



Together, Investing in Municipal Excellence

**STILLWATER (RE)INVESTMENT PLAN
(A STILLWATER DOWNTOWN/CAMPUS LINK PROJECT PLAN) IMPLEMENTATION POLICY
COMMITTEE
MEETING AGENDA
MARCH 11, 2024**

723 S. Lewis Street, Room 1122 B
Stillwater, OK 74074
12:00 PM

1. Call Meeting to Order

2. General Orders

The TIF District #3 Implementation Policy Committee will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the TIF District #3 Implementation Policy Committee unless the agenda entry specifically states that 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 TIF District #3 Implementation Policy Committee.

a.	Approve special meeting minutes of January 29, 2024	Jeremy Bale
b.	Consideration, evaluation, and possible action to make a recommendation to SEDA regarding Progressive Development, LLC's request for public infrastructure financing support for public parking associated with the project located at 116 W. 10th Ave.	Brady Moore
c.	Discussion of the process to update and revise the Implementation Policy Guide for Assistance in Development Financing. No action will be taken on this item.	Brady Moore

3. Public Comment

Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city, or their authorized legal representatives, may address the Committee at a regularly scheduled meeting on any item of business listed on the meeting agenda provided they have submitted a written request prior to the meeting either online at Request to speak form or via the form found in the lobby outside Council chambers prior to

meetings.

4. Adjourn

On March 8, 2024 at 11:00 a.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.



**SPECIAL MEETING MINUTES
STILLWATER (RE) INVESTMENT PLAN
(DOWNTOWN/CAMPUS LINK PROJECT PLAN) IMPLEMENTATION POLICY COMMITTEE
INCREMENT DISTRICT #3, CITY OF STILLWATER**

January 29, 2024
10:00 a.m.
Room 1122B
Stillwater Municipal Building
723 S Lewis Street
Stillwater, OK 74074

Present: Jeremy Bale, Candace Robinson, Uwe Gordon, Doug Major, and Devin Wanzor
Absent: John Killam, Chris Redding

Staff Present: City Manager Kimberly Meek, Deputy City Manager Brady Moore, City Attorney Kimberly Carnley, Assistant City Attorney Ashlyn Garis, Clerk to Board Teresa Kadavy

1. Call Meeting to Order

Chair Bale called the meeting to order at 10:00 a.m.

2. General Orders

The Committee will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the Committee unless the agenda entry specifically states that 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 Committee.

a.	Approve meeting minutes of January 8, 2024 MOTION BY ROBINSON, SECOND BY MAJOR TO APPROVE THE MEETING MINUTES FROM JANUARY 8, 2024 AS PRESENTED. ROLL CALL: BALE-YEA, MAJOR-YEA, ROBINSON-YEA, GORDON-YEA, , WANZOR-YEA MOTION CARRIED WITH FIVE YEA VOTES.	Jeremy Bale
b.	Discussion and possible action to change approved meeting schedule times to 12:00 p.m. noon MOTION BY ROBINSON, SECOND BY GORDON TO CHANGE THE FUTURE MEETINGS ON THE APPROVED MEETING SCHEDULE START TIME TO 12:00 P.M. NOON.	Jeremy Bale

	ROLL CALL: BALE-YEA, MAJOR-YEA, ROBINSON-YEA, GORDON-YEA, WANZOR-YEA. MOTION CARRIED WITH FIVE YEA VOTES.	
c.	Evaluate application submitted by Progressive Development, LLC requesting assistance in development financing pursuant to the (Re)Investment Plan (A Stillwater Downtown/Campus Link Project Plan) for property located at 116 West 10th Avenue and make a recommendation to the Stillwater Economic Development Authority Deputy City Manager Brady Moore stated that this agenda title is the same as on the January 8, 2024 agenda for proper legal notice so there can be a full discussion on the item and questions can be answered. This will allow the Committee to take no action or to take any action as motioned. Mr. Moore stated that one of the major questions at the last meeting was the percent of assistance of total development costs for general projects vs significant impact projects. He reported that outside counsel, Center for Economic Development Law (CEDL), recommended that this could easily be changed to total development costs on each category. For the Committee's reference, Moore presented a chart listing the total development costs and the percentage of assistance approved in TIF#3 under the significant impact category. These projects were not \$4 million dollar projects, but were considered under the significant impact category based on meeting multiple objectives as laid out in the project plan. Mr. Moore recommended moving forward and to stay consistent, the Committee can request that the developer talk through the project with the Committee to determine whether the project does meet multiple project plan objectives. Discussion was held regarding total development costs vs. significant impact and Moore answered the Committee's questions. Wording and interpretation in the Implementation Policy Guide was discussed. Chair Bale asked how both clarification can be reached and ambiguity left in the Implementation Policy Guide. Moore stated it would be proper for staff to put an item on a future agenda to discuss and recommend changes to the Implementation Policy Guide. Major stated he would like to see something in the policy guidelines that says if SEDA Trustees do something different than the Committee recommends, then the Committee should be notified.	Brady Moore

