



**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
May 5th, 2016
5:15 p.m.**

Board Members Present: Susie Presley, Ben Douglas, Robert Sitton Jr., Kyle Gibbs, Kent Kinzie, Robyn Davies, Steve Green (7:15pm), Jim McCollom (5:22pm-6:35pm), Jill Hunt, Marsha Forbes

Board Members Absent:

Staff Present: ED Director Angela McLaughlin,

Guests: Russ Teubner

1. CALL MEETING TO ORDER

Chairman Kyle Gibbs called the meeting to order at 5:20 pm

2. APPROVAL OF MINUTES

a. March 31st, 2016 Special Meeting Minutes

**MOTION BY K.KINZIE TO APPROVE MINUTES SECOND BY R.DAVIES ROLL CALL
VOTE: YEA- PRESLEY, SITTON, KINZIE, DOUGLAS, FORBES, GIBBS, HUNT, GREEN,
DAVIES. THE MOTION PASSED 9 YEA VOTES, 0 NAY VOTES**

b. April 7th, 2016 Regular Meeting Minutes

**MOTION BY S.PRESLEY TO APPROVE MINUTES SECOND BY R.DAVIES ROLL CALL
VOTE: YEA- PRESLEY, SITTON, KINZIE, DOUGLAS, GIBBS, GREEN, DAVIES. THE
MOTION PASSED 7 YEA VOTES, 0 NAY VOTES HUNT & FORBES ABSTAINED**

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. Block 34 & 35 Update

Board viewed the Block 34/35 City Council Presentation. Russ Teubner presented his ideas for Block 34/35. B. Douglas asked if the City had money to build a park on the vacant block. R. Teubner said the City has a big expenditure with the airport and does not believe they have the money to do the project at this time. K. Gibbs reminded the board about the resolution they

created and sent to the council which seemed to reflect Mr. Teubner's plan. R. Sitton stated if a development like this happens the BID boundaries should change to capture the development. K.Kinzie asked how long it would take the City to do something on the vacant block as many plans had been presented over the years. He also asked if a parking garage is viable with Banc First. R. Teubner stated Banc First is open to the idea of parking garage in partnership with the City. J. McCollom asked if the community center has the capacity for meeting/conference space needed. R. Teubner said the demand is for a 300 person conference center. S. Green stated the space needs to incorporate public restrooms and as Councilor Weaver had stated in a meeting "if we lose the green space we do not get it back". K. Gibbs said the next steps for the board will be attend council meetings and reach out to City Councilors.

b. BID Renewal review and discussion

MOTION BY M. FORBES TO CHANGE THE BID BOUNDARIES FOR THE RENEWAL TO INCLUDE 6TH TO 12TH TO DUCK STREET SECOND BY K.KINZIE ROLL CALL VOTE: YEA- PRESLEY, SITTON, KINZIE, DOUGLAS, FORBES, GIBBS, HUNT DAVIES. THE MOTION PASSED 8 YEA VOTES, 0 NAY VOTES

c. Façade Grant Program

- i. Consider request from Oklahoma Harvest/Collett Campbell, 1020 S. Main, for \$937.50 for new signage, awning and paint for trim. F16-16

MOTION BY R.DAVIES TO APPROVE GRANT SECOND BY J. HUNT ROLL CALL VOTE: YEA- PRESLEY, SITTON, KINZIE, DOUGLAS, FORBES, GIBBS, HUNT DAVIES. THE MOTION PASSED 8 YEA VOTES, 0 NAY VOTES

- ii. Harry Marton- Grant Application #F16-13 requests to reconsider amount approved at last board meeting.

K. Kinzie stated the improvements are to the parking lot which is covered up most of the time by cars. M. Forbes stated the improvements should be made to the building. K. Gibbs compared invoices and after photos. No action was taken.

d. Media Grant Program

- i. Consider request from Sears/Troy Faulkner, 1001 S. Main St., for \$500 for promotional advertising. M16-15

MOTION BY R.DAVIES TO APPROVE GRANT SECOND BY B.DOUGLAS ROLL CALL VOTE: YEA- PRESLEY, SITTON, KINZIE, DOUGLAS, FORBES, GIBBS, DAVIES. THE MOTION PASSED 7 YEA VOTES, 0 NAY VOTES HUNT ABSTAINED

- ii. Consider request from B&C Office Products/Keith Disney, 113 W. 9th, for \$500 for promotional advertising. M16-16

