



Together, Investing in Municipal Excellence

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA
MARCH 25, 2024

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. SEDA will take action on these items collectively with a single vote. The requested SEDA action is indicated for each item listed. Should a Trustee 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 Trustee or the General Manager may simply ask the Chair to remove an item from the consent docket prior to action by the Trustees and no action will be taken on the removed item at this meeting.

a.	Approve February 26, 2024 regular meeting minutes	
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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

SEDA 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 Authority 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 Authority.

a.	Consider the request submitted by Progressive Development, LLC for public infrastructure	SEDA-24-03	Brady Moore
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	financing support for public parking associated with the project located at 116 W. 10th Ave.		
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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

a.	Request for an Executive Session as authorized under 25 O.S. Sec. 307 (C)(11) for purposes of conferring on matters pertaining to economic development including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business.		Kimberly Carnley
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8. Executive Session

a.	Confidential communication on matters pertaining to economic development including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction if public disclosure of the matter discussed would interfere with the development of products or services or if public disclosure would violate the confidentiality of the business.		Kimberly Carnley
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9. Return From Executive Session

a.	No action will be taken on this item.		
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10. Adjourn

On March 22, 2024 at 9:00 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 405.742.8243.

- 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 FEBRUARY 22, 2024 AT 8:00 A.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
FEBRUARY 26, 2024

PRESENT: CHAIR WILLIAM H. JOYCE, VICE CHAIR AMY DZIALOWSKI,
TRUSTEES CHRISTIE HAWKINS AND TIM HARDIN

ABSENT: TRUSTEE KEVIN CLARK

1. CALL MEETING TO ORDER

Chair Joyce called the meeting to order at 6:21 p.m.

2. CONSENT DOCKET

- a. Approve February 5, 2024, regular meeting minutes

MOTION BY TRUSTEE HAWKINS, SECOND BY TRUSTEE HARDIN TO APPROVE THE CONSENT DOCKET AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, HARDIN-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR 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. Consider the recommendation from the Stillwater (Re) Investment Plan (Downtown/Campus Link Project Plan) Implementation Policy Committee regarding the application submitted by Progressive Development, LLC requesting assistance in development financing for property located at 116 West 10th Avenue pursuant to the (Re)Investment Plan (A Stillwater Downtown/Campus Link Project Plan)

Deputy City Manager Brady Moore stated the details of the application and introduced Cory Williams.

Mr. Williams presented the Empire Slice project located at 116 West 10th Avenue and answered Council's questions.

Mr. Moore stated that the TIF#3 Committee reviewed this application and approved the project for 18% in the general project improvement category which is 12% plus the additional 6% kicker. The Implementation Policy Guide specifies that this percentage of assistance be applied to the hard construction costs. Mr.

Moore reported that on this application the hard construction costs are \$1.4 million and 18% would be \$252,000 of assistance.

Mayor Joyce stated that moving forward, the definition of significant impact projects needs to be addressed and clarified with the TIF#3 Committee and in the Implementation Policy Guide.

City Manager Kimberly Meek reported that the process has already begun with outside counsel to update the Implementation Policy Guide.

Discussion was held amongst staff and Council regarding hard construction costs versus total construction costs and the different percentages of assistance that could be awarded.

City Attorney Kimberly Carnley reported that the Implementation Policy Guide does state that these developments may be eligible for more than one category so the Trustees can choose the one that is most beneficial.

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE HARDIN TO AWARD SIGNIFICANT IMPACT DEVELOPMENT TO THE PROJECT AT THE TIF COMMITTEE'S RECOMMENDED PERCENTAGE OF 18% APPLIED TO THE TOTAL DEVELOPMENT COSTS BECAUSE OF THE CATEGORY OF FINANCING AND DIRECT STAFF AND COUNSEL TO NEGOTIATE A REDEVELOPMENT AGREEMENT.

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

6. QUESTIONS & INQUIRIES

None.

7. 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:
Trustee Hardin stated that early on there was hope this TIF would get one big project but instead this TIF has had five projects that total over \$10 million and diversification is not a bad thing so this TIF has been a great idea.
 - i) Discussion about scheduling items for future meetings

8. ADJOURN

MOTION BY TRUSTEE HARDIN, SECOND BY VICE CHAIR DZIALOWSKI TO ADJOURN FEBRUARY 26, 2024 REGULAR MEETING OF THE STILLWATER ECONOMIC DEVELOPMENT AUTHORITY.

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

The regular meeting of the Stillwater Economic Development Authority adjourned at 6:51 p.m.

