

COMMISSIONERS OF THE LAND OFFICE

REGULAR MEETING AGENDA

THURSDAY, OCTOBER 13, 2016 AT 2:00 P.M.
GOVERNOR'S LARGE CONFERENCE ROOM
STATE CAPITOL BUILDING – SECOND FLOOR
OKLAHOMA CITY, OKLAHOMA

Call to Order

Roll Call

Declaration of a Quorum

1. Request Approval of Minutes for Regular Meeting Held September 8, 2016

- a. *Presented by Harry W. Birdwell, Secretary*
- b. *Discussion*
- c. *Commission action in which the Board may approve, disapprove or table the matter and/or direct staff to take further action*

2. Secretary's Comments

- a. Distributions to Beneficiaries for Month of September 2016
- b. Report on September Lease Bonus Auction
- c. Report on Land Exchanges and Commercial Acquisitions (Tulsa/Lawton/Shawnee Lakes)
- d. Report on Medical Examiner's Building Renovation and Contract
- e. Report on REM Fall Auctions
- f. Report on Lincoln Boulevard Property Progress
- g. Publicity

3. Consideration and Possible Action for Approval of Capital Budget for Management of Commercial Investment Property

The following commercial investment capital budget for FY2017 is presented for approval. Originally the Commissioners authorized a budget of \$3,000 for FY2017. Due to a faulty elevator pump additional funds are needed.

<u>Building Address</u>	<u>Capital Budget</u>
5005 N. Lincoln	\$25,000

Recommendation: The Assistant Secretary recommends approval of the additional capital budget for the 5005 building for FY2017.

- a. *Presented by Keith Kuhlman, Assistant Secretary*
- b. *Discussion*
- c. *Commission action in which the Board may approve, disapprove or table the matter and/or direct staff to take further action*

4. Consideration and Possible Action to Issue a Continuous Easement

Lease No.	Legal Description	Easement No.
100474 Lincoln County	SW/4 lying South of the Turner Turnpike right-of-way Sec. 36-15N-4EIM (Less 5 Acres Sold) (Subject to STCL 109315) Containing 70.5 Acres	9703

The Oklahoma Turnpike Authority has requested a continuous easement for highway improvements. Area requested is 70.5 acres more or less, and appraised for \$170,000. The appraisal was reviewed by James Spurgeon.

Recommendation: The Director of Real Estate Management recommends approval of the continuous easement.

- a. *Presented by James Spurgeon, Real Estate Director*
- b. *Discussion*
- c. *Commissioners action in which the Board may approve, disapprove or table the matter and/or direct staff to take further action.*

5. Consideration and Possible Action to Issue a Continuous Easement

Lease No.	Legal Description	Easement No.
100658 Pottawatomie County	S/2 & SE/4, NE/4 Sec. 16-10N-2EIM	9702

An easement is requested to provide ingress and egress to CLO lots located at Shawnee Twin Lakes. The lots are part of the land exchange approved September 8, 2016, by the Commissioners. Easement will grant access as platted with the City of Shawnee, to the following lots;

CLO Lots: 1, 2, 3, 6, 7, 8, 9, 15, 16, 17, 18, 22, 23, 24, 25, 26, 30, 34, 35, 36, 37, 38, 45.

Recommendation: The Director of Real Estate Management recommends approval of the continuous easement.

- a. *Presented by James Spurgeon, Real Estate Management Director*
- b. *Discussion*
- c. *Commission action in which the Board may approve, disapprove or table the matter and/or direct staff to take further action*

6. Consideration and Possible Action to Establish a Minimum Bid Price and Authorization to Auction Land for Sale

Lease No.	Legal Description	Lessee	Rent
101758 Jackson County	NE/4 Sec. 36-4N-20WIM (Subj. to STCL 106172)(Less Improvements)	Rodney L. Bidy	\$3,200.00

On July 27, 2016, the Commission authorized staff to appraise the 5.2 acre tract. The appraised market value of the land is \$15,000. Value of the improvements owned by the lessee is \$48,400. The appraisers were Starr Ryan and Chris Foster with James Spurgeon reviewing the appraisal.

Recommendation: The Director of Real Estate Management recommends the 5.2 acre tract in Sec 36-4N-20WIM be offered for sale at public auction with a minimum bid price of \$15,000, with an additional \$48,400 paid to the lessee for his improvements if appropriate.

- a. *Presented by James Spurgeon, Real Estate Management Director*
- b. *Discussion*
- c. *Commission action in which the Board may approve, disapprove or table the matter and/or direct staff to take further action*

7. Consent Agenda – Request Approval of August 2016 Agency Monthly Division Summary of Activities

The Agenda items presented on the Consent Agenda are considered as one item for voting purposes. The Consent Agenda includes items that are statutorily or constitutionally required to be performed by the Commissioners of the Land Office or are administrative in nature, which are done as a routine action by the Commissioners of the Land Office. If any member of the Commission or any member of the public requests a particular item or items to be considered individually, the matter or matters shall be considered individually.

- a. *Presented by Harry W. Birdwell, Secretary*
- b. *Discussion*
- c. *Commission action in which the Board may approve, disapprove or table the matter and/or direct staff to take further action*

Financial Services Division

1. August 2016
 - a. Claims Paid (routine)
 - b. Budget vs. Actual Expenditure Comparison

Minerals Management Division

1. August 2016
 - a. 7/20/2016 Award of Oil and Gas Leases
 - b. Oil and Gas Tracts Offered for Lease on 9/14/16
 - c. Assignments of Oil and Gas Leases
 - d. Seismic Permits
 - e. Division Orders

Real Estate Management Division

1. August 2016
 - a. Surface Lease Assignments
 - b. 20 Year Easement
 - c. Renewed 20 Year Easements
 - d. Assignment of Easements
 - e. Limited Term Right-of-Entry Permits
 - f. Soil Conservation Projects
 - g. Long-Term Commercial Lease Assignment

**8. Financial Information Regarding Investments and Monthly Distributions
(informational only)**

Investments

- a. Market Value Comparison August 2016

Accounting

- a. September 2016 Distribution by District and Month

9. New Business

The Commission may discuss, consider and take possible action regarding new business that could not have been reasonably anticipated or was unknown prior to the regular meeting.

Adjourn

NOTICE OF POSTING

Date / Time: Tuesday, October 11, 2016, before 2:00 p.m.

Locations: Commissioners of the Land Office
204 N. Robinson, Suite 900
Oklahoma City, OK 73102
Governor's Large Conference Room
State Capitol, 2nd Floor
Oklahoma City, OK 73105

By: Debra Sprehe, Executive Assistant