



Together, Investing in Municipal Excellence

STILLWATER ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA
JANUARY 27, 2025

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 January 13, 2025 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 from Hollingsworth, Beverly G. & Green, John S. Succ TTEE for Small Business Enhancement assistance in the amount of \$15,000 for improvements to include new signage, full-width canopy, ADA storefront entrance, and EIFS system facade at 918 & 920 S. Main Street.	SEDA-25-01	Brady Moore
b.	Stillwater Chamber of Commerce Quarterly Report		Kari Moore

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 January 24, 2025 at 9:35 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 JANUARY 10, 2025 AT 11:40 A.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
JANUARY 13, 2025

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 7:01 p.m.

2. CONSENT DOCKET

- a. Approve December 16, 2024 regular meeting minutes
- b. Approve Memorandum of Understanding with Stillwater Public Schools creating a payment schedule for distribution of Tax Increment Financing District #3 capital payment obligations.

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE HARDIN 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. 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. RESOLUTIONS

- a. Consider Approval of Resolution SEDA-2025-1: A Joint Resolution of The City Council of The City of Stillwater and The Stillwater Economic Development Authority Approving The Stillwater Data Center Economic Development Agreement by and among The City Of Stillwater, The Stillwater Economic Development Authority, and Kipper LLC

MOTION BY TRUSTEE CLARK, SECOND BY TRUSTEE HAWKINS TO ADOPT RESOLUTION NO.
SEDA-2025-1 AS PRESENTED.

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

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: No report.
 - i) Discussion about scheduling items for future meetings

8. ADJOURN

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE HAWKINS TO ADJOURN THE JANUARY 13, 2025 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 7:02 p.m.

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

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

REPORT TO: STILLWATER ECONOMIC DEVELOPMENT AUTHORITY

MEETING DATE: JANUARY 27, 2025



Agenda Item:	5.a. SEDA-25-01
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 January 13, 2025 to review the application submitted by Hollingsworth, Beverly G. & Green, John S. Succ TTEE under the Small Business Enhancement (SBE) assistance category of the TIF3 project. • The Applicant is requesting \$15,000 in reimbursement for less than one half of total expenses for exterior improvements at 918 & 920 S. Main St.
Proposal/Solution:	• The Committee reviewed the SBE application from Hollingsworth, Beverly G. & Green, John S. Succ TTEE 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 approval.
Financial Source/Impact:	Funding is available for TIF #3 Small Business Enhancement assistance in the Downtown/Campus Link Project Fund.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #2 MOTIVATED MANAGEMENT
Recommended Action/Motion:	Motion to approve the application from Hollingsworth, Beverly G. & Green, John S. Succ TTEE for Small Business Enhancement assistance in the amount of \$15,000 for improvements to include new signage, full-width canopy, ADA storefront entrance, and EIFS system facade at 918 & 920 S. Main Street.
Prepared By:	Brady Moore, City Manager
Reviewed By:	Teresa Kadavy
Submitted By:	Brady Moore, General Manager

Attachments

1. 918-920 Green Grant 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 918-920

Applicant Steven Green

Project Address 918 S. Main

Telephone 405-612-8488 Email steve@leeglassco.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 \$ 49,652.71

Total Amount of Assistance Requested \$ 15,000.00

Targeted start date 3/1/2025 Targeted completion date 5/1/2025

Current owner of subject property J Steven Green and Beverly Green Hollingsworth

Planned Improvement Description Facade replacement with EIFS system,

New signage, full width canopy, new A.D.A entry and possible exterior lighting

Will the project require permits from the City of Stillwater or any State Agency? Describe and attach permits. Yes. Sidewalk closure and possibly electrical. Necessary permits will be acquired by McKee Construction

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, They will help beautify the front of the building and be consistent with other developments in the area

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

Project Budget

Design	\$ <u>360.00</u>
Third Party Labor	\$ <u>34,081.00</u>
Materials/Equipment	\$ <u>13,846.77</u>
Sales Tax	\$ <u>1,364.94</u>
Other	\$ <u>0</u>
Total Project Cost	\$ <u>49,652.71</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, J. Steven Green, 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 1 day of 9, 2025.

J. Steven Green

Printed Name of Applicant and or Authorized Representative

J. Steven Green

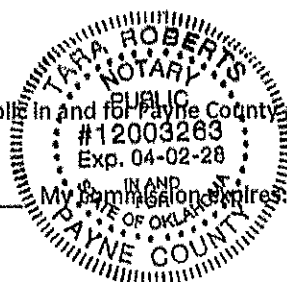
Signature

The foregoing instrument was acknowledged before me, a Notary Public in and for Payne County and Oklahoma, on this 9th day of

January, 2025

Signature of notarial officer

Tara Roberts



My Commission Expires

04/02/2028

RE: Grant request for 918 and 920 South Main

Dear TIF Committee,

Background:

Our parents purchased the building(s) sometime in the 1970's. Upon the passing of our Father in 2021 and our Mother in 2024 my sister, Beverly and I have become the trustees of the estate.

