



**REGULAR MEETING AGENDA
BUSINESS IMPROVEMENT & SPECIAL SERVICES DISTRICT #1
ADVISORY BOARD**

**Stillwater Municipal Building
723 S. Lewis Street
Room 2073
Stillwater, OK**

Stillwater.org

**Minutes
January 7, 2016
5:15 p.m.**

Board Members Present: Susie Presley, Ben Douglas, Jill Hunt, Robert Sitton Jr., Kyle Gibbs, Kent Kinzie, Marsha Forbes
Board Members Absent: Robyn Davies, Steve Green, Jim McCollom
Staff Present: ED Coordinator Angela McLaughlin
Guests:

1. CALL MEETING TO ORDER

Chairman Kyle Gibbs called the meeting to order at 5:25 pm

2. APPROVAL OF MINUTES

Jill Hunt noted the minutes were not correct; she abstained from each of the Media Grant votes involving the Newspress.

- i. **MOTION BY R. SITTON TO APPROVE MINUTES WITH CORRECTIONS NOTED ABOVE SECOND BY K.KINZE TO ROLL CALL VOTE: YEA- KINZIE, HUNT, FORBES, DOUGLAS, GIBBS, PRESLEY, SITTON. THE MOTION PASSED 7 YEA VOTES, 0 NAY VOTES**

3. GENERAL ORDERS

The BID #1 Advisory Board will discuss and take action at this meeting (including a vote or series of votes) on each item listed under General Orders unless the agenda entry specifically states no action will be taken.

A. Exterior Grant Program

- i. John Green, 106 W. 10th, is requesting \$2,500.00 to replace existing storefront and add an east window. F16-10
Jill Hunt asked A. McLaughlin to verify the property had not received another grant for this fiscal year.
MOTION BY M. FORBES SECOND BY S. PRESLEY TO APPROVE GRANT IN AMOUNT REQUESTED SUBJECT TO QUALIFICATION ROLL CALL VOTE: YEA- HUNT, FORBES, DOUGLAS, GIBBS, PRESLEY, SITTON. THE MOTION PASSED 7 YEA VOTES, 0 NAY VOTES, KINZIE ABSTAINED

- ii. Stilly Arts Update: The City of Stillwater requires a permit before installing an LED sign.
*R. Sitton noted part of this project needed a permit, staff has followed up with owner and not received anything to verify if owner has checked with DS.
 K. Gibbs asked if board should review grant guidelines, they have not been reviewed since 2012. J. Hunt stated Media Grant has been reviewed in the past two years. K. Gibbs recommended staff send façade grant program be sent to grant committee for review.*
 - iii. Media Grant Program (No grants to review)
 - iv. Premier events downtown, adding or changing of current events including requesting sponsors to take over certain events.
Staff requested board members take time before next meeting and review all current downtown events. Should some events be changed, sponsors found to take over certain events or stopped? Define what the purpose of each should be and if they can be done differently or better.
- a. Finance Committee – Susie Presley
 - i. December 2015 financial report
Susie asked staff to discuss getting reports on assessments and parking fines collected.
 - b. Investor Relations Committee – Kent Kinzie
 - i. New Businesses
New businesses in the travel building, staff will contact owner about grants and distribution list.
 - ii. Looking for Space
 - (1) Reception with 5 offices
 - c. Member Services Committee –
 - (1) Parking, discuss parking issues at 8th and Main
Staff discussed possibility of changing one or two spots at the corner of 8th and Main to 15-30 minute parking. No action taken. Statue arrived, staff will ask Cross Timbers to research corners at 7th and Husband and give recommendations on where to locate statue.
 - d. Marketing & Advertising – Jill Hunt
 - (1) Facebook stats
Staff shared facebook stats along with the suggestions of doing FB advertising in Dallas, Tulsa and OKC around OSU events that draw parents into town.
 - e. Customer Relations & Special Events Committee – Robyn Davies
 - (1) Downtown merchant group Facebook page
 - (2) 793 Carriage rides this year, an increase of 163 from 2014. Newspress photographed twice, inclement weather on 12/17, biggest night was 12-19

- (promoted through FB, post was shared numerous times. Time slots for busy nights next year? How to get those people in stores? Coupon? Ornament?
- (3) Discuss adding Oklahoma to current logo (see example) with few minor changes

4. REPORTS FROM OFFICERS

Announcements and remarks about matters of general interest may be made by Board members, BID Coordinator, or the City Attorney at this time. No action will be taken.

Kent Kinzie inquired about Amy Frazier, staff informed board there were no updates to give, HR has said FMLA will end in February and we should more information at that time. He was concerned about having a BID Coordinator to handle day to day activities and hoped the situation would be resolved soon.

5. ADJOURN.

MOTION BY B. DOUGLAS TO ADJOURN THE JANUARY 7, 2016 REGULAR MEETING OF THE BUSINESS IMPROVEMENT DISTRICT #1 ADVISORY BOARD, SECOND BY K. KINZE ROLL CALL VOTE: YEA PRESLEY, GIBBS, HUNT SITTON, FORBES, KINZIE, DOUGLAS . THE MOTION CARRIED WITH 7 YEA VOTES, 0 NAY VOTES.

The meeting adjourned at 7:11 pm

Kyle Gibbs, CHAIR

DATE