE OVER $25,000 CAN BE PROCESSED FOR PAYMENT.

The undersigned person (architect, contractor, supplier, engineer, or supervisory official), of lawful age, being duly sworn, on oath says that this (invoice, claim or contract) is true and correct and that s(he) is authorized to submit the invoice pursuant to a contract or purchase offer. Affiant further states that the (work, services, or materials) as shown by this invoice have been (completed or supplied) in accordance with the plans, specifications, orders or requests furnished the affiant. Affiant further states that s(he) has made no payment, given or donated or agreed to pay, give or donate, either directly or indirectly, to any elected official, officer or employee of the City of Norman, of money, directly or indirectly, any other thing of value to obtain payment of the invoice or procure award of this contract or purchase order pursuant to which an invoice is submitted.

L5 Construction, LLC
Company Name

Tammy Sun
By: Architect, Contractor, Supplier, Engineer, or Supervisory Official

Subscribed and sworn to before me this 16th day of October ,20 25

Storm Griggs
Notary Public (or Officer having power to Administer Oaths)

STORM GRIGGS NOTARY PUBLIC Commission # 24015029 My Commission Expires 12-11-2028 STATE OF OKLAHOMA

My Commission expires December 11, 2028

File Attachments for Item:

22. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2526-2: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND INNOVATIVE ROADWAY SOLUTIONS, REDUCING THE CONTRACT AMOUNT BY $43,568 FOR A REVISED AMOUNT OF $410,057; THE FINAL ACCEPTANCE AND FINAL PAYMENT OF $20,502.85 FOR THE STREET MAINTENANCE BOND PROGRAM – FYE 2026 ASPHALT PREVENTATIVE MAINTENANCE PROJECT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Joseph Hill, Streets Program Manager

PRESENTER: Scott Sturtz, Director of Public Works

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CHANGE ORDER ONE TO CONTRACT K-2526-2: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA AND INNOVATIVE ROADWAY SOLUTIONS, REDUCING THE CONTRACT AMOUNT BY $43,568 FOR A REVISED AMOUNT OF $410,057; THE FINAL ACCEPTANCE AND FINAL PAYMENT OF $20,502.85 FOR THE STREET MAINTENANCE BOND PROGRAM – FYE 2026 ASPHALT PREVENTATIVE MAINTENANCE PROJECT.

BACKGROUND:

On Tuesday, April 6, 2021, Norman residents voted to approve the issuance of $27 million in bonds to fund the resurfacing, rehabilitation and reconstruction of neighborhood streets as part of a 5-year, 5-category program. The five categories include (1) Asphalt Pavement Street Rehabilitation, (2) Urban Concrete Street Rehabilitation, (3) Urban Road Reconstruction, (4) Rural Road Rehabilitation, and (5) Preventative Maintenance.

Asphalt preventative maintenance in general consists of a variety of relatively inexpensive methods that extend the life of pavement that is still in fair condition. Extending the life of the existing pavement delays the need for expensive repaving or reconstruction. The City of Norman has utilized crack filling for many years. This project will add another method called a slurry seal. A slurry seal places a thin layer of fine aggregates, polymers, and asphalt emulsion over the entire surface of the pavement sealing it against moisture intrusion and protecting against ultraviolet degradation. All of the locations have recently been crack filled in preparation for the slurry seal.

DISCUSSION:

Council awarded the contract to Innovative Roadway Solutions, LLC of Bullard, Texas in the amount of $453,625 at the August 12, 2025 meeting. The project was completed within the 100-day contract period.

Construction projects are awarded to the lowest responsible bidder. Contractor bids are determined using estimated plan quantities multiplied by the contractor's unit prices for all bid items of the contract. The total of all of these costs represents the contractor's bid. During construction, each quantity is verified in the field, and the contractor is to be reimbursed based on the actual quantity of materials and/or labor used.

Of the three (3) bid items, one had a small quantity change. Pay item 3, Surface Preservation Trea decrease by 12,448 square yards to 94,302 square yards. This 12% decrease in quantity decreased the total contract amount by $43,568, or 9.6%.

The final payment amount owed to Innovative Roadway Solutions, LLC is $20,502.85, which includes release of all retainage. Funds are available in the Meadow Avenue: Imhoff Road to Conestoga Drive, Construction (Account 50593399–46101; Project BP0781) and South Lake Boulevard: Classen to East End, Construction (Account 50593399-46101; Project BP0787).

RECOMMENDATION 1:

Staff recommends the approval of Change Order 1 to Contract K-2526-2 with Innovative Roadway Solutions, LLC reducing contract amount by $43,568 for a revised contract amount of $410,057 for construction of the Street Maintenance Bond Program – Asphalt Preventative Maintenance - FYE 2026 Project.

RECOMMENDATION 2:

Staff recommends final acceptance of the Street Maintenance Bond Program – Asphalt Preventative Maintenance - FYE 2026 Locations Project, Contract K-2526-2, and final payment to Innovative Roadway Solutions, LLC in the amount of $20,502.85.

INVOICE

493 Dr. M. Roper Parkway N
Bullard, TX 75757
Phone 903-894-4520 Fax 903-894-4620

www.innovativeroadwaysolutions.com

DATE: October 9, 2025
INVOICE # 102-25721
Innovative Job #25721

BILL TO:
City of Norman Street Division
Attn: Joseph Hill
225 N. Webster Ave
Norman, OK 73069
(405) 366-5459

FOR:
CONTRACT K-2526-2
Street Maintenance Bond Program
Asphalt Preventative Maintenance
FYE 2026 Locations

DESCRIPTION	Item	Unit Price	AMOUNT
ITEM 4			
5% RETAINAGE FOR COMPLETION OF CONTRACT K-2526-2	0.05	$410,057.00	$20,502.85
AUGUST INVOICE 100-25721 RETAINAGE DEDUCTED $4,235.32			
SEPTEMBER INVOICE 101-25721 RETAINAGE DEDUCTED $16,267.53			
Job Completed September 13, 2025			

SUBTOTAL	20,502.85
TAX RATE	0.00
SALES TAX	0.00
5% RETAINAGE	
TOTAL	20,502.85

Make all checks payable to:
Innovative Roadway Solutions, LLC. 1620 Woodson Rd., St. Louis, MO 63114

Total Due in 15 Days. Prompt Payment is greatly appreciated.

THANK YOU FOR YOUR BUSINESS!

CHANGE ORDER SUMMARY
CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA

CHANGE ORDER NO. 1 DATE: October 8, 2025

CONTRACT NO.: K-2526-2 SUBMITTED BY: Joseph Hill

PROJECT: Asphalt Preventative Maintenance FYE 2026 Locations

CONTRACTOR: Innovative Roadway Solutions
493 Dr. M. Roper Parkway N
Bullard, TX 75757

ORIGINAL CONTRACT AMOUNT $453,625.00

(Increase) this change order 0 Calendar Days

PRESENT CONTRACT AMOUNT $453,625.00

DESCRIPTION	INCREASE	DECREASE
Change in Pay Quantities	-	($43,568.00)

NET CHANGE -$43,568.00

REVISED CONTRACT AMOUNT $410,057.00

See Detailed Quantity Change on Page 2 of 2:

Detailed Quantity Change:

K-2526-2 Asphalt Preventative Maintenance, FYE 2026 Locations Change Order No. 1								
ITEM	DESCRIPTION	UNIT	QUANTITY	QUANTITY INCREASE	QUANTITY DECREASE	UNIT PRICE	COST INCREASE	COST DECREASE
3	Surface Preservation Treatment	SY	106750.00		-12448.00	$3.50		-$43,568.00
					TOTALS		$0.00	-$43,568.00
					DIFFERENCE		-$43,568.00	

CONTRACTOR: _____ DATE: 10/8/25

ENGINEER: Mathura Dias DATE: 10/09/25

CITY ATTORNEY: _____ DATE: _____

ACCEPTED BY: _____ DATE: _____
(Mayor)

Signatory Notarization

STATE OF Texas, COUNTY OF Smith, SS:

Before me, the undersigned, a Notary Public in and for said Justin Northcutt of the Innovative Roadway Solutions, LLC, its Supervisor, 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 8 day of October, 20 25.

My Commission Expires: 03/11/28

Notary Public: Cheryl Newman

Cheryl Newman
My Commission Expires
3/11/2028
Notary ID 4841434

File Attachments for Item:

23.

CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-17 AND TASK ORDER ONE: BY AND BETWEEN NORMAN UTILITIES AUTHORITY AND CAROLLO ENGINEERS, INC., IN THE AMOUNT OF $1,271,525 FOR DESIGN OF WATER TREATMENT PLANT IMPROVEMENTS AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Ken Giannone, PE

PRESENTER: Ken Giannone, PE, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT K-2526-17 AND TASK ORDER ONE: BY AND BETWEEN NORMAN UTILITIES AUTHORITY AND CAROLLO ENGINEERS, INC., IN THE AMOUNT OF $1,271,525 FOR DESIGN OF WATER TREATMENT PLANT IMPROVEMENTS AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

In 2006, the Norman Utilities Authority (NUA) approved Contract K-0607-35 with Carollo Engineers Inc. (Carollo) for design of critical improvements at the Water Treatment Plant (WTP) as well as for the expansion of plant capacity from 14 million gallons per day (MGD) to 17 MGD. As part of this contract, Carollo evaluated all systems at the WTP; identified all improvements needed at the plant; and issued a report in May 2007 that prioritized the improvements into three categories as follows:

- Priority 1: Critical improvements that should be completed within 3 to 5 years to ensure WTP operations were not degraded.
- Priority 2: Critical improvements that could be deferred, but for no more than 10 years without incurring excess risk to WTP operations.
- Priority 3: Necessary improvements that could, if necessary, be deferred beyond the next 10 years without serious risk of degrading WTP operations.

The resulting project, Water Treatment Plant Phase I Expansion, Contract K-0910-29, covered the “Priority 1 Improvements” as well as the expansion of WTP capacity from 14 MGD to 17 MGD. The project was bid in July 2009. Wynn Construction was deemed the lowest and best bidder and Contract K-0910-29 in the amount of $12,250,132 was awarded to them in August 2009. Final Acceptance of the project was approved by NUA in February 2011.

In 2012, NUA approved Contract K-1112-124, also with Carollo for design of a project that would address taste and odor issues at the WTP along with addressing improvements previously identified as “Priority 2” in Carollo’s May 2007 report. The resulting project, Contract K-1617-121, Norman Water Treatment Plant Phase II Improvements, was bid in March 2017, and a

contract in the amount of $29,640,165 was awarded to the lowest and best bidder, Foley Company, in May 2017. NUA accepted the project in 2021.

In August 2014, NUA completed its "*2060 Strategic Water Supply Plan*" (the Plan), which recommended a portfolio of capital projects and a timeline that would ensure City of Norman would meet its water supply needs through the year 2060. One of the first projects recommended by the Plan was expansion of Norman's well field in the Garber-Wellington Aquifer. As a result, in 2015, City of Norman voters approved a rate increase to fund improvements to Norman's water supply, including expansion of Norman's well field as recommended by the Plan. In 2016, NUA executed Contract K-1516-139 with Carollo to furnish engineering services associated with this well field expansion.

Carollo identified locations for ten new wells, however, in order to ensure work could be completed within available budget, staff decided to procure land for all ten new wells and install piping for all the well sites but to initially bid out the drilling and construction of six of the new wells with provisions to extend that contract by up to three additional wells. Any wells that could not be completed with available funds would be bid in the future once funding was available for the remainder. The initial well field expansion project was bid in October 2018 and Contract K-1819-44 in the amount of $4,714,421.72 was awarded to the lowest and best bidder, Layne Christensen Company for the drilling and construction of six wells. Based on available funding, a change order in the amount of $1,607,970.36 was later executed with Layne Christensen Company to add three additional wells to the project for a total of nine new wells. All nine wells were in service and project was accepted by NUA in April 2023.

DISCUSSION:

While the Phase I NWTP Expansion and Phase II NWTP Improvements projects addressed the highest priority improvements identified at the Norman WTP, they largely did not address the improvements deemed to be Priority 3 in Carollo's May 2007 report. Since the report was prepared, some of these improvements have been addressed in piecemeal fashion when individual equipment failed or when excessive maintenance, equipment downtime and/or inefficiency were observed. However, two Priority 3 Improvements from the May 2007 Carollo report have still not been fully addressed:

- SCC Clarifier 3 Rehabilitation
- Filter Building HVAC and Roof Rehabilitation

In addition, and as is typical for major treatment plant upgrade projects, as the new systems and processes added as part of the Norman WTP Phase II Improvements project are operated under varying environmental and demand conditions, the need for additional improvements and/or upgrades has been exposed. As a result, plant staff with ongoing assistance from Carollo has identified several areas where additional upgrades will greatly improve efficiency, redundancy and/or resiliency in Norman WTP's operations, particularly during summer months when higher demand and high raw water temperatures have created unanticipated difficulties in the treatment process. As a result, critical upgrades to the following systems have been identified:

- Ozone System Improvements – Modified monitoring and sampling
- Ozone System Improvements – 2 25-ton chillers
- On-Site Sodium Hypochlorite Generation System Improvements

- Combined Filter Effluent Sample Piping
- Chloramine Improvements

In addition to the above, NUA has a secondary clarifier at the Norman Wastewater Reclamation Facility (WRF) that was recently determined to be in need of rehabilitation. This clarifier was manufactured by the same company, Westech, and is of the same vintage as the equipment in SCC Clarifier 3 at the Norman WTP, which is slated for rehabilitation under this project. As a result, the work required at both clarifiers will be very similar, and the design and bidding documents for both will be essentially the same which should be reflected in lower bid prices due to reduced mobilizations and contracting. For this reason, this project proposes to include rehabilitation of secondary clarifier 3 at the WRF.

Lastly, NUA plans to install a new well and redrill an existing well that has failed. As described above, the 2015 Well Expansion project was intended to include ten new wells to achieve 2 MGD in additional water supply. Nine new wells have been installed and are operational to date. This project includes the design for the 10th well to be installed on land previously procured and for which the piping was previously installed. In addition to the new well described above, Well 46 is an existing NUA water supply well located on 72nd Avenue N.E. between Robinson and Rock Creek, that requires redrilling due to failure and its design will be included with this project as well.

As noted, Carollo was the design engineer for the Phase I Norman Water Treatment Plant Expansion, the Phase II Norman Water Treatment Plant Improvements, and the 2015 Well Field Expansion projects. Carollo performed well on these previous projects and has existing knowledge of the facilities. Therefore, Carollo is best positioned and also uniquely qualified to prepare design documents and to assist with bidding of the proposed projects.

Task Order 1 to this proposed Agreement would cover all associated design, bidding, and construction administration services. If construction inspection services are deemed necessary, a separate Task Order could be negotiated and executed to cover those costs. Total cost of the Task Order 1 engineering services contemplated by this contract would be $1,271,525.

Staff recommends that the funding for the proposed WTP Various Improvements (Project WA0390) be funded through transfers to the project Design account as follows:

Losing Account	Transfer Amount	Receiving Account	Justification
WTP Phase 2 Design WA0291 – DESIGN 31999939–46201	$91,250	WTP Various Imp. Design WA0390 – DESIGN 31999939–46201	WTP Phase 2 design was completed and remaining funds to be used for this project.
WTP Clarifier 1 & 2 Rehab Design WA0375 – DESIGN 31993395-46201	$24,421	WTP Various Imp. Design WA0390 – DESIGN 31999939–46201	Rehab of Clarifier 3 has been determined to be a higher priority and therefore funds will be used for this project.
WTP Various Improvements Const	$900,000	WTP Various Imp. Design	Shifting of funds from construction to design.

Losing Account	Transfer Amount	Receiving Account	Justification
WA0390 – CONST 31999939–46101		WA0390 – DESIGN 31999939–46201	
2015 Well Supply Design WA0235 – DESIGN 31993345–46201	$136,000	WTP Various Imp. Design WA0390 – DESIGN 31999939–46201	Shifting of funds from previous design contract.
2015 Well & Pipeline Land Acquisition WA0212 – LAND 31993345-46001	$80,000	WTP Various Imp. Design WA0390 – DESIGN 31999939–46201	Shifting of funds from land account since no land acquisition is anticipated.
WRF Facility Upgrades Design WW0342 – DESIGN 32999911–46201	$75,000	WTP Various Imp. Design WA0390 – DESIGN 31999939–46201	Funds designated for WRF improvements and being transferred to allow for design under this contract for the WRF clarifier rehab.

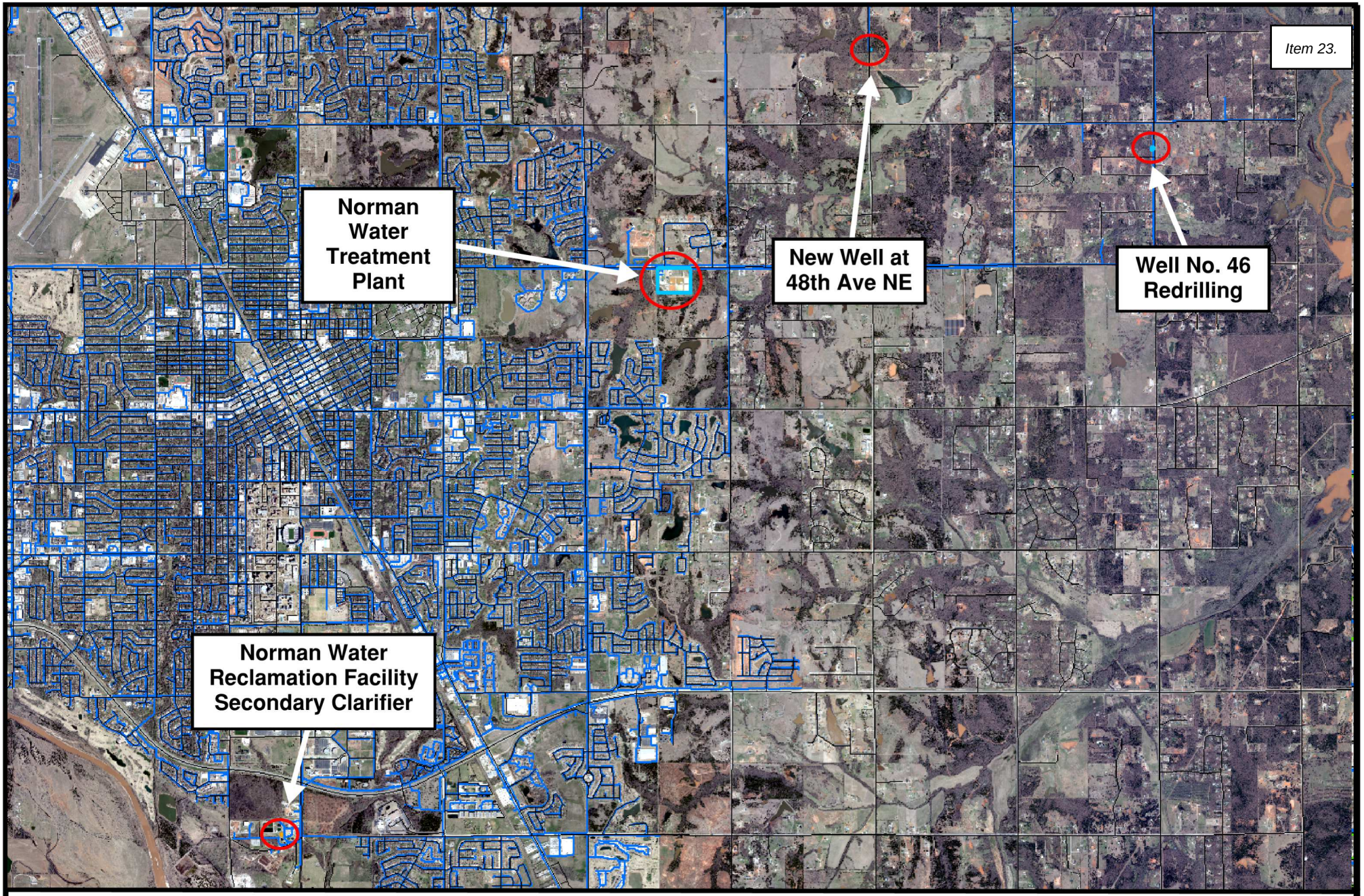
With the proposed transfers, $1,306,671 will be available to complete the project design. Design will commence immediately, and construction will be in two packages to be considered once the design is completed, which will take approximately six to nine months.

RECOMMENDATION 1:

Staff recommends that NUA approve and execute Contract K-2526-17 and Task Order 1 by and between the Norman Utilities Authority and Carollo Engineers, Inc. in the amount of $1,271,525.

RECOMMENDATION 2:

Staff recommends that NUA approve the budget transfers as outlined in the staff report.



WA0390 - Norman WTP - Various Improvements

Map Produced by the City of Norman Geographic Information System.

The City of Norman assumes no responsibility for errors or omissions in the information presented.

0 1,500 3,000 6,000 Feet

N W E S

Created on: August 26, 2025

AGREEMENT FOR PROFESSIONAL SERVICES

This AGREEMENT made and entered into this ____ day of _____by and between Norman Utilities Authority, (hereinafter "OWNER"), and **Carollo Engineers, Inc.,** (hereinafter "ENGINEER").

WITNESSETH:

WHEREAS, the OWNER and the ENGINEER wish to enter into an Agreement (hereinafter "Agreement") for the furnishing of Engineering Services in connection with

Various Improvements to Noman Water Treatment Plant and Well Field.

_____.

(Project Description)

(hereinafter "Project"), and

WHEREAS, ENGINEER is qualified and prepared to perform the necessary professional services in connection with the Project.

NOW THEREFORE, in consideration of the mutual promises and covenants of the parties hereto, it is agreed as follows:

SECTION 1 - PROFESSIONAL SERVICES

1.1 ENGINEER shall provide professional engineering services in all phases of the Project to which this Agreement applies. The services furnished by the ENGINEER will be defined by Task Orders which will set forth the Engineer's Services, Time of Performance, and Payment.

1.2 It is intended that each Task Order, after execution by both parties shall become a supplement to and a part of this Agreement.

SECTION 2- PAYMENT TO ENGINEER

2.1 As consideration for providing the services referred to in Section 1, the OWNER shall pay ENGINEER on the basis to be established in the Task Order for Services.

2.2 The ENGINEER is not responsible for damage or delay in performance caused by events beyond the control of ENGINEER. In the event ENGINEER's services are suspended, delayed or interrupted for the convenience of the OWNER or delays occur beyond the control of ENGINEER, an equitable adjustment in ENGINEER's time of performance and cost of ENGINEER's personnel and subcontractors shall be made.

2.3 OWNER reserves the right to direct revision of ENGINEER's services as may be necessary. When ENGINEER is directed to make revisions under this section of the agreement, ENGINEER shall advise OWNER of the probable costs involved in completing engineering services and the time of performance for such completion. Extra services also include those that are required for defense of claims, in which event

ENGINEER shall bill OWNER on an hourly basis together with cost of material.

2.4 In the event OWNER and ENGINEER cannot agree on equitable compensation for services rendered in making revisions, then, at OWNER's option, ENGINEER shall either continue performance under the revised Agreement and an equitable adjustment in ENGINEER's time of performance and cost of ENGINEER's personnel shall be made at completion of the revised work or ENGINEER shall not be obligated to continue performance under this Agreement.

2.5 If ENGINEER's work products require revisions prior to construction bidding due to ENGINEER's errors or omissions, the exclusive remedy will be limited to revisions made by ENGINEER without compensation.

2.6 The ENGINEER shall bill the OWNER monthly indicating the services performed and the cost of such services.

OWNER agrees to pay invoices within 45 days of their date. Payments not received by ENGINEER within 45 days shall be considered delinquent and subject to a finance charge of 1 percent per month for each month unpaid after the date of invoice. ENGINEER may suspend services should an invoice remain delinquent for 75 days from date of invoice.

2.7 All notices shall be made in writing and may be given by personal delivery or by mail. Notices sent by mail shall be addressed to the designated responsible person or office:

TO OWNER:

Mr. Chris Mattingly, Utilities Director
225 N Webster Ave
Norman, OK 73069

TO ENGINEER:

Mr. Thomas Crowley, PE
Carollo Engineers
211 N Robinson Ave, Ste 1300
Oklahoma City, OK 73102

and when so addressed, shall be deemed given upon deposit in the United States Mail, postage prepaid. In all other instances, notices and invoices shall be deemed given at the time of actual delivery.

All payments are to be mailed to:

Carollo Engineers, Inc.
P.O. Box 30835
Salt Lake City, 84130-0835

unless otherwise informed on the face of the invoice.

SECTION 3 - MISCELLANEOUS

3.1 The OWNER shall furnish the ENGINEER available studies, reports and other data pertinent to the ENGINEER’s services, obtain or authorize ENGINEER to obtain or provide additional reports and data as required, furnish to ENGINEER services of others required for the performance of ENGINEER’s services hereunder, and ENGINEER shall be entitled to use and rely upon all such information and services provided by OWNER or others in performing ENGINEER’s services under this Agreement.

3.2 The OWNER shall arrange for access to and make all provisions for ENGINEER to enter upon public and private property as required for ENGINEER to perform services

hereunder.

3.3 Documents, including drawings and specifications, prepared by ENGINEER pursuant to this Agreement are not intended or represented to be suitable for reuse by OWNER or others for this Project or on any other project. Any reuse of completed documents or use of partially completed documents without written verification or concurrence of ENGINEER for the specific purpose intended will be at OWNER's sole risk and without liability or legal exposure to ENGINEER, and OWNER shall indemnify and hold harmless ENGINEER from all claims, damages, losses and expenses, including attorney's fees arising out of or resulting therefrom.

3.4 The ENGINEER maintains, at its own expense, Worker's Compensation and Employers Liability, Comprehensive General Liability, Automobile Liability and Professional Liability policies with limits at or above that which is reasonably required of other engineering firms and will, upon request, furnish insurance certificates to OWNER.

SECTION 4 – LEGAL RELATIONS

4.1 The ENGINEER shall be responsible for professional negligence, which is failure to exercise skill and ability as ordinarily required of engineers under the same or similar circumstances. The ENGINEER shall not be responsible for warranties, guarantees, fitness for a particular purpose breach of fiduciary duty, loss of anticipated profits or for economic, incidental, liquidated or consequential damages to the OWNER or any third party and shall only indemnify for failure to perform in accordance with the generally accepted engineering and consulting standards. Additionally, ENGINEER shall not be responsible for acts and decisions of third parties, including governmental agencies, other than ENGINEER's subconsultants, that impact project completion and/or success.

4.2 OWNER and ENGINEER shall each defend, indemnify and hold harmless the other and their respective principals, directors, officers and employees from and against claims, loss, liability, suits and damages, including attorney's fees, caused in whole or in part by either party's negligent acts, errors or omissions, willful misconduct or OWNER's lawful responsibility respectively or, anyone directly or indirectly employed by either of them or anyone for whose acts they may be liable regardless of whether or not such claim, loss, liability or damage is caused in part by a party indemnified hereunder.

In the event that both OWNER's and ENGINEER's wrongful act or lawful responsibility is the proximate cause of any liability or damages, then in such event, each party shall be liable for a portion of the damages and claim costs resulting therefrom equal to such party's comparative share of the total negligence or lawful responsibility for such damages and claim costs. Notwithstanding the foregoing, a party's defense obligation hereunder shall be limited to reimbursement of the other party's reasonable defense costs which are judicially determined to have been incurred as a result of the first party's negligence.

4.3 Hazardous materials or asbestos may exist at a site where there is no reason to believe they could or should be present. The ENGINEER and OWNER agree that the discovery of unanticipated hazardous materials or asbestos constitutes a changed

conditions mandating a renegotiation of ENGINEER's services.

4.4 In providing opinions of cost, financial analyses, economic feasibility projections, schedules, and quantity and/or quality estimates for potential projects, ENGINEER has no control over cost or price of labor and material; unknown or latent conditions of existing equipment or structures that may affect operation and maintenance costs; competitive bidding procedures and market conditions; time or quality of performance of third parties; quality, type, management, or direction of operating personnel; the incoming water quality and/or quantity; the way OWNER's plant(s) and/or associated processes are operated and/or maintained; and other economic and operational factors that may materially affect the ultimate project elements, including, but not limited to, cost or schedule. Therefore, ENGINEER makes no warranty that OWNER's actual project costs, financial aspects, economic feasibility, schedules, and/or quantities or quality realized will not vary from ENGINEER's opinions, analyses, projections, or estimates

4.5 If the project involves construction of any kind, the parties agree that OWNER and ENGINEER shall be indemnified to the fullest extent permitted by law for all claims, damages, losses and expense including attorney's fees arising out of or resulting from Contractor's performance of work including injury to any worker on the job site except for the sole negligence of OWNER or ENGINEER. Both OWNER and ENGINEER shall be named as additional primary insured(s) by Contractor's General Liability and Builders All Risk insurance policies without offset and all Construction Documents and insurance certificates shall include wording acceptable to the parties herein with reference to such provisions.

4.6 ENGINEER shall not be responsible for the means, methods, techniques, sequences, or procedures of construction selected by contractors or the safety precautions and programs incident to the work of contractors and will not be responsible for Contractor's failure to carry out work in accordance with the Contract Documents.

4.7 The services to be performed by ENGINEER are intended solely for the benefit of the OWNER. No person or entity not a signatory to this Agreement shall be entitled to rely on the ENGINEER's performance of its services hereunder, and no right to assert a claim against the ENGINEER by assignment of indemnity rights or otherwise shall accrue to a third party as a result of this Agreement or the performance of the ENGINEER's services hereunder.

4.8 The ENGINEER's instruments of service hereunder are the printed hard copy drawings and specifications issued for the Project, whereas electronic media, including CADD files, are tools for their preparation. As a convenience to the OWNER, the ENGINEER shall furnish to the OWNER both printed hard copies and electronic media. In the event of a conflict in their content, the printed hard copies shall take precedence over the electronic media.

Because data stored in electronic media form can be altered, inadvertently, it is agreed that the

OWNER shall hold ENGINEER harmless from liability arising out of changes or modifications to ENGINEER'S data in electronic media form in the OWNER's possession or released to others by the OWNER.

SECTION 5 – TERMINATION OF AGREEMENT

5.1 If this Agreement is terminated with or without cause, in either event, OWNER shall provide:

a. not less than five (5) working days' written notice of intent to terminate, and

b. an opportunity for good faith consultation prior to termination

SECTION 6 – DISPUTE RESOLUTION

6.1 Disputes arising during the course of this Agreement shall be promptly addressed at completion of construction when professional services, together with construction evaluation can be reasonably and fully assessed. The parties shall use best efforts to reach final resolution of disputes through meetings and negotiations required to resolve the dispute before any other forms of dispute resolution.

SECTION 7 – ENTIRE AGREEMENT

7.1 This Agreement, including attachments incorporated herein by reference, represents the entire Agreement and understanding between the parties and any negotiations, proposals or oral agreements are intended to be integrated herein and to be superseded by this written Agreement. Any supplement or amendment to this Agreement to be effective shall be in writing and signed by the OWNER and ENGINEER.

SECTION 8 – GOVERNING LAW

8.1 This Agreement is to be governed by and construed in accordance with the laws of the State of Oklahoma.

IN WITNESS WHEREOF, duly authorized representatives of the parties have signed in confirmation of this Agreement, with effective date the day and year first above written.

Carollo Engineers, Inc. – ENGINEER

Digitally signed by Thomas O. Crowley
Contact Info: Carollo Engineers, Inc.
Date: 2025.10.09 15:00:07-05'00'

By: Thomas O. Crowley
_____

Printed Name: Thomas O. Crowley, PE

Title: Vice President

Date: 10/08/25

By:

_____

Printed Name: Becky Luna, PE

Title: Senior Vice President

Date: _____

By:

NORMAN UTILITIES AUTHORITY

APPROVED as to form and legality this _____ day of _____, 20_____.

_____
AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this____ day of

_____, 20

NORMAN UTILITIES AUTHORITY

ATTEST

By: _____ _____

_____CHAIRMAN_____ _____SECRETARY_____

TASK ORDER NO.01

NORMAN UTILITIES AUTHORITY
OWNER

AND

CAROLLO ENGINEERS, INC.

This Task Order is issued by the OWNER and accepted by ENGINEER pursuant to the mutual promises, covenants and conditions contained in the Agreement between the above named parties dated the _____ day of _____, 20__, in connection with:

Contract: K-2526-17

Various Improvements at the Norman Water Treatment Plant and Well Field
(Project)

PURPOSE

The purpose of this Task Order is to: Authorize services for final design (task 2), bidding services (Task 3), and engineering services during construction (task 4).

ENGINEER'S SCOPE OF SERVICES

Engineer's scope of services shall be as described in Exhibit A to this Task Order No. 1.

TIME OF PERFORMANCE

Engineer's time of performance shall be as described in Exhibit A to this Task Order No. 1.

PAYMENT

Engineers payment for basic services associated with Task 2, Task 3, and Task 4 shall not exceed a lump sum amount of $1,146,525.00 as defined in Exhibit B to this Task Order. This lump sum amount includes compensation for Engineer's services and services of Engineer's Subcontractors and Subconsultants, if any. The Lump Sum amount constitutes full and complete compensation for Engineer's Basic Services as defined in the scope of services in Exhibit A to this Task Order including labor costs, overhead, profit, expenses (other than those expenses expressly eligible for reimbursement, if any), and Engineer's Subcontractor and Subconsultant charges.

The portion of the Lump Sum amount billed for Engineer's services will be based upon Engineer's estimate of the proportion of the total services completed during the billing period to the Lump Sum as defined in Section 2 of the Agreement.

Engineer's payment for the Not-to-Exceed fee of $125,000 for Additional Services defined in Exhibit C shall be based on the Standard Hourly Rates established within the Exhibit. For the specified category of services, the Owner shall pay Engineer an amount equal to the cumulative hours charge to the Additional Services ammount by each class of Engineer's times the Standard Hourly rates for each applicable billing class.

Standard Hourly Rates include salaries and wages paid to personneel in each billing class plus the cost of customary and statuatory benefits, general and administrative overhead, non-project operating costs, and operating margin or profile. The total Not-To Exceed fee will incorporate all labor at standard hourly rates and reimbursible expenses (including Engineer's Subcontractor and Subconsultant charges, if any). The amounts billed will be based on the cumulative hours charge to the specified category of services within the Additional Services (Exhibit C) during the billing period established in the agreement by each class of Engineer's employees times the Standard Hourly Rates for each applicable billing clasue, plus reimbursible expenses (including Engineer's Subcontractor and Subconsultant charges, if any). The standard hourly Rates and reimbursible schedule provided in Exhibit B can be adjusted annualy (as of January 1st) to reflect equitable changes in the compensation payable to Engineer.

The total value of the contract is $1,271,525 (Basic and Additional Services)

EFFECTIVE DATE

This Task Order No.01 is effective as of the _____ day of _____, 20__.

IN WITNESS WHEREOF, duly authorized representatives of the OWNER and of the ENGINEER have executed this Task Order No. 01 evidencing its issuance by OWNER and acceptance by ENGINEER.

CAROLLO ENGINEERS, INC.

Accepted this 8th day of October, 2025

Digitally signed by Thomas O. Crowley
Contact Info: Carollo Engineers, Inc.
Date: 2025.10.09 14:59:26-05'00'

By: _____ _____

Vice President

By: _____

Senior Vice President

Contract: K-2526-17

By:

NORMAN UTILITIES AUTHORITY

APPROVED as to form and legality this _____ day of _____, 20_____.

_____

AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this____ day of

_____, 20

NORMAN UTILITIES AUTHORITY

ATTEST

By: _____ _____

____CHAIRMAN_____ _____SECRETARY_____

EXHIBIT A to TASK ORDER NO. 1
SCOPE OF SERVICES
Various Improvements to Noman Water Treatment Plant and Well Field

BASIC SCOPE OF SERVICES
BACKGROUND

The following scope of services is intended to supplement Paragraph 2 – Basic Services in the Contract. The Engineer will provide the following scope of services for the Project as follows:

Task 1 - Preliminary Report Services:
No Services

Task 2 - Final Plan Services
The engineer will provide Final Plan Services in accordance with Task 2 of the Basic Contract and as supplemented herein. The final plan services will consist of an intermediate deliverable (2-D plans only), final deliverable including a stamped and signed agency review submittal (plans and Specifications Div 0-17) and bid set deliverable incorporating agency review comments and owner comments into the bid set deliverable.

A preliminary AACE Class IV estimate was prepared to estimate the total construction cost of the major design elements. These are presented in Table 1 below, these include the midpoint, high range (+30 percent), and low range (-10%) anticipated by the estimate level. The detailed estimate is provided in Attachment 1 to this Exhibit A.

Table 1 – Preliminary AACE Class IV OPCC				
Design Element	**Description**	**High Range (+ 30%)**	**Midpoint**	**Low Range (-10%)**
PROJECT-01				
WTP-01	Ozone System Improvements			
	Ozone System Contactor Improvements	$657,000	$505,000	$480,000
	Ozone System Chiller Improvements	$1,417,000	$1,090,000	$1,035,000
WTP-02	WTP SCC No. 3 Rehabilitation	$1,869,000	$1,438,000	$1,366,000
WTP-03	OSHG Improvements	$1,058,200	$814,000	$732,600
WTP-04	CFE Sampling and Analysis	$157,000	$121,000	$115,000
WTP-05	Administration Building Roof Repairs	$241,000	$185,000	$175,000
WTP-06	Chloramine System Improvements	$195,000	$150,000	$135,000
WRF-01	Secondary Clarifier 3 Rehabilitation	$1,840,000	$1,415,000	$1,344,000
	Subtotal PROJECT-01	**$7,434,200**	**$5,718,000**	**$5,382,600**
WELL-01	Well 46 Redrilling assistance	$150,000	$120,000	$100,000
WELL-02	Well Plans and Specs Assistance	$1,500,000	$1,250,000	$1,200,000

Notes: 1. Cost estimates are based on June 2024 dollars, escalation to midpoint should be performed by OWNER.

Summary of Major Design Elements:

The Tables 2-4 below present a summary of the major design elements associated with the task 2 services.

Table -2	**Major Work Elements Norman WTP Various Improvements – PROJECT 01**	
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
WTP-01: OZONE SYSTEM IMPROVEMENTS _ CONTACTOR		
Ozone Contactor – Civil Paving and Grading, Drainage	No Improvements	No Improvements
Ozone Contactor – Architectural	No Improvements	No Improvements
Ozone Contactor- Structural	No Improvements	No Improvements
Ozone Contactor – HVAC/Mechanical	No Improvements	No Improvements
Ozone Contactor - Mechanical	Drain and Clean Ozone Contactor to Install new sample piping.	New sample piping to be installed in common inlet chamber, one immediately following first cell, and a third sample immediately following Captor addition in each of the two contactors.
Ozone Contactor Structural	New Penetrations	New penetrations above water level for discharge of sample pumps. New penetration for Conductivity probe in roof.
Ozone contactor electrical	No Improvements	No Improvements
Ozone contactor Instrumentation and control	New instruments	Add ORP sensor and install into two channel transmitters for PH.
Ozone Destruct Building – Civil	No Improvements	No Improvements
Ozone Destruct Building – Architectural	No Improvements	No Improvements

Table -2	**Major Work Elements Norman WTP Various Improvements – PROJECT 01**	
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
Ozone Destruct Building Structural	Misc Metals	Supports for new pumps
Ozone Destruct Building – HVAC	No Improvements	No Improvements
Ozone Destruct Building-Mechanical – Demolition	Demolish existing sample pump and piping that is too high to be utilized as its air binds pumps.	Demolition to make space for new sample pumps and piping.
Ozone Destruct Building Mechanical – Sample Lines	Install new sample lines at a lower elevation repurpose some of the discharge lines and core drill locations for new discharge lines	New sample piping to feed four new sample pumps all located below
Ozone Destruct Building – Mechanical Sample Pumps	Install new prepurchased sample pumps in ozone destruct building	New Sample pumps (4) prepurchased.
Ozone Destruct Building – Electrical	Sample Pump Starter	Install prepurchased sample pump starter in ozone destruction building location. Install new power from DP panel Install new power and control wire to sample pumps from existing and new starter.
Ozone destruct building electrical	New Ozone Sample Probes	Install new transmitters and new conduit/wire to PCM cabinet
Ozone destruct building instrumentation and control	New Ozone Sample Probes	Install new prepurchased ozone sample probes and install suction lines to sample pumps.
Ozone destruct building instrumentation and control	PCM Cabinet	Provide new CBs in pcm cabinet and programming for PCM to integrate new ozone system controls to allow captor addition based on ozone residual.

Table -2 Major Work Elements Norman WTP Various Improvements – PROJECT 01		
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
Ozone destruct building instrumentation and control	SCADA programming	Update SCADA screens for ozone contactor control.
WTP-01- OZONE SYSTEM IMPROVEMENTS – 2-25 TON CHILLERS		
Civil Paving and Grading	Drainage – Surface Only	Provide temporary stormwater plan, surface drainage of concrete pad for chillers. Provide updated stormwater calculation to City with Agency review set.
Civil Paving and Grading	Paving/Approach	A 5 ft sidewalk approach will be provided from the roadway to access the chiller Building Entrance
Civil – Landscaping	Seeding/Sodding	Sod will be placed in disturbed areas
Civil-Excavation and backfill	Geotechnical	Over excavation of slab with backfill of aggregate base course (36”) beneath matt foundation. Deep foundations not anticipated.
Architectural	Chiller Awning – Architectural features Roof	Gabled Roof – Standing Seam Metal
Architectural	Chiller Awning Features:	1)
Structural – Slab on Grade with Structural Columns	Chiller Awning – Foundation Design and Contingency	The foundation will be designed to enable to carry reaction loads from the Metal Awning Structure based on preliminary design information provided by manufacturer. A contingency will be included for adjustment of columns based upon shop drawing review calculations.

Table -2	**Major Work Elements Norman WTP Various Improvements – PROJECT 01**	
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
Structural – Slab on Grade with Structural Columns	Chiller Awning – Foundation Supports	Foundation will have small concrete columns designed to "raise up" the connections of the metal Awing structure to allow for fastening of the metal awing support columns to the concrete without concern for long term rust.
Structural – Slabe on Grade	Chiller Awning -Foundation Slope	Slope of concrete will be 0.5% to shed water to perimeter Zurn CI trench drains on the long axis of Foundation
Structural	Pads for Chillers	Chillers will be provided with 4" equipment pads.
Structural	Duct Bank Stub out	Stub out for Duct Bank to Provide primary Power to Building 480V DPPA/DPPB
Structural	Metal Awing	Metal Awing will be provided by a manufacturer. Will be designed with an eave height of 12 feet and facilitate servicing of two (2) 25-ton chillers.
Mechanical – Plumbing	Chiller Area	Trench drains with PVC drains draining to MH discharge to Lagoons
Mechanical – Process - Utility Water	Ozone Building Utility Makeup/fill water	Utility water line 2" will be routed from the Ozone Building downstream of existing BFP. The expansion tank and air separator on the chilled water loop will be located in the Ozone Building.

Table -2	**Major Work Elements Norman WTP Various Improvements – PROJECT 01**	
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
Mechanical – Process CWS/CWR	Cooling water Supply/Return Piping	Utility lines will be run from chiller inlet/outlet to/from Cooling water skids located in Ozone building. It will be designed to allow for either an open loop or closed loop cooling system to be employed for the Ozone Generation System.
Mechanical – Process CWS/CWR	Cooling water Supply/Return Valves	Utility valves will be installed on existing CWS/CWR and New CWS/CWR lines to isolate automatically and prevent shutoff of cooling water
Mechanical Process – CWS/CWR	Cooling water supply/return drains	Manual Drains will be provided at low spots to drain piping.
Mechanical Process – Chiller System	2-25 Ton Chillers with Supply Pumps	Prepurchased by the City of Norman and installed by contractor
Mechanical Process – Chiller System	One (1) Makeup water tank	Prepurchased by the City of Normand and Installed by Contractor.
Mechanical Process – Chiller System	One (1) Expansion Tank	Prepurchased by the city of Norman and installed by Contractor
Mechanical Process – Chiller System	One (1) Chemical Feed Pot	Prepurchased by the City of Norman and installed by Contractor.
Electrical	Yard Electrical Duct Bank	Power and control conduit Duct bank from Existing Ozone MCCA/MCCB to Chiller Area. Includes two EMH’s with sump pumps.

Table -2	**Major Work Elements Norman WTP Various Improvements – PROJECT 01**	
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
Electrical	Circuit Breakers and Disconnects	Circuit Breakers and Disconnect switches for 2-25 Ton Chillers MCCA/MCCB and PCM-OZ Cabinet
Electrical	2- 25 Ton Chiller VCP's	Vendor control Panels Prepurchased by the City of Norman and Installed by Contractor.
Electrical	Conduit and Wire in ozone Building	Power and control conduits from new actuators to DPPA/DPPB and PCM-OZ
Electrical	Conduit and Wire to Instrumentation	Conduit and wire from PCM-OZ to Instrumentation at Chiller (flowmeters, pressure switches)
Instrumentation	Chiller instrumentation not provided by Chiller	Flowmeter, Pressure switches, temperature probes.
Instrumentation	SUEZ Scope of work	Program setpoint read to Chiller system to maintain inlet temperature to ozone skid at maximum of 75F.
Instrumentation	Programming PCM-oz	Program PCM Ozone and HMI to integrate chiller information and setpoints
Instrumentation	Programming SCADA	Create SCADA Screen for Chillers
Instrumentation- Networking	Network programing	Place Ozone System on Plant Communications network.
WTP-02 SCC Clarifier No. 3 Rehabilitation		
Civil	No Improvements	No Improvements
Stormwater	No Improvements	No Improvements
Architectural	Existing handrail	Repair/replace as necessary
Structural	Structural Repairs of Concrete	Unit Price for concrete repairs
HVAC	No Improvements	No Improvements

Table -2	**Major Work Elements Norman WTP Various Improvements – PROJECT 01**	
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
Mechanical	Westech Scope	Replace Rake turntable bearings. Replace Rake Gearbox Replace Motors for Turbine and Rake Replace Rake arm squeegees Replace Rake Arms
Mechanical	Painters Scope	Blast, Puddle weld, metal repairs, recoat unit pricing for metal repairs.
Mechanical	Hot box/lime feed hoses	Remove and reinstall as necessary to complete scope.
Electrical	Light	Removal and reinstall
Electrical	Conduits/wires	No work
Instrumentation	No improvements	No Improvements
WTP_03 OSHG System Improvements (2–5-ton Chiller and New Brine Tank)		
Demolition	OSHG Discharge Piping	Remove existing discharge Piping
Demolition	Existing Anionic Polymer Tote Scale	Remove scale and provide to Norman as salvage. Fill in Scale Sump.
Civil	Paving and Grading	Saw cut and remove existing pavement on west side of chemical building Integrate new OSHG Brine Tank into existing Pavement and Replace as necessary
Civil	Excavation and Backfill Brine Tank	Over excavate and backfill with select fill for tank pad
Civil	Drainage/Stormwater	No Improvements
Architectural	No Improvements	No Improvements
Structural	Foundation of OSHG Brine tank	Matt foundation. No deep foundations required.
HVAC	No Improvements	No Improvements

Table -2 Major Work Elements Norman WTP Various Improvements – PROJECT 01		
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
Mechanical – Brine Tank	New 8,000-gallon Brine tank	FRP Preinsulated Brine tank with Brine Guard system
Mechanical – Yard Piping	Brine Feed, Water Feed	Buried piping from Chemical Building to Brine tank.
Mechanical – Trench Piping	Discharge Piping in Trench	Install new discharge piping in chemical trench with spares
Mechanical – Yard Piping	OSHG Containment Piping	Install 8-inch containment piping from Filter Building to MH with spare tubing for OSHG Feed.
Mechanical -Chemical Building Piping	Brine Feed, Water Feed, Chiller Feed and Chiller Discharge	Water Feed from Softeners, Brine feed to Unit.
Mechanical OSHG Chiller	OSHG 2-5 Ton Chiller	Pre-Purchase Single Chiller without pumps with expansion/mixing tank to supply chilled water to 70F to the OSHG system. Chiller will operate to fill tank.
Mechanical – Chiller Installation	OSHG Chiller and Expansion Tank in Chemical Building	Locate Chiller and expansion tank in current tote scale location for anionic polymer.
Electrical – Chiller Installation	OSHG Chiller and Expansion tank package VCP OZ MCC A	Power feed from OZ MCC A to OSHG Transfer Switch
Electrical Chiller	OSHG Chiller and Expansion tank package VCP OZ MCC B	Power feed from OZ MCC B Breaker to OSHG Transfer Switch
Electrical Chiller	OSHG Chiller Transfer switch	Power feed from OSHG Transfer Switch to Chiller VCP
Electrical Chiller Controls	Conduit and wire – Control feed to Chiller VCP	Feed from PCM- CHEM to Chiller VCP. Manual Switching.

Table -2	**Major Work Elements Norman WTP Various Improvements – PROJECT 01**	
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
Electrical – Brine VCP	Conduit and Wire – Power feed VCP	Power feed from existing DPP to Truck Unloading Panel VCP
Electrical – Brine Tank VCP	Conduit and Wire -Control Feed VCP	Communications Discrete and Analog from PCM to VCP
Electrical – Brine Tank	Conduit and Wire – Instrumentation Wiring	Wiring from Field Instruments to VCP's
Instrumentation- Brine and Chiller	Programming for OSHG VCP's	Hire Denora to incorporate Instrumentation points and controls to OSHG Generation panels.
Instrumentation – Brine and Chiller	PCM Programming	Program existing PCM-CHEM
Instrumentation – Brine and Chiller	SCADA Programming	Integrate Brine tank into Scada Screed for OSHG
WTP-04 Combined Filter Effluent Sample Pipe		
Civil	No Improvements	No Improvements
Mechanical Yard Piping	CFE Sample line	Install CFE Containment pipe and tubing from Filter building to CFE Manhole
Mechanical CFE Existing Manhole	Sampling	Install Willow Well Jet pump and stinger in existing pipe Prior to OSHG Injection for measurement of CFE turbidity
Mechanical- UV Building	Sampling – WQ	Install water quality station to measure turbidity inside of UV Building
Electrical	Conduit and Wire- yard	Power and control conduit from UV Building Electrical room to Sampling pump
Electrical	Conduit and wire – UV Bldg	Power and control wire from UV Building PCM to WQ Analyzer panel.

Table -2	**Major Work Elements Norman WTP Various Improvements – PROJECT 01**	
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
Instrumentation	Sampling instruments	New turbidity meter and flow switch
Instrumentation	PCM Programming	Program existing PCM-UV
Instrumentation	SCADA Programming	Integrate WQ into SCADA screens.
WTP-05 Architectural Improvements Administration Building		
None		
STRUCTURAL		
Architectural Improvements	Remove existing Roof and Flashing	Remove existing roof above transition from Filter Building to Admin Building
Architectural Improvements	New Roof and Flashing	Install new roof and flashing.
Architectural Improvements	Remove existing flashing and portions of roof	Remove flashing and cut membrane.
Architectural	New Belly band and flashing	
Architectural	Various improvements to seal flashing around bay windows	Remove flashing seal windows and install new flashing
WTP-06 Chloramine Improvements		
1 MG Clearwell Improvements	Sample at one locations for Mono and Total Chlorine	Vertical Submersible sample pump at 1MG clearwell to measure chloramine concentration at new analyzers located in UV building.
6 MG Clearwell Improvements	Sample at two locations for Mono and total chlorine	Vertical Submersible sample pump at 1MG clearwell to measure chloramine concentration at new analyzer located in UV building.
UV Building Analyzers	3 total 3 monochloramine analyzers	Located in UV Building and plumbed to drain area.

Table -2	**Major Work Elements Norman WTP Various Improvements – PROJECT 01**	
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
HSP discharge Modifications	Provide ability to take discharge of pump station to lagoon with air gap	New 12-inch main and flowmeter from HSP to lagoon Manhole with Air gap to provide ability to drain and neutralize to the lagoon
Calcium Thiosulfate Discharge Pipe Modifications	Provide ability to feed to Neutralize from the existing HSP	New flow paced chemical feed for discharge of HSP to neutralize prior to the lagoon.
WRF-01 Secondary Clarifier No. 3 Rehabilitation		
Civil	No Improvements	No Improvements
Stormwater	No Improvements	No Improvements
Architectural	Existing handrail	Repair/replace as necessary
Structural	Structural Repairs of Concrete	Unit Price for concrete repairs
Structural	PRV's	Assess and remove/replace as needed
HVAC	No Improvements	No Improvements
Mechanical	Coating of Effluent launder	Concrete coating of effluent launder.
Mechanical	Westech Scope	Replace Rake turntable bearings Replace Rake Gearbox Replace Motors for Rake Replace Torque Monitoring Replace Rake arm squeegees. Replace Rake Arms
Mechanical	Painters Scope	Blast, Puddle weld, metal repairs, recoat unit pricing for metal repairs.
Mechanical	Launder Covers	Remove and reinstall as necessary to complete scope.
Mechanical	Weir	Remove and replace with new FPR Weir

Table -2	**Major Work Elements Norman WTP Various Improvements – PROJECT 01**	
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
Mechanical	Scum box, Scum beach, Scum Pipe	Remove and replace
Mechanical	Stamford Baffle	Remove and replace
Electrical	New Conduit and Wire	New conduit to splice box at edge of clarifier as necessary
Electrical	New Conduit/wires	Torque unit connection to existing control panel
Electrical	Light	Removal and reinstall
Electrical	Conducts/wires	No work
Instrumentation	No improvements	No Improvements
None		
WTP		

Attachment 4 to Exhibit A provides the existing site plan drawings for Well No. 46.

Table -3 Major Work Elements Norman WTP Various Improvements – WELL-01		
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
Well No. 46 Redrilling Specs	Specifications	Specifications will be provided containing criteria for redrilling, well development, and relocation of Well 46 pump and motor adjacent to the existing well. These will be provided to Norman for bidding purposes. Norman will be responsible for all DIV 0/1 specifications.
Well No. 46 Redrilling drawings – Well drawing and well pump setting.	Drawings – Mechanical	Drawings will be provided showing the redrilling of Well 46 and removing and setting the existing well pump. These will be provided to Norman for bidding purposes. Norman will be responsible for packaging up drawings and specifications for bidding purposes.
Well No. 46 Redrilling Drawings connection to existing piping	Drawings Mechanical	Drawings will be provided illustrating the mechanical connections from the existing Well 46 with piping and support details connecting well 46 to the existing piping. This will be created specifically for Norman to perform the work. NO CADD work will be performed.
Well n. 46 Redrilling Drawings – Connections to existing electrical and I&C Controls	Drawings Electrical	Drawings will be provided illustrating the electrical and controls connections from the well No. 46 VFD to the relocated Well No. 46 pump. This will be created

Table -3 Major Work Elements Norman WTP Various Improvements – WELL-01		
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
		specifically for Norman to perform the work. NO CADD work will be performed.

Table -4 Major Work Elements Norman WTP Various Improvements – WELL-02		
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
New Well Property Topographic and Boundary Survey	Civil Site Plan Drawings-Existing conditions	A topographic survey of existing conditions will be provided by the City of Norman. Norman will provide CADD file of survey at 0.5 ft contours
New Well Site Paving and Grading	Civil Site Plan Drawings-New work	Civil Drawings will be provided showing the coordinates and elevations of the well, well house pad, and other surface features with respect to the 100 year and 500-year flood elevations. These are unique drawings and can't be repeated from previous work.
New Well Site Paving and Grading	Civil Site Plan Drawings Paving and Grading.	Civil Drawings will be provided showing new grading and paving coordinates and details for unit price estimates of bid form for civil items, clearing and grubbing, site excavation, backfill and compaction, paving, etc. These are unique drawings and can't be repeated from previous work.
New Well Site Yard Utilities	Mechanical and Electrical Site Plan Drawings	Mechanical drawings will show the plan and profile of the well discharge and

Table -4 Major Work Elements Norman WTP Various Improvements – WELL-02		
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
		blowoff hydrant details. Electrical drawings will show where the utility will set the pole for the well feed and the location, details of the utility disconnect and metering station for the well. These are unique drawings and can't be repeated from previous work.
New Well Site Architectural Elevations, Sections, and Details	Well House	Architectural will not require any updates. Existing drawings will be reused of the well house. The energy code used during the design has not changed from the original design (2006).
New well site Geotechnical	Geotechnical Report	Utilizing existing geotechnical information, a memorandum will be provided indicating the design conditions for the foundation at the new well site.
New Well Site Structural Notes and Details	Structural design criteria notes and sections and details for well house	Utilize the existing drawings, structural will review and reuse drawings. The drawings will be reviewed for compliance with the 2018 IBC. The fee is based upon the assumption that the structural details will not need to be modified for the existing site.
New Well Site Mechanical Well Sections and Details	Plan, section, and details showing the well, well pump, and packing for the well casing.	The existing drawings for the perforated well will be reused and adjusted for the well site.

Table -4 Major Work Elements Norman WTP Various Improvements – WELL-02		
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
New Well Site Mechanical Piping Sections and Details	Plans, sections and details showing the well pump piping and blowoff	The existing drawings will be reused and adjusted for the specific well site. No changes are anticipated.
New Well Site Electrical One-line and panel schedules	Electrical one lines, lighting, and panel schedules,	The existing drawings will be reused. The drawings will be reviewed with respect to the change in code from 2014 to 2020 NEC. No changes are anticipated.
New Well Site Electrical Power and Control Plans	Electrical power and control plan, conduit schedules, etc.	Existing drawings will be reused, the drawings will be reviewed with respect to the change in code from 2014 to 2020 NEC. No changes are anticipated.
New Well Process and Instrumentation Drawings	Well Network Drawing	Network drawings will be modified to include new well site telemetry to the Norman WTP. The specifications will require the contractor to do a radio path study to assess the elevation and orientation of the antenna connected to the well house.
New Well Process and Instrumentation Drawings	Well P&ID Drawings	The P&ID drawings will be reused with the new tags being provided on the drawing for the new well instrumentation and controls.
New well process and instrumentation Drawings	PLC and control panel details	The Well control panel drawings will be reused with the new tags being provided on the drawing for the new well control panel elements.
New Well Typical Details	Typical Detail Sheets utilized in well construction	The typical drawings will be reused for the new well typical details. No Changes

Table -4 Major Work Elements Norman WTP Various Improvements – WELL-02		
PROJECT ELEMENT	**DESCRIPTION**	**FEATURES**
		are anticipated
New Well Specifications	Technical Specifications division 2 through division 17	The technical specifications Div 02-17 will be modified to fit the new well scope of work. It will be the responsibility of Norman to integrate the Divion 0 and Division 1 specifications for the construction of the new well at the website. SOME work is required on the specifications to change the footers, review and edit, each specification for the applicability of the specifications to the scope work associated with the new well. review and reuse drawings. The specifications will be reviewed for compliance with the 2018 IBC and 2020 NEC code requirements. Where possible, the existing shop drawings will be attached as an exhibit particularly in the case of the plc and telemetry equipment which must be standardized

Assumptions -PROJECT-01

1. Design Duration
    a. Utilities Review of Interim and Final submittal – 2 weeks
    b. City of Norman Development Center Code Review will not be required for the project permitting. .
    c. ODEQ Review – 45 days.
2. Bidding Duration: 3 months following submission of Bid set.
3. Project Management:
    a. Project Status Reports, Project Schedule, Project Action Decision Logs will be combined for both projects. Separate distinctions for each project will be made within the document.
    b. Total project duration of 6 months for design and 3 months for bidding.
    c. Project Progress Meetings 6 total,
    d. Separate Interim and Final review workshops
    e. With the exception of the WELL-01 and WELL-02 Project 01 will be designed and bid in ONE bid Project. This PROJECT-01 will include the following:
        i. WTP-01 Ozone System Improvements
        ii. WTP-02 SCC Clarifier 3 Rehabilitation
        iii. WTP-03 OSHG Improvements
        iv. WTP-04 CFE Sampling and Analysis
        v. WTP-05 Administration Building Roof Repairs
        vi. WTP-06 Chloramine Sampling Improvements
        vii. WRF-01 Secondary Clarifier Rehabilitation
4. Survey:
    a. A topographic survey will be completed of the existing Chiller area.
    b. A point survey will be completed of existing WRF Clarifier No. 3 to confirm weir levelness.
    c. A point survey will be completed of existing area around placement of new brine storage tank.
5. Geotechnical:
    a. Existing geotechnical will be utilized, no additional geotechnical field work will be required.
    b. A memorandum will be provided by a geotechnical engineer to supplement the existing geotechnical report for the Phase II services meant to incorporate the structural design of the following into the geotechnical report:
        i. Foundation
6. Submittals:
    a. Interim, Final and Bid Set Submittals for
    b. Well 46 redrilling submittals will consist of a Final and Bid set submittal. Well 46 deliverables (Stamped and Signed for the bid set submittal will contain technical

specifications and drawings related to the redrilling and

7. OPCC:
    a. OPCC will be delivered at interim, Final, and Bid Set Submittals.
8. Utility Coordination:
    a. Since all the utilities and associated easements on-site are known, utility coordination meetings will not be required.
    b. Potholing will not be required for the Basic Services but has been included with the additional services.
9. Design Documents:
    a. Documents for each project phase will NOT be prepared assuming that SRF funding with AIS, Davis Bacon, and Build America Buy America Act (BABA) requirements will NOT be applicable to Task 2 and Task 3 of the project.
    b. Contract documents will employ delegated designs for the following:
        i. Shoring and protection of existing utilities
        ii. Temporary bulkheads.
        iii. Metal Canopy over Chiller Units

    c. Engineer will utilize Revit Civil 3D program for civil, sitework, and yard piping
    d. The engineer will assist in prepurchasing the 2-25 ton chillers associated with the Ozone Cooling system. The scope assumes that no additional prepurchasing will be necessary to satisfy schedule needs.
    e. The engineer will perform architectural services associated with the existing administration building. The scope assumes that no additional architectural services will be required. .
    f. Engineer's Division 1-17 specifications will be utilized.
    g. City of Norman front ends will be utilized, which requires an Engineer corporate review.
    h. For Well 46 and New Well to be located on the Designated City Property, Engineer will provide stamped and sealed drawings and Technical Specifications
10. Permitting:
    a. The following permitting submittals are anticipated:
        i. ODEQ Construction Permit – Agency Review/Final Submittal.
    b. No Environmental permitting will be required as the SRF permitting process can be accomplished through the preparation of a categorical exclusion.
11. Property Assistance:
    a. All design work will be within the property owned by City of Norman. Therefore, no property or easement acquisition services will be required.
12. Owner Responsibilities:
    a. Owner will furnish Engineer available studies, reports, and other data pertinent to Engineer's services; obtain or authorize Engineer to obtain or provide additional

reports and data as required; furnish to Engineer services of others required for the performance of Engineer's services hereunder, and Engineer will be entitled to use and reasonably rely upon all such information and services provided by Owner or others in performing Engineer's services under this scope of work.

b. Owner will arrange for access to and make all provisions for Engineer to enter upon public and private property as required for Engineer to perform services hereunder.

Assumptions -WELL 46 Redrilling

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1. Design Duration: Delivered 3 months from Notice to Proceed.
2. Bidding Duration: Not applicable, City of Norman will be responsible for the bidding of the Well No. 46 Redrilling
3. Project Management: - SEE PROJECT 01

4. Survey:
    a. No survey will be necessary.
    b. The City of Norman will provide existing CAD files for locating new wells in accordance with current state plane coordinates.
5. Geotechnical:
    a. Existing geotechnical and well logs will be utilized, no additional geotechnical field work will be required.
6. Submittals:
    a. Well 46 redrilling submittals will consist of a Final and Bid set submittal. Well 46 deliverables (Stamped and Signed for the bid set submittal) will contain technical specifications and drawings related to the redrilling and connection of the new well and pump to the existing well piping and electrical supply.
7. OPCC:
    a. No OPCC Will be provided.
8. Utility Coordination:
    a. None.
9. Design Documents:
    a. For Well 46 redrilling and setting of the well pump, located on the Designated City Property, Engineer will provide stamped and sealed drawings and Technical Specifications Division 02 through Division 17 for use by the City in soliciting contractors for the project.
    b. For Well 46 piping and electrical connections the engineer will provide markups in Bluebeam directing the city to reconnect the well and well pump to the electrical and mechanical support systems.
    c. Norman will be responsible for the preparation of the Division 0 and Division 1 specifications for bidding for Well 46 redrilling and well pump setting.

d. Norman will be responsible for packaging of the specifications and drawings into a bid set for the Well 46 redrilling and well pump setting.

10. Permitting:
    a. No permit assistance will be required.
11. Property Assistance:
    a. All design work will be within the property owned by City of Norman. Therefore, no property or easement acquisition services will be required.
12. Owner Responsibilities:
    a. See PROJECT 01 Summary for Owners requirements.

Assumptions NEW WELL Drawings and Specifications

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1. Design Duration: Delivered 6 months from Notice to Proceed.
2. Bidding Duration: Not applicable, City of Norman will be responsible for the bidding of the New Well.
3. Project Management: - SEE PROJECT 01
4. Survey:
    a. No survey will be necessary.
    b. Topographic survey of existing conditions will be provided by City of Norman. Norman will provide CADD file of survey at 0.5 ft contours.
    c. If a new survey is required, additional services has been provided for the additional survey.
5. Geotechnical:
    a. Existing geotechnical and well logs will be utilized, no additional geotechnical field work will be required.
6. Submittals:
    a. New well submittals will consist of a Final and Bid set submittal. Bid Set Submittal will be stamped and signed.
    b. The city of Norman will be responsible for providing the Division 0 and Division 1 specifications and integrating these with the technical specifications. The city of Norman will be responsible for packaging up the drawings and specifications for bidding.
7. OPCC:
    a. No OPCC Will be provided.
8. Utility Coordination:
    a. None.
9. Design Documents:
    a. New well submittals will consist of new site civil drawings establishing the elevations and access to and from the site as well as new electrical and yard piping

drawings establishing the connections of the new well to the available utilities.

b. New Well submittals will also consist of new Process and Instrumentation drawings illustrating the new tags for the equipment for programing purposes and integration of the new well site into the telemetry.
c. New well submittals will consist of reusing previous well drawings and technical specifications (DIV 2 through DIV17_ generated by Engineer under a previous contract amendment, reviewed for applicability, modified (if necessary) to suit the specific well site conditions.
d. Final and Bid set (Stamped and Signed) will be provided of the drawings and technical specifications as illustrated herein.

10. Permitting:
    a. No permit assistance will be required.
11. Property Assistance:
    a. All design work will be within the property owned by City of Norman. Therefore, no property or easement acquisition services will be required.
12. Owner Responsibilities:
    a. See PROJECT 01 Summary for Owners requirements.

Major Tasks:

A. Project Management and Progress Reporting:

1. The Engineer will provide project management and progress reporting functions required to successfully complete Tasks 2 and 3.
2. Monthly Progress Reporting: The Engineer will prepare and submit to the Owner monthly invoice packets including the following:
    a. A cover letter providing general project status, progress completed during the invoice period for each major subtask, overall percent complete for each major subtask, planned activities for the upcoming month, information requests, action items required to be addressed by the Owner, schedule status with any applicable delays, and a list of potential scope adjustments.
    a. Monthly invoice.
    b. Updated project schedule.
3. Potential Scope Adjustment Register: The Engineer will maintain a potential scope adjustment (PSA) register. In the event there is consideration given for changes to the Project's scope of work, the Engineer will develop and present PSAs with the next monthly invoice transmittal.
    a. Engineer will itemize the potential changes detailing the anticipated cost impact to the Engineer's contract and the Project's construction cost.
    b. Engineers will detail impacts, if any, to the project schedule.
4. Progress Meetings:
    a. The engineer will conduct regular monthly progress status meetings with the Owner. The meetings will cover the following items at a minimum:
    b. Update the team on project status, progress achieved, budget and schedule status/concerns and potential deviations from the Scope of Services and corrective actions.
    c. Discuss project issues, coordinate work activities and review work activities planned for the upcoming period. These progress meetings will be in addition to other work product review meetings or workshops with the Owner as identified herein. The Engineer will prepare an agenda for each meeting.
    d. Engineers will distribute meeting minutes within seven (7) calendar days of the meeting.
5. Quality Assurance and Quality Control: The design documents will be reviewed by the Engineer's technical advisors and/or senior technical staff for quality assurance and quality control (QA/QC) purposes prior to delivery to the Owner.
    a. Engineer QA/QC reviews of each deliverable will be completed prior to submitting to the Owner for review. A concurrent QA/QC review with the Owner will not be permitted without prior written approval from the Owner.
    b. Results of the reviews will be maintained by the Engineer in its records files until

completion of the Project. The results of the QA/QC review will be incorporated into the Final Contract Documents.

6. Schedule: ENGINEER will provide an updated detailed schedule for execution of the project prior to the initiation of Task 2.
   Schedule will be updated monthly based on progress.

B. Interim Design

1. Engineers will advance the design to an approximate Interim design level.
2. Plans: See Attachment 2 within Exhibit A for a detailed schedule of plans associated with the design documents.
3. Specifications: - See Attachment 3 within this Exhibit A for estimated specification matrix for the scheduled submittals.
4. Opinion of Probable Construction Costs:
   a. Provide an updated OPCC following the recommendations of the Association of Advancement of Cost Engineering (AACE) International Recommendation Practice No. 18R about methodology and accuracy.
   b. The cost opinion level of accuracy presented by the Engineer will be a Class 2 – Control or Bid/Tender cost opinion in accordance with accepted industry guidelines defined by AACE. The Class 3 estimate is commensurate with developed of the design concept to a 30% to 70% level; the expected accuracy on the low end will be -5 to -15 percent and the expected accuracy on the high end will be from +5 to +15 percent.
   c. Engineer will summary and detail reports of the OPCC. Summary OPCC report will match the anticipated bid structure of the project.
   d. Engineer will provide a variance for the summary and detailed OPCC reports comparing the updated OPCC with previous design milestone OPCC's. Engineers will provide explanations for work items with significant cost increases. A significant cost increase for a line item will be any increase of 10% or greater from the original OPCC.
5. Deliverable: Engineer will provide the following with Interim design deliverable:
   a. Plans: Provide full-scale plans in PDF format.
   b. Specifications: Provide in PDF format.
   c. Updated OPCC with variance report: Provide in PDF format.
   d. Updated Quality Control Testing and Inspection Schedule: Provide in PDF format.
   e. Updated Schedule of Special Inspections: Provide in PDF format.
6. Review Meeting: Engineer will conduct the meeting between Owner's Project Team and Engineer to review the Interim design deliverable.
   a. Prepare and submit an agenda for two (2) business days prior to the review meeting.
   b. Prepare and submit meeting minutes to the Owner for review and comment within seven (7) calendar days of the meeting.
   c. Engineer will incorporate the Owner review comments into the Final design

deliverable and submit a response matrix documenting the proposed action to the Owner's comments with the Final design deliverable.

C. Final Design

1. After writing notice from the Owner, the Engineer will advance the design to a final design level as approximate.
2. Plans:
   a. Updates to all drawings provided with Interim design.
   b. See Attachment 2 with this Exhibit A for a detailed schedule of plans associated with the design documents for the project. All other drawings are required for a complete design.
3. Specifications:
   a. Updates to all specifications provided with the Interim design.
   b. Owner front-end specifications including draft bid format in .csv file format.
   c. See Attachment 3 within Exhibit A for estimated specification matrix for the scheduled projects.
   d. All other specifications are required for a complete design.
4. Opinion of Probable Construction Costs:
   a. Provide an updated OPCC following the recommendations of the Association of Advancement of Cost Engineering (AACE) International Recommendation Practice No. 18R regarding methodology and accuracy.
   b. The cost opinion level of accuracy presented by the Engineer will be a Class 2 – Control or Bid/Tender cost opinion in accordance with accepted industry guidelines defined by AACE. The Class 2 estimate is commensurate with development of the design concept to a 30% to 70% level; the expected accuracy on the low end will be -5 to -15 percent and the expected accuracy on the high end will be from +5 to +15 percent.
   c. The engineer will provide summary and detailed reports of the OPCC. Summary of the OPCC report will match the anticipated bid structure of the Projects.
   d. Engineer will provide a variance for the summary and detailed OPCC reports comparing the updated OPCC with previous design milestone OPCC's. Engineers will provide explanations for work items with significant cost increases. A significant cost increase for a line item will be any increase of 10% or greater from the original OPCC.
5. Deliverable: Engineer will provide the following with each Final design deliverable:
   Plans: Provide full-scale plans in PDF format.
   a. Specifications: Provide in PDF format.
   b. Updated OPCC and variance report: Provide in PDF format.
   c. Updated Quality Control Testing and Inspection Schedule: Provide in PDF format.
   d. Updated Schedule of Special Inspections: Provide in PDF format.
   e. Interim Design Comment Response Matrix and Decision Log: Provide in PDF

format.

6. Review Meeting: Engineer will conduct the meeting between Owner's Project Team and Engineer to review the Final design deliverable.
   a. Prepare and submit an agenda for two (2) business days prior to the review meeting.
   b. Prepare and submit meeting minutes to the Owner for review and comment within seven (7) calendar days of the meeting.
   c. Engineer will incorporate Owner review comments into the Final design deliverable and submit a response matrix and decision log documenting the proposed action to the Owner's comments with the Bid Set deliverable.

D. Bid Set Design Documents

1. After written notice from the Owner, Engineer will advance the design to an approximate 100% design level ready for bid.
2. Incorporate comments from Engineer's internal Quality Control, Owner, and applicable regulatory agencies into the Bid Set Design Documents.
3. Opinion of Probable Construction Costs:
   a. Provide an updated OPCC following the recommendations of the Association of Advancement of Cost Engineering (AACE) International Recommendation Practice No. 18R regarding methodology and accuracy.
   b. The cost opinion level of accuracy presented by the Engineer will be a Class 1 – Control or Bid/Tender cost opinion in accordance with accepted industry guidelines defined by AACE. The Class 1 estimate is commensurate with development of the design concept to a 50% to 100% level; the expected accuracy on the low end will be -3 to -10 percent and the expected accuracy on the high end will be from +3 to +10 percent.
   c. Engineers will provide summary and detailed reports of the OPCC. Summary of the OPCC report will match the anticipated bid structure of the Projects.
   d. Engineer will provide a variance for the summary and detailed OPCC reports comparing the updated OPCC with previous design milestone OPCC's. Engineers will provide explanations for work items with significant cost increases. A significant cost increase for a line item will be any increase of 10% or greater from the original OPCC.
4. Deliverable:
   a. Plans:
      i. Electronic: Provide full-scale plans in PDF format.
      ii. Hard copy: Provide up to three (3) half-scale sets and one (1) full-scale set.
   b. Specifications:
      i. Electronic: Provide in PDF format. PDF format will be fully indexed using the Table of Contents and bookmarks will be created in the navigation frame for each major entry in the Table of Contents.
      ii. Hard copy: Provide up to three (3) double-sided sets.

c. Updated OPCC and variance report: Provide in PDF format.
d. Updated Quality Control Testing and Inspection Schedule: Provide in PDF format.
e. . Final Design Comment Response Matrix and Decision Log: Provide in PDF format.

E. Utility Coordination -

1. Electric:
   a. No coordination is needed with electrical utilities on this project.
2. Natural Gas:
   a. Utility Potholing: No utility potholes are anticipated at this time. However, if during the progression of the design, potholing for identification becomes necessary to include existing utility/yard piping in the contract documents, a unit price for potholing has been included with the additional services.

F. Geotechnical Services

1. Not Provided

G. Permitting

1. Engineer will provide services for the identification of and submittal preparation of applicable permits.
   a. Provide assistance to Owner in obtaining permits from federal, state, and local agencies.
   b. Submit the required sets of documents for review and approval.
   c. Provide formal responses to any comments received and incorporate revisions into the Construction Contract Documents.
   d. Provide in the Construction Contract Documents a list of permits which must be obtained by the Contractor.
2. The following permits are anticipated:
   a. ODEQ – Stormwater Permit Not Required
   b. ODEQ – Construction Permit.
   c. City of Norman Stormwater Permit – Not Required
   d. City of Norman Building Permit – Not Required
3. The owner will pay all applicable permit fees.

H. Property assistance – None Required

I. DWSRF Support Services:

None Required.

Task 3 - Bidding Services

Engineer will provide Bidding Services in accordance with Task 3 of the Basic Contract and as supplemented herein.

A. Bid Review:

1. The engineer will review bids for completeness, conformance with the Bid Documents, and coordinate as required to resolve any clarifications.

B. Conformed Drawings and Specifications:

1. Following the bid opening and award of Bid, revise the Drawings and Specifications to incorporate changes made during the Bidding Project by addendum to present a unified set of documents for use during the construction process. A copy of all addenda will be placed at the front of the Conformed Specifications.
2. Deliverable:
    a. Electronic: Provide in PDF format.
    b. Hard Copy – Owner:
        i. Provide one (1) full-scale set of Conformed Drawings.
        ii. Provide two (2) half-scale sets of Conformed Drawings.
        iii. Provide two (2) copies of the Conformed Specifications.
    c. Hard Copy – Contractor:
        i. Provide two (2) full-size sets of Conformed Drawings.
        ii. Provide two (2) copies of the Conformed Specifications.

C. DWSRF Support Services:

1. Not applicable

Task 4 - Construction Administration Services

General:

Engineer will timely respond to select Submittals, Requests for Information, Substitutions, Change Orders, and Amendments from the Contractor. Engineer is responsible for inspection and construction administration of the project by using its professional skills and knowledge to timely raise to the Owner any issues which are known or should have been known by Engineer, related to Contractor's performance, non-performance, means, methods, techniques, sequences, or procedures of construction that are non-compliant with the design or will diminish project goals.

Engineer will comply with all applicable and required safety regulations, laws, and programs in its design. Engineer, as inspector, will record and timely notify Owner if the Contractor does not comply with the Contract requirements. Engineer will notify Owner of any observed safety issues at the project, and any identified failures of the Contractor to meet their safety precautions, plans and programs

Assumptions: The following assumptions were utilized in preparing the estimated effort associated with the Task 4 construction administration and construction inspection for Project—01 as defined in Table 1 above. The other projects listed will NOT be provided with Task 4 services.

General – Construction Administration:

1) The project will be NOT be funded through the DWSRF program. As a result, verification of contractors compliance with the AIS provisions will NOT be part of the submittal review process. BABA will not be applicable to this project.
2) Payment of material testing is not the responsibility of the Engineer.
3) Payment of third-party special inspections is not the responsibility of the Engineer. Engineer, as person in responsible charge of the project, Engineer will furnish special inspectors to correspond with and supervise the special inspections required by the current City of Norman Adopted codes.
4) Engineers will utilize electronic based repository provided by Engineer to Contractor for construction document control including processing of RFI's, submittals, design clarification memorandum, and potential change orders. When

approved, up to two (2) Hard Copies will be available at the engineering site with the required cover sheet for Owner review. Any hard copies for construction documents are assumed to be provided by the Contractor.

5) Regular site visits will be conducted concurrently with the monthly on-site construction meetings and will consist of a site walkthrough following the meeting.

6) Compensation for Recoverable Costs through Construction Contract: The engineers compensation for basic services specifically excludes the following:

   a. Excessive submittal Reviews in Accordance with Specification Section 01330, Paragraph 1.07, B.4.

   b. Review of Substitutions in Accordance with Specification Section 01600, Paragraph 1.05, B.8.

   c. Inspections or Designs Related to correction of Defective Work as specified in Division 0. .

   d. Multiple or Staggered development of punch lists for either Final or Substantial Completion milestones as defined in Division 0.

   e. All other services identified as requiring payment by the Contractor.

7) Contactor will be responsible for construction staking.

Key Construction Metrics: Table 5 below represents the key assumptions utilized in developing the construction Administration Phase level of effort.

Table 5 – Basis of ESDC			
Description	**Units**	**Quantity**	**Comments**
Prework Meeting	EA	1	
Construction Duration	Months	6	
Monthly Project Reporting	Ea	6	1
Project Meetings Virtual	EA	4	2
Project Meetings On Site	Ea	2	2
Project Site Walkthroughs – Following Meetings	EA	4	3
Special On-Site Meetings	EA	0	4
Submittal – Monthly Schedule Reviews	EA	4	6
Initial Submittal Reviews	EA	25	5
Re-submittal Reviews	EA	12	5
Request for Information (RFI)	EA	15	6
Design Clarification (DC)	EA	0	6
Potential Change Order Reviews (PCO)	EA	3	6

Monthly Payment applications	EA	15	
Special Inspections Site Visits – Geotechnical	EA	None	7
Special Inspections Stie Visits – Structural	EA	1	7
Special Inspections Site Visits – Roofing		None	7
Special Inspections Site Visits – Electrical		None	7
Method of Procedure Reviews	EA	4	8
Commissioning Plan Reviews	EA	2	8
Commissioning Plan Meetings	EA	2	8
Substantial Completion Punchlist Walkthrough	EA	2	9
Final Completion Punchlist Walkthrough	EA	2	9

Notes:

1. Project reporting will be done throughout the months of construction.
2. Engineer will require the contractor to conduct monthly project meetings at the site. However, Engineer will attend some of these meetings virtually and some will on-site.
3. Project Site walkthroughs will occur following each on site meeting. No walkthroughs will be conducted for virtual meetings. .
4. Special On-site meetings occur when field decisions require input from engineer on site.
5. See Table 4 for an estimate of submittals and resubmittals anticipated.
6. Requests for information, Design Clarifications, and Potential Change Order Reviews are based on design and construction industry standards for level of care in the design and construction of water and wastewater systems of similar complexity.
7. Special Inspections site visits include any follow up necessary with inspections and testing to conform to the requirements of the adopted building codes.
8. The Method of Procedures (MOP) reviews associated with Specification Section 01440. The Commissioning and Startup plan review associated with Specification Section 01756.
9. Engineers walkthrough associated with the development of preliminary and final punch list associated with the substantial completion milestone.

Specific Subtasks associated with Task 4:

A. Project Management and Progress Reporting:

1. The Engineer will provide project management and progress reporting functions required to successfully complete Tasks 4 - 6.
2. Monthly Progress Reporting: The Engineer will prepare and submit to Owner monthly invoice packets including the following:
   a. A cover letter providing general project status, progress completed during the invoice period for each major subtask, overall percent complete for each major subtask, planned activities for the upcoming month, information requests, action items required to be addressed by the Owner, schedule status with any applicable delays, and a list of potential scope adjustments.
   b. Monthly invoice.
   c. Updated project schedule.

3. Potential Scope Adjustment Register: The Engineer will maintain a potential scope adjustment (PSA) register. In the event there is consideration given for changes to the Project's scope of work, Engineer will develop and present PSAs with the next monthly invoice transmittal.
    a. Engineer will itemize the potential changes detailing the anticipated cost impact to the Engineer's contract and the Project's construction cost.
    b. Engineer will detail impacts, if any, to the project schedule.
4. Initial Contractor Submittals
    a. Engineer will complete reviews of the following initial submittals from the Contractor:
        i. Construction schedule
        ii. Schedule of values and estimated monthly payments.
        iii. Schedule of submittals.
5. Construction Schedule Review
    a. Engineer will review monthly construction schedule updates submitted by the Contractor and advise Owner of general progress and delays.
    b. Engineer will inform Contractor of delays and request a corrective action plan and recovery schedule from the Contractor.

B. Pre-Work Conference

1. Engineer will submit draft pre-work conference agenda to Owner for review seven (7) days prior to the pre-work conference.
2. Engineer will distribute Conformed Documents to all parties at the pre-work conference.

C. Meetings and Site Visits

1. Construction Progress Meetings
    a. Engineer will coordinate and facilitate monthly progress meetings during construction with the Owner and representatives from the Contractor to discuss the progress of the work and resolve issues. Contractor will prepare meeting agenda and minutes and provide updated submittal logs, RFI logs, and change order logs to Owner.
    b. Engineer will coordinate and facilitate bi-monthly virtual progress meetings during construction. The purpose of the bi-monthly meetings will be to review and discuss status of RFI's, Submittals, design change memoranda (DCM's), and potential change orders with the contractor and resident inspection team.
    c. Engineer will review updated logs provided by the Contractor prior to the meeting.
2. Special On-site Meetings
    a. Engineer will attend special on-site meetings (not conducted on the same day as the regularly scheduled meetings) at the request of the Owner to discuss and assist in resolving construction issues.
    b. The intent of these meetings is to expedite the submittal review process, resolve change orders, requests for information, and other issues that arise during

construction.

3. Site Visits
   a. Engineer will make visits to the project sites at intervals appropriate to the various stages of construction, as the Engineer deems necessary, to observe as an experienced and qualified design professional the progress of the Contractor's executed Work.
   b. The intent of these visits is to complete spot checking of the Contractor's work, selective sampling, and similar methods of general observation of the Work based on the Engineer's exercise of professional judgement.
   c. Engineer will document site visits and submit a report to the Owner within seven (7) calendar days of each site visit unless complete in conjunction with a monthly progress meeting.
   d. These visits are in addition to inspection visits completed under Task 6 – Inspection Services.
   e. Defective Work: Engineer will notify the Owner and Contractor if, on the basis of the Engineer's observations, the Engineer believes that such Work (a) is defective under the standards set forth in the Construction Contract Documents, (b) will not produce a completed Project that conforms to the Construction Contract Documents, or (c) will imperil the integrity of the design concept of the completed Project as functioning whole as indicated by the Construction Contract Documents.
4. See tables 3 and 4 for assumptions regarding estimates for the number of construction meetings (virtual), construction meetings (on-site), Special site visits, and visits conducted in conjunction the project.

D. Submittals

1. Engineer will review Contractor's submittals log documenting the following items:
   a. Submittal name and number
   b. Date submitted by the Contractor
   c. Date the submittal was returned to the Contractor
   d. Submittal disposition (e.g., No Exceptions Noted, Revise and Resubmit, Rejected, etc.)
   e. The Contract Documents permit the Contractor to submit up to one resubmittal to attain approval from the Engineer for a particular submission. The cost of submittal review beginning with the second resubmittal will be borne by the Contractor. Reimbursement by Owner will be made via directive from the Owner.
      i. Submittals that do not adhere to the requirements specified in specification 01330 – Submittal Procedures will constitute an automatic rejection.
2. Contractor will submit an updated log to the Owner and Engineer prior to every construction progress meeting per project specifications to meet these obligations
3. Engineer will complete first submission submittal reviews within thirty (30) calendar days of receipt from Contractor. Resubmittals will be completed within (14) calendar days. It is assumed that if Engineer assigns a Rejected, Correct and Resubmit, or Record

purposes only to a submittal, Owner review time will not be included with the initial submittal review time. Only submittals that are approved or approved as noted will receive the additional Owner review time. If no comments are received from the Owner within a seven (7) calendar day period, Engineer will conclude that the Owner has no comments and will release submittal to avoid potential project delays.

4. Review of submittals includes all Operation and Maintenance (O&M) manuals submitted by the Contractor as required by the Construction Contract Documents.
5. See table 3 for assumptions regarding estimates for the number of unique submittals and resubmittals associated with the project,

E. Requests for Information, Design Change Memoranda, and Change Orders

1. Requests for Information (RFI)
   a. Engineer will be responsible for generating and preparing responses to all RFIs which includes requests for substitution and/or "or-equal".
   b. Contractor will maintain and update an RFI log documenting the following items:
      i. RFI number and name
      ii. Date submitted by the Contractor
      iii. Date response was returned to the Contractor
      iv. Brief description of the response
   c. Contractor will submit an updated log to the Owner and Contractor prior to every construction progress meeting per project specifications to meet these obligations.
   d. See tables 3 and 4 for assumptions regarding estimates for the number of unique Requests for Information associated with the project.
2. Design Change Memoranda
   a. Design Change Memoranda (DCM's) will be initiated by the Engineer when questions and concerns arise that cannot be resolved through a close and thorough examination of the Contract Document, or for which an interpretation may result in a material change in the design or operational intent of the facility. DCM's will include sketches and drawing/specification revisions.
   b. See tables 3 and 4 for assumptions regarding estimates for the number of unique Design Change Memoranda associated with the project.
3. Change Orders
   a. Engineer will review Potential Change Order (PCO) submissions by the Contractor and make recommendations to the Owner regarding the acceptance or rejection of the project change. The includes requests for additional time and/or money from the Contractor.
   b. Engineer will prepare change order requests to the Contractor for proposed changes. Change orders, including modified and/or additional drawings, specifications, and other exhibits will be prepared to define the scope and extent of the change and to solicit a price proposal from the Contractor to complete the Work.

c. CO and PCO Log:
   i. Contractor will maintain and update a CO and PCO log.
   ii. Contractor will submit an updated log to the Engineer and Contractor prior to every construction progress meeting per project specifications to meet these obligations.
d. See tables 3 and 4 for assumptions regarding estimates for the number of unique Potential Change Orders associated with the project.
e.

F. Quality Control Testing and Special Inspection Coordination and Review

1. Quality Control Testing:
   a. Engineer will coordinate the quality control sampling, testing, and inspections required by the Construction Contract Documents with the Owner selected testing firm.
   b. Engineer will review all tests and reports for conformance with the Construction Contract Documents.
   c. Engineer will notify the Contractor and Owner of deficiencies in materials or testing.
   d. Engineer will review testing claims to ensure the Owner does not pay for re-testing that is due to the Contractor.
2. Special Inspections:
   a. Engineer will monitor construction progress and coordinate all required special inspections.
   b. Engineer will record and document the special inspection program and coordinate its implementation with Owner and City of Norman Developmental Services Department, Code Enforcement Division if required.
   c. Engineer will review special inspection reports and ensure deficiencies are addressed by the Contractor.
   d. On-Site Special Inspections: See tables 3 and 4 for assumptions regarding the number of on-site special inspection/inspectors to be conducted as part of the project.

G. Monthly Payment Request Reviews:

1. Engineer will review monthly progress payment requests from the Contractor and make recommendations to the Owner for payment.
2. The review will include assessment of materials and/or equipment stored on-site or off-site in approved and bonded warehouse and for which the Contractor is requesting payment for stored materials.
3. Engineer's Inspector (as part of Task 6 services) will review pay applications to confirm compliance with SRF Requirements.
4. See tables 3 and 4 for assumptions regarding estimates for the number of unique Payment Applications associated with the Project.

H. Start-Up and Testing Support:

1. Engineer will review the Contractor's proposed start-up and testing plan for compliance

with the Construction Contract Documents.

2. Engineer will review start-up and testing reports from the Contractor, including subcontractors and manufacturers, for compliance with the Construction Contract Documents.
3. Engineer will attend special commissioning meetings associated with the startup and commissioning plans for the project. The commission meetings will be special on-site meetings associated with the discussion and review of startup and commissioning activities.
4. See tables 3 and 4 for assumptions regarding estimates for the number of MOP's, Commissioning Plans, and commissioning meetings associated with the Project.

I. Substantial and Final Completion Punchlist Development:

1. Substantial Completion Milestone:
   a. Engineer will conduct a preliminary multidisciplined on-site walkthrough to develop the preliminary punchlist for the substantial completion milestone as defined in the contract documents. Excessive punchlist item will cause the engineer to abandon the punchlist activities, notify the contractor and not return to the site until the contractor completes the work in a manner that a productive substantial completion punchlist can be developed.
   b. Engineer will prepare a preliminary punchlist in Plangrid (Plangrid, inc) and provide the contractor with access to provide status of each punchlist item.
   c. Engineer will periodically review and when punchlist items are complete, return to the site to confirm completion and certify substantial completion.
2. Final Completion Milestone:
   a. Engineer will conduct a preliminary multidisciplined on-site walkthrough to develop the preliminary punchlist for the final completion milestone as defined in the contract documents. Excessive punchlist item will cause the engineer to abandon the punchlist activities, notify the contractor and not return to the site until the contractor completes the work in a manner that a productive substantial completion punchlist can be developed.
   b. Engineer will prepare a preliminary punchlist in Plangrid (Plangrid, inc) and provide the contractor with access to provide status of each punchlist item.
   c. Engineer will periodically review and when punchlist items are complete, return to the site to confirm completion and certify final completion.
3. See tables 3 and 4 for assumptions regarding estimates for the number of punchlist walkthroughs conducted as part of this task. Additional punchlist items will be included as part of additional services to be reimbursed by the contractor as part of a deductive change order.

J. Project Closeout:

1. Engineer will review final post-construction videos and photos required by the Construction Contract provided by the Contractor prior to the Final Inspection meeting

and include deficiencies on the punch list submitted to the Contractor.

2. Engineer will confirm record copies are provided by the Contractor to the Owner of the following at project closeout:
   a. Submittals: electronic format of final versions.
   b. O&M Manuals:
      i. Provide final versions in PDF format.
      ii. Coordinate transmittal of Contractor-provided hard copies to the Owner.
   c. Warranties: electronic format.
   d. RFIs: electronic format.
   e. DCMs: electronic format.
   f. Meeting Minutes: electronic format.
   g. Construction Progress Photographs: electronic format.
   h. Site Visit Reports: electronic format.
   i. Start-up and Testing Reports: electronic format.
   j. Quality Control Testing Reports: electronic format.
   k. Special Inspection Reports: electronic format.
   l. COs and PCOs: electronic format.
   m. As Built Surveys – Topographic
   n. As Built Surveys – Point Files of Underground utilities
   o. As Built Surveys – Drone surveys of all topographic and underground features as recorded during the monthly drone surveys.
3. Engineer will provide to the Owner the following at project closeout:
   a. As-Built Drawings: as required by Task 5.
   b. Inspection Reports provided under Task 6: electronic format.
4. Electronic documents will be provided via a portable hard drive or flash drive unless otherwise approved by the Owner. Files will be organized in folders by type of document.

Documentation noted in Project Closeout is assumed to be available via the Construction Management software. Engineer will review/compile final archiving data from the Construction Management software and submit all electronic data to Owner per the electronic documents requirements noted.

Task 5 - As-Built Drawings Services:

A. General:

1. Corrected Final Plans with any changes that reflect actual construction.
   a. Corrected Final Plans with any changes based on field surveys that reflect that actual construction. Corrections, comments, changes, and any other markings must be highlighted in RED. AutoCAD files are to be tied to Oklahoma State Plane Coordinate System (NAD_1983_COWS96_StatePlane_Oklahoma_North_FIPS_3501_Ft_US), Elevation NAVD 88/ .
2. GPS Coordinates for Installed Assets.
   a. GPS Coordinates from permanent benchmark of installed assets, appurtenances, valves, etc., to be included with As-Built Plans.
3. Operations and Maintenance Manuals Engineer will update the following chapters of the Plant Operations and Maintenance manuals:
   a. Ozone Generation: Update to include closed loop chiller system.
   b. OSHG:: Update to include second brine tank and open loop chiller system for the exiting OSHG system.
4. AutoCAD .dwg files will be provided in AutoCAD version 2024 or later.
5. Warranty Assistance: No warranty assistance will be provided with this project. The Owner's project manager will be responsible for establishing, tracking, and verification of completion of the post-construction period warranty items related to the maintenance or performance bonds.

Completion Times:

Table 6 presents a summary of the project milestone dates based on the detailed schedule for

Table 6 Phase Design Deliverables		
Work Item	**Time to Complete (weeks)**	**Completion Time from NTP (weeks)**
Task 2 – Interim Design Submittal	**18**	**18**
Task 2 – Final Design Submittal	**12**	**30**
Task 2 – 100% Design Submittal	**12**	**42**
Task 3 – Bidding Services	**12**	**54**
Task 4 – Construction Administration Task	**24**	**78**
Task 5 – As Built Services	**12**	**98**

END OF BASIC SERVICES.

