

CITY COUNCIL CONFERENCE MINUTES

March 22, 2022

The City Council of the City of Norman, Cleveland County, State of Oklahoma, met in a conference at 5:30 p.m. in the Municipal Building Executive Conference room on the 22nd day of March, 2022, and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray 24 hours prior to the beginning of the meeting.

PRESENT:	Councilmembers Foreman, Hall, Holman, Lynn, Peacock, Schueler, Studley, Tortorello, Mayor Clark
ABSENT:	None

Item 1, being:

DISCUSSION REGARDING POTENTIALLY LEASING A BUILDING FOR THE FACILITY MAINTENANCE DIVISION.

Mr. Jason Olson, Director of Parks and Recreation, said the Facility Maintenance building is currently where Factory Obscura is planning to be located and a new location for operation is needed. Staff has located a building to lease at 1910 Research Park Boulevard (10,500 square feet) that will fit the City's needs. He said Facility Maintenance was moved under the Parks and Recreation Department in October 2021, and there are currently 15 employees in Facility Maintenance that include one Park and Facility Manager; one Facility Manager; one Administrative Technician; two trade worker electricians; two trade worker plumbers; two trade worker heat and air technicians; one Custodial Coordinator; one full-time custodian; and four part-time custodians. Facility Maintenance oversees 288 facilities that include 50 occupied facilities; 92 unoccupied facilities; 68 parks; 62 water wells; nine trash compactors; and seven water towers.

Facility Maintenance is currently located at 103 West Gray Street next to the Post Office (the City also owns 113 and 115 West Gray Street) and Mr. Olson presented pictures of the interior of the current facility. He said part of the building is used for storage of records while the rest is used as maintenance bays and maintenance equipment. The building is very outdated and Facility Maintenance has been moved around from old building to old building for at least 30 years.

Ms. Kathryn Walker, City Attorney, said the term of the lease for property on Research Park is five years, estimated to begin on July 1, 2022, and the lease can be cancelled on an annual basis with a four-month advance notice in the event the City opts to acquire land and build a facility. The annual base rent is \$97,125 plus fees (FYE 2023 total cost would be \$118,020) that consists of \$.84 per square foot - parking area, common area utilities, landscaping; \$.71 per square foot - taxes; and \$.44 per square foot – insurance. She said fees will be adjusted annually based on actual costs and Staff is currently working with the property owner regarding insurance and indemnity provisions. The City will be responsible for any repairs to fixtures, appurtenances, and equipment within the building. The property owner will make all repairs and replacements, structural and otherwise, to maintain the exterior of the premises that includes the roof, common areas, and parking area.

Item 1, continued:

Mr. Olson said the ultimate goal is to move Facility Maintenance to a new building on North Base within a couple of years.

There was consensus among Council to move forward with the lease.

Items submitted for the record

1. Memorandum dated April 12, 2022, from Kathryn Walker, City Attorney, and Jason Olsen, Director of Parks and Recreation
2. PowerPoint presentation entitled, "Building Maintenance Facility," dated March 22, 2022

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Item 2, being:

UPDATE AND DISCUSSION REGARDING THE RELOCATION OF THE WARMING SHELTER.

Mr. Darrel Pyle, City Manager, said Council has been discussing leasing a building on Griffin Hospital property for a warming shelter, but had reservations about a private school located nearby since the warming shelter is proposed to be a low barrier facility. He said Gibbs House on Griffin property is opening as a homeless day shelter that will provide case management services through the Oklahoma Department of Mental Health and Substance Abuse (ODMHSA) as well as paths to housing.

Mr. Pyle said representatives of the private school, Le Monde, have stated they could lose their Charter if the warming shelter is nearby and Staff was asked to look into that. Ms. Walker said she contacted the General Counsel for the Department of Education who said it was very unusual to see a school close in these types of situations because schools can provide different types of security for students, such as secure fencing around the school. Another issue was whether or not sex offenders would be allowed at the "low-barrier" warming shelter and Ms. Walker said the Sex Offender Education Act states, "it would be unlawful for any person required to register to reside, temporarily or permanently, within a 2,000 foot radius of any public or private school or private or public park." She said something would need to be posted at the shelter door warning registered sex offenders that if they stay at the shelter they could be subject to penalties under the law. She said sex offenders that are homeless must check in with the local Police Department every seven days and report where they are staying.

Councilmember Lynn said he still has concerns about this location for the warming shelter because there are several public schools and parks within the 2,000-foot radius. He understands Council wants to help people, but this is not the right location. He said, ultimately, the City would be held accountable if anything unfortunate happened at or around the facility.

Mr. Rick Knighton, Assistant City Attorney, said sex offenders have to register with local law enforcement as well as the State of Oklahoma. He said there would be a joint effort between local and State law enforcement with regard to advising registered sex offenders on where they can and

Item 2, continued:

cannot stay. He said Staff has not found any evidence that registered sex offenders that are living in Norman housed or unhoused, are staying where they are not allowed by law. He said no registered sex offender would be allowed to stay in the warming shelter because of the 2,000-foot law. He said registered sex offenders are very well aware of what areas they cannot stay and the consequences of breaking that rule.

Councilmember Hall said Staff has worked tirelessly looking at every possible location for the warming shelter and this location seems to be the best fit due to the proximity of mental health assistance, pathways into housing, and proximity to agencies that feed/clothe the homeless, etc.

Mr. Pyle said the City will follow any access they are legally allowed to have to help with registered sex offender verification. He said the City might be able to use American Rescue Act Plan (ARPA) funding to help the school with security measures for that location, if needed.

Mayor Clark reminded everyone that this is a “temporary” location solution and the City will continue to look at all options for a permanent location.

The meeting was adjourned at 6:30 p.m.

ATTEST:

City Clerk

Mayor