	After having the “but for” explained, Wanzor questioned how this Committee can defend its motion to approve funding this project at the last meeting since they were told this project would move forward even without funding approval from the Committee. Corey Williams addressed the Committee on this matter and answered their questions. Major stated that he is not inclined to change the decision that the Committee approved at the last meeting. Wanzor expressed his concerns that the Committee has gone against what the Implementation Policy Guide states. He stated that a precedence is being set by approving a project that has already been started. City Attorney Kimberly Carnley recommended to the Committee that as legal questions arise be sure and let staff know so they can contact CEDL for guidance and bring the answers back to the Committee. She stated that when the Implementation Policy Guide was written it was intended to be broad so the Committee could exercise its discretion so long as there is proper authority under the Local Development Act and the Project Plan. Ms. Carnley addressed Wanzor’s concerns. Ms. Carnley recommended that if the Committee is not going to change its recommendation, no further action is necessary. If the Committee is going to do something different, then a motion would be proper. No action was taken on this item.	
d.	Consider application of Loftford Properties, LLC for Small Business Enhancement Assistance in the amount of \$15,000 for improvements to include new exterior remodel and new signage at 139 S. Main Street Deputy City Manager Brady Moore introduced Mr. Mike Loftis to present the planned improvements to the Loftis & Wetzel Insurance Company building at 139 S. Main. Mr. Loftis gave a history of the Loftis & Wetzel Insurance business. He reported that they have outgrown their current location and had the opportunity to buy the building at 139 S. Main. He stated that the building needed structural repairs, new electrical, HVAC and plumbing improvements on the inside as well as updates to the exterior. Mr. Loftis stated that this SBE assistance will be very helpful to Loftis & Wetzel because of the unexpected expenses that were incurred during the remodeling.	Brady Moore

	Major asked a question not related to this specific project but more to do with timing. He asked if this Committee was going to go back and reimburse businesses within the captured area for expenses for work previously completed. Mr. Loftis responded that the way this process is presented on the website is confusing and he feels the wording is pretty nebulous. He stated he did not try to apply for the SBE assistance until later on because he wanted to know exactly what was spent and that was how it portrayed to him based on the information he received from the City. Major stressed as a recommending body the importance of clarifying and having in place a certain point of approval before these funds can be used or if the Committee does not care, then improvements can be made and applications for reimbursement can be submitted years later. Chair Bale stated he did not see any language in the SBE assistance implementation policy guide that requires an application to be submitted prior to a projects initiation. Wanzor pointed out the application does state work is to begin after the application has been submitted. Chair Bale stated the implementation guide, the website and the application all need to state the same thing so it is easier for business owners/developers to understand how the process works. Major stated that to him the word “proposed” (page 5, paragraph 3) in the Implementation Policy Guide reads that the committee should review the application before the improvements are started. Deputy City Manager Moore updated the Committee on the funds that are available for SBE assistance. Chair Bale stated that since this project is still in process and due to the ambiguity of when the application was to be submitted, he would make a motion. MOTION BY CHAIR BALE TO ACCEPT THE APPLICATION FROM LOFTFORD PROPERTIES, LLC AS REQUESTED FOR THE \$15,000 IN ASSISTANCE. NO SECOND MOTION WAS MADE SO NO ACTION WAS TAKEN ON THIS ITEM.	
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3. Public Comment

None.

4. Adjourn

MOTION BY MAJOR, SECOND BY ROBINSON TO ADJOURN THE JANUARY 29, 2024 SPECIAL MEETING.

ROLL CALL: BALE-YEA, MAJOR-YEA, ROBINSON-YEA, GORDON-YEA, WANZOR-YEA.

MOTION CARRIED WITH FIVE YEA VOTES.

Meeting adjourned at 10:57 a.m.