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Attachment 1 to Exhibit A – OPCC

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ATTACHMENT 1 TO EXHIBIT A- COST ESTIMATE

Cost Estimate Norman WTP Various Improvements

Project:	**Project XXXX - Various Improvements**
Client:	**City of Norman**
Location:	**Norman WTP**
Zip Code:	**73072**
Carollo Job #	
Project Duration	**52** weeks
Super on Site	**46** weeks
HVAC onsite	**8** weeks
Electrical Onsite	**27** weeks

Estimate Class:	**4**
PIC:	**Thomas Crowley**
PM:	**Brendan Wolohan**
Date:	**May 28, 2024**
By:	**BW**
Reviewed:	**TOC**

SPEC. NO.	Element	DESCRIPTION	QUANTITY	UNIT	UNIT COST	Sub Markup	SUBTOTAL	TOTAL	
		Construction Element General Conditions							
0		Mobilization	1	LS	$ 50,000	0%	$ 50,000	$ 74,113	
1	1	General Conditions - Project Manager	686	hours	$ 75	0%	$ 51,480	$ 76,306	
1	1	General Conditions - Foreman	1,840	hours	$ 70	0%	$ 128,800	$ 190,914	
	1	General Conditions - Admin	1,040	hours	$ 45	0%	$ 46,800	$ 69,369	
1	1	General conditions - Trailers and Consumables	12.00	Months	$ 7,722	0%	$ 92,667	$ 137,355	
16	1	General Conditions - Electrical Foreman	1,080	Hours	$ 80	20%	$ 103,680	$ 153,680	
15	1	General Conditions - HVAC Foreman	352	hours	$ 70	20%	$ 29,568	$ 43,827	
		General Conditions - Survey Cre	1	LS	$ 15,000	20%	$ 18,000	$ 26,681	
2	2	General Cleanup and Sodding of Trailer Area	1	LS	$ 10,000	20%	$ 12,000	$ 17,787	
		SUBTOTAL							$ 790,031
		WTP0-01 Construction Element - Clarifier #3 Rehabilitaiton and Repair							
2		Site Prep - Drain and clean clarifier No. 3	320	hours	$ 55	20%	$ 21,120	$ 31,305	
2		Selective Demolition of Clarifiers - Labor	200	MH	$ 60	20%	$ 14,400	$ 21,344	
2		Selective Demolition of Clarifiers - Equipment	10	days	$ 1,500	20%	$ 18,000	$ 26,681	
2		Remove and Reinstall Lime Feed Stations & Hotbox No. 3 Labor	128	MH	$ 55	20%	$ 8,448	$ 12,522	
2		Remove and Reinstall Lime Feed Stations & Hotbox No. 3 Materials	1	LS	$ 3,500	20%	$ 4,200	$ 6,225	
2		Common Work Items - Handrail, Effluent Sump, Concrete - No. 3	1	LS	$ 20,000	20%	$ 24,000	$ 35,574	
3		Miscellanous Concrete Repairs (patching/crack injection, etc)	1	LS	$ 20,000	20%	$ 24,000	$ 35,574	
5		Miscellaneous Metals - Purchase Weld Filler and Plates	1	ls	$ 35,000	20%	$ 42,000	$ 62,255	
5		Miscellaneous Metals - Labor for metal Repairs	640	hours	$ 65	20%	$ 49,920	$ 73,994	
7		Weld Filler - Clairifier No. 3 Materials	1,950	LF	$ 8	20%	$ 18,720	$ 27,748	
7		Weld Filler - Clarifier No. 3 Labor	1,950	LF	$ 12	20%	$ 27,456	$ 40,697	
7		Weld Filler - Clairifier No. 3 Materials	2,340	LF	$ 8	20%	$ 22,464	$ 33,297	
7		Weld Filler - Clarifier No. 3 Labor	2,340	LF	$ 12	20%	$ 33,696	$ 49,946	
9		Lead Paint Rehabilitaiton Clarifier #3	-	LS	$ -	20%	$ -	$ -	
9		Lead Paint Rehabilitaiton Clarifier #3	-	LS	$ -	20%	$ -	$ -	
9		Blast and Paint Clarifier #3	1	LS	$ 434,500	20%	$ 434,500	$ 644,038	
11		Purchase Equipment and Manufacturers Field Services - Westech No. 3	1	LS	$ 75,000	20%	$ 75,000	$ 111,169	
11		Install, test, Commission, Clarifier No. 1 Suez Parts	100	MH	$ 55	20%	$ 5,500	$ 8,152	
		SUBTOTAL							$ 1,220,520
		WTP01A Construction Element - Contactor Improvements							
2		Site Prep- Drain and Clean Ozone Contactors- Labor	80	MH	$ 65		$ 5,200	$ 7,708	
2		Site Prep- Drain and Clean Ozone Contactors- Equipment	1	LS	$ 5,000		$ 5,000	$ 7,411	
2		Contactor Prep Scafolding and Equipment Rental	14	days	$ 2,000		$ 28,000	$ 41,503	
15		Piping Improvements In Contactor 1	1	LS	$ 50,000		$ 50,000	$ 74,113	
15		Piping Improvements in Contactor 2	1	LS	$ 50,000		$ 50,000	$ 74,113	
15		Piping Improvements in Ozone Building	1	LS	$ 30,000		$ 30,000	$ 44,468	
11		Install, test, and Comission Prepurchased Sample Pumps	1	LS	$ 15,000		$ 15,000	$ 22,234	
16		Install, Test, and Comission Electrical Support Equipment	1	LS	$ 10,000	20%	$ 12,000	$ 17,787	
17		Ozone Probe Purchase and Installation	3	EA	$ 6,500	20%	$ 23,400	$ 34,685	
17		Ozone Transmitter	1	EA	$ 5,000	20%	$ 6,000	$ 8,894	
17		Prepurchased Instrumentation Installation, Testing, Commissioning	1	LS	$ 18,000	20%	$ 21,600	$ 32,017	
17		PLC Programming - PLC Ozone Destruct	100	Points	$ 200	20%	$ 24,000	$ 35,574	
17		SCADA Programming - HMI Screen Modifications	160	MH	$ 100	20%	$ 19,200	$ 28,459	
		SUBTOTAL							$ 428,963
		WTP-01B Construciton Element - 2-60 Ton Chillers							
15	2	6-inch waterline	100	LF	$ 150		$ 15,000	$ 22,234	
15	2	6-inch waterline fittings	15	EA	$ 250		$ 3,750	$ 5,558	
2	2	trenching	100	LF	$ 25		$ 2,500	$ 3,706	
15	2	buried 6-inch gate valves	4	EA	$ 1,500		$ 6,000	$ 8,894	
15	2	above ground valves	4	EA	$ 1,200		$ 4,800	$ 7,115	
15	2	mixing valves	1	ea	$ 2,500		$ 2,500	$ 3,706	
2	3	excavation for concrete pad	194	cuyd	$ 25		$ 4,861	$ 7,205	
2	3	backfill for concrete pad	177	cuyd	$ 80		$ 14,187	$ 21,028	
3	3	concrete pad	56	cuyd	$ 1,500		$ 83,333	$ 123,521	
5	5	Miscellaneous Metals	1	LS	$ 6,500		$ 6,500	$ 9,635	
5	5	Metal Awning Purchase	1	EA	$ 50,000		$ 50,000	$ 74,113	
5	5	Metal Awning Install	64	hours	$ 55		$ 3,520	$ 5,218	
15	15	Chiller Purchase	2	EA	$ 80,000		$ 160,000	$ 237,160	
15	15	Chiller Installation	500	hours	$ 55		$ 27,500	$ 40,762	
16	16	Electrical Feeder and Disconnect	2	LS	$ 50,000	20%	$ 120,000	$ 177,870	
17	17	SCADA and PLC Integration	100	Pionts	$ 1,000	20%	$ 120,000	$ 177,870	
		SUBTOTAL							$ 925,593
		Construction Element -OSHG Improvements							
11		OSHG Heat Exchanger Purchase	1	ea	$ 15,000		$ 15,000	$ 22,234	
11		OSHG Heat Exchanger Installation	60	hours	$ 70		$ 4,200	$ 6,225	
11		8,000 gallon Brine Tank Purchase	1	EA	$ 45,000		$ 45,000	$ 66,701	
2		Saw Cut and Remove Pavement and Curb	80	LF	$ 175	20%	$ 16,800	$ 24,902	
2		Overexcavate Foundation	74	CY	$ 75		$ 5,556	$ 8,235	
3		Backfill with CLSM	59.2593	CY	$ 125		$ 7,407	$ 10,980	
3		Matt Foundation Slab 15 x15	21	CY	$ 1,250		$ 26,042	$ 38,600	
3		Repair concrete and install Expansion Joints	225	SF	$ 50		$ 11,250	$ 16,675	
5		Miscellaneous Metals	1	LS	$ 3,500	20%	$ 4,200	$ 6,225	
11		Crane Rental to Unload and Install tank	1	LS	$ 4,500	20%	$ 5,400	$ 8,004	
11		Install Tank - Mechanical	120	hours	$ 75		$ 9,000	$ 13,340	
16		Electrical Feeders to Instrumentation and Truck Unloading Panel	500	LF	$ 35	20%	$ 21,000	$ 31,127	
17		Unloading Panel and Instrumentation Mounting	90	hours	$ 85	20%	$ 9,180	$ 13,607	
17		PLC and SCADA Programming to incorporate points	1	LS	$ 25,000	20%	$ 30,000	$ 44,468	
2		Demolish existing Piping	1	LS	$ 15,000		$ 15,000	$ 22,234	
15		Install new 1-1/2" PVC (x 2) in Chemical Trench	5,000	LF	$ 25		$ 125,000	$ 185,281	
15		Install New 8-inch PVC Containment Pipe to CFE Manhole	200	LF	$ 150		$ 30,000	$ 44,468	
		SUBTOTAL							$ 563,306
		Construction Element WRF Clarifier #3 Rehabilitation							
2		Site Prep - Drain and clean clarifier No. 3	400	hours	$ 55		$ 22,000	$ 32,610	
2		Selective Demolition of Clarifiers - Labor	200	MH	$ 60		$ 12,000	$ 17,787	
2		Selective Demolition of Clarifiers - Equipment	10	days	$ 1,500		$ 15,000	$ 22,234	
2		Remove and Reinstall Launder Covers - Labor	128	MH	$ 55		$ 7,040	$ 10,435	
		Type 1 & 2 Repair: Floor - 1/2" to 1 1/2" Repair	50	SF	$ 45.00	20%	$ 2,700	$ 4,002	
		Type 1 Repair: Wall - 1/2" or less Repair	20	SF	$ 52.00	20%	$ 1,248	$ 1,850	
		Type 2 Repair: Wall - 1/2" to 1 1/2" Repair	10	SF	$ 62.00	20%	$ 744	$ 1,103	
		Crack Repair	50	LF	$ 60.00	20%	$ 3,600	$ 5,336	
		Remove and Replace Clarifier PRV's	5	EA	$ 3,500.00	20%	$ 21,000	$ 31,127	
		Xpex Coating on Clarifier Launders	3,724	SF	$ 25.00	20%	$ 111,708	$ 165,579	
		New Clarifier FRP Stanford Baffles& Wier - Purchase	1	LS	$ 30,000	20%	$ 36,000	$ 53,361	
		New Clarifier FRP Stanford Baffles& Wier - Installation - Labor	240	Hours	$ 55	20%	$ 15,840	$ 23,479	
		New Clarifier FRP Stanford Baffles& Wier - Installtion - Equipment	5	days	$ 500	20%	$ 3,000	$ 4,447	
		New Scum Beach, Baffle and Scum Pipe Assembly - Purchase	1	LS	$ 20,000	20%	$ 24,000	$ 35,574	
		New Scum Beach, Baffle and Scum Pipe Assembly - Labor	128	hours	$ 55	20%	$ 8,448	$ 12,522	
		New Scum Beach, Baffle and Scum Pipe Assembly - Equipment	5	Days	$ 750	20%	$ 4,500	$ 6,670	
		Sandblast Exterior of Concrete	1,178	SF	$ 7	20%	$ 9,896	$ 14,668	
		Sandblast and Paint 125 Ft Diameter Secondary Clarifier	1	LS	$ 325,000	20%	$ 390,000	$ 578,078	
		Weld Filler - Clairifier No. 3 Materials	975	LF	8	20%	$ 9,360	$ 13,874	
		Weld Filler - Clarifier No. 3 Labor	975	LF	12	20%	$ 14,040	$ 20,811	
		Weld Filler - Clairifier No. 3 Materials	1,170	LF	8	20%	$ 11,232	$ 16,649	
		Weld Filler - Clarifier No. 3 Labor	1,170	LF	12	20%	$ 16,848	$ 24,973	
		Westec Equipment Purchases (New Bearings, Gearbox, Motor)	1	LS	$ 35,000.00		$ 35,000	$ 51,879	
		Electrical Purchase - Disconnect	1	ES	$ 3,500	20%	$ 4,200	$ 6,225	
		Electrical Purchase - 1" conduit and Wires	375	LF	$ 25	20%	$ 11,250	$ 16,675	

	Electrical Instalation - Labor	96	Hours	$	75	20%	$ 8,640	$ 12,807	
	Westec Equipment Installation Services	50	hours	$	225		$ 11,250	$ 16,675	
	SUBTOTAL								**$ 1,201,429**
Construction Element - CFE Sampling Pipe									
	Sample Pump Purchase	2	Ea	$	5,500		$ 11,000	$ 16,305	
	Sample Pump Misc Metals	1	LS	$	2,500		$ 2,500	$ 3,706	
	Sample Pump Install	100	hours	$	55		$ 5,500	$ 8,152	
	Trenching for 1" PVC Sample lIne	200	LF	$	25		$ 5,000	$ 7,411	
	Water Quality Panel Assembly (turbidimeter)	1	LS	$	20,000		$ 20,000	$ 29,645	
	Electrican and Instrumentation	1	LS`	$	15,000		$ 15,000	$ 22,234	
	Programming	1	LS	$	10,000		$ 10,000	$ 14,823	
	SUBTOTAL								**$ 102,275**
Construction Element - Administration Building Repair									
	Remove Existing Roof and Flashing - Transition	40	MH	$	55	20%	$ 2,640	$ 3,913	
	Reroof with NEW TPO and Reflash - Transition	150	SF	$	50	20%	$ 9,000	$ 13,340	
	Remove Existing Roof and Flashing - Main Roof	80	MH	$	55	20%	$ 5,280	$ 7,826	
	Partially Remove TPO Roof and Apply Belly Band	860	SF	$	20	20%	$ 20,640	$ 30,594	
	Reflash Roof - Materials	1	LS	$	15,000	20%	$ 18,000	$ 26,681	
	Reflash Roof - Labor	200	MH	$	55	20%	$ 13,200	$ 19,566	
	Testing and comissioning Scanes and Repairs	1	LS	$	6,500	20%	$ 7,800	$ 11,562	
	Insulation board and Spray Foam Insulation	1	LS	$	15,000	20%	$ 18,000	$ 26,681	
	Miscellanous Wall Board Repairs and Framing	1	LS	$	10,000	20%	$ 12,000	$ 17,787	
	SUBTOTAL								**$ 157,949**

SUBTOTAL				
Raw Project Subtotal		$ 3,636,408	$ 5,390,066	$ 5,390,066
Local Sales Tax		$ -		
State Sales Tax		$ -		
Escalation (1 yr)	10.00%	$ 363,641		
Subtotal Bid Packages		$ 4,000,049		
Change Orders - Other Work	0.00%	$ -		
Subtotal Direct Costs		$ 4,000,049		
Builders Risk Insurance	1.25%	$ 50,001		
General Contractor OH&P	20.00%	$ 800,010		
Performance and Maintenance Bond	1.25%	$ 50,001		
Cost of Work		$ 4,900,060		
Design Risk Contingency	10.00%	$ 490,006		
Total Construction Costs		$ 5,390,066		
AACE High Range	30%	$ 7,007,086		
AACE Low Range	-5%	$ 5,120,563		

Attachment 2 to Exhibit A Preliminary List of Drawings

Attachment 2 to Exhibit A (TO4)
Estimated Drawing List
Task Order No. 1 to Contract K-2526-17

Various Improvemets at the Norman WTP
Norman WTP
Norman Utilities Authority

PROJECT 01 DRAWING LIST

AREA 00_GENERAL
AREA 10 _ SITE WORK
AREA 30 SOLIDS CONTACT CLARIFIERS
AREA 41 OZONE BUILDING
AREA 42 OZONE CONTACTOR
AREA 43 OZONE DESTRUCT BUILDING
AREA 65 CHEMICAL BUILDING
AREA 74 CLEARWELLS
AREA 84 ADMINISTRATION BUILDING
AREA 199 TYPICAL DETAILS

PROJECT 01 DRAWING LIST

AREA 00 GENERAL DRAWINGS

"1" - Included with Submittal

Sheet	Area	Disc		#	Description			INTERIM	FINAL	BID	NOTES
1	00	G	-	01	Cover Sheet	5		1	1	1	
2	00	G	-	02	Sheet Index	5		1	1	1	
3	00	G	-	03	Notes and Symbols	5		1	1	1	
4	00	G	-	04	Overall Site Plan and Area Index	5		1	1	1	
5	00	G	-	05	Ozone Chilled Water Process Schematic	25		1	1	1	
6	00	G	-	05	Sodium Hypochlorite Chilled Water Process Schematic	15		1	1	1	
7	00	G	-	06	Equipment Schedule	15		1	1	1	
8	00	G	-	06	Civil Notes and Details	5			1	1	
9	00	G	-	07	Design Criteria	5		1	1	1	
10	00	GC		01	General Civil Notes	5			1	1	
11	00	GS	-	01	Structural Notes	5		1	1	1	
12	00	GM	-	01	General Mechanical Notes and Symbols	25		1	1	1	
13	00	GM	-	01	Mechanical Symbols	5		1	1	1	
14	00	GM	-	03	Pipe Schedule	5		1	1	1	
15	00	GH		01	General HVAC Notes and Symbols	5		1	1	1	
16	00	P	-	01	Plumbing Symbols and Schematics	5		1	1	1	
17	00	GE	-	01	Electrical Legend	5		1	1	1	
18	00	GE	-	02	Electrical One-Line	5		1	1	1	
19	00	GE	-	03	Electrical Abbreviations	5			1	1	
20	00	GE		04	Electrical Schedules	45				1	
21	00	GE		05	PanelBoard Schedules	45				1	
22	00	GN	-	01	Symbols and Abbreviations I	5		1	1	1	
23	00	GN	-	02	Symbols and Abbreviations II	5		1	1	1	
24	00	GN	-	03	Symbols and Abbreviations III	5		1	1	1	
25	00	GN	-	04	Symbols and Abbreviations IV	5		1	1	1	
26	00	GN	-	05	Equipment Tagging System	5		1	1	1	
27	00	NS	-	01	PCS Block Diagram I	5			1	1	Shows changes to Ozone Communications

Attachment 2 to Exhibit A (TO4)
Estimated Drawing List
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Various Improvemets at the Norman WTP
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28	00	NS	-	02	PCS Block Diagram II	5			1	1	Shows changes to Ozone Communications
29	00	NS	-	03	PCS Block Diagram III	25				1	Shows changes to Ozone Communications
30	00	NS		04	TABLES FOR I/O Points	10				1	Shows I/O Points added
31	00	NS	-	08	Control Schematics I	35		1		1	Shows Chiller Pump Control Schematics
32	00	NS	-	09	Control Schematics III	35				1	Shows Ozone Sample Pump Controls
TOTAL GENERAL						**32**	**385**		**Sub-Total**		
PROJECT 01 DRAWING LIST											
AREA 10 CIVIL/SITEWORK											
33	10	C	-	01	Location, Laydown and Parking Plan	5			1	1	
34	10	C	-	02	Construction Erosion Control Plan (Contractor Laydown Areas)	15			1	1	
35	10	C	-	03	Construction Erosion Control Plan Details (Contractor Laydown Areas)	15			1	1	
36	10	CS	-	03	Civil Site Plan 3	25			1	1	Shows Civil Changes for Brine Tank additiona
37	10	CS	-	04	Civil Site Plan 4	25			1	1	Shows Civil Changes for Chiller addition
38	10	CG		03	Civil Grading Plan 3	25			1	1	Shows Grading changes for siting chiller addition
39	10	CP		01	Control Points	5			1	1	Shows control points
40	10	CD	-	04	Civil Details I	5			1	1	
41	10	C	-	05	Civil Details II	5			1	1	
42	10	YP	-	02	Area 2 Yard Piping	50			1	1	Shows yard piping changes for chiller area
43	10	YP	-	03	Area 3 Yard Piping	25			1	1	Shows yard piping changes for brine area and replacement of SH Lines.
44	10	YP	-	10	Yard Piping Partial Plan - Chiller Area	35		1	1	1	
45	10	YP	-	11	Yard Piping Partial Plan - OSHG Area	25			1	1	Shows yard piping for Brine Storage tank
46	10	YP	-	12	Yard Piping Partial Plan - CFE Area	5			1	1	Showsh yard piping for replacement of SH lines
47	10	YP	-	13	Yard Piping Profiles	5			1	1	Profile of CWS and CWR lines from Chiller area to Ozone building
48	10	YP	-	14	Yard Piping Profiles II	25			1	1	
49	10	YP	-	15	Yard Piping Coordinates	25			1	1	Coordinates for CWS and CWR lines

Attachment 2 to Exhibit A (TO4)
Estimated Drawing List
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Various Improvemets at the Norman WTP
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50	10	YP	-	42	Plan and Section of CFE Manhole	15				1	CFE Sample pump installation in MH with support
51	10	E	-	02	Electrical Site Plan 2	35				1	
52	10	E	-	03	Electrical Site Plan 3	35				1	
53	10	E	-	10	Partial Electrical Site Plan - Brine Area	25				1	Wire and conduit powerin the brine tanks from Chemical Building, PCM-CHEM
54	10	E	-	11	Partial Electrical Site Plan - CFE Manhole	25				1	Wire and conduit to new sample pump from PCM- UV and PB-UV
55	10	E	-	12	Electrical Duct Bank Sections	10				1	
TOTAL AREA 10						**23**	**465**				
PROJECT 01 DRAWING LIST											
AREA 30 - SOLIDS CONTACT CLARIFIER											
56	30	D	-	01	Demolition/Relocaiton Plan SCC No. 3	10			1	1	
57	30	M	-	01	SCC Rehabilitation Plan	25			1	1	Rehabilitation Plans with Notes
58	30	M	-	02	SCC Rehabilitation Sections and Details	25			1	1	Rehabilitation Plans with Notes
59	30	M	-	03	SCC No. 3 Rehabilitation Photos	25			1	1	Photos with Notes
60	30	E	-	01	Electrical Demolition Plan	25	0			1	Electrical demo of conduit/wire to allow for coating
61	30	E	-	02	SCC No. 3 Electrical Plan	25				1	Electrial reinstallation of conduit/wire to reconnec
TOTAL SCC						**6**	**135**				
PROJECT 01 DRAWING LIST											
AREA 41 OZONE BUILDING + SUPPORT											
62	41	SA	-	01	Foundation and Roof Plan Chiller building with Hardware Schedule	55			1	1	Prefabricated Concrete Building
63	41	SA	-	02	Chiller Building Sections	55			1	1	Prefabricated Concrete Building
64	41	SA	-	03	Chller Building Elevations	45				1	Prefabricated Concrete Building
65	41	M	-	01	Mechanical Plan - Ozone Building Enlarged Plan	25		1	1	1	
66	41	M	-	02	Mechanical Partial Plan - Ozone Building	45			1	1	
67	41	M	-	03	Mechanical Sections I	30		1	1	1	
68	41	M	-	04	Mechanical Sections II	30		1	1	1	
69	41	M	-	05	Chiller Building Plan	45		1	1	1	
70	41	M	-	06	Chliier Buildng Sections	35			1	1	
71	41	M	-	08	Chiller Details	35			1	1	
72	41	M	-	01	Chiller Building HVAC Plan	45			1	1	
73	41	M	-	01	Chiller Building HVAC Sections	45			1	1	

Attachment 2 to Exhibit A (TO4)
Estimated Drawing List
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Various Improvemets at the Norman WTP
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74	41	E		01	MCC-Ozone A one line	15			1	1	Showin Chiller Power to DPPA, and DPPA to Chiller A
75	41	E		02	MCC OZ A Elevation	15			1	1	Showin Chiller Power to DPPA, and DPPA to Chiller A
76	41	E		03	MCC-Ozone B one line	15			1	1	Showing Chiller power to DPPB and DPPB to Chiller B VCP
77	41	E		04	MCC-OZ B Elevation	15			1	1	Showing Chiller power to DPPB and DPPB to Chiller B VCP
78	41	E		05	Chiller Building Electrical Panel Schedule	25			1	1	Showing DPPA and DPPB and LP Schedules, Luminare Schedules
78	41	E		06	Electrical Power and Control Plan - Ozone Building Enlarged Plan	25				1	Showing Chiller power to Chiller B
79	41	E		07	Electrical Power and Control Plan - Ozone Building Electrical and Control Room	25				1	Wire and conduit powering the Chillers, CAT 6 to PCM CHEM
80	41	E		08	Electrical - Chiller Building Power and Control Plan	35				1	
81	41	E		09	Electrical - Power and control details	35				1	
82	41	E		10	Electrical - Chiller Building lighting and recepticle Plant	25			1	1	
83	41	N		04	Closed Loop Cooling Water System I	25		1	1	1	
84	41	N		05	Closed Loop Cooling Water System II	25		1	1	1	
85	41	N		09	Chiller Feed Pumps	25		1	1	1	
86	41	N		10	Packaged Chiller Unit No. 1	25		1	1	1	
87	41	N		11	Packaged Chiller Unit No. 2	25		1	1	1	
88	41	N		12	OSHG Chiller Unit No. 1	25			1	1	**Expansion tank for**
TOTAL AREA 41						**28**	**870**				
PROJECT 01 DRAWING LIST											
AREA 42/43_OZONE CONTACTOR & DESTRUCT BUILDING											
88	42	M	-	01	Ozone Contactor TOp Plan	15	1	1	1	1	
89	42	M	-	02	Ozone Contactor Intermediate Plan	15		1	1	1	
90	42	M	-	03	Ozone Contactor Sections and Details I	15			1	1	
91	42	M	-	04	Ozone Contactor Sections and Details II	15		1	1	1	
92	42	N	-	01	Ozone Contactor No. 1 P&ID	15		1	1	1	
93	42	N	-	02	Ozone Contactor No. 2 P&ID	15			1	1	
94	43	M	-	01	Ozone Destruct Building Plan	35		1	1	1	
95	43	M	-	02	Ozone Destruct Building Sections and Details	35		1	1	1	
96	43	E	-	01	Ozone Destruct Building Power and Control Plan	25			1	1	
TOTAL AREA 42/43						**9**	**185**				
PROJECT 01 DRAWING LIST											
AREA 50 FILTERS											
97	50	M	-	01	Filter Gallery Partial Plan and Section	35			1	1	Replaces SH Line, show new WQ panel with on-line analyzer

Attachment 2 to Exhibit A (TO4)
Estimated Drawing List
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Various Improvemets at the Norman WTP
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98	50	E	-	01	Filter Gallery Partial Plan and Section	35				1	Adds new WQ panel for CFE Turbidity
99	50	N	-	22	Combined Filter Effluent	40			1	1	new water quality panel controls for CFE turbidity monitoring
Total Area 50 - FILTERS						**3**	**110**				
PROJECT 01 DRAWING LIST											
AREA 65 CHEMCIAL BUILDING											
100	65	S	-	13	Chemical Building Sections and Details- Brine Tank Foundation	25			1	1	Brine Tank Foundation
101	65	M	-	25	Chemical Building - CTS Storage and Meetering	50				1	Chemical Building Heat Exchangers for SH
102	65	M	-	28	Chemical Building Brine Tank Plan, Sections and Details	25			1	1	
103	65	M	-	29	Chemical Building Brine Tank Sections II	25			1	1	
104	65	N	-	1	SH Brine Tank I-Exsting	10			1	1	Existing Brine Tank
105	65	N	-	1A	SH Brine Tank II	25			1	1	Second Brine Tank
106	65	N	-	01B	SH Softened Water Prep	25			1	1	Chiller heat exchanger additiona
107	65	N	-	27	SH Feed	25			1	1	Pushwater valving and controls
108	65	N		15	HP Feed	0			1	1	
109	65	E		01	Chemical Building - CTS Storage and Metering	55				1	Electrical power to temperature probe to monitor heat exchanger
TOTAL CHEMICAL BUILDIN(						**10**	**265**				
PROJECT 01 DRAWING LIST											
AREA 74 CLEARWELLS											
110	74	SM		01	1MG Clearwell Plan, Section and Details Sample pump and Piping	65			1	1	Electrical power to temperature probe to monitor heat exchanger
111	74	SM		02	6MG Clearwell Plan, Section and Details Sample pump and Piping	65			1	1	Electrical power to temperature probe to monitor heat exchanger
TOTAL CLEARWELLS						**2**	**130**				
PROJECT 01 DRAWING LIST											
AREA 84 ADMINISTRATION BUILDING											
112	84	D	-	04	Roof Plan	5			1	1	Roof plan showing partial Roof demo
113	84	D	-	09	Wall Sections Demo	25			1	1	Wall Sections showing where we want to demo flashing/cap

Attachment 2 to Exhibit A (TO4)
Estimated Drawing List
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Various Improvemets at the Norman WTP
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114	84	A	-	04	Roof Plan	25			1	1	Roof plan showing portions of new membrane and where we want to tie into old
115	84	A	-	09	Wall Sections Modifications I	15			1	1	Wal sections showing how we want to rebuild membrane roof, repair, and reflash cap
116	84	A	-	10	Wall Sections Modifications II	15			1	1	Wal sections showing how we want to rebuild membrane roof, repair, and reflash cap
117	84	A	-	14	Wall Details Modifications	15			1	1	Caulking and flashing details
TOTAL AREA 84 ADMINISTR						**6**	**100**				
AREA XX - WRF Clarifier No. 3											
118	XX	G	-	01	Site and Location Plan	5			1	1	
119	XX	G	-	02	Site Mobilization and Staging Plan	5			1	1	
120	XX	D	-	01	Demolition/Relocation Plan WRF CLARIFIER No. 3	35			1	1	
121	XX	M	-	01	WRF Clarifier Rehabilitation - Plan	25			1	1	Rehabilitation Plans with Notes
122	XX	M	-	02	WRF Clarifier Rehabilitation - Sections	25			1	1	Rehabilitation Plans with Notes
123	XX	M	-	03	WRF Carifer Rehabiitation Details	35			1	1	Details showing new scum box, scum pipe, Wier partial section, Popoff Valve replacement
124	XX	M	-	04	WRF Clarifier Rehabilitation photos	25					
125	XX	E	-	01	Electrical Demolition Plan	15			1	1	Electrical demo of conduit/wire to allow for coating
126	XX	E	-	02	WRF Clarifier Electrical Rehabilitation Plan	25			1	1	Electrial reinstallation of conduit/wire to reconnec
TOTAL WRF CLARIFIER NO.						**9**	**195**				
PROJECT 01 DRAWING LIST											
AREA 199 TYPICAL DETAILS											
127	199	A	-	01	Architectural Typical Details I	5			1	1	
128	199	A	-	02	Architectural Typical Details I	5			1	1	
129	199	C	-	01	Civil Typical Details I	5			1	1	
130	199	E	-	01	Electrical Typical Details I	5			1	1	
131	199	E	-	02	Electrical Typical Details II	5			1	1	
132	199	N	-	02	Instrumentation Typical Details I	5			1	1	
133	199	P	-	01	Piping Typical Details I	5			1	1	

Attachment 2 to Exhibit A (TO4)
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Various Improvemets at the Norman WTP
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134	199	P	-	02	Piping Typical Details II	5			1	1	
135	199	S	-	01	Structural Typical Details	5			1	1	
TOTAL TYPICAL DETAILS						**9**	**45**				
TOTAL OVERALL PROJECT						**137**	**2,885**		**38**	**114**	**136**
PROJECT 01											

Attachment 2 to Exhibit A (TO4)
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Various Improvemets at the Norman WTP
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WELL-02 PROJECTD DRAWING LIST 865,500

Sheet	Area	Disc		#	Description				FINAL	BID	
1	00	G	-	01	Cover Sheet, Sheet index, and location plan	15			1	1	
2	00	PQ	-	01	Summary of Pay Quantities and Notes	15			1		
3	00	LM	-	01	Location Map (NOT USED	0					Placed on Cover Sheet
4	00	EC	-	01	Stormwater Pollution Prevention Plan - 1	15			1		
5	00	EC	-	02	Stormwater Pollution Prevention Plan - 2	15			1		
6	00	C	-	01	Civil Site Plan Existing Conditions (includes FEMA map)	15			1	1	Added drawing for clarity on grading
7	00	C	-	02	Proposed Well Site Plan	55			1	1	
	00	C	-	03	Proposed Well Grading Plan	55			1	1	
	00	C	-	04	Civil Site Details (Fence, Road, Curb and Gutter, mow strip)	15					and just combined sheets
8	00	C	-	05	Well Section (perferated Only - Includes Well Detail Matrix)	10					Remove Screen well detail, only bid perforated
	00	C	-	05A	Groundwater Design Matrix	0					combined with 05
9	00	C	-	06	Well Piping Details (typical well section, plan and details, updated quantities)	15					
10	00	C	-	07	Well Drainage Details (section with area inlet plan)	15					
	00	C	-	08	Miscellaneous Detaisl for Piping	15					Details have changed on the Piping due to
	00	C	-	09	City of Norman Standards	5					
	00	A	-	100	Groundwater Well field Development - Architectural	5					
	00	A	-	101	Groundwater Well Field Development - Architectural Sections	5					
	00	S	-	01	Structural Design Criteria Notes I	24					Was done by White but Carollo will do Norman has Changed Code from 2015 IBC to 2018 IBC with local
	00	S	-	02	Structural Design Criteria Notes I	24					Was done by White but Carollo will do Norman has Changed Code from 2015 IBC to 2018 IBC with local
	00	S	-	03	Tables and Nailing Schedule	24					Was done by White but Carollo will do Norman has Changed Code from 2015 IBC to 2018 IBC with local
	00	S	-	04	CMU Details and Bond Beams	24					Was done by White but Carollo will do Norman has Changed Code from 2015 IBC to 2018 IBC with local amendments so these need to be reviewed and changed.
	00	GE	-	01	Electrical Legends	5					
	0	GE	-	02	Electrical Abbreviations	5					

Attachment 2 to Exhibit A (TO4)
Estimated Drawing List
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Various Improvemets at the Norman WTP
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		E	-	01	One Line Drawings and Schedules	24					Was done by Carollo, drawings and Wire Sizes need to be reviewed and updated to 2020 NEC from 2014 NEC Also plans need to be updated with OG&E info on conductors and locaiton
		E	-	02	Ground Well Electrical Plans	12					Was done by Carollo, drawings and Wire Sizes need to be reviewed and updated to 2020 NEC from 2014 NEC
		E	-	03	Electrical Site Plan	32					Needs to be updated with Well specific Information
		E	-	04	Conduit Schedule I	24					Was done by Carollo, drawings and Wire Sizes need to be reviewed and updated to 2020 NEC from 2014 NEC
		E	-	05	Conduit Schedule II	0					Deleted Not necessary
		E	-	06	Electrical Typical Details I	5					Not much impact from code changes
		E	-	07	Electrical Typical Details II	5					Not much impact from code changes
		E	-	08	Electrical Typical Details III	15					Need some adjustment due to codes
		E	-	09	Electrical Typical Details IV	5					Not much impact from code changes
		GN	-	01	Instrumentation Symbols and Abbreviations - I	5					No Changes
		GN	-	02	Instrumentation Symbols and Abbreviations - II	5					No Changes
		GN	-	03	Instrumentation Symbols and Abbreviations - III	5					No Changes
		GN	-	04	Instrumentation Symbols and Abbreviations - IV	5					No Changes
		GN	-	05	Schematic Symbols	5					No Changes
		GN	-	06	Sample Loop Drawing	5					No Changes
		N	-	01	Well P&ID	5					Need to update tags
		N	-	02	PCM Cabinet	5					Need to update tags
		N	-	03	Monitoring Well	5					No Changes
		NG	-	01	Typical PCM Cabinet	5					Needs Some Review to update PLC

Attachment 2 to Exhibit A (TO4)
Estimated Drawing List
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Various Improvemets at the Norman WTP
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		NN	-	01	Network Block Diagram	55					Need to update this to integrate next gen telemetry equipment and antenna into existing block diagram
		NN	-	02	Network Connection Diagram	16					Need to update this to integrate next gen telemetry equipment and antenna into existing block diagram
		NS	-	01	PCM Power Schematic	5					Needs Some Review to update PLC
		NS	-	02	Well Pump VFD Schematic	5					Needs Some Review to update PLC
		NS	-	03	Exhaust Fan and Louver Schematic	5					

Subtotal Civil, Mechanical, Architectural	270
Subtotal Structural	96
Subtotal Electrical &IC	268
Total	634
	634

Interim Set Labor	
Final Set Labor	0.65
Bid Set Labor	0.35

CURRENT CODES

2018 International Building Code including State and Local Amendments

2018 International Existing Building Code including State and Local Amendments

2006 International Energy Conservation Code

2018 International Plumbing Code including State and Local Amendments

2018 Fuel Gas Code including State and Local Amendments

2020 National Electrical Code (NFPA 70) including State and Local Amendments

2018 International Residential Code including State and Local Amendments

2018 International Property Maintenance Code including Local Amendments

Building Code Amendments

ORIGINAL DESIGN CODES

1. Building code:
   a. International Building Code (IBC), 2015.
   b. Local amendments.
   c. International Existing Building Code (IEBC), 2015.
   d. Local amendments.
2. Electrical code:
   a. National Fire Protection Association (NFPA), NFPA 70: National Electrical Code (NEC), 2014.
   b. Local amendments.
3. Energy code:
   a. International Energy Conservation Code (IECC), 2006.
4. Fire code:
   a. International Fire Code (IFC), 2015.
   b. Local amendments.
5. Fuel gas code:

Attachment 2 to Exhibit A (TO4)
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Various Improvemets at the Norman WTP
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a. International Fuel Gas Code (IFGC), 2015.
b. Local amendments.

6. Mechanical code:
   a. International Mechanical Code (IMC), 2015.
   b. Local amendments.

7. Plumbing code:
   a. International Plumbing Code (IPC), 2015.
   b. Local amendments.

Attachment 3 to Exhibit A Preliminary List of Specifications

Attachment 3 to Exhibit A
Task Order No. 1 to Contract K-2526-17

Various Improvemets at the Norman WTP
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SPECIFICTION LIST PROJECT-01

DIVISION 0 (Front Ends) "X" Denotes included with Deliverable

MF50-Div Section Number	Abbreviation	Section Title	Interim	Final	Bid Set
		Cover Sheet	X	X	X
00_11_13		Advertsement for Bids			X
00_21_13		Instructions to Bidders			X
00_41_00		Bid Form	X	X	X
00_54_35		Suriteys Agreement to Assignment			
00_55_00		Notice to Proceed			
00_61_13.13		Performance Bond			
00_61_13.14		Statuatory Bond			
00_61_19		Maintenance Bond			
00_52_23		Agreement		X	X
00_72_00		General Conditions		X	X
00_73_00		Special Provisions		X	X
		Attachment A - Geotechnical Report		X	X

DIVISION 1 - General Requirements

01_11_00		Summary of Work	X	X	X
01_11_02		Contract Document Language		X	X
01_14_00		Work Restrictions		X	X
01_20_20		Measurement and Payment		X	X
01_29_73		Schedule of Values		X	X
01_29_77		Applications for Payment		X	X
01_31_19		Project Meetings	X	X	X
01_31_24		Web Based Construction Management	X	X	X
01_32_21		Project Schedules and Reports	X	X	X

Attachment 3 to Exhibit A
Task Order No. 1 to Contract K-2526-17

Various Improvemets at the Norman WTP
Norman WTP
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DIVISION 1 - General Requirements (Continued) "X" Denotes included with Deliverable

MF50-Div Section Number	Abbreviation	Section Title	Interim	Final	Bid Set
01_32_22		Safety Plan		X	X
01_32_34		Photographic and Videographic Documentation	X	X	X
01_33_00		Submittal Procedures	X	X	X
01_35_21		Selective Alternates and Demoltion	X	X	X
01_35_73		Delegated Design Procedures			
01_41_00		Regulatory Requirements	X	X	X
01_45_00		Quality Control and Quality Assurance	X	X	X
01_45_55		Special Tests and Inspections	X	X	X
01_50_00		Temporary Facilities and Controls	X	X	X
01_56_17		Erosion and Sediment Control			
01_60_00		Product Requirements			
01_71_23		Field Engineering	X	X	X
01_75_17		Commissioning		X	X
01_75_18		Disinfection			
01_77_00		Closeout Procedures		X	X
01_78_24		Operation and Maintenance Manuals	X	X	X
01_78_36		Warranties and Bonds	X	X	X
01_81_50		Project Design Criteria	X	X	X

DIVISION 3 - Concrete

03_01_02		Concrete Repair Mortar	X	X	X
03_01_04		Structural Concrete Repair	X	X	X
03_01_06		Concrete Restoration	X	X	X
03_01_30		Concrete Modification and Repair	X	X	X
03_11_07		Concrete Formwork			
03_15_00		Concrete Acessories	X	X	X
03_15_14		Hydrophillc Waterstop			
03_20_00		Concrete Reinforcing	X	X	X
03_21_17		Adhesive-Bonded Reinforcing Bars and All Thread Rods in Concrete	X	X	X
03_30_00		Cast-in-Place Concrete	X	X	X
03_41_32		Precast and Prestressed Structural Concrete			
03_60_00		Grouting	X	X	X
03_63_01		Epoxies	X	X	X
03_63_02		Epoxy Resin/Portland Cement Bonding Agent	X	X	X
03_64_24		Epoxy Injection System	X	X	X
03_64_25		Hydrophilic Foam Polyurethane Resin Injection System	X	X	X

DIVISION 05 - Metals

05_05_24		Mechanical Anchoring and Fastening to Concrete and Masonry		X	X
05_12_00		Structural Steel Framing		X	X
05_14_05		Structural Aluminum		X	X
05_50_00		Metal Fabrications		X	X

DIVISION 06- Wood, Plastics and Composites

06_80_17		Fiber Rienforced Plastic fabrications		X	X

DIVISION 07 - Thermal and Moisture Protection

Attachment 3 to Exhibit A
Task Order No. 1 to Contract K-2526-17

Various Improvemets at the Norman WTP
Norman WTP
Norman Utilities Authority

07_90_00		Joint Sealants		X	X
07_92_02		Epoxy and Silicone Bonded Expansion Joint Seals		X	X

DIVISION 08 - Openings

08_17_34		Pre-Assembled Plastic Door Assemblies		X	X
08_71_00		Door Hardware		X	X
08_91_00		Louvers		X	X

DIVISION 09 - Finishes

09_96_01		High Performance Coatings	X	X	X
09_96_08		Concrete Repair and Coating	X	X	X

DIVISON 13 - Special Construction

13_34_26		Fabricated Modular Building		X	X

DIVISION 22 - PLUMBING

22_42_01 Plumbing Systems

DIVISON 23 - HVAC

23_05_00		Common Work Results for HVAC		X	X
23_05_93		Testing, Adjusting, and Balancing for HVAC		X	X
23_09_13		Instrumentation and Control Devices for HVAC		X	X
23_81_14		Air Conditioning Units		X	X
23_83_01		Heating Units		X	X
23_31_13		Metal Ductwork		X	X

DIVISION 26 - Electrical

26_05_00		Common Work Results for Electrical	X	X	X
26_05_09		Low Voltage Motors up to 500 Horsepower		X	X
26_05_18		600-Volt or Less Wires and Cables	X	X	X
26_05_20		Fiber Optic Cable and Appurtenances		X	X
26_05_21		Low Voltage Wire Connections	X	X	X
26_05_26		Grounding and Bonding		X	X
26_05_29		Hangers and Supports	X	X	X
26_05_33		Conduits	X	X	X
26_05_34		Boxes	X	X	X
26_05_44		Duct Banks		X	X
26_05_53		Identification for Electrical Systems		X	X
26_05_74		Electrical System Studies		X	X
26_06_01		Conduit Schedule		X	X
26_08_50		Field Electrical Acceptance Tests		X	X
26_22_14		Dry-Type Transformers		X	X
26_24_16		Panelboards		X	X
26_28_17		Disconnect Switches		X	X
26_41_01		Lightning Protection		X	X
26_50_10		Lighting: LED Luminaires		X	X
26_05_53		Indentification for Electrical Systems	X	X	X

DIVISION 31 - Earthwork

MF50-Div Section Number	Abbreviation	Section Title	Interim	Final	Bid Set
31_00_00		Earthwork	X	X	X

Attachment 3 to Exhibit A
Task Order No. 1 to Contract K-2526-17

Various Improvemets at the Norman WTP
Norman WTP
Norman Utilities Authority

31_05_15	Soils and Aggregates for Earthwork
31_23_24	Controlled Low Strength Material (CLSM)
31_23_35	Trenching

DIVISION 32 - Exterior Improvements

32_92_23		Sodding	X	X	X

DIVISION 40 - Process Integration

40_05_00.01		Common Work Results for General Piping	X	X	X
40_05_00.03		Pipe Identification	X	X	X
40_05_00.09		Piping Systems Testing	X	X	X
40_05_06.01		Pipe Specialties	X	X	X
40_05_06.03		Pipe Couplings	X	X	X
40_05_19.01		Ductile Iron Pipe: AWWA C151	X	X	X
40_05_57.24		Electric Actuators	X	X	X
40_05_64		Butterfly Valves	X	X	X
40_61_00		Common Work Results for Process Control and Instrumentation Systems	X	X	X
40_61_15		Control Strategies		X	X
40_71_15		Flow Measurement: Magnetic Flowmeters	X	X	X
40_71_23.21		Flow Measurement: Orifice Plate	X	X	X
40_73_29		Pressure/Vacuum Measurement: Differential	X	X	X

43 Process Gas and Liquid Handling, Purification, and Storage Equipment

43_25_20.0		Submersible Vertical Sample Pumps			
43_41_46		Fiberglass Reinforced Plastic Aboveground Storage Tanks	X	X	X
43_42_21.04		Expansion Tanks - Prepurchase	X	X	X
43_42_21.04		Expansion Tanks - Installation	X	X	X
43_42_21.08		Air Cooled Chillers - Prepurchase	X	X	X
43_42_21.08		Air Cooled Chillers - Installation	X	X	X

DIVISION 46 - Water and Wastewater Equipment

46_05_10		Common Work Results for Mechanical Equipment	X	X	X
46_05_94		Mechanical Equipment Testing	X	X	X
46_43_23		Spiral Scraper Circular Secondary Clarifier Rehabilitation	X	X	X
46_43_54		Solids Contact Clarifier Rehabilitation	X	X	X
46_61_13C		Filter Media - Contractors Requirements	X	X	X
46_61_20		Fiberglass Filter Troughs	X	X	X

- END OF SPECIFICATION LIST - PROJECT 01

Attachment 3 to Exhibit A
Task Order No. 1 to Contract K-2526-17

Various Improvemets at the Norman WTP
Norman WTP
Norman Utilities Authority

SPECIFICATION LIST - PROJECT WELL-01 (DIVISION 0 and DIVISION 1 WILL BE PROVIDE BY THE CITY)

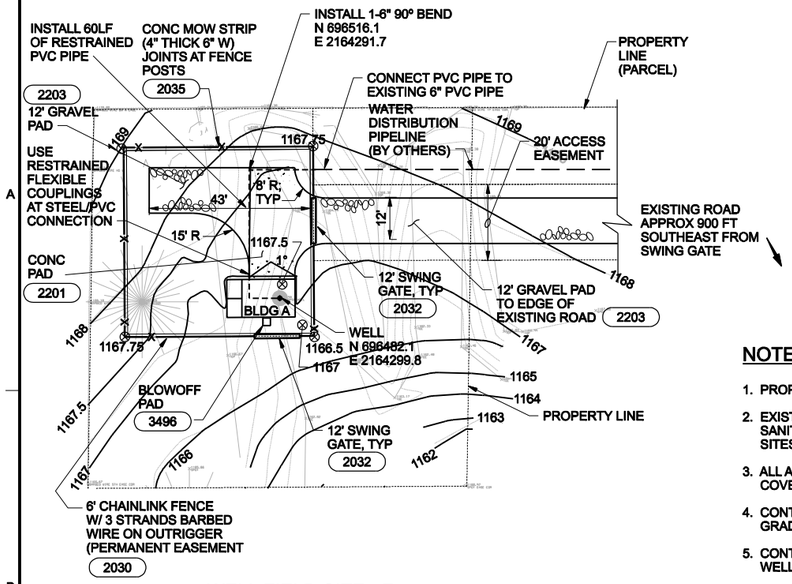
02670		Drilling and Wells	NA	X	X
02672		Well Development, Pump Testing and Well Completion	NA	X	X
02987		Packer Testing	NA	X	X

- END OF SPECIFICATION LIST - WELL 01

SPECIFICATION LIST PROJECT WELL-02 (DIVISION 0 and DIVISION 1 WILL BE PROVIDED BY CITY)

02670		Drilling and Wells	N	X	X
02672		Well Development, Pump Testing and Well Completion	NA	X	X
02987		Packer Testing	NA	X	X
03100		Concrete Formwork	NA	X	X
03200		Concrete Reinforcement	NA		X
04100		Mortar and Masonry Grout	NA		X
04300		Unit Masonry System	NA		X
06411		Wood Blocking and Curbing	NA		X
06175		Shop Fabricated Wood Trusses	NA		X
07219		Foam in place Insulation	NA		X
07411		Standing Seam Metal Roof	NA	X	X
07900		Joint Sealer	NA	X	X
08111		Standard Doors and Frames	NA	X	X
09900		Paints and Coatings	NA	X	X
13121		Fiberglass Enclosures	NA	X	X
15000		Water Distribution	NA	X	X
16000		General Electrical Provisions	NA		X
17000		Process Control and Instrumentation Systems	NA		X
- END OF SPECIFICATION LIST - WELL 02					

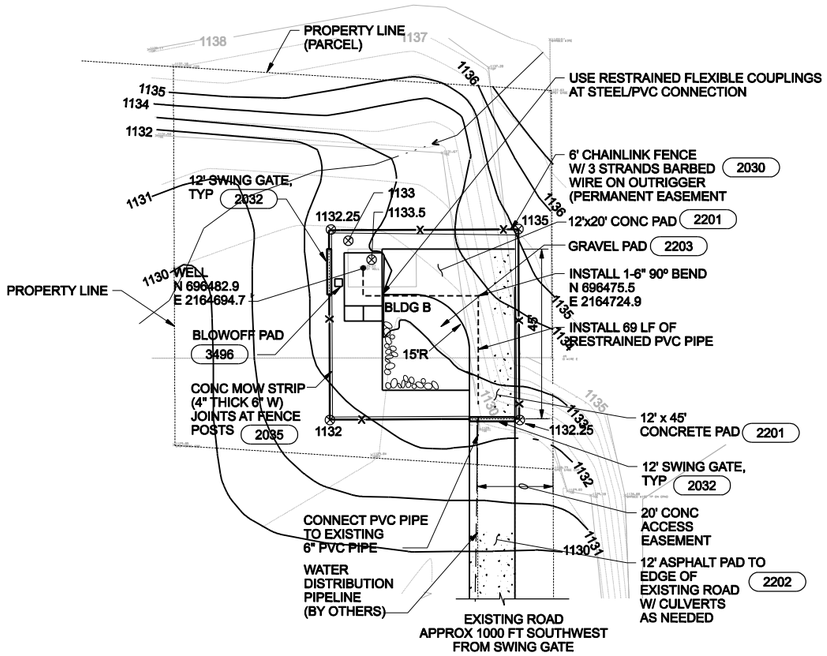
Attachment 4 to Exhibit A – Well 46 redrilling drawings.



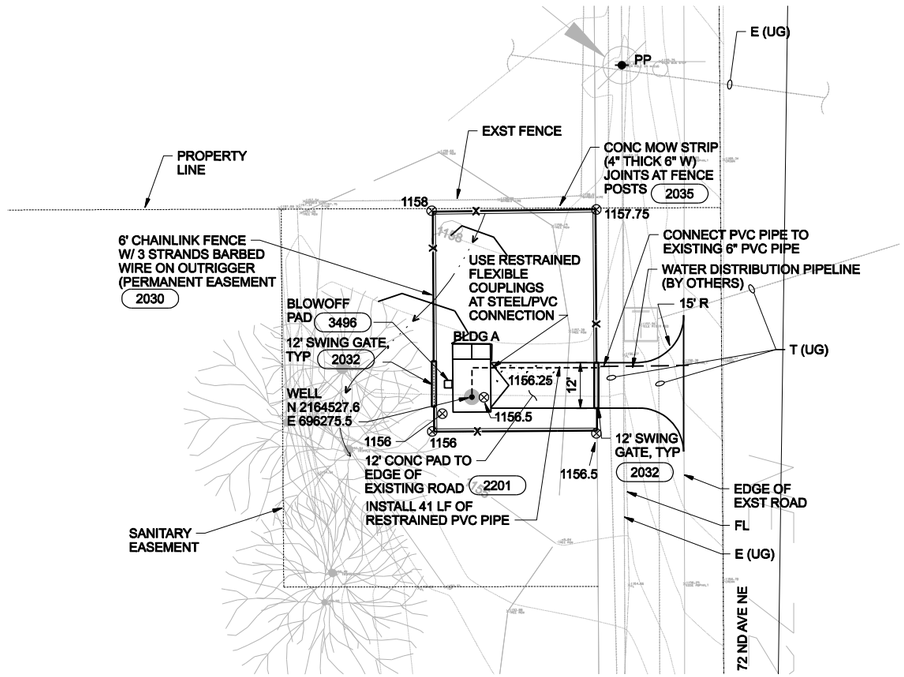
WELL FIELD SITE - F
DURSO

NOTES:

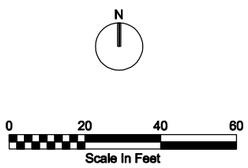
1. PROPOSED CONTOURS ON LAYOUTS REPRESENT ANTICIPATED FINAL GRADING.
2. EXISTING CONTOURS ARE NOT REPRESENTATIVE OF CURRENT CONDITIONS WITHIN SANITARY EASEMENT DUE TO CURRENT CONTRACT FOR WELL CONSTRUCTION. SITES WERE GRADED PRIOR TO WELL DRILLING.
3. ALL AREA HYDROSEEDED UNLESS OTHERWISE NOTED. DRAINAGE PATHWAYS COVERED WITH SOD.
4. CONTRACTOR RESPONSIBLE FOR VISITING SITES PRIOR TO BID TO DETERMINE GRADING REQUIRED TO MEET PROPOSED FINAL LAYOUTS.
5. CONTRACTOR RESPONSIBLE FOR BRINGING WELLHEAD UP 2 FEET ABOVE WELLHOUSE FLOOR ELEVATION.
6. WATER DISTRIBUTION PIPELINE MAY EXIT WELLHOUSE ON ENTRANCE SIDE OR BLOWOFF SIDE OF WELLHOUSE REGARDLESS OF BUILDING TYPE.
7. IF 6" GATE VALVE DOES NOT EXIST AT TIME OF 6" PVC CONSTRUCTION, CONTRACTOR SHALL INSTALL TEMPORARY PLUG FOR TESTING AND FUTURE REMOVAL BY OTHERS.



WELL FIELD SITE - D
WASHINGTON



WELL FIELD SITE - E
JORNS



Item 23.

NO	DATE	DSGN
NO.	DATE	DR
		CHK
		APVD

DESCRIPTION
REVISION
MMANTELL
TSAM
APVD

APVR	N
BY	APVD

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NORMAN UTILITIES AUTHORITY
CITY OF NORMAN, OKLAHOMA
PHASE 1 WELLFIELD EXPANSION
SITES A, B, C, F & G

CH2MHILL

PHASE 1A WELL HOUSES:
SITES A, B, C, F & G
WELLS D,E,& F SITE PLANS
CIVIL

REUSE OF DOCUMENTS: THIS DOCUMENT, AND THE IDEAS AND DESIGNS INCORPORATED HEREIN, AS AN INSTRUMENT OF PROFESSIONAL SERVICE, IS THE PROPERTY OF CH2M HILL AND IS NOT TO BE USED, IN WHOLE OR IN PART, FOR ANY OTHER PROJECT WITHOUT THE WRITTEN AUTHORIZATION OF CH2MHILL.

ISSUED FOR CONSTRUCTION

VERIFY SCALE
BAR IS ONE INCH ON ORIGINAL DRAWING.
0 1"

DATE	3/1/2006
PROJ	
DWG	690
SHEET	

FILENAME: 05nc101d_180557.dgn PLOT DATE: 3/8/2006 PLOT TIME: 11:23:31 AM

Exhibit B - Fee Estimate Summary
Task Order No. 1 to Contract K-2526-17

Various Improvemets at the Norman WTP

Norman Utilities Authority

Total Project Estimate

Design Element	Description	High Range (+ 30%)	Midpoint	Low Range (-10%)
	PROJECT-01			
WTP-01	Ozone System Improvements			
	Ozone System Contactor Improvements	$657,000	$505,000	$480,000
	Ozone System Chiller Improvements	$1,417,000	$1,090,000	$1,035,000
WTP-02	WTP SCC No. 3 Rehabilitation	$1,869,000	$1,438,000	$1,366,000
WTP-03	OSHG Improvements	$1,058,200	$814,000	$732,600
WTP-04	CFE Sampling and Analysis	$157,000	$121,000	$115,000
WTP-05	Administration Building Roof Repairs	$241,000	$185,000	$175,000
WTP-06	Chloramine System Improvements	$195,000	$150,000	$135,000
WRF-01	Secondary Clarifier 3 Rehabilitation	$1,840,000	$1,415,000	$1,344,000
	Subtotal PROJECT-01	**$7,434,200**	**$5,718,000**	**$5,382,600**
WELL-01	Well 46 Redrilling assistance	$150,000	$120,000	$100,000
WELL-02	Well Plans and Specs Assistance	$1,500,000	$1,250,000	$1,200,000
	TOTAL ALL PROJECTS	**$9,084,200**	**$7,088,000**	**$6,682,600**

TASK ORDER NO. 1 FEE ESTIMATES

Task	Description	Hours		Fees	% of Const. Cost	
Project 01- WTP Various Improvements						
Task 1	**Study Phase Services**					
	No Work					
Task 2	**Design Phase Services**					
Task 2.1	Project Management and Progress Reporting	394	$	103,487		
Task 2.2	PROJECT 01 Interim Design Deliverables	789	$	141,780		
Task 2.3	PROJECT 01 Final Design Deliverables	2,372	$	375,588		
Task 2.4	PROJECT 01 Bid Set Deliverables	691	$	118,534		
	Subtotal Task 2	4,246	$	739,389	*12.93%*	
Task 3	**Bidding Phase Services**					
Task 3.1	Bidding Services	85	$	16,437		
Task 3.2	Conformed Documents	89	$	11,772		
	Subtotal Task 3	174	$	28,210	*0.49%*	
Task 4	**Construction Administration Services**					
Task 4.1	Project Management and Progress Reporting	48	$	12,816		
Task 4.2	Prework Conference	8	$	2,000		
Task 4.3	Meetings and Site Visits	72	$	19,800		
Task 4.4	Submittals					
	Initial Submittal Review	200	$	56,000		
	Resubmittal Review	100	$	28,000		
Task 4.6	RFI, DCM, and Change Orders					
	Respond to RFI's	60	$	16,500		
	Prepare DCM	None				
	Prepare Change Orders	None				
Task 4.7	Special Inspections Coordination	16	$	4,560		
Task 4.8	Monthly Payment Applications	24	$	6,960		
Task 4.9	Substantial Completion and Final Completion Punchlists	64	$	18,880		
Task 4.10	Project Closeout	16	$	4,480		
	Subtotal Task 4	608	$	169,996	*3.0%*	
Task 5	**As Built Services**					
Task 5.1	As Built Services and O&M Updates	203	$	27,238		
	Project 01 WTP Various Improvements - Subtotal (Basic Services)	5,028	$	964,832	16.87%	*$964,832*
Well 01 and Well 02 Redrilling Assistance						
Task 2	**Design Phase Services**					
Task 2.5	Well-46 Redrilling Assistance	174	$	33,517		
Task 2.6	Well-02 Wells Plans and Specs Assistance	388	$	148,176		
	Well 01 and Well 02 Redrilling assistance - Subtotal (Basic Services)	562	$	181,693	13.26%	
	Total Basic Services All Projects	5,591	$	1,146,525	16.18%	
	Additional Services- Not to exceed		$	125,000		
	Total Basic and Addtiional Services		**$**	**1,271,525**	**$1,271,525**	
	Subtotal Remaining Services Contract K-1112-124 - WTP Improvements		$	(91,000)		
	Subtotal Remaining Services Contract K-1112-124 - WellField		$	(35,000)		
	Subtotal Remaining Services		$	(126,000)		
	Cost of Services for Amendment No. 3 , Task Order No. 1		**$**	**1,145,525**		

EXHIBIT C TO TASK ORDER NO. 1
ADDITIONAL SERVICES
VARIOUS IMPROVEMENTS AT THE NORMAN WTP

Additional Services will only be provided upon prior written and clearly detailed directions of the Utilities Manager. The Engineer may be directed to perform any, all or none of the following Additional Services that may include, but not be limited to, the following:

AS.1: Geotechnical and Survey: Additional geotechnical investigation and Surveys necessary for completion of the project.

AS.2: Subsurface Utility Engineering (SUE) Services: Engineer will undertake subsurface utility investigations. Compensation for this task will be as outlined below. Where required, Engineer will provide subsurface utility engineering (SUE) services to determine conflicts with existing utilities. The SUE services will determine the exact location and depth of the existing utility. The actual number of locations will be determined after field investigation and preliminary survey services are completed. SUE services will either be Quality Level "A" or Quality Level "B" in accordance with ASCE 38-02 (Standard Guideline for the Collection and Depiction of Existing Subsurface Utility Data) as recommended by the Engineer and approved by the Owner. Additional legal descriptions, exhibits, and acquisition services.

Unit Prices:

Item	Unit Price	Unit
Additional Geotechnical Borings	$3,500	Each
SUE – Quality "A"	$1,500	Each

AS.3: Temporary Cooling Systems for Ozone and OSHG Summer 2025: Engineer will provide assistance with the sizing and installation of the following:

a) 1-10 Ton air cooled rental chiller and balancing tank to be powered from the existing OZ MCC and connected to the existing neutralized and dechoraminated utility water feed to the OSHG units.

b) 1 60-ton air cooled rental chiller to cool the open loop utility water feed to the ozone generation unit heat exchanger. The unit will be powered from the OZ MCC and temporary hoses would be provided to connect to the unit .

c) Assistance will be:

i) Review of purchasing agreement.

ii) Examining the existing MCC OZ A/B and developing temporary breaker sizes for connection to and protection of the MCC when connecting the temporary units.

iii) Review of cable sizes, amp draw, and distance to unit from the MCC for sufficiency.

iv) Review of piping connections and chiller connections.

v) Calculation of heat load within the building to assess whether the units must be placed outside.

vi) Site visits to review installation (2 site visits assumed).

Billing will be on time and materials not to exceed $50,000.

AS.4: Additional Services necessary for completion of the project. A detailed scope and fee for the additional services will be submitted.

Compensation for Additional Services: Included in the not exceed total compensation is an allowance for Additional Services in an amount not to exceed $125,000. This allowance is to be used and paid to the Engineer in the manner established in this Contract, unless other compensation means are agreed to in writing by the Utilities Manager. Additional Services compensation may only be used after the Engineer has performed Additional Services upon prior written authorization by the Utilities Manager. Invoices submitted for Additional Services will represent only the hours actually worked on this project by the Engineer's employees and the Engineer's consultants' employees and will be accounted for separately for each Additional Service performed. The Standard Hourly Rates for the time and materials billing basis for the additional services is provided in Attachment 1 to Exhibit C.

Attachment 1 to Exhibit C – Additional Services Standard Hourly Rate Schedule

Attachment 1 to Exhibit C
Fee Schedule through December 31, 2025
Task Order No. 1 to Contract K-2526-17

Hourly Rates utilized for Additional Services
Various Improvemets at the Norman WTP
Norman WTP
Norman Utilities Authority

Category		Hourly Rate
Engineers/Scientists		
Engineer I-II (EIT)	$	170.00
Engineer II-III (EIT-PE)	$	185.00
Engineer III-IV (Staff Professional)	$	197.16
Engineer V-VI (Professional)	$	249.10
Project Professional	$	275.28
Lead Project Professional	$	291.75
Project Manager/Senior Professional	$	312.97
Project Director/ Quality Control Manager	$	341.61
Technicians		
Technicians	$	134.51
Senior Technicians	$	187.62
Support Staff		
Document Processing / Clerical	$	113.56
Inspector - Senior		NA
Inspector - Junior		NA
Special Inspector		NA
Project Equipment and Communication Expenses (PECE) Charge Per Direct Labor Hour	$	15.50
Other Direct Expenses		
Travel and Subsistence		at cost
Mileage Charge Per Mile	$	0.545
Subconsultant		Cost + 10%
Other Direct Costs		At Cost
Expert Witness		Rate x 2.0

This fee schedule is revised in January of every year it is to be utilized for invoicing of Additional Services. .
Invoice for Additional Services for each month will be prepared based on the fee schedule in effect during the month.

File Attachments for Item:

24. CONSIDERATION OF AWARD, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2526-15 AND CONTRACT K-2526-64: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND DAVENPORT CONSTRUCTON, INC IN THE AMOUNT OF $582,664 FOR SAXON INDUSTRIAL PARK PHASE III – WATERLINE AND SANITARY SEWER EXTENSION, PERFORMANCE BOND B-2526-30; STATUTORY BOND B-2526-31; MAINTENANCE BOND MB-2526-22, AUTHORIZE PAYMENT TO VENDORS AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Peter Wolbach, Staff Engineer

PRESENTER: Peter Wolbach, Staff Engineer

ITEM TITLE: CONSIDERATION OF AWARD, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF BID 2526-15 AND CONTRACT K-2526-64: BY AND BETWEEN THE NORMAN UTILITIES AUTHORITY AND DAVENPORT CONSTRUCTON, INC IN THE AMOUNT OF $582,664 FOR SAXON INDUSTRIAL PARK PHASE III – WATERLINE AND SANITARY SEWER EXTENSION, PERFORMANCE BOND B-2526-30; STATUTORY BOND B-2526-31; MAINTENANCE BOND MB-2526-22, AUTHORIZE PAYMENT TO VENDORS AND BUDGET TRANSFER AS OUTLINED IN THE STAFF REPORT.

BACKGROUND:

The proposed Saxon Industrial Park Phase III plat will be located along John Saxon Boulevard south of State Highway 9. As part of the platting process, improvements must be constructed to serve the proposed lots including water and sewer. These improvements will improve the area and will also provide water resiliency to this industrial area by looping water lines and will extend water east to serve Saxon Park.

Contract K-1920-121 with SMC Consulting Engineers, P.C. was approved by City Council on April 14, 2020, for the design of water and sewer improvements in addition to other services required for the Saxon Industrial Park Phase III project.

DISCUSSION:

The Invitation to Bid (Bid 2526-15) for the Saxon Industrial Park Phase III – Waterline and Sanitary Sewer Extension (Projects WA0348/WW0348) was published in the *Norman Transcript* on September 4 and September 11, 2025. The advertisement contained a Base Bid for the installation of approximately 2,300 linear feet of waterline and 1,500 linear feet of sanitary sewer line.

Four contractors submitted bids. The bids ranged from $582,664 to $1,649,093. Davenport Construction, Inc. was the low bidder with a Total Bid of $582,664, with Southwest Water Works, LLC submitting the highest bid of $1,649,093. The Engineer and staff recommend award of the bid to Davenport Construction, Inc.

Funding for the project will be split between the Water Fund and the Wastewater New Development Excise Tax Fund. The following table shows the proposed budget transfer to help fund the project.

Losing Account	Transfer Amount	Gaining Account	Justification
Segment B Water Line – Design WA0349 31993360-46201	$225,000	Corporate Addition Utilities - Construction WW0348 31993360-46101	Segment B Water Line along 24th Avenue NE is currently on hold to complete other higher priority projects.

With the proposed transfer, the following table provides the proposed funding for the project.

Account Desc.	Account Number	Available Balance	Required Funding
Corporate Addition Utilities– Const.	31993360-46101 WA0348	$376,105.19	$346,446.00
Corporate Addition Utilities – Const.	32290722-46101 WW0348	$276,305.19	$236,218.00
TOTAL		**$652,410.38**	**$582,664.00**

Work on this project will commence after rough grading occurs in late 2025. Once installation begins, the work will be completed within 90 days which includes the required 30-day wait period to test the installed sewer main.

The City of Norman is exempt from the payment of any sales or use taxes. Pursuant to Title 68 O.S., Section 1356 (10) and as allowed by Oklahoma Tax Commission Rules Part 27 Trust Authority 710:65-13-140, direct vendors to the Norman Utilities Authority (NUA) are also exempt from those taxes. A contractor and his subcontractors may exclude from their cost, sales taxes on appropriate equipment, materials, and supplies that need not be paid while acting on behalf of the NUA. To minimize project costs, the NUA will make payment directly to vendors supplying equipment and materials for incorporation into the project.

RECOMMENDATION 1:

Staff recommends the NUA accept bids meeting project specifications, award Bid 2526-15 to Davenport Construction, Inc. for Saxon Industrial Park Phase III – Waterline and Sanitary Sewer Extensions in the amount of $582,664.

RECOMMENDATION 2:

Staff recommends the NUA authorize to pay vendors for equipment and supplies for Saxon Industrial Park Phase III – Waterline and Sanitary Sewer Extensions.

RECOMMENDATION 3:

Staff recommends the NUA authorize budget transfers of $225,000, as discussed above.

CONTRACT

THIS CONTRACT by and between the NORMAN UTILITIES AUTHORITY, a Public Trust of the State of Oklahoma, hereinafter designated as the AUTHORITY, and **Davenport Construction Inc.** hereinafter designated as the CONTRACTOR, effective the date last executed below,

WITNESSETH

WHEREAS, the AUTHORITY has caused to be prepared in accordance with law, specifications and other Contract Documents for the work hereinafter described; and has approved and adopted all of said Contract Documents; and has given and advertised an Invitation to Bid as required by law; and has received sealed Bids for the furnishing of all labor, materials and equipment for the following project:

PROJECT WA0348 / WW0348
SAXON INDUSTRIAL PARK PHASE III – WATERLINE AND SANITARY SEWER EXTENSION
NORMAN, OKLAHOMA

in accordance with and as outlined and set out in the terms and provisions of said Contract Documents; and,

WHEREAS, the CONTRACTOR in response to said Invitation to Bid, has submitted to the AUTHORITY in the manner and at the time specified, a sealed Bid in accordance with the terms of this said Contract Documents; and

WHEREAS, the AUTHORITY, in the manner provided by law, has publicly opened, examined, and canvassed the Bids submitted and has determined and declared the above-named CONTRACTOR to be the best Bidder on the above-prepared project, and has duly awarded said Bid to said CONTRACTOR, for the sum named in the proposal, to wit:

Five Hundred Eighty-Two Thousand, Six Hundred Sixty-Four Dollars and Zero Cents Dollars
$582,664.00

NOW, THEREFORE, for and in consideration of the mutual agreements, and covenants herein contained, the parties to this CONTRACT have agreed, and hereby agree, as follows:

1) The CONTRACTOR shall, in good and first-class, workman-like manner at his own cost and expense, furnish all labor, materials, tools, and equipment required to perform and complete said work in strict accordance with this CONTRACT and said CONTRACT Documents, per the Table of Contents, including, but not limited to:

- the Invitation to Bid published in the Norman Transcript
- Notice to Bidders
- the Instructions to Bidders;
- the CONTRACTOR'S Bid or Proposal;
- the Bonds thereto;
- Multiple affidavits
- the Conditions of the Contract
- the Technical Specifications and Construction Drawings

all of which documents are on file in the Office of the AUTHORITY, and are made a part of this CONTRACT as fully as if the same were set out in full, with the following additions and/or exceptions:

_____
_____
_____

2) The AUTHORITY shall make payments, minus a retainage as stipulated in the CONTRACT Documents, to the CONTRACTOR in the following manner: On or about the last day of each month, the project manager, or other appropriate person, will make accurate estimates of the value, based on CONTRACT prices, of work done, and materials incorporated in the work and of materials suitably stored at the site thereof during the preceding calendar month. The CONTRACTOR shall furnish to the project manager, or other appropriate person, such detailed information as he may request to aid him as a guide in the preparation of the monthly estimates.

Each monthly estimate for payment must contain or have attached an affidavit in accordance with the Constitution of the State of Oklahoma, Title 74, Section 3109-3110, and Title 62, Section 310.09.

On completion of the work, but prior to the acceptance thereof by the AUTHORITY, it shall be the duty of the project manager, or other appropriate person, to determine that said work has been completely and fully performed in accordance with said CONTRACT Documents; and upon making such determinations said official shall make his final certificate to the AUTHORITY.

The CONTRACTOR shall furnish proof that all claims and obligations incurred by him in connection with the performance of said work have been fully paid and settled; said information shall be in the form of an affidavit, which shall bear the approval of the surety on the CONTRACT Bonds for payment of the final estimate to the CONTRACTOR; thereupon, the final estimate (including retainage) will be approved and paid.

3) The CONTRACTOR shall commence said work within ten (10) calendar days following receipt of a NOTICE-TO-PROCEED, prosecute the same vigorously and continuously, and complete the same within Ninety (90) days calendar days following receipt of NOTICE-TO-PROCEED.

4) Time is of the essence in completion of this project and the AUTHORITY will suffer financial loss if the Work is not completed within the time(s) specified in preceding paragraph. CONTRACTOR and AUTHORITY also recognize the delays, expense, and difficulties involved in proving in a legal or arbitration proceeding such actual loss. Accordingly, instead of requiring any such proof, CONTRACTOR and AUTHORITY therefore further agree that as liquidated damages for delay (but not as a penalty) CONTRACTOR shall pay AUTHORITY EIGHT HUNDRED ($800) DOLLARS for each calendar day that expires after the time specified in preceding paragraph, plus any authorized extensions thereof, for completion and readiness for final payment of each portion of the Work.

5) The AUTHORITY shall pay the CONTRACTOR for the work performed as follows:
   a) Payment for unit price items shall be at the unit price bid for actual construction quantities. (or) Payment for the lump sum price items shall be at the price bid for actual construction complete in place.
   b) Construction items specified but not included as bid items shall be considered incidental and shall not be paid for directly, but shall be included in the bid price for any or all of the pay quantities. Should any defective work or materials be discovered or should a reasonable doubt arise at to the quality of any work completed, there will be deducted from the next estimate an amount equal to the value of the defective or questionable work and shall not be paid until the defects are remedied. And that the CONTRACTOR'S bid is hereby made a part of this CONTRACT.

6) The AUTHORITY reserves the right to add to or subtract from the estimated quantities or amount of work to be performed up to a maximum of 15% of the total bid price.

7) The CONTRACTOR shall not undertake to furnish any materials or to perform any work not specifically authorized under the terms of this Agreement unless additional materials or work are authorized by written Change Order, executed by the AUTHORITY; and that in the event any additions are provided by the CONTRACTOR without such authorization, the CONTRACTOR shall not be entitled to any compensation therefore whatsoever.

8) The parties mutually agree and acknowledge that this is an Oklahoma AGREEMENT and any dispute shall be resolved in accordance with the Laws of the State of Oklahoma and actions if necessary shall be brought in the District Court of Cleveland County. In the event of ambiguity in any of the terms of this AGREEMENT, it shall not be construed for or against any party on the basis that such party did or did not author the same

9) That if any additional work is performed or additional materials provided by the CONTRACTOR upon authorization by the AUTHORITY, the CONTRACTOR shall be compensated therefore at the unit price bid or as agreed to by both parties in the execution of a Change Order.

10) No provision of this CONTRACT or of any such aforementioned documents shall be interpreted or given legal effect to create an obligation on the part of the AUTHORITY to third persons, including, by way of illustration but not exclusion, sureties upon performance bonds, payment bonds or other bonds, assignees of the CONTRACTOR, subcontractors, and persons performing labor, furnishing material or in any other way contributing to or assisting in the performance of the obligations of the CONTRACTOR; nor shall any such provisions be interpreted or given legal effect to afford a defense against any obligation owed or assumed by such third person to the AUTHORITY or in any way to restrict the freedom of the AUTHORITY to exercise full discretion in its dealing with the Contractor.

11) The CONTRACTOR shall furnish surety bonds and certificate of insurance as specified herein which bonds and insurance must be approved by the AUTHORITY prior to issuance of the NOTICE-TO-PROCEED and commencement of work on the project.

The following statement must be signed and notarized before this Contract will become effective.

STATE OF Oklahoma)

COUNTY OF Oklahoma)

I certify that I am the duly authorized agent of Davenport Construction, Inc., CONTRACTOR.

I further certify that neither the CONTRACTOR nor the anyone subject to the his/her direction or control has paid, given or donated, or agreed to pay, give or donate to any officer or employee of the AUTHORITY, any money or other thing of value, either directly or indirectly, in the procuring of the CONTRACT.

Davenport Construction, Inc.
(Bidder Company Name)

By: Greg Davenport

Greg Davenport President
(printed/typed name and title)

Subscribed and sworn to before me this 16th day of October, 2025.

Misty Dawn Davenport
Notary Public (or Clerk or Judge)

My Commission Expires: 10-12-2027 (SEAL)

MISTY DAWN DAVENPORT
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES OCT. 12, 2027
COMMISSION # 23013674

Norman Utilities Authority
Project WA0348 / WW0348
Saxon Industrial Park Phase III – Waterline and Sanitary Sewer Extension

Contract K-2526-64
Bid No. 2526-15

IN WITNESS WHEREOF, AUTHORITY and CONTRACTOR have executed this AGREEMENT;

DATED this 16th day of October, 2025.

Davenport Construction, Inc.
PRINCIPAL

ATTEST

Misty Davenport
Corporate Secretary (where applicable)

Signed: Greg Davenport
Authorized Representative

Greg Davenport President
Name and Title

(Corporate Seal) (where applicable)

DAVENPORT CONSTRUCTION, INC. CORPORATE SEAL 2015 OKLAHOMA

Address: 6001 Horseshoe Bend, Edmond, OK 73034

Telephone: 405 348-4262

NORMAN UTILITIES AUTHORITY

APPROVED as to form and legality this _____ day of _____, 20____.

_____
AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this _____ day of

_____, 20____.

NORMAN UTILITIES AUTHORITY

ATTEST

By: _____ _____

Title: Chairman Secretary

Norman Utilities Authority
Project WA0348 / WW0348
Saxon Industrial Park Phase III – Waterline and Sanitary Sewer Extension
B-2526-30

Contract K-2526-64
Bid No. 2526-15

PERFORMANCE BOND

Know all men by these presents that Davenport Construction Inc., as PRINCIPAL, and Granite Re, Inc., a corporation organized under the laws of the State of Minnesota, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto NORMAN UTILITIES AUTHORITY, a Public Trust of the State of Oklahoma, herein called AUTHORITY, in the sum of Five Hundred Eighty-Two Thousand, Six Hundred Sixty-Four Dollars and Zero Cents Dollars $582,664.00, for the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns jointly and severally.

WHEREAS, the conditions of this obligation are such, that the PRINCIPAL, being the successful bidder on the following PROJECT:

PROJECT WA0348 / WW0348
SAXON INDUSTRIAL PARK PHASE III – WATERLINE AND SANITARY SEWER EXTENSION
NORMAN, OKLAHOMA

has entered into a written CONTRACT (K-2526-64) with the AUTHORITY, dated 10/16/2025 to perform and complete said PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

NOW, THEREFORE, if PRINCIPAL shall, in all particulars, well and truly perform and abide by the CONTRACT and all specifications and covenants thereto; and if the PRINCIPAL shall promptly pay or cause to be paid all indebtedness incurred for labor and materials and repairs to and parts for equipment furnished in the making of this PROJECT, whether incurred by the PRINCIPAL or subcontractors; and if the PRINCIPAL shall protect and hold harmless the AUTHORITY from all loss, damage, and expense to life or property suffered or sustained by any person, firm, or corporation caused by the PRINCIPAL or his or its agents, servants, or employees in the construction of the PROJECT, or by or in consequence of any negligence, carelessness or misconduct in guarding and protecting the same, or from any act or omission of the PRINCIPAL or his or its agents, servants, or employees; and if the PRINCIPAL shall protect and save the AUTHORITY harmless from all suits and claims of infringement or alleged infringement or patent rights or processes, then this obligation shall be null and void. Otherwise this obligation shall remain in full force and effect.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in the CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

It is further expressly agreed that the PRINCIPAL'S obligations under this Bond include payment of not less than the prevailing hourly rate of wages as established by the Commissioner of Labor and by the Secretary of the U.S. Department of Labor or as determined by a court on appeal.

Norman Utilities Authority
Project WA0348 / WW0348
Saxon Industrial Park Phase III – Waterline and Sanitary Sewer Extension
B-2526-30

Contract K-2526-64
Bid No. 2526-15

IN WITNESS WHEREOF, the PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the 16th day of October, 2025, and the SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its authorized representative(s) on the 16th day of October, 2025.

(Corporate Seal) (where applicable)

ATTEST

Misty Davenport
Corporate Secretary (where applicable)

DAVENPORT CONSTRUCTION, INC. CORPORATE SEAL 2015 OKLAHOMA

Davenport Construction, Inc.
PRINCIPAL

Signed: Greg Davenport
Authorized Representative

Greg Davenport President
Name and Title

Address: 6001 Horse Shoe Bend, Edmond, OK 73034

Telephone: (405) 769-3022

(Corporate Seal)

ATTEST

Corporate Secretary

Granite Re, Inc.
SURETY

Signed: Amy Winters
Authorized Representative

Amy Winters Attorney-In-Fact
Name and Title

Address: 14001 Quailbrook Drive, Oklahoma City, OK 73134

Telephone: (405) 752-2600

Norman Utilities Authority
Project WA0348 / WW0348
Saxon Industrial Park Phase III – Waterline and Sanitary Sewer Extension
B-2526-30

Contract K-2526-64
Bid No. 2526-15

CORPORATE ACKNOWLEDGEMENT

STATE OF Oklahoma)
)§
COUNTY OF Oklahoma)

The foregoing instrument was acknowledged before me this 16th day of October,
20 25, by Greg Davenport President of Davenport Construction Inc.
Name and Title Contractor
a Oklahoma corporation, on behalf of the corporation.

WITNESS my hand and seal this 16th day of October 20 25.

Misty Dawn Davenport
Notary Public

My Commission Expires: 10-12-2027

MISTY DAWN DAVENPORT
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES OCT. 12, 2027
COMMISSION # 23013674

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
)§
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,
20 _____, by _____ an individual.
Name and Title

WITNESS my hand and seal this ____ day of _____ 20 _____.

_____
Notary Public

My Commission Expires: _____

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF _____)
)§
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,

20 _____, by _____ partner (or agent) on behalf of
Name and Title

_____, a partnership.

WITNESS my hand and seal this ____ day of _____20 _____.

_____
Notary Public

My Commission Expires: _____

NORMAN UTILITIES AUTHORITY

APPROVED as to form and legality this _____ day of _____, 20_____.

_____
AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this _____ day of

_____, 20_____.

NORMAN UTILITIES AUTHORITY

ATTEST

By: _____ _____

Title: Chairman Secretary

Norman Utilities Authority
Project WA0348 / WW0348
Saxon Industrial Park Phase III – Waterline and Sanitary Sewer Extension
B- 2526-31

Contract K-2526-64
Bid No. 2526-15

STATUTORY BOND

Know all men by these presents that Davenport Construction Inc., as PRINCIPAL, and Granite Re, Inc., a corporation organized under the laws of the State of Minnesota, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto NORMAN UTILITIES AUTHORITY, a Public Trust of the State of Oklahoma, herein called AUTHORITY, in the sum of Five Hundred Eighty-Two Thousand, Six Hundred Sixty-Four Dollars and Zero Cents Dollars $582,664.00, for the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns jointly and severally.

WHEREAS, the conditions of this obligation are such, that the PRINCIPAL, being the lowest and best bidder on the following PROJECT:

PROJECT WA0348 / WW0348
SAXON INDUSTRIAL PARK PHASE III – WATERLINE AND SANITARY SEWER EXTENSION
NORMAN, OKLAHOMA

has entered into a written CONTRACT (K-2526-64) with the AUTHORITY, dated 10/16/2025 to perform and complete said PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

NOW, THEREFORE, if the PRINCIPAL, shall properly and promptly complete the work on this PROJECT in accordance with the CONTRACT, and shall well and truly pay all indebtedness incurred for labor and materials and repairs to and parts for equipment furnished in the making of the PROJECT, whether incurred by the PRINCIPAL, his subcontractors, or any material men, then this obligation shall be void. Otherwise this obligation shall remain in full force and effect. If debts are not paid within thirty (30) days after the same becomes due and payable, the person, firm, or corporation entitled thereto may sue and recover on this Bond, subject to the provisions of 61 O.S. 1981 §2, for the amount so due and unpaid.

It is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the SURETIES, or any of them, from the obligation of this Bond.

It is further expressly agreed that the PRINCIPAL'S obligations under this Bond include payment of not less than the prevailing hourly rate of wages as established by the Commissioner of Labor of the State of Oklahoma and by the Secretary of the U.S. Department of Labor or as determined by a court on appeal.

Norman Utilities Authority
Project WA0348 / WW0348
Saxon Industrial Park Phase III – Waterline and Sanitary Sewer Extension
B- 2526-31

Contract K-2526-64
Bid No. 2526-15

IN WITNESS WHEREOF, the PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the 16th day of October, 20 25, and the SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its authorized representative on the 16th day of October, 20 25.

(Corporate Seal) (where applicable)

ATTEST

Misty Davenport
Corporate Secretary (where applicable)

DAVENPORT CONSTRUCTION, INC. CORPORATE SEAL 2015 OKLAHOMA

Davenport Construction, Inc.
PRINCIPAL

Signed: Greg Davenport
Authorized Representative

Greg Davenport President
Name and Title

Address: 6001 Horse Shoe Bend, Edmond, OK 73034

Telephone: (405) 769-3022

(Corporate Seal)

ATTEST

Corporate Secretary

Granite Re, Inc.
SURETY

Signed: Amy Winters
Authorized Representative

Amy Winters Attorney-In-Fact
Name and Title

Address: 14001 Quailbrook Drive, Oklahoma City, OK 73134

Telephone: (405) 752-2600

Norman Utilities Authority
Project WA0348 / WW0348
Saxon Industrial Park Phase III – Waterline and Sanitary Sewer Extension
B- 2526-31

Contract K-2526-64
Bid No. 2526-15

CORPORATE ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
)§
COUNTY OF Oklahoma)

The foregoing instrument was acknowledged before me this 16th day of October,
2025, by Greg Davenport, President of Davenport Construction Inc.
Name and Title
a Oklahoma corporation, on behalf of the corporation.

WITNESS my hand and seal this 16th day of October 2025.

Misty Dawn Davenport
Notary Public

My Commission Expires: 10-12-2027

MISTY DAWN DAVENPORT
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES OCT. 12, 2027
COMMISSION # 23013674

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
)§
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,
20 _____, by _____ an individual.
Name and Title

WITNESS my hand and seal this ____ day of _____ 20 _____.

_____
Notary Public

My Commission Expires: _____

Norman Utilities Authority
Project WA0348 / WW0348
Saxon Industrial Park Phase III – Waterline and Sanitary Sewer Extension
B- 2526-31

Contract K-2526-64
Bid No. 2526-15

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
)§
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,

20 _____, by _____ partner (or agent) on behalf of
Name and Title

_____, a partnership.

WITNESS my hand and seal this ____ day of _____20 _____.

_____
Notary Public

My Commission Expires: _____

NORMAN UTILITIES AUTHORITY

APPROVED as to form and legality this _____ day of _____, 20_____.

_____
AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this _____ day of _____, 20_____.

NORMAN UTILITIES AUTHORITY

ATTEST

By: _____ _____

Title: Chairman Secretary

Norman Utilities Authority
Project WA0348 / WW0348
Saxon Industrial Park Phase III – Waterline and Sanitary Sewer Extension

Contract K-2526-64
Bid No. 2526-15

MAINTENANCE BOND

Know all men by these presents that Davenport Construction Inc., as PRINCIPAL, and Granite Re, Inc., , a corporation organized under the laws of the State of Minnesota, and authorized to transact business in the State of Oklahoma, as SURETY, are held and firmly bound unto NORMAN UTILITIES AUTHORITY, a Public Trust of the State of Oklahoma, herein called AUTHORITY, in the sum of Five Hundred Eighty-Two Thousand, Six Hundred Sixty-Four Dollars and Zero Cents Dollars $582,664.00, for the payment of which sum PRINCIPAL and SURETY bind themselves, their heirs, executors, administrators, successors and assigns jointly and severally.

WHEREAS, the conditions of this obligation are such, that the PRINCIPAL, being the successful bidder on the following PROJECT:

PROJECT WA0348 / WW0348
SAXON INDUSTRIAL PARK PHASE III – WATERLINE AND SANITARY SEWER EXTENSION
NORMAN, OKLAHOMA

has entered into a written CONTRACT (K-2526-64) with the AUTHORITY, dated 10/16/2025 to perform and complete said PROJECT, that CONTRACT being incorporated herein by reference as if fully set forth.

WHEREAS, under the ordinances of the AUTHORITY, the PRINCIPAL is required to furnish to the AUTHORITY a maintenance bond covering said construction of this PROJECT, the bond to include the terms and provisions hereinafter set forth, as a condition precedent to final acceptance of the PROJECT.

NOW THEREFORE, if the PRINCIPAL shall keep and maintain, subject to normal wear and tear, the construction, except for defects not occasioned by improper workmanship, materials, or failure to protect new work until it is accepted, and if the PRINCIPAL shall promptly repair, without notice from the AUTHORITY or expense to the AUTHORITY any and all defects arising from improper workmanship, materials, or failure to protect new work until it is accepted; all for a period of two (2) years from the date of the written final acceptance by the AUTHORITY, then this obligation shall be null and void. Otherwise, this obligation shall remain in full force and effect at all times.

Provided further, however, that upon neglect, failure or refusal of the PRINCIPAL to maintain or make any needed repairs upon the construction on the PROJECT, as set out in the preceding paragraph, within ten (10) days after the mailing of notice to the PRINCIPAL by letter deposited in the United States Post Office at Norman, Oklahoma, addressed to the PRINCIPAL at the address set forth below, then the PRINCIPAL and SURETY shall jointly and severally be liable to the AUTHORITY for the cost and expense for making such repair, or otherwise maintaining the said construction.

If is further expressly agreed and understood by the parties hereto that no changes or alterations in said CONTRACT and no deviations from the plan or mode of procedure herein fixed shall have the effect of releasing the sureties, or any of them, from the obligations of this Bond.

Norman Utilities Authority
Project WA0348 / WW0348
Saxon Industrial Park Phase III – Waterline and Sanitary Sewer Extension

Contract K-2526-64
Bid No. 2526-15

IN WITNESS WHEREOF, the said PRINCIPAL has caused these presents to be executed in its name and its corporate seal (where applicable) to be hereunto affixed by its duly authorized representative(s), on the 16th day of October, 2025, and the SURETY has caused these presents to be executed in its name and its corporate seal to be hereunto affixed by its authorized representative(s) on the 16th day of October, 2025.

(Corporate Seal) (where applicable)
ATTEST

Misty Davenport
Corporate Secretary (where applicable)

DAVENPORT CONSTRUCTION, INC. CORPORATE SEAL 2015 OKLAHOMA

Davenport Construction, Inc.
PRINCIPAL

Signed: Greg Davenport
Authorized Representative

Greg Davenport President
Name and Title

Address: 6001 Horse Shoe Bend, Edmond, OK 73034

Telephone: (405) 769-3022

(Corporate Seal)

ATTEST

Corporate Secretary

Granite Re, Inc.
SURETY

Signed: Amy Winters
Authorized Representative

Amy Winters Attorney-In-Fact
Name and Title

Address: 14001 Quailbrook Drive, Oklahoma City, OK 73134

Telephone: (405) 752-2600

Norman Utilities Authority
Project WA0348 / WW0348
Saxon Industrial Park Phase III – Waterline and Sanitary Sewer Extension

Contract K-2526-64
Bid No. 2526-15

CORPORATE ACKNOWLEDGEMENT

STATE OF Oklahoma)
)§
COUNTY OF Oklahoma)

The foregoing instrument was acknowledged before me this 16th day of October,
20 25, by Greg Davenport, President of Davenport Construction Inc.
Name and Title
a Oklahoma corporation, on behalf of the corporation.

WITNESS my hand and seal this 16th day of October 20 25.

Misty Dawn Davenport
Notary Public

My Commission Expires: 10-12-2027

MISTY DAWN DAVENPORT
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES OCT. 12, 2027
COMMISSION # 23013674

INDIVIDUAL ACKNOWLEDGEMENT

STATE OF _____)
)§
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,
20 _____, by _____ an individual.
Name and Title

WITNESS my hand and seal this ____ day of _____ 20 _____.

_____
Notary Public

My Commission Expires: _____

PARTNERSHIP ACKNOWLEDGEMENT

STATE OF _____)
)§
COUNTY OF _____)

The foregoing instrument was acknowledged before me this ____ day of _____,

20 _____, by _____ partner (or agent) on behalf of
Name and Title

_____, a partnership.

WITNESS my hand and seal this ____ day of _____20 _____.

_____
Notary Public

My Commission Expires: _____

NORMAN UTILITIES AUTHORITY

APPROVED as to form and legality this _____ day of _____, 20_____.

_____
AUTHORITY Attorney

Approved by the Trustees of the NORMAN UTILITIES AUTHORITY this _____ day of _____, 20_____.

NORMAN UTILITIES AUTHORITY

ATTEST

By: _____ _____

Title: Chairman Secretary

GRANITE RE, INC.

GENERAL POWER OF ATTORNEY

Know all Men by these Presents:

That GRANITE RE, INC., a corporation organized and existing under the laws of the State of MINNESOTA and having its principal office at the City of OKLAHOMA CITY in the State of OKLAHOMA does hereby constitute and appoint:

BARRY L. HERRING: NELEIGH HERRING; AMY WINTERS its true and lawful Attorney-in-Fact(s) for the following purposes, to wit:

To sign its name as surety to, and to execute, seal and acknowledge any and all bonds, and to respectively do and perform any and all acts and things set forth in the resolution of the Board of Directors of the said GRANITE RE, INC. a certified copy of which is hereto annexed and made a part of this Power of Attorney; and the said GRANITE RE, INC. through us, its Board of Directors, hereby ratifies and confirms all and whatsoever the said:

BARRY L. HERRING: NELEIGH HERRING; AMY WINTERS may lawfully do in the premises by virtue of these presents.

In Witness Whereof, the said GRANITE RE, INC. has caused this instrument to be sealed with its corporate seal, duly attested by the signatures of its President and Assistant Secretary, this 31st day of July, 2023.

Kenneth D. Whittington, President

Kyle P. McDonald, Assistant Secretary

STATE OF OKLAHOMA)
) SS:
COUNTY OF OKLAHOMA)

On this 31st day of July, 2023, before me personally came Kenneth D. Whittington, President of the GRANITE RE, INC. Company and Kyle P. McDonald, Assistant Secretary of said Company, with both of whom I am personally acquainted, who being by me severally duly sworn, said, that they, the said Kenneth D. Whittington and Kyle P. McDonald were respectively the President and the Assistant Secretary of GRANITE RE, INC., the corporation described in and which executed the foregoing Power of Attorney; that they each knew the seal of said corporation; that the seal affixed to said Power of Attorney was such corporate seal, that it was so fixed by order of the Board of Directors of said corporation, and that they signed their name thereto by like order as President and Assistant Secretary, respectively, of the Company.

My Commission Expires:
April 21, 2027
Commission #: 11003620

Notary Public

GRANITE RE, INC.

Certificate

THE UNDERSIGNED, being the duly elected and acting Assistant Secretary of Granite Re, Inc., a Minnesota Corporation, HEREBY CERTIFIES that the following resolution is a true and correct excerpt from the July 15, 1987, minutes of the meeting of the Board of Directors of Granite Re, Inc. and that said Power of Attorney has not been revoked and is now in full force and effect.

"RESOLVED, that the President, any Vice President, the Assistant Secretary, and any Assistant Vice President shall each have authority to appoint individuals as attorneys-in-fact or under other appropriate titles with authority to execute on behalf of the company fidelity and surety bonds and other documents of similar character issued by the Company in the course of its business. On any instrument making or evidencing such appointment, the signatures may be affixed by facsimile. On any instrument conferring such authority or on any bond or undertaking of the Company, the seal, or a facsimile thereof, may be impressed or affixed or in any other manner reproduced; provided, however, that the seal shall not be necessary to the validity of any such instrument or undertaking."

IN WITNESS WHEREOF, the undersigned has subscribed this Certificate and affixed the corporate seal of the Corporation this _____ day of _____ , 20____.

Kyle P. McDonald, Assistant Secretary

NORMAN UTILITIES AUTHORITY
PROJECT WA0348 / WW0348 - SAXON INDUSTRIAL PARK PHASE III - WATERLINE AND SANITARY SEWER EXTENSION
CONTRACT K-2526-64
BID 2526-15

Bid Opening Date **September 25, 2025**

Bid Opening Time **2:00 PM**

Company	Address	Total Base Bid
Davenport Construction	6001 Horseshoe Bend, Edmond, OK 73034	**$ 582,644.00**
H&H Plumbing and Utilities	381 W Adkins Hill Road, Norman, OK 73072	**$ 628,465.00**
Cimarron Construction Company	420 W Main Street, OKC, OK 73102	**$ 876,188.00**
Southwest Water Works	201 NW 132nd Street, OKC, OK 73114	**$ 1,649,093.00**

SMC
Your Civil Engineering Solution

Consulting Engineers, P.C.
815 West Main
Oklahoma City, OK 73106
405-232-7715
FAX 405-232-7859
www.smcokc.com

Civil Engineering
Land Development
Storm Water Management

Terence L. Haynes
Christopher D. Anderson
Muhammad A. Khan

October 16, 2025

The Chairman and Utilities Board Members
The Norman Utilities Authority
The City of Norman
P.O. Box 370
Norman, OK 73070

Subject: WA0348/WW0348 – Bid Tabulation
Saxon Industrial Park Phase III
Norman, OK

I have reviewed the tabulated bids for the subject project. The low bidder is Davenport Construction Inc., with a total bid of $582,664.00

I recommend the subject project be awarded to Davenport Construction Inc.

Please call me if you have any questions or need additional information.

Sincerely,

SMC Consulting Engineers, P.C.

