

THE MIAMI DOWNTOWN REDEVELOPMENT AUTHORITY (MDRA) MET IN REGULAR MEETING TUESDAY, FEBRUARY 18, 2020, IN THE MIAMI CIVIC CENTER COUNCIL CHAMBERS AT 4:00 PM WITH THE FOLLOWING MEMBERS PRESENT:

Ryan Orcutt, Chairman  
Rudy Schultz, Trustee  
Matt Keller, Trustee  
Lynn Forkum, Trustee  
Megan Frazier, Trustee

Dean Kruithof, City Manager  
Danny Dillon, Coleman Manager  
Marcia Johnson, Dept. of Library, Arts & Culture  
Aaron Smith, 66 Cultural District

The agenda for the meeting was posted in the main lobby of the Miami Civic Center and posted on [www.miamiokla.net](http://www.miamiokla.net) starting at 8:45 a.m. on Feb. 14, 2020.

**THE BOARD MAY DISCUSS, CONSIDER, AND VOTE ON ANY ITEM LISTED IN THIS AGENDA:**

**Call to Order**

Chairman Orcutt called the meeting to order at 4:07 p.m.

**Public Input and Unscheduled Personal Appearances**

There were no unscheduled personal appearances.

**Consent Agenda:**

**By unanimous consent the public body may designate noncontroversial items to be considered in one motion and one vote. The public body may add items from the regular agenda and approve. Posted agenda items not added to the consent docket will be considered separately in their regular order. Staff recommends that items 4 & 5 be placed on the consent agenda.**

A motion to approve the minutes and claims was made by Trustee Shultz and seconded by Trustee Keller.

Schultz: Aye; Keller: Aye; Frazier: Aye; Orcutt: Aye

**Approve Minutes:** January 2020

**Claims:** Amount \$25,112.60

**Revenue Report:**

Dillon presented the January revenue report.

**Coleman Managing Director Report**

Dillon presented a report on the many activities going on at the Coleman. He provided Board members with a list of all events through the end of June. Trustees encouraged him to work with vendors, such as food trucks, Sodexo, and Souper Sweets, to provide food in the area during the film festival.

**Director of Library, Arts & Culture Report**

Johnson reported on Mural Fest which will take place May 2. It will start at 8:00 a.m. with the Willie Run and will include a car show and a variety of musical groups. The County jail has also been suggested as a site for a mural and the County Commissioners approved it at their Feb. 18 morning meeting.

**Other New Business, if Any, Which Has Arisen Since the Posting of the Agenda and Could Not Have Been Anticipated Prior to the Time of Posting (25 O.S. § 311(9))**

There was no new business.

**Trustee Community Announcements**

**Adjournment**

A motion to adjourn was made by Trustee Shultz and seconded by Trustee Frazier.

Schultz: Aye; Frazier: Aye; Keller: Aye; Orcutt: Aye

Chairman Orcutt declared meeting adjourned at 4:58 p.m.

\_\_\_\_\_  
Chairman Orcutt

\_\_\_\_\_  
Trustee Schultz

\_\_\_\_\_  
Trustee Keller

\_\_\_\_\_  
Trustee Frazier

\_\_\_\_\_  
Trustee Stowell

\_\_\_\_\_  
Trustee Trussler

ATTEST: \_\_\_\_\_

**MDRA**  
**February 18, 2020**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>TOTAL</b>
ACCURATE FIRE EQUIPMENT	SEMI-ANNUAL INSPECTION	110.00
DENNIS JAMES	ARTIST FEE (SILENT MOVIE "LOVE") (PO#20-01010)	2,000.00
HOMETOWN DEALS	ADVERTISING (FEBRUARY)	75.00
HUGO'S INDUSTRIAL	JANITORIAL SUPPLIES	122.42
LIVINGSTON PLUMBING	LABOR (PLUMBING REPAIRS)	440.00
OKLAHOMA DEPARTMENT OF LABOR	ELEVATOR INSPECTION	450.00
OKLAHOMA NATURAL GAS	JANUARY GAS SERVICE	137.05
OKLAHOMA STATE DEPT. OF HEALTH	FOOD SERVICES LICENSE	125.00
OKLAHOMA TAX COMMISSION	DECEMBER SALES TAX	2,196.19
RED RIVER PIPE ORGAN	ORGAN TUNING, TRAVEL (PO#20-01098)	790.60
RON BLACKWOOD AGENCY	DEPOSIT (CONCERT) (PO#20-00988)	1,000.00
STEALTH	NEWSPAPER, TELEVISION ADS (PO#20-01097)	2,942.99
STEALTH	POSTERS	125.00
STEALTH	NEWSPAPER ADS, POSTERS (PO#20-01099)	2,562.74
		<b>13,076.99</b>

