

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED APRIL 11, 2024 AT 3:00 P.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
APRIL 15, 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 5:31 p.m.

2. PLEDGE OF ALLEGIANCE

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

3. PROCLAMATIONS/PRESENTATIONS

a. Child Abuse Prevention Month Proclamation

Mayor Joyce read the proclamation declaring April as Child Abuse Prevention Month. The proclamation was accepted by representatives from Payne County Health Department, Wings of Hope, Early Childhood Coalition and Resilient Payne County.

b. 100th Birthday of Albert (Al) Rutledge Proclamation

Mayor Joyce read the proclamation honoring Al Rutledge's century of life and he thanked Mr. Rutledge for a life of hard work and being a great example for future generations. Mr. Rutledge and his wife of almost 75 years accepted the proclamation.

4. CONSENT DOCKET

- a. Approve April 1, 2024 regular and executive session meeting minutes
- b. Approve appointment of Anne Lee and Patti Shelton to the office of Deputy City Clerk effective April 15, 2024
- c. Award Bid #14-2024 Norman McNickle Municipal Complex Energy Efficiency Lighting Retrofit to Lighting, Inc. in the amount of \$67,564.10
- d. Approve budget amendments to increase revenue and expenditure accounts to fund property repairs at 19th Avenue & Sangre Road
- e. Approve purchase of 2024 Ford Police Interceptor K9 Vehicle from Superior Automotive Group for \$45,490 as outlined in the proposal and approve associated budget amendments to increase revenue and expenditure accounts to fund the purchase
- f. Award Bid #12-2024 Landscape Maintenance Services for City Facilities to Tus Nua Lawn and Landscape in the amount of \$80,100
- g. Award Supply Contract Bid #18-2024 Purchase of Fuel for City Vehicles to OnCue Marketing, LLC

- h. Approve budget amendment decreasing budget appropriations to close FY18 and FY19 pavement management program projects
- i. Approve a reasonable extension of 15 additional days to the time period for awarding the contract for the Couch Park Comfort Station (Bid No. 17-2024), which time period shall not exceed a total of 45 days from the date of bid opening for good cause shown.

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO APPROVE THE CONSENT DOCKET AS PRESENTED.

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

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

Roy Layes, 2609 S. Mar Vista Street, spoke in favor of local bid preference policy changes.

6. ITEMS REMOVED FROM CONSENT DOCKET

None.

7. PUBLIC HEARINGS

- a. Receive public comment regarding a map amendment (MA24-01) to rezone a portion of property currently addressed as 1300 E. Airport Road, also referred to as the northwest quarter (NW/4) of Section 36, Township 20 North, Range 2 East of the Indian Meridian from Public (P) to General Industrial (IG) district.

City Planner Jacquelyn Porter stated that the applicant requests review and approval of a Map Amendment to rezone the northwest quarter of the property addressed as 1300 E. Airport Road from Public (P) to General Industrial (IG). This location is currently an undeveloped area of Stillwater. The request to rezone to General Industrial is to have the 450+ acres parcel zoned the same for potential future development opportunities.

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

The Planning Commission recommended approval with a 5-0 vote.

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR HARDIN TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE MAP AMENDMENT FOR THE PROPERTY ADDRESSED AS 1300 EAST AIRPORT ROAD.

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

- b. Receive public comment regarding a text amendment to Stillwater City Code Chapter 23, "Land Development Code," Article V, "Use Categories And Limitations," Division 1, "Generally," Section 23-96, "Definitions," by adding the term "Communication Services"; amending Chapter 23, "Land Development Code," Article VI, "Land Use Classifications," Division 5, "Industrial Districts," Section 23-161, "IG General Industrial District" by providing for "Communication Services" As a Permitted Use By Right; amending Article XXIV, Table Of Uses, Section 23-435, Created, by providing for "Communication Services".

City Planner Jacquelyn Porter reported that City staff requests review and approval of a text amendment to Stillwater City Code Chapter 23, "Land Development Code". She reported that periodically City staff

reviews and recommends updates to Chapter 23 of the Land Development Code to provide routine maintenance to ensure the City code is current with best practices that would benefit the Stillwater community and attract new economic development opportunities.

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

The Planning Commission recommended approval with a 5-0 vote.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE TEXT AMENDMENT TO CHAPTER 23, LAND DEVELOPMENT CODE, ARTICLE V, DIVISION 1, SECTION 23.96; ARTICLE VI, DIVISION 5, SECTION 23-161; AND ARTICLE XXIV, SECTION 23-435.

