

Yukon Economic Development Authority
March 27, 2014

The Yukon Economic Development Authority met in regular session on March 27, 2014 at 3:00 p.m. in the Council Chambers of the Centennial Building, 12 South Fifth Street, Yukon, Oklahoma.

ROLL CALL: (Present) Ray Wright, Chairman
 John Nail, Vice-Chairman
 John Alberts
 Mike Geers
 Rena Holland (Arrived at 3:05pm)
 Ken Smith
 Tara Peters

OTHERS PRESENT:

Grayson Bottom, City Manager	Mike Segler, City Attorney
Leslie Batchelor, Attorney	Larry Mitchell, Executive Director
Doug Shivers, City Clerk	Josh Gotcher, Technology
Sara Hancock, Deputy City Clerk	Amy Phillips, Administrative Assistant

1. Consider approving the minutes of the January 23, 2014 Regular meeting

The motion to approve the minutes of the January 23, 2014 Regular meeting, was made by Ken Smith and seconded by Mike Geers.

The vote:

AYES: Nail, Geers, Smith, Wright, Alberts, Peters

NAYS: None

VOTE: 6-0

MOTION CARRIED

Council Member Rena Holland arrived.

2. Discuss, review, and approve Draft Request for Proposal for Master Planning Services (RFP 2014-01) and authorize the Executive Director to advertise for proposals

The motion to discuss, review, and approve Draft Request for Proposal for Master Planning Services (RFP 2014-01) and authorize the Executive Director to advertise for proposals, was made by Ken Smith and seconded by John Alberts.

Larry Mitchell stated the idea is to have help in reviewing Development Agreements and Master Plans for projects within the TIF District. He directed attention to Page 4 and stated the timeline is aggressive. If approved, we will notify 22 firms and advertise. That will give us 1½ weeks to review before next meeting. There will be a possibility of a few interviews. All are welcome to sit in. If Authority recommends approval of proposal in April, we will take

recommendation to City Council on May 6. Mr. Wright stated he would like to sit in on interviews. Mr. Smith asked if firms are the ones listed. Mr. Mitchell stated yes, but could be more. Mr. Wright stated he had asked previously, if we should be doing this before the Memo of Understanding had been completed with City Council. It was noted the Yukon Economic Development Authority (YEDA) Trust does allow for selection of services. Mr. Geers asked about professional services. Mr. Mitchell stated they will have expertise our staff doesn't. Mr. Wright questioned, if they would do market surveys. Mr. Mitchell stated they could, we are thinking more of plan and project reviews. Mr. Alberts questioned where the original concept would come from. Mr. Mitchell stated I-40 Properties, LLC, but YEDA would sign off on. Firm would assist in reviewing master plan and ensuring consistent design. Mr. Alberts asked if aggressive schedule is practical and if they had enough time. Mr. Mitchell stated most firms have information already prepared. If we were asking for budget plans, etc., it probably would be aggressive. Mr. Alberts asked if budget at some point. Mr. Mitchell stated will ask for estimates as projects come up, as of now we are requesting hourly rates. Mr. Alberts asked if information has already been sent out. Mr. Mitchell stated no, no one has been contacted. Mr. Geers asked where payment come from. Mr. Mitchell stated current operation funded thru Hotel/Motel Tax, but when Hobby Lobby opens we will have a revenue stream. Those costs could be paid back.

The vote:

AYES: Alberts, Smith, Nail, Wright, Peters, Geers, Holland

NAYS: None

VOTE: 7-0

MOTION CARRIED

3. Report from Executive Director

A. Discuss drafting a memorandum of understanding between the Authority and the City of Yukon regarding communication/responsibilities.

