

**AGENDA
SPECIAL MEETING
JENKS ECONOMIC DEVELOPMENT AUTHORITY
TUESDAY, APRIL 21, 2026, 6:00 PM
JENKS CITY HALL, 211 NORTH ELM**

If you require special accommodations pursuant to the Americans with Disabilities Act, please notify the City Clerk's Office at (918) 299-5883 or email agendas@jenksok.org.

CALL TO ORDER

ROLL CALL

BUSINESS

Official action can only be taken on items which appear on the agenda. The Economic Development 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 Trustee 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 special meeting held on April 07, 2026
2. Consideration and appropriate action relating to items removed from the Consent Agenda
3. Resolution 2026-02, amending the Jenks Business Improvement Grants to allow for grants for alternative access improvements.

OTHER BUSINESS

ADJOURNMENT

**MINUTES
SPECIAL MEETING
JENKS ECONOMIC DEVELOPMENT AUTHORITY
TUESDAY, APRIL 7, 2026, 6:00 PM
JENKS CITY HALL, 211 NORTH ELM**

CALL TO ORDER

The Agenda for the Jenks Economic Development Authority was posted on the City’s website at 4:44 PM on April 02, 2026. The meeting was called to order at 07:17 PM on the above date with Chair Cory Box presiding at Jenks City Hall.

ROLL CALL

Present

John Brown
Kevin Short
Donna Ogez
Adam Abel
Craig Murray
Chair Cory Box

Absent

Matthew Emmons

BUSINESS

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 Trustee 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 special meeting held on March 17, 2026.

Kevin Short made a motion to approve Item 1. John Brown seconded the motion. A roll call vote of members was taken as follows:
Yes: Adam Abel, Cory Box, John Brown, Craig Murray, Donna Ogez, Kevin Short
No: None
Motion Carried.
2. Consideration and appropriate action relating to items removed from the Consent Agenda

Withdrawn.
3. Resolution 2026-02, amending the Jenks Business Improvement Grants to allow for grants for alleyway improvements.

General Manager Christopher Shrout introduced Item 3 and answered questions. No action was taken on Item 3.

OTHER BUSINESS

Craig Murray and Adam Abel gave updates.

ADJOURNMENT

Jenks Economic Development Authority adjourned at 07:37 PM.

The City of Jenks, in partnership with Jenks Economic Development Authority (JEDA) is pleased to announce an addition to its Jenks BIG (JBIG), a Business Improvement Grant program which is designed to assist Jenks business owners within the Downtown Core (as identified within the Jenks Comprehensive Plan) with cosmetic (and certain functional) updates to businesses and public spaces that activate alternative entrances (e.g., rear entrances) and make alternative entrances more attractive and accessible including:

1. Façade Improvements
2. Sign Improvements
3. Landscape/Public Space Improvements

The incentive (JBIG) program’s primary consideration is to encourage economic development by creating positive opportunities in the community, supporting redevelopment of the local workforce, and providing space for public use and enjoyment. The JBIG Access Improvement Program provides grants in addition to those provided by the original JBIG grant program. Please read the following guidelines and keep a copy for your records:

GENERAL INFORMATION

- Grant dollars are dedicated per fiscal year. The fiscal year is July 1 to June 30 to coincide with the City of Jenks’s fiscal year.
- No grant will be awarded for work that has already been started or completed. Building or business owners must apply for the grant before work has begun.
- The applicant and/or owner must not be involved in any litigation, owe taxes, or have liens filed that would affect the property for which the grant is intended.
- The applicant must agree to allow the project to be used to promote the Business Improvement Grant program.
- Building owners and business owners agree to have a sign / banner placed on their building during the project and for up to 30 days after the completion of the project to acknowledge the Jenks Business Improvement Grant program.
 - The sign will be provided by the City of Jenks.
- The project must conform to City of Jenks codes, ordinances and comprehensive plan.
- The City of Jenks/JEDA reserves the right to review and accept or reject all applications.
- All signage that will be placed on the building must be approved by JBIG Staff during the application process.
- Pass Life Safety Inspection

APPLICATION

- The application may come from the property owner or the tenant.
 - If the application comes from the tenant, the tenant must include a letter from the property owner supporting the application and agreeing to the conditions of the grant.
 - The tenant must produce a lease or other documentation showing the term of the lease.
- The applicant may be required at the request of JBIG Staff to make a presentation to City/JEDA explaining work to be done.

Downtown Economic Development Incentive Policy | “JBIG” Business Incentive Grant Access Improvement Program

- All design plans (e.g., paint color, sign size, colors, shape, and proposed placement, materials, etc.) must be approved by JBIG Staff during the application process PRIOR to installation.
 - Final design plans for funding will be approved by City/ JEDA.
 - Final signage plans for funding will be approved by City/JEDA.
- At least two quotes/bids are required with the application. Any applications with only one quote/bid will not be considered.
- Construction quotes/bids are required for the review of the application.
 - All construction bids submitted by an Applicant must be current and must be dated no earlier than ninety (90) days prior to the application request.
 - Bids shall be submitted on the contractor’s or project architect’s letterhead and shall contain:
 - i. Contractor’s name, address, telephone number
 - ii. Itemized bid written in a manner that allows JBIG Staff to determine the bid components and authenticity of the bid.