It is my understanding that I should request a grant for each address (918/920) but many of the elements will tie together and coordinate with each other.

History:

We recently have done a remodel on the alley side of the building with the removal of overhead wires, some masonry and stucco work, a new door (920) and a fresh coat of paint.

We decided the front of the building also needed updating and that the mansard canopy on the front of the building needed to be removed. McKee Construction removed the roof canopy a couple of months ago and the cost associated with that is not included in this request.

Goal:

When we started the removal of the canopy our hope was that the existing brick covered the entire front of both buildings and that a window replacement would be the end of the project.

As you can see from the photos, what we had hoped was there, was not. The project turned into a much bigger project than we had anticipated. After discussion we felt like the most reasonable path was to use an EIFS system to update the front of the building. Along with using the EIFS system, we would like to add a modern canopy (similar to Hatch across the street) to shelter folks entering the building. Update the signage to something modern and changeable depending on the tenants needs. Update the front entry on 920 to better insulate and make the building more accessible as well as make the building more appealing. Currently we feel the canopy will be continuous across the front of 918 and 920.

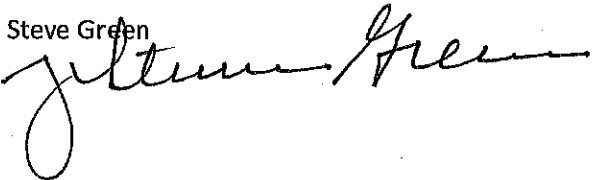
Lighting on the front of the building has been a question. After discussing the situation with the Contractor and electrician we all feel like we need to finish the major parts of the construction before we make a final decision on lighting. Our electrician has given us an estimate on doing lighting, but we are not certain it will be needed. The street lamp casts good light on the front of the building at night (see photo). The electrician is confident that any electrical work can be done after the façade has been completed, if it is needed.

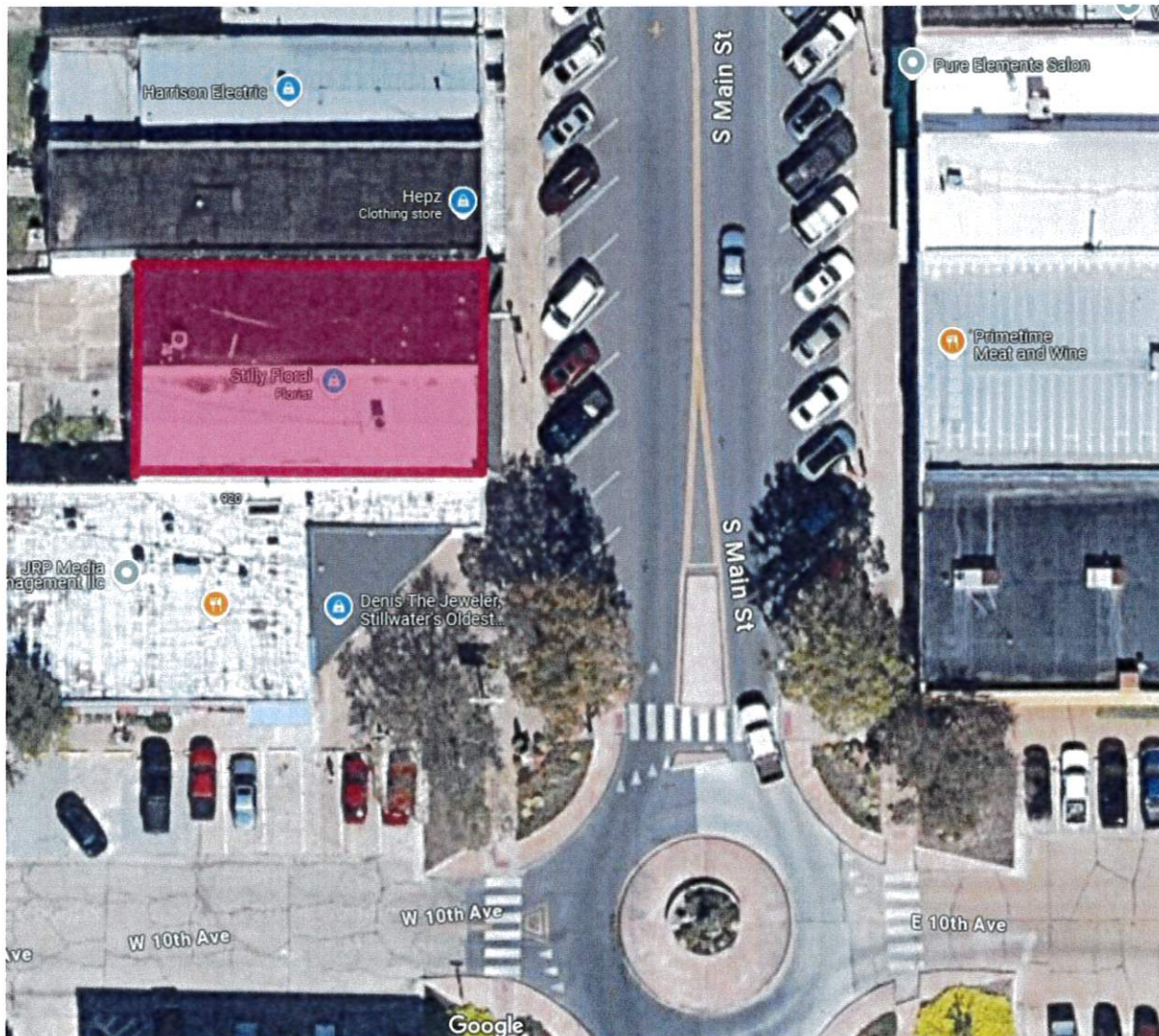
We are excited to help with the beautification of the south part of Main street and any financial help we receive will be greatly appreciated. With the surprise we received after removing the canopy, the cost of doing a full façade remodel has become more than we had expected.

