

UNIVERSITY NORTH PARK BUSINESS IMPROVEMENT DISTRICT
ADVISORY BOARD MINUTES

May 20, 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 20th day of May, 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: Mike Thompson
Matt Clouse
Mandy Haws
Bill Nemeth
Dan Quinn
Austin Goodwin

ABSENT: Guy Patton
Rex Amsler
Jennifer Alexander

STAFF PRESENT: Anthony Francisco, Director of Finance
Matt Hendren, Parks Superintendent
Capt. Blake Green, Norman Police Dept.
Kathryn Walker, Assistant City Attorney
Jayme Rowe, Legal Admin Tech

Item 1, being:

APPROVAL OF THE APRIL 22, 2016, MEETING MINUTES.

After review, a motion was made by Mr. Thompson, seconded by Mr. Nemeth to accept the Minutes from the April 22, 2016, meeting as submitted. The vote was unanimous to accept the Minutes as submitted.

Item 2, being:

FINANCIAL REPORT.

Ms. Walker reminded the Board that the financial report presented at the April 22nd meeting was an annual report and there had been no changes. She mentioned that four tenants had not paid their assessments and she will be in contact with them in the near future. She doesn't anticipate any problems as they have paid their assessments in the past. The notices for next year's assessments will go out in July.

Item 3, being:

CONTINUED DISCUSSION REGARDING LEGACY PARK RESERVATIONS.

Mr. Hendren reported that the April 29th reservation for the Relay for Life was cancelled due to weather concerns. The next confirmed reservation is for June 26th from 2:00 pm to 10:00 pm and has been made by First Baptist Church. There have been two more inquiries for September events but those dates have not been confirmed as of today's date.

Item 4, being:

CONTINUED DISCUSSION REGARDING LEGACY PARK USAGE POLICY.

Mr. Hendren reported that the policy, as presented and approved at the last meeting, has been implemented. At the present time, it is anticipated that the policy will be reviewed next year to confirm that it continues to meet the needs of planning and overseeing events in Legacy Park.

During development of the usage policy, this was an ongoing item on the BID Advisory Board Agenda; however, since the policy has been approved and implemented, it will be removed as a standing item on the Agenda and only added if there are questions or concerns.

Item 5, being:

DISCUSSION AND POSSIBLE RECOMMENDATION REGARDING THE PURCHASE OF SEASONAL DECORATIONS FOR LEGACY PARK.

Mr. Hendren presented several options for seasonal decorations for Legacy Park. He mentioned that there are a total of 150 trees and 80 lampposts in the Park. The Parks and Recreation Department would like to decorate the area over a period of two to three years and begin with wrapping 60 trees with lights and decorating 40 lampposts in 2016. Since this funding request was not approved by the City through their budgeting process, it is being brought to this Board.

The deadline to order the decorations in order to use them in 2016 is mid-August. In addition to the cost for the items, there would be a \$600 fee for installing the decorations and a \$600 fee for removing the decorations. The decorations would be stored in the Park Maintenance building.

Following discussion of the selection, maintenance and average life of decorations such as these, a motion was made by Ms. Haws to use funds in the BID Advisory account, for the cost of purchasing 40 snowflake lamppost decorations and an adequate quantity of lights to wrap 60 trees, at a cost of approximately \$20,000 and to pay the installation and removal fees in the total amount of \$1,200. This motion was seconded by Mike Thompson. The vote was unanimous to approve this motion.

Item 6, being:

DISCUSSION AND POSSIBLE RECOMMENDATION REGARDING THE PURCHASE OF SOUND EQUIPMENT FOR LEGACY PARK.

Mr. Hendren asked that this topic be tabled at this time since it appears the City will include the cost of six speakers and adequate amplifiers through the City's budget process.

Item 7, being:

DISCUSSION REGARDING DESIGN CONTRACT WITH GOPPOLD AND ASSOCIATES FOR DESIGN OF THE ENTRANCES AT ROBINSON AND TECUMSEH.

