



Together, Investing in Municipal Excellence

CITY COUNCIL MEETING AGENDA

MAY 20, 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. Proclamations and Presentations

a.	Flood Awareness Month and acknowledgment of Turn Around Don't Drown contestant
----	--

4. 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 May 8, 2024 special meeting minutes		
b.	Approve FY25 Oklahoma Municipal Assurance Group (OMAG) policies for property and general liability insurance coverage in the amount of \$946,628 and a liability policy for Stillwater Regional Airport in the amount of \$9,722.	CC-24-62	Christy Cluck
c.	Approve FY24 Audit Engagement with HSPG and Associates, PC	CC-24-63	Jared Thulin

d.	Approve CKG Development, LLC Final Plat (SUB23-15) for Cedar Farms Subdivision, currently addressed as 2615 E. McElroy Road in the Small Lot Single Family Residential (RSS) district.	CC-24-64	Jacquelyn Porter
e.	Approve acceptance of public improvements for Cedar Farms	CC-24-65	Candy Staring, Jacquelyn Porter
f.	Approve Easement Agreement for the Redbud Sewer Project and associated budget amendment	CC-24-66	Chris Humes
g.	Approve budget amendments reflecting receipt and appropriation of donation funds in the amount of \$2,838 for Stillwater Public Library	CC-24-67	Stacy Delano
h.	Approve agreement with ODOT for installation of advance school warning signs and flashing beacons along SH-51	CC-24-68	Travis Small
i.	Approval of agreement providing for the conveyance of a Temporary Construction Easement and a Permanent Pipeline Easement for construction and installation of a new natural gas pipeline on City property to Enable Oklahoma Intrastate Transmission, LLC in consideration of payment of \$65,758, and authorizing the Mayor to execute said easements.		Kimberly Carnley

5. 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.

6. 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.

7. 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.	Receive public comment regarding the proposed operating budget for fiscal year 2024-2025 and consider action to incorporate changes presented	CC-24-69	Christy Cluck
----	---	----------	---------------

	during this public hearing and/or other changes identified by the Council and return to the Council for review at a future meeting or direct staff to proceed with adoption of the budget as proposed in the attached schedule at a future meeting.		
b.	Pursuant to 11 O.S. § 22-112 and 11 O.S. §22-112.4, the Stillwater City Council will conduct a hearing to determine whether the structure located at 638 East 14th Avenue, Stillwater, Oklahoma, and owned by David & Brenda Sorenson, is dilapidated as defined in 11 O.S §22-112(C) and abandoned as defined in 11 O.S. §22-112.4(E). The City Council shall make a determination as to whether said building is dilapidated and/or abandoned as defined by the referenced statutes and whether to order the abatement and removal of said structure and the assessment of all associated costs thereof to the owner of said property.	Beth Anne Childs	
c.	Pursuant to 11 O.S. § 22-112 and 11 O.S. §22-112.4, the Stillwater City Council will conduct a hearing to determine whether the structure located at 915 South McDonald Street, Stillwater, Oklahoma, and owned by Jerry D. and Jennifer S. Knight is dilapidated as defined in 11 O.S §22-112(C) and abandoned as defined in 11 O.S. §22-112.4(E) The City Council shall make a determination as to whether said structure is dilapidated and/or abandoned as defined by the referenced statutes and whether to order the abatement and removal of said structure and the assessment of all associated costs thereof to the owner of said property.	Beth Anne Childs	
d.	Pursuant to 11 O.S. § 22-112 and 11 O.S. §22-112.4, the Stillwater City Council will conduct a hearing to determine whether the structure located at 2110 West Sherwood, Stillwater, Oklahoma, and owned by Marie Oddette Saxon, is dilapidated as defined in 11 O.S §22-112(C) and abandoned as defined in 11 O.S. §22-112.4(E). The City Council shall make a determination as to whether said building is dilapidated and/or abandoned as defined by the referenced statutes and whether to order the abatement and removal of said structure and the assessment of all associated costs thereof to the owner of said property.	Beth Anne Childs	

8. General Orders

The City Council will hear a staff presentation, discuss, and take action including a vote or series of votes on

each item listed as presented or as amended or revised by the City Council unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the City Council.

