

THE CITY OF WAGONER ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING - City Hall
February 26, 2024 5:30 P.M.

Dalton Self, Mayor
Phillip Sullivan – Vice Chairman (acting chair)
Tim Hoffman, Treasurer

Scott Yandell - Member
Roger Schilling - Secretary

MINUTES

1. **Call to Order:** Phillip Sullivan called to order at 5:30 Roll Call-Hoffman, Sullivan and Yandell present; Schilling absent
2. **Approval or Correction of Minutes:** Regular Meeting on January 29, 2023
Motion – Hoffman
Second – Yandell
Vote – Hoffman yes; Sullivan abstain; Yandell yes
Motion carried
3. **Recognize unscheduled speakers:** *Tonya Sappington has offered to help with pricing on the Junction project. She has current pricing information from local vendors. Can recommend local vendors for bids on the different aspects of the project. She spoke as well with the Wagoner County Economic Development Board and offered the same. She is actively researching grants for parks and will also look for what grants are available for the Junction.*
John Chandler wanted to introduce himself to the committee and talk about why he wanted the Junction. John is former TCWEDA board member. Visions something similar to Guthrie Green, he is excited about the growth currently downtown and wants to see downtown grow. Rebuilding the buildings is not feasible but something like Guthrie Green to draw people and business to downtown. He is donating \$300,000, wants city and county to invest \$300,000 each to create a \$900,000 + park for our community.
Kim Davis, Tony's wife has boxes for WEDA to be picked up
4. **Treasurer's Report:** *Will discuss with the agenda items. Books balance*
5. **Chairman's Report:** *Phillip is resigning effective tomorrow (Feb 27th). Leaving 2 spots vacant*
6. **Mayors Report:** *Two spots open John Chandler and Chris Luna with council approval. Jessica Zwitz is stepping down as project oversee. She will continue to work with Darla Heller from county economic board to secure potential funding*
7. **Discussion and Possible Action: To engage Hood and Associate's CPAs to complete the TCWEDA audit for FY 23**
Yandell opens for discussion. He would like to wait for new members to participate in this decision and feels that TCWEDA should not use the same auditor as the City of Wagoner. He does not feel that provides the proper transparency. Hoffman, disagrees with hiring a different firm. Slows the process and the audit must be completed by the end of the fiscal year. The current auditor has all of the necessary information and will not delay the process. Yandell does feel Hood and Associates is capable of providing a transparent audit. He does not feel that the current auditor is descriptive enough and does not require enough detail. Does not feel that follow the form properly. He feels with the current situation of the city that we should separate our audit from the city. Hoffman feels we need concrete reasons to table and recommendations for a new auditor. A new auditor will increase the cost. Hoffman states the current, like any audit team will have the proper credentials for follow the audit to the letter of the law. Primary concern is the WEDA audit not the city audit. Data gathering for new auditor will take at

least a month, month to organize, and month to audit. WEDA has never had issue with an audit, there have no been no findings.

Motion to approve – Sullivan

Second – Hoffman

Vote – Hoffman yes; Sullivan yes; Yandell no

Motion carries.

- 8. Discussing and Possible Action: Add and remove appropriate authorized signatures for bank accounts at Wagoner Banc First and Blue-Sky Bank - Remove Tony Lowe and Phillip Sullivan. Hoffman recommends we table until we have full board but to inform the banks of the current situation.**

Take no action at this time

- 9. Discussion and Possible Action: To approve payment to Scott Graham Trucking for drilling test holes in the Junction area. - This was requested by Tony Lowe for test holes necessary to ensure integrity of existing structures. Density and integrity of the footing of the footings of the existing buildings. Mr. Graham was present to explain the process and answer any questions.**

Motion to approve – Yandell

Second – Sullivan

Vote – Hoffman yes; Sullivan yes; Yandell yes

Motion carries

- 10. Discussing and Possible Action: for the following items:**

Check #2820 to David Weatherford – Junction \$30.00

Check #2821 to Kathy Street for secretarial services for December 2023 and January 2024 (\$200) and reimbursement for grant writing class (\$125) total \$325

Check #2822 to Wagoner Lions Club to sponsor Lake Views and BBQ \$5,000

Motion to approve – Sullivan

Second – Yandell

Vote – Hoffman yes; Sullivan yes; Yandell yes

Motion carries

- 11. Discussion and Possible Action: To install a bench in the Junction area in memory of Tony Lowe - North American Air Exchanger has offered to purchase the bench for the memorial. Jeff Hefley has offered to design the bench or have a member of the family create the design. Placement to be determined at late date.**

Motion to approve – Yandell

Second – Hoffman

Vote – Hoffman yes; Sullivan yes; Yandell yes

- 12. Discussion of Saveyourtown program - Save your Town is an organization focused on revitalization of small cities and communities. Uses art as a foundation. Yandell and the mayor had conference call with the organization to set up a visit to our city and meet with businesses and leaders etc. to assist with writing a grant of \$5000. The focus is helping with vacant buildings and revamping.**

No action. Will add to the agenda for the next meeting when full board is established.

13. Discussion of local business visit plan and protocol - Yandell wants each board member to get out and visit at least 3 local business a month. Give the businesses an opportunity to ask questions and voice concerns. To gain feedback from businesses.

14. Discussion of project / infrastructure description - For Junction – Yandell wants predefined official document for the board to utilize. Responsibilities and roles of the project and Junction. What is the benefit and what kind of events will be held at the Junction.

Discussion only

15. Discussion and Possible Action: To approve the Junction contract presented by legal representatives from WEDA and the Wagoner County Economic Development Authority - Attorney David Weatherford recommends discussion only, not to take any action on the contract. There are still changes to be made from the county and TCWEDA. The board will make the final approval of design and any amount over. The project mgr. will work Board and chair on final design. Change in scope of the project that results in cost of \$50,000 or more then the board will have to approve. Yandell has concerns with Ken Hicks being involved with contract. Sullivan stated that there are processes the board must go through and Ken Hicks is part of that process since he is the city of attorney. Yandell wants steering committee that oversees the operational duties of the Junction. Hoffman does not feel this is the time to deal with that aspect of the contract. That should be completed later once the project is underway. Sullivan does not agree with steering committee. No one on the board is paid, hard to control and manage a committee from the board stand point. There are people within the city that already handle this aspect of scheduling and maintenance. Sullivan does not want the board to hire someone to oversee, this will be a cost that is not necessary. John Chandler does not feel a steering committee is the right path. Oversight is a must and the board has final say. The city has people who handle this type of thing, if they are not doing the job correctly then they need to be replaced. Yandell wants to make sure the duties of the city are clearly defined not left open ended.

No action on contract

16. Discussion and Possible Action: To approve an architectural bid for the Junction - Weatherford states we can approve but cannot sign a contract with company until the contract with County, TCWEDA, and City is approved. The board does not have to take the lowest bid, can use other factors into consideration. Received quotes/bids from PDG, Excellence Engineering and R.L. Shears Company.

PG is the lowest bid, best suited for project. Estimate is + or – 10% in cost

Motion to accept PDG – Yandell

Second – Sullivan

Vote – Hoffman yes; Sullivan yes; Yandell yes

Motion carries

17. Adjournment

Motion – Sullivan

Second – Hoffman

Vote – Hoffman yes; Sullivan yes; Yandell yes

Adjourn 6:40 pm