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STILLWATER ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA
OCTOBER 16, 2023

723 S. Lewis Street, Room 1122 B
Stillwater, OK 74074
5:30 PM

Chair Will Joyce, Vice Chair Amy Dzialowski, Trustees Christie Hawkins, Kevin Clark, & Tim Hardin

1. Call Meeting to Order
2. Consent Docket

   Items listed on the consent docket are routine administrative matters that may be approved without discussion. The Council will take action on these items collectively with a single vote. The requested City Council action is indicated for each item listed. Should a Councilor elect to discuss, amend, revise, or table any item listed on the consent docket, the item will be moved to the section of the agenda titled "Items Removed from the Consent Docket" for consideration and possible action. Additionally, a Councilor or the City Manager may simply ask the Mayor to remove an item from the consent docket prior to action by the City Council and no action will be taken on the removed item at this meeting.

a.	Approve September 11, 2023 regular meeting minutes

3. Public Comment
4. Items Removed from the Consent Docket

   Items removed from the consent docket are placed on this section of the agenda for discussion, revision, amendment and/or tabling prior to action by the Trustees. The Trustees may take action, including a vote or series of votes, on items removed to this section of the agenda after the requested discussion, revision, or amendment.

5. General Orders

   The board/committee/commission will hear a staff presentation and take action including a vote or series of votes on each item listed as presented or as amended or revised by members of the board/committee/commission unless the agenda entry specifically states no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the board/committee/commission.

a.	Chamber of Commerce quarterly Economic Development report

6. Questions and Inquiries
7. Reports from Officers and Boards
   Announcements and remarks of general interest may be made by Trustees, General Manager or General Counsel. Items of City business that may require discussion or action, including a vote or series of votes, are listed below
8. Adjourn

On October 12, 2023 at 4:00 p.m., a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

The City of Stillwater encourages participation from all 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.

- Meetings are televised on AT&T U-verse channel 99 and Optimum channel 14.
- Find meeting agendas and minutes online at Agendas and Minutes
- Official minutes are archived in the City Clerk's office.

IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW, THE AGENDA WAS POSTED SEPTEMBER 7, 2023 AT 3:34 P.M. AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
SEPTEMBER 11, 2023

PRESENT: **CHAIR WILLIAM H. JOYCE, VICE CHAIR AMY DZIALOWSKI, TRUSTEES CHRISTIE HAWKINS, KEVIN CLARK AND TIM HARDIN**
ABSENT: **NONE**

1. CALL MEETING TO ORDER

Chair Joyce called the meeting to order at 6:20 p.m.

2. CONSENT DOCKET

a. Approve regular meeting minutes of July 24, 2023
b. Approve budget amendment reflecting the transfer-in of the balance of $373,056 in the Visitor Tax Fund (prior to Ordinance 3485) to Stillwater Economic Development Authority to fund the "development and maintenance of visitor amenities"
c. Approve budget amendment reflecting the transfer-in of $805,000, which is 30% of visitor tax collections for FY23 and FY24, from the Visitor Tax Fund to Stillwater Economic Development Authority to fund the "development and maintenance of visitor amenities" as identified in Ordinance 3485

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE CLARK TO APPROVE THE CONSENT DOCKET AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

3. PUBLIC COMMENT ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING

There were no requests to speak on agenda items not scheduled for public hearing.

4. ITEMS REMOVED FROM CONSENT DOCKET

None.

5. GENERAL ORDERS

a. Visit Stillwater annual report

Visit Stillwater Chairman of the Board of Directors, Blaine Atkinson, presented the annual report for Visit Stillwater. She stated that Marketing/Communication services were provided to 250 businesses and that the Visit Stillwater website traffic has continued to increase. Ms. Atkinson stated they plan to continue to distribute guides and maps that include OSU, Stillwater and Payne County. Rack cards are being distributed in hotels, airport and area convenience stores both in Stillwater and surrounding

towns. She stated the Stillwater Savings Pass has been enhanced to allow for easier participation by businesses. Ms. Atkinson gave an update of the events in Stillwater and the grants that were issued and the financial impact of both on the community.

6. REPORTS FROM OFFICERS & BOARDS

a. Miscellaneous items from General Counsel: No report.
b. Miscellaneous items from General Manager: No report.
c. Miscellaneous items from Trustees: No report.
   i) Discussion about scheduling items for future meetings

7. QUESTIONS & INQUIRIES

None.