Muhammad Khan, P.E., CFM

Attachments.

cc: SMC 6369.10

WW0316 - WW MH Rehabilitation Bid Tabulation

ITEM NO.	DESCRIPTION	UNITS	ESTIMATED QUANTITY	ENGINEER'S ESTIMATE		**LOWEST BIDDER** Davenport Construction		H&H Plumbing and Utilities		Cimarron Construction Company		Southwest Water Works	
				UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL	UNIT PRICE	TOTAL
1	OMITTED	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
2	12" WATERLINE (I/C TRENCHING, BEDDING, & BACKFILL) AWWA C900 PVC DR18	LINEAR FOOT	2314	N/A	N/A	$ 89.00	$ 205,946.00	$ 86.00	$ 199,004.00	$ 133.00	$ 307,762.00	$ 120.00	$ 277,680.00
3	12" GATE VALVE & BOX	EACH	5	N/A	N/A	$ 5,800.00	$ 29,000.00	$ 4,850.00	$ 24,250.00	$ 4,775.00	$ 23,875.00	$ 5,000.00	$ 25,000.00
4	12" PLUG W/ BLOW OFF	EACH	1	N/A	N/A	$ 2,800.00	$ 2,800.00	$ 2,450.00	$ 2,450.00	$ 2,880.00	$ 2,880.00	$ 4,180.00	$ 4,180.00
5	12" X 12" TEE	EACH	1	N/A	N/A	$ 2,600.00	$ 2,600.00	$ 2,650.00	$ 2,650.00	$ 2,435.00	$ 2,435.00	$ 2,000.00	$ 2,000.00
6	12" X 22.5° BEND	EACH	4	N/A	N/A	$ 1,600.00	$ 6,400.00	$ 2,100.00	$ 8,400.00	$ 1,310.00	$ 5,240.00	$ 1,200.00	$ 4,800.00
7	12" X 11.25° BEND	EACH	12	N/A	N/A	$ 1,600.00	$ 19,200.00	$ 1,950.00	$ 23,400.00	$ 1,265.00	$ 15,180.00	$ 1,200.00	$ 14,400.00
8	6" FIRE HYDRANT ASSEMBLY	EACH	7	N/A	N/A	$ 9,400.00	$ 65,800.00	$ 7,500.00	$ 52,500.00	$ 8,650.00	$ 60,550.00	$ 9,000.00	$ 63,000.00
9	CONNECT TO EXISTING 12" WATERLINE	EACH	2	N/A	N/A	$ 2,100.00	$ 4,200.00	$ 2,500.00	$ 5,000.00	$ 725.00	$ 1,450.00	$ 3,500.00	$ 7,000.00
10	REMOVAL OF EXISTING 12" PLUG AND BLOW OFF ASSEMBLY	EACH	2	N/A	N/A	$ 500.00	$ 1,000.00	$ 1,500.00	$ 3,000.00	$ 620.00	$ 1,240.00	$ 3,500.00	$ 7,000.00
11	2" SINGLE LONG SERVICE	EACH	1	N/A	N/A	$ 6,300.00	$ 6,300.00	$ 2,450.00	$ 2,450.00	$ 4,070.00	$ 4,070.00	$ 6,500.00	$ 6,500.00
12	TERSTING & DISINFECTION WATERLINE	LUMP SUM	1	N/A	N/A	$ 950.00	$ 950.00	$ 3,500.00	$ 3,500.00	$ 1,980.00	$ 1,980.00	$ 2,000.00	$ 2,000.00
13	MOBILIZATION AND INSURANCE - WATERLINE	LUMP SUM	1	N/A	N/A	$ 1,750.00	$ 1,750.00	$ 11,460.00	$ 11,460.00	$ 17,500.00	$ 17,500.00	$ 29,000.00	$ 29,000.00
14	CLEARING AND GRUBBING - WATERLINE	LUMP SUM	1	N/A	N/A	$ 500.00	$ 500.00	$ 2,500.00	$ 2,500.00	$ 1,050.00	$ 1,050.00	$ 5,000.00	$ 5,000.00
15	CLEARING AND GRUBBING - SANITARY SEWER	LUMP SUM	1	N/A	N/A	$ 8,700.00	$ 8,700.00	$ 12,500.00	$ 12,500.00	$ 38,662.00	$ 38,662.00	$ 82,500.00	$ 82,500.00
16	MOBILIZATION AND INSURANCE - SANITARY SEWER	LUMP SUM	1	N/A	N/A	$ 1,750.00	$ 1,750.00	$ 8,702.00	$ 8,702.00	$ 17,000.00	$ 17,000.00	$ 12,000.00	$ 12,000.00
17	8" SANITARY SEWER PIPE - SDR 35	LINEAR FOOT	1495	N/A	N/A	$ 64.00	$ 95,680.00	$ 45.00	$ 67,275.00	$ 105.00	$ 156,975.00	$ 613.80	$ 917,631.00
18	MANHOLES 0' TO 6', COMPLETE	EACH	9	N/A	N/A	$ 2,500.00	$ 22,500.00	$ 3,200.00	$ 28,800.00	$ 2,575.00	$ 23,175.00	$ 3,850.00	$ 34,650.00
19	EXTRA DEPTH MANHOLE WALL	VERTICAL FOOT	71	N/A	N/A	$ 230.00	$ 16,330.00	$ 300.00	$ 21,300.00	$ 425.00	$ 30,175.00	$ 286.00	$ 20,306.00
20	CONNECT TO EXISTING SAN. SEWER MANHOLE	EACH	1	N/A	N/A	$ 1,800.00	$ 1,800.00	$ 1,500.00	$ 1,500.00	$ 11,515.00	$ 11,515.00	$ 1,100.00	$ 1,100.00
21	TRENCHING 0' TO 10'	LINEAR FOOT	262	N/A	N/A	$ 4.00	$ 1,048.00	$ 16.00	$ 4,192.00	$ 6.00	$ 1,572.00	$ 1.10	$ 288.20
22	TRENCHING 10' TO 15'	LINEAR FOOT	591	N/A	N/A	$ 8.00	$ 4,728.00	$ 22.00	$ 13,002.00	$ 10.00	$ 5,910.00	$ 2.20	$ 1,300.20
23	TRENCHING 15' TO 20'	LINEAR FOOT	642	N/A	N/A	$ 14.00	$ 8,988.00	$ 35.00	$ 22,470.00	$ 17.00	$ 10,914.00	$ 3.30	$ 2,118.60
24	TYPE 'A' AGGREGATE	CY	148	N/A	N/A	$ 68.00	$ 10,064.00	$ 60.00	$ 8,880.00	$ 115.00	$ 17,020.00	$ 71.50	$ 10,582.00
25	BORING W/ STEEL CASING FOR 8" SEWER, INCLUDING 8" CARRIER PIPE	LF	85	N/A	N/A	$ 300.00	$ 25,500.00	$ 450.00	$ 38,250.00	$ 845.00	$ 71,825.00	$ 587.40	$ 49,929.00
26	SINGLE SHORT SERVICE (SSS) (6")	EACH	3	N/A	N/A	$ 800.00	$ 2,400.00	$ 650.00	$ 1,950.00	$ 1,050.00	$ 3,150.00	$ 4,345.00	$ 13,035.00
27	SINGLE LONG SERVICE (SLS) (6")	EACH	1	N/A	N/A	$ 2,100.00	$ 2,100.00	$ 1,250.00	$ 1,250.00	$ 5,050.00	$ 5,050.00	$ 11,605.00	$ 11,605.00
28	SOLID SLAB SODDING	SQUARE YARD	5166	N/A	N/A	$ 5.00	$ 25,830.00	$ 5.00	$ 25,830.00	$ 3.50	$ 18,081.00	$ 5.50	$ 28,413.00
29	EROSION CONTROL	LUMP SUM	1	N/A	N/A	$ 1,100.00	$ 1,100.00	$ 18,000.00	$ 18,000.00	$ 6,670.00	$ 6,670.00	$ 3,700.00	$ 3,700.00
30	CONSTRUCTION TRAFFIC CONTROL	LUMP SUM	1	N/A	N/A	$ 1,100.00	$ 1,100.00	$ 1,500.00	$ 1,500.00	$ 500.00	$ 500.00	$ 3,795.00	$ 3,795.00
31	DEFLECTION TEST	LUMP SUM	1	N/A	N/A	$ 800.00	$ 800.00	$ 1,500.00	$ 1,500.00	$ 4,440.00	$ 4,440.00	$ 550.00	$ 550.00
32	LEAKAGE TEST	LUMP SUM	1	N/A	N/A	$ 800.00	$ 800.00	$ 1,500.00	$ 1,500.00	$ 2,200.00	$ 2,200.00	$ 550.00	$ 550.00
33	MANHOLE TESTING	LUMP SUM	1	N/A	N/A	$ 800.00	$ 800.00	$ 3,000.00	$ 3,000.00	$ 2,450.00	$ 2,450.00	$ 4,950.00	$ 4,950.00
34	POST CONSTRUCTION CCTV	LUMP SUM	1	N/A	N/A	$ 4,200.00	$ 4,200.00	$ 6,500.00	$ 6,500.00	$ 3,692.00	$ 3,692.00	$ 2,530.00	$ 2,530.00
				Base Bid	**$ -**	**Base Bid**	**$ 582,664.00**	**Base Bid**	**$ 628,465.00**	**Base Bid**	**$ 876,188.00**	**Base Bid**	**$ 1,649,093.00**
				Total Bid	**$ -**	**Total Bid**	**$ 582,664.00**	**Total Bid**	**$ 628,465.00**	**Total Bid**	**$ 876,188.00**	**Total Bid**	**$ 1,649,093.00**

File Attachments for Item:

25. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-81**:** BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND PINNACLE CONSULTING MANAGEMENT GROUP, INC. FOR ON-CALL RIGHT-OF-WAY SERVICES ON AN AS-NEEDED BASIS

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Peter Wolbach

PRESENTER: Peter Wolbach, Staff Engineer - Utilities

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-81**:** BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND PINNACLE CONSULTING MANAGEMENT GROUP, INC. FOR ON-CALL RIGHT-OF-WAY SERVICES ON AN AS-NEEDED BASIS

BACKGROUND:

Several departments within the City of Norman utilize consultants for various projects necessary to provide reliable services to our citizens and customers. Frequently, consultants for a specific project are selected utilizing a request for proposal specific to the particular project. However, on-call professional service contracts allow staff to expedite the use of consulting services and ensure timely completion of required improvements.

DISCUSSION:

Staff issued Request for Qualifications RFQ-2425-45 to numerous firms providing right-of-way, engineering, surveying, architectural, and environmental services during Fiscal Year 2025. Qualifications were submitted by multiple firms, each identifying the categories of service for which they requested consideration.

Each proposal was independently reviewed and scored by staff from the Public Works, Parks, and Utilities Departments, including Tim Miles, Nathan Madenwald, Paul D'Andrea, James Briggs, and Peter Wolbach. Rankings were determined according to the evaluation criteria outlined within the Request for Qualifications.

All reviewers agreed upon the top-ranked firms in each service category based on experience, qualifications, and demonstrated ability to perform the required work. Contracts were then prepared and issued for review, approval, and execution by the selected firms.

Funding for work performed under these contracts will be drawn from the respective project accounts or department budgets and charged at the hourly rates identified in the contract on an as-needed basis. Upon approval of the contracts, staff will select a firm based on availability, relevant experience, and ability to perform the work in a timely manner.

RECOMMENDATION:

Staff recommends that the City of Norman, Norman Municipal Authority, and Norman Utilities Authority approve Contract K-2526-81 with Pinnacle Consulting Management Group, Inc. to provide On-Call Right-of-Way Services on an as-needed basis.

The City of
NORMAN
225 N. Webster Ave. • P.O. Box 370
Norman, Oklahoma 73069 • 73070

UTILITIES ADMINISTRATION
Phone: 405-366-5443
Fax: 405-366-5447

Subject: Contract for On-Call Services K-2526-81

Dear Aaron Adkins,

Attached is the contract for On-Call Right-of-Way Services, Contract No. K-2526-81. Please review, complete, and return the contract documents to 225 N. Webster Avenue, P.O. Box 370, Norman, OK 73070.

Additionally, a breakdown of hourly rates by staff level is required and must be returned with the signed contract.

If you have any questions regarding the contract or the process, please feel free to contact me directly at peter.wolbach@normanok.gov or (405) 217-7778.

We look forward to working with you.

Sincerely,

Peter Wolbach

Staff Engineer - Utilities Division

City of Norman

AGREEMENT FOR ON-CALL PROFESSIONAL SERVICES

This Agreement is made between the City of Norman/Norman Utilities Authority/Norman Municipal Authority ("Owner") and Pinnacle Consulting Management Group, Inc. ("Contractor") (Owner and Contractor each individually a "Party" and collectively the "Parties").

WITNESSETH

WHEREAS, the Owner requires qualified consultants to perform professional right of way acquisition services services ("Services") in connection with miscellaneous City projects from time to time; and

WHEREAS, the Owner and Contractor wish to enter into an agreement governing the terms and conditions under which Contractor may supply Services, to the extent mutually agreed by the Parties from time to time; and

NOW THEREFORE, in consideration of the promises contained in this Agreement, the Parties, on the date last executed below (the "Effective Date"), agree as follows:

ARTICLE 1 - TERM OF AGREEMENT

The parties desire to enter into a three-year Agreement to secure certain benefits to the contract that would not otherwise be attainable if a multi-year Agreement were not available. Accordingly, it is the expressed intent of the Owner, upon completion of the initial three-year term, to renew the obligations of this contract for two additional one-year terms (maximum contract length of five years), subject to an annual appropriation of funds by the Owner to fund its obligations under this Agreement and subject to Article 11 herein. However, it is also recognized that the Owner can only contract for obligations that occur during a particular fiscal year. To the extent the Owner's obligations are not funded for any fiscal year during the term of this Agreement, then the portion of the Agreement covering the fiscal year where the Owner's obligations are unfunded shall be void and unenforceable as to both parties.

ARTICLE 2 –CONTRACTOR'S RESPONSIBILITIES

2.1 The standard of care for all Contractor's Services under this Agreement will be the care and skill ordinarily used by members of Contractor's profession practicing under similar circumstances at the same time and in the same locality. Contractor shall correct the Services that fail to satisfy this standard of care.

2.2 The Contractor shall comply with all existing and future federal, state and local laws, rules and regulations including, but not limited to, those pertaining to collusion and equal employment opportunity.

2.3 The Contractor's duties and assurances pursuant to Articles 6 and 7 shall survive completion, suspension, or termination, for any reason, of this Agreement.

ARTICLE 3 - WORK ORDERS FOR SERVICES TO BE PERFORMED BY CONTRACTOR

3.1. Work Orders: The Parties may mutually agree to engage the Services of Contractor for individual Projects by executing one or more Work Orders in the form of EXHIBIT A, pursuant to which project-by-project contract amounts and project timelines will be identified and expressly agreed to. The Work Order shall contain the scope, schedule, and estimate of cost of Contractor's Services for each project. The Work Order shall also identify the applicable City of Norman Department for which Services are being rendered with each Party's respective project manager, phone, and email.

3.2. Compensation for Services: Contractor's rates for Services for each Work Order shall not exceed those attached hereto as EXHIBIT B, for completion of Services for each Project. Subject to mutual agreement of the Parties, rates contained in EXHIBIT B may be adjusted, no more often than annually, by amendment of this Agreement, in an amount not to exceed that reported for The Consumer Price Index for All Urban Consumers (CPI-U) for the South by the Bureau of Labor Statistics, U.S. Department of Labor.

3.3. Method of Payment: Unless otherwise provided in a Work Order, Contractor shall submit separate, detailed monthly invoices for Services provided pursuant to each Work Order. Owner shall pay invoices within thirty (30) days of receipt.

ARTICLE 4 - OWNER'S RESPONSIBILITIES

4.1. OWNER-Furnished Data: Owner will provide to Contractor all available, requested electronic data in Owner's possession relating to Contractor's Services on the Project, which may be available from the Owner's various departments relative to utilities as-builts, operations records, parcels, and any other such data necessary. Contractor may reasonably rely upon the accuracy, timeliness, and completeness of the information provided by Owner.

4.2. Access to Facilities and Property: Owner will make its facilities accessible to Contractor as required for Contractor's performance of its Services.

4.3. Timely Review: Owner will examine Contractor's studies, reports, sketches, drawings, specifications, proposals, and other documents and transmit Owner comments or other decisions to Contractor in a timely manner.

4.4. Advertisements, Permits, and Access: Unless otherwise mutually agreed to in a Work Order, Owner will obtain, arrange, and pay for all advertisements for bids; permits and licenses required by local, state, or federal authorities; and land, easements, rights-of-way, and access necessary for Contractor's Services.

ARTICLE 5 – ASSIGNMENT

As this Agreement is professional service agreement which relies upon the personal and professional integrity, financial standing and unique ability and expertise of the Contractor to provide professional services to the Owner, the parties agree that the Contractor may not assign its obligations, rights or interest in this Agreement.

ARTICLE 6 - LIABILITY AND INDEMNIFICATION

6.1. General. Having considered the potential liabilities that may exist during the performance of the Services and in consideration of the promises contained in this Agreement, Owner and Contractor agree to allocate and limit such liabilities in accordance with this Article.

6.2. Indemnification. To the extent permitted by applicable law including the Constitution of the State of Oklahoma, Contractor and Owner each agree to defend, indemnify, and hold harmless the other, its officers, assigns, predecessors, agents, and employees from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its own negligent acts, errors, or omissions, or those of its authorized employees or agents. In the event such claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Contractor and Owner, such liability shall be borne by each party in proportion to its own negligence.

6.3. Employee Claims. Contractor shall indemnify Owner against legal liability for damages arising out of claims by Contractor's employees. Owner shall indemnify Contractor against legal liability for damages arising out of claims by Owner's employees.

6.4. Unanticipated Hazardous Materials. In the event hazardous material or waste is encountered by Contractor during the course of performing its Services upon the Owner's property, and conditioned upon the fact that Owner did not previously advise Contractor of the existence thereof, then and in that event:

a. Owner and Contractor acknowledge that the Work Order may be adjusted and compensation to Contractor may be increased as is reasonably necessary for Contractor to complete its Services.

b. If the discovery of hazardous substances requires Contractor to take immediate measures to protect health and safety, Contractor agrees to notify Owner immediately following such discovery. Owner agrees, subject to prior written authorization by Owner, to reimburse Contractor for reasonable costs of implementing immediate measures taken to protect health and safety

c. Owner shall indemnify, defend, and hold Contractor, its officers, directors, agents, servants, and employees harmless from any claim, demand, or action brought by any third party which is based upon unforeseeable or unavoidable injury or damage caused by said hazardous material or waste.

ARTICLE 7 - INSURANCE

During performance of the Services under this Agreement, Contractor shall maintain the following insurance, at a minimum:

7.1. Commercial General Liability (Combined Property Damage, Bodily Injury and Death): $1,000,000 each occurrence; $2,000,000 aggregate.

7.2. Automobile Liability (Combined Property Damage and Bodily Injury): $1,000,000.

7.3. Workers Compensation for Contractor's employees as required by Oklahoma Statute.

7.4. Professional Liability (errors and omissions) insurance: $2,000,000 aggregate.

Contractor shall furnish Owner certificates of insurance with provision that such insurance shall not be canceled, decreased, nor fail to be renewed without at least thirty (30) days written notice to Owner.

Contractor and Owner shall each require its insurance carriers to waive all rights of subrogation against the other, and its directors, officers, partners, commissioners, officials, agents, and employees for damages covered by any applicable General Liability insurance policies during and after the Services. A similar provision shall be incorporated into all contractual arrangements entered into by Owner and shall protect Owner and Contractor to the same extent.

ARTICLE 8 - LIMITATIONS OF RESPONSIBILITY

Unless specifically provided in a mutually agreed Work Order, Contractor shall not be responsible for: (1) construction means, methods, techniques, sequences, procedures or safety precautions, and programs in connection with any Project; (2) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to Contractor, to fulfill contractual responsibilities to the Owner or to comply with Federal, State or local laws, regulations, and codes; or (3) procuring permits, certificates, and licenses required for any construction.

ARTICLE 9 - REUSE OF DOCUMENTS

At Owner's request, Contractor shall furnish Owner with deliverables and/or other data on electronic media. All documents, including but not limited to, drawings, specifications, and computer software prepared by Contractor pursuant to this Agreement are Instruments of Service in respect to the Project. Any further use or reuse by Owner or others for extension, modification, or expansion of this or any other Project, unless under direction of the Contractor, or specifically assigned to Contractor in a mutually agreeable Work Order, shall be without liability to the Contractor and paragraph 6.2 by the Owner shall be in full force and effect.

ARTICLE 10 - RECORDS AND ACCOUNTS

10.1. The Contractor will retain all pertinent records, documents and files (both electronic and paper) for a period of five (5) years beyond completion of each Project or termination of the Agreement for any reason. Said records shall include, but are not limited to, field notes, photographs and information, survey results, and any other materials produced, created, or accumulated in performing this Agreement that have not been submitted to the Owner subsequent to final completion of the Project. Owner may have access to such records during mutually agreeable normal business hours.

10.2. Such records shall also include its internal accounting records and other supporting documents pertaining to the claims and/or invoices for costs of work and/or services of this Agreement. The Contractor must maintain its accounting records in accordance with generally accepted accounting principles applied on a consistent basis. The Contractor shall permit periodic audits by the Owner and the Owner's authorized representative. The periodic audits of the records in support of claims and invoices for the Agreement shall be performed at times and places mutually agreed upon by the Owner and Contractor. Agreement as to the time and place for audits may not be unreasonably withheld.

ARTICLE 11 – TERMINATION

11.1 Termination for Owner's convenience: Owner may terminate or suspend this Agreement, and/or any Work Order then in progress, in whole or in part, for Owner's convenience upon written notice to Contractor.

11.2 Payment for partial services rendered: Owner shall pay Contractor for all the Services performed up to date of the notice in the manner and amount set by each affected Work Order.

11.3 Obligation of Contractor upon termination: Upon receipt of the notice of termination or suspension of this Agreement, unless the notice directs otherwise, the Contractor shall (1) immediately discontinue all work and services affected; and (2) deliver to the Owner all documents, data, drawings, specifications, reports, calculations, field notes, tracings, plans, models, computer files, estimates, summaries, and other information and materials accumulated in performing this Agreement, whether complete or incomplete.

ARTICLE 12 - COMMUNICATIONS

Except as otherwise expressly provided herein, any notice herein required or permitted to be given shall be in writing and shall be deemed effective when delivered personally, by certified mail, return receipt requested, or by FedEx or other national overnight courier to the appropriate party at the address set forth below (or at such other address as may be designated by either party in a written notice sent in accordance with this Section):

CONTRACTOR: Pinnacle Consulting
Management Group, Inc.
4516 NW 36th St, Suite 100
Oklahoma City, OK 73122

OWNER: City Attorney's Office
201 West Gray Street
PO BOX 370
Norman, OK 73070

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Contractor and Owner.

ARTICLE 13 – SCOPE AND CONSTRUCTION OF AGREEMENT

13.1. Scope and conflicts. This Agreement applies to and governs all Services provided under all Work Orders during the Term. This Agreement controls to the extent of any conflict with any Work Order or other document pertaining to Services. Without limitation of the other terms of this Agreement, any provisions in a Work Order or other document pertaining to Work that purport to or would have the effect of overriding, amending, modifying, or negating any terms of this Agreement relating to warranties, releases, indemnification, insurance, liabilities, or allocation of responsibility for risk or loss are null and void.

13.2. No obligation to request or accept Services or Work Orders. Nothing in this Agreement obligates Owner to request the Services of Contractor in connection with any Project or for Contractor to agree to perform Services.

ARTICLE 14 – GENERAL PROVISIONS

14.1. Entire agreement. This Agreement, including its Exhibits and any other documents or certificates incorporated herein by reference, expresses the entire understanding of the Owner and the Contractor concerning the Agreement. Neither the Owner nor the Contractor has made or shall be bound by any agreement or any representation to the other concerning this Agreement which is not expressly set forth herein.

14.2. Severability. If any provision, clause, portion, or section of this Agreement is unenforceable, illegal, or invalid for any reason, or if any event renders any portion or provision of this Agreement void, such shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision, which is of the essence of this Agreement, be determined void.

14.3. Successors and assigns. Owner and Contractor each binds itself and its directors, officers, partners, successors, executors, administrators, assigns, and legal representatives to the other party to this Agreement and to the directors, officers, partners, successors, executors, administrators, assigns, and legal representatives of such other party in respect to all provisions of this Agreement.

14.4. Governing law. The parties mutually agree and acknowledge that this is an Oklahoma Agreement and any dispute shall be resolved in accordance with the Laws of the State of Oklahoma and all actions arising hereunder shall be brought in the District Court of Cleveland County. In the event of ambiguity in any of the terms of this Agreement, it shall not be construed for or against any party on the basis that such party did or did not author the same.

14.5. Waiver. A waiver by either Owner or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

14.6. Counterparts; facsimile signatures. This Agreement may be executed in counterparts, each of which shall be an original and all of which counterparts taken together shall constitute one and the same agreement. For purposes of this Agreement, a telecopy or scan of an executed counterpart shall constitute an original. Any party delivering an executed counterpart of this Agreement by telecopier or email shall also deliver an original executed counterpart of this Agreement, but the failure to deliver an original executed counterpart shall not affect the validity of this Agreement.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, Contractor has caused this Agreement to be duly executed.

PINNACLE CONSULTING MANAGEMENT GROUP, INC. (CONTRACTOR)

By: _____

Title: Aaron Adkins, Senior Vice President

Attest: _____
Corporate Secretary

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
) ss.
COUNTY OF Oklahoma)

Before me, the undersigned, a Notary Public in and for said County and State, on this 1st day of October, 2025, personally appeared Aaron Adkins, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Contractor, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

_____
Notary Public

My Commission Expires: 4.9.26
My Commission Number: 18003563

ALEX DAVID NOTARY # 18003563 EXP. 04/09/26 PUBLIC STATE OF OKLAHOMA

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed this _____ day of _____, 2025.

CITY OF NORMAN, OKLAHOMA
NORMAN UTILITIES AUTHORITY
NORMAN MUNICIPAL AUTHORITY
(CITY)

By: _____
Mayor, City of Norman
Chairperson – Norman Utilities Authority
Chairperson – Norman Municipal Authority

Attest: _____
City Clerk – City of Norman
Secretary – Norman Utilities Authority
Secretary – Norman Municipal Authority

Reviewed as to form and legality this _____ day of _____, 2025.

_____
City Attorney

EXHIBIT A
WORK ORDER FORM

WORK ORDER NO. ____

This Work Order, dated the _____ day of _____, _____ (the "Effective Date"), between [the City of Norman/the Norman Utilities Authority/Norman Municipal Authority] ("City") and Pinnacle Consulting Management Group, Inc. ("Contractor") (City and Contractor, together, the "Parties"), adopts and incorporates by reference the terms and conditions of the Agreement for On-Call Professional Services entered into on _____, ("Agreement") by the Parties. Capitalized terms used by not defined in this Work Order shall have the meanings set out in the Agreement.

WHEREAS, pursuant to Section 3.1 of the Agreement, the Parties wish to enter into this Work Order for purposes of setting forth the rights and obligations regarding the provision of Services by Contractor for [description of project] hereinafter described as "Project" for purposes of this specific Work Order).

NOW THEREFORE, for good and valuable consideration contained herein, the exchange, receipt, and sufficiency of which are acknowledged, the parties agree as follows:

1. Scope of Services. Contractor shall perform those services set forth in Exhibit A attached hereto ("Services").

2. Compensation and Payment. In consideration for the performance of Services under this Work Order, City shall pay to Contractor in an amount and manner as set forth in Exhibit B attached hereto.

3. Schedule. Contractor shall perform the Services in accordance with the schedule set forth in Exhibit C attached hereto.

4. Termination. The term of this Work Order shall commence on the "Effective Date" and end upon the completion of the Services unless otherwise terminated in accordance with the Agreement.

5. [Other Work Order-Specific Terms and Conditions]

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Contractor has caused this Work Order No. ____ to be duly executed.

PINNACLE CONSULTING MANAGEMENT GROUP, INC. (CONTRACTOR)

By: _____

Title: _____

Attest: _____
Corporate Secretary

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
) ss.
COUNTY OF _____)

Before me, the undersigned, a Notary Public in and for said County and State, on this _____ day of _____, 20_____, personally appeared _____, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Contractor, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

_____
Notary Public

My Commission Expires: _____
My Commission Number: _____

IN WITNESS WHEREOF, the City has caused this Work Order No. _____ to be duly executed this _____ day of _____, 202__.

[CITY OF NORMAN, OKLAHOMA
NORMAN UTILITIES AUTHORITY
NORMAN MUNICIPAL AUTHORITY]
(CITY)

By: _____
[Mayor, City of Norman
Chairperson – Norman Utilities Authority
Chairperson – Norman Municipal Authority
City Manager]

Attest: _____
[City Clerk – City of Norman
Secretary – Norman Utilities Authority
Secretary – Norman Municipal Authority]

Reviewed as to form and legality this _____ day of _____, 202__.

_____
City Attorney

EXHIBIT B
COMPENSATION

PINNACLE
CONSULTING MANAGEMENT GROUP, INC.

City of Norman - Contract No. K-2526-81

On-Call Right-of-Way Services

Pinnacle Consulting Management Group, Inc.

Employee Classification and Hourly Rates

Employee Classification	Hourly Rate
Principle of Firm	$200.00
Survey Director - Professional Land Surveyor	$175.00
Project Manager	$165.00
Appraiser	$150.00
Assistant Project Manager	$125.00
CADD Technician	$105.00
Right-of-Way Agent (Acquisition/Relocation)	$100.00
Survey Crew Chief	$85.00
Survey Field Crew	$65.00
Title Investigation	$65.00
Administrative Support	$55.00
Mileage	IRS Rate
Filing Fees	Actual Cost

PINNACLE
CONSULTING MANAGEMENT GROUP INC

City of Norman - Contract No. K-2526-81

On-Call Right-of-Way Services

Pinnacle Consulting Management Group, Inc.

Per Parcel Fixed Fees

Services	Fixed Fee per Parcel
Suvey & Mapping	
Title Investigation Reports	$850.00
Write Legal Descriptions/Prepare Instruments	$800.00
Right of Way Staking	$1,100.00
Project Management	
Project Manager - Acquisition	$1,500.00
Project Manager - Relocation	$1,000.00
Project Manager - Appraisal	$500.00
Assistant Project Manager	$500.00
Appraisal	
Appraisal	$3,750.00
Review Appraisal	$1,200.00
Acquisition	
Acquisition - Waiver Parcels	$4,000.00
Acquisition - Appraised Parcels	$3,750.00
Relocation	
Commercial Relocation	$11,000.00
Residential Relocation	$10,000.00
Personal Property Only Relocation	$4,500.00
Other	
Mileage	IRS Rate
Filing Fees	Actual Cost

File Attachments for Item:

26. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-82**:** BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND POE & ASSOCIATES, INC. FOR ON-CALL RIGHT-OF-WAY SERVICES ON AN AS-NEEDED BASIS, AND WORK ORDER 1 TO ON-CALL CONTRACT K-2526-82 IN THE AMOUNT OF $23,098 FOR RIGHT OF WAY ACQUISITION FOR THE 36TH AVENUE NW INDIAN HILLS TO MOORE CITY LIMITS 2019 BOND PROJECT

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Scott Sturtz, Director of Public Works

PRESENTER: Paul D'Andrea, Capital Projects Engineer

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-82**:** BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND POE & ASSOCIATES, INC. FOR ON-CALL RIGHT-OF-WAY SERVICES ON AN AS-NEEDED BASIS, AND WORK ORDER 1 TO ON-CALL CONTRACT K-2526-82 IN THE AMOUNT OF $23,098 FOR RIGHT OF WAY ACQUISITION FOR THE 36TH AVENUE NW INDIAN HILLS TO MOORE CITY LIMITS 2019 BOND PROJECT

BACKGROUND:

Several departments within the City of Norman utilize consultants for various projects necessary to provide reliable services to our citizens and customers. Frequently, consultants for a specific project are selected utilizing a request for proposal specific to the particular project. However, on-call professional service contracts allow staff to expedite the use of consulting services and ensure timely completion of required improvements.

DISCUSSION:

Staff issued Request for Qualifications RFQ-2425-45 to numerous firms providing right-of-way, engineering, surveying, architectural, and environmental services during Fiscal Year 2025. Qualifications were submitted by multiple firms, each identifying the categories of service for which they requested consideration.

Each proposal was independently reviewed and scored by staff from the Parks and Recreation, Public Works, and Utilities Departments, including Tim Miles, Nathan Madenwald, Paul D'Andrea, James Briggs, and Peter Wolbach. Rankings were determined according to the evaluation criteria outlined within the Request for Qualifications.

All reviewers agreed upon the top-ranked firms in each service category based on experience, qualifications, and demonstrated ability to perform the required work. Contracts were then prepared and issued for review, approval, and execution by the selected firms.

Funding for work performed under these contracts will be drawn from the respective project accounts or department budgets and charged at the hourly rates identified in the contract on an as-needed basis. Upon approval of the contracts, staff will select a firm based on availability, relevant experience, and ability to perform the work in a timely manner.

In addition to the acceptance of the on-call right of way contract, City staff proposes acceptance of Work Order 1 in the amount of $23,098 for the 36th Avenue NW – Indian Hills Road to Moore City Limits 2019 Bond right of way acquisition services. The project design team has determined the necessary rights-of-way to complete the project and since this project is currently seeking federal funding, it is imperative that the right of way acquisition take place as soon as possible. Members of the right-of-way team with Poe and Associates, Inc. are already familiar with the project, as they took part in the acquisition for the other phases of the 36th Avenue NW widening as part of the 2012 Bond project. Because of this familiarity with the project and the owners affected by the right-of-way acquisition, we believe Poe and Associates is best suited to perform the acquisition for this project. In the interest of time, staff recommends Work Order 1 for the On-Call Right of Way Contract be approved.

Funding for Work Order No. 1 is available in 36th Avenue NW Widening, Land (Account 50594019-46001; Project BP0425).

RECOMMENDATION 1:

Staff recommends that the City of Norman, Norman Municipal Authority, and Norman Utilities Authority approve Contract K-2526-82 with Poe & Associates, Inc. to provide On-Call Right-of-Way Services on an as-needed basis.

RECOMMENDATION 2:

Staff recommends that the City of Norman, Norman Municipal Authority, and Norman Utilities Authority approve Work Order 1 to Contract K-2526-82 in the amount of $23,098 with Poe & Associates, Inc. to provide On-Call Right-of-Way Services for the 36th Avenue NW – Indian Hills Road to Moore City Limits 2019 Bond Project.

POE&ASS-01 KSTEBBINS

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 10/1/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME:	
Messer-Bowers Company 6701 N Broadway Suite 201 Oklahoma City, OK 73116	PHONE (A/C, No, Ext): (405) 840-4351	FAX (A/C, No): (405) 842-1009
	E-MAIL ADDRESS: kstebbins@messerbowers.com	

INSURED	INSURER(S) AFFORDING COVERAGE	NAIC #
Poe & Associates, Inc. 1601 Northwest Expressway, Ste 515 Oklahoma City, OK 73118	INSURER A : The Charter Oak Fire Ins Co	25615
	INSURER B : Travelers Property Casualty Company of America	25674
	INSURER C : Travelers Ind Co of Conn	25682
	INSURER D : Travelers Casualty & Surety Company of America	31194
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY						EACH OCCURRENCE	$ 1,000,000
	CLAIMS-MADE X OCCUR		X	680 00H770068 25 47	8/1/2025	8/1/2026	DAMAGE TO RENTED PREMISES (Ea occurrence)	$ 1,000,000
							MED EXP (Any one person)	$ 5,000
							PERSONAL & ADV INJURY	$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	$ 2,000,000
	X POLICY PRO-JECT LOC						PRODUCTS - COMP/OP AGG	$ 2,000,000
	OTHER:							$
A	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	$ 1,000,000
	X ANY AUTO						BODILY INJURY (Per person)	$
	OWNED AUTOS ONLY / SCHEDULED AUTOS		X	BA 7P642421 25 47 G	8/1/2025	8/1/2026	BODILY INJURY (Per accident)	$
	X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)	$
								$
B	UMBRELLA LIAB X OCCUR						EACH OCCURRENCE	$ 5,000,000
	X EXCESS LIAB CLAIMS-MADE			CUP 004A030120 25 47	8/1/2025	8/1/2026	AGGREGATE	$ 5,000,000
	DED X RETENTION $ 10,000							$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N						X PER STATUTE OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) N	N/A	X	UB 008K158882 25 47	8/1/2025	8/1/2026	E.L. EACH ACCIDENT	$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	$ 1,000,000
A	Valuable Papers			680 00H770068 25 47	8/1/2025	8/1/2026	Limit	1,000,000
D	Professional Liab			105841819	8/1/2025	8/1/2026	Per Claim	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Job K-2526-82

Engineering services. General Liability Incl's: Automatic Additional Insd on a primary and non contributory basis, Automatic Waiver of Subrogation and 30dnoc (except 10 for non pay) in favor of the holder. General Liability is subject to a total aggregate limit of $6,000,000 / Auto Liability Incl's: Automatic Additional Insd, Automatic Waiver of Subrogation, 30dnoc (except 10 for non pay) in favor of the holder / Work Comp Incl's: Automatic Waiver of Subrogation, 30dnoc (except 10 for non pay) in favor of the holder, all when req'd by written contract. Professional Liability Aggregate $5,000,000. Excess Liab is follow form to: General liability, Auto liability and Employer's liability.

SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

The City of Norman / Norman Utilities Authority /
Norman Municipal Authority
City Attorney's Office
201 West Gray Street, PO Box 370
Norman, OK 73070

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: POE&ASS-01 KST

LOC #: 1

ADDITIONAL REMARKS SCHEDULE

AGENCY		NAMED INSURED
Messer-Bowers Company		Poe & Associates, Inc. 1601 Northwest Expressway, Ste 515 Oklahoma City, OK 73118
POLICY NUMBER		
SEE PAGE 1		
CARRIER	NAIC CODE	EFFECTIVE DATE: SEE PAGE 1
SEE PAGE 1	SEE P 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:
Re: Contract K-2526-82, On-Call Services
General Liability, Auto Liability and Employer's Liability include a waiver of subrogation in favor of the certificate holder when required by written contract.
30dnoc (except 10 days for non pay) applies in favor of the holder per the attached as respects General Liability, Auto Liability, Employer's Liability, Umbrella Liability and Professional Liability.

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POLICY NUMBER: 680-0H770068-25-47 ISSUE DATE: 07/29/2025

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED PERSON OR ORGANIZATION – NOTICE OF CANCELLATION OR NONRENEWAL PROVIDED BY US

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION: **Number of Days Notice:** 30

WHEN WE DO NOT RENEW (Nonrenewal): **Number of Days Notice:** 30

PERSON OR ORGANIZATION:

ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OR NONRENEWAL OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:

1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OR NONRENEWAL OF THIS POLICY; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS SCHEDULE.

ADDRESS:

THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

PROVISIONS

A. If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

B. If we do not renew this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for When We Do Not Renew (Nonrenewal) in the Schedule above, we will mail notice of nonrenewal to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for When We Do Not Renew (Nonrenewal) in such Schedule before the effective date of nonrenewal.

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POLICY NUMBER: BA-7P642421-25-47-G ISSUE DATE: 07-29-25

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

DESIGNATED PERSON OR ORGANIZATION – NOTICE OF CANCELLATION OR NONRENEWAL PROVIDED BY US

This endorsement modifies insurance provided under the following:

ALL COVERAGE PARTS INCLUDED IN THIS POLICY

SCHEDULE

CANCELLATION: **Number of Days Notice:** 30

WHEN WE DO NOT RENEW (Nonrenewal): **Number of Days Notice:** 30

PERSON OR ORGANIZATION:

ANY PERSON OR ORGANIZATION TO WHOM YOU HAVE AGREED IN A WRITTEN CONTRACT THAT NOTICE OF CANCELLATION OR NONRENEWAL OF THIS POLICY WILL BE GIVEN, BUT ONLY IF:

1. YOU SEND US A WRITTEN REQUEST TO PROVIDE SUCH NOTICE, INCLUDING THE NAME AND ADDRESS OF SUCH PERSON OR ORGANIZATION, AFTER THE FIRST NAMED INSURED RECEIVES NOTICE FROM US OF THE CANCELLATION OR NONRENEWAL OF THIS POLICY; AND
2. WE RECEIVE SUCH WRITTEN REQUEST AT LEAST 14 DAYS BEFORE THE BEGINNING OF THE APPLICABLE NUMBER OF DAYS SHOWN IN THIS SCHEDULE.

ADDRESS:

THE ADDRESS FOR THAT PERSON OR ORGANIZATION INCLUDED IN SUCH WRITTEN REQUEST FROM YOU TO US.

PROVISIONS

A. If we cancel this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for Cancellation in the Schedule above, we will mail notice of cancellation to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for Cancellation in such Schedule before the effective date of cancellation.

B. If we do not renew this policy for any legally permitted reason other than nonpayment of premium, and a number of days is shown for When We Do Not Renew (Nonrenewal) in the Schedule above, we will mail notice of nonrenewal to the person or organization shown in such Schedule. We will mail such notice to the address shown in the Schedule above at least the number of days shown for When We Do Not Renew (Nonrenewal) in such Schedule before the effective date of nonrenewal.

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AGREEMENT FOR ON-CALL PROFESSIONAL SERVICES

This Agreement is made between the City of Norman/Norman Utilities Authority/Norman Municipal Authority ("Owner") and Poe & Associates, Inc. ("Contractor") (Owner and Contractor each individually a "Party" and collectively the "Parties").

WITNESSETH

WHEREAS, the Owner requires qualified consultants to perform professional right of way acquisition services ("Services") in connection with miscellaneous City projects from time to time; and

WHEREAS, the Owner and Contractor wish to enter into an agreement governing the terms and conditions under which Contractor may supply Services, to the extent mutually agreed by the Parties from time to time; and

NOW THEREFORE, in consideration of the promises contained in this Agreement, the Parties, on the date last executed below (the "Effective Date"), agree as follows:

ARTICLE 1 - TERM OF AGREEMENT

The parties desire to enter into a three-year Agreement to secure certain benefits to the contract that would not otherwise be attainable if a multi-year Agreement were not available. Accordingly, it is the expressed intent of the Owner, upon completion of the initial three-year term, to renew the obligations of this contract for two additional one-year terms (maximum contract length of five years), subject to an annual appropriation of funds by the Owner to fund its obligations under this Agreement and subject to Article 11 herein. However, it is also recognized that the Owner can only contract for obligations that occur during a particular fiscal year. To the extent the Owner's obligations are not funded for any fiscal year during the term of this Agreement, then the portion of the Agreement covering the fiscal year where the Owner's obligations are unfunded shall be void and unenforceable as to both parties.

ARTICLE 2 –CONTRACTOR'S RESPONSIBILITIES

2.1 The standard of care for all Contractor's Services under this Agreement will be the care and skill ordinarily used by members of Contractor's profession practicing under similar circumstances at the same time and in the same locality. Contractor shall correct the Services that fail to satisfy this standard of care.

2.2 The Contractor shall comply with all existing and future federal, state and local laws, rules and regulations including, but not limited to, those pertaining to collusion and equal employment opportunity.

2.3 The Contractor's duties and assurances pursuant to Articles 6 and 7 shall survive completion, suspension, or termination, for any reason, of this Agreement.

ARTICLE 3 - WORK ORDERS FOR SERVICES TO BE PERFORMED BY CONTRACTOR

3.1. Work Orders: The Parties may mutually agree to engage the Services of Contractor for individual Projects by executing one or more Work Orders in the form of EXHIBIT A, pursuant to which project-by-project contract amounts and project timelines will be identified and expressly agreed to. The Work Order shall contain the scope, schedule, and estimate of cost of Contractor's Services for each project. The Work Order shall also identify the applicable City of Norman Department for which Services are being rendered with each Party's respective project manager, phone, and email.

3.2. Compensation for Services: Contractor's rates for Services for each Work Order shall not exceed those attached hereto as EXHIBIT B, for completion of Services for each Project. Subject to mutual agreement of the Parties, rates contained in EXHIBIT B may be adjusted, no more often than annually, by amendment of this Agreement, in an amount not to exceed that reported for The Consumer Price Index for All Urban Consumers (CPI-U) for the South by the Bureau of Labor Statistics, U.S. Department of Labor.

3.3. Method of Payment: Unless otherwise provided in a Work Order, Contractor shall submit separate, detailed monthly invoices for Services provided pursuant to each Work Order. Owner shall pay invoices within thirty (30) days of receipt.

ARTICLE 4 - OWNER'S RESPONSIBILITIES

4.1. OWNER-Furnished Data: Owner will provide to Contractor all available, requested electronic data in Owner's possession relating to Contractor's Services on the Project, which may be available from the Owner's various departments relative to utilities as-builts, operations records, parcels, and any other such data necessary. Contractor may reasonably rely upon the accuracy, timeliness, and completeness of the information provided by Owner.

4.2. Access to Facilities and Property: Owner will make its facilities accessible to Contractor as required for Contractor's performance of its Services.

4.3. Timely Review: Owner will examine Contractor's studies, reports, sketches, drawings, specifications, proposals, and other documents and transmit Owner comments or other decisions to Contractor in a timely manner.

4.4. Advertisements, Permits, and Access: Unless otherwise mutually agreed to in a Work Order, Owner will obtain, arrange, and pay for all advertisements for bids; permits and licenses required by local, state, or federal authorities; and land, easements, rights-of-way, and access necessary for Contractor's Services.

ARTICLE 5 – ASSIGNMENT

As this Agreement is professional service agreement which relies upon the personal and professional integrity, financial standing and unique ability and expertise of the Contractor to provide professional services to the Owner, the parties agree that the Contractor may not assign its obligations, rights or interest in this Agreement.

ARTICLE 6 - LIABILITY AND INDEMNIFICATION

6.1. General. Having considered the potential liabilities that may exist during the performance of the Services and in consideration of the promises contained in this Agreement, Owner and Contractor agree to allocate and limit such liabilities in accordance with this Article.

6.2. Indemnification. To the extent permitted by applicable law including the Constitution of the State of Oklahoma, Contractor and Owner each agree to defend, indemnify, and hold harmless the other, its officers, assigns, predecessors, agents, and employees from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its own negligent acts, errors, or omissions, or those of its authorized employees or agents. In the event such claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Contractor and Owner, such liability shall be borne by each party in proportion to its own negligence.

6.3. Employee Claims. Contractor shall indemnify Owner against legal liability for damages arising out of claims by Contractor's employees. Owner shall indemnify Contractor against legal liability for damages arising out of claims by Owner's employees.

6.4. Unanticipated Hazardous Materials. In the event hazardous material or waste is encountered by Contractor during the course of performing its Services upon the Owner's property, and conditioned upon the fact that Owner did not previously advise Contractor of the existence thereof, then and in that event:

a. Owner and Contractor acknowledge that the Work Order may be adjusted and compensation to Contractor may be increased as is reasonably necessary for Contractor to complete its Services.

b. If the discovery of hazardous substances requires Contractor to take immediate measures to protect health and safety, Contractor agrees to notify Owner immediately following such discovery. Owner agrees, subject to prior written authorization by Owner, to reimburse Contractor for reasonable costs of implementing immediate measures taken to protect health and safety

c. Owner shall indemnify, defend, and hold Contractor, its officers, directors, agents, servants, and employees harmless from any claim, demand, or action brought by any third party which is based upon unforeseeable or unavoidable injury or damage caused by said hazardous material or waste.

ARTICLE 7 - INSURANCE

During performance of the Services under this Agreement, Contractor shall maintain the following insurance, at a minimum:

7.1. Commercial General Liability (Combined Property Damage, Bodily Injury and Death): $1,000,000 each occurrence; $2,000,000 aggregate.

7.2. Automobile Liability (Combined Property Damage and Bodily Injury): $1,000,000.

7.3. Workers Compensation for Contractor's employees as required by Oklahoma Statute.

7.4. Professional Liability (errors and omissions) insurance: $2,000,000 aggregate.

Contractor shall furnish Owner certificates of insurance with provision that such insurance shall not be canceled, decreased, nor fail to be renewed without at least thirty (30) days written notice to Owner.

Contractor and Owner shall each require its insurance carriers to waive all rights of subrogation against the other, and its directors, officers, partners, commissioners, officials, agents, and employees for damages covered by any applicable General Liability insurance policies during and after the Services. A similar provision shall be incorporated into all contractual arrangements entered into by Owner and shall protect Owner and Contractor to the same extent.

ARTICLE 8 - LIMITATIONS OF RESPONSIBILITY

Unless specifically provided in a mutually agreed Work Order, Contractor shall not be responsible for: (1) construction means, methods, techniques, sequences, procedures or safety precautions, and programs in connection with any Project; (2) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to Contractor, to fulfill contractual responsibilities to the Owner or to comply with Federal, State or local laws, regulations, and codes; or (3) procuring permits, certificates, and licenses required for any construction.

ARTICLE 9 - REUSE OF DOCUMENTS

At Owner's request, Contractor shall furnish Owner with deliverables and/or other data on electronic media. All documents, including but not limited to, drawings, specifications, and computer software prepared by Contractor pursuant to this Agreement are Instruments of Service in respect to the Project. Any further use or reuse by Owner or others for extension, modification, or expansion of this or any other Project, unless under direction of the Contractor, or specifically assigned to Contractor in a mutually agreeable Work Order, shall be without liability to the Contractor and paragraph 6.2 by the Owner shall be in full force and effect.

ARTICLE 10 - RECORDS AND ACCOUNTS

10.1. The Contractor will retain all pertinent records, documents and files (both electronic and paper) for a period of five (5) years beyond completion of each Project or termination of the Agreement for any reason. Said records shall include, but are not limited to, field notes, photographs and information, survey results, and any other materials produced, created, or accumulated in performing this Agreement that have not been submitted to the Owner subsequent to final completion of the Project. Owner may have access to such records during mutually agreeable normal business hours.

10.2. Such records shall also include its internal accounting records and other supporting documents pertaining to the claims and/or invoices for costs of work and/or services of this Agreement. The Contractor must maintain its accounting records in accordance with generally accepted accounting principles applied on a consistent basis. The Contractor shall permit periodic audits by the Owner and the Owner's authorized representative. The periodic audits of the records in support of claims and invoices for the Agreement shall be performed at times and places mutually agreed upon by the Owner and Contractor. Agreement as to the time and place for audits may not be unreasonably withheld.

ARTICLE 11 – TERMINATION

11.1 Termination for Owner's convenience: Owner may terminate or suspend this Agreement, and/or any Work Order then in progress, in whole or in part, for Owner's convenience upon written notice to Contractor.

11.2 Payment for partial services rendered: Owner shall pay Contractor for all the Services performed up to date of the notice in the manner and amount set by each affected Work Order.

11.3 Obligation of Contractor upon termination: Upon receipt of the notice of termination or suspension of this Agreement, unless the notice directs otherwise, the Contractor shall (1) immediately discontinue all work and services affected; and (2) deliver to the Owner all documents, data, drawings, specifications, reports, calculations, field notes, tracings, plans, models, computer files, estimates, summaries, and other information and materials accumulated in performing this Agreement, whether complete or incomplete.

ARTICLE 12 - COMMUNICATIONS

Except as otherwise expressly provided herein, any notice herein required or permitted to be given shall be in writing and shall be deemed effective when delivered personally, by certified mail, return receipt requested, or by FedEx or other national overnight courier to the appropriate party at the address set forth below (or at such other address as may be designated by either party in a written notice sent in accordance with this Section):

CONTRACTOR: Poe & Associates, Inc.
1601 Northwest Expressway,
Suite 400
Oklahoma City, OK 73118

OWNER: City Attorney's Office
201 West Gray Street
PO BOX 370
Norman, OK 73070

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Contractor and Owner.

ARTICLE 13 – SCOPE AND CONSTRUCTION OF AGREEMENT

13.1. Scope and conflicts. This Agreement applies to and governs all Services provided under all Work Orders during the Term. This Agreement controls to the extent of any conflict with any Work Order or other document pertaining to Services. Without limitation of the other terms of this Agreement, any provisions in a Work Order or other document pertaining to Work that purport to or would have the effect of overriding, amending, modifying, or negating any terms of this Agreement relating to warranties, releases, indemnification, insurance, liabilities, or allocation of responsibility for risk or loss are null and void.

13.2. No obligation to request or accept Services or Work Orders. Nothing in this Agreement obligates Owner to request the Services of Contractor in connection with any Project or for Contractor to agree to perform Services.

ARTICLE 14 – GENERAL PROVISIONS

14.1. Entire agreement. This Agreement, including its Exhibits and any other documents or certificates incorporated herein by reference, expresses the entire understanding of the Owner and the Contractor concerning the Agreement. Neither the Owner nor the Contractor has made or shall be bound by any agreement or any representation to the other concerning this Agreement which is not expressly set forth herein.

14.2. Severability. If any provision, clause, portion, or section of this Agreement is unenforceable, illegal, or invalid for any reason, or if any event renders any portion or provision of this Agreement void, such shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision, which is of the essence of this Agreement, be determined void.

14.3. Successors and assigns. Owner and Contractor each binds itself and its directors, officers, partners, successors, executors, administrators, assigns, and legal representatives to the other party to this Agreement and to the directors, officers, partners, successors, executors, administrators, assigns, and legal representatives of such other party in respect to all provisions of this Agreement.

14.4. Governing law. The parties mutually agree and acknowledge that this is an Oklahoma Agreement and any dispute shall be resolved in accordance with the Laws of the State of Oklahoma and all actions arising hereunder shall be brought in the District Court of Cleveland County. In the event of ambiguity in any of the terms of this Agreement, it shall not be construed for or against any party on the basis that such party did or did not author the same.

14.5. Waiver. A waiver by either Owner or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

14.6. Counterparts; facsimile signatures. This Agreement may be executed in counterparts, each of which shall be an original and all of which counterparts taken together shall constitute one and the same agreement. For purposes of this Agreement, a telecopy or scan of an executed counterpart shall constitute an original. Any party delivering an executed counterpart of this Agreement by telecopier or email shall also deliver an original executed counterpart of this Agreement, but the failure to deliver an original executed counterpart shall not affect the validity of this Agreement.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, Contractor has caused this Agreement to be duly executed.

POE & ASSOCIATES, INC.
(CONTRACTOR)

By: _____

Title: Sr. Vice President / COO

Attest: Amanda C Hourla. CPM
Corporate Secretary

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
) ss.
COUNTY OF Oklahoma)

Before me, the undersigned, a Notary Public in and for said County and State, on this 1 day of October, 2025, personally appeared John Bowman, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Contractor, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

Sandra L Hood
Notary Public

My Commission Expires: June 07, 2027
My Commission Number: 23007726

SANDRA L HOOD
NOTARY PUBLIC - STATE OF OKLAHOMA
MY COMMISSION EXPIRES JUN. 07, 2027
COMMISSION # 23007726

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed this _____ day of _____, 2025.

CITY OF NORMAN, OKLAHOMA
NORMAN UTILITIES AUTHORITY
NORMAN MUNICIPAL AUTHORITY
(CITY)

By: _____
Mayor, City of Norman
Chairperson – Norman Utilities Authority
Chairperson – Norman Municipal Authority

Attest: _____
City Clerk – City of Norman
Secretary – Norman Utilities Authority
Secretary – Norman Municipal Authority

Reviewed as to form and legality this _____ day of _____, 2025.

_____
City Attorney

EXHIBIT A
WORK ORDER FORM

WORK ORDER NO. ____

This Work Order, dated the _____ day of _____, _____ (the "Effective Date"), between [the City of Norman/the Norman Utilities Authority/Norman Municipal Authority] ("City") and Poe & Associates, Inc. ("Contractor") (City and Contractor, together, the "Parties"), adopts and incorporates by reference the terms and conditions of the Agreement for On-Call Professional Services entered into on _____, ("Agreement") by the Parties. Capitalized terms used by not defined in this Work Order shall have the meanings set out in the Agreement.

WHEREAS, pursuant to Section 3.1 of the Agreement, the Parties wish to enter into this Work Order for purposes of setting forth the rights and obligations regarding the provision of Services by Contractor for [description of project] hereinafter described as "Project" for purposes of this specific Work Order).

NOW THEREFORE, for good and valuable consideration contained herein, the exchange, receipt, and sufficiency of which are acknowledged, the parties agree as follows:

1. Scope of Services. Contractor shall perform those services set forth in Exhibit A attached hereto ("Services").

2. Compensation and Payment. In consideration for the performance of Services under this Work Order, City shall pay to Contractor in an amount and manner as set forth in Exhibit B attached hereto.

3. Schedule. Contractor shall perform the Services in accordance with the schedule set forth in Exhibit C attached hereto.

4. Termination. The term of this Work Order shall commence on the "Effective Date" and end upon the completion of the Services unless otherwise terminated in accordance with the Agreement.

5. [Other Work Order-Specific Terms and Conditions]

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Contractor has caused this Work Order No. ____ to be duly executed.

POE & ASSOCIATES, INC.
(CONTRACTOR)

By: _____

Title: _____

Attest: _____
Corporate Secretary

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
) ss.
COUNTY OF _____)

Before me, the undersigned, a Notary Public in and for said County and State, on this _____ day of _____, 20_____, personally appeared _____, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Contractor, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

_____
Notary Public

My Commission Expires: _____
My Commission Number: _____

IN WITNESS WHEREOF, the City has caused this Work Order No. _____ to be duly executed this _____ day of _____, 202__.

[CITY OF NORMAN, OKLAHOMA
NORMAN UTILITIES AUTHORITY
NORMAN MUNICIPAL AUTHORITY]
(CITY)

By: _____
[Mayor, City of Norman
Chairperson – Norman Utilities Authority
Chairperson – Norman Municipal Authority
City Manager]

Attest: _____
[City Clerk – City of Norman
Secretary – Norman Utilities Authority
Secretary – Norman Municipal Authority]

Reviewed as to form and legality this _____ day of _____, 202__.

_____
City Attorney

EXHIBIT B
COMPENSATION

Poe Associates, Inc.
July 2025
Hourly and Overhead Rates
City of Norman R/W

Personnel Classification	Hourly Rate (Even $$)
Project Manager (Roadway/ Other)	$267
GIS Manager	$247
GIS Professional	$189
Survey Party Chief (PLS)	$176
Surveyor	$156
Right-of-Way Manager	$230
Right-of-Way Professional	$214
Utility Manager	$220
Utility Professional	$170
Drone Operator	$157
Financial Manager	$233
Administrative	$153
Mileage	Current Government Rate
Expenses (Lodging, Per Diem, etc.)	At cost
Miscellaneous Expenses	At cost

WORK ORDER NO. 1

This Work Order, dated the _____ day of _____, _____ (the "Effective Date"), between the City of Norman ("City") and Poe & Associates, Inc. ("Consultant") (City and Consultant, together, the "Parties"), adopts and incorporates by reference the terms and conditions of the Agreement for On-Call Professional Services entered into on _____, ("Agreement") by the Parties. Capitalized terms used but not defined in this Work Order shall have the meanings set out in the Agreement.

WHEREAS, pursuant to Section 3.1 of the Agreement, the Parties wish to enter into this Work Order for purposes of setting forth the rights and obligations regarding the provision of Services by Consultant for Right-of-Way Acquisition hereinafter described as "Project" for purposes of this specific Work Order).

NOW THEREFORE, for good and valuable consideration contained herein, the exchange, receipt, and sufficiency of which are acknowledged, the parties agree as follows:

1. Scope of Services. Consultant shall perform those services set forth in Exhibit A attached hereto ("Services").

2. Compensation and Payment. In consideration for the performance of Services under this Work Order, City shall pay to Consultant in an amount and manner as set forth in Exhibit B attached hereto.

3. Schedule. Consultant shall perform the Services in accordance with the schedule set forth in Exhibit C attached hereto.

4. Termination. The term of this Work Order shall commence on the "Effective Date" and end upon the completion of the Services unless otherwise terminated in accordance with the Agreement.

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Consultant has caused this Work Order No. 1 to be duly executed.

POE & ASSOCIATES, INC.
(CONSULTANT)

By: _____

Title: COO/Sr. Vice President

Attest: _____
Corporate Secretary

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
) ss.
COUNTY OF Oklahoma)

Before me, the undersigned, a Notary Public in and for said County and State, on this 13th day of October, 2025, personally appeared John Bowman, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Consultant, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

Amanda C Houska, CPM
Notary Public

My Commission Expires: January 9, 2029
My Commission Number: 13000270

AMANDA C. HOUSKA NOTARY # 13000270 EXP. 01/09/29 PUBLIC STATE OF OKLAHOMA

IN WITNESS WHEREOF, the City has caused this Work Order No. 1 to be duly executed this _____ day of _____, 202__.

CITY OF NORMAN, OKLAHOMA (CITY)

By: _____
Mayor, City of Norman

Attest: _____
City Clerk – City of Norman

Reviewed as to form and legality this _____ day of _____, 202__.

_____
City Attorney

POE & ASSOCIATES, INC.
Consulting Engineers

EXHIBIT A

CITY OF NORMAN
Cleveland County
36th Avenue NW (Phase 3) Project
Project No.: BP0425
WORK ORDER NO. 1

SCOPE OF RIGHT-OF-WAY ACQUISITION SERVICES

- ***Consultant shall provide title reports, appraisal and appraisal review for Right-of-Way Parcel No. 1 as shown on attached Exhibit A and Exhibit B provided by Olsson Engineers, dated 4/22/2025***
- ***Consultant shall provide Right-of-Way acquisition and administrative services for Parcel No. 1 as shown on attached Exhibit A and Exhibit B provided by Olsson Engineers, dated 4/22/2025***
- ***Consultant shall provide title reports, appraisal and appraisal review for Right-of-Way Parcel No. 2 as shown on attached Exhibit A and Exhibit B provided by Olsson Engineers, dated 4/22/2025***
- ***Consultant shall provide Right-of-Way acquisition and administrative services for Parcel No. 2 as shown on attached Exhibit A and Exhibit B provided by Olsson Engineers, dated 4/22/2025***

POE & ASSOCIATES, INC.
Consulting Engineers

EXHIBIT B

CITY OF NORMAN
Cleveland County
36th Avenue NW (Phase 3) Project
Project No.: BP0425
WORK ORDER NO. 1

COMPENSATION for RIGHT-OF-WAY ACQUISITION SERVICES

	HOURLY RATE	UNIT/HOURS	TOTAL
Project Management:	$267.00	10 HRS	$2,670.00
Title Reports:	$600.00	2 EA	$1,200.00
Appraisal:	$3,750.00	2 EA	$7,500.00
Appraisal Review:	$1,500.00	2 EA	$3,000.00
R/W Acquisition:	$214.00	35 HRS	$7,490.00
Administrative	$153.00	2 HRS	$306.00
Financial Manager	$233.00	4 HRS	$932.00
Condemnation Support:	$450 (half day) / $900 (full day)		*If necessary*
TOTAL:			**$23,098.00**

POE & ASSOCIATES, INC.
Consulting Engineers

EXHIBIT C

CITY OF NORMAN
Cleveland County
36th Avenue NW (Phase 3) Project
Project No.: BP0425
WORK ORDER NO. 1

SCHEDULE OF RIGHT-OF-WAY ACQUISITION SERVICES

- ***Consultant shall provide title reports, appraisal and appraisal review for Right-of-Way Parcel No. 1 in approximately 30 days***
- ***Consultant shall provide Right-of-Way acquisition and administrative services for Parcel No. 1 in approximately 60 days following completion of the title reports, appraisal and appraisal review***
- ***Consultant shall provide title reports, appraisal and appraisal review for Right-of-Way Parcel No. 2 in approximately 30 days***
- ***Consultant shall provide Right-of-Way acquisition and administrative services for Parcel No. 2 in approximately 60 days following completion of the title reports, appraisal and appraisal review***

RIGHT-OF-WAY EASEMENT

A variable width right-of-way easement within a tract of land recorded at Book 3363, Page 850, Records of Cleveland County, Oklahoma, being a portion the Southwest Quarter (SW/4) of Section Thirty-Five (35), Township Ten (10) North, Range Three (3) West of the Indian Base and Meridian (I.B. & M.), City of Norman, Cleveland County, Oklahoma, more particularly described as follows:

COMMENCING at the Northwest Corner of the Southwest Quarter (SW/4) of said Section Thirty-Five (35), also being the Northwest Corner of said tract of land; Thence along the North line of said Southwest Quarter and said tract of land, North 89 Degrees 37 Minutes 09 Seconds East, a distance of 33.00 feet to a point on the East Statutory Right-of-Way line, also being the **POINT OF BEGINNING**; Thence continuing along said North line North 89 Degrees 37 Minutes 09 Seconds East, a distance of 17.00 feet; Thence departing said North line, on a line being 17.00 feet East of and parallel to said East Statutory Right-of-Way line, South 00 Degrees 35 Minutes 01 Seconds East, a distance of 14.88 feet; Thence South 59 Degrees 11 Minutes 46 Seconds East, a distance of 58.58 feet; Thence on a line being 67.00 feet East of and parallel to said East Statutory Right-of-Way line, South 00 Degrees 35 Minutes 01 Seconds East, a distance of 90.00 feet; Thence South 51 Degrees 06 Minutes 54 Seconds West, a distance of 63.72 feet; Thence on a line being 17.00 feet East of and parallel to said East Statutory Right-of-Way line, South 00 Degrees 35 Minutes 01 Seconds East, a distance of 39.57 feet to a point on the South line of said tract of land recorded at Book 3363, Page 850; Thence along said South line South 89 Degrees 24 Minutes 50 Seconds West, a distance of 17.00 feet to a point on said East Statutory Right-of-Way line; Thence along said East Statutory Right-of-Way line North 00 Degrees 35 Minutes 01 Seconds West, a distance of 214.51 feet to the **POINT OF BEGINNING**.

Said tract contains 9,897 sq. ft. or 0.227 acres, more or less.

Basis of Bearings:
Grid North based on NAD 83 Oklahoma
State Plane Coordinate System South Zone

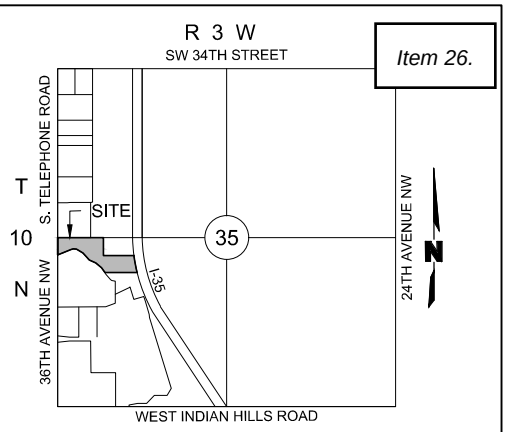
I, Nicholas S. Schrader, a Licensed Professional Land Surveyor in the State of Oklahoma, certify that the attached description is a true representation of the property described and meets the minimum technical standards for land surveying of the State of Oklahoma.

4/22/2025

Nicholas S. Schrader — Date

OK PLS NO. 1898 - Expires January 31, 2027
OK CA NO. 2483 - Expires June 30, 2025

PROJECT NO: 021-06985	DESCRIPTION	olsson	EXHIBIT
DRAWN BY: WML		11600 Broadway Extension Suite 300 Oklahoma City, OK 73114 TEL 405.242.6600	767
DATE: 4/22/2025			



LOCATION MAP
SCALE: 1"=3000'

33' STATUTORY RIGHT-OF-WAY

17' RIGHT-OF-WAY EASEMENT

MSH REALTY
BK. 5991, PG. 774
LOT 5A

SOUTH TELEPHONE ROAD

POINT OF COMMENCEMENT
NW CORNER OF
THE SW QUARTER OF
SECTION 35

N89°37'09"E 33.00'

CHRISTEL VAN
TUYLE
BK. 4003, PG. 774
LOT 6A

POINT OF BEGINNING

RANDALL
UNIVERSITY
BK. 5638 PG. 639
TRACT 1

N89°37'09"E 17.00'

50' PER PLAT

S00°35'01"E 14.88'

NORTH LINE OF SW/4 SECTION 35

S59°11'46"E 58.58'

9,897 SQ. FT.
0.227 ACRES +/-

S00°35'01"E
90.00'

THE UPLANDS
DEVELOPMENT
COMPANY, LLC
BK. 3862 PG. 561

36TH AVE. NW

N00°35'01"W 214.51'

S00°35'01"E 2634.39' (*BASIS OF BEARINGS*)

HALLBROOKE
DEVELOPMENT
GROUP ONE,
L.L.C.
BK. 3363, PG. 850

30' UTILITY ESMT.
BK. 721,
PG. 502

RIGHT-OF-WAY
EASEMENT
(BY SEPARATE
DOCUMENT)

S51°06'54"W
63.72'

S00°35'01"E
39.57'

S89°24'50"W
17.00'

30' GAS PIPELINE EASEMENT
BK. 5127, PG. 83

HALLBROOKE
DEVELOPMENT
GROUP ONE, L.L.C.
BK. 5095, PG. 1515

53' PIPELINE EASEMENT
BK. 441, PG. 19
BK. 447, PG.102

WEST LINE LINE OF
SW/4 SECTION 35

50' RIGHT-OF-WAY PER PLAT

33' STATUTORY RIGHT-OF-WAY

SW CORNER OF
THE SW QUARTER OF
SECTION 35, T10N, R3W

LICENSED PROFESSIONAL LAND SURVEYOR
NICHOLAS S.
SCHRADER
1898
4/22/2025
OKLAHOMA

N

0' 50' 100'
SCALE IN FEET

BASIS OF BEARINGS
Oklahoma State Plane NAD83
Oklahoma South Zone

This sketch is not a boundary survey. It is intended to show the configuration of proposed easement. It should not be used to locate property lines and does not meet the Minimum Standards for Property Boundary Surveys.

PROJECT NO: 021-06985 DRAWN BY: WML DATE: 4/22/2025	EXHIBIT	olsson 11600 Broadway Extension Suite 300 Oklahoma City, OK 73114 TEL 405.242.6600	EXHIBIT 768

RIGHT-OF-WAY EASEMENT

A variable width easement within a tract of land recorded at Book 3862, Page 561, Records of Cleveland County, Oklahoma, being a portion the Southeast Quarter (SE/4) of Section Thirty-Four (34), Township Ten (10) North, Range Three (3) West of the Indian Base and Meridian (I.B. & M.), City of Norman, Cleveland County, Oklahoma, more particularly described as follows:

COMMENCING at the Northeast Corner of the Southeast Quarter (SE/4) of said Section Thirty-Four (34), also being the Northeast Corner of said tract of land; Thence along the North line of said Southeast Quarter and said tract of land, South 89 Degrees 51 Minutes 57 Seconds West, a distance of 33.00 feet to a point on the West Statutory Right-of-Way line, also being the **POINT OF BEGINNING**; Thence departing said North line along said West Statutory Right-of-Way Line, South 00 Degrees 35 Minutes 01 Seconds East, a distance of 518.92 feet to a point on the South line of said tract of land recorded at Book 3862, Page 561; Thence along said South line South 89 Degrees 50 Minutes 56 Seconds West, a distance of 17.00 feet; Thence along a line being 17.00 feet West of and parallel to said Statutory Right-of-Way line, North 00 Degrees 35 Minutes 01 Seconds West, a distance of 344.51 feet; Thence North 45 Degrees 17 Minutes 41 Seconds West, a distance of 56.86 feet; Thence along a line being 57.00 feet West of and parallel to said Statutory Right-of-Way line, North 00 Degrees 35 Minutes 01 Seconds West, a distance of 90.00 feet; Thence North 52 Degrees 55 Minutes 24 Seconds East, a distance of 49.76 feet; Thence along a line being 17.00 feet West of and parallel to said Statutory Right-of-Way line, North 00 Degrees 35 Minutes 01 Seconds West, a distance of 14.43 feet to a point on said North line of said Southeast Quarter of Section 34 and said tract of land recorded at Book 3862, Page 561; Thence along said North line North 89 Degrees 51 Minutes 57 Seconds East, a distance of 17.00 feet to the **POINT OF BEGINNING**.

Said tract contains 13,822 sq. ft. or 0.317 acres, more or less.

Basis of Bearings:
Grid North based on NAD 83 Oklahoma
State Plane Coordinate System South Zone

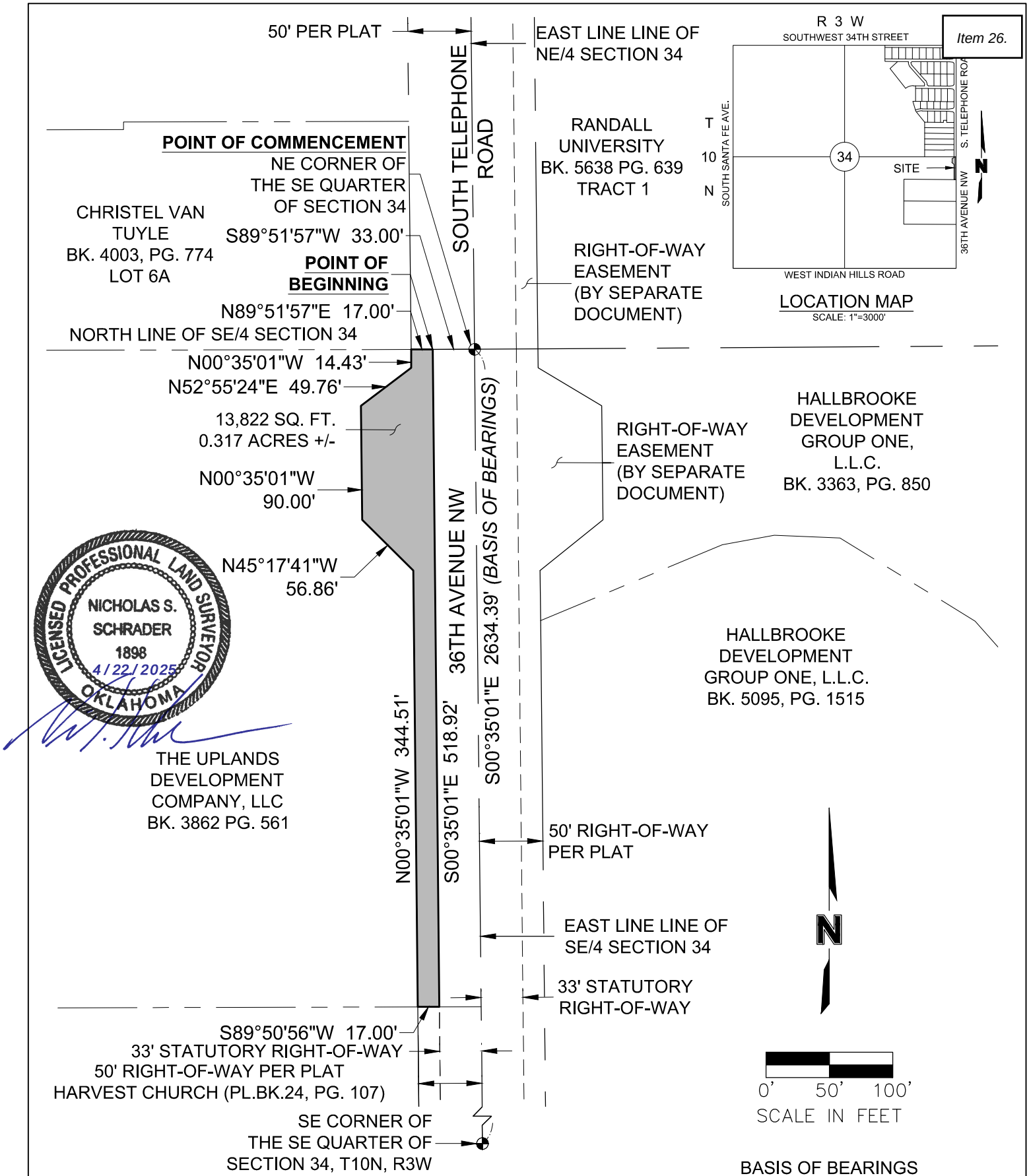
I, Nicholas S. Schrader, a Licensed Professional Land Surveyor in the State of Oklahoma, certify that the attached description is a true representation of the property described and meets the minimum technical standards for land surveying of the State of Oklahoma.

4/22/2025

Nicholas S. Schrader Date

OK PLS NO. 1898 - Expires Januray 31, 2027
OK CA NO. 2483 - Expires June 30, 2025

PROJECT NO: 021-06985 DRAWN BY: WML DATE: 4/22/2025	DESCRIPTION	olsson 11600 Broadway Extension Suite 300 Oklahoma City, OK 73114 TEL 405.242.6600	EXHIBIT 769



LICENSED PROFESSIONAL LAND SURVEYOR
NICHOLAS S. SCHRADER
1898
4/22/2025
OKLAHOMA

BASIS OF BEARINGS
Oklahoma State Plane NAD83
Oklahoma South Zone

This sketch is not a boundary survey. It is intended to show the configuration of proposed easement. It should not be used to locate property lines and does not meet the Minimum Standards for Property Boundary Surveys.

PROJECT NO: 021-06985	EXHIBIT	olsson	EXHIBIT
DRAWN BY: WML		11600 Broadway Extension Suite 300 Oklahoma City, OK 73114 TEL 405.242.6600	770
DATE: 4/22/2025			

File Attachments for Item:

27. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-83**:** BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND SMITH-ROBERTS BALDISCHWILER, L.L.C., FOR ON-CALL RIGHT-OF-WAY SERVICES ON AN AS-NEEDED BASIS

CITY OF NORMAN, OK
STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Peter Wolbach

PRESENTER: Peter Wolbach, Staff Engineer - Utilities

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-83**:** BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND SMITH-ROBERTS BALDISCHWILER, L.L.C., FOR ON-CALL RIGHT-OF-WAY SERVICES ON AN AS-NEEDED BASIS

BACKGROUND:

Several departments within the City of Norman utilize consultants for various projects necessary to provide reliable services to our citizens and customers. Frequently, consultants for a specific project are selected utilizing a request for proposal specific to the particular project. However, on-call professional service contracts allow staff to expedite the use of consulting services and ensure timely completion of required improvements.

DISCUSSION:
Staff issued Request for Qualifications RFQ-2425-45 to numerous firms providing right-of-way, engineering, surveying, architectural, and environmental services during Fiscal Year 2025. Qualifications were submitted by multiple firms, each identifying the categories of service for which they requested consideration.

Each proposal was independently reviewed and scored by staff from the Parks and Recreation, Public Works, and Utilities Departments, including Tim Miles, Nathan Madenwald, Paul D'Andrea, James Briggs, and Peter Wolbach. Rankings were determined according to the evaluation criteria outlined within the Request for Qualifications.

All reviewers agreed upon the top-ranked firms in each service category based on experience, qualifications, and demonstrated ability to perform the required work. Contracts were then prepared and issued for review, approval, and execution by the selected firms.

Funding for work performed under these contracts will be drawn from the respective project accounts or department budgets and charged at the hourly rates identified in the contract on an as-needed basis. Upon approval of the contracts, staff will select a firm based on availability, relevant experience, and ability to perform the work in a timely manner.

RECOMMENDATION:

Staff recommends that the City of Norman, Norman Municipal Authority, and Norman Utilities Authority approve Contract K-2526-83 with Smith-Roberts Baldischwilder, LLC. to provide On-Call Right-of-Way Services on an as-needed basis.

AGREEMENT FOR ON-CALL PROFESSIONAL SERVICES

This Agreement is made between the City of Norman/Norman Utilities Authority/Norman Municipal Authority ("Owner") and Smith-Roberts Baldischwiler, LLC ("Contractor") (Owner and Contractor each individually a "Party" and collectively the "Parties").

WITNESSETH

WHEREAS, the Owner requires qualified consultants to perform professional right of way acquisition services ("Services") in connection with miscellaneous City projects from time to time; and

WHEREAS, the Owner and Contractor wish to enter into an agreement governing the terms and conditions under which Contractor may supply Services, to the extent mutually agreed by the Parties from time to time; and

NOW THEREFORE, in consideration of the promises contained in this Agreement, the Parties, on the date last executed below (the "Effective Date"), agree as follows:

ARTICLE 1 - TERM OF AGREEMENT

The parties desire to enter into a three-year Agreement to secure certain benefits to the contract that would not otherwise be attainable if a multi-year Agreement were not available. Accordingly, it is the expressed intent of the Owner, upon completion of the initial three-year term, to renew the obligations of this contract for two additional one-year terms (maximum contract length of five years), subject to an annual appropriation of funds by the Owner to fund its obligations under this Agreement and subject to Article 11 herein. However, it is also recognized that the Owner can only contract for obligations that occur during a particular fiscal year. To the extent the Owner's obligations are not funded for any fiscal year during the term of this Agreement, then the portion of the Agreement covering the fiscal year where the Owner's obligations are unfunded shall be void and unenforceable as to both parties.

ARTICLE 2 –CONTRACTOR'S RESPONSIBILITIES

2.1 The standard of care for all Contractor's Services under this Agreement will be the care and skill ordinarily used by members of Contractor's profession practicing under similar circumstances at the same time and in the same locality. Contractor shall correct the Services that fail to satisfy this standard of care.

2.2 The Contractor shall comply with all existing and future federal, state and local laws, rules and regulations including, but not limited to, those pertaining to collusion and equal employment opportunity.

2.3 The Contractor's duties and assurances pursuant to Articles 6 and 7 shall survive completion, suspension, or termination, for any reason, of this Agreement.

ARTICLE 3 - WORK ORDERS FOR SERVICES TO BE PERFORMED BY CONTRACTOR

3.1. Work Orders: The Parties may mutually agree to engage the Services of Contractor for individual Projects by executing one or more Work Orders in the form of EXHIBIT A, pursuant to which project-by-project contract amounts and project timelines will be identified and expressly agreed to. The Work Order shall contain the scope, schedule, and estimate of cost of Contractor's Services for each project. The Work Order shall also identify the applicable City of Norman Department for which Services are being rendered with each Party's respective project manager, phone, and email.

3.2. Compensation for Services: Contractor's rates for Services for each Work Order shall not exceed those attached hereto as EXHIBIT B, for completion of Services for each Project. Subject to mutual agreement of the Parties, rates contained in EXHIBIT B may be adjusted, no more often than annually, by amendment of this Agreement, in an amount not to exceed that reported for The Consumer Price Index for All Urban Consumers (CPI-U) for the South by the Bureau of Labor Statistics, U.S. Department of Labor.

3.3. Method of Payment: Unless otherwise provided in a Work Order, Contractor shall submit separate, detailed monthly invoices for Services provided pursuant to each Work Order. Owner shall pay invoices within thirty (30) days of receipt.

ARTICLE 4 - OWNER'S RESPONSIBILITIES

4.1. OWNER-Furnished Data: Owner will provide to Contractor all available, requested electronic data in Owner's possession relating to Contractor's Services on the Project, which may be available from the Owner's various departments relative to utilities as-builts, operations records, parcels, and any other such data necessary. Contractor may reasonably rely upon the accuracy, timeliness, and completeness of the information provided by Owner.

4.2. Access to Facilities and Property: Owner will make its facilities accessible to Contractor as required for Contractor's performance of its Services.

4.3. Timely Review: Owner will examine Contractor's studies, reports, sketches, drawings, specifications, proposals, and other documents and transmit Owner comments or other decisions to Contractor in a timely manner.

4.4. Advertisements, Permits, and Access: Unless otherwise mutually agreed to in a Work Order, Owner will obtain, arrange, and pay for all advertisements for bids; permits and licenses required by local, state, or federal authorities; and land, easements, rights-of-way, and access necessary for Contractor's Services.

ARTICLE 5 – ASSIGNMENT

As this Agreement is professional service agreement which relies upon the personal and professional integrity, financial standing and unique ability and expertise of the Contractor to provide professional services to the Owner, the parties agree that the Contractor may not assign its obligations, rights or interest in this Agreement.

ARTICLE 6 - LIABILITY AND INDEMNIFICATION

6.1. General. Having considered the potential liabilities that may exist during the performance of the Services and in consideration of the promises contained in this Agreement, Owner and Contractor agree to allocate and limit such liabilities in accordance with this Article.

6.2. Indemnification. To the extent permitted by applicable law including the Constitution of the State of Oklahoma, Contractor and Owner each agree to defend, indemnify, and hold harmless the other, its officers, assigns, predecessors, agents, and employees from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its own negligent acts, errors, or omissions, or those of its authorized employees or agents. In the event such claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Contractor and Owner, such liability shall be borne by each party in proportion to its own negligence.

6.3. Employee Claims. Contractor shall indemnify Owner against legal liability for damages arising out of claims by Contractor's employees. Owner shall indemnify Contractor against legal liability for damages arising out of claims by Owner's employees.

6.4. Unanticipated Hazardous Materials. In the event hazardous material or waste is encountered by Contractor during the course of performing its Services upon the Owner's property, and conditioned upon the fact that Owner did not previously advise Contractor of the existence thereof, then and in that event:

a. Owner and Contractor acknowledge that the Work Order may be adjusted and compensation to Contractor may be increased as is reasonably necessary for Contractor to complete its Services.

b. If the discovery of hazardous substances requires Contractor to take immediate measures to protect health and safety, Contractor agrees to notify Owner immediately following such discovery. Owner agrees, subject to prior written authorization by Owner, to reimburse Contractor for reasonable costs of implementing immediate measures taken to protect health and safety

c. Owner shall indemnify, defend, and hold Contractor, its officers, directors, agents, servants, and employees harmless from any claim, demand, or action brought by any third party which is based upon unforeseeable or unavoidable injury or damage caused by said hazardous material or waste.

ARTICLE 7 - INSURANCE

During performance of the Services under this Agreement, Contractor shall maintain the following insurance, at a minimum:

7.1. Commercial General Liability (Combined Property Damage, Bodily Injury and Death): $1,000,000 each occurrence; $2,000,000 aggregate.

7.2. Automobile Liability (Combined Property Damage and Bodily Injury): $1,000,000.

7.3. Workers Compensation for Contractor's employees as required by Oklahoma Statute.

7.4. Professional Liability (errors and omissions) insurance: $2,000,000 aggregate.

Contractor shall furnish Owner certificates of insurance with provision that such insurance shall not be canceled, decreased, nor fail to be renewed without at least thirty (30) days written notice to Owner.

Contractor and Owner shall each require its insurance carriers to waive all rights of subrogation against the other, and its directors, officers, partners, commissioners, officials, agents, and employees for damages covered by any applicable General Liability insurance policies during and after the Services. A similar provision shall be incorporated into all contractual arrangements entered into by Owner and shall protect Owner and Contractor to the same extent.

ARTICLE 8 - LIMITATIONS OF RESPONSIBILITY

Unless specifically provided in a mutually agreed Work Order, Contractor shall not be responsible for: (1) construction means, methods, techniques, sequences, procedures or safety precautions, and programs in connection with any Project; (2) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to Contractor, to fulfill contractual responsibilities to the Owner or to comply with Federal, State or local laws, regulations, and codes; or (3) procuring permits, certificates, and licenses required for any construction.

ARTICLE 9 - REUSE OF DOCUMENTS

At Owner's request, Contractor shall furnish Owner with deliverables and/or other data on electronic media. All documents, including but not limited to, drawings, specifications, and computer software prepared by Contractor pursuant to this Agreement are Instruments of Service in respect to the Project. Any further use or reuse by Owner or others for extension, modification, or expansion of this or any other Project, unless under direction of the Contractor, or specifically assigned to Contractor in a mutually agreeable Work Order, shall be without liability to the Contractor and paragraph 6.2 by the Owner shall be in full force and effect.

ARTICLE 10 - RECORDS AND ACCOUNTS

10.1. The Contractor will retain all pertinent records, documents and files (both electronic and paper) for a period of five (5) years beyond completion of each Project or termination of the Agreement for any reason. Said records shall include, but are not limited to, field notes, photographs and information, survey results, and any other materials produced, created, or accumulated in performing this Agreement that have not been submitted to the Owner subsequent to final completion of the Project. Owner may have access to such records during mutually agreeable normal business hours.

10.2. Such records shall also include its internal accounting records and other supporting documents pertaining to the claims and/or invoices for costs of work and/or services of this Agreement. The Contractor must maintain its accounting records in accordance with generally accepted accounting principles applied on a consistent basis. The Contractor shall permit periodic audits by the Owner and the Owner's authorized representative. The periodic audits of the records in support of claims and invoices for the Agreement shall be performed at times and places mutually agreed upon by the Owner and Contractor. Agreement as to the time and place for audits may not be unreasonably withheld.

ARTICLE 11 – TERMINATION

11.1 Termination for Owner's convenience: Owner may terminate or suspend this Agreement, and/or any Work Order then in progress, in whole or in part, for Owner's convenience upon written notice to Contractor.

11.2 Payment for partial services rendered: Owner shall pay Contractor for all the Services performed up to date of the notice in the manner and amount set by each affected Work Order.

11.3 Obligation of Contractor upon termination: Upon receipt of the notice of termination or suspension of this Agreement, unless the notice directs otherwise, the Contractor shall (1) immediately discontinue all work and services affected; and (2) deliver to the Owner all documents, data, drawings, specifications, reports, calculations, field notes, tracings, plans, models, computer files, estimates, summaries, and other information and materials accumulated in performing this Agreement, whether complete or incomplete.

ARTICLE 12 - COMMUNICATIONS

Except as otherwise expressly provided herein, any notice herein required or permitted to be given shall be in writing and shall be deemed effective when delivered personally, by certified mail, return receipt requested, or by FedEx or other national overnight courier to the appropriate party at the address set forth below (or at such other address as may be designated by either party in a written notice sent in accordance with this Section):

CONTRACTOR: Smith-Roberts Baldischwiler, LLC
2500 McGee Dr., Ste. 100,
Norman, OK 73072

OWNER: City Attorney's Office
201 West Gray Street
PO BOX 370
Norman, OK 73070

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Contractor and Owner.

ARTICLE 13 – SCOPE AND CONSTRUCTION OF AGREEMENT

13.1. Scope and conflicts. This Agreement applies to and governs all Services provided under all Work Orders during the Term. This Agreement controls to the extent of any conflict with any Work Order or other document pertaining to Services. Without limitation of the other terms of this Agreement, any provisions in a Work Order or other document pertaining to Work that purport to or would have the effect of overriding, amending, modifying, or negating any terms of this Agreement relating to warranties, releases, indemnification, insurance, liabilities, or allocation of responsibility for risk or loss are null and void.

13.2. No obligation to request or accept Services or Work Orders. Nothing in this Agreement obligates Owner to request the Services of Contractor in connection with any Project or for Contractor to agree to perform Services.

ARTICLE 14 – GENERAL PROVISIONS

14.1. Entire agreement. This Agreement, including its Exhibits and any other documents or certificates incorporated herein by reference, expresses the entire understanding of the Owner and the Contractor concerning the Agreement. Neither the Owner nor the Contractor has made or shall be bound by any agreement or any representation to the other concerning this Agreement which is not expressly set forth herein.

14.2. Severability. If any provision, clause, portion, or section of this Agreement is unenforceable, illegal, or invalid for any reason, or if any event renders any portion or provision of this Agreement void, such shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision, which is of the essence of this Agreement, be determined void.

14.3. Successors and assigns. Owner and Contractor each binds itself and its directors, officers, partners, successors, executors, administrators, assigns, and legal representatives to the other party to this Agreement and to the directors, officers, partners, successors, executors, administrators, assigns, and legal representatives of such other party in respect to all provisions of this Agreement.

14.4. Governing law. The parties mutually agree and acknowledge that this is an Oklahoma Agreement and any dispute shall be resolved in accordance with the Laws of the State of Oklahoma and all actions arising hereunder shall be brought in the District Court of Cleveland County. In the event of ambiguity in any of the terms of this Agreement, it shall not be construed for or against any party on the basis that such party did or did not author the same.

14.5. Waiver. A waiver by either Owner or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

14.6. Counterparts; facsimile signatures. This Agreement may be executed in counterparts, each of which shall be an original and all of which counterparts taken together shall constitute one and the same agreement. For purposes of this Agreement, a telecopy or scan of an executed counterpart shall constitute an original. Any party delivering an executed counterpart of this Agreement by telecopier or email shall also deliver an original executed counterpart of this Agreement, but the failure to deliver an original executed counterpart shall not affect the validity of this Agreement.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, Contractor has caused this Agreement to be duly executed.

Smith-Roberts Baldischwiler, LLC
(CONTRACTOR)

By: _____

Title: Principal- SRB, LLC

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
) ss.
COUNTY OF OKLAHOMA)

Before me, the undersigned, a Notary Public in and for said County and State, on this 14 day of October, 2025, personally appeared Marc A. Long, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Contractor, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

_____
Notary Public

KRISTA L WEBER NOTARY PUBLIC STATE OF OKLAHOMA # 22004604 EXP. 04/01/26

My Commission Expires: 4/1/2026
My Commission Number: 22004604

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed this _____ day of _____, 2025.

CITY OF NORMAN, OKLAHOMA
NORMAN UTILITIES AUTHORITY
NORMAN MUNICIPAL AUTHORITY
(CITY)

By: _____
Mayor, City of Norman
Chairperson – Norman Utilities Authority
Chairperson – Norman Municipal Authority

Attest: _____
City Clerk – City of Norman
Secretary – Norman Utilities Authority
Secretary – Norman Municipal Authority

Reviewed as to form and legality this _____ day of _____, 2025.

_____
City Attorney

EXHIBIT A
WORK ORDER FORM

WORK ORDER NO. ____

This Work Order, dated the _____ day of _____, _____ (the "Effective Date"), between [the City of Norman/the Norman Utilities Authority/Norman Municipal Authority] ("City") and Smith-Roberts Baldischwiler, LLC ("Contractor") (City and Contractor, together, the "Parties"), adopts and incorporates by reference the terms and conditions of the Agreement for On-Call Professional Services entered into on _____, ("Agreement") by the Parties. Capitalized terms used by not defined in this Work Order shall have the meanings set out in the Agreement.

WHEREAS, pursuant to Section 3.1 of the Agreement, the Parties wish to enter into this Work Order for purposes of setting forth the rights and obligations regarding the provision of Services by Contractor for [description of project] hereinafter described as "Project" for purposes of this specific Work Order).

NOW THEREFORE, for good and valuable consideration contained herein, the exchange, receipt, and sufficiency of which are acknowledged, the parties agree as follows:

1. Scope of Services. Contractor shall perform those services set forth in Exhibit A attached hereto ("Services").

2. Compensation and Payment. In consideration for the performance of Services under this Work Order, City shall pay to Contractor in an amount and manner as set forth in Exhibit B attached hereto.

3. Schedule. Contractor shall perform the Services in accordance with the schedule set forth in Exhibit C attached hereto.

4. Termination. The term of this Work Order shall commence on the "Effective Date" and end upon the completion of the Services unless otherwise terminated in accordance with the Agreement.

5. [Other Work Order-Specific Terms and Conditions]

[SIGNATURE PAGE FOLLOWS]

IN WITNESS WHEREOF, Contractor has caused this Work Order No. ____ to be duly executed.

Smith-Roberts Baldischwiler, LLC
(CONTRACTOR)

By: _____

Title: _____

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
) ss.
COUNTY OF _____)

Before me, the undersigned, a Notary Public in and for said County and State, on this _____ day of _____, 20_____, personally appeared _____, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Contractor, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

_____
Notary Public

My Commission Expires: _____
My Commission Number: _____

IN WITNESS WHEREOF, the City has caused this Work Order No. _____ to be duly executed this _____ day of _____, 202__.

[CITY OF NORMAN, OKLAHOMA
NORMAN UTILITIES AUTHORITY
NORMAN MUNICIPAL AUTHORITY]
(CITY)

By: _____
[Mayor, City of Norman
Chairperson – Norman Utilities Authority
Chairperson – Norman Municipal Authority
City Manager]

Attest: _____
[City Clerk – City of Norman
Secretary – Norman Utilities Authority
Secretary – Norman Municipal Authority]

Reviewed as to form and legality this _____ day of _____, 202__.

_____
City Attorney

EXHIBIT B

COMPENSATION

SRB RATE SCHEDULE 2025-2026

Personnel Classification	Approved Hourly Rate
Principal	$329
Engineering Manager	$270
Project Manager	$240
SR. Engineer	$227
Staff Engineer	$162
Engineer-Intern	$145
Engineer-in-Training	$123
Urban & Regional Planner	$165
Urban Planner	$145
Design Technician	$160
SR. CAD Technician	$145
CAD Technician II	$113
CAD Technician I	$85
Drone Operator	$145
GIS Technician	$145
Utilities Coordinator	$170
Professional Land Surveyor	$214
Field Survey Crew	$180
Construction Administrator	$171
SR. Inspector	$171
Construction Inspector	$137
ROW-Legal	$236
ROW Specialist	$142
Office Manager	$109
Office Clerical	$89

Rate schedule shall be submitted annually and be effective from January 1 through December 31 of each year. Rates subject to adjustment for inflation based on amounts identified annually in the Consumer Price Index (CPI) for this region.

File Attachments for Item:

28. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-84**:** BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND SMITH-ROBERTS LAND SERVICES, INC. FOR ON-CALL RIGHT-OF-WAY SERVICES ON AN AS-NEEDED BASIS

CITY OF NORMAN, OK
STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Peter Wolbach

PRESENTER: Peter Wolbach, Staff Engineer - Utilities

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-84**:** BY AND BETWEEN THE CITY OF NORMAN, NORMAN MUNICIPAL AUTHORITY, AND NORMAN UTILITIES AUTHORITY AND SMITH-ROBERTS LAND SERVICES, INC. FOR ON-CALL RIGHT-OF-WAY SERVICES ON AN AS-NEEDED BASIS

BACKGROUND:

Several departments within the City of Norman utilize consultants for various projects necessary to provide reliable services to our citizens and customers. Frequently, consultants for a specific project are selected utilizing a request for proposal specific to the particular project. However, on-call professional service contracts allow staff to expedite the use of consulting services and ensure timely completion of required improvements.

DISCUSSION:

Staff issued Request for Qualifications RFQ-2425-45 to numerous firms providing right-of-way, engineering, surveying, architectural, and environmental services during Fiscal Year 2025. Qualifications were submitted by multiple firms, each identifying the categories of service for which they requested consideration.

Each proposal was independently reviewed and scored by staff from the Public Works, Parks, and Utilities Departments, including Tim Miles, Nathan Madenwald, Paul D'Andrea, James Briggs, and Peter Wolbach. Rankings were determined according to the evaluation criteria outlined within the Request for Qualifications.

All reviewers agreed upon the top-ranked firms in each service category based on experience, qualifications, and demonstrated ability to perform the required work. Contracts were then prepared and issued for review, approval, and execution by the selected firms.

Funding for work performed under these contracts will be drawn from the respective project accounts or department budgets and charged at the hourly rates identified in the contract on an as-needed basis. Upon approval of the contracts, staff will select a firm based on availability, relevant experience, and ability to perform the work in a timely manner.

RECOMMENDATION:

Staff recommends that the City of Norman, Norman Municipal Authority, and Norman Utilities Authority approve Contract K-2526-84 with Smith-Roberts Land Services, Incorporated to provide On-Call Right-of-Way Services on an as-needed basis.

AGREEMENT FOR ON-CALL PROFESSIONAL SERVICES

This Agreement is made between the City of Norman/Norman Utilities Authority/Norman Municipal Authority ("Owner") and Smith-Roberts Land Services, Inc. ("Contractor") (Owner and Contractor each individually a "Party" and collectively the "Parties").

WITNESSETH

WHEREAS, the Owner requires qualified consultants to perform professional right of way acquisition services ("Services") in connection with miscellaneous City projects from time to time; and

WHEREAS, the Owner and Contractor wish to enter into an agreement governing the terms and conditions under which Contractor may supply Services, to the extent mutually agreed by the Parties from time to time; and

NOW THEREFORE, in consideration of the promises contained in this Agreement, the Parties, on the date last executed below (the "Effective Date"), agree as follows:

ARTICLE 1 - TERM OF AGREEMENT

The parties desire to enter into a three-year Agreement to secure certain benefits to the contract that would not otherwise be attainable if a multi-year Agreement were not available. Accordingly, it is the expressed intent of the Owner, upon completion of the initial three-year term, to renew the obligations of this contract for two additional one-year terms (maximum contract length of five years), subject to an annual appropriation of funds by the Owner to fund its obligations under this Agreement and subject to Article 11 herein. However, it is also recognized that the Owner can only contract for obligations that occur during a particular fiscal year. To the extent the Owner's obligations are not funded for any fiscal year during the term of this Agreement, then the portion of the Agreement covering the fiscal year where the Owner's obligations are unfunded shall be void and unenforceable as to both parties.

ARTICLE 2 –CONTRACTOR'S RESPONSIBILITIES

2.1 The standard of care for all Contractor's Services under this Agreement will be the care and skill ordinarily used by members of Contractor's profession practicing under similar circumstances at the same time and in the same locality. Contractor shall correct the Services that fail to satisfy this standard of care.

2.2 The Contractor shall comply with all existing and future federal, state and local laws, rules and regulations including, but not limited to, those pertaining to collusion and equal employment opportunity.

2.3 The Contractor's duties and assurances pursuant to Articles 6 and 7 shall survive completion, suspension, or termination, for any reason, of this Agreement.

ARTICLE 3 - WORK ORDERS FOR SERVICES TO BE PERFORMED BY CONTRACTOR

3.1. Work Orders: The Parties may mutually agree to engage the Services of Contractor for individual Projects by executing one or more Work Orders in the form of EXHIBIT A, pursuant to which project-by-project contract amounts and project timelines will be identified and expressly agreed to. The Work Order shall contain the scope, schedule, and estimate of cost of Contractor's Services for each project. The Work Order shall also identify the applicable City of Norman Department for which Services are being rendered with each Party's respective project manager, phone, and email.

3.2. Compensation for Services: Contractor's rates for Services for each Work Order shall not exceed those attached hereto as EXHIBIT B, for completion of Services for each Project. Subject to mutual agreement of the Parties, rates contained in EXHIBIT B may be adjusted, no more often than annually, by amendment of this Agreement, in an amount not to exceed that reported for The Consumer Price Index for All Urban Consumers (CPI-U) for the South by the Bureau of Labor Statistics, U.S. Department of Labor.

3.3. Method of Payment: Unless otherwise provided in a Work Order, Contractor shall submit separate, detailed monthly invoices for Services provided pursuant to each Work Order. Owner shall pay invoices within thirty (30) days of receipt.

