



Together, Investing in Municipal Excellence

CITY COUNCIL MEETING AGENDA

JANUARY 22, 2024

723 S. Lewis Street, Room 1122 B

Stillwater, OK 74074

5:30 PM

Mayor Will Joyce, Vice Mayor Amy Dzialowski, Councilors Kevin Clark, Christie Hawkins, & Tim Hardin

1. Call Meeting to Order
2. Pledge of Allegiance
3. Consent Docket

Items listed on the consent docket are routine administrative matters that may be approved without discussion. The Council will take action on these items collectively with a single vote. The requested City Council action is indicated for each item listed. Should a Councilor 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 Councilor or the City Manager may simply ask the Mayor to remove an item from the consent docket prior to action by the City Council and no action will be taken on the removed item at this meeting.

a.	Approve January 8, 2024, regular meeting minutes		
b.	Approve budget amendments reflecting revenue and expenditure of OK Humanities grant funds to Stillwater Public Library in the amount of \$1,000 for the community-wide event, Let's Talk About It	CC-24-08	Stacy Delano
c.	Approve budget amendments reflecting receipt and appropriation of donation funds in the amount of \$2,304 for Stillwater Public Library	CC-24-09	Stacy Delano
d.	Approve budget amendment reflecting revenue and expenditure of \$19,008 received from OK Dept. of Libraries for the professional operation	CC-24-07	Stacy Delano

	of a public library in FY2023		
e.	Approve budget amendment establishing revenue projections of \$1,195,000 for receipt of Tax Increment Financing District #3 property tax increment based on Payne County Assessor's report to the Excise Board received after adoption of the FY24 City budget	Christy Cluck	
f.	Approve budget amendment establishing budget appropriations of \$560,000 for disbursement of a portion of the Tax Increment Financing District #3 property tax increment to taxing jurisdictions per the Stillwater (Re) Investment Plan (Downtown/Campus Link Project Plan) Increment District #3 Project Plan	Christy Cluck	
g.	Approve budget amendment appropriating transfers of \$793,920 from the Tax Increment Financing District #3 Increment Collection Fund to the Stillwater Economic Development Authority per the Stillwater (Re) Investment Plan (Downtown/Campus Link Project Plan) Increment District #3 Project Plan	Christy Cluck	
h.	Stillwater History Museum quarterly report		

4. 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 Council 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.

5. 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 City Council. The City Council 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.

6. Public Hearings

The Council will hear public comments, discuss, and take action including a vote or series of votes on each item listed as presented or as amended by the City Council unless the agenda entry specifically states that no action will be taken.

a.	Public hearing to closeout #18266 Community Development Block Grant (CDBG) 21 Drainage Improvement Project at 12th Avenue and Duck Street, authorize Mayor and staff to sign closeout documents, and approve budget amendment	CC-24-06	Shelly Crynes
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	returning \$16,434 to the Stormwater Fund and \$17,093 to the Transportation Sales Tax Fund		
b.	Public hearing to closeout #18119 Community Development Block Grant (CDBG) CR 20 providing financial assistance to Stillwater residents experiencing financial hardship as a direct result of COVID-19	CC-24-05	Shelly Crynes

7. Resolutions

The City Council will hear a staff presentation, discuss, and take action including a vote or series of votes on each resolution listed as presented or as amended or revised by the City Council.

a.	RESOLUTION CC-2024-2: A RESOLUTION AUTHORIZING THE CALLING AND HOLDING OF AN ELECTION IN THE CITY OF STILLWATER, STATE OF OKLAHOMA, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF THE ISSUANCE OF THE BONDS OF SAID CITY IN THE SUM OF SIX MILLION SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$6,750,000) TO PROVIDE FUNDS FOR THE PURPOSE OF CONSTRUCTING, FURNISHING AND EQUIPPING A NEW ANIMAL WELFARE FACILITY, TO BE OWNED EXCLUSIVELY BY SAID CITY, AND LEVYING AND COLLECTING AN ANNUAL TAX, IN ADDITION TO ALL OTHER TAXES, UPON ALL THE TAXABLE PROPERTY IN SAID CITY FOR THE PAYMENT OF PRINCIPAL AND INTEREST ON SAID BONDS	Dawn Dodson, Kimberly Carnley
b.	RESOLUTION CC-2024-3: A RESOLUTION AUTHORIZING AND APPROVING THE SUBMISSION OF AN APPLICATION TO THE OKLAHOMA HIGHWAY SAFETY OFFICE (OHSO) FOR STILLWATER POLICE DEPARTMENT SAFETY PROJECTS FOR FY2025	Shelly Crynes

8. Reports from Officers and Boards

Announcements and remarks of general interest may be made by Councilors, City Manager or City Attorney. 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 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 Stillwater City Attorney Kimberly Carnley.
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 City Manager Kimberly Meek.
b.	Miscellaneous items from the City Manager
c.	Miscellaneous items from the City Council

9. Questions and Inquiries

10. Executive Session

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

11. Return from Executive Session

a.	Possible action regarding the employment, appointment, promotion, demotion, disciplining or resignation of City Attorney Kimberly Carnley, including consideration of an Amendment to Employment Agreement to address terms of employment.
b.	Possible action regarding the employment, appointment, promotion, demotion, disciplining or resignation of City Manager Kimberly Meek, including consideration of an Amendment to Employment Agreement to address terms of employment.

12. Adjourn

On January 18, 2024 at 4:05, 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 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 JANUARY 4, 2024 AT 4:15 P.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
JANUARY 8, 2024

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. CONSENT DOCKET

- a. Approve December 18, 2023, regular and executive session meeting
- b. Approve Encroachment Agreement and Release of Liability between the City of Stillwater and Epsilon Omicron Holding Corporation for the construction of a stem wall project onto the right-of-way at property addressed as 324 S Monroe Street
- c. Approve Lease Extension for T-Mobile site on the North Tower Park water tower

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR 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.

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

Sharon Bennett, 711 W. Ute Avenue, spoke against building the new animal welfare facility on the corner of W. Airport Road and N. Knoblock Street. She agrees a new animal shelter is needed but not in this location.

Jerry Crawford, 601 W. Ute Avenue, spoke against building the new animal welfare facility on the corner of W. Airport Road and N. Knoblock Street. He stated this area is a wildlife sanctuary and an animal welfare facility would be disruptive.

5. ITEMS REMOVED FROM CONSENT DOCKET

None.

6. GENERAL ORDERS

Councilor Clark left the City Council meeting at 5:36 p.m.

Communications Director Dawn Dodson presented the two locations and funding options for the new animal welfare facility. She discussed the cost-based comparisons and bond elections scenarios. Ms. Dodson presented the property tax increases if the bond issue were passed.

Vice Mayor Dzialowski asked Ms. Dodson to explain the City's site selection process to date. Ms. Dodson stated that staff went to other communities to look at their animal welfare facilities and over the past two years have looked really hard for locations within the community. She reported that staff contacted the Payne County Audubon Society and the State's Wildlife Conservation entity regarding the wildlife sanctuary. Ms. Dodson stated that staff wants to preserve nature as much as possible. The architect, Brian Thomas, did a noise level analysis and worked with staff, engineers and everyone involved to develop noise barriers and again preserve nature.

Councilor Hawkins asked if the airport poses a noise risk for the animals at the new location. Ms. Dodson stated the fire station is next door to the current animal welfare facility and at the new location the airport is a mile away so that should help with the noise level.

Ms. Dodson stated in regards to the concern about the large traffic area and high rates of speed in this area, if the \$6.75 million bond is passed a walking trail and crosswalk will be added to this area and the speed will be adjusted as needed.

Mayor Joyce asked what factors made these two locations the only viable locations for a new animal welfare facility. Ms. Dodson stated that available space and associated costs to keep the expense as low as possible and what would get high visibility. She stated that staff wants to be respectful of the neighborhoods, the noise level and do not want to disrupt the area. Ms. Dodson stated that this space allows for an additional dog park and walking trail.

Councilor Hardin asked if the design of the facility will allow for growth 10 to 20 years later without major reworking of the facility. Ms. Dodson stated yes that the architect has designed the \$6.75 million facility for 20 years out with anticipated growth of the community and the needs.