Jeremy Bale, Chair

Teresa Kadavy, Clerk to Board

DRAFT

**REPORT TO: TIF DISTRICT #3 IMPLEMENTATION POLICY
COMMITTEE**

MEETING DATE: MARCH 11, 2024



Agenda Item:	2.b.
Previous/Related Action:	
Background/Issue:	• The Stillwater (Re)Investment Plan (A Stillwater Downtown/Campus Link Project Plan) established a budget of estimated project costs to be financed or by taxes apportioned from the increment district. • The Project Plan budget includes \$11,617,500 for Public Infrastructure, Facilities, and Improvements. • To date, \$627,979 of the Public Infrastructure budget funds have been spent on public infrastructure improvements in the TIF #3 district project plan area. • On December 12, 2022, city management presented an item to the TIF #3 Implementation Policy Committee for a policy discussion on TIF3 infrastructure funding. • The discussion centered around TIF3 infrastructure funding being utilized to support approved TIF3 projects.
Proposal/Solution:	• Progressive Development Corp., LLC has requested financial assistance for public infrastructure improvements adjacent to the recently approved Empire Slice project at 116 W. 10th. • Progressive Development has obtained three quotes for the installation of 8 public parking stalls (including 1 ADA accessible) and curb along the north side of 10th Avenue. (See attached siteplan) • The low quote submitted was \$48,124.72. • City management will take the recommendation of the TIF #3 Implementation Policy Committee to the Stillwater Economic Development Authority (SEDA) Trustees
Financial Source/Impact:	Funds for the public improvement are available in the TIF #3 Project Plan account.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #4 CONNECTED SPACES
Recommended Action/Motion:	
Prepared By:	Brady Moore, Deputy City Manager

Reviewed By:

Teresa Kadavy

Brady Moore

Submitted By:

Kimberly Meek, City Manager

Attachments

1. Public Parking Request Progressive Development 116 W 10th
2. Public Parking Drawing 116 W 10th

PROGRESSIVE DEVELOPMENT CORP

Revisioning Stillwater

621 S. HUSBAND STREET STILLWATER, OKLAHOMA 74074 TELEPHONE (405) 533-1767 E-MAIL: CORY@LOOK-REALTY.COM

TIF Review Advisory Committee
City of Stillwater
723 S. Lewis
Stillwater, OK 74074

Stillwater Economic Development Authority (SEDA)
Board of Trustees
City of Stillwater
723 S. Lewis
Stillwater, OK 74074

Re: Public parking in the City of Stillwater right-of-way, 116 W. 10th

Committee Members and SEDA Trustees,

Please allow this letter to serve as a request for financial assistance for public infrastructure improvements adjacent to the structure at 116 W. 10th, soon to be Empire Slice House Stillwater, to allow for public parking in the City right-of-way. Progressive Development Corp., LLC, developer of Stonecloud, Hatch Early Mood Food, Round House Bakery, as well as Empire Slice, is requesting a sum of \$48,172, as and for the lowest of three bids to engineer, permit, and construct diagonal parking spaces along the north edge of 10th street from Husband St. to the alley. All three bids are attached hereto for your review.

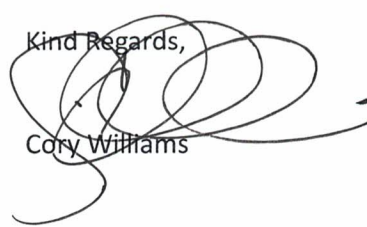
As you are likely aware, there is nearly a five-foot difference in grade from the centerline of 10th Street to the interior floor of 116 W. 10th. Progressive Development, in partnership with Empire's parent company, 84 Hospitality Group, has created a series of ramps to provide adequate ADA access to patrons from Husband St. and 10th alike. Due to the significant changes in grade, a retaining wall, similar to that in front of Stonecloud, will need to be constructed parallel to the sidewalk prior to the construction of curb-cut parking. The ramps and walkways constructed during the Empire Slice House buildout are engineered to tie-in perfectly with the requested public realm improvements. This parking will serve as public parking with no dedicated parking to any one private user or private user group.

It is within the Project Plan of the tax increment finance district to utilize TIF funds for public realm improvements to increase access to businesses located within the TIF district. Empire Slice House is slated to open in May, 2024, and projected to produce significant sales and property tax from a building that has not been utilized for public use/tax generation in over 40 years. Stonecloud Brewing and Taproom, similarly situated in a previously dilapidated non-tax producing structure, has generated \$154,000 in sales tax during its first 18 months of operation. These businesses, but for the City's focus on downtown development and the TIF district, would not have located in this area.

