



Together, Investing in Municipal Excellence

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA
 JUNE 1, 2026, 5:30 PM

723 S. Lewis Street, Room 1122
 Stillwater, OK 74074

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 May 18, 2026 regular meeting minutes.	
b.	Approve Stillwater Chamber of Commerce Economic Development Services Agreement in the amount of \$315,000 for July 1, 2026 – June 30, 2027.	Rachel Bernish

3. Public Comment on Items not Scheduled for Public Hearings

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.

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. Resolution

a.	RESOLUTION NO. SEDA-2026-2: A RESOLUTION OF THE STILLWATER ECONOMIC DEVELOPMENT AUTHORITY ADOPTING AN OPERATING BUDGET FOR THE FISCAL YEAR 2026-27.
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6. Questions and Inquiries

7. 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

8. Adjourn

On May 29, 2026 at 7:45 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 MAY 14, 2026, AT 4:55 P.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
MAY 18, 2026**

**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 6:31 p.m.

2. CONSENT DOCKET

- a. Approve May 4, 2026 regular meeting minutes.
- b. Approve Professional Services Agreement with Visit Stillwater for long-range strategic destination marketing and management professional services for July 1, 2026 – June 30, 2027 in the amount of \$1,348,200.

MOTION BY TRUSTEE HAWKINS, 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 CHAIR JOYCE, SECOND BY TRUSTEE HARDIN TO ADJOURN THE MAY 18, 2026 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 6:31 p.m.

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

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

DRAFT

**AGREEMENT
STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
STILLWATER CHAMBER OF COMMERCE
ECONOMIC DEVELOPMENT SERVICES
Fiscal Year 2026-2027**

THIS AGREEMENT is made and entered into this ____ day of _____, 2026 between the Stillwater Economic Development Authority, (“SEDA”) and the Stillwater Chamber of Commerce (“Chamber”).

WITNESSETH:

WHEREAS, local economic development is legally recognized public and municipal purpose; and

WHEREAS, the City of Stillwater and the Stillwater Chamber of Commerce have a long-standing relationship as economic development partners; and

WHEREAS, the Stillwater area has experienced economic growth and stability from establishment of new industrial and commercial enterprises, creation and retention of jobs, and expansion of the tax base, because of this relationship; and

WHEREAS, it is in the best interest of the community for this partnership to continue,

NOW, THEREFORE, IN CONSIDERATION OF THE COVENANTS AND CONDITIONS STATED HEREIN AND THE MUTUAL BENEFITS THAT ACCRUE TO EACH OF THE PARTIES HERETO, THE STILLWATER ECONOMIC DEVELOPMENT AUTHORITY AND THE STILLWATER CHAMBER OF COMMERCE DO HEREBY AGREE AS FOLLOWS:

1. **Scope of Services:** Chamber shall during the term of this agreement develop and implement programs designed to accomplish the following:

(a) Serve as Stillwater’s first contact for economic development services and collaborate with City staff as necessary to provide appropriate timely responses to all inquiries from potential new businesses. Chamber shall communicate consistently with relevant city staff on efforts geared toward business retention and expansion and attracting new business to Stillwater.

(b) Coordinate monthly touch-point meetings between relevant staff and city officials to discuss economic development in the community.

(c) Maintain materials that market and promote Stillwater including a website and comprehensive community information packets for prospective businesses in collaboration with the City and Visit Stillwater.

(d) Develop a Business Retention and Expansion (BRE) program to support existing Stillwater area businesses with efforts to maintain a competitive market position; to secure ongoing operations and employment levels; and to facilitate growth and expansion opportunities

(e) Invest in a system to track community data and statistics to support recruitment strategies for perspective businesses and provide current information to community stakeholders.

(f) Conduct and implement proactive business recruitment strategies focused on attracting restaurants and retail establishments that generate sales tax revenue and enhance Stillwater's overall quality of life

(g) Participate in regional and statewide cooperative marketing programs that provide access to business intelligence databases and joint recruitment opportunities through the regional partnerships with Oklahoma City, Tulsa, and Select Oklahoma.

