

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AMENDED AGENDA WAS POSTED NOVEMBER 11, 2022 AT 11:45 A.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
NOVEMBER 14, 2022**

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

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. PROCLAMATIONS/PRESENTATIONS

- a. Proclamation declaring November 26, 2022 as Small Business Saturday

Mayor Joyce read the proclamation declaring November 26, 2022, as Small Business Saturday and urged the residents of our community, and communities across the country, to support small businesses and merchants on Small Business Saturday and throughout the year.

4. CONSENT DOCKET

- a. Approve November 7, 2022 regular meeting minutes
- b. Approve budget amendments reflecting receipt and appropriation of \$2,000 in grant funds from the Oklahoma Department of Libraries and the Institute of Museum and Library Services
- c. Approve budget amendment reflecting the carry forward of a balance of \$490,000 in the grant match contingency account to FY23
- d. Approve easement document correcting a scrivener's error in the legal description contained in a certain General Utility Easement closing the Hartford Street right-of-way between properties addressed as 798 and 1060 E Knotts Avenue
- e. Accept grant funds totaling \$1,700 from OSU's One Health One Medicine Club to Stillwater Animal Welfare and approve associated budget amendments
- f. Approve the Final Plat for Skyline East Section Two Phase Four

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, CLARK-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

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

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

6. ITEMS REMOVED FROM CONSENT DOCKET

None.

7. PUBLIC HEARINGS

- a. Receive public comment regarding a request for a Map Amendment to rezone property addressed as 4703 North Washington Street from Small Lot Single-Family Residential District (RSS) to Two-Family Residential District (RT)

City Planner Jacquelyn Porter reported that the applicant requests review and approval of a map amendment to rezone property addressed as 4703 North Washington Street from Small Lot Single-Family Residential (RSS) to Two-Family Residential District (RT). The subject property is located on the northeast side of Stillwater on the east side of North Washington Street. This property is currently 1.99 acres of undeveloped land located just north of The Links apartment complex.

Mayor Joyce opened the public hearing.

Aaron Ferguson, Keystone Engineering, spoke on behalf of the applicant.

Mayor Joyce closed the public hearing.

Planning Commission recommends approval with a 4-0 vote.

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR CLARK TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE MAP AMENDMENT FOR THE PROPERTY LOCATED AT 4703 NORTH WASHINGTON STREET.

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

- b. Receive public comment regarding a request for a Map Amendment to rezone properties addressed as 2000 South Sangre Road zoned Small Lot Single-Family Residential District (RSS), and 2100 South Sangre Road, Two-Family Residential District (RT) to Office (O)

City Planner Jacquelyn Porter reported that the applicant requests review and approval of a map amendment to rezone properties addressed as 2000 South Sangre Road zoned Small Lot Single-Family Residential (RSS), and 2100 South Sangre Road, Two-Family Residential District (RT) to Office (O). The property addressed as 2100 South Sangre Road is the current location of the Renaissance School building and is currently zoned RT; however, it is a legal non-conforming use in the RT district. The property addressed as 2000 South Sangre Road contains a gravel parking lot for use by the school and is currently zoned RSS. Ms. Porter stated that the owner is pursuing a map amendment to address the nonconforming uses of the properties. Gravel parking lots are allowed as a primary in Office districts with a Specific Use Permit. Staff is working with the applicant's representative, Gose & Associates, in regards to the parking lot and available options. Ms. Porter stated that rezoning the property to Office would bring the school into conformity and allow for future development/expansion to the school.

Mayor Joyce opened the public hearing.

Stephen Gose, Gose & Associates, spoke on behalf of the applicant.

Mayor Joyce closed the public hearing.

Planning Commission recommends approval with a 4-0 vote.

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR ZANNOTTI TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE MAP AMENDMENT FOR THE PROPERTIES LOCATED AT 2000 & 2100 SOUTH SANGRE.

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

- c. Receive public comment regarding a request for a Map Amendment to rezone the property addressed as 2817 E. 6th Avenue from Light Industrial (IL) to Commercial General (CG)

City Planner Jacquelyn Porter reported that the applicant requests review and approval of a map amendment to rezone the property addressed as 2817 E. 6th Avenue from Light Industrial (IL) to Commercial General (CG) to allow for the opening and operation of a new gym facility/fitness center. The property is located on the east side of Stillwater near the intersection of East 6th Avenue and Drury Street.