- a. Consider action directing staff to prepare a resolution calling for a General Obligation Bond election for April 2, 2024, in an amount not to exceed \$6.75 million, for a new Stillwater Animal Welfare facility to be located at the northeast corner of W. Airport Road and N. Knoblock Street.

Mayor Joyce clarified that if this item is placed on a bond election, it has to state a specific dollar amount and a specific location. He stated that this item tonight is to approve staff to bring a resolution to the next meeting and then Council would have to approve the resolution to get this on a ballot on April 2, 2024.

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR HARDIN TO DIRECT STAFF TO PREPARE A RESOLUTION CALLING FOR A GENERAL OBLIGATION BOND ELECTION FOR APRIL 2, 2024, IN AN AMOUNT NOT TO EXCEED \$6.75 MILLION FOR A NEW STILLWATER ANIMAL WELFARE FACILITY TO BE LOCATED AT THE NORTHEAST CORNER OF W. AIRPORT ROAD AND N. KNOBLOCK STREET.

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

COUNCILOR CLARK RECUSED FROM VOTING ON THIS ITEM

Councilor Clark rejoined the City Council meeting at 5:51 p.m.

- b. Consider approval of the Project Schedule and the Interim Guaranteed Maximum Price for the new Fire Station No. 2 and authorize the City Manager to execute Exhibits A-1 and B-2 as exhibits to the Crossland Agreement for Construction Management at Risk Services

Director of City Engineering Candy Staring stated that she would report on the next two items but both would need separate motions. She reported that on April 5, 2022, residents approved a \$9 million bond issue to construct a new fire station to replace the existing Fire Station #2. Ms. Staring stated The Interim Guaranteed Max Price (IGMP) proposal was submitted by Crossland on December 21, 2023. The IGMP proposal supports a construction price for Fire Station #2 of \$7,938,220. The IGMP exceeds the final Guaranteed Maximum Price (GMP) of \$7,500,000 provided for in the original CMAR Agreement. A Partial GMP/Lump Sum Conversion proposal was submitted by Crossland on December 21, 2023 for WP#1. The GMP for WP#1 is \$1,297,063. This amount includes the following trades: demolition, earthwork, site concrete, site utilities and storm sewer. State Statute requires that this partial GMP be approved by the City through an amendment to the CMAR Agreement. Ms. Staring reported that the overall project remains under the General Bond budget of roughly \$9,000,000. Staff will return to City Council with future bid results for the remaining trades and a final GMP.

Councilor Hardin asked for clarification regarding once Council converts this tonight, the CMAR is responsible for bringing this package in at the stated price. City Attorney Kimberly Carnley explained that this project delivery method is different than what Council is used to seeing. She stated that the Construction Management Act for Political Subdivision provides that Council can convert a partial GMP for the relevant portions of the work. She explained here there is only one work package that is being converted to a partial GMP and once that is converted to partial GMP that is a guaranteed price, but it is also subject to change orders. Ms. Carnley answered Council's additional questions.

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO APPROVE THE PROJECT SCHEDULE AND THE IGMP AND TO AUTHORIZE THE CITY MANAGER TO EXECUTE EXHIBITS A-1 AND B-2 AS EXHIBITS TO THE CROSSLAND AGREEMENT FOR CONSTRUCTION MANAGEMENT AT RISK (CMAR) SERVICES.

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

- c. Consider approval of Amendment No. 1 to the Crossland Agreement for Construction Management at Risk Services regarding a partial conversion to Guaranteed Maximum Price and authorize the City Manager to execute the amendment

Director of City Engineering Candy Staring reported on this item with item b. on the agenda.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO APPROVE AMENDMENT NO. 1 TO THE CROSSLAND CMAR SERVICES AGREEMENT REGARDING A PARTIAL CONVERSION TO GUARANTEED MAXIMUM PRICE AND AUTHORIZE THE CITY MANAGER TO EXECUTE SAID AMENDMENT NO. 1.

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

7. RESOLUTIONS

- a. Resolution No. CC-2024-1: A resolution of the City Council of the City of Stillwater establishing a process for implementation of the requirements of 11 O.S. §51-108, including establishing the process for calling and scheduling elections pursuant to said statute

City Attorney Kimberly Carnley stated that this resolution addresses municipal collective bargaining with the Fraternal Order of Police and the International Association of Fire Fighters. The resolution implements the statutory requirements and establishes the process for calling and scheduling elections under those statutes. She stated that the adoption of the resolution will establish clear guidelines concerning the process by identifying the City Manager as the corporate authority under the collective bargaining statutes which specifically authorizes the City Manager to negotiate, accept or reject any arbitration award and if the parties fail to reach an agreement to request a special election as provided in state law and authorizes the City Manager to execute collective bargaining agreements within budgeted funds.

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO ADOPT RESOLUTION NO. CC-2024-1 AS PRESENTED.

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

8. ORDINANCES

a. Second Reading

Ordinance No. 3529: An ordinance amending Stillwater City Code of Ordinances by amending Chapter 10, Buildings and Building Regulations, Article III, ICC International Building Code, 2015 Edition, Section 10-52, Adoption of the ICC International Building Code, 2015 Edition; and Section 10-53. Amendments to the ICC International Building Code, 2015 Edition, Specifically adoption of the ICC International Building Code, 2018 Edition and Amendments thereto; Article IV, International Residential Code for One- and Two-Family Dwellings, 2015 Edition; Section 10-88, adoption of the ICC International Residential Code for One- and Two-Family Dwellings, 2015 Edition; Specifically adoption of the ICC International Residential Building Code, 2018 Edition and Amendments thereto; Article V, International Property Maintenance Code, 2015 Edition, Section 10-111, adoption of the ICC International Property Maintenance Code, 2015 Edition, Section 10-112, amendments to the ICC International Property Maintenance Code, 2015 Edition, specifically adopting the International Property Maintenance Code, 2018 Edition and amendments thereto, Article VIII, Plumbing Standards, Division 2, International Plumbing Code, 2015 Edition, Section 10-289, adoption of the ICC International Plumbing Code, 2015 Edition, Sec. 10-290, amendments to the ICC, International Plumbing Code 2015 Edition; specifically adopting the International Plumbing Code, 2018 Edition and amendments thereto; Article IX, International Fuel Gas Code, 2015 Edition, Section 10-374, adoption of the ICC International Fuel Gas Code, 2015 Edition, Section 10-375, amendments to the ICC International Fuel Gas Code, 2015 Edition, specifically adopting the International Fuel Gas Code, 2018 Edition and amendments thereto, Article X, Mechanical Standards, Division 1, International Mechanical Code, 2015 Edition, Section 10-396, adoption of the ICC International Mechanical Code, 2015 Edition, Section 10-397, amendments to the ICC International Mechanical Code, 2015 Edition, specifically adopting the International Mechanical Code, 2018 Edition and amendments thereto, XI, Electricity, Division 2, National Electrical Code, 2014 Edition, Section 10-485, adoption of the National Electrical Code, 2014 Edition (NFPA 70-2014), and Section 10-486, amendments to the National Electrical Code, 2014 Edition (NFPA 70-2014); specifically adopting the National Electrical Code, 2020 Edition (NFPA 70-2020) and amendments thereto; amending Chapter 20, Fire Prevention and Protection, Article III, ICC International Building Code, 2015 Edition, Section 20-49, adoption of the ICC International Fire Code, 2015 Edition; Sec. 20-50, amendments to the ICC International Fire Code, 2015 Edition, specifically adopting the International Fire Code 2018 Edition and amendments thereto; repealing all ordinances to the contrary; and providing for severability

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR HARDIN TO ADOPT ORDINANCE NO. 3529 AS PRESENTED.

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

Ordinance No. 3530: An ordinance amending Stillwater City Code of Ordinances by amending Chapter 16, Crimes, Miscellaneous Offenses and Provisions, Article VI, Offenses Involving Minors, Division 2, Prevention of Youth Access to Tobacco, Section 16-152, Definitions; and Section 16-153, Furnishing of Tobacco Products to Minors; and Section 16-154, Purchase, Receipt or Possession of Tobacco Products by Minors; and 16-155, Distribution of Tobacco Product Samples to Minors; and Section 16-156, Sale of Tobacco Products Except In Original, Sealed Packaging; repealing all ordinances to the contrary; and providing for severability

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR CLARK TO ADOPT ORDINANCE NO. 3530 AS PRESENTED.

