



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

**BUSINESS IMPROVEMENT & SPECIAL SERVICES DISTRICT #1
REGULAR MEETING AGENDA**

**MINUTES
APRIL 6, 2017
5:15 p.m.
Room 2073**

Board Members Present: Robyn Davies, Ben Douglas (5:24pm), Marsha Forbes, Kyle Gibbs, Steve Green, Jill Hunt, Kent Kinzie, Jim McCollom (5:16pm), Susie Presley, Robert Sitton
Board Members Absent: Cory Williams
Staff Present: Melissa Reames, Patti Osmus, Teresa Kadavy, Dennis McGrath
Others Present: Cristy Morrison

1. CALL MEETING TO ORDER

Chair Kyle Gibbs called the meeting to order at 5:13 p.m.

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. March 2, 2017 regular meeting minutes
- b. Approve the following media grant request:
 - i) Request from Lee Glass & Window/Steve Green, 1002 S. Lewis, \$500 for advertising in Spring Home Improvement edition of NewsPress. M17-17
 - ii) Request from Houck Agency/Deanna Whitley, 801 S. Main, Ste. 2, \$384.50 for advertising in Progress Addition of NewsPress. M17-15
 - iii) Request from Houck Agency/Deanna Whitley, 801 S. Main, Ste. 2, \$115.50 for advertising in NewsPress. M17-16
 - iv) Request from Himes Insurance/Charles Himes, 910 S. Main, for \$2,448.55 to paint the exterior of building and add new signage. F17-13
 - v) Request from Himes Insurance/Charles Himes, 912 S. Main, for \$2,448.55 to paint the exterior of building and add new signage. F17-14

- vi) Request from Real Estate Professionals/Delores Lemon, 723 S. Main, \$400 for advertising Stillwater Style and Stillwater Progress magazines. M17-18
- vii) Request from StillyArts/Neha Gupta, 1207 S. Main, for \$1,817.35 for new signage on the front of building. F17-15

Steve Green asked that Lee Glass media grant request be removed from consent docket. Motion was made by Davies and second by Forbes to approve consent docket minus Lee Glass media grant. Roll Call: Davies Yea, Forbes Yea, Gibbs Yea, Green Yea, Hunt Abstain, Kinzie Yea, McCollom Abstain, Presley Yea, Sitton Yea. Motion carried with seven yea votes.

3. ITEMS REMOVED FROM CONSENT DOCKET

Motion was made by Sitton and second by Forbes to approve the Lee Glass media grant application.

Roll Call: Davies Yea, Forbes Yea, Gibbs Yea, Green Abstain, Hunt Abstain, Kinzie Yea, McCollom Yea, Presley Yea, Sitton Yea. Motion carried with seven 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. Presentation from Cristy Morrison, Visit Stillwater, on establishing a new Business Improvement District
Cristy Morrison stated that the Visit Stillwater Board supports another BID and offered to assist with marketing efforts.
- b. Discussion and possible action on recommendation establishing a new Business Improvement District
Board discussed restructuring of the BID boundaries and omitting residential properties. They called for a Special Meeting to discuss BID renewal.
- c. Format of next members meeting scheduled for June 8, 2017
Include list of BID accomplishments and an organized plan for future ideas that can be mailed along with the members meeting invitations.
- d. Update and possible action on purchase of trash receptacles (Proposal dated February 2, 2017)
**Discussion was held on the need for additional trash receptacles in the BID in response to concerns from various businesses.
Motion was made by Gibbs and second by Hunt to purchase 2 Big Belly trash cans and 20 regular trash receptacles. After discussion, an amended motion was made by Gibbs and second by Hunt to purchase 12 regular trash receptacles.
Roll Call: Davies Yea, Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Hunt Yea, Kinzie Yea, McCollom Yea, Presley Yea, Sitton Yea. Amended motion carried with ten yea votes.
Second motion was made by Forbes and second by Presley to buy 2 Big Belly trash cans.
Roll Call: Davis Nay, Douglas Nay, Forbes Yea, Gibbs Yea, Green Nay, Hunt Yea, Kinzie Yea, McCollom Yea, Presley Yea, Sitton Yea. Motion carried with 7 yea votes to 3 nay votes.**

COMMITTEE REPORTS

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

- a. Finance Committee – Susie Presley
 - i. Financial report

Susie reported the only change to the financial report was Park and Ride had been paid.

- b. Investor Relations Committee – Kent Kinzie
Kent updated the board on vacant properties downtown.
- c. Member Services Committee – Steve Green
No report
- d. Marketing & Advertising – Jill Hunt
No report
- e. Customer Relations & Special Events Committee – Robyn Davies
No report
- f. Report from staff
 - i. Last merchants meeting
Good turnout at meetings.
 - ii. Update on BID area lighting
Patti and Melissa are working with SEU.
 - iii. Update on benches
Research continues on purchase thru OCI.
 - iv. Feedback on Land Run 100
Great event for downtown.
 - v. Reminder: Moms' Weekend, Arts Festival & FFT&T's kick-off

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.

- a. Motion to reconsider at the May 4, 2017 meeting a request from Roy Scott, 414-416 S. Husband, for \$4,387 to remove and replace roof. F17-10
Motion was made by Gibbs and second by Douglas to reconsider façade grant F17-10 and to place on May 4 agenda.
Roll Call: Davies Yea, Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Hunt Yea, Kinzie Nay, McCollom Nay, Presley Yea, Sitton Yea. Motion carried with 8 yea votes to 2 nay votes.

6. ADJOURN

Motion was made by Gibbs and second by Douglas to adjourn meeting at 7:06 p.m.
Roll Call: Davies Yea, Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Hunt Yea, Kinzie Yea, McCollom Yea, Presley Yea, Sitton Yea. Motion carried with 10 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.