



Together, Investing in Municipal Excellence

**STILLWATER (RE)INVESTMENT PLAN  
 (A STILLWATER DOWNTOWN/CAMPUS LINK PROJECT PLAN) IMPLEMENTATION POLICY  
 COMMITTEE  
 MEETING AGENDA  
 MAY 12, 2025**

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 January 13, 2025 meeting minutes	Jeremy Bale
b.	TIF District #3 Financial Update. (No action will be taken on this item)	Christy Cluck
c.	Consider application of Tile Haus for Small Business Enhancement assistance in the amount of \$15,000 for exterior improvements to include front porch renovations, landscaping and improved sidewalks, fresh paint and signage upgrade at 102 S. Main St.	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 May 9, 2025 at 10:45 a.m., a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

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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.



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**STILLWATER (RE)INVESTMENT PLAN  
(A STILLWATER DOWNTOWN/CAMPUS LINK PROJECT PLAN) IMPLEMENTATION POLICY  
COMMITTEE  
MEETING MINUTES  
JANUARY 13, 2025**

723 S. Lewis Street, Room 1122 B  
Stillwater, OK 74074  
12:00 PM

**Present: Jeremy Bale, Doug Major, Devin Wanzor, Kristie Newby (SPS), Charles Johnson  
Absent: John Killam, Seth Condley**

**Staff Present: Interim City Manager Brady Moore, Assistant City Manager and Finance Director Christy Cluck, Assistant City Attorney Ashlyn Garis and 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

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.	<p>Approve November 18, 2024 meeting minutes</p> <p><b>MOTION BY MAJOR, SECOND BY WANZOR TO APPROVE THE MEETING MINUTES FROM NOVEMBER 18, 2024 AS PRESENTED.</b></p> <p><b>ROLL CALL: BALE-YEA, MAJOR-YEA, WANZOR-YEA, JOHNSON-YEA, NEWBY-YEA.</b></p> <p><b>MOTION CARRIED WITH FIVE YEA VOTES.</b></p>	
b.	<p>Consider application of Steve Green for Small Business Enhancement assistance in the amount of \$15,000 for</p>	Brady Moore

	<p>improvements to include new signage, full-width canopy, ADA storefront entrance, and EIFS system facade at 918 &amp; 920 S. Main Street.</p> <p><b>City Manager Brady Moore gave a brief overview of the project and introduced Steve Green.</b></p> <p><b>Mr. Green explained that he and his sister recently inherited the property at 918 &amp; 920 S. Main. He discussed the improvements they would like to make to the façade and upgrade the lighting. Mr. Green answered the Committee’s questions.</b></p> <p><b>Mr. Wanzor asked for clarification regarding the demolition of the project already being started before the SBE application was received.</b></p> <p><b>Mr. Moore stated that demolition can be done before the application has been received, just no improvements can be made. Sometimes demolition needs to be done to see what and how many improvements will be needed.</b></p> <p><b>MOTION BY MAJOR, SECOND BY JOHNSON TO APPROVE THE SMALL BUSINESS ENHANCEMENT APPLICATION AS PRESENTED.</b></p> <p><b>ROLL CALL: BALE-YEA, MAJOR-YEA, WANZOR- YEA, NEWBY-YEA, JOHNSON-YEA.</b></p> <p><b>MOTION CARRIED WITH FIVE YEA VOTES.</b></p>	
c.	<p>Staff updates and discussion on items related to the Stillwater (Re) Investment Plan (Downtown/Campus Link Project Plan) Increment District #3 (No Action Will Be Taken On This Item)</p> <p><b>Mr. Moore explained that with today’s approval of this Small Business Enhancement Assistance (SBE) the SBE balance is low. He stated a budget amendment can be done to fund more SBE’s if applications are received.</b></p>	Brady Moore

3. Public Comment  
**None.**

4. Adjourn

**MOTION BY MAJOR, SECOND BY WANZOR TO ADJOURN THE JANUARY 13, 2025 REGULAR MEETING.**

**ROLL CALL: BALE-YEA, MAJOR-YEA, WANZOR-YEA, NEWBY-YEA, JOHNSON-YEA.  
MOTION CARRIED WITH FIVE YEA VOTES.**

**Meeting adjourned at 12:14 p.m.**

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**Jeremy Bale, Chair**

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**Teresa Kadavy, Clerk to Board**

