



**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  
February 4, 2016  
5:15 p.m.**

Board Members Present: Susie Presley (5:20), Ben Douglas (5:26), Jill Hunt (5:18), Robert Sitton Jr., Kyle Gibbs, Kent Kinzie, Marsha Forbes, Robyn Davies, Steve Green, Jim McCollom

Board Members Absent:

Staff Present: ED Director Angela McLaughlin

Guests: Janna Boyer (RMCF), Mohammad (Granny's Kitchen)

1. CALL MEETING TO ORDER

Chairman Kyle Gibbs called the meeting to order at 5:17 pm

2. APPROVAL OF MINUTES

a. Approve October 1, 2015 BID Board meeting minutes

-Approval not needed just signature

b. Approve corrected December 10, 2015 BID Board meeting minutes

**MOTION BY S. GREEN TO APPROVE MINUTES BY J.MCOLLOM TO ROLL CALL VOTE:  
YEA- KINZIE, HUNT, FORBES, DOUGLAS, GIBBS, PRESLEY, SITTON, GREEN,  
MCOLLOM, DAVIES. THE MOTION PASSED 10 YEA VOTES, 0 NAY VOTES**

c. Approve January 7, 2016 BID Board meeting minutes

**MOTION BY J.MCOLLOM TO APPROVE MINUTES WITH CORRECTION SECOND BY  
R.SITTON TO ROLL CALL VOTE: YEA- KINZIE, HUNT, FORBES, DOUGLAS, GIBBS,  
PRESLEY, SITTON, GREEN, MCOLLOM, DAVIES. THE MOTION PASSED 10 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.*

**MOTION BY S.GREEN SECOND BY J.MCOLLOM TO MOVE ITEMS C UNDER GENERAL  
ORDERS AND ITEM 1C TO TOP OF AGENDA FOR GUESTS. ROLL CALL VOTE: YEA-  
KINZIE, HUNT, FORBES, DOUGLAS, GIBBS, PRESLEY, SITTON, GREEN, MCOLLOM,  
DAVIES. THE MOTION PASSED 10 YEA VOTES, 0 NAY VOTES**

- a. Janna Boyer, RMCF Exterior grant (approved in last fiscal year) is requesting the board approve payment of grant.

*J. Boyer discussed her grant application with the board, requesting payment be made after paperwork submission deadline had passed. All work was done and has been paid for by J. Boyer, however final paperwork was not submitted to City for payment processing. K. Gibbs stated that had been the policy and it was in part because of the City of Stillwater budget policies. If grant guidelines should be changed the board would need to review and make a recommendation as such. S. Green read part of the grant guidelines to the board and believed the guidelines do state the paperwork had to be turned in within the stated time frames. J. McCollom stated the grants are there to be used and this grant should be paid as work was done before deadline. R. Davies stated there had been other grants that were paid with similar issues, others had not because they did not meet the criteria.*

**MOTION BY J.MCOLLUM TO APPROVE RMFC EXTERIOR GRANT SECOND BY K.KINZIE TO ROLL CALL VOTE: YEA- KINZIE, HUNT, FORBES, DOUGLAS, GIBBS, PRESLEY, SITTON, MCCOLLOM, DAVIES. NAY-GREEN THE MOTION PASSED 9 YEA VOTES, 1 NAY VOTE**

- b. Item 1-C Parking:

*Mohammad, owner of Granny's Kitchen requested the parking area in front the Tokyo Pot along with additional lighting in the area and handicap parking spots. He said it is not safe for employees to walk along 10<sup>th</sup> street early in the morning and felt the change in time at Tokyo Pot would be beneficial to his staff and others. Steve Green asked if we could check into adding more parking along 10<sup>th</sup> street. Mohammad asked if some of the parking could change to 3 hours. Robert Sitton asked if staff could check into getting more lighting in this area to make it safer and check on handicap spots. Steve Green said board could recommendation but ultimately it would be the City's decision to add more parking or lighting.*

