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BOARD MEETING MINUTES

June 17, 2025

Chair Kathy Wallis called the regular meeting of the Edmond Economic Development Authority Board of Trustees to order on Tuesday, June 17, 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 June 10, 2025 at 3:36 p.m.

Present – Trustees Rob Garrett, Darren Helm, Tom Blalock, Victoria Caldwell, Phil Fraim, Susan Starns

Absent – Trustee Martha Ball and Avilla Williams

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; Jennifer Springer, Interim EEDA Executive Director; Addison Gagne, City of Edmond; Leana Dozier, City of Edmond; Blake Douglas, NonDoc

Regular Meeting Minutes – Trustee Fraim made a motion to approve the Minutes of May 20, 2025. Trustee Helm seconded the motion. Motion approved by roll call vote:

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

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

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

Claims Report – Trustee Fraim made a motion to approve the June claims report in the amount of \$14,410.71. Trustee Blalock seconded the motion. Motion approved by roll call vote:

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

Executive Session to Discuss the Employment, Hiring, and Employment Agreement of the Interim Executive Director Candidate. Authorized Pursuant to 25 Okla. Stat. Section 307(B)(1). Chair Wallis asked non-board members to leave the room.

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

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

Trustee Helm made a motion to come out of Executive Session. Trustee Caldwell seconded the motion. Motion carried as follows:

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

Possible Consideration of Action with Regard to the Employment, Hiring, and/or Appointment of the Interim Executive Director Candidate.

Trustee Blalock stated that he moved that after a few revisions of the service agreement that they approve engaging SEP as interim director of the EEDA. The changes he would make are in the scope of work, the first bullet point under the scope of work would be changed to read SEP shall perform the duties of the executive director of the EEDA on an interim basis. The second bullet point would

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read SEP shall facilitate the active process to permanently fill the open executive director of the EEDA position. The next bullet point would be SEP shall ensure a smooth transition of a permanent executive director once hired by integrating candidate with work done prior to job acceptance. Trustee Fraim seconded the motion. Motion carried as follows:

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

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

May Commercial Building Permits –

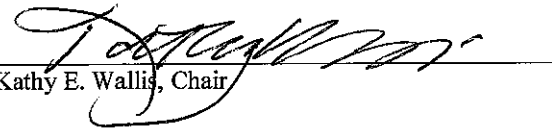
- New Commercial Permits – Gina reported that there were two new construction permits in May. One at the AC Caplinger sport Complex and one at Abbey at Coffee Creek for a dog park pavilion.
- Alteration permits – Summer Moon at Midfirst Hill Top Plaza, Santa Fe High School, two at the Westbrook Center, one at the Kickingbird Plaza Center, and one at the villages at Stonebridge.

March Sales and Use Tax Summary – Chair Wallis asked Interim City Manager, Randy Entz if he had anything to share about the tax reports. He stated that it is a continuation of the trend we have been seeing for 18 months of sales tax being down. Trustee Fraim stated that it is not increased sales tax leakage but is lack of local spending. Vice Chair Garrett asked Jennifer Springer what other cities and areas are doing to be on the positive side. She stated that Edmond has more retail, so we see the impact faster, whereas other communities it is a little bit more delayed but rural communities are starting to see this dip as well now. Trustee Starns made a comment that she is with a group of stores around the country and they compare numbers and they did not see as big of a hit in Oklahoma as other communities around the country.

Comments from the EEDA Board Chair and Members – Chair Wallis welcomed Trustee Starns as the new board member and welcomed Jennifer joining as interim. No comments from Vice Chair Garrett, Trustees Helm, Blalock, Fraim, Starns, and Caldwell.

With no further business to discuss, Trustee Helm made a motion to adjourn at 9:08 a.m. Trustee Fraim seconded the motion. Motion was unanimous, vote 7-0 in favor.

DATE APPROVED: July 15, 2025


Kathy E. Wallis, Chair