**DRAFT**

**TIF#3 Financial Report  
As of April 30, 2025**

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**Sources of Funds**

Loan from SUA for Upfront Financing*	\$1,000,000
Ad Valorem Tax	2,556,035
Sales Tax (loan repayment)	105,381
Minimum Loan Repayment (from business)	27,859
<b>Total Sources of Funds</b>	<b><u>3,689,275</u></b>

**Uses of Funds**

Campus Corner Creamery	150,000
Merrifield	15,000
Social 174 Stilly	9,975
Lilly's Lavendar	54,471
Progressive Development - Stonecloud	32,500
Progressive Development - Stonecloud*	275,000
HK Development	250,000
Everyman*	350,000
Progressive Development - Hatch (up front)*	375,000
GMC Properties LLC	15,000
Coney Island Stillwater	15,000
Provalue.net	3,750
Eskimo Joe's, Inc.	15,000
Stan Clark Cos, Inc.	15,000
Joe's Clothes, Inc.	8,212
Finnegan's Pub	5,000
Progressive Development - Empire Slice (Parking)	48,125
10th Ave Parking Improvements	100,112
MACKAP LLC (Chris' University Spirit)	13,071
John Bartley, PLLC	2,500
Filing of Covenant Agreements	112
Newspress - publication fee	809
Center for Economic Development Law	73,853
Block 34	595,479
Stillwater Public Schools	375,000
<b>Total Uses of Funds</b>	<b><u>2,797,969</u></b>

**Net Sources/(Uses) of Funds**

**\$891,306**

**Commitments**

HK Development (up front)	\$5,950,000
HK Development (in arrears)	1,700,000
Progressive Development - Hatch (in arrears)	150,000
Progressive Development - Empire Slice (in arrears)	395,000
Stillwater Public Schools	2,507,500
Stillwater Brewing Company LLC	15,000
Modella	2,640
Green Family Irrevocable Trust	14,665
Gose & Associates (10th Ave Parking Design)	6,887
Center for Economic Development Law	24,760
<b>Total Commitments</b>	<b><u>\$10,766,452</u></b>

**FY25 Projected Ad Valorem Tax Receipts**

**\$1,185,000**

\* Resolution No. CC-2021-26: approving indebtedness of the SEDA in the amount of \$1,000,000; Tax Apportionment Revenue Note Series A with Stillwater Utilities Authority (SUA)

**TIF#3 Budget Report  
As of April 30, 2025**

	Project Cost Categories						
	Assistance in Development Financing		Public Infrastructure, Facilities, and Improvements	Public School Facilities	New Business Development (Significant Impact Development)	Implementation and Administration	Total
	Small Business Enhancements	General Project Improvements					
<b>Budget</b>	<b>\$150,000</b>	<b>\$4,850,000</b>	<b>\$11,617,500</b>	<b>\$2,882,500</b>	<b>\$12,500,000</b>	<b>\$500,000</b>	<b>\$32,500,000</b>
<b>Commitments</b>							
Campus Corner Creamery					150,000		150,000
Merrifield	15,000						15,000
Social 174 Stilly	9,975						9,975
Lilly's Lavendar		54,471					54,471
Progressive Development - Stonecloud			32,500				32,500
Progressive Development - Stonecloud <sup>1</sup>					275,000		275,000
Everyman <sup>1</sup>					350,000		350,000
Progressive Development - Hatch (up front) <sup>1</sup>					375,000		375,000
Progressive Development - Hatch (in arrears) <sup>2</sup>					150,000		150,000
Progressive Development - Empire Slice (in arrears) <sup>2</sup>					395,000		395,000
Center for Economic Development Law						73,753	73,753
GMC Properties LLC	15,000						15,000
Coney Island Stillwater	15,000						15,000
Provalue.net	3,750						3,750
HK Development (up front) <sup>2</sup>					6,200,000		6,200,000
HK Development (in arrears) <sup>2</sup>					1,700,000		1,700,000
Eskimo Joe's, Inc.	15,000						15,000
Stan Clark Cos, Inc.	15,000						15,000
Joe's Clothes, Inc.	8,212						8,212
Finnegan's Pub	5,000						5,000
Block 34			595,479				595,479
Progressive Development - Empire Slice (Parking)			48,125				48,125
10th Ave Parking Improvements			100,113				100,113
Stillwater Public Schools <sup>3</sup>				2,882,500			2,882,500
John Bartley, PLLC						2,500	2,500
Filing of Covenant Agreements						112	112
Newspress - publication fee						809	809
Gose & Associates (10th Ave Parking Design) <sup>2</sup>			6,887				6,887
Stillwater Brewing Company LLC <sup>2</sup>	15,000						15,000
MACKAP LLC (Chris' University Spirit)	13,071						13,071
Modella <sup>2</sup>	2,640						2,640
Green Family Irrevocable Trust <sup>2</sup>	14,665						14,665
Center for Economic Development Law <sup>2</sup>						24,760	24,760
<b>Total Commitments</b>	<b>147,313</b>	<b>54,471</b>	<b>783,104</b>	<b>2,882,500</b>	<b>9,595,000</b>	<b>101,934</b>	<b>13,564,322</b>
<b>Budget Not Committed</b>	<b>\$2,687</b>	<b>\$4,795,529</b>	<b>\$10,834,396</b>	<b>\$0</b>	<b>\$2,905,000</b>	<b>\$398,066</b>	<b>\$18,935,678</b>

