

UNIVERSITY NORTH PARK BUSINESS IMPROVEMENT DISTRICT  
ADVISORY BOARD MINUTES

November 30, 2018

The University North Park Business Improvement District Advisory Board met at 10:00 a.m. in the North Park Boardroom at the Embassy Suites Hotel & Conference Center on the 30<sup>th</sup> day of November, 2018, and notice and agenda of the meeting were posted in the Municipal Building at 201 West Gray Street 48 hours prior to the beginning of the meeting.

PRESENT: Dan Quinn  
Mandy Haws  
Matt Clouse  
Mike Thompson  
Rex Amsler  
Austin Goodwin  
Brad Goodwin

ABSENT: Bill Nemeth  
Guy Patton  
Jennifer Alexander

STAFF PRESENT: Matt Hendren, Parks Superintendent  
Jason Olsen, Recreation Superintendent  
Jud Foster, Director of Parks and Recreation  
Anthony Francisco, Director Finance  
Kathryn Walker, Assistant City Attorney  
Sarah Encinias, Legal Admin Tech

1. APPROVAL OF THE SEPTEMBER 7, 2018 MEETING MINUTES

After review, motion was made by Mike Thompson and seconded by Mandy Haws to accept the Minutes from the September 7, 2018, meeting as submitted. The vote was unanimous to accept the Minutes as submitted.

2. UPDATE ON LEGACY PARK EVENTS AND RESERVATIONS

Jason Olsen said the October performance by Norman Philharmonic was attended at capacity. The group has committed to playing again at Legacy Park to perform a sunset concert every autumn, hopefully for the long term. This would open their season and close @Legacy's event season.

The inaugural beer and wine festival "Cheers and Beers" was held Sunday, October 28<sup>th</sup> which raised \$4,500. The resulting funds went into the Norman Park Foundation to fully fund @Legacy events for next year. For 2018, there were about 15 total concerts and a total of about 3,500 attendees. Total funds raised didn't quite meet the \$10,000 goal but \$7,500 was raised and includes sponsorships from BancFirst, Republic Bank and Norman Arts Council.

Winterfest will be held Friday, December 14<sup>th</sup> and several school groups will be in attendance. Santa will have a police escort into the park to begin the festivities and activities will include a gift wrapping contest and free pictures with Santa. It will be similar to the previous winter festival and attendance of over 1,000 is expected again this year.

### 3. UPDATE ON LEGACY PARK WATER CANNON MAINTENANCE.

Matt Hendren said he has been working with vendors and received some replacement parts which he has confirmed will work with what is planned for the water features. He is also working on the agenda item planned for December that requests City Council appropriate funding for the items this Board requested last March. Once funding is appropriated, repairs should move quickly.

Dan Quinn asked if this will bring equipment up-to-date technology wise and Mr. Hendren confirmed that it would. Jud Foster said an aquatics supervisor, Josh Holman, has been hired to help maintain the water feature. Mr. Holman has previous experience having worked for Sunbelt Pools, and is very familiar with light fixtures and other water equipment. They have already been able to utilize his experience and adding this position will be very helpful going forward.

### 4. DISCUSSION REGARDING POSSIBLE SAFETY ISSUES AT LEGACY PARK.

Mr. Olsen said four temporary ramps have been built and placed into the water that will allow animals and people a way out of the water should they fall in. The planned permanent metal ramps and stairs will be powder coated to provide additional traction, but to enable installation, the water level will be lowered by about 4 feet. Once installed and the water level returned, the majority of each ramp will be underwater. The permanent ramps will provide measurably better access than what was there before.

### 5. UPDATE ON THE 2019 ASSESSMENTS.

Kathryn Walker explained assessment notices will be sent out soon for payment due in March 2019, following the same process in years prior. Next year will see a few large properties coming online including an apartment complex and office buildings on the north half. These properties will help level out the assessments in that area.

Mr. Quinn asked about last year's collections. Ms. Walker said there were a couple of assessments that weren't paid but liens will be filed on those.

### 6. DISCUSSION REGARDING 2019 MEETING SCHEDULE FOR THE BOARD.

Ms. Walker said she usually completes a meeting schedule each year for this Board to "meet as needed". Then as each meeting date was known, per the Open Meeting Act, she would update the schedule ten days in advance. She asked if the Board wanted to continue that method of setting meetings or if they wanted to set a more regular schedule.

Mr. Quinn suggested scheduling regular meetings. Members discussed and agreed quarterly meetings for this year would be ideal, with the first quarter's meeting beginning with this one. The next meetings would then be in March, July and November. Ms. Walker said she would complete the calendar with these dates and get it filed.

#### 7. TOPICS FOR FUTURE DISCUSSION.

Mr. Quinn asked if ending the UNP TIF would impact this Board. Ms. Walker said the BID Board would stay in place as it was created separately and would continue operations as normal.

Also, the City's obligation toward funding the TIF's portion of BID assessments would continue as there have been no suggestions to the contrary. Mr. Francisco said \$75,000 total remained of TIF funds earmarked for fulfilling this obligation, after which properties would be assessed at 100%.

Ms. Walker added that according to the improvement district statute, if after 10 years property owners wish for funding to continue, they would follow the process similar to the one used for the previous petition.

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

Ms. Walker will complete and file a meeting schedule as discussed in Item 6, above.

#### 9. MISCELLANEOUS DISCUSSION.

Mr. Francisco said the UNP TIF Development Oversight Committee passed a recommendation to City Council that a parking lot be built for Legacy Park. Parks staff is to proceed with the design for a parking lot located between the frontage road and the berms on the west side of the park. ADA standards are for 2 handicapped spaces but this lot will have about 6, with 30 regular parking spaces.

Mr. Foster said he has been in contact with one of the local engineering companies and is waiting on a quote from them. Once he receives this, he will then move ahead to get a design and bid out for construction.

Ms. Walker said the amendment to Development Agreement #5 provided \$175,000 for a parking lot and since it will be placed behind berms, it will be somewhat hidden to keep the current overall look of the park. The plan for this lot was presented to the BID Board at the June 15, 2018 meeting.

The meeting was adjourned at 10:24 a.m.