

Minutes of the Atoka City Industrial Development Authority Meeting of **March 6, 2023**, 6:00 p.m., Atoka City Hall, 353 East A Street, Atoka, Oklahoma. Original Agenda Posted **March 3, 2023**, at 4:00 p.m.; Atoka City Hall, 353 East A Street, Atoka, Oklahoma

I. Convene Meeting

- A. Meeting Called to Order- 6:20 PM
- B. Welcome- Chairman Brian Cathey
- C. Roll Call- Trustee Coby Sherrill, Trustee Erica Pogue, Trustee Pat Turner, Trustee Diane McGee, Chairman Brian Cathey
- D. Public Recognition- Miranda Donihoo, Carol Ervin, Cindy Wallis

II. Public Comments - (limited to 3 minutes per speaker)

III. Business Agenda

- A. Public Hearing
None.

- B. Chairman/Trustees Agenda Items

- 1. Discussion and/or action regarding approving or rejecting the minutes of the meeting of March 6, 2023 (Attachment #1)

The City Clerk stated that the minutes to be approved are the minutes of the meeting of February 21, 2023, not March 6, 2023. The City Attorney then stated that it would need to be approved on the next agenda with the correct date, at which time the Economic Development Director stated that there is a need to get the February 21, 2023 minutes approved in order to redeem the Certificate of Deposit previously approved. The City Attorney answered by allowing the approval with note that it should be re-approved in a future meeting for clarity.

A motion was made by Trustee McGee and seconded by Trustee Pogue to approve the minutes of the meeting of February 21, 2023. Voting aye, Pogue, Turner, McGee, Sherrill, and Chairman Cathey. Voting nay, none. Motion carried.

- 2. Discussion and/or action regarding approving or denying the payment of Application No. 6 to Miller-Tippens Construction, LLC (MTC Tulsa, LLC) in the amount of \$2,975.54 for the Atoka Block 25 Project. (Attachment #2)

Chairman Cathey stated that due to the need for verification with Miller-Tippens Construction, he is requesting that this item be tabled until clarification can be made by the company.

A motion was made by Trustee Pogue and seconded by Trustee McGee to table this item. Voting aye, Turner, McGee, Sherrill, Pogue, and Chairman Cathey. Voting nay, none. Motion carried.

- 3. Discussion and/or action regarding approving or denying the payment of Application No. 8 to Miller-Tippens Construction, LLC (MTC Tulsa, LLC) in the amount of \$112,173.96 for the Atoka

Block 26-Phase 1 Project. (Attachment #3)

Chairman Cathey asked that, like agenda item number 2, this item also be tabled.

A motion was made by Trustee Pogue and seconded by Trustee McGee to table this item. Voting aye, McGee, Sherrill, Pogue, Turner, and Chairman Cathey. Voting nay, none. Motion carried.

4. Discussion and/or action regarding approving or denying the Atoka City Industrial Development Authority Director to enter into a two-year contract with Lindmark Outdoor Media, billboards, for tourism marketing. (Attachment #4)

Economic Development Director, Carol Ervin, made a proposal to the Board of Trustees regarding the lease of four billboards with two being a double board North of Atoka, one at Tushka, and one near Caddo. The price for the four bill boards is \$1,277.76 per month for a two-year contract period plus the costs of production. They are right read, and Lindmark will hang the sign, as well as assist with production (for the fee). Ms. Pogue asked what will be on the billboards, at which Ms. Ervin explained that the boards will be promoting Atoka and more specifically, VisitAtoka.com. The goal is to have a subliminal message that people see and stop in Atoka. Trustee discussion took place regarding the possibility of reducing by one sign and just have the three billboards. Mr. Sherrill stated that the double billboard will be the most effective as it will have higher visibility. The Tushka billboard does not have lights. Ms. Pogue asked if the signs would include all businesses, which Ms. Ervin answered yes, but not individualized, it will be through VisitAtoka.com. Ms. Ervin asked if there should be a committee for changes to the billboards, at which the Trustees responded no. It was agreed that the Tushka sign would be dropped and only the Atoka two, and Caddo would be used.

A motion was made by Trustee McGee and seconded by Trustee Sherrill to approve the Atoka City Industrial Development Authority Director to enter into a two-year contract with Lindmark Outdoor Media, billboards, for tourism marketing with three billboards rather than four and a review of design brought before the Board of Trustees. Voting aye, Sherrill, Pogue, Turner, McGee, and Chairman Cathey. Voting nay, none. Motion carried.

5. Discussion and/or action regarding the execution of a contract with Walker Tisdale for accounting services for the Tax Increment Finance Fund. – Carol Ervin

Economic Development Director, Carol Ervin, explained to the board that she had previously met with the City Treasurer regarding accounting for the Tax Increment Finance Fund (TIF) and met with Tisdale CPA, Walker Tisdale. Tisdale CPA has quoted ACIDA a monthly fee of \$350 for accounting services. Ms. Ervin stated that the Treasurer would appreciate the help of an accountant for this fund, as there are rebates, incentives, and a separate fund within the city. The City Attorney, Johnny Sandmann, stated that the auditor has suggested the City also hire an accountant for budget adjustments.

A motion was made by Trustee McGee and seconded by Trustee Pogue to approve of a contact with Walker Tisdale for accounting services for the Tax Increment Finance Fund. Voting aye, Pogue, Tuner, McGee, Sherrill, and Chairman Cathey. Voting nay, none. Motion carried.

C. Public Requested Agenda Items

IV. Consent Agenda Items
None.

V. Executive Session

VI. Return from Executive Session

VII. New Business

VIII. Trustee Comments

IX. Adjournment

A motion was made by Trustee McGee and seconded by Trustee Sherrill to adjourn this meeting at 6:38 PM. Voting aye, Turner, McGee, Sherrill, Pogue, and Chairman Cathey. Voting nay, none. Motion carried.

Adjourned: 6:38 PM

Attest:
(seal)

ACIDA

Kayle Wallis, Secretary

Brian Cathey, Chairman