(h) Serve as a resource to community partners by facilitating access to and understanding of state incentive programs, supporting business owners seeking assistance, promoting workforce housing initiatives, and strengthening relationships with industrial partners through continued engagement and support.

2. **Term:** This agreement shall become effective July 1, 2026 and expire June 30, 2027, unless extended in writing by the parties prior to the expiration date thereof.

3. **Compensation:** SEDA shall pay Chamber the sum of Three Hundred and Fifteen Thousand Dollars (\$315,000.00) for the services to be rendered herein. Said compensation shall be paid in two (2) semi-annual installments of One Hundred Fifty Seven Thousand Dollars (\$157,500.00), the first being due on July 1, 2026 and the second due January 1, 2027. Chamber acknowledges that all funds received by it under this agreement shall be used as set forth herein and for no other purpose. Disbursement of funds due January 1, 2027, shall be contingent upon Chamber submission of preliminary performance appraisal as set forth in Section 4 of this Agreement.

4. **Parameters of Partnership:** As an extension of the working relationship between the Chamber and The City of Stillwater, The City of Stillwater will not pay annual membership dues to the Chamber. The following will be included in the City's Chamber of Commerce Membership:

- a) **Two tickets to the monthly Business at Lunch**
- b) **A table for 8 at the Chamber of Commerce Annual Awards Gala**
- c) **A table for 8 at the Annual Mayoral State of the City Address.**
- d) **A table for 8 at the Annual Economic Summit.**

shall timely comply with any lawful request for disclosure of documents proffered under said Act.

8. **Personnel:** Chamber shall provide all personnel necessary to operate, manage, and maintain services in accordance with this Agreement. Said personnel shall be under the exclusive direction of Chamber and shall not be considered employees or agents of the City or SEDA under any circumstance. Any and all volunteers utilized by Chamber shall likewise be considered under the exclusive direction of Chamber and not employees or agents of the City or SEDA under any circumstance. In this connection, should any liability arise under the Worker's Compensation Act of the State of Oklahoma due to injury of any employee of Chamber, the same shall be considered the sole and exclusive liability of Chamber. Chamber shall maintain Worker's Compensation Insurance at all times that its employees are performing work or providing services for Chamber or are otherwise subject to and/or are covered by said Worker's Compensation Act. The Chamber shall be responsible to pay all salary, withholdings, and benefits due to the personnel employed by the Chamber to conduct economic development activities.

9. **Indemnity:** Chamber shall indemnify SEDA and/or the City of Stillwater and hold said entities harmless from any and all claims, suits, demands and/or causes of action resulting from any act or failure to act, including negligence, of any Chamber official, employee, agent, volunteer or servant in the administration or execution of this Agreement.

10. **Legal Compliance, Permits:** Chamber shall comply with all applicable laws, regulations, ordinances, and codes of federal, state and local governments in its execution of this Agreement. Chamber shall apply for and secure any all licenses and permits necessary to complete its responsibilities under this Agreement.

11. **Default:** In the event SEDA should determine that Chamber is in default in regard to the performance of its obligations as required pursuant to this Agreement, SEDA agrees to give Chamber fifteen (15) days' notice in writing of such default. Upon receipt of written notice of such default, SEDA and Chamber will work together in good faith to correct any issues that have caused said default and Chamber shall have a period of sixty (60) days to take appropriate corrective action(s). In the event Chamber shall fail to cure any default within the time allowed under this paragraph, SEDA may declare this Agreement null and void and terminate same by giving Chamber written notice of such intention. SEDA shall have, in addition to the remedies herein provided, any other right or remedy available to Stillwater on account of any Chamber default, either in law or equity. SEDA shall use reasonable efforts to mitigate its damages. Provided that SEDA shall remain obligated to honor and remit payment for appropriate invoices submitted under the terms of this Agreement until such time as this Agreement is terminated.

