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STILLWATER (RE)INVESTMENT PLAN
(A STILLWATER DOWTOWN/CAMPUS LINK PROJECT PLAN) IMPLEMENTATION POLICY COMMITTEE
MEETING AGENDA
APRIL 8, 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 meeting minutes from March 11, 2024	Jeremy Bale
b.	Consider application of MacKap, LLC DBA Chris' University Spirit for Small Business Enhancement Assistance in the amount of $13,070.64 for improvements to include new LED backlit front sign, new paint to building front, and update awning lights to LED at 244 S. Knoblock Street.	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 the Request to Speak form, or via the form found in the lobby outside the Council chambers prior meetings.

4. Adjourn

On April 4, 2024 at 3:15 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 405.742.8243.

- 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.

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

March 11, 2024
12:00 p.m.
Room 1122B
Stillwater Municipal Building
723 S Lewis Street
Stillwater, OK 74074

Present: Jeremy Bale, Candace Robinson, Uwe Gordon, Doug Major, John Killam, Chris Redding (12:18)
Absent: Devin Wanzor

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

1. Call Meeting to Order

Chair Bale called the meeting to order at 12:00 p.m.

2. General Orders

a.	Approve special meeting minutes of January 29, 2024 **MOTION BY MAJOR, SECOND BY ROBINSON TO APPROVE THE SPECIAL MEETING MINUTES FROM JANUARY 29, 2024 AS PRESENTED.** **ROLL CALL: BALE-YEA, MAJOR-YEA, ROBINSON-YEA, GORDON-YEA, KILLAM-YEA** **MOTION CARRIED WITH FIVE YEA VOTES.**	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

DRAFT

	Deputy City Manager Brady Moore reported that Progressive Development has requested financial assistance for public infrastructure improvements adjacent to the recently approved Empire Slice project at 116 W. 10th. The Project Plan budget includes $11,617,500 for Public Infrastructure, Facilities, and improvements. To date, $627,929 of the Public Infrastructure budget funds have been spent on public infrastructure improvements in the TIF#3 district project plan area. Mr. Moore stated that 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. **Mr. Moore stated that Progressive Development obtained three quotes for the installation of 8 public parking stalls (including 1 ADA accessible) and curb along the north side of 10th Avenue. The low quote submitted was $48,124.72.** **Major stated that he felt this was a good opportunity for this entire area to be looked at and to get more parking developed. He asked about City rights-of-way or easements that would allow more parking to be developed in this area. Mr. Moore reported that this is land the City condemned as a dilapidated structure, so the City has a lien on that property. He stated in that area of 10th the City does have a lot of right-of-way and could develop more parking.** **Killam asked if this committee has ever approved infrastructure projects before. Mr. Moore stated no, that the other projects were approved by SEDA. Killam requested to find out SEDA's logic in approving these past infrastructure projects, so this committee could gear their logic and thinking processes in the same manner.** **Chair Bale asked what the next step is in the process of approving this infrastructure project and for clarification on how these projects move forward and get approved. Mr. Moore answered these questions and discussed the parking problems around the city.** **Major clarified that the infrastructure improvements in this area need to be tied to any project in the TIF3 district so the funding comes from the proper budget. Discussion was held regarding indirect funding vs. direct funding.** **MOTION BY MAJOR, SECOND BY ROBINSON TO APPROVE THE RECOMMENDATION LISTED UNDER ITEM B.** **ROLL CALL: BALE-YEA, MAJOR-YEA, ROBINSON-YEA, GORDON-YEA, KILLAM-YEA**	