a.	Consideration, discussion and possible action to approve FY25 Agreement with Stillwater Museum Association, Inc.	CC-24-70	Christy Driskel
b.	Consideration, discussion and possible reasonable action on Stillwater Museum Association, Inc.'s request for one-time capital investment in the amount of \$20,000 to support renovations to the museum building.	CC-24-71	Christy Driskel

9. 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 NO. CC-2024-12: A RESOLUTION OF THE STILLWATER CITY COUNCIL DECLARING THE SECONDARY STRUCTURE LOCATED AT 915 SOUTH MCDONALD STREET, STILLWATER, OKLAHOMA, DILAPIDATED AND ABANDONED, AND A PUBLIC NUISANCE DETRIMENTAL TO THE HEALTH, SAFETY, AND WELFARE OF THE GENERAL PUBLIC AND THE COMMUNITY, AND ORDERING THE DILAPIDATED STRUCTURE TO BE TORN DOWN AND REMOVED PURSUANT TO 11 O.S. §22-112	Beth Anne Childs
b.	RESOLUTION NO. CC-2024-13: A RESOLUTION OF THE STILLWATER CITY COUNCIL DECLARING THE STRUCTURE LOCATED AT 638 EAST 14TH AVENUE, STILLWATER, OKLAHOMA, DILAPIDATED AND ABANDONED, AND A PUBLIC NUISANCE DETRIMENTAL TO THE HEALTH, SAFETY, AND WELFARE OF THE GENERAL PUBLIC AND THE COMMUNITY, AND ORDERING THE DILAPIDATED STRUCTURE TO BE TORN DOWN AND REMOVED PURSUANT TO 11 O.S. §22-112	Beth Anne Childs
c.	RESOLUTION NO. CC-2024-14: A RESOLUTION OF THE STILLWATER CITY COUNCIL DECLARING THE STRUCTURE LOCATED AT 2110 WEST SHERWOOD AVENUE, STILLWATER, OKLAHOMA, DILAPIDATED AND ABANDONED, AND A PUBLIC NUISANCE DETRIMENTAL TO THE HEALTH, SAFETY, AND WELFARE OF THE GENERAL PUBLIC AND THE COMMUNITY, AND ORDERING THE DILAPIDATED STRUCTURE TO BE TORN DOWN AND REMOVED PURSUANT TO 11 O.S. §22-112	Beth Anne Childs

d.	RESOLUTION NO. CC-2024-15 A RESOLUTION DECLARING THE ELIGIBILITY OF THE CITY OF STILLWATER TO SUBMIT AN APPLICATION TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR USE OF TRANSPORTATION ALTERNATIVES PROGRAM FUNDS SET FORTH BY THE INFRASTRUCTURE INVESTMENT AND JOBS ACT (IIJA) FOR THE SECOND PHASE OF THE RAILS-TO-TRAILS PROJECT FROM MCELROY ROAD TO 6TH AVENUE; ASSURES SUFFICIENT FUNDING FOR OPERATION AND MAINTENANCE FOR THE LIFE OF THE PROJECT; ASSURES THAT THE CITY OF STILLWATER WILL HAVE TITLE OR PERMANENT EASEMENT FOR THE PROJECT BY THE TIME OF THE PROJECT LETTING; AUTHORIZING THE MAYOR OR VICE-MAYOR TO SIGN THE GRANT APPLICATION AND ANY RELATED DOCUMENTS NECESSARY TO SECURE FUNDING AND COMPLETE THE PROJECT; AND APPROVING A BUDGET AMENDMENT TO APPROPRIATE FUNDS FOR THE REQUIRED LOCAL MATCH.	CC-24-72	Brady Moore
e.	RESOLUTION NO. CC-2024-16 A RESOLUTION OF THE STILLWATER CITY COUNCIL AUTHORIZING AND APPROVING THE SUBMISSION OF AN APPLICATION FOR FISCAL YEAR 2024 BIPARTISAN INFRASTRUCTURE LAW (BIL) AIRPORT TERMINALS PROGRAM (ATP) FUNDS, AIRPORT INFRASTRUCTURE GRANT (AIG) FUNDS, AND AIRPORT IMPROVEMENT PROGRAM (AIP) ENTITLEMENT AND DISCRETIONARY FUNDS ADMINISTERED BY THE FEDERAL AVIATION ADMINISTRATION (FAA) FOR AIRPORT INFRASTRUCTURE IMPROVEMENTS AT STILLWATER REGIONAL AIRPORT; AND APPROVING THE ASSOCIATED BUDGET AMENDMENTS FOR THE REQUIRED SPONSOR MATCH		Kellie Reed

