

MINUTES
JENKS PUBLIC WORKS AUTHORITY
TUESDAY, DECEMBER 19, 2023, 6:00 P.M.
JENKS CITY HALL, 211 NORTH ELM

The Agenda for the Jenks Public Works Authority was posted on the City's website at 3:52 p.m. on December 15, 2023. The meeting was called to order at 8:04 p.m. on the above date by Chair Cory Box. A roll call vote of members was taken as follows.

Craig Murray	Present
John Brown	Present
Rodney Cline	Absent
Kevin Short	Absent
Matthew Emmons	Present
Donna Ogez	Present
Chair Cory Box	Present

Business

Official action can only be taken on items which appear on the agenda. The Jenks Public Works Authority may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item (except for Item 1).

1. Consideration and appropriate action relating to a request for approval of the Consent Agenda. (All matters listed under "Consent" are considered by the Authority to be routine and will be enacted by one motion. Any Board Member may, however, remove an item from the Consent Agenda by request. A motion to adopt the Consent Agenda is non-debatable.)
 - A. Approve minutes of the regular meeting held on December 05, 2023
 - B. Approve Encumbrances and Expenditures
 - C. Monthly Reports

Donna Ogez made a motion to approve Item 1. Matthew Emmons seconded the motion.
A roll call vote of members was taken as follows:

Craig Murray	Yes
John Brown	Yes
Matthew Emmons	Yes
Donna Ogez	Yes
Chair Cory Box	Yes

Motion Carried.

2. Consideration and appropriate action relating to items removed from the Consent Agenda.
Withdrawn
3. Approve the purchase of real property located at Ragland Plaza I, N. 9th St., Jenks, OK, and authorize the City Manager to execute the real estate purchase agreement. [Carr]
Assistant City Manager Robert Carr introduced Item 3. He, along with General Manager

Christopher Shrout and City Attorney Teresa Nowlin, answered questions. Donna Ogez made a motion to deny Item 3. Matthew Emmons seconded the motion. A roll call vote of members was taken as follows:

Craig Murray	Yes
John Brown	Yes
Matthew Emmons	Yes
Donna Ogez	Yes
Chair Cory Box	Yes

Motion Carried; Item Denied

4. Resolution 2023-08, a Resolution of the Trustees of the Jenks Public Works Authority of the City of Jenks, Oklahoma, adopting amendments to the Annual Revenues and Appropriations for the Budget of Jenks Public Works Authority of the City of Jenks, Oklahoma, for Fiscal Year ending June 30, 2024 (Fund 59, account 59-801-5391 JPWA Risk Management and Insurance Fund – Land) *Withdrawn*

Other Business

1. General Manager's Report None
2. Monthly Chamber Report Chamber President Heather Turner gave the Chamber Report.¹

Adjournment. The Jenks Public Works Authority adjourned at 8:50 p.m.


Cory Box, CHAIR


AUTHORITY SECRETARY

¹ Chamber Report is attached to minutes.

ATTACHMENT A



Council Monthly Report: December 2023

Upcoming Events:

- Jan. 11th- Morning Mingle at Jenks Restaurant
- Jan 17th: State of the Schools with Dr. Butterfield
- Jan. 23rd, Patisserie Ribbon Cutting and grand opening with Sheila Dills and Lt. Gov. Matt Pinnell
- Jan 25th Emerge Jenks Young Professionals Happy Hour- at The Cape Brewing
- Jan. 30th - Network Jenks at the Ranch

Economic Development Efforts:

- 3 Main Street business incentive application reviews
- 1 Main st. business invoice reimbursement review and correspondence
- New boutique incentive application meeting
- Developers correspondence on any updates for their proposal to create a master plan for the Aquarium campus.
- Meeting with Restaurant owner to bring 2 concepts to Jenks.
- Meeting with developer for Riverfront property.
- Meeting and tour of with Salon owner for add a location in Jenks.
- Meeting with developer for 121st updates on project.
- Riverfront project meeting- updates on next steps.
- Tulsa's Future regional partner meeting.
- Stanley commercial development meeting.
- Tulsa Future Regional Partner meeting
- Spoke for Workforce Development Jenks HS Prep You
- Simon mall updates and new releases for 6 brands

Community Collaboration:

- Jenks HS Alternative school Food packages for Christmas with Jenks Optimist
- Lights On- 50 vendors and all of main st. businesses participating
- Christmas Parade – helped with Kiwanis club- planning to take on next year
- Christmas in the Commons, movies and Santa- collab with city.
- Holiday house that Tanner, Marcae, Katie and Chamber staff

ATTACHMENT A

- Hosted Main St. Merchant meeting, 10 businesses participated, to collaborate on cross marketing opportunities to bolster sales- they requested monthly meetings
- Hosted Morning Mingle- Hatch
- Emerge Young Professionals Christmas gathering at River spirit
- Ambassadors Christmas party
- Muscogee Nation Native American Heritage month luncheon

Government Affairs:

- Tulsa Regional coalition meeting to discuss One Voice focal points for 2024
- All staff participated in Jenks Public schools Legislative Luncheon
- Jenks Day at the Capital scheduled for April 8th
- Leadership Jenks- City of Jenks – Jan 9th to be hosted at the Ranch
- Board of directors voted to support Jenks Public schools bond at the Feb 13 vote

Marketing/ Tourism:

- Setting goals for updated economic development website that has an outward facing brand that is easy to find and navigate for citizens, prospective developers and businesses- updated property listings and incentives as well as districts.
- Hired a videographer to create “Follow a family through Jenks” tourism video
- Coordinated with 11 different businesses- times, day, focal point to promote to create the upcoming tourism video-
- Working on Community calendar with a tri-fold option for hotels to distribute
- Scheduling district meetings to collaborate with businesses for branding, marketing
- Women in Business Event Friends Giving featuring 5 Local non-profits including Jenks Food Bank, Tulsa Girls Home Jenks, Pack the Purse,
- Working with Katie and Chris to create City Slideshow for ED Recruitment as well as Citizen and Local business awareness on current developments in Jenks
- Ace Hardware and Frontier Justice successful. Ribbon cutting/ grand openings
- Jenks 12 Days of Christmas- Shop Jenks BINGO- created bingo card, made participation free to the any Jenks business who wanted to participate, 16 sent in logos and specials, winner to be announced Dec. 22..
- Muscogee Nation on possible Native American artwork being presented in Jenks