DRAFT

	MOTION CARRIED WITH FIVE YEA VOTES.	
c.	Discussion of the process to update and revise the Implementation Policy Guide for Assistance in Development Financing. **Deputy City Manager Brady Moore reported at the previous TIF#3 meetings it was discussed and also with the SEDA Trustees about their desires to make updates to the Implementation Policy Guide. He stated it is a living document that is meant to change and evolve. Mr. Moore stated that following this meeting he could email an editable word file to each committee individually. This would allow each committee member time to read, track edits and make suggestions. Mr. Moore said general things or bullet points could be written down and emailed to him. He will then work with the Center for Economic Development Law to work through the suggestions and changes, then bring the proposals back to the committee.** **Mr. Moore stated that some items discussed at previous meetings that needed clarity were between significant impact vs general improvement and total development costs vs hard construction costs. Also there is probably some clarity that needs to be put on timing for projects. Mr. Moore stated that CEDL can come to a committee meeting and give insight on why the language is there.** **No action was taken on this item.**	Brady Moore

3. Public Comment

   None.

4. Adjourn

MOTION BY ROBINSON, SECOND BY MAJOR TO ADJOURN THE MARCH 11, 2024 REGULAR MEETING.

ROLL CALL: BALE-YEA, MAJOR-YEA, ROBINSON-YEA, GORDON-YEA, KILLAM-YEA, REDDING-YEA. MOTION CARRIED WITH SIX YEA VOTES.

Meeting adjourned at 12:20 p.m.

Jeremy Bale, Chair **Teresa Kadavy, Clerk to Board**

DRAFT

CITY OF STILLWATER
TAX INCREMENT FINANCING DISTRICT #3
APPLICATION FOR SMALL BUSINESS ENHANCEMENT ASSISTANCE

Submit application to the City of Stillwater City Clerk at 723 S. Lewis Street, Stillwater, Oklahoma.

Project Name Chris' University Spirit Front Update

Applicant Chris' University Spirit (Mackap, LLC)

Project Address 244 S. Knoblock St.

Telephone 405-377-0555 **Email** dustin@cuspirit.com

Small Business Enhancement

Exterior building improvements

Assistance not to exceed 50% of the actual expenditure, up to $15,000

Assistance is on a reimbursement basis upon completion of the project

Work to begin after

Total Project Cost ~~$25,311.75~~ $26,141.28

Total Amount of Assistance Requested ~~2,655.00~~ $13,070.64

Targeted start date Summer 2024 **Targeted completion date** End of Summer

Current owner of subject property Chris Norris

Planned Improvement Description Update Front Sign to LED backlit, Paint Front | Side, update Awning Lights to LED

Will the project require permits from the City of Stillwater or any State Agency? Describe and attach permits. Not to my knowledge, but will check before project begins.

Are the proposed improvement visible to the general public from streets and sidewalks?

Yes

Do the improvements have a positive economic impact on your property and TIF area?

Yes, Will entrance corner and draw better traffic to area

Is the property subject to any legal or governmental proceedings that could adversely affect the property or project? Not to my knowledge.

Project Budget

Design	$_____	Sign $18,563.75
Third Party Labor	$_____	Paint $4,850.00
Materials/Equipment	$_____	Electrical $1265.00
Sales Tax	$_____	Electrical $648.00
Other	$_____	Est. Tax $814.53
Total Project Cost	$~~25,311.75~~	$26,141.28

Application Attachments

1. Map showing the exact boundaries of the proposed development
2. Development design drawings
3. Construction estimates

Reimbursement Attachments Submitted Upon Completion of Project

1. Receipts for materials, third party labor and design
2. Before and after digital photos of the project
3. Certificate of Occupancy or completion, if applicable

OPEN RECORDS ACT AND CONFIDENTIALITY REQUIREMENTS

All information, documentation, data, and materials submitted to Stillwater Economic Development Authority (SEDA) pursuant to this Application for Assistance are potentially subject to the mandates of the Oklahoma Open Records Act (Act), 51 Okla. Stat. §§ 24A.1. *et seq.* to ensure and facilitate the public's right of access to and review of government records. Except where specific state or federal statutes create an exception or confidential privilege, persons or entities who submit information to public bodies have no right to keep this information from public access, nor is there any reasonable expectation that this information will be kept from public access.

