

**SAND SPRINGS ECONOMIC DEVELOPMENT AUTHORITY
(SSEDA)**

Minutes

April 13, 2023, 4:00 p.m.

**Sand Springs Municipal Building
100 East Broadway Street - City Council Chambers
Sand Springs, OK 74063**

Members Present: Patty Dixon, Chair
Ryan Walker, Vice Chair
Brent Kellogg, Assistant Secretary
Beau Wilson
Michael Miller

Members Absent: Mike Burdge
Johnathan Holson
Steve Lane

Also Present: City Manager Michael S. Carter
City Clerk Janice L. Almy

The Sand Springs Economic Development Authority (SSEDA) met in regular session on April 13, 2023, in the Council Chamber of the Sand Springs Municipal Building pursuant to the regular meeting notice and agenda filed with the City Clerk's office and posted at 9:00 a.m. on April 6, 2023, on the display board located at the front entrance of the Sand Springs Municipal Building (City Hall), 100 East Broadway Street, Sand Springs, Oklahoma, 74063.

1. Call to Order

Chair Dixon called the meeting to order at the noted time of 4:05 p.m.

2. Roll Call

Chair Dixon called for an individual roll call with members replying in the following manner:

Brent Kellogg, here; Steve Lane, no response; Patty Dixon, here; Beau Wilson, here; Johnathan Holson, no response; Michael Miller, here; Ryan Walker, here; Mike Burdge, no response.

It was noted for the record that Mike Burdge, Johnathan Holson, and Steve Lane were absent from said meeting.

3. Oath of Office

City Clerk Janice L. Almy administered the Oath of Office to SSEDA members Michael Miller and Ryan Walker.

4. Training

City Attorney David L. Weatherford provided a review and training of the SSEDA Handbook, which outlined the purpose and role of SSEDA.

This item was for training/informational purposes only.

5. Document Retention Policy

Chair Dixon stated the City's current Document Retention Policy was included in Trustees packet for approval, denial, amendment, or revision of a Document Retention Policy for SSEDA.

Following lengthy discussion, a motion was made by Trustee Kellogg and seconded by Trustee Wilson that the City's Document Retention Policy be approved, as presented, to be the Document Retention Policy for SSEDA.

Chair Dixon called for the vote recorded as follows:

All those in favor signify by "aye." All those opposed signify by "nay."

The motion carried 5-0-0.

6. Minutes

Chair Dixon stated the minutes of the January 12, 2023, meeting were provided for Trustees approval, denial, amendment, or revision.

A motion was made by Trustee Kellogg and seconded by Trustee Wilson that the minutes of the January 12, 2023, meeting, as presented, be approved.

Chair Dixon called for the vote recorded as follows:

All those in favor signify by "aye." All those opposed signify by "nay."

The motion carried 5-0-0.

7. Election of Secretary/Treasurer

Chair Dixon informed Trustees of the appointment of a Secretary/Treasurer in accordance with the Trust Indenture.

Following discussion, a motion by Trustee Wilson and seconded by Trustee Miller for Trustee Kellogg to be appointed to serve as Secretary/Treasurer for SSEDA in accordance with the Trust Indenture.

Chair Dixon call for the vote recorded as follows:

Trustee Walker, aye; Trustee Wilson, aye; Chair Dixon, aye; Trustee Kellogg, aye; Trustee Miller, aye.

The motion carried 5-0-0.

8. Grants

Chair Dixon informed Trustees of the review and consideration of the submittal of a grant in accordance with the mission and Trust Indenture of SSEDA.

Following lengthy discussion, it was determined to pass this item to a future date to allow additional research regarding grant applications requirements.

9. Bills

Chair Dixon informed Trustees of the consideration of approval of an expenditure for Auditing Services, in accordance with the Trust Indenture – Article VII, 8(b), from Arledge Certified Public Accountants – Invoice No. 40441 in the amount of \$1,500.

A motion was make by Trustee Wilson and seconded by Trustee Miller for an expenditure for Auditing Services, in accordance with the Trust Indenture – Article VII, 8(b), from Arledge Certified Public Accountants – Invoice No. 40441 in the amount of \$1,500, as presented, be approved.

Chair Dixon called for the vote recorded as follows:

Trustee Miller, aye; Trustee Kellogg, aye; Chair Dixon, aye; Trustee Wilson, aye; Trustee Walker, aye.

The motion carried 5-0-0.

10. City Manager's and Trustees' Report

City Manager Michael S. Carter provided updates regarding recent and upcoming events and projects of interest and the general operations of the City.

City Manager Michael S. Carter also provided an update regarding the PowerHouse property.

This item was for informational purposes only.

11. Adjournment

The meeting adjourned at the noted time of 5:01 p.m.



Brent Kellogg, SSEDA Secretary/Treasurer