



Together, Investing in Municipal Excellence

**STILLWATER ECONOMIC DEVELOPMENT AUTHORITY MEETING AGENDA**  
 NOVEMBER 17, 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 November 3, 2025 regular meeting minutes.	
b.	Approve a budget amendment to transfer funds from the SEDA Visitor Amenities Fund to the City's General Fund for Washington School Demolition (accessory structures) and Asbestos Abatement.	Christy Driskel

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 Community Escrow and Title Co. for Small Business Enhancement assistance in the amount of \$15,000 for exterior improvements to include front porch roof renovations, front deck replacement and new lighting installed at 623 S. Lewis Street.	SEDA-25-05	Rachel Bernish
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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 November 13, 2025 at 5:20 p.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.

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW, THE AGENDA  
WAS POSTED OCTOBER 30, 2025 AT 3:30 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 3, 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 6:24 p.m.

**2. CONSENT DOCKET**

- a. Approve October 20, 2025 regular meeting minutes.
- b. Approve 2026 Meeting Schedule.

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. QUESTIONS & INQUIRIES**

None.

**6. 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

**7. ADJOURN**

MOTION BY TRUSTEE CLARK, SECOND BY TRUSTEE HAWKINS TO ADJOURN THE NOVEMBER 3, 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 6:25 p.m.

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

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

DRAFT

Budget Amendment Request  
 For Budget Year \_\_\_\_\_

Department of Finance  
 723 S. Lewis Street/P.O. Box 1449  
 Stillwater, OK 74076-1449

Office: 405.372.0025  
 Web: stillwater.org

Date: \_\_\_\_\_

Department: \_\_\_\_\_

Requested by: \_\_\_\_\_

Explanation:

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	-				
	-				
	-				
	-				
	-				
Decrease:	-				
	-				
	-				
	-				
	-				

Net Change: (will usually result in a total increase or decrease)

Reviewed by Department Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Finance: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by CMO: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by City Council:  Yes

No

Date: \_\_\_\_\_

Processed by Finance: \_\_\_\_\_

Date: \_\_\_\_\_

Set ID: \_\_\_\_\_

Date Sent to SA&I: \_\_\_\_\_

--Print on Yellow Paper--



<b>Agenda Item:</b>	5.a. SEDA-25-05
<b>Previous/Related Action:</b>	
<b>Background/Issue:</b>	<ul style="list-style-type: none"> <li>• The Stillwater (Re) Investment Plan (A Stillwater Downtown/Campus Link Project Plan) is Stillwater’s Tax Increment Financing District #3 (TIF3).</li> <li>• The TIF3 project plan provides for the creation of the Downtown/Campus Link Project Plan Implementation Policy Committee charged with reviewing applications for assistance provided for in the TIF3 project plan.</li> <li>• The committee met on November 10, 2025 to review the Small Business Enhancement (SBE) application submitted by Community Escrow and Title Co. for improvements to the roof, deck, railing and new lighting.</li> <li>• Community Escrow and Title Co. is requesting the maximum \$15,000 in reimbursement for the exterior improvements on 623 S. Lewis. The total project cost is \$60,500.00</li> </ul>
<b>Proposal/Solution:</b>	<ul style="list-style-type: none"> <li>• The committee reviewed the Community Escrow and Title Co.’s application and found that it met the criteria outlined in the implementation policy guide for assistance.</li> </ul> <p>The committee voted 6-0 to recommend the SBE application to the SEDA trustees for further consideration</p>
<b>Financial Source/Impact:</b>	Funding is available for TIF #3 Small Business Enhancement assistance in the Downtown/Campus Link Project Fund.
<b>Related Strategic Priority:</b>	
<b>Recommended Action/Motion:</b>	Motion to approve application of Community Escrow and Tittle Co. for Small Business Enhancement assistance in the amount of \$15,000 for exterior improvements to include roof, desk railing and lights improvements located at 623 S. Lewis.
<b>Prepared By:</b>	Rachel Bernish, Assistant City Manager
<b>Reviewed By:</b>	Teresa Kadavy
<b>Submitted By:</b>	Brady Moore, General Manager

**Attachments**

1. Community Escrow & Title 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 Abercrombie Front Porch Refresh

Applicant Community Escrow & Title Co.

