



**CITY OF NORMAN, OK
CITY COUNCIL CONFERENCE**

**Municipal Building, Executive Conference Room, 201 West Gray, Norman,
OK 73069**

Tuesday, July 26, 2022 at 5:00 PM

MINUTES

It is the policy of the City of Norman that no person or groups of persons shall on the grounds of race, color, religion, ancestry, national origin, age, place of birth, sex, sexual orientation, gender identity or expression, familial status, marital status, including marriage to a person of the same sex, disability, retaliation, or genetic information, be excluded from participation in, be denied the benefits of, or otherwise subjected to discrimination in employment activities or in all programs, services, or activities administered by the City, its recipients, sub-recipients, and contractors. In the event of any comments, complaints, modifications, accommodations, alternative formats, and auxiliary aids and services regarding accessibility or inclusion, please contact the ADA Technician at 405-366-5424, Relay Service: 711. To better serve you, five (5) business days' advance notice is preferred.

CALL TO ORDER

PRESENT

Mayor Larry Heikkila
Councilmember Ward 1 Brandi Studley
Councilmember Ward 2 Lauren Schueler
Councilmember Ward 3 Kelly Lynn
Councilmember Ward 4 Helen Grant
Councilmember Ward 5 Rarchar Tortorello
Councilmember Ward 7 Stephen Holman
Councilmember Ward 6 Elizabeth Foreman
Councilmember Ward 8 Matthew Peacock

ABSENT

None

AGENDA ITEMS

1. DISCUSSION REGARDING THE DEVELOPMENT OF A DOWNTOWN BUSINESS IMPROVEMENT DISTRICT.

Ms. Kathryn Walker, City Attorney, said a business improvement district (BID) is an economic development tool that creates a public/private partnership in which property owners pay a special assessment for the maintenance, development, and promotion of their commercial district. She said Norman currently has one BID in the University North Park Tax Increment Finance District (UNPTIF), but it is an underutilized tool in Norman.

Item 1, continued:

Ms. Walker said BIDs are created by a petition filed with the City Clerk that includes the general nature of improvements, estimated or probable costs, area to be assessed, proposed method of assessment, and proposed apportionment of cost, if any, between the district and the City at large. The petition must be signed by a majority of resident owners of record of property liable for assessment under the proposal OR the resident owners of record of more than one-half the area liable for assessment under the proposal OR the owners of record of more than one-half of the area liable to be assessed under the proposal.

Once the petition signatures have been verified, a Notice of Hearing resolution is approved by Council that includes a description of improvements to be constructed and locations. Notice of hearing letters are mailed to all tract owners within the district ten to 30 days prior to the hearing. Notice of hearing must be published seven days prior to the hearing.

Ms. Walker said types of improvements authorized include street improvements (not street repair/maintenance); certain utility improvements; street lights; landscaping; parks, playgrounds, and recreational facilities; parking facilities; benches, booths, kiosks; signage; trash receptacles; decorations; security; shuttle service; and marketing/management.

An assessment roll is prepared annually with the district funds ongoing services (vs. capital improvements). A resolution is prepared annually containing the assessment roll and setting a public hearing (notice mailed ten to 30 days prior to hearing and notice is published seven days prior to the hearing). The assessment roll is adopted by ordinance after the public hearing and Staff files liens when property owners fail to pay.

Ms. Walker said BID's can last for the life of the bonds, but if no bonds are issued the BID can last a maximum of 30 years. She said the length of the BID is typically specified in the petition.

Council must act to form a district and the City must develop and adopt an annual assessment roll; hold assessment revenue in a special fund; coordinate activities within the BID; and file liens for unpaid assessments.

Mayor Heikkila said Staff wanted to explain what a BID is and how it helps areas, but there is some contention that needs to be worked through. He said Oklahoma City has some very successful BIDs. He believes a BID is a good tool that increases property values and is something he would like to see happen in Downtown Norman.

Councilmembers Foreman and Schueler reminded everyone that this is not something the City initiated, but is driven by property owners within the BID boundaries.

Items submitted for the record

1. PowerPoint presentation entitled, "Business Improvement Districts," dated July 26, 2022

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2. DISCUSSION REGARDING COUNCIL COMMITTEES.

Mayor Heikkila provided Council with a list of goals and objectives for Council Committees and asked Council for input on priorities.

Councilmember Studley said she did not agree with some of the Council Committee Chairs since some Councilmembers are not always present at Committee meetings due to personal schedules. Mayor Heikkila said if there is an attendance problem, he and Staff will revisit that for reassignment. Concern was also expressed that none of the Committee Chairs are female.

Ms. Brenda Hall, City Clerk, said Councilmembers can attend any Committee meeting they choose even if they are not an assigned member of the Committee. She said ultimately, whatever is being discussed by a Committee will come forward to Council in a study session or conference before action is taken by Council at a regular meeting. She said the more Councilmembers participate in Committees, the more knowledgeable they will be on issues coming forward for Council action.

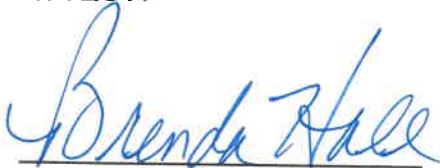
Ms. Hall said during Council Retreats, Council sets topics to be discussed by Council Committees and Staff is requesting a little more lead time to be better prepared for discussion on topics placed on Council Committee agendas.

Councilmember Holman said he has attended several Committee meetings throughout his tenure on Council and has found it helps him to be better informed on topics coming forward to full Council. He said some topics can be discussed for a year or more in Committee before moving forward to full Council discussion.

ADJOURNMENT

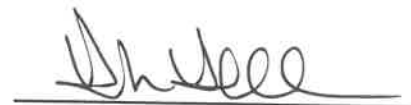
The meeting was adjourned at 5:30 p.m.

ATTEST:



City Clerk




Mayor