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

9. REPORTS FROM OFFICERS & BOARDS

- a. Miscellaneous items from the City Attorney: None.
- b. Miscellaneous items from the City Manager:
 - City Manager Kimberly Meek announced that beginning January 23, the Police Dept. will begin the 9th Annual Citizen's Academy. The academy provides members a unique look behind the scenes and first-hand experience into many areas of law enforcement and how our police officers serve the community. This is a multi-week, educational course that includes real-life scenarios and a ride-along with an officer while on-duty. For more information on the academy and how to get involved, contact Lt. TJ Low at terry.low@stillwater.org.
- c. Miscellaneous items from the City Council:
 - Councilor Hardin reminded residents to please remember to apply or renew their burglar or fire alarm permit registration with the City of Stillwater. Permits are \$6 per alarm on your property. Government entities and residents who are at least 62 years of age do not pay fees. Applications are available at the Stillwater Police Department and online at Stillwaterok.gov. The City wants to help in all ways possible to keep you and your family protected and safe.
 - Councilor Clark invited residents that would like to get involved in the local government to apply for one of the many boards and committees the City has for consideration. The City is accepting applications for citizen representatives to possibly serve on the Tourism Advisory Committee, Public Housing Authority, Board of Adjustment, Audit Committee, and Airport Advisory Board. Each board and committee consists of five to seven members, with a term length of three years. For more information or to apply online, go to Stillwaterok.gov/citizenboards.
 - Councilor Hawkins announced that the City has a Citizen Request Tracker on their new website. This is an avenue for residents to report concerns regarding drainage and flooding, street light outages, trash collection issues, animal control requests, and much more. Please consider using this system to let City employees know concerns that need to be checked out and possibly repaired. To get started go to stillwaterok.gov/report.
 - Vice Mayor Dzialowski reminded residents it's that time of year again to purchase a Rural Fire Service Contract if you live outside of city limits, but within the Stillwater Fire Department's response area. The contracts are only \$100 and ensure that response fees for each fire incident on a contracted property will not

exceed \$2,000. All collected fees go toward training, rescue tools, and other fire equipment. For more information, go to stillwaterok.gov/ruralfire.

- Mayor Joyce announced that Stillwater Community United will have their annual unity event to commemorate the life and legacy of Dr. Martin Luther King, Jr. on Sunday, January 14. The event begins at 6 p.m. at the Stillwater Community Center. Also, the annual unity march with OSU will be on Monday, January 15 beginning at 1 p.m. All residents are encouraged to join both events. For more information about the events, including the Unity March map, go to visitstillwater.org. Mayor reminded residents that City offices will be closed in observance of the holiday on Monday, January 15, but trash, recycling and yard waste will be collected as usual.
- i. Discussion about scheduling items for future meetings.

10. QUESTIONS & INQUIRIES

None.

11. ADJOURN

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ADJOURN THE JANUARY 8, 2024 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 January 8, 2024 regular meeting of the Stillwater City Council adjourned at 6:10 p.m.

WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL

TERESA KADAVY
CITY CLERK

REPORT TO: CITY COUNCIL

MEETING DATE: JANUARY 22, 2024



Agenda Item:	3.b. CC-24-08
Previous/Related Action:	
Background/Issue:	Oklahoma Humanities awarded the library \$1,000 to hold a community reading series, Let's Talk About It, Oklahoma.
Proposal/Solution:	Use the \$1,000 in grant funds from Oklahoma Humanities for the payment of honorarium and travel costs of Oklahoma humanities scholars.
Financial Source/Impact:	The budget amendment reflects an increase to the grant revenue account by \$1,000 and a corresponding increase to projects in the grant expenditure account.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to approve budget amendments reflecting receipt and expenditure of \$1000 in grants to the Stillwater Public Library.
Prepared By:	Stacy Delano, Library Director
Reviewed By:	Stacy Delano Patti Osmus
Submitted By:	Kimberly Meek, City Manager

Attachments

1. CC-24-08 Attachment Budget Amend SPL LTAI



Budget Amendment Request
For Budget Year 2024

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

Office: 405.372.0025
Web: stillwater.org

Date: 01/12/2024

Department: Library

Requested by: Stacy DeLano, library director CC-24-08 ✓

Explanation: **Grant REVENUE**
The library is \$1000 from Oklahoma Humanities to conduct a five program reading series.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	LTAIO/Grant Rev	1015510 - 43000	24LB05101	0	\$ 1,000	\$ 1,000
		-				0
		-				0
		-				0
		-				0
Decrease:		-				0
		-				0
		-				0
		-				0
		-				0

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

\$ 1,000

Reviewed by Department Manager: [Signature]

Date: 01/12/2024

Reviewed by Finance: [Signature]

Date: 1-12-2024

Approved by CMO: _____

Date: _____

Approved by City Council: ☐ Yes ☐ No

Date: _____

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

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Budget Amendment Request
For Budget Year 2024

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

Office: 405.372.0025
Web: stillwater.org

Date: 01/12/2024

Department: Library

Requested by: Stacy DeLano, library director CC-24-08 ✓

Explanation: Grant Expenditures
The library is \$1000 from Oklahoma Humanities to conduct a five program reading series.

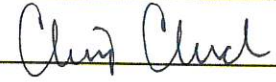
	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Grant Expenditures	1015510 - 53045	24LB05101	0	\$ 1,000	\$ 1,000
		-				0
		-				0
		-				0
		-				0
Decrease:		-				0
		-				0
		-				0
		-				0
		-				0

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

\$ 1,000

Reviewed by Department Manager: 

Date: 01/12/2024

Reviewed by Finance: 

Date: 1-12-2024

Approved by CMO: _____

Date: _____

Approved by City Council: _____

Date: _____

☐ Yes

☐ No

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

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REPORT TO: CITY COUNCIL

MEETING DATE: JANUARY 22, 2024



Agenda Item:	3.c. CC-24-09
Previous/Related Action:	
Background/Issue:	The library received \$2,304 in non-Trust donations, including: • 254.40 - Frontier Rotary honor books • 2000.00 - Private donation for purchase of debut authors, debut mysteries, and book club kits • 50.00 - Private donation for memorial book
Proposal/Solution:	Approval of the attached budget amendments will allow the use of the donations for patron and staff-directed projects.
Financial Source/Impact:	The budget amendment reflects an increase to the donation revenue account by \$2,304 and a corresponding increase to projects in the donation expenditure account.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to approve budget amendments reflecting receipt and appropriation of \$2304 in donations to the Stillwater Public Library.
Prepared By:	Stacy Delano, Library Director
Reviewed By:	Stacy Delano Patti Osmus
Submitted By:	Kimberly Meek, City Manager

Attachments

1. CC-24-09 Attachment Budget Amend SPL Donations

Budget Amendment Request

For Budget Year 2024

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

Office: 405.372.0025
Web: stillwater.org

Date: 01/12/2024

Department: Library

Requested by: Stacy DeLano, library director CC-24-09 ✓

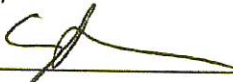
Explanation: **DONATION REVENUE - The library received \$2304.40 in non-Trust donations as follows:**

254.40 - Frontier Rotary honor books
2000.00 - Private donation for purchase of debut authors, debut mysteries, and book club kits
50.00 - Private donation for memorial book

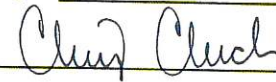
	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Donations/Designated	1015510 - 48701	21LB07101	\$ 775	\$ 2,304	\$ 3,079
		-				0
		-				0
		-				0
		-				0
Decrease:		-				0
		-				0
		-				0
		-				0
		-				0

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

\$ 2,304

Reviewed by Department Manager: 

Date: 01/12/2024

Reviewed by Finance: 

Date: 1-12-2024

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--

Budget Amendment Request

For Budget Year 2024

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

Office: 405.372.0025
Web: stillwater.org

Date: 01/12/2024

Department: Library

Requested by: Stacy DeLano, library director *CC-24-09* ✓

Explanation: **DONATION EXPENDITURES - The library received \$2304.40 in non-Trust donations as follows:**

254.40 - Frontier Rotary honor books
2000.00 - Private donation for purchase of debut authors, debut mysteries, and book club kits
50.00 - Private donation for memorial book

