



Stillwater Municipal Building
723 S. Lewis
Stillwater, Oklahoma
stillwater.org

BUSINESS IMPROVEMENT & SPECIAL SERVICES DISTRICT #1
REGULAR MEETING AGENDA
MINUTES
FEBRUARY 2, 2017
5:15 p.m.
Room 1112B First Floor

Board Members Present: Ben Douglas (5:44pm), Marsha Forbes, Kyle Gibbs, Steve Green, Jill Hunt, Kent Kinzie, Jim McCollum (left 5:48pm), Susie Presley (5:21pm), Robert Sitton, Jr., Cory Williams

Board Members Absent: Robyn Davies

Staff Present: Melissa Reames, Patti Osmus, Teresa Kadavy, Dennis McGrath, Chris Knight

Others Present: Justin and Lisette Minges, Ann Houston, Nancy Beckstrom, Bobby Wintle, Neil Smith—Railroad Yard

1. CALL MEETING TO ORDER

Chair Kyle Gibbs called the meeting to order at 5:19 pm.

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. December 8, 2016 regular meeting minutes
- b. Approve the following media grant requests:
 - i) Request from Mindy Murray/Farmers Insurance, 115 E. 8th Ave. for \$500 for ad in Newcomer’s Guide Magazine. M17-13
- c. Approve the following façade grant request:
 - i) Request from Roy Scott, 414-416 S. Husband, for \$4,387 to remove and replace roof. F17-10
 - ii) Request from Ann Houston/Houston Properties, LLC, 123 W. 7th Ave. for \$5,000 to replace windows. F17-11
 - iii) Request from Herb & Nellie Rhea, 1319 S. Main Street, for \$2,500 to remove hedge and replace with white scallop fence. F17-12

Motion was made by Kinzie and second by McCollom to approve consent docket minus the three façade grants. Roll Call: Forbes Yea, Gibbs Yea, Green Yea, Hunt Abstain, Kinzie Yea, McCollom Yea, Presley Yea, Sitton Yea, Williams Yea. Motion carried with eight yea votes.

3. ITEMS REMOVED FROM CONSENT DOCKET

- i) Request from Roy Scott, 414-416 S. Husband, for \$4,387 to remove and replace roof. F17-10

Motion by McCollom and second by Kinzie to deny grant application F17-10 because the roof is not considered part of the façade that can be seen from the street. Roll Call: Forbes Yea, Gibbs Yea, Green Nay, Hunt Yea, Kinzie Yea, McCollom Yea, Presley Yea, Sitton Nay, Williams Nay.

Motion carried for denial of grant application with six yea votes to three nay votes.

- ii) Request from Ann Houston/Houston Properties, LLC, 123 W. 7th Ave. for \$5,000 to replace windows. F17-11

Motion was made by McCollom and second by Kinzie to approve grant application F17-11 to replace windows starting on the west side of 123 W. 7th Avenue. Roll Call: Forbes Yea, Gibbs Yea, Green Yea, Hunt Yea, Kinzie Yea, McCollom Yea, Presley Yea, Sitton Yea, Williams Yea.

Motion carried with nine yea votes.

- iii) Request from Herb & Nellie Rhea, 1319 S. Main Street, for \$2,500 to remove hedge and replace with white scallop fence. F17-12

Motion was made by Kinzie and second by Hunt to approve façade grant application F17-12. Grant amount available is \$1,616.30. Roll Call: Forbes Yea, Gibbs Yea, Green Yea, Hunt Yea, Kinzie Yea, McCollom Yea, Presley Yea, Sitton Yea, Williams Yea.

Motion carried with nine yea votes.

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. Consider purchase of additional trash receptacles for BID area

Chris Knight presented two different options for trash receptacles: purchase 4 Big Belly units or purchase 20 new receptacles to place in the BID area. It was also suggested that maybe a combination of these 2 choices would be an option. Corey Williams stated that wind flaps are needed to prevent the trash from blowing out of the receptacles. Motion was made by Williams and second by Sitton to table this item to the March meeting.

- b. 2017 Friday, Food Trucks, & Tunes

Patti Osmus presented the proposed dates and location for the 2017 FFT&T events. Board members questioned the location of Block 34. Osmus responded that the City Council has expressed its desire to focus on Block 34 and would like FFT&T to return this season.

Comments from BID Board regarding FFTT:

1. Downtown merchants want the events back downtown because it brings more foot traffic to their stores.
2. Merchants stayed open late when FTT was on 7th and Husband because of increased foot traffic but when on Block 34 they closed.
3. Merchants on 7th Street want the events back on their street.
4. Events being held out in an open pasture doesn't benefit anyone—merchants, participants or people attending event.
5. If the councilors want the events on Block 34 then the city can pay for the events the BID will not.
6. FTT was originated to draw people to downtown to make them aware what businesses are there and moving to Block 34 negates that purpose.
7. No one comes to the downtown area when the events are at Block 34.
8. The events need to stay in the same location on 7th Street every month and not move to different locations even in the downtown area because people won't know where to find it.
9. The BID board should make this decision because it is their money paying for the entertainment, etc.