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

Planning Commission recommends approval with a 4-0 vote.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE MAP AMENDMENT FOR THE PROPERTY LOCATED AT 2817 E. 6TH AVENUE.

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

- d. Receive public comment regarding a request for a Map Amendment to rezone properties addressed as 2318 & 2322 North Washington Street from Small Lot Single-Family Residential District (RSS) to Commercial General (CG)

City Planner Jacquelyn Porter reported that the applicant requests review and approval of a map amendment to rezone properties addressed as 2318 & 2322 North Washington Street from Small Lot Single-Family Residential (RSS) to Commercial General (CG). There is a single-family structure located on the property addressed as 2318 North Washington Street and the property at 2322 North Washington Street is a vacant lot. Ms. Porter stated that the owner is wanting to change the use of the properties.

Mayor Joyce opened the public hearing.

Aaron Ferguson, Keystone Engineering, spoke on behalf of the applicant.

Mayor Joyce closed the public hearing.

Planning Commission recommends approval with a 4-0 vote.

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR ZANNOTTI TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE MAP AMENDMENT FOR THE PROPERTIES LOCATED AT 2318 & 2322 NORTH WASHINGTON STREET.

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

8. GENERAL ORDERS

- a. Consider approving a professional services agreement with GH2 Architects in a not to exceed amount of \$100,000 for design, bid, and construction phase services for roof replacements on the following buildings:
 - City Hall Roof Replacement
 - Armory / Stillwater Area Sports Association Roof Replacement
 - Fire Administration Building Roof Replacement
 - Water Treatment Plant Structural Repair and Roof Replacement
 - Fleet Maintenance Vehicle Building Roof Replacement;authorize the City Manager to sign the contract, and approve the attached budget amendment

Procurement Manager John McClenny reported that Oklahoma Municipal Assurance Group (OMAG) is the City's current insurance carrier. OMAG recently completed an inspection of City building roofs and is unable to insure some roofs. Additionally, a wooden antenna pole snapped and fell on the Water Treatment Plant main building during a storm in June, causing structural damage to the roof. Staff requested a proposal from GH2 architects for design, bid and construction phase services. GH2 was selected because they are the on-call architects for the State of Oklahoma. Mr. McClenny stated the proposed fee is \$87,480 and the preliminary estimated cost to repair/replace roofs listed in the proposal is \$1,993,200. Staff will prepare a phasing/funding plan and recommendation once design work is completed.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR CLARK TO APPROVE A PROFESSIONAL SERVICES AGREEMENT WITH GH2 ARCHITECTS IN A NOT TO EXCEED AMOUNT OF \$100,000 FOR DESIGN, BID, AND CONSTRUCTION PHASE SERVICES FOR ROOF REPLACEMENTS AS OUTLINED IN THIS REPORT, AUTHORIZE THE CITY MANAGER TO SIGN THE CONTRACT, AND APPROVE THE ATTACHED BUDGET AMENDMENT

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

9. RESOLUTIONS

- a. Resolution No. CC-2022-32: A resolution approving the submission of an application for Fiscal Year 2023 Transportation Alternatives Grant Program administered by the Oklahoma Department of Transportation for a grant to fund a project to construct an ADA compliant hard surface trail from Boomer Lake Park at Lakeview Road to McElroy Road as the first section of a rail-to-trail conversion, declaring a maintenance commitment for the life of the project, allocating the local match funds to the project account, and authorizing the Mayor or Vice-Mayor to execute necessary grant application documents