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Donations/Designated Don Exp	1015510 - 53041	21LB07101	\$ 7,447	\$ 2,304	\$ 9,751
		-				0
		-				0
		-				0
		-				0
Decrease:		-				0
		-				0
		-				0
		-				0
		-				0

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

\$ 2,304

Reviewed by Department Manager: *[Signature]*

Date: 01/12/2024

Reviewed by Finance: *[Signature]*

Date: 1-12-2024

Approved by CMO: _____

Date: _____

Approved by City Council: _____

Date: _____

☐ Yes ☐ No

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

--Print on Yellow Paper--

REPORT TO: CITY COUNCIL

MEETING DATE: JANUARY 22, 2024



Agenda Item:	3.d. CC-24-07
Previous/Related Action:	
Background/Issue:	The Oklahoma Department of Libraries awarded a \$19,008 grant to the library for fulfilling all state requirements for the operation of a professional library in FY23.
Proposal/Solution:	Use the \$19,008 in grant funds for modernization projects and services outside the scope of the library's operating budget, such as updated software subscriptions and payment to a long-range plan consultant.
Financial Source/Impact:	The budget amendment reflects an increase to the donation revenue account by \$19,008 and a corresponding increase to projects in the donation expenditure account.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to approve budget amendments reflecting receipt and expenditure of \$19,008 in grant funds to the Stillwater Public Library.
Prepared By:	Stacy Delano, Library Director
Reviewed By:	Stacy Delano Patti Osmus
Submitted By:	Kimberly Meek, City Manager

Attachments

1. CC-24-07 Budget Amend SPL State Aid

Budget Amendment Request

For Budget Year 2024

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

Office: 405.372.0025
Web: stillwater.org

Date: 01/12/2024

Department: Library

Requested by: Stacy DeLano, library director *CC-24-07*

Explanation: **Grant REVENUE**
The library is receiving \$19,008 in State Aid from the Oklahoma Department of Libraries for fulfilling the state regulations for the professional operation of a public library in FY23.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	State Aid/State Grant Rev	1015510 - 43200	24LB04101	0	\$ 19,008	\$ 19,008
		-				0
		-				0
		-				0
		-				0
Decrease:		-				0
		-				0
		-				0
		-				0
		-				0

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

\$ 19,008

Reviewed by Department Manager: *SA*

Date: 01/12/2024

Reviewed by Finance: *Clay Cluel*

Date: 1-12-2024

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--

Budget Amendment Request
For Budget Year 2024

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

Office: 405.372.0025
Web: stillwater.org

Date: 01/12/2024

Department: Library

Requested by: Stacy DeLano, library director *CC-2407*

Explanation: **Grant Expenditures**
The library is receiving \$19,008 in State Aid from the Oklahoma Department of Libraries for fulfilling the state regulations for the professional operation of a public library in FY23.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Grant Expenditures	1015510 - 53045	24LB04101	0	\$ 19,008	\$ 19,008
		-				0
		-				0
		-				0
		-				0
Decrease:		-				0
		-				0
		-				0
		-				0
		-				0

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

\$ 19,008

Reviewed by Department Manager: *STC*

Date: 01/12/2024

Reviewed by Finance: *Cheryl Cluch*

Date: 1-12-2024

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--

Budget Amendment Request

For Budget Year 2024

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

Office: 405.372.0025
Web: stillwater.org

Date: 12/28/2023

Department: Finance

Requested by: Christy Cluck *CC*

Explanation:

Revenue:
Establish revenue projections for receipt of TIF#3 property tax increment based on Payne County Assessor's Report to the Excise Board received after adoption of the FY24 budget.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Property Tax	2900000 - 41300		\$ 550,000	\$ 1,195,000	\$ 1,745,000
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 1,195,000

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: *Christy Cluck*

Date: 1-17-2024

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--

Budget Amendment Request
For Budget Year 2024

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

Office: 405.372.0025
Web: stillwater.org

Date: 12/28/2023

Department: Finance

Requested by: Christy Cluck *CC*

Explanation: Expenditure:
Establish budget appropriations for disbursement of a portion of the TIF#3 property tax increment to taxing jurisdictions per the TIF#3 project plan.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Refunds	2900000 - 53062		\$ 0	\$ 560,000	\$ 560,000
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 560,000

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: *Christy Cluck*

Date: *1-17-2024*

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--



STILLWATER HISTORY MUSEUM

at the Sheerar
Cultural Center

STILLWATER MUSEUM ASSOCIATION BOARD OF TRUSTEES

OFFICERS

Candace Robinson
President

Dale Ingram
Vice President

Darian Johnson
Treasurer

Nani Pybus
Secretary

MEMBERS

Matthew Dickey

Cara Eubanks

Denise Ferrell

Jennifer Glenn

Rebekah Spaulding

Mike Staubus

Karena Tyler

Ex-Officio
Wanda Cooke
Jackson Seeborg

MUSEUM STAFF
Amelia Chamberlain
Executive Director

Debbie Williams
Programming

Paytyn Packham
Museum Assistant

January 3, 2024

Kimberly Meek, City Manager
City of Stillwater

Dear Ms. Meek:

Welcome to Stillwater! I look forward to meeting and working with you.

In this letter you will find the Stillwater History Museum's quarterly report for October - December 2023. The museum's 2022 Annual Report and winter issue of the "Stillwater Muse" as well as 2023 visitation and other numbers are included with this report.

The charts below compare attendance, program, volunteer, auditorium use, and social media numbers for the last quarter of 2023 as well as for all of 2023, 2022, 2021, 2020, and 2019 (the years the current director has been in her position).

	OCT 2023	NOV 2023	DEC 2023
Days open	21	22	17
Attendance	171	396	73
Programs	20	243	13
Auditorium uses	8	12	6
Auditorium attendance	186	381	213
Virtual/Outreach	12	0	0
Volunteer Hours	69	64	55
Facebook, Instagram	26663,	2060, 234	1292, 208
Facebook, Instagram	1940, 1185	1940, 1185	1940, 1185
Website page views	1600	662	605
Research inquiries	8	8	4

TOTALS	2023	2022	2021	2020	2019
Days open	244	242	255	202	271
Museum attendance	2429	2617	1461	1154	2872
Programs attendance	1224	1419	171	18	1166
Auditorium uses	141	96	125	40	14
Auditorium attendance	4250	4614	6285	1994	7930
Volunteer hours	916	1005.5	623	113	49

In 2019 our auditorium use was at a peak—with a concert series held in the summer as well as a year-round tenant using the auditorium for Sunday services. 2020 saw a dramatic cut in all our numbers with the impact of COVID, and in 2022, we lost the year-round tenant. In 2022, we began having two artists-in-residence (Jesse Tabish and Jessica Borth) who brought more people to the building—and in-kind revenues.

Looking Back

2023 highlights included work with the Stillwater NewsPress collection, 2nd annual Family History Fair, premier showing of a USS Pueblo documentary, a \$20,000 preservation grant from Oklahoma Historical Society, Oklahoma Humanities "Let's Talk About It" book discussion series, Tulsa Race Massacre exhibit and speaker, serving as a new venue for Red Dirt and Dancing Turtle festivals, Library of Congress Veterans Oral History Project webinar, and multiple collaborations with community cultural organizations.

Looking Ahead

Preparations for upcoming renovations have been described in the museum's newsletter and in monthly articles in the Stillwater NewsPress. The museum will be closed until April 2, 2024 for painting, carpeting, and exhibit updates. The Stillwater Museum Association, Inc., Board and staff continue to implement recommendations from two different assessments performed in 2022 (the Museum Assessment Program through the Institute of Museum and Library Services (IMLS) and the American Alliance of Museums (AAM) and a Building Assessment funded by the Oklahoma Historic Records and Archives Board (OHRAB). A recommendation common to both assessments was that the museum needs more collections storage space—another benefit of the renovation will be to create additional storage space.

Another recommendation common to both assessments was that the museum needs more staff. Currently, the museum has 1.4 FTE. The increase in the contract with the City in 2022 allowed the addition of a part-time person to cover Saturdays, freeing up time for the Director to attend Saturday functions in the community. Having at least 2 more half-time positions could provide one person to take care of social media and auditorium scheduling and another to manage the various aspects of collections—freeing up the Director to focus on revenue-generating projects. We continue to make good use of Work Study students, OSU interns, and community volunteers. We look forward to having a discussion in the near future about how the City might assist with increasing museum staff FTE.