Project Address 623 S. Lewis

Telephone 405-780-7196 Email kathleen@communityescrow.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 60,500.00

Total Amount of Assistance Requested \$15,000.00

Targeted start date October 15, 2025 Targeted completion date November 15, 2025

Current owner of subject property CET Properties, LLC

Planned Improvement Description Front Porch structural improvements with roof to be fully covered where trees grew through the roof. Front deck to be replaced and new lighting installed.

**Will the project require permits from the City of Stillwater or any State Agency? Describe and attach permits.** Yes, from the City of Sillwater for Repair and Replacement of decking materials on front porch for and replace the railing for safety reasons and to update the Abercrombie House with fresh paint

**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

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

**Project Budget**

Design	\$	_____
Third Party Labor	\$	<u>21,000.00</u>
Materials/Equipment	\$	<u>38,000.00</u>
Sales Tax	\$	_____
Other	\$	<u>500.00</u>
Total Project Cost	\$	<u>60,500.00</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, John Bartley, 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 12 day of September, 2025.

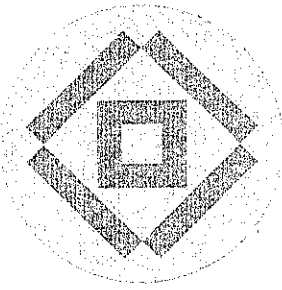
John Bartley  
Printed Name of Applicant and or Authorized Representative

[Signature]  
Signature

The foregoing instrument was acknowledged before me, a Notary Public in and for Payne County and Oklahoma, on this 12 day of September, 2025

Signature of notarial officer Kathleen M. Bay My commission expires: 07/13/26





Archetype Developments LLC  
 (405) 612-4965  
 1025 W Richmond Rd  
 Stillwater, OK 74075

# ARCHETYPE

Prepared For  
 Community Escrow & Title  
 623 S Lewis St  
 Stillwater 74074

Estimate Date  
 07/21/2025

Estimate Number  
 0000238

Reference  
 Front Porch Refresh

Description	Rate	Qty	Line Total
Framing Labor	\$17,000.00	1	\$17,000.00
Painting Labor and materials for new posts, railing, fascia, siding, and all white painted surfaces on entire house. Special paint and primer for plastic portions.	\$8,288.00	1	\$8,288.00
Roofing Deck and shingle hole in roof to tie into existing shingles.	\$1,792.00	1	\$1,792.00
Materials New Decking with treated wood for new 2x8 framing under existing porch with 16" on-center spacing (existing framing is at 20" on-center), 2x6 lumber to beef up headers because existing headers do not meet code. Minimum 8x8 posts For the porch posts with railing between. I tried to avoid making them too large to prevent the bases from hanging off the west side.	\$30,800.00	1	\$30,800.00
Electric + Light Fixture Budget Electric labor to swap out the light fixtures and budget to purchase new ones.	\$2,500.00	1	\$2,500.00
Subtotal			60,380.00
Tax			0.00
Estimate Total (USD)			\$60,380.00

• Terms

Archetype Developments LLC charges cost plus 10% on any change orders once estimate is signed. A signed estimate must be returned prior to scheduled start date and work commences.

FOR OFFICE USE ONLY FEMA Floodplain  Yes  No  
SPRINKLER SYSTEM REQUIRED:  Yes  No

723 S. Lewis, P.O. Box 1449 Stillwater Oklahoma 74076-1449 www.stillwater.org Fax # 405-742-8321

**IMPORTANT - Applicant to complete all items**

BP#:

I. ADDRESS: (LOCATION) 623 S Lewis St.

SUBDIVISION \_\_\_\_\_ LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ ZONING DISTRICT \_\_\_\_\_

**II. TYPE AND COST OF BUILDING**

<b>A. TYPE OF IMPROVEMENT</b>	<b>B. USE</b> (circle Proposed Occupancy)
<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> ASSEMBLY A-1 A-2 A-3 A-4
<input type="checkbox"/> ADDITION	<input checked="" type="checkbox"/> BUSINESS
<input type="checkbox"/> ALTERATION (complete item K)	<input type="checkbox"/> EDUCATIONAL
<input checked="" type="checkbox"/> REPAIR, REPLACEMENT (complete item K)	<input type="checkbox"/> FACTORY OR INDUSTRY F-1 F-2 H-1 H-2 H-3 H-4 H-5
<input type="checkbox"/> DEMOLITION	<input type="checkbox"/> INSTITUTIONAL I-1 I-2 I-3 I-4
<input type="checkbox"/> MOVING (RELOCATION)	<input type="checkbox"/> MERCANTILE
<b>C. VALUATION</b> Value of improvement \$ <u>60,000</u> (Valuation = TOTAL COST includes structural, electrical, plumbing, mechanical, permanent systems, interior finish, materials and labor excluding land value. IBC109.3.)	<input type="checkbox"/> RESIDENTIAL R-1 R-2 R-3 R-4 # of Buildings _____ # of Units _____
	<input type="checkbox"/> STORAGE S-1 S-2
	<input type="checkbox"/> UTILITY- specify _____