<sup>1</sup> Resolution No. CC-2021-26: approving indebtedness of the SEDA in the amount of \$1,000,000; Tax Apportionment Revenue Note Series A with Stillwater Utilities Authority (SUA)

<sup>2</sup> payment has not been released to the vendor as of the date of this report

<sup>3</sup> payments released to date = \$375,000

**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 Tile Haus

Applicant Kylee Reazin

Project Address 102 s Main st Stillwater, OK

Telephone 918-409-9530 Email Kylee@shoptilehaus.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 \$32,000

Total Amount of Assistance Requested \$15,000

Targeted start date May 20th Targeted completion date Aug 30th

Current owner of subject property David Luetkemeyer

Planned Improvement Description Front porch renovation of new railing system to provide a safe walkway, porch makeover with cedar planks,

Landscaping with new beds and improved sidewalks with thin paver layover, replace crawlpace stone, fresh paint & upgrade signage to top of house

**Will the project require permits from the City of Stillwater or any State Agency? Describe and attach permits.** yes, a building permit

**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?  
I would say for sure, the house is an eye sore currently

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

**Project Budget**

Design	\$ <u>800</u>
Third Party Labor	\$ <u>16,000</u>
Materials/Equipment	\$ <u>15,200</u>
Sales Tax	\$ <u>NA</u>
Other	\$ _____
Total Project Cost	\$ <u>32,000</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, David Luetkomyer, 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 17<sup>th</sup> day of April, 2025.

David Luetkomyer  
Printed Name of Applicant and or Authorized Representative

David Luetkomyer  
Signature

The foregoing instrument was acknowledged before me, a Notary Public in and for Payne County and Oklahoma, on this 17<sup>th</sup> day of April, 2025.

Signature of notarial officer Jessie Pullen My commission expires: 09-13-2028





# Reazin Renovations LLC

Dalton Reazin  
 Jones, OK 73049  
 580-334-4429  
<https://Facebook-reazinrenovations>  
 reazinrenovations@gmail.com