As we look forward to celebrating the museum's 50th anniversary this year, our focus will be on new exhibit development and programming around this event. A grant-funded project application has been submitted to create the new exhibits which will include 3 interactive touch screens. In preparation for the 50th, in late 2022 and early 2023, the Board developed a new mission, a new logo, a new look and name for its quarterly newsletter, and a new website at StillwaterOKhistory.org.

In 2023, the museum utilized the talents of over 40 individual volunteers who logged over 900 hours of service to the museum. These numbers do not account for the volunteer hours of the 13 Stillwater Museum Association Board of Directors. We are pleased to welcome two new board members for 2024: Jennifer Glenn and Cara Eubanks. Jackson Seeberg, OSU graduate student, will continue as an ex-officio member through the academic year, at which time, another student will be selected to serve.

The Stillwater History Museum is most appreciative for the City of Stillwater's ongoing support. Board, staff, and volunteers are all committed to continuing the preservation of Stillwater's local history and sharing the museum's collection of artifacts and stories with the greater Stillwater community.

Sincerely,



Candace Robinson, President
Stillwater Museum Association, Inc.



Amelia E. Chamberlain, Executive Director

Muse letter



STILLWATER
HISTORY
MUSEUM

at the Sheerar Cultural Center

Annual Report 2023 1st Quarter Winter 2024

IN THIS ISSUE

From the Director	2
2022 in Review	3
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Associates	5
Member Renewal	6
Mission	6

MUSEUM HOURS

**Closed for renovation
until April 2, 2024**

DONATIONS APPRECIATED

Call 405-377-0359 or email
info@sheeararmuseum.org
to schedule your event
at the Stillwater History Museum at
the Sheerar today!

LEARN MORE

StillwaterOKHistory.org

Follow us on **FACEBOOK**
and **INSTAGRAM**
for updates on renovations!

FROM THE PRESIDENT ...

Dear Members and Friends of the Stillwater History Museum at the Sheerar,

As we bid farewell to another incredible year, I find myself filled with gratitude and a deep sense of appreciation for each one of you who has made the Stillwater History Museum at the Sheerar an enriching part of the community. The past year has been a journey of discovery, preservation, and shared history that has brought us closer together and strengthened our commitment to preserving the rich tapestry of Stillwater's heritage.

Our museum thrives because of the dedicated members and volunteers who contribute their time, expertise, and passion for history. Your unwavering support has allowed us to curate engaging exhibits, host enlightening events, and continue the vital work of preserving and sharing the stories that shape our beloved Stillwater.

Looking back, we've witnessed the joy of discovery in the eyes of visitors, the insightful discussions sparked by our programs, and the warmth of connections made within our museum community. It is these moments that remind us of the profound impact the Stillwater History Museum has on individuals and the community at large.

As we turn the page to a new year, I am filled with anticipation of our 50th Anniversary, the unveiling of new and revamped exhibits, and new life being breathed into our beautiful museum. We also welcome two new Board members, Cara Eubanks and Jennifer Glenn.

Thank you for being an integral part of our museum family. I do hope to see you for our celebrations in the coming year. Your support and enthusiasm have made 2023 a year to remember, and I am confident that the best is yet to come.

Warm regards,

Candace Robinson
Board President, Stillwater Museum Association



FROM THE DIRECTOR ...

You've probably been reading about the preparations for renovations at the museum and that we will be closed until April 2, 2024. And, you'll likely recall some of the stories I have shared about sorting through and organizing the 50 years of Stillwater Museum Association documents, photographs, clippings, and more.

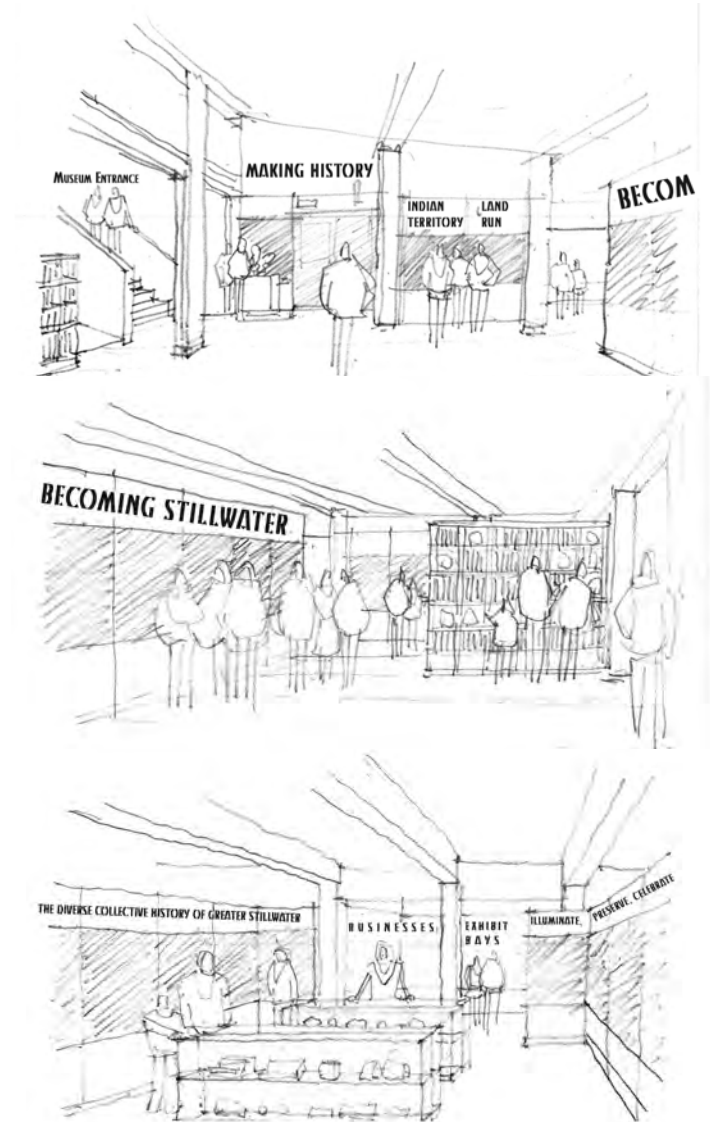
After the Arts Council took on the management of the old Church of Christ, Science building and a museum was established in the basement in 1974, numerous people had a hand in the evolution of the Stillwater History Museum at the Sheerar as it is today. It is not my intention to list all of those people here—we will continue to honor our founders and others in an exhibit that will open later next year—instead, I wanted to explore the various iterations of museum exhibits over the years. Some of the original 1974 exhibits were designed by Gayle Robinson with the idea in mind that “museums are for touching.” The 10 alcoves in the museum were fashioned into period rooms to create the feeling of Oklahoma around statehood. For Stillwater's Centennial in 1989, these same 10 bays depicted the 10 decades leading up to the anniversary, and were developed by Ruby Ray and Barbara Dunn. Then in 2012, Aimee Bryant and Charles Barraclough took on a major renovation—walls were removed from two bays to create larger exhibit spaces on both sides of the museum, new flooring was installed, and new display bases were constructed. The now 8 bays took on a thematic approach to Stillwater history from pre-Land Run to nearly present-day through static and changing exhibits.

This time around, the museum walls and ceiling will get a fresh coat of paint and new carpeting in the entry area, a new exhibit layout designed to have a better flow, and exhibits created to reflect the museum's mission of “illuminate, preserve, and celebrate the diverse collective history of greater Stillwater.” The overarching theme will be “Making History” with the initial three exhibits focusing on the First Americans who made their home here, the Land Runs, and the many events that led to our “Becoming Stillwater.”

Staff and Board alike realized when we started planning this was a big project that would take several more than 3-4 months to complete. As a result, while the museum's reopening will take place in April, there will be a series of phased “soft” openings as individual exhibits are completed. Visitors will have something new to look forward to all year long. The renovation should be completed in

November with the final exhibit, “Our First 50 Years,” opening in time for the November 17 anniversary date.

Below are sketches of the proposed renovation.



Many folks have stepped up to assist with projects as we prepare for the remodel. Special thanks to the local chapter members of the Daughters of the American Revolution (some of them are also museum associates!) for assisting with packing artifacts from exhibits. Thank you to Patty Armbruster, Carolyn Gang, Kay Keys, Ellen Lee, Judy Ringwall, Vanessa Seward, Kay Smith, Connie Tate, Judie Varnum, Grace Wettemann, Susan Willoughby, and Mary Woods.