10. 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
b.	Miscellaneous items from the City Manager
c.	Miscellaneous items from the City Council

11. Questions and Inquiries

12. Adjourn

On May 16, 2024 at 4:15 p.m., 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 405.742.8243.

- 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.

REPORT TO: CITY COUNCIL

MEETING DATE: MAY 20, 2024



Agenda Item:	3.a.
Previous/Related Action:	
Background/Issue:	With May being the month, historically, in which the greatest number of flood disasters occur in Oklahoma, the Governor has issued a proclamation declaring this month "Flood Awareness Month". Acting in accordance with the governor, attached is a proclamation for Council's approval proclaiming May as "Flood Awareness Month" in Stillwater. In addition, each year the Oklahoma Floodplain Managers Association (OFMA), with goals of saving lives and reducing property loss from floods, sponsors a Turn Around Don't Drown (TADD) poster contest aimed at 3rd through 5th graders throughout the state. The contest, which is sanctioned by the Oklahoma Department of Education, is intended to educate students on the dangers of driving into floodwaters. This year, student participation from OFMA Region 5, of which Stillwater is a part, was the highest it has ever been with both the overall winner and the honorable mention contestants hailing from Region 5. The honorable mention contestant, Dania Al Qanbar, is a student attending Stillwater's Will Rogers Elementary in Ms. Myla Stevens 5th grade class.
Proposal/Solution:	
Financial Source/Impact:	
Related Strategic Priority:	#3 SAFE COMMUNITY
Recommended Action/Motion:	
Prepared By:	Travis Small, Division Manager Transportation & Drainage
Reviewed By:	Candy Staring Teresa Kadavy Brady Moore
Submitted By:	Kimberly Meek, City Manager

Attachments

1. Proclamation - Flood Awareness Month May 2024 final
2. 2024_TADD_Honorable Mention

Proclamation
Stillwater OKLAHOMA
stillwaterok.gov
Together, Investing in Municipal Excellence

WHEREAS, historically, the greatest number of flood disasters in Oklahoma have occurred during the month of May; and

WHEREAS, flooding causes billions of dollars in property damages and numerous deaths each year in the United States, and losses due to flooding are not covered under most homeowners or business policies; and

WHEREAS, it is never safe to drive into dangerous flood waters and residents must be prepared with various flood safety procedures; and

WHEREAS, the City of Stillwater is a participating community in the National Flood Insurance Program (NFIP) and is required to regulate floodplain development in partnership with the Oklahoma Water Resources Board, Oklahoma Insurance Department, Federal Emergency Management Agency, Oklahoma Emergency Management, Stillwater Emergency Management Agency, Oklahoma Municipal League, Oklahoma Legislature, Association of County Commissioners of Oklahoma, Oklahoma Emergency Managers Association, and Oklahoma Floodplain Managers Association to promote the beneficial uses and natural functions of the floodplain; and

WHEREAS, the NFIP allows residents of participating communities to purchase affordable flood insurance in exchange for regulating floodplain development; and

WHEREAS, it is important for Stillwater residents to be informed about the existence of the NFIP and various personal benefits provided through participation in the program.

NOW, THEREFORE, I, William H. Joyce, Mayor of Stillwater, Oklahoma, do hereby declare May 2024, as “Flood Awareness Month,” in the City of Stillwater.

