IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED DECEMBER 16, 2021 AT 9:45 A.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
DECEMBER 20, 2021

PRESENT: **MAYOR WILLIAM H. JOYCE, VICE MAYOR ALANE ZANNOTTI, COUNCILORS AMY DZIALOWSKI AND CHRISTIE HAWKINS**
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. CONSENT DOCKET

a. Approve regular meeting minutes of December 6, 2021
b. Approve budget amendments reflecting revenue and expenditures for donations received at Stillwater Public Library
c. Approve the site lease extension agreement with Sprint Spectrum Realty Company, LLC for space on the N Boomer Lake water tower and authorize the City Manager to sign the lease documents

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR HAWKINS TO APPROVE THE CONSENT DOCKET AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

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

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

5. ITEMS REMOVED FROM CONSENT DOCKET

None.

6. PUBLIC HEARINGS

a. Receive public comment regarding a request for a Map Amendment to rezone 1223 S Husband Place from Commercial General to Small Lot Single Family Residential

Senior Planner Rian Harkins stated this map amendment request is to rezone property addressed as 1223 S. Husband Place from Commercial General (CG) to Small Lot Single Family Residential (RSS). The property currently contains a single family dwelling structure. The property is currently considered a non-conforming use due to the commerdical zoning. The proposed rezoning would allow the use to become a permitted use within the RSS zonine district; thus allowing for reconstruction of the structure if needed in the future.

Mayor Joyce opened the public hearing.

Greg Stracener, 1223 S. Husband Place, reiterated the reasons for the rezoning request.

Mayor Joyce closed the public hearing.

Planning Commission recommended approval of this map amendment 4-0.

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR DZIALOWSKI TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE MAP AMENDMENT TO REZONE 1223 S HUSBAND PLACE FROM COMMERCIAL GENERAL TO SMALL LOT SINGLE FAMILY RESIDENTIAL.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

b. Receive public comment regarding a request for a Map Amendment to rezone 1032 Lakeview Road from Small Lot Single Family (RSS) to Commercial Shopping (CS) (Continued from October 18, 2021)

Senior Planner Rian Harkins reported that the applicant requests additional time to reconsider the project status and the needs of his client.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY VICE MAYOR ZANNOTTI TO POSTPONE THE PUBLIC HEARING FOR THIS MAP AMENDMENT TO FEBRUARY 14, 2022.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

c. Receive public comment regarding a request for a Specific Use Permit to allow for an adult care services center at 908 E 12th Avenue

Senior Planner Rian Harkins stated the applicant requests review and approval of a Specific Use Permit to allow for an adult care services center at the property addressed as 908 E. 12th Avenue, which is required in the Small Lot Single-Family Residential district. The applicant proposes to utilize the structure as an adult care services center that provides treatment, education, employment, training and life skills in a group home environment for women who are victims of mental health and substance abuse issues.

Mayor Joyce opened the public hearing.

Joshua Conaway, spoke on behalf of the applicant.

Dee Miller, Director of the Residential Program, gave a presentation of the treatments, programs, training and other services that will be offered at this adult care services center for women. Ms. Miller mentioned the community partners that will be involved with the program and stressed the importance of those partnerships.

Mayor Joyce closed the public hearing.

Councilor Dzialowski asked for confirmation that should the property be vacated or sold in the future, any new use would have to go through the SUP process as a new application. Mr. Harkins stated that is correct.

Planning Commission recommended approval of this SUP 4-0.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR HAWKINS TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE SPECIFIC USE PERMIT FOR PROPERTY LOCATED AT 908 E 12TH AVENUE.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

d. Receive public comment regarding a request from Vaquero Stillwater Partners for the closing of the utility easement located on property addressed as 711 N Main Street

Senior Planner Rian Harkins stated the applicant requests closing of the utility easement located on the property addressed as 711 N. Main Street. This request will remove the utility easement while allowing for construction of a new commercial building. Mr. Harkins stated that there is only an electric service line currently within the easement to be closed and the existing electric line will be relocated at the developer's expense.

Mayor Joyce opened and closed the public hearing as no one was present to speak.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO CLOSE THE REQUESTED UTILITY EASEMENT ON PROPERTY ADDRESSED AS 711 N. MAIN.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

7. GENERAL ORDERS

a. Accept the following easements required for the Sanitary Sewer Interceptor Replacement Project, pending SUA Trustees approval of funding, and authorize Mayor to execute easement documents:
   - Danny H. Scroggs
     Parcel 1.1 2000 Block of East 19th Avenue
   - Stephen and Deborah Schroeder
     Parcel 4.4 3701 East 19th Avenue

Capital Project Manager David Barth reported that the Sanitary Sewer Interceptor Replacement Project will replace portions of the South and Northeast Sanitary Sewer Interceptors and the Foxfire Lift Station. Staff has completed land owner negotiations for two of the six easements required for the project.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ACCEPT EASEMENTS FOR PARCELS 1.1 AND 4.4 REQUIRED FOR THE SANITARY SEWER INTERCEPTOR REPLACMENT PROJECT, PENDING SUA TRUSTEES APPROVAL OF FUNDING AND AUTHORIZE THE MAYOR TO EXECUTE EASEMENT DOCUMENTS.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

b. Approve award of the quality control testing contract for the Center Apron Project at Stillwater Regional Airport to Standard Testing and Engineering, authorize expenditures not to exceed $100,000 for testing services, and authorize the City Manager to execute the contract

