

## WORK STUDY SESSION MINUTES

### Tulsa Development Authority Board of Commissioners

One Technology Center  
175 East 2<sup>nd</sup> Street  
Tulsa, OK 74103  
10<sup>th</sup> Floor North Conference Room

Thursday – November 6, 2014

8:30 a.m.

#### **Present:**

Julius Pegues, Chairman  
Roy Peters, Vice Chairman  
Carl Bracy, Commissioner  
Steve Mitchell, Commissioner  
O.C. Walker II, Executive Director

#### **Absent:**

Nancy Roberts, Commissioner  
Jot Hartley, General Counsel

#### **Also Present:**

Tom Baker  
Cheryl Black  
Sharon Bertram  
Diana Best  
Jim Coles  
Mike Dickerson  
Ethan Dodd  
Jessica Dyer  
Derek Gates  
Risha Grant  
Doug Hammel  
Travis Hartley  
Kristen Hughes  
Alaina Jones  
Norman Kildow  
Missy Kruse  
David Kvach  
Jeanie Kvach  
Steve Larry

#### **Also Present:**

Ally Lightle  
Ray Meldrum  
Nicole Morgan  
Annell Morrow  
Matt Newman  
Pete Patel  
Jenny Shamp  
Cynthia Stewart  
Casey Stowe  
Mike Thedford  
Aaron Tracy  
Bob VonRhee  
Dick Watts  
Dawn Warrick  
Robert Welke  
NaTasha Bunch  
Jane Malone  
Carol Young

The meeting was called to order at 8:30 a.m. by Chairman Pegues. Chairman Pegues welcomed everyone to the monthly Tulsa Development Authority Work Study Session and stated no votes would be taken at this meeting. The Board will receive reports and information on projects. All Reports and supporting documentation were distributed for

the November 6, 2014 Tulsa Development Authority Work Study Session and will be incorporated by reference to these minutes. The agenda will be followed as filed.

1. **Roll Call:** Jane Malone called roll; Chairman Pegues, Vice Chairman Peters, and Commissioner Bracy were in attendance. Commissioner Mitchell arrived at 9:31 a.m. A quorum was present.

2. **Executive Director's Monthly Report-**

1. **TDA Strategic Planning Session**

- The Strategic Planning Session was held on Thursday, September 18, 2014. The facilitator's, Ian Carlton and Shawn Schaefer, were from the University of Oklahoma. The top (3) three action items from the Retreat are:
  - Release a RFQ for consultant to prepare an Annual Report
    - The report should cover a 5 year period
    - Responses were due October 29, 2014
  - Release a RFQ for consultant to prepare a Strategic Plan
    - The Strategic Plan will provide a vision for the next 5 years
    - Responses were due on October 29, 2014
  - We are in the process of engaging a Real Estate Agent for assistance in securing property in North Tulsa. A task list detailing the strategy is attached to the Commissioner's packets.

The RFQ's and RFP are an Agenda Item for today's meeting.

2. **Project Status Update**

- **Blue Dome Anchor, LLC:** The redeveloper is in the Design process of acquiring cost estimates for the Phase 1. [Location of the property: 110 South Greenwood.]
- **YMCA Lofts:** The building permit has been issued to start the interior remodel. The redeveloper will take photographs of progress made and forward to the TDA office. [Location of the property: 515 South Denver Avenue]
- **Vandever Lofts:** The project is complete and occupied. Finished product photographs and rent rolls will be forwarded to the TDA office. [Location of the property: 16 East 5<sup>th</sup> Street, Tulsa, Oklahoma.]
- **Tulsa Urban Development Group, LLC, d/b/a Urban8:** The project is moving forward. GEO thermal walls are installed. Water and sanitary services are being provided to the site. [Location of the property: North of 3<sup>rd</sup> Street, between Greenwood Avenue and Kenosha Street.]