And, Board members Matthew Dickey, Jennifer Glenn (and her husband Allen), Dale Ingram, Karena Tyler (and her friend Lori) helped paint two areas we plan to use for storage during the remodel.

Thank you all!
Amelia Chamberlain

2 0 2 3 I N R E V I E W



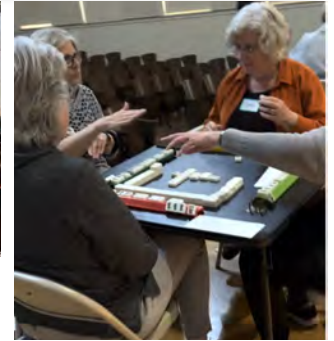
RELENTLESS RIDE BICYCLE FILM



NEW MUSEUM SIGNAGE



COOL CLASSICS CONCERTS



MAHJONG FUN



THOSE WHO SERVED; THOSE WHO SERVE MILITARY EXHIBIT



STUART RUSSELL RECEIVES QUILT OF HONOR



HOW OKLAHOMA BEGAN SCHOOL PROGRAM



Other 2023 highlights included work with the Stillwater NewsPress collection, 2nd annual Family History, premier showing of a USS Pueblo Documentary, Oklahoma Humanities “Let’s Talk About It” book discussion series, Tulsa Race Massacre exhibit and speaker, new venue for Red Dirt and Dancing Turtle festivals, Jesse Tabish artist in residence, Library of Congress Veterans Oral History Project webinar, and cultural collaborations with multiple community organizations.

2023 FINANCIAL OVERVIEW

Income

Contributions	\$ 55,907
Earned Income	\$ 15,832
Grants and Contracts	\$ 47,635
Grant-funded (yet to be reimbursed)	\$ <u>11,500</u>
	\$130,873
Hail damage roof replacement	\$ <u>20,750</u>
	\$151,623
End of Year Investment Balance	\$259,021

Expense

Administration	\$ 56,272
Building Maintenance, Utilities	\$ 51,112
Collections, Programs, Exhibits	\$ <u>29,375</u>
	\$157,509

2023 ARTIFACT DONATIONS

Centennial Selections: Heritage Recipes from Stillwater, OK
 1968 steam curler set
 Wedding dresses (Ruth Orr, Jean Donaldson)
 Governor Murray’s last message to 15th legislature of Oklahoma, January 18, 1935
 OAMC 1950 and 1951 Student Directories
 Stillwater NewsPress photos, negs, and clippings
 Persian Gulf War military uniform, accessories
 1890s child’s potty chair
 1959 Mrs. Oklahoma memorabilia (Harriet Buck)
 Hoke Lumber nail bag
 Stillwater Savings and Loan ruler
 ATT pre-paid phone card
 Drafting compass
 Prisoner of Rising Sun (William Berry family)
 Stillwater Roller Mill feed sack
 Stillwater NewsPress linotype logos and photos
 Alternative Stillwater newspapers (Juke Joint Journal, Open Space)
 Child’s doll and clothing and accessories
 WWII military uniform and memorabilia
 Wedding ring quilt
 Spivey family history book
 Romney and Anna Harrington marriage license
 Pump organ and stool

IT TAKES A VILLAGE!

2024 CORPORATE SPONSORS

PLATINUM \$2,500



SILVER \$500



GOLD \$1,000



BRONZE \$250



2023-24
Community
Partner

PAYNE COUNTY MASTER GARDENERS

Suzy Adamson
Julie Huber
Laura Payne
Camilla Sadler

VOLUNTEERS

Patty Armbruster
Terry Berry
Wanda Cook
Carolyn Gang
Kay Keys
Ellen Lee
Kitty Pittman
Judy Ringwall
Vanessa Seward
Kay Smith
Connie Tate
Judie Varum
Grace Wettemann
Susan Willoughby
Mary Woods

Joshuah Graves
Ronnie Jacks
Jenna Byers
Jeni Moore

Into the Streets



GRANT FUNDING

OHS Historic Preservation
Oklahoma Humanities LTAI
Oklahoma Arts Council



2023 BOARD

Laura Arata
Judi Baker
Matthew Dickey
Denise Ferrell
Dale Ingram
Darian Johnson
Nani Pybus
Candace Robinson
Matt Schauer
Jackson Seeberg
Rebecca Spaulding
Mike Staubus
Karena Tyler

STAFF

Amelia Chamberlain
Paytyn Packham
Debbie Williams

WORK-STUDY

Gabriel Noland
Polly Tacker

INTERNS

Andy Baker
Alex Milton

Donations are the FOUNDATION of the museum's operations budget each year.

Thank you to our Associates and PCHS members.

2024

AMBASSADOR

(\$5,000+)

Debbie and Robert
Breedlove
Vickie Sturgeon

PATRON

(\$1,000-\$2,499)

Gladeen Allred
Patty and Steve
Armbruster
Barbara Dunn
Nelda and Kenneth Helt
Ava and Lynn Osborn

ENTHUSIAST

(\$500-\$999)

Roger Gose
Rodette and Rick Green
Joan Hert
John Pollock
Connie Stauter
Dolores and Keith
Willett

DONOR (\$250-\$499)

Linda and Calvin Anthony
Nancy and Jim Beckstrom
Jane and Gary Clark
Ann Simma and Dick Decker
Kayla and Matthew Dickey
Elizabeth Anne Matoy
Jan and Eddie Polk
Karen and Manny Rogers
Kay and Ray Smith

Bill Thompson

Judy White

Tabitha Doescher and
Joshua Wiener

NARM (\$120-\$249)

Barbara and Larry Bellatti
Loretta and Dennis
Bertholf

Kay Cheaney

Nancy and Dale Durham
Denise and Danny Ferrell

Gerald Frank
Frances K. Griffin

Lynda Hillier

Darian Johnson

Kayo and Larry Jones

Kay Keys

Amy Loch

Phyllis Luebke

Charles Moore

Carol Ann Powell

Nani Pybus

Judy Ringwall

Leanita Shelby

Ron Walker

FRIEND

(\$119 and below)

Laura Arata
Bobbie Aupperle
Bob Chapman
Nancy and Gary Franklin
Perry Gethner
Susie Glasscock
Patricia Jaynes
Susan and Bob Streeter
Rebecca te Velde
Gayle and Pat Ward

2023

PATRON

(\$1,000-\$2,499)

Annawyn Shamas
Annette and Jimmy
Shamas, Shamas Family
Foundation
Patricia Winborn

ENTHUSIAST

(\$500-\$999)

Amelia and Lee
Chamberlain
Kathy and Pat Dorr
Marilyn and in memory of
Dick Heath
Caroline and John Linehan
Velda and Michael Lorenz
Candace and Hunter
Robinson
Tim and in memory of Frances
Smalley

DONOR

(\$250-\$499)

Ann and Jim Berry
Mary and Bill Bryans
Malinda and Dick Fischer
Ann Halligan
Lynne Miller
Surekha Sheorey

NARM (\$120-\$249)

Dianne and Walter Adams
Judi Baker
Sally Banks
Linda Bentley
Bill Bernhardt
Nan and Baker Bokorney
Marti Dermer
Jonathan Drummond
Jane and Sam Earnest
Linda and Ray Ely
Katie and Robert Fellows
Mary Frye
Edward Noltensmeyer & Caro-
lyn Gang
Jennifer and Allen Glenn
Judy and Larry Hoberock
Chris and Gerald Horn
James Horn

Billy McCollom and Ann
Houston

Ellen and Dale Ingram
Sandra and Tim Ireland
Janet and Rex Largent
Carol and Robert Maciula
Karen Gallagher and Bob
McCracken

Martha and Roger

McMillian

Sue Bonner and John Mills

Sue Moore

Patricia and Roger Mullins

David Peters

Carolyn Meyer and

Kel Pickens

Robert Robinson

Matthew Schauer

Carol A Solick

Karena Tyler

Lou and Wes Watkins

Grace and Bob Wettemann

Mike and Mary Woods

William Zeigler

FRIEND

(\$119 and below)