**CREDIT CARD PURCHASES (DECEMBER 1, 2019 - JANUARY 31, 2020)**

ACE	HOSE CAP	5.99
LOCKE SUPPLY	PLUMBING, ELECTRICAL SUPPLIES	635.66
STAR WAREHOUSE	HEATING ELEMENT	44.08
SWANK	LICENSING FEES (ELF, IT'S A WONDERFUL LIFE)	830.00
WALMART	JANITORIAL SUPPLIES, OFFICE SUPPLIES	109.74
		<b>1,625.47</b>
CITY OF MIAMI	PAYROLL (JANUARY 2, 2020)	<b>3,873.17</b>
CITY OF MIAMI	PAYROLL (JANUARY 16, 2020)	<b>3,512.78</b>
CITY OF MIAMI	PAYROLL (JANUARY 30, 2020)	<b>3,024.19</b>

**TOTAL** **25,112.60**

**MDRA**  
**March 16, 2020**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>TOTAL</b>
BEN E. KEITH	CONCESSION SUPPLIES	527.87
CHEMSEARCH	WATER TREATMENT SERVICE	300.00
FRIENDS OF THE COLEMAN	MERCHANDISE SALES REIMB. (PO#20-01214)	124.00
HOMETOWN DEALS	MARCH ADVERTISING	75.00
HUGO'S INDUSTRIAL SUPPLY	JANITORIAL SUPPLIES	169.93
KONE	ELEVATOR MAINTENANCE (FEBRUARY & MARCH)	553.00
LISA MARTIN	TICKET SALES (MYSTERIOUS 4 STATES)	365.90
MIAMI LITTLE THEATER	TICKET SALES (STEEL MAGNOLIAS) (PO#20-01239)	8,075.53
OKLAHOMA NATURAL GAS	FEBRUARY GAS SERVICE	109.82
OKLAHOMA TAX COMMISSION	SALES TAX (JANUARY)	282.72
PATTY FRAZIER	TICKET SALES (MOTOWN) (PO#20-01243)	4,381.00
PAUL BACHMANN	DEPOSIT REFUND (THEATRE RENTAL)	375.00
PEPSI COLA	CONCESSION SUPPLIES	561.30
		<u>15,901.07</u>

**CREDIT CARD PAYMENT (JANUARY 16 - 31, 2020)**

LOCKE SUPPLY	LIGHT BULBS	47.60
		<u>47.60</u>

CITY OF MIAMI	PAYROLL (FEBRUARY 13, 2020)	2,991.26
CITY OF MIAMI	PAYROLL (FEBRUARY 27, 2020)	4,160.34

**TOTAL** **23,100.27**

**MDRA  
PURCHASE ORDERS PRESENTED  
April 20, 2020**

<b>VENDOR</b>	<b>DESCRIPTION</b>	<b>TOTAL</b>
BOOTH & BOOTH ELECTRIC	SOUND INSTALLATION (PO#20-01283)	1,311.55
BOOTH & BOOTH ELECTRIC	SOUND INSTALLATION (PO#20-01396)	1,180.53
BRENROCK PRODUCTIONS	THEATRE RENT REFUND (SUNNY SIDE UP)	2,050.00
CRAFTON PUMP SERVICE	PARTS, LABOR (CHILLER PUMP REPAIR) (PO#20-01375)	1,417.14
GLENN CATT	LABOR, MATERIALS (FRAMED SOUND EQUIP) (PO#20-01389)	500.00
HOMETOWN DEALS	ADVERTISING	75.00
KONE	ELEVATOR MAINTENANCE	276.50
OKLAHOMA NATURAL GAS	MARCH GAS SERVICE	88.20
OKLAHOMA TAX COMMISSION	FEBRUARY SALES TAX	2,429.82
* WARNER CONSULTING	SOUND UPGRADE (PO#20-01297)	20,000.00
WARNER CONSULTING	SOUND UPGRADE (FINAL PMT.) (PO#20-01401)	9,414.00
		<b>38,742.74</b>
<b>CREDIT CARD PURCHASES (FEBRUARY 16 - 29, 2020)</b>		
WALMART	CLEANING SUPPLIES, WATER	78.77
		<b>78.77</b>
<b>CREDIT CARD PURCHASES (MARCH 1 - 15, 2020)</b>		
KONE	ELEVATOR MAINTENANCE	22.12
LOCKE SUPPLY	FILTERS, EMERGENCY LIGHTS	188.25
		<b>210.37</b>
CITY OF MIAMI	PAYROLL (MARCH 12, 2020)	<b>3,387.00</b>
CITY OF MIAMI	PAYROLL (MARCH 26, 2020)	<b>3,732.13</b>
CITY OF MIAMI	PAYROLL (APRIL 9, 2020)	<b>3,187.68</b>
	<b>TOTAL</b>	<b>49,338.69</b>

\* THIS CLAIM WAS PREVIOUSLY APPROVED BY TRUST MANAGER AND PAID ON MARCH 24, 2020.