WILLIAM H. JOYCE, CHAIR
STILLWATER ECONOMIC DEVELOPMENT
AUTHORITY

TERESA KADAVY, SECRETARY
STILLWATER ECONOMIC DEVELOPMENT
AUTHORITY



Agenda Item:	5.a. SEDA-24-03
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 site plan) • The low quote submitted was \$48,124.72. • The TIF #3 Implementation Policy Committee met on March 11, 2024 to consider the request from Progressive Development, LLC. The TIF #3 Committee approved the recommendation to the SEDA Trustees for public infrastructure financing support for public parking with a vote of 5 to 0.
Financial Source/Impact:	Funds for the public parking improvement are available in the TIF #3 Project Plan account.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #2 MOTIVATED MANAGEMENT

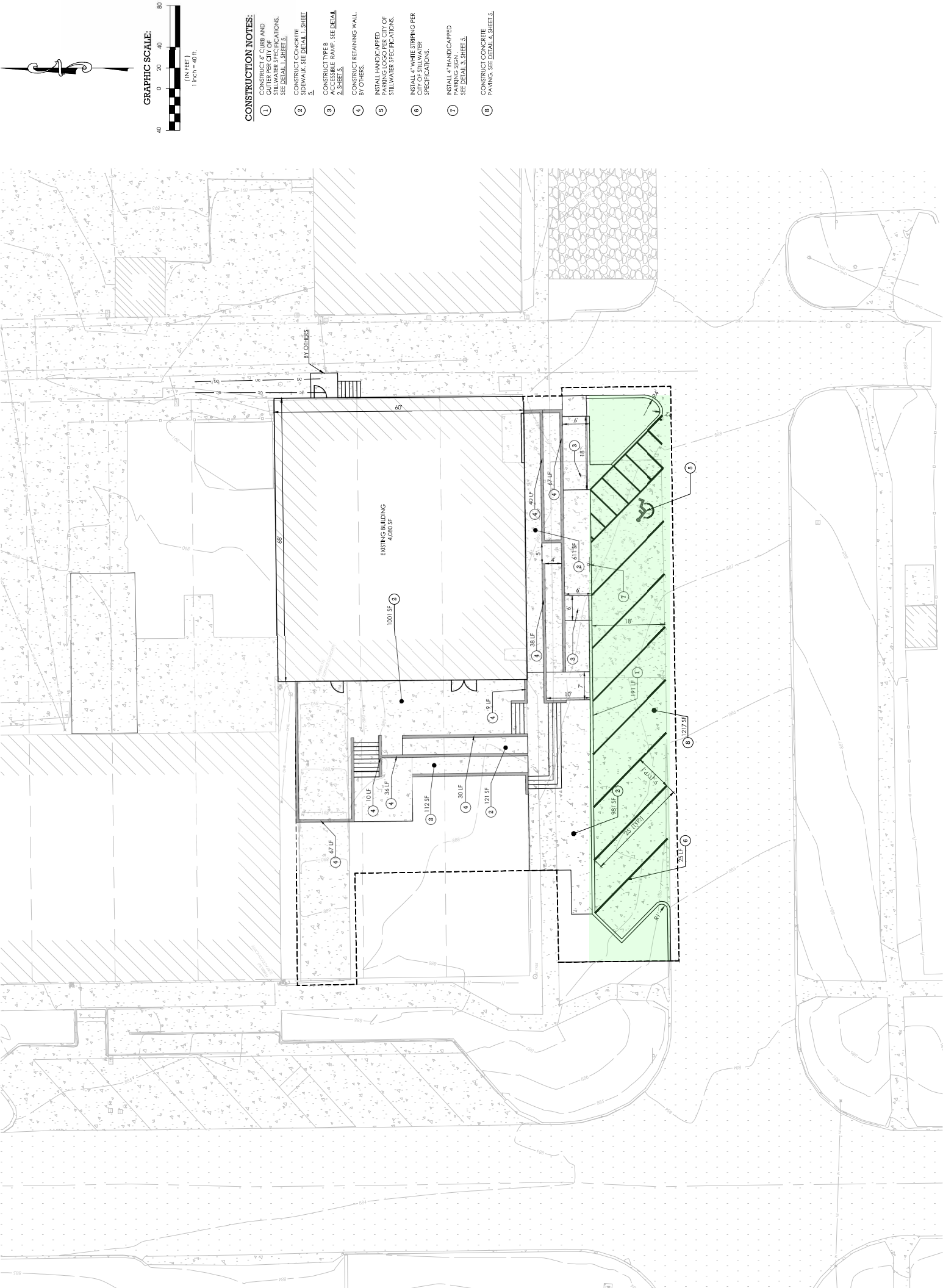
	#5 UNIQUE CULTURE
Recommended Action/Motion:	Motion to accept the recommendation of the TIF #3 Implementation Policy Committee to approve the request for public infrastructure financing support for public parking associated with the project located at 116 W. 10th Ave.
Prepared By:	Brady Moore, Deputy City Manager
Reviewed By:	
Submitted By:	

Attachments

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

116 W. 10TH AVE
IMPROVEMENT PLANS
FORM DESIGN STUDIO
SEC 23, T19N, R.2E, 1.M.
STILLWATER, PAYNE COUNTY, OKLAHOMA

UNIVERSAL
SURVEYING & MAPPING



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.

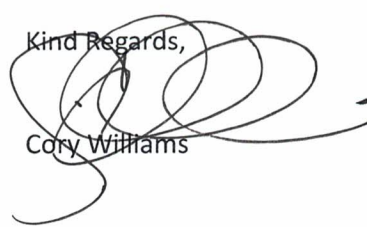
As you are likely aware, there is nearly a five-foot difference in grade from the centerline of 10th Street to the interior floor of 116 W. 10th. Progressive Development, in partnership with Empire's parent company, 84 Hospitality Group, has created a series of ramps to provide adequate ADA access to 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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01-58 - 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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01-58 - 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 | |