

Board Members

District 1

Bill Sweeden (2028)
Christi McNeil (2026)
Laura Teague (2026)

District 2

Cliff Taylor (2030)
Lou Ann Brown (2028)
Bruce Smith (2026)

District 3

Jerry Butterbaugh (2030)
Janeen Stuart (2028)
Kay Bills (2026)

OSAGE COUNTY INDUSTRIAL AUTHORITY

OSAGE COUNTY OKLAHOMA

Special Board Meeting

November 13, 2025, Thursday 12:00 Noon

Tri County Tech Building Business Center

Pursuant to the Oklahoma Open Meeting Act (25 O.S. Sec. 301, et seq.); notice is hereby given that the Trustees of the Osage County Industrial Authority, Osage County, Oklahoma, will hold a special meeting as follows:

1. CALL TO ORDER AND WELCOME GUESTS
2. FLAG SALUTE
3. ROLL CALL AND ACCEPTANCE OF ORDER OF DISCUSSION
 - 3a. Housekeeping and general comments regarding Board
4. APPROVE AND SIGN MINUTES FOR
 - August 14, 2025 (Tabled at 9/11 meeting to add 'seconds')
 - September 11, 2025
5. DISCUSSION AND VOTE ON CALENDAR / SCHEDULE OF 2026 OCIA BOARD MEETING DATES (Must be provided to County Clerk before 12-15-25)
6. DISCUSSION AND VOTE ESTABLISHING DATE OF ELECTION OF 2026 OCIA BOARD OFFICERS
7. JEFF RALEY - UPDATE ON COURTHOUSE ANNEX PROJECT AND REVIEW OF THE FINANCING
8. TREASURER'S REPORTS

8a. FINANCIAL REPORTS

8b. DISCUSSION AND POSSIBLE VOTE ON PURCHASING QUICK BOOKS PROGRAM

8c. DISCUSSION AND POSSIBLE VOTE ON SELECTING BOOKKEEPING FIRM

(if requested by Treasurer)

9. CHRISTI MCNEIL UPDATE ON HOUSING / JOBS STUDY

10. KAY BILLS UPDATE AND REPORT ON GIMBEL WORK IN PROGRESS,
INCLUDING POSITIONING OF OCIA, ESTABLISHING FOUNDATION
DOCUMENTS FOR OCIA, AND THE NEED FOR RESOLUTIONS – TIMING
OF DISCUSSION AND ACTIONS, INCLUDING POTENTIAL VOTE ON THE
FOLLOWING RESOLUTIONS:

10.1 A RESOLUTION OF THE BOARD OF TRUSTEES OF THE OSAGE COUNTY
INDUSTRIAL AUTHORITY APPROVING AND ADOPTING BYLAWS FOR THE DUE AND
ORDERLY ADMINISTRATION AND REGULATION OF THE AFFAIRS OF THE PUBLIC
TRUST.

10.2 A RESOLUTION OF THE BOARD OF TRUSTEES OF THE OSAGE COUNTY
INDUSTRIAL AUTHORITY ADOPTING THE OPERATING POLICIES AND PROCEDURES
MANUAL, INCLUDING THE OKLAHOMA OPEN MEETING ACT COMPLIANCE
GUIDELINES.

10.3 A RESOLUTION OF THE BOARD OF TRUSTEES OF THE OSAGE COUNTY
INDUSTRIAL AUTHORITY ESTABLISHING AND ADOPTING THE LOAN PROGRAM
AND FINANCIAL PRIVACY POLICY.

10.4 A RESOLUTION OF THE BOARD OF TRUSTEES OF THE OSAGE COUNTY
INDUSTRIAL AUTHORITY AUTHORIZING THE SAM.GOV REGISTRATION AND
APPOINTING THE ENTITY ADMINISTRATOR.

10.5 A RESOLUTION OF THE BOARD OF TRUSTEES OF THE OSAGE COUNTY
INDUSTRIAL AUTHORITY AUTHORIZING A FORMAL REQUEST TO OSAGE COUNTY
FOR OFFICIAL COPIES OF MISSING AUDIT REPORTS.

10.6 A RESOLUTION OF THE BOARD OF TRUSTEES OF THE OSAGE COUNTY
INDUSTRIAL AUTHORITY ACCEPTING OFFICIAL AUDIT REPORTS FOR FY 2013
THROUGH FY 2020 AND DIRECTING IMMEDIATE COMPLIANCE FILING.

10.7 A RESOLUTION OF THE OSAGE COUNTY INDUSTRIAL AUTHORITY
ACCEPTING ITS OFFICIAL LOGO

10.8 ACCEPTANCE OF ESTABLISHMENT AND PURPOSE OF OCIA WEBSITE
“osagecountyindustrialauthority-ok.gov

10.9 DISCUSSION AND POSSIBLE VOTE ON OCIA LETTERHEAD

11. LOAN COMMITTEE REPORT

DISCUSSION OF PROCESS, DOCUMENTS IN USE, AND ANY NEEDS AND
REVISIONS
UPDATE ON LOAN STATUSES INCLUDING PAY-OFFS

12. EXECUTIVE SESSION

Possible Board discussion and vote whether to convene into executive session
pursuant to O.S. 25 & 25- 307 (B7) Discussing any matter where disclosure of
information would violate confidentiality requirements of state or federal law.
And (B4) Confidential communications between a public body and its attorney.

12.1 Loan Committee Report

12.2 Financial status of outstanding loans and the respective borrowers

12.3 Discussion with legal counsel regarding loan process, document usage and
potential renewals

13. VOTE TO ADJOURN EXECUTIVE SESSION AND RECONVENE IN OPEN SESSION

13.1 Statement of minutes of executive session

14. DISCUSSION AND VOTE ON discussion and vote on actions related to EXECUTIVE
SESSION

15. UPDATE ON OCIA OFFICE

LEASE TO TRI-COUNTY RECEIVED

REQUESTED PROOF OF INSURANCE

FILE CABINETS ORDERED

LAPTOPS NEED UPDATING

16. (If Requested) DISCUSSION AND POSSIBLE VOTE ON WHAT DOCUMENTS
TO SEND FOR REVIEW TO DRUMMOND LAW

17. (Time Permitting) COMMUNITY UPDATE COMMENTS BY INDIVIDUAL BOARD MEMBERS

18 CITIZEN INPUT – COMMENTS LIMITED TO 3 MINUTES

19. ADJOURNMENT

OSAGE COUNTY INDUSTRIAL AUTHORITY

By: _____

Jerry Butterbaugh, Chairperson, Osage County Industrial Authority Board

CERTIFICATE

This is to certify that in conformity with the Oklahoma Open Meeting Act, public notice of the date, time and place of this meeting, was given to the County Clerk of Osage County before 12:00 noon the day of NOVEMBER 11, 2025, and that a true and correct copy of the Notice of said meeting was posted at the place of said meeting NOVEMBER 11, 2025, all as required by law.