B. Overview of finance reporting/budgeting for F.Y. 2014/2015.

C. Update on progress of Oklahoma Main Street Application.

Mr. Mitchell stated Leslie Batchelor will draft Memorandum of Understanding for next meeting. We will include items already stated in the Trust Indenture. Mrs. Batchelor stated problems can be avoided by setting expectations. Memorandum of Understanding will state which things needs to go the City Council besides legal requirements. Want to move forward but want to reflect adopted policies. When Design consultant is hired, we may want to do a workshop for possible design charette with design consultant. It is private projects, but there is public involvement and it makes sense to have some say. Big issues are spending money and approving design. Mr. Wright stated it may be good for this board to report to City Council during City Council Meeting. Mrs. Batchelor stated open communication will lead to correct result. As well as compliance obligations and who tracks TIF expenses. Mr. Alberts asked if we could have examples of past Memorandum of Understanding's. Mrs. Batchelor started to pull some, but they really don't exist. There are some between Cities and Counties, but ours is unique because it is Municipal and Trust is new. There are lots of differences within Oklahoma. Anticipates working closely because of involvement of City Staff. Mr. Wright stated an outline and good communication should suffice. It does not need to be a 100 page document. Mrs. Batchelor asked if we should be thinking in terms of cap for short-term expenses. Mr. Smith stated cap would relieve YEDA and City Council of most day to day operations. He believes solid

idea could be based on previous caps. Mrs. Batchelor stated they will get a draft working.

Mr. Mitchell stated we are currently in a transition budget. Currently things are being paid from the Hotel/Motel tax, but will be moving to be funded by the TIF District. Mr. Smith asked about old versus new Hotel/Motel Tax. Mr. Bottom stated two things are going on at the same time. First, Hotel/Motel Tax and all the expenses that have been incurred are within legislation when voted. Secondly, TIF tax collected can be used to pay back expenses. Mr. Mitchell stated budget should be developed in the next 12-18 months that may have three divisions: 1. Frisco Road TIF District, 2. Other Projects outside TIF District, 3. Main St. redevelopment, YEDA may get involved in. Mr. Mitchell projects a revenue stream of about \$350,000.00 generated from July 1, 2014 thru June 30, 2015. So, revenue will be available. Health Center Parkway will have to be addressed. This is a way of getting started.

Mr. Mitchell stated Yukon has been accepted into the Main Street Associate Program, thus another element under YEDA. We will be working with the Chamber of Commerce.

4. General Discussion/Questions regarding the Item 3 information

Mr. Geers questioned at what point is YEDA involved in design. Mr. Mitchell stated submitted to YEDA from developer. Having influence is an advantage of TIF District. Mr. Mitchell stated we might want to develop design standards. Mr. Wright stated to avoid too much bureaucracy, but this is the biggest view of Yukon besides Christmas Lights in the park. It is very important for image. Mr. Smith clarified YEDA is not circumventing Planning Commission. Mr. Mitchell stated could be interesting discussion for potential rezoning, but owner will still go through Planning Commission as normal. Mr. Bottom clarified it would be a unique situation, not general circumstance for YEDA to discuss zoning. Mr. Wright stated he hasn't had problems in his own developments with Planning Commission. Mr. Smith appreciated clarification and knows Planning Commission plays a role, uncomfortable if bypassed. Mr. Wright stated they are another chair at the table.

5. . Informational Material (handouts)

- A. Memo from I-40 Properties, LLC regarding Prairie West Town Center.**
- B. Updated Hotel/Motel Revenue Report, FY 2013-2014.**
- C. Greater Oklahoma City Partnership: Leads and Locates; Feb. 05, 2014.**
- D. The Pew Charitable Trusts Article: Which States Will Generate Jobs In 2014?; Jan.07, 2014.**
- E. Knowledge Leader Hospitality Article: Meeting Spaces, The Economic Recovery For Conference Centers Gathers Speed; Winter 2013/2014.**

Mr. Mitchell stated information is from several sources. He wanted to show hospitality trends. Job trends look to be good news. Oklahoma City metro is dynamic and growing. Information is just for reference. Mr. Smith appreciates information. Mr. Wright does as well.

6. Setting the date for the next Regular Economic Development Meeting for April 24, 2014 at 3:00pm, in the Council Chambers of the Centennial Building, 12 S. Fifth St.

7. Adjournment