Progressive Development Corp is pleased to continue adding to the exciting expansion of new businesses in downtown Stillwater and the 10th Street corridor. It is our hope that the TIF Review Committee and SEDA Trustees see the value of continued investment in the area by granting this request for assistance creating public parking along 10th St. in the City of Stillwater right-of-way.

Kind Regards,

Cory Williams





Quote: 1118 / Date: 1/26/2024
Project Number: 265001

Shellback General Contracting
4401 North Classen Blvd, Ste 200
Oklahoma City, OK
73118, US
(405) 406-1449

Prepared By:
Jared Childers

jared@shellbackgc.com

Project: **Empire Slice Parking Lot**

Scope of Work

01-02 - Insurance

	Unit Cost	Total Cost
01-02 Insurance *	\$273.40	\$273.40

01-20 - Project Management

	Unit Cost	Total Cost
01-20 Project Management (Project Manager	\$82.02	\$410.10

01-21 - Site Supervision

	Unit Cost	Total Cost
01-21 Site Supervision (Site Super)	\$65.62	\$656.16

01-23 - Project Coordination

	Unit Cost	Total Cost
01-23 Project Coordination (Project Accountant)	\$49.21	\$196.85

01-24 - General Labor Allowance

	Unit Cost	Total Cost
01-24 General Labor (Laborer)	\$54.68	\$218.72

01-58 - Mileage & Travel

	Unit Cost	Total Cost
01-58 Travel (Mileage) *	\$0.98	\$118.11
03-00 - Concrete		
	Unit Cost	Total Cost
03-00 Concrete *	\$44,553.26	\$44,553.26

* Tax not applied to part or subcomponent

Notes

Summary

Price	
Labor and Adjustments	\$5,328.60
Materials	\$250.00
Subcontractor	\$40,740.00
Travel	\$108.00
Profit	\$1,698.12
Subtotal	\$48,124.72

\$48,124.72

Accepted By

Date



2205 N. Westminster
OKC, OK 73141
405-655-3295

Proposal to: Shellback Construction

Date: January 25, 2024

Job: Empire Slice in Stillwater Oklahoma

Estimator: Rodger Beagley
405-655-3295

Scope: Demo, New Concrete Construction-Labor, Materials, and Equipment

rbestimating@icloud.com

City of Stillwater Scope (parking area & c&g)

Demo Equipment	\$6,400.00
Haul Off Trucking & Dump Fees	\$2,850.00
Ready Mix Supply	\$8,900.00
Agg Base Supply	\$2,300.00
Forming Materials	\$500.00
Sealants Supply	\$1,200.00
Striping	\$1,800.00
Labor	\$13,500.00
Demo P&O	\$3,290.00

Stillwater Scope Parking Area Total **\$40,740.00**

Exclusion:

Landscape Repairs
Irrigation Lines
Traffic Control - we can run flaggers but no major traffic plan needed/quiet street
Issues with preexisting conditions
Issues with underground utilitys
Permit Costs
Testing Costs



Quote: 1121 / Date: 1/26/2024
Project Number: 265001

Shellback General Contracting
4401 North Classen Blvd, Ste 200
Oklahoma City, OK
73118, US
(405) 406-1449

Prepared By:
Jared Childers

jared@shellbackgc.com

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01-24 - General Labor Allowance

	Unit Cost	Total Cost
01-24 General Labor (Laborer)	\$54.68	\$218.72

01-58 - Mileage & Travel

	Unit Cost	Total Cost
01-58 Travel (Mileage) *	\$0.98	\$118.11

03-00 - Concrete

	Unit Cost	Total Cost
03-00 Concrete *	\$53,039.60	\$53,039.60

* Tax not applied to part or subcomponent

Notes

Summary

Price	
Labor and Adjustments	\$6,054.94
Materials	\$250.00
Subcontractor	\$48,500.00
Travel	\$108.00
Profit	\$2,008.52
Subtotal	\$56,921.46

\$56,921.46

Accepted By

Date

.....