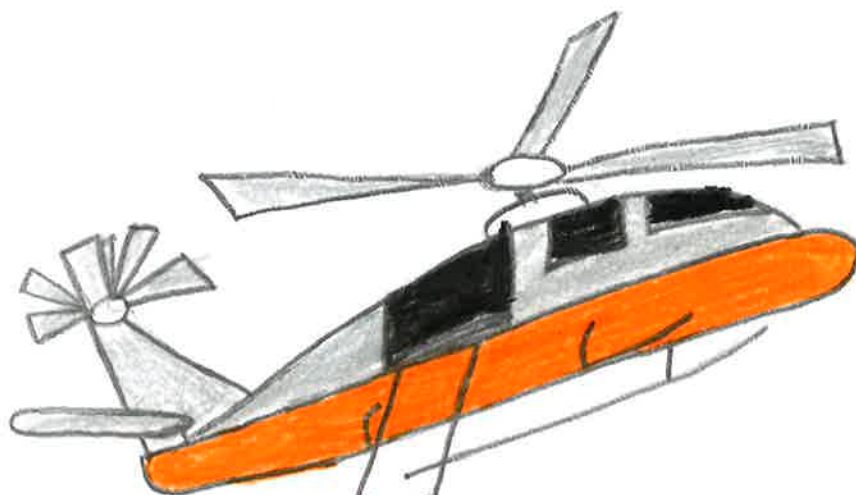
WILLIAM H. JOYCE, MAYOR

ATTEST:

TERESA KADAVY, CITY CLERK

2024 OFMA TADD poster contest
Honorable Mention
Student: Dania Al Qanbar
5th Grade - Stillwater, OK
Will Rogers Elementary
Teacher: Myla Stevens

Turn
Around
Don't Drown



**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED MAY 7, 2024, AT 11:45 A.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
SPECIAL MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
MAY 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. PROCLAMATIONS/PRESENTATIONS

a. Drinking Water Week – 2024

Mayor Joyce read the proclamation declaring May 1-7, 2024, as Drinking Water Week. Engineering Director Candy Staring and Water Utilities Director James Driskel accepted the proclamation. Ms. Staring thanked the Water Utilities Department for their dedication and hard work in keeping every drop of drinking water safe. A short video was shown about the City's water utilities and the services that are provided.

4. CONSENT DOCKET

- a. Approve April 15, 2024, regular meeting minutes
- b. Approve Easement Agreement for the Redbud Sewer Project
- c. Approve Service Contract with Technical Programming Services, Inc. for utility billing services.
- d. Reject all bids for Couch Park Comfort Station (Bid #17-2024)
- e. Authorize Mission of Hope's application for the 2024 Emergency Solutions Grant (ESG) and authorize the Mayor to sign grant documents.
- f. Authorize Payne County Youth Services' application for the 2024 Emergency Solutions Grant (ESG) and authorize the Mayor to sign grant documents.
- g. Encroachment Agreement and Release of Liability (EARL) for an existing encroachment of private parking located at 1304 West 4th Avenue.
- h. Approve Fire Department Donation Budget Amendments as attached.
- i. Encroachment Agreement and Release of Liability (EARL) for existing retaining walls built in the drainage easements of Park Valley Addition Section 1 and a dedicated utility easement near Park Valley Addition Section 1
- j. Sheerar Stillwater History Museum Quarterly Report
- k. Approve Task Order Agreement and Task Order 1 for 10th/Husband Parking with Gose & Associates

- l. Approve the purchase of the Phoenix G2 communication gateway interface with Central Square, our Computer Aided Dispatch system
- m. Approve Extension of Operation/Maintenance Agreement with Henderson Golf Management, LLC
- n. Approve trade with OSU for the transfer of surplus ladder truck in exchange for future fire service training to the City's Fire Department in the amount equivalent to Twenty-Five Thousand Dollars (\$25,000.00) which is the fair market value of the surplus truck and authorize the City Manager to sign any memorandums of understanding necessary for this purpose

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

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

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

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

6. ITEMS REMOVED FROM CONSENT DOCKET

None.

7. GENERAL ORDERS

- a. Presentation, discussion and possible direction to staff regarding the Stillwater Animal Welfare facility.

