



**\*IMPORTANT NOTICE\*** This meeting will be conducted via videoconferencing and in person at 723 S. Lewis Street. The meeting will be available to watch via the following videoconferencing link:

<https://us02web.zoom.us/j/82379438903?pwd=MU9ldG56SVZEWke3RXFyRGtsK0FLQT09>

**\*Notice regarding Public Comment\*** Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city, or their authorized legal representatives, may address the Committee at a regularly scheduled meeting on any item of business listed on the meeting agenda provided they have submitted a written request prior to the meeting either online at <http://stillwater.org/page/home/government/mayor-city-council/meetings-agendas-minutes/online-request-to-speak-at-city-council> or via the form found in the lobby outside the City Council chambers prior to meetings. **Request to speak forms must be received by 10:00 a.m. on July 20, 2020.**

Room 1122B will be open to the public, although the some presenters will be participating from remote locations that will be visible and audible on video screens located inside the room. **Persons entering City Hall are required to wear a face covering.** Persons who have signed up to speak may address the Committee from a podium located inside the Council Hearing Room, or may do so from a remote location by logging into the Zoom meeting at the appropriate time. Login information to participate via videoconference will be provided prior to the meeting via an email invitation. Those who want to participate via telephone may call 742.8209.

NOTE: Should a connection with any one of the meeting participants present for the videoconference be lost, the meeting will be recessed up to a maximum of 30 minutes to re-establish the connection. If reconnection is not possible, the meeting will be reconvened on Tuesday, August 4, 2020 at 11:00 A.M.

**SPECIAL MEETING MINUTES  
STILLWATER (RE) INVESTMENT PLAN  
(DOWNTOWN/CAMPUS LINK PROJECT PLAN) IMPLEMENTATION POLICY COMMITTEE  
STILLWATER TAX INCREMENT FINANCING DISTRICT #3**

**OCTOBER 19, 2020  
11:00 a.m. – 1:00 p.m.  
Room 1122B**

**Stillwater Municipal Building  
723 S Lewis Street  
Stillwater, OK 74074**

**COMMITTEE MEMBERS**

Chair Jeremy Bale  
John Killam  
Doug Major  
Chris Reding  
Mark Blakeman  
Marc Moore  
Dan Batchelor  
Lisa Harden

**METHOD OF PARTICIPATION**

IN PERSON-Room 1122B  
IN PERSON-Room 1122B  
IN PERSON-Room 1122B  
IN PERSON-Room 1122B  
IN PERSON-Room 1122B  
IN PERSON-Room 1122B  
Videoconference  
Videoconference

**Present: Jeremy Bale, John Killam, Doug Major, Mark Blakeman, Marc Moore, Dan Batchelor, CEDL**

**Absent: Chris Reding**

**Staff Present: Deputy City Manager Melissa Reames, Assistant City Manager Paula Dennison, City Manager Norman McNickle, City Attorney John Dorman, Clerk to Board Teresa Kadavy**

1. Call Meeting to Order

**Chair Bale called the meeting to order at 11:00 a.m.**

2. General Orders

*The Committee will discuss and take action (including a vote or series of votes) on each item listed unless the agenda entry specifically states that no action will be taken.*

a.	Approve meeting minutes of September 21, 2020 <b>Motion by Moore second by Major to approve special meeting minutes from September 21, 2020</b>  <b>ROLL CALL: BALE-YEA, MAJOR-YEA, BLAKEMAN-YEA, KILLAM-YEA, MOORE-YEA. MOTION CARRIED WITH FIVE YEA VOTES</b>	
b.	Approve 2021 meeting schedule <b>Motion by Killam second by Major to approve the 2021 meeting schedule</b>  <b>ROLL CALL: BALE-YEA, MAJOR-YEA, BLAKEMAN-YEA, KILLAM-YEA, MOORE-YEA. MOTION CARRIED WITH FIVE YEA VOTES</b>	
c.	Consider amendments to the following items in Section III B. Small Business Enhancement of the Implementation Policy Guidelines: <ol style="list-style-type: none"><li>i. Budget for small business enhancements</li><li>ii. Types of expenditures eligible for reimbursement under small business enhancements</li><li>iii. Maximum amount reimbursable from small business enhancement funding</li></ol> <b>The committee concluded that the following topics remain as currently stated in the policy:</b> <ol style="list-style-type: none"><li>1. Applicants must be a retail, restaurant, or personal service small business to be eligible to apply.</li><li>2. The types of improvements eligible for reimbursement contained in the document remain unchanged.</li><li>3. Grant match percentage not to exceed 50%.</li><li>4. Grant funding not to exceed \$15,000 per project.</li></ol> <b>New items for consideration included the following:</b> <ol style="list-style-type: none"><li>1. This financing assistance is a grant with no expectation of repayment in the form of ad valorem taxes</li><li>2. \$150,000 allotment to small business enhancements to be allocated over three fiscal years and considered part of the \$5,000,000 development financing in the project plan budget</li><li>3. Up to \$50,000 per fiscal year – 2021, 2022, 2023</li></ol>	Chair Bale Melissa Reames

	<p>4. Any small business enhancement funds not awarded will be rolled forward to future award periods</p> <p>5. Applications for small business enhancements will be accepted biannually. Submissions received prior to April 1<sup>st</sup> and October 1<sup>st</sup> of each calendar year will be evaluated together and awarded to the applicant(s) who best enhance the project plan objectives</p> <p>6. Projects will be tracked based on the address of the subject property; lessees and owners should file jointly; limit of one grant award per address per lessee/owner per life of TIF.</p> <p>7. Award doesn't have to be the amount requested; committee has discretion to award based on the ability of the project to enhance the project plan objectives.</p> <p><b>Motion by Moore and second by Killam to approve the above amendments to the following items in Section III B. Small Business Enhancement of the Implementation Policy Guidelines</b></p> <p><b>ROLL CALL: BALE-YEA, MAJOR-YEA, BLAKEMAN-YEA, KILLAM-YEA, MOORE-YEA. MOTION CARRIED WITH FIVE YEA VOTES</b></p>	
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4. Public Comment

*Public comment is limited to items of business listed on the meeting agenda.*

**None**

5. Adjourn

**Motion by Major and second by Moore to adjourn the October 19, 2020 meeting.**

**ROLL CALL: BALE-YEA, MAJOR-YEA, BLAKEMAN-YEA, KILLAM-YEA, MOORE-YEA. MOTION CARRIED WITH FIVE YEA VOTES**

**Meeting was adjourned at 12:10 p.m.**

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Jeremy Bale, Chair

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Teresa Kadavy, Clerk to Board