Thank you for your time and consideration.

Sincerely,

Steve Green

A handwritten signature in black ink, appearing to read 'Steve Green', written over the printed name.



918-920 S. Main

**Estimate 24396-4**

Issue Date January 2, 2025

Expires February 1, 2025

PREPARED BY**Brett McKee**

McKee

(405) 372-7778

brett@mckeeok.com

PO Box 485, Stillwater, OK 74076

PREPARED FOR**Steve Green**

Green Family Trust

(405) 612-8488

steve@leeglassco.com

920 S Main St, Stillwater, OK 74074, USA

ESTIMATE DETAILS**920 W Main St**

920 S Main St, Stillwater, OK 74074, USA

Front Facade

DESCRIPTION**QTY****TOTAL****918 S. Main St.**

\$22,382.42

Pre-Construction

\$220.01

- permitting
- renderings, design, plans for permit/TIF

Frame/Prep

\$1,688.75

- flush up surface
- frame in holes
- apply moisture barrier
- provide frame blocking as needed
- prep surface for EIFS

Electrical

\$3,571.43

- 1 sign circuits on photo cell
- 3 uplight light fixtures mounted on awning switched with photo cell

EIFS

\$5,406.67

- per rendering provided by Owner. Crown detail at top

Roofing

\$1,100.00

- wall cap metal, prefinished to match EIFS

Signage

\$4,145.56

- Sign stand-offs - 2" cap
- 9/16" laminated glass w/polished edges

Awnings

\$6,250.00

- 1 metal flat awnings, approx 20' x 5'
- prefinished or galvaized finish

TOTAL**\$22,382.42**

**Estimate 24396-5**

Issue Date January 2, 2025

Expires February 1, 2025

PREPARED BY**Brett McKee**

McKee

(405) 372-7778

brett@mckeeok.com

PO Box 485, Stillwater, OK 74076

PREPARED FOR**Steve Green**

Green Family Trust

(405) 612-8488

steve@leeglassco.com

920 S Main St, Stillwater, OK 74074, USA

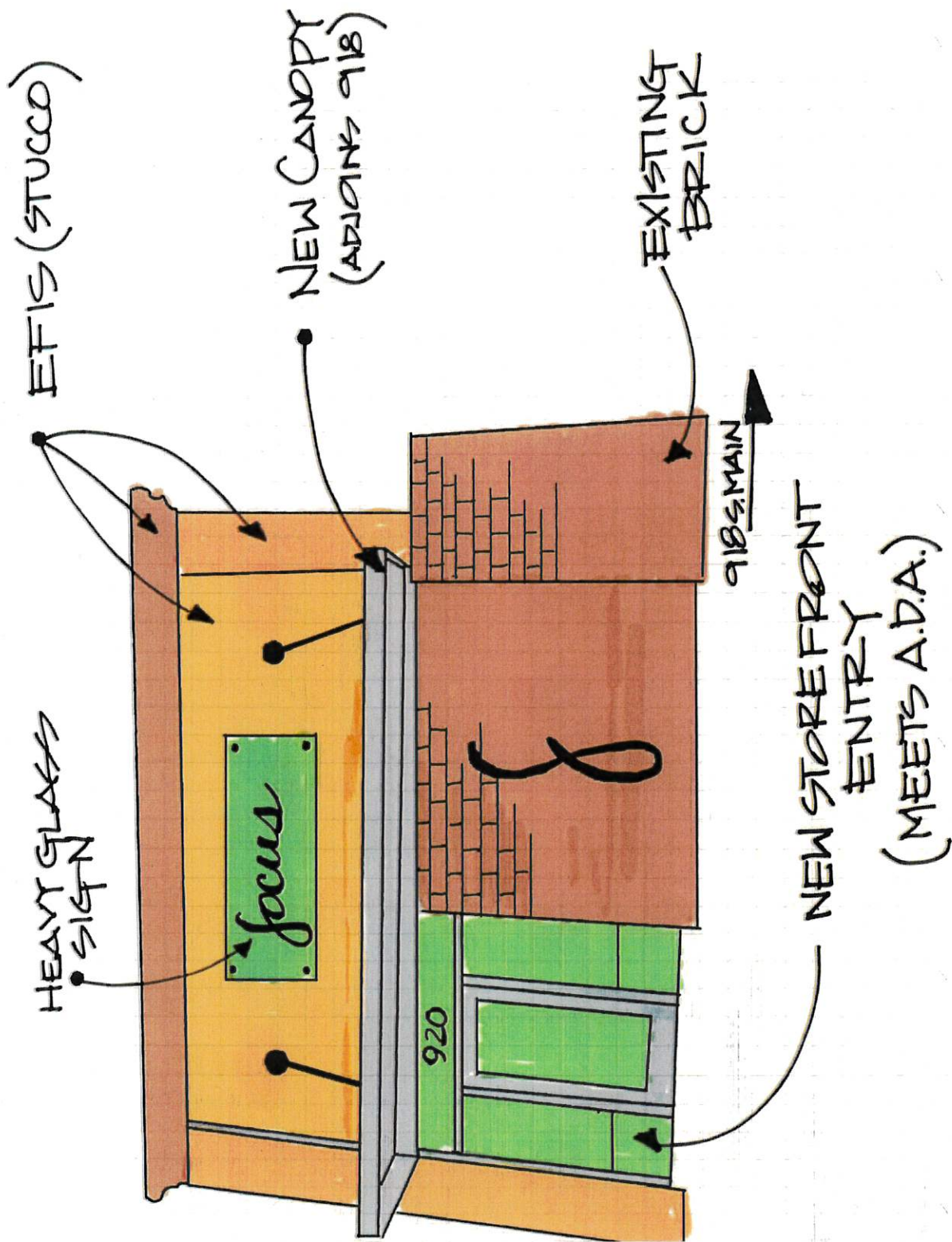
ESTIMATE DETAILS**920 W Main St**

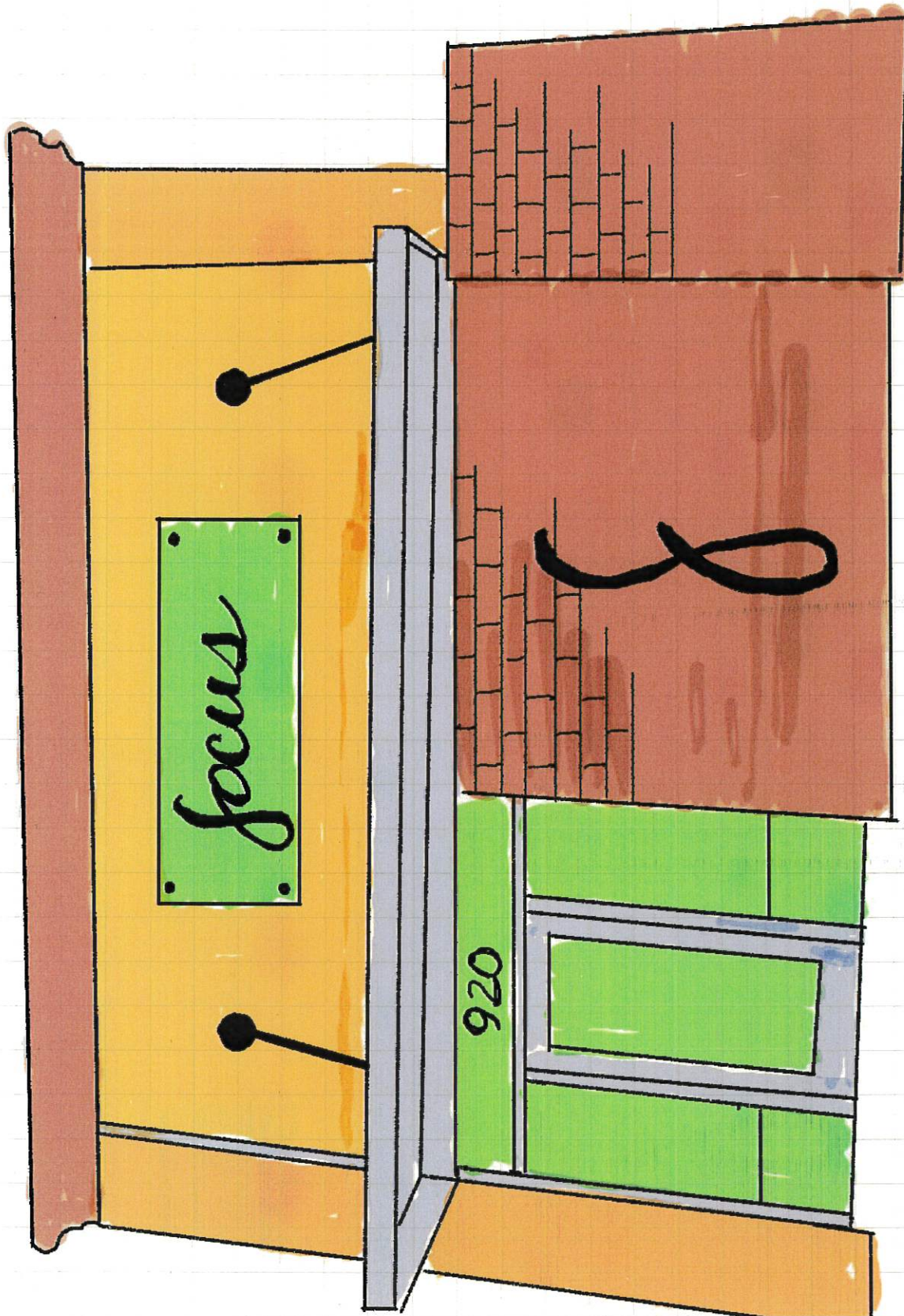
920 S Main St, Stillwater, OK 74074, USA