Norma and Bob Burk
Annette and Rick Cowell
Elizabeth and Dennis Cyr
Timothy Daniel
Janet and Martin Hagan
Carol and Charles Headrick
Deanna and John Homer
Evelyn Quillen and
Phil Kenkel
Beverly and Larry Perkins
Bonnie Petty
Faye Ann and Glade
Presnal
Judy Ramsey
Betty and Al Rutledge
Jackson Seeberg
Cynthia and Dick Shawley
Sue and Wendell Stephens
Kay Stewart
Rosemary and Stu
Van Ordern
Christopher Weimer
Sharon and Gary Wright

PCHS LIFE MEMBERS

Karl Baumgartner
Tom D. Berry
Rena Carrier
Dale Chlouber
Dewey Clapp
Steve Cundiff
Art Daugherty
Alex Evers
John Charles Gage
John J. Gardiner
Maverick Gas
Kenneth Greiner
Patti D. Harris
Violet June Harris
Jana Howell

Stan & Sandra Kays
Daniel & Lori Kimball
David Lambert
Glynn & Sandy McCauley
Stan Tucker and Michael
McDermott
Roger Moore
Greg Olds
Vicki Phillips
Kitty Pittman
Shelly Ricker
W. David Sasser
Rusty & Peggy Shaw
Dr. Jim Showalter
(Mary) Adran Wagner
Barbara Wells
Harland Wells

(Note: PCHS members who are also Stillwater History
Museum members are listed under museum memberships)

STILLWATER MUSEUM ASSOCIATION



702 S. Duncan Street
Stillwater, OK 74074
405-377-0359
info@sheerarmuseum.org
StillwaterOKHistory.org

You are important to us. Please let us know if we have inadvertently left your name off of one of the lists in this newsletter!

Stillwater History Museum 2024 Associate Membership Renewal
We appreciate your support and hope you will consider increasing your level of giving in this our 50th year!

Name _____

Address _____

City _____

Email _____

Check one: _____ email my newsletter _____ mail my newsletter

Phone _____

Ambassador \$5,000 +	_____	Donor \$250	_____
Fellow \$2,500	_____	NARM Member \$120	_____
Patron \$1,000	_____	Friend \$119 & under	_____
Enthusiast \$500	_____		

Call (405) 377-0359 or stop by to make a donation via credit card or to set up **automatic monthly payments** (Donor level or higher).
You can also use the handy QR code to the right to pay online.

Make checks payable to: **Stillwater Museum Association.**
Thank you!



scan to renew your membership



For Associates at the **NARM level and higher**, we issue a membership card with a gold NARM sticker so members may take advantage of a special benefit—
FREE ADMISSION to participating museums across North America!
Visit narmassociation.org/ for additional information about this program.

The MISSION of the Stillwater History Museum at the Sheerar is to illuminate, preserve, and celebrate the diverse collective history of greater Stillwater.

REPORT TO: CITY COUNCIL

MEETING DATE: JANUARY 22, 2024



Agenda Item:	6.a. CC-24-06
Previous/Related Action:	In May 2021, Council selected the 12th Avenue Drainage Improvement project for the 2021 Community Development Block Grant (CDBG) Application Cycle. In June 2021, Council accepted grant allocation and approved leverage funds. In August 2021, Council accepted a revised grant allocation and approved additional leverage funds. In October 2021, Council accepted the 18266 CDBG 21 contract. On August 1, 2022, Council awarded the contract for construction to Gelino CCC, LLC and a Notice to Proceed was issued on August 31, 2022. The 12th Avenue Stormwater Improvement project construction was completed, and final inspection was performed on October 17, 2023.
Background/Issue:	This project was constructed to aid in a needed stormwater project to improve runoff along 12th Avenue and Duncan Street, and Duck Street areas. The project was funded with the 2021 CDBG Small Cities grant in the amount of \$172,000 with a total leverage from the City of Stillwater in the amount of \$296,464. The City exceeded the 1 to 1 match by contributing \$262,937. This project came in under budget by \$33,527. The project improved water runoff along a residential area of 12th Avenue between the streets of Duck and Duncan, benefiting residents living in this area as well as along S. Husband Street and S. Husband Place. The project is complete, and all final costs have been incurred to make final payments to the contractor/s.
Proposal/Solution:	In order to close out the grant and finalize all required documentation for the Oklahoma Department of Commerce (ODOC), a public hearing was advertised. With this hearing, the final documents can be executed, and the project closed out.
Financial Source/Impact:	Return budget dollars of \$16,434 to the Stormwater Fund and \$17,093 to the Transportation Sales Tax Fund.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #4 CONNECTED SPACES #6 ENGAGED & INVESTED RESIDENTS
Recommended Action/Motion:	Motion to approve the closeout of #18266 Community

Development Block Grant (CDBG) 21 Drainage Improvement Project at 12th Avenue and Duck Street, authorize Mayor and staff to sign closeout documents, and approve budget amendment returning \$16,434 to the Stormwater Fund and \$17,093 to the Transportation Sales Tax Fund.

Prepared By:	Shelly Crynes, Grants Manager
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Reviewed By:	Christy Cluck
	Patti Osmus

Submitted By:	Kimberly Meek, City Manager
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Attachments

1. CC-24-06 Attachement Budget Amend CDBG Drainage Project Closeout

Budget Amendment Request
For Budget Year 2024

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

Office: 405.372.0025
Web: stillwater.org

Date: 01/11/2024

Department: Finance

Requested by: Christy Cluck

CC-24-06 ✓

Explanation:

Expenditures:
Reduce budget appropriations to close out Community Development Block Grant drainage project. Unused budget will be returned to the fund balances of the Stormwater and Transportation Sales Tax Funds

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:	CDBG Duncan-Duck Drainage	2104035 - 54030	21DS05210	\$ 56.333	\$ 16,434	\$ 72,767
	CDBG Duncan-Duck Drainage	2604035 - 54030	21DS05260	\$ 135.805	\$ 17,093	\$ 152,898
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 33,527

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: Christy Cluck

Date: 1-11-2024

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--

REPORT TO: CITY COUNCIL

MEETING DATE: JANUARY 22, 2024



Agenda Item:	6.b. CC-24-05
Previous/Related Action:	In January 2021, Council authorized Resolution 2021-1 to apply for and entered into a contract with the Oklahoma Department of Commerce (ODOC) for the Community Development Block Grant – Coronavirus Response (CDBG-CV) Program grant. In April 2021, CDBG Grant #18119 was awarded to Stillwater and Council authorized Resolution No. 2021-10 to facilitate the receipt of COVID-19 relief funds in the amount of \$490,000. Community Resourcing, Inc., dba Our Daily Bread, was approved to assist Stillwater in administering the grant in accordance to the rules and regulations outlined within the grant criterion. In March 2022, ODOC approved \$265,000 in additional CDBG-CV funds and Council authorized Resolution CC-2022-7 to facilitate the receipt of additional CDBG-CV funding for utility and rent assistance. In February 2023, ODOC approached Stillwater regarding additional CDBG-CV funds in the amount of \$365,000 and Council authorized Resolution CC-2023-4 to facilitate it. This round of funding was completely administered by City staff with no assistance from Our Daily Bread.
Background/Issue:	Due to COVID-19, many residents within the city limits of Stillwater sustained unprecedented financial hardship, causing them to be in need of immediate assistance. The City of Stillwater began the “Stillwater Resident COVID Impact Assistance Program” initially with CARES funds in December 2020, and then continued support for this program with Oklahoma Department of Commerce (ODOC) funds for 3 years for a total of \$1,120,000. With the assistance of Our Daily Bread and City staff, the CDBG-CV program handled over 690 applications and processed over 1,200 payments for utility and rent assistance. The project has been completed, and all final costs have been incurred to make final payment to the contractor.
Proposal/Solution:	In order to close out the grant and finalize all required documentation for the Oklahoma Department of Commerce (ODOC), a public hearing was advertised. With this hearing, the final documents can be executed and the project closed out.
Financial Source/Impact:	None

Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #2 MOTIVATED MANAGEMENT #5 UNIQUE CULTURE
Recommended Action/Motion:	Motion to approve the closeout of #18119 CDBGCR 20 and authorize the Mayor and staff to sign appropriate grant closeout documents.
Prepared By:	Shelly Crynes, Grants Manager
Reviewed By:	Christy Cluck Patti Osmus
Submitted By:	Kimberly Meek, City Manager

Attachments

None

THE CITY COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA, MET IN REGULAR SESSION IN THE CONFERENCE ROOM ON THE FIRST FLOOR OF THE STILLWATER MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA, ON THE 22ND DAY OF JANUARY, 2024, AT 5:30 O'CLOCK P.M.