ARTICLE 4 - OWNER'S RESPONSIBILITIES

4.1. OWNER-Furnished Data: Owner will provide to Contractor all available, requested electronic data in Owner's possession relating to Contractor's Services on the Project, which may be available from the Owner's various departments relative to utilities as-builts, operations records, parcels, and any other such data necessary. Contractor may reasonably rely upon the accuracy, timeliness, and completeness of the information provided by Owner.

4.2. Access to Facilities and Property: Owner will make its facilities accessible to Contractor as required for Contractor's performance of its Services.

4.3. Timely Review: Owner will examine Contractor's studies, reports, sketches, drawings, specifications, proposals, and other documents and transmit Owner comments or other decisions to Contractor in a timely manner.

4.4. Advertisements, Permits, and Access: Unless otherwise mutually agreed to in a Work Order, Owner will obtain, arrange, and pay for all advertisements for bids; permits and licenses required by local, state, or federal authorities; and land, easements, rights-of-way, and access necessary for Contractor's Services.

ARTICLE 5 – ASSIGNMENT

As this Agreement is professional service agreement which relies upon the personal and professional integrity, financial standing and unique ability and expertise of the Contractor to provide professional services to the Owner, the parties agree that the Contractor may not assign its obligations, rights or interest in this Agreement.

ARTICLE 6 - LIABILITY AND INDEMNIFICATION

6.1. General. Having considered the potential liabilities that may exist during the performance of the Services and in consideration of the promises contained in this Agreement, Owner and Contractor agree to allocate and limit such liabilities in accordance with this Article.

6.2. Indemnification. To the extent permitted by applicable law including the Constitution of the State of Oklahoma, Contractor and Owner each agree to defend, indemnify, and hold harmless the other, its officers, assigns, predecessors, agents, and employees from and against legal liability for all claims, losses, damages, and expenses to the extent such claims, losses, damages, or expenses are caused by its own negligent acts, errors, or omissions, or those of its authorized employees or agents. In the event such claims, losses, damages, or expenses are caused by the joint or concurrent negligence of Contractor and Owner, such liability shall be borne by each party in proportion to its own negligence.

6.3. Employee Claims. Contractor shall indemnify Owner against legal liability for damages arising out of claims by Contractor's employees. Owner shall indemnify Contractor against legal liability for damages arising out of claims by Owner's employees.

6.4. Unanticipated Hazardous Materials. In the event hazardous material or waste is encountered by Contractor during the course of performing its Services upon the Owner's property, and conditioned upon the fact that Owner did not previously advise Contractor of the existence thereof, then and in that event:

a. Owner and Contractor acknowledge that the Work Order may be adjusted and compensation to Contractor may be increased as is reasonably necessary for Contractor to complete its Services.

b. If the discovery of hazardous substances requires Contractor to take immediate measures to protect health and safety, Contractor agrees to notify Owner immediately following such discovery. Owner agrees, subject to prior written authorization by Owner, to reimburse Contractor for reasonable costs of implementing immediate measures taken to protect health and safety

c. Owner shall indemnify, defend, and hold Contractor, its officers, directors, agents, servants, and employees harmless from any claim, demand, or action brought by any third party which is based upon unforeseeable or unavoidable injury or damage caused by said hazardous material or waste.

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During performance of the Services under this Agreement, Contractor shall maintain the following insurance, at a minimum:

7.1. Commercial General Liability (Combined Property Damage, Bodily Injury and Death): $1,000,000 each occurrence; $2,000,000 aggregate.

7.2. Automobile Liability (Combined Property Damage and Bodily Injury): $1,000,000.

7.3. Workers Compensation for Contractor's employees as required by Oklahoma Statute.

7.4. Professional Liability (errors and omissions) insurance: $2,000,000 aggregate.

Contractor shall furnish Owner certificates of insurance with provision that such insurance shall not be canceled, decreased, nor fail to be renewed without at least thirty (30) days written notice to Owner.

Contractor and Owner shall each require its insurance carriers to waive all rights of subrogation against the other, and its directors, officers, partners, commissioners, officials, agents, and employees for damages covered by any applicable General Liability insurance policies during and after the Services. A similar provision shall be incorporated into all contractual arrangements entered into by Owner and shall protect Owner and Contractor to the same extent.

ARTICLE 8 - LIMITATIONS OF RESPONSIBILITY

Unless specifically provided in a mutually agreed Work Order, Contractor shall not be responsible for: (1) construction means, methods, techniques, sequences, procedures or safety precautions, and programs in connection with any Project; (2) the failure of any contractor, subcontractor, vendor, or other Project participant, not under contract to Contractor, to fulfill contractual responsibilities to the Owner or to comply with Federal, State or local laws, regulations, and codes; or (3) procuring permits, certificates, and licenses required for any construction.

ARTICLE 9 - REUSE OF DOCUMENTS

At Owner's request, Contractor shall furnish Owner with deliverables and/or other data on electronic media. All documents, including but not limited to, drawings, specifications, and computer software prepared by Contractor pursuant to this Agreement are Instruments of Service in respect to the Project. Any further use or reuse by Owner or others for extension, modification, or expansion of this or any other Project, unless under direction of the Contractor, or specifically assigned to Contractor in a mutually agreeable Work Order, shall be without liability to the Contractor and paragraph 6.2 by the Owner shall be in full force and effect.

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10.2. Such records shall also include its internal accounting records and other supporting documents pertaining to the claims and/or invoices for costs of work and/or services of this Agreement. The Contractor must maintain its accounting records in accordance with generally accepted accounting principles applied on a consistent basis. The Contractor shall permit periodic audits by the Owner and the Owner's authorized representative. The periodic audits of the records in support of claims and invoices for the Agreement shall be performed at times and places mutually agreed upon by the Owner and Contractor. Agreement as to the time and place for audits may not be unreasonably withheld.

ARTICLE 11 – TERMINATION

11.1 Termination for Owner's convenience: Owner may terminate or suspend this Agreement, and/or any Work Order then in progress, in whole or in part, for Owner's convenience upon written notice to Contractor.

11.2 Payment for partial services rendered: Owner shall pay Contractor for all the Services performed up to date of the notice in the manner and amount set by each affected Work Order.

11.3 Obligation of Contractor upon termination: Upon receipt of the notice of termination or suspension of this Agreement, unless the notice directs otherwise, the Contractor shall (1) immediately discontinue all work and services affected; and (2) deliver to the Owner all documents, data, drawings, specifications, reports, calculations, field notes, tracings, plans, models, computer files, estimates, summaries, and other information and materials accumulated in performing this Agreement, whether complete or incomplete.

ARTICLE 12 - COMMUNICATIONS

Except as otherwise expressly provided herein, any notice herein required or permitted to be given shall be in writing and shall be deemed effective when delivered personally, by certified mail, return receipt requested, or by FedEx or other national overnight courier to the appropriate party at the address set forth below (or at such other address as may be designated by either party in a written notice sent in accordance with this Section):

CONTRACTOR: Smith-Roberts Land Services, Inc.
4832 Richmond Square
Oklahoma City, OK 73118

OWNER: City Attorney's Office
201 West Gray Street
PO BOX 370
Norman, OK 73070

Nothing contained in this Article shall be construed to restrict the transmission of routine communications between representatives of Contractor and Owner.

ARTICLE 13 – SCOPE AND CONSTRUCTION OF AGREEMENT

13.1. Scope and conflicts. This Agreement applies to and governs all Services provided under all Work Orders during the Term. This Agreement controls to the extent of any conflict with any Work Order or other document pertaining to Services. Without limitation of the other terms of this Agreement, any provisions in a Work Order or other document pertaining to Work that purport to or would have the effect of overriding, amending, modifying, or negating any terms of this Agreement relating to warranties, releases, indemnification, insurance, liabilities, or allocation of responsibility for risk or loss are null and void.

13.2. No obligation to request or accept Services or Work Orders. Nothing in this Agreement obligates Owner to request the Services of Contractor in connection with any Project or for Contractor to agree to perform Services.

ARTICLE 14 – GENERAL PROVISIONS

14.1. Entire agreement. This Agreement, including its Exhibits and any other documents or certificates incorporated herein by reference, expresses the entire understanding of the Owner and the Contractor concerning the Agreement. Neither the Owner nor the Contractor has made or shall be bound by any agreement or any representation to the other concerning this Agreement which is not expressly set forth herein.

14.2. Severability. If any provision, clause, portion, or section of this Agreement is unenforceable, illegal, or invalid for any reason, or if any event renders any portion or provision of this Agreement void, such shall in no way affect the validity or enforceability of any other portion or provision of this Agreement. Any void provision shall be deemed severed from this Agreement. The parties further agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision, which is of the essence of this Agreement, be determined void.

14.3. Successors and assigns. Owner and Contractor each binds itself and its directors, officers, partners, successors, executors, administrators, assigns, and legal representatives to the other party to this Agreement and to the directors, officers, partners, successors, executors, administrators, assigns, and legal representatives of such other party in respect to all provisions of this Agreement.

14.4. Governing law. The parties mutually agree and acknowledge that this is an Oklahoma Agreement and any dispute shall be resolved in accordance with the Laws of the State of Oklahoma and all actions arising hereunder shall be brought in the District Court of Cleveland County. In the event of ambiguity in any of the terms of this Agreement, it shall not be construed for or against any party on the basis that such party did or did not author the same.

14.5. Waiver. A waiver by either Owner or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other or further breach.

14.6. Counterparts; facsimile signatures. This Agreement may be executed in counterparts, each of which shall be an original and all of which counterparts taken together shall constitute one and the same agreement. For purposes of this Agreement, a telecopy or scan of an executed counterpart shall constitute an original. Any party delivering an executed counterpart of this Agreement by telecopier or email shall also deliver an original executed counterpart of this Agreement, but the failure to deliver an original executed counterpart shall not affect the validity of this Agreement.

[SIGNATURE PAGES FOLLOW]

IN WITNESS WHEREOF, Contractor has caused this Agreement to be duly executed.

SMITH-ROBERTS LAND SERVICES, INC.
(CONTRACTOR)

By: Mark W Bilyeu

Title: President

Attest: _____
Corporate Secretary

ACKNOWLEDGEMENT

STATE OF OKLAHOMA)
) ss.
COUNTY OF Oklahoma)

Before me, the undersigned, a Notary Public in and for said County and State, on this 10th day of October, 2025, personally appeared Mark W. Bilyeu, to me known to be the identical person who executed the foregoing instrument as an authorized representative of the Contractor, and acknowledged to me that they executed the same as their free and voluntary act for the uses and purposes therein set forth.

Witness my hand and official seal the day and year above written.

LUKE FARBER NOTARY # 22010426 EXP. 08/02/26 PUBLIC STATE OF OKLAHOMA

Notary Public

My Commission Expires: 8-2-26
My Commission Number: 22010426

IN WITNESS WHEREOF, the City has caused this Agreement to be duly executed this _____ day of _____, 2025.

CITY OF NORMAN, OKLAHOMA
NORMAN UTILITIES AUTHORITY
NORMAN MUNICIPAL AUTHORITY
(CITY)

By: _____
Mayor, City of Norman
Chairperson – Norman Utilities Authority
Chairperson – Norman Municipal Authority

Attest: _____
City Clerk – City of Norman
Secretary – Norman Utilities Authority
Secretary – Norman Municipal Authority

Reviewed as to form and legality this _____ day of _____, 2025.

_____
City Attorney

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY): 10/7/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Alex Bryan
The Insurance Center Agency, Inc. 5600 N May Ave Ste 300 Oklahoma City OK 73112	PHONE (A/C, No, Ext): (405)843-0793 FAX (A/C, No): (405)843-3208 E-MAIL ADDRESS: alex@ticokc.com
	INSURER(S) AFFORDING COVERAGE — NAIC #
	INSURER A: ACE Property & Casualty Insurance Co. — 20699
INSURED Smith-Roberts Land Services Inc; SRLS Texas LLC 4832 Richmond Sq Oklahoma City OK 73118	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 25/26 Certificate **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE [ ] OCCUR [X] GEN'L AGGREGATE LIMIT APPLIES PER: POLICY [X] PRO-JECT [ ] LOC [ ] OTHER:	X	Y	D52176669	12/18/2024	1/1/2026	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG Combined Aggregate	$ 1,000,000 $ 1,000,000 $ 10,000 $ 1,000,000 $ 2,000,000 $ 2,000,000 $ 6,000,000
A	AUTOMOBILE LIABILITY X ANY AUTO ALL OWNED AUTOS [ ] SCHEDULED AUTOS HIRED AUTOS [ ] NON-OWNED AUTOS			73601115	12/18/2024	1/1/2026	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) Underinsured motorist combined sir	$ 1,000,000 $ $ $ $ 1,000,000
A	X UMBRELLA LIAB [X] OCCUR EXCESS LIAB [ ] CLAIMS-MADE DED [ ] RETENTION $			D52176700	12/18/2024	1/1/2026	EACH OCCURRENCE AGGREGATE 	$ 4,000,000 $ 4,000,000 $
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N [Y] N/A (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			71765834	1/1/2025	1/1/2026	X PER STATUTE [ ] OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	 $ 1,000,000 $ 1,000,000 $ 1,000,000
A	Professional Liability			D02785766	1/1/2025	1/1/2026	Professional Liability	2,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Contractor and Owner shall each require its insurance carriers to waive all rights of subrogation against the other, and its directors, officers, partners, commissioners, officials, agents, and employees for damages covered by any applicable General Liability insurance policies during and after the Services. A similar provision shall be incorporated into all contractual arrangements entered into by Owner and shall protect Owner and Contractor to the same extent.

CERTIFICATE HOLDER

City of Norman;Norman Utilities Authority
Norman Municipal Authority
201 W Gray Street
PO Box 370
Norman, OK 73070

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Cavett Lee, AAI/AWB

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FEE SCHEDULE Smith-Roberts Land Services, Inc.	
Position	**Hourly Rate**
Project Manager	$ 140.00
Assistant Project Manager	$ 118.00
Expert Witness	$ 200.00
Appraiser / Review Appraiser	*
Negotiation/Acquisition Agent	$ 110.00
Relocation Agent	$ 125.00
Surveyors (Staking)	*
Title Agent	$ 110.00
Document Specialist	$ 95.00
Clerical	$ 75.00

*Rates for these services are pass through & will be billed at actual cost.

File Attachments for Item:

29. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT 2526-96: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND TWO OAKS INVESTMENTS (DBA CONSOLIDATED BENEFITS RESOURCES) IN THE AMOUNT OF $78,000 FOR WORKERS' COMPENSATION CLAIMS ADMINISTRATION FROM NOVEMBER 1, 2025 TO OCTOBER 31, 2026.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Rick Knighton, City Attorney

PRESENTER: Rick Knighton, City Attorney

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF CONTRACT 2526-96: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND TWO OAKS INVESTMENTS (DBA CONSOLIDATED BENEFITS RESOURCES) IN THE AMOUNT OF $78,000 FOR WORKERS' COMPENSATION CLAIMS ADMINISTRATION FROM NOVEMBER 1, 2025 TO OCTOBER 31, 2026.

BACKGROUND:

Title 85A of Oklahoma Statutes requires the City, as an employer, to provide Workers' Compensation to its employees who are injured on the job. Workers' Compensation can be provided by buying private workers' compensation insurance, applying for coverage under a state-run insurance plan (now "CompSource"), or carrying its own risk as a self-insured employer.

The City has elected to operate as a self-insured employer covering its own risk associated with workers' compensation losses at least since 1988. By electing to "self-insure," the City does not purchase insurance from an outside insurance agency but rather pays such claims as they are ordered by the Court or agreed to by the City. To make sure funds are available to compensate injured workers fairly, the City budgets annually for anticipated workers' compensation claims. The budgets are established through internal service charge "premiums" in each departmental budget based on the number of employees in the department/division. The "premiums" are then paid to the Workers' Compensation revenue account (439-371732) in the City's Risk Management Fund.

The decision of previous Councils to self-insure has been strictly a financial decision resulting in cost savings for the City. Over the years, it has been more cost effective for the City to carry its own risk of workers' compensation claims than to buy insurance coverage.

On August 26, 2025, Council approved submission of the City's annual application to the State of Oklahoma Workers' Compensation Commission for permission to be "own risk" (i.e., self-insure) and pay a $1,000 fee. The City's current own risk permit will expire on November 1, 2025.

DISCUSSION:

The City has self-administered payment of claims in-house as overseen by the City Attorney Office. The State of Oklahoma Workers' Compensation Commission notified the City on October 2, 2025 that renewal is not possible unless a licensed adjustor is on-staff or the City utilizes the services of a third-party administrator with licensed adjustors to process City claims.

The City has contacted Two Oaks Investments, dba as Consolidated Benefits Resources (CBR) who provides these services to several self-insured municipalities within Oklahoma including, City of Stillwater, City of Moore, City of Shawnee, City of Mustang, City of El Reno, City of Bartlesville, City of Broken Arrow, City of Del City, City of Midwest City and City of McAlester. The City currently contracts with CBR for specific reporting requirements and has been satisfied with its services. This contract is an expansion of the services currently provided by CBR to satisfy the requirements of the Workers' Compensation Commission in time for the renewal of the City's own risk permit on November 1, 2025. The proposed cost is an annual fee of $78,000. CBR would take over processing of new claims as of November 1, 2025 and processing of existing claims as of November 15, 2025.

Funds are available in the Risk Management Fund, Professional Services-Workers Comp Audit (Account 43330102-44021).

Litigation of claims will still remain in-house via the City Attorney Office.

RECOMMENDATION:

Staff recommends Council approve Contract 2526-96 with Two Oaks Investments, dba Consolidated Benefits Resources in the amount of $78,000 for the period November 1, 2025 to October 31, 2026.

SERVICE CONTRACT

This contract is made effective November 1, 2025, between City of Norman, Oklahoma, a municipal corporation (NORMAN) and Two Oaks Investments, LLC, dba Consolidated Benefits Resources (CBR).

NORMAN desires to retain CBR to provide services for workers' compensation claims administration.

CBR conducts and operates a claims management program for the investigation, processing, accounting, and payment of workers' compensation claims under the Oklahoma Administrative Workers' Compensation Act.

Section A: Agreements

CBR Agrees To:

1. Provide a workers' compensation claims management program in accordance with the highest standards of its profession and CBR's usual and customary practices including, but not limited to:

2. Compliance with NORMAN's claim requests during the life of the contract.

3. Preparation and/or assistance with the filing of the Oklahoma MITF quarterly reports, the Oklahoma MITF annual reports, and Oklahoma Workers' Compensation Commission renewal.

4. Approve and pay medical bills, after reviewing and reducing them after application of the Medical Fee Schedule, utilization of PPO (Preferred Provider Organization, which CBR, through its bill review company, accesses for additional discounts from member providers), and review of ODG guidelines (Official Disability Guidelines, which provide evidence based guidelines for medical treatment and temporary disability durations) for utilization review.

5. Provide copies of documentation designating CBR's Oklahoma licensed adjusters upon request.

6. Attend scheduled meetings with representatives of NORMAN to review and discuss claims and loss prevention strategies.

7. Coordinate receipt of information and reports with outside medical providers in support or denial of an alleged injury.

8. Investigate all submitted claims to determine validity in establishing that temporary total disability exists and make payment on a weekly basis.

9. Determine validity and make payment of all Permanent Partial Disability (PPD), Permanent Total Disability (PTD), Vocational Rehabilitation, Taxes, Fees, and any other costs or benefits due under the statutes.

10. Develop work related injury claim files after receipt of the First Notice of Injury.

11. During the term of the Contract, and any extensions or renewals of the Contract, maintain in good standing its permit issued by the Oklahoma Workers' Compensation Commission to act as a servicing organization.

12. Generate at least monthly reports with totals to reflect medical and indemnity payments, reserves, litigation status, expense reconciliation and alphabetical claim listing.

13. Maintain insurance coverage which reflectsthe following:

    a. Statutory workers' compensation
    b. $1 million errors and omissions
    c. $500,000 fidelity bond or employee dishonesty policy
    d. $1 million combined single limit of general liability, owned automobiles, non-owned automobiles, or hired automobiles.

14. Medical Case Managers will be jointly approved by NORMAN and CBR on injuries when such professional management dictates.

15. Obtain recorded statements and/or personal interviews of all new reports of injury that are questioned by participants or questionable in the view of CBR regarding compensability.

16. Process all bills for payment and notify adverse party as to the amount of the claim.

17. Aid in protecting the subrogation rights of NORMAN.

18. Coordinate Legal defense with outside attorney selected by NORMAN.

19. Coordinate Excess Insurance filings for NORMAN with their approved agent. These filings include filing quarterly loss data reports, notifying excess carrier of claims that penetrate the SIR or Aggregate layer, filing necessary reports to obtain claim reimbursement from the Excess Carrier and remit reimbursements to NORMAN.

20. Submit data pursuant to Medicare Section 111 on behalf of NORMAN.

21. Submit applicable data to the Insurance Services Office on behalf of NORMAN.

22. Submit applicable data to the Oklahoma Workers' Compensation Commission on behalf of NORMAN.

23. Make recommendations for settlement of claims.

24. Thoroughly review all existing open claims for compliance with Excess insurance and CMS reporting requirements.

NORMAN Agrees To:

25. Establish a Bank Account for CBR to access to pay claims and related expenses and keep it adequately funded. CBR will provide check registers each week.

26. Submit First Reports of Injury to CBR as soon as practicable, preferably within 24 hours of injury.

27. Provide member contacts for workers' compensation coordination.

28. Timely pay all Service Fee invoices.

Section B: Service Fees

See Pricing Quote

Section C: Existing "Open" Claims Handling and conversion of past data

1. CBR will process all new claims incurred from 11/1/2025 and after. For claims incurred, and still open, prior to 11/1/2025, CBR will take over processing once the data on these claims on or by 11/15/2025. For historical claims closed and inactive prior to 11/1/2025, CBR will convert these over to their claim system, by February 1, 2026, or other date agreed upon by both parties.

Section D: Terms and Cancellation Rights

1. The contract is a "life of contract" in that should the contract terminate, CBR's role and services cease. If open claims remain when the contract has been terminated and these claims still require professional services, CBR's services can be extended beyond the termination date if mutually agreed upon by both parties. Service fees for an extension are also subject to agreement by both parties.

2. The term of this contract shall remain in force and effect for a period from November 1, 2025, through October 31, 2026, subject to the cancellation right in this paragraph. The contract can be renewed upon agreement of both parties for additional periods. Parties shall provide 60 days' notice of intent not to renew prior to end of contract periods to other party.

3. In the event NORMAN files for Chapter 7 or Chapter 11 bankruptcy protection or loses/surrenders its permit to self- insure in Oklahoma, this contract will terminate 30 days after the date of filing of bankruptcy or ending date of the Oklahoma self-insurance permit. CBR's services can be extended beyond this contract termination date if mutually agreed upon by both parties.

4. In the event NORMAN deems that CBR is not performing its services in the usual and customary manner, NORMAN will give CBR written notice by certified mail specifying the way NORMAN deems that CBR has failed to perform its services. CBR shall have 30 days from receipt of notice in which to correct defects in its performance. If the defects are not corrected, NORMAN may cancel this contract on 30 days' written notice to CBR. Likewise, CBR may cancel this contract with 30 days' notice to NORMAN if NORMAN fails to perform any material obligation under this Contract and NORMAN fails to correct defects oftheir performance obligations.

5. Either party may cancel this contract without cause upon (60) sixty days' notice of the other party's receipt of written notice ofcancellation.

6. This contract supersedes all prior understandings between the parties and may only be modified by further written agreement signed by the parties hereto.

7. Each of the provisions of this contract shall be enforceable independently of any other provision of this contract and independent of any other claim or cause of action.

8. This Contract may not be assigned by CBR without the express written approval of NORMAN.

9. All records, of any kind, relating to this Contract or to claims received, reviewed processed or paid, shall be the property of NORMAN and shall be available for inspection or audit by NORMAN at any time. Upon termination or cancellation of this Agreement, all such records shall be transferred to NORMAN or its designee.

Official notice may be served in writing as follows:

City of Norman
Attn: Darrel Pyle, City Manager
P. O. Box 370
Norman, OK 73070

Consolidated Benefits Resources
Attn: Richard M. Fisher, President
PO Box 1530
Tulsa, OK 74101

Section E: Signatures

In Witness Whereof, the parties hereunto set their hands and seals the date first above written. The parties agree that they may conduct the transaction by electronic means and hereby state that electronic signature is valid and shall have the same force and effect as an original signature.

CONTRACTOR

BY: Richard M Fisher
Richard M. Fisher, President

ACKNOWLEDGEMENT

STATE OF OK)
) ss:
COUNTY OF OK)

Before me, the undersigned, a Notary Public in and for said County and State, this 14th day of Oct, 2025, personally appeared Richard M. Fisher to me known to be the identical person who executed the foregoing, and acknowledged to me that he/she executed the same as free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.

Notary Public

My commission expires:
04/28/2027

BRIANNA J HARDCASTLE NOTARY PUBLIC # 23005933 EXP. 04/28/27 STATE OF OKLAHOMA

CITY OF NORMAN

APPROVED this _____ day of _____, 2025 by the Norman City Council.

_____
Stephen T. Holman, Mayor

ATTEST:

_____
Brenda Hall, City Clerk

APPROVED as to form and legality this _____ day of _____, 2025.

_____
City Attorney

City of Norman
Pricing for Contract Period November 1, 2025, through October 31, 2026

Annual Fee:

During the term of the contract, CBR will charge an annual fee of $78,000 to be billed monthly at $6,500. This covers all For Report Only, Medical Only, Lost Time, and Litigated claims incurred during the contract year.

Takeover of existing claims fee:

CBR agrees to take over the processing of any existing claims. The fee for processing these existing open claims is included in the annual fee.

Note: Processing of new claims will begin on 11/1/2025. Processing of existing claims will begin 11/15/2025.

Note: Services such as MITF filing, EDI filing, Medicare filing, Own Risk Application filing, excess insurance coordination, read access to our claim system, and all reports, including customization, are all included in the Annual service fee and there are no additional fees for these. This contract would replace any existing service contract between the City of Norman and CBR.

Signed	Date
Richard M Fisher, President, CBR	10/3/2025

FACT SHEET

About CBR

Consolidated Benefits Resources (CBR) has been in business for 57 years. We are licensed and regulated by the Oklahoma Workers' Compensation Commission and hold a license for both Individual Self-Insured Employers and Self-Insurance Groups. We are in good standing and have been retained several times by the State WCC to assist with regulatory and claim related investigations. We maintain an active Errors and Omissions policy and are audited annually for Service Controls by Hogan Taylor. Our client makeup is a mix of self-insured employers and unbundled insurance programs for a large insurer in Oklahoma. We also handle the claims for the State of Oklahoma Self-Insurance Guaranty Fund. CBR is also licensed to service claims in Arkansas.

Staffing

CBR's organizational hierarchy consists of Owner, President, Claims Director, Supervisors (3), and adjusters (9). We have a 3 to 1 adjuster to supervisor ratio. We limit our adjuster's caseload to ensure ability for proper employee/employer communication and case management. Our supervisors carry a caseload to keep them abreast of current claims issues, but no more than 50 claims and typically 25. Average experience for our full-time claims adjusters is 7 years. The CBR Claims Director manages the caseload and claim blending to ensure equitable distribution of claims and matching of skill level with difficulty level of claim.

Cost Containment

CBR uses Rising Medical Services for medical bill review, utilization review, and negotiations. Savings from billed amounts from providers typically averages 69%. For Pharmacy Benefit Management, CBR uses Healthesytems (HES). HES and CBR have implemented several pharmacy alert notifications, letters, and programs to identify claims with potential for high dollar claims, and to take steps to mitigate these risks. CBR uses various Nurse Case Managers located throughout Oklahoma, typically when pre-identified triggers are met, such as morbidities, claim cost and severity of injury. CBR uses Centralink for pre-authorized DME. CBR also has contracts with other Bill Review providers for select clients, such as MCRS, who provide comparable results.

Claim Commencement

New claims are submitted by online portal or via email. Entered the same business day or first thing next business day. 3-point contact (employee, employer, medical provider) are made within 24 business hours

of entry of claim into claim system. An assessment of the claim is due by Day 3, and compensability must be determined within applicable timeframes set by state law. A Supervisor will review and assess the claim at Day 10. Next Steps (plan of actions) are due by Day 4, and Day 30, and continuing every 30 days afterwards. Catastrophic claims are reviewed at case commencement by Claims Director and assessment made to escalate to a more experienced adjuster and which case management to use.

Diaries/Notifications

CBR utilizes a robust diary and notification system to keep adjuster and manager abreast on important tasks/events/deadlines. Future event is entered into claims system by supervisor or adjuster or is set automatically by the claim system as a business rule based on pre-determined criteria. Diaries have a completion mandate of 24 hours. Supervisors and Claims Director have a report of outstanding and completed diaries.

Reserving

CBR reserves for the most likely outcome for most claims. Full exposure be required on fatality & PTD claims. CMM claims are evaluated if there is an ongoing order, and current RX regimen to make an estimate of future exposure.

Each adjuster has reserve authority based on their title/position. Reserves over their approved amount must be approved by a supervisor or manager. CBR evaluates reserves at each new event (medical report, RTW slip, Court hearing etc.).

Electronic Filing Management (EDI)

CBR is fully compliant with State of Oklahoma mandates for Electronic Filing. CBR also will build a portal for reporting claims/losses to excess carriers.

Litigation Management

CBR works with the self-insured client to select their legal representation. CBR takes an active role in the litigation management, expressing goals and deadlines at the inception of the assignment. CBR will attend mediations, and work with client for fair and equitable settlement at any time during the life of the claim, if prudent and cost effective.

Medicare Management

CBR has a dedicated Medicare team on staff to administer our Medicare program, which consists of Section 111 reporting, Conditional Payment demands and ORM & TPOC determination. CBR will also use third party MSA vendors for help with MSA and structured settlements. CBR reviews all claims for compliance with Section 111 mandates and works to avoid all Civil Monetary Penalties for Section 111 error threshold or reporting mistakes.

Return to Work Management

CBR establishes an early goal for each Lost Time claim when the injured worker will reasonably be allowed to return to work, after discussing with client the job position and available light duty positions. If this target date is missed, an evaluation whether case management is needed, second medical opinion, or client creativity in light duty position will be made.

Subrogation Management

CBR evaluates the subrogation potential of a claim at the onset. If subrogation potential exists, adjuster will work with CBR Subrogation Manager and the attorney of the client's choice to pursue and protect the rights of the client. CBR is also developing a data mining process to review claims for missed subrogation opportunities.

Fraud Management

CBR evaluates the fraud potential of a claim at the onset, and periodically throughout the claim, especially during periods of TTD. CBR works closely with the Attorney General's office on fraud referrals. CBR uses several local PI firms for surveillance, and background and social media searches.

Excess Insurance Management

CBR evaluates the excess insurance reporting requirements at the inception of the claim, based on pre-selected criteria of the excess carrier. Incurred amount, anticipated length of disability, Death, PTD or CMM exposure, loss of limb, heart attack or stroke, or a cancer diagnosis are examples of such criteria, regardless of whether the claim is accepted or not. CBR reports the claims to the excess carrier using the carrier's portal and forms. CBR will also monitor the claim over its lifetime to see if reaches the 50% mark if the SIR or other reporting criteria has been met. Reports, diaries, and alerts are used for this type of monitoring.

If a claim does have excess insurance penetration potential, CBR will work with the excess carrier on resolution strategies which can help mitigate the exposure to the excess carrier and client, as well as providing superior care for employee. CBR also monitors aggregate excess retentions through reports and alerts.

Internal Auditing

CBR has an Internal Auditing program. The auditor reviews selected claims for adherence to CBR standards of claims handling and results. The results are shared with management and adjusters using business

intelligence tools. Component scores are also analyzed, for training opportunities for supervisors and adjusters.

Claim System

CBR uses a claim system called Insurity Claims Xpress (formerly SIMS). The system if safe secure and fully supported by Insurity. We have access to the SQL tables, and business rule processes, to create any infinite number of risk management reports, notifications, and data feeds to external parties.

Analytics & Predictive Modeling

CBR has an established Analytics program for its internal staff and external clients. Its purpose is to deliver fact-based insights to management, adjusters, and clients, and offer real data solutions, not just anecdotal, to risk management and claims handling problems.

Key Personnel

CBR's key personnel are:

Hal Salisbury, owner. Owner since 2018, Hal has successfully operated several businesses, including a medical TPA. Hal has been part owner of CBR since the early 1990's.

Richard M. Fisher, President. Richard was the former Director of Insurance for the State of Oklahoma Workers' Compensation Court, for 22 years, regulating all self-insured employers, groups and TPA's in Oklahoma. Duties including determining excess insurance compliance and employer reserving adequacy. Richard has been President of CBR since 2014.

Toye Waid, Claims Director. Toye has over 20 years of experience handling/managing claims, and adeptly manages CBR's goal of uniformity and standardization of work throughout all its offices, through creative thinking, application of sound best practices for handling claims, and a no-nonsense approach to enforcing procedure.

Additional Information

CBR's website is CBRCLoud.com. Please contact Richard M Fisher for more information at 405-715-5033, 405-923-8129, or rfisher@cbremail.com.

File Attachments for Item:

30. CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-99: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE MCKINNEY PARTNERSHIP, ARCHITECTS, P.C., IN THE AMOUNT OF $52,600 FOR THE REAVES PARK RESTROOM AND BALLFIELD MAINTENANCE BUILDINGS DESIGN PROJECT.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Jason Olsen

PRESENTER: Jason Olsen, Director of Parks and Recreation

ITEM TITLE: CONSIDERATION OF ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF CONTRACT K-2526-99: BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND THE MCKINNEY PARTNERSHIP, ARCHITECTS, P.C., IN THE AMOUNT OF $52,600 FOR THE REAVES PARK RESTROOM AND BALLFIELD MAINTENANCE BUILDINGS DESIGN PROJECT.

BACKGROUND:

In October 2015, the citizens of Norman voted to fund the *Norman Forward* Quality of Life projects with a ½% sales tax increase for 15 years. This initiative comprised several high-priority projects, including designing and constructing a complete renovation of the Reaves Park Sports Complex and surrounding park facilities. The Masterplan for the Reaves Park project was completed by Halff Associates (Halff), after being selected by the City of Norman from multiple proposals from professional design teams in the region. The first phase of the work was completed in 2020. It included a new 4-plex of youth ballfields, construction of the first part of the park detention pond, a new park road, multiple new parking lots, and the majority of the underground utility work for the full build-out of the park in future phases.

Two items included in the adopted Masterplan were 1) a new splashpad and restroom building in a “festival lawn” area outside the sports complex fencing, close to the current playground and rental shelters in Reaves Park; and 2) a stand-alone sports field maintenance building and materials yard in the southeast corner of the park, in an area that is currently a fenced-in gravel pad built years ago for a now-plugged oil well and pumpjack that was on the site. The sports field maintenance crews at Reaves Park will use the new maintenance facility to store equipment and materials and provide a secure office and parking area separate from the rest of the parking lots and park activities.

DISCUSSION:

In May 2023, the City of Norman hired The McKinney Partnership, Architects (TMP), for design services for a new restroom building in Reaves Park, near the rental shelters and playgrounds, to replace the old cinderblock restroom that was demolished earlier that year, after decades of use and maintenance. The old building was undersized and in poor condition; it was not worth upgrading to comply with modern building codes and accessibility guidelines. TMP was hired based on their on-call design services contract with the City, and the project was separate from

the Phase 1 Norman Forward project, completed in 2020, described earlier. The work from TMP resulted in a new park restroom building design, which was put out for public bids. Several proposals were received from general contractors; however, the lowest bid was still far over budget, due to the then-current construction costs. The project was funded from an appropriation from the Community Park Development Fund. Parks also had a project from that same fund scheduled for the following fiscal year to complete design and construction of the proposed ballfield maintenance facility in the area shown on the Masterplan created by Halff.

After the bids for the park restroom came over budget, staff proposed to combine the two buildings into a single construction project. Staff coordinated with TMP and Halff to work on a revised plan for the restroom to place it in the location shown on the Masterplan as part of the new splashpad facility in the “festival lawn” area. The intent is to have the new building match the architectural style being used in the Halff Reaves Park Masterplan, with room to expand service into part of the building in the future to house the plumbing and controls for a splashpad.

At the same time, TMP and Halff will work to ensure the maintenance facility also gets built according to the adopted Masterplan, with a matching architectural aesthetic. The Parks Department is now proposing a new contract with TMP for revisions to the restroom design and all additional design work for the maintenance facility. This contract names Halff as a consulting engineer for TMP for the combined final design of both facilities.

A more detailed breakdown of each task, along with a proposed timetable for all design work by both TMP and Halff, including production of construction documents and associated phases of work, through the bidding and permitting process, award of construction contract, construction-phase assistance, and all reimbursable expenses, is included in the attached contract documents (“Exhibit A” to Contract K-2526-99).

RECOMMENDATION: It is recommended that the City Council approve Contract K-2526-99 to The McKinney Partnership, Architects, P.C. in the amount of $52,600 for the Reaves Park Splashpad Restroom and Maintenance Facility Project. Funding is available in the Park Land Development Fund, Reaves Park Restroom Building Replacement, Design (Account 52792205-46201; Project PC0024) and Reaves Park Sports Complex Maintenance Building, Design (Account 52792205-46201; Project PC0027).

K-2526-99

AGREEMENT FOR PROFESSIONAL SERVICES

FOR THE CITY OF NORMAN

This Agreement is entered into between The City of Norman ("City") and The Mckinney Partnership Architects, P.C. ("Contractor") on this 15 day of October 2025 (the "Effective Date"), for the following reasons:

1. The City requires architectural services for the design of two elements, a restroom facility and a maintenance facility, of the City's Reaves Park Master Plan, adopted 17 November, 2017, (the "Services"); and,

2. Contractor is prepared to provide the Services as outlined in: 1) the proposal submitted August 29, 2025, attached and included herein and made a part hereof, as Exhibit "A" to this Agreement.

In consideration of the promises contained in this Agreement, the City and Contractor agree as follows:

ARTICLE 1 - TERM

The term of this Agreement shall be from the Effective Date and shall extend for one year thereafter, or until the Services have been completed, whichever occurs first.

ARTICLE 2 - GOVERNING LAW

This Agreement shall be governed by the laws of the State of Oklahoma. Any actions brought under the terms of this Agreement shall be heard in the United States District Court for the Western District of Oklahoma or in the District Court of Cleveland County, Oklahoma.

ARTICLE 3 – PERFORMANCE AND STANDARD OF CARE

The same degree of care, skill, and diligence shall be exercised in the performance of the Services as is ordinarily possessed and exercised by a member of the same profession, currently practicing, under similar circumstances. In terms of the standard of excellence, 100% excellence in compliance and in the work performed shall be the standard.

ARTICLE 4 – INDEMNIFICATION AND LIABILITY

Indemnification. Contractor agrees to defend, indemnify, and hold harmless the City, its officers, servants, and employees, from and against any and all liability, loss, damage, cost and expense (including attorney's fees and accountants fees) caused by an error, omission, or negligent act of Contractor in the performance of the Services under this Agreement. The City agrees to defend, indemnify and hold harmless Contractor, its officers, servants and employees, from and against any all liability, loss, damage, cost and expense (including attorney's fees and accounts' fees) caused by an error, omission, or negligent act of the City in the performance under this Agreement, provided such indemnification shall be applicable only to the extent sovereign immunity has been waived pursuant to Oklahoma law. Contractor and the City each agree to promptly serve notice on the other party of any claims arising hereunder, and shall cooperate in the defense of such claims. The acceptance by the City or its representatives of any certification of insurance providing for coverage other than as required in this Agreement to be furnished by Contractor shall not in any event be deemed a waiver of any action, right, or remedy otherwise available to the City under Oklahoma law.

Survival. The terms and conditions of this Article shall survive completion of the Services, or any termination of this Agreement.

ARTICLE 5 – INSURANCE

During the performance of the Services under this Agreement, Contractor shall maintain Worker's Compensation insurance in accordance with State Laws and Employer's Liability insurance in the following amount, pursuant to State Law:

(a) Property Damage Liability. Limits shall be carried in the amount of not less than twenty-five thousand dollars ($25,000.00) (seventy-five thousand dollars ($75,000.00 on and after November 1, 2025) to any one person for any number of claims for damage to or destruction of property including but not limited to consequential damages arising out of a single accident or occurrence.

(b) All Other Liability. In an amount not less than one hundred twenty-five thousand dollars (S125,000.00) (two hundred and fifty thousand dollars ($250,000.00) on and after November 1, 2025) for claims including accidental death, personal injury, and all other claims to any one person out of a single accident or occurrence.

(c) Single Occurrence of Accident Liability. In an amount not less than one million dollars (1,000,000.00) (two million dollars ($2,000,000.00) on and after November 1, 2025) for any number of claims arising out of a single occurrence or accident.

These insurance policies shall be issued by a company approved by the City. The City shall be furnished with a Certificate of Insurance which shall provide that such insurance shall not be changed or canceled without ten (10) business day's prior written notice to the City. Certificates of Insurance shall be delivered to the City prior to the commencement of the Agreement.

ARTICLE 6 – TERMINATION

This Agreement may be terminated by either party upon thirty (30) days written notice to the other party.

ARTICLE 7 – NOTICES

Any notice required by this Agreement shall be made in writing to the address specified below:

CITY:

James Briggs
Park Development Manager
225 North Webster Avenue
Norman, OK 73069
405-366-5480
James.briggs@normanok.gov

CONTRACTOR:

Richard S. McKinney
President—The McKinney Partnership, Architects, P.C.
3600 West Main Street, Ste. 200
Norman, OK 73072
405-366-1400
mckinney@tmparch.com

Nothing contained in this Article shall be construed to restrict the transmission of routine communication between representatives of the City and Contractor.

ARTICLE 8 – DISPUTES
In the event of a dispute between the City and Contractor arising out of or related to this Agreement, the aggrieved party shall notify the other party of the dispute within a reasonable time after such dispute arises. If the parties cannot thereafter resolve the dispute, each party shall nominate a senior officer of its management to meet to resolve the dispute by direct negotiation or mediation.

ARTICLE 9 –NONDISCRIMINATION
Contractor agrees that it, or any of its subcontractors, will not discriminate against any persons on the basis of race, color, religion, ancestry, national origin, age, place of birth, disability, sex, sexual orientation, gender identity or expression, familial status, or marital status, including marriage to a person of the same sex.

ARTICLE 10 – NON-WAIVER
No failure on the part of either party to exercise, and no delay in exercising, any right hereunder shall operate as a waiver thereof; nor shall any single or partial exercise by either party of any right hereunder preclude any other or future exercise thereof or the exercise of any other right. The remedies herein provided are cumulative and not exclusive of any remedy available to either party at law or in equity. Further, any waiver by either the City or Contractor of any breach of this Agreement shall be in writing. Such a waiver shall not affect the waiving party's rights with respect to any other further breach.

ARTICLE 11 – ENTIRE AGREEMENT; AMENDMENTS
This Agreement, including Exhibit "A", the proposal submitted by Contractor on August 29, 2025, incorporated by reference, represents the entire and integrated agreement between the City and Contractor. It supersedes all prior and contemporaneous communications, representations, and agreements, wither oral or written, relating to the subject matter of this Agreement. This Agreement may not be amended or modified, except in writing, signed by each of the parties hereto.

ARTICLE 12 – SEVERABILITY
If any provision of this Agreement is determined to be unenforceable, invalid or illegal, then the enforceability, validity and legality of the remaining provisions will not in any way be affected or impaired, and such provision will be deemed to be restated to reflect the original intentions of the parties as nearly as possible in accordance with applicable law.

ARTICLE 13 – ASSIGNMENT
Neither the City nor Contractor shall assign any rights or duties under this Agreement without the prior written consent of the other party.

ARTICLE 14 – NO THIRD PARTY RIGHTS
The Services provided for in this Agreement are for the sole use and benefit of the City and Contractor. Nothing in this Agreement shall be construed to give any rights or benefits to anyone other than the City and Contractor.

ARTICLE 15 – BINDING EFFECT
This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns.

[Signatures on following page.]

IN WITNESS WHEREOF, the City and Contractor have executed this Agreement as of the Effective Date.

K-2526-99

The City of Norman:

By: _____
Mayor

ATTEST:

_____
City Clerk

Approved as to form and legality this ____ day of _____ 2025.

_____
City Attorney

The Mckinney Partnership Architects, P.C.:

Signature: _____

Name: Richard S. McKinney, Jr.

Title: President

STATE OF Oklahoma COUNTY OF Cleveland SS:

Before me, the undersigned, a Notary Public in and for said County and State, on this 15th day of October 2025, personally appeared Richard S. McKinney to me known to be the identical person who executed the foregoing, and acknowledged to me that he/she executed the same as his/her free and voluntary act and deed for the sue and purposes therein set forth.

WITNESS my hand and seal the day and year last above written,

Notary Public: K. A. Hooper

My commission: 20008044

Expires: July 6, 2028

NOTARY PUBLIC OKLAHOMA
OFFICIAL SEAL
K. A. HOOPER
Commission # 20008044
Expires July 6, 2028

THE MCKINNEY PARTNERSHIP
architects

29 August 2025

Mr. James Briggs, LLA
Park Development Manager
City of Norman Parks & Recreation Department
225 North Webster Ave.
Norman, OK 73070

Re: **REVISED** Proposal of Architectural Services
Reaves Park Splash Pad Restrooms and Maintenance Facility

Dear James:

The McKinney Partnership Architects (TMP), in association with HALFF, is pleased to submit our **REVISED** Proposal of Architectural Services for the above referenced proposed projects located within Reaves Park in Norman, Oklahoma. This work is in alignment with the overall Master Plan for Reaves Park (Attachment B). We propose the following Scope, Outline of Services, and Fee Structure for this work.

SCOPE OF WORK

Restroom Facility

Planned are six (6) unisex single-user restrooms including two (2) family units with changing benches. The plan, layout, interior finishes, mechanical, plumbing, and fixtures shall be similar to the recent restroom facility proposed for a separate area of Reaves Park (That project was cancelled). A covered open-air Pavillion shall be attached to the Restrooms and front on the future Splash Pad.

Vacant shell space for a Splash Pad Pump House shall be attached for future filters, pumps, chemical storage, sterilization, and other equipment. Underground sleeves and infrastructure may also be included to accommodate the splash pad based on assumed equipment needs.

Heat, light, and powered ventilation shall be provided for all enclosed spaces. Pathways shall be included for Access / Security / Control systems to be provided by the Owner.

3600 West Main
Suite 200
Norman, Oklahoma
73072
405.360.1400 p
405.364.8287 f
tmparch.com

Maintenance Facility

A new Maintenance Facility shall be located at the southeast corner of Reaves Park in the same area as the existing maintenance yard. This facility shall include a pre-engineered metal building to house equipment, an office, restroom, and storage space. The building shall be heated and ventilated and the office / restroom space conditioned with a mini-split unit. The balance of the site shall have concrete paving and / or compacted gravel as required for equipment circulation and material storage.

BASIC SERVICES

Services shall include:

- Schematic Design including Plans, Elevations, Site Plan, and preliminary 3D Sketch Up model.
- Final Design documents including renderings, plans, sections, elevations, preliminary systems, preliminary Site Design, and materials.
- Construction Documents, Short Form Specifications, MEP, Civil, Structural, Foundation Design (maintenance building), Landscape Design, and all details as required for bidding, permitting, and construction.
- One (1) Cost estimate
- Selection of all finishes, colors, and materials
- Consultation with Aquatics firm on assumed future splash pad infrastructure needs and sizing.
- Assist the Owner in bidding!

BASE ARCHITECTURAL FEES:

Civil, Structural, Landscape	$ 14,600
Mechanical, Electrical, Plumbing	$ 3,600
Architectural	$ 33,860
	$ 52,600

The Base Fee shall include printing of four (4) complete sets of plans for Final Review and Construction, one (1) complete reproducible record set and a digital PDF set for City.

REIMBURSABLE EXPENSES:

- Geotechnical Testing both sites (Est.) $6,000
- Topographic Survey $6,000

ADDITIONAL SERVICES

Any Additional Services for work not outlined in the Basic Services Scope shall be billed hourly in addition to the Base Fee at the hourly rates listed in Attachment A including but not limited to:

- Changes to the Design or Scope causing additional work by the design team after previous phases have been approved.
- MEP, Civil, or Structural Design if required, other than what is noted in Basic Services
- Construction Observation when requested by the Owner.

OWNER PROVISIONS

The Owner shall provide the following:

- Programming requirements and information relating to the proposed facilities.
- Permit Fees
- Construction Observation
- Coordination, verification with any utilities, easements, or site work
- Splash Pad preliminary scope for consultant's sizing of services.
- The Owner shall function as Project Manager / General Contractor.

PROJECT SCHEDULE

We are prepared to commence immediately upon receipt of notice to proceed and propose the following estimated schedule (not including Owner review and approval time):

• Design	5-6 weeks
• Construction Documents	8-10 weeks
• Permitting and Bidding	4 weeks
• Contract Negotiation and Mobilization	3-4 weeks
• Construction	6-7 months

Should this proposal meet with your approval, please execute, and return one (1) original copy.

We appreciate this opportunity to be of continued assistance to the City of Norman and look forward to collaborating with you on this next component of Reaves Park. Please do not hesitate to contact me should you have any questions or need clarification.

Respectfully,

Richard S. McKinney, Jr., AIA
President

Attachment A - Hourly Billing Rates
Attachment B - Reaves Park Masterplan
Attachment C - Aerial Site Image

APPROVAL:

_____ _____
Name / Title Date

Attachment A

The McKinney Partnership Architects
Hourly Billing Rates

Principal	$ 200.00
Senior Architect	$ 175.00
Project Architect	$ 130.00 – 150.00
Project Manager	$ 80.00 – 120.00
Project Staff	$ 60.00 – 80.00
Project Support Staff	$ 40.00 – 60.00
Administrative Staff	$ 50.00 – 75.00
Clerical	$ 40.00 – 60.00

Hourly rates may be adjusted without notice based upon annual employee reviews and salary adjustments

Attachment A

HALFF
Hourly Billing Rates

Engineer **Principle in Charge (Engineer V equivalent)**	I	$ 128.00
	II	$ 158.00
	III	$ 202.00
	IV	$ 259.00
	V	$ 345.00
Scientist / Analyst	I	$ 105.00
	II	$ 133.00
	III	$ 194.00
	IV	$ 238.00
	V	$ 330.00
Landscape / Planner	I	$ 100.00
	II	$ 129.00
	III	$ 169.00
	IV	$ 222.00
	V	$ 289.00
Surveyor / SUE	I	$ 119.00
	II	$ 126.00
	III	$ 166.00
	IV	$ 206.00
	V	$ 272.00
Office / Field Tech	I	$ 72.00
	II	$ 97.00
	III	$ 116.00
	IV	$ 142.00
	V	$ 241.00
CEI Services	I	$ 105.00
	II	$ 121.00
	III	$ 121.00
	IV	$ 155.00
	V	$ 209.00
Administrative	I	$ 76.00
	II	$ 98.00
Intern	I	$ 90.00
	II	$ 105.00

Attachment B

Reaves Park Master Plan

Attachment C

Reaves Park Aerial

File Attachments for Item:

31. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-63: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $815,111.20 IN ACOG AIR QUALITY GRANT FUNDING FOR THE CONSTRUCTION OF A ROUNDABOUT AT THE JAMES GARNER AVENUE INTERSECTION WITH ACRES STREET IN NORMAN.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: October 28, 2025

REQUESTER: Katherine Coffin

PRESENTER: David Riesland, Transportation Engineer

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-63: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA REQUESTING $815,111.20 IN ACOG AIR QUALITY GRANT FUNDING FOR THE CONSTRUCTION OF A ROUNDABOUT AT THE JAMES GARNER AVENUE INTERSECTION WITH ACRES STREET IN NORMAN.

BACKGROUND:

The Federal Air Quality Grant Program Funds, a part of the Congestion Mitigation and Air Quality Program, as administered through the Association of Central Oklahoma Governments (ACOG) will be available in a 2025 Call for Projects. ACOG is making up to $4,000,000 available to fund congestion mitigation projects such as sidewalks and bicycle lanes. Eligible entities can submit projects for consideration at a minimum size of $50,000 up to a maximum size of $1,000,000. In this Call for Projects, ACOG will coordinate a regional evaluation process to identify projects eligible for this federal funding. Individual projects are rated and compared to one another using a pre-established set of criteria.

DISCUSSION:

By the end of October 2025, staff will submit a project to convert the existing north/south STOP controlled intersection of Acres Street at James Garner Avenue to a roundabout. This intersection has been problematic ever since the portion of James Garner Avenue was opened to Flood Avenue. The location of the BNSF Railroad crossing just east of the intersection makes it challenging to implement many solutions without compromising the integrity of the City's Railroad Quiet Zone. A roundabout has risen to the top as the best solution to address the traffic issues at this intersection. To be eligible, each submitted project must have a programming resolution submitted for the project with a cost that matches the most recent cost estimate and, if approved, will be submitted to ACOG as part of the project application. A conceptual layout of a future roundabout is attached.

While the most recent cost estimate indicates the anticipated construction cost to be $1,018,889, grant funding totaling $815,111.20 (80%) is being sought through the ACOG Air Quality Grant Program. This would mean that a total of $203,777.80 (20%) will represent the local match. The existing Norman Forward Fund, James Garner Avenue, Phase 2 Construction (Account

51594405- 46101; Project NFP109) currently has $286,398.65 in available funds that can provide the local match should the grant application be successful.

RECOMMENDATION:
Staff recommends approval of Resolution R-2526-63 (Construction of a Roundabout at the James Garner Avenue Intersection with Acres Street in Norman) requesting $815,111.20 in ACOG Air Quality Grant Funding for eighty percent (80%) of the estimated construction cost.

.

Resolution

R-2526-63

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING $815,111.20 IN ACOG AIR QUALITY GRANT FUNDING FOR THE CONSTRUCTION OF A ROUNDABOUT AT THE JAMES GARNER AVENUE INTERSECTION WITH ACRES STREET IN NORMAN.

§ 1. WHEREAS, Federal Air Quality Grant Program funds have been made available through the Association of Central Oklahoma Governments for the construction of eligible urban projects; and

§ 2. WHEREAS, the Council of the City of Norman has selected an eligible improvement project described as follows:

Construction of a Roundabout at the James Garner Avenue Intersection with Acres Street in Norman

§ 3. WHEREAS, the engineer's preliminary estimate of total construction cost is $1,018,889 and Federal participation under the terms of the current Federal Transportation Funding bill, relating to Air Quality Grant Funding is hereby requested in the amount of $815,111.20 or 80% of the construction cost.

§ 4. WHEREAS, the City of Norman will prepare detailed plans, specifications. and estimates; and

§ 5. WHEREAS, the City of Norman agrees to provide satisfactory maintenance after completion; and

§ 6. WHEREAS, the City of Norman agrees to provide, at its sole cost, all required right-of-way necessary and to relocate any utilities required/affected by this project; and

§ 7. WHEREAS, the City of Norman agrees to become jointly responsible, with the Oklahoma Department of Transportation and the contractor as co-applicants, for meeting all Environmental Protection Agency (E.P.A.) requirements for storm water runoff from this project. Further, if required, the City agrees to file jointly with the Department and the contractor, the general National Pollutant Discharge Elimination System (N.P.D.E.S.) permit with the E.P.A. which authorizes the storm water discharges associated with activity from the construction site identified in this resolution.

R-2526-63

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

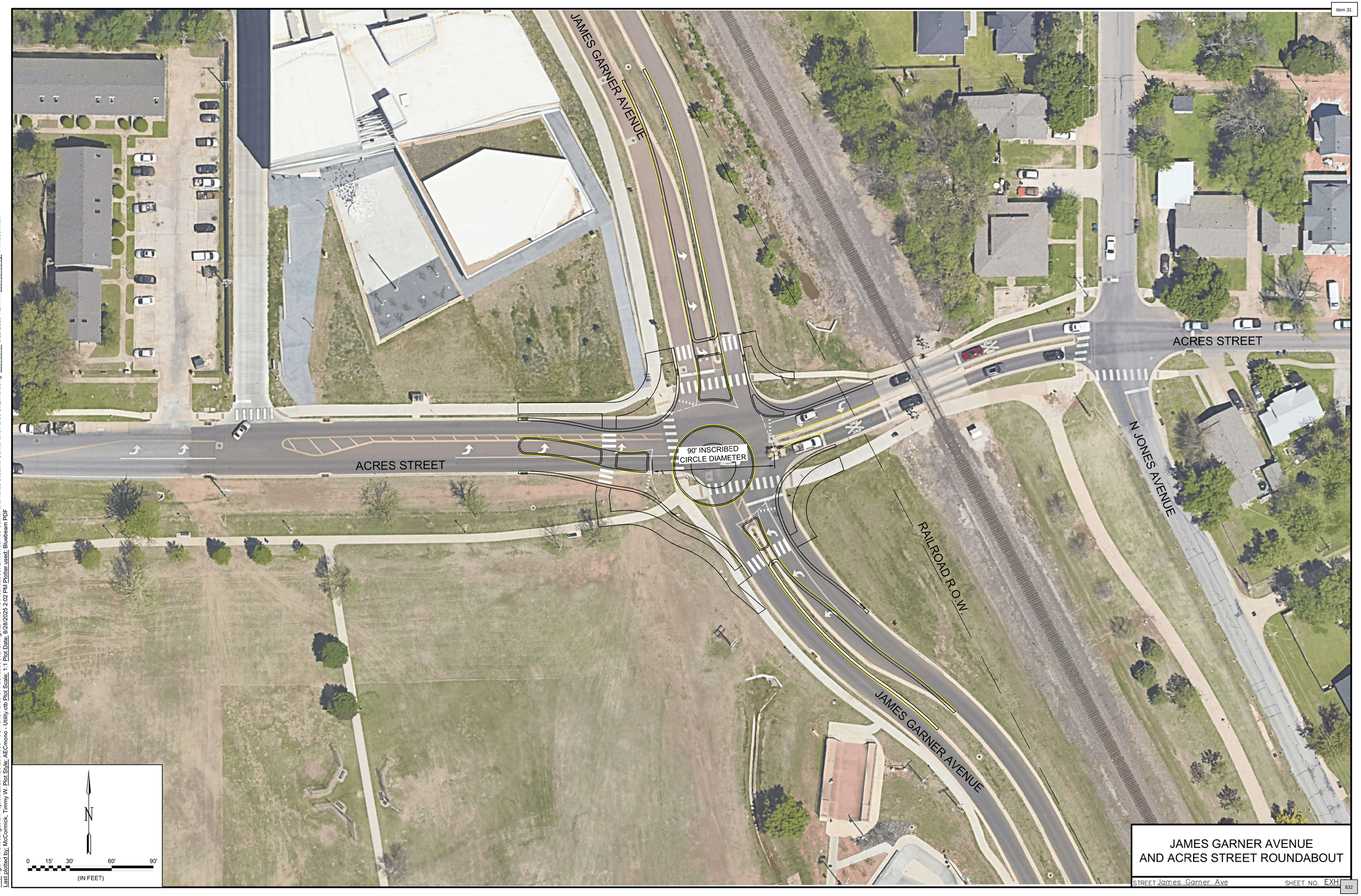
§ 8. That the Association of Central Oklahoma Governments is hereby requested to concur in the selection and approval of this project for construction.

PASSED AND ADOPTED THIS _____ day of _____, 2025.

_____
Mayor, Stephen T. Holman

ATTEST:

_____
City Clerk



JAMES GARNER AVENUE
AND ACRES STREET ROUNDABOUT

STREET James Garner Ave SHEET NO. EXH

832

File: \\garverinc.local\gdata\Projects\2025\T28-2501908 - JGA and Acres St Roundabout\Drawings\EXHIBITS\Roundabout Exhibit James Garner and Acres St\James Garner and Acres St Exhibit.dwg Last Save: 8/28/2025 1:21 PM Last saved by: Twmccormick
Last plotted by: McCormick, Timmy W. Plot Style: AECmono - Utility.ctb Plot Scale: 1:1 Plot Date: 8/28/2025 2:02 PM Plotter used: Bluebeam PDF

File Attachments for Item:

32. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-65: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS' PUBLIC FLEET CONVERSION GRANTS FUND FOR REPLACEMENT OF AN AGING NATURAL GAS DRIVE COMPRESSOR

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/25

REQUESTER: Mike White, Fleet Program Manager

PRESENTER: Scott Sturtz, Director of Public Works

TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-65: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS' PUBLIC FLEET CONVERSION GRANTS FUND FOR REPLACEMENT OF AN AGING NATURAL GAS DRIVE COMPRESSOR

BACKGROUND:

On September 2, 2025, the Association of Central Oklahoma Governments (ACOG) announced a Clean Air Grant for Public Sector Fleets using the federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Carbon Reduction Program (CRP). Two years of CMAQ and CRP funds will be available during this Call for Projects, representing approximately $4 million.

ACOG Clean Air Grants for Public Sector Fleets will enable public entities to access CMAQ funds for fleet conversions to clean fuel technology, including light-duty, medium-duty, and heavy-duty alternative fuel vehicles, as well as hybrid and plug-in hybrid vehicles, off-road equipment, and alternative fuel vehicle refueling infrastructure. Selected projects must be paid in full, and the awarded entity will submit a reimbursement request for the incremental cost of identically equipped conventional-fueled vehicles. The old vehicle/equipment being replaced is required to be removed from the fleet. Alternative Fuel Infrastructure Projects may be funded at a ratio of *up to* 80 percent federal funds and 20 percent local funds for installation costs and capital investments in alternative fuel refueling/recharging infrastructure.

Application submissions are due by 4:00 p.m. on October 31, 2025. Award Notifications and notices to proceed will be sent out in February 2026.

DISCUSSION:

The City's Compressed Natural Gas (CNG) public/private fueling facility was constructed and placed in service in 2012. At that time, the City had six (6) CNG vehicles in the fleet and a small customer base of public CNG users. As of October 2025, the City's CNG fleet has grown to over 153 CNG units, comprising refuse trucks, sedans, maintenance trucks, and transit buses. This

facility has an annual gas "throughput" of approximately 440,500 gallons and a life-to-date throughput of 4.1 million gallons. The refuse and transit fleets are primarily dedicated to CNG vehicles and are mission-critical to City departments that operate these vehicles to provide service to the citizens of Norman and customers of the City's utility enterprises.

On September 12, 2023, Council approved Resolution R-2324-48 to submit an application to the ACOG Public Fleet Conversion Grant Program for the replacement of two (2) 125 horsepower (hp) CNG fueling facility compressors. On February 15, 2024, ACOG approved 80% or $1,136,000 for a total project cost of $ 1,420,000.

On March 26, 2026, the City Council approved contract K-2324-162 with ACOG to accept the ACOG Public Fleet Conversion Grant Funding for $1,136,000 to replace two of the three CNG compressors. This project is scheduled for completion by November 2025.

The City CNG fueling facility, located at 2351 Goddard Avenue, has three CNG compressors to ensure redundancy. The two recently replaced electric drive compressors are the front-line units that supply compressed natural gas to the City fleet and the public. The third CNG compressor is an engine-driven unit that serves as a backup during power outages and operates during peak hours to reduce electricity costs. This unit is now 14 years old and has become unreliable, primarily due to the unavailability of obsolete parts, as the manufacturer has discontinued many components required for ongoing maintenance and repairs.

RECOMMENDATION:

Staff recommends that City Council approve Resolution R-2526-65 authorizing the City Manager or his designee to submit a grant application to the Association of Central Oklahoma Governments, Federal Fiscal Year 2025 Grants for the replacement of one Natural Gas Drive CNG fueling facility compressor.

Resolution

R-2526-65

A RESOLUTION AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS' PUBLIC FLEET CONVERSION GRANTS FUND

§ 1. WHEREAS, the City of Norman, Oklahoma desires to seek financial assistance through the Association of Central Oklahoma Governments (ACOG) Public Fleet Conversion Grants Fund for the replacement of one (1) compressed natural gas (CNG) compressor unit with a new CNG compressor unit to better serve the alternative fuel vehicles in the City of Norman vehicle fleet; and

§ 2. WHEREAS, it is in the best interest of the City of Norman to expediate the preparation and submission of an application for financial assistance from the ACOG Public Fleet Conversion Grants Fund in the form of a grant.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 3. THAT, the City Manager of the City of Norman, or his designee, is hereby authorized and directed to sign an application and related documents necessary to file and process a grant application through the ACOG Public Fleet Conversion Grants Fund on behalf of the City of Norman.

PASSED AND ADOPTED this 28th day of October, 2025.

_____
Mayor, Stephen T. Holman

ATTEST:

_____
City Clerk

File Attachments for Item:

33. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-67: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AND THE NORMAN MUNICIPAL AUTHORITY, APPROPRIATING $317,738 FROM THE SPECIAL REVENUE FUND BALANCE, $12,975 FROM THE ROOM TAX FUND BALANCE, $856 FROM THE SEIZURES AND RESTITUTION FUND BALANCE, $70,764 FROM THE WESTWOOD FUND BALANCE, $6,815,804 FROM THE RISK MANAGEMENT FUND BALANCE, $1,880 FROM THE NORMAN FORWARD FUND BALANCE, AND $220,618 FROM THE DEBT SERVICE FUND BALANCE,TO CLOSE OUT YEAR END ACCOUNTING ENTRIES FOR FYE 2025.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Kimberly Coffman, Budget Manager

PRESENTER: Anthony Francisco, Director of Finance

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-67: A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF NORMAN, OKLAHOMA AND THE NORMAN MUNICIPAL AUTHORITY, APPROPRIATING $317,738 FROM THE SPECIAL REVENUE FUND BALANCE, $12,975 FROM THE ROOM TAX FUND BALANCE, $856 FROM THE SEIZURES AND RESTITUTION FUND BALANCE, $70,764 FROM THE WESTWOOD FUND BALANCE, $6,815,804 FROM THE RISK MANAGEMENT FUND BALANCE, $1,880 FROM THE NORMAN FORWARD FUND BALANCE, AND $220,618 FROM THE DEBT SERVICE FUND BALANCE,TO CLOSE OUT YEAR END ACCOUNTING ENTRIES FOR FYE 2025.

BACKGROUND:

At the end of each fiscal year (June 30), the Finance Department records all year-end accounting entries. To facilitate this process, certain expense categories within divisions occasionally require transfers to cover negative balances in specific line-item accounts.

Oklahoma Statutes require that each fund be balanced at the *object category* level of expenditures, which include:

- Salaries and Benefits
- Materials and Supplies
- Services and Maintenance
- Capital Equipment (“Capital Outlay”)

Per City of Norman policy, the City Manager’s approval is required for any transfers:

- Within a City fund or between departments;
- From salary and benefit category accounts; and
- From operating accounts to capital equipment accounts.

The City Manager has approved all year-end transfers under his authority, based on recommendations from Finance Department staff (see attached memorandum). However, in some cases, expenses could not be covered from available appropriations within the same fund. In these instances, an appropriation of fund balance is required. Oklahoma Statutes specify that

all fund balance appropriations must be approved by the City Council (governing body).

DISCUSSION:
At fiscal year-end (FYE) 2025, seven funds required additional appropriations from fund balance to fully cover expenditures incurred during the year. Adequate fund balance exists in each of these funds to support the recommended appropriations.

In the Special Revenue Fund, an additional $317,738 needs to be appropriated from fund balance to cover interfund-transfers to the Capital Fund for grant-funded capital projects and Victims of Crime Act grant expenses.

In the Room Tax Fund, an additional $12,975 needs to be appropriated from fund balance to cover higher administrative fees.

In the Seizures and Restitution Fund, an additional $856 needs to be appropriated from fund balance to cover bank service fees.

In the Westwood Fund, an additional $70,764 needs to be appropriated from fund balance to cover higher than anticipated salary and facility repair costs.

In the Risk Management Fund, an additional $6,815,804 needs to be appropriated from fund balance to cover higher than anticipated health claim payments. Total claim payments for medical, dental, pharmaceutical and administrative charges in fiscal year 2024-2025 were $17,372,498.

In the Norman Forward Fund, an additional $1,880 needs to be appropriated from fund balance to cover additional debt service fees.

In the Debt Service Fund, an additional $220,618 needs to be appropriated from fund balance to cover higher than anticipated interest payments and transfers to the Risk Management Fund.

RECOMMENDATION:
Staff recommends the following appropriations and transfers be approved:

$301,981 from Special Revenue Fund Balance (account number 22-29000) to Interfund Transfer – Capital Fund (account number 22930194-48050).

$15,757 from Special Revenue Fund Balance (account number 22-29000) to VOCA Grant Salaries (account number 22660043-42001).

$12,975 from Room Tax Fund Balance (account number 23-29000) to Management Fees (account number 23330340-44901).

$856 from Seizures and Restitution Fund Balance (account number 25-29000) to Bank Service Fees (account number 25660138-44750).

$70,764 from Westwood Fund Balance (account number 29-29000) to Salaries – Part Time (account number 29970133-42002).

$6,815,804 from Risk Management Fund Balance (account number 43-29000) to Self Insurance – Health Claim Payments (account number 43330105-44420).

$1,880 from Norman Forward Fund Balance (account number 51-29000) to Debt Service Charges (account number 51930149-47202).

$32,260 from Debt Service Fund Balance (account number 60-29000) to Debt Service Charges – Interest (account number 60930149-47101).

$188,358 from Debt Service Fund Balance (account number 60-29000) to Interfund Transfer – Risk Management Fund (account number 60930149-48043).

office memorandum

DATE: October 10, 2025

TO: Darrel Pyle, City Manager

FROM: Kim Coffman, Budget Manager Kim Coffman

THROUGH: Anthony Francisco, Director of Finance A. Francisco

SUBJECT: Clean-up of FYE 2025 – All Expenditure Accounts

BACKGROUND & DISCUSSION:

Accounting is in the process of posting year-end closing entries. In order to help with the process some divisions require a transfer to cover their negative balances. Most of these transfers can be made from savings in other line items within the individual department. Legally we must have each division balanced at the object category of expenditures which includes: total salaries and benefits, total materials and supplies, total services and maintenance, and total capital equipment. Finance policy requires the City Manager's approval for items requiring a transfer of funds from one department to another, transfers involving any Salaries and Benefit general ledger line items, and transfers from operating accounts to capital equipment accounts.

RECOMMENDATION:

We recommend the attached list of transfer requests be approved in order to clean up all FYE 2025 expenditure accounts and to comply with the Municipal Budget Act.

As always, we stand ready to respond to any questions you have regarding this matter.

APPROVED **DENIED**

Reviewed by: Clint Mercer, Chief Accountant

	ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	ADJ
10	10110005	42211	LIFE INSUR	96	1,691.21	-1,595.21	$ 2,603.00
10	10110101	44097	PS 1% RESE	489,144	0.00	489,144.00	$ (551,707.00)
10	10110110	44029	PS COMMINT	606,309	440,035.60	166,273.57	$ (135,483.00)
10	10110111	42001	SAL FT	107,851	114,608.42	-6,757.42	$ 8,931.00
10	10110111	44811	ISC BLG OH	634	2,119.88	-1,485.88	$ 1,486.00
10	10110225	42001	SAL FT	201,901	260,596.15	-58,695.15	$ 96,707.00
10	10110343	42001	SAL FT	429,973	378,795.86	51,177.14	$ (95,528.00)
10	10110343	44331	US REF TIP	225,000	41,070.74	183,929.26	$ (187,842.00)
10	10110343	44821	ISC PRINT	3,415	7,435.55	-4,020.55	$ 9,994.00
10	10120280	44310	US BAS ELE	0	66,420.38	-66,420.38	$ 26,684.00
10	10120420	44813	ISC BLG RP	4,388	8,499.44	-4,111.44	$ 3,305.00
10	10121120	44811	ISC BLG OH	6,974	20,138.90	-13,164.90	$ 11,799.00
10	10122220	44011	PS LEGAL	340,000	272,311.97	67,688.03	$ (74,050.00)
10	10122220	44813	ISC BLG RP	6,582	12,749.14	-6,167.14	$ 10,841.00
10	10123121	42001	SAL FT	1,623,627	1,721,718.20	-98,091.20	$ 140,158.00
10	10123121	45304	TE SOFTWAR	120,647	16,266.25	104,380.27	$ (117,212.00)
10	10330122	42001	SAL FT	297,553	299,923.31	-2,370.31	$ 761.00
10	10330125	42041	SAL TERM	0	32,768.64	-32,768.64	$ 48,211.00
10	10330125	44811	ISC BLG OH	3,170	5,299.71	-2,129.71	$ 1,916.00
10	10330130	42001	SAL FT	168,374	180,800.94	-12,426.94	$ 17,220.00
10	10930194	48024	IntFdYFAC	0	302,089.00	-302,089.00	$ 302,089.00
10	10930194	48026	IT CLEET	0	14,011.00	-14,011.00	$ 14,011.00
10	10930194	48029	IT WESTWO	30,559	447,043.00	-416,484.00	$ 416,485.00
10	10330242	44341	US WATER	23,281	38,791.79	-15,510.79	$ 24,363.00
10	10330301	42001	SAL FT	218,893	228,900.68	-10,007.68	$ 14,093.00
10	10330301	44226	MR CONT DA	0	22,500.00	-22,500.00	$ 9,414.00
10	10330301	44813	ISC BLG RP	34,009	65,870.66	-31,861.66	$ 29,052.00
10	10330320	42001	SAL FT	545,623	564,180.03	-18,557.03	$ 11,982.00
10	10330320	43010	GS PREPRFO	1,900	5,244.82	-3,344.82	$ 1,999.00
10	10330320	44821	ISC PRINT	9,981	11,344.80	-1,363.80	$ 2,998.00
10	10131190	42001	SAL FT	86,991	88,819.64	-1,828.64	$ 487.00
10	10131232	42001	SAL FT	71,539	24,713.25	46,825.75	$ (66,598.00)
10	10131530	42001	SAL FT	506,782	481,209.15	25,572.85	$ (70,103.00)
10	10131530	44001	PS CONS RE	47,000	5,320.48	41,679.52	$ (141,124.00)
10	10131530	44813	ISC BLG RP	8,776	16,998.87	-8,222.87	$ 3,054.00
10	10440140	42041	SAL TERM	0	29,744.76	-29,744.76	$ 25,666.00
10	10440140	44813	ISC BLG RP	28,523	55,246.36	-26,723.36	$ 24,504.00
10	10440150	42001	SAL FT	315,168	330,766.75	-15,598.75	$ 12,129.00
10	10440151	42001	SAL FT	1,295,518	1,421,621.65	-126,103.42	$ 146,608.00
10	10440151	44803	ISC FLTSR	300	14,887.46	-14,587.46	$ 21,973.00
10	10440152	43802	IS FLT PAR	1,996	4,306.31	-2,310.31	$ 755.00
10	10440152	44811	ISC BLG OH	3,804	7,419.61	-3,615.61	$ 2,158.00
10	10550171	42001	SAL FT	438,805	360,913.10	77,891.90	$ (124,156.00)
10	10550171	43802	IS FLT PAR	7,359	16,891.29	-9,532.29	$ 3,733.00
10	10550171	44803	ISC FLTSR	2,570	10,104.22	-7,534.22	$ 3,937.00
10	10550172	42001	SAL FT	572,895	540,876.00	32,019.00	$ (78,584.00)
10	10550172	43802	IS FLT PAR	15,130	31,570.83	-16,440.83	$ 11,362.00
10	10550172	44803	ISC FLTSR	4,165	6,910.21	-2,745.21	$ 2,113.00
10	10550173	43118	OSM OSFUEL	2,018,565	1,288,383.97	730,181.07	$ (1,280,623.00)
10	10550173	44138	BS PR OPS	204,157	141,306.00	62,851.00	$ (137,682.00)
10	10550175	43126	OSM OS CNG	93,975	125,850.16	-31,875.16	$ 6,113.00
10	10550201	42001	SAL FT	209,794	253,907.45	-44,113.45	$ 63,950.00
10	10550210	42001	SAL FT	985,567	868,373.88	117,193.12	$ (115,750.00)
10	10550210	44811	ISC BLG OH	8,242	18,019.04	-9,777.04	$ 3,950.00
10	10550221	42110	OVT REG	90,322	21,527.50	68,794.50	$ (81,585.00)
10	10550221	43801	IS FLT FUE	126,987	93,399.27	33,587.73	$ (187,097.00)
10	10550221	44114	BS MOWING	249,951	169,088.31	80,862.20	$ (136,424.00)
10	10550221	44811	ISC BLG OH	20,921	34,978.08	-14,057.08	$ 17,821.00
10	10550222	43802	IS FLT PAR	100,000	64,989.91	35,010.09	$ (69,581.00)
10	10550223	44136	BS MGMTINF	152,640	0.00	152,640.00	$ (392,288.00)
10	10550223	44803	ISC FLTSR	2,500	11,148.20	-8,648.20	$ 16,851.00
10	10550223	45105	POE TRAFCO	510,800	382,604.63	128,195.37	$ (142,341.00)
10	10550225	42003	SAL TEMP	0	9,551.50	-9,551.50	$ 9,399.00
10	10660115	42110	OVT REG	13,263	213,601.46	-200,338.46	$ 234,017.00
10	10660115	43501	UC RECRUIT	101,180	69,411.01	31,769.03	$ (69,960.00)
10	10660115	44226	MR CONT DA	152,226	95,470.20	56,755.80	$ (207,185.00)
10	10660115	45121	POE SAFETY	118,965	76,658.66	42,306.43	$ (78,126.00)
10	10660139	42110	OVT REG	18,294	209,954.61	-191,660.61	$ 311,823.00
10	10660139	44225	MR CONT EQ	344,436	282,397.74	62,038.00	$ (255,475.00)
10	10660270	44803	ISC FLTSR	235	11,548.20	-11,313.20	$ 3,244.00
10	10660270	45003	SE TRUC VA	116,879	47,731.60	69,147.40	$ (102,945.00)
10	10660310	42001	SAL FT	938,571	992,938.55	-54,367.55	$ 102,941.00
10	10660310	44107	BS DATAPR	77,532	2,250.00	75,282.00	$ (90,939.00)

	ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET		ADJ
10	10660321	42110	OVT REG	30,938	180,320.17	-149,382.17	$	162,147.00
10	10660322	42110	OVT REG	87,499	578,241.16	-490,742.16	$	770,459.00
10	10664141	42110	OVT REG	1,788	5,577.06	-3,789.06	$	560.00
10	10664141	43802	IS FLT PAR	578	4,751.03	-4,173.03	$	826.00
10	10664141	44802	ISC FLTAR	2,401	3,894.97	-1,493.97	$	1,939.00
10	10664142	42110	OVT REG	13,118	100,142.01	-87,024.01	$	134,593.00
10	10664142	43610	ME MI TOOL	300	5,867.16	-5,567.16	$	1,141.00
10	10664143	42110	OVT REG	433,843	1,633,191.07	-1,199,348.07	$	1,085,970.00
10	10664143	43599	UC OTHER	510	9,662.46	-9,152.46	$	3,832.00
10	10664143	44811	ISC BLG OH	75,444	128,253.03	-52,809.03	$	72,564.00
10	10664144	42003	SAL TEMP	0	17,193.75	-17,193.75	$	25,926.00
10	10664240	44813	ISC BLG RP	2,434	9,009.45	-6,575.45	$	2,737.00
10	10770126	42003	SAL TEMP	0	24,917.75	-24,917.75	$	28,246.00
10	10770127	42111	OVT HOL	0	4,801.43	-4,801.43	$	477.00
10	10770131	44303	US Tele Sp	400	519.79	-119.79	$	120.00
10	10770131	44802	ISC FLTAR	256	990.46	-734.46	$	465.00
10	10770132	42041	SAL TERM	0	53,337.42	-53,337.42	$	97,854.00
10	10770182	44813	ISC BLG RP	2,434	4,047.41	-1,613.41	$	1,614.00
10	10770183	44310	US BAS ELE	11,579	12,737.43	-1,158.43	$	1,223.00
10	10770183	44813	ISC BLG RP	8,392	15,504.68	-7,112.68	$	7,113.00
10	10770271	42001	SAL FT	151,677	197,965.89	-46,288.89	$	62,862.00
10	10770281	44813	ISC BLG RP	10,058	13,417.66	-3,359.66	$	3,360.00
10	10770323	44813	ISC BLG RP	33,953	49,394.70	-15,441.70	$	16,620.00
10	10770370	42110	OVT REG	4,043	27,008.10	-22,965.10	$	54,337.00
10	10770410	44813	ISC BLG RP	143,466	205,350.61	-61,884.61	$	75,268.00
10	10770421	44813	ISC BLG RP	81,214	175,901.40	-94,687.40	$	91,159.00
10	10770421	45304	TE SOFTWAR	35,697	0.00	35,696.51	$	(3,762.00)
10	10770425	42001	SAL FT	64,122	107,010.18	-42,888.18	$	53,454.00
10	10770430	43801	IS FLT FUE	620	1,189.84	-569.84	$	846.00
10	10770430	44802	ISC FLTAR	0	1,124.06	-1,124.06	$	748.00
10			**Total 10 General Fund**	**115,151,797**	**110,505,221.92**	**4,646,575.05**	$	-
15	15661313	42110	OVT REG	0	278,888.43	-278,888.43	$	267,814.00
15	15661313	44803	ISC FLTSR	100	1,349.48	-1,249.48	$	851.00
15	15665143	42110	OVT REG	120,026	569,962.70	-449,936.70	$	754,789.00
15	15665143	43116	OSM 1STAID	7,874	13,961.97	-6,088.36	$	14,140.00
15	15665143	44802	ISC FLTAR	26,113	91,118.27	-65,005.27	$	80,794.00
15	15665143	45005	SE FIR TRU	1,268,481	5,057.00	1,263,423.71	$	(1,118,388.00)
15			**Total 15 Public Safety Sales Tax Fu**	**21,569,701**	**17,343,122.29**	**4,226,579.07**	$	-
21	21240001	42001	SAL FT	27,686	11,768.67	15,917.27	$	(14,587.00)
21	21240032	42001	SAL FT	157,791	167,949.44	-10,158.44	$	14,525.00
21	21240032	44801	ISC FLTOH	550	797.08	-247.08	$	62.00
21			**Total 21 Community Development Fur**	**5,419,677**	**647,509.93**	**4,772,166.65**	$	-
22	22930194	48050	IT CAP PRO	0	301,981.26	-301,981.26	$	301,981.26
22	22440146	44009	PS CONS OT	11,225	7,721.25	3,503.75	$	(3,754.00)
22	22440146	44821	ISC PRINT	4,316	8,069.81	-3,753.81	$	3,753.81
22	22660043	42001	SAL FT	0	14,247.18	-14,247.18	$	15,756.78
22			**Total 22 Special Revenue Fund**	**20,208,750**	**7,746,074.28**	**12,462,675.88**	$	317,737.85
						Appropriation for VOCA Grant	$	(15,756.78)
					Appropriation to Reimburse Capital Fund for Grant-funded Projects		$	301,981.07
23	23330340	44901	CAC MGMT	148,750	161,725.00	-12,975.00	$	12,975.00
			Total 23 Room Tax Fund			Appropriation for Administrative Fees	$	12,975.00
24	24770412	42001	SAL FT	245,297	301,079.04	-55,782.04	$	125,615.00
24	24770412	43108	OSM OPCHEM	75,000	10,660.26	64,339.74	$	(45,174.00)
24	24770412	44229	MR CONT OT	207,381	124,986.55	82,394.45	$	(66,386.00)
24	24770412	44812	ISC BLG CS	115,000	0.00	115,000.00	$	(14,055.00)
24			**Total 24 YFAC Special Revenue Fund**	**1,801,835**	**1,407,373.17**	**394,461.88**	$	-
25	25660138	44750	MS BNK SVC	0	855.40	-855.40	$	855.40
			Total 25 Seizures and Restitutions			Appropriation for Bank Service Fees	$	855.40
27	27930194	48050	IT CAP PRO	0	496,157.00	-496,157.00	$	496,157.00

	ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET		ADJ
27	27550276	42001	SAL FT	376,415	330,372.82	46,042.18	$	(62,958.00)
27	27550276	44201	MR OS AUTR	66,197	15,266.01	50,930.82	$	(56,365.00)
27	27550277	42001	SAL FT	262,975	278,100.72	-15,125.72	$	19,599.00
27	27550277	43801	IS FLT FUE	46,896	80,796.34	-33,900.34	$	4,086.00
27	27550277	44766	MiscSvsOp	5,597,095	5,213,934.09	383,161.22	$	(410,352.00)
27	27550277	44804	ISC VEHWSH	0	16,493.31	-16,493.31	$	9,833.00
27			**Total 27 Public Transportation & Pa**	**8,013,689**	**7,820,117.73**	**193,571.15**	$	-
29	29930199	49009	AA INVENT	0	1,674.00	-1,674.00	$	1,674.00
29	29770035	42003	SAL TEMP	45,000	38,744.36	6,255.64	$	(139.57)
29	29770035	43133	GolfConcss	90,000	32,255.37	57,744.63	$	(17,999.00)
29	29770035	44140	BS GEN ADV	2,500	0.00	2,500.00	$	(598.26)
29	29970133	42002	SAL PT	0	48,532.70	-48,532.70	$	77,047.13
29	29970133	43103	OSM RECREA	40,000	28,275.43	11,724.57	$	(1,332.76)
29	29970133	44101	BS TEMP EP	1,000	0.00	1,000.00	$	(961.55)
29	29970133	44813	ISC BLG RP	13,197	27,291.66	-14,094.66	$	13,994.62
29	29970133	45302	TE PERS CP	22,500	10,197.50	12,302.50	$	(12,405.00)
29	29970231	42001	SAL FT	392,773	407,212.89	-14,439.89	$	2,660.10
29	29970231	43199	OSM MISC	15,100	7,366.37	7,733.63	$	(4,848.92)
29	29770231	44343	US TRASH	11,114	0.00	11,114.00	$	(2,832.29)
29	29970231	44813	ISC BLG RP	35,234	30,219.15	5,014.85	$	(2,230.25)
29	29970231	45101	POE FURNI	25,000	0.00	25,000.00	$	(25,000.00)
29	29970332	42041	SAL TERM	0	47,487.33	-47,487.33	$	59,576.96
29	29970332	43129	OSM MERSUP	175,994	156,682.86	19,311.54	$	(15,608.43)
29	29970332	44310	US BAS ELE	14,277	10,650.52	3,626.48	$	(402.29)
29	29970332	44811	ISC BLG OH	1,268	2,119.88	-851.88	$	759.16
29	29970332	45302	TE PERS CP	2,250	1,659.48	590.52	$	(590.52)
			Total 29 Westwood Park Fund		Appropriation for Salaries and Building Repairs		$	70,764
31	31930122	42110	OVT REG	0	2,844.22	-2,844.22	$	2,962.00
31	31930149	47102	DS INT RV	5,859,886	1,284,878.31	4,575,007.69	$	(2,129,986.00)
31	31930199	42996	CS COMP AB	0	67,725.25	-67,725.25	$	67,726.00
31	31950510	42001	SAL FT	35,902	37,783.24	-1,881.24	$	2,738.00
31	31955136	44821	ISC PRINT	0	18.24	-18.24	$	19.00
31	31955233	42001	SAL FT	82,849	86,905.78	-4,056.78	$	5,164.00
31	31955233	44831	ISC RISKM	2,672	2,672.04	-0.04	$	1.00
31	31955251	42110	OVT REG	35,000	90,644.87	-55,644.87	$	102,030.00
31	31955251	44811	ISC BLG OH	15,850	42,397.69	-26,547.69	$	13,381.00
31	31955251	44901	CAC MGMT	227,061	237,345.00	-10,284.00	$	9,323.00
31	31955330	42001	SAL FT	627,017	662,703.15	-35,686.15	$	53,565.00
31	31955330	44901	CAC MGMT	45,393	47,449.00	-2,056.00	$	1,867.00
31	31955330	48050	IT CAP PRO	0	1,905,000.00	-1,905,000.00	$	1,761,328.00
31	31955331	42041	SAL TERM	0	17,786.27	-17,786.27	$	18,723.00
31	31955331	44821	ISC PRINT	4,333	12,011.24	-7,678.24	$	18,787.00
31	31955335	42110	OVT REG	5,050	17,072.73	-12,022.73	$	6,729.00
31	31955335	44802	ISC FLTAR	2,846	3,501.31	-655.31	$	374.00
31	31955350	42001	SAL FT	162,417	211,012.75	-48,595.75	$	62,430.00
31	31955350	44811	ISC BLG OH	2,536	4,239.78	-1,703.78	$	1,723.00
31	31955350	44904	CAC DATAPR	28,421	30,485.00	-2,064.00	$	1,116.00
31			**Total 31 Water Fund**	**82,526,986**	**31,879,270.63**	**50,647,715.12**	$	-
32	32930122	42110	OVT REG	0	2,760.54	-2,760.54	$	2,871.00
32	32930194	48050	IT CAP PRO	0	250,000.00	-250,000.00	$	219,689.00
32	32950510	42001	SAL FT	35,902	37,783.18	-1,881.18	$	2,738.00
32	32955145	42210	MED INSUR	48,035	56,698.50	-8,663.50	$	7,151.00
32	32955145	44121	BS RESI RE	533,526	361,566.60	171,959.40	$	(125,340.00)
32	32955145	44901	CAC MGMT	42,979	44,638.00	-1,659.00	$	1,963.00
32	32955244	44822	ISC MAIL	43	52.52	-9.52	$	10.00
32	32955244	44904	CAC DATAPR	44,990	48,256.00	-3,266.00	$	3,761.00
32	32955246	42001	SAL FT	601,306	624,101.35	-22,795.35	$	33,484.00
32	32955246	44310	US BAS ELE	599,012	484,860.79	114,151.56	$	(125,435.00)
32	32955246	44904	CAC DATAPR	89,980	96,511.00	-6,531.00	$	1,245.00
32	32955252	44803	ISC FLTSR	8,400	18,818.30	-10,418.30	$	9,575.00
32	32955252	44904	CAC DATAPR	224,950	241,281.00	-16,331.00	$	20,002.00
32	32155253	42001	SAL FT	45,752	46,831.73	-1,079.73	$	405.00
32	32955341	42001	SAL FT	385,396	397,582.47	-12,186.47	$	17,615.00
32	32955341	44901	CAC MGMT	615,400	484,107.00	131,293.00	$	(131,263.00)
32	32955343	42041	SAL TERM	0	45,434.75	-45,434.75	$	46,280.00
32	32955343	43801	IS FLT FUE	0	549.23	-549.23	$	550.00
32	32955343	44303	US TELE SP	0	401.81	-401.81	$	402.00

	ORG	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET		ADJ		
32	32955343	44821	ISC PRINT	0	5,910.40	-5,910.40	$	6,944.00		
32	32955343	44901	CAC MGMT	128,935	133,919.00	-4,984.00	$	7,353.00		
32			**Total 32 Wastewater Fund**	**49,112,431**	**28,575,216.39**	**20,537,214.39**	$	-		
33	33930122	42110	OVT REG	0	2,759.88	-2,759.88	$	2,869.00		
33	33930199	42996	CS COMP AB	0	52,760.90	-52,760.90	$	52,761.00		
33	33955160	44199	BS OTH BS	10,000	48,048.00	-38,048.00	$	892.00		
33	33955160	44901	CAC MGMT	26,405	28,782.00	-2,377.00	$	2,624.00		
33	33955161	42110	OVT REG	104,500	265,958.17	-161,458.17	$	388,514.00		
33	33955161	44803	ISC FLTSR	45,000	109,700.01	-64,700.01	$	33,529.00		
33	33955162	42110	OVT REG	66,000	251,597.16	-185,597.16	$	239,035.00		
33	33955162	44117	BS CAR WAS	0	18,605.00	-18,605.00	$	472.00		
33	33955162	44901	CAC MGMT	105,505	114,975.00	-9,470.00	$	10,453.00		
33	33955163	42110	OVT REG	71,500	257,086.59	-185,586.59	$	270,266.00		
33	33955163	43802	IS FLT PAR	177,435	187,423.38	-9,988.38	$	9,836.00		
33	33955163	44331	US REF TIP	3,125,052	2,387,638.23	737,413.77	$	(128,367.00)		
33	33955163	44901	CAC MGMT	52,752	57,481.00	-4,729.00	$	5,213.00		
33	33955165	42110	OVT REG	24,200	100,958.97	-76,758.97	$	115,514.00		
33	33955165	43802	IS FLT PAR	24,877	44,988.49	-20,111.49	$	16,420.00		
33	33955165	44343	US TRASH	6,194	8,047.08	-1,853.08	$	655.00		
33	33955165	44901	CAC MGMT	26,405	28,782.00	-2,377.00	$	2,622.00		
33	33955166	42110	OVT REG	9,455	91,410.41	-81,955.41	$	137,625.00		
33	33955166	44199	BS OTH BS	1,611,172	304,837.10	1,306,335.20	$	(1,305,572.00)		
33	33955166	44901	CAC MGMT	17,525	19,093.00	-1,568.00	$	1,737.00		
33	33955168	42110	OVT REG	50,000	135,405.08	-85,405.08	$	120,986.00		
33	33955168	44901	CAC MGMT	221,597	241,472.00	-19,875.00	$	21,916.00		
33			**Total 33 Sanitation Fund**	**24,834,022**	**17,407,480.87**	**7,426,540.72**	$	-		
43	43122351	44724	MS ADM CLM	132,900	98,689.25	34,210.75	$	(4,043.61)	$	30,167.14
43	43330102	42131	ORD SETTLE	361,470	271,386.50	90,083.50	$	(124,990.58)		
43	43330102	44022	PS WC PMT	400,000	249,817.40	150,182.60	$	(280,019.26)		
43	43330103	42132	UNEMPL	21,700	2,430.56	19,269.44	$	(19,269.44)		
43	43330103	44099	PS OTH PRO	500	0.00	500.00	$	(500.00)		
43	43330104	42001	SAL FT	215,466	185,410.40	30,055.60	$	(40,250.93)		
43	43330104	44798	MS CHDO	145,220	28,139.84	117,079.99	$	(119,910.99)		
43	43330105	42001	SAL FT	83,282	86,777.46	-3,495.46	$	4,797.82		
43	43330105	44420	SI HEA CLM	11,105,284	17,372,498.30	-6,267,214.30	$	7,413,304.15		
43	43330199	42996	CS COMP AB	0	-13,313.49	13,313.49	$	(13,313.49)		
			Total 43 Risk Management Fund		Appropriation for Healthcare Claims		$	6,815,803.67		
50	50120430	42001	SAL FT	16,359	19,475.62	-3,116.62	$	4,415.00		
50	50930194	48010	IT GEN FUN	4,344,718	4,323,134.96	21,583.04	$	(4,415.00)		
50			**Total 50 Capital Projects Fund**	**93,626,059**	**34,130,711.10**	**59,495,348.00**	$	-		
51	51930149	47202	DS CHG RV	7,500	9,379.35	-1,879.35	$	1,879.35		
51	51930194	48029	IT WESTWO	35,000	35,000.04	-0.04	$	0.04		
			Total 51 Norman Forward Sales Tax F		Appropriation for Debt Service		$	1,879.39		
60	60930149	47101	DS INT GO	3,391,336	3,426,095.04	-34,759.04	$	32,259.04		
60	60930149	48043	IT INSURA	500,000	688,358.02	-188,358.02	$	188,358.02		
			Total 60 General L-T Debt Fund		Appropriation for Transfers to the Insurance Fund		$	220,617.06		

Resolution

R-2526-67

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY, APPROPRIATING $317,738 FROM THE SPECIAL REVENUE FUND BALANCE, $12,975 FROM THE ROOM TAX FUND BALANCE, $856 FROM THE SEIZURES AND RESTITUTION FUND BALANCE, $70,764 FROM THE WESTWOOD FUND BALANCE, $6,815,804 FROM THE RISK MANAGEMENT FUND BALANCE, $1,880 FROM THE NORMAN FORWARD FUND BALANCE, AND $220,618 FROM THE DEBT SERVICE FUND BALANCE,TO CLOSE OUT YEAR END ACCOUNTING ENTRIES FOR FYE 2025.

§ 1. WHEREAS, at the end of FYE 2025 fiscal year several accounts exceeded their budgetary balances and by law the City cannot overdraw expenditure accounts beyond budgetary balances; and

§ 2. WHEREAS, $317,738 needs to be appropriated from the Special Revenue Fund to cover interfund-transfers to the Capital Fund for grant-funded capital projects and Victim of Crime Act grant expenses; and

§ 3. WHEREAS, $12,975 needs to be appropriated from the Room Tax Fund to cover higher administrative fees; and

§ 4. WHEREAS, $856 needs to be appropriated from the Seizures and Restitution Fund to cover bank service fees; and

§ 5. WHEREAS, $70,764 needs to be appropriated from the Westwood Fund to cover higher than anticipated salary and facility repair costs; and

§ 6. WHEREAS, $6,815,804 needs to be appropriated from the Risk Management Fund to cover higher than anticipated health claim and administration payments; and

§ 7. WHEREAS, $1,880 needs to be appropriated from the Norman Forward Fund to cover additional debt service fees; and

§ 8. WHEREAS, $220,618 needs to be appropriated from the Debt Service Fund to cover higher than anticipated interest payments and transfers to the Risk Management Fund.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AND THE NORMAN MUNICIPAL AUTHORITY:

R-2526-67

§ 9. That the following appropriation be made for reasons as stated above:

Account Name	Losing Account	Gaining Account	Amount
Interfund Transfer – Capital Fund	22-29000	22930194-48050	$301,981
VOCA Grant Salaries	22-29000	22660043-42001	$15,757
Management Fees	23-29000	23330340-44901	$12,975
Bank Service Fees	23-29000	25660138-44750	$856
Salaries – Part Time	29-29000	29970133-42002	$70,764
Self Insurance – Health Claim Payments	43-29000	43330105-44420	$6,815,804
Debt Service Charges	51-29000	51930149-47202	$1,880
Debt Service Charges - Interest	60-29000	60930149-47101	$32,260
Interfund Transfer – Risk Management Fund	60-29000	60930149-48043	$188,358

PASSED AND ADOPTED this 28th day of October, 2025.

_____
Mayor/Chairman

ATTEST:

_____
City Clerk/Secretary

File Attachments for Item:

34. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-69: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS' PUBLIC FLEET CONVERSION GRANTS FUND FOR ELECTRIC VEHICLE (EV) REPLACEMENT AND ACCOMPANYING EV CHARGING STATION INFRASTRUCTURE FOR FISCAL YEAR 2026

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/25

REQUESTER: Michele Loudenback, Environmental and Sustainability Manager

PRESENTER: Michele Loudenback, Environmental and Sustainability Manager

TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-69: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, AUTHORIZING APPLICATION FOR FINANCIAL ASSISTANCE FROM THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS' PUBLIC FLEET CONVERSION GRANTS FUND FOR ELECTRIC VEHICLE (EV) REPLACEMENT AND ACCOMPANYING EV CHARGING STATION INFRASTRUCTURE FOR FISCAL YEAR 2026

BACKGROUND:

On September 2, 2025, the Association of Central Oklahoma Governments (ACOG) announced a Clean Air Grant for Public Sector Fleets using the federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) and Carbon Reduction Program (CRP). Two years of CMAQ and CRP funds will be available during this Call for Projects, representing approximately $4 million.

