



BOARD MEETING MINUTES

July 15, 2025

Chair Kathy Wallis called the regular meeting of the Edmond Economic Development Authority Board of Trustees to order on Tuesday, July 15, 2025 at 8:17 a.m., 825 East 2nd Street, Edmond, OK. The agenda for the meeting was posted in the City First Administration building on July 10, 2025 at 9:12 a.m.

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

Absent – Trustees Susan Starns, Paul Koenig, Avilla Williams

Others in attendance – Gina Arter, Data & Communications Manager; Madison Smith, EEDA Legal Counsel; Randy Entz, Acting City Manager; Jennifer Springer, Interim EEDA Executive Director; Leana Dozier, City of Edmond; Taylor Wilson, Edmond Resident; Martha Ball, Former Trustee; Christin Mugg, Former Trustee

Recognition of past Board Members – Chair Wallis recognized Martha Ball and Christin Mugg for their service on the board and gave them a gift.

Regular Meeting Minutes – Trustee Helm made a motion to approve the Minutes of June 17, 2025. Trustee Blalock seconded the motion. Motion approved by roll call vote:

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

Financial Report – Chair Wallis asked for questions or comments about the June Financial Reports. Chair Wallis made a comment about being down on expenses due to the lack of salaries. With no other questions or comments, Trustee Fraim made a motion to approve the June financial report. Trustee Blalock seconded the motion. Motion approved by roll call vote:

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

Claims Report – Chair Wallis noted that there are some annual renewals this month. Trustee Fraim asked what Buxton was for. Gina explained what it is. Chair Wallis offered for anyone that is interested in a demonstration that it could be set up. Trustee Blalock made a motion to approve the July claims report in the amount of \$42,910.01. Trustee Helm seconded the motion. Motion approved by roll call vote:

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

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

June Commercial Building Permits –

- New Commercial Permits – Gina reported that there were two new construction permits in June. One for the new Integris office building and one for First Fidelity Bank on Danforth and Kelly.
- Alteration permits – There were 8 alterations in June.

March Sales and Use Tax Summary – Jennifer Springer discussed that sales tax is down across the state. She had looked into ways to address this problem to be more proactive to spur development in Edmond. There were three things that she found to help. One, be proactive by identifying inventory around the city. Second, looking at our strategy and making it more of a mixed strategy. Lastly, building on the process and having a new process that allows more developers to bring us their ideas. Trustee asked if there was an inventory of knowledge specific people who are thinking about developing in Edmond. Springer noted that she is evaluating having a database for those things. Trustee Fraim asked what Jennifer has seen that has made other areas successful in outreach efforts. Springer said knowing what you have available and knowing what types of companies you want to recruit.

Chair Wallis noted that although the sales tax is still down, we had an increase in lodging tax. Trustee Fraim expressed concerned that the sales tax where it has been is unsustainable and even if it takes a turn, is not enough.

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Comments from the EEDA Board Chair and Members – Trustee Fraim mentioned touring the new city building at a future board meeting. Chair Wallis made a comment that they have had great interviews. Vice Chair Garrett commented that the candidates they have are great. No comments from Trustees Helm, Blalock, and Caldwell.

With no further business to discuss, Trustee Blalock made a motion to adjourn at 8:50 a.m. Trustee Caldwell seconded the motion. Motion was unanimous, vote 6-0 in favor.

DATE APPROVED: August 19, 2025


Kathy E. Wallis, Chair