



Together, Investing in Municipal Excellence

STILLWATER PUBLIC WORKS AUTHORITY

*SPECIAL MEETING AGENDA

OCTOBER 2, 2023

723 S Lewis Street

Room 1122B

Stillwater, OK 74074

5:30 P.M. or immediately following the City Council meeting

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. The Trustees will take action on these items collectively with a single vote. The requested Trustees 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 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 special meeting minutes of May 1, 2023		
b.	Approve granting of a general utility easement located at 724 S Lewis to the City of Stillwater	SPWA-23-02	Travis Small

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 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 prior to meetings.

4. Items Removed from Consent

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. Reports from Officers and Boards

Announcements and remarks of general interest may be made by Trustees, the General Manager, or the General Counsel. Items of City business that may require discussion or action including a vote or series of votes are listed below.

- a. Miscellaneous items from the General Counsel
- b. Miscellaneous items from the General Manager
- c. Miscellaneous items from the Trustees

- i. Discussion about scheduling items for future meetings.

6. Questions and Inquiries

7. Adjourn

On September 28, 2023 at 4:40 PM, 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 405.742.8209.

- Meetings are televised on AT&T U-verse channel 99 and Suddenlink channel 14.
- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the City Clerk's office.
- Go to [eNotifications](#) for email notices when an agenda is posted. Select each elected or appointed board or committee for which you would like to receive notices.

IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW,
THE AGENDA WAS POSTED APRIL 26, 2023 AT 3:15 P.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER PUBLIC WORKS AUTHORITY
SPECIAL MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
MAY 1, 2023

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 6:21 p.m.

2. CONSENT DOCKET

- a. Approve special meeting minutes of May 16, 2022.

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE HAWKINS 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. Resolution No. SPWA-2023-1: A resolution of the Stillwater Public Works authority adopting an
operating budget for the Fiscal Year 2023-24.

MOTION BY TRUSTEE CLARK, SECOND BY HAWKINS TO APPROVE RESOLUTION NO.
SPWA-2023-1 AS PRESENTED.

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

6. REPORTS

Mayor Joyce commented that these budget resolutions can be adopted quickly because of all the hard
work that was previously done by the Finance Department, public meetings, meeting with staff and the
Council meetings where discussions were held regarding the budgets.

City Manager Norman McNickle reported that SPWA has had no activity since before 2015 so with the Mayor's lead, staff and city attorney's office may be able to look into removing SPWA.

Trustee Clark commented that the City Manager has stayed through his commitment of getting the FY24 budgets approved so now he is free to retire.

7. QUESTIONS & INQUIRIES

None.

8. ADJOURN

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE HARDIN TO ADJOURN THE MAY 1, 2023 SPECIAL MEETING OF THE STILLWATER PUBLIC WORKS AUTHORITY.

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

The Stillwater Public Works Authority special meeting adjourned at 6:24 p.m.

WILLIAM H. JOYCE, CHAIR
STILLWATER PUBLIC WORKS AUTHORITY

TERESA KADAVY, SECRETARY
STILLWATER PUBLIC WORKS AUTHORITY

DRAFT



REPORT TO: CITY COUNCIL/SPWA

MEETING DATE: OCTOBER 2, 2023

<p>Agenda Item:</p>	<p>CC-23-154 SPWA-23-02</p>
<p>Prior Council Action/Related Items:</p>	<ul style="list-style-type: none"> • SUA-20-40: Task Order (TO) with Gose and Associates for utility engineering services • CC-20-43: Master Services Agreement (MSA) with Gose and Associates for pavement management services • CC-20-129: FY20 Pavement Management Plan
<p>Issue:</p>	<ul style="list-style-type: none"> • In order to construct improvements on 7th Avenue from Main Street to Lewis Street, an existing ONG gas line in conflict with the project must be relocated. Either right-of-way or a utility easement is needed to provide sufficient room for relocation of the gas line.
<p>Solution:</p>	<ul style="list-style-type: none"> • The Stillwater Public Works Authority (SPWA) owns property, currently utilized as a parking lot, which is located immediately adjacent to the proposed ONG relocation. • Staff has investigated creation of a public utility easement along the SPWA property, which could both accommodate ONG relocations as well as other utilities as required. • Staff has prepared documents for execution by the SPWA and the City Council for the required easement listed below: <ul style="list-style-type: none"> ✓ General Utility Easement 724 South Lewis Street
<p>Financial Impact/Funding Source(s):</p>	<ul style="list-style-type: none"> • Other than minor filing fess, there are no financial impacts.
<p>Related Strategic Priority:</p>	<p>#4 Connected Spaces: To develop a strong sense of place by providing opportunities and services, such as transportation, utilities, and parks to best meet the needs of the public.</p>

Recommended Action/Motion:

SPWA: Motion to grant the general utility easement listed above to City Council and authorize the Chair to execute the easement documents.