Communications Director Dawn Dodson presented the background and the proposed facilities for the new Animal Welfare Facility. She explained the selection process and the criteria that was used to determine the new proposed location. Community meetings were held to get additional feedback on this project. Ms. Dodson presented the different funding options being considered for the new Animal Welfare facility, including a GO Bond election. She stated that the old facility was evaluated for renovation options and with the help of Roger Gose, Gose & Associates, it was determined that it would be difficult to renovate the current facility as it is not large enough to meet the needs of the community. The property would need alterations to have enough usable land and the facility would also need to be expanded, not only renovated. Ms. Dodson presented options for consideration regarding a new Animal Welfare Facility:

- ✓ Renovate and expand the current location and what is the funding source for this
- ✓ Proceed with a GO Bond at \$7.2 million
- ✓ Proceed with a GO Bond at \$6.75 million and make cuts to the proposed design
- ✓ Proceed with a different amount with removing necessary kennel or cattery spaces

Ms. Dodson, Assistant City Manager Christy Cluck, and Engineering Director Candy Staring answered Council's questions. Discussion was held amongst Staff and Council.

Mayor Joyce asked for community input regarding a new Animal Welfare Facility. Council needs to know how much the community is pushing for this new facility before putting it on a ballot.

Ms. Dodson stated that at the community meetings, no one expressed concern about the \$6.75 million amount for the facility. The \$7.2 million is a recent finding based on the approximate costs of building Fire Station #2.

Ms. Cluck reported that the dollar estimate is based on a conceptual design and the architect's experience of building a similar facility as well as inflation and current bids the City has received.

Mayor asked if Staff could come back to a June Council meeting with as solid a budget that the City can get to build this new facility and that Staff do community outreach asking the community to let Council know they want this item on a ballot.

Ms. Dodson stated there is an option on the new City website for a survey so one can be created there regarding the new Animal Welfare facility and the idea will also be promoted in other areas as well.

No action was taken on this item.

8. ORDINANCES

a. Second 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 COUNCILOR HARDIN TO ADOPT ORDINANCE NO. 3534 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 COUNCILOR HAWKINS, SECOND BY VICE MAYOR DZIALOWSKI TO ADOPT ORDINANCE NO. 3535 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 VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR CLARK TO ADOPT ORDINANCE NO. 3536 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 ADOPT ORDINANCE NO. 3537 AS PRESENTED.

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

9. APPOINTMENTS

a. Sister Cities Council

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR HAWKINS TO APPOINT NATHAN HORTON AND DEBBIE DAWSON TO THE SISTER CITIES COUNCIL.

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

b. Washington School Advisory Committee

MOTION BY MAYOR JOYCE, SECOND BY VICE MAYOR DZIALOWSKI TO APPOINT CLYDE WILSON 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.

10. REPORTS FROM OFFICERS AND BOARDS

a. Miscellaneous items from the City Attorney: None.

b. Miscellaneous items from the City Manager:

- City Manager Kimberly Meek announced that throughout the next few weeks, Stillwater will have thousands of visitors joining us for graduations and events. Let's be mindful when we are traveling to allow additional time to get to our destinations and stop for those in the crosswalks. Congratulations to all our graduates and also those participating in exciting seasonal events.
- City Manager Meek also announced that this week, May 6-12, is both National Nurses Week and Teacher Appreciation Week. Let's celebrate all our nurses and educators who embody the compassionate care and expertise they show their patients and students daily.

c. Miscellaneous items from the City Council:

- Councilor Hardin announced that the City now has an opt-in system for citizens that want to receive non-emergency, important notifications. Some examples of the notifications may be to tune into Emergency Management's Facebook page as the City may experience severe weather, if needing to avoid an area due to an emergency or if there is a change in Waste Management collection hours, and much more.
- Councilor Clark announced that the City of Stillwater is hiring. Full and part-time positions are available in a variety of areas including Finance, Engineering, Fire, Water Utilities, Public Works and more. The City has a text service to be notified about openings in the Fire and Police departments. To receive these notifications, text the word "Police" or "Fire" to (405) 742-8281.
- Councilor Hawkins stated that the City has two splash pads in Stillwater, one at Boomer Lake Park and the other at Southern Woods and both will open on May

23. They are open daily from 10 a.m. to 8 p.m. The free splash pads are closed only during times of inclement weather or maintenance. Please remember when using the parks to take all of your personal items home with you, use the trash cans located in the parks, and keep our community spaces beautiful for everyone.