12. **Non-Discrimination:** Chamber shall manage its operations in accordance with all federal and state anti-discrimination statutes and laws and shall not deny access to any person based on race, ethnicity, national origin, gender, familial status, age, disability, or any other protected status.

13. **Change of Status:** Chamber shall immediately report to SEDA any change in its legal or corporate status.

14. **Notice:** Any notice required or permitted under this Agreement shall be deemed sufficiently given or served if sent by United States certified mail, return receipt requested, addressed as follows:

City/SEDA:
City Clerk/City of Stillwater
723 South Lewis/P.O. Box 1449
Stillwater, Oklahoma 74076

Chamber:
Stillwater Chamber of Commerce
409 South Main Street Stillwater, Oklahoma 74074

15. **Assignment:** This agreement is not assignable.

16. **Audit:** Chamber shall maintain all records of financial transactions conducted pursuant to this Agreement for a period of five (5) years. SEDA shall have the right to audit said financial records at any time during the term of this Agreement upon request, and reasonable notice, irrespective of any reporting requirements set forth in Paragraphs 4 and 6.

17. **Governing Law:** This agreement is governed by and subject to the laws of the State of Oklahoma.

18. **Agreement Amendments:** Requests for changes may be made jointly or by only one party at any time. Requests for financial changes shall be made during the budget process. Any such request shall require written approval of same by both parties.

19. **Entire Agreement:** This document represents the entire agreement between the parties. Any promise or representation made by officers, employees or agents of the parties hereto not expressly contained herein is null and void and shall not be considered a part of this agreement.

STILLWATER ECONOMIC DEVELOPMENT
AUTHORITY, a public trust

William H. Joyce, Chair

ATTEST:

Teresa Kadavy, Trust Secretary

APPROVED AS TO FORM AND CONTENT:

Kimberly Carnley, General Counsel

STILLWATER CHAMBER OF COMMERCE
A non-profit corporation

Chairman, Board of Directors

ATTEST:

Secretary

Exhibit A: Performance Metrics by Strategic Focus Area

This exhibit outlines measurable performance metrics aligned with the strategic focus areas of the Stillwater Chamber of Commerce Economic Development Strategic Plan (2025–2028). These metrics shall serve as the evaluation framework for the Chamber’s performance under the FY26-27 Economic Development Services Contract.

Contract Scope Area	Strategic Pillar	Performance Metric (FY26-27 Target)
A. First Contact for Economic Development Services	Business Recruitment	<ol style="list-style-type: none"> 1. Respond to 100% of qualified inquiries within 5 business days. Qualified inquiries are defined as those that meet ideal company profile and fall within target industry sectors. 2. Produce 5 customized proposals for prospects. 3. Attend 2 site selector conferences. 4. Host 1 site selector/prospect visit.
B. Monthly Coordination Meetings	Operational Excellence	<ol style="list-style-type: none"> 1. Hold 12 coordination meetings. Track action items
C. Marketing and Promotion	Business Recruitment / Property Activation	<ol style="list-style-type: none"> 1. Enhance existing Grow Stillwater website with searchable property map and cost of doing business calculator. 2. Produce 1 new marketing asset per quarter. 3. Run 6 social media campaigns highlighting target sectors.
D. Business Retention and Expansion (BRE)	Business Retention & Expansion	<ol style="list-style-type: none"> 1. Restructure BRE to a tier model to track Full BRE visits, Touchpoints, and Issue-Response activities. 2. Partner with Meridian Technology for business assistance with OIEP applications. 3. Submit 26-27 BRE report by end of FY.

