

UNIVERSITY NORTH PARK BUSINESS IMPROVEMENT DISTRICT
ADVISORY BOARD MINUTES

April 22, 2016

The University North Park Business Improvement District Advisory Board met at 10:00 a.m. in the John Q. Hammons Boardroom at the Embassy Suites Hotel & Conference Center on the 22nd day of April, 2016, and notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray 48 hours prior to the beginning of the meeting.

PRESENT:

Guy Patton
Mike Thompson
Matt Clouse
Rex Amsler
Mandy Haws
Brad Goodwin
Bill Nemeth
Dan Quinn
Austin Goodwin

ABSENT:

Jennifer Alexander

STAFF PRESENT:

Jud Foster, Director of Parks and Recreation
Matt Hendren, Parks Superintendent
Kathryn Walker, Assistant City Attorney
Jayme Rowe, Legal Admin Tech

Item 1, being:

APPROVAL OF THE JANUARY 15, 2016, MEETING MINUTES.

After review, a motion was made by Mr. Thompson, seconded by Mr. Amsler to accept the Minutes from the January 15, 2016, meeting as submitted. The vote was unanimous to accept the Minutes as submitted.

Item 2, being:

FINANCIAL REPORT.

Ms. Walker informed the Board that Mr. Francisco, who was scheduled to present on this item, was involved in another project and was planning to arrive shortly. She suggested this item be moved to the end of the Agenda.

Item 3, being:

UPDATE ON FUNDING ARRANGEMENT FOR ROBINSON STREET AND LIFESTYLE CENTER ENTRANCES.

Ms. Walker discussed the funding arrangement and mentioned that the originally discussed arrangement had been that this Board would provide one-third of the funding, up to \$300,000, toward the entrances on Robinson Street and at the Lifestyle Center. However, due to timing issues with the Lifestyle Center, this arrangement has been modified to provide the same amount of funding for the entrances on Robinson Street and Tecumseh Road. The amount of funds contributed by all parties hasn't changed but redistributed. This agreement will go before Council on Tuesday, April 26, 2016. Ms. Walker invited the members of this Board to attend the City Council meeting since there is a possibility there will be discussion regarding this item.

Item 4, being:

CONTINUED DISCUSSION REGARDING LEGACY PARK RESERVATIONS.

Mr. Foster reported that there is one event confirmed for Legacy Park which is scheduled for April 29, 2016 which is the Relay for Life. This event is hosted annually by the American Cancer Society. There are three serious inquiries for events with those organizers waiting for confirmation regarding the policies and guidelines applicable to Legacy Park. One of those events would be in June and the other two would be in September.

Item 5, being:

CONTINUED DISCUSSION REGARDING LEGACY PARK USAGE POLICY.

At this time, Mr. Foster introduced Matt Hendren, Parks Superintendent, and they presented the information submitted to the Board members regarding the Legacy Park usage policy which covers areas such as the pricing structure, available hours, security guidelines, capacity, activities and other options that would be of interest to individuals or groups scheduling Legacy Park as an event venue.

There was discussion regarding the proposed pricing structure and the consensus of this Board is that the pricing seems reasonable for the area and the use of Legacy Park. The deposit and security provisions also seem reasonable. Mr. Foster asked if this group felt it would be appropriate or necessary to offer a discount to non-profit groups. After discussion, it was decided that since the proposed rates were very reasonable, there should not be a discount offered to non-profit organizations in the rental fee, but there could possibly be some options available in the security deposit requirements or other areas.

There was also discussion among the Board members that this policy could be used as a starting point and reviewed on an annual basis to see if adjustments should be made in any of the areas covered. Ms. Haws asked about online booking and Mr. Foster responded that was not available at the present time, particularly since there has been some interest in contracting out the management of the facility. Mr. Foster also mentioned that there have been discussions

regarding the restaurants in Legacy Park and the possibility that they could have outdoor entertainment. However, this will need to be coordinated with events scheduled in Legacy Park.

At this point, Mr. Clouse asked if this Board needed to make a recommendation to approve the policy provisions. Mr. Foster and Ms. Walker indicated that City Council typically doesn't approve guidelines for park usage. Mr. Patton mentioned that he would like to see a provision mentioning an annual review of the policies included in the guidelines. Mr. Foster agreed to add that provision to the usage policy and Ms. Walker suggested keeping this item on the Agenda for regular updates.

Item 2, being:

FINANCIAL REPORT.

At this time, Ms. Walker presented the financial report and discussed the amounts included in the report. She mentioned that there have been questions from businesses regarding the increase in their assessments but most have agreed with the explanation and forwarded their assessments as scheduled. There were questions regarding when the funds would be necessary for the entrances mentioned earlier. Ms. Walker explained the status of each entrance. The Robinson Street entrance is closer to being started and those funds may be required during FY16. Negotiations for purchasing property for the Tecumseh Road entrance are ongoing so it is likely those funds will not be needed until FY17.

Item 6, being:

TOPICS FOR FUTURE DISCUSSION.

Mr. Nemeth requested that a Police Department representative attend the next meeting to discuss the vagrants and homeless people who are coming into the area and sleeping near the dumpsters of the businesses. While he isn't sure this is happening in Legacy Park, most of the businesses in the Academy and Kohl's buildings have expressed concern about this issue. Mr. Goodwin mentioned that one of their contractors had discovered people were sleeping in the areas that have not yet been cleared of brush. This could be a fire issue, as well as a security issue, in the area.

Mr. Foster mentioned he would like to discuss two capital items for Legacy Park. One project would be holiday decorations. He had submitted a budget request through the City's budgeting process for \$25,228 for lights and three displays for Legacy Park but the City had decided not to fund that request. There was some discussion regarding staying consistent with the theme of Legacy Park with any decorations. Other points of interest on this issue were the operating and storage costs involved with holiday decorations. Mr. Patton asked when the decorations would need to be ordered to be available for the 2016 holiday season. Mr. Hendren believes the items would need to be ordered in June or July to meet the 2016 holiday season. Mr. Thompson asked if Mr. Foster thought Winterfest could be moved to Legacy Park. Mr. Foster thought that could be an option. He will research that for the Board.

Mr. Foster also mentioned another capital item that could enhance Legacy Park would be audio equipment and if that is something this Board would be interested in supporting, he will be glad to do some research into what is available and the cost of that equipment.

Item 7, being:

DISCUSSION ABOUT DATE, TIME AND LOCATION FOR THE NEXT MEETING.

The Board decided to schedule the next meeting for Friday, May 20, 2016, beginning at 10:00 a.m. Mr. Amsler offered to host the meeting in the conference room at the Embassy Suites.

Item 8, being:

MISCELLANEOUS DISCUSSION.

There was no miscellaneous discussion.

ADJOURNMENT.

The meeting adjourned at 10:53 a.m.