- Vice Mayor Dzialowski reminded residents that City Hall will be closed Memorial Day, Monday, May 27. May we take this time to honor all those who served and made the ultimate sacrifice for our freedoms. Please remember that trash and recycling will be picked up as usual.
- Mayor Joyce announced that the annual Cops & Bobbers event will be on May 11, from 10 a.m. to 12 p.m. at Boomer Lake. This is a free youth fishing event with local law enforcement officers and the Oklahoma Department of Wildlife Conservation. No fishing license is required, and equipment will be provided. Join us for a day of fishing and games.
- i. Discussion about scheduling items for future meetings.

11. QUESTIONS & INQUIRIES

None.

12. ADJOURN

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO ADJOURN THE MAY 8, 2024 SPECIAL 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 May 8, 2024 special meeting of the Stillwater City Council adjourned at 6:16 p.m.

WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL

TERESA KADAVY
CITY CLERK

REPORT TO: CITY COUNCIL

MEETING DATE: MAY 20, 2024



Agenda Item:	4.b. CC-24-62
Previous/Related Action:	
Background/Issue:	City of Stillwater (City) property and general liability insurance expires on June 30, 2024. The City utilizes Oklahoma Municipal Assurance Group (OMAG) as advisor and broker for property and general liability insurance. OMAG works exclusively with cities in Oklahoma, providing significant expertise on insurance and liability. OMAG also provides many value-added services. During FY24, the City benefited from the following: • access to attorneys with employment law expertise; • administration of workers' comp and tort claims; • administration of property damage claims; • no cost training sessions to staff; • roof evaluation services; and • property appraisal service. The quotes for FY25 from OMAG for the entirety of property and general liability needs for the City, Stillwater Utilities Authority (SUA), Stillwater Economic Development Authority (SEDA), and Stillwater Public Works Authority (SPWA) total \$946,628. This total does not include Airport liability, which will be purchased separately in the amount of \$9,722. Deductibles remain the same per occurrence. Tort Claims - \$25,000, Property Claims - \$50,000, Automobile Claims - \$1,000 and Mobile Equipment Claims - \$500.
Proposal/Solution:	Staff recommends engaging with OMAG for City, SUA, SEDA, and SPWA property and general liability insurance needs for FY25.
Financial Source/Impact:	Funds are budgeted for property and general liability insurance in FY25 and no additional budget appropriation is required.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to approve FY25 Oklahoma Municipal Assurance Group (OMAG) policies for property and general liability insurance coverage in the amount of \$946,628 and a liability policy for Stillwater Regional Airport in the amount of \$9,722.
Prepared By:	Christy Cluck, Assistant City Manager/Finance Director

Reviewed By:	Christy Cluck
	Teresa Kadavy
Submitted By:	Kimberly Meek, City Manager

Attachments

1. Stillwater GLA250005902 Dec Page 20240514
2. Stillwater PRO250005802 Dec Page 20240514
3. Installment Advice Airport



**Municipal Liability Protection Plan
Declarations Page**

1. PLAN MEMBER: **City of Stillwater** AGREEMENT NUMBER : **GLA250005902**
Mailing Address: 723 S Lewis Street
Stillwater, Oklahoma 74074
2. Plan Period From **7/1/2024 to 7/1/2025 12:01 A.M. Central Standard Time**
3. The Coverage afforded by this agreement is only with respect to the following coverages as are indicated by specific limits of coverage, for which a premium is charged.

COVERAGE

PREMIUM

GENERAL LIABILITY (PARTS I, IV, V and VII)

A. Bodily Injury	B. Property Damage	<u>\$251,511</u>
C. Personal Injury	D. Errors and Omissions	
[] Prior Acts Coverage		

AUTOMOBILE LIABILITY (PART II)

E. Bodily and Personal Injury	F. Property Damage	<u>\$72,911</u>
[X] Hired and Non-owned Automobile Coverage		<u>\$161</u>

AUTOMOBILE & EQUIPMENT PHYSICAL DAMAGE (PART III)

