

A G E N D A

The Okmulgee Economic Development Authority will meet in regular session on Tuesday, July 18, 2023 at 5:00 p.m. in the Council Chambers of City Hall, 111 East Fourth Street, Okmulgee, Oklahoma.

1. CALL TO ORDER

A. Roll Call of Members

2. MINUTES – Consider and vote to approve with any necessary corrections.

A. June 8, 2023, special session

B. June 20, 2023, regular session

3. CLAIMS – Consider and vote to approve and authorize payment of such. (See attached Claims List on City Council Meeting.)

4. ORDER OF BUSINESS

A. Consider and vote to approve a Contract Agreement with Okmulgee Area Development Corporation (OADC) and the Okmulgee Economic Development Authority (OEDA) to provide funding, in an effort to provide for an Economic Development Director for FY 23/24 and authorize the Chairman and Secretary to execute all necessary documents.

5. ADJOURNMENT

JUNE 8, 2023

The Okmulgee Economic Development Authority met in special session on Thursday, June 8, 2023 at 5:00 p.m. in the Council Chambers of City Hall, 111 East Fourth Street, Okmulgee, Oklahoma.

1. CALL TO ORDER

Chairman Baldwin called the meeting to order at 5:08 p.m.

A. Roll Call of Members

Members Present:	Steve Baldrige,	Trustee
	Dawn Carter,	Trustee
	Marcus Jeffrey,	Trustee
	Mickey Baldwin,	Trustee

Members Absent:	William Bryant,	Trustee
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2. ORDER OF BUSINESS

A. Public Hearing on the proposed budget for the Fiscal Year 2023-2024 for The Okmulgee Economic Development Authority.

The Chairman opened the public hearing and asked if there were any comments from the audience. There were no comments and the public hearing was closed.

3. ADJOURNMENT

Trustee Baldrige moved to adjourn the meeting. Trustee Jeffrey seconded the motion. Chairman Baldwin called for a roll call vote with the following results:

AYES: Baldrige, Carter, Jeffrey, Baldwin
NAYS: None

Chairman Baldwin declared the motion carried and the meeting adjourned at 5:09 p.m.

Mickey Baldwin, Chairman

ATTEST: (Seal)

Ronnia Andrews, Secretary

JUNE 20, 2023

The Okmulgee Economic Development Authority met in regular session on Tuesday, June 20, 2023 at 5:00 p.m. in the Council Chambers of City Hall, 111 East Fourth Street, Okmulgee, Oklahoma.

1. CALL TO ORDER

Chairman Baldwin called the meeting to order at 6:16 p.m.

A. Roll Call of Members

Members Present:	William Bryant,	Trustee
	Steven R. Baldrige,	Trustee
	Dawn Carter,	Trustee
	Marcus Jeffrey,	Trustee
	Mickey Baldwin,	Chairman

2. CONSIDER AND VOTE TO APPROVE THE MINUTES OF THE MAY 16, 2023 REGULAR SESSION OF THE OKMULGEE ECONOMIC DEVELOPMENT AUTHORITY WITH ANY NECESSARY CORRECTIONS.

Trustee Baldrige moved to approve the minutes of the May 16, 2023 regular session of the Okmulgee Economic Development Authority with any necessary corrections. Trustee Jeffrey seconded the motion. Chairman Baldwin called for a roll call vote with the following results:

AYES: Bryant, Baldrige, Carter, Jeffrey, Baldwin
NAYS: None

3. CLAIMS – CONSIDER AND VOTE TO APPROVE OR DISAPPROVE AND AUTHORIZE PAYMENT OF SUCH.

Trustee Baldrige moved to approve the claims list dated June 20, 2023 and authorize payment of such. Trustee Jeffrey seconded the motion. Chairman Baldwin called for a roll call vote with the following results:

AYES: Bryant, Baldrige, Carter, Jeffrey, Baldwin
NAYS: None

4. ORDER OF BUSINESS

A. Consider and vote to approve a Resolution adopting the Fiscal Year 2023-2024 Budget for The Okmulgee Economic Development Authority.

The Chairman stated a public hearing was held on June 8, 2023 for the proposed budget.

Trustee Baldrige moved to approve a Resolution adopting the Fiscal Year 2023-2024 Budget for The Okmulgee Economic Development Authority. Trustee Jeffrey seconded the motion. Chairman Baldwin called for a roll call vote with the following results:

AYES: Bryant, Baldrige, Carter, Jeffrey, Baldwin
NAYS: None

(Resolution No. ED 2023-6-01 attached and made a part of these minutes.)

5. ADJOURNMENT

Trustee Baldrige moved to adjourn the meeting. Trustee Jeffrey seconded the motion. Chairman Baldwin called for a roll call vote with the following results:

AYES: Bryant, Baldrige, Carter, Jeffrey, Baldwin
NAYS: None

Chairman Baldwin declared the motion carried and the meeting adjourned at 6:17 p.m.

