



# **CITY OF NORMAN, OK CITY COUNCIL BUSINESS & COMMUNITY AFFAIRS COMMITTEE MEETING**

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

**Thursday, April 07, 2022 at 4:00 PM**

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## **MINUTES**

The City Council Business and Community Affairs Committee of the City of Norman, Cleveland County, State of Oklahoma, met in Regular Session in the Executive Conference Room on the 7<sup>th</sup> day of April, 2022, at 4:00 p.m. and notice of the agenda of the meeting were posted at the Municipal Building at 201 West Gray and on the City website at least 24 hours prior to the beginning of the meeting.

### **CALL TO ORDER**

Chairman Peacock called the meeting to order at 4:00 p.m.

### **MEMBERS PRESENT:**

Councilmember Ward 8 Matthew Peacock (Chair)

Councilmember Ward 2 Lauren Schueler

### **OTHERS PRESENT**

Councilmember Ward 1 Brandy Studley

Councilmember Ward 4 Lee Hall

Councilmember Ward 7 Stephen Holman

Ms. Brenda Hall, City Clerk

Ms. Kathryn Walker, City Attorney

Ms. Sara Kaplan, Business and Community Relations

Mr. Wade Thompson, Parks Manager

Mr. Shawn O'Leary, Public Works Director

Mr. Chris Mattingly, Utilities Director

Mr. Kevin Foster, Chief of Police

Mr. David Riesland, Transportation Engineer

Ms. Jane Hudson, Planning and Community Development Director

Ms. Jamie Meyer, Administrative Technician IV

## AGENDA ITEMS

### 1. DISCUSSION REGARDING FEES FOR SPECIAL EVENTS.

Ms. Brenda Hall, City Clerk, discussed the different costs associated with the current policy for special events. The Committee discussed the possibility of waiving or reimbursing City-related fees for community festivals that were canceled or financially impacted during the COVID-19 pandemic, focusing primarily on Norman Music Festival, Medieval Fair, and other long-standing annual events.

#### *Key Points Discussed:*

- City Fees Incurred by Events:
  - Sanitation charges (trash, extra dumpsters, landfill tipping fees)
  - Street closure and barricade fees
  - Permit fees for tents/stages (~\$54), and vendor permits (\$10 per vendor)
  - Park rental and potential damage costs
  - Indirect costs such as police/fire presence and street sweeping (not typically billed)
- Legal and Budget Considerations:
  - City Code requires Council action to waive fees
  - Surplus general fund (approx. \$6 million) and one-time COVID recovery funds (e.g., ARPA) may be used
  - Potential to reimburse City departments directly rather than fully waiving fees
- Councilmember Proposals:
  - Councilmembers Holman, Hall, and others proposed reimbursing City fees for festivals that were canceled in 2020 and 2021, limited to those resuming in 2022.
  - Consideration of a one-time recovery allocation (suggested range: \$50,000–\$150,000) to assist events as they reestablish themselves post-pandemic.
  - Possibility of retroactive reimbursement for festivals like Medieval Fair.
  - Future years could involve a grant program or budgeted line item if sustained support is desired.
- Concerns and Clarifications:
  - Fairness and equity of eligibility criteria (i.e., excluding game days, new events, or events not impacted by COVID)
  - Ensuring staff departments are reimbursed for overtime and services provided

Item 1, continued:

- Data gathering needed to estimate fiscal impacts on both the City and festival organizers
- Discussion of administrative mechanisms, including a resolution with clear parameters for staff to implement
- Public Input:
  - Representatives from Norman Music Festival and Medieval Fair spoke about rising event costs, public safety measures, infrastructure needs, and donor/sponsor losses.
  - Emphasis was placed on economic impact, tourism, and community vibrancy provided by these festivals.

*Preliminary Consensus:*

- Support for a resolution to reimburse City-incurred costs for eligible one-off annual community festivals that were canceled due to COVID-19 and are returning in 2022.
- Resolution would:
  - Set eligibility criteria (e.g., pre-COVID festivals canceled in 2020/2021, returning in 2022)
  - Allocate a fixed dollar amount (e.g., \$100,000)
  - Authorize staff to administer reimbursements internally
- Further data to be gathered to determine average costs and finalize allocation strategy.

*Next Steps:*

- Staff will draft a resolution for Council consideration, detailing eligibility, funding source, and administrative process.
- Proposal to be discussed at an upcoming City Council Study Session.

**ADJOURNMENT**

The meeting adjourned at 4:29 p.m.

ATTEST:

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City Clerk

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Mayor