Director of City Engineering Monty Karns reported that on May 17, 2021 the City Council awarded the construction of the Center Apron to Contech Concrete and Excavation as part of a multi-year airport apron reconstruction and expansion plan. The FAA Grant requires Quality Control Testing during the construction of the project. Mr. Karns stated Standard Testing and Engineering submitted the lowest proposal for services based on all the unit costs for each type of testing. Estimated cost for the testing services is $97,670.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR HAWKINS TO AWARD THE QUALITY CONTROL TESTING CONTRACT TO STANDARD TESTING AND ENGINEERING PER THE UNIT PRICES FOR VARIOUS TESTS IN THEIR PROPOSAL, AUTHORIZE EXPENDITURES NOT TO EXCEED $100,000 FOR THE SERVICES AND AUTHORIZE THE CITY MANAGER TO EXECUTE THE SERVICE AGREEMENT.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

c. Approve sole source purchase from Watchguard for 90 body cameras, associated equipment and installation, licensing, and support for a total purchase price of $247,785

Police Chief Jeff Watts reported that the Police Department FY22 budget includes $379,000 for implementation of a body worn camera program. Allocated funding covers the cost of body cameras for all sworn officers, upgrading infrastructure and storage needed for the data collected from body cameras. SPD currently uses Watchguard for all car cameras, a limited number of body cameras and Watchguard proprietary software for downloading and retrieving all Watchguard camera footage. Chief Watts stated that no other vendor is able to provide Watchguard products; therefore, SPD is requesting a sole source purchase from Watchguard for the items needed to implement the body worn camera program.
Chief Watts reported the total cost for purchasing the needed equipment for the body worn camera program is $365,546.91 with the following breakdown:

- 90 body cameras, associated equipment and installation, licensing and support from Watchguard $247,785
- Upgraded building infrastructure quote from RFPI, Inc. $7,631.03
- Server storage quote from Shi $4,901.60
- Additional data storage quote from Dell Technologies under State Contract SW1020D $105,229.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR DZIALOWSKI TO APPROVE SOLE SOURCE PURCHASE OF 90 WATCHGUARD BODY CAMERAS, ASSOCIATED EQUIPMENT, EQUIPMENT INSTALLATION, LICENSING AND SUPPORT FROM WATCHGUARD TOTALING $247,785.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

d. Approve expenditure of $7,631.03 for upgraded building infrastructure provided by RFPI, Inc. to support the SPD body worn camera program

Police Chief Jeff Watts discussed this item under item c. on the agenda.

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR DZIALOWSKI TO APPROVE INFRASTRUCTURE UPGRADES FROM RFIP TOTALING $7,631.03.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA. NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

e. Approve expenditure of $4901.60 for server upgrades by Shi to support the SPD body worn camera program

Police Chief Jeff Watts discussed this item under item c. on the agenda.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO APPROVE EXPENDITURE OF $4,901.60 FOR SERVER UPGRADES BY SHI TO SUPPORT THE SPD BODY WORN CAMERA PROGRAM.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA. NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

f. Approve expenditure of $105,299 for purchase of data storage from Dell Technologies under State Contract SW1020D to support the SPD body worn camera program

Scrivener's error in the agenda item the expenditure should read $105,229.

Police Chief Jeff Watts discussed this item under item c. on the agenda.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR HAWKINS TO APPROVE PURCHASE OF ADDITIONAL DATA STORAGE FROM DELL TECHNOLOGIES ON STATE CONTRACT TOTALING $105,229.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA. NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

g. Approve the City's Annual Comprehensive Financial Report, Single Audit Report and Passenger Facility Charge Program Audit Report for the fiscal year ended June 30, 2021.

Finance Director Christy Cluck presented an overview to Council of the Annual Comprehensive Financial Report, the Single Audit Report and the Passenger Facility Charge Program Audit Report. Director Cluck reported that the Audit Committee recommends acceptance of the report.

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR DZIALOWSKI TO ACCEPT THE AUDIT COMMITTEE'S RECOMMENDATION TO APPROVE THE CITY'S ANNUAL COMPREHENSIVE FINANCIAL REPORT, SINGLE AUDIT REPORT AND PASSENGER FACILITY CHARGE PROGRAM AUDIT REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2021.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA. NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

h. Approve lease purchase contract with Motorola Solutions, Inc. for the purchase of a public safety radio system; authorize expenditures not to exceed $6,775,000 for the system through State Contract SW#1053M; and authorize the City Manager to execute the lease-purchase contract