- **Hartford Commons, LLC:** The Tax Abatement Application is processing through the various taxing Authority's. The redeveloper has agreed to the PSO easement revisions. The final building permit will be complete in three (3) weeks. TDK construction was selected as the general contractor for the project. [Location of property: SE corner of Greenwood Ave. and E. 2<sup>nd</sup> Street.]
- **100 Boulder, formerly Maplevue Associates, Inc.:** The project received a Temporary Certificate of Occupancy. Two (2) units have been sold and a third is under contract. The project is on the "IDL Dwell" tour. [Location of the property: Southwest Corner of 1<sup>st</sup> Street and Boulder Ave.]
- **Fire Station No. 1/CORE Associates, LLC:** CORE has been in discussion with the City of Tulsa. Redeveloper indicates they are making progress toward Redevelopment of the entire area. The TDA Board of Commissioners will review the 4<sup>th</sup> Amendment to the existing Redevelopment Agreement. [Location of the property is 411 South Frankfort Ave.]
- **Hogan on Greenwood, LLC:** The steel package will be performed in three stages due to the building design. The redevelopers plan to meet with the Blue Dome TIF merchants to discuss possible streetscaping. The redevelopers were present to provide a Streetscaping presentation. [Location of property: Northeast corner of South Greenwood Avenue and East 1<sup>st</sup> Street.]
- **Wilkins Project:** The Architect and Engineering team submitted revised plans which are attached to the staff report. The TDA Board of Commissioner's approved an extension of time due to an existing water table and bed rock excavation. The TDA Board also approved schematic drawings on the condition that final drawings will be presented to the Board for approval. [Location of property: Northwest corner of Archer and Elgin Avenue.]
- **The Flats on Archer:** The project is progressing. [Location of property: 110 N. Boston Avenue.]
- **The Petrous Group:** The proposal to build a Dollar General on the property has been placed on hold until negotiations regarding a merger of Family Dollar and Dollar General are concluded. TDA will be contacted at that time. [Location of property: Northeast corner of Martin Luther King, Jr. Blvd. and East Queen Street.]

3. **Zoning Code Update:** The committee has had two conference meetings to discuss final details of residential driveway options. The next step is to gain support from the Tulsa Metropolitan Area Planning Commission (TMAPC) and City Council. A rollout of the Updated Ordinance will be presented to the public for approval.
4. **Sector Plan Update:** Mr. Devin Lavigne gave a presentation at the October 9, 2014 Regular Meeting. Mr. Doug Hammel will be present at today's meeting to introduce the Public Relations team selected by Houseal Lavigne.
5. **Service Agreement between the City of Tulsa and Tulsa Development Authority:** The revised Service Agreement was signed by TDA Chairman and sent to Dawn Warrick on October 14, 2014 for the process of obtaining signatures from City of Tulsa Officials.
6. **TDA Website:** No new information.
7. **TDA Office Space:** The TDA Office is accepting bids for interior remodel of Suite D. Currently, the project preliminary low estimate is \$21,000.00. Attached to the Executive Director's report is a spreadsheet of office move bids.

Executive Director Walker stated the Oklahoma Brownfields Conference is in its second day at the Hyatt. Chairman Pegues and Executive Director Walker attended the first day. Chairman Pegues stated the Keynote speaker was Bill Strickland, a fellow University of Pittsburgh alum. Chairman Pegues gave a brief overview of the projects Mr. Strickland is partnering for enhancing education for children throughout the United States.

### 3. **Staff Reports and Discussion – City of Tulsa (C.O.T.)**

- a. **TIF Project Update – Jim Coles: A copy of the report is included in the Commissioner's packets:** Jim Coles provided an overview of the Annual Reports of the TIF Districts TDA administers. Mr. Coles stated no action is required. The information is provided for the benefit of TDA and is required by Oklahoma Statute §62-867. Mr. Coles also stated a copy of the Reports are provided to the Mayor and City Council. Vice Chairman Peters stated he would like to visit with Mr. Coles, at a later time, to review the Reports in detail.
- b. **TIF Project Update – Mike Thedford: A copy of the report is included in the Commissioners packets:**
  - **Blue Dome Lighting Project:** Fund No. 6967 – The design contract with Synergy AEC is awaiting signature by Paul

Zachary with City of Tulsa Special Projects. Mr. Thedford expects the contract to be signed within a few weeks.

- **Proposed streetscape improvements to Cameron Street:** Fund No. 6963 – No new information.
- **Elgin streetscape improvements:** Fund No. 6967 – Demolition is complete on the west side of Elgin Avenue. The project is expected to be complete in the first quarter of 2015. A possibility exists of requesting additional funds for removal of a planter on the corner of Elgin and First Street. The planter is not being maintained. A contractor has been contacted for preparing a bid for removal of the planter.

