



**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  
July 7th, 2016  
5:20 p.m.**

Board Members Present: Susie Presley, Ben Douglas (5:59pm), Robert Sitton Jr., Kyle Gibbs (5:22pm), Kent Kinzie (5:26pm), Robyn Davies, Steve Green, Jim McCollom, Jill Hunt, Marsha Forbes,

Board Members Absent:

Staff Present: ED Director Angela McLaughlin, Special Projects Director John McClenney, Court Clerk, Melinda Grey

Guests: Michelle Charles, Richard Buchanan, Judy Rhoads

1. CALL MEETING TO ORDER

Vice Chairman Steve Green called the meeting to order at 5:20 pm

2. APPROVAL OF MINUTES

a. June 2nd, 2016 Regular Meeting Minutes

**MOTION BY J.MCOLLOM TO APPROVE MINUTES SECOND BY S.PRESLEY ROLL CALL VOTE: YEA- PRESLEY, SITTON, FORBES,HUNT, GREEN, DAVIES, MCCOLLOM. THE MOTION PASSED 7 YEA VOTES, 0 NAY VOTES GREEN ABSTAINED**

b. June 30th, 2016 Special Meeting Minutes

**MOTION BY J.MCOLLOM TO APPROVE MINUTES SECOND BY M.FORBES ROLL CALL VOTE: YEA- PRESLEY, SITTON, FORBES,HUNT, GREEN, DAVIES, MCCOLLOM. THE MOTION PASSED 7 YEA VOTES, 0 NAY VOTES GREEN 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. **MOTION BY R.SITTON TO AMEND GENERAL ORDERS AND BEGIN DISCUSSION WITH ITEMS B AND C SECOND BY J. MCCOLLOM. YEA- PRESLEY, SITTON, GIBBS, FORBES,HUNT, GREEN, DAVIES, MCCOLLOM. THE MOTION PASSED 8 YEA VOTES, 0 NAY VOTES GREEN ABSTAINED**

- b. 2017 Façade Grant Program; review and recommend changes to the amount of the façade grant programs from \$2500 (commercial) & \$1,000 (residential) to up to 10x's the property BID assessment amount up to \$5,000 for both commercial and residential properties.

*S.Green asked to change the wording on the grant documents to include the word "on".*

**MOTION BY J.MCCOLLOM TO ACCEPT THE RECOMMENDED CHANGES TO THE 2017 COMMERCIAL AND RESIDENTIAL EXTERIOR GRANT PROGRAM SECOND BY R.SITTON YEA- PRESLEY, SITTON, GIBBS, FORBES,HUNT, GREEN, DAVIES, MCCOLLOM. THE MOTION PASSED 8 YEA VOTES, 0 NAY VOTES GREEN ABSTAINED**

- c. Façade Grant Program

- i. Reconsider request from Robert Woods, 1304 S. Main, for \$2500 to replace exterior doors and windows. F16-17 (new information from Mr. Woods)

**MOTION BY J.MCCOLLOM TO APPROVE GRANT SECOND BY R.DAVIES YEA- PRESLEY, SITTON, GIBBS, FORBES,HUNT, GREEN,KINZIE, DAVIES, MCCOLLOM. THE MOTION PASSED 9 YEA VOTES, 0 NAY VOTES GREEN ABSTAINED**

- d. Parking Committee Report

*J. McClenny shared information the parking committee had been discussing. Items related to downtown including a parking management system, looking at the need for additional parking spots, parking garage, parking meters and other items. The committee would like the BID Board to tell them if there is a parking problem downtown and how the committee should proceed. K. Gibbs, what are the BID board thoughts on parking problems downtown. K. Kinzie stated that his customers believe there is a parking problem. We have an employee parking problem, they do not want to walk. His older customers do not want to walk or cannot walk. We did have meters at one time downtown, does not believe that is the answer. We need a way to get employees to park other places, we need spaces for customers to park who pay everyone's salaries. With the down turn in the economy we do not have as much as parking problem as we did, however the economy should recover and we will have issues again. He believes parking meters will be a negative thing for customers and discourage them from coming downtown. Parking needs are different for each business, some need only 15 minutes but professional services may need 2-3 hours. This is why we have the validation program, some use some do not. M.Grey stated we have many repeat offenders who continue to park and receive tickets. We do have parking spots available however people do not want to walk or feel entitled to certain spots. K.Gibbs we do not have a parking problem we have a convenience problem, a parking garage will not solve that. M.Grey has counted parking spots and we have plenty, employees and customers do not want to walk a block or two. S.Green stated the parking study could be out of date considering the development that has happened since the parking study was done. J.McClenny, spots have been counted again and there are still spots available. Study is three years however we still have ample parking in downtown, people might have a to walk a block or two. If Block 34/35 develops we will need to add more parking, development will have to address parking. R. Sitton when new development happens elsewhere in downtown the City has parking requirements that are not placed on downtown. J. McClenny said he is correct, downtown has an exception. R. Sitton said the builder should have to provide parking for development and should be addressed. A.McLaughlin stated if the development happens at block 34/35 the board should ask council to consider parking needs before development is approved and developer should provide adequate parking. K.Gibbs two*

constituents in his district are against parking meters. He said Will Joyce said it best, "what is the problem we are trying to solve?" and would parking meters solve it? He does not believe so. Is it possible to go to a "graduated" ticketing system? M.Grey said it is possible we do not have a system currently that would do that. However it is possible to get one which would be able to. J.McClenny doesn't know if the city can resolve the employee parking issue. We can look at the residential parking program, maybe leave everything else alone for now. Could also look at increasing fines and review ticketing system. K. Gibbs, towing is \$60 per car and is a policy. J.McCollom said he thought towing would be bad for downtown and wouldn't solve the problem, still have the employee parking problem. M.Gray loves the validation program however the merchants are not using it enough. We will be "rebooting" the validation program, very few businesses are really using it.

e. Media Grant Program

#### 4. COMMITTEE REPORTS

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

- a. Finance Committee – Susie Presley
  - (1) June 2016 financial report
- b. Investor Relations Committee – Kent Kinzie
- c. Member Services Committee – Steve Green
- d. Marketing & Advertising – Jill Hunt
- e. Customer Relations & Special Events Committee – Robyn Davies

#### 5. 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.***

#### 6. ADJOURN.

**MOTION BY K.GIBBS TO ADJOURN THE JULY 7TH, 2016 REGULAR MEETING OF THE BUSINESS IMPROVEMENT DISTRICT #1 ADVISORY BOARD, SECOND BY J.MCOLLOM ROLL CALL VOTE: YEA PRESLEY, GIBBS, SITTON, KINZIE, DOUGLAS, FORBES, DAVIES, HUNT, MCCOLLOM, GREEN . THE MOTION CARRIED WITH 10 YEA VOTES, 0 NAY VOTES.**

The meeting adjourned at 6:35 pm

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Kyle Gibbs, CHAIR

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DATE