If you believe that any information you will or may submit to SEDA pursuant to this Application for Assistance is or should be kept confidential under a specific state or federal statute, and therefore, not subject to public disclosure, you must comply with the following:

a. Place said documents/records in a separate envelope marked "Confidential". DO NOT label your entire response to the Application for Assistance as "Confidential" – label only those portions of the response that you feel are made confidential by state or federal law. If only a portion of a document is confidential, please identify specifically the portions of the document you are claiming are confidential.
b. For each document for which you are claiming a confidential privilege, identify the federal and/or state law that creates said privilege, e.g., for trade secrets, see 21 O.S. § 1732 (Larceny of Trade Secrets) and the Uniform Trade Secrets Act, 78 O.S. §§ 85, *et seq.*

Please note that SEDA acknowledges that "personal financial information, credit reports or other financial data obtained by a public body for the purpose of evaluating credit worthiness, obtaining a license, permit, or the purpose of becoming qualified to contract with a public body" is not subject to disclosure under the Act. Financial information requested by this Application for Assistance for evaluating the creditworthiness of the applicant or the purpose of allowing SEDA to determine if the applicant is qualified to contract with SEDA should be submitted in a separate envelope and marked as confidential financial information.

If the applicant fails to identify any records submitted as "Confidential" by placing them in the "Confidential" envelope AND if the Applicant fails to identify the specific state or federal law creating such privilege, SEDA will assume that said records are not confidential and are subject to public access.

Should an Open Records request be presented to SEDA requesting information identified as "Confidential", the applicant will be informed and is responsible for defending its position in District Court if necessary.

CERTIFICATION

I, Dustin A. MacDonald, as the Applicant and or authorized representative (circle one) seeking TIF Assistance, certify that all statements, documentation, and information provided in and attached are true and correct to the best of my knowledge and that unless identified as "CONFIDENTIAL", statements, documentation and information provided herein is subject to the Oklahoma Open Records Act. Dated this 29th day of March, 2024.

Dustin MacDonald
Printed Name of Applicant and or Authorized Representative

Signature

CHERIE ANN RUTHERFORD NOTARY # 02015761 EXP. 10/24/26 PUBLIC STATE OF OKLAHOMA

The foregoing instrument was acknowledged before me, a Notary Public in and for Payne County and Oklahoma, on this 29th day of March, 2024

Signature of notarial officer Cherie Ann Rutherford My commission expires: 10-24-2026

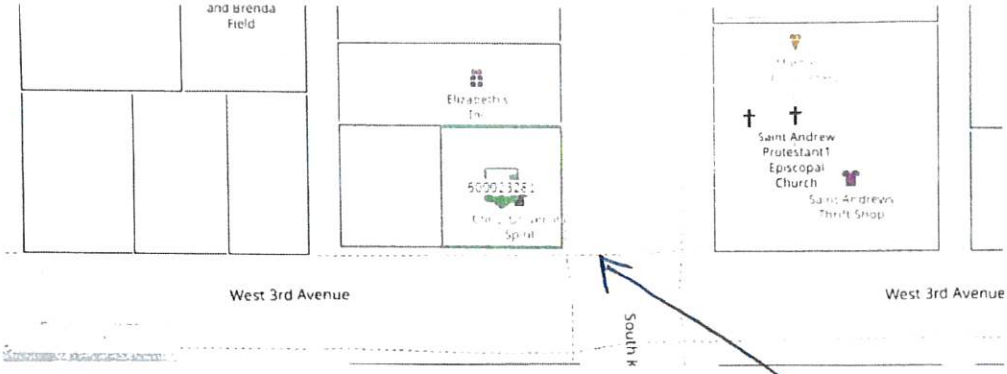
IMPROVEMENT TYPE	UNITS/SQ FT	EST YEAR BUILT
No items to display		

