



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

BUSINESS IMPROVEMENT & SPECIAL SERVICES DISTRICT #1
REGULAR MEETING AGENDA

MINUTES
JUNE 1, 2017
5:15 p.m.
Room 2073

Board Members Present: Robyn Davies, Ben Douglas (5:54pm), Marsha Forbes, Kyle Gibbs, Steve Green (5:23pm), Kent Kinzie, Jim McCollom, Susie Presley, Robert Sitton, Jr., Cory Williams
Board Members Absent: Jill Hunt
Staff Members Present: Melissa Reames, Patti Osmus, Kimberly Carnley, Dennis McGrath, Teresa Kadavy
Others Present: Gail Fritsche, Bryson Baker

1. CALL 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.***

Chairman Gibbs reminded the board members that a budget amendment would be needed to pay façade grants on the agenda. He stated that it can be done, but wanted the board to be aware of it.

Motion was made by McCollom and second by Forbes to approve the consent docket minus items number 8 and 9.

Roll Call: Davies Yea, Forbes Yea, Gibbs Yea, Kinzie Yea, McCollum Yea, Presley Yea, Sitton Yea, Williams Yea. Motion carried with 8 yea votes.

- a. May 4, 2017 regular meeting minutes
- b. Approve the following grant requests:
 - i) Request from Keith Disney/B & C Office Supply, 113 W. 9th, for \$500 for radio and TV ads to promote summer giveaway. M17-20
 - ii) Request from Drew Beverage/ProValue.Net, 801 S. Main, #1, for \$500 for radio and TV ads to promote summer giveaway. M17-21

- iii) Request from Adam Sisco/Louie's, 720 S. Main, for \$500 for radio and TV ads to promote summer giveaway. M17-22
- iv) Request from Mary Cronquist/Reeser's Eyewear, 103 W. 7th, for \$500 for radio and TV ads to promote summer giveaway. M17-23
- v) Request from Garth Williams/Discount Tires, 601 S. Main, for \$500 for radio and TV ads to promote summer giveaway. M17-24
- vi) Request from Daniel Devers/Geekabytes, 918 S. Main, for \$500 for radio and TV ads to promote summer giveaway. M17-25
- vii) Request from Lee Stice/Main Street Noodles, 622 S. Main, for \$500 for radio and TV ads to promote summer giveaway. M17-26
- viii) Request from James Johnston/Kelly Lyda/Aspen Coffee, 111 W. 7th, for \$854 for a new outdoor building sign. F17-20
- ix) Request from Bryson Baker/Everyman, 713 S. Main, for \$2,500 to add deck/seating area to increase curb appeal F17-19 (Tabled from May 4, 2017 meeting)

1. ITEMS REMOVED FROM CONSENT DOCKET

Motion was made by McCollom and second by Davies to approve grant F17-19 for up to \$3211.70 based on final invoices submitted.

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

Motion was made by McCollom and second by Williams to approve grant F17-20 as submitted.

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

2. 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.

Item F was moved to the top of the General Orders items and addressed before the others.

- a. Consider request to fund inflatables previously scheduled for Block 34 children's area of Friday Food Trucks & Tunes; \$310 per event x 4 events for a total expenditure of \$1240
Motion was made by Williams and second by Davies to pay for inflatables for children's area for Fridays, Food Trucks and Tunes as space is available.
Roll Call: Davies Yea, Forbes Yea, Gibbs Nay, Green Yea, Kinzie Nay, McCollom Nay, Presley Nay, Sitton Nay, Williams Yea. Motion failed with 5 nay votes to 4 yea votes.
- b. Consider request to fund Richelle Sigrist to open for Aaron Woods band on Wednesday, July 19th, from 5-6pm, \$400 at 9th and Main (Chris Salmon Plaza) for Crazy Days
Motion was made by Davies and second by McCollom to pay \$400 to fund Richelle Sigrist band July 19th from 5-6pm.
Roll Call: Davies Yea, Douglas Abstain, Forbes Yea, Gibbs Yea, Green Yea, Kinzie Nay, McCollom Nay, Presley Nay, Sitton Nay, Williams Nay. Motion failed 5 nay votes to 4 yea votes.

