



Together, Investing in Municipal Excellence

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA

JULY 15, 2024

723 S. Lewis Street, Room 1122 B
Stillwater, OK 74074
5:30 PM

Chair Will Joyce, Vice Chair Amy Dzialowski, Trustees Christie Hawkins, Kevin Clark,
& Tim Hardin

1. Call Meeting to Order

2. Consent Docket

Items listed on the consent docket are routine administrative matters that may be approved without discussion. SEDA will take action on these items collectively with a single vote. The requested SEDA action is indicated for each item listed. Should a Trustee elect to discuss, amend, revise, or table any item listed on the consent docket, the item will be moved to the section of the agenda titled "Items Removed from the Consent Docket" for consideration and possible action. Additionally, a Trustee or the General Manager may simply ask the Chair to remove an item from the consent docket prior to action by the Trustees and no action will be taken on the removed item at this meeting.

a.	Approve July 1, 2024 regular meeting minutes		
b.	Approve carry forward of budget appropriations from FY24 to FY25	SEDA-24-09	Christy Cluck

3. Public Comment

4. Items Removed from the Consent Docket

Items removed from the consent docket are placed on this section of the agenda for discussion, revision, amendment and/or tabling prior to action by the Trustees. The Trustees may take action, including a vote or series of votes, on items removed to this section of the agenda after the requested discussion, revision, or amendment.

5. Questions and Inquiries

6. Reports from Officers and Boards

Announcements and remarks of general interest may be made by Trustees, General Manager or General Counsel. Items of City business that may require discussion or action, including a vote or series of votes, are listed below

7. Adjourn

On July 12, 2024 at 9:00 a.m., a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

The City of Stillwater encourages participation from all citizens. If participation at any public meeting is not possible due to a disability, please notify the City Manager's office at least 48 hours prior to the meeting by calling 405.742.8243.

- Meetings are televised on AT&T U-verse channel 99 and Optimum channel 14.
- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the City Clerk's office.

IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW, THE AGENDA
WAS POSTED JUNE 27, 2024 AT 5:00 P.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
JULY 1, 2024

PRESENT: CHAIR WILLIAM H. JOYCE, VICE CHAIR AMY DZIALOWSKI,
TRUSTEES CHRISTIE HAWKINS, KEVIN CLARK AND TIM HARDIN

ABSENT: NONE

1. CALL MEETING TO ORDER

Chair Joyce called the meeting to order at 5:48 p.m.

2. CONSENT DOCKET

- a. Approve June 17, 2024 regular and executive session meeting minutes
- b. Approve Professional Services Agreement with Visit Stillwater for fiscal year 2024-2025

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE CLARK TO APPROVE THE
CONSENT DOCKET AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA.
NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

3. PUBLIC COMMENT ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING

There were no requests to speak on agenda items not scheduled for public hearing.

4. ITEMS REMOVED FROM CONSENT DOCKET

None.

5. QUESTIONS & INQUIRIES

None.

6. REPORTS FROM OFFICERS AND BOARDS

- a. Miscellaneous items from General Counsel: No report.
- b. Miscellaneous items from General Manager: No report.
- c. Miscellaneous items from Trustees: No report.
 - i) Discussion about scheduling items for future meetings

7. ADJOURN

MOTION BY TRUSTEE HAWKINS, SECOND BY VICE CHAIR DZIALOWSKI TO ADJOURN THE JULY 1, 2024 REGULAR MEETING OF THE STILLWATER ECONOMIC DEVELOPMENT AUTHORITY.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

The regular meeting of the Stillwater Economic Development Authority adjourned at 5:49 p.m.

**WILLIAM H. JOYCE, CHAIR
STILLWATER ECONOMIC DEVELOPMENT
AUTHORITY**

**TERESA KADAVY, SECRETARY
STILLWATER ECONOMIC DEVELOPMENT
AUTHORITY**

Agenda Item:	2.b. SEDA-24-09
Previous/Related Action:	
Background/Issue:	• Municipalities in Oklahoma are required to adopt an annual budget. • When City Council/SUA Trustees/SEDA Trustees adopt the expenditure budgets, those funds become appropriated, which means they are reserved in the fiscal year for the purpose they were intended. • At the end of a fiscal year, there may be projects, materials, or services that have been appropriated for but are incomplete or not yet received. If no action is taken to re-appropriate those funds in the new budget year, the funding will lapse. City staff refers to the re-appropriation as a carry forward. • Finance staff works with City departments to identify incomplete projects and materials or services not yet received for which the funds should be carried forward in order to complete the procurement process. • The list of carry forward requests is attached for consideration by the Council/Trustees.
Proposal/Solution:	
Financial Source/Impact:	There is no cash balance impact when approving carry forward requests since the funds have been previously reserved for the purpose they were intended.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to approve the carry forward of budget appropriations from FY24 to FY25 as presented.
Prepared By:	Christy Cluck, Assistant City Manager/Finance Director
Reviewed By:	Christy Cluck
Submitted By:	

Attachments

1. SEDA Carry Forward - Expenditure

SEDA Carry Forward Request - Expenditures
Updated: 7/1/2024

Approved by: SEDA Trustees

Date: 7/15/2024

PO # or Project #	Description	Account No.	FY24 Budget	FY24 Actual Expense	FY24 Encumbrance	FY24 Balance	FY25 Re-Appropriation
<u>SEDA</u>							
	TIF#3 Infrastructure	8561522-54010	400,000.00	\$ -	\$ 70,124.72	\$ 400,000.00	\$ 400,000.00
	TIF#3 Stillwater Public Schools	8561523-53064	250,000.00	\$ -	\$ -	\$ 250,000.00	\$ 110,000.00
	TIF#3 New Business Development	8561524-53046	550,000.00	\$ -	\$ -	\$ 550,000.00	\$ 550,000.00
Total SEDA			\$ 1,200,000.00	\$ -	\$ 70,124.72	\$ 1,200,000.00	\$ 1,060,000.00
Total			\$ 1,200,000.00	\$ -	\$ 70,124.72	\$ 1,200,000.00	\$ 1,060,000.00