YARD ITEMS

DESCRIPTION	TOTAL UNITS	YEAR BUILT	LENGTH	WIDTH	HEIGHT
No items to display					

LAND

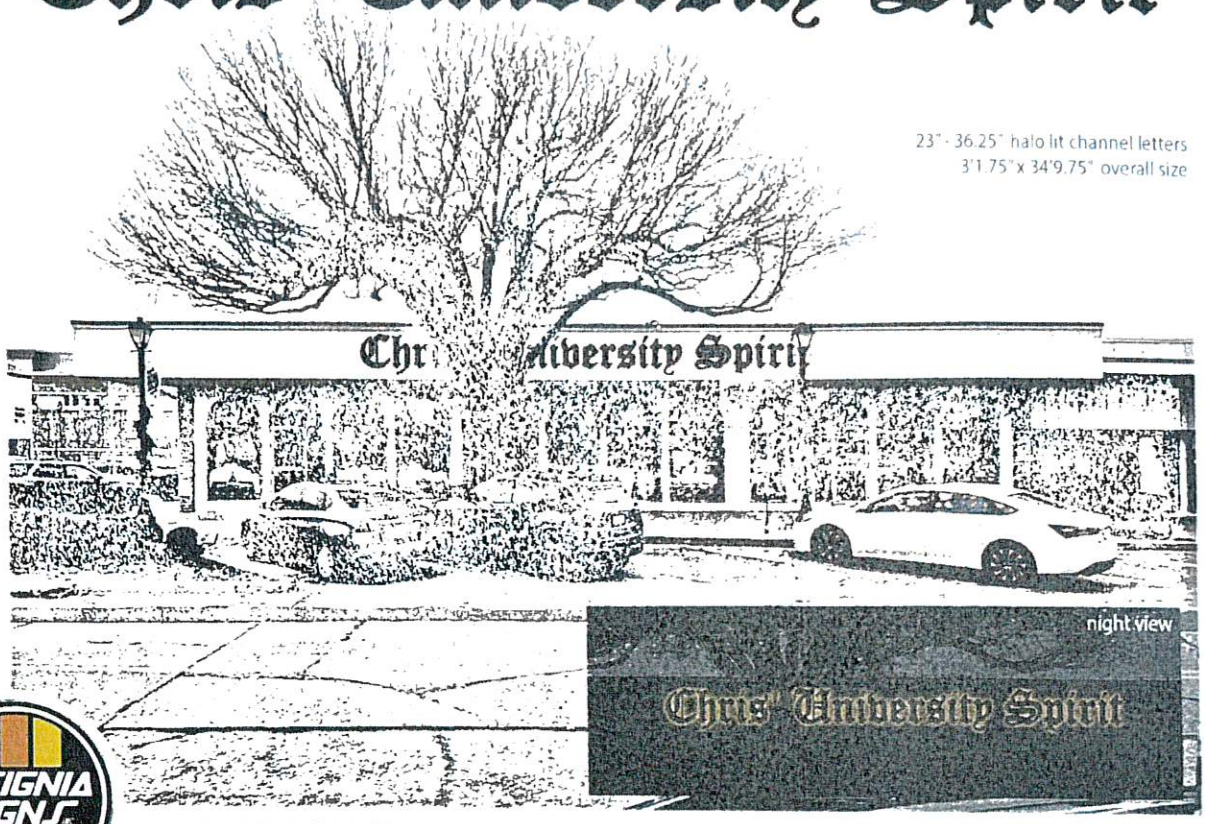
UNITS	USE CODE	WIDTH	DEPTH	DESCRIPTION	USE VALUE
5700 00000	Square Ft	76	75	Comm/Knoblock-3rd to Elm to Duck	$284,950