TILE HAUS  
 E936  
 DATE  
 Apr 8, 2025  
 TOTAL  
 USD \$32,000.00

TO

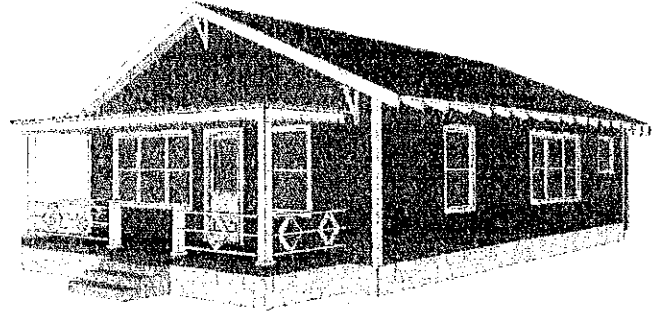
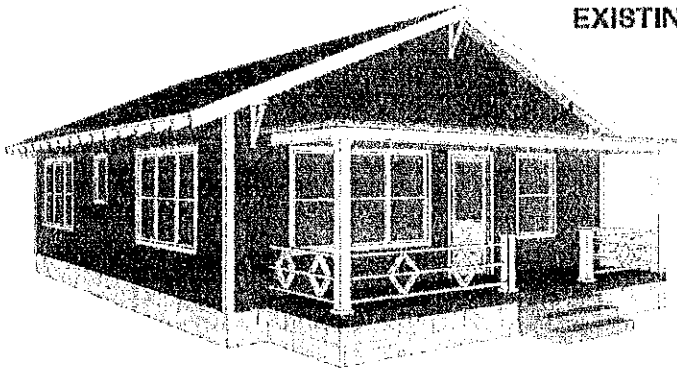
## Tile Haus

102 s main Stillwater,OK

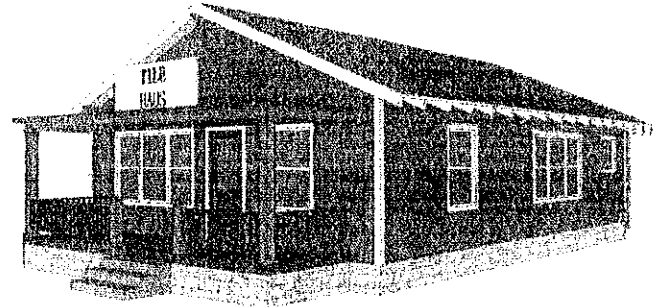
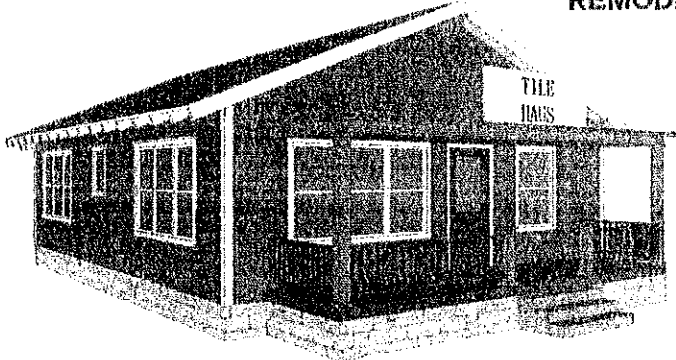
DESCRIPTION	RATE	QTY	AMOUNT
<b>Front porch renovation</b> - replace decking on porch & finish with brick paver - replace railing with metal baluster & Cedar top rail - wrap post in cedar 1/8 -hang front porch siding in cedar 1/8 planks	\$7,000.00	1	\$7,000.00
<b>Landscaping</b> -fix busted concrete sidewalk & level. Finish sidewalk with brick paver walkway - demo existing landscaping -Create flowerbeds with landscape edging -fill with evergreen bushes and summer heat resistant flowers	\$6,500.00	1	\$6,500.00
<b>Stone foundation</b> -Remove and Replace stone around crawlspace	\$6,800.00	1	\$6,800.00
<b>Paint exterior</b> - prep exterior with light sanding - paint 2 coats with existing color	\$6,000.00	1	\$6,000.00
<b>Exterior Marquee Signage</b> Fabricate/Order Marquee Letters 4ft tall each letter TILE HAUS (8 letters with bulbs) Fabricate & Install a stand to hold the letters attached to the roof.	\$5,700.00	1	\$5,700.00
<b>TOTAL</b>			<b>USD \$32,000.00</b>



