BOARD MEETING MINUTES
May 20, 2025

Chair Kathy Wallis called the regular meeting of the Edmond Economic Development Authority Board of Trustees to order on Tuesday, May 20, 2025 at 8:16 a.m., 825 East 2nd Street, Edmond, OK. The agenda for the meeting was posted in the City First Administration building on May 15, 2025 at 3:53 p.m.

Present – Trustees Rob Garrett, Darren Helm, Martha Ball, Victoria Caldwell, Phil Fraim, and Avilla Williams
Absent – Trustee Tom Blalock
Others in attendance – Gina Arter, Data & Communications Manager; Sherry Jordan, Edmond Area Chamber of Commerce; Madison Smith, EEDA Legal Counsel; Randy Entz, Acting City Manager; Jennifer Thornton, Visit Edmond

Regular Meeting Minutes – Trustee Ball made a motion to approve the Minutes of April 15, 2025. Trustee Helm seconded the motion. Motion approved by roll call vote:

AYES:	Ball, Fraim, Garrett, Helm, and Wallis
ABSTAIN:	Caldwell and Williams
ABSENT:	Blalock

Special Board Meeting Minutes – Trustee Williams made a motion to approve the Minutes of May 12, 2025. Trustee Helm seconded the motion. Motion approved by roll call vote:

AYES:	Caldwell, Fraim, Garrett, Helm, Wallis, and Williams
ABSTAIN:	Ball
ABSENT:	Blalock

Trustee Fraim then pointed out a mistake with the regular meeting minutes from April 15th, 2025. "Remolding" needs to be changed to "Remodeling."

Financial Report – Chair Wallis asked for questions or comments about the April Financial Reports. With no questions or comments, Trustee Fraim made a motion to approve the March financial report. Trustee Caldwell seconded the motion. Motion approved by roll call vote:

AYES:	Ball, Caldwell, Fraim, Garrett, Helm, Wallis, and Williams
NAYS:	None
ABSENT:	Blalock

Claims Report – Trustee Fraim asked for the difference between Costar and Loopnet. Gina explained that Loopnet is for others to search on our site and Costar is the one that she can pull reports on. Trustee Ball made a motion to approve the May claims report in the amount of $9,309.43. Trustee Williams seconded the motion. Motion approved by roll call vote:

AYES:	Ball, Caldwell, Fraim, Garrett, Helm, Wallis, and Williams
NAYS:	None
ABSENT:	Blalock

Discussion and Consideration of Approval of HSPG Audit Contract – Chair Wallis explained that this is a contract for our standard audit to be done. It is the same agreement as previous years. Trustee Williams asked if this is the same auditor that audits the city. Trustee Williams made a motion to approve. Trustee Fraim seconded the motion. Motion approved by roll call vote:

AYES:	Ball, Caldwell, Fraim, Garrett, Helm, Wallis, and Williams
NAYS:	None
ABSENT:	Blalock

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Discussion and Consideration of Approval of Annual Engagement Letter for Hale & Company – Chair Wallis explained that this is the monthly services. Trustee Fraim asked if the amount had increased any. Trustee Fraim made a motion to approve. Trustee Caldwell seconded the motion. Motion approved by roll call vote:

AYES:	Ball, Caldwell, Fraim, Garrett, Helm, Wallis, and Williams
NAYS:	None
ABSENT:	Blalock

Discussion and Consideration of Approval of 2025-2026 Budget – Chair Wallis explained that the budget committee had a meeting before Janet left and worked on recommended changes. They were looking at doing a flat budget with 3% increase in salary budget to give an opportunity to raise salaries and for any needs for a new ED once they were hired. In addition, they requested an additional $100,000 for incentives. The final budget they submitted they put in and asked for an addition $20,000 in the salaries to help with relocation and other things that made be needed for the hiring process. Kathy Panas sent the budget that was set and the extra $100,000 was not granted because they are keeping flat budgets. They did give $4,000 in the total above what the previous year was. Wallis put that in the salaries category. Chair Wallis said the option is to approve what has been presented Trustee Williams made a motion to accept the budget as presented by the city with the understanding that we will continue to monitor over the next 6 months to determine if we have appropriate funding and if not we will reapproach city council. Trustee Caldwell seconded the motion. Motion approved by roll call vote:

AYES:	Ball, Caldwell, Fraim, Garrett, Helm, Wallis, and Williams
NAYS:	None
ABSENT:	Blalock

Chair Wallis asked if everyone was fine with the budget committee looking at the bank accounts and where money needs to be moved. Everyone agreed.

Executive Session to Discuss the Employment, Hiring, and/or Appointment of the Executive Director Candidate. Specifically, to Discuss Possible Offer of Employment and Potential Compensation of Candidate for the Position of Executive Director of the EEDA and Confer Regarding the Candidate. Authorized Pursuant to 25 Okla. Stat. Section 307(B)(1). Chair Wallis asked non-board members to leave the room.

Trustee Helm made a motion to go into Executive Session. Trustee Williams seconded the motion. Motion carried as follows:

AYES:	Ball, Caldwell, Fraim, Garrett, Helm, Wallis, and Williams
NAYS:	None
ABSENT:	Blalock

Vice Chair Garrett made a motion to come out of Executive Session. Trustee Williams seconded the motion. Motion carried as follows:

AYES:	Ball, Caldwell, Fraim, Garrett, Helm, Wallis, and Williams
NAYS:	None
ABSENT:	Blalock

Possible Consideration of Action with Regard to the Employment, Hiring, and/or Appointment of the Executive Director Candidate. No action taken.

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Presentation, Review, and Discussion of Market Activity and Tax Reports

April Commercial Building Permits –

- New Commercial Permits – Gina reported that there were 10 new permits for the Kelley Pointe Apartments and 1 new permit for Edmond Public Schools
- Alteration permits – Hibbett Sports coming to Bryant Square, alterations at Walmart, Mercy I-35, former ADFITCH Building, Charging Station, Bradford Village Health Care Center, The Campbell, Cheer 4 Christ, and Golden Chick, which is coming to the former Carl's Jr. on Danforth

March Sales and Use Tax Summary – Chair Wallis noted that we were down 66%. Jennifer Thornton noted that Edmond had it's second largest month in history for lodging tax.

Jennifer Thornton told the board that Uncommon Ground Eagle's Nest got a Route 66 grant for $300,000. The State of Oklahoma also gave them $5 million for the project.

Comments from the EEDA Board Chair and Members – Trustee Ball informed the board that her term was ending in June. No comments from Chair Wallis, Vice Chair Garrett, Trustees Helm, Fraim, Williams, and Caldwell.

With no further business to discuss, Trustee Ball made a motion to adjourn at 9:30 a.m. Vice Chair Garrett seconded the motion. Motion was unanimous, vote 7-0 in favor.

DATE APPROVED: June 17, 2025

Kathy E. Wallis, Chair