**MIAMI DOWNTOWN REDEVELOPMENT AUTHORITY  
ACTION/DECISION REQUEST**

**TRUST  
MEETING DATE:**

10/02/20

**AGENDA TITLE:**

**Amending Trust Resolution 2016-04 to Add Designee to Sign  
Contracts within Budget Capacity**

**BACKGROUND:**

- Original Resolution MDRA2016-04 was approved by the Trust on May 16, 2016. That allowed the Trust Manager to approve claims up to \$20,000.
- An amended Resolution added, "*or designee*", to allow the Trust Manager's designee to have the authority to negotiate, approve and execute contracts that correspond with the fiscal year's budget capacity.
- This Resolution will allow for an additional \$20,000 to be approved to pay with the Chairman's approval.

**STAFFS RECOMMENDATION:**

Approving the resolution as presented.

**PRESENTER(S):**

Jill Fitzgibbon

RESOLUTION NO. 2020 - \_\_\_\_\_

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE MIAMI DOWNTOWN REDEVELOPMENT  
AUTHORITY  
TO AMEND RESOLUTION 2016-04 DELEGATING CLAIMS PAYMENT AND CONTRACT AUTHORITY TO THE  
TRUST MANAGER**

**WHEREAS**, the *Second Amended Declaration of Trust of the Miami Downtown Redevelopment Authority* provides for a trust purpose at Article III, paragraph 7, and a matching trust power at Article VII, paragraph 15, as follows:

“To expend all funds coming into the hands of the Trustees as revenue or otherwise for the payment of any indebtedness incurred by the Trustees for the purposes specified herein, and in the payment of the aforesaid costs and expenses, and in payment of any other obligation properly chargeable against the Trust Estate, ... “; and

**WHEREAS**, the *Second Amended Declaration of Trust of the Miami Downtown Redevelopment Authority* provides the following trust powers at Article VII, paragraphs 29 and 30:

“To exercise management and control of the properties of the Trust Estate subject to the authority otherwise specifically granted to the General Manager and Executive Director as described herein;

To contract for the furnishing of any services or the performance of any duties that they may deem necessary or proper, and pay for the same as they see fit, provided that no such contract services or the performance thereof shall interfere with or inhibit the authority specifically granted to the General Manager and Executive Director as described herein”; and

**WHEREAS**, the *Second Amended Declaration of Trust of the Miami Downtown Redevelopment Authority* provides at Article VI, paragraph 4, that the City Manager of the City of Miami, Oklahoma, serves *ex officio* as General Manager and Executive Director for the Trust Estate, and that he or she is charged with “... *the authority ... to manage Trust facilities and activities in a manner consistent with the policies established by written resolution of the Board of Trustees ...*”; and

**WHEREAS**, the *Second Amended Declaration of Trust of the Miami Downtown Redevelopment Authority* provides at Article VII, paragraph 28, that the Board of Trustees may “... *do any and all things necessary or convenient to carry out its purposes and exercise the powers given and granted herein, and to do all other acts in their judgment necessary or desirable, for the property and advantageous management, investment and distribution of the Trust Estate and income therefrom*”; and

**WHEREAS**, the Board of Trustees desire to delegate claims settlement and payment authority to the Trust Manager; and

**WHEREAS**, the Board of Trustees desire to delegate to the Trust Manager the authority to book and schedule events, performances and professional services and to execute contracts in connection therewith.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE MIAMI DOWNTOWN REDEVELOPMENT AUTHORITY AS FOLLOWS:**

1. The Trust Manager or designee shall have the authority to negotiate, approve and execute contracts for performances and/or professional services; and
2. The Trust Manager shall have the authority to approve claims for payment and may issue payment for the same; and
3. The financial commitments and/or payments made under the authority granted hereunder shall not exceed a cumulative unpaid total of twenty thousand dollars (\$20,000.00) absent the approving vote of a majority of a quorum of the Board of Trustees at a regular or special meeting thereof and an additional twenty thousand dollars (\$20,000) with the chairperson's written approval; and
4. The Trust Manager shall be obligated to make report of actions taken under this authority at the regular meeting next following said actions; and
5. This Resolution may be revoked or amended at any time by vote of a majority of a quorum of the Board of Trustees at a regular or special meeting, but such revocation or amendment shall not impair the validity of claims approval, claims payment or execution of contract(s) for performances and/or professional services made previously in compliance herewith.