Notice of the schedule of regular meetings of the governing body of the municipality for the calendar year 2024 having been given in writing to the Clerk of the municipality on or before December 15, 2023, and public notice of this meeting with an agenda having been posted in prominent view at the entry to City Hall at least twenty-four (24) hours prior to this meeting, excluding Saturdays, Sundays, and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act.

COUNCILORS PRESENT:

ABSENT:

(OTHER PROCEEDINGS)

Thereupon, the Mayor introduced a Resolution which was read in full by the Clerk and considered by sections, and upon motion by Councilor _____, seconded by Councilor _____, said Resolution was adopted by the following vote:

AYE:

NAY:

Said Resolution was thereupon signed by the Mayor, attested by the Clerk, sealed with the seal of said municipality and is as follows:

RESOLUTION NO. CC-2024-2

A RESOLUTION AUTHORIZING THE CALLING AND HOLDING OF AN ELECTION IN THE CITY OF STILLWATER, STATE OF OKLAHOMA, FOR THE PURPOSE OF SUBMITTING TO THE REGISTERED QUALIFIED ELECTORS OF SAID CITY THE QUESTION OF THE ISSUANCE OF THE BONDS OF SAID CITY IN THE SUM OF SIX MILLION SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$6,750,000) TO PROVIDE FUNDS FOR THE PURPOSE OF CONSTRUCTING, FURNISHING AND EQUIPPING A NEW ANIMAL WELFARE FACILITY, TO BE OWNED EXCLUSIVELY BY SAID CITY, AND LEVYING AND COLLECTING AN ANNUAL TAX, IN ADDITION TO ALL OTHER TAXES, UPON ALL THE TAXABLE PROPERTY IN SAID CITY FOR THE PAYMENT OF PRINCIPAL AND INTEREST ON SAID BONDS.

WHEREAS, it is deemed advisable by the City of Stillwater, State of Oklahoma, to construct, furnish and equip a new animal welfare facility and the estimated amount necessary

to finance such improvements, including costs of issuance, is the sum of Six Million Seven Hundred Fifty Thousand Dollars (\$6,750,000); and,

WHEREAS, there are no funds in the treasury for such purposes, and power is granted said City by Article 10, Section 27 of the Oklahoma Constitution and laws of the State of Oklahoma, to issue bonds to provide funds for such purpose, provided the same be authorized by the registered qualified voters thereof, voting at an election held for such purpose;

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STILLWATER, STATE OF OKLAHOMA:

SECTION 1. That the Mayor of the City of Stillwater be, and is hereby authorized and directed to call a special election to be held in said City on the 2nd day of April, 2024, for the purpose of submitting to the registered qualified voters thereof the following proposition.

“SHALL THE CITY OF STILLWATER, STATE OF OKLAHOMA, INCUR AN INDEBTEDNESS BY ISSUING ITS BONDS IN ONE OR MORE SERIES IN THE SUM OF SIX MILLION SEVEN HUNDRED FIFTY THOUSAND DOLLARS (\$6,750,000) TO PROVIDE FUNDS FOR THE PURPOSE OF CONSTRUCTING, FURNISHING AND EQUIPPING A NEW ANIMAL WELFARE FACILITY TO BE OWNED EXCLUSIVELY BY SAID CITY; AND LEVY AND COLLECT AN ANNUAL TAX, IN ADDITION TO ALL OTHER TAXES, UPON ALL THE TAXABLE PROPERTY IN SAID CITY SUFFICIENT TO PAY THE INTEREST ON SAID BONDS AS IT FALLS DUE, AND ALSO TO CONSTITUTE A SINKING FUND FOR THE PAYMENT OF THE PRINCIPAL THEREOF WHEN DUE, SAID BONDS TO BEAR INTEREST AT NOT TO EXCEED THE RATE OF TEN PER CENTUM (10%) PER ANNUM, PAYABLE SEMIANNUALLY AND TO BECOME DUE SERIALY WITHIN TEN (10) YEARS FROM THEIR DATE?”

SECTION 2. The specific project for which at least one hundred percent (100%) of the proceeds of the aforesaid Proposition No. 1 bonds shall be expended and the dollar amount for such project shall be as follows:

Construct, furnish and equip an approximately 11,000 square foot new animal welfare facility on land situated at the northeast corner of W. Airport Road and N. Knoblock Street. The new facility will provide specialized ventilation and water systems, cremation unit, waste disposal system, increased kennel and cattery capacity to hold more than 100 animals, designated intake and quarantine rooms, sally port, an outdoor exercise area, and a community dog park.

\$6,750,000

SECTION 3. That such call for said election shall be by proclamation signed by the Mayor of the City and attested by the City Clerk setting forth the proposition to be voted upon and the hours of opening and closing of the polls and the names of the person who shall conduct said election. That the ballots shall set forth the propositions to be voted upon substantially as set out in Section 1 hereof, and that the returns of said election shall be made to and canvassed by the Payne County Election Board.

PASSED AND APPROVED this 22nd day of January, 2024.

CITY OF STILLWATER, OKLAHOMA

WILL JOYCE, MAYOR

ATTEST: (SEAL)

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY this 22nd day of January, 2024.

KIMBERLY CARNLEY, CITY ATTORNEY

STATE OF OKLAHOMA)
) SS
COUNTY OF PAYNE)

I, the undersigned, the duly qualified and acting Clerk of the City of Stillwater, in said County and State, hereby certify that the foregoing copy of proceedings is a true and complete copy of the proceedings had by the City Council of said City at a regular meeting held on the date therein set out, insofar as the same relate to the introduction, reading and adoption of Resolution No. CC-2024-2 as the same appears of record in my office. I further certify that notice of such meeting was given to me in writing on _____, 2024, and further that attached hereto is a true and complete copy of said notice of public meeting and the agenda posted in prominent public view at the place of said meeting at least twenty-four (24) hours prior thereto (excluding Saturdays, Sundays and legal holidays declared by the State of Oklahoma).

WITNESS my hand and the seal of said City this 22nd day of January, 2024.

CITY OF STILLWATER, OKLAHOMA

(SEAL)

TERESA KADAVY, CITY CLERK

RESOLUTION NO. CC-2024-3

"A RESOLUTION AUTHORIZING AND APPROVING THE SUBMISSION OF AN APPLICATION TO THE OKLAHOMA HIGHWAY SAFETY OFFICE (OHSO) FOR STILLWATER POLICE DEPARTMENT SAFETY PROJECTS FOR FY2025"

WHEREAS, the OHSO receives funds from the National Highway Traffic Safety Administration (NHTSA) to promote traffic safety initiatives in the State of Oklahoma; and

WHEREAS, since most motor vehicle fatalities in Oklahoma result from improper driving behaviors, the OHSO, through education and awareness, coupled with enforcement and engineering, addresses these behaviors to make Oklahoma roadways safer for everyone; and

WHEREAS, the OHSO solicits applications for highway safety grant projects designed to support the mission to combat the number and severity of traffic crashes by developing and supporting educational, enforcement, and engineering programs; AND

WHEREAS, the City of Stillwater desires to partner with the Oklahoma Highway Safety Office to reduce motor vehicle fatalities in Stillwater by increasing police traffic services enforcement; and

WHEREAS, there is no cost share required for the OHSO grant, therein the application amount to be requested is \$15,000.

NOW THEREFORE, BE IT RESOLVED, the City Council of the City of Stillwater hereby authorizes and approves the submission of a grant application to the Oklahoma Highway Safety Office requesting \$15,000 for Stillwater Police Department safety projects for FY2025.

BE IT FURTHER RESOLVED, the Mayor or Vice-Mayor is hereby authorized to execute all necessary grant applications and agreements or other related documents as may be required to secure funding for the project.

PASSED AND APPROVED by the City Council of Stillwater, Oklahoma, and signed this 22nd day of January, 2024.

CITY OF STILLWATER, OKLAHOMA
a Municipal Corporation

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS 22nd DAY OF JANUARY, 2024.

KIMBERLY CARNLEY, CITY ATTORNEY