EXISTING

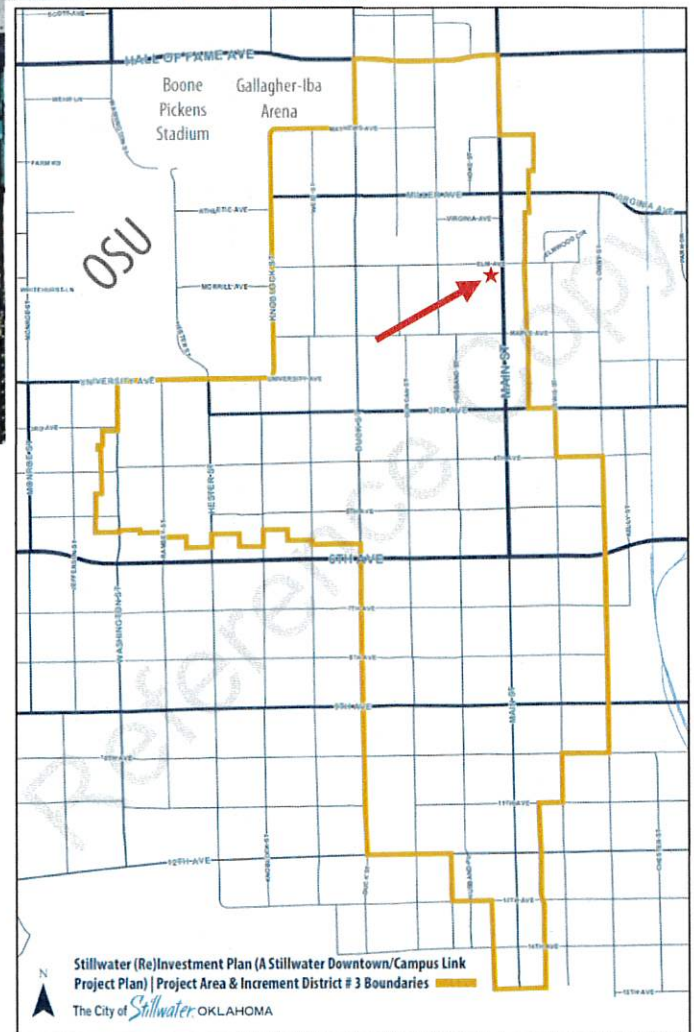
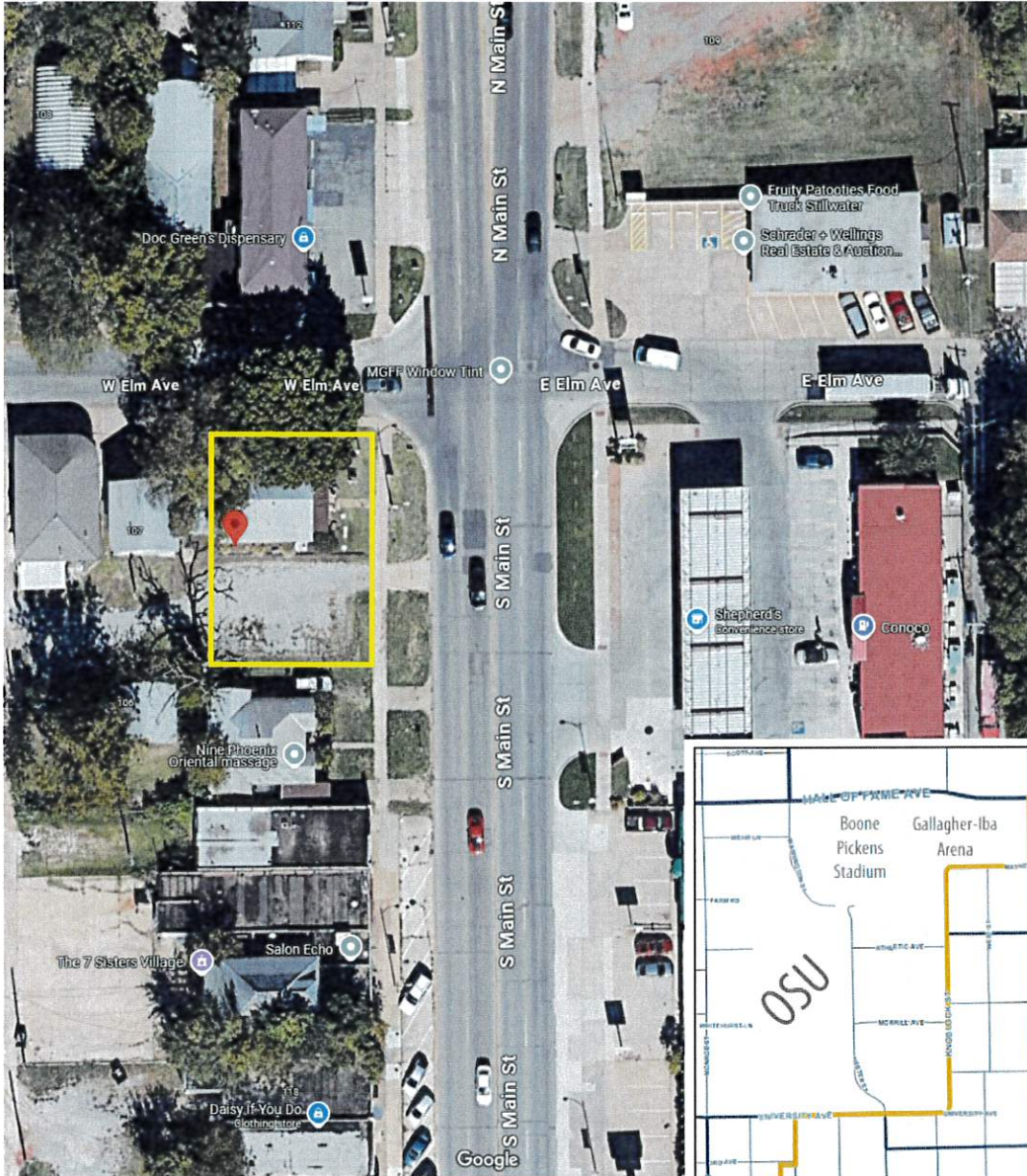


