**THE CITY OF WAGONER ECONOMIC DEVELOPMENT AUTHORITY**

**REGULAR MEETING - City Hall**

**November 27, 2023 5:30 P.M.**

Dalton Self, Mayor

Tony Lowe, Chairman Roger Schilling - Member

Phillip Sullivan – Vice Chairman Tim Hoffman, Treasurer

 **MINUTES**

1. **Call to Order:**  Tony Lowe, Chairman called the meeting to order at 5:31 P.M. All members present.
2. **Approval or Correction of Minutes:** Regular Meeting October 30th, 2023. Motion to approve by Sullivan, Second by Schilling. Sullivan yes;, Schilling yes; Hoffman, yes; Lowe, yes; Motion carries.
3. **Recognize unscheduled speakers:** None
4. **Treasurer’s Report:** Tim Hoffman.

Blue Sky Bank: not received yet.

Treasury Fund: $483,944.94 includes $60,000 from EDF fund/city.

Checking Account: $106,021.64..

Motion to approve by Schilling, second by Sullivan. Sullivan, yes; Schilling, yes; Hoffman, yes; Lowe, yes. Motion carries.

1. **Chairman’s Report:** Tony Lowe. TIF meeting was on November 14th, Broken Arrow has, I think, 5 of those they are currently completing, two more they are working on. That’s the way they were able to transform the Rose District. If you go back 12 years and look at the photo’s, that place didn’t look good at all. What you see now is because of TIF financing. We will be working on that in the coming months. November 16th, we went to the County Economic Development meeting and did the presentation on the BOB which has now been renamed “The Junction”. We did get the funds from the county for that, along with a private donation and with what the city and WEDA is putting up, that’s $900,000 we have for this project and it’s going to transform our downtown area and we can't wait for that to be done. Met with BTO Gardens that is building an indoor growing facility.selling wholesale but wants to move into the retail market. They have a plant they are putting in Tulsa and when it's complete, we will go look at it. Dollar General is not interested. Possibly in the future.
2. **Mayors Report:** Dalton Self. Thanked the Economic Development Authority for their contribution as well as Tony Lowe, Jessica Zwirtz, Phillip Sullivan, Darla Heller, and the donor family, Wagoner County Economic Development and hope it completely transforms our downtown. When he took office, he did want the same thing as the former administration wanted to see cash registers go in there but he has learned there are 33 empty spaces buildings from the railroad tracks to Casaver. Hopefully with events going on, it will fill those buildings up. Dollar General CEO wants to revamp the one in town rather than open a new one. They will keep looking at grocery stores. With the housing development going in, we need to get above 10,000 to open the door for grants. Will keep chasing and find something. Lowe praised the mayor's whole change in mindset about the economic development authority and has helped them move forward. Stated The Junction will be done by June or July of next year barring any issues like weather. The mayor spoke of unity on the municipal level and thanked the board for all that they do. Gayla Wright, council, mentioned Jeff Naylor of Apple Tree Grocery to contact.
3. **Presentation:** David Weatherford. Attorney David Weatherford presented a document given to the board “Trustee’s Guidelines”. Basic information. What the board is, a public trust, and you are bound by some of the same rules as the city. Open meeting act, open record act. The conflict of interest statute and the conflict of interest statute in competitive bidding. He stated they just need to follow the rules and do what you are supposed to do. He stressed not having a quorum outside of the posted meetings to discuss the agenda. He stressed that violations are criminal and as their attorney, just wanted them to know what the rules are. Asked for questions. He sees the agendas in advance. Asked Tony if there was anything specific and Tony replied deviation of the actual agenda item. Weatherford made an example and also mentioned, “new business” which is rare.
4. **Presentation:** Hood and Associates. Hood and Associates did a report on the audit report for fiscal year June 30, 2022. Due to change in auditors etc, they are hoping to get caught up soon.