Front Facade

DESCRIPTION	QTY	TOTAL
920 S. Main St.		\$27,270.29
Frame/Prep		\$1,688.75
• flush up surface • frame in holes • apply moisture barrier • provide frame blocking as needed • prep surface for EIFS		
Pre-Construction		\$220.01
• permitting • renderings, design, plans for permit/TIF		
Electrical		\$3,571.43
• 1 sign circuits on photo cell • 3 uplight light fixtures mounted on awning switched with photo cell		
EIFS		\$5,406.67
• per rendering provided by Owner. Crown detail at top		
Roofing		\$1,100.00
• wall cap metal, prefinished to match EIFS		
Storefront		\$9,033.43
• Kawneer medium stile & storefront framing • 1" Solar Ban Low-E tempered • Dorma Closer • NGP 101VDKB 36" sweep		
Awnings		\$6,250.00
• 1 metal flat awnings, approx 20' x 5' • prefinished or galvaized finish		
TOTAL		\$27,270.29

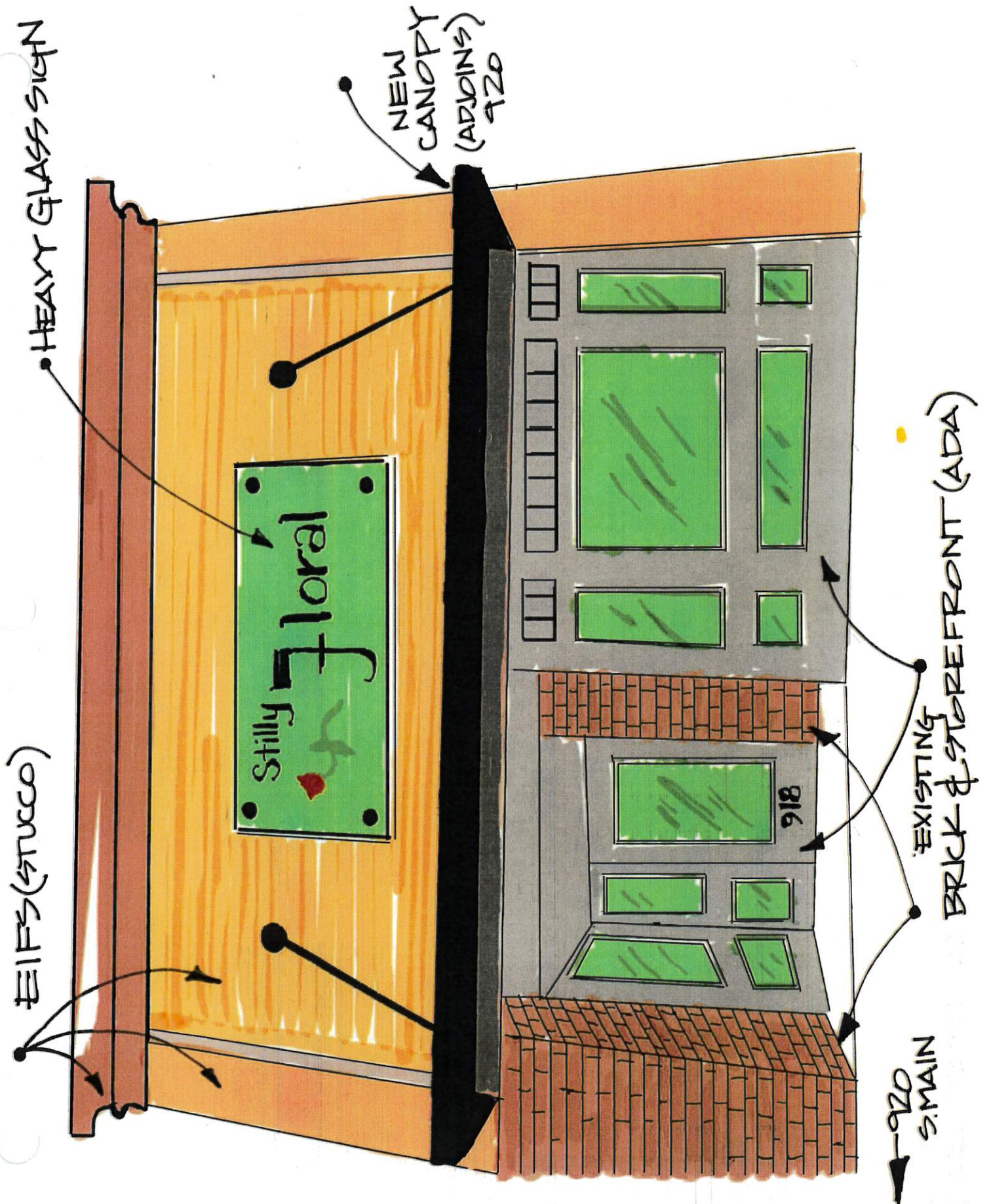
Any rot or other unforeseen items will immediately be communicated to Owner and adjusted with a Change Order





