

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED SEPTEMBER 7, 2023 AT 3:34 P.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
SEPTEMBER 11, 2023**

**PRESENT: MAYOR WILLIAM H. JOYCE, VICE MAYOR AMY DZIALOWSKI,
COUNCILORS CHRISTIE HAWKINS, KEVIN CLARK AND TIM HARDIN**
ABSENT: NONE

1. CALL MEETING TO ORDER

Mayor Joyce called the meeting to order at 5:30 p.m.

2. PLEDGE OF ALLEGIANCE

The Stillwater City Council led the audience in the Pledge of Allegiance.

3. PROCLAMATIONS/PRESENTATIONS

- a. Constitution Week – Cimarron Chapter of DAR, Jeannie Sneed

Mayor Joyce read the proclamation declaring September 17 -23, 2023 as Constitution Week and Jeannie Sneed with the Cimarron Chapter of DAR accepted the proclamation.

- b. Suicide Prevention and Recovery Awareness Month

Mayor Joyce read the proclamation declaring September 2023 as Suicide Prevention and Recovery month in Stillwater, OK. Amy Garrison, with Grand Mental Health, accepted the proclamation.

- c. Introduction of Stillwater Public Schools' Pioneer Pathfinders – Heather Mitchell, SPS

Heather Mitchell and Kelsey Tate, with Stillwater Public Schools, introduced the Pioneer Pathfinders and discussed their transitional academy for young adults with disabilities ranging from ages 18 to 22 and how it focuses on independent living.

- d. Introduction of citywide communications team

Communications Director Dawn Jones introduced the members from the citywide communications team and discussed the purpose of the team and when they meet. The communications team is made up of personnel from Stillwater Emergency Management, Police, Fire, Payne County Health Department, Stillwater Medical Center, Visit Stillwater, Chamber of Commerce, OSU, Stillwater Public Schools, Meridian Technology Center, Oklahoma Department of Career and Technology and Payne County Election Board.

4. CONSENT DOCKET

- a. Approve regular meeting minutes of August 21, 2023 and executive session minutes of August 21, 2023
- b. Approve budget amendments reflecting receipt and appropriation of \$6,000 in Library Digital Engagement grant funds to Stillwater Public Library
- c. Acknowledge receipt of Stillwater Public Library Trust annual report
- d. Accept the permanent sewer line easement at 1107 S Gray Street that is required for the West College, Eyler and Manhole Rehabilitation Project
- e. Approve budget amendment allocating \$77,000 for purchase of two staff vehicles for Stillwater Fire Department
- f. Approve budget amendment reflecting receipt of grant funds of \$550,000 from Payne County E-911 Board for the Stillwater Police Communications Center Renovation project
- g. Approve award of Bid #53-2023 Stillwater Police Communications Center Renovation to Evans Consoles, Inc. in the amount of \$482,836 and approve budget amendment reflecting expenditure allotment of \$550,000
- h. Approve the Final Plat for Park Valley Addition Section 1
- i. Accept Park Valley Addition Section 1 and Park Valley Lift Station System public improvements
- j. Accept Park Valley lift station warranty deed and easement dedications:
 - General utility easement consisting of 34,800 square feet to connect Section 1 to lift station
 - General sanitary sewer easement for the force main line from lift station to West 26th Avenue consisting of 18,999 square feet
 - General sanitary sewer easement for the gravity line from lift station to Frye Farms subdivision consisting of 24,301 square feet
 - Grant of easement (temporary access) from West 26th Avenue to lift station consisting of 47,779 square feet
- k. Approve budget amendment reflecting the transfer-out of the balance of \$373,056 in the Visitor Tax Fund (prior to Ordinance 3485) to Stillwater Economic Development Authority to fund the "development and maintenance of visitor amenities"
- l. Approve budget amendment reflecting the transfer-out of \$805,000, which is 30% of visitor tax collections for FY23 and projected FY24, from the Visitor Tax Fund to Stillwater Economic Development Authority to fund the "development and maintenance of visitor amenities" as identified in Ordinance 3485
- m. Approve Memorandum of Understanding to provide a framework for the collaboration of FEMA and The City of Stillwater, Oklahoma to carry out their respective roles and responsibilities with respect to Non-financial Direct Technical Assistance under FEMA's Building Resilient Infrastructure and Communities program
- n. Approval of First Amendment to Employment Agreement for City Attorney Kimberly Carnley
- o. Approve Stillwater Police Department's purchase of 86 soft body armor packages from North American Fire Equipment Company for \$103,590.60 under State Contract SW0764 20-25
- p. Approve lease agreement between City of Stillwater and Oklahoma Office of Management & Enterprise Services for the property addressed as 701 E 12th Avenue for the purpose of operating a State of Oklahoma Driver's License Office
- q. Approve the extension of the land lease between Stillwater Regional Airport and the Stillwater Utilities Authority with an annual rent payment of \$14,485.68
- r. Approve budget amendments reflecting receipt and appropriation of \$3,500 donation from Visit Stillwater for complimentary passenger coffee service at Stillwater Regional Airport

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI 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.

5. PUBLIC COMMENT ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING

There were no requests to speak on agenda items not scheduled for public hearing.