ACOG Clean Air Grants for Public Sector Fleets will enable public entities to access CMAQ funds for fleet conversions to clean fuel technology, including light-duty, medium-duty, and heavy-duty alternative fuel vehicles, as well as hybrid and plug-in hybrid vehicles, off-road equipment, and alternative fuel vehicle refueling infrastructure. Selected projects must be paid in full, and the awarded entity will submit a reimbursement request for the incremental cost of identically equipped conventional-fueled vehicles. The old vehicle/equipment being replaced is required to be removed from the fleet. Alternative Fuel Infrastructure Projects may be funded at a ratio of *up to* 80 percent federal funds and 20 percent local funds for installation costs and capital investments in alternative fuel refueling/recharging infrastructure.

Application submissions are due by 4:00 p.m. on October 31, 2025. Award Notifications and notices to proceed will be sent out in February 2026.

DISCUSSION:

Annually, Fleet staff develops a vehicle replacement report considering the age, life-to-date, maintenance cost, and miles/hours for all City vehicles. Vehicle replacements are prioritized and ranked.

The City of Norman Fleet and Environmental Sustainability divisions have identified several high-priority vehicles that are in need of replacement for FYE 2027 and are also candidates for replacement with electric vehicles along with solar-powered off-grid EV charging units. Nine vehicles within five project groupings will be submitted under one application package as follows:

1. Sewer and Water Line Maintenance (East Robinson)
    a. Unit 64 (2007 F-150 – Water Line Maintenance)
    b. Unit 363 (2011 Chevy Colorado – Sewer Line Maintenance)
    c. One Off-grid, solar EV charger at 2705 E. Robinson

2. Public Works (Lindsey Yard)
    a. Unit 57 (2013 F-150 – Engineering)
    b. Unit 850 (2012 Chevy 2500 – Stormwater)
    c. One Off-grid, solar EV charger at Lindsey Yard

3. Planning & Community Development
    a. Unit 941 (2013 Chevy 1500 – Code Compliance)
    b. Unit 945 (2018 F-150 – Planning & Development)
    c. Off-grid, solar EV charger (location TBD)

4. Planning & Community Development
    a. Unit 953 (2017 F-150 – Planning & Development)
    b. Unit 952 (2016 F-150 – Planning & Development)
    c. Off-grid, solar EV charger (location TBD)

5. Traffic Division
    a. Unit 628 (2016 F-150 – Traffic)
    b. EV replacement only; charger is already installed here.

These projects align with the City's sustainability goals, reduce fleet emissions, and strategically deploy chargers at operational yards where charging infrastructure is needed.

If the grant is successful, the grant would pay for the incremental cost of an alternative fuel replacement vehicle except for the 20 percent match required. Costs required for the match will come from the respective funds for the Departments/Divisions receiving the vehicles similar to new vehicle purchases by Fleet. The costs for the charger match will be funded from the Utilities Department capital funding. Should the grant application be unsuccessful, vehicle replacements may occur with standard fuel vehicles.

RECOMMENDATION:

Staff recommends that City Council approve Resolution R-2526-69 authorizing the City Manager or his designee to submit a grant application to the Association of Central Oklahoma Governments, Federal Fiscal Year 2026 Grants for the replacement of nine vehicles and associated charging infrastructure as outlined in the staff report.

Resolution

R-2526-69

A RESOLUTION AUTHORIZING APPLICATION FOR FINANICAL ASSISTANCE FROM THE ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS' PUBLIC FLEET CONVERSION GRANTS FUND

§ 1. WHEREAS, the City of Norman, Oklahoma desires to seek financial assistance through the Association of Central Governments (ACOG) Public Fleet Conversion Grants Fund for the replacement of nine (9) conventionally-fueled vehicle with alternative-fuel vehicles and the accompanying off-grid, solar charging infrastructure; and

§ 2. WHEREAS, it is in the best interest of the City of Norman to expediate the preparation and submission of an application for financial assistance from the ACOG Public Fleet Conversion Grants Fund in the form of a grant.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of Norman, Oklahoma:

§ 3. THAT, the City Manager of the City of Norman, or his designee, is hereby authorized and directed to sign an application and related documents necessary to file and process a grant application through the ACOG Public Fleet Conversion Grants Fund on behalf of the City of Norman.

PASSED AND ADOPTED this _____ day of _____, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

ASSOCIATION OF CENTRAL OKLAHOMA GOVERNMENTS

CLEAN AIR FOR PUBLIC SECTOR FLEETS GRANT PROGRAM

APPLICATION OPEN:
SEPTEMBER 2, 2025

GRANT APPLICATION DEADLINE:
OCTOBER 31, 2025 at 4:00 P.M.

FY 2026

Association of Central Oklahoma Governments
4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | acogok.org

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INTRODUCTION

The Association of Central Oklahoma Governments (ACOG) is continuing its CLEAN AIR for Public Sector Fleet Grants Program with a FY 2026 Call for Projects. This grant program strives to improve air quality in Central Oklahoma by funding the following:

- Alternative fuel infrastructure and Electric vehicle charging infrastructure,
- Alternative fuel vehicles
- Electric vehicles
- Hybrid vehicles
- Alternative fuel off-road equipment and electric off-road equipment

Funding for the CLEAN AIR for Public Sector Fleet Grant Program will be provided through the federal Congestion Mitigation and Air Quality Improvement Program (CMAQ) and the Carbon Reduction Program (CRP). Two years each of CMAQ and CRP funds will be available during this Call for Projects, representing approximately $4 million*.

*Funds for the CLEAN AIR for Public Sector Fleet Grants Program are shared with Air Quality Small Grant Program and may be flexed depending on demand.

BACKGROUND

Every five years, ACOG, as the Metropolitan Planning Organization (MPO), completes a long-range Metropolitan Transportation Plan (MTP) that projects Central Oklahoma's growth over a three-decade period and identifies necessary changes to the region's transportation network. The most recent plan, Encompass 2045 adopted in 2021, included a series of goals and strategies to guide transportation planning efforts into the future. Of these strategies, the ACOG CLEAN AIR for Public Sector Fleet Grant Program has been developed to address the following:

- Invest in transportation that supports tourism, commerce, and economic activity
- Improve the resiliency and reliability of the existing transportation system
- Sustainably fund transportation projects while continuing to leverage additional resources
- Explore new or improved transportation technologies
- Encourage use of alternative energy and cleaner-burning fuels to improve the region's air quality
- Avoid, minimize, or mitigate negative human health and environmental effects on Environmental Justice populations
- Reduce the potential negative impacts transportation projects have on the environment and human health

The overall goal of the ACOG CLEAN AIR for Public Sector Fleet Grant is to reduce transportation emissions and improve regional air quality.

GENERAL INFORMATION

The procedures and guidelines set forth in this announcement apply to the award of CMAQ and CRP funds attributed to the Association of Central Oklahoma Governments (ACOG), the Metropolitan Planning Organization for the ACOG Transportation Management Area (TMA), for the purpose of implementing a Public Fleet Conversion Grants program to be administered as a competitive process. ACOG CLEAN AIR Grants for Public Sector Fleets will allow public entities to access CMAQ funds for fleet conversions to clean fuel technologies to include light duty, medium-duty and heavy-duty alternative fuel vehicles, hybrid and plug-in hybrid vehicles, off-road equipment, and

alternative fuel vehicle refueling infrastructure.

This is a reimbursement program. All applicants must demonstrate an ability to fund and manage activities at the time they are undertaken. Applicants must be able to demonstrate the ability to provide required matching funds as applicable. The applicant(s) must finance the entire project until the project is completed, and federal share is released for reimbursement. Private sector grantees will receive reimbursement through their public sponsor.

This is a vehicle and equipment replacement program. Vehicles for which award funds are made available must be replacement vehicles and require the removal of a like diesel or gasoline powered vehicle from the fleet. Fleet size must be reduced or remain the same. (See Certified Vehicle Replacements)

ELIGIBLE APPLICANTS

1. ACOG TMA local government member entities.

2. ACOG TMA member public transit fleets.

3. State Agencies within ACOG TMA. Refueling infrastructure projects and alternative fuel vehicles must be located and operated within ACOG TMA.

4. Public Trusts and Public Authorities that provide essential services to ACOG TMA member entities such as electricity providers, refuse, recycling and landfill operations, and water/wastewater utility services.

5. Public colleges and universities, and Oklahoma Career Tech System Technology Centers lying principally within ACOG TMA.

6. Public school districts located principally within ACOG TMA. These districts include the Mustang, Piedmont, and Yukon public schools in Canadian County; Lexington, Little Axe, Moore, Noble, Norman, and Robin Hill public schools in Cleveland County; Tuttle and Bridge Creek Public Schools in Grady County; Guthrie Public Schools in Logan County; Blanchard and Newcastle public schools in McClain County; and Bethany, Choctaw-Nicoma Park, Crooked Oak, Crutcho, Deer Creek, Edmond, Harrah, Jones, Luther, Mid-Del, Millwood, Oakdale, Putnam City, Oklahoma City, and Western Heights public schools in Oklahoma County.

7. Public-Private Partnerships (PPP): Private sector entities that contract services such as refuse hauling or school transportation or the establishment of alternative fueling station operations and maintenance to eligible ACOG TMA public entities are eligible to apply for funding. However, the project needs a local jurisdiction sponsor willing to submit the application. In a PPP, a private entity's resources replace or supplement local funds in a selected project. PPPs must have a legal, written agreement in place between the local jurisdiction and the private or non-profit entity before a CMAQ-funded project may be implemented. These agreements should be developed under relevant State contract law and should specify the intended use for CMAQ funding; the roles and responsibilities of the participating entities; and how the disposition of land, facilities, and equipment will be carried out should the original terms of the agreement be altered (e.g., due to insolvency, change in ownership, or other changes in the structure of the PPP). It remains the responsibility of the local jurisdiction to apply for funding and to oversee and protect the investment of CMAQ funds in the (PPP).

Public funds should only be invested where a strong public benefit can be demonstrated. Consequently, CMAQ funds must be devoted only to PPPs that benefit the general public by clearly reducing emissions, not for financing marginal projects.

Sharing of total project costs, both capital and operating, is a critical element of a successful public-private venture, particularly if the private entity is expected to realize profits as part of the joint venture.

PROJECT PERIOD

The estimated project period for awards resulting from this solicitation will begin in September 2025 with an expected project completion date no later than December 2027.

PROJECT CATEGORIES

A. Alternative Fuel Infrastructure
B. Light Duty and Heavy-Duty Dedicated Alternative Fuel Vehicles (AFVs)
C. Light Duty and Heavy-Duty Hybrid and Plug-in Hybrid Vehicles
D. Dedicated Alternative Fuel and Plug-In Electric Commercial Off-Road Equipment

DESCRIPTION OF ELIGIBLE PROJECTS

First and foremost, applicants should ensure their project meets the minimum eligibility laid out in the following resources published by the Federal Highway Administration (FHWA):

- CMAQ Fact Sheet - Bipartisan Infrastructure Law
- CMAQ Essentials – FHWA Office of Planning, Environment, & Realty
- Interim CMAQ Guidance - MAP-21
- Revised Interim CMAQ Guidance - MAP-21
- CRP Fact Sheet – Bipartisan Infrastructure Law

All projects must satisfy the basic eligibility requirements under Titles 23 and 49 of the United States Code and complete National Environmental Policy Act (NEPA) requirements.

Due to requirements under the Carbon Reduction Program (CRP), all projects must demonstrate the ability to reduce carbon dioxide emissions. ACOG staff will evaluate all project applications using the available tools in the CMAQ Emissions Calculator Toolkit.

Underserved communities, such as low income, minority, elderly, disabled, limited English-speaking, and households without vehicle access are particularly susceptible to the effects of ozone pollution. Use STBG-UZA Project Scoring Criteria Dashboard item C4 to determine if the project is in an underserved community that is negatively impacted from ozone pollution and poor air quality.

Because ACOG is permitted to further limit project and program eligibility to reflect funding limitations and regional priorities, there are additional eligibility requirements beyond those provided through CMAQ and CRP.

Additionally, no single entity can receive more than 56 percent of the total available funding for the CLEAN AIR for Public Fleet Grant until all entities' projects have been

considered. The initial threshold of 56 percent may be exceeded if there are not sufficient projects ready for obligation by other entities. Additional components may be added to projects if excess funds are available. ACOG reserves the right to negotiate grant awards.

A. ALTERNATIVE FUEL INFRASTRUCTURE PROJECTS:

These projects will establish fueling facilities and other infrastructure needed to fuel or recharge alternative fuel vehicles. If the proposal supports a billing system, it must be a universal card billing system.

For the purposes of this CMAQ-funded grant opportunity, eligible alternative fuel infrastructure is limited to projects that relate to the storage and dispensing of

- Compressed natural gas (CNG) and Liquefied natural gas (LNG)
- Liquefied petroleum gas (LPG, propane)
- Electricity –Electric Vehicle Supply Equipment (EVSE)
- Hydrogen – Gas storage and liquid storage equipment

Important Note: This category is limited to projects installed at existing fueling facilities or fleet yards except in the case of EVSE which is limited to installation at existing parking facilities such as fleet yards, parking garages, parking lots, and on-street parking locations.

All equipment purchased and installed with ACOG CLEAN AIR Grants funding must be new. Used and/or refurbished equipment is not eligible for funding.

It is neither the intent of ACOG nor this grants solicitation to fund infrastructure projects to compete with private enterprise. Therefore, public-private partnership infrastructure projects that include installation and operation by established private sector entities are encouraged.

All alternative fuel infrastructure projects must fall into one of the following three categories or a combination thereof, and in the case of electric vehicle recharging and CNG, must meet or better the specified capacities.

1. HIGH-CAPACITY PUBLIC AND/OR PRIVATE ACCESS INFRASTRUCTURE

a. For projects involving electric vehicle recharging, required minimum capacity: DC fast charging station capable of recharging a battery electric passenger car from 20 percent empty to 80 percent full in less than 30 minutes, using high power output of 96 kilowatts (480 Volts DC, 200 Amps). Public DC fast charging stations may not qualify if it is determined that the station would compete with an existing private sector charging station per CMAQ guidelines.

b. For projects involving CNG, required minimum capacity: two (2) dispensers with two (2) hoses each; 400 scfm (standard cubic feet per minute) compressor(s) output; 30,000 scf to 60,000 scf storage volume; 5,500 psig storage capacity and 3,600 psig fill capacity

2. MEDIUM CAPACITY PUBLIC AND/OR PRIVATE ACCESS INFRASTRUCTURE

a. For projects involving electric vehicle recharging, required minimum capacity: AC Level 2 charge station capable of recharging a battery electric passenger car from “empty” to “full” in six (6) to seven (7) hours using maximum power output of 3.3kW (240V output at 32A) For projects involving CNG, required minimum

capacity: one (1) dispenser with two (2) hoses; 200 scfm (standard cubic feet per minute) compressor(s) output; 30,000 scf storage volume; 5,500 psig storage capacity and 3,600 psig fill capacity

3. TIME-FILL PRIVATE ACCESS FLEET FACILITY INFRASTRUCTURE

a. For projects involving CNG, required minimum time-fill capacity: 25 - 50 scfm (standard cubic feet per minute) compressor. Optional "quick-fill" storage capacities as listed:

   i. Fleets with 5-9 fleet vehicles, minimum "quick fill" storage capacity 10,000 scf and 25 scfm compressor
   ii. Fleets with 10-15 light duty vehicles, minimum "quick fill" storage capacity 20,000 scf and 25-50 scfm compressor
   iii. Fleets with more than 15 light duty vehicles, minimum "quick fill" storage capacity 30,000 scf and 50 scfm compressor

A. LIGHT DUTY AND HEAVY DUTY DEDICATED ALTERNATIVE FUEL VEHICLES (AFVS)

These projects will purchase public-sector and/or certain private-sector owned (see Public Private Partnerships under Eligible Applicants section) Original Equipment Manufacturer (OEM) dedicated alternative fuel vehicles that run exclusively on compressed natural gas (CNG), liquefied propane gas (LPG), hydrogen, or electricity (battery electric vehicles – BEV) including passenger vehicles and vans, refuse trucks, street cleaners, school buses, airport shuttles, law enforcement vehicles, and others.

Costs associated with upfitting new purchase, CNG/LPG gaseous engine prepped, current Model Year or newer vehicles to run exclusively on CNG or LPG are eligible.

Conversions of existing-fleet conventional fuel vehicles to CNG, H2, or LPG are not eligible and will not be considered. Conversions of conventional fuel vehicles, whether new purchase or existing fleet vehicles, to BEV are not eligible.

Only dedicated alternative fuel vehicles are eligible for funding. Additionally, all vehicles and equipment purchased with ACOG CLEAN AIR Grants funding or used as project funding match must be new. Used and/or refurbished equipment or existing fleet vehicles are not eligible for funding.

Alternative fuel vehicles must be capable of being fueled solely by one of the alternative fuels identified in section 301 of the 1992 Energy Policy Act. (See the U.S. Dept. of Energy Alternative Fuels Data Center)

Note: Flexible-fuel vehicles, dual-fuel or bi-fuel vehicles are NOT eligible for funding. Also, certain electric vehicles such as golf carts, low-speed electric vehicles, three-wheel electric vehicles, electric bicycles and motorcycles, and electric vehicles that are not manufactured for highway speeds and do not meet Federal Motor Vehicle Safety Standards for passenger cars and trucks are NOT eligible for funding.

B. LIGHT DUTY AND HEAVY-DUTY HYBRID AND PLUG-IN HYBRID VEHICLES

These projects will purchase public-sector and/or certain private-sector owned (see Public Private Partnerships under Eligible Applicants section) Original Equipment Manufacturer (OEM) hybrid electric vehicles (HEV) and plug-in hybrid electric vehicles (PHEV). These vehicles may include passenger vehicles and vans, refuse trucks, street cleaners, school buses, airport shuttles, law enforcement vehicles, and others.

Conversions of conventional fuel vehicles, whether new purchase or existing fleet vehicles, to HEV or PHEV are not eligible projects.

No project vehicles may be purchased, ordered, or received prior to an executed contract and a notice to Proceed from ACOG under this solicitation.

Only dedicated alternative fuel vehicles are eligible for funding. Additionally, all vehicles and equipment purchased with ACOG CLEAN AIR Grants funding must be new. Used and/or refurbished equipment is not eligible for funding.

ADDITIONAL HYBRID VEHICLES AND HYBRID TRUCKS: ELIGIBILITY INFORMATION

Although not defined by the Energy Policy Act of 1992 as alternative fuel vehicles, certain hybrid vehicles that have lower emissions rates than their non-hybrid counterparts may be eligible for CMAQ funding. Hybrid passenger vehicles must meet low emissions and energy efficiency requirements set by EPA that would qualify them to travel as single-occupant vehicles in High Occupancy Vehicle lanes in states that have HOV lanes. To be eligible for CMAQ funding, hybrid vehicles must meet Tier 2 emissions standards and fall within Bins 5, 4, 3, 2, or 1).

A list of current model year alternative fuel and advanced technology vehicles including HEVs and PHEVs can be found in the U.S. Department of Energy's Alternative Fuels Data Center. Additional Bin classification information can be found under the U.S. Environmental Protection Agency and U.S. Department of Energy FuelEconomy.gov website by accessing the Find a Car menu, then using the Compare Side-by-Side application, and then clicking the Energy and Environment tab - EPA Smog Ratings for the vehicles being compared.

1. Projects involving heavy-duty hybrid vehicles, including refuse haulers, street sweepers, and other trucks also may be appropriate for program support. Eligibility will be based on a comparison of the emissions projections of these larger candidate vehicles and other comparable models.

2. As used in this solicitation, the term hybrid vehicle includes hybrid-electric vehicles, and plug-in hybrid vehicles. *Hybrid vehicles are not required to have alternative fuel capacity*.

C. DEDICATED ALTERNATIVE FUEL AND/OR PLUG-IN ELECTRIC COMMERCIAL OR INDUSTRIAL OFF-ROAD EQUIPMENT

Dedicated OEM alternative fuel and/or plug-in electric equipment is allowable under this solicitation.

Only dedicated OEM equipment fueled exclusively by propane, compressed natural gas, hydrogen, or electricity is eligible for funding in this category. Additionally, all equipment purchased with ACOG CLEAN AIR Grants funding must be new. Used and/or refurbished equipment is not eligible for funding.

All off-road equipment applications are subject to eligibility verification by state and federal partners, as are all applications.

NATIONAL ENVIRONMENTAL POLICY ACT (NEPA) REQUIREMENTS

All CMAQ funded projects must meet National Environmental Policy Act (42 U.S.C. Sec. 4321 - 4347) requirements and satisfy the basic eligibility requirements under Title 23 and Title 49 of the United States Code. Projects funded under this announcement are subject to NEPA review.

Liquid and gaseous fuel infrastructure installations: The timeframe for the performance of environmental assessments for liquid and gaseous fueling infrastructure can take six months or more. Therefore in order to expedite the state and federal review process, applicants must submit a preliminary environmental assessment with liquid and gaseous fuel infrastructure project applications.

Electric Vehicle Supply Equipment (EVSE) also known as electric vehicle charging infrastructure, and vehicle replacement projects: Ordinarily, EVSE infrastructure projects qualify as Categorical Exclusions (CE) under the NEPA process. For these types of projects, the timeframe for completion of an environmental review prior to final recommendations for grant awards under this solicitation is estimated to be 30 days. ACOG will submit projects in the EVSE infrastructure categories to the Oklahoma Department of Transportation for a CE ruling.

CERTIFIED VEHICLE REPLACEMENTS

Light Duty Vehicles – defined and classified as passenger vehicles or as Class 1 and Class 2 trucks with Gross Vehicle Weight Ratings (GVWR) of ≤ 10,000 lbs. – can only be replaced with light duty vehicles and cannot be replaced with heavy duty vehicles.

Light duty gasoline and diesel vehicles may be replaced with new, current Model Year (MY) or newer alternative fuel vehicles, or hybrids and plug-in hybrids meeting current applicable Tier 2, Bin 5 through Bin 1, EPA emissions limits.

Heavy Duty Vehicles* – defined as Classes 3 through 8 trucks with Gross Vehicle Weight Ratings (GVWR) of ≥ 10,001 lbs. – can be replaced with either light duty vehicles or heavy-duty vehicles.

*Important Heavy Duty Vehicle Replacement Note: The weight class of a heavy-duty replacement vehicle may not be greater than the weight class of the vehicle being replaced. (Example: A Class 6 truck with a GVWR of 19,501 lbs. – 26,000 lbs. can be replaced with a Class 1 – 6 truck but cannot be replaced with a Class 7 truck because a Class 7 truck has a GVWR of 26,001 – 33,000 lbs.).

Heavy duty gasoline and diesel vehicles may be replaced with new, current MY or newer certified alternative fuel vehicles, or hybrid and plug-in hybrids meeting the 2010 EPA emissions standards for heavy duty engines.

EPA Emissions Standards Certification Requirement Note: An EPA-issued Emissions Standards Certificate of Conformity must be provided to ACOG with project invoicing for gaseous fuel vehicle projects (CNG and LPG) for vehicles other than Original Equipment Manufacturer vehicles or vehicles originally equipped with OEM natural gas engines such as the Cummins ISL-G series engines, or vehicles equipped with factory-installed, gaseous engine prep packages and purchased through the State of Oklahoma Statewide Fleet Contract.

REMOVAL OF VEHICLES FROM FLEET

Vehicles eligible for replacement include:

- Heavy Duty – gasoline or diesel vehicles (GVWR ≥ 10,001 lbs.; Class 3, 4, 5, 6, 7, 8 trucks) Light Duty – gasoline or diesel vehicles (GVWR ≤ 10,000 lbs. passenger vehicles and Class 1- 2 trucks)
- Off-Road Equipment – gasoline or diesel commercial/industrial equipment

All vehicles identified for replacement must be in regular fleet service at the time of replacement. Vehicles that are no longer in regular weekly fleet service or that are being used for spare parts are not eligible for replacement using CMAQ-funds.

Note: Documentation of removal from fleet of all vehicles and mowing equipment must be provided to ACOG. All documentation of removal must contain the VIN numbers of the vehicles being removed. Acceptable methods of removal of vehicles and equipment are sale for scrap, trade-in, or auction.

BUDGET DOCUMENTATION

Supporting documentation for both infrastructure project budgets and vehicle replacement project budgets will consist of current itemized price quotes from vendors/contractors and any other pertinent documents that help illustrate the project costs.

To be considered for funding, itemized price quotes for vehicles must make clear the incremental cost for the dedicated alternative fuel vehicle and/or hybrid vehicles. In some cases this may need to be accomplished by providing a price quote for the alternative fuel vehicle or hybrid vehicle and its identically equipped conventional fuel counterpart. In all cases, the incremental difference must be declared and supported by documentation. State contract base prices for conventional fuel vehicles and their alternative fuel counterparts may be substituted where appropriate for itemized price quotes.

Note: Some gaseous fuel vehicle options listed on the State Contract may require a model change. ACOG CLEAN AIR Grants for Public Fleets cover only a vehicle's CNG, LNG, H2, or LPG engine and fuel system cost differential (incremental difference). They do not cover any portion of the price differential associated with a model change. Additionally, applicants are cautioned to pay particular attention to the GVWR class of vehicles being retired and vehicles being purchased as in some cases a required model change to accommodate a gaseous fuel engine and fuel system, affects the GVWR class into which the vehicle falls.

COST SHARING REQUIREMENTS

Alternative Fuel Infrastructure Projects:

Eligible projects may be funded at a ratio of up to 80 percent federal funds and 20 percent local funds for installation costs and capital investments* in alternative fuel refueling/recharging infrastructure.

Eligible entities may apply only for CLEAN AIR Public Fleet Grants funding for which local match funds have been identified. Other federal grant funding or funds of federal origin cannot be utilized as matching funds. Additionally, if other awards, incentives, rebates, transferred tax credits or pass- through incentives will be utilized in a project, that amount

of financial assistance and its purpose must be disclosed.

Eligible public-private partnership (PPP) infrastructure projects may be funded at the same ratio as public sector projects. All applicable federal and state incentives that will accrue to the private sector entity and/or any federal or state credits that may be partially or wholly transferred to the public sector entity must be disclosed.

* For the purposes of this CMAQ funded grant opportunity, capital investments are defined as Level 2, and DC fast charger Electric Vehicle Supply Equipment (EVSE) directly related to charging electric batteries in highway- speed, plug-in electric vehicles and to metering electric vehicle fuel usage (in KWh); or equipment directly related to the compression of natural gas, and equipment directly related to the storage, dispensing and metering of compressed natural gas (CNG), or liquefied propane gas (LPG) into a motor vehicle. Capital investments exclude real estate and site development.

Alternative Fuel Vehicle Projects [dedicated AFVs and hybrid and plug-in hybrid vehicles]: Eligible project expenditures for reimbursement are limited to the "incremental cost" of new vehicle(s) purchases. The new vehicle purchase price minus the incremental or conversion cost may serve as the local share with the incremental or conversion cost serving as the federal share. Project vehicles may not be existing fleet vehicles and no project vehicles may be purchased, ordered, or received prior to receiving an award notification and Notice to Proceed from ACOG under this solicitation.

In no instance will the local share be less than 20 percent of the total project cost for each of the following project areas:

Light Duty Dedicated Alternative Fuel Vehicles, Hybrid and Plug-in Hybrid Vehicles (≤ 10,000 lbs. GVWR passenger vehicles or Class 1 and Class 2 truck classification*)

Heavy Duty Dedicated Alternative Fuel Vehicles, Hybrid and Plug-in Hybrid Vehicles (≥ 10,001 lbs. GVWR or Class 3 - 8 truck classification*)

Dedicated Alternative Fuel Commercial/Industrial Mowing Equipment fueled exclusively by propane, compressed natural gas, or battery powered electricity.

Eligible entities may apply only for CLEAN AIR Public Fleet Grants funding for which local match funds have been identified. Additionally, if other awards, incentives, rebates, transferred tax credits or pass-through incentives will be utilized in a project, that amount of financial assistance and its purpose must be disclosed.

Eligible public-private partnership (PPP) alternative fuel vehicle projects are also limited to the incremental cost of new vehicle(s) purchases. The remainder of the new vehicle cost may serve as the local share. In no instance will the local share be less than 20 percent of the total project cost. In addition, all applicable incentives, rebates and tax credits that will accrue to the private sector entity and/or that may partially or wholly transfer to the public sector entity must be disclosed.

LIMITATION ON FUNDS

ACOG reserves the right to negotiate the amount of grant awards; however, the maximum amount of funding available under the FY 2026 ACOG CLEAN AIR Grants for Public Sector Fleets Solicitation is $4 million.

Eligible local governments and school districts may apply only for FY 2026 ACOG CLEAN AIR Grants funding for which local match funds have been identified. Proposals must include a detailed budget which includes matching amount and the source of matching funds, e.g., capital improvement sales tax, general fund, etc.

Other federal grant funding or funds of federal origin cannot be utilized as matching funds. Additionally, if other awards, incentives, rebates, transferred tax credit or pass-through incentives will be utilized in a project, that amount of financial assistance and its purpose must be disclosed by the applicant in the project funding assistance request.

PROJECT TIMELINE

All awarded projects under the FY 2026 ACOG CLEAN AIR Public Fleet Grants Solicitation must be completed and invoices with backup documentation received by ACOG no later than close of business, December 31, 2027.

EVALUATION & PROJECT SCORING

Projects will be evaluated and scored (see Scoring Sheet) according to the following criteria:

1. Overall Project Emissions Benefits
2. Project Cost Effectiveness
3. Number of Clean Fuel Technology Replacement Vehicles (Double points if replacing light- duty vehicles with model years prior to 2008 and heavy-duty vehicle model years prior to 2006).
4. New Project Alternative Fuel Refueling or Recharging Infrastructure – Capacity
5. Existing Alternative Fuel Refueling or Recharging Infrastructure – Access
6. Project Viability and Adherence to Guidelines
7. Underserved Communities
8. Bonus Points
   - ★ Three (3) bonus points are available for each vehicle will be equipped with idle reduction technology (auxiliary power units, automatic power management systems, etc.)
   - ★ One (1) bonus point is available for each vehicle equipped with telematics and/or GPS
   - ★ One (1) bonus point is available for each vehicle if applicant has a written and current fleet idle reduction policy

Emissions Benefit Calculations: Overall Project Emissions Benefits and Project Cost Effectiveness will be calculated using the Alternative Fuel Life-Cycle Environmental and Economic Transportation (AFLEET) Tool developed by the Argonne National Laboratory. Benefits will be determined in the model between the alternative fuel and/or hybrid replacement vehicle(s) vs. a gasoline/diesel engine using annual vehicle mileage and fuel economy inputs.

The tool can be downloaded at:
https://greet.es.anl.gov/files/afleet-tool

What is AFLEET Tool?
The Department of Energy's Clean Cities Program has enlisted the expertise of Argonne to develop a tool to examine both the environmental and economic costs and benefits of alternative fuel and advanced vehicles. Argonne has developed the Alternative Fuel Life-Cycle Environmental
and Economic Transportation (AFLEET) Tool for Clean Cities stakeholders to estimate petroleum use, greenhouse gas emissions, air pollutant emissions, and cost of ownership of light-duty and heavy-duty vehicles using simple spreadsheet inputs.

The tool uses data from Argonne's Greenhouse gases, Regulated Emissions, and Energy use in Transportation (GREET) fuel-cycle model to generate necessary well-to-wheels

petroleum use and GHG emission co-efficient for key fuel production pathways and vehicle types. In addition, Environmental Protection Agency's Motor Vehicle Emission Simulator (MOVES) and certification data are used to estimate tailpipe air pollutant emissions.

Infrastructure project emissions benefits and cost effectiveness will be calculated using the number of light duty and heavy duty of fleet vehicles that will be refueling/recharging at the facility, weekly fuel use and the project's capital investments as defined under Cost Sharing Requirements.

Each project will be evaluated by determining how well the project rates on each of the applicable criteria. Scoring details and definitions are delineated in Attachment I.

ADDITIONAL PROJECT REQUIREMENTS

Projects requesting funding for the conversion and/or purchase of Alternative Fuel Vehicles or Hybrid Vehicles must meet the following additional eligibility requirements:

1. Project proposals must demonstrate a reduction in volatile organic compounds and/or nitrogen oxides.

2. VEHICLE LABELING REQUIREMENT

All grant-funded vehicles must be visibly and distinctly labeled with one of the following phrases:

- CLEAN AIR Vehicle funded in partnership with ACOG
- CLEAN AIR Vehicle funded in partnership with the Association of Central Oklahoma Governments

To maximize visibility and promote the grantee's commitment to clean fuel technology, it is strongly encouraged that vehicles be marked using:

- Distinctive wraps
- Magnetic panels
- Logo decals
- Custom graphic elements that visually communicate the CLEAN AIR commitment

Window decals are available from ACOG upon request.

Additionally, grantees must include the ACOG logo on each labeled vehicle. Logos and brand guidelines can be downloaded from the ACOG online brand guide: ACOG Branding Guide

3. INFRASTRUCTURE PROJECT LABELING REQUIREMENT

All grant-funded infrastructure projects (e.g., fueling stations) must be visibly and distinctly labeled with the following:

- CLEAN AIR Fueling Project funded in partnership with the Association of Central Oklahoma Governments
  (Alternate wording: "CLEAN AIR Fueling Facility funded in partnership with the Association of Central Oklahoma Governments")

It is recommended that project sites include:

- Permanent signage at or near the infrastructure
- Wraps or vinyl applications on any physical structure or cabinet
- Decals or banners where applicable

All signage must include the ACOG logo to ensure proper attribution. Grantees may download the logo and branding specifications directly from: ACOG Branding Guide

4. MEDIA AND SOCIAL MEDIA ACKNOWLEDGMENT

Grantees must publicly acknowledge ACOG funding support in any press releases or media announcements related to the CLEAN AIR project. Language should include a reference to ACOG contribution and partnership in the funding of the project.

Additionally, grantees must tag ACOG in all relevant social media posts about the funded vehicle(s) or infrastructure projects using the appropriate handles:

- Facebook: @acogok
- Instagram: @acogok
- X (formerly Twitter): @acogok
- LinkedIn: Association of Central Oklahoma Governments

ACOG encourages the use of high-quality photos or videos in social content that highlights the project's environmental, economic, or operational benefits.

5. Grantees will maintain odometer readings, fuel consumption records, maintenance records, and written documentation of all other costs associated with the vehicle(s) for a period of five years. The grantee will provide those records to the Association of Central Oklahoma Governments annually for a period of five (5) years as is required by the U.S. Office of Management and Budget (OMB).

2025 ACOG CLEAN AIR PUBLIC FLEET GRANTS SCHEDULE

Distribution of ACOG CLEAN AIR Public Fleet Grants Guidebook ..... September 2, 2025

Application Submission Deadline4:00 p.m..... October 31, 2025

Application Reviews..... November/December 2025

ACOG MPO Technical Committee recommendations..... January 2026

ACOG MPO Policy Committee award approvals ..... January 2026

Award Notifications emailed & Award Contracts distributed for signatures ..... February 2026

Notices to proceed distributed..... February 2026

IMPORTANT:

Costs incurred prior to the issuance of a Notice to Proceed by ACOG will not be reimbursed. A funding award notification from ACOG should not be construed as Notice to Proceed. Upon award, applicants should work closely with ACOG to ensure full reimbursement.

ATTACHMENT I: PROJECT SCORING GUIDE

Overall Project Emissions Benefits: Projects will be ranked based on calculated criteria pollutant emission credits for Carbon Monoxide (CO), Volatile Organic Compounds (VOCs), Nitrogen Oxides (NOx), and fine Particulate Matter (PM 2.5). Projects will receive one point per 100 lbs. of criteria emissions reduced, rounded to nearest whole e.g., project with 1762. 3 lbs. annual credits would receive 17.623 points rounded to the nearest whole = 18 points.

Project Cost Effectiveness: Projects will be ranked based on calculated cost per pound of pollutant credit.

Clean Fuel Technology Replacement Vehicles:* Three points will be given for each heavy duty vehicle (Truck Class 3 – 8), double points for model year 2006 or older vehicles; two points will be given for each light duty vehicle (passenger vehicles and Truck Class 1 – 2), double points for model year 2008 or older; and one point for each commercial/industrial mower to be purchased as the result of a grant award.

*__Note__: Weight class and GVWR of replacement vehicles may not be greater than the weight class and GVWR of the vehicles being replaced.

New Project Alternative Fuel Vehicle Refueling/Recharging Capacity: Thirty points will be given for high capacity projects; 20 points will be given for medium capacity projects; and Time-Fill projects will receive one point per vehicle capacity (i.e. 10 slow-fill posts with dual hoses have a 20 vehicle simultaneous fueling capacity and would receive 20 points).

Existing Alternative Fuel Refueling/Recharging Infrastructure Access: Points are awarded for station capacity and proximity to fleet. high capacity stations will receive 25 points, if onsite, with one point subtracted for each 0.1 mile distance from fleet yard to offsite refueling/recharging. On-site Level 2 recharging, and on-site CNG slow-fill will receive 15 points; and medium capacity CNG and LPG refueling stations will receive 10 points, if onsite, with 0.5 points subtracted for each 0.1 mile distance if off-site.

Project Viability and Adherence to Guidelines: One to three points each will be awarded based on history, if any, of applicant's previous projects funded under ACOG's CLEAN AIR Grants Program, compliance with previous contract terms, ability to complete the project on time, and adherence to guidelines delineated within this solicitation.

For first-time applicants with no prior ACOG CLEAN AIR Grants projects history, one to six points each will be awarded based on the likelihood that a proposed project can be completed within this solicitation's defined project timeline (page 9), and adherence to guidelines delineated within this solicitation.

BONUS POINTS: Three bonus points are available for each vehicle equipped with idle reduction technology (auxiliary power units, automatic power management systems, etc.). One bonus point is available for each vehicle equipped with telematics and/or GPS. One bonus point is available for each vehicle if applicant has a written and current fleet idle reduction policy.

2025 ACOG CLEAN AIR GRANTS FOR PUBLIC FLEETS

Association of Central Oklahoma Governments
4205 N. Lincoln Blvd. | Oklahoma City, OK 73105 | 405.234.2264 | acogok.org

SCORING SHEET

Applicant:	
Solicitation Issue Date:	
Scorer:	
Project Rank:	

FINAL SCORE
0

			POINTS	SCORE
1.	**CRITERIA POLLUTANT EMISSIONS** (Projects receive 1 point per 1 lb. total criteria pollutant credits rounded to the nearest whole number		1 pt. per 1lb	
2.	**COST EFFECTIVENESS RANK** (Points are awarded inversely to project cost/lb. rank; i.e., highest cost per lb. receives lowest number of points; lowest cost per pound receives highest number of points; maximum points are determined by number of projects ranked.)		Vary by project rank and are inversely proportional to cost	
3.	**NUMBER OF CLEAN TECHNOLOGY REPLACEMENT VEHICLES (CTVS) PER GROSS VEHICLE WEIGHT RATING CATEGORY**	**Number of CTVs to be purchased**	**(Score = # CTVs x pts. ea.)**	
	AFVs/Hybrids replacing heavy duty gasoline or diesel vehicles with GVWR ≥ 10,001 lbs. (Class 3,4,5,6,7, 8 trucks). DOUBLE points if replacing model year 1991 through 2006	1	3 ea.	
	AFVs/Hybrids replacing light duty gasoline or diesel vehicles with GVWR ≤ 10,000 lbs. (passenger vehicles and Class 1-2 trucks). DOUBLE points if replacing model year 1994 through 2008.		2 ea.	
	Dedicated alternative fuel commercial/industrial mowing equipment, replacing gasoline or diesel commercial/industrial mowers Model Years 2008 and older		1 ea.	
4.	**ALTERNATIVE FUEL INFRASTRUCTURE PROJECTS** (see description of eligible projects for capacity specifications)			
	CNG and LPG : High Capacity Public Access and/or Private Access Infrastructure with two or more dual hose dispensers		30	
	Electric (DC Quick Charge): High Capacity, Level 3, Public Access and/or Private Access Infrastructure with two or more single- or dual-port dispensers		30	
	CNG and LPG: Medium Capacity Public and/or Private Access Infrastructure with one or more dual hose dispensers		20	
	Electric (Level 2) : Medium Capacity Public and/or Private Access Infrastructure with one or more single-or dual-port dispensers		20	
	CNG: Time-fill, Private Access, fleet facility infrastructure Score: 1 pt./hose (simultaneous vehicle refueling capacity)		1/hose	

2025 ACOG CLEAN AIR GRANTS FOR PUBLIC FLEETS

Association of Central Oklahoma Governments
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		POINTS	SCORE
5.	**EXISTING AFV REFUELING/RECHARGING ACCESS**		
.	**CNG and LPG:** High capacity, fast-fill, rapid recovery station with two or more dual hose dispensers within 0 – 3 miles of fleet base (On-site = 30; subtract 1 point for each 0.1 mile distance from fleet yard to off-site refueling station.	Up to 25	
	Electric (DC Quick Charge): High capacity, Level 3, Electric Vehicle Supply Equipment (EVSE) station within 0-3 miles of fleet base (On-site = 30; subtract 1 point for each 0.1 mile distance from fleet yard to off-site recharging station	Up to 25	
	CNG: Medium capacity fast-fill station with one dual hose dispenser within 0-3 miles of fleet base (On-site = 15; subtract 0.5 point for each 0.1 mile distance from fleet yard to off-site refueling station.)	Up to 15	
	Electric: On-site, medium capacity, Level 2, Electric Vehicle Supply Equipment (EVSE) station, and on-site slow-fill CNG facilities	15	
6a.	**PROJECT VIABILITY AND ADHERENCE TO GUIDELINES – PREVIOUS GRANT RECIPIENT**		
	Outcome of applicant's previous projects funded under ACOG CLEAN AIR Grants	0-3	
	Compliance with previous contract terms	0-3	
	Demonstrated ability to complete project(s) on time	0-3	
	Adherence to guidelines delineated within this solicitation	0-3	
6b.	**PROJECT VIABILITY AND ADHERENCE TO GUIDELINES – NEW APPLICANTS ONLY**		
	Likelihood that project can be completed within project timeline	0-6	
	Adherence to guidelines delineated within this solicitation	0-6	
7.	Underserved Communities Use STBG-UZA Project Scoring Criteria Dashboard *item C4 – Does this project reduce emissions in an area of underserved populations?* – to identify potential air quality related underserved populations.		
	Project is wholly or partially within a significant area and identifies specific underserved communities that would be directly served by project.	10	
	Project is wholly or partially within a moderate area or is able to sufficiently articulate broad underserved communities that would be served by the project.	5	
	Project is not wholly or partially within a significant or moderate area and does not sufficiently articulate underserved communities that would be served by the project.	0	
8.	**BONUS POINTS**		
	Is applicant a current, active member of ACOG Central Oklahoma Clean Cities Coalition? **NO = 0 POINTS** **YES = 2 POINTS**	0 OR 2	

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	Up to three (3) bonus points are available for each vehicle will be equipped with idle reduction technology (auxiliary power units, automatic power management systems, etc).	up to 3 ea.	
	One (1) bonus point is available for each vehicle equipped with telematics and/or GPS.	1 ea.	
	One (1) bonus point is available for each vehicle if applicant has a written and current fleet idle reduction policy.	1 ea.	
		POINTS	**SCORE**
	TOTAL SCORE		0

NOTES/COMMENTS:

ATTACHMENT II: GUIDE TO ONLINE APPLICATION & DOCUMENT UPLOADS

Applications, and supporting documentation, must be completed and submitted online through ACOG's eTRACKER website:

https://etracker.acogok.org/secure/login

Instructions for creating an eTRACKER account and completing the application can be found in the eTRACKER Guidebook:

http://www.acogok.org/wp-content/uploads/2019/10/eTRACKER_Guidebook_10-2019.pdf

SECTION 1: Instructions for ACOG CLEAN AIR Grants for Public Sector Fleets Application Submission

1. All applications must be submitted online and received by ACOG no later than 4:00 p.m., October 31, 2025

2. Award contracts will be distributed after ACOG MPO Policy approval in February 2026.

Important Note: Applications must be received by the deadline. Incomplete applications will not be considered and may not be resubmitted until the next funding round.

Submitting an application does not guarantee funding will be awarded. The applicant must be awarded funding via an executed agreement with ACOG. Without a fully executed agreement in place, the applicant assumes all costs for any purchases, installations, or financial obligation of any kind associated with the project.

For questions and/or comments regarding grant procedures, please contact ACOG at (405) 234- 2264.

SECTION 2: Applicant Information (fill in the blanks)

SECTION 3: Project Information (check all categories that apply)

SECTION 4: Alternative Fuel Infrastructure Project Description
Complete Section 4, Section 5, and Section 6, if applying for funds for fueling infrastructure

Briefly describe your project (limit 300 words). Information sought includes:

- Number of EVSE (electric vehicle supply equipment) to be purchased and installed; single- port or dual-port; DC quick charge or AC Level 2 capacity; public access, private access, or both
- Number CNG or LPG dispensers to be purchased and installed; single-hose or dual-hose; high capacity or medium capacity; public access, private access, or both
- Number of time-fill posts to be purchased and installed; single-hose or dual-hose
- Indicate where infrastructure project is to be located
- Indicate if you have state certified compressor technicians on staff or if maintenance will be outsourced

National Environmental Policy Act (NEPA) Requirements

Preliminary Environmental Assessment File Upload (PDF format): Required for all CNG and LPG fueling infrastructure projects. Name this file FY2024 ApplicantEntityName_NEPA.pdf

SECTION 5: Infrastructure Project Impact

Complete Section 4, Section 5, and Section 6, if applying for funds for fueling infrastructure

- How many light duty (see definition in Guidebook Glossary) alternative fuel vehicles in your fleet will fuel at this station each week? If multiple fuels are being installed, indicate number of light duty vehicles in your fleet of each fuel type will be fueling at the station.
- How many miles on average do these alternative fuel light duty vehicles drive per day on average?
- How many days per week are these light duty alternative fuel vehicles driven on average?
- How many heavy duty (see definition in Guidebook Glossary) alternative fuel vehicles in your fleet will fuel at this station each week? If multiple fuels are being installed, indicate number of heavy duty vehicles in your fleet of each fuel type will be fueling at the station.
- How many miles do these alternative fuel heavy duty vehicles in your fleet drive per day on average?
- How many days per week are these heavy duty alternative fuel vehicles driven on average?
- Is this project a Public Private Partnership (PPP)? _____Yes ___No
    - If yes, please describe the PPP and agency roles in this project (limit 150 words).

SECTION 6: Fueling Infrastructure Project Budget and Budget Justification

Complete Section 4, Section 5, and Section 6, if applying for funds for fueling infrastructure

- Alternative Fuel Infrastructure Budget (provided) File Upload (PDF format): Name this file FY2024 ApplicantEntityName_StationBudget.pdf.
- Alternative Fuel Infrastructure Budget Support Documentation File Upload (PDF format): This file should consist of current itemized price quotes from vendors and/or contractors, and any other pertinent documents supporting the infrastructure project budget. Name this file FY2024 ApplicantEntityName_StationBudgetSupport.pdf

SECTION 7: Vehicle Project Description
Complete Section 7, Section 8, and Section 9, if applying for funds for the incremental cost of vehicles

Briefly describe your project (limit 200 words). Information sought includes:

- Number, fuel type and weight classification of vehicles for which funding is being requested (e.g. 3 light duty LPG pickup trucks, 2 heavy duty CNG refuse haulers, and 1 heavy duty gasoline hybrid bucket truck)
- How vehicles will be used (e.g. 2 refuse haulers will be used by Solid Waste Management Division on daily routes, 3 light duty pickups will be used by Utilities Department in Line Maintenance operations; 1 heavy duty bucket truck will be used by Parks Department maintenance crews.)
- Indicate if you have state certified alternative fuel technicians on staff or if maintenance will be outsourced.

Note: Please review **CERTIFIED VEHICLE REPLACEMENTS AND REMOVING VEHICLES FROM FLEET** sections in Guidebook prior to completing the Vehicle Retirement and Replacement Tables file.

- Vehicle Retirement and Replacement Tables (provided) File Upload (PDF format): Name this file FY2024 Applicant Entity Name R&R Tables.pdf

SECTION 8: Vehicle Project Impact
Complete Section 7, Section 8, and Section 9, if applying for funds for the incremental cost of vehicles

- Do you have on-site existing fueling facilities for:
  - CNG– LNG
  - BEV or PHEV charging– None
- If None, where will vehicles be refueled/recharged?
- What is the distance from the project location (where vehicles are normally housed) in tenths of miles (e.g. 1.8 miles) to the off-site refueling/recharging fueling station?

SECTION 9: Vehicle Project Budget and Budget Justification
Complete Section 7, Section 8, and Section 9, if applying for funds for the incremental cost of vehicles

Vehicle budget support documentation will consist of current itemized price quotes from vendors/contractors and any other pertinent documents that help illustrate the project costs.

To be considered for funding, itemized price quotes for vehicles must make clear the incremental cost for the dedicated alternative fuel vehicle and/or hybrid vehicles. In some cases this may need to be accomplished by providing a price quote for the alternative fuel vehicle or hybrid vehicle and its identically equipped conventional fuel counterpart. In all cases, the incremental difference must be declared and supported by documentation. State contract base prices for conventional fuel vehicles and their alternative fuel counterparts may be substituted where appropriate for itemized

price quotes.

Important Note: Some gaseous fuel vehicle options listed on the State Contract may require a model change. ACOG CLEAN AIR Grants for Public Fleets cover only a vehicle's CNG, LNG, or LPG engine and fuel system cost differential (incremental difference). They do not cover any portion of the price differential associated with a model change. Additionally, applicants are cautioned to pay particular attention to the GVWR class of vehicles being retired and vehicles being purchased as in some cases a required model change to accommodate a gaseous fuel engine and fuel system, affects the GVWR class into which the vehicle falls.

- Dedicated Alternative Fuel and Hybrid Vehicles Budget (provided) File Upload (PDF format): Name this file FY2024 ApplicantEntityName_VehicleBudget.pdf

- Dedicated Alternative Fuel and Hybrid Vehicles Budget Support Documentation File Upload (PDF format): Name this file FY2024 ApplicantEntityName_VehicleBudgetSupport.pdf.

- Section 10: Project Assurances and Resolutions

- Assurances and Resolutions (Word documents provided) File Upload (PDF format): Name this file FY2024 ApplicantEntityName_Assurances&Resolutions.pdf

- Is the applicant entity a current, active member of ACOG's Central Oklahoma Clean Cities Coalition? (Check Yes or No)

File Attachments for Item:

35. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-70: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $30,161.46 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT TO PAY FOR REPAIRS TO CITY OF NORMAN VEHICLES DAMAGED BY OTHER DRIVERS IN TRAFFIC COLLISIONS.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Ryan Riddel, Assistant City Attorney

PRESENTER: Ryan Riddel, Assistant City Attorney

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-70: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $30,161.46 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT TO PAY FOR REPAIRS TO CITY OF NORMAN VEHICLES DAMAGED BY OTHER DRIVERS IN TRAFFIC COLLISIONS.

BACKGROUND:

Funding is required to repair City vehicles that are damaged by other parties. Most of the time, the City's vendor, Alternative Claims Management (ACM), collects funds from the at-fault driver's insurance policy to reimburse the City for damage.

This item requests appropriation of various payments which have been received to pay for repairs to City vehicles.

DISCUSSION:

Reimbursement has been received for the following incidents:

On November 5, 2018, a Police Department vehicle (Unit 1199) received damage when it was struck by another driver from behind. Allstate insurance determined their driver to be at fault and after the City received payment for damage costs, a Loss of Use payment was collected by ACM and remitted to the City in the amount of $1,366.68.

On February 17, 2019, a Police Department vehicle (Unit 1140) received damage when it was struck by another driver from behind. State Farm insurance determined their driver to be at fault and after the City received payment for damage costs, a Loss of Use payment was collected by ACM and remitted to the City in the amount of $5,346.48.

On April 23, 2019, a Police Department vehicle (Unit 1110) received damage when it was struck by another driver from behind. State Farm insurance determined their driver to be at fault and after the City received payment for damage costs, a Loss of Use payment was collected by ACM and remitted to the City in the amount of $75.

On February 14, 2020, a Fire Department vehicle (Unit 8) received damage when it was on an emergency call and was struck by another driver at an intersection. Gainsco Auto Insurance determined their driver to be at fault and after the City received payment for damage costs, a second Loss of Use payment was collected by ACM and remitted to the City in the amount of $300.

On January 30, 2025, a Police Department vehicle (Unit 1166) with active lights and sirens received damage when it was struck by another driver who failed to yield to this emergency vehicle. State Farm insurance determined their driver to be at fault and payment for damage costs was collected by ACM and remitted to the City in the amount of $14,837.50.

On April 9, 2025, a Transit Division bus (Unit 5-2367) received damage when it was struck by another driver from behind. Progressive insurance determined their driver to be at fault and payment for damage costs was collected by ACM and remitted to the City in the amount of $8,235.80.

The collections outlined above, which total $30,161.46, were received by the City and forwarded for deposit into the Refunds/Reimbursements Miscellaneous Risk Management account.

Staff now submits this request to reimburse the Transit Division for their expense as well as to place funds into the Fleet vehicle repair account for the other damaged City vehicles.

RECOMMENDATION:

Staff recommends approval of R-2425-70 for the appropriation of $30,161.46 from the Risk Management Fund, Refunds/Reimbursements (Account 439-365264) to the Public Transit Fund, Transit Maintenance & Repair Services-Auto ($8,235.80; Account 27550276-44201) and to Miscellaneous Services/Uninsured Losses ($21,925.66; Account 43330104-44798) for the reimbursement of repairs to City of Norman vehicles.

Resolution

R-2526-70

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, APPROPRIATING $30,161.46 FROM THE REFUNDS / REIMBURSEMENTS MISCELLANEOUS RISK MANAGEMENT ACCOUNT TO PAY FOR REPAIRS TO CITY OF NORMAN VEHICLES DAMAGED BY OTHER DRIVERS IN TRAFFIC COLLISIONS.

§ 1. WHEREAS, Alternative Claims Management (ACM) assists the City of Norman to collect insurance funds when a City vehicle is damaged by another driver during an auto collision; and

§ 2. WHEREAS, check payments were received from ACM totaling $30,161.46. These funds were forwarded for deposit into the City's Refunds / Reimbursements Miscellaneous Risk Management Account; and

§ 3. WHEREAS, these funds should be appropriated to the City Transit Division account and to the City Fleet Division vehicle repair account so reimbursement can be made;

NOW, THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 4. THAT the following appropriation be made as follows:

Account Name	Losing Account	Gaining Account	Amount
Transit Maintenance & Repair Svs-Auto	439-365264	27550276-44201	$8,235.80
Misc Serv – Uninsured Losses	439-365264	43330104-44798	$21,925.66
		Total	$30,161.46

PASSED AND ADOPTED this 28th day of October, 2025.

Stephen T. Holman, Mayor

ATTEST:

Brenda Hall, City Clerk

MEMORANDUM

DATE: September 18, 2025

TO: Clint Mercer, Chief Accountant

FROM: Sarah Encinias, Legal Admin Tech

SUBJECT: City of Norman Debt Recovery by ACM for Damaged Vehicle

The City of Norman has contracted with Alternative Claims Management (ACM) to provide damage recovery services for the City when a loss is caused by an at-fault party. At-fault parties are automobile drivers who are involved in a collision with a City vehicle and is found to be the cause, or at-fault, of the collision. ACM pursues payment from the at-fault party's insurance company and sends payment to the City.

Attached is check #9914504380 from ACM in the total amount of $1,366.68. This payment represents damage reimbursement from an insurance company for the incident described below.

Please advise if you need additional information regarding this payment.

Vehicle Unit	Date of Incident	Insured	Insurance	Payment Amount
PD-1199	11/5/2018	C. Johnson	Allstate	$ 1,366.68

Attachment

cc: Mike White, Fleet Program Manager
Mark Delgado, Light Repair Supervisor
Jennell James, Fleet Service Writer
Barbara Andros, Revenue Collection Supervisor
Ryan Riddel, Assistant City Attorney

Remittance Info: Inv C-27003

Alternative Claims Management

[redacted]

JPMorgan Chase Bank, N.A.

[redacted]

9914504380

Item 35.

25

PAY TO THE ORDER OF NORMAN POLICE DEPARTMENT

$ 1366.68

One Thousand Three Hundred Sixty-Six and 68/100 DOLLARS

VOID AFTER 90 DAYS

[redacted]

From: Alternative Claims Management
Pay To: NORMAN POLICE DEPARTMENT

Date: 8/29/2025
Check #: 9914504380

Invoice Number	Bill Amount	Bill Payment Amount
C-27003	$1,366.68	$1,366.68
Total		**$1,366.68**

[redacted]

JobID DFA6FH, PieceID 007843, Page 01 of 01, Feed Inserts 00000000, File Page 8352 c

881

04BIL122579

Sent by Bill.com, LLC. U.S. Patent No. 8,521,626

MEMORANDUM

DATE: October 3, 2025

TO: Clint Mercer, Chief Accountant

FROM: Sarah Encinias, Legal Admin Tech

SUBJECT: City of Norman Debt Recovery – Damage to City Vehicles

The City of Norman has contracted with Alternative Claims Management (ACM) to provide damage recovery services for the City when a loss is caused by an at-fault party. At-fault parties are automobile drivers who are involved in a collision with a City vehicle and is found to be the cause, or at-fault, of the collision. ACM pursues payment from the at-fault party's insurance company and sends payment to the City.

Attached is check #9914864948 from ACM in the total amount of $13,957.28. This payment represents loss of use reimbursement from insurance companies for the incidents described below.

Please advise if you need additional information regarding this payment.

Vehicle Unit	Incident Date	Insured	Insurance	Payment Amount
PD-1110	4/23/2019	S. Jones	State Farm	$ 75.00
Bus 5-2367	4/9/2025	M. Escobar	Progressive	$ 8,235.80
FD-8	2/14/2020	A. Perez	Gainsco	$ 300.00
PD-1140	2/17/2019	S. Hagin	State Farm	$ 5,346.48

Attachment

cc: Scott Sturtz, Director of Public Works
Taylor Johnson, Transit and Parking Program Manager
Jason Huff, Transit Planner and Grants Specialist

Mike White, Fleet Program Manager
Mark Delgado, Light Repair Supervisor
Jeff Parker, Transit Repair Supervisor
Jennell James, Fleet Service Writer

Ryan Riddel, Assistant City Attorney
Barbara Andros, Revenue Collection Supervisor

Remittance Info: Inv C-27123

Alternative Claims Management

[redacted]

[redacted]

9914864948

Item 35.

2025

PAY TO THE ORDER OF NORMAN POLICE DEPARTMENT

$ 13957.28

Thirteen Thousand Nine Hundred Fifty-Seven and 28/100 DOLLARS

VOID AFTER 90 DAYS

[redacted]

From: Alternative Claims Management
Pay To: NORMAN POLICE DEPARTMENT

Date: 9/12/2025
Check #: 9914864948

Invoice Number	Bill Amount	Bill Payment Amount
C-27123	$13,957.28	$13,957.28
Total		**$13,957.28**

[redacted]

JobID DFDEUQ, PieceID 008712, Page 01 of 01, Feed Inserts 00000000, File Page 8

04BIL122579

Sent by Bill.com, LLC. U.S. Patent No. 8,521,626

MEMORANDUM

DATE: October 9, 2025

TO: Clint Mercer, Chief Accountant

FROM: Sarah Encinias, Legal Admin Tech

SUBJECT: City of Norman Debt Recovery – Damage to City Vehicles

The City of Norman has contracted with Alternative Claims Management (ACM) to provide damage recovery services for the City when a loss is caused by an at-fault party. At-fault parties are automobile drivers who are involved in a collision with a City vehicle and is found to be the cause, or at-fault, of the collision. ACM pursues payment from the at-fault party's insurance company and sends payment to the City.

Attached is check #9915329892 from ACM in the total amount of $14,837.50. This payment represents reimbursement from an insurance company for the incident described below.

Please advise if you need additional information regarding this payment.

Vehicle Unit	Incident Date	Insured	Insurance	Payment Amount
PD-1166	1/30/2025	M. Malla	State Farm	$ 14,837.50

Attachment

cc: Kevin Foster, Chief of Police
Chad Vincent, Major, Police Department
Monteshia Brakhage, PD Admin Tech

Mike White, Fleet Program Manager
Mark Delgado, Light Repair Supervisor
Jennell James, Fleet Service Writer

Barbara Andros, Revenue Collection Supervisor

Ryan Riddel, Assistant City Attorney

Remittance Info: Inv C-27290

Alternative Claims Management

[redacted]

[redacted]

9915329892

Item 35.

9/29/2025

PAY TO THE ORDER OF NORMAN POLICE DEPARTMENT

$ 14837.50

Fourteen Thousand Eight Hundred Thirty-Seven and 50/100 DOLLARS

VOID AFTER 90 DAYS

22_8978
NORMAN POLICE DEPARTMENT
1301 DA VINCI ST
NORMAN, OK 73069-6560

[redacted]

From: Alternative Claims Management
Pay To: NORMAN POLICE DEPARTMENT

Date: 9/29/2025
Check #: 9915329892

Invoice Number	Bill Amount	Bill Payment Amount
C-27290	$14,837.50	$14,837.50
Total		**$14,837.50**

[redacted]

JobID DFHC6Z, PieceID 008978, Page 01 of 01, Feed Inserts 00000000, File Page 9368 of

885

04BIL122879

Sent by Bill.com, LLC. U.S. Patent No. 8,521,626

File Attachments for Item:

36. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-71: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING THE TOBACCO SETTLEMENT ENDOWMENT TRUST (TSET) CONSIDER THE CITY OF NORMAN'S SELECTED PROJECT FOR THE TARGETED ACHIEVEMENT GRANT: PHYSICAL ACTIVITY FUNDS FOR A PILOT EMBARK WELL TRANSIT PROGRAM.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Taylor Johnson, AICP, Transit and Parking Program Manager

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

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-71: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING THE TOBACCO SETTLEMENT ENDOWMENT TRUST (TSET) CONSIDER THE CITY OF NORMAN'S SELECTED PROJECT FOR THE TARGETED ACHIEVEMENT GRANT: PHYSICAL ACTIVITY FUNDS FOR A PILOT EMBARK WELL TRANSIT PROGRAM.

BACKGROUND:

Between 1994 and 1998, Attorneys General from all fifty U.S. States, including Oklahoma in 1996, had filed various lawsuits against the major manufacturers of tobacco products for predatory marketing and egregious efforts to normalize smoking despite known health risks. Due to the nationwide nature of the suit a 'global settlement agreement' was proposed and resulted in the Master Settlement Agreement encompassing all but four states (Mississippi, Florida, Texas, and Minnesota) which had reached individual settlements prior to the adoption of the Master Settlement Agreement.

As part of the Master Settlement Agreement, states receive an annual payment from the tobacco industry as long as cigarettes are sold nationally. After bipartisan support for legislation to create a state question to amend the Oklahoma Constitution, voters in 2000 approved the creation of the Oklahoma Tobacco Settlement Endowment Trust, making Oklahoma the first state to protect its Master Settlement Agreement payments in a constitutional trust.

Seventy-five percent of each annual payment is deposited in the trust. Only the earnings are used each year, preserving the fund to provide grants and programs that improve health for generations to come. Each evidence-based initiative is designed to fight Oklahoma's two leading causes of preventable death - cancer and cardiovascular disease - by promoting healthy eating, physical activity and tobacco free lifestyles.

TSET Targeted Achievement Grants (TAG) programs strengthen local efforts to create healthier environments. Grants support evidence-based strategies that help communities increase access to physical activity, improve healthy food options and prevent youth tobacco use. TAG - Physical Activity grants are specifically aimed at supporting community-based group programs that encourage movement across all ages including fitness classes and recreation programs.

Norman's Adult Wellness and Education Center (AWE) was developed and constructed as part of the Norman Forward Quality of Life Initiative and opened on November 13, 2023. The goal of the AWE Center is to embody and provide programs under one roof, to improve the quality of life for all adults over 50 in the Norman community. A few of the programs include private training, group exercise classes, pickleball, drawing and painting, hand-built pottery, glazing pre-fired pottery, mixed media, floral design, healthy cooking class from beginner to advanced, and more. In addition to programs, there are events, such as movie nights, festivals, and seminars.

DISCUSSION:

Staff have received considerable feedback from transit riders and other members of the Norman senior community regarding public transportation to Norman's Adult Wellness and Education Center (AWE). After researching and discussing possible solutions with Council's Community Planning and Transportation Committee in June and August, staff suggested a pilot program for senior-focused transit service to specific health and wellness destinations here in Norman. The pilot program would be modeled and branded after the "EMBARK Well" program started by EMBARK in Oklahoma City in 2019, which seeks to help senior residents who struggle to access health and wellness services due to transportation challenges.

The suggested pilot program would be limited to one hundred seniors, 60 years of age and older, and would require those interested to fill out an application. The service would be available from 7am to 7pm on weekdays to four pre-determined locations: the Adult Wellness & Education Center, the Norman YMCA, the Cleveland County Wellness Center, and the Norman Regional Health Club. The pilot program would provide a maximum of three trips per week at no cost to the participants, which would need to be reserved one business day in advance, and would include round-trip transportation from the qualifying senior's residence to the closest wellness center for each trip. Please note that this is the current, proposed parameters of the pilot program and could be adjusted based on the grant, cost of the service provided, and other factors.

The annual cost of a pilot program as described above has been estimated at $100,000, and staff are seeking TSET TAG Physical Activity grant funding for a three year pilot program in a total amount of $300,000. The program does not require local match funding, but does consider local matching funds in the application approval process. Staff are not recommending any local matching funds at this time.

RECOMMENDATION:

Staff recommends approval of Resolution R-2526-71 requesting TSET grant funding for a pilot EMBARK Well transit program in Norman.

Resolution

R-2526-71

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING THE TOBACCO SETTLEMENT ENDOWMENT TRUST (TSET) CONSIDER THE CITY OF NORMAN'S SELECTED PROJECT FOR THE TARGETED ACHIEVEMENT GRANT: PHYSICAL ACTIVITY FUNDS.

§ 1. WHEREAS, Tobacco Settlement Endowment Trust's (TSET) Targeted Achievement Grant (TAG) Physical Activity funds have been made available to strengthen local efforts to create healthier environments; and

§ 2. WHEREAS, the Council of the City of Norman has selected a project to increase senior citizen wellness through the creation and implementation of an EMBARK Well program in the City of Norman; and

§ 3. WHEREAS, the project's annual estimate of expenses is $100,000 and the City of Norman is requesting $300,000 for a three-year pilot program; and

§ 4. WHEREAS, no City funds are committed by this action; and

§ 5. WHEREAS, it is in the best interest of the City of Norman to expedite the preparation and submission of an application for financial assistance from the TSET Targeted Achievement Grant: Physical Activity program.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 6. That the City Manager of the City of Norman, or his designee, is hereby authorized and directed to sign an application and related documentation necessary to file and process a grant application through the TSET Targeted Achievement Grant: Physical Activity on behalf of the City of Norman; and

§ 7. That the Tobacco Settlement Endowment Trust is hereby requested to consider this project as a candidate for Targeted Achievement Grant Physical Activity funding for approval.

PASSED AND ADOPTED this 28th day of October, 2025.

_____
Mayor, Stephen T. Holman

ATTEST:

_____
City Clerk

File Attachments for Item:

37. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-72: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, GIVING THE SECRETARY OF THE CLEVELAND COUNTY ELECTION BOARD NOTICE OF 2026 MUNICIPAL AND MUNICIPAL RUNOFF ELECTIONS.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Brenda Hall, City Clerk

PRESENTER: Brenda Hall, City Clerk

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-72: A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, GIVING THE SECRETARY OF THE CLEVELAND COUNTY ELECTION BOARD NOTICE OF 2026 MUNICIPAL AND MUNICIPAL RUNOFF ELECTIONS.

Resolution

R-2526-72

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, GIVING THE SECRETARY OF THE CLEVELAND COUNTY ELECTION BOARD NOTICE OF 2026 MUNICIPAL AND MUNICIPAL RUNOFF ELECTIONS.

§ 1. WHEREAS, Title 26 of the Oklahoma Statutes, §13-102, requires Notice of Election be filed with the Secretary of the Cleveland County Election Board by Resolution of the City Council no fewer than fifteen (15) days before the filing period begins; and

§ 2. WHEREAS, Article II, Section 5, of the Charter of the City of Norman requires that City Council adopt a resolution each year to designate a date for a non-partisan Municipal Election for the election of officers, such election will be held on Tuesday, February 10, 2026; and

§ 3. WHEREAS, a filing period shall be opened by the Cleveland County Election Board beginning at 8:00 a.m. on Monday, December 1, 2025, and ending at 5:00 p.m. on Wednesday, December 3, 2025; and

§ 4. WHEREAS, Article II, Section 6, of the Charter of the City of Norman requires that City Council adopt a resolution each year to designate a date for a non-partisan Municipal Runoff Election for the election of officers, such election will be held on April 7, 2026, subject to the provisions for the ipso facto election of an officer in the Municipal Election found in Article II, Section 17; and

§ 5. WHEREAS, said elections aforementioned in Sections 2 and 4 shall be held to elect the Councilmembers filling Ward position numbers two (2), four (4), six (6) and eight (8), for terms of two (2) years and Ward position numbers three (3) and five (5) from the date of certification to July 6th, 2027; and

§ 6. WHEREAS, each candidate must be a registered voter of the City of Norman for six (6) months prior to the date of the Municipal election and in the case of Ward City Councilmembers, a candidate must reside in the ward from which they seek election on the date of filing.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 7. That notice be given of the 2026 Municipal and Municipal Runoff Elections by transmittal of this Resolution to the Secretary of the Cleveland County Election Board.

PASSED AND ADOPTED this 28th day of October, 2025.

ATTEST: _____ Mayor

_____
City Clerk

File Attachments for Item:

38. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-74: REQUESTING TOBACCO SETTLEMENT ENDOWMENT TRUST (TSET) BUILT ENVIRONMENT GRANT PROGRAM FUNDING FOR THE DESIGN OF ONE MILE OF MULTI-MODAL PATH ALONG THE NORTH SIDE OF STATE HIGHWAY 9 BETWEEN 84TH AVENUE SE AND 96TH AVENUE SE.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: David Riesland, Transportation Engineer

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

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF RESOLUTION R-2526-74: REQUESTING TOBACCO SETTLEMENT ENDOWMENT TRUST (TSET) BUILT ENVIRONMENT GRANT PROGRAM FUNDING FOR THE DESIGN OF ONE MILE OF MULTI-MODAL PATH ALONG THE NORTH SIDE OF STATE HIGHWAY 9 BETWEEN 84TH AVENUE SE AND 96TH AVENUE SE.

BACKGROUND:

Between 1994 and 1998, Attorneys General from all fifty U.S. States, including Oklahoma in 1996, had filed various lawsuits against the major manufacturers of tobacco products for predatory marketing and egregious efforts to normalize smoking despite known health risks. Due to the nationwide nature of the suit a ‘global settlement agreement’ was proposed and resulted in the Master Settlement Agreement encompassing all but four states (Mississippi, Florida, Texas, and Minnesota) which had reached individual settlements prior to the adoption of the Master Settlement Agreement.

As part of the Master Settlement Agreement, states receive an annual payment from the tobacco industry as long as cigarettes are sold nationally. After bipartisan support for legislation to create a state question to amend the Oklahoma Constitution, voters in 2000 approved the creation of the Oklahoma Tobacco Settlement Endowment Trust (TSET), making Oklahoma the first state to protect its Master Settlement Agreement payments in a constitutional trust.

Seventy-five percent of each annual payment is deposited in the trust. Only the earnings are used each year, preserving the fund to provide grants and programs that improve health for generations to come. Each evidence-based initiative is designed to fight Oklahoma's two leading causes of preventable death - cancer and cardiovascular disease - by promoting healthy eating, physical activity and tobacco free lifestyles.

TSET Built Environment Grants (BEG) program supports infrastructure projects that promote physical activity and nutrition, including planning and development of park/trail systems, enhancements to downtown spaces, and construction or renovation of sidewalks, playgrounds, and farmers markets. Grants support evidence-based strategies that help communities increase access to physical activity, improve healthy food options and prevent youth tobacco

use. BEG grants are specifically aimed at supporting community-based group programs that encourage movement across all ages including fitness classes and recreation programs.

DISCUSSION:

Staff, with concurrence from the Norman City Council, have pursued the extension of the multi-modal path along the north side of State Highway 9 beginning at 24th Avenue SE, eventually reaching Clear Bay at Lake Thunderbird State Park near 132nd Avenue East. To date, the multi-modal path is completed to 48th Avenue SE. The next two miles of multi-modal path are scheduled to be let for construction by the Oklahoma Department of Transportation in November 2025. This would extend the multi-modal path to 72nd Avenue SE. Staff currently have the mile of multi-modal path between 72nd Avenue SE and 84th Avenue SE under design with a potential letting in late summer or early fall of 2026.

The expected cost to design the one mile of multi-modal path along the north side of State Highway 9 between 84th Avenue SE and 96th Avenue SE is expected to be $150,000 which equates to the maximum allowed for the BEG. As such, Staff is seeking this maximum amount and are not recommending any local matching funds at this time.

RECOMMENDATION:

Staff recommends approval of Resolution No. R-2526-74 requesting TSET grant funding for the design of one mile of multi-modal path along the north side of State Highway 9 between 84th Avenue SE and 96th Avenue SE in Norman.

R-2526-74

A RESOLUTION OF THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA, REQUESTING THE TOBACCO SETTLEMENT ENDOWMENT TRUST (TSET) CONSIDER THE CITY OF NORMAN'S PROJECT TO DESIGN ONE MILE OF MULTI-MODAL PATH ALONG THE NORTH SIDE OF STATE HIGHWAY 9 BETWEEN 84TH AVENUE SE AND 96TH AVENUE SE FOR THE BUILT ENVIRONMENT GRANTS.

§ 1. WHEREAS, Tobacco Settlement Endowment Trust's (TSET) Built Environment Grants have been made available to strengthen local efforts to create healthier environments; and

§ 2. WHEREAS, the Council of the City of Norman has selected a project to design one mile of multi-modal path along the north side of State Highway 9 between 84th Avenue SE and 96th Avenue SE; and

§ 3. WHEREAS, the City of Norman is requesting a $150,000 Planning Grant for the consultant services necessary to prepare proper construction plans; and

§ 4. WHEREAS, no City funds are committed by this action; and

§ 5. WHEREAS, it is in the best interest of the City of Norman to expedite the preparation and submission of an application for financial assistance from the TSET Built Environment Grants;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 6. That the City Manager of the City of Norman, or his designee, is hereby authorized and directed to sign an application and related documentation necessary to file and process a grant application through the TSET Built Environment Grant on behalf of the City of Norman; and

§ 7. That the Tobacco Settlement Endowment Trust is hereby requested to consider this project as a candidate for the Built Environment Grant funding for approval.

PASSED AND ADOPTED this ___ day of _____, 2025.

_____
Mayor

ATTEST:

_____
City Clerk

File Attachments for Item:

39. 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)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Fellers Snider Blankenship Bailey & Tippens, P.C.

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: 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/REPRESENTATIVE	Fellers Snider Blankenship Bailey & Tippens, P.C.
LOCATION	North of Etowah Road on 72nd Ave SE
WARD	5
CORE AREA	No
REQUESTED ACTION	Special Use for a Public Utility (Electric Substation)
LAND USE PLAN DESIGNATION	Country Residential
GROWTH AREA DESIGNATION	Country Residential Area

BACKGROUND:

Fellers Snider Blankenship Bailey & Tippens, P.C., on behalf of the Applicant, is requesting Special Use for a Public Utility to allow for the development of an electric substation for Western Farmers Electric Cooperative. The base zoning of A-2, Rural Agricultural District, will remain.

The property contains approximately 98.3 acres with the Special Use project area to be 2.75 acres in size; see attached Site Plan.

In April of 2017, Planning staff was directed to update/amend the existing Zoning Ordinance to establish a policy for all municipal projects and public utilities to properly zone the proposed development with a Special Use request. In order for the City to have the greatest flexibility to locate municipal projects and other public facilities in appropriate locations throughout the City, staff prepared a Zoning Code amendment that allows "municipal uses, public buildings and public utilities" in all zoning districts as a Special Use.

The Special Use designation provides Planning Commission and City Council the opportunity to ensure municipal uses, public buildings, and public utilities are properly located and approved with special conditions if deemed appropriate that provide protection for surrounding property owners. This provides staff the opportunity to present the project for approval and notify the public of such developments.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING:
This request does not involve a preliminary plat or land use plan amendment and is not required to go before the Greenbelt Commission.

PRE-DEVELOPMENT: PD24-15, October 24, 2024
A neighbor posed the question of the appropriateness for a substation on land zoned A-2, Rural Agriculture. The applicant responded citing the special use permit allowance for public utilities. Concerns were raised that the project area encroaches on a neighbor's property. The applicant stated they would provide the survey documents to confirm the boundaries. Another attendee expressed concern the project area is approximately 75' from their home. The applicant responded stating that the actual location of the substation within the 2.75 acres was not finalized. Another attendee inquired if the project was in accordance with FERC, Federal Energy Regulatory Commission. The applicant did not know this information. Additional questions on drainage, noise, and obstruction were posed. The applicant was unable to answer these questions. The applicant representative and attendees agreed to another meeting either through the City or privately. The City is not aware if or when this second meeting occurred.

BOARD OF PARKS COMMISSIONERS:
This application does not include residential uses or a preliminary plat and is therefore not required to go before the Board of Parks Commissioners.

ZONING ORDINANCE CITATION:
A Special Use request shall be reviewed and evaluated on the following criteria according to Sec. 36-560, Special Uses:

1. Conformance with applicable regulations and standards established by the Zoning Regulations.

2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.

3. Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site by a permitted use. (NOTE: Throughout this Section, "Permitted Use" means any use authorized as a matter of right under the applicable zoning district.)

4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.

5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed "Special Use" and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.

6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed "Special Use" with existing or permitted uses in the surrounding area.

STAFF ANALYSIS:

Except for raising livestock, the subject property is vacant. The area surrounding the subject property is generally used for single-family residential and agricultural purposes. There is a single-family home to the north of the proposed substation. The closest point of the substation is located around 62' from the north property line and 107' from the existing single family home on the property to the north.

SITE PLAN/ACCESS:

The proposed Site Development Plan shows two new access points off 72nd Ave SE. The proposed driveways measure 25' in width and 95' in width. The substation will be surrounded by a perimeter fence with five 30' removable guards for gates. An oil containment system is to be located outside of the fenced project area on the eastern boundary of the site.

LIGHTING:

All exterior lighting shall be installed in conformance with the City of Norman's Commercial Outdoor Lighting Standards (Section 36-549), as amended from time to time.

EXISTING ZONING:

The allowable uses for properties zoned A-2, Rural Agriculture typically include single-family dwellings, the raising of farm animals, and the growing of crops. Special Use may be granted by City Council for a Public Utility.

ALTERNATIVES/ISSUES:

IMPACTS: The proposed use is an electric substation. This use will generate little traffic in the area. It is anticipated the City's streets have available capacity to accommodate any slight increase in demand the project may generate.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW: Items regarding fire/building codes will be considered at the building permit stage.

PUBLIC WORKS/ENGINEERING: No comments from the City Public Works Department.

TRAFFIC ENGINEER: Staff have reviewed the proposed access to the site and have no comments relative to traffic safety.

UTILITIES: No comments from the City Utilities Department.

CONCLUSION:
Staff forwards this request for Special Use for a Public Utility with Ordinance O-2425-15 to the for consideration by City Council.

PLANNING COMMISSION RESULTS: At their meeting of November 14, 2024, Planning Commission declined to recommended adoption of Ordinance No. O-2425-15 by a vote of 0-7.

COUNCIL POSTPONEMENT: On January 23, 2025, Mr. Joe Krodel, legal representative of the Applicant requested to postpone Ordinance O-2425-15 until February 25, 2025.

CITY COUNCIL MEETING, FEBRUARY 25, 2025: The property at issue is the subject of a eminent domain dispute that has been pending in Cleveland County District Court. As of February 25, 2025, the property owner defendants in that eminent domain case had filed a Exception to the Commissioner's Report challenging the Applicant's right to proceed with eminent domain against the property, a claim which could potentially result in a loss of possession by WFEC. At the February 25, 2025 City Council meeting, Council voted 6-2 to postpone the item "until District Court has made its decision on this case on possession." On June 23, 2025 the Cleveland County District Court held a hearing on the filed exception. Thereafter the parties filed additional briefs. On July 23, 2025, the court overruled the exception, allowing WFEC's eminent domain action to proceed. Please see the attached letter from Mr. Krodel outlining the Court's decision. Based on this record, Applicant's legal representative has requested that this item be placed on the October 28, 2025, City Council agenda for consideration.

O-2425-15

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)

§ 1. WHEREAS, Fellers Snider Blankenship Bailey & Tippens, P.C. has made application to have Special Use for Public Utility on the property described below in the A-2, Rural Agricultural District; and

§ 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing on November 14, 2024 as required by law, considered the same and declined to recommend that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and

§ 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 4. That Section 36-201 of the Code of the City of Norman, Oklahoma, is hereby amended so as to grant Special Use for Public Utility in the A-2, Rural Agricultural District, for the following described property, to wit:

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, described as follows:
Beginning at the Northeast corner of said SE/4, a Mag-nail with washer bearing the inscription "CA 6391 ";
Thence S00°27'13" on the East line of said SE/4, 300,000 feet to a Mag-nail with washer stamped "CPLSN CA 8035";

Thence N89°58'04"W parallel with the North line of said SE/4, 400.00 feet to a #3 rebar with cap bearing the inscription "CPLSN CA 8035";
Thence N00°27'13"W parallel with the East line of said SE/4, 300.00 feet to the North line thereof and a #3 rebar bearing the inscription "CPLSN CA 8035";
Thence S89°58'04"E on said North line, 400.00 feet to the Point of Beginning, containing 120,000 square feet or 2.75 Acres, more or less.
The datum for this description is Grid North, NAD83, Oklahoma South Zone with the basis of bearing being the East line of the SE/ 4 of Section 19 taken to bear S00°27'13"E as measured between recovered PLSS corner monuments.

Said tract contains 2.75 acres more or less.

§ 5. Further, pursuant to the provisions of Section 36-560 of the Code of the City of Norman, as amended, the following conditions are hereby attached to the zoning of the tract:

a. The site shall be developed in accordance with the Site Plan, and supporting documentation, which are made a part hereof.

§ 6. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

ADOPTED this _____ day of

_____, 2025.

_____
(Mayor)

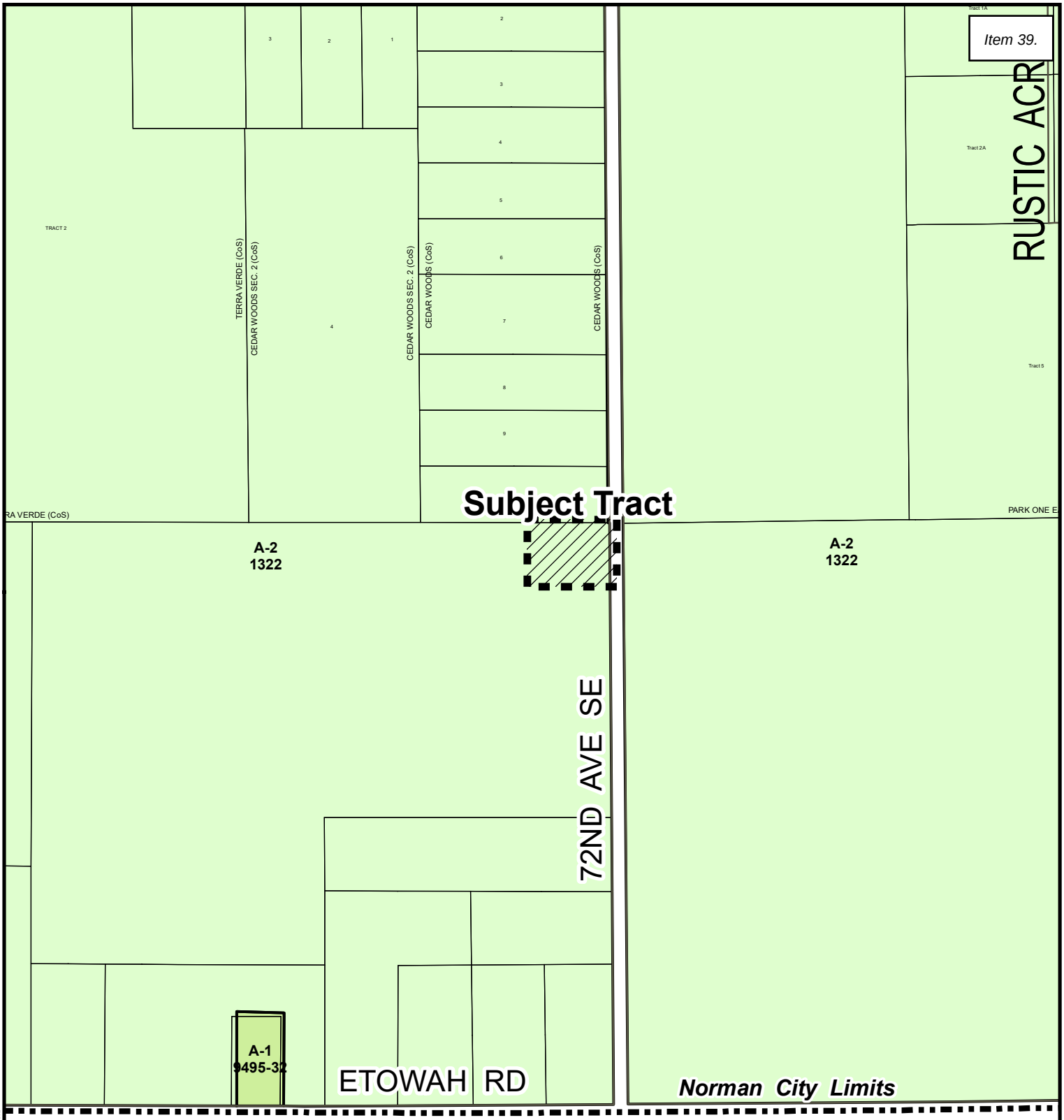
NOT ADOPTED this _____day of

_____, 2025.

_____
(Mayor)

ATTEST:

_____
(City Clerk)



Location Map

Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.

N W E S

October 14, 2024

0 300 600 Ft.

Subject Tract

Zoning

\\corvallis\city\departments\GIS\ArcGIS10.MapTemplates\8x11_LocationMapArcMap10.mxd

GENERAL NOTES

1. CONTRACTOR SHALL PERFORM A ONE CALL PRIOR TO EARTH DISTRUBING ACTIVITIES.
2. STRIPPING OF ALL SUBGRADES TO A DEPTH REQUIRED TO REMOVE ALL VEGETATION AND ROOTS BUT NO LESS THAN 6". STRIPPING SHALL EXTEND 5' BEYOND LIMITS OF CONSTRUCTION BUT NOT PROPERTY LIMITS. ALL MATERIAL OBTAINED FROM STRIPPING OPERATIONS SHALL BE SPREAD ON THE SURFACE OF CUT SLOPES AND FILLS OR OTHERWISE DISPOSED WHEN APPROVED BY PROJECT ENGINEER.
3. ADEQUATE STORM WATER DRAINAGE IS TO BE MAINTAINED DURING ALL PHASES OF CONSTRUCTION.
4. CONTRACTOR EQUIPMENT AND/OR PERSONNEL SHALL NOT TRESPASS ONTO ADJACENT PROPERTIES.
5. ENSURE THAT 8" OF 1-1/2" CRUSHER IS PLACED ABOVE ALL 4/0 GROUND GRID.
6. ALL DEFINEABLE FEATURES OF WORK WILL BE INCLUDED IN THE APPROPRIATE BID UNIT.
7. ALL FIELD DIMENSIONS ARE APPROXIMATE AND MUST BE VERIFIED BY CONTRACTOR.
8. OIL CONTAINMENT PAD INSTALLATION TO BE COMPLETED BY OTHERS AND TO INCLUDE GRADING, SURFACING AND SITE ADJUSTMENTS IN SEPARATE WORK ORDER.
9. PROPOSED EQUIPMENT NOT SHOWN FOR CLARITY AND WILL REMAIN DE-ENERGIZED UNTIL NEW TRANSMISSION LINES ARE IN SERVICE.
10. ALL WORK WITHIN STATUTORY RIGHT-OF-WAY MUST BE COORDINATED WITH APPLICABLE GOVERNMENT ENTITY.
11. SODDING AND VEGETATION ESTABLISHMENT TO BE COMPLETED BY OTHERS. CONTRACTOR IS RESPONSIBLE FOR VEGETATION MANAGEMENT DURING PROJECT DURATION.
12. BOLLARD INSTALLATION WILL NOT COMMENCE UNTIL UTILITY LOCATION AND DEPTH HAVE BEEN CONFIRMED. BOLLARD LOCATION TO BE ADJUSTED AS NECESSARY TO AVOID CONFLICTS.

ROCK MATERIAL

1. APPLY MATERIAL TO THE LIMITS AND DEPTHS OF THE AREAS SPECIFIED ON THE PLANS. ROCK MATERIAL MUST BE PLACED UNDER ALL BUS STRUCTURES, STANDS AND BUSWORK PRIOR TO ENERGIZATION.
2. AGGREGATE TO BE DEPOSITED IN LAYERS OF 4" AND EACH LAYER THOROUGHLY WETTED AND COMPACTED WITH A VIBRATORY ROLLER.
3. ROCK SURFACE MATERIAL TO BE MADE OF CRUSHER RUN AGGREGATE CONSISTING OF ROCK OR GRAVEL WITH 100% PASING OF 1 1/2" SEIVE AND LESS THAN 10% PASSING THE 3/8" SEIVE.
4. WHEN SPECIFIED ROCK SURFACE MATERIAL TO BE MADE OF SCREENING AGGREGATE CONSISTING OF ROCK OR GRAVEL WITH 100% PASSING OF 3/4" SEIVE, 90%-100% PASING 1/2" SEIVE AND 0%-5% PASSING 3/8" SEIVE.
5. NO LESS THAN 8" OF ROCK SURFACING MATERIAL SHALL BE PLACED IN TOTAL. IN THE EVENT SITE SOILS
6. RIPRAP MATERIAL TO BE MADE OF LARGE AGGREGATE WITH A MINIMUM SIZE OF 2" AND MAXIMUM SIZE OF 4" MEETING OKLAHOMA DEPARTMENT OF TRANSPORTATION CONSTRUCTION SPECIFICATION 713 FOR TYPE I STONE.
7. FILTER BLANKET MATERIAL TO BE MADE OF GRADED AGGREGATE MEETING OKLAHOMA DEPARTMENT OF TRANSPORTATION CONSTRUCTION SPECIFICATION 713:4 FOR A SINGLE COURSE FILTER BLANKET.

CULVERTS

1. SUBGRADE FOR DRIVEWAYS, PARKING AREAS AND PAD OF FOUNDATION MUST BE COMPACTED TO 95% OF THE MAXIMUM DRY DENSITY.
2. ALL OTHER SUBGRADES FOR FENCE, DITCHES AND OTHER AREAS MUST BE COMPACTED TO 90% OF THE MAXIMUM DRY DENSITY.
3. UNDISTURBED GRADES DO NOT REQUIRE COMPACTING EFFORT.
4. AGREGATE INCORPORATED INTO PROJEC, SUCH AS PARKING AREAS AND DRIVEWAYS, SHALL BE COMPACTED TO 95% OF THE STANDARD DENSITY.

SITE DRAINAGE

1. PERMANENT POSITIVE DRAINAGE TO BE PROVIDED AROUND PERIMETER OF FOUNDATIONS TO MINIMIZE MOISTURE INFILTRATION INTO THE SUBGRADE OR CONCRETE COVER OF FOUNDATION.
2. WATER NOT PERMITTED TO IMPOUND ADJACENT TO STRUCTURES OR FOUNDATIONS.
3. RUNOFF FROM ROOFS TO BE COLLECTED IN GUTTERS AND DRAINS. OUTLETS FROM DOWNSPOUTS TO BE SURFACED WITH AGGREGATE TO PREVEN WASHOUT. ROOF DRAINS AND DOWNSPOUTS MUST DISCHARGE AWAY FROM STRUCTURE WITH OUTLET A MINIMUM CLEARANCE AWAY FROM STRUCTURE.
4. GROUNDWATER WAS NOT ENCOUNTERED DURING SUBSURFACE EXPLORATION. DUE TO SEASONAL CHANGES IN GROUNDWATER THE PATH AND DEPTHS WILL FLUCTUATE WITH THE HIGHEST LEVEL OCCURING IN EARLY SPRING AND LOWEST LEVELS IN SUMMER. CONTRACTOR IS RESPONSIBLE FOR OBSERVING GROUNDWATER SEEPAGE IN EXCAVATIONS TO ADJUST CONSTRUCTION OR INSTALLATION AS NECESSARY.

SUBGRADE PREPARATION

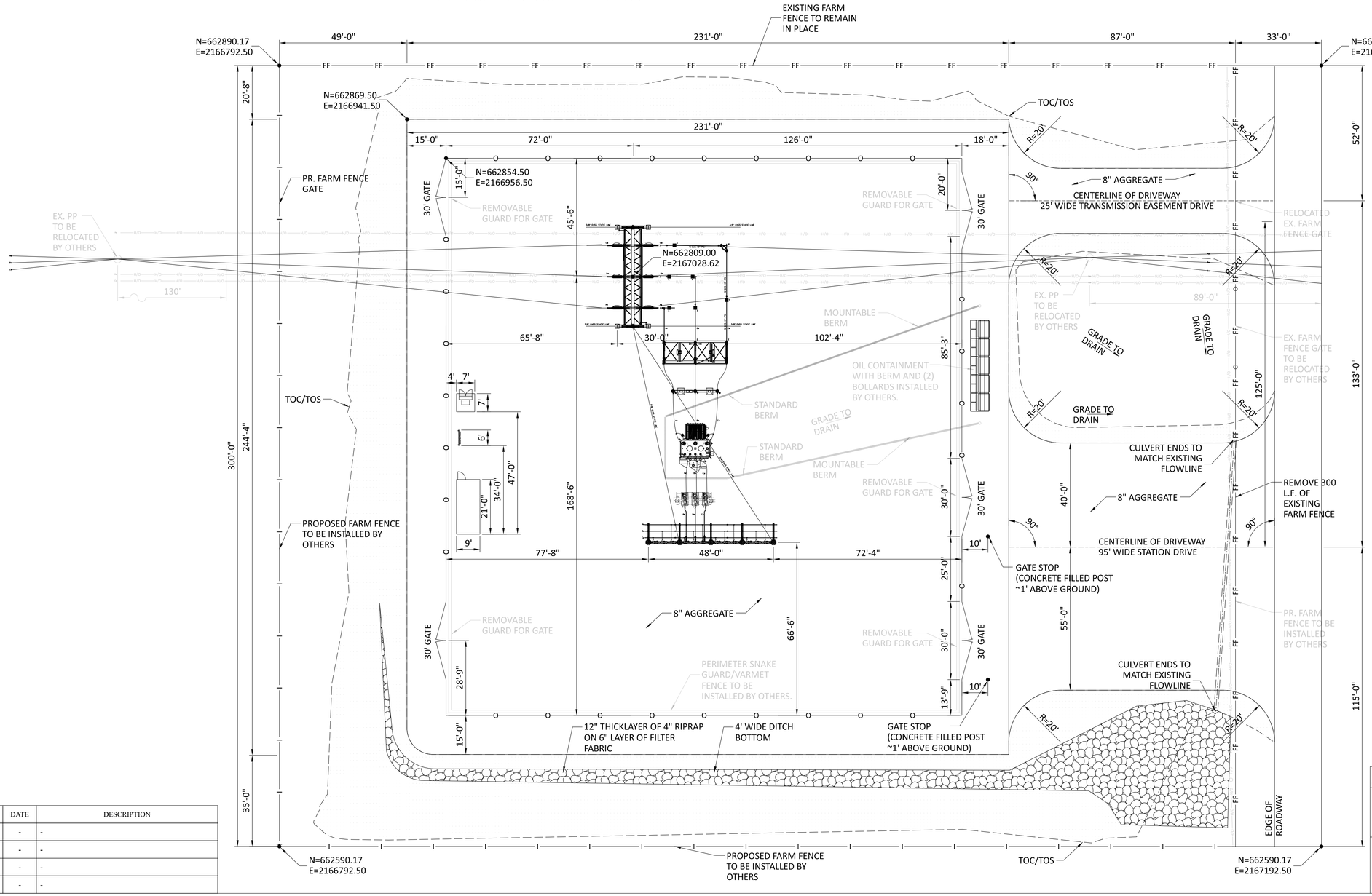
1. SUBGRADE FOR DRIVEWAYS, PARKING AREAS AND PAD OF FOUNDATION MUST BE COMPACTED TO 95% OF THE MAXIMUM DRY DENSITY.
2. ALL OTHER SUBGRADES FOR FENCE, DITCHES AND OTHER AREAS MUST BE COMPACTED TO 90% OF THE MAXIMUM DRY DENSITY.
3. UNDISTURBED GRADES DO NOT REQUIRE COMPACTING EFFORT.
4. AGREGATE INCORPORATED INTO PROJEC, SUCH AS PARKING AREAS AND DRIVEWAYS, SHALL BE COMPACTED TO 95% OF THE STANDARD DENSITY.

FOUNDATIONS

1. FOUNDATIONS, SLABS AND FOOTINGS SHALL BE INSTALLED AS SHOWN ON DRAWINGS AND IN CONFORMANCE WITH SPECIFICATIONS. REFERENCE FOUNDATION INFORMATION SHEET.
2. FINISH SOIL GRADE AROUND COMPLETE PIER TO BE SLOPED TO DRAIN WATER AWAY FROM FOOTING, PIER AND/OR FOUNDATIONS. EXCESS SOIL TO BE REMOVED.

FENCE

1. ALL POST SHALL BE SET PLUMB AND TO REQUIRED DEPTH PER THE PLANS.
2. EXTENSION ARMS ARE TO BE INSTALLED WITH 45 DEGEE PROJECTION AWAY FROM SUBSTATION AT A UNIFORM HEIGHT TO ALLOW SLIPPAGE OF THE TOP RAIL WITHOUT BINDING OR DISTORTION. ANY POST WITHOUT EXTENSION ARM WILL BE FITTED WITH A DOMED CAP.
3. TOP RAIL MUST PASS THROUGH EACH EXTENSION ARM OR POST TOP AND FORM A CONTINUOUS BRACE FROM END TO END OF FENCE. FASTENING IS TO BE PER THE SPECIFICATIONS AND PLANS.
4. BRACING SHALL BE INSTALLED IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS AND PROPER FABRIC STRETCHING WITHOUT POST PULL BACK. ALL FABRIC TERMINATIONS SHALL BE BRACED BETWEEN THE TERMINAL POST AND ADJACENT LINE POSTS.
5. BOTTOM OF FENCE FABRIC SHALL BE INSTALLED LEVEL TO GROUND AND TOUCHING FINISH GRADE SURFACING (TOP OF CRUSHED ROCK SURFACE). FABRIC WIL BE FASTENED TO TERMINATION POST ON 14" CENTERS WITH A STRETCHER BAR. FABRIC WILL BE FASTENED TO TOP RAIL AND LINE POSTS AT 24" AND 14" INTERVALS.