Proposal to: Shellback Construction

Date: January 25, 2024

Job: Empire Slice - Parking Paving

Estimator: Dustin Knudson
435-212-0755

Scope: Concrete Labor & Materials

dustink@phazeconcrete.com

Scope: Remove & replace existing parking area

Base Bid	\$	48,500.00
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Inclusions:

- | | |
|---|--|
| <ul style="list-style-type: none">• Sales Tax• Type A ODOT Agg Base• Ready Mix Supply & Placement• Demo Cutting• Haul Off Demo Concrete• Labor | <ul style="list-style-type: none">• Dowels• Layout of Own Scope- Bldg Points by Others• Wash-Out Basin• Sealants• Striping• Equipment |
|---|--|

Exclusions:

- | | |
|---|---|
| <ul style="list-style-type: none">• Bonding• All Signage (Inc. Pylon Signs)• Contaminated Soils• Hardeners or Sealers• Supply of Embedded Items• Insulation• Winterization/ Blankets/ Heating/Delays• Foundation Drain System• Colored Concrete• Bollards• Concrete Polishing/ Grinding• Mass Excavation | <ul style="list-style-type: none">• Permits, Bonds & Fees• Inspections & Concrete Testing• Prevailing Wage Rates• Landscaping• Dewatering/ Waterproofing/ Ventilation• Precast Concrete Items• Cement Powder/Or Other Treatment of Sub Soils• Traffic Control• Fiber In Concrete• Corrosion Inhibitor• Rock Excavation• Material Price Increases |
|---|---|

Conditions :

- | | |
|--|---|
| <ul style="list-style-type: none">• This is a lump sum proposal for concrete scope• Project starts within 60 days | <ul style="list-style-type: none">• Proposal is good for 30 days• Payment is due within 30 days of billing |
|--|---|



Quote: 1120 / Date: 1/26/2024
Project Number: 265001

Shellback General Contracting
4401 North Classen Blvd, Ste 200
Oklahoma City, OK
73118, US
(405) 406-1449

Prepared By:
Jared Childers

jared@shellbackgc.com

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01-24 - General Labor Allowance

	Unit Cost	Total Cost
01-24 General Labor (Laborer)	\$54.68	\$218.72

01-58 - Mileage & Travel

	Unit Cost	Total Cost
01-58 Travel (Mileage) *	\$0.98	\$118.11

03-00 - Concrete

	Unit Cost	Total Cost
03-00 Concrete *	\$51,399.20	\$51,399.20

* Tax not applied to part or subcomponent

Notes

Summary

Price

Labor and Adjustments	\$5,914.54
Materials	\$250.00
Subcontractor	\$47,000.00
Travel	\$108.00
Profit	\$1,948.52
Subtotal	\$55,221.06

\$55,221.06

Accepted By

Date

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Timber Wolf Excavating, Inc.

PO Box 636
Broken Arrow, Oklahoma 74013
office:(918)355-7458 fax:(918)355-8832

Proposal to: Shellback Construction

Date: January 24, 2024

Job: Empire Slice Stillwater

Estimator: Thomas Jessop
918-284-2219

Scope: Demo & New Parking Paving W/curb

tom@twolfx.com

Site Concrete	\$ 47,000.00
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Inclusions:

- Labor
- Materials
- Equipment
- Agg Base
- Sealants & Striping

Exclusions:

- | | |
|--|--|
| • Bonding - Available @ 3% | • Monument Sign |
| • Supply & Placement of Sub-Base Materials | • Traffic Control |
| • Structural Rebar Supply & Placement | • Permits, Bonds & Fees |
| • Precast & Utility Concrete | • Blue Stake & Surveying |
| • Supply of Embedded Items | • Inspections & Concrete Testing |
| • Housekeeping Pads | • Wash-Out Basin |
| • Hardeners or Sealers | • Demolition |
| • Landscaping | • All items not included in inclusions |
| • Insulation | |

Conditions:

- | | |
|--------------------------------|--|
| • Sub-Grade within 1/10th | • Cast-in-place concrete to be symon form/plywood finish |
| • Adequate Access to work area | • Payment is due within 30 days of billing |
| • Wash-Out Area on site | |