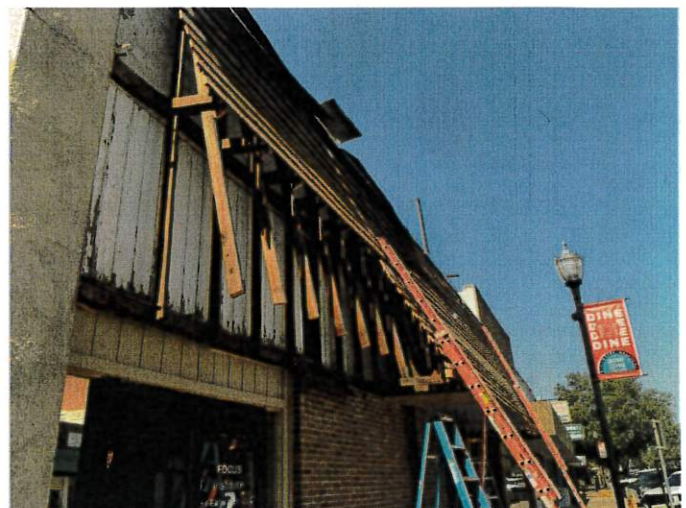
RENDERING OF PROPOSED FINISHED DETAIL -WITH EIFS, CANOPY AND SIGN-
AGE AND STOREFRONT ENTRANCE