- c. Consider payment to Visit Stillwater for 1/3 of advertisement in Oklahoma Today for advertising for Crazy Days, \$500
Motion was made by McCollom and second by Davies to approve \$500 advertisement reimbursement to Visit Stillwater for Crazy Days ads in Oklahoma Today.
Roll Call: Davies Nay, Douglas Yea, Forbes Nay, Gibbs Nay, Green Nay, Kinzie Nay, McCollom Nay, Presley Nay, Sitton Nay, Williams Nay. Motion failed 9 nay votes to 1 yea vote.
- d. Consider co-sponsoring with Chamber of Commerce and Visit Stillwater the cost of a billboard promoting downtown businesses at \$325 per month x 12 months
Motion was made by McCollom and second by Williams to table this discussion until July 6 meeting and have more details on the billboard.
Roll Call: Davies Yea, Douglas Yea, Forbes Yea, Gibbs Yea, Green Yea, Kinzie Yea, McCollom Yea, Presley Yea, Sitton Yea, Williams Yea. Motion carried with 10 yea votes.
- e. Consider proposal for a closed circuit TV monitor system to promote downtown businesses in local restaurants
Motion was made by McCollom to approve proposal for closed circuit TV to promote downtown businesses. Motion died due to lack of second motion.
- f. Discussion and possible action to reconsider action taken at May 4, 2017 meeting regarding Friday, Food Trucks & Tunes location and financial support
 - i) If motion to reconsider passes, Board may take action regarding Friday, Food Trucks & Tunes location and financial support
Motion was made by Green and second by Kinzie to reconsider motion at May 4 meeting regarding location of Fridays, Food Trucks & Tunes.
Roll Call: Davies Yea, Forbes Yea, Gibbs Yea, Green Yea, Kinzie Yea, McCollom Nay, Presley Yea, Sitton Yea, Williams Nay. Motion carried with 7 yea votes to 2 nay votes.

Motion was made by Williams and second by Presley to keep all remaining Fridays, Food Trucks & Tunes events at Main & 7th and Husband Streets except for July 21 because of Crazy Days.
Roll Call: Davies Nay, Forbes Yea, Gibbs Yea, Green Nay, Kinzie Nay, McCollum Nay, Presley Yea, Sitton Yea, Williams Yea. Motion carried with 5 yea votes to 4 nay votes.
- g. Discussion on format and agenda of next members meeting scheduled for June 8, 2017
 - i) Presentation by Dan Batchelor of the Center for Economic Development Law
 - ii) Discussion of use of residual funds after the Business Improvement District #1 expires
 - iii) Other items

No action taken on this item. Discussion was held regarding plans for remaining funds after BID #1 expires. Suggestions made were landscape maintenance, lighting, and sidewalk improvements. A request was made to get an estimate on how much it costs per foot to build a sidewalk.

5. COMMITTEE REPORTS

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

- a. Finance Committee – Susie Presley
 - i. Financial report
No report

- b. Investor Relations Committee – Kent Kinzie
No report
- c. Member Services Committee – Steve Green
No report
- d. Marketing & Advertising – Jill Hunt
Jill was absent
- e. Customer Relations & Special Events Committee – Robyn Davies
Robyn would like to have children’s activities at Fridays, Food Trucks & Tunes.
- f. Report from staff
 - i. Last merchants meeting
Merchants meetings have been very positive with 20 to 25 merchants attending meetings. Merchants have expressed their concern over BID #1 ending.

3. 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.

4. ADJOURN

Motion was made by Kinzie and second by McCollom to adjourn the meeting at 6:41 p.m.

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

Chairman of the Board