



Together, Investing in Municipal Excellence

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA
DECEMBER 16, 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 November 18, 2024 regular meeting minutes	
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3. Public Comment on Items not Scheduled for Public Hearings

Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city, or their authorized legal representatives, may address the Trustees 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.

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 application of Hazel Modella Art Gallery for Small Business Enhancement assistance in the amount of \$2,640 for improvements to include new exterior paint and art mural at 721 S. Main Street.	SEDA-24-10	Brady Moore
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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

8. Adjourn

On December 13, 2024 at 11:30 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 NOVEMBER 14, 2024 AT 2:30 P.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
NOVEMBER 18, 2024**

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 5:51 p.m.

2. CONSENT DOCKET

- a. Approve October 21, 2024 regular meeting minutes
- b. Approve 2025 Stillwater Economic Development Authority meeting schedule

MOTION BY TRUSTEE HAWKINS, SECOND BY VICE CHAIR DZIALOWSKI 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. ITEMS REMOVED FROM CONSENT DOCKET

4. QUESTIONS & INQUIRIES

None.

5. 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

6. ADJOURN

MOTION BY TRUSTEE HARDIN, SECOND BY TRUSTEE CLARK TO ADJOURN THE NOVEMBER
18, 2024 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 5:52 p.m.

**WILLIAM H. JOYCE, CHAIR
STILLWATER ECONOMIC DEVELOPMENT
AUTHORITY**

**TERESA KADAVY, SECRETARY
STILLWATER ECONOMIC DEVELOPMENT
AUTHORITY**

DRAFT

REPORT TO: STILLWATER ECONOMIC DEVELOPMENT AUTHORITY**MEETING DATE: DECEMBER 16, 2024**

Agenda Item:	5.a. SEDA-24-10
Previous/Related Action:	
Background/Issue:	• The Stillwater (Re) Investment Plan (A Stillwater Downtown/Campus Link Project Plan) is Stillwater's Tax Increment Financing District #3 (TIF3). • The TIF3 project plan provides for the creation of an Implementation Policy Committee (IPC) charged with reviewing applications for assistance provided for in the TIF3 project plan. • The Committee met on November 18, 2024 to review the application submitted by Hazel Modella Art Gallery under the Small Business Enhancement (SBE) assistance category of the TIF3 project. • Hazel Modella Art Gallery is requesting \$2,640 in reimbursement for one half of the expenses for exterior improvements at 721 S. Main Street.
Proposal/Solution:	• The Committee reviewed the Hazel Modella Art Gallery SBE application and found that it met the criteria outlined in the Implementation Policy Guide for assistance. • The Committee voted 5-0 to recommend the SBE application to the SEDA Trustees for further consideration.
Financial Source/Impact:	Funding is available for TIF #3 Small Business Enhancement assistance in the Downtown/Campus Link Project Fund.
Related Strategic Priority:	#2 MOTIVATED MANAGEMENT #1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to approve the application from Hazel Modella Art Gallery for Small Business Enhancement assistance in the amount of \$2,640 for improvements to include new exterior paint and art mural at 721 S. Main Street.
Prepared By:	Brady Moore, City Manager
Reviewed By:	Teresa Kadavy
Submitted By:	Brady Moore, General Manager

Attachments

1. Modella Art Gallery SBE Application

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 Modella Sign Project

Applicant Hazel Modella Art Gallery

Project Address 721 S Main St, Stillwater, OK 74074

Telephone (405) 880-4434 Email modellaartgallery@gmail.com

Contact: Christina Elliott
cell117@okstate.edu
(518) 335-5745

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 \$5,280.00

Total Amount of Assistance Requested \$2,640.00

Targeted start date May 1, 2024 Targeted completion date March 2025

Current owner of subject property _____

Planned Improvement Description In an effort to improve it's curb appeal, drawn in more people, and help beautify

downtown Stillwater, the Modella is planning on installing a new sign and mural above it's store front on Main Street.

Will the project require permits from the City of Stillwater or any State Agency? Describe and attach permits. n/a

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

Yes, the sign & mural will be clearly visible as part of central main street in downtown Stillwater.

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

Yes, this will improve the look of the Modella storefront, helping draw more people in.

Is the property subject to any legal or governmental proceedings that could adversely affect the property or project? No

Project Budget

Cost of sign	\$ <u>280</u>
Cost of sign install	\$ _____
Materials/Equipment	\$ _____
Sales Tax	\$ _____
Other	\$ <u>5000 (Artist Mural including Lift Fees)</u>
Total Project Cost	\$ <u>5280</u>

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, Christina Elliott, 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 4 day of November, 2024.

Christina Elliott

Printed Name of Applicant and or Authorized Representative

Christina Elliott
Signature

The foregoing instrument was acknowledged before me, a Notary Public in and for Payne County and Oklahoma, on this 4 day of November, 2024.

Signature of notarial officer Teresa Kadavy

My commission expires

TERESA KADAVY
Notary Public, State of Oklahoma
Commission # 18001538
My Commission Expires 02-14-2026

Hazel Modella Gallery

Modella Sign Project – Detailed Budget

November 2024 – Stillwater TIF Grant

Financial Need: Originally donor funds were raised to purchase and install a new sign for the Modella Gallery. The cost of installing the sign exceeded our original expectations and depleted all of the project funds.

After installing the sign, it became apparent that the paint on the storefront was very faded. The vibrancy of the sign only highlighted the dull appearance of the paint. Where it once was purple is now light, blueish grey due to sun damage. The mural on the lower level of the storefront, around the entry way, is also faded and needs touching up. Mural artist, Elizabeth Sampley, said that she could touch up the old mural and background paint as well as extend the mural design to incorporate the new signage.

We are also requesting funds to purchase feather flags to go our front of the building. This will help with visibility, especially around parked cars by the sidewalks. It will also ensure that visitors clearly know we are open.

Proposed Budget:

Item	Cost	Link
Feather flag for front sidewalk	280	\$250 + 30 shipping - 48HourPrint Online
Mural update and expansion	5000	Artist: Elizabeth Sampley. This includes touching up the lower level mural and expanding the design to the top storefront around the new sign. This estimate includes artist time/labor, material costs, and cost of a renting lift.
TOTAL	\$5,280	

Amount Requested from TIF Grant - \$2640

Elizabeth Sampley

Mural Artist

Modella Sign Mural

Paint and materials (brushes, cleaning supplies, drop clothes, paint, rollers, markers, etc.) \$1300

Scissor Lift for a week is approx. \$350 so for two weeks it would be \$700.

Custom Mural design to fit sign and existing mural in bay area \$1000

Artist Time and Labor \$3000

Total would be \$5000 including everything

An aerial view of a city street intersection. A yellow rectangle highlights a building located at the intersection of S Main St and E 8th Ave. The building has a dark roof and is situated between a parking lot to the west and a larger commercial building to the east. The street names 'S Main St' and 'E 8th Ave' are visible on the map. Various other buildings and parking lots are visible in the surrounding area.

NEW SIGN - FUNDED OUTSIDE OF TIF
BUT INCLUDED IN NEW EXTERIOR
PROJECT.



modella
GALLERY

20 x 89 inches

Cost : USD \$ 1065 + free shipping

WEON.





Planning Review – Modella Sign Project – 721 S. Main Street – 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 **__ Yes, the proposed design meets Façade Improvements & Design Guidelines for Downtown Buildings.**
 - d. Special area plans **__N/A**
 - e. Zoning requirements **__ Zoned CB – Commercial Business, 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. Applicant will need to 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