COLORS IN THE RENDERING ARE NOT THE ACTUAL COLORS OF THE FINISHED
PRODUCT



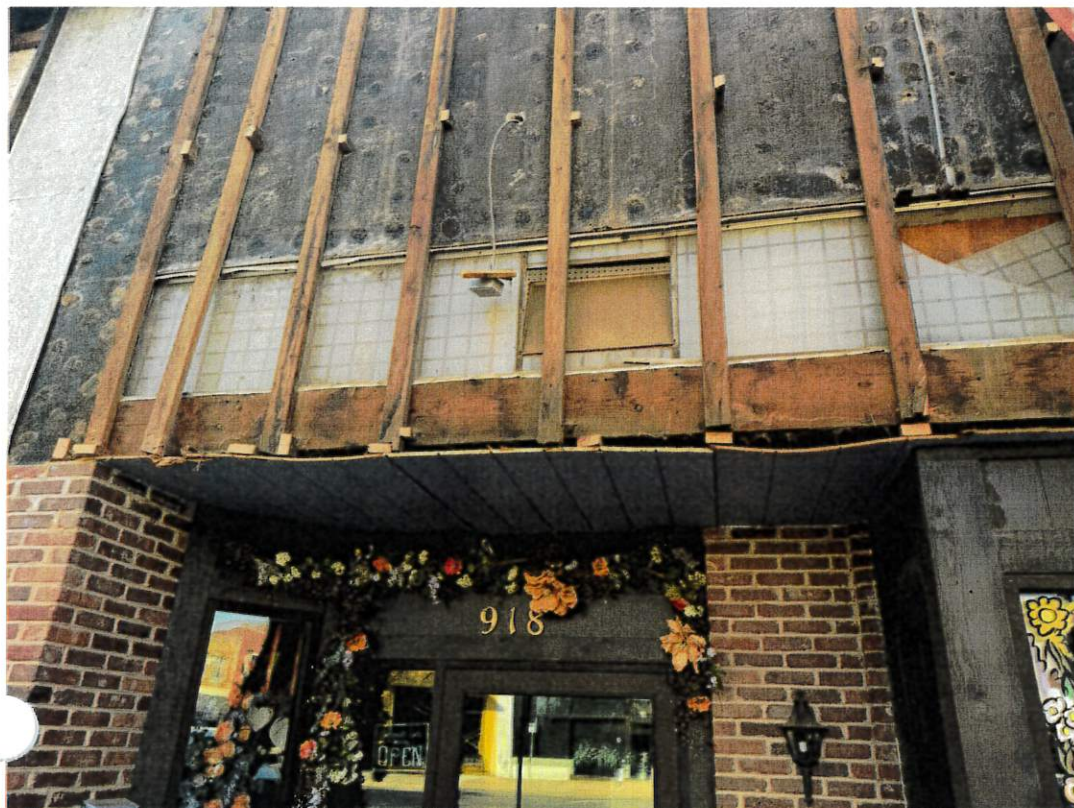


REMOVAL OF THE MANSARD CANOPY





920 AFTER THE
REMOVAL OF
THE MANSARD
CANOPY



918 AFTER THE
REMOVAL OF
THE MANSARD
CANOPY



918 AND 920 AFTER THE REMOVAL OF
THE MANSARD CANOPY



**Night time view of the street light casting
on the front of the building, hopefully
eliminating the need for exterior electrical
work.**



**918-920 ALLEY VIEW
AS REMODEL STARTS**



**918-920 ALLEY VIEW
AS CONSTRUCTION IS
COMPLETED**

Exterior Insulation and Finish Systems (EIFS)

EIFS are durable, energy efficient and versatile designs that produce high performing insulated wall systems for residential and commercial buildings in both new construction and retrofit projects.

[Find Systems](#)

[Find Products](#)

[Get Expert Advice](#)

[Why EIFS with Stone Wool?](#)

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A building's façade is normally the largest surface area between its internal and external environment - where a great amount of heat loss can occur. Thermal insulation of the external walls from the outside



Exterior Insulation and Finish Systems (EIFS) are non-load bearing exterior wall cladding solutions that incorporate exterior continuous insulation, with a cladding that allows architects and contractors added design flexibility and a variety of aesthetic finishes, while helping to meet increasingly more stringent energy codes.

Consisting of a WRB, insulation board, fiberglass mesh, reinforced base coat, and a finish coat, EIFS assemblies must meet stringent test standards for compliance with the appropriate building codes and standards in the U.S. and Canadian markets. Installation of these systems shall be in accordance with the EIFS manufacturer's instructions.

ROCKWOOL is a proud member of both the EIFS Industry Members Association (EIMA) and the EIFS Council of Canada.

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- [Why Use Stone Wool in EIFS](#)
- [Local Law 126 and Stone Wool Insulation](#)
- [Installation](#)
- [FAQ](#)
- [Systems with ROCKWOOL Insulation](#)
- [Get Expert Advice](#)

Planning Review –Steve Green Project – 918 & 920 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 and exceeds 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

**STILLWATER ECONOMIC DEVELOPMENT AUTHORITY
STILLWATER CHAMBER OF COMMERCE
ECONOMIC DEVELOPMENT REPORT
Q4: October 1-December 31st 2024**

Scope of Services: Chamber shall during the term of this agreement develop and implement programs designed to accomplish the following:

- A.** Serve as Stillwater’s first contact for economic development services and collaborate with City staff as necessary to provide timely responses to inquiries from potential new businesses. The Chamber shall communicate consistently with relevant city staff on efforts geared toward business retention and expansion, and attracting new business to Stillwater.

