



Stillwater Municipal Building  
723 S. Lewis  
Stillwater, Oklahoma  
[stillwater.org](http://stillwater.org)

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

**MINUTES**

**OCTOBER 6, 2016**

**5:15 p.m.**

**Room 2073**

**Board Members Present:** Robyn Davies (5:16pm), Ben Douglas, Marsha Forbes, Kyle Gibbs, Steve Green, Kent Kinzie, Jim McCollom, Susie Presley, Robert Sitton, Cory Williams (5:20pm)

**Board Members Absent:** Jill Hunt

**Staff Present:** Patti Osmus, Melissa Reames, Teresa Kadavy, Sherry Fletcher, Meagan Kascsak, Jasmine Sievert, Dennis McGrath

1. CALL MEETING TO ORDER

**Chair Gibbs called the meeting to order at 5:15pm**

2. CONSENT DOCKET

*Items listed on the consent docket are routine administrative matters that may be approved by a single vote with or without discussion. Board members may remove individual items from the consent docket and place them on Items Removed from Consent Docket for additional consideration. **The Board will take action at this meeting (including a vote or series of votes) on these items either collectively as part of the Consent Docket or individually under Items Removed from Consent Docket.***

- a. August 4, 2016 Regular Meeting Minutes
- b. Request from Bill Hinton/Russ Teubner, property owner, 214 W. 10<sup>th</sup> Avenue for \$1,365.20 to paint and repair exterior of the whole building (F17-05)
- c. Request from Orlando Briscoe, residential grant, 1012 S. Lewis, for \$1,190 to scrape and paint exterior of house (F17-06)
- d. Request from Cindy Johnston, 111 W. 7<sup>th</sup> (Aspen building), for \$460 to prep & paint east exterior wall of building (F17-07)
- e. Request from Stilly Arts/Neha Gupta, 1207 S. Main, for \$500 for Facebook, Google, and print media advertising (M17-03)
- f. Request from Rose McKeown, 811 S. Main, for \$375 for scraping and painting second story windows (F17-08)
- g. Request from Ryan Sheller, Aggie Development, 701 S. Main, for \$5000 for sign replacement at Brooklyns (F17-09)

- h. Request from Ed & Mona Smith, SE&M Monogramming, 906 S. Main, for \$250 for advertising on Tv31 (M17-04)
- i. Request from Chad Bayen, Central Drug, 722 S. Main, for \$500 for advertising on Tv31 (M17-05)
- j. Request from Stacia Smith, Formal Fantasy, 121 E. 9<sup>th</sup>, for \$500 for advertising on Tv31 (M17-06)
- k. Request from Randy Deal, Harrison Electric, 914 S. Main, for \$500 for advertising on Tv31 (M17-07)
- l. Request from Joe Merrifield, Merrifield Office Supply, 616 S. Main, \$500 for advertising on Tv31 (M17-08)
- m. Request from Mindy Murray, Murray Agency, 115 E. 8<sup>th</sup>, \$500 for radio advertising (M17-09)

**Motion by Mccollom to approve consent docket and second by Sitton. Roll Call: Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Kinzie Yea, McCollom Yea, Presley Yea, Sitton Yea. Motion carried with eight yea votes.**

3. ITEMS REMOVED FROM CONSENT DOCKET

4. GENERAL ORDERS

*The 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 that no action will be taken.*

- a. Presentation of proposed Fall Marketing & Communication Plan and possible action to adopt plan  
**Sherry Fletcher reviewed the draft. 80% of budgeted dollars will be spent on advertising within a 90 minute driving radius of Stillwater and 20% within city limits. Patti mentioned this is a good starting place for BID and can tailor the advertising as we go— get feedback from the board.**  
**Motion by Green to accept the Fall Marketing & Communication Plan and second by Sitton. Roll call: Davies Yea, Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Kinzie Yea, McCollom Yea, Presley Yea, Sitton Yea, Williams Yea. Motion carried with ten yea votes.**
- b. Website & social media update  
**Kyle mentioned updating downtown website is difficult. Sherry said the City is updating all websites so can make the downtown website part of the City's website. That way City staff can update and post to the website with no extra administration fees. Patti suggested postponing vote to get cost, advantages and disadvantages of having site linked with the City of Stillwater site. No action was taken**
- c. Discussion regarding redesign of downtown logo  
**Sherry presented the new downtown Stillwater logo. Ben feels like the logo needs to have artwork associated with it and new design doesn't really say anything about downtown. Logo needs to promote downtown. It was decided to bring back logo discussion next month. No action taken.**
- d. Consider final draft of special overlay changes for BID renewal  
**BID overlay draft was changed to include Recreation & Mobile Food Vendors. Cory mentioned adding Outdoor/Park Equipment for Block 34. BID board feels they will have lots of questions asked at the November 15 BID members meeting and will need to be able to answer them. Increasing boundaries of the BID was discussed. Need to discuss evolution of the BID board. Decided to table this discussion and other BID processes.**
- e. Consider BID #1 financial participation in purchasing Halloween Fest candy for merchants