ATTACHMENT A

Marketing and Tourism Expense Report: Dec. 2023

Date	Type	No.	Payee	Category	Total	Tourism	Marketing	EO promo
12/12/2023	Check	1018	Integrity Party	Tourism	1162.2	974.4	18502	1000
12/05/2023	Check	1012	Paul Arbaugh	Tourism	250			
11/01/2023	Expense		American Sol	Tourism	135			
10/26/2023	Expense		Hilton Tulsa	Tourism	139.19			
10/26/2023	Expense		Hilton Tulsa	Tourism	278.36			
10/26/2023	Expense		Hilton Tulsa	Tourism	278.36			
10/26/2023	Expense		Hilton Tulsa	Tourism	139.19			
10/23/2023	Check	1009	Joel Jones	Tourism	750			
10/19/2023	Check	1007	Rainwater Ph	Tourism	805.16			
10/17/2023	Check	1005	CroweBand	Tourism	800			
10/17/2023	Expense		Staples	Tourism	73.84			
10/17/2023	Expense		Staples	Tourism	37.31			
10/16/2023	Check	1008	Ben Kilgore	Tourism	800			
10/12/2023	Check	1003	Joel Jones	Tourism	750			
10/10/2023	Check	1002	Signature Syn	Tourism	500			
09/28/2023	Expense		OCCE	Tourism	175			
09/28/2023	Expense		OCCE	Tourism	175			
09/28/2023	Expense		OCCE	Tourism	175			
08/02/2023	Expense		Tourism	Tourism	750			
08/01/2023	Expense		Omni Hotel	Tourism	227.12			
08/01/2023	Expense		Omni Hotel	Tourism	285.82			
07/24/2023	Expense		Facebook	Tourism	25			
07/14/2023	Expense		Lowe's	Tourism	21.82			
07/10/2023	Expense		Ebay	Tourism	22.39			
07/10/2023	Expense		Lowe's	Tourism	30.34			
06/20/2023	Check	6521	Tourism	Tourism	765			
06/08/2023	Expense		Fest Signs	Tourism	257.7			
05/25/2023	Check		Facebook	Tourism	16.71			
04/27/2023	Check		Facebook	Tourism	3.72			
04/27/2023	Check		Facebook	Tourism	25			
04/28/2023	Check		Facebook	Tourism	25			
04/24/2023	Check		Facebook	Tourism	4.78			
04/24/2023	Check		Facebook	Tourism	25			
04/19/2023	Check		Los Cabos M	Tourism	66			
					9754.74			
12/05/2023	Check	1010	Jenks Vocal	Marketing Ca	250			
11/27/2023	Check	1011	Marketing Ca	Marketing Ca	88.24			
11/21/2023	Expense		Facebook	Marketing Ca	160			
11/15/2023	Expense		Facebook	Marketing Ca	125			
11/13/2023	Expense		Facebook	Marketing Ca	125			
10/23/2023	Expense		Facebook	Marketing Ca	4.94			
10/18/2023	Expense		Facebook	Marketing Ca	75			
10/12/2023	Expense		Facebook	Marketing Ca	50			
10/10/2023	Expense		Facebook	Marketing Ca	40			
10/03/2023	Expense		Facebook	Marketing Ca	40			
10/02/2023	Expense		Facebook	Marketing Ca	6			
09/28/2023	Expense		Facebook	Marketing Ca	40			
09/25/2023	Expense		Facebook	Marketing Ca	20			
09/20/2023	Check		Stephens Me	Marketing Ca	5200			
09/19/2023	Expense	1001	Canva	Marketing Ca	54			
09/19/2023	Expense		Canva	Marketing Ca	54			
09/14/2023	Expense		Canva	Marketing Ca	33			
09/11/2023	Expense		Facebook	Marketing Ca	20			
09/11/2023	Expense		Canva	Marketing Ca	34.5			
09/24/2023	Expense		Facebook	Marketing Ca	1.95			
09/24/2023	Expense		Facebook	Marketing Ca	28.05			
09/21/2023	Expense		Facebook	Marketing Ca	35			
09/21/2023	Expense		Facebook	Marketing Ca	35			
09/18/2023	Expense		Marketing Ca	Marketing Ca	118.8			
09/17/2023	Check	6535	Julian Blades	Marketing Ca	3900			
09/08/2023	Check	6526	Julian Blades	Marketing Ca	1650			
05/15/2023	Check		Canva	Marketing Ca	44			
03/15/2023	Bill	0085-23	JV Rockwell	Marketing Ca	4398			
					158.12			
11/30/2023	Expense		CustomCraft	Marketing	158.12			
11/18/2023	Expense		Fest Signs	Marketing	254.26			
10/31/2023	Expense		Rathbone's F	Marketing	40			
10/31/2023	Expense		Marketing	Marketing	50			
10/30/2023	Expense		American Ts	Marketing	360.72			
10/27/2023	Expense		The Tea Cup	Marketing Me	10.84			
10/24/2023	Expense		The Tea Cup	Marketing Me	18.4			
10/24/2023	Expense		Marketing Me	Marketing Me	26			
10/19/2023	Expense		Marketing Me	Marketing Me	63			
10/10/2023	Expense		Heich	Marketing Me	27			
10/06/2023	Expense		Vistaprint	Marketing	85.62			
09/28/2023	Expense		OCCE	Marketing	200			
09/22/2023	Expense		Marketing	Marketing	208.74			
09/08/2023	Expense		American Ts	Marketing	190.2			
09/23/2023	Expense		Marketing	Marketing	156.66			
					18502.04			
09/11/2023	Expense		Economic De	Economic De	31.88			
09/11/2023	Expense		Walgreens	Economic De	53.98			
09/05/2023	Expense		Economic De	Economic De	2.71			
05/23/2023	Check		Curb Taxi	Economic De	22.74			
05/23/2023	Check		Curb Taxi	Economic De	40.81			
05/09/2023	Check		wix.com	Economic De	47.7			
05/08/2023	Check		wix.com	Economic De	188			
04/17/2023	Check		DJI Drones	Economic De	174.84			
04/06/2023	Check		SiteGround.o	Economic De	19.99			
02/21/2023	Check		Heich	Economic De	33			
02/13/2023	Check		SiteGround.o	Economic De	179.88			
01/24/2023	Check		Waterfront Gr	Economic De	66			
12/29/2022	Check		Waterfront Gr	Economic De	66			
					43.08			
07/31/2023	Expense	6525	Amazon	Advertising E	43.08			
07/13/2023	Check		Zane Smith	Advertising E	400			
06/18/2023	Expense		Design Print	Advertising E	118.8			
05/19/2023	Check		Vistaprint	Advertising E	369.73			
					1898.25			