8. ADJOURN

MOTION BY TRUSTEE CLARK, SECOND BY TRUSTEE HAWKINS TO ADJOURN THE SEPTEMBER 11, 2023 REGULAR MEETING OF THE STILLWATER ECONOMIC DEVELOPMENT AUTHORITY.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

The regular meeting of the Stillwater Economic Development Authority adjourned at 6:29 p.m.

WILLIAM H. JOYCE, CHAIR
STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

TERESA KADAVY, SECRETARY
STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

DRAFT

SEDA Report- October 16th, 2023 (Q.4)

Stillwater Chamber of Commerce to The Stillwater Economic Development Authority:

Deliverables as outlined in the SEDA Contract:

A.) Serve as Stillwater's first contact for economic development services and collaborate with City staff as necessary to provide timely responses to inquiries from potential new businesses. The Chamber shall communicate consistently with relevant city staff on efforts geared toward business retention and expansion and attracting new business to Stillwater.

i. Monthly meeting with City of Stillwater: First Monday of the month relevant Chamber staff members and City Staff meet to discuss issues that pertain to economic development efforts. There has been, within this quarter, a substantial increase in communications between Chamber and City staff on matters of economic development. Meetings this quarter took place on August 7th, 2023 & September 11th, 2023.

B.) See A.

C.) Produce materials that market and promote the City including a website and information packets for prospective businesses in collaboration with the City and Visit Stillwater. A shared "Grow Stillwater" marketing campaign will be in effect by the end of calendar year 2023.

i. This Quarter, work on the revamping of the Grow Stillwater ED website has been underway. The Stillwater Chamber of Commerce is working with Beardon Services, a local web-design firm, to produce a re-imagined Economic Development website. This website will be in line with the brand identity guide outlined by the City of Stillwater. This website will be housed on the Stillwater Chamber webpage, but will be a shared community resource, meant to be an extension of the Grow Stillwater City initiatives.
ii. A meeting was held on Monday July 10th with Dawn Jones and the team with Beardon Services to flesh out details related to design and formatting of the Grow Stillwater website. The website will be a fusion of the brand identity guides of the City of Stillwater and the Stillwater Chamber in hopes of clearly communicating that it is a shared, community resource for existing and potential businesses.
iii. Official roll-out of this website is set for Fall of 2023.
iv. **MOST RECENTLY:** Major alterations have been made to the website on the recommendation and advisement of the economic development committee of the Stillwater Chamber of Commerce.

D.) Conduct a Business Retention and Expansion program to support existing Stillwater area businesses with efforts to maintain a competitive market position; to secure ongoing operations and employment levels; and to facilitate growth and expansion opportunities. The Chamber will stay in contact with businesses and business owners about available State and USDA Rural Development grant programs.

i. An RFI for the General Contractor role for the HUB construction was sent out to all local construction firms ahead of the selection process. All have been informed and encouraged to bid on this project should it fit within their scope of work. This RFI request was sent on 6/21/2023.
    a. **MOST RECENTLY:** Lambert Construction of Stillwater was chosen to be the general contractor for the project. Tribal leadership has shared with the Chamber's economic development director that the goal for groundbreaking is December 2023 with a completion date of December 2024.

ii. The Chamber has worked in collaboration with Meridian Technology Center and the Small Business Development Center at Wes Watkins to develop a small business short course for aspiring and existing entrepreneurs and small business owners. This business Incubator program, which we have elected to call Small Business University (SBU) is intended to provide programming from local entrepreneurs and small business owners. This programming, which is made up of 6, hour long sessions pertaining to logistics of running a small business, will take place from September 2023- December 2023. Highlighting different small businesses in the community, this program draws attention to the existing small business community, while also giving resources and validity to the idea of the emerging small business owner. Small business owners who attend five out of six of the sessions and participate in a business plan pitch competition will be considered to win money to go towards the cost of start-up from the Chamber's preferred membership fund. The application for this program will roll out on August 1st, 2023, and will be open until September 1st, 2023.
    i. **MOST RECENTLYLY:** Small Business University saw impressive and encouraging levels of interest with 24 program signups and a total of 13 final, cohort participants. The businesses represented vary in industry and types of service and/or good provided. To date, Small Business University has had 3 sessions, and we are eager to see the investment and growth that comes for our participants and their respective businesses.