MOTION BY R.DAVIES TO APPROVE GRANT SECOND BY B.DOUGLAS ROLL CALL VOTE: YEA- PRESLEY, SITTON, KINZIE, DOUGLAS, FORBES, GIBBS, DAVIES. THE MOTION PASSED 7 YEA VOTES, 0 NAY VOTES HUNT ABSTAINED

- iii. Consider request from Indulge Salon & Spa/Richa Freshley, 520 S. Lowry, for \$375 for grand reopening and promotional advertising. M16-17

MOTION BY R.DAVIES TO APPROVE GRANT SECOND BY B.DOUGLAS ROLL CALL VOTE: YEA- PRESLEY, SITTON, KINZIE, DOUGLAS, FORBES, GIBBS, DAVIES. THE MOTION PASSED 7 YEA VOTES, 0 NAY VOTES HUNT ABSTAINED

- iv. Consider request from StillyArts/Neha Gupta, 1207 S. Main St., for \$200 for Facebook media ads. M16-18

MOTION BY R.DAVIES TO APPROVE GRANT SECOND BY B.DOUGLAS ROLL CALL VOTE: YEA- PRESLEY, SITTON, KINZIE, DOUGLAS, FORBES, GIBBS, DAVIES. THE MOTION PASSED 7 YEA VOTES, 0 NAY VOTES HUNT ABSTAINED

- v. Consider request from Knight Medical Supply/James Knight, 802 S. Lewis St., for \$500 for promotional advertising. M16-19

MOTION BY R.DAVIES TO APPROVE GRANT SECOND BY B.DOUGLAS ROLL CALL VOTE: YEA- PRESLEY, SITTON, KINZIE, DOUGLAS, FORBES, GIBBS, DAVIES. THE MOTION PASSED 7 YEA VOTES, 0 NAY VOTES HUNT ABSTAINED

- vi. Consider request from Direct Discount Tire/Garth Williams, 601 S. Main, for \$500 for promotional advertising. M16-20

MOTION BY R.DAVIES TO APPROVE GRANT SECOND BY B.DOUGLAS ROLL CALL VOTE: YEA- PRESLEY, SITTON, KINZIE, DOUGLAS, FORBES, GIBBS, DAVIES. THE MOTION PASSED 7 YEA VOTES, 0 NAY VOTES HUNT ABSTAINED

- vii. Consider request from Oklahoma Harvest/Collett Campbell, 1020 S. Main, for \$500 for promotional advertising. M16-21

MOTION BY R.DAVIES TO APPROVE GRANT SECOND BY B.DOUGLAS ROLL CALL VOTE: YEA- PRESLEY, SITTON, KINZIE, DOUGLAS, FORBES, GIBBS, DAVIES. THE MOTION PASSED 7 YEA VOTES, 0 NAY VOTES HUNT ABSTAINED

- e. BID Event update: *A. McLaughlin discussed events and the possibility of partnering with an outside group in the summer to help with the car show. The BID has 4 events in September and 2 scheduled events for October. The City has also asked the board to consider moving FFTT to Block 34 and 35 for June and July as the City will be partaking in a "tactical urbanism" project to demonstrate to the public what could be done on those blocks. R. Davies asked A. McLaughlin to discuss with the merchants on 7th street, with their approval we could move.*

MOTION BY S.PRESLEY TO REMOVE CAR SHOW FROM THIS YEAR'S EVENT SCHEDULE AND RECONSIDER FOR THE SUMMER, WITH AN OUTSIDE GROUP PARTNERING. SECOND BY M. FORBES ROLL CALL VOTE: YEA- PRESLEY, SITTON, KINZIE, HUNT, DOUGLAS, FORBES, GIBBS, DAVIES. THE MOTION PASSED 8 YEA VOTES, 0 NAY VOTES

5. COMMITTEE REPORTS

- a. Finance Committee – Susie Presley
 - (1) April 2016 financial report

- b. Investor Relations Committee – Kent Kinzie
- c. Member Services Committee –
- d. Marketing & Advertising – Jill Hunt
- e. Customer Relations & Special Events Committee – Robyn Davies

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.

5. ADJOURN.

MOTION BY J.HUNT TO ADJOURN THE MAY 5th, 2016 REGULAR MEETING OF THE BUSINESS IMPROVEMENT DISTRICT #1 ADVISORY BOARD, SECOND BY R.SITTON ROLL CALL VOTE: YEA PRESLEY, GIBBS, SITTON, KINZIE, DOUGLAS, FORBES, DAVIES, HUNT . THE MOTION CARRIED WITH 8 YEA VOTES, 0 NAY VOTES.

The meeting adjourned at 8:20 pm

Kyle Gibbs, CHAIR

DATE