



**CITY OF NORMAN, OK**  
**CITY COUNCIL OVERSIGHT COMMITTEE MEETING**  
Municipal Building, Executive Conference Room, 201 West Gray, Norman,  
OK 73069  
Thursday, November 12, 2020 at 4:00 PM

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## MINUTES

*Virtual Meeting of the City Council Oversight Committee was Hosted at the Municipal Building Council Chambers, 201 West Gray, Norman, Cleveland County, State of Oklahoma on the 12<sup>th</sup> day of November, 2020, and notice and agenda of the meeting were posted at the Municipal Building at 201 West Gray at least 24 hours prior to the beginning of the meeting.*

### CALL TO ORDER

Chairman Bierman called the meeting to order at 4:03 p.m.

### PRESENT (VIRTUALLY)

Councilmember Ward 1 Kate Bierman (Chair)  
Councilmember Ward 4 Lee Hall  
Councilmember Ward 3 Alison Petrone  
Councilmember Ward 2 Joe Carter  
Mayor Breea Clark

### ABSENT

Councilmember Ward 7 Stephen Holman

### OTHERS PRESENT:

Ms. Kathryn Walker, City Attorney  
Mr. Darrel Pyle, City Manager  
Ms. Jane Hudson, Planning and Community Development Director  
Ms. Brenda Hall, City Clerk

## AGENDA ITEMS

### ITEM 1: CONTINUED DISCUSSION BOARDS, COMMISSIONS AND COMMITTEES

City Attorney, Ms. Kathryn Walker summarized what was previously discussed at the meetings in March 2020 and October 2019.

There are currently 36 Boards, Commissions and Committees  
21 are established by ordinance  
4 by Charter  
5 by Resolution  
2 by virtue of statute and/or contract  
2 by Mayor Appointment  
Only 4 of the 36 are not staff supported

City Attorney Walker listed the following recommendations from the Charter Review Commission to be reviewed.

Consolidate some committees, eliminate some committees, designate some committees ward specific, codify some to make permanent, increase committee member size to allow for more community participation, set more uniform term lengths and limits.

Recommendations related to specific Boards, Committees and Commissions:

Consolidate Planning Commission and Greenbelt and make ward specific.

Consolidate the Park Board, Tree Board and Bicycle Advisory Board, all have overlapping rules. Representation from each Ward to ensure needs of parks all over the city are addressed.

Some boards have not met regularly or went beyond their original scope, (like Animal Welfare Board), and need to be eliminated or re-scoped and codified to become a permanent board.

Eliminate the Children's Rights Coordinating Commission, (created to help educate the community regarding children's needs as related to child welfare, child care and sexual exploitation), as it has not met in three years.

Consider increasing the number of members on the Board of Adjustments, Board of Appeals and Election Committee.

Larger boards with nine members currently serve three year terms each. Recommend language be included that would allow members with expertise in the field to serve longer.

## ITEM 1: CONTINUED DISCUSSION BOARDS, COMMISSIONS AND COMMITTEES

Create the following new Boards, Committees or Commissions:

Core Norman Development Committee, and consolidate with Center City Committee and Central Norman Zoning Overlay District, as they have common issues.

Citizen Budget Committee  
Youth Advisory Committee  
Committee on Senior Issues, (ward specific).

Transportation and Public Transit Committee could be consolidated, made ward specific and include elements of the Bicycle Advisory Committee.

Energy Committee could be a sub-committee under Environmental Control Advisory Board, (ECAB)

City Attorney Walker said it is important to note that committees appoint their own subcommittees and she recommends that the suggestion for subcommittees be taken to the committee for action as necessary.

Chairman Bierman said consolidating the Planning Commission with the Greenbelt Commission would not be a good idea as the Planning Commission should be ward specific and the Greenbelt Commission is wanting to take a more active role in identifying and maintaining green space not necessarily tied to a development. Greenbelt would be a natural fit with the Parks Board and would help eliminate the duplicate review process.

The committee discussed the recommendations presented by Attorney Walker and the consensus is to streamline the process to be more user friendly for all, create more detailed scope of duties, and eliminate board overlap as below.

Eliminate and/or consolidate Tree Board and Greenbelt into Parks.

Split the Bicycle Advisory Board with Parks and Transportation, based on function.

Animal Welfare Oversight should be codified and made a permanent board, with rural representation to help address their specific issues. Ms. Walker said that there are no terms limits at this time and will need to be set with codification.

Move Children's Rights Commission and Gender Based Violence into Human Rights Committee.

Appoint Board representation by Wards for Planning and Parks. Parks may need to have members that are skilled or an advocate for certain types of parks that are being created. Tree and Bicycle boards may not need to be ward specific,

Increase Election Commission and Board of Adjustment to seven members. Ms. Brenda Hall said it is hard to get members to serve or reach a meeting quorum with the current number of members.

ITEM 1: CONTINUED DISCUSSION BOARDS, COMMISSIONS AND COMMITTEES

Set uniform term limits – two term limit recommended, but longevity is beneficial for member knowledge. Recommendation for 3 terms of 3 years and off a year before serving again. If ward specific and they move out of ward, would like to see a definite time to be off the board and not finish out the term they were elected for.

Set a Sunset time for committees, (if not to be a permanent committee).

Create New Committees:

Core Norman Development Committee – Consolidate with Center City Committee and Central Norman Zoning Overlay District, (CENZOD), as they have common issues. Core Norman supports a lot of things already being done or in the works. Consolidate with Center City and CENZOD, but keep things flowing until new board is created, approved and active.

Senior Issues Committee – Committee said this is great with the new Senior Center going up. Chairman Bierman asked Attorney Walker to give it a better fitting name.

Transportation Committee

Citizen Budget Committee – make a sub of the Finance Committee.

Energy Committee – make a sub of (ECAB), Environmental Control Advisory Board.

Gender Based Violence Committee – sub under Human Rights

Youth Advisory Committee – re-scope the current Youth Council to include advisory function.

Citizen Budget Committee will develop more understanding and buy in with the budget.

Committee members asked how long it takes for the changes to go into effect. Ms. Hall said, once council approves the ordinance, it is advertised, member applications taken and after a 30-day waiting period it becomes effective.

**ADJOURNMENT**

The meeting was adjourned at 6:01 p.m.

ATTEST:

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City Clerk

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Mayor