#### 4. General Counsel

- a. **Pending Litigation Report was included in the Commissioner packets:** Chairman Pegues stated TDA's regular General Counsel is not present today; however, Travis Hartley was present to provide representation for The Hartley Law Firm. Counsel Hartley provided the monthly pending litigation report. Counsel Hartley reported that any changes or new items are indicated in "BOLD" print. He also provided a status and overview of the report.

#### Condemnation:

- **Charles Sturner**  
Pre-Trial conference is set for December 8, 2014.

#### Foreclosure:

- **BAC Home Loans v. Maudie Elliott and TDA**  
Hearing to Confirm Sheriff's Sale is set for November 18, 2014.

#### Personal Injury Claim:

- **Gammil, Gary v. TDA**  
Pre-Trial Conference is set for November 17, 2014. The Attorney for the Plaintiff may be withdrawing from the case.

#### 5. Financial Reports

- a. **September 2014 - Income and Expenditure Report and Program Income- included in the Commissioner packets:** Norman Kildow provided an updated report and an overview of the Income and Expenditure Report and Program Income Report for Fund No. 5540, to the Commissioners and answered questions. The report stands as presented.

Mr. Kildow also requested this item be placed on the Agenda for TDA's Regular Board Meeting.

- b. September 2014 – Comparative Financial Statements - included in the Commissioner's packets:** Norman Kildow gave an overview of the Comparative Financial Statements and answered questions from the Board. Mr. Kildow also requested this item be placed on the Agenda for TDA's Regular Board Meeting.
  - c. TDA Annual Audit Report (Fiscal year 2013-2014) – included in the Commissioner packets.** Norman Kildow introduced Kristen Hughes with McGladrey LLP. Mr. Kildow stated the letter included in the Commissioner's packets states the City of Tulsa cooperated in the audit process. Ms. Kristen Hughes provided an overview of the Audit Report. Mr. Kildow requested this item be placed on the Agenda for TDA's Regular Board Meeting.
  - d. Financial Department Invoice for Services - included in the Commissioner packets.** Norman Kildow gave an overview of the Accounting services rendered July 1, 2014 through September 30, 2014 and answered questions from the Board. Mr. Kildow also requested this item be placed on the Agenda for TDA's Regular Board Meeting.
- 6. Discussion and consideration to receive TDA Board calendar for 2015 – 2016:** Executive Director Walker provided information and explained the dates for the Work Study Sessions are on the first Thursday of the month and the Regular Meeting on the second Thursday of the month, with the exception of the January 2015 meetings, which will be held on the second and third Thursday. This item will be placed on the Agenda for TDA's Regular Meeting.
- 7. Discussion and consideration to review a request from Hogan on Greenwood, LLC regarding a Streetscaping project for property located on the Northeast corner of South Greenwood Avenue and East 1<sup>st</sup> Street South, Tulsa, Oklahoma:** Executive Director Walker explained and provided information regarding the Streetscaping project and available funds in the Blue Dome and Elgin TIF's. Michael Sager, a representative with Blue Dome Property Owners and Merchants provided TDA with a vote of support of utilizing Blue Dome TIF funds for the project. Aaron Tracy and Ted Osgood with Hogan Assessments were present to provide the Board with information and site plans of the proposed project. Chairman Pegues stated Hogan Assessments paid full appraisal price for the property and did not attempt to negotiate a lower price. This item will be placed on the Agenda for TDA's Regular Meeting.
- 8. Discussion and consideration to review Construction Documents and Specifications for property located on the Northwest corner of East 3<sup>rd</sup> Street**

**and South Cheyenne Avenue from Hampton Inn and Suites for One Place, LLC:** Pete Patel with Promise Hotels and representatives from Ross Group, Matt Newman and Ethan Dodd, gave a presentation of Construction Plans and Specifications. The representatives answered questions and concerns of the Board. This item will be placed on the Agenda for TDA's Regular Meeting.

