



STILLWATER ECONOMIC DEVELOPMENT AUTHORITY AGENDA

JULY 18, 2022
723 S Lewis Street
Room 1122B
Stillwater, OK 74074

5:30 P.M. or immediately following the City Council meeting

Chair Will Joyce, Vice Chair Alane Zannotti, Trustees Amy Dzialowski, Christie Hawkins & Kevin Clark

1. Call Meeting to Order

2. Consent Docket

Items listed on the consent docket are routine administrative matters that may be approved without discussion. The Trustees will take action on these items collectively with a single vote. The requested Trustees 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 regular meeting minutes of July 11, 2022		
b.	Approve carry forward of fiscal year 2022 budget appropriations to fiscal year 2023	SEDA-22-08	Christy Cluck

3. Public Comment

*Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city, or their authorized legal representatives, may address the Trustees at a regularly scheduled meeting on **any item of business listed on the meeting agenda** provided they have submitted a written request prior to the meeting either online at [Request to speak form](#) or via the form found in the lobby outside Council chambers prior to meetings.*

4. Items Removed from Consent

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. Reports from Officers and Boards

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

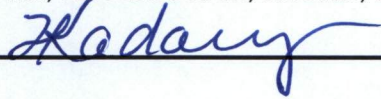
- a. Miscellaneous items from the General Counsel
- b. Miscellaneous items from the General Manager

- c. Miscellaneous items from the Trustees
 - i. Discussion about scheduling items for future meetings.

6. Questions and Inquiries

7. Adjourn

On 7-14-22 at 2:00, 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 405.742.8209.

- Meetings are televised on AT&T U-verse channel 99 and Suddenlink channel 14.
- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the City Clerk's office.
- Go to [eNotifications](#) for email notices when an agenda is posted. Select each elected or appointed board or committee for which you would like to receive notices.

IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW, THE AGENDA
WAS POSTED JULY 8, 2022 AT 8:35 A.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
JULY 11, 2022

PRESENT: CHAIR WILLIAM H. JOYCE AND VICE CHAIR ALANE ZANNOTTI,
TRUSTEES CHRISTIE HAWKINS AND KEVIN CLARK
ABSENT: TRUSTEE AMY DZIALOWSKI

1. CALL MEETING TO ORDER

Chair Joyce called the meeting to order at 6:21 p.m.

2. CONSENT DOCKET

- a. Approve minutes of June 13, 2022

MOTION BY TRUSTEE HAWKINS, SECOND BY TRUSTEE CLARK TO APPROVE THE CONSENT DOCKET AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, HAWKINS-YEA, CLARK-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR 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. GENERAL ORDERS

- a. Consider FY22-23 extension of Professional Services Agreement with Stillwater Chamber of Commerce

City Manager Norman McNickle stated that there was considerable discussion about this contract in 2017 as the contract was written with specific deliverables. Mr. McNickle reported that as far as the deliverables go, those have been met throughout the year and City staff recommends extending the contract for one year based on 2019/2020 contract.

Mayor Joyce stated this contract agreement is for economic development which is a complicated and competitive task. He stated he is happy to extend this contract for one year and over the next year continue to refine this contract.

MOTION BY VICE CHAIR ZANNOTTI, SECOND BY TRUSTEE HAWKINS TO ACCEPT STAFF'S RECOMMENDATION TO EXTEND THE PROFESSIONAL SERVICES AGREEMENT WITH THE STILLWATER CHAMBER OF COMMERCE.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, HAWKINS-YEA, CLARK-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

6. REPORTS FROM OFFICERS & 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 meeting

7. QUESTIONS & INQUIRIES

None.

8. ADJOURN

MOTION BY TRUSTEE HAWKINS, SECOND BY TRUSTEE CLARK TO ADJOURN THE JULY 11, 2022 REGULAR MEETING OF THE STILLWATER ECONOMIC DEVELOPMENT AUTHORITY.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, HAWKINS-YEA, CLARK-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

The regular meeting of the Stillwater Economic Development Authority adjourned at 6:26 p.m.

WILLIAM H. JOYCE, CHAIR
STILLWATER ECONOMIC DEVELOPMENT
AUTHORITY

TERESA KADAVY, SECRETARY
STILLWATER ECONOMIC DEVELOPMENT
AUTHORITY



REPORT TO: CITY/SUA/ SEDA

MEETING DATE: JULY 18, 2022

Agenda Item:	3c. CC-22-131 2b. SUA-22-41 2b. SEDA-222-08
Background / Issue:	• Municipalities in Oklahoma are required to adopt an annual budget. When City Council/SUA Trustees/SEDA Trustees adopts the expenditure budget, 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 the City departments to identify incomplete projects and materials or services not yet received for which the funds should be carried forward to complete the procurement process. • This list of carry forward requests is attached for consideration by the Council/Trustees.
Proposal/Solution:	• Consider approving the carry forwards.
Financial Impact/Funding Source(s):	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: To provide effective services and accountable government by practicing fiscal responsibility, transparency and outstanding customer service.
Recommended Action/Motion:	Motion to approve the carry forward of budget appropriations from FY22 to FY23 as presented.
Prepared By:	Christy Cluck, Finance Director

Reviewed By:

Melissa Reames, Deputy City Manager
Patti Osmus, Assistant to the City Manager

Submitted By:

Norman McNickle, City Manager

Attachment(s):

Carry Forward Request – Expenditures
Carry Forward Request - Revenues

SEDA Carry Forward Request - Expenditures
Updated: 7/1/2022

Approved by: SEDA Trustees

Date: _____

PO # or Project #	Description	Account No.	FY22 Budget	FY22 Actual Expense	FY22 Encumbrance	FY22 Balance	FY23 Re-Appropriation
SEDA							
P0010413	Mowing and Landscape Maintenance	8510000-53094	\$ 17,000.00	\$ 15,351.00	\$ 1,649.00	\$ 1,649.00	\$ 1,649.00
P0009380	John Bartley, PLLC	8501810-53069	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
P0008668	Community Escrow Title Commitment for B	8501810-53069	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00	\$ 1,500.00
	TIF3 Development Agreement Loan	8541521-53046	\$ 1,000,000.00	\$ 275,000.00	\$ -	\$ 725,000.00	\$ 725,000.00
	TIF4 Development Agreement Loan	8550000-53046	\$ 6,000,000.00	\$ 250,000.00	\$ -	\$ 5,750,000.00	\$ 5,750,000.00
Total SEDA			\$ 7,020,000.00	\$ 540,351.00	\$ 4,649.00	\$ 6,479,649.00	\$ 6,479,649.00
Total			\$ 7,020,000.00	\$ 540,351.00	\$ 4,649.00	\$ 6,479,649.00	\$ 6,479,649.00

City Carry Forward Request - Revenue
Updated: 7/1/2022

Approved by: City Council
Date: _____

PO # or Project #	Description	Account No.	FY22 Budget		FY22 Actual		FY22 Balance	FY23 Re-Appropriation
	Transfer In from SUA - Lakeview Landing Loan	8550000-61000	\$	6,000,000.00	\$	250,000.00	\$ 5,750,000.00	\$ 5,750,000.00
Total			\$	6,000,000.00	\$	250,000.00	\$ 5,750,000.00	\$ 5,750,000.00