iii. The Chamber applied for the Oklahoma Department of Commerce's Oklahoma Target Opportunities Program for site selection and accreditation and was selected. The site that the Chamber has proposed for this program is the acreage that surrounds Stillwater regional airport. Through this program, communities select from 3 site-selection groups. Once the group is selected, the process begins of evaluating the site for infrastructure that is existing, as well as offering data-driven insights to how the site could be improved to promote more growth and business attraction to that area. With the coming construction of the airport terminal, the Chamber thought it would be a tremendous value add to whatever development might be interested in occupying that space.
    i. The cost of this program is fully re-imbursed by the Oklahoma Department of Commerce.
    ii. Participation in this program offers access to grant funding and dollars for infrastructure development that are only available to those who have participated in the OKTOP program.
    iii. Preliminary meetings to discuss this program included both Chamber and City staff. A larger meeting with both staff groups and the Site Selection Group based out of Dallas, TX took place on July 12th, 2024. In-person

site visits are set to take place in late July, with the final report from the Site Selection group being provided in mid-to-late August.

iv. **MOST RECENTLY:** The Site Selection Group made an in-person visit to Stillwater on August 14th and 15th. This visit included representatives from the City of Stillwater, the Chamber of Commerce, the Oklahoma Department of Commerce, Stillwater Utilities Authority and Stillwater Regional Airport. The team was able to spend time in the community evaluating the development potential of a large tract of acreage west of Stillwater Regional Airport. From their visit, they will provide those of us working in Stillwater with a report that will make recommendations on infrastructure updates and additions, as well as industries that Stillwater could competitively recruit. Some of the team heard the preliminary report findings from SSG on October 4th, 2023. The final report will be ready for review and dissemination later this month.

E.) Current or In-progress Chamber Projects: High Paying and High Capital Investment: Conduct business recruitment strategies to bring high-paying jobs consistent with Stillwater's workforce demographic.

a. USA Rare Earth (Project Charge): (See attached economic impact analysis provided by the Greater Oklahoma City Chamber of Commerce.)
   i. Update from Project Manager, Bob Fredette: October 2023 (Q.4 Update:

Based on financing getting very close on three fronts (existing investors, board members, and a large OEM funding), We are finalizing Engineering and Schedule alignment so that if funding arrives January, we will back in full construction mode at that time. You can read online about our partnership with Hatch Engineering (who are also invested in USA RE). They are our primary EPCM for this project and are at the mine in Texas. With our HR person we are working on a hiring plan going through 2024/2025 and have identified key roles to bring in early 2024. (Sent October 10th, 2023.)

b. Project Infinite String (Oklahoma Department of Commerce.) **(LOST AS A STATE/ REGION.)**
   i. This project is also highly interested in occupying the existing Armstrong facility.
   ii. The Oklahoma Department of Commerce reached out directly to the Stillwater Chamber via the Greater Oklahoma City Regional partnership to request information about the Armstrong facility as well as the utility capabilities in that industrial complex.
   iii. This project represents a $403,200,000 capital investment across two phases.
   iv. This project represents 500 new jobs with an average wage matching or above the local prevailing wage.
   v. This project requires 11 additional greenfield acres that are adjacent to the Armstrong facility for the second phase of development (Commerce Park.)
   vi. This project would begin building the components necessary for production by the end of 2023 and would shoot to be fully operational by 2024.

c. Project Wheelhouse (The Hub.)
   i. Owned by the Tonkawa Tribe of Oklahoma, the Hub marks a renaissance in quality of life and entertainment projects in Stillwater. Outfitted with top-of-the-line facilities and amenities, this main-event style venue will be a hub of activity and entertainment in our community.

ii. A 23-acre tract of land on Perkins road east of the railway was proposed as a site for development for this project. This land was zoned "Commercial General" although it technically exists within the boundaries of Stillwaters Industrial Park.
iii. Relevant City and Chamber staff members have met with the tribe's legal counsel and have been given the okay to move forward on signing and finalizing the land purchase agreement sent from the Chamber to the Tonkawa Tribe.
iv. This project represents a $30,000,000 capital investment, 20 full-time jobs and a plethora of other part-time options for our college and high school work force.
v. This employer offers an "Earn and Learn" program that pays $2 per hour that an employee works towards the tuition of that employee.
vi. A development deal and a land purchase agreement were closed and signed on May 12th, 2023, with the Tonkawa Tribe of Oklahoma for the development of a second HUB location in Stillwater.
vii. The Tribal leadership has selected an architecture firm based out of Tulsa, Studio45, to develop the renderings for the Stillwater concept. This concept is, in many ways, different than the original footprint. More details and renderings to come.
viii. **MOST RECENTLY:** Lambert Construction of Stillwater was chosen to be the general contractor for the project. Tribal leadership has shared with the Chamber's economic development director that the goal for groundbreaking is December 2023 with a completion date of December 2024

d. Project KaZa (Oklahoma Department of Commerce.) (Still in consideration.)
i. Project KaZa was responded to on 6/20/2023 through our regional partnership with the Greater Oklahoma City Chamber. This project is another potential tenant for the Armstrong facility (4115 N. Perkins Road.)
ii. This project has not given a capital investment or an average wage. No economic analysis can be run without this data. The client has only provided that their operation would create 482 new jobs.