 9**. Committee Report:** Tonya Sappington reports awnings are installed and are very close to Wagoner Bulldogs colors. Window boxes are almost done. Delays due to electric issues The large painting is being started. The inside has been cleaned out and it's coming along.

 10**. Discussion and Possible Action:** Relocate ditch on 9.75 acres to South Edge of property.Lowe: DMI has cut their own ditch and put in cement. The hydrologist recommends waiting to do anything with that because DMI is going to watch the rain in the spring and look into putting in their own pond on their corner on their property. If DMI does that, then the board won't have to put in their retention pond. Lowe recommends taking no action. Lowe makes motion to take no action.. Sullivan asked if they needed a motion. Board takes no action.

 11. **Discussion and Possible Action:** Fund creation for the Junction Project AKA BOB. The private donor wants a fund set up at a local bank to deposit his fund into. WEDA will also deposit their funds. The county will pay invoices as they come in and once their money is used up, these funds will be used. Sullivan questioned commingling these funds and Lowe stated that is the point. Making an account to have all the funds in so they can be designated to this project. He needs that for his documentation. Hoffman asked if next meeting they need an agenda item to set up an account at the bank. Schilling asked if it was a special account. Hoffman stated the need to control who will have responsibility for managing the account. Private donor and board member. Lowe suggested Hoffman and Chandler. Zwirtz stated she will not handle money. Discussion of who will handle invoices. Weatherford said as long as you have checks and balances. Lowe said just give Chandler a number where it is going. Hoffman suggested creating a checklist of rules and someone independent to double check what is going on. A separate audit. He will find out what services are offered at the bank. Mayor asked what banks they use and agreed they should reach out to them. Hoffman said they will set up guidelines. Weatherford stated they can make a motion to set up a separate bank account. Hoffman said the bank will want to see these approved minutes. Lowe makes a motion to approve the treasurer to research what is required and to put in place the things needed to take care of this agenda item. Second by Schilling. Sullivan, yes; Schilling, yes; Hoffman, yes; Lowe, yes; Motion carries.

 **12. Discussion and Possible Action**  Allow Jessica Zwirtz (Certified Project Manager) to manage the Junction Project with TCWEDA assisting as needed .Jessica Zwirtz stated she will just check the project to make sure it is going as planned. She will not handle any money. She will send everything to whoever is authorized to sign it. Lowe asked if she would do the bidding. Zwirtz stated she will put the bids out but will not prepare the bid documents. That has to come from the designer along with the specs, contracting documents and description. Lowe states he is waiting to hear from the designer. Schilling asked the mayor or council in the audience if Jessica’s services were “in kind” or if WEDA would have to pay. The mayor replied this was all a requirement of the county for her services along with maintenance and other things. Jessica stated she will be doing the event planning and will work with other outside sources for that. Zwirtz stated the council will approve her position as well. Lowe stated the MOU from the county is having changes made and will come to the board for approval. They will get with Weatherford to help with that. Lowe said they want the other piece of that before they start handing out other money. Schilling asked if assistance will be mostly from Hoffman. Lowe said yes. Motion by Sullivan to approve. Second by Lowe. Sullivan, yes; Schilling, yes; Hoffman, yes; Lowe, yes; Motion carries.

 **13. Discussion and Possible Action:** Review asset list. determination of value. Lowe went over the board packet insert stating the current assessed value of all their real property is $706,084 and asked if the board wanted to have appraisals of their current assets to get market value. Board decided to take no action and look into options.

 **14. Discussion and Possible Action:** Election of Officer: Secretary. Motion by Lowe to appoint Roger Schilling, board member as Secretary. Second by Sullivan. Sullivan, yes; Schilling, abstain; Hoffman, yes; Lowe, yes.

**15. Adjournment:** Meeting adjourns at 6:17 pm. Motion by Bogle, Second by Sullivan, voice vote carries.

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 **Tony Lowe, Chairman**

 **Agenda Posted at City Hall: November 24th , 2023**