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

8. GENERAL ORDERS

a. FY25 Budget Presentation

Assistant City Manager and Finance Director Christy Cluck presented the FY25 proposed budget. She presented the budget timeline, revenue by fund type and source and expenditures by fund type, category and source. Ms. Cluck discussed the FY25 projected net income, restricted and unrestricted funding and emergency reserve funds. She answered Council's questions.

No action was taken on this item.

9. RESOLUTIONS

- a. Resolution No. CC-2024-9; SUA-2024-2; SEDA-2024-1: A resolution adopting revisions to the purchasing policy for the City of Stillwater and its Trusts

Procurement Manager John McClenny reported that the current purchasing policy was adopted in 2019. Since adoption, there have been changes to state statutes regarding purchasing thresholds and our current thresholds are beginning to cause issues with some fairly routine purchases due to cost increases and inflation. He stated that purchasing locally is staff's standard operating procedure as it is usually the best option for most purchases that don't require a competitive bid. However, inclusion of the broad local bidder preference in the policy causes confusion in practice. Mr. McClenny stated that to update the policy, staff recommends the following changes:

- Establish new purchasing thresholds to align with current state statute and address issues related to cost increases and inflation as follows. These recommendations are mirrored in the proposed ordinance changes:
 - \$0-\$49,999 - open market
 - \$50,000-\$99,999 - 3 written quotes and City Manager approval
 - \$100,000 and above - formal competitive bid and Council Approval
- Remove the local bidder preference from the policy.
 - If the Council wishes to apply a local bidder preference, we recommend directing staff to propose an ordinance change that complies with state law.

Discussion was held amongst staff and Council. City Attorney Kimberly Carnley and Mr. McClenny answered Council's questions.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HARDIN TO ACCEPT STAFF'S RECOMMENDATION TO APPROVE THE RESOLUTION ADOPTING REVISIONS TO THE

PURCHASING POLICY, AND IF A LOCAL BIDDER PREFERENCE IS DESIRED, DIRECT STAFF TO PROPOSE AN ORDINANCE CHANGE THAT COMPLIES WITH STATE LAW.

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

- b. Resolution No. CC-2024-10: A resolution amending Resolution No. CC-2024-4 of the City Council to revise the number of members on The Washington School Advisory Committee

City Attorney Kimberly Carnley stated that this is a request by City staff to make a minor revision to increase the number of members of this advisory committee. This change is being requested due to some membership overlap between the City Advisory Committee and other organizations that are going to be engaged in fundraising for some of the same efforts as Washington School. Staff recommends increasing the number of committee members to 11.

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR CLARK TO ADOPT RESOLUTION NO. CC-2024-10 AS PRESENTED.

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

- c. Resolution No. CC-2024-11: A resolution adopting the guidelines for processing Tort Claims and Workers' Compensation Claims valued at less than \$100,000.00

City Attorney Kimberly Carnley stated that this resolution seeks approval to increase the settlement authority of the City Manager for tort claims and worker's compensation claims. Typically as a best practice, the purchasing limitation of the City Manager piggy-backs this provision in the ordinances.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ADOPT RESOLUTION NO. CC-2024-11 AS PRESENTED.

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

10. ORDINANCES

- a. First Reading

Ordinance No. 3534: An ordinance amending The Stillwater City Code by amending, Chapter 23, "Land Development Code," Article V, "Use Categories And Limitations," Division 1, "Generally," Section 23-96, "Definitions," by adding the term "Communication Services"; amending Chapter 23, "Land Development Code," Article VI, "Land Use Classifications," Division 5, "Industrial Districts," Section 23-161, "IG General Industrial District" by providing for "Communication Services" as a permitted use by right; amending Article XXIV, Table Of Uses, Section 23-435, Created, by providing for "Communication Services" as a permitted use by right as an IG General Industrial Use; repealing all ordinances to the contrary; and providing for severability.

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO ADVANCE ORDINANCE NO. 3534 TO SECOND READING 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. 3535: an ordinance rezoning a tract of land containing approximately 160 acres located at the Northwest Quarter Section of property addressed as 1300 E. Airport Road from Public (P) to General Industrial (IG).

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ADVANCE ORDINANCE NO. 3535 TO SECOND READING 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. 3536: An ordinance amending Stillwater City Code of Ordinances by amending Chapter 2, Administration, Article VI, Financial Affairs, Division 2, Purchases of Supplies and Contractual Services, Section 2-609, Public Construction Contracts to revise the value of purchases subject to competitive bidding; and Section 2-612, Purchasing; Limitations to revise the value of purchases subject to City Council approval; repealing all ordinances to the contrary; and providing for severability

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR CLARK TO ADVANCE ORDINANCE NO. 3536 TO SECOND READING 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. 3537: An ordinance amending the Code of Ordinances of the City of Stillwater by amending Chapter 2, Administration, Article I, in general, by amending Section 2-1, Tort Claims; Workers' Compensation Claims; payment

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ADVANCE ORDINANCE NO. 3537 TO SECOND READING AS PRESENTED.