LEGEND

- PAD
- RIP RAP
- AGGREGATE SURFACING
- SODDING/SEEDING
- EXISTING FENCE
- PROPOSED FENCE
- EXISTING FARM FENCE — FF —
- PROPOSED FARM FENCE — I —

DEFINABLE FEATURES OF WORK-INSTALLATION PHASE			
#	DESCRIPTION	UNITS	TOTAL
1	PAD INSTALLATION (8" OF 1-1/2" CRUSHER RUN. TYPE A3 ROCK)	S.Y.	7,918
2	SOLID SLAB SODDING/SEEDING	S.Y.	1,993
3	CHAINLINK FENCE INSTALLATION	L.F.	674
4	CHAINLINK FENCE GATE (30' WIDE)	EA.	5
5	FINE GRADING	S.Y.	7,623
6	GRADING CUT	C.Y.	4,663
7	GRADING FILL	C.Y.	4,302
8	GRADING EXPORT	C.Y.	362
9	GRADING IMPORT	C.Y.	0
10	TOP SOIL STRIPPED	C.Y.	5,618
11	TOP SOIL FILL	C.Y.	1,747
12	TOP SOIL EXPORT	C.Y.	3,872
13	RIPRAP	TON	144
14	FILTER BLANKET	TON	58
15	SITE CLEARING	AC	2.48
16	24" CGMP W/CETS	L.F.	130
17	SNAKE GUARD/VARMET FENCE	L.F.	658
18	OIL CONTAINMENT UNITS	EA.	5

NOTE:

1. EXISTING FARM FENCE REMOVAL TO BE INCLUDED IN WORK ORDER NO. 8600. WORK IS TO INCLUDE THE REMOVAL OF EXISTING FARM FENCE GATE, BRACE POSTS AND HARDWARE. EXISTING FARM FENCE GATE AND HARDWARE ARE PROPERTY OF WFEC. ALL OTHER MATERIALS INCLUDING EXISTING FARM FENCE ARE THE PROPERTY OF THE CONTRACTOR AND MAY BE DISPOSED OF AFTER REMOVAL. CONTRACTOR WILL STORE ONSITE ALL WFEC RECLAIMED MATERIALS. RECLAIMED MATERIALS WILL BE INSTALLED BY OTHERS.

MARK	DATE	DESCRIPTION
-	-	-
-	-	-
-	-	-
-	-	-

WESTERN FARMERS ELECTRIC COOPERATIVE
ANADARKO, OKLAHOMA 73005 P.O. BOX 429

MAXWELL SUBSTATION
-
SITE PLAN

SCALE 1" =20'

COUNTY CLEVELAND | SEC. 18 | STATE OK | T-8-N | R-1-W

APPROVED FOR CONSTRUCTION

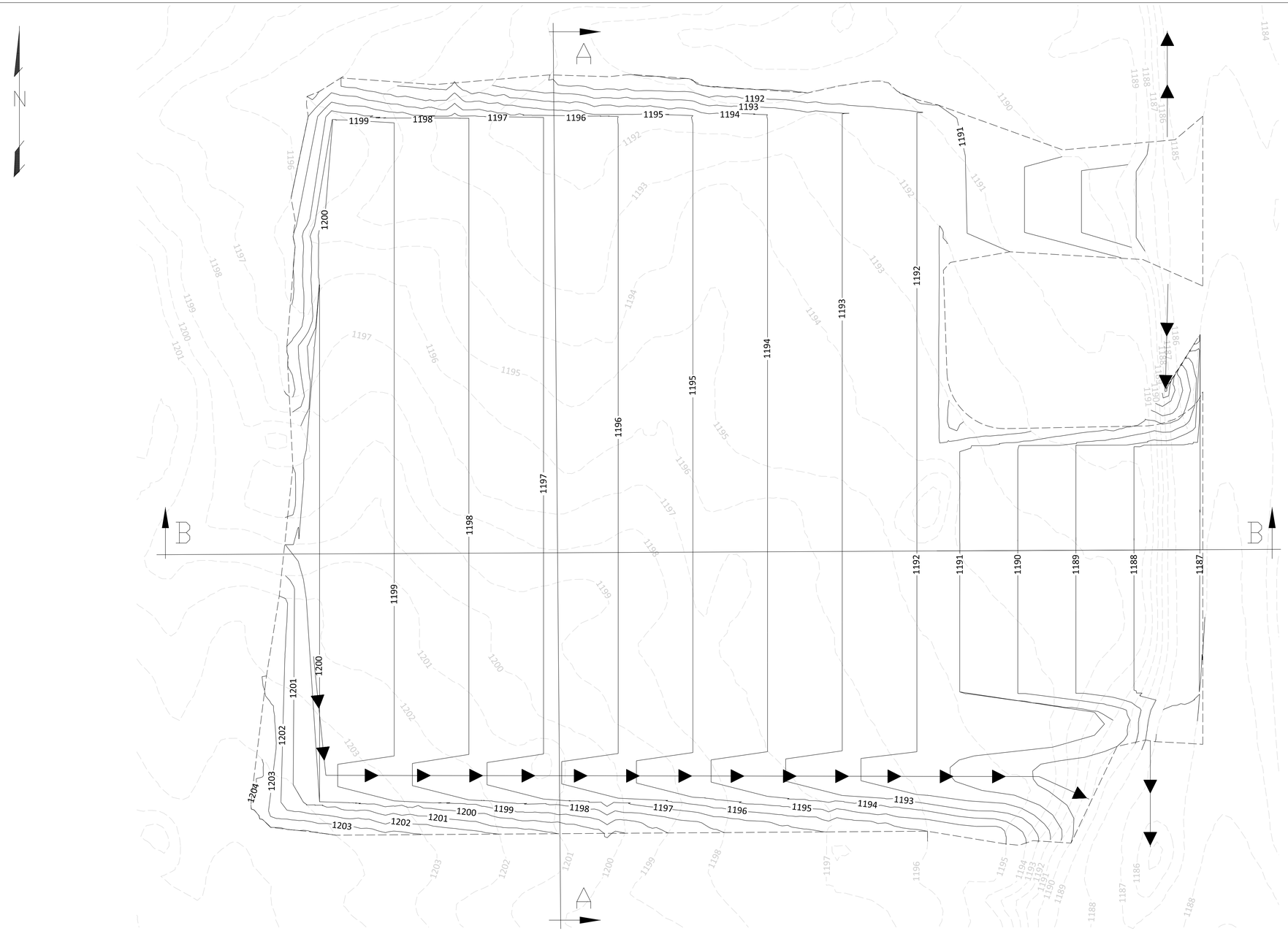
SIGNATURE DATE

DRAWN J. COCHRAN	DATE 10-9-24	PROJECT MANAGER A. HENAGE	DATE TBD	
CIVIL ENGINEER C. YEAGER	DATE 10-9-24	ENGINEERING MANAGER T. GOUCHER	TBD	
ELECTRICAL ENGINEER C. MOSTIERO	TBD			
CONTROLS ENGINEER TBD	TBD			

WORK ORDER NUMBER **8600**

SHEET C1

905



BIDDING INFORMATION			
BID UNIT	DESCRIPTION	UNIT	QUANTITY
M-1	SITE PREPARATION	ACRE	2.48
M-1-GRASS	SODDING	ACRE	0.42
M-1-A3	1-1/2" CRUSHER ROCK	TON	2,970
M-1-A6	RIPRAP	TON	144
M-1-A7	FILTER BLANKET	TON	58
M-1-C	UNCLASSIFIED EXCAVATION	LOT	1.00
M-1-F	UNCLASSIFIED FILL	LOT	1.00
N-1	84" CHAINLINK FENCE WITH SECURITY WIRE	LF	674
N-2-30	30' GATE	EA	5
M-1-CMP	CULVERTS	LF	130

GENERAL NOTES

1. ALL SUBGRADE ELEVATIONS TO MATCH GRADING PLAN WITH LIMITS OF GRADING TO MATCH EXISTING ELEVATIONS.
2. CONTRACTOR SHALL CONTROL THE FINISHED GRADE OPERATION USING A LEVEL AND PREDETERMINED BENCHMARKS.
3. FINAL GRADE ON PLANS MAY BE CHANGED AS NEEDED BY THE PROJECT ENGINEER. WHEN TOP OF FINAL GRADE OR SUBGRADE ELEVATIONS CHANGE THE TOP OF FOUNDATION ELEVATIONS MUST BE CHANGED ACCORDINGLY.
4. FLOWINE LOCATION IS APPROXIMATE AND POSITIVE SITE DRAINAGE AND RUNOFF IS THE RESPONSIBILITY OF THE CONTRACTOR.
5. SEE SHEET C3 THRU C5 FOR TYPICAL SECTIONS.
6. FLOWLINE LOCATION IS APPROXIMATE AND SITE DRAINAGE IS THE RESPONSIBILITY OF THE CONTRACTOR.
7. LIMITS OF GRADING ARE TO MATCH EXISTING ELEVATIONS.

FILL MATERIAL

1. ALL FILL MATERIAL N STRUCTURES AREAS, INCLUDING UTILITY BACKFILL, MUST BE PLACED IN CONTINUOUS, HORIZONTAL LIFTS HAVING A MAXIMUM PRE-COMPACTED THICKNESS OF 9" WHEN CONSOLIDATED WITH HEAVY EQUIPMENT. FILL MATERIAL CONSOLIDATED WITH HAND-HELD OR LIGHT EQUIPMENT IS LIMITED TO PRE-COMPACTED THICKNESS OF 6".
2. ALL AGGREGATE BASE MATERIAL MUST BE PLACED IN CONTINUOUS, HORIZONTAL LIFTS HAVING A PRE-COMPACTED THICKNESS OF 6".
3. ALL LIFTS MUST BE COMPACTED TO AT LEAST 95% OF THE MAXIMUM DRY DENSITY AND WITHIN +/- 2% OF THE OPTIMUM MOISTURE CONTENT.
4. MINIMUM OF 2 FIELD TESTS PER LIFT FOR EACH 2,000 SF AREA OF FENCED ELECTRICAL EQUIPMENT. TEST WILL BE CONDUCTED TO DETERMINE IN-PLACE DENSITY AND MOISTURE CONTENT USING SAND CONE, RUBBER BALLON OR NUCLEAR DENSITY GAUGE TEST IN ACCORDANCE WITH APPROPRIATE ASTM SPECIFICATION.
5. EXCAVATION ARE TO BE PROTECTED FROM STANDING WATER AND RUNOFF BY GRADING, DRAINAGE CHANNELS, PUMPS, PROTECTIVE BERMS COVERS OR BY ANYOTHER METHOD APPROVED BY PROJECT ENGINEER.
6. ENGINEERED FILL WILL CONSIST OF APPROVED MATERIAL FREE OF ORGANIC MATTER AND DEBRIS, EXHIBIT MAXIMUM PLASTIC INDEX (PI) OF 18, MAXIMUM LIQUID LIMIT OF 40 AND CONTAINS AT LEAST 15% FINES (MATERIAL PASSING NO. 200 SEIVE, BASED ON DRY WEIGHT) WITH A MAXIMUM ROCK SIZE OF 3".

OVER EXCAVATION

1. EXCAVATION BEYOND THE SPECIFIED NEAT LINES AND GRADES SHALL BE CORRCTED BY FILLING IN THE RESULTING VOIDS WITH EARTH FILL COMPACTED TO SPECIFICATION. WHEN SUBGRADE IS TO SUPPORT ROCK MATERIAL WITH DIRECT CONTACT, NOT SEPARATED BY GEOTEXTILE, THE VOIDS MAY BE FILLED WITH CRUCHED STONE IN ACCORDANCE WITH THE APPROPRIATE SPECIFICATION FOR CRUSHED ROCK.
2. CONTRACTOR SHALL NOT CORRECT OVEREXCAVATION OF PIERS AND ENTIRE EXCAVATION IS TO BE FILLED WITH CONCRETE.

WASTE MATERIAL

1. WASTER MATERIAL SHALL INCLUDE MATERIALS FROM THE EXCAVATION NOT SUITABLE OR REQUIRED FOR EARTHFILL OR EXCAVATION BACKFILL. ALL WASTE MATERIALS SHALL BE DISPOSED OF BY THE CONTRACTOR.

TESTING

1. CONTRACTOR SHALL PERFORM TESTS ON SOIL AND FINISH GRADE MATERIAL USING AN INDEPENDENT TESTING LABORATORY. SELECTION OF INDEPENDENT TESTING LABORATORY SHALL BE SUBMITTED FOR CONCURRENCE TO PROJECT ENGINEER.
2. CONTRACTOR MUST PROVIDE COPIES OF ALL TESTS REPORTS TO WESTERN FARMERS ELECTRIC COOPERATIVE.

MARK	DATE	DESCRIPTION
-	-	-
-	-	-
-	-	-
-	-	-

WESTERN FARMERS ELECTRIC COOPERATIVE
ANADARKO, OKLAHOMA 73005 P.O. BOX 429

MAXWELL SUBSTATION
- GRADING PLAN

SCALE 1" =20'

COUNTY CLEVELAND | SEC. 18 | T-8-N | R-1-W | STATE OK

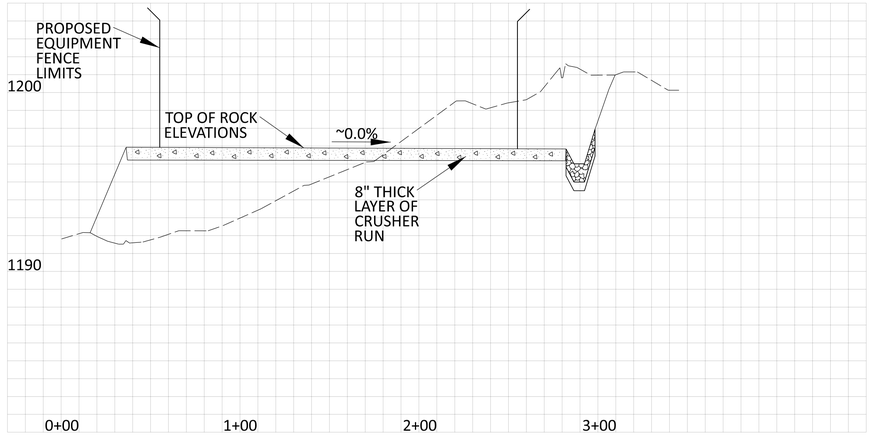
APPROVED FOR CONSTRUCTION

SIGNATURE DATE

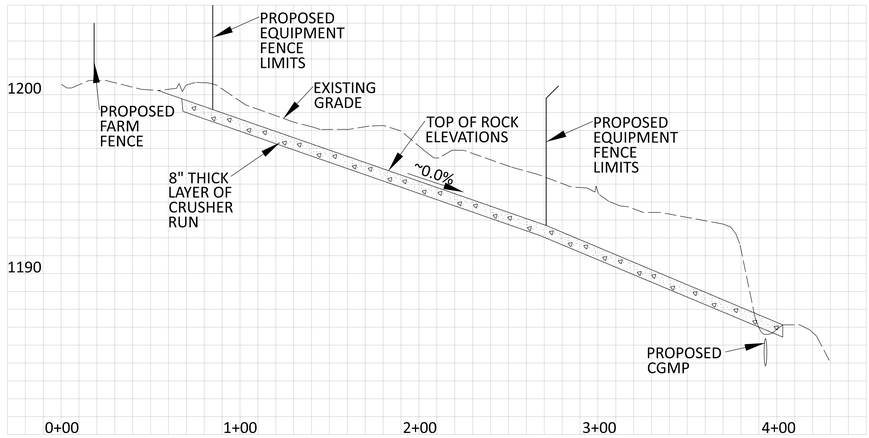
		DATE			
DRAFTED	J. COCHRAN	10-9-24	PROJECT MANAGER	A. HENAGE	TBD
CIVIL ENGINEER	C. YEAGER	10-9-24	ENGINEERING MANAGER	T. GOUCHER	TBD
ELECTRICAL ENGINEER	C. MOSTERO	TBD			
CONTROLS ENGINEER	TBD	TBD			

WORK ORDER NUMBER
8600

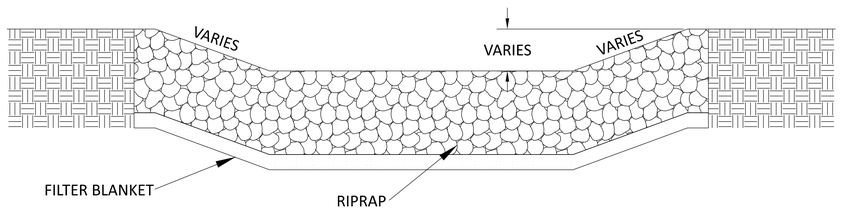
SHEET C2



SECTION A-A



SECTION B-B



RIPRAP CHANNEL PROFILE

GENERAL NOTES:

1. PROPERTY BOUNDARY LIMITS ARE APPROXIMATE AND THE RESPONSIBILTIY OF THE CONTRACTOR TO STAKE.
2. PROPOSED FENCE LIMITS ARE APPROXIMATE AND THE RESPONSIBILITY OF THE CONTRACTRO TO STAKE.

MARK	DATE	DESCRIPTION
A	2-19-24	PRELIMINARYDESIGN
-	-	-
-	-	-
-	-	-

WESTERN FARMERS ELECTRIC COOPERATIVE
ANADARKO, OKLAHOMA 73005 P.O. BOX 429

MAXWELL SUBSTATION
-
SECTION VIEWS A-A & B-B

SCALE:

COUNTY CLEVELAND | SEC. 18 | T-8-N | R-1-W | STATE OK

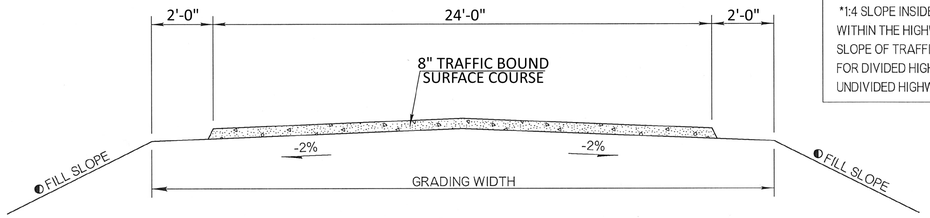
APPROVED FOR CONSTRUCTION

SIGNATURE DATE

DRAFTED J. COCHRAN	DATE 10-9-24	PROJECT MANAGER A. HENAGE	DATE TBD	
CIVIL ENGINEER C. YEAGER	DATE 10-9-24	ENGINEERING MANAGER T. GOUCHER	TBD	
ELECTRICAL ENGINEER C. MOSTERO	TBD			
CONTROLS ENGINEER TBD	TBD			

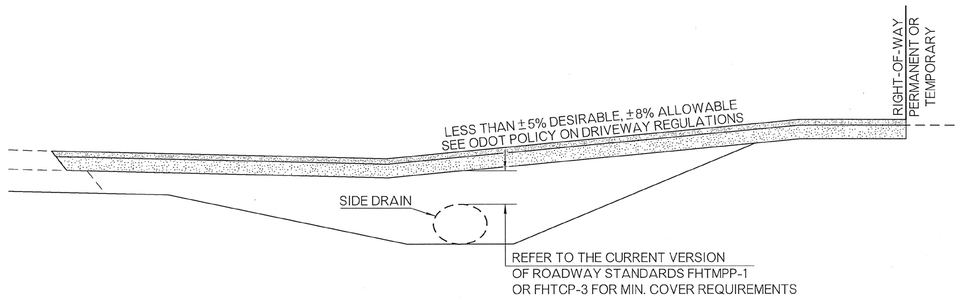
WORK ORDER NUMBER **8600**

SHEET C3

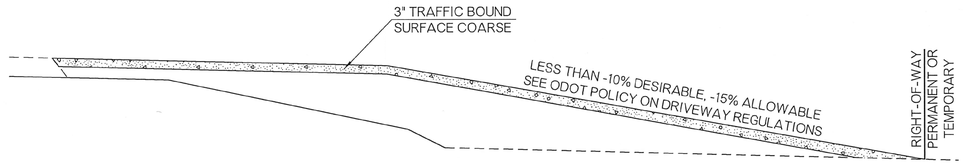


TYPICAL SECTION OF T.B.S.C. RETURN/DRIVE

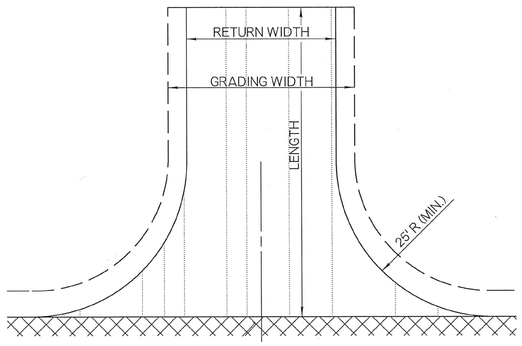
◐FILL SLOPE NOTES:
FILL SLOPE AS SHOWN IN TYPICAL SECTIONS SHALL NOT EXCEED:
*1:3 SLOPE OUTSIDE HIGHWAY CLEARZONE
*1:4 SLOPE INSIDE HIGHWAY CLEARZONE
WITHIN THE HIGHWAY CLEARZONE, ADJUST SLOPE OF TRAFFIC APPROACH END TO 1:10 FOR DIVIDED HIGHWAYS AND 1:6 FOR UNDIVIDED HIGHWAYS.



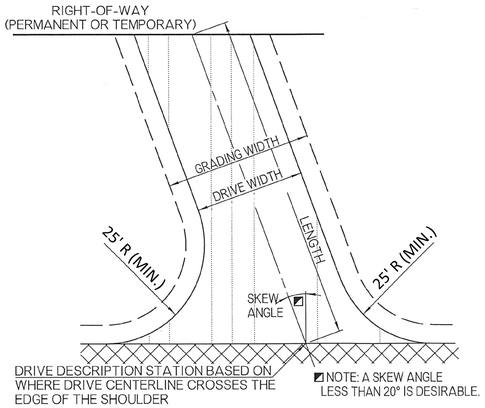
PROFILE OF TYPICAL RETURN/DRIVE ON ROADWAY CUT SECTION



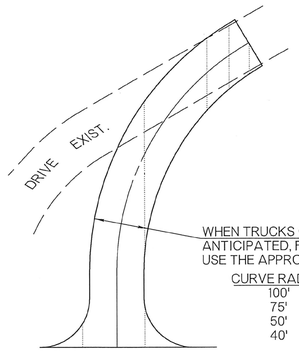
PROFILE OF TYPICAL RETURN/DRIVE ON ROADWAY FILL SECTION



PLAN TYPICAL SECTION LINE RETURN



PLAN TYPICAL DRIVE ON SKEW



WHEN TRUCKS OR FARM EQUIPMENT ARE ANTICIPATED, FOR THE FOLLOWING RADIUS, USE THE APPROPRIATE MIN. WIDTH OF DRIVE:

CURVE RADIUS	MIN. WIDTH
100'	14'
75'	16'
50'	18'
40'	20'

SECTION LINE OR DRIVE WITH CURVED ALIGNMENT

MARK	DATE	DESCRIPTION
-	-	-
-	-	-
-	-	-
-	-	-

WESTERN FARMERS ELECTRIC COOPERATIVE
ANADARKO, OKLAHOMA 73005 P.O. BOX 429

MAXWELL SUBSTATION
-
DRIVEWAY INSTALLATION

SCALE: N.T.S.

COUNTY CLEVELAND | SEC. 18 | STATE OK | T-8-N | R-1-W

APPROVED FOR CONSTRUCTION

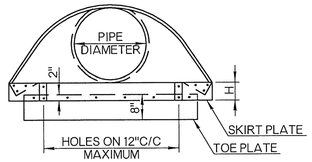
SIGNATURE DATE

	DRAFTER	DATE	PROJECT MANAGER	PE #
	-	-	-	TBD
	CIVIL ENGINEER	DATE	ENGINEERING MANAGER	
	-	-	-	TBD
	ELECTRICAL ENGINEER			
	-	TBD		
	CONTROLS ENGINEER			
	TBD	TBD		

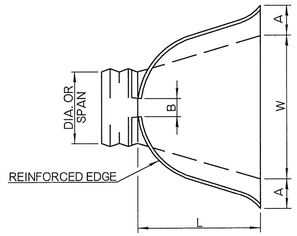
WORK ORDER NUMBER
8600

SHEET C7

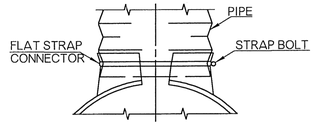
DIMENSIONS OF END SECTIONS FOR ROUND METAL PIPE								
PIPE DIA.	GA.	A	B	H	L	W	APPROX. SLOPE	BODY TYPE
12"	16	6"	6"	6"	21"	24"	1:2 1/2	1 PC.
15"	16	7"	8"	6"	26"	30"	1:2 1/2	1 PC.
18"	16	8"	10"	6"	31"	36"	1:2 1/2	1 PC.
21"	16	9"	12"	6"	36"	42"	1:2 1/2	1 PC.
24"	16	10"	13"	6"	41"	48"	1:2 1/2	1 PC.
30"	14	12"	16"	8"	51"	60"	1:2 1/2	1 PC.
36"	14	14"	19"	9"	60"	72"	1:2 1/2	2 PC.
42"	12	16"	22"	11"	69"	84"	1:2 1/2	2 PC.
48"	12	18"	27"	12"	78"	90"	1:2 1/4	2 PC.
54"	12	18"	30"	12"	84"	102"	1:2	2 PC.
60"	12	18"	33"	12"	87"	114"	1:1 3/4	3 PC.
66"	12	18"	36"	12"	87"	120"	1:1 1/2	3 PC.
72"	12	18"	39"	12"	87"	126"	1:1 1/3	3 PC.
78"	12	18"	42"	12"	87"	132"	1:1 1/4	3 PC.
84"	12	18"	45"	12"	87"	138"	1:1 1/6	3 PC.



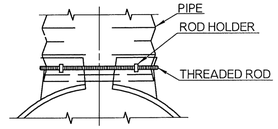
ROUND METAL PIPE END SECTION
END VIEW



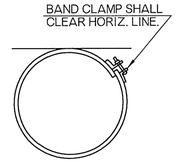
METAL END SECTION
PLAN VIEW



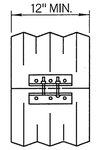
TYPE 1
FOR 12" TO 24" ROUND AND
EQUIVALENT ROUND PIPE ARCH SIZES.



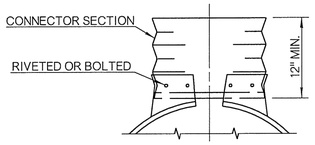
TYPE 2
FOR 30" TO 36" ROUND AND
30" TO 48" EQUIVALENT ROUND
PIPE - ARCH SIZES.



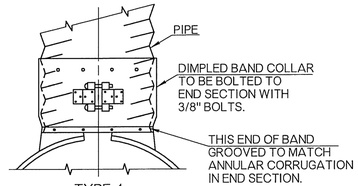
COUPLING BAND



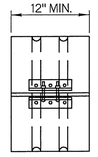
STANDARD
COUPLING BAND



TYPE 3
FOR 42" TO 84" ROUND AND
54" TO 72" EQUIVALENT ROUND
PIPE - ARCH SIZES.



TYPE 4
FOR USE WITH ALL ROUND
AND PIPE ARCH SIZES.

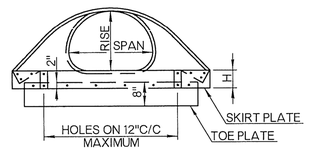


DIMPLED
COUPLING BAND

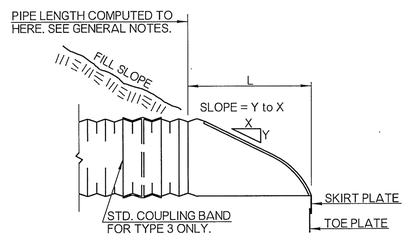
TYPICAL METAL END SECTION CONNECTIONS

DIMENSIONS OF END SECTIONS FOR METAL PIPE - ARCH									
SPAN x RISE	EQUIV. ROUND	GA.	A	B	H	L	W	APPROX. SLOPE	BODY TYPE
17" x 13"	15"	16	7"	9"	6"	19"	30"	1:2 1/2	1 PC.
21" x 15"	18"	16	7"	10"	6"	23"	36"	1:2 1/2	1 PC.
24" x 18"	21"	16	8"	12"	6"	28"	42"	1:2 1/2	1 PC.
28" x 20"	24"	#16	9"	14"	6"	32"	48"	1:2 1/2	1 PC.
35" x 24"	30"	14	10"	16"	6"	39"	60"	1:2 1/2	1 PC.
42" x 29"	36"	#14	12"	18"	8"	46"	75"	1:2 1/2	1 PC.
49" x 33"	42"	12	13"	21"	9"	53"	85"	1:2 1/2	2 PC.
57" x 38"	48"	12	18"	26"	12"	63"	90"	1:2 1/2	2 PC.
64" x 43"	54"	12	18"	30"	12"	70"	102"	1:2 1/4	2 PC.
71" x 47"	60"	12	18"	33"	12"	77"	114"	1:2 1/4	3 PC.
77" x 52"	66"	12	18"	36"	12"	77"	126"	1:2	3 PC.
83" x 57"	72"	12	18"	39"	12"	77"	138"	1:2	3 PC.

FOR ALUMINUM END SECTIONS THE 28" x 20" SHALL BE 14 GAGE AND THE 42" x 29" SHALL BE 12 GAGE.

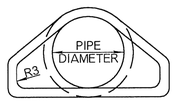


ARCH METAL PIPE END SECTION
END VIEW

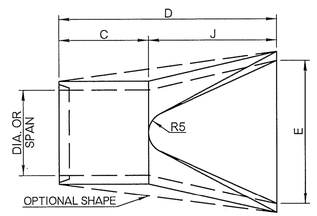


METAL END SECTION
SIDE VIEW

DIMENSIONS OF PRECAST END SECTIONS FOR ROUND PIPE										
DIAMETER	R3	R4	R5	T	K	J	C	D	E	SLOPE
18"	3"	3"	6"	2 1/2"	9"	2.25'	3.83'	6.08'	3.00'	1:3
24"	3"	3"	7"	3"	9 1/2"	3.63'	2.50'	6.12'	4.00'	1:3
30"	3"	3"	8"	3 1/2"	12"	4.50'	1.65'	6.16'	5.00'	1:3
36"	3"	3"	10 1/2"	4"	15"	5.25'	2.90'	8.15'	6.00'	1:3
42"	3"	3"	10 1/2"	4 1/2"	21"	5.25'	2.92'	8.17'	6.50'	1:3
48"	6"	6"	14"	5"	24"	6.00'	2.17'	8.17'	7.00'	1:3
54"	6"	6"	-	5 1/2"	27"	5.42'	2.92'	8.33'	7.50'	1:2 1/2
60"	6"	6"	-	6"	30"	5.00'	3.25'	8.25'	8.00'	1:2
66"	6"	6"	-	6 1/2"	24"	6.50'	1.75'	8.25'	8.50'	1:2
72"	6"	6"	-	7"	24"	6.50'	1.75'	8.25'	9.00'	1:2

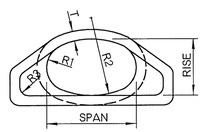


ROUND CONCRETE PIPE
END SECTION
END VIEW

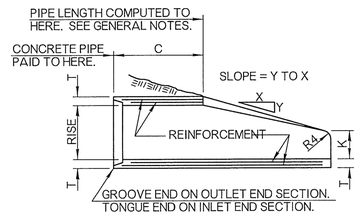


CONCRETE END SECTION
PLAN VIEW

APPROX. EQUIV. DIAMETER	DIMENSIONS OF PRECAST END SECTIONS FOR ELLIPTICAL PIPE												
	RISE	SPAN	R1	R2	R3	R4	R5	T	K	J	C	D	E	SLOPE
18"	14"	23"	6"	20"	3"	3"	6"	2 3/4"	8"	2.25'	3.75'	6.00'	3.00'	1:3
24"	19"	30"	8 1/4"	26 1/4"	3"	3"	7"	3 1/4"	8 1/2"	3.25'	2.75'	6.00'	4.00'	1:3
30"	24"	38"	10 1/4"	32 3/4"	3"	3"	9"	3 3/4"	9 1/2"	4.50'	1.50'	6.00'	5.00'	1:3
36"	29"	45"	12 1/4"	39 1/4"	3"	3"	12"	4 1/2"	11 1/4"	5.00'	3.00'	8.00'	6.00'	1:3
42"	34"	53"	14 1/2"	46"	6"	6"	13"	5"	15 3/4"	5.00'	3.00'	8.00'	6.50'	1:3
48"	38"	60"	16 1/2"	51 1/2"	6"	6"	14"	5 1/2"	21"	5.00'	3.00'	8.00'	7.00'	1:3
54"	43"	68"	18 3/4"	58 1/2"	6"	6"	16"	6"	25 1/2"	5.00'	3.00'	8.00'	7.50'	1:3
60"	48"	76"	20 3/4"	65"	6"	6"	36 11/16"	6 1/2"	30"	5.00'	3.25'	8.25'	8.00'	1:2
66"	53"	83"	22 3/4"	71 1/2"	6"	6"	36 1/8"	7 1/2"	24"	6.50'	1.75'	8.25'	8.50'	1:2
72"	58"	91"	24 3/4"	78"	6"	6"	38"	7 1/2"	24"	6.50'	1.75'	8.25'	9.00'	1:2

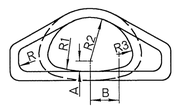


ELLIPTICAL CONCRETE PIPE
END SECTION
END VIEW



CONCRETE END SECTION
SIDE VIEW

APPROX. EQUIV. DIAMETER	DIMENSIONS OF PRECAST END SECTIONS FOR ARCH PIPE																
	SPAN	RISE	A	B	R	R1	R2	R3	R4	R5	T	K	J	C	D	E	SLOPE
18"	22"	13"	- 1/4"	5 3/4"	2"	27 1/2"	13 3/4"	5 1/4"	3"	13"	2 1/2"	7"	2.25'	3.75'	6.08'	3.00'	1:3
24"	28"	18"	3 7/16"	9 21/32"	3"	40 11/16"	14 9/16"	4 19/32"	3"	16 13/16"	3"	9 1/2"	3.58'	2.50'	6.08'	4.00'	1:3
30"	36"	22"	3 3/4"	12 3/32"	3"	51"	18 3/4"	6 1/32"	3"	18 1/2"	3 1/2"	12"	4.50'	1.58'	6.08'	5.00'	1:3
36"	43"	26"	4 1/8"	15 1/2"	6"	62"	22 1/2"	6 3/8"	3"	24 5/16"	4"	15"	5.25'	2.90'	8.15'	6.00'	1:3
42"	51"	31"	5 1/16"	18"	6"	73"	26 1/4"	7 9/16"	3"	27 1/2"	4 1/2"	21"	5.25'	2.92'	8.17'	6.50'	1:3
48"	58"	36"	6"	20 1/2"	6"	84"	30"	8 3/4"	3"	28 1/2"	5"	24"	6.00'	2.17'	8.17'	7.00'	1:3
54"	65"	40"	6 5/8"	22 11/16"	6"	92 1/2"	33 3/8"	9 13/16"	6"	33 1/8"	5 1/2"	27"	5.42'	2.92'	8.34'	7.50'	1:2.4
60"	73"	45"	7 1/2"	25 9/32"	6"	105"	37 1/2"	11 7/32"	6"	33 11/16"	6"	30"	5.00'	3.25'	8.25'	8.00'	1:2
72"	88"	54"	9"	31 7/16"	6"	126"	45"	12 9/16"	6"	38 15/16"	7"	24"	6.50'	1.75'	8.25'	9.00'	1:2



ARCH CONCRETE PIPE
END SECTION
END VIEW

GENERAL NOTES

1. ALL CONSTRUCTION AND MATERIAL REQUIREMENTS SHALL BE IN ACCORDANCE WITH THE 2009 ODOT STANDARD SPECIFICATIONS.
2. CULVERT END SECTIONS SHALL BE OF THE SAME MATERIAL AND SHAPE (ROUND, ARCH, OR ELLIPTICAL) AS THE PIPE ON WHICH THEY ARE INSTALLED.
3. DIMENSIONS SHOWN FOR END SECTIONS ARE SUBJECT TO MANUFACTURER TOLERANCES.
4. TOE PLATE WILL BE REQUIRED ON ALL METAL END SECTIONS UNLESS SOLID ROCK IS ENCOUNTERED. HOLES IN TOE PLATE TO BE PUNCHED TO MATCH HOLES IN SKIRT PLATE. 3/8" BOLTS TO BE FURNISHED. LENGTH OF TOE PLATES FOR ROUND PIPE END SECTIONS SHALL BE W=10" FOR 12" TO 30" DIAMETER PIPE, W=20" FOR 36" TO 84" DIAMETER PIPE. LENGTH OF TOE PLATES FOR ARCH PIPE END SECTIONS SHALL BE W=10" FOR A RISE OF 13" TO 29" AND W=20" FOR A RISE OF 33" TO 57".
5. CONNECTOR SECTION, SKIRT PLATE, AND TOE PLATE ON METAL END SECTIONS SHALL BE THE SAME GAGE AND MATERIAL AS THE SKIRT AND SHALL BE INCLUDED IN PRICE BID FOR END SECTION.
6. IF TYPE 3 METAL END SECTION IS USED AS OPTIONAL PIPE, THE LENGTH OF PIPE TO BE REDUCED BY 12" FOR EACH END SECTION. IF CONCRETE PIPE OPTION IS USED, THE LENGTH OF PIPE TO BE REDUCED BY THE C DIMENSION FOR EACH END SECTION.

MARK	DATE	DESCRIPTION
-	-	-
-	-	-
-	-	-
-	-	-

WESTERN FARMERS ELECTRIC COOPERATIVE
ANADARKO, OKLAHOMA 73005 P.O. BOX 429

MAXWELL SUBSTATION
-
PIPE END TREATMENT

SCALE: N.T.S.

COUNTY	SEC.
CLEVELAND	18
STATE	T-8-N
OK	R-1-W

APPROVED FOR CONSTRUCTION	DRAFTER	DATE	PROJECT MANAGER	DATE
	-	-	-	TBD
	CIVIL ENGINEER	DATE	ENGINEERING MANAGER	TBD
	-	-	-	
	ELECTRICAL ENGINEER	TBD		
SIGNATURE DATE	CONTROLS ENGINEER TBD	TBD		

WORK ORDER NUMBER
8600

SHEET C8

FELLERS SNIDER
ATTORNEYS AT LAW

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November 7, 2024

Planning Commission of Norman, Oklahoma
c/o Planning and Community Development Department
P.O. Box 370
225 N. Webster Ave.
Norman, OK 73069
Lora.Hoggatt@normanok.gov

RE: Western Farmers Electric Cooperative Special Use Permit Application; Responses to Protestor Concerns

To whom it may concern:

My name is Joe Krodel, and I represent Western Farmers Electric Cooperative ("WFEC") with regard to their application for a Special Use Permit to operate an electric substation near the intersection of 72nd Ave. SE and Etowah Road.

At the pre-development meeting, surrounding landowners and a legal representative of one of those landowners raised concerns regarding this project and its potential impact on their surrounding properties. Some concerns were addressed, some were deferred to later so that more information could be gathered. In order to fully address all surrounding landowner concerns, I requested that the legal representative, Mr. Shawn Fulkerson, provide me with the list of questions he was referring to when addressing WFEC so that I can fully answer their questions and address their concerns. He was agreeable at pre-development, but after numerous contact attempts, our requests for those questions have been ignored. Further, to fully address neighboring property owner concerns, WFEC offered to make itself available a second time for an in-person meeting to be scheduled through counsel for those landowners. Because all contact has been ignored, that second meeting has yet to be scheduled and will unlikely occur.

While this may not address every concern or question raised at pre-development, I believe it captures the most pressing issues that were left unanswered.

The surrounding landowners asked whether this project is compliant with FERC and other federal regulations. WFEC is required to comply with FERC, NERC, and any other federal regulations on public electric utilities. Further, compliance with all FERC and NERC regulations is a condition of receiving funding from the Rural Utilities Service (RUS) used to make this project possible. This substation project is in compliance with all applicable regulations.

Concerns were raised regarding stormwater runoff, particularly by Mr. King, the neighboring landowner directly north of WFEC's property. WFEC has studied this issue and, as with all substation projects, has included stormwater runoff diversion tactics in their site plan. The interior surface of the substation will be gravel, providing a permeable surface to absorb storm and rainwater to minimize the potential for runoff. On the perimeter of the substation, vegetation will be left in place as a buffer between the substation and neighbors (both are acceptable Best Management Practices (BMPs) under the Stormwater Construction General Permit (OKR10)).

Some surrounding landowners expressed health concerns regarding the proximity to a substation to their homes. These claims, while common, have been studied and are unfounded. Living near a substation like the one proposed by WFEC poses no known health risk. Further concerns regarding noise at this site are also unfounded. This electric substation will produce extremely minimal noise, most of which may come from small fans. However, the substation components itself will not produce any noticeable amount of noise. Protestors are encouraged to observe the numerous other WFEC substations in Norman for an idea of what they sound like (nothing). WFEC currently has at least four substations within city limits (Acme, West Norman, Liddell, and Franklin). At least two of which are in highly residential areas.

Some concerns about "high capacity" power lines were raised as well. The existing lines running through the proposed site, located between the proposed substation and the neighboring property owner to the north's boundary, are the lines that will tie into this substation. No plans for additional lines of any higher capacity are in place for this substation. Additional lines of the same capacity and character of those that already exist may be added. However, the multiple concerns regarding "high capacity" lines at this site are unfounded. There are currently 69 and 138 kv transmission lines serving the four substations identified above (OU-Franklin, Canadian-Paoli, Canadian-Franklin) located in Norman, OK. Additionally, the City of Norman recently approved a project for a 345 kv project within the City of Norman, which is a much higher voltage than the existing lines that will tie into this substation.

WFEC is taking the concerns of surrounding landowners seriously and wants to make sure they will be a good neighbor. Accordingly, WFEC looks forward to addressing you at the Planning Commission Meeting on November 14, 2024, and discussing this project.

Respectfully,

Joseph P. Krodel
For the Firm

933568.13527

Applicant: Fellers Snider Blankenship Bailey & Tippens, P.C.

Project Location: North of Etowah Rd on 72nd Ave S.E.

Case Number: PD24-15

Time: 5:46 p.m.

Applicant Representative:
Joe Krodel

Attendees:
Mace Robinson
John Horsch
Gary King
Laura King
Shawn Fulkenson
John Crewshaw
Joe Knoded

City Staff:
Justin Fish, Planner I
Beth Muckala, Assistant City Attorney

Application Summary:
The applicant submitted a request for a special use permit for an electric substation to be placed on 2.75 acres of a 98.3 acre lot. The location being proposed is the northeast corner of the subject property.

Neighbor's Comments/Concerns/Responses:
The applicant representative was late to the meeting causing the meeting to start at 5:46pm. It was the decision of the group to wait the extra time for the applicant representative to arrive rather than push the meeting back to month.

A neighbor posed the question of the appropriateness for a substation on land zoned A-2, Rural Agriculture. The applicant responded citing the special use permit allowance for public utilities. Concerns were raised that the project area encroaches on a neighbor's property. The applicant stated they would provide the survey documents to confirm the boundaries. Another attendee expressed concern the project area is approximately 75' from their home. The applicant responded stating that the actual location of the substation within the 2.75 acres was not finalized. Another attendee inquired if the project was in accordance with FERC, Federal Energy Regulatory Commission. The applicant did not know this information. Additional questions on drainage, noise, and obstruction were posed. The applicant was unable to answer these questions. The applicant representative

and attendees agreed to another meeting either through the City or privately. The City is not aware if or when this second meeting occurred.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 11/14/2024

REQUESTER: Fellers Snider Blankenship Bailey & Tippens, P.C.

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-15: 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/REPRESENTATIVE	Fellers Snider Blankenship Bailey & Tippens, P.C.
LOCATION	North of Etowah Road on 72nd Ave SE
WARD	5
CORE AREA	No
REQUESTED ACTION	Special Use for a Public Utility (Electric Substation)
LAND USE PLAN DESIGNATION	Country Residential
GROWTH AREA DESIGNATION	Country Residential Area

BACKGROUND:

Fellers Snider Blankenship Bailey & Tippens, P.C., on behalf of the Applicant, is requesting Special Use for a Public Utility to allow for the development of an electric substation for Western Farmers Electric Cooperative. The base zoning of A-2, Rural Agricultural District, will remain. The property contains approximately 98.3 acres with the Special Use project area to be 2.75 acres in size; see attached Site Plan.

In April of 2017, Planning staff was directed to update/amend the existing Zoning Ordinance to establish a policy for all municipal projects and public utilities to properly zone the proposed development with a Special Use request. In order for the City to have the greatest flexibility to locate municipal projects and other public facilities in appropriate locations throughout the City, staff prepared a Zoning Code amendment that allows “municipal uses, public buildings and public utilities” in all zoning districts as a Special Use.

The Special Use designation provides Planning Commission and City Council the opportunity to ensure municipal uses, public buildings, and public utilities are properly located and approved with special conditions if deemed appropriate that provide protection for surrounding property owners. This provides staff the opportunity to present the project for approval and notify the public of such developments.

PROCEDURAL REQUIREMENTS:

GREENBELT MEETING:
This request does not involve a preliminary plat or land use plan amendment and is not required to go before the Greenbelt Commission.

PRE-DEVELOPMENT: PD24-15, October 24, 2024
A neighbor posed the question of the appropriateness for a substation on land zoned A-2, Rural Agriculture. The applicant responded citing the special use permit allowance for public utilities. Concerns were raised that the project area encroaches on a neighbor’s property. The applicant stated they would provide the survey documents to confirm the boundaries. Another attendee expressed concern the project area is approximately 75’ from their home. The applicant responded stating that the actual location of the substation within the 2.75 acres was not finalized. Another attendee inquired if the project was in accordance with FERC, Federal Energy Regulatory Commission. The applicant did not know this information. Additional questions on drainage, noise, and obstruction were posed. The applicant was unable to answer these questions. The applicant representative and attendees agreed to another meeting either through the City or privately. The City is not aware if or when this second meeting occurred.

BOARD OF PARKS COMMISSIONERS:
This application does not include residential uses or a preliminary plat and is therefore not required to go before the Board of Parks Commissioners.

ZONING ORDINANCE CITATION:
A Special Use request shall be reviewed and evaluated on the following criteria according to Sec. 36-560, Special Uses:

1. Conformance with applicable regulations and standards established by the Zoning Regulations.

2. Compatibility with existing or permitted uses on abutting sites, in terms of building height, bulk and scale, setbacks and open spaces, landscaping and site development, and access and circulation features.

3. Potentially unfavorable effects or impacts on other existing or permitted uses on abutting sites, to the extent such impacts exceed those which reasonably may result from use of the site by a permitted use. (NOTE: Throughout this Section, “Permitted Use” means any use authorized as a matter of right under the applicable zoning district.)

4. Modifications to the site plan which would result in increased compatibility, or would mitigate potentially unfavorable impacts, or would be necessary to conform to applicable regulations and standards and to protect the public health, safety, morals, and general welfare.

5. Safety and convenience of vehicular and pedestrian circulation in the vicinity, including traffic reasonably expected to be generated by the proposed “Special Use” and other uses authorized and anticipated in the area, considering existing zoning and land uses in the area.

6. That any conditions applicable to approval are the minimum necessary to minimize potentially unfavorable impacts on nearby uses and to ensure compatibility of the proposed “Special Use” with existing or permitted uses in the surrounding area.

STAFF ANALYSIS:
The subject property is vacant except for raising livestock. The area surrounding the subject property is generally used for single-family residential and agricultural purposes. There is a single-family home to the north of the proposed substation. The closest point of the substation is located around 62’ from the north property line and 107’ from the existing single family home on the property to the north.

SITE PLAN/ACCESS:
The proposed Site Development Plan shows two new access points off 72nd Ave SE. The proposed driveways measure 25’ in width and 95’ in width. The substation will be surrounded by a perimeter fence with five 30’ removable guards for gates. An oil containment system is to be located outside of the fenced project area on the eastern boundary of the site.

LIGHTING:
All exterior lighting shall be installed in conformance with the City of Norman’s Commercial Outdoor Lighting Standards (Section 36-549), as amended from time to time.

EXISTING ZONING:
The allowable uses for properties zoned A-2, Rural Agriculture typically include single-family dwellings, the raising of farm animals, and the growing of crops. Special Use may be granted by City Council for a Public Utility.

ALTERNATIVES/ISSUES:

IMPACTS: The proposed use is an electric substation. This use will generate little traffic in the area. It is anticipated the City’s streets have available capacity to accommodate any slight increase in demand the project may generate.

OTHER AGENCY COMMENTS:

FIRE DEPARTMENT AND BUILDING PERMIT REVIEW: Items regarding fire/building codes will be considered at the building permit stage.

PUBLIC WORKS/ENGINEERING: No comments from the City Public Works Department.

TRAFFIC ENGINEER: Staff have reviewed the proposed access to the site and have no comments relative to traffic safety.

UTILITIES: No comments from the City Utilities Department.

CONCLUSION:
Staff forwards this request for Special Use for a Public Utility with Ordinance O-2425-15 to the Planning Commission for a consideration and recommendation to City Council.

NON-CONSENT ITEMS

Public Utility

3. CONSIDERATION OF ADOPTION, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-15: 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)

ITEMS SUBMITTED FOR THE RECORD:

1. Staff Report
2. Location Map
3. WFEC Substation Site Plan
4. WFEC Substation Letter to Planning Commission addressing protests
5. Pre-Development Summary

Staff Presentation

Justin Fish, Planner I, presented on the proposed public utility Special Use.

Commissioner Bird asked where other substations are located and when they were built. Staff responded that there have been 2 substations in the past. One was a new substation and one was a Special Use to allow changes to the existing facility.

Applicant Presentation

Joe Krodel, Representative for WFEC, spoke on the public utility Special Use for the WFEC Substation. Mr. Krodel stated that it would be located off 72nd Ave SE where there are currently lines running east and west. He also stated that this would accommodate the growth in Norman.

Commissioner McClure asked where the closest property was to the site and if barriers for noise and visibility would be added. Mr. Krodel responded that the nearest property is 100 feet to the north and there are strict rules to adding vegetation.

Commissioner Kindel asked if there was any immediate need and if it would be serving Norman or the neighboring towns. Mr. Krodel responded that there is an immediate need as this is a growing and undersupplied area. He also stated there is no way to prove who all it will be serving.

Commissioners inquired about the deadlines and hearing dates regarding the condemnation. Shawn Fulkerson, Attorney representing the property owner, went into detail regarding the process of the condemnation and the different scenarios.

Commissioner Brewer asked why they are applying for the Special Use now when there is a long process ahead. Mr. Krodel responded that they have the ability now and want to be prepared when the time comes.

Public Comments

Trey Kirby, 311 Roserock Dr, Norman, OK (Protest)
J.D. Krohmer, 7240 E. Cemetery Rd, Norman, OK (Protest)
Shawn Fulkerson, 10444 Greenbriar Pl, OKC, OK (Protest)
Reta Jones, 5250 72nd Ave SE, Noble, OK (Protest)
Gary King, 5300 72nd Ave SE, Noble, OK (Protest)
John Crewshaw, 5100 72nd Ave SE, Noble, OK (Protest)
Gary Humphrey, 6655 Etowah Rd, Noble, OK (Protest)

Planning Commission Discussion

Commissioner McKown asked if they did any kind of environmental studies regarding the site. Travis Goucher, WFEC, responded that they did and that is why they are adding a detention pond.

Commissioner Bird asked about the height of the building and if it was located in the Water Quality Protection Zone, WQPZ. Mr. Goucher responded that the building would be 50 feet above ground. Todd McLellan, Development Engineer, responded that it is not in the WQPZ.

Commissioner Griffith asked if the transmission lines cross this site. Mr. Goucher responded that they do and that is why the site was selected.

Commissioners had concerns in regards to the proximity to adjacent properties and would like to see more information proving the need for this and why the rush when it will be a long process.

Commissioners would also like to see more information and what it would actually look like before considering a recommendation.

Applicants were asked if they would like to withdraw or postpone the item. They responded stating they did not want to do either.

Motion by Commissioner Brewer to recommend approval of Ordinance O-2425-15; **Second** by Commissioner McKown.

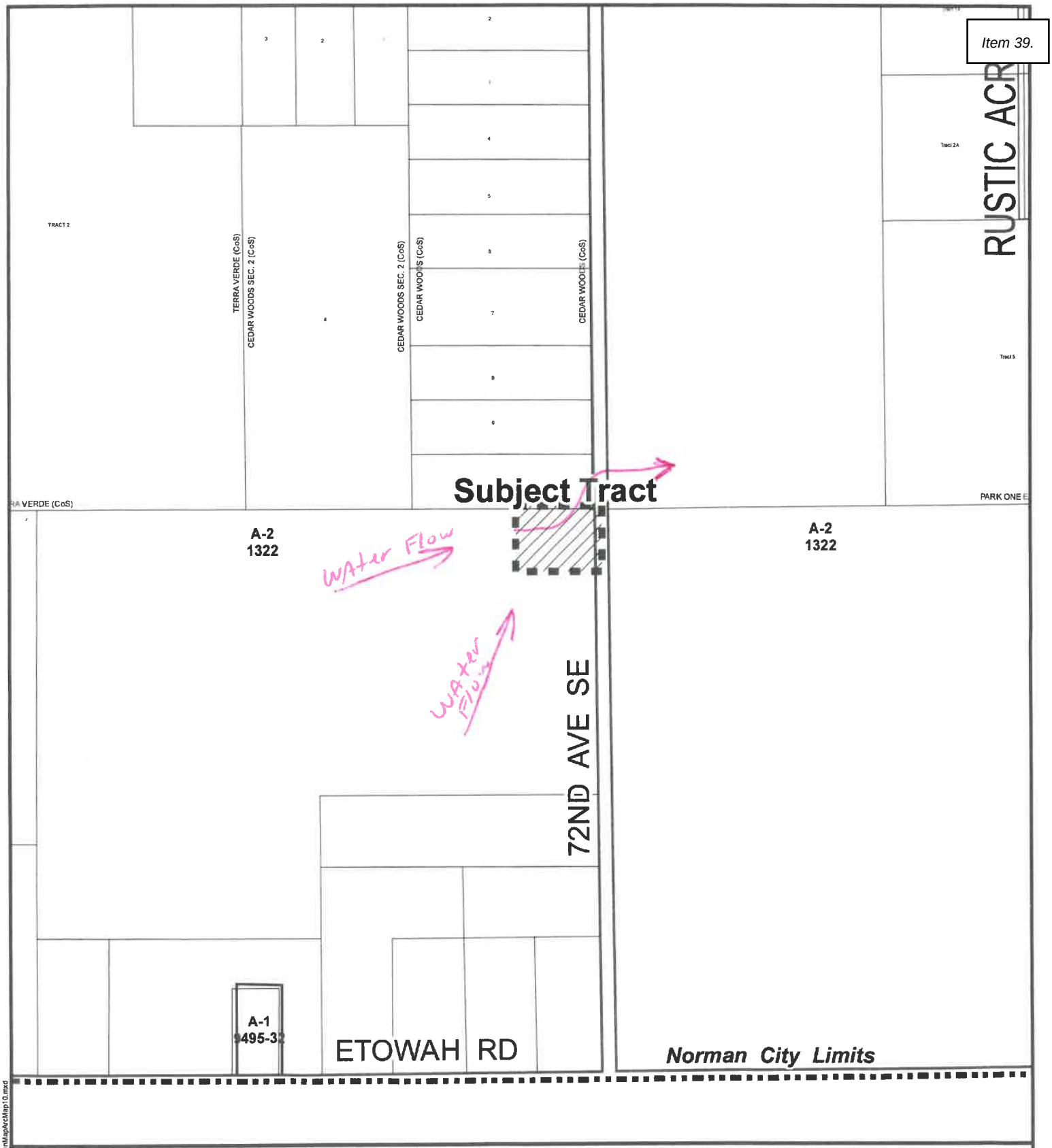
The motion failed with a vote of 0-7.

We, Gary and Laura King are here to protest the proposed substation on 72nd Ave, SE because it is within 200 feet or less of our home. We are concerned with flooding issues that the proposed substation will cause the diversion of water to our property and the natural run off that supplies water under 72nd to the east to ponds and streams that flow to Thunderbird Lake.

The stormwater retention pond will be a hazard for mosquito population and stagnant water because the property does not perk. The noise can be quite loud to adjacent property owners and a constant humming or buzzing may be audible for several hundred feet from the substation fence. The sound may be especially noticeable during the night time hours when the ambient noise levels are lower. The noise and EMF radiation resulting in concerns for our health and it will be a public nuisance. We also feel that the noise and unsightly appearance of the substation will cause future buyers to shy away.

This will also disrupt our quality of life. We are also here with the signed petitions representing our neighbors opposing the substation being put in this location. We feel there would be a more suitable location for this substation other than next to an existing home, 1 to 2 miles east or 2 miles west where there are no homes this close to the current transmission lines that run east to west.

FILED IN THE OFFICE
OF THE CITY CLERK
ON 02/21/25-LW



Location Map

FILED IN THE OFFICE
OF THE CITY CLERK
ON 11-4-24

October 14, 2024

Subject Tract

Zoning

0 300 600 Ft.

Map Produced by the City of Norman
Geographic Information System.
The City of Norman assumes no
responsibility for errors or omissions
in the information presented.

Cultural Resources

Cultural resources include archeological sites, historic buildings, and sacred places. Potential impacts to cultural resources could occur in two ways: 1) ground disturbing activities could result in the loss of or damage to archeological artifacts or unmarked burial sites; or 2) the views and site lines to or from an important historical site could be adversely affected by the physical presence of a new substation. Both of these potential impacts must be considered when an applicant is selecting its final site alternatives.

A statewide database of known cultural resources must be consulted, and the direction of the Wisconsin Historical Society must be followed if it appears that cultural resources might be affected by a proposed construction project.

Electromagnetic Fields

The electric and magnetic field (EMF) levels within the fenced area of a substation can be much higher than the surrounding area, especially at larger substations containing several transformers. However, these EMF levels decrease rapidly with distance from the transformers and other electrical equipment. Most of the time, EMF levels drop to the same as surrounding background levels at a distance of 100 to 200 feet from the fenced area.

Land Use and Habitat Loss

New substations located within residential neighborhoods or subdivisions may be perceived as an industrial land use, inconsistent with the aesthetics of the community. They have the potential to affect the character and desirability of the residential area unless adequately landscaped or designed to be less obtrusive. Some examples of substation landscaping or design include surrounding the substation with tree-covered berms, attractive wood fencing, or the use of low-profile facility designs.

Locating a substation in a rural area that is primarily agricultural could result in the loss of productive farmland. Utilities may purchase more land than is needed for the substation footprint. In these situations, once the substation and required infrastructures, like storm water ponds or access roads are constructed, the surrounding acreage is usually leased to a farm operator and returned to agricultural use.

New substation sites within existing wooded areas will result in the loss of trees and woodland habitat for birds and other wildlife. Substations constructed in grasslands may impact high quality bird habitat. Depending on the size and purpose of the substation, the area affected could vary from less than one acre to up to 10 acres.

Noise and Lighting

The noise produced by an operating substation can be quite loud to adjacent property owners. A constant humming or buzzing noise may be audible several hundred feet from the substation fence. The sound may be especially noticeable during nighttime hours when ambient noise levels are lower. A barrier of mature trees or tall soil berms between the substation and nearby residences can be helpful in partially reducing noise impacts.

Temporary Construction Impacts

Prior to the construction of a substation, the entire area is cleared of vegetation and regraded. If nonsuitable soils are encountered, they are excavated and replaced.

Temporary impacts associated with the construction of a substation often include machinery noise, fugitive dust, and temporary disruptions in local electric-service. Substantial noise and airborne dust can be caused by the large equipment used to excavate the area of the substation pad and access road, concrete and gravel trucks that haul in materials for the foundation, and tractor trailers to bring in the electrical equipment. Short local electrical outages may be necessary to interconnect nearby transmission and/or distribution lines into the new substation.

Soil erosion and storm water runoff can also occur during construction when the existing vegetation is removed during foundation excavation, temporarily exposing bare ground. Installation of appropriate erosion control measures, such as silt fencing and straw logs should occur during construction and remain in place until the disturbed vegetation surrounding the fenced-in site has stabilized. The thick gravel pad that is laid down (within the fenced substation area) acts as an impermeable surface and increases runoff during rain events. Construction of permanent storm water ponds adjacent to the fenced area is a common practice, especially for larger substations, to mitigate the adverse effects of storm water runoff on water quality in nearby streams and wetlands.

Permanent Construction Impacts

The permanent impacts related to construction and operation of a new substation (or expansion of an existing substation) may be substantial depending on the location of the new site and its proximity to residences. Among the more important and long-lasting impacts are land use changes and habitat loss, changes to local aesthetics and viewsheds, noise, and lighting. These potential impacts, as well as several others, are discussed below in alphabetical order.

Aesthetics

The overall aesthetic impact of a new substation is highly dependent on the size and location of the facility. Smaller distribution substations can be camouflaged fairly easily with berms, fencing, or landscaping. Larger substations that interconnect transmission lines can appear quite industrial in nature. In rural settings, local property owners may not object to the facilities' strong visual impact. Within residential areas however, homeowners may find that the physical appearance of the transformers, switches and high fences of new substations detract from the character of the neighborhood. Because of the height of some substation equipment and the clearing necessary around the transmission facilities, it can be difficult to reduce the visual impact of transmission substations. Substation construction applications may include landscape plans and illustrations so that the public can understand how the new structures will look within the neighborhood when compared to adjacent land uses.

PETITION

This Petition is for the purpose of opposing the installation of the Maxwell substation on 72nd Ave SE in Norman, OK. The boundary survey is attached hereto as Exhibit "A". The Maxwell substation will do nothing but harm the surrounding property owners. Additionally, the proposed substation site is an area that consistently and repeatedly floods. Installation of the Maxwell Substation will affect the surrounding property owners in the following ways:

1. Create unnecessary traffic during and after installation.
2. Cause property values to drastically decrease.
3. Significantly injure the surrounding property owners' right to quiet use and enjoyment of their properties.
4. Increase risks of cancer, hormone imbalances, anxiety, depression, and insomnia.

The undersigned Petitioners demand that Cleveland County and the City of Norman prevent Western Farmers and Electric Cooperative from building the Maxwell Substation at the proposed site.

Name	Address	Phone Number
Christy J. Osborne	7150 E Post Oak Rd Noble, OK 73068	405 996 0301
BJG - Mauldin	7000 E Post Oak Noble, OK 73068	405 639-8405
Robert Kempton	6700 East Post oak Rd Noble OK	405 464 4166
Shelley Kempton	6700 E. POST OAK RD. NOBLE, OK 73068	405 208 1559
Sonya L. Hart	6000 72nd Ave SE Noble, OK 73068	405-820-8197
Brad Dunn	5050 72nd SE Noble OK 73068	
Gary King	5300 72nd ave Noble 73068	405-650-2725

PETITION

This Petition is for the purpose of opposing the installation of the Maxwell substation on 72nd Ave SE in Norman, OK. The boundary survey is attached hereto as Exhibit "A". The Maxwell substation will do nothing but harm the surrounding property owners. Additionally, the proposed substation site is an area that consistently and repeatedly floods. Installation of the Maxwell Substation will affect the surrounding property owners in the following ways:

1. Create unnecessary traffic during and after installation.
2. Cause property values to drastically decrease.
3. Significantly injure the surrounding property owners' right to quiet use and enjoyment of their properties.
4. Increase risks of cancer, hormone imbalances, anxiety, depression, and insomnia.

The undersigned Petitioners demand that Cleveland County and the City of Norman prevent Western Farmers and Electric Cooperative from building the Maxwell Substation at the proposed site.

Name	Address	Phone Number
Billy Jewell	5201 Rustic Acres Trl	450 628 8552
Robert (Pat) Busick	4900 72nd Ave S.E	405 872-8263
John Crenshaw	5100 72 AVE Noble OK 73068	405-210-6250
Judy Crenshaw	5100 72 AVE	405 819-6273
Bill Krohmer	5160 72 Ave S.E.	405 432 7837
[illegible]	7141 Horsefly Lane Noble OK 73068	(405) 501 3583
[illegible]	7150 E. Post Oak Rd	405-996-0312

PETITION

This Petition is for the purpose of opposing the installation of the Maxwell substation on 72nd Ave SE in Norman, OK. The boundary survey is attached hereto as Exhibit "A". The Maxwell substation will do nothing but harm the surrounding property owners. Additionally, the proposed substation site is an area that consistently and repeatedly floods. Installation of the Maxwell Substation will affect the surrounding property owners in the following ways:

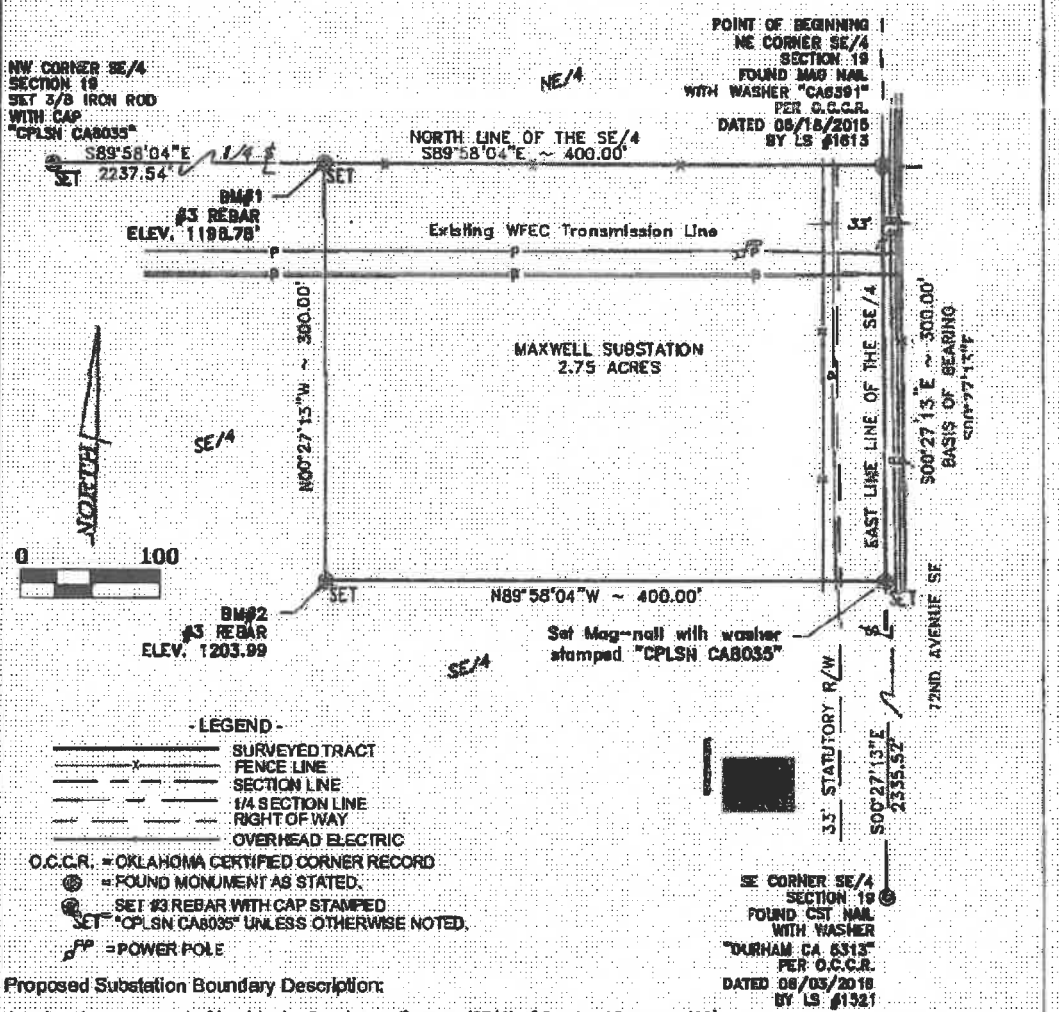
1. Create unnecessary traffic during and after installation.
2. Cause property values to drastically decrease.
3. Significantly injure the surrounding property owners' right to quiet use and enjoyment of their properties.
4. Increase risks of cancer, hormone imbalances, anxiety, depression, and insomnia.

The undersigned Petitioners demand that Cleveland County and the City of Norman prevent Western Farmers and Electric Cooperative from building the Maxwell Substation at the proposed site.

Name	Address	Phone Number
Sarah King	5300 SE 72nd Ave Noble OK 73068	405 650 2908
Mykaela King	5300 72nd Ave SE Noble OK, 73068	(405)301-6451
[illegible]	520 N 72ND ST Noble, OK 73068	405-343-3203
Reta Jones	5250 72nd Ave SE Noble, OK 73068	580-286-8507
[illegible] Jones	4100 E. Cedar Ln. Noble, OK 73068	405-579-2505

[illegible]	7111 E Edgewater Rd	—
[illegible]	7011 E Edgewater Rd	
[illegible]	7011 E Edgewater Rd.	
Laura King	5300 SE 79th Ave	

BOUNDARY SURVEY
PART OF THE SE/4
SECTION 19, T8N–R1W, I.M.,
CLEVELAND COUNTY, OKLAHOMA
EXHIBIT "A"



Proposed Substation Boundary Description:

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, described as follows:

Beginning at the Northeast corner of said SE/4, a Mag-nail with washer bearing the inscription "CA 6391";
Thence S00°27'13"E on the East line of said SE/4, 300.00 feet to a Mag-nail with washer stamped "CPLSN CA 8035";
Thence N89°58'04"W parallel with the North line of said SE/4, 400.00 feet to a #3 rebar with cap bearing the inscription "CPLSN CA 8035";
Thence N00°27'13"W parallel with the East line of said SE/4, 300.00 feet to the North line thereof and a #3 rebar bearing the inscription "CPLSN CA 8035";
Thence S89°58'04"E on said North line, 400.00 feet to the ***Point of Beginning***, containing 120,000 square feet or 2.75 Acres, more or less.
The datum for this description is Grid North, NAD83, Oklahoma South Zone with the basis of bearing being the East line of the SE/4 of Section 19 taken to bear S00°27'13"E as measured between recovered PLSS corner monuments.

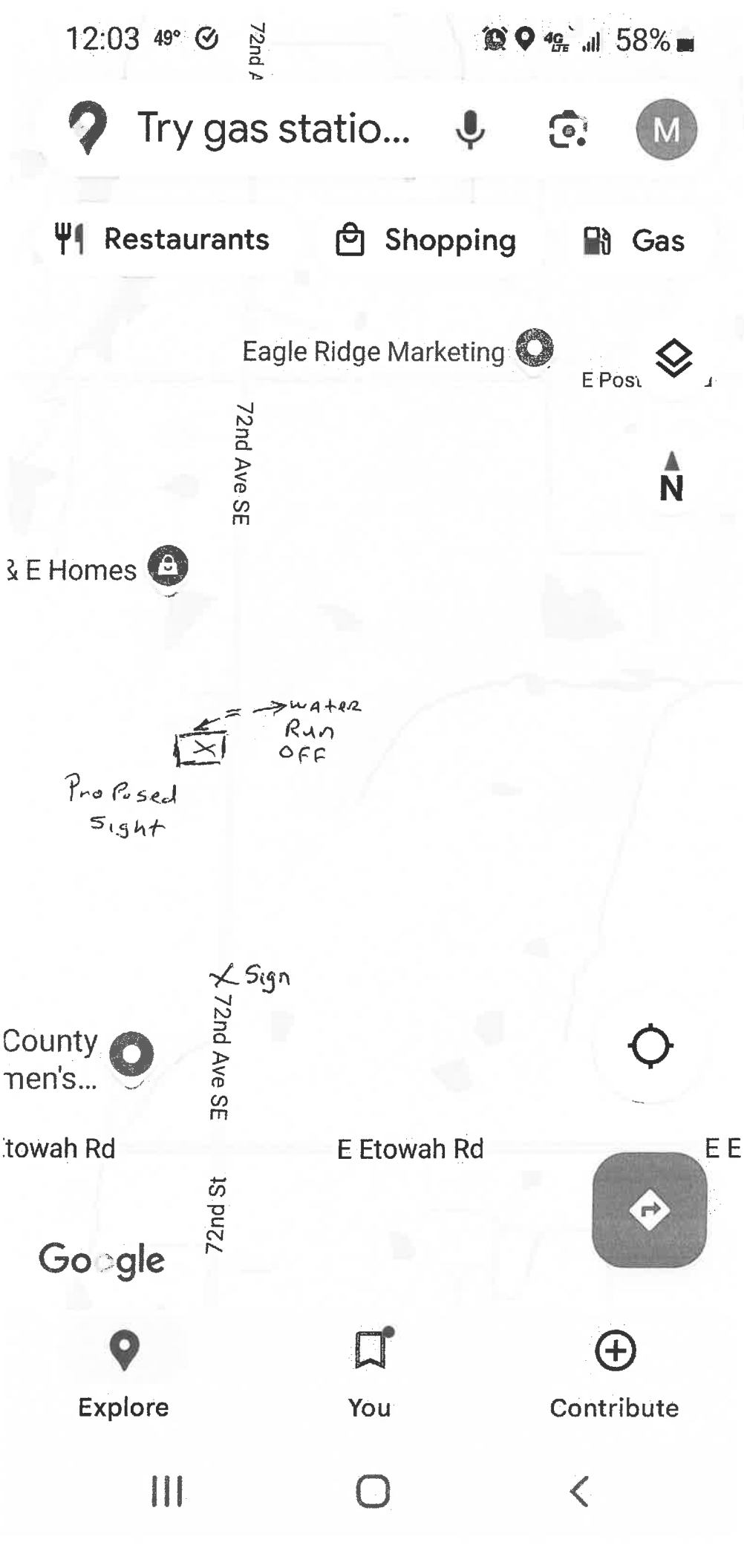
Surveyor's Certificate:
I Jay Washburn, Oklahoma Licensed Surveyor, No. 1707, do hereby certify that this plat of survey meets the Oklahoma Minimum Standards for the practice of land surveying as adopted by the Oklahoma State Board of Licensure for Professional Engineers and Surveyors.

01/26/2024
Jay Washburn, LS, For the Firm; Date:

LICENSED PROFESSIONAL LAND SURVEYOR
Jay Washburn
1707
OKLAHOMA

WARNING CONTACT "CALL OKIE" AT 1-800-522-OKIE TWO WORKING DAYS BEFORE YOU DIG FOR ALL UTILITY LINE LOCATIONS AND INFORMATION	CoolPLS National, Inc. 13800 Wireless Way Oklahoma City, OK 73134 405-603-5511 CA# 8035 exp. 06/30/2024	Client: Western Farmers Electric Cooperative	
		Date: 01-26-2024	Project: Maxwell Substation
		Drafted: TF	Scale: 1" = 100'
		Checked: JW	Book: N/A Page: N/A

This Sign is 1/4 mile South of Proposed Substation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Shopping
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72nd St
Google
Explore
You
Contribute

Sean Paul Rieger
Daniel L. Sadler
Gunner B. Joyce

RIEGER SADLER JOYCE
ATTORNEYS AT LAW

Keith A. Barrett
Libby A. Smith

June 12, 2024

Western Farmers Electric Cooperative
P.O. Box 429
Anadarko, OK 73005
VIA CERTIFIED MAIL

RE: Maxwell Substation, Cleveland County, Second letter

SENT VIA U.S. MAIL

To Whom it May Concern:

This firm represents Gary King, the owner of 5300 S 72nd St., Noble, Oklahoma, which borders the property Western Farmers Electric Cooperative seeks to condemn through Cleveland County Case No. CV-2024-1207 to the north. It has come to our attention that you are planning to construct a substation on the property subject to condemnation. We are reaching out to you to put you on notice that our client is fully prepared to protect their property against damages caused by this proposed substation.

The planned substation raises several serious concerns. First, this construction is likely to redirect the natural flow of stormwater and surface water drainage from the condemned property onto our client's property. The water you redirect will cause flooding and substantial damage to our client's property.

Under Oklahoma law, a landowner may not divert surface water from its usual course in such a way to cause damages to an adjoining landowner. If the construction is not properly designed, water diversion will cause severe flooding to our client's property. As a result, our client foresees significant damage to his property, plus expenses he will be forced to incur to remedy the damages. Additionally, you should be aware of 12 O.S. § 940, which allows our client to seek reimbursement for all litigation expenses and attorneys' fees from you for any redirection of water which would constitute a negligent or willful injury to our client's property.

In addition, the proposed substation may give rise to an inverse condemnation cause of action for our client. The proximity of the proposed substation will damage the value of the entire property for prospective buyers. In addition, the substation's proximity will cause the insurance on the structures and property to increase for the foreseeable future. The unsightly appearance, noise, interference, EMF radiation, and resulting concerns for health caused by the substation will cause potential buyers to shy away. Put simply, constructing this substation in the proposed

location is going to harm our client's family and render the property much less valuable to third parties in perpetuity. This potential for severe damage requires your attention.

This is a special piece of property whose value is at a premium, and the proposed substation is proposed to be located in such a manner that damage and diminution in value of the property highly likely, if not unavoidable.

The proposed substation can be constructed in less populated areas only a mile or two east or west of its currently proposed location. Because the planned location will affect dozens of nearby homeowners while less populated areas are available nearby, the placement is an unreasonable decision. Concerned homeowners recently sent a signed Petition to you raising their concerns but have received no response. I have enclosed a copy of the Petition for review.

We are also aware that neighboring property owners in less dense areas may be willing to settle out of court. yet rather than contact those owners, you have chosen to sue and forcefully take someone's land in Case No. CV-2024-1207. The current chosen location will likely result in damages and consequent lawsuits from neighboring owners, all of which can easily be avoided by simply choosing a different location.

For the aforesaid reasons, our client demands that you relocate the substation. or take all steps to design and construct the substation in a way that does not affect drainage of my client's property or diminish the value of my client's property. Otherwise, they will have no choice but to seek damages and all remedies available at law or equity.

We are also requesting that current engineering and design plans be provided for review.

We thank you in advance for your cooperation and understanding in our efforts to kindly resolve this issue. Please feel free to give us a call if you have any questions.

Sincerely,

KB

Keith Barrett
For the Firm

Enc.

AI Overview

Yes, retention ponds can be dangerous due to drowning, flooding, and pollution.

Drowning

- Retention ponds are a drowning hazard, especially for children.
- Drownings can occur in seconds, even with warning signs.
- Some advocate for mandatory fencing around retention ponds.

Flooding

- If a retention pond overflows, it can flood nearby homes.
- Poorly maintained retention ponds can increase the risk of flooding downstream.

Pollution

- Retention ponds can become contaminated with chemicals, salt, dirt, and debris.
- If not properly maintained, retention ponds can increase pollution discharge downstream.

Other dangers

- Retention ponds can be breeding grounds for mosquitoes.
- The water levels in retention ponds change constantly, and pumps can create strong currents.

Safety tips

- Don't swim, fish, boat, kayak, or play near retention ponds.

Retention Ponds in HOA Communities

Sep 9, 2021 — While there are some advantages to living near a retention...

Spectrum Association Mana...

and why is maintenance...

Retention Pond After Maintenance Retention ponds will act as a polluta...

Maryland.gov

Ponds: A Growing T

Nov 20, 2024 — Re... from New York to F...

The ZAC Foundation

Generative AI is experimental.

Export Save

Children are highly attracted to water, so without barriers and other safety measures, retention ponds pose a **drowning risk**.

https://www.aquaticsintl.com

Retention Ponds: Drowning Hazards Hidden in Full View

Growing communities are at **increased risk of flooding and erosion damage from excess stormwater runoff**. Sep 9, 2021

https://spectrumam.com

Retention Ponds in HOA Communities

About featured snippets Feedback

People also ask

Is it bad to live next to a retention pond?

Retention ponds, aka wet ponds, are a bad idea. They are at more risk for flooding and breed mosquitoes. Also issues with water fowl near airports. It isn't just about water quality. Detention ponds are better, but not great. Bioretention is usually best. But that

FILED IN THE OFFICE OF THE CITY CLERK ON 09/25/25-kw

FELLERS SNIDER
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Joseph P. Krodel
Attorney
Direct (405) 239-7201
Email: jkrodel@fellerssnider.com

September 25, 2025

SENT VIA U.S. MAIL AND E-MAIL

City of Norman, Oklahoma
c/o City Clerk
P.O. Box 370
201 West Gray
Norman, Oklahoma 73070
City_clerk@normanok.gov

RE: Ordinance O-2425-15; Western Farmers Electric Cooperative

Hello,

On February 25, 2025, the City Council of the City of Norman heard Western Farmers Electric Cooperative's Application for Special Use Permit for land generally located north of Etowah Road on 72nd Ave. SE. The land subject to this Application is also the subject of an eminent domain action in the District Court of Cleveland County, Case No. CV-2024-1207. This Application was postponed, by vote of the Council, "until [the] District Court has made its decision on this case on possession."

The District Court has made its decision on this case regarding possession of the land at issue, denying the Exception to Commissioners' Report filed by Defendant Orville Horsch and Hannah Horsch, husband and wife, and as Trustees of the Orvill L. Horsch and Hannah L. Horsch Family Trust, the record title owners of the real property at issue. By denying their Exception, the District Court has held that Western Farmers Electric Cooperative has the authority to possess the real property subject to that litigation and this Application via eminent domain. Accordingly, Western Farmers' Application for Special Use Permit is now ripe to be heard by the City Council of the City of Norman.

Western Farmers Electric Cooperative hereby requests that their initial Application for Special Use Permit be placed on the agenda for the Regular Meeting of the City Council of the City of Norman scheduled for **October 28, 2025**. Please confirm the scheduling of this

Application. Your prompt attention to this matter is appreciated. If you have any questions, feel free to contact me at (405) 232-0621 or jkrodel@fellerssnider.com.

Sincerely,

Joseph P. Krodel
For the Firm

JPK/949515

1062051298

IN THE DISTRICT COURT IN AND FOR CLEVELAND COUNTY
STATE OF OKLAHOMA

STATE OF OKLAHOMA } S S.
CLEVELAND COUNTY }
FILED
JUL 23 2025
In the office of the
Court Clerk MARILYN WILLIAMS

WESTERN FARMERS ELECTRIC COOPERATIVE, an Oklahoma cooperative corporation,

Plaintiff,

v.

ORVILLE HORSCH and HANNAH HORSCH, husband and wife, and as Trustees of the Orville L. Horsch and Hannah L. Horsch Family Trust,

Jim Reynolds, in his capacity as CLEVELAND COUNTY TREASURER, and,

CLEVELAND COUNTY BOARD OF COUNTY COMMISSIONERS,

Defendants.

Case No. CV-2024-1207

ORDER ON DEFENDANTS' EXCEPTION TO REPORT OF COMMISSIONERS

On the 23rd day of June, 2025, this matter came on for hearing on Defendants Orville Horsch and Hannah Horsch's *Exception to Commissioners' Report*. All parties appeared by counsel. Plaintiff presented testimony. Matter was adjourned in order for Defendants to present testimony. However, the parties agreed to present further briefing in lieu of testimony. The Court has reviewed said briefs. Based upon the testimony and pleadings presented, the Court finds Defendants' *Exception to Commissioners' Report* should be and is hereby overruled.

IT IS THEREFORE ORDERED, ADJUDGED AND DECREED that Defendants' *Exception to Commissioners' Report* is overruled.

Dated this 21st day of July, 2025.

JEFF VIRGIN
DISTRICT JUDGE

CC: Clint Russell, attorney for Plaintiff
Shawn Fulkerson, attorney for Defendants
Robin Moore/Kristina Bell, attorneys for Cleveland County Treasurer and Board of County Commissioners

File Attachments for Item:

40. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-15 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN DELETING SECTION 24-104(E)(6), REPEALING SECTION 24-308, AND DELETING RELATED FINES SET FORTH IN APPENDIX B OF THE NORMAN CODE OF ORDINANCES ALL RELATED TO THE MUNICIPAL CRIMINAL CHARGE OF PEEPING TOM; AND PROVIDING FOR THE SEVERABILITY THEREOF.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Rick Jackson, Deputy Chief of Police

PRESENTER: Rick Jackson, Deputy Chief of Police

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT AND/OR POSTPONEMENT OF ORDINANCE O-2526-15 UPON SECOND AND FINAL READING: AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN DELETING SECTION 24-104(E)(6), REPEALING SECTION 24-308, AND DELETING RELATED FINES SET FORTH IN APPENDIX B OF THE NORMAN CODE OF ORDINANCES ALL RELATED TO THE MUNICIPAL CRIMINAL CHARGE OF PEEPING TOM; AND PROVIDING FOR THE SEVERABILITY THEREOF.

BACKGROUND:

Oklahoma state law has long criminalized behavior commonly referred to as “peeping tom”. 21 O.S. §1171 states that people who engage in these behaviors - hiding, waiting or loitering in a place where a person has a right to a reasonable expectation of privacy with the intent to watch someone or film or take photographs of someone in a clandestine manner - can be charged with a misdemeanor offense, with punishment up to one (1) year in county jail and/or $5000 in fines. Under state law, it is a felony if such behavior involves using photographic, electronic or video equipment for any illegal, illegitimate, prurient, lewd or lascivious purpose or who publishes or distributes images from such recordings. A felony violation under this statute carries the potential for significantly more jail time.

The City’s Code has also long criminalized this behavior. Section 24-308 contains almost identical language to state law, except that if a person is charged under the Municipal Code, the maximum penalty is $750 and/or up to 60 days in county jail. Importantly, municipal convictions in courts not of record like Norman, are not reported in the same way so that law enforcement from other agencies could not assess whether a possible offender in their community had prior convictions in Norman if the convictions were of a municipal ordinance and not a state statute.

DISCUSSION:

Ordinance O-2526-15 eliminates the municipal charge of “peeping tom” from the City’s code. Certainly not all defendants charged with “peeping tom” violations escalate their behavior to more egregious behavior, but many suspects charged with more egregious sexually deviant behaviors admit to starting out with “peeping tom” behavior. Eliminating this charge from the City’s code ensures that suspected violations will be filed with the DA’s office and in Cleveland

County District Court for prosecution. Ordinance O-2526-15 also eliminates reference to the charge of “peeping tom” in Section 24-104 Penalties, and in Appendix B, City of Norman Penalty and Fine Schedule.

RECOMMENDATION:

Staff recommends adoption of Ordinance O-2526-15 upon Second and Final Reading.

CITY OF NORMAN
ORDINANCE O-2526-15

AN ORDINANCE OF THE COUNCIL OF THE CITY OF NORMAN DELETING SECTIONS 24-104(E)(6), REPEALING SECTION 24-308, AND DELETING RELATED FINES SET FORTH IN APPENDIX B OF THE NORMAN CODE OF ORDINANCES ALL RELATED TO THE MUNICIPAL CRIMINAL CHARGE OF PEEPING TOM; AND PROVIDING FOR THE SEVERABILITY THEREOF.

WHEREAS, State law addresses "peeping tom" activity through a criminal statute that allows for alleged offenders to be charged with a misdemeanor or felony; and

WHEREAS, a municipal charge of "peeping tom" is not reported in law enforcement databases in the same way as a charge from a court of record like District Court, making it more difficult to find serial perpetrators whose behavior may escalate; and

WHEREAS, eliminating the municipal charge of "peeping tom" from the City's code ensures alleged offenders will be charged under State law.

NOW THEREFORE, be it ordained by the City Council of the City of Norman, in the State of Oklahoma, as follows:

SECTION 1: **AMENDMENT** "24-104 Penalties" of the City of Norman Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

24-104 Penalties

(a) Persons convicted of violating the provisions of NCC 24-202 shall be punished by a fine as provided in the City penalty and fine schedule.
(b) Persons convicted of violation of NCC 24-307 shall be punished by a fine as provided in the City penalty and fine schedule.
(c) Persons convicted of violating NCC 24-509 shall be punished by a fine and/or imprisonment as provided in the City penalty and fine schedule.
(d) Except as otherwise provided in this section, any person convicted of violating the provisions of any section or subsection of this chapter shall be punished by a fine as provided in the City penalty and fine schedule.
(e) Persons convicted of violating the provisions of the following listed articles, sections or subsections of this Code shall be punished by a fine and/or imprisonment as provided in the City penalty and fine schedule.
    (1) NCC 24-201, Age misrepresentation;
    (2) NCC 24-205, Furnishing alcoholic beverages;
    (3) NCC 24-304, Harmful substances being possessed, sold, distributed or

consumed; exceptions;

(4) NCC 24-305, Narcotics;
(5) NCC 24-306, Nudity, indecent exposure;
(6) NCC 24-308, Peeping Toms;
(7) NCC 24-312, Possession or sale of drug-related paraphernalia;
(8) NCC 24-401, Assault; battery;
(9) NCC 24-402, Discharging firearms, exceptions;
(10) NCC 24-403, Disturbing the peace;
(11) NCC 24-404, Possession of certain weapons, exceptions;
(12) NCC 24-405, Unlawful assembly;
(13) NCC 24-406, Nuisance party;
(14) NCC 24-407, No person shall attend or contribute to a nuisance party;
(15) NCC 24-408, Social host; permitting or allowing gatherings where minors are consuming alcoholic beverages;
(16) NCC 24-501, Interference with property's use;
(17) NCC 24-502, Molesting property; exceptions;
(18) NCC 24-503, Petit larceny;
(19) NCC 24-504, Tampering with public utilities;
(20) NCC 24-505, Trespass; illegal entrance; exception; and
(21) NCC 24-VI.

(f) Notwithstanding the above subsections, the Court may impose costs in addition to any monetary fine and/or imprisonment.

(Code 1976, § 15-203; Ord. No. O-7273-56; Ord. No. O-7778-3; Ord. No. O-7778-6; Ord. No. O-8283-05; Ord. No. O-8384-23; Ord. No. O-8586-91; Ord. No. O-9394-48; Ord. No. O-9596-45; Ord. No. O-9900-11; Ord. No. O-0304-10; Ord. No. O-0304-18; Ord. No. O-0405-26; Ord. No. O-0506-10; Ord. No. O-0708-38; Ord. No. O-1819-49, § 3)

AFTER AMENDMENT

24-104 Penalties

(a) Persons convicted of violating the provisions of NCC 24-202 shall be punished by a fine as provided in the City penalty and fine schedule.
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(c) Persons convicted of violating NCC 24-509 shall be punished by a fine and/or imprisonment as provided in the City penalty and fine schedule.
(d) Except as otherwise provided in this section, any person convicted of violating the provisions of any section or subsection of this chapter shall be punished by a fine as provided in the City penalty and fine schedule.
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(1) NCC 24-201, Age misrepresentation;

(2) NCC 24-205, Furnishing alcoholic beverages;
(3) NCC 24-304, Harmful substances being possessed, sold, distributed or consumed; exceptions;
(4) NCC 24-305, Narcotics;
(5) NCC 24-306, Nudity, indecent exposure;
~~(6) NCC 24-308, Peeping Toms;~~
(7) NCC 24-312, Possession or sale of drug-related paraphernalia;
(8) NCC 24-401, Assault; battery;
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(14) NCC 24-407, No person shall attend or contribute to a nuisance party;
(15) NCC 24-408, Social host; permitting or allowing gatherings where minors are consuming alcoholic beverages;
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(17) NCC 24-502, Molesting property; exceptions;
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(Code 1976, § 15-203; Ord. No. O-7273-56; Ord. No. O-7778-3; Ord. No. O-7778-6; Ord. No. O-8283-05; Ord. No. O-8384-23; Ord. No. O-8586-91; Ord. No. O-9394-48; Ord. No. O-9596-45; Ord. No. O-9900-11; Ord. No. O-0304-10; Ord. No. O-0304-18; Ord. No. O-0405-26; Ord. No. O-0506-10; Ord. No. O-0708-38; Ord. No. O-1819-49, § 3)

SECTION 2: **AMENDMENT** "24-308 Peeping Toms" of the City of Norman Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

24-308 Peeping Toms

No person shall hide, wait or loiter about in the vicinity of any private dwelling house, apartment or any other place of residence, to watch, gaze, or look upon the occupants therein in a clandestine manner.

(a) Every person who hides, waits or otherwise loiters in the vicinity of any private dwelling house, apartment building, any other place of residence, or in the vicinity of

any locker room, dressing room, restroom or any other place where a person has a right to a reasonable expectation of privacy, with the unlawful and willful intent to watch, gaze, or look upon any person in a clandestine manner, shall, upon conviction, be guilty of a misdemeanor.

(b) Every person who uses photographic, electronic or video equipment in a clandestine manner for any illegal, illegitimate, prurient, lewd or lascivious purpose with the unlawful and willful intent to view, watch, gaze or look upon any person without the knowledge and consent of such person when the person viewed is in a place where there is a right to a reasonable expectation of privacy, or who publishes or distributes any image obtained from such act, shall, upon conviction, be guilty of a felony.

(c) Every person who uses photographic, electronic or video equipment in a clandestine manner for any illegal, illegitimate, prurient, lewd or lascivious purpose with the unlawful and willful intent to view, watch, gaze or look upon any person and capture an image of a private area of a person without the knowledge and consent of such person and knowingly does so under circumstances in which a reasonable person would believe that the private area of the person would not be visible to the public, regardless of whether the person is in a public or private place shall, upon conviction, be guilty of a misdemeanor.

(d) As used in this section, the term "private area of the person" means the naked or undergarment-clad genitals, pubic area, buttocks, or any portion of the areola of the female breast of that individual.