Ms. Walker reported that Goppold and Associates are now working on this design project. Since this is the same firm who created the original design of the area, these entrances will provide continuity for the area as they plan to design entrances to match the existing entrances. The contracts for construction of the entrances will be bid in the next few months with a completion date in January, 2017. This will delay this project slightly from the original timeframe, but will also delay funding until FY17 monies are collected.

Item 8, being:

DISCUSSION REGARDING PUBLIC SAFETY CONCERNS IN THE DISTRICT.

At this point, the Chair introduced Capt. Blake Green who is with the Norman Police Department. Capt. Green presented statistics gathered for the District and discussed staffing policies of the Police Department. He asked for specific concerns from this Board. Mr. Nemeth explained there is an issue in the UTC2, behind Phoenix Salon, regarding a homeless person setting up a camp behind the area. This situation has been ongoing for several weeks. He also mentioned another camp that has appeared very recently near a vacant store. He has posted notices but has not yet been able to speak with any of the people directly. Additionally, the campers are usually gone when police arrive.

Capt. Green explained that a large camp near the river has recently been disbanded and he feels it is possible some of those people may be trying to relocate. He encouraged everyone to call the police at any time there is a situation that needs to be addressed because those calls are how the department allocates staffing. He also asked that Mr. Nemeth visit with tenants and encourage them to allow their staff to contact the police department directly to ensure a quicker response.

Capt. Green mentioned that the police department has an officer who has specialized training in lighting of public areas and he will ask him to come out and review the backs of the buildings to see if additional lighting could be helpful.

Finally, Capt. Green mentioned that the highest criminal activity right now seems to be larceny from cars and he encouraged this Board to consider additional signage cautioning customers to lock their cars and avoid leaving items in sight.

Mr. Nemeth asked if there is a way to relay messages to merchants and tenants regarding these public safety issues, as well as other items of information that would be helpful to them. Ms. Walker responded that she did have a tenant list and will draft a message to send. Capt. Green mentioned NextDoor.com which is a new site that neighborhood groups have started using for communication within their neighborhoods. The police department has access to the Crime and Safety link in this program and, again, uses this information to schedule staff.

Capt. Green advised that the police department tries not to 'arrest' the community out of a problem but tries to provide services. However, if the parties persist in trespassing, they can be arrested.

Item 9, being:

TOPICS FOR FUTURE DISCUSSION.

Mr. Nemeth asked if there is a website for the BID Advisory Board or if there was a link on the City's website. He feels there should be a way to easily obtain information regarding design, signage, and other topics of interest to people new to the area. He presented an example of a recent tenant who was unaware of some of the signage restrictions until after ordering a specific sign for use at their location.

Other Board members suggested this could be a site to promote events as well as provide general information. Ms. Haws suggested including Sara Kaplan, the City's Retail Marketing Coordinator, in this project. Ms. Walker mentioned that Ms. Kaplan has a website promoting marketing throughout the City and including this area on that site might be helpful. Ms. Walker will contact Ms. Kaplan and invite her to the next meeting of this Board.

Mr. Goodwin explained that he agreed that it would be helpful for potential tenants to have easy access to the signage process since that is an area he and the ARB are working together to streamline.

Item 10, being:

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

The Board decided to schedule the next meeting for Friday, July 15, 2016, beginning at 10:00 a.m. Ms. Walker will contact Ms. Alexander regarding hosting the meeting in the conference room at the Embassy Suites.

Item 11, being:

MISCELLANEOUS DISCUSSION.

Mr. Clouse mentioned some traffic concerns he has noticed as the north end of the area begins to develop and that involves turn lanes at rush hour times. Ms. Walker mentioned that there has

UNP BID Advisory Board

May 20, 2016

Page 5 of 5

recently been an updated traffic study performed by both the City and ODOT and, as additional plans to develop the area and I-35 move forward, those concerns will likely be addressed.

ADJOURNMENT.

The meeting adjourned at 10:47 a.m.