- c. Exterior Grant Program

- i. Douglas Fort/Fort Environmental Labs, 515 S. Duncan Street, is requesting \$2500 to improve the appearance of a very dated exterior lab front. F16-11

**MOTION BY J.MCOLLUM TO APPROVE GRANT WITH SECOND BY S. PRESLEY TO ROLL CALL VOTE: YEA- KINZIE, HUNT, FORBES,GIBBS, PRESLEY, SITTON, GREEN, MCOLLOM, DAVIES. THE MOTION PASSED 9 YEA VOTES, 0 NAY VOTES, DOUGLAS ABSTAINED**

- d. Media Grant Program

- ii. Rex Brown/Downtown Marketplace, 706 S. Main, is requesting \$225 to advertise in the Greek life recruitment booklet. M16-10

**MOTION BY J.MCOLLUM TO APPROVE GRANT WITH THE INCLUSION OF THE DOWNTOWN LOGO SECOND BY S. PRESLEY TO ROLL CALL VOTE: YEA- KINZIE, DOUGLAS, FORBES,GIBBS, PRESLEY, SITTON, GREEN, MCOLLOM, DAVIES. THE MOTION PASSED 9YEA VOTES, 0 NAY VOTES, HUNT ABSTAINED**

- e. Review current grant program guidelines, discuss and make changes (if necessary) for 2016.

*Discussion, should grant program guidelines be changed. Board asked the committee to review the guidelines and bring back any recommended or necessary changes at the next monthly meeting.*

- f. Landscaping: review estimates and placement of statue; discuss options for Chris Salmon Plaza, bike racks (Iron Monk & Granny's Kitchen) benches.

*Board asked staff to purchase one long bench from OCI, if bench is well made and suffices board will decide whether not to order additional benches. Board requested staff look at bike corral and rack options for Iron Monk and Granny's Kitchen, would like to see both installed by the spring. Board discussed raised flower beds on Husband Street and asked staff to work with city to get water meters and possibly electric and needed corners.*

**MOTION BY J.MCOLLUM TO FOR STAFF TO OBTAIN COST ESTIMATES FOR THE REHAB OF CHRIS SALMON PLAZA SECOND BY B. DOUGLAS. TO ROLL CALL VOTE: YEA- KINZIE, DOUGLAS, FORBES, GIBBS, PRESLEY, SITTON, HUNT, GREEN, MCOLLUM, DAVIES. THE MOTION PASSED 10 YEA VOTES, 0 NAY VOTES,**

- a. Finance Committee – Susie Presley  
i. January 2016 financial report

- b. Investor Relations Committee – Kent Kinzie  
i. New Businesses  
*1907 Meat Market, new owners of Pearl Junkie Vida Grace*  
ii. **Indulge Salon- ribbon cutting this spring**

- c. Member Services Committee –  
(1) Parking, discuss parking issues at 8<sup>th</sup> and Main

- d. Marketing & Advertising – Jill Hunt  
(1) Chamber Map Advertising  
*Board discussed discontinuing advertising in the Chamber map for next year.*

- e. Customer Relations & Special Events Committee – Robyn Davies  
(1) Downtown merchant group Facebook page  
(2) Valentine's Day Promotions Discuss adding Oklahoma to current logo (see example) with few minor changes  
(3) Mom's Weekend

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.***

**5. ADJOURN.**

**MOTION BY S.GREEN TO ADJOURN THE FEBRUARY 4, 2016 REGULAR MEETING OF THE BUSINESS IMPROVEMENT DISTRICT #1 ADVISORY BOARD, SECOND BY R.SITTON ROLL CALL VOTE: YEA PRESLEY, GIBBS, HUNT SITTON, FORBES, KINZIE, DOUGLAS, GREEN, DAVIES MCCOLLOM . THE MOTION CARRIED WITH 10 YEA VOTES, 0 NAY VOTES.**

The meeting adjourned at 7:06 pm

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Kyle Gibbs, CHAIR

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DATE