(Code 1976, § 15-409; Ord. No. O-8182-73)

AFTER AMENDMENT

24-308 ~~Peeping Toms~~Repealed

~~No person shall hide, wait or loiter about in the vicinity of any private dwelling house, apartment or any other place of residence, to watch, gaze, or look upon the occupants therein in a clandestine manner.~~

~~(a) Every person who hides, waits or otherwise loiters in the vicinity of any private dwelling house, apartment building, any other place of residence, or in the vicinity of any locker room, dressing room, restroom or any other place where a person has a right to a reasonable expectation of privacy, with the unlawful and willful intent to watch, gaze, or look upon any person in a clandestine manner, shall, upon conviction, be guilty of a misdemeanor.~~

~~(b) Every person who uses photographic, electronic or video equipment in a clandestine manner for any illegal, illegitimate, prurient, lewd or lascivious purpose with the unlawful and willful intent to view, watch, gaze or look upon any person without the knowledge and consent of such person when the person viewed is in a place where there is a right to a reasonable expectation of privacy, or who publishes or distributes any image obtained from such act, shall, upon conviction, be guilty of a felony.~~

~~(c) Every person who uses photographic, electronic or video equipment in a clandestine manner for any illegal, illegitimate, prurient, lewd or lascivious purpose with the~~

~~unlawful and willful intent to view, watch, gaze or look upon any person and capture an image of a private area of a person without the knowledge and consent of such person and knowingly does so under circumstances in which a reasonable person would believe that the private area of the person would not be visible to the public, regardless of whether the person is in a public or private place shall, upon conviction, be guilty of a misdemeanor.~~

~~(d) As used in this section, the term "private area of the person" means the naked or undergarment-clad genitals, pubic area, buttocks, or any portion of the areola of the female breast of that individual.~~

(Code 1976, § 15-409; Ord. No. O-8182-73)

SECTION 3: **AMENDMENT** "APPENDIX B CITY OF NORMAN PENALTY AND FINE SCHEDULE" of the City of Norman Municipal Code is hereby *amended* as follows:

BEFORE AMENDMENT

APPENDIX B CITY OF NORMAN PENALTY AND FINE SCHEDULE

Code Section	*Description*	*Penalty/Fine*
Chapter 1--General Provisions		
1-114	General penalty	
	Violation of any provision of the City Code	Up to $750.00 and/or imprisonment not exceeding 60 days
	Violation of Code provisions regulating the pretreatment of wastewater and stormwater discharges	Up to $1,000.00 and/or imprisonment not exceeding 90 days
	Violation of Code provisions regarding alcohol or drug related traffic offenses	Up to $800.00 and/or imprisonment not exceeding six months
	Violation of Code provisions regarding speeding or parking	Up to $200.00
Chapter 2--Administration		
2-103(f)	For any municipal officer or any employee of a political subdivision to corruptly accept or request a gift or gratuity, or a promise to make a gift, or a	$5,000.00

(1)	promise to do an act beneficial to such officer	
2-111(c)	Violating the provisions of the proclamation of a civil emergency	$50.00--$750.00
Chapter 4--Animals		
4-223	Violation of NCC Article 4-II	$50.00--$750.00 and/or 60 days in jail
Chapter 6--Buildings and Building Regulations		
6-105(1)	Retaining wall permit, missed inspections, per missed inspection. The builder/contractor will be required to provide documentation that the retaining wall was constructed per the permit.	$50.00
6-105(6)	Other missed inspections, per missed inspection	$50.00
6-108	Violation of chapter	$50.00--$750.00 and/or imprisonment not to exceed 60 days
Chapter 8--Civil Rights		
8-206	Violation of chapter	$50.00--$750.00 and/or imprisonment not to exceed 60 days
8-302	Violation of NCC 8-301	$50.00--$750.00 and/or imprisonment not to exceed 60 days
Chapter 12--Finance		
12-409(c)	Violation of article 12-IV	$50.00--$750.00 and/or imprisonment not to exceed 60 days
12-416	Failure to make report, remittance; fraudulent returns for transient guest room tax	$50.00--$750.00 and/or imprisonment not to exceed 60 days
12-518(b)	Delinquent penalty:	
	Within 30 days of due date	10% of total
	After 30 days of due date	25% of total
12-610	Delinquent penalty for use tax	Amount specified in 68 O.S. § 217
		$50.00--$750.00 and/or

12-613	Failure to make report, remittance; fraudulent returns for use tax	imprisonment not to exceed 60 days
Chapter 14--Fire Prevention		
14-106	Violation of chapter	$50.00--$750.00 and/or imprisonment not to exceed 60 days
14-305	Violation of article 14-III	In accordance with NCC 14-106
14-403	Failure to report hazardous material or hazardous material incident	In accordance with NCC 14-407
Chapter 16--Health and Safety		
16-115	Violation of article 16-I	$50.00--$750.00
16-211	Violation of article 16-II	$50.00--$750.00 and/or imprisonment not to exceed 60 days
16-311	Violation of article 16-III	$50.00--$750.00 and/or imprisonment not to exceed 60 days
16-406	Violation of article 16-IV	$50.00--$1,000.00 and/or imprisonment not to exceed 90 days
16-508(a)	Smoking in certain places	$10.00--$100.00
16-508(b)	Signs required in retail establishments	Up to $50.00
16-508(c)	Vending machines and sales displays	Up to $200.00
16-602	Violation of article 16-VI	$50.00--$750.00 and/or imprisonment not to exceed 60 days
16-703	Violation of article 16-VII	$50.00--$750.00
16-813	Violation of article 16-VIII	$50.00--$750.00
16-904(b)	Removal of street tree in violation of NCC 16-903, per inch DBH	Up to $50.00

	Total administrative fine not to exceed	$2,000.00
16-911	Violation of article 16-IX; per offense	Up to $500.00
16-1103	Violation of article 16-XI; per offense	$50.00—$750.00
Chapter 20--Licenses and Occupations		
20-113	Violation of chapter	$50.00--$750.00 and/or imprisonment not to exceed 60 days
20-1924	Violation of article 20-XIX	$50.00--$200.00
20-3017	Violation of street closure permit or regulations	Misdemeanor punishable in accordance with NCC 20-113
Chapter 22--Municipal Courts		
22-104(c)	Payment of fine in lieu of court appearance:	
(1)	Improper equipment	$35.00
(2)	Speeding:	
a.	In excess of the posted limit	$5.00 per mile in excess of the posted limit
b.	In a school zone or school crossing zone	$200.00
c.	Ten miles and under on any interstate, federal-aid primary highways, and state highways, subsection 20-1002(5), which are located on the outskirts of any municipality as determined by 47 O.S. § 2-117	$10.00 plus $15.00 costs
d.	In an area designated by the State or the City as under construction, maintenance, or repair, and marked as such	$200.00
(3)	Violations resulting in personal injury or property damage	$100.00
(4)	All other moving traffic violations	$50.00
(5)	Transporting a firearm improperly	$70.00
(6)	Failure to appear, first offense	$200.00
(7)	Violations of the mandatory use of seatbelts	$10.00 plus $10.00 costs
(8)	Failure to carry security verification form while	$250.00

	operating a vehicle		
(9)	Transporting an open container		$200.00
(10)	Third and subsequent moving violations during any immediately preceding 12-month period		$200.00
(11)	Nontraffic violations, first offense, that do not carry jail time		$200.00
(12)	Failure to yield to emergency vehicle		$200.00
(13)	Racing on the highway		$200.00
(14)	School zone violations except as otherwise provided		$200.00
(15)	Violations of the mandatory use of child passenger restraint		$50.00
(16)	Vehicle registration violations		$35.00
(17)	Careless/failure to devote full time and attention		$100.00
(18)	Reckless driving		$200.00
(19)	Failure to stop		$100.00
(20)	Disregarding railroad signals		$100.00
(21)	Driving under Suspension or Revocation		$200.00
22-105	Traffic violations, parking	Violations Paid Within Five Days	Violations Paid After Five Days
Expired meter		$10.00	$25.00
Excess of time		$10.00	$25.00
Fire lane		$100.00	$150.00
Accessible parking		$500.00	$500.00
Registration violations		$50.00	$50.00
Blocking sidewalk		$50.00	$75.00
Private property		$50.00	$75.00
Parking, stopping and standing prohibited in other areas		$100.00	$200.00
All other parking violations		$20.00	$30.00

22-105(d)	Vehicle impounded or bench warrant ordered	$30.00
22-105(e)	~~Vehicle involved in accident resulting in personal~~ injury or property damage	$25.00
Chapter 24--Offenses and Miscellaneous Provisions		
24-104	Violation of chapter	$50.00--$750.00
	Consuming spirits in a public place	$50.00--$500.00
	Possession of marijuana	Up to $400.00
	Pump pirating	$50.00--$500.00 and/or imprisonment not to exceed 60 days
	Age misrepresentation	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Furnishing alcoholic beverages	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Possession, distribution; harmful substances and narcotics	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Narcotics	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Nudity, indecent exposure	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Peeping Toms	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Possession or sale of drug related paraphernalia	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Assault and battery	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Discharging firearms	$50.00--$750.00 and/or imprisonment not to exceed 60

		days
	Disturbing the peace	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Possession of certain weapons	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Unlawful assembly	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Nuisance party	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Attendance, contribution to a nuisance party	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Social host, minors consuming alcohol	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Interference with use of property	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Molesting property	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Petit larceny	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Tampering with public utilities	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Trespass, illegal entry	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Offenses against public authority	$50.00--$750.00 and/or imprisonment not to exceed 60 days
24-311	Violation of section:	

(b)	First offense	$100.00
	Second offense, within two years of first	$200.00
	Third offense, within two years of first	$300.00
	Fourth offense, within two years of first	$300.00
(c)	First offense	Up to $100.00
	Subsequent offense, within one year of first	Up to $200.00
(d)	First offense	Up to $100.00
	Second offense	Up to $200.00
	Third or subsequent offense	Up to $300.00
(e)	Sale of tobacco products, packaging, each offense	Up to $200.00
(f)	Sale of tobacco products, display, each offense	Up to $200.00
24-603	Littering, failure to remove	
24-611	Court--Parental responsibility for juvenile court fines	
24-612	Failure to appear	
Chapter 26--Public Improvements		
26-102	Violation of chapter	$50.00--$750.00
Chapter 28--Sign Regulations		
28-106	Enforcement of chapter	
28-107	Violation of chapter	
28-302	Violation of chapter	$50.00--$750.00
28-412(3)	Model home directional sign, violations, per sign	$15.00
28-902	Violation of chapter	
Chapter 30--Subdivision Regulations		

30-210	Violation of article 30-II	$50.00--$750.00
	~~*Chapter 32--Traffic and Vehicles*~~	
32-112(a)	Violation of chapter, generally	$35.00--$200.00
32-112(b)	Violation of specific provisions of chapter as listed below:	
	NCC 32-201 Duties of drivers involved in accidents	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	NCC 32-419 Driving: Reckless	
	NCC 32-425 Driving: Unauthorized person operating a vehicle	
	NCC 32-426 Driving: Transportation of alcoholic beverages	
	NCC 32-430 Passing: School bus	
	NCC 32-441 Fleeing or attempting to elude a police officer	
32-112(d)	Court fines in addition to fine and/or imprisonment	As determined by the court
32-112(e)	Violation of NCC 32-507 Child passenger restraint system	$50.00
32-112(f)	Violation of NCC 32-508 Mandatory use of seatbelts	$10.00
32-112(g)	Violation of NCC 32-409(c) Driving without license	$100.00--$750.00 and/or imprisonment not to exceed 60 days
32-112(h)	Violation of NCC 32-447 Improper transportation of a firearm	$70.00 plus court costs
32-112(i)	Violation of NCC 32-442 Carrying of security verification form while operating vehicle	$50.00--$250.00 and/or imprisonment not to exceed 30 days
32-444	Transportation of children by day care centers--citations	$50.00--$200.00
32-507	Child passenger restraint system	$50.00
32-509	Unlawful operation of a motor vehicle while texting	Up to $100.00

32-717	Parking in accessible parking space prohibited	$500.00
Chapter 34--Utility Services		
34-101	Violation of chapter	$50.00--$750.00 and/or imprisonment not to exceed 60 days
Chapter 36--Zoning		
36-407	Violation of article 36-IV	In accordance with NCC 36-569
36-533	Offenses cited by the Planning and Community Development Department	$50.00--$750.00
36-569	Violation of chapter	$50.00--$750.00

AFTER AMENDMENT

APPENDIX B CITY OF NORMAN PENALTY AND FINE SCHEDULE

Code Section	*Description*	*Penalty/Fine*
Chapter 1--General Provisions		
1-114	General penalty	
	Violation of any provision of the City Code	Up to $750.00 and/or imprisonment not exceeding 60 days
	Violation of Code provisions regulating the pretreatment of wastewater and stormwater discharges	Up to $1,000.00 and/or imprisonment not exceeding 90 days
	Violation of Code provisions regarding alcohol or drug related traffic offenses	Up to $800.00 and/or imprisonment not exceeding six months
	Violation of Code provisions regarding speeding or parking	Up to $200.00
Chapter 2--Administration		
2-103(f)(1)	For any municipal officer or any employee of a political subdivision to corruptly accept or request a gift or gratuity, or a promise to make a gift, or a promise to do an act beneficial to such officer	$5,000.00

2-111(c)	Violating the provisions of the proclamation of a civil emergency	$50.00--$750.00
Chapter 4--Animals		
4-223	Violation of NCC Article 4-II	$50.00--$750.00 and/or 60 days in jail
Chapter 6--Buildings and Building Regulations		
6-105(1)	Retaining wall permit, missed inspections, per missed inspection. The builder/contractor will be required to provide documentation that the retaining wall was constructed per the permit.	$50.00
6-105(6)	Other missed inspections, per missed inspection	$50.00
6-108	Violation of chapter	$50.00--$750.00 and/or imprisonment not to exceed 60 days
Chapter 8--Civil Rights		
8-206	Violation of chapter	$50.00--$750.00 and/or imprisonment not to exceed 60 days
8-302	Violation of NCC 8-301	$50.00--$750.00 and/or imprisonment not to exceed 60 days
Chapter 12--Finance		
12-409(c)	Violation of article 12-IV	$50.00--$750.00 and/or imprisonment not to exceed 60 days
12-416	Failure to make report, remittance; fraudulent returns for transient guest room tax	$50.00--$750.00 and/or imprisonment not to exceed 60 days
12-518(b)	Delinquent penalty:	
	Within 30 days of due date	10% of total
	After 30 days of due date	25% of total
12-610	Delinquent penalty for use tax	Amount specified in 68 O.S. § 217
12-613	Failure to make report, remittance; fraudulent returns for use tax	$50.00--$750.00 and/or imprisonment not to exceed 60

		days
	Chapter 14--Fire Prevention	
14-106	Violation of chapter	$50.00--$750.00 and/or imprisonment not to exceed 60 days
14-305	Violation of article 14-III	In accordance with NCC 14-106
14-403	Failure to report hazardous material or hazardous material incident	In accordance with NCC 14-407
	Chapter 16--Health and Safety	
16-115	Violation of article 16-I	$50.00--$750.00
16-211	Violation of article 16-II	$50.00--$750.00 and/or imprisonment not to exceed 60 days
16-311	Violation of article 16-III	$50.00--$750.00 and/or imprisonment not to exceed 60 days
16-406	Violation of article 16-IV	$50.00--$1,000.00 and/or imprisonment not to exceed 90 days
16-508(a)	Smoking in certain places	$10.00--$100.00
16-508(b)	Signs required in retail establishments	Up to $50.00
16-508(c)	Vending machines and sales displays	Up to $200.00
16-602	Violation of article 16-VI	$50.00--$750.00 and/or imprisonment not to exceed 60 days
16-703	Violation of article 16-VII	$50.00--$750.00
16-813	Violation of article 16-VIII	$50.00--$750.00
16-904(b)	Removal of street tree in violation of NCC 16-903, per inch DBH	Up to $50.00

	Total administrative fine not to exceed	$2,000.00
16-911	Violation of article 16-IX; per offense	Up to $500.00
16-1103	Violation of article 16-XI; per offense	$50.00—$750.00
Chapter 20--Licenses and Occupations		
20-113	Violation of chapter	$50.00--$750.00 and/or imprisonment not to exceed 60 days
20-1924	Violation of article 20-XIX	$50.00--$200.00
20-3017	Violation of street closure permit or regulations	Misdemeanor punishable in accordance with NCC 20-113
Chapter 22--Municipal Courts		
22-104(c)	Payment of fine in lieu of court appearance:	
(1)	Improper equipment	$35.00
(2)	Speeding:	
a.	In excess of the posted limit	$5.00 per mile in excess of the posted limit
b.	In a school zone or school crossing zone	$200.00
c.	Ten miles and under on any interstate, federal-aid primary highways, and state highways, subsection 20-1002(5), which are located on the outskirts of any municipality as determined by 47 O.S. § 2-117	$10.00 plus $15.00 costs
d.	In an area designated by the State or the City as under construction, maintenance, or repair, and marked as such	$200.00
(3)	Violations resulting in personal injury or property damage	$100.00
(4)	All other moving traffic violations	$50.00
(5)	Transporting a firearm improperly	$70.00
(6)	Failure to appear, first offense	$200.00
(7)	Violations of the mandatory use of seatbelts	$10.00 plus $10.00 costs
(8)	Failure to carry security verification form while	$250.00

	operating a vehicle		
(9)	Transporting an open container		$200.00
(10)	Third and subsequent moving violations during any immediately preceding 12-month period		$200.00
(11)	Nontraffic violations, first offense, that do not carry jail time		$200.00
(12)	Failure to yield to emergency vehicle		$200.00
(13)	Racing on the highway		$200.00
(14)	School zone violations except as otherwise provided		$200.00
(15)	Violations of the mandatory use of child passenger restraint		$50.00
(16)	Vehicle registration violations		$35.00
(17)	Careless/failure to devote full time and attention		$100.00
(18)	Reckless driving		$200.00
(19)	Failure to stop		$100.00
(20)	Disregarding railroad signals		$100.00
(21)	Driving under Suspension or Revocation		$200.00
22-105	Traffic violations, parking	Violations Paid Within Five Days	Violations Paid After Five Days
Expired meter		$10.00	$25.00
Excess of time		$10.00	$25.00
Fire lane		$100.00	$150.00
Accessible parking		$500.00	$500.00
Registration violations		$50.00	$50.00
Blocking sidewalk		$50.00	$75.00
Private property		$50.00	$75.00
Parking, stopping and standing prohibited in other areas		$100.00	$200.00
All other parking violations		$20.00	$30.00

22-105(d)	Vehicle impounded or bench warrant ordered	$30.00
22-105(e)	~~Vehicle involved in accident resulting in personal~~ injury or property damage	$25.00
Chapter 24--Offenses and Miscellaneous Provisions		
24-104	Violation of chapter	$50.00--$750.00
	Consuming spirits in a public place	$50.00--$500.00
	Possession of marijuana	Up to $400.00
	Pump pirating	$50.00--$500.00 and/or imprisonment not to exceed 60 days
	Age misrepresentation	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Furnishing alcoholic beverages	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Possession, distribution; harmful substances and narcotics	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Narcotics	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Nudity, indecent exposure	$50.00--$750.00 and/or imprisonment not to exceed 60 days
-	~~Peeping Toms~~	~~$50.00--$750.00 and/or imprisonment not to exceed 60 days~~
	Possession or sale of drug related paraphernalia	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Assault and battery	$50.00--$750.00 and/or imprisonment not to exceed 60 days
		$50.00--$750.00 and/or

	Discharging firearms	imprisonment not to exceed 60 days
	Disturbing the peace	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Possession of certain weapons	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Unlawful assembly	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Nuisance party	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Attendance, contribution to a nuisance party	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Social host, minors consuming alcohol	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Interference with use of property	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Molesting property	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Petit larceny	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Tampering with public utilities	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Trespass, illegal entry	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	Offenses against public authority	$50.00--$750.00 and/or imprisonment not to exceed 60 days
24-		

311	Violation of section:	
(b)	First offense	$100.00
	Second offense, within two years of first	$200.00
	Third offense, within two years of first	$300.00
	Fourth offense, within two years of first	$300.00
(c)	First offense	Up to $100.00
	Subsequent offense, within one year of first	Up to $200.00
(d)	First offense	Up to $100.00
	Second offense	Up to $200.00
	Third or subsequent offense	Up to $300.00
(e)	Sale of tobacco products, packaging, each offense	Up to $200.00
(f)	Sale of tobacco products, display, each offense	Up to $200.00
24-603	Littering, failure to remove	
24-611	Court--Parental responsibility for juvenile court fines	
24-612	Failure to appear	
Chapter 26--Public Improvements		
26-102	Violation of chapter	$50.00--$750.00
Chapter 28--Sign Regulations		
28-106	Enforcement of chapter	
28-107	Violation of chapter	
28-302	Violation of chapter	$50.00--$750.00
28-412(3)	Model home directional sign, violations, per sign	$15.00
28-902	Violation of chapter	

Chapter 30--Subdivision Regulations		
30-210	Violation of article 30-II	$50.00--$750.00
Chapter 32--Traffic and Vehicles		
32-112(a)	Violation of chapter, generally	$35.00--$200.00
32-112(b)	Violation of specific provisions of chapter as listed below:	
	NCC 32-201 Duties of drivers involved in accidents	$50.00--$750.00 and/or imprisonment not to exceed 60 days
	NCC 32-419 Driving: Reckless	
	NCC 32-425 Driving: Unauthorized person operating a vehicle	
	NCC 32-426 Driving: Transportation of alcoholic beverages	
	NCC 32-430 Passing: School bus	
	NCC 32-441 Fleeing or attempting to elude a police officer	
32-112(d)	Court fines in addition to fine and/or imprisonment	As determined by the court
32-112(e)	Violation of NCC 32-507 Child passenger restraint system	$50.00
32-112(f)	Violation of NCC 32-508 Mandatory use of seatbelts	$10.00
32-112(g)	Violation of NCC 32-409(c) Driving without license	$100.00--$750.00 and/or imprisonment not to exceed 60 days
32-112(h)	Violation of NCC 32-447 Improper transportation of a firearm	$70.00 plus court costs
32-112(i)	Violation of NCC 32-442 Carrying of security verification form while operating vehicle	$50.00--$250.00 and/or imprisonment not to exceed 30 days
32-444	Transportation of children by day care centers--citations	$50.00--$200.00

32-507	Child passenger restraint system	$50.00
32-509	Unlawful operation of a motor vehicle while texting	Up to $100.00
32-717	Parking in accessible parking space prohibited	$500.00
Chapter 34--Utility Services		
34-101	Violation of chapter	$50.00--$750.00 and/or imprisonment not to exceed 60 days
Chapter 36--Zoning		
36-407	Violation of article 36-IV	In accordance with NCC 36-569
36-533	Offenses cited by the Planning and Community Development Department	$50.00--$750.00
36-569	Violation of chapter	$50.00--$750.00

SECTION 4: **SEVERABILITY CLAUSE** Should any part or provision of this Ordinance be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Ordinances a whole or any part thereof other than the part so declared to be unconstitutional or invalid.

PASSED AND ADOPTED BY THE CITY OF NORMAN CITY COUNCIL _____.

AYE	NAY	ABSENT	ABSTAIN
_____	_____	_____	_____

Presiding Officer

Attest

_____
Stephen T. Holman, Mayor, City of Norman

_____
Brenda Hall, City Clerk, City of Norman

File Attachments for Item:

41. CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-9 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 REMOVE THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, AND A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE W. ROCK CREEK ROAD AND N. PORTER AVENUE INTERSECTION)

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/2025

REQUESTER: Tull Commercial Properties, LLC & Legacy Ridge Development, LLC

PRESENTER: Jane Hudson, Planning & Community Development Director

ITEM TITLE: CONSIDERATION OF ADOPTION, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-9 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 REMOVE THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, AND A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE W. ROCK CREEK ROAD AND N. PORTER AVENUE INTERSECTION)

APPLICANT/REPRESENTATIVE	Tull Commercial Properties, LLC & Legacy Ridge Development, LLC
LOCATION	Located at the southwest corner of West Rock Creek Road and North Porter Avenue (2208 North Porter Avenue)
WARD	8
CORE AREA	No
EXISTING ZONING	RM-6, Medium-Density Apartment District, C-2, General Commercial District, and A-2, Rural Agricultural District
EXISTING LAND USE DESIGNATION	Urban High and Open Space
CHARACTER AREA	Suburban Neighborhood and Protected and Sensitive

PROPOSED ZONING PUD, Planned Unit Development

PROPOSED LAND USE No Change

REQUESTED ACTION RM-6, Medium-Density Apartment District, C-2, General Commercial District, and A-2, Rural Agricultural District, to a PUD, Planned Unit Development

SUMMARY:

The applicant, Tull Commercial Properties, LLC & Legacy Ridge Development, LLC, is requesting a Planned Unit Development to allow for the possible development of a mixed-use site. This mixed-use proposal will allow for office/commercial, and residential within a single structure. There are two Development Areas, within each Development Area the Narrative allows for office/commercial on the ground floors with residential above. Development Area 1 is focused more on office/commercial with the allowance of residential above. Development Area 2 is focused more on the residential aspects, multi-family, with the option to allow for the office/commercial, support uses, on the ground floors. This development features a large pond with a proposed trail system.

EXISTING CONDITIONS:

SIZE OF SITE: 69.68 Acres

SURROUNDING PROPERTIES

	Subject Property	North	East	South	West
Zoning	RM-6, C-2, A-2	R-1 & A-2	R-1	RM-6 & A-2	RM-6 & A-2
Land Use	Urban High & Open Space	Urban Low & Urban High	Civic	Urban Low	Civic & Open Space
Current Use	Residential (Single-Family)	Residential (Single-Family) & Commercial	Cemetery	Residential (Two-Family)	School

EXISTING ZONING DESIGNATIONS

A-2, Rural Agricultural District

This district is intended to provide a zoning classification for land situated relatively remote from the urban area which is used for agricultural and related purposes and will not be undergoing urbanization in the immediate future. The types of uses, the area and the intensity of use of land which is authorized in this district is designed to encourage and protect all agricultural uses until urbanization is warranted and the appropriate change in district classification is made. Areas included within this district are considered to be sufficiently remote from developed urban areas that exploration for and production of oil and gas will not be hazardous or detrimental to persons

and property within the developed portions of the City. Further, the purpose of the following regulations for properties within the Ten Mile Flat Conservation Area, is to:

(1) Address unique conditions in the area commonly known as Ten Mile Flat, much of which land lies within the historical floodplain of Ten Mile Creek and the South Canadian River;
(2) To protect exceptional and irreplaceable natural resources located in the Ten Mile Flat area; and
(3) To protect against flood damage in the 100-year floodplain and other flood prone areas within the Ten Mile Flat area.

RM-6, Medium-Density Apartment District

The RM-6 district is designed to encourage the developing of neighborhoods having a variety of dwelling types, including townhouses, thus providing for the varying requirements of families. The regulations are intended to ensure compatibility with adjacent existing and proposed low-density apartment development.

C-2, General Commercial District

This commercial district is intended for the conduct of personal and business services and the general retail business of the community. Persons living in the community and in the surrounding trade territory require direct and frequent access. Traffic generated by the uses will be primarily passenger vehicles and only those trucks and commercial vehicles required for stocking and delivery of retail goods.

LAND USE DESIGNATIONS

Urban High

Highly compact, walkable pattern of urban development prioritizing alternative means of transportation. Low to no building spacing and separation of uses. This area is intended to create opportunities for economic activities attracting a city-wide audience, and place residents closer to services and jobs.

High-intensity areas strive for more residential than non-residential uses with frequent master-planned mixed-use development nodes. Non-residential uses may be more common in UH than in UM or UL due to higher concentrations of population.
Gross densities in any single development should be greater than 12 units per acre.

Open Space

Contains valuable environmental features that should not be developed or would make good recreational spaces. Areas intended for parks can be developed with recreational features, while open space areas are more appropriate for wildlife habitat preservation with only passive recreation uses. Consists of relatively large areas appropriate for natural lands, floodplains, large parks (>30 acres), platted common areas larger than 2-3 acres that provide multiple benefits (stormwater management, recreation, tree preservation, interconnected wildlife habitats, etc.) to nearby areas, and major trail system components. Development is limited to park and trail uses due to overlap with 100-year floodplain.

CHARACTER AREA DESIGNATIONS

Suburban Neighborhood Areas

Suburban Neighborhood Areas are where suburban residential subdivision development has or is likely to occur (due to availability of water and sewer service). This area is characterized by

low pedestrian orientation, existing but limited public transit access, high to moderate degree of building and use separation, predominantly residential with scattered civic buildings and varied street patterns, often curvilinear**.**

In the future, the neighborhoods with good trail access and connections to surrounding services will likely continue to be highly attractive neighborhoods. Future development should elevate connectivity and traditional neighborhood design (TND).

Protected and Sensitive Areas
The Protected and Sensitive Areas encompass the FEMA designated floodways and floodplain, and the Stream Planning Corridors. Primarily undeveloped natural lands and environmentally sensitive areas not suitable for development, e.g., scenic views, steep slopes, floodplains, wetlands, watersheds, wildlife management areas and other environmentally sensitive areas.

PROCEDURAL REQUIREMENTS:

PRE-DEVELOPMENT: PD25-21 August 28, 2025
Residents inquired about the proposed access point off West Rock Creek Road, asking whether this new connection would align with Hamden Avenue, the existing access point into the neighborhood north of the development site, across West Rock Creek Road. The applicant's representative stated that the access points would not connect.

The residents asked whether a streetlight would be installed as part of the proposed development. The applicant's representative explained that the City of Norman's Traffic Engineer conducts a traffic study to determine whether additional infrastructure is necessary to support the development. The representative did not believe a streetlight would be required; however, if the existing infrastructure proves insufficient to meet demand, one would be installed.

Residents then asked which part of the development would be completed first. The response was that the commercial uses and some multi-family units are anticipated to be developed first.

Lastly, the residents asked about the height of the large multi-family structures located near the Crystal Heights neighborhood. The representative responded that the PUD Narrative allows up to five stories, but it is anticipated that the structures would be three stories in height.

BOARD OF PARKS COMMISSIONERS: September 4, 2025
The Tull Trails SPUD (Simple Planned Unit Development) Addition is located in a part of Section 19, Township 9 North, Range 2 West of the Indian Meridian, and is located on the south side of Rock Creek Road, on the west side of Porter Avenue. The development is located immediately east of Norman North High School's athletic fields, and across Porter from the IOOF Cemetery; and includes a large pond that has been in place for decades (See Map). The plat contains 360 units of RM-6 (apartment/multi-family housing) in several buildings and several more units of senior living duplexes (RM-2) zoning, which would result in a total public parkland dedication of 1.593 acres. The commercial buildings on the plat do not require any park land dedication. This development would also yield $27,000 in Neighborhood Park Development Fees and the same in Community Park Development fees once all residential building permits have been issued. A private park would need to be twice as large as the public park; or 3.186 acres. A private park land decision would also waive the collection of Neighborhood Park Development Fees and,

instead, require that the same amount of funds be spent at a minimum when developing the private park for the Addition. Community Park Development Fees would still be collected.
DISCUSSION: The plat being proposed contains a large amount of green space and walking trails around the pond, as well as several wider open areas between the duplexes and the lake trail where additional park like amenities could be built. The lake and any apartment swimming pool or clubhouse areas would not count towards any park land decision. The proposed plat is still labeled as “2200 N. Porter Avenue / A Simple Planned Unit Development”; however, the name on any future plats will reflect the “Tull Trails SPUD” name for the same land. The open space exhibit for this plat shows that the single-family house in the northeast corner of the plat will remain in private ownership; and also shows that the western shore of the lake is not part of this ownership. Any lakeside trails will need to account for these conditions as they are laid out for construction. Also note that the proposed “Preliminary Park Plan” (attached) shows what portion of the proposed trail that would satisfy the acreage required of a Private Park Land decision, if granted. All other recreational features seen on the plat would be above and beyond the required amount. Those green space areas that are not used as a trail do show a picnic pavilion in one location, however there is no plan showing any other amenities at the time of this report. There is a public park southwest of the proposed addition—Tull’s Park located south of the Norman North High School land, closer to Robinson Street (see location map) that would be in walking distance of this addition. Other public parks are also close-by; however, they are accessed by crossing busy collector streets at signaled crosswalk intersections (see location map). Sutton Place Park (east, across Porter Avenue) and Highland Village Park (north, across Rock Creek Road) are the two closest public parks after Tull’s Park. The developer has requested a Private Park Decision for this addition, which is available as shown on the attached drawings.

RECOMMENDATION: City Staff recommends that Park Board accept a Private Park Land decision for the Tull Trails.

At their September 4 meeting, the Board of Parks Commissioners voted 6-0 to accept a private park land decision.

SUMMARY OF APPLICATION:
The applicant, Tull Commercial Properties, LLC & Legacy Ridge Development, LLC, is requesting a Planned Unit Development to allow for the possible development of a mixed-use site. This mixed-use proposal will allow for office/commercial and residential within a single structure. There are two Development Areas addressed, and within each Development Area the Narrative allows for office/commercial on the ground floors with residential above. Development Area 1 is focused more on office/commercial with the allowance of residential above. Development Area 2 is focused more on the residential aspects, multi-family, with the option to allow for the office/commercial, support uses, on the ground floors. This development features a large pond with a proposed trail system.

USE:
Development Area 1 is comprised of Lots 1-6 and generally allows for office and commercial uses. Multi-family uses are allowed above the ground floor of office and commercial uses within this area. Currently, a single-family home exists on Lot 2 of Area 1. Allowances have been made within the PUD Narrative for this home to remain until the lot is developed for commercial and/or office uses. Development Area 2 consists of Lots 7-11 and allows for a variety of multi-family

residential uses with allowances for office/commercial uses on the ground floor of larger multi-family residential buildings. Development Area 2, which contains the bulk of the multi-family residential uses, is projected to include 360 units. A complete list of allowable uses can be found within the attached PUD Narrative as Exhibit C.

HEIGHT:
The PUD Narrative states there are no height limits for buildings in Development Area 1 except for the single-family dwelling on Lot 2. This single-family home will adhere to the height requirements of the R-1, Single-Family Dwelling District. Development Area 2 will have a maximum building height of five stories.

AREA REGUATIONS:
Each Development Areas has its own set of development regulations. Development Area 1 requires a 20' building setback from both West Rock Creek Road and North Porter Avenue, with no other setback requirements. However, if Lot 2 continues to be used as a single-family home, it will be required to adhere to the R-1, Single-Family Dwelling District, setback requirements. Development Area 2 requires a 20' building setback from North Porter Avenue, with no other setback requirements.

OPEN SPACE:
The development will contain approximately 24 acres of open space, equating to around 30% of the property. The Open Space Site Plan can be found in the PUD Narrative as Exhibit E.

TRAFFIC ACCESS, CIRCULATION, PARKING AND SIDEWALKS:
There are four access points shown on the Site Development Plan along North Porter Avenue. One of these access points off North Porter Avenue is existing and serves Lot 2, where a single-family home is located. Two additional access points are shown to gain access to Development Area 1 and Development Area 2 from North Porter Avenue. Lastly, Crystal Circle, an existing street of the Crystal Heights neighborhood, will be extended north into the proposed development and curve east towards North Porter Avenue.

An additional access point is depicted on the Site Development Plan along West Rock Creek Road. Public sidewalks will provide connectivity within the development, with neighboring properties, and with Rock Creek Road and North Porter Avenue, as shown on Site Development Plan, Exhibit B. Parking will be provided throughout the development as shown on the Site Development Plan found in the PUD Narrative as Exhibit B.

LANDSCAPING AND SCREENING:
Landscaping will be installed in accordance with the City of Norman landscaping regulations as amended from time to time, under Zoning Ordinance Section 36-551, Landscaping Requirements for Off-Street Parking Facilities. Fencing is not required but may be installed in accordance with Zoning Ordinance Section 36-552 Fencing, Walls, And Screening.

SIGNAGE:
All signage for lots with office or retail use will be constructed in accordance with the City of Norman sign regulations, as amended from time to time, under Section 28-505, Commercial Zone Sign Standard. Signage for all other lots will comply with the City of Norman's applicable signage restrictions, as amended from time to time.

LIGHTING:
The Property will comply with Section 36-549, Commercial Outdoor Lighting Standards, as amended from time to time.

SANITATION/UTILITIES:
Trash dumpsters will be located as depicted on the Site Development Plan or in locations approved by City sanitation services.

EXTERIOR MATERIALS:
The exterior of the buildings constructed within the property may be constructed of brick, stone, synthetic stone, wood, glass, stucco, EIFS, masonry, metal accents, and any combination thereof. The exterior façade of buildings on the property will contain no less than 80% masonry, exclusive of all windows, doors, roofs, or glass, pursuant to Section 36-547 of the City of Norman's Ordinances, as may be amended from time to time. The applicant may file restrictive covenants against the property to more narrowly tailor architectural review within the development.

PHASING:
The proposed project will be developed in multiple phases. The narrative states no detailed phasing, and instead states that timing and number of phases will be determined by market demand and absorption rates, asserts intention to comply with Norman City Code Section 36-509.

NEAREST PUBLIC PARK:
There are three parks located less than a mile from the proposed development site. Sutton Place Park is located approximately 0.5 miles southeast of the development site, across North Porter Avenue. Highland Village Park is approximately 0.7 miles north of the development site, across West Rock Creek Road. Another park, George M. Sutton Wilderness Park, is located approximately 0.7 miles east of the development site, across North Porter Avenue. Tull Park is approximately 0.7 miles south of this site. A crosswalk is located on the corner of North Porter Avenue and West Rock Creek Road, and south of the development site at the traffic light for North Porter Avenue and Sandpiper Lane. Each of these parks and crosswalks can be accessed using existing sidewalks along the streets.

REVIEW COMMENTS:
This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk (*****) indicates that the agency, department, and/or division responded with adverse comments.

CITY DEPARTMENTS
1. Fire Department
2. Building Permitting Review
3. Public Works/Engineering
4. Transportation Engineer
5. Planning
6. Utilities

COMMENTS, BY DEPARTMENT/AGENCY:
Items italicized and in blue in these sections represent City Staff analysis.

A.1. FIRE DEPARTMENT

Additional information would be required to determine fire hydrant requirements and fire lane specifications for the proposed building. These items will be addressed during building permitting.

A.2. BUILDING REVIEW

Building codes and all applicable trades will be addressed at the building permit stage. Building has no issues with this proposal.

A.3. PUBLIC WORKS/ENGINEERING

Please see attached report from Engineering.

A.4. TRANSPORTATION ENGINEER

Please see attached report from the Transportation Engineer.

A.5. PLANNING

ZONING CODE CONSIDERATIONS

a) Purpose – PUD, Planned Unit Development

i) It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of the comprehensive plan of record. The PUD, Planned Unit Development District herein established is intended to provide for greater flexibility in the design of buildings, yards, courts, circulation, and open space than would otherwise be possible through the strict application of other district regulations. In this way, applicants may be awarded certain premiums in return for assurances of overall planning and design quality, or which will be of exceptional community benefit, and which are not now required by other regulations. By permitting and encouraging the use of such procedures, the Planning Commission and City Council will be able to make more informed land use decisions and thereby guide development more effectively in the best interest of the health, safety, and welfare of the City. Specifically, the purposes of this section are to encourage:

(1) A maximum choice in the types of environment and living units available to the public.
(2) Provision of more usable and suitably located open space, recreation areas, or other common facilities than would otherwise be required under conventional land development regulations.
(3) Maximum enhancement and minimal disruption of existing natural features and amenities.
(4) Comprehensive and innovative planning and design of diversified developments which are consistent with the City's long-range plan and remain compatible with surrounding developments.

(5) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
(6) Preparation of more complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use. The PUD, Planned Unit Development regulations are designed to provide for small- and large-scale developments incorporating a single type or a variety of residential, commercial, industrial and related uses which are planned and developed as a unit. Such development may consist of individual lots, or it may have common building sites. Private or public common land and open space must be an essential, major element of the development, which is related to, and affects, the long-term value of the homes and other development. A planned unit development shall be a separate entity with a distinct character that respects and harmonizes with surrounding development.

*The applicant requests a PUD, Planned Unit Development, to gain flexibility in use, design, and development standards, and to achieve results not possible under the current zoning. This proposal is **consistent** with the purpose of a PUD. Item 3 of the PUD Ordinance will be met by the utilization of a trail system along the applicant's side of the pond. The applicant is also proposing recreational areas, higher densities and differing choices of living units.*

b) Uses Permitted

i) The property will be developed as a mixed-use development, featuring a variety of uses including commercial, office, and multi-family uses. A complete list of the allowable uses can be found within the attached PUD Narrative as Exhibit C.

*This PUD, Planned Unit Development, creates a mix of uses including commercial, office, and multi-family. There are residential uses to the north and south of the proposed development. The proposal is **consistent** with surrounding zoning as the residential components abut existing residential, while the commercial and office uses are proposed on a hard corner.*

c) Area Regulations

i) Development Area 2 requires a 20' building setback from both West Rock Creek Road and North Porter Avenue, with no other setback requirements. However, if Lot 2 continues to be used as a single-family home, it will be required to adhere to the R-1, Single-Family Dwelling District, setback requirements.
ii) Development Area 3 requires a 20' building setback from North Porter Avenue, with no other setback requirements.

The Area Regulations for this development require a 20' setback for all buildings along North Porter Avenue and West Rock Creek Road. The existing single-family home located on Lot 2 must adhere to the R-1, Single Family Dwelling District setback requirements. These setbacks are similar to surrounding zoning setbacks.

d) Height Regulations

i) There are no height limits for buildings in Development Area 1 except for the single-family dwelling on Lot 2. This single-family home will adhere to the height

requirements of the R-1, Single-Family Dwelling District zoning designation. Development Area 2 will have a maximum building height of 5 stories.

*The absence of a building height for the proposed Development Area 1 is **consistent** with the surrounding C-2 General Commercial District, A-2, Rural Agricultural District, and RM-6, Medium-Density Apartment District zoning. However, RM-6 has the additional requirement that for every story over three, an additional 5' must be added to the required rear and side yard setbacks. Development Area 2 is allowed up to five-stories per the PUD Narrative. The proposed development is **inconsistent** with the height regulations of the R-1, Single-Family Dwelling District, which allows up to three stories, provided the side yard setbacks are increased by an additional 5' for a third story. There are existing single-family homes on the north side of West Rock Creek Road. These homes are mostly single-story structures. The R-1 zoning to the east is for the IOOF cemetery, which is unlikely to be redeveloped. The existing two-family dwellings to the south of the subject property have a height of two-stories.*

COMPREHENSIVE PLAN CONSIDERATIONS

a) Character Area Policies

i) General Policies

(1) Residential Policies

(a) New residential development should blend with existing housing, incorporating tools such as buffering requirements and right-sized public spaces as defined in land use categories.
(b) Accommodate a variety of housing styles, sizes, densities, and price points to suit diverse housing needs.
(c) New residential development should use a variety of techniques to avoid the appearance of identical homes, increasing vibrancy and diversity in the built environment.

(2) Non-Residential Policies

(a) New non-residential development should use high quality building materials such as glass, brick, stone, wood or cementitious siding.
(b) Require that loading areas be located to the rear and sides of buildings and screened from view.
(c) Ensure that all sides of a parking garage that are visible from public view are architecturally consistent with the buildings it serves.
(d) Buildings in a corporate campus setting should have an internal pedestrian network between buildings.

*The proposed development is **consistent** with General Non-Residential Policies in that it will use the appropriate listed exterior materials. The proposed development is also **consistent** with the Residential Policies in that it will accommodate a variety of housing densities. The various housing types allowed within the development are listed in Exhibit C of the PUD Narrative.*

ii) Character Area Policies – Suburban Neighborhood Areas

(1) Infrastructure extensions should occur incrementally, and new developments must connect to City water and sewer, which may require extension of lines.
(2) Protect drainageways in accordance with WQPZ ordinance within new development and expand their use for public trail access.
  (a) Treat water quality volume from runoff for volume recommended in stormwater master plan and in accordance with EDC Section 7000.
  (b) The open spaces created around drainageways should be connected when feasible to create wildlife corridors.
(3) Reduce the impact of higher intensity uses to adjacent lower intensity uses with screening and landscaping. Native landscaping is encouraged.
  (a) Prioritize preservation of existing mature street trees.
(4) Promote a mix of housing types, including accessory dwelling units, and new, well-designed similarly scaled multi-unit residences to increase neighborhood density and income diversity.
  (a) Priority for higher density, mixed-income, and affordable housing opportunities should be assigned to locations with multi-modal transportation access and capacity.
  (b) Based on associated Land Use, housing typologies of all intensity levels are appropriate within the Suburban Character area.
(5) Encourage:
  (a) More mixing of uses, including neighborhood services, job centers, and residential uses of similar intensities.
  (b) Retrofitting existing commercial and retail strip development in areas that are likely to undergo renovation or potential demolition in the life of this plan.
  (c) Civic, cultural uses, entertainment establishments that will promote community interaction and public open space.
(6) As streets move further from the center of the Core Neighborhood Character Area and parcel sizes and development patterns work against pedestrian circulation, focus should shift to vehicular safety, corridor appearance and traffic speeds while still providing basic access and safety for pedestrians and bicyclists. Transportation accommodations should:
  (a) Ensure interconnectivity between developments for local and collector streets.
  (b) Provide access to trails with all new development, when feasible to integrate trail plans outlined in the Transportation and Park Master Plans into developments.
  (c) Connect streets between land uses and include complete street approaches for undeveloped sites.
  (d) Use the most recent Transportation Master Plan to fill pedestrian system gaps along streets, to trails, and within developments.
(7) Encourage network of multi-modal transportation options to neighborhood centers and local mixed-use developments.

iii) Character Area Policies – Protected and Sensitive Areas

(1) Development within the floodway is not appropriate.
(2) Development within the floodplain is suitable only for recreational and conservatory uses that do not require placing fill or insurable structures.
(3) Development in and adjacent to these areas should include trails and safe, convenient access to the trail system.

(4) Areas within the Protected and Sensitive Character Area will automatically adjust with the update of any floodway, floodplain or WQPZ boundary.

*The proposed development is **consistent** as it promotes interconnectivity by extending Crystal Circle, an existing street, into the development site. The development also provides pedestrian access to adjacent neighborhoods and to West Rock Creek Road and North Porter Avenue; however, there is no mention of proposed bike routes or public transit opportunities. There is a public transportation stop within one-half mile of the subject property. The development promotes a mix of housing types and encourages a mix of uses. The development will also connect to City water and sewer systems.*

*The proposed development is **consistent** with the Protected and Sensitive Areas policies due to no proposed development within areas designated as protected and sensitive.*

b) Land Use Development Policies

i) Description and Context – Urban High

(1) Highly compact, walkable pattern of urban development prioritizing alternative means of transportation. Low to no building spacing and separation of uses. This area is intended to create opportunities for economic activities attracting a city-wide audience, and place residents closer to services and jobs.
(a) High-intensity areas strive for more residential than non-residential uses with frequent master-planned mixed-use development nodes. Non-residential uses may be more common in UH than in UM or UL due to higher concentrations of population.
(b) Gross densities in any single development should be greater than 12 units per acre.

ii) Description and Context – Open Space (OP)

(1) Contains valuable environmental features that should not be developed or would make good recreational spaces. Areas intended for parks can be developed with recreational features, while open space areas are more appropriate for wildlife habitat preservation with only passive recreation uses. Consists of relatively large areas appropriate for natural lands, floodplains, large parks (>30 acres), platted common areas larger than 2-3 acres that provide multiple benefits (stormwater management, recreation, tree preservation, interconnected wildlife habitats, etc.) to nearby areas, and major trail system components. Development is limited to park and trail uses due to overlap with 100-year floodplain

*The proposed development will include more residential uses than non-residential uses. Development Area 1 will allow for a mix of residential, office, and commercial uses. For these reasons, the development is **consistent** with the Urban High Land Use policy by proposing approximately 16.8 units per acre.*

*The proposed uses are **consistent** with the Land Use policy for Open Space because the project does not propose development in parts of the subject parcel that are designated as Open Space, aside from the proposed walking trails.*

iii) Building Types – Urban High (UH)

(1) Medium and Small-scale 3- to 5-story buildings are common. Within existing developed areas, buildings may go up to 2-stories higher than surrounding properties.

(2) Multi-unit structures are the priority, but a variety of housing types from townhomes to apartments are expected.

(3) Mixed-use buildings including retail, work-spaces, and residences are most common.

(4) Public and private spaces (i.e. balconies, recreational roof decks, outdoor dining, etc.) are clearly defined and cultivate a sense of place.

(5) New developments that are single-use developments or predominantly single-unit or garden apartments are not appropriate.

iv) Building Types – Open Space (OP)

(a) Small single-story structures designed to support the primary function as a recreation or natural amenity.

*The proposed development is **consistent** with the Urban High Land Use policies because it includes allowances for mixed-use buildings within Development Area 1. Multi-unit residential structures and 3 to 5-story buildings are allowed in both Development Areas.*

*The proposed development is **consistent** with the Open Space Land Use policies because areas designated as Open Space will be used for recreation or as a natural amenity.*

v) Site Design – Open Space (OP)

(1) Based around natural areas where wetlands, floodplains, native vegetation, wildlife habitats, and any other sensitive areas should be preserved. Minimal site disturbance.

(a) Development on the periphery should not remove healthy trees or other beneficial landscaping to help retain natural filtering and protection from pollutants.

vi) Site Design – Urban High (UH)

(1) The scale and layout of the built environment are conducive to walking. Trails and pathways are integrated throughout developments to connect to parks, neighborhoods, and community destinations.
(2) Multi-unit developments without connections to neighboring properties and uses weakens the development pattern and should be limited or avoided altogether.
(3) Street trees should form a continuous urban canopy over public areas and rights-of-way.
(4) Stormwater to be addressed at the project level, but designed as part of a larger neighborhood or sub-basin system.
(5) Site layout should take every opportunity to maximize the public infrastructure available in this area

The development proposes a connection to Crystal Heights, an existing residential neighborhood, by extending Crystal Circle, an existing road, into the development site.

*This street extension will run through the development, providing access to the Development Areas before reconnecting to North Porter Avenue along the east boundary of the development site. Walking trails and sidewalks are also present throughout the development site. For these reasons, the development is **consistent** with the Urban High Land Use policies.*

*The Open Space Plan attached to the PUD Narrative as Exhibit E, shows minimal development along areas designated as Open Space. This makes the development **consistent** with the Open Space Land Use policies.*

vii) Transportation – Urban High (UH)

(1) Streets, transit, sidewalks, and trails all have a role to play in maximizing access to these community resources. Within the OP Land Use itself, small access streets, trails, and walking paths provide both access and recreation functions.

viii) Transportation – Open Space (OP)

(1) Streets, transit, sidewalks, and trails all have a role to play in maximizing access to these community resources. Within the OP Land Use itself, small access streets, trails, and walking paths provide both access and recreation functions

*The development site is located approximately half a mile from an existing bus stop. Improvements for pedestrians and cyclists including sidewalks and walking trails are also included in the proposed development. For these reasons, the project is **consistent** with the Urban High Land use policy.*

*The proposed development is **consistent** with the Open Space Land Use policy because the site features a recreational area, trails, and walking paths.*

ix) Utility Access – Urban High (UH)

(1) A full range of utilities should be available. If services are not already in place, they must be extended by the developer during the platting process to be suitable for development. If development occurs adjacent to existing facilities that are determined to be insufficient to meet the demands of the proposed development, the developer must upgrade the existing facilities to enhance the capacity of the utility systems.

x) Utility Access – Open Space (OP)

(1) Some structures may require water and sewer service. Electricity for lighting and basic building functionality (lights, security, cleaning equipment, etc.) may be appropriate in some open spaces.

*The proposed development has existing water access. Through the platting process, sewer will be extended to the site by the developer. The development is **consistent** with Utility Access policies.*

xi) Public Space – Urban High (UH)

(1) Consisting of appropriately scaled public spaces including small parks, plazas, parklets, regional trail connections, and walking paths. Pedestrian amenities should commonly integrated into public and private projects.

xii) Public Space – Open Space (OP)

(1) All types and sizes of parks, trails, playgrounds, native ecosystem areas, pavilions, and passive and active recreation spaces are accommodated and appropriate.

*The proposed development is **consistent** with the Public Space policies because pedestrian amenities, recreation spaces, and walking paths are all provided for and addressed with the Site Development Plan and PUD Narrative.*

xiii) Neighborhood and/or Special Area Plans

*This location **is not** within a Neighborhood or Special Planning Area.*

A.6. UTILITIES

AIM NORMAN PLAN CONFORMANCE

Proposed development is in accordance with AIM Water and Wastewater Utility Master Plans.

SOLID WASTE MANAGEMENT

Proposed development meets requirements for City streets and provides access for solid waste services.

WATER/WASTEWATER AVAILABILITY

a) Water Availability

Adequate capacity within the water system exists to serve the proposed development.

b) Wastewater Availability

Adequate capacity within the wastewater system exists to serve the proposed development.

ALTERNATIVES/ISSUES:

IMPACTS: The PUD Narrative proposes a mixed-use development featuring office, commercial, and high-density residential uses. The site will be divided into two Development Areas: Development Area 1, containing Lots 1-6, and Development Area 2, containing Lots 7-11**.** Currently, the development site is occupied by a single-family dwelling. Residential uses are located to the south and across West Rock Creek Road to the north. Across North Porter Avenue on the east boundary of the development site is the IOOF Cemetery. To the west of the Development Site are Norman North sports facilities and the Nancy O'Brian Center for the Performing Arts. The proposed development will bring in a larger volume of traffic than the subject property currently experiences because the only development on the subject property at this time is a single-family dwelling.

The proposed development is consistent with the AIM Norman Comprehensive Land Use Plan because it proposes a mix of uses, increased interconnectivity, utilizing and extending existing City utilities, inclusion of open space around the pond, increased pedestrian infrastructure, and a mix of housing types as proposed in the attached PUD Narrative.

CONCLUSION: Staff forwards this request for rezoning from RM-6, Medium-Density Apartment District, C-2, General Commercial District, and A-2, Rural Agricultural District, to a PUD, Planned Unit Development District, and Ordinance O-2526-9, for consideration by City Council.

PLANNING COMMISSION RESULTS: At their meeting of September 11, 2025, the Planning Commission recommended approval of Ordinance O-2526-9 by a vote of 7-0.

O-2526-9

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 REMOVE THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, AND A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE W. ROCK CREEK ROAD AND N. PORTER AVENUE INTERSECTION)

§ 1. WHEREAS, Tull Commercial Properties, LLC, the owners of the hereinafter described property, have made application to have the subject property removed from the C-2, General Commercial District, RM-6, Medium-Density Apartment District, and A-2, Rural Agricultural District and placed in a PUD, Planned Unit Development; and

§ 2. WHEREAS, said application has been referred to the Planning Commission of said City and said body has, after conducting a public hearing on September 11, 2025 as required by law, considered the same and recommended that the same should be granted and an ordinance adopted to effect and accomplish such rezoning; and

§ 3. WHEREAS, the City Council of the City of Norman, Oklahoma, has thereafter considered said application and has determined that said application should be granted and an ordinance adopted to effect and accomplish such rezoning.

NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF NORMAN, OKLAHOMA:

§ 4. That Section 36-201 of the Code of the City of Norman, Oklahoma, is hereby amended so as to remove the following described property from the C-2, General Commercial District, RM-6, Medium-Density Apartment District, and A-2, Rural Agricultural District and place the same in a PUD, Planned Unit Development, to wit:

A TRACT OF LAND LYING IN THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9)

NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NE/CORNER OF THE NE/QUARTER OF SAID SECTION 19; THENCE S 00°40'21" E ALONG THE EAST LINE OF SAID NE/QUARTER A DISTANCE OF 1787.70 FEET; THENCE S 89°19'39" W A DISTANCE OF 812.95 FEET; THENCE S 07°14'39" W A DISTANCE OF 245.08 FEET; THENCE S 89°19'39" W A DISTANCE OF 742.51 FEET; THENCE N 00°40'04" W A DISTANCE OF 2043.46 FEET; THENCE N 89°47'48" E A DISTANCE OF 1589.09 FEET TO THE POINT OF BEGINNING.

§ 5. Further, pursuant to the provisions of Section 36-509 of the Code of the City of Norman, as amended, the following condition is hereby attached to the zoning of the tract:

a. The site shall be developed in accordance with the PUD Narrative, Site Development Plan, and supporting documentation, which are made a part hereof.

§ 6. Severability. If any section, subsection, sentence, clause, phrase, or portion of this ordinance is, for any reason, held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this ordinance.

ADOPTED this _____ day of _____,2025.

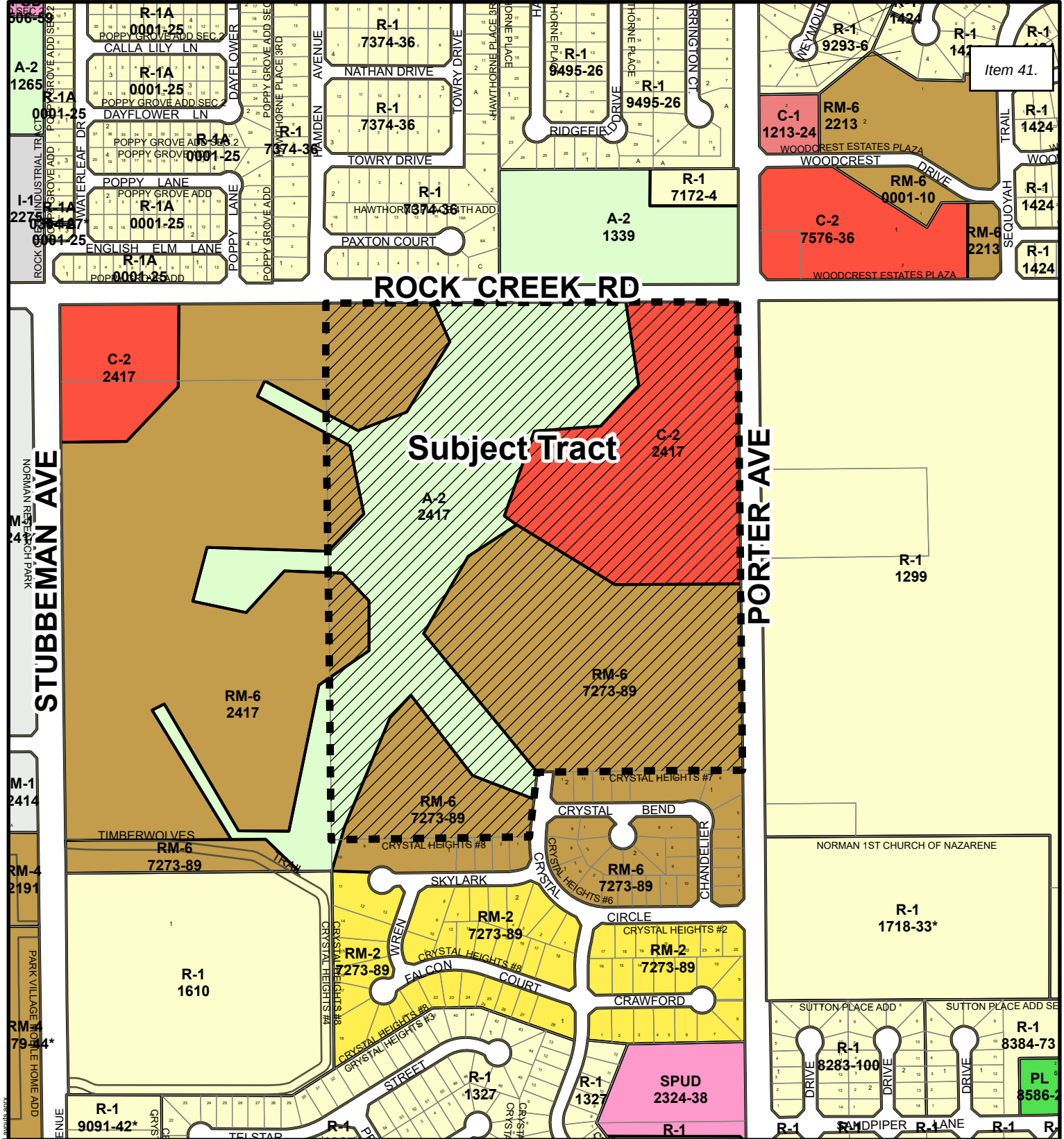
_____
(Mayor)

ATTEST:

_____
(City Clerk)

NOT ADOPTED this _____day of _____,2025.

_____
(Mayor)



Location Map

Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.

N W E S

August 5, 2025

0 250 500 Ft.

Subject Tract

\\con-isilon\city\departments\GIS_PRO Layout Templates\Standard Map Layouts.aprx

TULL TRAILS

A PLANNED UNIT DEVELOPMENT
NORMAN, OKLAHOMA

APPLICANT:
TULL COMMERCIAL PROPERTIES LLC & LEGACY RIDGE DEVELOPMENT, LLC

APPLICATION FOR:

PLANNED UNIT DEVELOPMENT
PRELIMINARY PLAT

Submitted August 1, 2025
Revised September 8, 2025

PREPARED BY:

RIEGER SADLER JOYCE LLC
136 Thompson Drive
Norman, Oklahoma 73069

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B. Preliminary Site Development Plan
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I. INTRODUCTION

Tull Commercial Properties LLC & Legacy Ridge Development, LLC (collectively, the "**Applicant**") intend to rezone and plat the property that is more particularly described on **Exhibit A** (the "**Property**") to a Planned Unit Development ("**PUD**") in order to develop a mixed-use community, featuring a variety of uses including, but not limited to commercial, office, and a diversity of multi-family residential uses within the Property. The Property contains approximately 69.68 acres, and a Preliminary Site Development Plan of the proposed development has been attached hereto as **Exhibit B**.

II. PROPERTY DESCRIPTION/GENERAL SITE CONDITIONS

A. Location

The Property is generally located at the southwest corner of the W. Rock Creek Road and North Porter Avenue intersection, as more particularly shown on the attached exhibits.

B. Existing Land Use and Zoning

The Property is undeveloped, with the exception of an existing residential home in the northeast corner of the Property, and is currently zoned RM-6, Medium Density Apartment District, and C-2, General Commercial District. This request seeks to rezone the Property to a Planned Unit Development.

The property to the north is zoned R-1, Single Family Dwelling District, and A-2, Rural Agricultural District. The property to the east is zoned R-1, Single Family Dwelling District, although it's current use is as a cemetery. The properties to the south are zoned RM-6, Medium Density Apartment District, RM-2, Low Density Apartment District, and R-1, Single Family Dwelling District. The property to the west is zoned RM-6; Medium Density Apartment District, and C-2, General Commercial District, although its current use is Norman North High School.

C. Elevation and Topography

The Property is relatively flat and generally slopes to the pond located on the western portion of the Property.

D. Drainage

A drainage report has been provided to City Staff as part of the Preliminary Plat application for this development. Stormwater runoff will be handled by a series of detention ponds. In addition, there will be Water Quality Protection Zone around the lake to act as a riparian buffer.

E. Utility Services

All necessary utilities for this project (including water, sewer, gas, telecommunications, and electric) are currently located within the necessary proximity to serve the Property, or they will be extended as necessary.

F. Fire Protection Services

Fire Protection services will be provided by the City of Norman Fire Department and by the Applicant as such are required by applicable City codes, ordinances, and/or regulations.

G. Traffic Circulation and Access

Access to the Property shall be permitted in the manner depicted on the attached Preliminary Site Development Plan.

III. DEVELOPMENT PLAN AND DESIGN CONCEPT

The Property shall be developed in compliance with the Preliminary Site Development Plan, attached hereto as **Exhibit B**, subject to final design development and the changes allowed by Section 36-509 of the City of Norman's PUD Ordinance, as may be amended from time to time. The Exhibits attached hereto, and as submitted on behalf of the Applicant, are incorporated herein by reference, and further depict the development criteria for the Property.

A. Uses Permitted:

The Property will be developed as mixed-use development, featuring a variety of uses including, but not limited to, commercial, office, and a diversity of multi-family residential uses within the Property. The development of the Property shall be divided into two (2) development areas for purposes of allowable uses and area regulations. Development Area 1 will contain Lots 1-6 and will allow for the bulk of the office and commercial allowances within the Property. It is noted that a single-family residential home currently exists on Lot 2. The single-family home will be allowed to remain until such time as Lot 2 is developed for commercial and/or office uses. Development Area 2 will contain Lots 7-11 and will allow for multifamily townhomes, duplexes, apartments, and other types of residential dwelling units. Development Area 2 is preliminarily anticipated to contain approximately 360 dwelling units. A complete list of the allowable uses for each Development Area within the Property is attached as **Exhibit C**. It is understood and acknowledged that the boundaries of the individual Lots and Development Areas have not been finalized as this development is at the preliminary plat stage, and, subject to Section 36-509 of the City of Norman's PUD Ordinance, the final legal descriptions and lot sizes may fluctuate prior to the filing of final plats. Therefore, the boundaries of the Development Areas may fluctuate so long

as such modification does not result in a substantial deviation from the Preliminary Site Development Plan, subject to Section 36-509 of the City of Norman's PUD Ordinance.

B. Area Regulations:

1. Development Area 1: Commercial, Office, and Mixed-Use

Building Setback: There shall be a twenty foot (20') building setback from W. Rock Creek Road and N. Porter Avenue. Otherwise, there is no required front, rear, or side yard building setback. Notwithstanding the foregoing, for as long as Lot 2 continues to be used as a single-family home, Lot 2 shall comply with the applicable ordinances for R-1, Single-Family Residential Dwelling District, as amended from time to time. For clarity, the R-1, Single-Family Residential Dwelling District ordinances shall apply to Lot 2 as long as Lot 2 is used for that purpose. Therefore, a residential home on Lot 2 may be renovated, remodeled, expanded, demolished, rebuilt, redeveloped, or otherwise modified so long as such end result is in compliance with the applicable R-1, Single-Family Residential Dwelling District ordinances.

Height: There shall be no height limit for any building or structure in Development Area 1 of the Property. Notwithstanding the foregoing, for as long as Lot 2 continues to be used as a single-family home, Lot 2 shall comply with the applicable height maximums for R-1, Single-Family Residential Dwelling District.

2. Development Area 2: Multi-Family Residential

Building Setback: There shall be a minimum twenty foot (20') building setback from N. Porter Avenue. Otherwise, there is no required front, rear, or side yard building setback.

Height: The maximum height for Development Area 2 shall be five (5) stories.

C. Additional Development Criteria:

1. Exterior Materials

Exterior materials of the buildings to be constructed within the Property may be brick, stone, synthetic stone, wood, glass, stucco, EIFS, masonry, metal accents, and any combination thereof. The exterior façade of buildings on the Property shall contain no less than 80% masonry, exclusive of all windows, doors, roofs, or glass, pursuant to Section 36-547 of the City of Norman's Ordinances, as may be amended from time to time. The

Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review within the development.

2. Sanitation

Trash dumpsters may be located as depicted on the Preliminary Site Development Plan or in locations as may be approved by City sanitation services.

3. Signage

Signage for all Lots with an office or retail use shall comply with the City of Norman's applicable commercial signage standards, as amended from time to time. Signage for all other Lots shall comply with the City of Norman's applicable signage restrictions then in effect for the actual use of the Lot, as may change from time to time.

4. Traffic access and circulation

Access to the Property shall be permitted in the manner depicted on the attached Preliminary Site Development Plan.

5. Open Space

Open space and green space areas are located throughout the Property, as depicted on the Open Space exhibit attached hereto as **Exhibit E**. The Property is expected to contain approximately twenty-four (24) acres of open space comprising approximately thirty percent (30%) of the Property. There shall be no maximum impervious coverage restriction on any individual Lot within the Property.

6. Parking

Parking for the Property may be developed in general compliance with the parking layout shown on the Preliminary Site Development Plan. The Property shall comply with Norman's applicable parking ordinances, as amended from time to time.

7. Landscaping and Fencing

Landscaping shall be installed in order to meet or exceed the City of Norman's applicable landscaping requirements. Fencing, such as, by way of example and not limitation, decorative metal, stockade wood, composite, and other fencing types, is permissible, but not required within the Property. The Applicant may file restrictive covenants against the Property to more narrowly tailor architectural review of fencing within the development.

Fencing placement and height shall comply with applicable City ordinances, as amended from time to time.

8. Lighting

All exterior lighting shall be installed in conformance with all applicable City of Norman Commercial Outdoor Lighting Standards, as amended from time to time.

9. Phasing

It is anticipated that the Property will be developed in multiple phases. The timing and number of future phases will be determined by market demand and absorption rates and shall comply with Norman City Code 36-509, as may be amended.

10. Building Setback from Utility Easements

If a utility easement or other public easement is not located within the specific building setbacks enumerated above for each Development Area, all buildings and vertical habitable structures shall be setback a minimum of one (1') foot from said easement. Paving shall be allowed over drainage and utility easements.

EXHIBIT A

Legal Description of the Property

A TRACT OF LAND LYING IN THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NE/CORNER OF THE NE/QUARTER OF SAID SECTION 19; THENCE S 00°40'21" E ALONG THE EAST LINE OF SAID NE/QUARTER A DISTANCE OF 1787.70 FEET; THENCE S 89°19'39" W A DISTANCE OF 812.95 FEET; THENCE S 07°14'39" W A DISTANCE OF 245.08 FEET; THENCE S 89°19'39" W A DISTANCE OF 742.51 FEET; THENCE N 00°40'04" W A DISTANCE OF 2043.46 FEET; THENCE N 89°47'48" E A DISTANCE OF 1589.09 FEET TO THE POINT OF BEGINNING.

EXHIBIT B

Preliminary Site Development Plan

Full Size Documents Submitted to City Staff

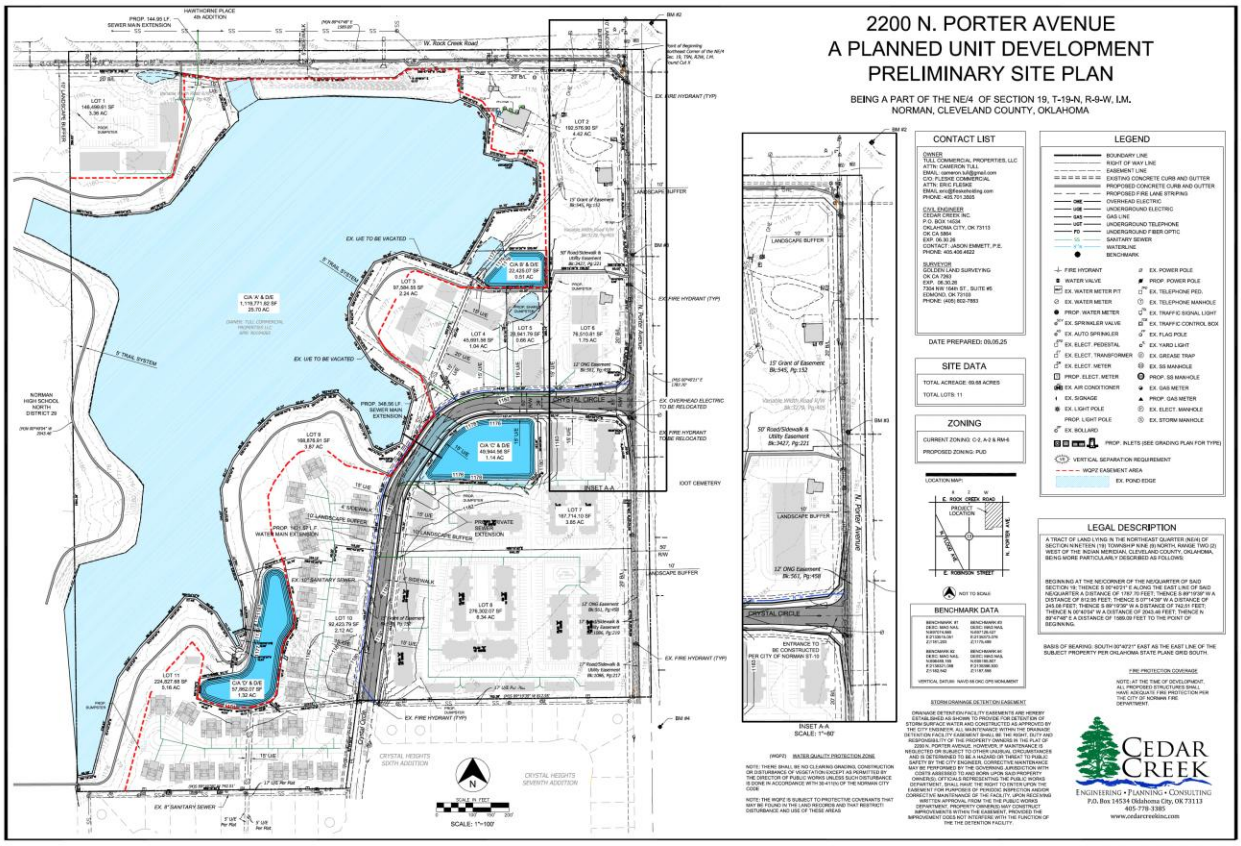


EXHIBIT C
Allowable Uses

Allowable Uses:

Development Area 1

- Art Gallery/Studio.
- Assembly Halls of non-profit corporations.
- Libraries.
- Museums.
- Music Conservatories.
- Office buildings and office uses.
- Trade schools and schools for vocational training.
- Churches.
- Short-term rentals.
- Antique shop.
- Appliance Store.
- Artist materials supply, or studio.
- Automobile parking lots.
- Automobile supply store.
- Baby shop.
- Bakery/Baked Goods store.
- Bank.
- Barber shop, or beauty parlor.
- Book or stationery store.
- Camera shop.
- Candy store.
- Catering establishment.
- Child Care / Day Care establishment.
- Clothing or apparel store.
- Coffee house or coffee shop.
- Commercial uses/shops/or services.
- Dairy products or ice cream store.
- Delicatessen store.
- Dress shop.
- Drug store or fountain.
- Dry Cleaning and Laundry Establishment.
- Dry goods store.
- Fabric or notion store.
- Florist/Flower Shop.
- Furniture Store.

- Gift Shop.
- Grocery or supermarket.
- Hardware store.
- Hotel.
- Interior decorating store.
- Jewelry shop.
- Key shop.
- Leather Store and/or Leather Goods Store.
- Locksmith.
- Medical Marijuana Dispensary, as allowed by state law.
- Music, Radio, Electronics, Telephone, or Television Store.
- Outdoor Patio.
- Painting and decorating shop.
- Pet shop/or Small Animal Hospital.
- Pharmacy.
- Photographer's studio.
- Restaurant/Bar/Lounge/Tavern
    - may include live entertainment and/or a dance floor, (all such activity fully within an enclosed building) provided the kitchen remains open with full food service whenever live entertainment is offered.
- Retail Shops or Stores.
- Retail spirits store/Liquor store.
- Spa or Similar Establishment.
- Smoke, Tobacco, Vape, or Similar Shop.
- Self-service laundry.
- Sewing machine sales.
- Sporting goods sales.
- Shoe store or repair shop.
- Sign Store/Printing Store.
- T-Shirt Printing or Similar Sales or Services.
- Tanning Spa or Tanning Establishment.
- Tailor shop.
- Theater (excluding drive-in theaters), Bowling Alley, Arcade, or Similar Establishments, including those that sell alcoholic beverages in compliance with state law.
- Tier I Medical Marijuana Processor, as allowed by state law.
- Tier II Medical Marijuana Processor, as allowed by state law.
- Toy store.
- High Density Multifamily Uses, above ground floor office/commercial uses, together with clubhouse, leasing office, fitness center, garage buildings, and similar associated uses.
- Short-term rentals.

- Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot.
- Single-Family Residential Home for Lot 2.
    - Additionally, an accessory dwelling unit shall be permitted on Lot 2 for so long as the Single-Family Residential Home remains.

Development Area 2

- High Density Multifamily Uses, which include:
    - Apartment buildings, together with clubhouse, leasing office, fitness center, garage buildings, and similar associated uses.
    - Townhouse Development;
    - Short-term rentals;
    - Senior-Living Facility; and
    - Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot.
- Attached single-family dwellings or detached zero lot line single-family dwellings, provided that such uses comply with the area regulations enumerated above for this allowable use category.
- Two-family dwelling (duplex), or a single-family dwelling with a garage apartment.
- Additionally, the following commercial and retail uses on the ground story of larger multi-family residential buildings:
    - Antique shop.
    - Art Gallery/Studio.
    - Artist materials supply, or studio.
    - Baby shop.
    - Bakery/Baked Goods store.
    - Bank.
    - Barber shop, or beauty parlor.
    - Book or stationery store.
    - Camera shop.
    - Candy store.
    - Child Care / Day Care establishment.
    - Clothing or apparel store.
    - Coffee house or coffee shop.
    - Commercial uses/shops/or services.
    - Dairy products or ice cream store.
    - Delicatessen store.
    - Dress shop.
    - Drug store or fountain.
    - Dry cleaning retail pickup and drop off.
    - Dry goods store.
    - Fabric or notion store.
    - Florist/Flower Shop.
    - Furniture Store.
    - Gift Shop.

- Grocery or supermarket.
- Interior decorating store.
- Jewelry shop.
- Key shop.
- Leather Store and/or Leather Goods Store.
- Libraries.
- Medical uses.
- Museums.
- Music, Radio, Electronics, Telephone, or Television Store.
- Office uses.
- Outdoor Patio.
- Painting and decorating shop.
- Pharmacy.
- Photographer's studio.
- Restaurant/Bar/Lounge/Tavern
    - may include live entertainment and/or a dance floor, (all such activity fully within an enclosed building) provided the kitchen remains open with full food service whenever live entertainment is offered.
- Retail Shops or Stores.
- Retail spirits store/Liquor store.
- Spa or Similar Establishment.
- Sewing machine sales.
- Sporting goods sales.
- Shoe store or repair shop.
- Sign Store/Printing Store.
- T-Shirt Printing or Similar Sales or Services.
- Tanning Spa or Tanning Establishment.
- Tailor shop.
- Toy store.
- Accessory buildings and uses customarily incidental to any of the above uses when located on the same lot.

EXHIBIT D

Preliminary Plat

Full Size Documents Submitted to City Staff

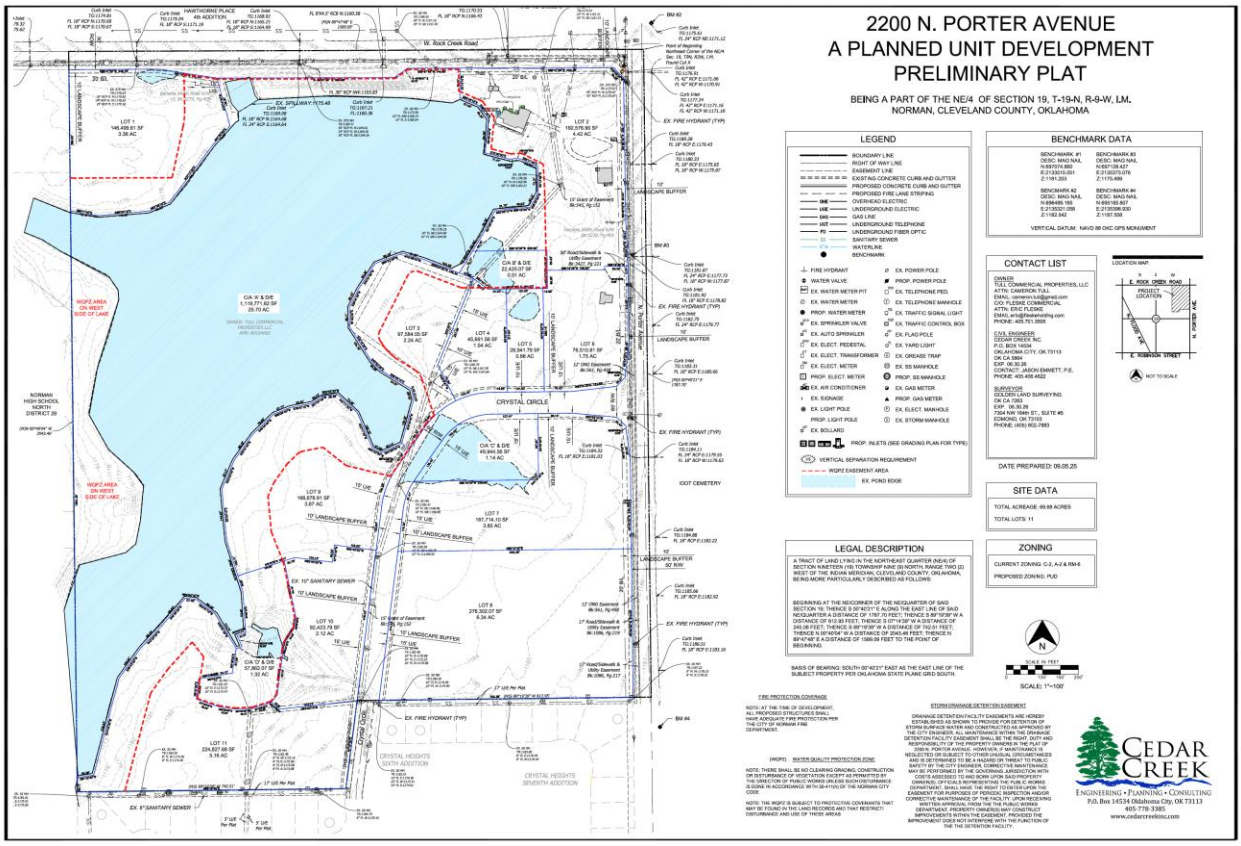


EXHIBIT E

Open Space

Full Size Documents Submitted to City Staff

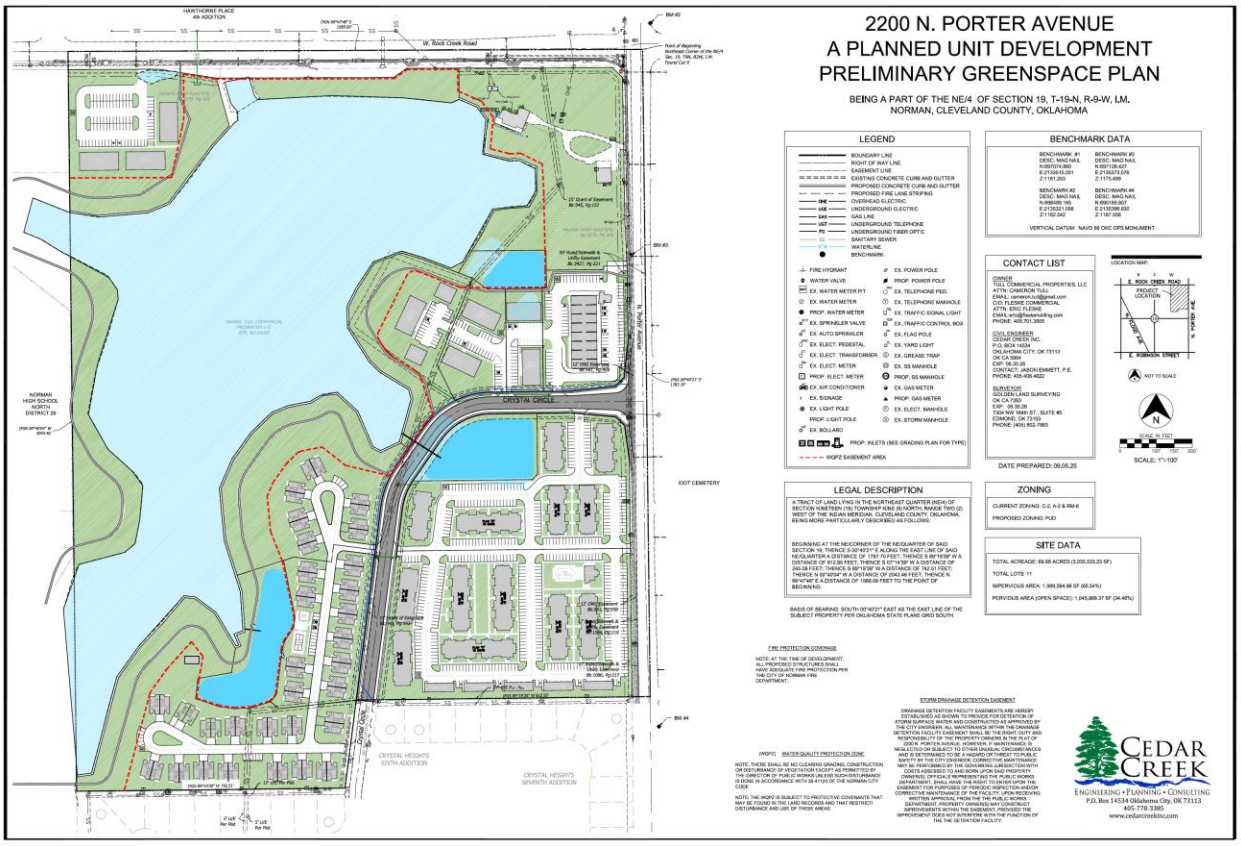
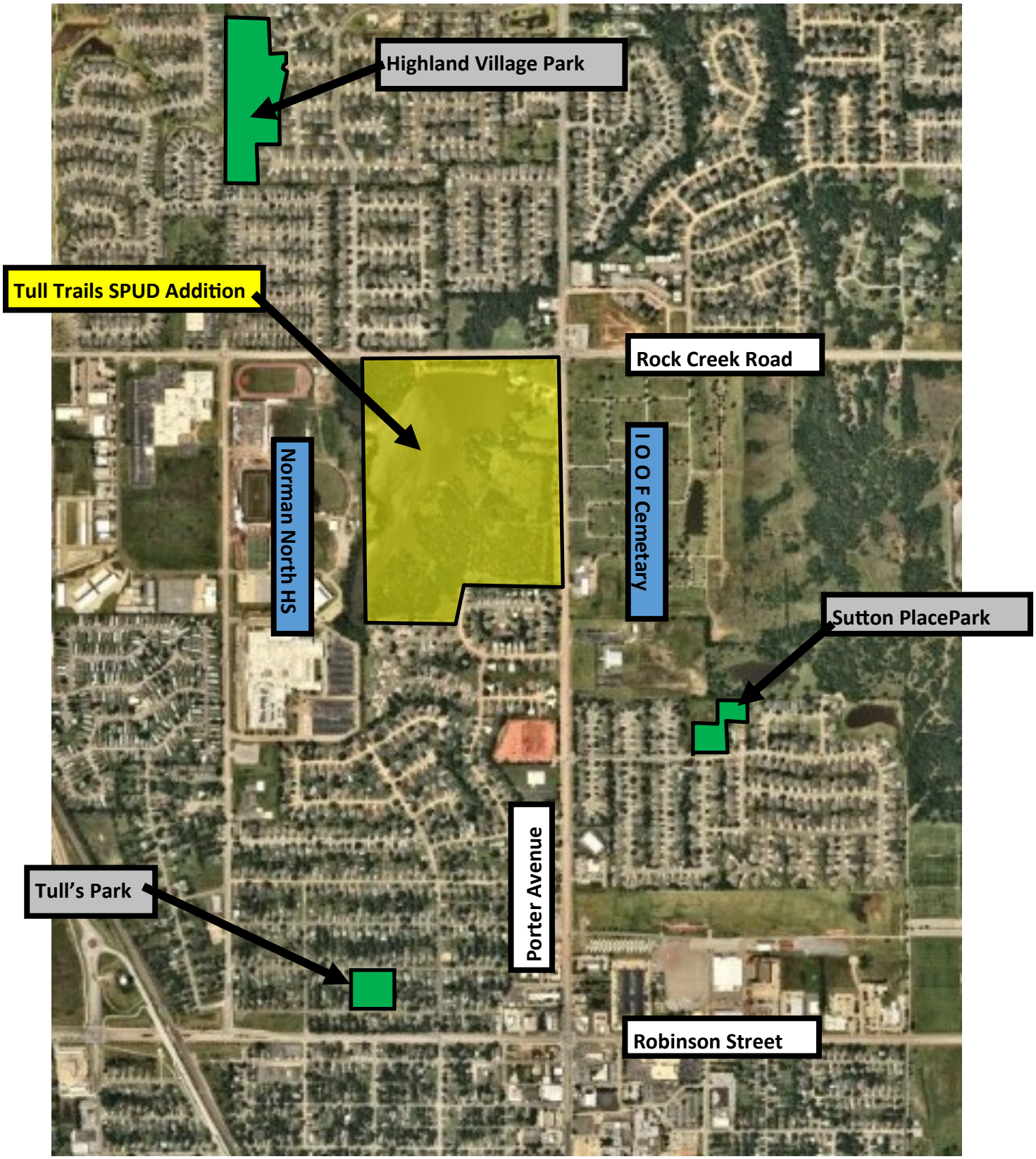


EXHIBIT F

Development Area Exhibit

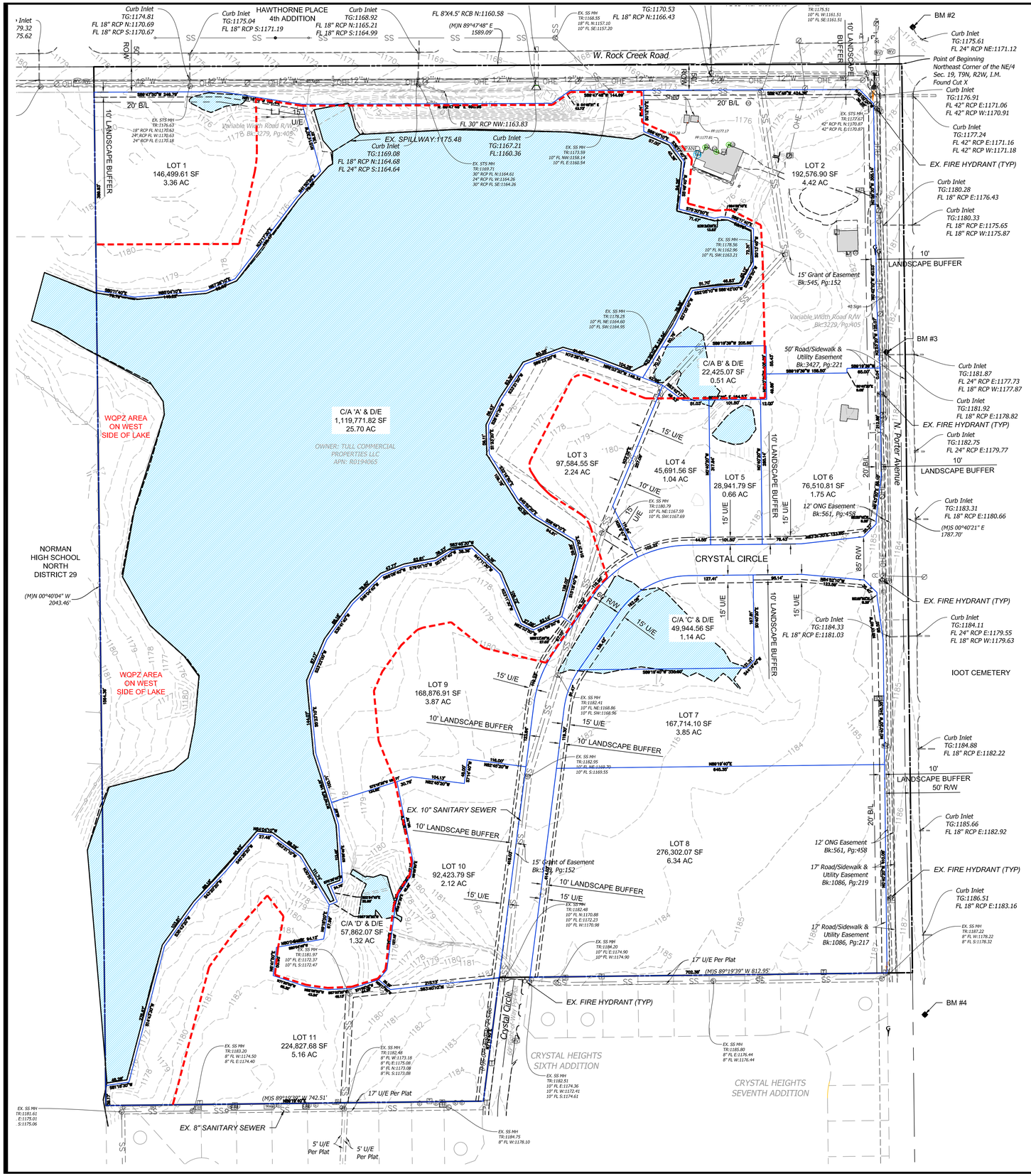


Tull Trails SPUD Addition

Location Map

2200 N. PORTER AVENUE
A PLANNED UNIT DEVELOPMENT
PRELIMINARY PLAT

BEING A PART OF THE NE/4 OF SECTION 19, T-19-N, R-9-W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA



LEGEND

- BOUNDARY LINE
- RIGHT OF WAY LINE
- EASEMENT LINE
- EXISTING CONCRETE CURB AND GUTTER
- PROPOSED CONCRETE CURB AND GUTTER
- PROPOSED FIRE LANE STRIPING
- OHE — OVERHEAD ELECTRIC
- UGE — UNDERGROUND ELECTRIC
- GAS — GAS LINE
- UGT — UNDERGROUND TELEPHONE
- FO — UNDERGROUND FIBER OPTIC
- SS — SANITARY SEWER
- 8"W — WATERLINE
- BENCHMARK

- FIRE HYDRANT
- WATER VALVE
- EX. WATER METER PIT
- EX. WATER METER
- PROP. WATER METER
- EX. SPRINKLER VALVE
- EX. AUTO SPRINKLER
- EX. ELECT. PEDESTAL
- EX. ELECT. TRANSFORMER
- EX. ELECT. METER
- PROP. ELECT. METER
- EX. AIR CONDITIONER
- EX. SIGNAGE
- EX. LIGHT POLE
- PROP. LIGHT POLE
- EX. BOLLARD
- EX. POWER POLE
- PROP. POWER POLE
- EX. TELEPHONE PED.
- EX. TELEPHONE MANHOLE
- EX. TRAFFIC SIGNAL LIGHT
- EX. TRAFFIC CONTROL BOX
- EX. FLAG POLE
- EX. YARD LIGHT
- EX. GREASE TRAP
- EX. SS MANHOLE
- PROP. SS MANHOLE
- EX. GAS METER
- PROP. GAS METER
- EX. ELECT. MANHOLE
- EX. STORM MANHOLE

PROP. INLETS (SEE GRADING PLAN FOR TYPE)

VS VERTICAL SEPARATION REQUIREMENT

WQPZ EASEMENT AREA

EX. POND EDGE

BENCHMARK DATA

BENCHMARK #1 DESC: MAG NAIL N:697074.860 E:2133515.051 Z:1181.203	BENCHMARK #3 DESC: MAG NAIL N:697128.427 E:2135373.076 Z:1175.499
BENCMARK #2 DESC: MAG NAIL N:696489.165 E:2135321.058 Z:1182.542	BENCHMARK #4 DESC: MAG NAIL N:695185.807 E:2135396.930 Z:1187.558

VERTICAL DATUM: NAVD 88 OKC GPS MONUMENT

CONTACT LIST

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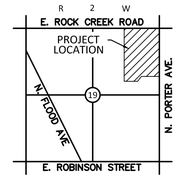
EMAIL: cameron.tull@gmail.com
C/O: FLESKE COMMERCIAL
ATTN: ERIC FLESKE
EMAIL:eric@fleskeholding.com
PHONE: 405.701.3505

CIVIL ENGINEER
CEDAR CREEK INC.
P.O. BOX 14534
OKLAHOMA CITY, OK 73113
OK CA 5864
EXP. 06.30.26
CONTACT: JASON EMMETT, P.E.
PHONE: 405.406.4622

SURVEYOR
GOLDEN LAND SURVEYING
OK CA 7263
EXP. 06.30.26
7304 NW 164th ST., SUITE #5
EDMOND, OK 73103
PHONE: (405) 802-7883

LOCATION MAP:



NOT TO SCALE

DATE PREPARED: 09.05.25

SITE DATA

TOTAL ACREAGE: 69.68 ACRES

TOTAL LOTS: 11

ZONING

CURRENT ZONING: C-2, A-2 & RM-6

PROPOSED ZONING: PUD

LEGAL DESCRIPTION

A TRACT OF LAND LYING IN THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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BASIS OF BEARING: SOUTH 00°40'21" EAST AS THE EAST LINE OF THE SUBJECT PROPERTY PER OKLAHOMA STATE PLANE GRID SOUTH.

N

SCALE IN FEET
0 100' 150' 200'

SCALE: 1"=100'

FIRE PROTECTION COVERAGE

NOTE: AT THE TIME OF DEVELOPMENT, ALL PROPOSED STRUCTURES SHALL HAVE ADEQUATE FIRE PROTECTION PER THE CITY OF NORMAN FIRE DEPARTMENT.