Motion was made by Williams and second by Sitton to have Fridays, Food Trucks and Tunes on 7th Street on the six scheduled third Fridays of the month April through September. Roll Call: Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Hunt Yea, Kinzie Yea, Presley Yea, Sitton Yea, Williams Yea. Motion carried with eight yea votes to one nay vote.

- c. Consider questionnaire to BID members & merchants regarding BID #2
A draft of the questionnaire was presented to the Board. It was suggested that space be added for BID members to indicate if they are business property owners, residential property owners, and/or merchants. It was requested that other suggestions be emailed to staff by end of day February 7th. Motion was made by Sitton and second by Douglas to approve the proposed questionnaire with any changes to be submitted by Tuesday, February 7 at 5:00 pm. Roll Call: Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Hunt Yea, Kinzie Yea, Presley Yea, Sitton Yea, Williams Yea. Motion carried with nine yea votes.
- d. Consider sponsoring carriage service in downtown for Mom's Weekend April 8, 2017
The carriage service was a huge success during the holidays and it was suggested that the BID sponsor the rides again in conjunction with Mom's Weekend in April. Motion was made by Williams and second by Kinzie to sponsor the carriage rides for \$750 for Mom's weekend. Roll Call: Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Hunt Yea, Kinzie Yea, Presley Yea, Sitton Yea, Williams Yea. Motion carried with nine yea votes.
- e. Consider BID sponsorship of the Land Run 100 event
Bobby Wintle, owner of District Bikes, is coordinating the Land Run 100 event in March. Corey Williams asked that the BID board provide \$1000 in sponsorship money to assist in the cost recovery amount charged by the City of Stillwater to District Bikes. Motion was made by Presley and second by Kinzie to sponsor the Land Run 100 by providing \$1,000. Roll Call: Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Hunt Yea, Kinzie Yea, Presley Yea, Sitton Yea, Williams Yea. Motion carried with nine yea votes.

- f. Proposal from Cross Timbers for girl with watering can statue
A proposal for the placement and landscaping for the statue was received from Cross Timbers. Motion was made by Green and second by Williams to accept the proposal from Cross Timbers for \$1,845 to install the girl with watering can statue on the SE corner of 7th and Husband. Roll Call: Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Hunt Yea, Kinzie Yea, Presley Yea, Sitton Yea, Williams Yea. Motion carried with nine yea votes.

5. COMMITTEE REPORTS

No action will be taken on items listed under Committee / Staff Reports

- a. Finance Committee – Susie Presley
 - i. Financial report
Presley reported \$280,679 was budgeted and \$79,567 was not allocated. \$25,246 was transferred to BID budget from unused benefits for the former BID coordinator.
- b. Investor Relations Committee – Kent Kinzie
Pink Parrott has closed and is for sale. The building has been shown to a couple restaurants. Town Hall opened last week in the old Brooklyn’s space. A coffee shop and book store are opening in the old Knights of Columbus building. Lissette Minges talked about her new business offering support services for moms.
- c. Member Services Committee – Steve Green
 - i. Update on plaque for Salmon Plaza
Green presented the plaque honoring Downtown Stillwater that will be placed in Salmon Plaza. The plaque was \$251.97 and Green suggested purchasing benches for the plaza with remaining funds.
- d. Marketing & Advertising – Jill Hunt
 - i. Spring advertising campaign
Jill reported on the spring activities taking place in downtown including Formal Fantasy Fashion Show, Land Run 100, Mom’s Weekend, Ladies Night Out, etc.
- e. Customer Relations & Special Events Committee – Robyn Davies
No report
- f. Update on downtown archway - Robert Sitton
Neil Smith with Railroad Yard presented his options for the archway. Sitton said with city light poles the arch could possibly cost \$28,000. Issues to be decided include if want letters on both sides or possibly hanging greeting/seasonal banners on one side and if want arch to be black or two tone. It was suggested an architect needed to be consulted to make sure the scale was correct for the arch. Sitton thought everything could be done for \$60,000. Sitton reported that he had presented his idea at a County Commission meeting and that the County assured him they could facilitate getting the State to approve arches over Hwy 51. Discussion was held as to whether this project would be the best use of BID funds. Kinzie likes arch idea but suggested that funds could be spent on landscaping at entries and around areas of the BID.
- g. Report from staff
 - i. Last merchants meeting
Melissa reported merchants were happy with holiday sales. She discussed lighting issues and confirmed that the Polar Express will return next year.
 - ii. Update on bike racks

Discussion on the placement of bike racks led to the conclusion that rather than taking an entire vehicle parking space for the placement of a large bike rack, it would be better to purchase the traditional type of rack for placement near 1907 Meat Market and other locations as needed.

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 was made by Green and second by Douglas to adjourn the meeting at 7:16 pm. Roll Call: Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Hunt Yea, Kinzie Yea, McCollom Yea, Presley Yea, Sitton Yea, Williams Yea.
Motion carried with ten 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.