Main Street will be closed off from mid 7<sup>th</sup> Street to the roundabout. BID board was asked to contribute \$3000 to the purchase of candy for the merchants and the Halloween Festival. Robyn suggested the BID board only supplement what the merchants were purchasing to give away. Motion by McCollom to spend \$3000 to purchase candy to supplement the merchants and second by Williams. Roll call: Davies Yea, Douglas Yea, Forbes Yea, Gibbs Yea, Green Nay, Kinzie Yea, McCollum Yea, Presley Yea, Sitton Yea, Williams Yea. Motion carried with nine yea votes to one nay vote.

- f. Consider BID #1 financial participation in holiday lighting and decoration of Main Street  
It was proposed to the board to contribute \$25,000 for the holiday lighting in downtown. The old decorations purchased by the BID will be used and incorporated with the new decorations that will be rented. The BID board's original goal was to contribute each year to additional lighting in downtown. They had budgeted \$15,500 for this year. There is concern about the lighting the merchants purchased last year from Mowing and More and being able to use the lights again this year. It was suggested each merchant contact Mowing and More and have them put up their lights. Kent said it is a complicated process with each building being private property and having access to rooftops, electric hook ups, etc. Motion by Forbes for the BID board to contribute \$25,000 towards the downtown holiday lighting project and second by Green. Roll call: Davies Yea, Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Kinzie Yea, McCollum Yea, Presley Yea, Sitton Yea, Williams Yea. Motion carried with ten yea votes.
- g. Bid coordinator position ad hoc committee report  
Kyle said the ad hoc committee met on 8/16/2016 and their recommendation is to share the BID coordinator position as is it being done now with the BID board members being alert for any problems or issues that are not being handled. Cory said he is more of a fan of having on person in charge. Steve suggested continuing on this path since the BID is up for renewal and then reviewing the position. It would be hard to find someone willing to take the position as BID Coordinator for 10 months. Motion was made by McCollom to keep the BID coordinator as a shared position and second by Sitton. Roll call: Davies Yea, Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Kinzie Yea, McCollum Yea, Presley Yea, Sitton Yea. Motion carried with nine yea votes. Williams left at 7:34pm.
- h. Discussion on format and topics for semi-annual members meeting on November 15, 2016  
Patti suggested that the BID board members be able to list what the BID has done for downtown with maybe before and after pictures of the area, as well as increased profits, etc. It was decided a special BID meeting should be scheduled before the semi-annual meeting. Tentative dates for special meeting are October 13 and October 27. No other action taken.

## 5. COMMITTEE REPORTS

*No action will be taken on items listed under Committee Reports*

- a. Finance Committee – Susie Presley

- i. August 2016 financial report
- ii. September 2016 financial report

Susie said a finance committee meeting is needed to work on a new proposed budget and can probably add salary of BID coordinator back into budget. Susie will email times for a finance committee meeting.

- b. Investor Relations Committee – Kent Kinzie

**Kent listed the properties available in downtown. Marsha said OSU Entrepreneurial School has leased part of the Teubner building.**

- c. Member Services Committee – Steve Green  
**No report**
- d. Marketing & Advertising – Jill Hunt  
**Steve Green said he would take Jill’s comments. He did not care for the new downtown logo and doesn’t want to be bullied into adopting it.**
- e. Customer Relations & Special Events Committee – Robyn Davies  
**No report-Robyn wanted clarification as to who is on this committee**
- f. Report from last merchants meeting  
**Close to 25 merchants attended the merchants meeting in September. Robyn said she thought it was the best attendance she had ever seen. Steve said he could host the October merchant meeting**

6. 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.*

**Robert Sitton asked why there were downtown Stillwater banners on the light poles at 3<sup>rd</sup> and Main. He said there are several banners up that are outside the BID boundaries. He also said it looked like several poles needed maintenance so the banners could be put up properly.**

**Kent Kinzie said the sanitation problems in downtown are getting worse. He commented how people let their dogs use the dirt areas for a litter box and the smell does get bad. He said the sanitation issues range from trash, vomit and animal wastes.**

7. ADJOURN

**Motion was made by Green and second by Gibbs to adjourn the meeting at 8:10pm. Roll call: Davies Yea, Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Kinzie Yea, McCollom Yea, Presley Yea, Sitton Yea. Motion carried with nine yea votes.**

***NOTE: The City of Stillwater encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, please notify the City Manager’s office at least 48 hours prior to the meeting by calling 405.742.8209.***

**On \_\_\_\_\_, a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street.**