
On Tuesday, July 21, 2026, at or before 4:59 p.m., agenda was posted at the front doors of City Hall, on the bulletin board in the lobby of City Hall, on the City of Bethany website: cityofbethany.org. The City of Bethany encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the City Clerk at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. The City may waive the 48-hour rule if signing is not the necessary accommodation.

AGENDA

BETHANY ECONOMIC DEVELOPMENT AUTHORITY

THURSDAY, JULY 23, 2026
12:00 P.M.

BETHANY CITY HALL
6700 NW 36TH ST
BETHANY OK

Call to Order

1. Approval of Minutes from the July 9, 2026, Regular BEDA Meeting.
2. Mayor's Report
3. Discussion and possible action to approve the August 27th Lunch & Learn location to be at the Bethany Public Library.
4. Discussion and Possible action to approve El Sazon as vendor for August 27th Lunch & Learn in an amount not to exceed \$600.
5. Discussion and possible action to approve an Economic Development/Marketing intern for the Fall '26 and Spring '27 semesters in an amount not to exceed \$7,200; draft position description is attached.
6. Community Development Report
7. City Manager's Report
8. Roundtable and Discussion
9. New Business *(As defined by the Oklahoma Open Meeting Act § 311 (A) (9) as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda")*.
10. Adjourn until August 13, 2026.

On Wednesday, July 8, 2026, at or before 1159 a.m., agenda was posted at the front doors of City Hall, on the bulletin board in the lobby of City Hall, and on the City of Bethany website: cityofbethany.org.

MINUTES

BETHANY ECONOMIC DEVELOPMENT AUTHORITY

**THURSDAY, JULY 9, 2026
12:00 P.M.**

**BETHANY CITY HALL
6700 NW 36TH ST, BETHANY OK**

MEMBERS PRESENT:	Brian Rooney Lisa Levey Joan Jenkinson	Chairman Vice Chair Secretary
MEMBERS ABSENT:	Joshua Young	Trustee
OTHERS PRESENT:	Elizabeth Gray Brett Crecelius Raquelynn Diaz	City Manager Community Development Dir. Community Development Assoc.

Chairman Rooney called the Bethany Economic Development Authority meeting to order at 12:01 P.M.

ITEM NO. 1 on the agenda was **APPROVAL OF MINUTES FROM THE JUNE 11, 2026, REGULAR BEDA MEETING.**

Motion was made by Jenkinson, seconded by Levey to approve the minutes from the June 11, 2026 Regular BEDA Meeting as presented. YES votes: Rooney, Levey, and Jenkinson. NO votes: None. ABSTAIN votes: None. Motion passed.

ITEM NO. 2 on the agenda was **MAYOR'S REPORT.**

ITEM NO. 3 on the agenda was **DISCUSSION AND POSSIBLE ACTION ON DETERMINING A LOCATION AND LUNCH OPTIONS FOR THE AUGUST 27TH LUNCH & LEARN EVENT INCLUDING GENERAL PLANNING ON GROUP OUTREACH FOR PRESENTERS/TABLE EXHIBITS.**

Motion was made by Levey, seconded by Jenkinson to approve August 27th Lunch and Learn location of Bethany Children's Health Center and for them to cater in an amount

not to exceed \$600.00. YES votes: Rooney, Levey, and Jenkinson. NO votes: None. ABSTAIN votes: None. Motion passed.

ITEM NO. 4 on the agenda was **COMMUNITY DEVELOPMENT REPORT.**

Mr. Crecelius gave a report.

ITEM NO. 5 on the agenda was **CITY MANAGER'S REPORT.**

Ms. Gray gave a report.

ITEM NO. 6 on the agenda was **ROUNDTABLE AND DISCUSSION.**

Discussion only.

ITEM NO. 7 on the agenda was **NEW BUSINESS** *(As defined by the Oklahoma Open Meeting Act § 311 (A) (9) as "matters not known about or which could not have reasonably been foreseen prior to the time of posting the agenda")*.

ITEM NO. 8 on the agenda was **ADJOURN UNTIL JULY 23, 2026.**

Chairman Rooney adjourned the Bethany Economic Development Authority meeting until July 23, 2026 at 12:46 P.M.

CITY CLERK

CHAIRMAN



Department of Planning & Community Development

POSITION: Community Development Intern
DEPARTMENT: Community Development
REPORTS TO: Community Development Director
HOURS: 12-15 hours per week

COMPENSATION: \$12.00/hour
PAY CLASSIFICATION: Temporary
SAFETY SENSITIVE: No

Description:

The Community Development Intern will support the initiatives of the Community Development Department, with a specific focus on economic development and marketing. This position provides a hands-on opportunity to gain experience in municipal operations, marketing, economic research, community engagement, business outreach, and strategic planning processes that support a thriving local economy.

Key Responsibilities:

- Prepare and distribute marketing materials promoting the municipality's economic assets and business programs on social media and other media outlets.
- Contribute to social media, newsletters, and web content related to economic development and business support.
- Assist in the writing, drafting, reviewing, and submission of economic development related grants
- Conduct research and data analysis related to business trends, industry sectors, demographics, and local economic indicators.
- Support outreach efforts to local businesses, entrepreneurs, and community stakeholders.
- Assist in organizing and supporting events such as business roundtables, workshops, and networking events.
- Participate in interdepartmental meetings and special projects related to community growth and revitalization.
- Perform other duties as assigned to support the department's goals and initiatives.

Learning Objectives / Skills Development:

- Gain practical knowledge of local government operations and community economic planning.
- Apply knowledge of best marketing practices to increase awareness of economic development initiatives, programs, and city happenings
- Develop skills in data collection, analysis, professional communication, and graphic design
- Learn about business attraction, retention, and expansion strategies.
- Build experience in stakeholder engagement and public relations.

Qualifications:

- Currently enrolled in or recently graduated from a program in Marketing, Communications, Economics, Business Administration, or a related field.
- Strong written and verbal communication skills.
- Competent in social media and general marketing best practices
- Demonstrated interest in community development and public service.
- Proficiency in Microsoft Office (Word, Excel, PowerPoint); knowledge of GIS, Canva, or data visualization tools is an asset.
- Ability to work both independently and collaboratively in a team environment.
- Attention to detail and good organizational skills.

Working Conditions:

- Office environment with occasional travel within the municipality for site visits or events.
- Some evening or weekend hours may be required depending on community events or council meetings.

Environment:

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.
- Work is performed in an office setting as well as on-site involving outdoor work in the inspection of various land use developments, construction sites, and residential streets and parkways. The employee is occasionally exposed to adverse weather conditions, uneven terrain, wet terrain and hot/cold or humid conditions. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- While performing the duties of this job, the employee is frequently required to talk or hear; sit; use hands and fingers to handle, feel, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to stand or walk.
- The employee must occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

To receive and submit an application form, or for more information, please email the City of Bethany Community Development Director at Brett.Crecelius@bethanyok.org