Approved by Public Vote of the MDRA Board of Trustees  
Pursuant to a Posted Agenda Item at a meeting held on  
\_\_\_\_\_, 2018, by a vote of:

\_\_\_\_\_ For, \_\_\_\_\_ Against, and \_\_\_\_\_ Abstaining

\_\_\_\_\_  
Rudy Schultz, Chairperson

Approved:

Attest:

\_\_\_\_\_  
Ben Loring, Trust Attorney

\_\_\_\_\_  
City Clerk



RESOLUTION NO. 20~~2018~~ - \_\_\_\_\_

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AUTHORITY  
TO AMEND RESOLUTION 2016-04 DELEGATING CLAIMS PAYMENT AND CONTRACT AUTHORITY TO THE  
TRUST MANAGER**

**WHEREAS**, the *Second Amended Declaration of Trust of the Miami Downtown Redevelopment Authority* provides for a trust purpose at Article III, paragraph 7, and a matching trust power at Article VII, paragraph 15, as follows:

“To expend all funds coming into the hands of the Trustees as revenue or otherwise for the payment of any indebtedness incurred by the Trustees for the purposes specified herein, and in the payment of the aforesaid costs and expenses, and in payment of any other obligation properly chargeable against the Trust Estate, ... “; and

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“To exercise management and control of the properties of the Trust Estate subject to the authority otherwise specifically granted to the General Manager and Executive Director as described herein;

To contract for the furnishing of any services or the performance of any duties that they may deem necessary or proper, and pay for the same as they see fit, provided that no such contract services or the performance thereof shall interfere with or inhibit the authority specifically granted to the General Manager and Executive Director as described herein”; and

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3. The financial commitments and/or payments made under the authority granted hereunder shall not exceed a cumulative unpaid total of twenty thousand dollars (\$20,000.00) absent the approving vote of a majority of a quorum of the Board of Trustees at a regular or special meeting thereof and an additional twenty thousand dollars (\$20,000) with the chairperson's written approval; and
4. The Trust Manager shall be obligated to make report of actions taken under this authority at the regular meeting next following said actions; and
5. This Resolution may be revoked or amended at any time by vote of a majority of a quorum of the Board of Trustees at a regular or special meeting, but such revocation or amendment shall not impair the validity of claims approval, claims payment or execution of contract(s) for performances and/or professional services made previously in compliance herewith.

Approved by Public Vote of the MDRA Board of Trustees  
Pursuant to a Posted Agenda Item at a meeting held on  
\_\_\_\_\_, 2018, by a vote of:

\_\_\_\_\_ For, \_\_\_\_\_ Against, and \_\_\_\_\_ Abstaining

\_\_\_\_\_  
Rudy Schultz, Chairperson

Approved:

Attest:

\_\_\_\_\_  
Ben Loring, Trust Attorney

\_\_\_\_\_  
City Clerk

**BUDGET AMENDMENT FORM**



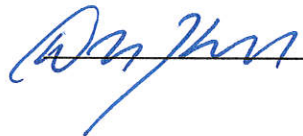
Fund: 783 - MDRA  
 Amendment #: 20 - 31  
 Fiscal Year: 2019 - 2020

<u>Account #</u>	<u>Account Name</u>	<u>Estimated Revenue</u>		<u>Appropriations</u>	
		<u>Increase</u>	<u>Decrease</u>	<u>Increase</u>	<u>Decrease</u>
783-462-461-4050	Other Machinery & Equip.			22,588.00	
783-462-461-4020	Improvements-Not Buildings				1,442.00
<b>TOTALS</b>		<u>-</u>	<u>-</u>	<u>22,588.00</u>	<u>1,442.00</u>

**EXPLANATION:**

Making two changes to purchase a new sound system from the 90-FOR-90 Fundraiser monies: 1) moving \$1,442 to the correct account; and 2) expending carried forward revenue (\$21,146.00) that was received after the FY 19/20 budget was approved, but before the end of FY 18/19.

Amendment Approval by Trust Manager:

 4-21-2020  
DATE

Date Approved by Trust:

05/05/2020

Unappropriated Fund Balance Remaining After Amendment:

\_\_\_\_\_