



Stillwater Municipal Building  
723 S. Lewis  
Stillwater, Oklahoma  
[stillwater.org](http://stillwater.org)

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

**MINUTES**  
**MAY 4, 2017**  
**5:15 p.m.**  
**Room 2073**

**Board Members Present:** Robyn Davies, Ben Douglas (5:40pm), Marsha Forbes, Kyle Gibbs, Steve Green, Jill Hunt, Kent Kinzie, Jim McCollum, Susie Presley, Robert Sitton, Jr., Cory Williams (5:25pm)  
**Staff Members Present:** Norman McNickle, Patti Osmus, John Dorman, Teresa Kadavy, Stephanie Kinder,  
**Other Present:** Councilor John Wedlake, Tom Berry, Roy Scott, Cristy Morrison, Michelle Charles, Deanna Atwood

1. CALL MEETING TO ORDER

Chairman Gibbs called the meeting to order at 5:19 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.***

Chairmen Gibbs stated that a budget amendment would be needed to pay all the façade grants on the agenda. He stated it was not a problem, but he wanted the board members to be aware of it. Requests were made to remove grants number 4, 5 and 6 from the consent docket.

Motion was made by McCollum and second by Hunt to approve consent docket minus items 4, 5 and 6.

Roll call: Davies Yea, Forbes Yea, Gibbs Yea, Green Yea, Hunt Yea, Kinzie Yea, McCollum Yea, Presley Yea, Sitton Yea. Motion carried with 9 yea votes.

- a. April 6, 2017 regular meeting minutes
- b. April 13, 2017 special meeting minutes
- c. Approve the following grant requests:

- i) Request from Tom Berry Auctions/Tom Berry, 614 S. Main, for \$730 to make repairs to windows and door trims. F17-16
- ii) Request from Murphy's Dept. Store/Terry Monroe, 815-817 S. Main, for \$5,000 to replace store windows. F17-17
- iii) Request from Cindy Johnston (Aspen), 111 W. 7th, for \$900 for repairs and painting of front facade. F17-18
- iv) Request from Everyman/J. Bryson Baker, 713 S. Main, for \$2,500 to add deck/seating area to increase curb appeal. F17-19
- v) Request from Darla Morris/Homestead Vintage Décor, 1116 S. Main, for \$100 for print media to promote vintage furniture. M17-19
- vi) Request from Roy Scott, 414-416 S. Husband, for \$4,387 to remove and replace roof. F17-10

3. ITEMS REMOVED FROM CONSENT DOCKET

**Motion was made by Davies and second by McCollum to table façade grant application F17-19 for Everyman to request more detailed information of the improvements.**

**Roll Call: Davies Yea, Forbes Yea, Gibbs Yea, Green Yea, Hunt Yea, Kinzie Yea, McCollum Yea, Presley Yea, Sitton Yea, Williams Abstain. Motion carried with 9 yea votes.**

**Motion was made by Davies and second by McCollum to approve media grant M17-19 submitted by Homestead Vintage Décor.**

**Roll Call: Davies Yea, Forbes Yea, Gibbs Yea, Green Yea, Hunt Abstain, Kinzie Yea, McCollum Yea, Presley Yea, Sitton Yea, Williams Yea. Motion carried with 9 yea votes.**

**Motion was made by Green and second by Sitton to approve façade grant F17-10 submitted by Roy Scott.**

**Roll Call: Davies Yea, Forbes Yea, Gibbs Yea, Green Yea, Hunt Yea, Kinzie Nay, McCollum Yea, Presley Yea, Sitton Yea, Williams Yea. Motion carried with 9 yea votes.**

**Davies would like to see grant guidelines amended in regards to roofing projects.**

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. Discussion on format and agenda of next members meeting scheduled for June 8, 2017  
**Gibbs shared there seemed to be no consensus on what recommendations to make to the members regarding a BID #2. Williams recommended having a consultant firm meet with the BID board to help them determine what BID #2 should look like for downtown. Hunt shared the downtown merchants were concerned and would like to have a BID #2.**
- b. Update and possible action on purchase of trash receptacles  
**Gibbs reported that since the last BID board meeting additional research had been done on trash receptacles with flaps. Receptacles with flaps can be purchased for an additional \$2000.**  
**Motion was made by McCollum and second by Hunt to approve an additional \$2000 to purchase 12 trash receptacles with flaps in addition to the 2 Big Bellies that were approved at the last meeting.**

**Roll Call: Davies Yea, Douglas Yea, Forbes Yea, Gibbs Yea, Green Nay, Hunt Yea, Kinzie Yea, McCollum Yea, Presley Yea, Sitton Yea, Williams Yea. Motion carried with 10 yea votes.**

- c. Discussion on Friday, Food Trucks & Tunes location and financial support  
**FFTT budget and expense report was presented to the BID board. To move FFTT back to 7<sup>th</sup> Street, approximately \$10,000 would be needed from the BID budget to cover advertising and street closure expenses. Williams shared the foot traffic into the downtown stores decreased dramatically when FFTT was moved to Block 34 and that the original initiative of FFTT was to develop downtown and make people aware of what was available.**  
**Motion was made by Douglas and second by Williams to encumber \$10,000 to pay for expenses associated with moving FFTT back to 7<sup>th</sup> Street.**  
**Roll Call: Davies Nay, Douglas Yea, Forbes Yea, Gibbs Nay, Green Yea, Hunt Yea, Kinzie Nay, McCollum Nay, Presley Yea, Sitton Yea, Williams. Motion carried with 7 yea votes to 4 nay 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 the monthly expenses for April were for carriage rides for Mom’s weekend and landscaping. She mentioned the \$2,000 & \$10,000 additional expenses approved at this meeting**
- b. Investor Relations Committee – Kent Kinzie  
**Kent reported Empire Nutrition and an art studio have opened, Pink Parrot was bought by Finnegan’s and a coffee shop was going to open at 9<sup>th</sup> and Lewis.**
- c. Member Services Committee – Steve Green  
**Robyn mentioned that if grants continue the roofing guidelines need to be amended for clarification and continuity.**
- d. Marketing & Advertising – Jill Hunt  
**Jill reported the advertising budget is zero. Robyn commented that money has been allocated to advertise FFTT new location.**
- e. Customer Relations & Special Events Committee – Robyn Davies  
**No report.**
- f. Report from staff
  - i. Last merchants meeting  
**Jill reported there has been big attendance at the merchants meetings and the main concerns expressed by merchants were lack of trash cans, the BID not being renewed, and communication.**

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 Williams and second by Green to adjourn the meeting at 6:51 p.m.**  
**Roll Call: Davies Yea, Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Hunt Yea, Kinzie Yea, McCollum Yea, Presley Yea, Sitton Yea, Williams Yea. Motion carried with 11 yea votes.**

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Chairman of the Board