City Council: Motion to accept the general utility easement listed above and authorize the Mayor to execute the easement documents.

Prepared By:

Travis Small, Engineering Division Manager

Reviewed By:

Candy Staring, Engineering Director
Patti Osmus, Assistant to City Manager

Submitted by:

Brady Moore, Interim City Manager/General Manager

GENERAL UTILITY EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned certifies that Stillwater Public Works Authority, hereinafter called the "Grantor," owns and possesses all rights, title, and interest to the following described real property situated in Payne County, State of Oklahoma, to-wit:

"A TRACT OF LAND THAT IS A PART OF LOTS ONE (1) THROUGH TWELVE (12), BLOCK TWENTY-NINE (29), "ORIGINAL TOWN PLAT OF STILLWATER", AN ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF".

and further that the Grantor, its successors and assigns, in consideration of the sum of Zero Dollars (\$0.00), in hand paid and other good and valuable consideration, does hereby grant, bargain, sell, and convey unto the City of Stillwater, Oklahoma, hereinafter called the "Grantee," its successors and assigns, a General Utility Easement through, over, under, and across the portions of the following described real estate:

BEGINNING AT THE NORTHWEST CORNER OF SAID BLOCK 29; THENCE NORTH 89°33'59" EAST AND ALONG THE NORTH LINE OF BLOCK 29, FOR A DISTANCE OF 15.00 FEET; THENCE SOUTH 0°26'01" EAST FOR A DISTANCE OF 300.00 TO A POINT ON THE SOUTH LINE OF BLOCK 29; THENCE SOUTH 89°33'59" WEST AND ALONG SAID SOUTH LINE FOR A DISTANCE OF 15.00 FEET TO THE SOUTHWEST CORNER OF BLOCK 29; THENCE NORTH 0° 26'01" WEST AND ALONG THE WEST LINE OF BLOCK 29 FOR A DISTANCE OF 300.00 FEET TO THE POINT OF BEGINNING;
SAID TRACT CONTAINING 4,500 SQUARE FEET OR 0.103 ACRES.

hereinafter called the "Subject Property,"

with the right of ingress and egress for the purpose of permitting Grantee to construct, operate, build, maintain, repair, expand and replace utilities and associated facilities, connections, and appurtenances, through, over, under, and across the Subject Property, including all right, title and interest in and to any soil, earthen material, fixture and appurtenances within the boundary of the Subject Property.

Except as herein granted, the Grantor shall continue to have the full use and enjoyment of the Subject Property. At no time shall the Grantor commit a use, occupation or enjoyment thereof that might cause a hazardous condition and no building, structure or obstruction shall be located or constructed on the Subject Property.

STILLWATER PUBLIC WORKS AUTHORITY,
GRANTOR:

WILLIAM H. JOYCE, CHAIR
STILLWATER PUBLIC WORKS AUTHORITY

Exhibit "A"
Lot 1-12, Block 29
Original Town Plat of Stillwater
Stillwater Public Works Authority

Description

A TRACT OF LAND THAT IS A PART OF LOTS ONE (1) THROUGH TWELVE (12) , BLOCK TWENTY-NINE (29), "ORIGINAL TOWN PLAT OF STILLWATER", AN ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, SAID TRACT BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID BLOCK 29; THENCE NORTH 89°33'59" EAST AND ALONG THE NORTH LINE OF BLOCK 29, FOR A DISTANCE OF 15.00 FEET; THENCE SOUTH 0°26'01" EAST FOR A DISTANCE OF 300.00 TO A POINT ON THE SOUTH LINE OF BLOCK 29; THENCE SOUTH 89°33'59" WEST AND ALONG SAID SOUTH LINE FOR A DISTANCE OF 15.00 FEET TO THE SOUTHWEST CORNER OF BLOCK 29; THENCE NORTH 0°26'01" WEST AND ALONG THE WEST LINE OF BLOCK 29 FOR A DISTANCE OF 300.00 FEET TO THE POINT OF BEGINNING;

SAID TRACT CONTAINING 4,500 SQUARE FEET OR 0.103 ACRES.