600023281 08/08/2022

Corner
3rd & Knoblock

Chris' University Spirit



SALES PERSON: CHRISTEL

DESIGN DATE: 1/5/24

ARTIST: JAMES

INSIGNIA SIGNS

CLIENT: Chris' University Spirit

APPROVAL

Insignia Signs, Inc.
Signs •Neon • Design
Mailing Address
PO Box 6323, Moore, OK 73153
Physical Address
809 SE 83rd St. OKC, OK 73149
405-631-5522 405-631-5527 fax

Signage Proposal

TO: Dustin
405-612-8681
dustin@cuspirit.com

Client Chris' University Spirit
244 S Knoblock
Stillwater, OK

Internally illuminated Halo Lit Channel letters & 4x8 Dibond Sign

Date 01-16-2024

Salesperson Christel Van Tuyle
405-740-3788 cell

Specifications & Description

Manufacture and installation of the following signage:

Front Wall Sign: ($14,868.75/halo lit letters + $2885.00 installation)
One set of approx. 23" - 36.25"H Halo Lit Channel letters to read: Chris' University Spirit
Halo Lit Channel letters to be fabricated from CNC routed all Aluminum construction. Clear acrylic backing will be installed into each letter to install LEDs onto and help deter birds and wasp nests, etc. Internal illumination to be completed with Orange Principal LED Illumination. Letters to be primed and painted white insides and black outsides with a 2 part acrylic Urethane metal sign paint. Letters to be individually-mounted onto customer's building fascia with all secondary wiring to be housed behind fascia. Insignia will seal penetrations but we always suggest your roofer seals after we are complete. (NOTE: Existing letters to be removed by others, prior to installation)

Dibond Sign: ($630/panel + $180/install)
One, approx. 4'x8' dibond sign panel with 3M full color printed graphics in customer-approved artwork. Panel will then be installed onto customer's corrugated building fascia.

Warranty: 3 years on LEDs, 2 years on power supplies and 6 years on workmanship, excluding van.
New letters will be hooked up to existing electrical, assuming it's located within 6' of sign installation location behind fascia and completed per code. Sign circuit must be hooked up to a timer or photocell.
NOTE: Discount was given due to current customer referral.

WE PROPOSE hereby to furnish-complete in accordance with the above specifications, for the sum of:

Eighteen thousand five hundred sixty-three dollars and 75/100-------($18,563.75)

Payments to be made as follows: DOWN PAYMENT UPON ACCEPTANCE ($9,689.14)
BALANCE DUE UPON RECEIPT

Plus sales tax on materials of $814.53

PRICE QUOTATION IS GOOD FOR 20 DAYS.

Price is subject to current sales tax, unless tax exempt certificate is presented with order. We reserve the right to delay performance until down payment is received. All changes must be in writing and are subject to possible additional charges. Primary electrical service wiring, disconnect switches, timers, and connection to the sign by others at customer's expense. All signs fabricated by Insignia Signs, Inc., remain the property of Insignia Signs, Inc., until paid in full.

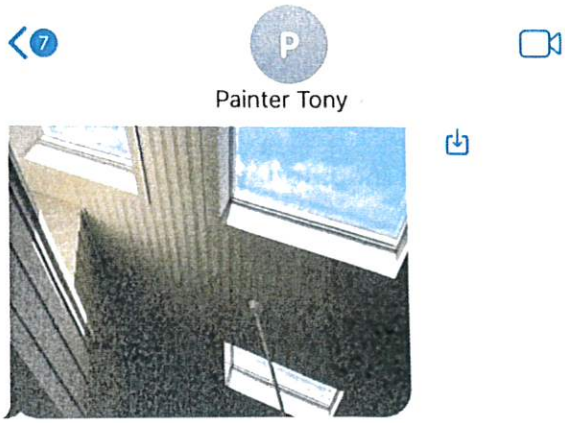
Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and hereby acceptance. You are authorized to do the work above as specified. Payments will be made as outlined above.