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

b. Second Reading

Ordinance No. 3532: An ordinance rezoning tracts of land located at 1515 N Boomer Rd & 1120 N Husband St from Commercial General (CG) and Commercial Shopping (CS) to Public (P).

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ADOPT ORDINANCE NO. 3532 AS PRESENTED.

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

11. APPOINTMENTS

a. Stillwater Public Library Board

MOTION BY MAYOR JOYCE, SECOND BY VICE MAYOR DZIALOWSKI TO REAPPOINT KATHRYN ROSS AND DONNA SINES TO THE STILLWATER PUBLIC LIBRARY BOARD.

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

b. Stillwater Public Library Trust Board

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR CLARK TO REAPPOINT CYNTHIA FRANCISCO TO THE STILLWATER PUBLIC LIBRARY TRUST BOARD.

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

c. Rural Water Advisory Board

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR CLARK TO REAPPOINT DANNY WICK AND APPOINT BILL FURMAN TO THE RURAL WATER ADVISORY BOARD.

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

d. Washington School Advisory Committee

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR HAWKINS TO APPOINT THOMAS FIELDS, ANN HOUSTON, CALVIN MILLER, JESSIE SIMS AND KAY STEWART TO THE WASHINGTON SCHOOL ADVISORY COMMITTEE.

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

12. 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 the City now has an opt-in notification system for those who want to receive non-emergency, important notifications. Some examples of the notifications are: Emergency Management's Facebook page regarding possible severe weather, if Council is considering a bond election, if avoidance of an area due to a wild fire is necessary and much more.
- City Manager Kimberly Meek stated that this week is National Public Safety Telecommunicators Week and National Animal Control Officer Appreciation Week. It is important to recognize and honor the dedicated individuals who work tirelessly to ensure the safety and well-being of the community.
- Miscellaneous items from the City Council:
 - Councilor Hardin announced that the deadline to collect feedback for Stillwater's new Comprehensive Plan is approaching. Anyone that has not participated in the survey is asked to do that as soon as possible. It is available in hard copy form at the Stillwater Public Library and online at: stillwaterok.gov/envision. The Comprehensive Plan is important to establish a vision and blueprint for Stillwater's next 10 to 20 years.
 - Councilor Clark announced that the Friends of the Stillwater Public Library will have their annual Used Book Sale, April 18-21. The preview night is Thursday from 5 to 8 p.m., and the general public sale is Friday from 12 to 8 p.m. and Saturday, 10 a.m. to 5 p.m. The dollar bag sale will be on Sunday, 1:30 to 4 p.m.
 - Councilor Hawkins announced that the Stillwater Arts Festival is coming up and has more than 50 regional artists this year. This year's event will be at the Prairie Arts Center, 1001 S Duck Street, on Friday, April 19, 12-8 p.m., and Saturday, April 20, 9 a.m. to 6 p.m. This is a family friendly event that includes

live music, artist demos, food trucks, the farmer's market, and much more. The event will be at the library located at 1107 S. Duck.

- Vice Mayor Dzialowski informed residents that if anyone notices street flooding or drainage issues, street light outages, trash collection or animal control concerns, or other issues within the City, please share those with City staff on the Citizen Request Tracker. This will alert City staff of areas that need to be checked out and possibly repaired.
- Mayor Joyce informed residents to save the date for the annual Household Hazardous Waste event on Saturday, May 4, from 8 a.m. to 1 p.m., at the Convenience Collection Center. This event offers residents the opportunity to dispose of oil-based paint, pesticides & herbicides, lawn care products, pool chemicals, craft & hobby supplies, mixed fuels, and pharmaceuticals for free. The collection center is located at 807 South Perkins Road.
- i. Discussion about scheduling items for future meetings.

13. QUESTIONS & INQUIRIES

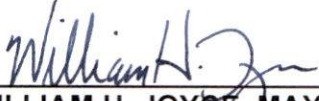
None.

14. ADJOURN

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO ADJOURN THE APRIL 15, 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 April 15, 2024 regular meeting of the Stillwater City Council adjourned at 6:53 p.m.



WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL



TERESA KADAVY
CITY CLERK