SPECIAL MEETING AGENDA
STILLWATER BLOCK 34 TRUST
September 12, 2018 at 7:30 a.m.
Room 2073
723 S. Lewis Street
Stillwater, OK 74074

Trustees: Chair Jim Beckstrom, Vice Chair Victoria Berry, Trustees Russ Teubner, Pat Zimmerman, Ariel Ross
Staff: Development Services Director Paula Dennison, City Attorneys Kimberly Carnely, John Dorman, Assistant to City
Manager Patti Osmus

1. Call Meeting to Order

Meeting was called to order by Beckstrom at 7:40.

2. General Orders

The Trustees will discuss and take action at this meeting (including a vote or series of votes) on each
item listed under General Orders unless the agenda entry specifically states that no action will be taken.

   i) Approve July 10, 2018 Executive Session Minutes

   ii) Approve August 9, 2018 Special Meeting Minutes

      Zimmerman motioned to approve both sets of minutes. Beckstrom seconded.


      Motion carried with 4 yea votes.

Meeting was recessed at 8:18. Ross arrived at 8:33. Meeting reconvened at 8:40.

   iii) Report on trip to Tulsa Brady District, Guthrie Green, Pershing School, & 36N from Jim Beckstrom

         Beckstrom, Berry, and Dr. S. Bilbeisi visited the Tulsa Arts District and were hosted by Tom
         Wallace. Areas visited included the Wallace Engineering Headquarters, Guthrie Green, 36
         Degrees North, & Pershing Studios.

         Take aways from the visit:

         • Programming is the engine
         • Infrastructure enables programming
         • Re-purposing traditional buildings is a draw
         • Programming & enabling infrastructure pulls business/entrepreneurship
           and re-development/development.

   iv) Report on landscaping, painting, etc at Stillwater Community Center from Jim Beckstrom

        Beckstrom reported that painting is complete and work continues on curb appeal.

   v) Report on strategy for Block 34, Block 35, Downtown Synergies & Phasing from Vicky Berry

   vi) Project Management – Jim Beckstrom & Vicky Berry

        Items v & vi were combined into one discussion.

        The idea of forming an LLC to operate B34 and execute Phase I (operational entity) was
discussed. City Attorney Dorman stated that governmental entities cannot form LLC’s.
Discussion was held about combining the efforts directed at the Community Center and
Block 34. Dorman stated that City Council approval would be required.

        Berry asked if the idea of a temporary structure on B34 makes sense to Trustees.
        Zimmerman replied yes and that something needs to happen. Beckstrom estimated the
cost of Phase I to be $75,000 and asked if the Stillwater Utility Authority could fund the utility/energy needs. The interim Phase I would be a could start to get to the end goal. Teubner responded that interim funding is difficult to raise.

Break from 10:15 to 10:25.

Teubner motioned to deviate from the agenda to hear architect presentations and to continue the general orders items at the conclusion of the presentations. Zimmerman seconded. Teubner – yea, Berry – yea, Zimmerman – yea, Ross – yea, Beckstrom – yea. Motion carried with 5 yea votes.

Selser Schaefer Architects presented at 10:34 and concluded at noon.


1Architecture presented at 12:55 and concluded at 2:15.

Studio Architecture presented at 2:30 and concluded at 3:50.

Discussion on the presentations was held. Beckstrom asked if an RFQ was required or could the Trust proceed with an RFP. Assistant City Attorney Carnley responded that it would be fine to go directly to an RFP making sure that the phasing is clear.

vii) Strategy / Tactics for Architect Presentations – Jim Beckstrom
   None

viii) Proposed job descriptions for Executive Director and Project Coordinator
   • HR Director Christy Luper - advertising, applications review, interviewing, and hiring process

Return to General Orders item viii at 4:00.
HR Director Christy Luper informed Trustees that the Executive Director and Project Coordinator positions would be City of Stillwater positions and that the HR staff stands ready to assist in recruitment and hiring processes. The job descriptions are being reviewed and will be brought back to the Trustees at the October meeting.

ix) Outdoor stage
   No report.

x) Grants
   Berry reported that she and Ross are hoping to receive a grant from OK Art Council to help with the implementation of the rain poem program in Spring 2019.

xi) Trust finance
   No report.

xii) Market hall
Beckstrom reported that SPS is interested in involvement with the educational aspect of the market hall.

xiii) Energy systems
The energy systems team meets next week in the City Manager’s Office.

xiv) Landscaped areas, outdoor art and southwest water fountain
Berry said that OSU will be participating in Parking Day at the October FFT&T event.

xv) Communications
Dennison distributed a draft communications plan.

xvi) Presence at September 20 Friday Food Trucks & Tunes
Trust members would like a table, three chairs, and an easel to hold the site plan.

xvii) Future meeting dates
October 19, 2018 @ 8:30
November 9, 2018 @ 8:30

3. Public Comment on Items on Agenda
   No report.

4. Directions to Staff Regarding Resources/Research for Next Meeting/Items for Next Agenda
   - Redistribute naming policy to trustees
   - Info on funding of positions
   - Terms of employment
   - Consider RFP process
   - Ownership of B34

   Zimmerman left the meeting at 4:50.

5. Adjourn
   Motion to adjourn from Ross and second from Teubner.
   Motion carried with 4 yea votes.

   Meeting adjourned at 4:57.