Signature_____ Date_____ Signature_____ Date_____
authorized representative of Insignia Signs, Inc

Paint Estimate Tony

Dustin MacDonald <dustin@cuspirit.com>
Sat 9/30/2023 10:00 AM
To Dustin MacDonald <dustin@cuspirit.com>



back from City I will let you know Amigo

Dustin MacDonald
Chris University Spirit
244 S Knoblock
Stillwater, OK 74074
(o) 405-377-0555
(c) 405-612-8681

Proposal

BRECIN ELECTRIC LLC
1013 SOUTH WALNUT
STILLWATER, OKLAHOMA 74074
(405) 624-0055 FAX (405) 707-8063 brecinelectric@yahoo.com

PROPOSAL SUBMITTED TO		PHONE	FAX	DATE
Chris' University Spirit		1-405-377-0555		9/30/2023
STREET		JOB NAME		
244 S. Knoblock				
CITY, STATE AND ZIP CODE		JOB LOCATION		
Stillwater,OK. 74074				
ARCHITECT	DATE OF PLANS	ATTENTION:		JOB PHONE

We hereby submit specifications and estimates for:

1. Replace (15) existing recess incadescent trims in building exterior soffit with new LED trims

We Propose *hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:*

Six Hundred Fourty-eight---------- Dollars

$648.00

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature_____

Note: This proposal may be
Withdrawn by us if not accepted within _____ days.

Acceptance of Proposal- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature_____

Date of Acceptance: _____

Signature

Proposal

BRECIN ELECTRIC LLC
1013 SOUTH WALNUT
STILLWATER, OKLAHOMA 74074
(405) 624-0055 FAX (405) 707-8063 brecinelectric@yahoo.com

PROPOSAL SUBMITTED TO	PHONE	FAX	DATE
Chris University Spirit	1-405-377-0005		3/07/2024
STREET: 244 South knoblock	JOB NAME: Front LED signage		
CITY, STATE AND ZIP CODE: Stillwater,OK. 74074	JOB LOCATION		
ARCHITECT	DATE OF PLANS	ATTENTION:	JOB PHONE

We hereby submit specifications and estimates for:

1. Demo old overhead double floodlights, conduit, wiring
2. Install new conduit, wiring, junction box for new LED signage whips - Tie wiring into existing time clock circuit. install treated supports for rooftop conduit

We Propose *hereby to furnish material and labor - complete in accordance with above specifications, for the sum of:*

One Thousand two Hundred Sixty-Five---------- Dollars

$1,265.00

Payment to be made as follows:

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized
Signature_____

Note: This proposal may be
Withdrawn by us if not accepted within _____ days.

Acceptance of Proposal.- The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Signature_____

Date of Acceptance: _____

Signature_____

Planning Review – Chris University Spirit – 244 S. Knoblock St. – Small Business Enhancement

1. Is the proposed development within the TIF #3 project area? __**Yes**

2. Does the proposed development follow City of Stillwater
   a. Design and density standards __**Exterior Design meets Wayfinding Program recommendations. Density is not applicable.**

   b. Comprehensive plan__**Meets "Benefits of Redevelopment" Section 8-3 of the C³ Plan.**

   c. Downtown plan __**This address is not downtown, however the proposed design meets Façade Improvements & Design Guidelines for Downtown Buildings.**

   d. Special area plans __**N/A**

   e. Zoning requirements __**Zoned T6 – Form Based Code – Transect 6, which is appropriate for this project.**

3. Are the hard construction costs reasonable? __**The cost estimates provided with the application appear to be reasonable; however, without remodel/construction plans submitted for review, these costs cannot be confirmed by the City.**

4. Permits required? __ **Yes, any building/structural work, trades work, signage, ADA, sidewalk work requires permits. Contact Community Development for submittal of plans for permit approval.**

5. Fees required __**Yes, permits have associated fees required; contact Community Development for a breakdown of fees for the intended work.**

RETURN TO CITY CLERK