Basis of Bearings

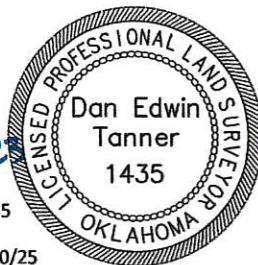
THE BEARINGS SHOWN HEREON ARE BASED UPON THE OKLAHOMA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (3501), NORTH AMERICAN DATUM 1983 (NAD83).

Certification

I, DAN E. TANNER, OF TANNER CONSULTING, LLC, CERTIFY THAT THE ATTACHED DESCRIPTION CLOSES IN ACCORD WITH EXISTING RECORDS, IS A TRUE REPRESENTATION OF THE EASEMENT AS DESCRIBED, AND MEETS THE MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYING OF THE STATE OF OKLAHOMA.


6.26.2025

DAN E. TANNER, P.L.S.
OKLAHOMA P.L.S. #1435
OKLAHOMA CA #2661
EXPIRATION DATE: 6/30/25



Parcel ID: 600025953

Proposed 15' Easement

0.103 ACRES SITUATED IN THE STILLWATER PUBLIC WORKS
AUTHORITY PROPERTY

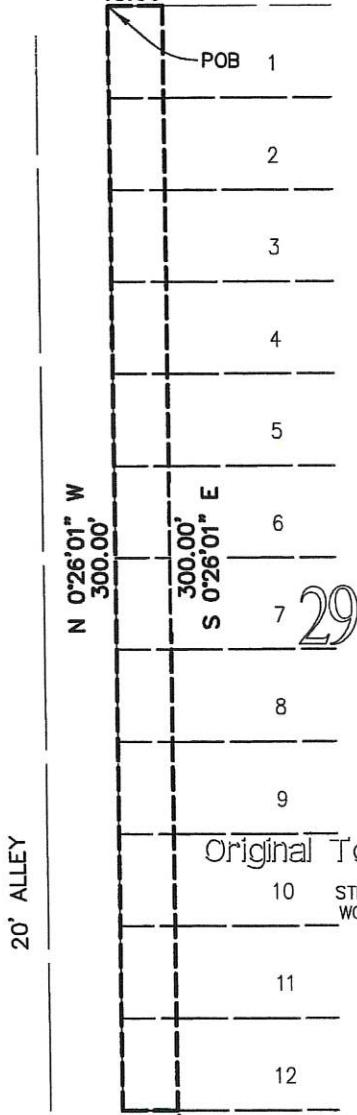
 **Tanner Consulting LLC**
5323 SOUTH LEWIS AVENUE, TULSA OKLAHOMA 74105-6339 | 918.745.9929

Exhibit "A"
Lot 1-12, Block 29
Original Town Plat of Stillwater
Stillwater Public Works Authority

WEST 7TH AVENUE

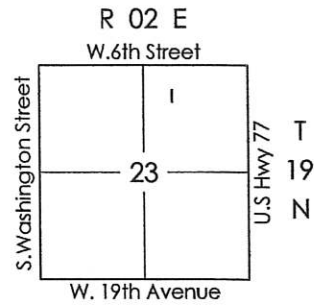
N 89°33'59" E

15.00'

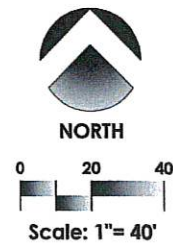


Original Town of Stillwater

STILLWATER PUBLIC WORKS AUTHORITY



Location Map



20' ALLEY

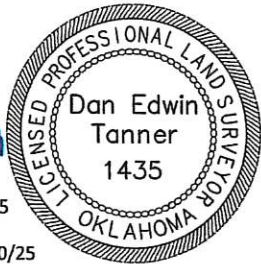
S 89°33'59" W

Notes

1. THE BEARINGS SHOWN HEREON ARE BASED UPON THE OKLAHOMA STATE PLANE COORDINATE SYSTEM, NORTH ZONE (3501), NORTH AMERICAN DATUM 1983 (NAD83)
2. THIS IS AN EASEMENT DRAWING AND IS NOT INTENDED TO REPRESENT A BOUNDARY SURVEY.
3. TITLE RESEARCH PERFORMED BY OTHERS.