G. Automobile Physical Damage	<u>\$124,168</u>
1. Comprehensive	
2. Specified Perils	
3. Collision	
H. Equipment Physical Damage – Per equipment schedule	
[X] Mobile Equipment	<u>\$4,592</u>
[X] Auto/Misc. Equipment Blanket Limit: \$1,000,000	<u>\$1,500</u>
[] Mobile Equipment Leased/Rented Limit:	
[X] Hired Auto Physical Damage Limit: \$150,000	

CYBER BREACH RESPONSE (VI)

K. First Party & Liability	<u>\$1,350</u>
----------------------------	----------------

Total Premium

\$456,193

4. **Limits of Liability for claims which are subject to the GOVERNMENTAL TORT CLAIMS ACT:**
\$25,000 Each Property Damage Loss Per Occurrence **Coverages B, F**
\$25,000 Sanitary Sewer Overflows Loss Per Occurrence regardless of number of claims or claimants **Coverage C**
\$125,000 Each Other Loss Per Occurrence **Coverages A, C, D, E**
Limits of liability for claims which are not subject to the OKLAHOMA GOVERNMENTAL TORT CLAIMS ACT:
\$1,000,000 Each Other Loss Per Occurrence **Coverages C, D**
Aggregate limits of liability, regardless of theory of liability
\$1,000,000 Aggregate Per Occurrence **Coverages A, B, C, D, E, and/or F**
\$75,000 Sanitary Sewer Overflows Annual Aggregate **Coverage C**
\$2,000,000 Annual Aggregate **Coverages C, D**
\$50,000 Annual Aggregate Combined Single Limit **Coverage K**
\$2,500,000 Pool Annual Aggregate Limit **Coverage K**

5. **DEDUCTIBLES**

Coverages A, B, E, F: No Deductible, except Sanitary Sewer Overflows and Electrical Disruptions, which are subject to the Deductible of C & D.
Coverages C, D: **\$25,000** Per Occurrence
Coverages G, H: Per Schedule
Coverage K: **\$2,000** Per Occurrence

6. This agreement is composed of this Declaration Page, the MLPP Document, Schedules, Forms and Endorsements, if any.



3650 S. Boulevard • Edmond, OK 73013 • omag.org
405.657.1400 • 800.234.9461 • FAX 405.657.1401

Municipal Liability Protection Plan

ADDITIONAL NAMED PLAN MEMBERS

Stillwater Utility Authority
Stillwater Economic Development Authority
Stillwater Public Works Authority



3650 S. Boulevard • Edmond, OK 73013 • omag.org
405.657.1400 • 800.234.9461 • FAX 405.657.1401

Municipal Liability Protection Plan

City/Town: City of Stillwater

Mortgagee, Loss Payee and/or Additional Interest Schedule

Banc of America Public Capital Corp,
P.O. Box 4431
Atlanta, GA 30302-4431

Certificate Category
Loss Payee

BOK Financial Equipment Finance, Inc.
5956 Sherry Lane, Suite 1000
Dallas, TX 75225

Certificate Category
Loss Payee



Municipal Property Protection Plan

Declarations Page

1. PLAN MEMBER: **City of Stillwater** AGREEMENT NUMBER: **PRO250005802**
Mailing Address: 723 S Lewis Street
Stillwater, Oklahoma 74074
2. Plan Period From 7/1/2024 to 7/1/2025 **12:01 A.M. Central Standard Time**
3. The Coverage afforded by this agreement is only with respect to the following coverages as are indicated by specific limits of coverage, for which a premium is charged.

COVERAGE

PREMIUM

COMMERCIAL PROPERTY COVERAGE

Buildings and Business Personal Property, per schedule	Limit: \$285,797,366	\$428,614
Mobile Equipment, per schedule	Limit: \$	\$
Leased/Rented Equipment	Limit: \$	\$
Miscellaneous Equipment, per schedule	Limit: \$	\$
Fine Arts, per schedule	Limit: \$	\$

EXCESS COVERAGE

Business Income	\$4,150,000 per occurrence	\$4,150,000 per location	\$10,375
Accounts Receivable	\$2,475,000 on premises	\$2,485,000 off premises	\$6,188
Valuable Papers	\$475,000 on premises	\$490,000 off premises	\$1,188
Theft/Disapp/ Destr	\$230,000 inside	\$240,000 outside	\$7,320
Earth Movement (Subject to \$100,000 Deductible)	Excess Limit: \$49,000,000		\$36,750