Metric/Performance Objective:

- **Company Tours:**
 - Did not host a company tour in Q4.
 - Scheduled 2 company tours for Q1 2025
 - Submitted Request to host Select Oklahoma’s spring meeting.
 - **Project Pipeline:**
 - Moved 2 new projects into the pipeline as qualified opportunities– Scheduled company tours for Q1 of 2025.
 - Pipeline Potential Economic Impact: \$505,577,809.00
 - Continued to work with The City of Stillwater on Project Rohan. Including but not limited to public forums regarding the OG&E Franchise Vote, coordinating meetings for Taxing jurisdictions and coordinating with Kipper’s community outreach liaison.
 - **National Site Consultant/Real Estate Executive Outreach:**
 - Sent Existing Site consultant / Real Estate Executives contact list a New Grow Stillwater Website Announcement (50 Contacts Total)
 - Targeted LinkedIn posts with 27% Executive Level Impressions and 5% of those out of the Dallas/Ft. Worth Market.
 - **Corporate Outreaches:**
 - Contacted 2 companies that complement existing manufacturing industries or the Agriculture Sector. Of these 5 outreaches, 1 has utilized Economic Development resources for introductions and to further explore Stillwater.
 - **Commerce Place:**
 - Submitted Commerce Park on 2 RFI opportunities.
- B.** Coordinate monthly touch-point meetings between relevant staff and city officials to discuss economic development in the community.

Metric/Performance Objective:

- **10/2/2024-** Met with City Manager, Brady Moore, to provide updates on Grow Stillwater Website, Nation Manufacturing Day Event, Placer AI and OG&E Franchise Agreement.
- **11/6/2024** Met with City Manager, Brady Moore, to discuss Infrastructure Committee, Public concern regarding water access due to project Rohan and Placer AI Data.
- **12/4/2024-** Met with City Manager, Brady Moore, to Grow Stillwater Website, Select OK Annual Meeting, Select OK Spring Meeting, Project Niku, Project Bondi, Heartland Economic Development Conference and Scholarship, Select OK Legislative bootcamp, Site Selectors Guild, and an updated Project Rohan Timeline.

C. Produce materials that market and promote Stillwater including a website and information packets for prospective businesses in collaboration with the City and Visit Stillwater.

Metric/Performance Objective:

- **Recruitment Video:**
 - Video expected to be completed early February 2025
- **Grow Stillwater:**
 - Website is Live—Working on second rendition of the site with new information sent in after it was released.
- **Printed Materials:**
 - Sent Rack Card to City of Stillwater to review.
 - Digital and Printed Brochure sent to City of Stillwater for approval on City information.
 - Order placed for marketing materials to be strategically utilized for company recruitment and outreach.

D. Conduct a Business Retention and Expansion (BRE) program to support existing Stillwater area businesses with efforts to maintain a competitive market position; to secure ongoing operations and employment levels; and to facilitate growth and expansion opportunities. The Chamber will utilize the Economic Development committee to support small business retention and expansion while the Economic Development Team will focus on the top 10 employers within the community. The Economic Development Team will stay in contact with businesses and business owners about available State and USDA grant programs.

Metric/Performance Objective:

- **Formal one-on-one surveys of Top 10 Employers:**
 - Met with 1 Top 10 Employer regarding executive level position recruitment support.
 - Met with 1 Top 10 Employer regarding talent acquisition requests.

- **Primary Business Contacts (Majority of their product or service exported out of Stillwater):**
 - Met with 4 primary businesses in Stillwater. Both voiced the need for a business accelerator and a round table for business owners in their sectors to support industry partnerships and resources. Currently working with our partners at Meridian Technology to build programming that can support their needs.
 - Facilitated 2 introductions between small business owners and the Oklahoma Finance Authority to support USDA Grant opportunities.
- E. Create a system to track community data and statistics to support recruitment strategies for perspective businesses and provide current information to community stakeholders.

Metric/Performance Objective:

- Continued ongoing training sessions to implement software and provided data support to local entities. We have provided data support for 3 retail locations, 1 development site and 2 developers. Monthly Executive Reports submitted to City Manager, Brady Moore, beginning in November of 2024.
- Expanded our existing real estate database from 6 properties to 20 listed.

- F. Conduct and execute proactive business recruitment strategies to bring sustainable, high-paying jobs consistent with Stillwater's workforce demographic by attending site selection conferences and recruitment events.

Metric/Performance Objective:

- **Site Selection:**
 - Attended Select Oklahoma Annual meeting. Facilitated 2 introductions between site selectors and local entities as a result. I was also selected as Select Oklahoma's scholarship recipient to attend the Heartland Economic Development Conference in April of 2025.
 - Register to attend the Site Selectors Guild Conference in March of 2025.
 - Submitted request to host Spring Select Oklahoma Meeting in partnership with Ponca City Economic Development Authority where Site Selectors will visit both communities over 3 days.

- G.** Participate in regional and statewide cooperative marketing programs that provide access to business intelligence databases and joint recruitment opportunities through the regional partnerships with Oklahoma City, Tulsa, and Select Oklahoma.

Metric/Performance Objective:

- Attended and participated in the Select Oklahoma Annual Meeting with special guests from Newmark's Global Strategy Team.

- H.** Oversee the Chambers Economic Development Committee

Metric/Performance Objective:

- Economic Development Committee met on:
 - i. 10/17/2024
 - ii. 11/21/2024
 - iii. No meeting in December due to Holiday