APPROVAL

- A letter will be sent to the applicant, and it will act as a contract document providing notification of grant approval, specifying the terms and conditions of the grant. The letter will refer to the project design and specifications that were approved and will be funded.
- Applicants receiving approval by from City/JEDA shall commence construction described within the Application within sixty (60) days from the date the grant is awarded.
 - All Applicants must complete the construction described in the Application within six (6) months from the date the grant is approved.
 - If the Applicant is unable to commence construction within sixty (60) days from the date the grant is approved or complete construction within six (6) months from the date the grant is approved, the Applicant may submit a written request for an extension for the commencement date or completion date provided the extension request is made prior to the sixty (60) day or six (6) month time limit.
 - City/JEDA shall not be obligated to allow extensions but may do so for good cause determined solely by City/JEDA.
 - The extensions, if granted, shall be for the term and for the conditions determined exclusively by City/JEDA.
 - An extension denial cannot be appealed and shall be final with JEDA.

REIMBURSEMENT | APPEALS | AMENDMENT TO PLAN

- The applicant must show itemized invoices and proof of payment (canceled checks, credit card statements, etc.) as documentation of the completed work with the request for payment.
- Reimbursements will be made when the entire project is complete. JBIG Staff must approve all reimbursements.
- Appeals to the approval will go before the JEDA (trustees). JEDA decisions on all appeals will be final.
- The applicant must notify JBIG Staff in writing if the applicant makes any changes in the plans submitted to the City/JEDA with the original application.

Downtown Economic Development Incentive Policy | “JBIG” Business Incentive Grant Access Improvement Program

- JBIG Staff reserves the right to reconsider the application based on the changes to the original plan.

Please review the incentive grant program specifics and choose the appropriate program for your project.

A property owner or tenant may apply for multiple JBIG grants within the same year (Traditional/Original JBIG front façade and/or Alternative Access Improvement grants) for funding in the following categories:

- exterior of the building (façade)
- signs
- hardscaping and landscaping
- Alternative Access projects funded in a category may not re-apply for a grant from the same grant category for five (5) years.

DOWNTOWN CORE BOUNDARIES: West Boundary (Railroad Tracks), East Boundary (7th Street), South Boundary (East Aquarium Place), North Boundary (East “A” Street)

JBIG Staff: This preliminary review committee is represented by City of Jenks staff, appointed by the City Manager and the sitting Ward 1 Councilor or representative.

Alternative Access--FACADE IMPROVEMENTS

Façade grants will be available to assist the business or property owner with qualifying alternate access exterior improvements.

1. **Definition:** For the purpose of the JBIG Alternate Access Improvement grant, Façade is defined as the rear exterior of a building and other exterior side when it is visible to or tied to the alleyway in some way.
 - (a) The City of Jenks may match up to 50% of the cost of the project not to exceed \$15,000 in reimbursements.
 - (b) These grants are not available for building maintenance, such as brick repair, brick repointing, window repair, roofs, flashing, etc.
 - (c) Building maintenance is the responsibility of property owners.
 - (d) These grants are available to improve or create rear alleyway entrances and their functionality for access to the public.
2. **Examples of possible projects:** Painting in compliance with paint standards provided by JBIG staff; replace or cover exterior façade with materials such as brick, stone, or stucco; alleyway entrance doors and ramps, etc.
3. **How it works:** A property owner or tenant with property owner’s permission will submit the façade application to the Director of Planning for review.
 - (a) If approved, the applicant will apply for the appropriate permits, follow building procedures and make the approved improvements to the building. Submittal shall include:
 - i. Current photos of building(s),
 - ii. Sketch of proposed changes,

- iii. Samples of color, fabric, or materials etc. and paint (including brand/type—must follow standards)
- (b) Reimbursement:
 - i. After the improvements are completed, the applicant will contact City Inspections Department for final inspection.
 - 1. Planning staff and Building Inspections will confirm the work matches the original approved improvements.
 - 2. Applicant will submit photos of new/completed façade.
 - ii. Proof of payment will be submitted to the City Finance Department for reimbursement based on completed improvements to the property.
 - 1. Certificate of Completion
 - 2. Life Safety Inspection

SIGN IMPROVEMENTS

Sign grants will be available to aid the business or property owner with qualifying sign replacement and/or improvements.