- 9. Discussion and consideration to review responses to the Request for Qualifications (RFQ) for a consultant to draft an Annual Report for the Tulsa Development Authority:** Executive Director Walker explained four responses were received for the Annual Report RFQ. The respondents are as follows:

The Write Company Inc. and Overlease Design - Missy Kruse, owner, provided an overview of her qualifications and expertise as a writer and editor. She provided examples of recent professional literatures. Ms. Kruse responded to questions and concerns of the Board.

Walsh Branding - Bob Welke and Annell Morrow, representatives, provided an overview and history and referenced Walsh Barnes as the company that is providing website updates for TDA. The representatives responded to questions and concerns of the Board.

Emerge Marketing and Compass Consulting, LLC - Jessica Dyer and Sharon Bertram provided an overview of their qualifications. The representatives referenced Regent Bank as an example of a recent Annual Report prepared by Compass Consulting. The representatives responded to questions and concerns of the Board.

EverMore Services, LLC - Cynthia Stewart, owner, submitted responses for the Annual Report and Strategic Plan. She presented a combined presentation of her qualifications and expertise for completing both projects. Ms. Stewart responded to questions and concerns of the Board.

Chairman Pegues thanked each of the respondents and stated a decision will be made at next week's Regular Meeting. He invited the respondents to attend the meeting and the Board will announce the selections. This item will be placed on the Agenda for TDA's Regular Meeting

Commissioner Mitchell entered the meeting at 9:31 a.m.

- 10. Discussion and consideration to review responses to the Request for Qualifications (RFQ) for a consultant to draft a Strategic Plan for the Tulsa Development Authority:** Executive Director Walker explained there was only one respondent to this Request for Qualifications. Ms. Cynthia Stewart presented her qualifications and expertise during the Request for Qualifications for the Annual Report. This item will be placed on the Agenda for TDA's Regular Meeting.

- 11. Discussion and consideration to review responses to the Request for Proposal (RFP) for redevelopment of TDA owned property located on the Southeast corner of East 3<sup>rd</sup> Street and South Frankfort Avenue, Tulsa, Oklahoma:** Executive Director Walker explained two responses were received for the Redevelopment of TDA owned property at 3<sup>rd</sup> and Frankfort. The respondents are as follows:

KVR Energy – the representatives are: Bob VonRhee, David Kvach, Dick Watts, and Jeanie Kvach. Mr. VonRhee and Mr. Kvach stated KVR Energy owns the property adjacent to the subject property and proposes constructing a Health and Wellness Center on the property. Mr. VonRhee stated commitments have been received from Health Care Providers to occupy the center. KVR Energy is prepared to offer a purchase bid of \$252,000.00 for the property. The representatives responded to questions and concerns of the Board.

Nelson+Stowe Development, LLC – Casey Stowe, the co-principal, proposes constructing a non-traditional Urban Mall of mini retail and dining establishments comprised of 20 to 31 individual refurbished shipping containers. Nelson+Stowe Development, LLC is prepared to offer a purchase bid of \$255,000.00 for the property. Mr. Stowe responded to questions and concerns of the Board.

Chairman Pegues thanked each of the respondents and stated a decision will be made at next week's Regular Meeting. He invited the respondents to attend the meeting and the Board will announce the selections. This item will be placed on the Agenda for TDA's Regular Meeting.

Commissioner Bracy exited the meeting at 10:05 a.m.

- 12. Discussion and consideration to further negotiate with Sam Daniel III for TDA owned property located on the Northeast corner of East 1<sup>st</sup> Street and South Lewis Avenue, Tulsa, Oklahoma:** Executive Director Walker explained this request is in the Kendall Whittier District and the Kendall Whittier Neighborhood Association is in agreement with the proposed lease termination. The request contains 3 (three) parts: 1) terminating the lease; 2) appraising the land; and 3) issuing a Request for Proposal for the property. Vice Chairman Peters suggested contacting the Tulsa County Library located in the area prior to issuing an RFP. This item will be placed on the Agenda for TDA's Regular Meeting.
- 13. Discussion and consideration to review a proposal from the Lacy Park Council to enter into negotiations with D. W. Gates as Project Manager for projects in the North Peoria TIF. Boundaries are: North – East Apache Street; South - East Pine Street; East – North Utica Avenue; West – Midland Valley Railroad:** Executive Director Walker explained this request is to employ



the services of Mr. Derek Gates as the Project Manager for the North Peoria TIF. The Lacy Park Council is in support of Mr. Gates and conducted a vote to allow Mr. Gates to negotiate approved council business in regard to the TIF fund for the Lacy Park Recreation Center. Mr. Derek Gates was present and provided a presentation to the Board of his qualifications and expertise to facilitate projects in the North Peoria TIF. Mr. Gates was instrumental in the success and completion of the Lacy Park Kitchen project. This item will be placed on the Agenda for TDA's Regular Meeting.