6. ITEMS REMOVED FROM CONSENT DOCKET

None.

7. GENERAL ORDERS

- a. Presentation and discussion of the new Stillwater Comprehensive Plan process, and possible action to approve a contract for professional services with Freese & Nichols

City Planner Jacquelyn Porter stated that staff solicited Request for Qualifications (RFQ) for Strategic Urban Planning Services and six firms submitted RFQ's. A committee of seven made up of four City staff members and community representatives Jana Phillips, Jeremy Bale and Stephen Gose reviewed the submittals. The committee selected four firms to interview. Ms. Porter reported that Freese and Nichols, Inc. was selected due to the demonstration of an outstanding grasp of the unique challenges faced by college towns, the ability to support and teach Stillwater staff, and a clear understanding of the revenue issues for cities in Oklahoma, which are supported primarily by sales tax. She stated that a Professional Services Agreement with Freese and Nichols, Inc. to provide the services of preparing the comprehensive plan and a diagnostic of the City's Land Development Code has been drafted. The timeline is 18 months and the cost is an amount to not exceed \$300,000. Ms. Porter introduced Dawn Warrick with Freese and Nichols.

Ms. Warrick presented the Comprehensive Plan for the City of Stillwater developed by Freese and Nichols and answered Council's questions.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ENTER INTO A PROFESSIONAL SERVICES AGREEMENT WITH FREESE AND NICHOLS, INC., FOR THE SERVICES OF PREPARING A COMPREHENSIVE PLAN AND A CODE DIAGNOSTIC FOR A COST NOT TO EXCEED \$300,000, AND AUTHORIZE THE INTERIM CITY MANAGER TO EXECUTE THE ASSOCIATED CONTRACT DOCUMENTS.

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

- b. Presentation, discussion and possible action to adopt the 2023-2027 Strategic Plan

Communications Director Dawn Jones presented the Strategic Plan for 2023-2027 and answered Council's questions.

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR CLARK TO ADOPT THE CITY OF STILLWATER STRATEGIC PLAN FOR 2023-2027.

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

8. REPORTS FROM OFFICERS & BOARDS

- a. Miscellaneous items from the City Attorney: None.
- b. Miscellaneous items from the City Manager:
 - Interim City Manager Brady Moore announced that if any residents are interested in their utility rates, background information and how rates are

determined, please save the following dates: September 25, City Council meeting to hear findings about the electric and stormwater rate studies and October 2, to hear information about the water and wastewater rate studies. If citizens are unable to attend or watch live on the City of Stillwater YouTube, reruns will be available on our municipal channel, which is AT&T U-verse 99 or Suddenlink 14. The City will have town halls in October with rate study information.

c. Miscellaneous items from the City Council:

- Councilor Hardin stated that September is Fire Appreciation Month. The City greatly appreciates our firefighters and staff with the Stillwater Fire Department for their continued efforts to keep our community safe. The sacrifices they make, as well as their families, is from their sincere commitment to serve. Firemen are typically the first on scene for emergency calls in addition to fire related issues and are always ready to assist other cities, when possible.
 - Councilor Clark reminded citizens that there are multiple street and bridge construction projects throughout Stillwater. The City asks that motorists pay careful attention when driving in construction areas, allow additional travel time, and take alternate routes if possible. For more information and updates about these projects, go to: stillwaterok.gov/roads.
 - Councilor Hawkins announced that the annual Friends fall book sale at Stillwater Public Library will be September 14 through 17. Funds raised from the book sales pay for summer reading programs, community reading initiatives, new library materials and much more. The library is located at 1107 S. Duck Street. For more information about the book sale, go to: stillwaterok.gov/library.
 - Vice Mayor Dzialowski stated that the City is accepting applications for citizen representatives to serve on the Board of Drainage Appeals. This position needs to be filled by someone with knowledge of hydrology, engineering, storm water management or a related field and who have no economic interest in the development or construction industries. If anyone would like to get involved in the local government and help make Stillwater even greater, please consider applying online at: stillwaterok.gov/citizenboards
 - Mayor Joyce reminded residents and visitors that it's OSU football season and to please consider taking advantage of the Free Park & Ride Shuttle Service. The City of Stillwater and Oklahoma State University Athletics offer free parking and shuttle service from downtown. The shuttle runs every 30 minutes before and after the game. It begins three hours before the game and runs throughout the post-game. There are more than 500 free parking spots available. The pick-up and drop-off location is at 7th Avenue and Lewis Street.
- i. Discussion about scheduling items for future meetings.

9. QUESTIONS & INQUIRIES

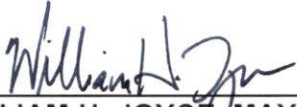
None.

10. ADJOURN

MOTION BY COUNCILOR HAWKINS, SECOND BY VICE MAYOR DZIALOWSKI TO ADJOURN THE SEPTEMBER 11, 2023 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

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

The September 11, 2023 regular meeting of the Stillwater City Council adjourned at 6:19 p.m.



Handwritten signature of William H. Joyce in black ink.

WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL



Handwritten signature of Teresa Kadavy in blue ink.

TERESA KADAVY
CITY CLERK