1. **What it is:** New Sign Grant for qualifying signs within the Downtown Core
 - (a) Grant will be awarded for up to 50% of the cost of a new exterior wall sign not to exceed \$5,000 of reimbursements per building for non-neon signage.
 - (b) Grant will be awarded for up to 60% of the cost of a new exterior wall sign not to exceed \$5,000 of reimbursements per building for neon signage.
 - (c) Grant includes funding for the additional signage on an awning but will not fund signs to be placed on sidewalks.
 - (d) Sign must conform to Unified Development Ordinance (UDO) standards for Downtown Core
 - (e) Sign must conform to any additional regulations
2. **Examples of qualifying sign:**
 - (a) Wall signage: cut out, dimensional letter, routed letter
 - (b) Replace or add new projecting (blade) sign
 - (c) Windows graphics
 - (d) New neon signs
3. **How it works:** A property owner or tenant with property owner’s permission will submit sign application to the Director of Planning for review.
 - (a) If approved, the applicant will be directed to submit additional paperwork for the required JEDA hearing/approval
 - (b) Apply for the appropriate City permits, follow building procedures and install the signage. Submittal shall include:
 - i. Current photos of building(s),
 - ii. Dimensions of wall where sign will be attached,
 - iii. Samples of color, or materials etc.
 - (c) Reimbursement:
 - i. After the signage is installed the applicant will contact City Inspections Department for final inspection.

1. Planning staff and Building Inspections will confirm the work matches the original approved improvements.
2. Applicant will submit photos of new/completed signage.
3. Applicant will submit all other paperwork
- ii. Proof of payment will be submitted to the City Finance Department for reimbursement based on completed improvements to the property.
 1. Certificate of Completion

LANDSCAPE/PUBLIC SPACE IMPROVEMENTS

Landscape and public space improvement grants will be available to a business or property owner with qualifying landscaping, hardscaping and beautification projects.

1. **What it is:** Grant will be awarded for 50% of the cost of landscaping and hardscaping as well as beautification for projects in the alleyway within the Downtown Core. Grant not to exceed \$5,000 of reimbursements per project.
2. **How it works:** A property owner or tenant with property owner’s permission will submit an application and design for review to the Director of Planning.
 - (a) General Requirements:
 - i. It is required that the design is submitted by a professional landscaper.
 - ii. Include types of vegetation/plants to be used
 - iii. Include hardscape design and material list
 - iv. Type and design of public benches
 - v. Type and design of bike racks
 - vi. Type and location of potted plants
 - vii. Maintenance plan:
 1. Demonstrating the sustainability of the landscaping is required.
 2. Grants for landscaping will not be approved if a maintenance plan is not submitted.
 3. Maintenance/Warranty for benches and bike racks.
 - (b) If approved, the applicant will then make the approved improvements to the building or property.
 - i. After the improvements are completed and proof of payment is shown, the property owner will be reimbursed after 12 months of the project completion to ensure proper maintenance of the landscaping.
 - ii. If the landscaping is not maintained or has died during the 12 months, the grant funding will not be approved.
 - iii. Landscaping must be maintained in perpetuity.

JENKS ECONOMIC DEVELOPMENT AUTHORITY
RESOLUTION NO. 2026-02

A RESOLUTION APPROVING THE JBIG ALTERNATIVE ACCESS IMPROVEMENT PROGRAM AND POLICY; PROVIDING FOR IMPLEMENTATION; AND DECLARING AN EFFECTIVE DATE.

WHEREAS, the Jenks Economic Development Authority (JEDA) seeks to promote economic development, redevelopment, and enhancement of public spaces within the City of Jenks; and

WHEREAS, the Jenks BIG (JBIG) Business Improvement Grant Program has been established to support business and property owners within the Downtown Core; and

WHEREAS, JEDA desires to expand the JBIG program to include an Alternative Access Improvement Program to encourage activation, beautification, and accessibility of alternative accesses, including façade, signage, and landscape/public space improvements; and

WHEREAS, the proposed JBIG Alternative Access Improvement Program Policy outlines eligibility requirements, application procedures, funding limits, and administrative guidelines to ensure effective and equitable distribution of grant funds; and

WHEREAS, the Jenks Economic Development Authority has reviewed the JBIG Alternative Access Improvement Program Policy and finds it to be in the best interest of the City of Jenks and its economic vitality;

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE JENKS ECONOMIC DEVELOPMENT AUTHORITY:

SECTION 1. The JBIG Alternative Access Improvement Program Policy, attached hereto and incorporated herein, is hereby approved and adopted.

SECTION 2. The appropriate staff and administrators are authorized to implement and administer the program in accordance with the approved policy.

SECTION 3. JEDA reserves the right to amend, revise, or terminate the program as necessary to meet program goals and fiscal considerations.

SECTION 4. This Resolution shall take effect immediately upon its passage and approval.

PASSED AND APPROVED by the Jenks Economic Development Authority this ___ day of _____, 20__.

Chairman

ATTEST:

Secretary