e. **NEW STATE PROJECT:** Project Alpha24
i. This is a Department of Commerce project.
ii. This development is a manufacturing project.
iii. This development would create 150 well-paying jobs at or above the average tax base in Stillwater.
iv. The average wage year one of the operation would be between $65,186 and $76,908.
v. This project needs roughly 360,00 square feet and is very interested in occupying the Armstrong Facility.
vi. The RFP response for this project was sent out on 9/09/2023.

F.) Participate in regional and statewide cooperative marketing programs that provide access to business intelligence databases and joint recruitment opportunities.

i. Within the last quarter, the Stillwater Chamber has participated in a handful of events that are put on by our regional partner, the Greater Oklahoma City Chamber of Commerce.
ii. The Chamber participated in the quarterly Greater OKC Partnership meeting. These meetings provide a broad view of the State's economic and legislative landscape and give participants valuable connections and colleagues within other communities and entities for the sake of state-wide economic development.

i. Last quarter Reagan Mitchell of the Stillwater Chamber was invited to speak on a panel for Select Oklahoma's Economic Development Conference on August 28th to give insight about her experience as an Economic Development Professional in a rural community, connected to Oklahoma City through the regional partnership. This kind of involvement and participation in Greater Oklahoma City and Select Oklahoma programming is fantastic for Stillwater, and helpful in gaining exposure for projects that are considering Oklahoma from a regional perspective.
    a. **MOST RECENTLY:** Reagan Mitchell spoke on the regionalism panel on August 28th and provided helpful insights into the benefits of having regional support from an Economic development perspective.

G.) Offer educational programs and access to resource providers to assist small businesses and entrepreneurs.

i. The Chamber is currently working to revamp the programs available for business retention. The primary focus heading into quarters 3 and 4 will be listening sessions, broken down by industry cluster, to hear the pain-points of local businesses and provide relevant resources and solutions.

    i. In hopes of revamping the Economic Development Committee and it's function at the Chamber, this programming will be a part of the normal function of the Committee Meetings. Moving forward, space will be given at meetings for those representing various industries to share trends, pains and wins within their respective industries. These meetings will help the Chamber to have a better understanding of the experiences of local business owners. This part of the monthly meetings will be held at the end of scheduled programming and allow space for business owners and leaders to give the chamber more insight into business trends and growth possibilities within the Stillwater Community

ii. The Chamber is currently brainstorming what it would look like to conduct learning and listening sessions that are geared towards entrepreneurs and small business owners looking to open a business in Stillwater. This initiative was realized with the development of Small Business University. Ways of extending its content and the availability of it to our membership and business community are in the works.

iii. The Chamber hosted two U.S. Senators this Quarter, Senator Markwayne Mullin, and Senator James Lankford, respectively.
    i. Both events provided meaningful touchpoints between the senators and the constituents and gave community leaders space to advocate for their businesses and industries, as well as the opportunity to voice community needs related to infrastructure. The visit of U.S. Senator James Lankford resulted in a private meeting with a member of his team that specializes in finding federal grant dollars.

H.) This quarter the Stillwater Chamber continued the Purchase on Perkins program. This program is meant to offer support to businesses located within the core commercial district of Perkins road

whose business has been affected by the ODOT construction project. Community members are being encouraged to shop along Perkins road, and The Chamber is incentivizing shopping on Perkins in a creative way. Within this promotion, shoppers are being told to turn in their receipts from a Perkins road business for the chance to win $1,000, as well as an array of other prizes provided by local businesses, at the end of every month for the remainder of the construction along Perkins road.

a. **MOST RECENTLY:** The Chamber finished the last month of the Purchase on Perkins program as a successful show of support to Stillwater merchants located along Perkins road whose businesses have been adversely affected by the ODOT construction along Perkins. This program generated impressive sales and revenue as well as increased shopping and foot traffic in the shopping centers along Perkins road.
b. **MOST RECENTLY:** The Chamber and Visit Stillwater are working collaboratively to design a Holiday-centric version of the Purchase on Perkins program with the intention of incentivizing shoppers to spend their dollars locally as they approach the Holiday Season, as well as bringing in outside dollars from Smaller communities that surround Stillwater.