



**REGULAR MEETING MINUTES
STILLWATER (RE) INVESTMENT PLAN
(DOWNTOWN/CAMPUS LINK PROJECT PLAN) IMPLEMENTATION POLICY COMMITTEE
STILLWATER TAX INCREMENT FINANCING DISTRICT #3**

March 7, 2022
11:00 a.m. – 1:00 p.m.
Room 1122B
Stillwater Municipal Building
723 S Lewis Street
Stillwater, OK 74074

Present: Jeremy Bale, Candace Robinson, John Killam, Doug Major, Chris Reding (11:04)

Absent: Jericah Dawson

Staff Present: City Attorney Kimberly Carnley, City Manager Norman McNickle, Deputy City Manager Melissa Reames, Assistant to City Manager Patti Osmus, Clerk to Board Teresa Kadavy

1. Call Meeting to Order

Chair Bale called the meeting to order at 11:00 a.m.

2. General Orders

The 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 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 Committee.

a.	Approve meeting minutes of December 20, 2021 MOTION BY ROBINSON, SECOND BY MAJOR TO APPROVE THE MEETING MINUTES FROM DECEMBER 20, 2021 AS PRESENTED. ROLL CALL: BALE-YEA, KILLAM-YEA, ROBINSON-YEA, MAJOR-YEA. MOTION CARRIED WITH FOUR YEA VOTES.	Jeremy Bale
b.	Update on Projects	Melissa Reames

	Deputy City Manager Melissa Reames gave an update on the following projects that were reviewed by the committee: • Lily's Lavender • Campus Corner Creamery • Merrifield Office Supply • Stonecloud • HK Development • Everyman	
c.	Update on Small Business Enhancement Funding Implementation Guide (SBE) Deputy City Manager Melissa Reames stated staff had asked for clarification regarding the timing of the proposed improvement for expenditures. Ms. Reames reported that after clarifying with special counsel, the implementation policy guide clearly states the committee's intent is for the application to have been made and approved before the project begins. The second question posed by staff was on the semi-annual approval process of the SBE grants in April and October and the carry forward balance from the prior year. Ms. Reames reported that after discussions with special counsel it was concluded that the committee could make exceptions to the stated policy in the implementation guide without sending the guide to the SEDA Trustees for approval. John Killam requested that the SBE Grants be effectively publicized and marketed to the public before the April and October deadlines.	Melissa Reames
d.	Update on TIF3 Funding Time Constraints Deputy City Manager Melissa Reames stated that the term sheet currently does not have an expiration date on the offer of assistance. The term sheet is used to construct the redevelopment agreement once the SEDA Trustees have approved the recommendation from the TIF3 Implementation Committee. Staff and special counsel suggest the committee propose an average expiration date to be included in each term sheet. Discussion was held amongst staff and committee members. The committee members recommended: • 90 days on the redevelopment agreement	Melissa Reames

	• And then an additional 90 days from the start of construction	
e.	Quarterly TIF3 Financial Update Deputy City Manager Melissa Reames gave a quarterly update of the TIF3 finances and answered the committee's questions.	Melissa Reames

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 [Request to speak form](#) or via the form found in the lobby outside Council chambers prior to meetings.*

None.

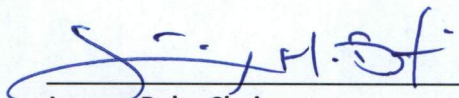
4. Adjourn

MOTION BY REDING, SECOND BY BALE TO ADJOURN THE MARCH 7, 2022 MEETING.

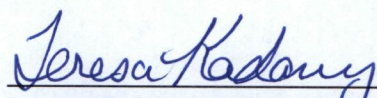
ROLL CALL: BALE-YEA, KILLAM-YEA, ROBINSON-YEA, MAJOR-YEA, REDING-YEA.

MOTION CARRIED WITH FIVE YEA VOTES.

Meeting was adjourned at 11:57 a.m.



 Jeremy Bale, Chair



 Teresa Kadavy, Clerk to Board