

# Yukon Economic Development Authority

April 24, 2014

The Yukon Economic Development Authority met in regular session on April 24, 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

(Absent) Ken Smith  
Tara Peters

## OTHERS PRESENT:

Grayson Bottom, City Manager  
Leslie Batchelor, Attorney  
Doug Shivers, City Clerk  
Sara Hancock, Deputy City Clerk

Mike Segler, City Attorney  
Larry Mitchell, Executive Director  
Gary Cooper, Technology Director  
Amy Phillips, Administrative Assistant

## 1. Consider approving the minutes of the March 27, 2014 Regular meeting

The motion to approve the minutes of the March 27, 2014 Regular meeting, was made by Mike Geers and seconded by John Alberts.

### The vote:

**AYES: Holland, Geers, Alberts, Nail, Wright**

**NAYS: None**

**VOTE: 5-0**

**MOTION CARRIED**

## 2. Consider approval of a professional planning service firm as recommended by the Executive Director, and authorizing the Chairman to execute a professional service contract, for a period of one year, beginning July 1, 2014, contingent upon the approval by the City of Yukon

The motion to approve of a professional planning service firm as recommended by the Executive Director, and authorizing the Chairman to execute a professional service contract, for a period of one year, beginning July 1, 2014, contingent upon the approval by the City of Yukon, was made by John Alberts and seconded by Mike Geers.

Mr. Mitchell handed out a memo with the recommendation and background information of firms. Yukon Economic Development Authority (YEDA) had received four proposals and all were qualified. They did interviews and all firms do architectural engineering work. Based on the information supplied, recommendation was made for Butzer Gardner Architects/Johnson & Associates. Johnson & Associates also has an arrangement with Triad Engineering. They are very familiar with the City of Yukon. Butzer Gardner has a good history and reputation in Oklahoma City. A couple of their projects are the Skybridge and OKC Memorial. Johnson & Associates did the master plan for the Chesapeake campus. Mr. Mitchell stated Mrs. Holland sat in on three of the interviews and he would appreciate her input. Mrs. Holland agreed with recommendation. The firm was far ahead in their thinking. Mr. Mitchell stated their material is available to look at.

**The vote:**

**AYES: Holland, Geers, Wright, Alberts, Nail**

**NAYS: None**

**VOTE: 5-0**

**MOTION CARRIED**

Mr. Wright thanked everyone, it is a great decision.

**3. Review and discuss the proposed Memorandum of Understanding, regarding the Frisco Road Economic Development Project Plan, between the City of Yukon and the Yukon Economic Development Authority.**

Mr. Mitchell stated this is the preliminary draft for review. Mrs. Batchelor drafted this and it captures the spirit of what we are trying to do and follows the Trust Indenture. Mrs. Batchelor stated this gives us the framework of relationship between YEDA and City Council. We need to make sure spending and procurement policies are understood. Most will come through the approved YEDA budget. Any departures from that will take a separate document to be set out in Resolution form. Mr. Mitchell stated it typically follows the City's purchase policy. We have discussed placing a cap by tying it to the budget. Mrs. Batchelor stated we may want to treat TIF eligible expenses separate from other expenses.

Mr. Wright asked if we have to go to City Council on items other than TIF. Mr. Mitchell stated no, as long as they were approved in budget. Mr. Mitchell has included a draft operating budget and draft summary budget. As of right now there are no revenues to be used, there will be a transitional period.

Mrs. Batchelor stated under the Local Development Act, there are certain things the City government cannot delegate to the Trust, such as approval or issuance of debt, any agreement for assistance development financing or proposed changes in zoning or land use. Also, when apportioning of TIF funds, it is an accounting function. The YEDA Trust figures out and structures how to pay for things.

Mr. Wright asked if the next step was to send Memorandum to City Council for approval. Mr. Mitchell stated yes. They will approve and then send back to YEDA. Mr. Alberts asked if Mr. Segler has looked at. Mr. Segler stated yes, very clear and well written. Mr. Alberts asked if it is Mr. Segler's role to look at it from the City's standpoint. Mr. Segler stated yes. Mr. Geers questioned budget. Mr. Mitchell stated we have umbrella budget.

Mr. Wright stated initially Trust has no TIF money to pay, so will Trust reimburse City? Mr. Bottom stated yes. Mr. Mitchell stated example is City can build Health Center Parkway and Trust will pay back. Not necessarily in a lump sum, but by setting up payments. Mr. Bottom stated it is not in YEDA's best interest for 100% of the collections to go back to the City at once. Some will be withheld for other activities for YEDA.

Mr. Bottom stated it is a good idea to tie it to the budget, as far as the cap, and all amendments should go through Council approval. Spending authorities are granted by Resolution and everything above that is by Council approval. Mr. Wright stated Councilman McEachern wanted YEDA to take care of small expenses. Mr. Alberts questioned who the accountant is. Mr. Bottom stated JI Johnson. Mr. Segler stated Mr. Johnson can make a recommendation, but does not determine amount of payback.

Mr. Wright stated we will send the Memorandum of Understanding on to the City Council.

#### **4. Report from Executive Director**

**A. Review preliminary operation budget for FY 2014-2015**

**B. Overview of February 2014, Oklahoma Labor Market "Dashboard" information**

**C. Review examples of Requests for Development proposals Yukon, OK is currently receiving**

**D. Update on the 2014 Oklahoma Main Street calendar**

Mr. Mitchell provided an example and summary estimates of Revenue and Expenses for the Authority. Once we actually start receiving revenues, we will have detailed activity sheet attached. Mr. Alberts asked if it would be approved monthly, similar to the Council Meeting. Mr. Mitchell stated yes, similar to approving a claims list. He stated there won't be much revenue activity until end of August or beginning of September.

Mr. Mitchell stated they have established and estimated operational budget for the Yukon Economic Development Authority for FY14-15. Currently the money for the budget is coming from the Hotel/Motel Tax. There should be some transition within the year for some of the budget to be paid from the TIF District. The Administration part of the budget is a TIF eligible expense. Also, there will be some Main Street costs, due to the City of Yukon being accepted into the Main Street Program. The budget

will likely break into three divisions: TIF District, other related projects, and Main St. The budget for fiscal year 15-16 should reflect this.

Mr. Mitchell included a “Dashboard” Report on unemployment data. Oklahoma City is still around 5% unemployed. Excellent rate compared to national statistics.

Mr. Mitchell attached requests for development proposals the Department of Commerce receives from businesses. They are looking for land, buildings, etc. Occasionally we can respond.

He discussed the schedule for the Main St. Program. There is a banquet on May 6 and they will announce that we were accepted to the program.

Hotel/Motel Tax Report stated we are down \$9,500 from last year. Mr. Bottom stated the Fairfield Inn is open. The Grand Opening will be May 12.

**5. General Discussion/Questions regarding Item 4 information.**

**6. Setting the date for the next Regular Economic Development Meeting for May 22, 2014 at 3:00pm, in the Council Chambers of the Centennial Building, 12 S. Fifth St.**

**7. Adjournment**