REMODEL



New stone on lower  
New porch framing and wood accents  
Painting exterior and update black roof

# Tile Haus - TIF#3 Small Business Enhancement Application



**Planning Review – TILE HAUS – 102 S. Main 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 C<sup>3</sup> Plan.**
  - c. Downtown plan **\_\_ This address is not downtown – N/A**
  - d. Special area plans **\_\_N/A**
  - e. Zoning requirements **\_\_ Zoned T5 – Form Based Code – Transect 5, 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 Development Services for submittal of plans for permit approval.**
5. Fees required **\_\_Yes, permits have associated fees required; contact Development Services for a breakdown of fees for the intended work.**

## **B. SMALL BUSINESS ENHANCEMENTS**

1. Beginning July 1, 2018, Small Business Enhancements may be available to any retail, restaurant, or personal service small business within the Increment District proposing to enhance the exterior of the structure in which the existing business is located, provide streetscape improvements, enhance signage or access, or otherwise improve the appearance of the exterior of the business. To be eligible for Small Business Enhancements, projects must follow design and density standards as adopted by the City.

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(RE) INVESTMENT PLAN  
(A STILLWATER DOWNTOWN/CAMPUS LINK PROJECT PLAN)

2. A Small Business Enhancement may be provided to assist in improvements and appearances of the physical exterior or exterior elements of the property where the business is located. Examples of such improvements include, but are not limited to, new or upgraded exterior signage, new exterior paint, art installation, landscape improvements, window or awning improvements, accessibility improvements, streetscape improvements, sidewalk improvements, parking additions or improvements, the installation of an outdoor seating or gathering space, or other visual improvements to the property. A Small Business Enhancement may not exceed a 50% match of the cost of the approved improvements. The applicant will be reimbursed by SEDA at the completion of the approved improvements for an amount not to exceed 50% of the actual amount expended on the approved improvements. The amount of the reimbursement will not exceed \$15,000.00. Documentation of all reimbursable expenses related to the improvements and physical confirmation of improvements must be provided before reimbursement occurs.

3. A business seeking a Small Business Enhancement must submit an application to the Implementation Policy Committee. The form of application is included here as Exhibit B. The Implementation Policy Committee will review the application for compatibility with the Project Plan, evaluate the proposed enhancements and associated cost estimate, and recommend appropriate performance parameters and requirements.

4. Upon recommendation by the Implementation Policy Committee that the proposed improvement is eligible to receive a Small Business Enhancement, and approval by SEDA, a Business Enhancement Agreement between the applicant and SEDA will be presented to the applicant. The agreement will provide for assistance in development financing as authorized by the Project Plan. Upon review and discussions regarding the terms, the agreement will be provided to SEDA for its consideration. Upon approval by SEDA, assistance in development financing will be provided as detailed in the agreement and as described here.