Special Meeting
Minutes
Block 34 Citizen Task Force
February 20, 2018 at 8:00 a.m.
Room 2073
723 S. Lewis Street
Stillwater, OK 74074

Task Force members: Chair Jim Beckstrom, Vice Chair Victoria Berry, Ariel Ross, Russ Teubner, Pat Zimmerman
Staff Present: City Attorney John Dorman, Development Services Director Paula Dennison, Assistant to City Manager Patti Osmus

1. Call Meeting to Order
   Chair Beckstrom called the meeting to order at 8:12 a.m. A quorum was present.

2. General Orders
   a. Approval of minutes from January 09, 2018 Special Meeting
      Teubner motioned and Zimmerman seconded to approve the January 09, 2018 Special Meeting Minutes.
      Beckstrom-yea, Berry-yea, Fowler-yea, Ross-yea, Teubner-yea. Motion carried 5-0.
   b. Resolution for Continuation of Task Force
      Dorman confirmed that Resolution CC-2018-1 charges the B34TF with going forward through the planning phase. He stated that the task force may want to consider transitioning into more than an ad hoc task force.
   c. Near Term Work Plan, Task Force Organization, Management Structure
      Beckstrom presented a spreadsheet with components he feels need addressed.
      Teubner asked if an architect should be engaged to help guide the vision and assist with items on the spreadsheet.
      Ross commented she is uncomfortable engaging an architect without secured funding.
      Berry stated she was overwhelmed by the amount of detail in the spreadsheet.
      Teubner said revenue generation is essential to the project and he likes the idea of having an architect put together a pitch book for presentation to potential restaurants.
      Berry commented that since the stakeholders have been identified, she isn’t sure what information an architect could provide that the task force doesn’t already have.
      Teubner replied that an architect could develop a more robust design.
Beckstrom asked if the task force is locked into the idea of just one architect for the project. Teubner feels engaging multiple firms would be disastrous. The consensus from the task force during discussion was that one firm with subcontractors as needed might be the best option. Beckstrom asked about further work from David Reed from Sparks & Reed. Staff replied that their scope of work has been completed and they have been compensated. Dorman reminded the task force that the project must be open to the competitive process. He suggested issuing a Request for Information with basic information. Teubner suggested developing a set of deliverables. Berry suggested a sample RFI asking for the following:

1. Initial style
2. Sub qualifications
3. Qualification for the architectural firm to act as the project manager.

Dorman will review with the task force at the next meeting the idea of forming a trust. Dennison reviewed with the task force what the exhibit booth will look like and materials that will be presented at the P3 Conference.

Letters of Intent

Beckstrom spoke to the ideas of how to secure funding and support and how to assure developers that the project will be secure. Teubner stated that at this point the task force has to be careful not to provide false security. Beckstrom then asked how to capture the intent of others to contribute. Teubner replied that detail shouldn’t be in the forefront right now. The need is to develop a pitch book and identify to whom it should be presented.

Budgeting and Grants

Consensus of the task force was not to address a budget until after the RFI is done.

3. Public Comment on Items on Agenda
   None.

4. Directions to Staff Regarding Resources/Research for Next Meeting
   None.

5. Adjourn
   Teubner motioned to adjourn and Zimmerman seconded. Beckstrom-yea, Berry-yea, Fowler-yea, Ross-yea, Teubner-yea. Motion carried 5-0. Meeting adjourned at 9:45 a.m.