REVISION

JOB NUMBER

301834

SHEET TITLE

SITE PLAN

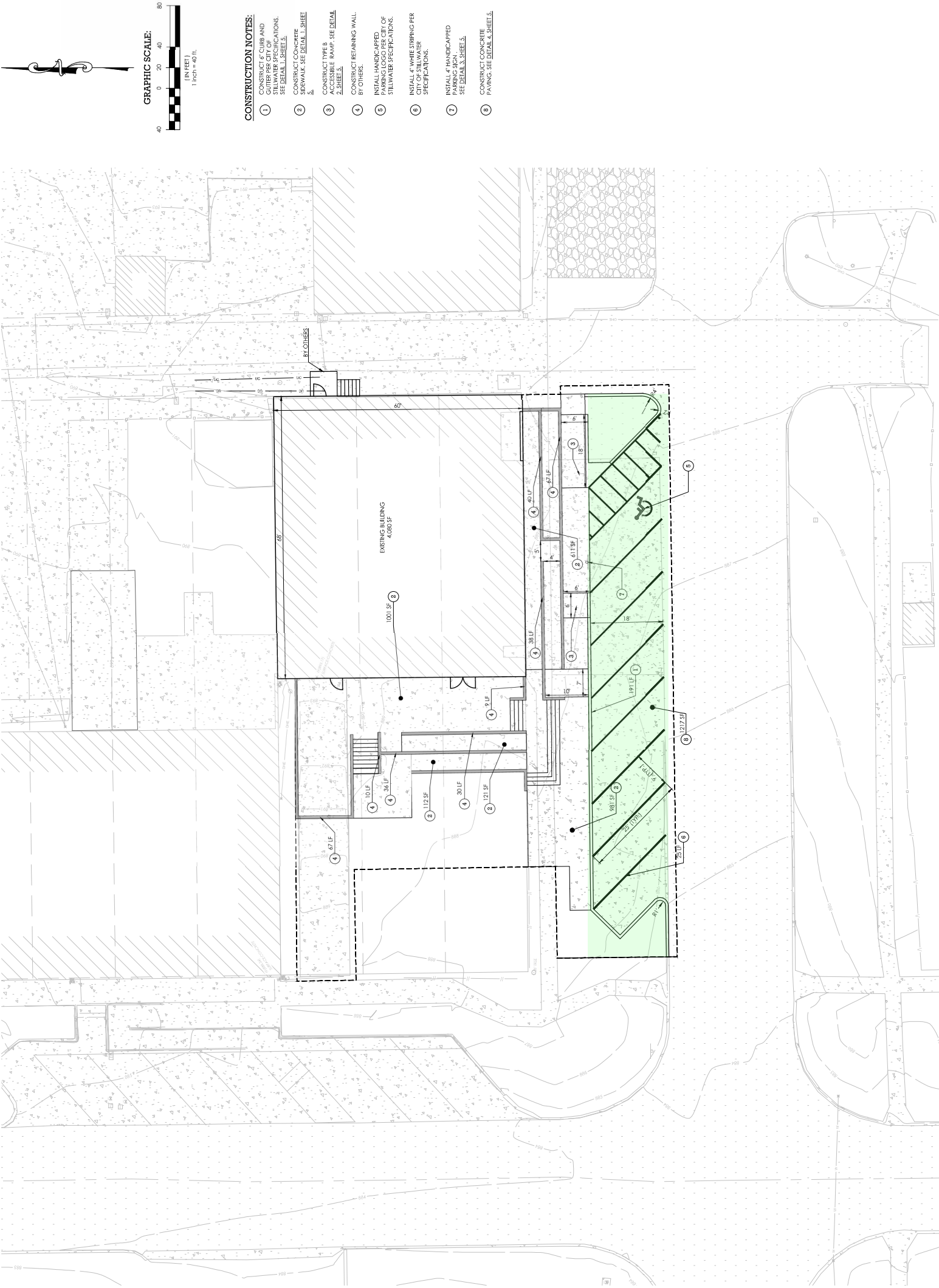
DATE

08/21/23

SHEET NUMBER

3

OF 8



CONSTRUCTION NOTES:

1. CONSTRUCT 6" CURB AND GUTTER PER CITY OF OKLAHOMA SPECIFICATIONS. SEE DETAIL 1, SHEET 5.
2. CONSTRUCT CONCRETE SIDEWALK. SEE DETAIL 1, SHEET 5.
3. CONSTRUCT TREE & ACCESSIBLE RAMP. SEE DETAIL 2, SHEET 5.
4. CONSTRUCT RETAINING WALL BY OTHERS.
5. INSTALL HANDICAPPED PARKING SPACE PER CITY OF STILLWATER SPECIFICATIONS.
6. INSTALL 4" WHITE STRIPING PER CITY OF STILLWATER SPECIFICATIONS.
7. INSTALL 4" HANDICAPPED PARKING SIGN. SEE DETAIL 3, SHEET 5.
8. CONSTRUCT CONCRETE PAVING. SEE DETAIL 4, SHEET 5.