Dan E. Tanner
 8.28.2023

DAN E. TANNER, P.L.S.
 OKLAHOMA P.L.S. #1435
 OKLAHOMA CA #2661
 EXPIRATION DATE: 6/30/25



Parcel ID: 600025953

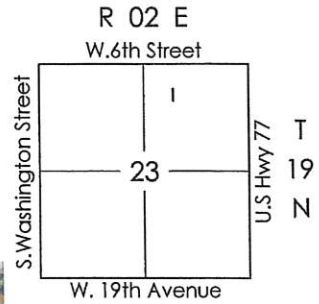
Proposed 15' Easement

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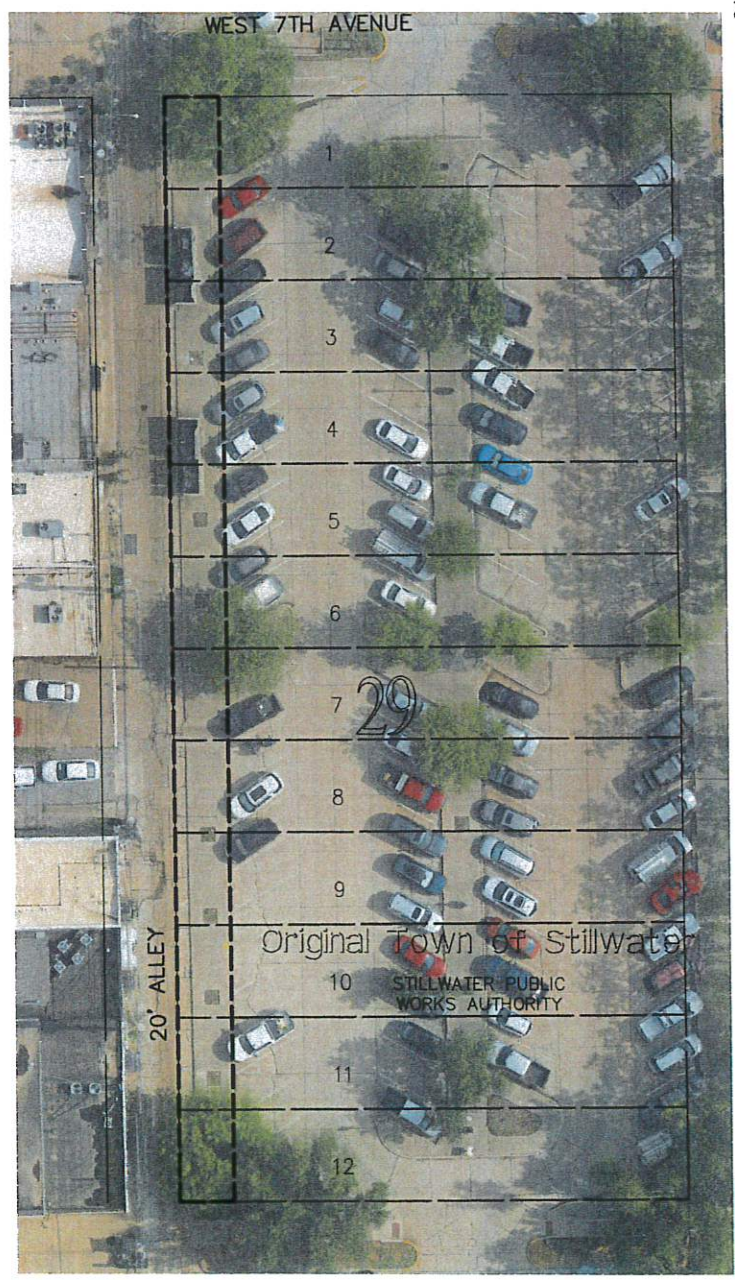
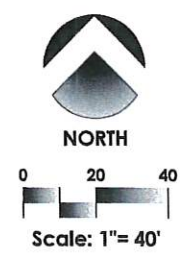


PROPOSED EASEMENT AREA: 4,500 SQUARE FEET / 0.103 ACRES
 CENTERLINE LENGTH: 300 FEET / 18.2 RODS

Aerial Exhibit
Lot 1-12, Block 29
Original Town Plat of Stillwater
Stillwater Public Works Authority



Location Map



Parcel ID: 600025953

Proposed 15' Easement

0.103 ACRES SITUATED IN THE STILLWATER PUBLIC WORKS AUTHORITY PROPERTY



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