**14. Discussion and consideration to review a request to rescind Resolution No 5985 and the contract with DeAngelo McBee for sale of TDA owned real estate located at 210 East 51<sup>st</sup> Street North, Tulsa, Oklahoma:** Executive Director Walker explained this is a request to rescind the Resolution authorizing the sale of the property. Mr. DeAngelo McBee conducted research and discovered the property contains clouds on the title in the amount of \$52,000.00. Mr. McBee is requesting the purchase amount of \$1,500.00 be refunded. Executive Director Walker suggested TDA refund the money, subject to Mr. McBee deeding the property back to TDA. Executive Director Walker responded to questions regarding the condition and ability to repair the house. Chairman Pegues stated TDA will proceed with refunding Mr. McBee's money. This item will be placed on the Agenda for TDA's Regular Meeting.

**15. Discussion and consideration to review Draw Request No. 6 from East End Village, LLC for Downtown Housing Fund for the East End Village project located at 401 and 405 S. Elgin Avenue, 408 and 418 S. Frankfort Avenue, 414 East 4<sup>th</sup> Street and 415 E. 5<sup>th</sup> Street, Tulsa, Oklahoma:** Executive Director Walker explained this is a routine item for East End Village. This Draw Request is for the amount of \$137,230.14 which represents 69% completion. The cumulative amount to date is \$559,300.57. The Project Architect of Record, Walker Parks, submitted a letter certifying the completion percentage and the letter is included in the Commissioner's packets. This item will be placed on the Agenda for TDA's Regular Meeting.

**16. Discussion and consideration to receive an introductory presentation from Houseal Lavigne Associates regarding the outreach team for the Tulsa Development Authority's Sector Plan update:** Executive Director Walker introduced Doug Hammel with Houseal Lavigne. Mr. Hammel explained the purpose of the trip today was to introduce to the Board the Public Relations (PR) firm Houseal Lavigne selected for the Outreach portion of the Sector Plan Update. Resolute PR and Risha Grant LLC will work as a team for Houseal Lavigne. Mr. Hamel introduced Nicole Morgan and Ally Lightle with Resolute PR and Alaina Jones representing Risha Grant LLC. Ms. Morgan, Ms. Lightle, and Ms. Jones provided an overview of the qualifications their company delivers to the Public Relations team. This item will be placed on the Agenda for TDA's Regular Meeting.

Vice Chairman Peters suggested Executive Session would not be necessary because the documentation provided by Mr. Michael Sager of the update for the First Street Lofts project is included in the Commissioner's packets and Mr. Sager was not present to respond to any questions or concerns.

Chairman Pegues agreed; therefore, Executive Session was not held for today's meeting.

Commissioner Mitchell gave a Public Disclosure Statement: He is a business Partner with Casey Stowe in conjunction with McNellie's Pub located in the Blue Dome District downtown; however, he is not a partner with Nelson+Stowe Development, LLC and does not participate in business dealings with Nelson+Stowe Development, LLC.

17. **New Business:** None.


18. **Adjournment:** Commissioner Mitchell moved to adjourn at 10:47 a.m., seconded by Vice Chairman Peters. Commissioner Bracy exited the meeting at 10:05 a.m. The vote was recorded as follows:

**Ayes: Pegues, Peters, and Mitchell**


**Nays: None**

**The motion passed unanimously.**

**Tulsa Development Authority**

  
\_\_\_\_\_  
Julius Pegues, Chairman

**Approved as to legal form and adequacy:**

  
\_\_\_\_\_  
Jot Hartley, Esq., General Counsel

[11-6-2014 – Work Study Minutes (nb-)]