Mickey Baldwin, Chairman

ATTEST: (Seal)

Ronnia Andrews, Secretary

RESOLUTION NO. ED 2023-6-01

A RESOLUTION OF THE OKMULGEE ECONOMIC DEVELOPMENT AUTHORITY, OKMULGEE, OKLAHOMA ADOPTING A BUDGET FOR THE YEAR BEGINNING JULY 1, 2023 AND ENDING JUNE 30, 2024.

WHEREAS, a budget for the fiscal year beginning July 1, 2023, and ending June 30, 2024, has been prepared by the Trust Manager; and

WHEREAS, the budget has been presented by the Trust Manager to the City, as beneficiary, for their approval in compliance with Title 60 of the Oklahoma Statutes and is hereby submitted to the Trustees for their approval as required; and

WHEREAS, a public notice of a public hearing upon this budget has been duly and legally published pursuant to the Oklahoma Municipal Budget Act; and

WHEREAS, this proposed budget has been filed with the Secretary, and the budget, upon adoption, will be filed with the State Auditor and Inspector; and

WHEREAS, the provisions of the Oklahoma Municipal Budget Act, as adopted by the City Council also apply to the Trust with the exception that all powers conferred to Title 60 Public Trusts under the applicable state statutes are hereby recognized and not abridged thereby; and

WHEREAS, after full and final consideration, the public hearing as required by Section 17-208 of the Act has been held on the budget and it is in the opinion of the Chairman and the Trustees that this budget, as filed, is balanced and does meet the requirements of The Okmulgee Economic Development Authority for the proper and sustained operations of the Authority and other related funds, and should be approved as presented.

BE IT RESOLVED BY THE TRUSTEES OF THE OKMULGEE ECONOMIC DEVELOPMENT AUTHORITY, THAT:

Section 1: The Budget Summary, Fund/Department Summaries and departmental expenditures as shown by the object code classifications totals for all

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Trust Authority Enterprise Fund operations shall be adopted as the FY 23/24 Operating Budget of The Okmulgee Economic Development Authority.

Section 2: All appropriations shall lapse at the end of the fiscal year.

PASSED AND APPROVED this 20th day of June, 2023.

/s/Mickey Baldwin
Mickey Baldwin, Chairman

Attest:

/s/Ronnia Andrews
Ronnia Andrews, Secretary

AGENDA MEMORANDUM

TO: Chairman and Trustees

FROM: Rickey Pearson, City Manager

DATE: July 10, 2023

SUBJECT: Consider and vote to approve a Contract Agreement with Okmulgee Area Development Corporation (OADC) and the Okmulgee Economic Development Authority (OEDA) to provide funding, in an effort to provide for an Economic Development Director for FY 23/24 and authorize the Chairman and Secretary to execute all necessary documents.

The Okmulgee Economic Development Authority began helping to provide the funding for the full-time Economic Development Director in 2008. The proposed agreement has a funding amount of \$52,000 which was approved in the FY 22/23 annual budget.

Recommendation: Staff recommends approval.

Exhibit: Contract Agreement

**INTERLOCAL AGREEMENT BETWEEN
THE OKMULGEE ECONOMIC DEVELOPMENT AUTHORITY, AND
THE OKMULGEE AREA DEVELOPMENT CORPORATION**

WHEREAS, The Okmulgee Economic Development Authority, a public trust of the City of Okmulgee, hereinafter known as OEDA and the Okmulgee Area Development Corporation, an Oklahoma not for profit corporation, hereinafter known as OADC are in need of community and economic development in the City of Okmulgee and the immediate surrounding area; and

WHEREAS, the Okmulgee Area Development Corporation, an Oklahoma not for profit corporation, hereinafter known as OADC, has been identified as the organization capable of performing many of the necessary tasks and responsibilities related to community and economic development for the OEDA;

NOW THEREFORE, for and in consideration of the payments to be made hereunder, the mutual promises hereinafter expressed and other good and valuable considerations, OEDA and OADC agree as follows:

1. **Purpose**

A. The purpose of this contract is to promote the economic and community development of the City of Okmulgee in the immediate surrounding area. For the purpose of this contract, economic and community development is defined as encompassing all aspects of commercial and industrial development.

B. The intention of both OEDA and OADC is to work together in efforts to create new jobs in the greater Okmulgee area, thus creating a centralized organization to effectuate the goals described in the Agreement. These entities shall also coordinate with other trusts, public entities, private entities, and may include the Muscogee (Creek) Nation to provide services for community and economic development in the City of Okmulgee and the immediate surrounding area. Vital to this effort is the hiring of an Economic Development Director by the OADC who will be funded jointly as hereinafter set forth.