**III. SELECTED CHARACTERISTICS OF BUILDING**

<b>D. TYPE OF CONSTRUCTION</b>	<b>F. DIMENSIONS</b>	Occupant Load
<input type="checkbox"/> TYPE I - A or B (noncombustible)		Number of stories
<input type="checkbox"/> TYPE II - A or B (noncombustible)		Total square feet of floor area, all floors
<input type="checkbox"/> TYPE III - A or B (masonry bearing / combustible framing)		Total square feet based on exterior dimensions
<input type="checkbox"/> TYPE IV - A or B (heavy timber)		Total Land Area (Trans fee=\$0.075/sq ft or \$750 minimum-04/15/08)
<input type="checkbox"/> TYPE V - A or B (combustible)	<b>G. NUMBER OF OFF-STREET PARKING SPACES</b>	Enclosed
		Outdoors
<b>E. COMMERCIAL BUILDINGS -</b> Number of Air Handler, Furnace or Roof Top Units	<b>H. RESIDENTIAL BUILDINGS</b>	Number of bedrooms
		Number of bathrooms
		Full
		Partial
	<b>I. COMMERCIAL BUILDINGS -</b> Number of toilets / Urinals (Water Closet Fee=\$100 / toilet or urinal)	

Water Meter Size :  3/4"  1"  1-1/2"  2"  3"  4"  6" Effective February 9, 2009  
Water and/or Sewer Capacity fees are paid at time of permit issuance. NOTE: A separate commercial water meter request and applicable fees will be paid when a water meter order is requested.

**J. DESCRIPTION** (✓ all that apply)

<input type="checkbox"/> EXTERIOR WALL FINISH - _____	<input type="checkbox"/> ROOF COVERING - _____
<input type="checkbox"/> BUILDING HEIGHT - _____	<input type="checkbox"/> FIRE SUPPRESSION SYSTEM Yes <input type="checkbox"/> No <input type="checkbox"/>
<input type="checkbox"/> SOILS REPORT (contact Bldg Division for ADDITION requirements)	<input type="checkbox"/> LOT COVERAGE _____

**K. EXPLANATION OF PROJECT:** Replacing decking materials on front porch + railing for safety reasons and to update the Abernethy House (fresh paint).

**IV. IDENTIFICATION**

	NAME	MAILING ADDRESS - Number, Street, city, and State	PHONE / EMAIL
<input checked="" type="checkbox"/> Owner	Community Time +	" "	(405) 780-7966
<input checked="" type="checkbox"/> Contractor	Archetype Developments	1025 W Richmond Rd, Stillwater, OK 74075	(405) 612-4965
<input type="checkbox"/> Architect			
<input type="checkbox"/> Engineer			

**MUST** Designate who will be the primary "point of contact" for all review correspondence associated with this project.

I hereby certify that the statements in this application and the attachments hereto are accurate and that the property owner has given permission for this work to proceed. I further certify that all construction work under this permit will conform to all applicable ordinances, rules or regulations of the City of Stillwater and that all electrical, plumbing, mechanical, sign and driveway construction shall be performed by contractors licensed by the State of Oklahoma (if applicable) and registered and bonded with the City of Stillwater.  
Updated: 08.24.2010

(OWNER)(CONTRACTOR)(AGENT): SIGNED [Signature] Date: 9/10/25  
(OWNER)(CONTRACTOR) (AGENT): PRINT Jase Deppeschmidt Date: 9/10/25

Approved By: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

Community Escrow & Title Co - TIF #3 Small Business Enhancement Application



**Planning Review – Community Escrow & Title – 623 S. Lewis 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 **\_\_N/A**
  - b. Comprehensive plan **\_\_Meets “Benefits of Redevelopment” Section 8-3 of the C<sup>3</sup> 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**