Emergency Management Director Rob Hill reported that approximately three and half years ago the City Manager's Office tasked Emergency Management with finding a solution to the City's radio communications issues for public safety. Issues included outdated equipment, trouble communicating among City public safety responders, problems communicating with mutual aid partners and dead spots within the community that posed substantial risks to first responders. Mr. Hill stated that because the need for a new system was so great, the project was expanded to the county level to include all community area partners. Staff contacted Motorola Solutions, Inc. (Motorola) to create and design a solution that would address each issue listed above while providing a mechanism to keep equipment and infrastructure current and allow for replacement equipment on a regular basis; thus ensuring up-to-date technology. Mr. Hill stated that while the county plan has lost traction and OSU is taking a different direction, the City is ready to move forward with a design and equipment that will support public safety, put City first responders on the same system thereby correcting the interoperability issues, and upgrade equipment that is outdated, no longer supported and in some instances, more than 20 years old. Pricing for the new system totals $6,775,000 and Motorola has offered a five year lease/purchase option.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR HAWKINS TO APPROVE THE LEASE PURCHASE CONTRACT WITH MOTOROLA SOLUTIONS, INC. FOR THE PURCHASE OF A PUBLIC SAFETY RADIO SYSTEM; AUTHORIZE EXPENDITURES NOT TO EXCEED $6,775,000 FOR THE SYSTEM THROUGH STATE CONTRACT SW#1053M PENDING CITY ATTORNEY'S REVIEW OF THE CONTRACT.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

8. RESOLUTIONS

a. Resolution No. CC-2021-45: A Resolution Authorizing Signatories For Depositaries

Finance Director Christy Cluck reported this resolution is needed due to the retirement of Melinda Gray. Lisa Burley is the new Court Clerk and will be added as a signatory.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR DZIALOWSKI TO ADOPT RESOLUTION NO. CC-2021-45 AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

9. REPORTS FROM OFFICERS & BOARDS

a. Miscellaneous items from the City Attorney:
   i. Request for Executive Session pursuant to 25 O.S. Section §307 (B)(1) of the Oklahoma Open Meeting Act for the purpose of confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of City Manager Norman McNickle.
   ii. Request for Executive Session pursuant to 25 O.S. Section §307 (B)(1) of the Oklahoma Open Meeting Act for the purpose of confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Interim City Attorney Kimberly Carnley.

b. Miscellaneous items from the City Manager:
   - City Manager Norman McNickle stated that he would like to recognize a few long-term employees that are retiring from the City: Melinda Gray, who has been with the City for 32 years, Brian Edmondston, 30 years and Linda Morris, 38 years. Mr. McNickle thanked them for their service and wished them the best in their retirement.

c. Miscellaneous items from the City Council:
   - Councilor Hawkins stated that the roadwork on Highway 177 and Perkins Road has begun. This is the beginning of a joint project with the Oklahoma Department of Transportation that is expected to last through the end of 2023.
   - Councilor Dzialowski stated that the Stillwater Fire Department is encouraging residents that live outside the City limits, but within the Stillwater Fire

Department's response area, to purchase a Rural Fire Service Contract for 2022. These $100 contracts ensure that the response fees for each fire incident on a contracted property will not exceed $2,000.

- Councilor Dzialowski also thanked Vice Mayor Zannotti for her hard work and commitment in making Merry Main Street successful again this year.
- Vice Mayor Zannotti stated that the City offices will be closed for the holidays on Friday, December 24 and Friday, December 31. Trash and recycling will be collected on all holidays, but not yard waste.
- Mayor Joyce reminded residents that they can bundle up their Christmas tree and place it on the curb to be picked up free of charge as part of the City's regular yard waste collection.
- Mayor Joyce stated that applications for the open City Council seat can be found on the City's website and that all applications must be received by January 7, 2022.

i. Discussion about scheduling items for future meetings.

10. QUESTIONS & INQUIRIES

None.

11. EXECUTIVE SESSION

a. Confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of City Manager Norman McNickle.

b. Confidential communication regarding the employment, appointment, promotion, demotion, disciplining or resignation of Interim City Attorney Kimberly Carnley.

Stillwater City Council meeting recessed at 6:49 p.m. to convene Stillwater Utilities Authority meeting.

Stillwater City Council reconvened at 7:07 p.m.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ENTER INTO EXECUTIVE SESSION AT 7:08 P.M.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA. NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

12. RETURN FROM EXECUTIVE SESSION

a. Possible action regarding the employment, appointment, promotion, demotion, disciplining or resignation of City Manager Norman McNickle.

b. Possible action regarding the employment, appointment, promotion, demotion, disciplining or resignation of Interim City Attorney Kimberly Carnley.

No action was taken on item a. or item b.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR HAWKINS TO RECONVENE THE REGULAR MEETING OF THE STILLWATER CITY COUNCIL AT 9:02 P.M.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA. NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

13. ADJOURN

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY VICE MAYOR ZANNOTTI TO ADJOURN THE DECEMBER 20, 2021 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA. NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

The December 20, 2021 regular meeting of the Stillwater City Council adjourned at 9:02 p.m.

William H. Joyce

WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL

Teresa Kadavy

TERESA KADAVY
CITY CLERK