E. Community Data System	Operational Excellence / Property Activation	<ol style="list-style-type: none"> 1. Maintain quarterly updated inventory of available properties. 2. Invest in CORI partnership to develop community data and statistics tracking system. Complete phases 1&2 of the four-phase proposal.
F. Proactive Business Recruitment	Business Recruitment	<ol style="list-style-type: none"> 1. Facilitate new sales tax revenue but supporting quality of life enhancements and desired amenities based on community feedback. 2. Track and report total new retail/restaurant businesses.
G. Cooperative Marketing	Business Recruitment	<ol style="list-style-type: none"> 1. Engage in 3 regional/state marketing initiatives. 2. Co-sponsor 1 regional or statewide economic event.
H. Strengthen partnerships	Business Retention & Expansion	<ol style="list-style-type: none"> 1. Develop process for application and incentive support. 2. Develop partnership opportunities for residential builders that can provide workforce support. 3. Refer 10 businesses to startup resources.
I. Organizational Excellence	Operational Excellence	<ol style="list-style-type: none"> 1. Present long-term funding diversification plan by end of FY. 2. Maintain 100% on-time reporting and budget transparency.

RESOLUTION NO. SEDA-2026-2

**A RESOLUTION OF THE STILLWATER ECONOMIC DEVELOPMENT
AUTHORITY ADOPTING AN OPERATING BUDGET FOR THE FISCAL
YEAR 2026-27.**

WHEREAS, 60 O.S. §176 H provides that public trusts shall file annually, with their beneficiary, copies of financial documents and reports sufficient to demonstrate the fiscal activity of such trust, including, but not limited to, budgets, financial reports, bond indentures, and audits; and

WHEREAS, the Trustees have reached agreement regarding the estimated revenues and expenditures for the various departments within the trust for the 2026-27 fiscal year operating budget; and

WHEREAS, the 2026-27 fiscal year operating budget shall be adopted by the Trustees.

NOW, THEREFORE BE IT RESOLVED BY THE TRUSTEES:

Section 1. That the 2026-27 fiscal year operating budget attached hereto be adopted in the amounts reflected therein.

Section 2. That this resolution and a copy of the adopted budget be filed with the Stillwater City Clerk.

PASSED, APPROVED AND ADOPTED by the Trustees and SIGNED by the CHAIR of the STILLWATER ECONOMIC DEVELOPMENT AUTHORITY, this 1st day of June, 2026.

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

WILLIAM H. JOYCE, CHAIR

(SEAL)

ATTEST:

TERESA KADAVY, SECRETARY

APPROVED AS TO FORM AND LEGALITY on this 1st day of June, 2026.

KIMBERLY CARNLEY, GENERAL COUNSEL

**Stillwater Economic Development Authority
Financial Plan for Fiscal Year 2027
Stillwater, Oklahoma**

	General Operating Fund	Business Improvement District #1 Fund	Destination Marketing Fund	Tax Increment Financing District #1 Fund	Tax Increment Financing #3 Series A Repayment Fund	Tax Increment Financing District #4 Fund	Tax Increment Financing #3 Downtown/Campus Link Fund	Tax Increment Financing District #5 Fund	Visitor Amenities Fund	Total Combined Funds
Resources and Transfers										
Beginning Balance	\$1,656	\$0	\$684,077	\$0	\$98,697	\$0	\$1,440,974	\$60,964	\$509,650	\$2,796,018
Interest	0	0	0	0	0	0	0	245,000	0	\$245,000
Transfers In	357,994	0	1,400,000	450,000	0	0	685,000	114,036	600,000	\$3,607,030
Total Resources and Transfers	359,650	0	2,084,077	450,000	98,697	0	2,125,974	420,000	1,109,650	6,648,048
Expenses and Transfers										
Operating	359,650	0	1,260,000	450,000	0	0	1,268,250	0	0	\$3,337,900
Capital	0	0	0	0	0	0	0	0	0	\$0
Debt	0	0	0	0	0	0	0	420,000	0	\$420,000
Transfers Out	0	0	0	0	0	0	0	0	0	\$0
Total Expenses and Transfers	359,650	0	1,260,000	450,000	0	0	1,268,250	420,000	0	3,757,900
Ending Balance	\$0	\$0	\$824,077	\$0	\$98,697	\$0	\$857,724	\$0	\$1,109,650	\$2,890,148