The City of Stillwater OKLAHOMA

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.**	

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

Teresa Kadavy, Clerk to Board