Chief Performance Innovation Officer Brady Moore reported that staff proposes a Kameoka Trail Extension from Boomer Lake Park (Lakeview) to McElroy for an ODOT Transportation Alternatives (TA) Grant project. The Rail-to-Trail conversion will readapt the use of the rail corridor into a safe and beautiful trail that will be the first phase in connecting the Kameoka Trail from Boomer Lake to Couch Park. The proposed trail will connect Boomer Lake Park and surrounding neighborhoods to McElroy and the neighborhoods and commercial districts nearby. Mr. Moore stated that the trail will promote a healthy lifestyle of walking, running and cycling and will provide more people who rely on or choose to use alternative means of transportation an opportunity to safely travel north to south through our vibrant college town. The trail will be an ADA compliant hard surface trail along the rail corridor that will provide a way for all pedestrians and cyclists. He reported that this project will enhance the community and natural environment by converting an unused and unmaintained section of railroad into a beautiful and accessible trail. The City of Stillwater is requesting \$1,200,000 from ODOT for the Transportation Alternatives Grant with a required 20% match of \$240,000.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ADOPT RESOLUTION NO. CC-2022-32 AUTHORIZING STAFF TO DEVELOP AND SUBMIT A GRANT APPLICATION TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR THE TRANSPORTATION ALTERNATIVES GRANT IN THE AMOUNT OF \$1,200,000, DECLARING A MAINTENANCE COMMITMENT FOR THE LIFE OF THE PROJECT, ALLOCATING LOCAL MATCHING FUNDS AND AUTHORIZING THE MAYOR OR VICE MAYOR TO SIGN RELATED DOCUMENTS.

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

- b. Resolution CC-2022-33: A resolution of the City Council establishing the Transportation Projects Advisory Committee

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR DZIALOWSKI TO ADOPT RESOLUTION NO. CC-2022-33 AS PRESENTED.

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

10. ORDINANCES

a. First Reading

Ordinance No. 3046 – Corrected: An ordinance correcting the legal description of Ordinance 3046 closing the Hartford Street Right of Way between properties addressed as 798 and 1060 E. Knotts Avenue

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR CLARK TO ADVANCE ORDINANCE NO. 3046 TO SECOND READ AS CORRECTED.

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

Ordinance No. 3511: An ordinance closing a portion of Rights of Way of South Duncan Street, East of Block 63, Original Townsite of Stillwater, an addition to the City of Stillwater, Payne County, Oklahoma, near property addressed as 1206 South Duncan Street

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR DZIALOWSKI TO ADVANCE ORDINANCE NO. 3511 TO SECOND READ AS PRESENTED.

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

Ordinance No. 3512: An ordinance closing a portion of Rights of Way of South Duncan Street, East of Block 63, Original Townsite of Stillwater, an addition to the City of Stillwater, Payne County, Oklahoma, near property addressed as 1206 South Duncan Street

City Attorney Kimberly Carnley requested Ordinance No. 3512 be postponed to the next meeting to correct the address in the title.

No action was taken on this ordinance.

Ordinance No. 3513: An ordinance rezoning a tract of land located at 2817 East 6th Avenue from Commercial Shopping Light Industrial (IL) to Commercial General (CG)

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ADVANCE ORDINANCE NO. 3513 TO SECOND READ AS PRESENTED.

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

Ordinance No. 3514: An ordinance rezoning a tract of land located at 4703 North Washington Street from Small Lot Single Family Residential (RSS) to Two-Family Residential (RT)

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR DZIALOWSKI TO ADVANCE ORDINANCE NO. 3514 TO SECOND READ AS PRESENTED.

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

Ordinance No. 3515: An ordinance rezoning a tract of land located at 2318 & 2322 North Washington Street from Small Lot Single Family Residential (RSS) to Commercial General (CG)

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR ZANNOTTI TO ADVANCE ORDINANCE NO. 3515 TO SECOND READ AS PRESENTED.

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

Ordinance No. 3516: An ordinance rezoning a tract of land located at 2000 South Sangre Road from Small Lot Single Family Residential (RSS) to Office (O) and a tract of land located at 2100 South Sangre Road from Two-Family Residential (RT) To Office (O)

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR CLARK TO ADVANCE ORDINANCE NO. 3516 TO SECOND READ AS PRESENTED.

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

Mayor Joyce moved to item 13 on the agenda.