(WQPZ) WATER QUALITY PROTECTION ZONE

NOTE: THERE SHALL BE NO CLEARING GRADING, CONSTRUCTION OR DISTURBANCE OF VEGETATION EXCEPT AS PERMITTED BY THE DIRECTOR OF PUBLIC WORKS UNLESS SUCH DISTURBANCE IS DONE IN ACCORDANCE WITH 30-411(h) OF THE NORMAN CITY CODE

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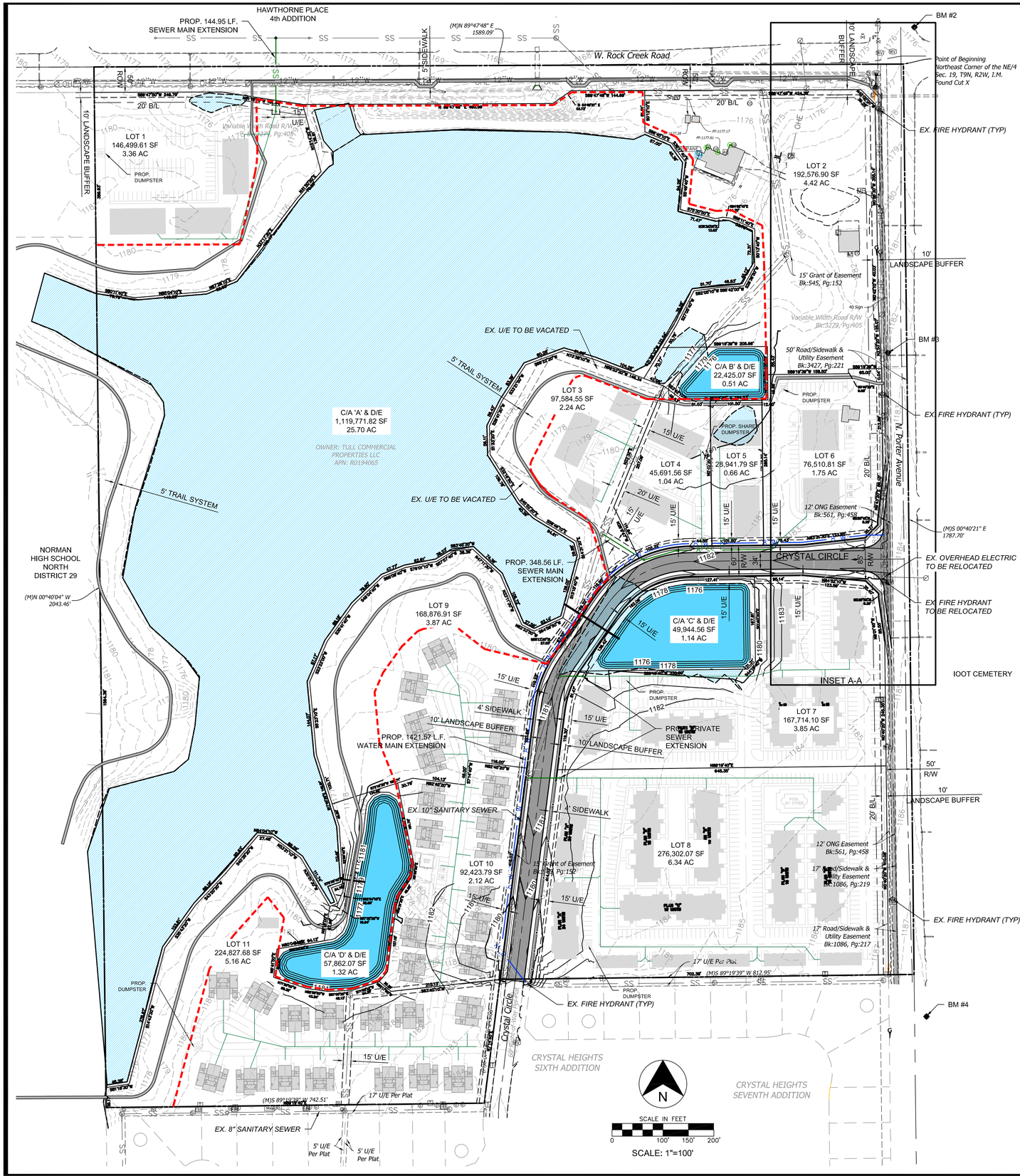
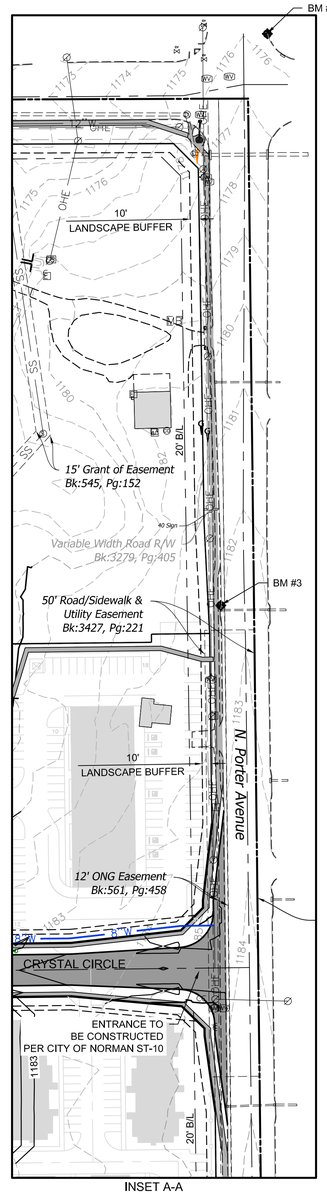
2200 N. PORTER AVENUE
A PLANNED UNIT DEVELOPMENT
PRELIMINARY SITE PLAN

BEING A PART OF THE NE/4 OF SECTION 19, T-19-N, R-9-W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA





INSET A-A
SCALE: 1"=80'

CONTACT LIST

OWNER
TULL COMMERCIAL PROPERTIES, LLC
ATTN: CAMERON TULL
EMAIL: cameron.tull@gmail.com
C/O: FLESKE COMMERCIAL
ATTN: ERIC FLESKE
EMAIL:eric@fleskeholding.com
PHONE: 405.701.3505

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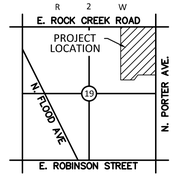

NOT TO SCALE

BENCHMARK DATA

BENCHMARK #1 DESC: MAG NAIL N:697074.660 E:2133515.051 Z:1181.203	BENCHMARK #3 DESC: MAG NAIL N:697128.427 E:2135373.076 Z:1175.499
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VERTICAL DATUM: NAVD 88 OKC GPS MONUMENT

LEGEND

- BOUNDARY LINE
- RIGHT OF WAY LINE
- EASEMENT LINE
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- PROPOSED CONCRETE CURB AND GUTTER
- PROPOSED FIRE LANE STRIPING
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- EX. STORM MANHOLE
- PROP. INLETS (SEE GRADING PLAN FOR TYPE)
- VERTICAL SEPARATION REQUIREMENT
- WQPZ EASEMENT AREA
- EX. POND EDGE

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2200 N. PORTER AVENUE
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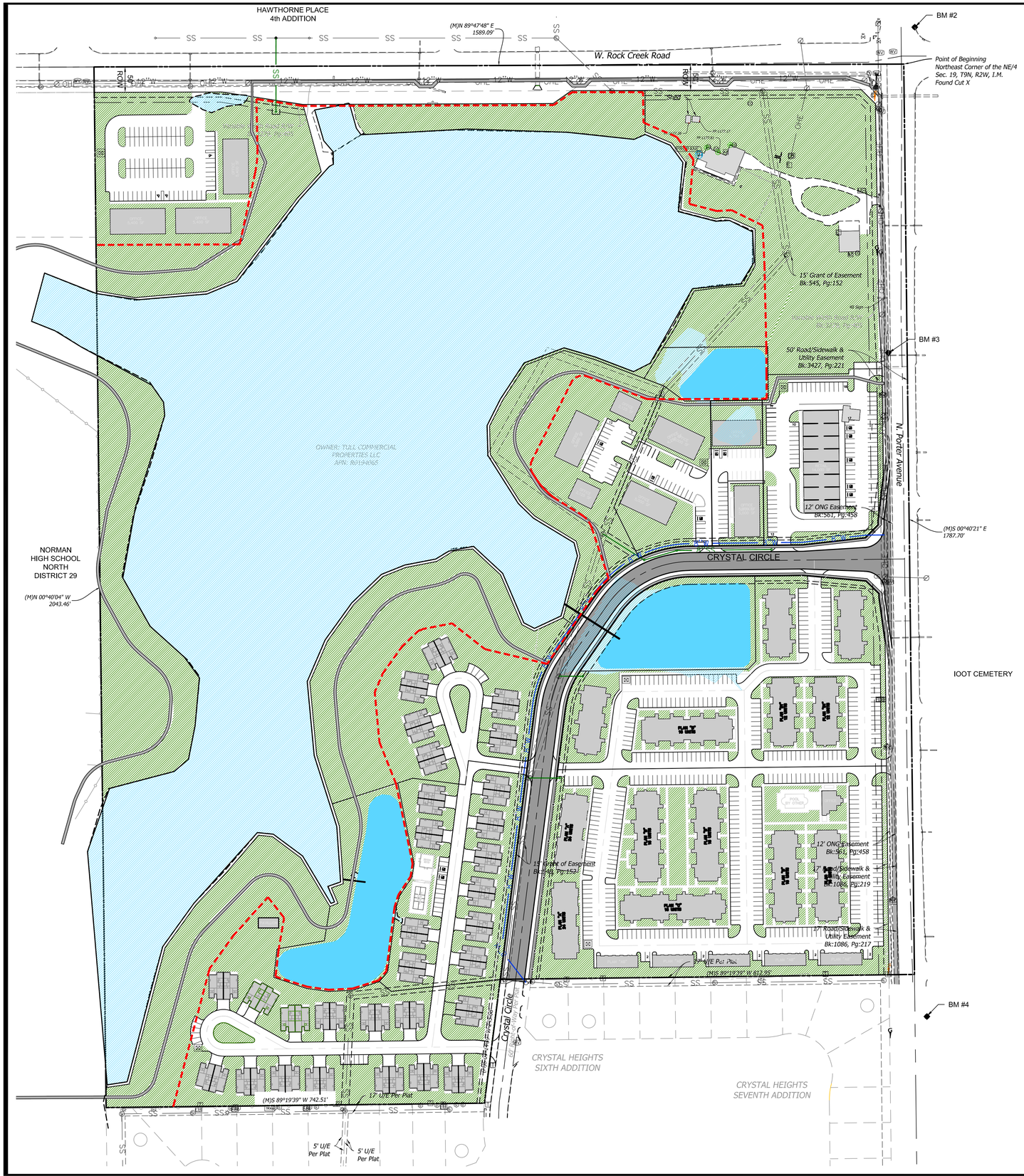

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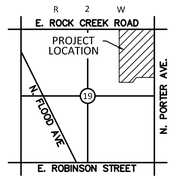

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PROPOSED ZONING: PUD

SITE DATA

TOTAL ACREAGE: 69.68 ACRES (3,035,533.23 SF)

TOTAL LOTS: 11

IMPERVIOUS AREA: 1,989,564.86 SF (65.54%)

PERVIOUS AREA (OPEN SPACE): 1,045,968.37 SF (34.46%)

FIRE PROTECTION COVERAGE

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BEING A PART OF THE NE/4 OF SECTION 19, T-19-N, R-9-W, I.M.
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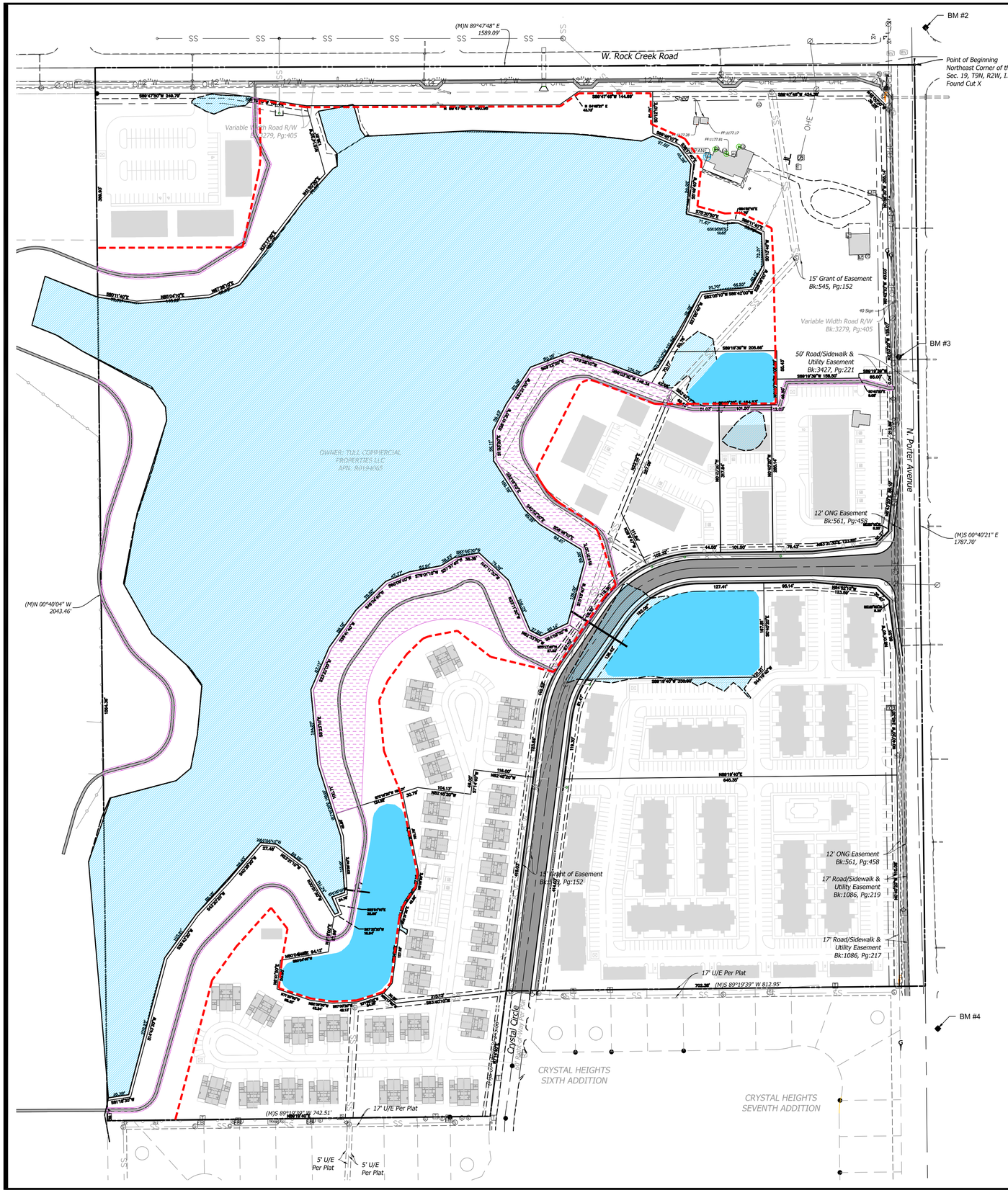

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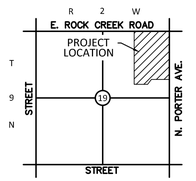

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BASIS OF BEARING: SOUTH 00°40'21" EAST AS THE EAST LINE OF THE SUBJECT PROPERTY PER OKLAHOMA STATE PLANE GRID SOUTH.

SITE DATA

TOTAL OCCUPANTS: 637.2 PERSONS

TOTAL PRIVATE PARK REQUIRED: 3.18 ACRES

TOTAL PRIVATE PARK PROVIDED: 3.22 ACRES

PRIVATE PARK AREA

N

SCALE IN FEET
0 100' 150' 200'

SCALE: 1"=100'

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Applicant: Tull Commercial Properties, LLC & Legacy Ridge Development, LLC

Project Location: Located at the southwest corner of the West Rock Creek Road and North Porter Avenue intersection

Case Number: PD25-21

Time: 5:30 p.m.

Applicant Representative:
Libby Smith
Sean Reiger

Attendees:
David Curtis
Alan Mundey
Michael Phillips
Derek Harris
Erica Bird

City Staff:
Justin Fish, Planner I
Landon Gum, Public Works Engineering
Beth Muckala, Assistant City Attorney

Application Summary:
The applicant submitted a request for a preliminary plat and rezoning from C-2, General Commercial District, RM-6 Medium-Density Apartment District, and A-2 Rural Agricultural District, to PUD Planned Unit Development District, for Tull Trails, for 69.68 acres of property located at the southwest corner of the West Rock Creek Road and North Porter Avenue intersection. The rezoning and Preliminary Plat are needed for the applicant to develop the site into a development featuring a mix of office, commercial, and residential uses.

Neighbor's Comments/Concerns/Responses:
Residents inquired about the proposed access point off West Rock Creek Road, asking whether this new connection would align with Hamden Avenue, the existing access point into the neighborhood north of the development site, across West Rock Creek Road. The applicant's representative stated that the access points would not connect.

Next, the residents asked whether a streetlight would be installed as part of the proposed development. The applicant's representative explained that the City of Norman's Traffic Engineer conducts a traffic study to determine whether additional infrastructure is necessary to support the development. The representative did not believe a streetlight would be required; however, if the existing infrastructure proves insufficient to meet demand, one would be installed.

Residents then asked which part of the development would be completed first. The response was that the commercial uses and some multi-family units are anticipated to be developed first.

Lastly, the residents asked about the height of the large multi-family structures located near the Crystal Heights neighborhood. The representative responded that the PUD Narrative allows up to five stories, but it is anticipated that the structures would be three stories in height.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 09/11/2025

REQUESTER: Tull Commercial Properties, LLC & Legacy Ridge Development, LLC

PRESENTER: Justin Fish, Planner I

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-9: 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 REMOVE THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, AND A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE W. ROCK CREEK ROAD AND N. PORTER AVENUE INTERSECTION)

APPLICANT/REPRESENTATIVE	Tull Commercial Properties, LLC & Legacy Ridge Development, LLC
LOCATION	Located at the southwest corner of West Rock Creek Road and North Porter Avenue (2208 North Porter Avenue)
WARD	8
CORE AREA	No
EXISTING ZONING	RM-6, Medium-Density Apartment District, C-2, General Commercial District, and A-2, Rural Agricultural District
EXISTING LAND USE DESIGNATION	Urban High and Open Space
CHARACTER AREA	Suburban Neighborhood and Protected and Sensitive

PROPOSED ZONING PUD, Planned Unit Development

PROPOSED LAND USE No Change

REQUESTED ACTION RM-6, Medium-Density Apartment District, C-2, General Commercial District, and A-2, Rural Agricultural District, to a PUD, Planned Unit Development

SUMMARY:

The applicant, Tull Commercial Properties, LLC & Legacy Ridge Development, LLC, is requesting a Planned Unit Development to allow for the possible development of a mixed-use site. This mixed-use proposal will allow for office/commercial, and residential within a single structure. There are two Development Areas, within each Development Area the Narrative allows for office/commercial on the ground floors with residential above. Development Area 1 is focused more on office/commercial with the allowance of residential above. Development Area 2 is focused more on the residential aspects, multi-family, with the option to allow for the office/commercial, support uses, on the ground floors. This development features a large pond with a proposed trail system.

EXISTING CONDITIONS:

SIZE OF SITE: 69.68 Acres

SURROUNDING PROPERTIES

	Subject Property	North	East	South	West
Zoning	RM-6, C-2, A-2	R-1 & A-2	R-1	RM-6 & A-2	RM-6 & A-2
Land Use	Urban High & Open Space	Urban Low & Urban High	Civic	Urban Low	Civic & Open Space
Current Use	Residential (Single-Family)	Residential (Single-Family) & Commercial	Cemetery	Residential (Two-Family)	School

EXISTING ZONING DESIGNATIONS

A-2, Rural Agricultural District

This district is intended to provide a zoning classification for land situated relatively remote from the urban area which is used for agricultural and related purposes and will not be undergoing urbanization in the immediate future. The types of uses, the area and the intensity of use of land which is authorized in this district is designed to encourage and protect all agricultural uses until urbanization is warranted and the appropriate change in district classification is made. Areas included within this district are considered to be sufficiently remote from developed urban areas that exploration for and production of oil and gas will not be hazardous or detrimental to persons and property within the developed portions of the City.

Further, the purpose of the following regulations for properties within the Ten Mile Flat Conservation Area, is to:

(1) Address unique conditions in the area commonly known as Ten Mile Flat, much of which land lies within the historical floodplain of Ten Mile Creek and the South Canadian River;
(2) To protect exceptional and irreplaceable natural resources located in the Ten Mile Flat area; and
(3) To protect against flood damage in the 100-year floodplain and other flood prone areas within the Ten Mile Flat area.

RM-6, Medium-Density Apartment District

The RM-6 district is designed to encourage the developing of neighborhoods having a variety of dwelling types, including townhouses, thus providing for the varying requirements of families. The regulations are intended to ensure compatibility with adjacent existing and proposed low-density apartment development.

C-2, General Commercial District

This commercial district is intended for the conduct of personal and business services and the general retail business of the community. Persons living in the community and in the surrounding trade territory require direct and frequent access. Traffic generated by the uses will be primarily passenger vehicles and only those trucks and commercial vehicles required for stocking and delivery of retail goods.

LAND USE DESIGNATIONS

Urban High

Highly compact, walkable pattern of urban development prioritizing alternative means of transportation. Low to no building spacing and separation of uses. This area is intended to create opportunities for economic activities attracting a city-wide audience, and place residents closer to services and jobs.

High-intensity areas strive for more residential than non-residential uses with frequent master-planned mixed-use development nodes. Non-residential uses may be more common in UH than in UM or UL due to higher concentrations of population.
Gross densities in any single development should be greater than 12 units per acre.

Open Space

Contains valuable environmental features that should not be developed or would make good recreational spaces. Areas intended for parks can be developed with recreational features, while open space areas are more appropriate for wildlife habitat preservation with only passive recreation uses. Consists of relatively large areas appropriate for natural lands, floodplains, large parks (>30 acres), platted common areas larger than 2-3 acres that provide multiple benefits (stormwater management, recreation, tree preservation, interconnected wildlife habitats, etc.) to nearby areas, and major trail system components. Development is limited to park and trail uses due to overlap with 100-year floodplain.

CHARACTER AREA DESIGNATIONS

Suburban Neighborhood Areas

Suburban Neighborhood Areas are where suburban residential subdivision development has or is likely to occur (due to availability of water and sewer service). This area is characterized

by low pedestrian orientation, existing but limited public transit access, high to moderate degree of building and use separation, predominantly residential with scattered civic buildings and varied street patterns, often curvilinear**.**

In the future, the neighborhoods with good trail access and connections to surrounding services will likely continue to be highly attractive neighborhoods. Future development should elevate connectivity and traditional neighborhood design (TND).

Protected and Sensitive Areas
The Protected and Sensitive Areas encompass the FEMA designated floodways and floodplain, and the Stream Planning Corridors. Primarily undeveloped natural lands and environmentally sensitive areas not suitable for development, e.g., scenic views, steep slopes, floodplains, wetlands, watersheds, wildlife management areas and other environmentally sensitive areas.

PROCEDURAL REQUIREMENTS:

PRE-DEVELOPMENT: PD25-21 August 28, 2025
Residents inquired about the proposed access point off West Rock Creek Road, asking whether this new connection would align with Hamden Avenue, the existing access point into the neighborhood north of the development site, across West Rock Creek Road. The applicant's representative stated that the access points would not connect.

The residents asked whether a streetlight would be installed as part of the proposed development. The applicant's representative explained that the City of Norman's Traffic Engineer conducts a traffic study to determine whether additional infrastructure is necessary to support the development. The representative did not believe a streetlight would be required; however, if the existing infrastructure proves insufficient to meet demand, one would be installed.

Residents then asked which part of the development would be completed first. The response was that the commercial uses and some multi-family units are anticipated to be developed first.

Lastly, the residents asked about the height of the large multi-family structures located near the Crystal Heights neighborhood. The representative responded that the PUD Narrative allows up to five stories, but it is anticipated that the structures would be three stories in height.

BOARD OF PARKS COMMISSIONERS: September 4, 2025
The Tull Trails SPUD (Simple Planned Unit Development) Addition is located in a part of Section 19, Township 9 North, Range 2 West of the Indian Meridian, and is located on the south side of Rock Creek Road, on the west side of Porter Avenue. The development is located immediately east of Norman North High School's athletic fields, and across Porter from the IOOF Cemetery; and includes a large pond that has been in place for decades (See Map). The plat contains 360 units of RM-6 (apartment/multi-family housing) in several buildings and several more units of senior living duplexes (RM-2) zoning, which would result in a total public parkland dedication of 1.593 acres. The commercial buildings on the plat do not require any park land dedication. This development would also yield $27,000 in Neighborhood Park Development Fees and the same in Community Park Development fees once all residential

building permits have been issued. A private park would need to be twice as large as the public park; or 3.186 acres. A private park land decision would also waive the collection of Neighborhood Park Development Fees and, instead, require that the same amount of funds be spent at a minimum when developing the private park for the Addition. Community Park Development Fees would still be collected.
DISCUSSION: The plat being proposed contains a large amount of green space and walking trails around the pond, as well as several wider open areas between the duplexes and the lake trail where additional park like amenities could be built. The lake and any apartment swimming pool or clubhouse areas would not count towards any park land decision. The proposed plat is still labeled as “2200 N. Porter Avenue / A Simple Planned Unit Development”; however, the name on any future plats will reflect the “Tull Trails SPUD” name for the same land. The open space exhibit for this plat shows that the single-family house in the northeast corner of the plat will remain in private ownership; and also shows that the western shore of the lake is not part of this ownership. Any lakeside trails will need to account for these 197 Item 5. Page 2 of 2 conditions as they are laid out for construction. Also note that the proposed “Preliminary Park Plan” (attached) shows what portion of the proposed trail that would satisfy the acreage required of a Private Park Land decision, if granted. All other recreational features seen on the plat would be above and beyond the required amount. Those green space areas that are not used as a trail do show a picnic pavilion in one location, however there is no plan showing any other amenities at the time of this report. There is a public park southwest of the proposed addition—Tull’s Park located south of the Norman North High School land, closer to Robinson Street (see location map) that would be in walking distance of this addition. Other public parks are also close-by; however, they are accessed by crossing busy collector streets at signaled crosswalk intersections (see location map). Sutton Place Park (east, across Porter Avenue) and Highland Village Park (north, across Rock Creek Road) are the two closest public parks after Tull’s Park. The developer has requested a Private Park Decision for this addition, which is available as shown on the attached drawings.
RECOMMENDATION: City Staff recommends that Park Board accept a Private Park Land decision for the Tull Trails.

At their September 4 meeting, the Board of Parks Commissioners voted 6-0 to accept a private park land decision.

SUMMARY OF APPLICATION:

The applicant, Tull Commercial Properties, LLC & Legacy Ridge Development, LLC, is requesting a Planned Unit Development to allow for the possible development of a mixed-use site. This mixed-use proposal will allow for office/commercial, and residential within a single structure. There are two Development Areas, within each Development Area the Narrative allows for office/commercial on the ground floors with residential above. Development Area 1 is focused more on office/commercial with the allowance of residential above. Development Area 2 is focused more on the residential aspects, multi-family, with the option to allow for the office/commercial, support uses, on the ground floors. This development features a large pond with a proposed trail system.

USE:

The site is divided into two Development Areas. Development Area 1 is comprised of Lots 1-6 and generally allows for office and commercial uses. Multi-family uses are allowed above the ground floor of office and commercial uses within this area. Currently, a single-family home

exists on Lot 2 of Area 1. Allowances have been made within the PUD Narrative for this home to remain until the lot is developed for commercial and/or office uses. Development Area 2 consists of Lots 7-11 and allows for a variety of multi-family residential uses with allowances for office/commercial uses on the ground floor of larger multi-family residential buildings. Development Area 2, which contains the bulk of the multi-family residential uses, is projected to include 360units. A complete list of allowable uses can be found within the attached PUD Narrative as Exhibit C.

HEIGHT:
The PUD Narrative states there are no height limits for buildings in Development Area 1 except for the single-family dwelling on Lot 2. This single-family home will adhere to the height requirements of the R-1, Single-Family Dwelling District. Development Area 2 will have a maximum building height of five stories.

AREA REGUATIONS:
The proposed project will be divided into two Development Areas, each with its own set of development regulations. Development Area 1 requires a 20' building setback from both West Rock Creek Road and North Porter Avenue, with no other setback requirements. However, if Lot 2 continues to be used as a single-family home, it will be required to adhere to the R-1, Single-Family Dwelling District, setback requirements. Development Area 2 requires a 20' building setback from North Porter Avenue, with no other setback requirements.

OPEN SPACE:
The development will contain approximately 24 acres of open space, equating to around 30% of the property. The Open Space Site Plan can be found in the PUD Narrative as Exhibit E.

TRAFFIC ACCESS, CIRCULATION, PARKING AND SIDEWALKS:
There are four access points shown on the Site Development Plan along North Porter Avenue. One of these access points off North Porter Avenue is existing and serves Lot 2, where a single-family home is located. Two additional access points are shown to gain access to Development Area 1 and Development Area 2 from North Porter Avenue. Lastly, Crystal Circle, an existing street of the Crystal Heights neighborhood, will be extended north into the proposed development and curve east towards North Porter Avenue.

An additional access point is depicted on the Site Development Plan along West Rock Creek Road. Public sidewalks will provide connectivity within the development, with neighboring properties, and with Rock Creek Road and North Porter Avenue, as shown on Site Development Plan, Exhibit B. Parking will be provided throughout the development as shown on the Site Development Plan found in the PUD Narrative as Exhibit B.

LANDSCAPING AND SCREENING:
Landscaping will be installed in accordance with the City of Norman landscaping regulations as amended from time to time, under Zoning Ordinance Section 36-551, Landscaping Requirements for Off-Street Parking Facilities. Fencing is not required but may be installed in accordance with Zoning Ordinance Section 36-552 Fencing, Walls, And Screening.

SIGNAGE:

All signage for lots with an office or retail use will be constructed in accordance with the City of Norman sign regulations, as amended from time to time, under Section 28-505, Commercial Zone Sign Standard. Signage for all other lots will comply with the City of Norman's applicable signage restrictions, as amended from time to time.

LIGHTING:
The Property will comply with Section 36-549, Commercial Outdoor Lighting Standards, as amended from time to time.

SANITATION/UTILITIES:
Trash dumpsters will be located as depicted on the Site Development Plan or in locations approved by City sanitation services.

EXTERIOR MATERIALS:
The exterior of the buildings constructed within the property may be constructed of brick, stone, synthetic stone, wood, glass, stucco, EIFS, masonry, metal accents, and any combination thereof. The exterior façade of buildings on the property will contain no less than 80% masonry, exclusive of all windows, doors, roofs, or glass, pursuant to Section 36-547 of the City of Norman's Ordinances, as may be amended from time to time. The applicant may file restrictive covenants against the property to more narrowly tailor architectural review within the development.

PHASING:
The proposed project will be developed in multiple phases. It is anticipated that the timing and number of phases will be determined by market demand and absorption rates. However, the phasing of the project will comply with Norman City Code Section 36-509, as amended from time to time.

NEAREST PUBLIC PARK:
There are three parks located less than a mile from the proposed development site. Sutton Place Park is located approximately 0.5 miles southeast of the development site, across North Porter Avenue. Highland Village Park is approximately 0.7 miles north of the development site, across West Rock Creek Road. Another park, George M. Sutton Wilderness Park, is located approximately 0.7 miles east of the development site, across North Porter Avenue. Tull Park is approximately 0.7 miles south of this site. A crosswalk is located on the corner of North Porter Avenue and West Rock Creek Road, and south of the development site at the traffic light for North Porter Avenue and Sandpiper Lane. Each of these parks and crosswalks can be accessed using existing sidewalks along the streets.

REVIEW COMMENTS:
This application was submitted to the following agencies, departments, and/or divisions for review and comment. An asterisk (*) indicates that the agency, department, and/or division responded with adverse comments.

CITY DEPARTMENTS
1. Fire Department
2. Building Permitting Review
3. Public Works/Engineering

4. Transportation Engineer
5. Planning
6. Utilities

COMMENTS, BY DEPARTMENT/AGENCY:
Items italicized and in blue in these sections represent City Staff analysis.

A.1. FIRE DEPARTMENT

Additional information would be required to determine fire hydrant requirements and fire lane specifications for the proposed building. These items will be address during building permitting.

A.2. BUILDING REVIEW

Building codes and all applicable trades will be addressed at the building permit stage. Building has no issues with this proposal.

A.3. PUBLIC WORKS/ENGINEERING

Please see attached report from Engineering.

A.4. TRANSPORTATION ENGINEER

Please see attached report from the Transportation Engineer.

A.5. PLANNING

ZONING CODE CONSIDERATIONS

a) Purpose – PUD, Planned Unit Development

i) It is the intent of this section to encourage developments with a superior built environment brought about through unified development and to provide for the application of design ingenuity in such developments while protecting existing and future surrounding areas in achieving the goals of the comprehensive plan of record. The PUD, Planned Unit Development District herein established is intended to provide for greater flexibility in the design of buildings, yards, courts, circulation, and open space than would otherwise be possible through the strict application of other district regulations. In this way, applicants may be awarded certain premiums in return for assurances of overall planning and design quality, or which will be of exceptional community benefit, and which are not now required by other regulations. By permitting and encouraging the use of such procedures, the Planning Commission and City Council will be able to make more informed land use decisions and thereby guide development more effectively in the best interest of the health, safety, and welfare of the City. Specifically, the purposes of this section are to encourage:

(1) A maximum choice in the types of environment and living units available to the public.
(2) Provision of more usable and suitably located open space, recreation areas, or other common facilities than would otherwise be required under conventional land development regulations.

(3) Maximum enhancement and minimal disruption of existing natural features and amenities.
(4) Comprehensive and innovative planning and design of diversified developments which are consistent with the City's long-range plan and remain compatible with surrounding developments.
(5) More efficient and economic use of land resulting in smaller networks of utilities and streets, thereby lowering costs.
(6) Preparation of more complete and useful information which will enable the Planning Commission and City Council to make more informed decisions on land use. The PUD, Planned Unit Development regulations are designed to provide for small- and large-scale developments incorporating a single type or a variety of residential, commercial, industrial and related uses which are planned and developed as a unit. Such development may consist of individual lots, or it may have common building sites. Private or public common land and open space must be an essential, major element of the development, which is related to, and affects, the long-term value of the homes and other development. A planned unit development shall be a separate entity with a distinct character that respects and harmonizes with surrounding development.

*The applicant requests a PUD, Planned Unit Development, to gain flexibility in use, design, and development standards, which are not possible under the current zoning. This proposal is **consistent** with the purpose of a PUD. Item 3 of the PUD Ordinance will be met by the utilization of a trail system along the applicant's side of the pond. The applicant is also proposing recreational areas, higher densities and differing choices of living units.*

b) Uses Permitted

i) The property will be developed as a mixed-use development, featuring a variety of uses including commercial, office, and multi-family uses. A complete list of the allowable uses can be found within the attached PUD Narrative as Exhibit C.

*This PUD, Planned Unit Development, creates a mix of uses including commercial, office, and multi-family. There are residential uses to the north and south of the proposed development. The proposal is **consistent** with surrounding zoning as the residential components abut existing residential, while the commercial and office uses are proposed on a hard corner.*

c) Area Regulations

i) Development Area 2 requires a 20' building setback from both West Rock Creek Road and North Porter Avenue, with no other setback requirements. However, if Lot 2 continues to be used as a single-family home, it will be required to adhere to the R-1, Single-Family Dwelling District, setback requirements.
ii) Development Area 3 requires a 20' building setback from North Porter Avenue, with no other setback requirements.

The Area Regulations for this development require a 20' setback for all buildings along North Porter Avenue and West Rock Creek Road. The existing single-family home located on Lot 2 must adhere to the R-1, Single Family Dwelling District setback requirements. These setbacks are similar to surrounding zoning setbacks.

d) Height Regulations

i) There are no height limits for buildings in Development Area 1 except for the single-family dwelling on Lot 2. This single-family home will adhere to the height requirements of the R-1, Single-Family Dwelling District zoning designation. Development Area 2 will have a maximum building height of 5 stories.

*The absence of a building height for the proposed Development Area 1 is **consistent** with the surrounding C-2 General Commercial District, A-2, Rural Agricultural District, and RM-6, Medium-Density Apartment District zoning. However, RM-6 has the additional requirement that for every story over three, an additional 5' must be added to the required rear and side yard setbacks. Development Area 2 is allowed up to five-stories per the PUD Narrative. The proposed development is **inconsistent** with the height regulations of the R-1, Single-Family Dwelling District, which allows up to three stories, provided the side yard setbacks are increased by an additional 5' for a third story. There are existing single-family homes on the north side of West Rock Creek Road. These homes are mostly single-story structures. The R-1 zoning to the east is for the IOOF cemetery, which is unlikely to be redeveloped. The existing two-family dwellings to the south of the subject property have a height of two-stories.*

COMPREHENSIVE PLAN CONSIDERATIONS

a) Character Area Policies

i) General Policies

(1) Residential Policies

(a) New residential development should blend with existing housing, incorporating tools such as buffering requirements and right-sized public spaces as defined in land use categories.
(b) Accommodate a variety of housing styles, sizes, densities, and price points to suit diverse housing needs.
(c) New residential development should use a variety of techniques to avoid the appearance of identical homes, increasing vibrancy and diversity in the built environment.

(2) Non-Residential Policies

(a) New non-residential development should use high quality building materials such as glass, brick, stone, wood or cementitious siding.
(b) Require that loading areas be located to the rear and sides of buildings and screened from view.
(c) Ensure that all sides of a parking garage that are visible from public view are architecturally consistent with the buildings it serves.
(d) Buildings in a corporate campus setting should have an internal pedestrian network between buildings.

*The proposed development is **consistent** with General Non-Residential Policies in that it will use the appropriate listed exterior materials. The proposed development is also **consistent** with the Residential Policies in that it will accommodate a variety of housing*

densities. The various housing types allowed within the development are listed in Exhibit C of the PUD Narrative.

ii) Character Area Policies – Suburban Neighborhood Areas

(1) Infrastructure extensions should occur incrementally, and new developments must connect to City water and sewer, which may require extension of lines.
(2) Protect drainageways in accordance with WQPZ ordinance within new development and expand their use for public trail access.
  (a) Treat water quality volume from runoff for volume recommended in stormwater master plan and in accordance with EDC Section 7000.
  (b) The open spaces created around drainageways should be connected when feasible to create wildlife corridors.
(3) Reduce the impact of higher intensity uses to adjacent lower intensity uses with screening and landscaping. Native landscaping is encouraged.
  (a) Prioritize preservation of existing mature street trees.
(4) Promote a mix of housing types, including accessory dwelling units, and new, well-designed similarly scaled multi-unit residences to increase neighborhood density and income diversity.
  (a) Priority for higher density, mixed-income, and affordable housing opportunities should be assigned to locations with multi-modal transportation access and capacity.
  (b) Based on associated Land Use, housing typologies of all intensity levels are appropriate within the Suburban Character area.
(5) Encourage:
  (a) More mixing of uses, including neighborhood services, job centers, and residential uses of similar intensities.
  (b) Retrofitting existing commercial and retail strip development in areas that are likely to undergo renovation or potential demolition in the life of this plan.
  (c) Civic, cultural uses, entertainment establishments that will promote community interaction and public open space.
(6) As streets move further from the center of the Core Neighborhood Character Area and parcel sizes and development patterns work against pedestrian circulation, focus should shift to vehicular safety, corridor appearance and traffic speeds while still providing basic access and safety for pedestrians and bicyclists. Transportation accommodations should:
  (a) Ensure interconnectivity between developments for local and collector streets.
  (b) Provide access to trails with all new development, when feasible to integrate trail plans outlined in the Transportation and Park Master Plans into developments.
  (c) Connect streets between land uses and include complete street approaches for undeveloped sites.
  (d) Use the most recent Transportation Master Plan to fill pedestrian system gaps along streets, to trails, and within developments.
(7) Encourage network of multi-modal transportation options to neighborhood centers and local mixed-use developments.

iii) Character Area Policies – Protected and Sensitive Areas

(1) Development within the floodway is not appropriate.

(2) Development within the floodplain is suitable only for recreational and conservatory uses that do not require placing fill or insurable structures.
(3) Development in and adjacent to these areas should include trails and safe, convenient access to the trail system.
(4) Areas within the Protected and Sensitive Character Area will automatically adjust with the update of any floodway, floodplain or WQPZ boundary.

*The proposed development is **consistent** as it promotes interconnectivity by extending Crystal Circle, an existing street, into the development site. The development also provides pedestrian access to adjacent neighborhoods and to West Rock Creek Road and North Porter Avenue; however, there is no mention of proposed bike routes or public transit opportunities. There is a public transportation stop within one-half mile of the subject property. The development promotes a mix of housing types and encourages a mix of uses. The development will also connect to City water and sewer systems.*

*The proposed development is **consistent** with the Protected and Sensitive Areas policies due to no proposed development within areas designated as protected and sensitive.*

b) Land Use Development Policies

i) Description and Context – Urban High

(1) Highly compact, walkable pattern of urban development prioritizing alternative means of transportation. Low to no building spacing and separation of uses. This area is intended to create opportunities for economic activities attracting a city-wide audience, and place residents closer to services and jobs.
(a) High-intensity areas strive for more residential than non-residential uses with frequent master-planned mixed-use development nodes. Non-residential uses may be more common in UH than in UM or UL due to higher concentrations of population.
(b) Gross densities in any single development should be greater than 12 units per acre.

ii) Description and Context – Open Space (OP)

(1) Contains valuable environmental features that should not be developed or would make good recreational spaces. Areas intended for parks can be developed with recreational features, while open space areas are more appropriate for wildlife habitat preservation with only passive recreation uses. Consists of relatively large areas appropriate for natural lands, floodplains, large parks (>30 acres), platted common areas larger than 2-3 acres that provide multiple benefits (stormwater management, recreation, tree preservation, interconnected wildlife habitats, etc.) to nearby areas, and major trail system components. Development is limited to park and trail uses due to overlap with 100-year floodplain

*The proposed development will include more residential uses than non-residential uses. Development Area 1 will allow for a mix of residential, office, and commercial uses. For these reasons, the development is **consistent** with the Urban High Land Use policy by proposing approximately 16.8 units per acre.*

*The proposed uses are **consistent** with the Land Use policy for Open Space because the project does not propose development in parts of the subject parcel that are designated as Open Space, aside from the proposed walking trails.*

iii) Building Types – Urban High (UH)

(1) Medium and Small-scale 3- to 5-story buildings are common. Within existing developed areas, buildings may go up to 2-stories higher than surrounding properties.

(2) Multi-unit structures are the priority, but a variety of housing types from townhomes to apartments are expected.

(3) Mixed-use buildings including retail, work-spaces, and residences are most common.

(4) Public and private spaces (i.e. balconies, recreational roof decks, outdoor dining, etc.) are clearly defined and cultivate a sense of place.

(5) New developments that are single-use developments or predominantly single-unit or garden apartments are not appropriate.

iv) Building Types – Open Space (OP)

(a) Small single-story structures designed to support the primary function as a recreation or natural amenity.

*The proposed development is **consistent** with the Urban High Land Use policies because it includes allowances for mixed-use buildings within Development Area 1. Multi-unit residential structures and 3 to 5-story buildings are allowed in both Development Areas.*

*The proposed development is **consistent** with the Open Space Land Use policies because areas designated as Open Space will be used for recreation or as a natural amenity.*

v) Site Design – Open Space (OP)

(1) Based around natural areas where wetlands, floodplains, native vegetation, wildlife habitats, and any other sensitive areas should be preserved. Minimal site disturbance.

(a) Development on the periphery should not remove healthy trees or other beneficial landscaping to help retain natural filtering and protection from pollutants.

vi) Site Design – Urban High (UH)

(1) The scale and layout of the built environment are conducive to walking. Trails and pathways are integrated throughout developments to connect to parks, neighborhoods, and community destinations.

(2) Multi-unit developments without connections to neighboring properties and uses weakens the development pattern and should be limited or avoided altogether.

(3) Street trees should form a continuous urban canopy over public areas and rights-of-way.
(4) Stormwater to be addressed at the project level, but designed as part of a larger neighborhood or sub-basin system.
(5) Site layout should take every opportunity to maximize the public infrastructure available in this area

*The development proposes a connection to Crystal Heights, an existing residential neighborhood, by extending Crystal Circle, an existing road, into the development site. This street extension will run through the development, providing access to the Development Areas before reconnecting to North Porter Avenue along the east boundary of the development site. Walking trails and sidewalks are also present throughout the development site. For these reasons, the development is **consistent** with the Urban High Land Use policies.*

*The Open Space Plan attached to the PUD Narrative as Exhibit E, shows minimal development along areas designated as Open Space. This makes the development **consistent** with the Open Space Land Use policies.*

vii) Transportation – Urban High (UH)

(1) Streets, transit, sidewalks, and trails all have a role to play in maximizing access to these community resources. Within the OP Land Use itself, small access streets, trails, and walking paths provide both access and recreation functions.

viii) Transportation – Open Space (OP)

(1) Streets, transit, sidewalks, and trails all have a role to play in maximizing access to these community resources. Within the OP Land Use itself, small access streets, trails, and walking paths provide both access and recreation functions

*The development site is located approximately half a mile from an existing bus stop. Improvements for pedestrians and cyclists including sidewalks and walking trails are also included in the proposed development. For these reasons, the project is **consistent** with the Urban High Land use policy.*

*The proposed development is **consistent** with the Open Space Land Use policy because the site features a recreational area, trails, and walking paths.*

ix) Utility Access – Urban High (UH)

(1) A full range of utilities should be available. If services are not already in place, they must be extended by the developer during the platting process to be suitable for development. If development occurs adjacent to existing facilities that are determined to be insufficient to meet the demands of the proposed development, the developer must upgrade the existing facilities to enhance the capacity of the utility systems.

x) Utility Access – Open Space (OP)

(1) Some structures may require water and sewer service. Electricity for lighting and basic building functionality (lights, security, cleaning equipment, etc.) may be appropriate in some open spaces.

*The proposed development has existing water access. Through the platting process, sewer will be extended to the site by the developer. The development is **consistent** with Utility Access policies.*

xi) Public Space – Urban High (UH)

(1) Consisting of appropriately scaled public spaces including small parks, plazas, parklets, regional trail connections, and walking paths. Pedestrian amenities should commonly integrated into public and private projects.

xii) Public Space – Open Space (OP)

(1) All types and sizes of parks, trails, playgrounds, native ecosystem areas, pavilions, and passive and active recreation spaces are accommodated and appropriate.

*The proposed development is **consistent** with the Public Space policies because pedestrian amenities, recreation spaces, and walking paths are all provided for and addressed with the Site Development Plan and PUD Narrative.*

xiii) Neighborhood and/or Special Area Plans

*This location **is not** within a Neighborhood or Special Planning Area.*

A.6. UTILITIES

AIM NORMAN PLAN CONFORMANCE

Proposed development is in accordance with AIM Water and Wastewater Utility Master Plans.

SOLID WASTE MANAGEMENT

Proposed development meets requirements for City streets and provides access for solid waste services.

WATER/WASTEWATER AVAILABILITY

a) Water Availability

Adequate capacity within the water system exists to serve the proposed development.

b) Wastewater Availability

Adequate capacity within the wastewater system exists to serve the proposed development.

ALTERNATIVES/ISSUES:

IMPACTS: The PUD Narrative proposes a mixed-use development featuring office, commercial, and high-density residential uses. The site will be divided into two Development Areas: Development Area 1, containing Lots 1-6, and Development Area 2, containing Lots 7-11**.** Currently, the development site is occupied by a single-family dwelling. Residential uses are located to the south and across West Rock Creek Road to the north. Across North Porter Avenue on the east boundary of the development site is the IOOF Cemetery. To the west of the Development Site are Norman North sports facilities and the Nancy O'Brian Center for the

Performing Arts. The proposed development will bring in a larger volume of traffic than the subject property currently experiences because the only development on the subject property at this time is a single-family dwelling.

The proposed development is consistent with the AIM Norman Comprehensive Land Use Plan because it proposes a mix of uses, increased interconnectivity, utilizing and extending existing City utilities, inclusion of open space around the pond, increased pedestrian infrastructure, and a mix of housing types as proposed in the attached PUD Narrative.

CONCLUSION: Staff forwards this request for rezoning from RM-6, Medium-Density Apartment District, C-2, General Commercial District, and A-2, Rural Agricultural District, to a PUD, Planned Unit Development District, and Ordinance O-2526-9, to the Planning Commission for consideration and recommendation to City Council.

Tull Trails PUD Rezoning & Preliminary Plat

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-9: 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 REMOVE THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, AND A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE W. ROCK CREEK ROAD AND N. PORTER AVENUE INTERSECTION)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. Tull Trails PUD Narrative
4. Parks Location Map
5. Preliminary Plat
6. Site Plan
7. Greenspace Plan
8. Park Plan

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-9: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY TULL COMMERCIAL PROPERTIES, LLC (CEDAR CREEK ENGINEERING) FOR 2200 N. PORTER AVENUE, A PLANNED UNIT DEVELOPMENT, FOR 69.68 ACRES OF PROPERTY GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF PORTER AVENUE AND ROCK CREEK ROAD.

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. Preliminary Plat
4. Site Plan
5. Greenspace Plan
6. Park Plan
7. Development Review Form
8. Pre-Development Summary

Staff Presentation

Justin Fish, Planner I, presented staff report.

Commissioner Jablonski asked how the lot would be zoned if the single-family home were removed.

Commissioner Bird stated this question is one for the applicant.

Mr. Fish agreed the applicant could offer a clearer explanation.

Applicant Presentation

Sean Rieger, representative of the applicant, presented the proposed development.

Mr. Rieger began by responding to Commissioner Jablonski's question regarding the single-family home, stating the area in question is currently zoned C-2 in the upper-right quadrant, with no impervious cover limitations. He noted this section would remain less developed, with 20-foot setback requirements on all frontages, and that the nearby pond is zoned WQPZ (Water Quality Protection Zone), which includes a buffer zone. Mr. Rieger confirmed that commercial development would be allowed in this area but the applicant would have to come back to the Commission for a site plan amendment for development to happen.

Mr. Rieger presented an overview of the proposed development for a 69.68-acre site, which features a pond, a trail system, and is divided into two areas planned for mixed-use development. One area will focus on commercial, and office uses with some residential components, while the other is primarily intended for multi-family housing with potential for ground-floor commercial space.

Mr. Rieger concluded by stating the proposal is consistent with the City's AIM Norman Comprehensive Land Use Plan and that no formal protests had been submitted.

Motion by Commissioner McKown to recommend approval of Ordinance O-2526-9 and PP-2526-9; **Second** by Commissioner Kindel.

The motion passed unanimously with a vote of 7-0.

MISCELLANEOUS COMMENTS OF PLANNING COMMISSION AND STAFF

No miscellaneous comments.

ADJOURNMENT

The meeting was adjourned at 5:52 p.m.

Passed and approved this _____ day of _____ 2025.

Planning Commission Officer

File Attachments for Item:

42. CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-9 PRELIMINARY PLAT FOR 2020 NORTH PORTER AVENUE, A PLANNED UNIT DEVELOPMENT, LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF PORTER AVENUE AND ROCK CREEK ROAD.

CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 10/28/25

REQUESTER: Ken Danner, Subdivision Development Manager

David Riesland, Transportation Engineer

PRESENTER: Scott Sturtz, Director of Public Works

TITLE: CONSIDERATION OF AWARDING, ACCEPTANCE, APPROVAL, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-9 PRELIMINARY PLAT FOR 2020 NORTH PORTER AVENUE, A PLANNED UNIT DEVELOPMENT, LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF PORTER AVENUE AND ROCK CREEK ROAD.

BACKGROUND:

This item is a preliminary plat for 2020 North Porter Avenue, a Planned Unit Development, located at the southwest corner of the intersection of Porter Avenue and Rock Creek Road. The property consists of 69.68 acres and various uses within a proposed PUD, Planned Unit Development. The Norman Board of Parks Commissioners, at its meeting of September 4, 2025, recommended private parkland. Planning Commission, at its meeting of September 11, 2025, recommended approval of Ordinance No. O-2526-9 placing this property in the PUD, Planned Unit Development and removing it from A-2, Rural Agricultural District, RM-6, Medium Apartment District and C-2, General Commercial District. In addition, Planning Commission recommended approval of the preliminary plat for 2020 N. Porter Avenue, a Planned Unit Development.

DISCUSSION:

The proposed mixed-use development is proposed to contain 300 multifamily residential units, 60 senior adult housing units, 39,700 square feet of office space, and 14,000 square feet of retail space to be located on the west side of Porter Avenue south of Rock Creek Road. The site will contain three full access connections to Porter Avenue and a single point of access onto Rock Creek Road and is expected to generate 224 AM peak hour trips, 317 PM peak hour trips, and 3,449 trips on an average weekday. Obviously, being above the threshold for when a traffic impact study is required (>100 peak hour trips is the threshold), a traffic impact study was prepared for the application by Traffic Engineering Consultants, Inc., and revised on August 4, 2025. No traffic operational issues are anticipated due to the development.

STREET	NO. OF LANES	BACKGROUND TRAFFIC (Veh/day)	PROJECTED TRAFFIC (Veh/day)	TOTAL PROJECTED TRAFFIC (Veh/day)	ROADWAY CAPACITY L.O.S. "E"	% CAPACITY USED (EXISTING)	% CAPACITY USED (PROJECTED)
Porter Avenue	4	10,800	2,242	13,042	34,200	31.58	38.14
Rock Creek Road	4	8,300	1,207	9,507	34,200	24.27	27.80

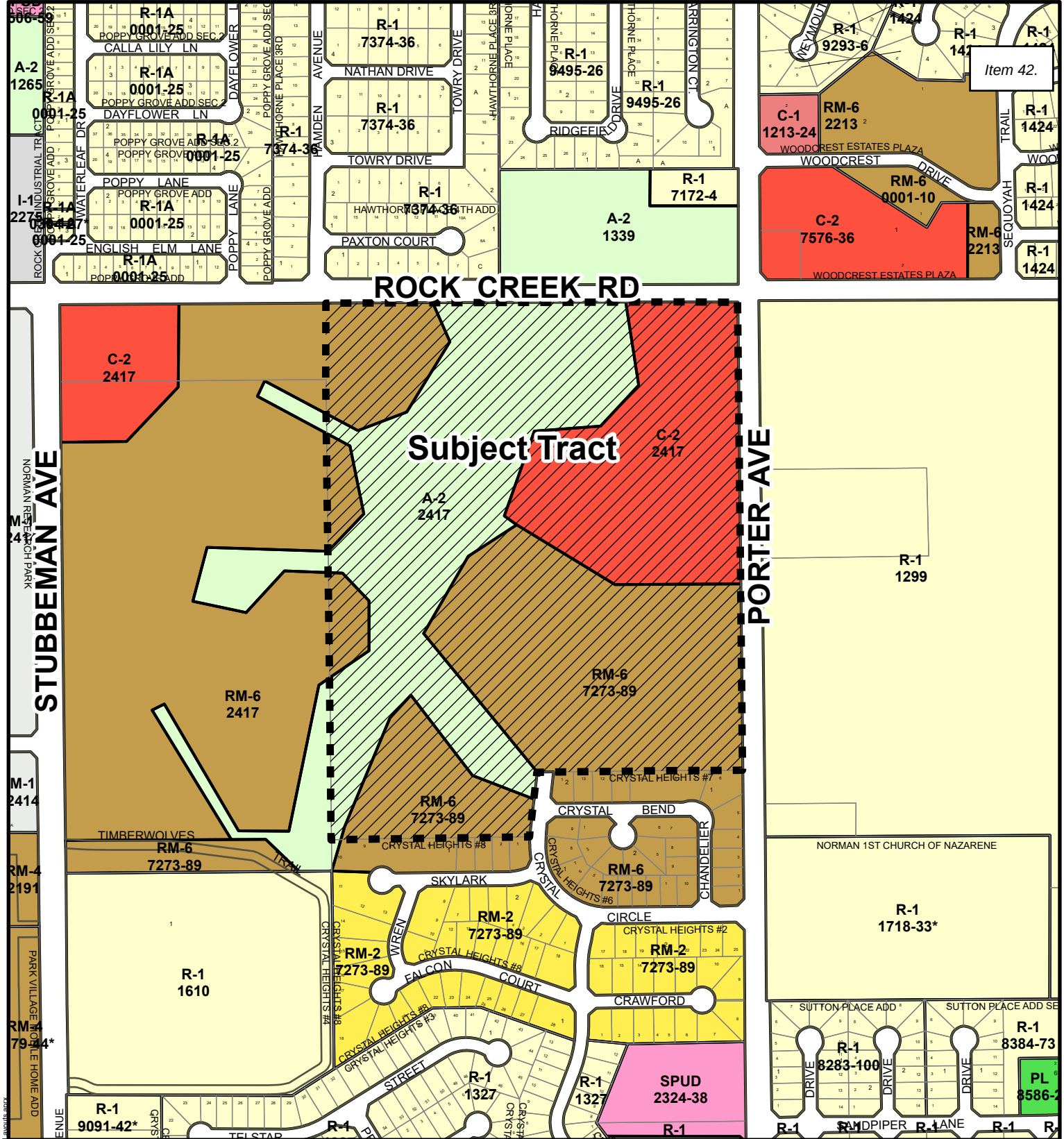
The proposed development will access Porter Avenue by way of three full access driveways and Rock Creek Road by way of a single full access driveway. The site frontage is such that it is not possible for any of the proposed access locations to meet the requirements in the City's Engineering Design Criteria related to driveway spacing. As such, a Request for Variance will be required for each driveway. The designer has taken great care to locate the proposed access points at the best possible locations. As such, Staff will be able to support the Requests for Variance. No additional off-site improvements are anticipated. There are no traffic impact fees to be collected in the area.

Public improvements for this property consist of the following:

1. **Fire Hydrants**. Fire hydrants will be installed in accordance with City standards. Their locations will be reviewed by the Fire Department.
2. **Permanent Markers**. Permanent markers will be installed prior to the final plat being filed of record.
3. **Sanitary Sewers**. Sanitary sewer mains will be installed in accordance with approved plans and City and State Department of Environmental Quality standards.
4. **Sidewalks**. Sidewalks will be constructed adjacent to Roack Creek Road and the interior streets. Sidewalks are existing adjacent to North Porter Avenue.
5. **Storm Sewers**. Storm sewers and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Privately-maintained detention facilities will be utilized.
6. **Streets**. Streets will be constructed in accordance with approved plans and City paving standards. North Porter Avenue and Rock Creek Road are existing.
7. **Water Main**. There are existing 12-inch water mains located adjacent to Porter Avenue and Rock Creek Road. Water mains will be installed in accordance with approved plans and City and Oklahoma Department of Environmental Quality standards.
8. **Public Dedications**. All rights-of-way and easements will be dedicated to the City with final platting.

STAFF RECOMMENDATIONS:

Based on the above information, staff recommends approval of the preliminary plat for 2020 N. Porter Avenue, a Planned Unit Development.



Location Map

Map Produced by the City of Norman Geographic Information System. The City of Norman assumes no responsibility for errors or omissions in the information presented.

N W E S

August 5, 2025

0 250 500 Ft.

Subject Tract

1030

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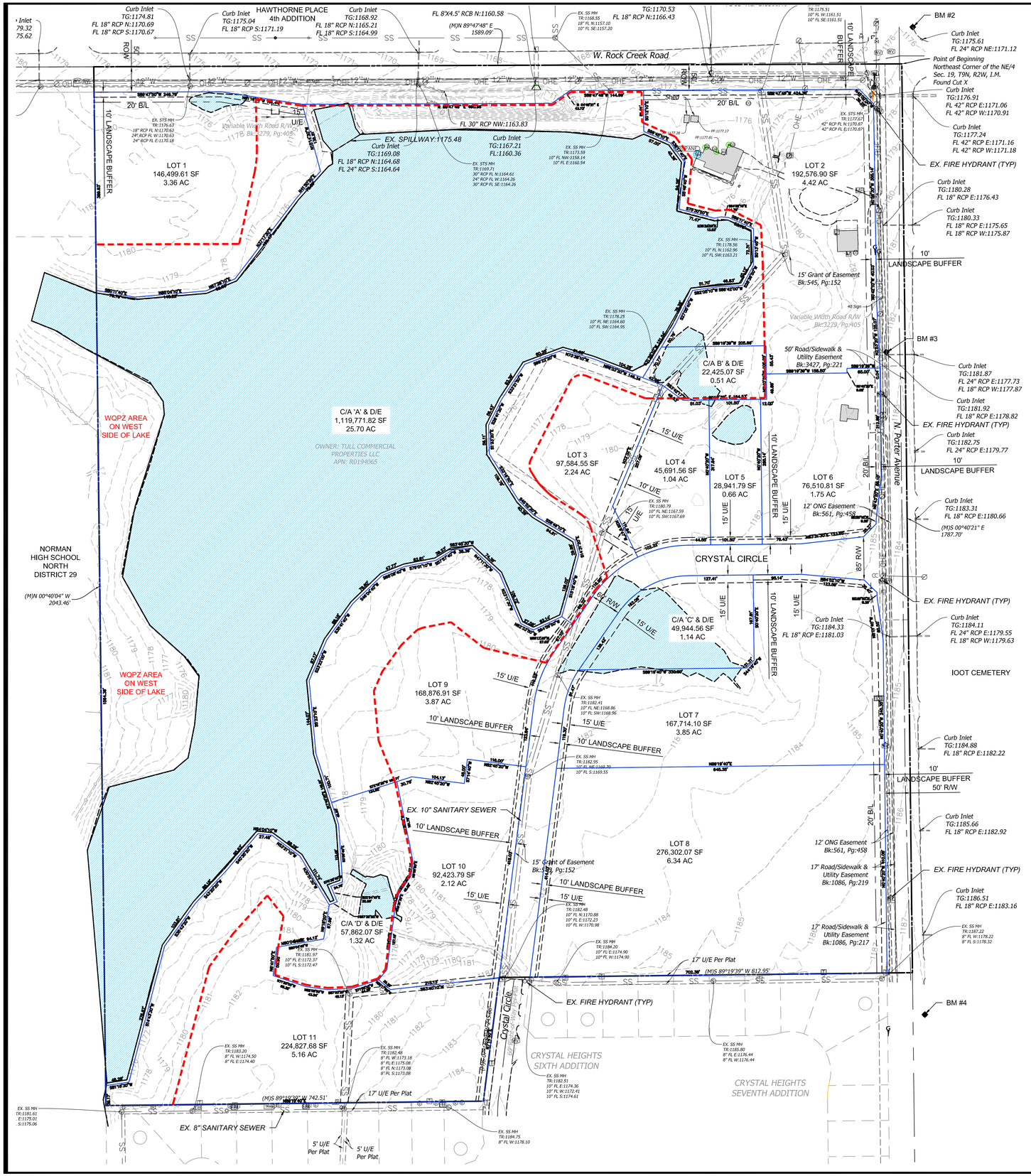
2200 N. PORTER AVENUE
A PLANNED UNIT DEVELOPMENT
PRELIMINARY PLAT

BEING A PART OF THE NE/4 OF SECTION 19, T-19-N, R-9-W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA



LEGEND

- BOUNDARY LINE
- RIGHT OF WAY LINE
- EASEMENT LINE
- EXISTING CONCRETE CURB AND GUTTER
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- PROP. INLETS (SEE GRADING PLAN FOR TYPE)
- VS — VERTICAL SEPARATION REQUIREMENT
- WQPZ EASEMENT AREA
- EX. POND EDGE

BENCHMARK DATA

BENCHMARK #1 DESC: MAG NAIL N:697074.860 E:2133515.051 Z:1181.203	BENCHMARK #3 DESC: MAG NAIL N:697128.427 E:2135373.076 Z:1175.499
BENCMARK #2 DESC: MAG NAIL N:696489.165 E:2135321.058 Z:1182.542	BENCHMARK #4 DESC: MAG NAIL N:695185.807 E:2135396.930 Z:1187.558

VERTICAL DATUM: NAVD 88 OKC GPS MONUMENT

CONTACT LIST

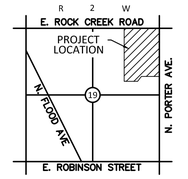
OWNER
TULL COMMERCIAL PROPERTIES, LLC
ATTN: CAMERON TULL
EMAIL: cameron.tull@gmail.com
C/O: FLESKE COMMERCIAL
ATTN: ERIC FLESKE
EMAIL:eric@fleskeholding.com
PHONE: 405.701.3505

CIVIL ENGINEER
CEDAR CREEK INC.
P.O. BOX 14534
OKLAHOMA CITY, OK 73113
OK CA 5864
EXP. 06.30.26
CONTACT: JASON EMMETT, P.E.
PHONE: 405.406.4622

SURVEYOR
GOLDEN LAND SURVEYING
OK CA 7263
EXP. 06.30.26
7304 NW 164th ST., SUITE #5
EDMOND, OK 73103
PHONE: (405) 802-7883

DATE PREPARED: 09.05.25

LOCATION MAP:



NOT TO SCALE

SITE DATA

TOTAL ACREAGE: 69.68 ACRES

TOTAL LOTS: 11

ZONING

CURRENT ZONING: C-2, A-2 & RM-6

PROPOSED ZONING: PUD

LEGAL DESCRIPTION

A TRACT OF LAND LYING IN THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NE/CORNER OF THE NE/QUARTER OF SAID SECTION 19; THENCE S 00°40'21" E ALONG THE EAST LINE OF SAID NE/QUARTER A DISTANCE OF 1787.70 FEET; THENCE S 89°19'39" W A DISTANCE OF 812.95 FEET; THENCE S 07°14'39" W A DISTANCE OF 245.08 FEET; THENCE S 89°19'39" W A DISTANCE OF 742.51 FEET; THENCE N 00°40'04" W A DISTANCE OF 2043.46 FEET; THENCE N 89°47'48" E A DISTANCE OF 1589.09 FEET TO THE POINT OF BEGINNING.

BASIS OF BEARING: SOUTH 00°40'21" EAST AS THE EAST LINE OF THE SUBJECT PROPERTY PER OKLAHOMA STATE PLANE GRID SOUTH.

N

SCALE IN FEET
0 100' 150' 200'

SCALE: 1"=100'

FIRE PROTECTION COVERAGE

NOTE: AT THE TIME OF DEVELOPMENT, ALL PROPOSED STRUCTURES SHALL HAVE ADEQUATE FIRE PROTECTION PER THE CITY OF NORMAN FIRE DEPARTMENT.

(WQPZ) WATER QUALITY PROTECTION ZONE

NOTE: THERE SHALL BE NO CLEARING GRADING, CONSTRUCTION OR DISTURBANCE OF VEGETATION EXCEPT AS PERMITTED BY THE DIRECTOR OF PUBLIC WORKS UNLESS SUCH DISTURBANCE IS DONE IN ACCORDANCE WITH 30-411(h) OF THE NORMAN CITY CODE

NOTE: THE WQPZ IS SUBJECT TO PROTECTIVE COVENANTS THAT MAY BE FOUND IN THE LAND RECORDS AND THAT RESTRICTI DISTURBANCE AND USE OF THESE AREAS

STORM DRAINAGE DETENTION EASEMENT

DRAINAGE DETENTION FACILITY EASEMENTS ARE HEREBY ESTABLISHED AS SHOWN TO PROVIDE FOR DETENTION OF STORM SURFACE WATER AND CONSTRUCTED AS APPROVED BY THE CITY ENGINEER. ALL MAINTENANCE WITHIN THE DRAINAGE DETENTION FACILITY EASEMENT SHALL BE THE RIGHT, DUTY AND RESPONSIBILITY OF THE PROPERTY OWNERS IN THE PLAT OF 2200 N. PORTER AVENUE. HOWEVER, IF MAINTENANCE IS NEGLECTED OR SUBJECT TO OTHER UNUSUAL CIRCUMSTANCES AND IS DETERMINED TO BE A HAZARD OR THREAT TO PUBLIC SAFETY BY THE CITY ENGINEER, CORRECTIVE MAINTENANCE MAY BE PERFORMED BY THE GOVERNING JURISDICTION WITH COSTS ASSESSED TO AND BORN UPON SAID PROPERTY OWNER(S), OFFICIALS REPRESENTING THE PUBLIC WORKS DEPARTMENT, SHALL HAVE THE RIGHT TO ENTER UPON THE EASEMENT FOR PURPOSES OF PERIODIC INSPECTION AND/OR CORRECTIVE MAINTENANCE OF THE FACILITY. UPON RECEIVING WRITTEN APPROVAL FROM THE THE PUBLIC WORKS DEPARTMENT, PROPERTY OWNER(S) MAY CONSTRUCT IMPROVEMENTS WITHIN THE EASEMENT, PROVIDED THE IMPROVEMENT DOES NOT INTERFERE WITH THE FUNCTION OF THE THE DETENTION FACILITY.

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PRELIMINARY SITE PLAN

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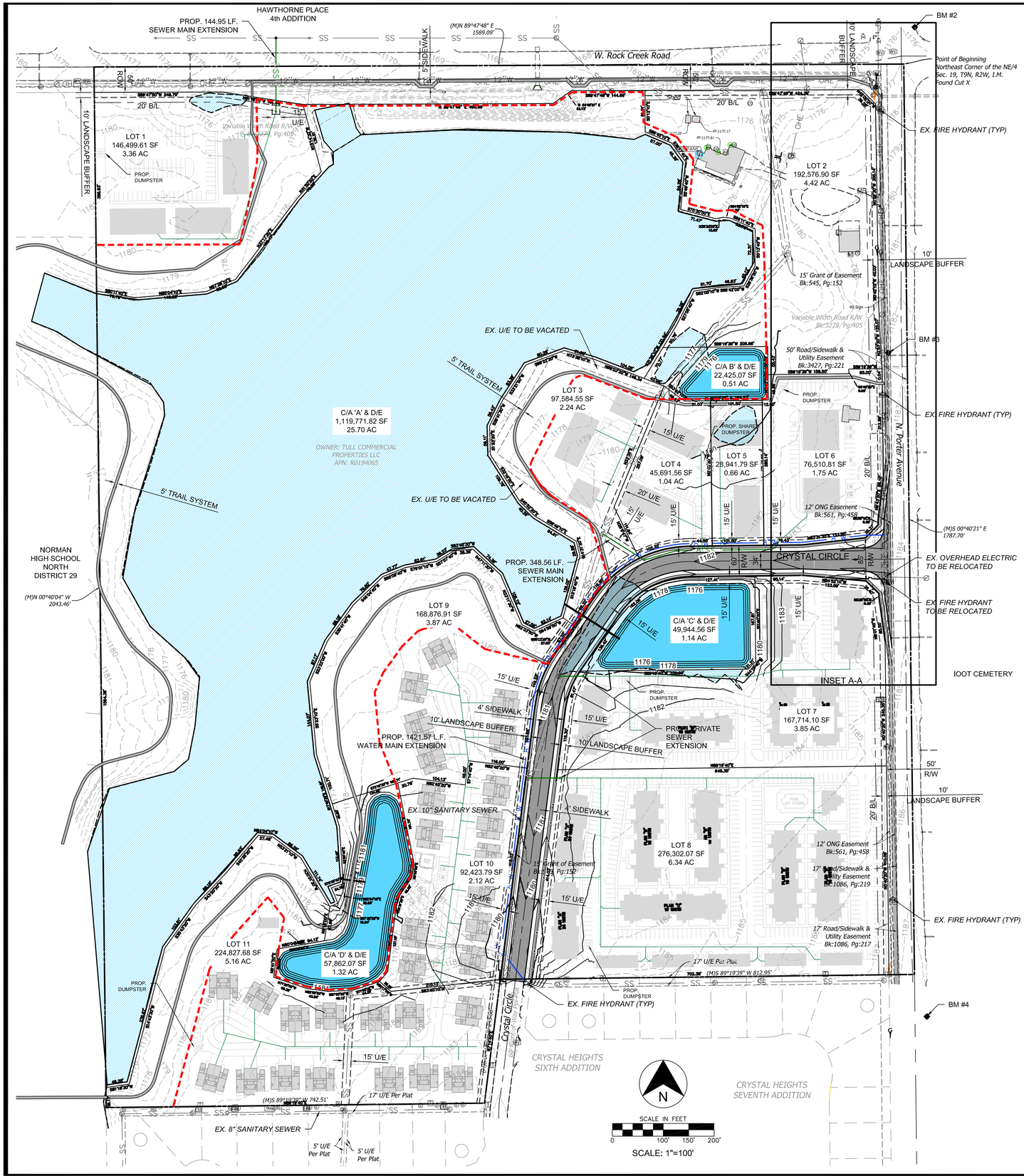

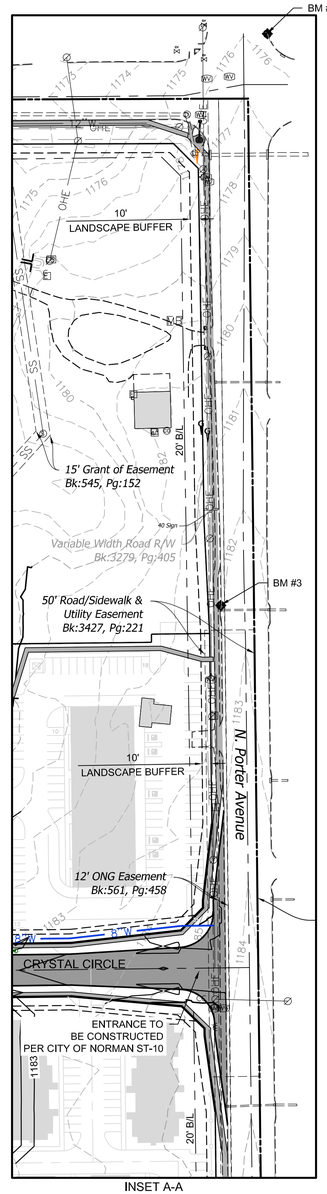

INSET A-A
SCALE: 1"=80'

CONTACT LIST

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EMAIL: cameron.tull@gmail.com
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DATE PREPARED: 09.05.25

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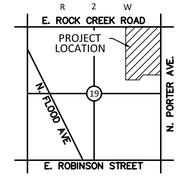

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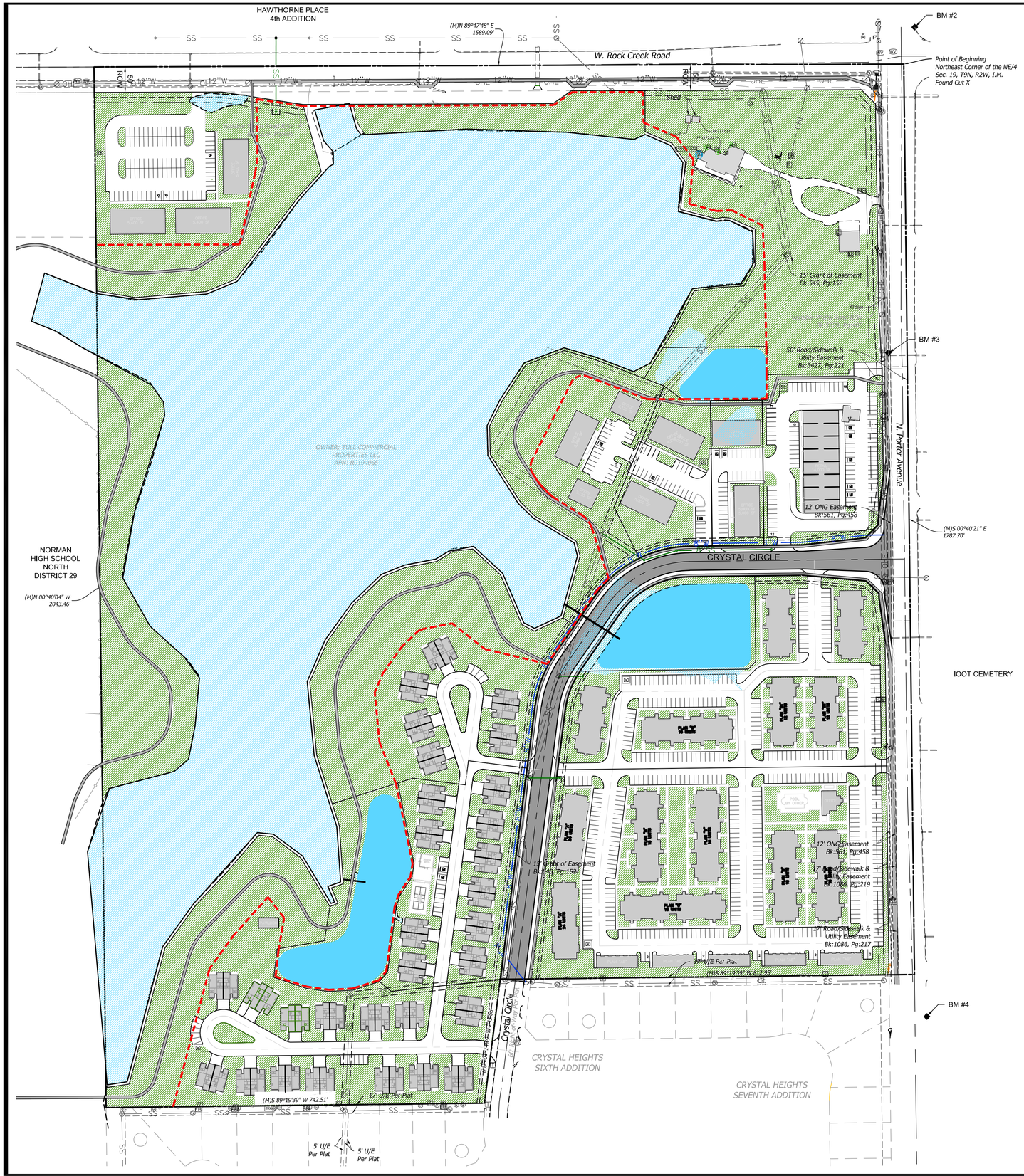

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- PROPOSED CONCRETE CURB AND GUTTER
- PROPOSED FIRE LANE STRIPING
- OHE — OVERHEAD ELECTRIC
- UGE — UNDERGROUND ELECTRIC
- GAS — GAS LINE
- UGT — UNDERGROUND TELEPHONE
- FO — UNDERGROUND FIBER OPTIC
- SS — SANITARY SEWER
- 8"W — WATERLINE
- BENCHMARK

- FIRE HYDRANT
- WATER VALVE
- EX. WATER METER PIT
- EX. WATER METER
- PROP. WATER METER
- EX. SPRINKLER VALVE
- EX. AUTO SPRINKLER
- EX. ELECT. PEDESTAL
- EX. ELECT. TRANSFORMER
- EX. ELECT. METER
- PROP. ELECT. METER
- EX. AIR CONDITIONER
- EX. SIGNAGE
- EX. LIGHT POLE
- PROP. LIGHT POLE
- EX. BOLLARD
- EX. POWER POLE
- PROP. POWER POLE
- EX. TELEPHONE PED.
- EX. TELEPHONE MANHOLE
- EX. TRAFFIC SIGNAL LIGHT
- EX. TRAFFIC CONTROL BOX
- EX. FLAG POLE
- EX. YARD LIGHT
- EX. GREASE TRAP
- EX. SS MANHOLE
- PROP. SS MANHOLE
- EX. GAS METER
- PROP. GAS METER
- EX. ELECT. MANHOLE
- EX. STORM MANHOLE
- PROP. INLETS (SEE GRADING PLAN FOR TYPE)
- WQPZ EASEMENT AREA

BENCHMARK DATA

BENCHMARK #1 DESC: MAG NAIL N:697074.860 E:2133515.051 Z:1181.203	BENCHMARK #3 DESC: MAG NAIL N:697128.427 E:2135373.076 Z:1175.499
BENCMARK #2 DESC: MAG NAIL N:696489.165 E:2135321.058 Z:1182.542	BENCHMARK #4 DESC: MAG NAIL N:695185.807 E:2135396.930 Z:1187.558

VERTICAL DATUM: NAVD 88 OKC GPS MONUMENT

CONTACT LIST

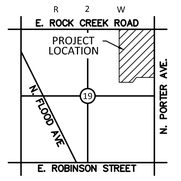
OWNER
TULL COMMERCIAL PROPERTIES, LLC
ATTN: CAMERON TULL
EMAIL: cameron.tull@gmail.com
C/O: FLESKE COMMERCIAL
ATTN: ERIC FLESKE
EMAIL:eric@fleskeholding.com
PHONE: 405.701.3505

CIVIL ENGINEER
CEDAR CREEK INC.
P.O. BOX 14534
OKLAHOMA CITY, OK 73113
OK CA 5864
EXP. 06.30.26
CONTACT: JASON EMMETT, P.E.
PHONE: 405.406.4622

SURVEYOR
GOLDEN LAND SURVEYING
OK CA 7263
EXP. 06.30.26
7304 NW 164th ST., SUITE #5
EDMOND, OK 73103
PHONE: (405) 802-7883

DATE PREPARED: 09.05.25

LOCATION MAP:



NOT TO SCALE

N

SCALE IN FEET
0 100' 150' 200'

SCALE: 1"=100'

LEGAL DESCRIPTION

A TRACT OF LAND LYING IN THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NE/CORNER OF THE NE/QUARTER OF SAID SECTION 19; THENCE S 00°40'21" E ALONG THE EAST LINE OF SAID NE/QUARTER A DISTANCE OF 1787.70 FEET; THENCE S 89°19'39" W A DISTANCE OF 812.95 FEET; THENCE S 07°14'39" W A DISTANCE OF 245.08 FEET; THENCE S 89°19'39" W A DISTANCE OF 742.51 FEET; THENCE N 00°40'04" W A DISTANCE OF 2043.46 FEET; THENCE N 89°47'48" E A DISTANCE OF 1589.09 FEET TO THE POINT OF BEGINNING.

BASIS OF BEARING: SOUTH 00°40'21" EAST AS THE EAST LINE OF THE SUBJECT PROPERTY PER OKLAHOMA STATE PLANE GRID SOUTH.

ZONING

CURRENT ZONING: C-2, A-2 & RM-6

PROPOSED ZONING: PUD

SITE DATA

TOTAL ACREAGE: 69.68 ACRES (3,035,533.23 SF)

TOTAL LOTS: 11

IMPERVIOUS AREA: 1,989,564.86 SF (65.54%)

PERVIOUS AREA (OPEN SPACE): 1,045,968.37 SF (34.46%)

FIRE PROTECTION COVERAGE

NOTE: AT THE TIME OF DEVELOPMENT, ALL PROPOSED STRUCTURES SHALL HAVE ADEQUATE FIRE PROTECTION PER THE CITY OF NORMAN FIRE DEPARTMENT.

(WQPZ) WATER QUALITY PROTECTION ZONE

NOTE: THERE SHALL BE NO CLEARING GRADING, CONSTRUCTION OR DISTURBANCE OF VEGETATION EXCEPT AS PERMITTED BY THE DIRECTOR OF PUBLIC WORKS UNLESS SUCH DISTURBANCE IS DONE IN ACCORDANCE WITH 30-411(h) OF THE NORMAN CITY CODE

NOTE: THE WQPZ IS SUBJECT TO PROTECTIVE COVENANTS THAT MAY BE FOUND IN THE LAND RECORDS AND THAT RESTRICTI DISTURBANCE AND USE OF THESE AREAS

STORM DRAINAGE DETENTION EASEMENT

DRAINAGE DETENTION FACILITY EASEMENTS ARE HEREBY ESTABLISHED AS SHOWN TO PROVIDE FOR DETENTION OF STORM SURFACE WATER AND CONSTRUCTED AS APPROVED BY THE CITY ENGINEER. ALL MAINTENANCE WITHIN THE DRAINAGE DETENTION FACILITY EASEMENT SHALL BE THE RIGHT, DUTY AND RESPONSIBILITY OF THE PROPERTY OWNERS IN THE PLAT OF 2200 N. PORTER AVENUE. HOWEVER, IF MAINTENANCE IS NEGLECTED OR SUBJECT TO OTHER UNUSUAL CIRCUMSTANCES AND IS DETERMINED TO BE A HAZARD OR THREAT TO PUBLIC SAFETY BY THE CITY ENGINEER, CORRECTIVE MAINTENANCE MAY BE PERFORMED BY THE GOVERNING JURISDICTION WITH COSTS ASSESSED TO AND BORN UPON SAID PROPERTY OWNER(S). OFFICIALS REPRESENTING THE PUBLIC WORKS DEPARTMENT, SHALL HAVE THE RIGHT TO ENTER UPON THE EASEMENT FOR PURPOSES OF PERIODIC INSPECTION AND/OR CORRECTIVE MAINTENANCE OF THE FACILITY. UPON RECEIVING WRITTEN APPROVAL FROM THE THE PUBLIC WORKS DEPARTMENT, PROPERTY OWNER(S) MAY CONSTRUCT IMPROVEMENTS WITHIN THE EASEMENT, PROVIDED THE IMPROVEMENT DOES NOT INTERFERE WITH THE FUNCTION OF THE THE DETENTION FACILITY.

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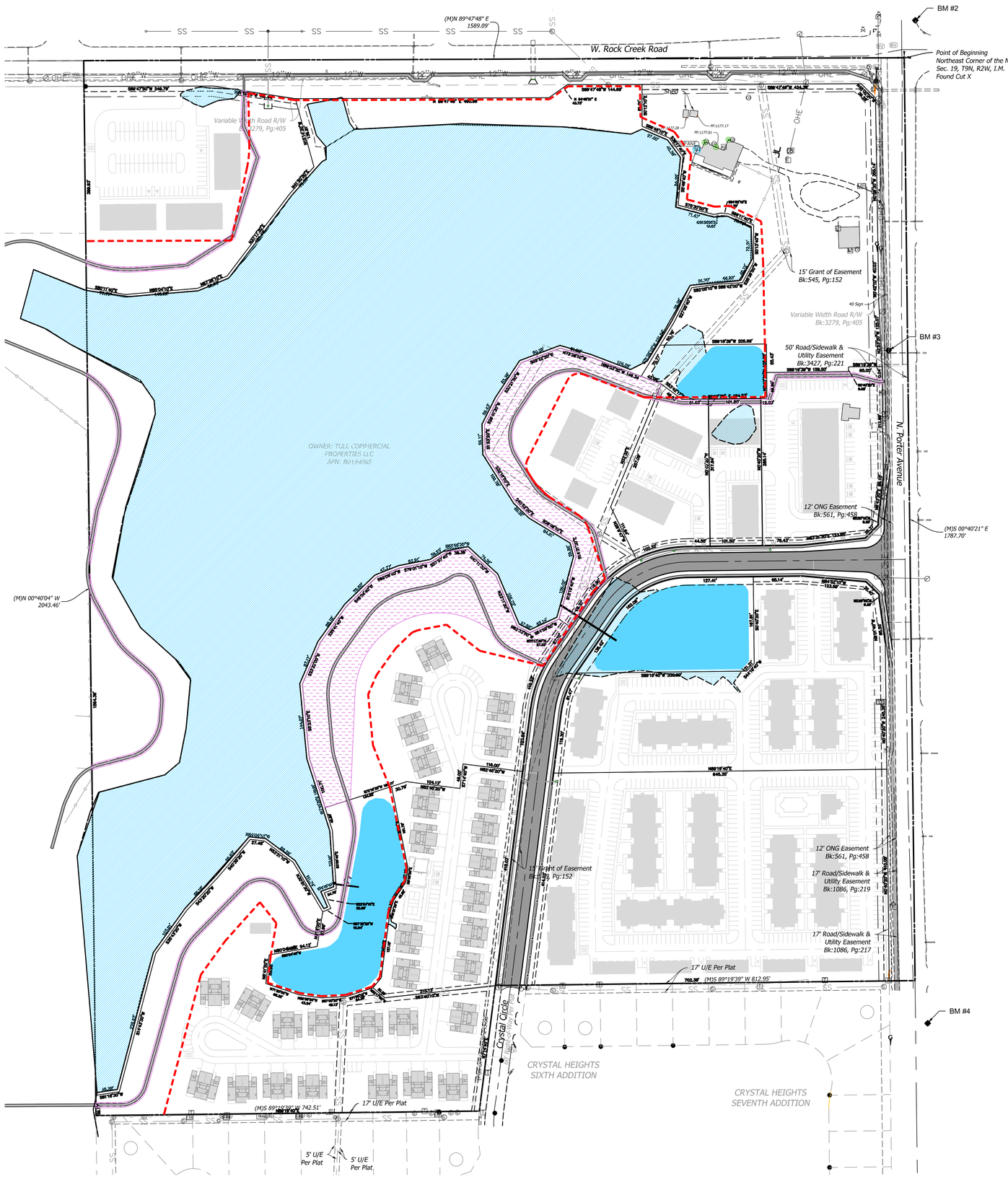
405-778-3385
www.cedarcreekinc.com

2200 N. PORTER AVENUE
A SIMPLE PLANNED UNIT DEVELOPMENT
PRELIMINARY PARK PLAN

BEING A PART OF THE NE/4 OF SECTION 19, T-19-N, R-9-W, I.M.
NORMAN, CLEVELAND COUNTY, OKLAHOMA



LEGEND

- BOUNDARY LINE
- RIGHT OF WAY LINE
- EASEMENT LINE
- EXISTING CONCRETE CURB AND GUTTER
- PROPOSED CONCRETE CURB AND GUTTER
- PROPOSED FIRE LANE STRIPING
- OHE — OVERHEAD ELECTRIC
- UGE — UNDERGROUND ELECTRIC
- GAS — GAS LINE
- UGT — UNDERGROUND TELEPHONE
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- SS — SANITARY SEWER
- 8"W — WATERLINE
- BENCHMARK

FIRE HYDRANT	EX. POWER POLE
WATER VALVE	PROP. POWER POLE
EX. WATER METER PIT	EX. TELEPHONE PED.
EX. WATER METER	EX. TELEPHONE MANHOLE
PROP. WATER METER	EX. TRAFFIC SIGNAL LIGHT
EX. SPRINKLER VALVE	EX. TRAFFIC CONTROL BOX
EX. AUTO SPRINKLER	EX. FLAG POLE
EX. ELECT. PEDESTAL	EX. YARD LIGHT
EX. ELECT. TRANSFORMER	EX. GREASE TRAP
EX. ELECT. METER	EX. SS MANHOLE
PROP. ELECT. METER	PROP. SS MANHOLE
EX. AIR CONDITIONER	EX. GAS METER
EX. SIGNAGE	PROP. GAS METER
EX. LIGHT POLE	EX. ELECT. MANHOLE
PROP. LIGHT POLE	EX. STORM MANHOLE
EX. BOLLARD	

PROP. INLETS (SEE GRADING PLAN FOR TYPE)

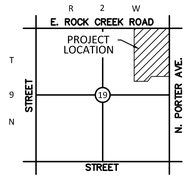
VERTICAL SEPARATION REQUIREMENT

BENCHMARK DATA

BENCHMARK #1 DESC: MAG NAIL N:697074.860 E:2133515.051 Z:1181.203	BENCHMARK #3 DESC: MAG NAIL N:697128.427 E:2135373.076 Z:1175.499
BENCMARK #2 DESC: MAG NAIL N:696489.165 E:2135321.058 Z:1182.542	BENCHMARK #4 DESC: MAG NAIL N:695185.807 E:2135396.930 Z:1187.558

VERTICAL DATUM: NAVD 88 OKC GPS MONUMENT

LOCATION MAP:



NOT TO SCALE

LEGAL DESCRIPTION

A TRACT OF LAND LYING IN THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, CLEVELAND COUNTY, OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NE/CORNER OF THE NE/QUARTER OF SAID SECTION 19; THENCE S 00°40'21" E ALONG THE EAST LINE OF SAID NE/QUARTER A DISTANCE OF 1787.70 FEET; THENCE S 89°19'39" W A DISTANCE OF 812.95 FEET; THENCE S 07°14'39" W A DISTANCE OF 245.08 FEET; THENCE S 89°19'39" W A DISTANCE OF 742.51 FEET; THENCE N 00°40'04" W A DISTANCE OF 2043.46 FEET; THENCE N 89°47'48" E A DISTANCE OF 1589.09 FEET TO THE POINT OF BEGINNING.

BASIS OF BEARING: SOUTH 00°40'21" EAST AS THE EAST LINE OF THE SUBJECT PROPERTY PER OKLAHOMA STATE PLANE GRID SOUTH.

SITE DATA

TOTAL OCCUPANTS: 637.2 PERSONS

TOTAL PRIVATE PARK REQUIRED: 3.18 ACRES

TOTAL PRIVATE PARK PROVIDED: 3.22 ACRES

PRIVATE PARK AREA

N

SCALE IN FEET
0 100' 150' 200'

SCALE: 1"=100'

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CITY OF NORMAN, OK

STAFF REPORT

MEETING DATE: 09/11/2025

REQUESTER: Tull Commercial Properties, Inc. (Cedar Creek Engineering)

PRESENTER: Ken Danner, Subdivision Development Manager

ITEM TITLE: CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-9: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY TULL COMMERCIAL PROPERTIES, LLC (CEDAR CREEK ENGINEERING) FOR 2200 N. PORTER AVENUE, A PLANNED UNIT DEVELOPMENT, FOR 69.68 ACRES OF PROPERTY GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF PORTER AVENUE AND ROCK CREEK ROAD.

ITEM: Consideration of a preliminary plat for **2200 N. PORTER AVENUE, A PLANNED UNIT DEVELOPMENT**.

LOCATION: Located at the southwest corner of the intersection of Porter Avenue and Rock Creek Road.

INFORMATION:

1. Owners. Tull Commercial Properties, Inc.
2. Developer. Tull Commercial Properties, Inc. and Fleske Commercial.
3. Engineer. Cedar Creek Engineering.

HISTORY:

1. August 7, 1961. City Council adopted Ordinance No. 1299 annexing this property into the Norman Corporate City Limits without zoning.
2. November 21, 1961. Planning Commission, on a vote of 6-0, recommended to City Council that this property be placed in R-1, Single-Family Dwelling District.
3. December 26, 1961. City Council adopted Ordinance No. 1327 placing this property in the R-1, Single-Family Dwelling District.

4. June 1, 1971. City Council adopted Ordinance No. 2406 placing a portion of this property in the RM-2, Low Density Apartment and RM-6, Medium Density Apartment and removing it from R-1, Single-Family Dwelling District.

5. June 8, 1971. City Council adopted Ordinance No. 2417 placing this property in the A-2, Rural Agricultural District, RM-6, Medium Density Apartment and C-2, General Commercial District and removing it from R-1, Single Family Dwelling District.

6. September 8, 1971. Planning Commission, on a vote of 7-0, approved the preliminary plat for Crystal Heights Addition.

7. May 10, 1973. Planning Commission, on a vote of 7-1, recommended to City Council placing a portion of this property in the RM-6 Medium Density Apartment District and removing it from RM-2, Low Density Apartment District and RM-6, Medium Density District.

8. May 29, 1973. City Council adopted Ordinance No. O-7273-89 placing a portion of this property in the RM-6, Medium Density Apartment District and removing it from RM-2, Low Density Apartment District and RM-6, Medium Apartment District.

9. September 4, 2025. The Norman Board of Parks Commissioners is scheduled to consider the preliminary plat for 2200 N. Porter Avenue, A Planned Unit Development. Results of that consideration will be presented separately.

10. September 11, 2025. Planning Commission is scheduled to consider placing this property in the PUD, Planned Unit Development and removing it from A-2, Rural Agricultural District, RM-6, Medium Apartment District and C-2, General Commercial District.

IMPROVEMENT PROGRAM:

1. Fire Hydrants. Fire hydrants will be installed in accordance with approved plans. Their locations will be reviewed by the Norman Fire Department.

2. Permanent Markers. Permanent markers will be installed prior to filing of the final plat.

3. Sanitary Sewers. Sanitary sewer mains will be installed in accordance with approved plans and City and Oklahoma Department of Environmental Quality standards.

4. Sidewalks. Sidewalks will be required adjacent to Rock Creek Road. Sidewalks are existing adjacent to Porter Avenue. Sidewalks will be required adjacent to interior streets.

5. Storm Sewers. Storm sewers and appurtenant drainage structures will be installed in accordance with approved plans and City drainage standards. Privately-maintained detention facilities will be utilized.

6. Streets. Streets will be constructed in accordance with approved plans and City paving standards. Porter Avenue and Rock Creek Road paving are existing

7. Water Mains. There are existing 12-inch water mains located adjacent to Porter Avenue and Rock Creek Road. Water mains will be installed in accordance with approved plans and City and Oklahoma Department of Environmental Quality standards

PUBLIC DEDICATIONS:

1. Easements. All required easements will be dedicated to the City on the final plat.

2. Rights-of-Way. Street rights-of-way will be dedicated to the City on the final plat.

3. WQPZ. There is Water Quality Protection Zone on the property. Covenants will be required with final platting.

SUPPLEMENTAL MATERIAL: Copies of a location map, preliminary site development plan and preliminary plat are included in the Agenda Book.

STAFF COMMENTS AND RECOMMENDATION: The preliminary plat consists of 69.68 acres with eleven (11) lots with various uses.

ACTION NEEDED: Recommend approval or disapproval of the preliminary plat for 2200 N. Porter Avenue, a Planned Unit Development to the City Council.

ACTION TAKEN:_____

CITY OF NORMAN, OK
PLANNING COMMISSION MEETING - AMENDED
Municipal Building, Council Chambers, 201 West Gray, Norman, OK 73069
Thursday, September 11, 2025 at 5:30 PM

MINUTES

The Planning Commission of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Council Chambers at the Municipal Building, on Thursday, September 11, 2025 at 5:30 PM and notice of the agenda of the meeting was posted at the Norman Municipal Building at 201 West Gray, and on the City website at least 24 hours prior to the beginning of the meeting.

Erica Bird called the meeting to order at 5:30p.m.

ROLL CALL

PRESENT
Cameron Brewer
Steven McDaniel
Liz McKown
Erica Bird
Michael Jablonski
Doug McClure
Maria Kindel *

ABSENT
Jim Griffith
Kevan Parker

*Arrived at 5:32p.m.

STAFF PRESENT
Jane Hudson, Planning and Community Development Director
Lora Hoggatt, Planning Services Manager
Justin Fish, Planner I
Beth Muckala, Assistant City Attorney III
Whitney Kline, Admin Tech IV
David Riesland, Transportation Engineer
Todd McLellan, Development Engineer
Jame Briggs, Park Development Manager

GUESTS PRESENT
Sean Reiger, 136 Thompson Drive, Norman, OK

CONSENT ITEMS

This section is placed on the agenda so that the Planning Commission, by unanimous consent, may designate those items that they wish to approve by one motion. Any of these items may be removed from the Consent Docket and be heard in its regular order.

Minutes

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

   PLANNING COMMISSION MEETING MINUTES OF AUGUST 14, 2025.

   ITEMS SUBMITTED FOR THE RECORD
   1. August 14, 2025 Planning Commission Regular Meeting Minutes

Certificates of Survey

2. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF COS-2425-8: CONSIDERATION OF NORMAN RURAL CERTIFICATE OF SURVEY SUBMITTED BY HERITAGE-INFINITY LIVING TRUST (POLLARD & WHITED SURVEYING, INC.) FOR RIDGELINE ESTATES FOR 338.27 ACRES OF PROPERTY GENERALLY LOCATED A QUARTER MILE WEST OF 144TH AVENUE S.E. AND SOUTH OF CEDAR LANE ROAD.

   ITEMS SUBMITTED FOR THE RECORD
   1. Staff Report
   2. Location Map
   3. Ridgeline Estates Certificate of Survey

3. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF COS-2526-1: CONSIDERATION OF NORMAN RURAL CERTIFICATE OF SURVEY SUBMITTED BY MEEGAN MARONEY PELAFIGUE SUCCESSION TRUST (POLLARD & WHITED SURVEYING, INC.) FOR JOSHUA OAKS ESTATES FOR 79.77 ACRES OF PROPERTY GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF BETHEL ROAD AND 108TH AVENUE N.E.

   ITEMS SUBMITTED FOR THE RECORD
   1. Staff Report
   2. Location Map
   3. Joshua Oaks Estates Certificate of Survey

Motion by Commissioner McDaniel to approve the consent docket; **Second** by Commissioner McKown.

The motion passed unanimously with a vote of 7-0.

Ironwood Hills PUD Rezoning & Preliminary Plat

4. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2425-38: 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 REMOVE THE EAST HALF (E/2) OF THE NORTHWEST QUARTER (NW/4) OF SECTION 2, TOWNSHIP 8 NORTH, RANGE 2 WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (SOUTH OF E. LINDSEY ST. BETWEEN 36TH AVENUE SE. AND 48TH AVENUE SE)

The applicant requests postponement to the October 9, 2025 Planning Commission meeting.

5. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2425-12: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY PREMIUM LAND, LLC FOR IRONWOOD HILLS, A PLANNED UNIT DEVELOPMENT, FOR 77.97 ACRES OF PROPERTY GENERALLY LOCATED SOUTH OF E. LINDSEY ST. BETWEEN 36TH AVENUE SE. AND 48TH AVENUE SE.

The applicant requests postponement to the October 9, 2025 Planning Commission meeting.

Motion by Commissioner Kindel to postpone Ordinance O-2425-38; and PP-2425-12 to the October 9, 2025 Planning Commission meeting; **Second** by Commissioner Jablonski.

The motion passed unanimously with a vote of 7-0.

6. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-6: 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 REMOVE THE SOUTHWEST QUARTER (SW/4) OF SECTION FOUR (4), TOWNSHIP EIGHT NORTH (T8N), RANGE TWO WEST (R2W) OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE A-2, RURAL AGRICULTURAL DISTRICT, AND I-1, LIGHT INDUSTRIAL DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (1751 E. IMHOFF ROAD)

The applicant requests postponement to the October 9, 2025 Planning Commission meeting.

7. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-7: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY COLERAINE CAPITAL GROUP, INC. FOR COLERAINE MULTIFAMILY, A PLANNED UNIT DEVELOPMENT, FOR 32.50 ACRES OF PROPERTY GENERALLY LOCATED NORTH OF E. IMHOFF RD. BETWEEN CLASSEN BLVD. AND 24TH AVENUE SE.

The applicant requests postponement to the October 9, 2025 Planning Commission meeting.

Motion by Commissioner Kindel to postpone Ordinance O-2425-38; and PP-2425-12 to the October 9, 2025 Planning Commission meeting; **Second** by Commissioner McKown.

The motion passed unanimously with a vote of 7-0

Tull Trails PUD Rezoning & Preliminary Plat

8. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF ORDINANCE O-2526-9: 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 REMOVE THE NORTHEAST QUARTER (NE/4) OF SECTION NINETEEN (19) TOWNSHIP NINE (9) NORTH, RANGE TWO (2) WEST OF THE INDIAN MERIDIAN, TO NORMAN, CLEVELAND COUNTY, OKLAHOMA, FROM THE C-2, GENERAL COMMERCIAL DISTRICT, RM-6, MEDIUM-DENSITY APARTMENT DISTRICT, AND A-2, RURAL AGRICULTURAL DISTRICT, AND PLACE SAME IN A PUD, PLANNED UNIT DEVELOPMENT; AND PROVIDING FOR THE SEVERABILITY THEREOF. (GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE W. ROCK CREEK ROAD AND N. PORTER AVENUE INTERSECTION)

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. Tull Trails PUD Narrative
4. Parks Location Map
5. Preliminary Plat
6. Site Plan
7. Greenspace Plan
8. Park Plan

9. CONSIDERATION OF APPROVAL, ACCEPTANCE, REJECTION, AMENDMENT, AND/OR POSTPONEMENT OF PP-2526-9: CONSIDERATION OF A PRELIMINARY PLAT SUBMITTED BY TULL COMMERCIAL PROPERTIES, LLC (CEDAR CREEK ENGINEERING) FOR 2200 N. PORTER AVENUE, A PLANNED UNIT DEVELOPMENT, FOR 69.68 ACRES OF PROPERTY GENERALLY LOCATED AT THE SOUTHWEST CORNER OF THE INTERSECTION OF PORTER AVENUE AND ROCK CREEK ROAD.

ITEMS SUBMITTED FOR THE RECORD

1. Staff Report
2. Location Map
3. Preliminary Plat
4. Site Plan
5. Greenspace Plan
6. Park Plan
7. Development Review Form
8. Pre-Development Summary

Staff Presentation

Justin Fish, Planner I, presented staff report.

Commissioner Jablonski asked how the lot would be zoned if the single-family home were removed.

Commissioner Bird stated this question is one for the applicant.

Mr. Fish agreed the applicant could offer a clearer explanation.

Applicant Presentation

Sean Rieger, representative of the applicant, presented the proposed development.

Mr. Rieger began by responding to Commissioner Jablonski's question regarding the single-family home, stating the area in question is currently zoned C-2 in the upper-right quadrant, with no impervious cover limitations. He noted this section would remain less developed, with 20-foot setback requirements on all frontages, and that the nearby pond is zoned WQPZ (Water Quality Protection Zone), which includes a buffer zone. Mr. Rieger confirmed that commercial development would be allowed in this area but the applicant would have to come back to the Commission for a site plan amendment for development to happen.

Mr. Rieger presented an overview of the proposed development for a 69.68-acre site, which features a pond, a trail system, and is divided into two areas planned for mixed-use development. One area will focus on commercial, and office uses with some residential components, while the other is primarily intended for multi-family housing with potential for ground-floor commercial space.

Mr. Rieger concluded by stating the proposal is consistent with the City's AIM Norman Comprehensive Land Use Plan and that no formal protests had been submitted.

Motion by Commissioner McKown to recommend approval of Ordinance O-2526-9 and PP-2526-9; **Second** by Commissioner Kindel.

The motion passed unanimously with a vote of 7-0.

MISCELLANEOUS COMMENTS OF PLANNING COMMISSION AND STAFF

No miscellaneous comments.

ADJOURNMENT

The meeting was adjourned at 5:52 p.m.

Passed and approved this _____ day of _____ 2025.

Planning Commission Officer