2. **Scope of Supervision**

The general hiring, firing, discipline and evaluation of the Economic Development Director shall be performed by the OADC Board of Directors which will include performance reviews, annual reviews, as well as adoption of formal policy decisions.

3. **Scope of Services**

The Economic Development Director shall be an employee solely of the OADC, and joint employment is not created under this contract. The Economic Development Director shall perform the following functions:

A. New Industrial Business Recruitment: Respond to Request for Proposals (RFPs),

individual company requests and/or other leads as provided by Tulsa's Future, the Oklahoma Department of Commerce (ODOC), Oklahoma Manufacturing Alliance (OMA) and/or other agencies or sources of Economic Development opportunities.

B. Existing Business Retention and Expansion: Make consistent contact and develop positive relationships with local businesses on a regular basis to promote both business retention and expansion.

C. Promote and support established industries and companies with their growth efforts in the City of Okmulgee and the immediate surrounding area, specifically including the Muscogee (Creek) Nation.

D. Help develop and manage all business and industrial parks and all other commercial properties that are deemed effectual and necessary for economic development growth. Ensure that the Okmulgee Regional Airport Industrial Park achieves "site certification" and/or other designations that will help this industrial park become more marketable and feasible for development.

E. Maintain an inventory of commercial and industrial property in Okmulgee and the immediate surrounding area.

F. Plan and assist in the recruitment of new business and industry to the area.

G. Maintain a good working relationship with the Oklahoma Department of Commerce ("ODOC"), the Oklahoma Alliance for Manufacturing Excellence ("Alliance") and other organizations that assist in business and industry recruitment.

H. Strive to implement a multi-faceted leveraged funding source for economic development to include public, private, and philanthropic sources.

I. Assist partners supporting the "Director" position in their applications for funding business and industry expansion or recruitment.

J. Coordinate with and assist the Community Development Department of the City of Okmulgee to improve the existing codes and ordinances in order to promote business expansion and retention while protecting residents and investors.

K. Conduct awareness and public relations programs regarding economic development at least once annually.

L. Research and make recommendations on the development of a management of business/industrial parks, as well as other properties deemed effectual and necessary for economic development growth.

4. Reporting.

The economic development director shall 1) provide monthly financial statements, including, but not limited to, an accounting of funds from any and all other agencies supporting these efforts; and 2) provide status reports when requested by the Okmulgee City Manager.

5. Statement of Confidentiality

Both OEDA and OADC recognize the need for confidentiality in negotiating with prospective business and industry. Accordingly, the names of prospects may be omitted from written or verbal reports whenever deemed advisable by the OADC. Provided, however, such name shall be made available to the Okmulgee City Manager upon request.

6. Miscellaneous Provisions

A. The economic development director is an independent contractor to the OEDA under this contract. The OADC shall be the sole employer and responsible for all wages, salary, insurance, workers compensation benefits, and related expenses involved in the performance of this contract. The economic development director shall not be considered for any purpose, to be an officer, employee or general agent of the OEDA.

B. This agreement shall be controlled by the laws of the State of Oklahoma and shall not be assigned without the written consent of all the parties hereto.

7. Termination

This agreement may be terminated at any time by either party upon thirty (30) days written notice.

8. Compensation and Method of Payment

OEDA agrees to provide OADC a fee of \$52,000.00 for Fiscal Year 2023/2024 to be paid in equal monthly installments in the amount of \$4,333.33 per month commencing with the month of July 2023 for its services rendered.

9. Term of agreement.

This agreement shall begin effective July 1, 2023 and shall extend through June 30, 2024 and may be extended for additional one (1) year terms upon approval of each party hereto.

This contract is dated and approved this 18th day of July, 2023 in a regular scheduled meeting of the Okmulgee Economic Development Authority.

Okmulgee Economic Development Authority

By _____
Mickey Baldwin, Chairman

Attest:

By _____
Ronnia Andrews, Secretary

Approved as to form:

By _____
City Attorney

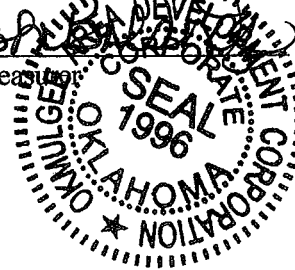
Executed by the Okmulgee Area Development Corporation, this ____ day of _____, 2023.

Okmulgee Area Development Corporation

By _____
Chairman

Attest:

By Christina
Secretary/Treasurer

A circular seal for the Okmulgee Area Development Corporation. The outer ring contains the text "OKMULGEE AREA DEVELOPMENT CORPORATION" and "OKLAHOMA" at the bottom. In the center, it says "SEAL" and "1996". There is a star at the bottom center of the seal.