11. REPORTS FROM OFFICERS & BOARDS

- a. Miscellaneous items from the City Attorney:
 - i. Request for an Executive Session pursuant to 25 O.S. §307 (B)(3) for the purpose of confidential communication regarding the purchase or appraisal of real property.
 - ii. Request for an executive session pursuant to 25 O.S. § 307(c)(11) for the purpose of conferring on matters pertaining to economic development including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction because public disclosure of the matter discussed would interfere with the development of products or services or would violate the confidentiality of the business.
- b. Miscellaneous items from the City Manager:
 - City Manager Norman McNickle reported that areas of the Animal Welfare facility are closed to the public due to emergency repairs from previous storm damage. The facility was already in less than optimal condition. He stated that the shelter is full of dogs and cats in need of adoption. Dogs are \$60 to adopt and this includes spay/neuter, all shots and microchip.

- City Manager Norman McNickle expressed condolences to the family and friends of Joe Staley.
- c. Miscellaneous items from the City Council:
 - Councilor Clark reminded residents that if they've had a hard time making utility or rent payments as result of COVID-19, there is available funding assistance. The City of Stillwater and Our Daily Bread may be able to help. Go to: www.ourdailybreadstillwater.org to apply and for more information.
 - Councilor Hawkins announced it's that time of year to apply or renew your burglar or fire alarm permit registration with the City of Stillwater. Permits are \$6 per alarm on your property and residents who are 62 years of age and government entities do not pay fees.
 - Councilor Dzialowski announced that the City offices will be closed on Thursday, November 24 and Friday, November 25 for the Thanksgiving holiday. Trash and recycling will be collected as usual, however the Convenience Collection Center will be closed and yard waste will not be collected.
 - Vice Mayor Zannotti reminded citizens that the opening weekend for Merry Main Street will be Friday, November 25—with the tree lighting downtown at 6:00 p.m. Festivities will be the four weekends between Thanksgiving and Christmas holidays. Check out free carriage rides, large dome north of the Community Center, holiday lights set to music at Chris Salmon Plaza, Santa and Sensitive Santa from the North Pole and much more. She asked residents to please shop SWO and support the local businesses.
 - Mayor Joyce announced that if residents would like to be in the Stillwater Holiday Parade of Lights, please complete a form online at Stillwater.org or in-person at the Stillwater Community Center. Deadline for entries is this Thursday, November 17 by 4:30 p.m. This year's theme is "Christmas Vacation".
- i. Discussion about scheduling items for future meetings.

12. QUESTIONS & INQUIRIES

None.

13. APPOINTMENTS

- a. Acknowledge appointment of Stephen Mayo and the reappointment of Robert Sitton to the Rural Water Advisory Board

MOTION BY MAYOR JOYCE, SECOND BY VICE MAYOR ZANNOTTI TO ACKNOWLEDGE THE APPOINTMENT OF STEPHEN MAYO AND THE REAPPOINTMENT OF ROBERT SITTON TO THE RURAL WATER ADVISORY BOARD.

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

Mayor Joyce moved back to item 11 on the agenda.

MOTION BY MAYOR JOYCE, SECOND BY VICE MAYOR ZANNOTTI TO RECESS THE CITY COUNCIL MEETING AT 6:22 P.M.

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

14. EXECUTIVE SESSION

- a. Confidential communication regarding the purchase or appraisal of real property.
- b. Confidential communication on matters pertaining to economic development including the transfer of property, financing, or the creation of a proposal to entice a business to remain or to locate within their jurisdiction.

Stillwater City Council meeting recessed at 6:22 p.m. to convene Stillwater Utilities Authority meeting.

Stillwater City Council reconvened at 6:39 p.m.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR DZIALOWSKI TO ENTER INTO EXECUTIVE SESSION AT 6:40 P.M.

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

15. RETURN FROM EXECUTIVE SESSION

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS RECONVENE THE REGULAR STILLWATER CITY COUNCIL MEETING AT 7:16 P.M.

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

- a. Possible action regarding the purchase or appraisal of real property.

No action was taken on this item.

- b. No action will be taken on this item

No action was taken on this item.

16. ADJOURN

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR CLARK TO ADJOURN THE NOVEMBER 14, 2022 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

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

The November 14, 2022 regular meeting of the Stillwater City Council adjourned at 7:16 p.m.



WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL



TERESA KADAVY
CITY CLERK