EQUIPMENT BREAKDOWN COVERAGE

Excluding Electrical Power Generating Equipment, per schedule	Included
Including Electrical Power Generating Equipment, per schedule	Excluded

Total Premium

\$490,435

-
4. LIMITS, per Supplemental Coverage Declarations, Equipment Breakdown Declarations and other schedules.
 5. DEDUCTIBLES, per Supplemental Coverage Declarations, Equipment Breakdown Declarations and other schedules.
 6. This agreement is composed of this Declaration Page, Equipment Breakdown Declarations, Schedules, Forms and Endorsements, if any.



Municipal Property Protection Plan

ADDITIONAL NAMED PLAN MEMBERS

SCHEDULE OF FORMS

A. Property Supplemental Coverage Declarations

Property Coverage Form

Replacement Cost

Earth Movement Coverage Form

Flood Coverage Form

Municipal Sales Tax Revenue Coverage Form

Business Income Coverage Form Excluding Extra Expense

Extra Expense Coverage Form

Mobile Equipment, Vehicle Equipment, and Miscellaneous Equipment Coverage Form

Builders Risk coverage Form

Leasehold Interest Coverage Form

Exclusion-Certain Computer Related Losses Due to Dates or Times (Property Coverages)

Terrorism Coverage Form

Joint or Disputed Loss Agreement

Theft Disappearance and Destruction coverage Form

Crime General Conditions

Equipment Breakdown Coverage Form

General Conditions

B. Equipment Breakdown
Equipment Breakdown
Declarations
Equipment Breakdown Insuring
Agreement Form
General Conditions
Equipment Breakdown Coverage
Form
Exclusion of Certain Computer-
Related Losses



Municipal Property Protection Plan

Equipment Breakdown

Coverages

Limits

Equipment Breakdown Limit	\$285,797,366, not to exceed \$25,000,000 per occurrence
Property Damage	Included
Business Income ***	\$200,000
Contingent Business Income	\$25,000
Extra Expense ***	Combined with Business Income
Service Interruption ***	Combined with Business Income
Perishable Goods ***	\$100,000
Ordinance & Law	\$25,000
Demolition and ICC	\$250,000
Expediting Expenses	\$250,000
Hazardous Substances	\$250,000
CFC Refrigerants	\$250,000
Newly Acquired Locations	\$500,000
Data Restoration	\$100,000
Sanitary Sewer Overflow	\$25,000 per occurrence/ \$100,000 per aggregate

Coverages

Deductibles

Combined	\$50,000
<u>Other Conditions</u>	

- Extended Business Income: 5 Days
- Newly Acquired Locations: 90 Days
- Unless the interruption exceeds 24 hours we will not pay for any loss under Service Interruption or the Service Interruption component of Perishable Goods.
- 'Covered equipment' does not include any transformers associated with the generation of power. - IC Engine Units over 15 years will be valued at Actual Cash value.

*** Business Interruption, Extra Expense, Service Interruption, Perishable Goods, or any other indirect coverage not available on any Power Generation unit/facility. ***



3650 S. Boulevard • Edmond, OK 73013 • omag.org
405.657.1400 • 800.234.9461 • FAX 405.657.1401

Municipal Property Protection Plan

City/Town: **City of Stillwater**

AGREEMENT NUMBER: **PRO250005802**

Mortgagee, Loss Payee and/or Additional Interest Schedule



3650 S. Boulevard
Edmond, Ok.73013-5581
405-657-1439

May 14, 2024

INSTALLMENT ADVICE

To City of Stillwater,

Named Insured: City of Stillwater, Oklahoma, a Municipal Corporation

Policy: N14412979 003

Type: Airport Owners and Operators Liability Insurance

Policy Renewal

We have received your statement of no changes or exposure in the last policy year and your Annual Gross Installment remains the same \$9,722.00.

Insuring Company: ACE Property and Casualty Insurance Company

Named Insured: City of Stillwater, Oklahoma, a Municipal Corporation

Policy Number: N14412979 003

Premium Period: From: 07/01/2024 To: 07/01/2025

Transaction: Multi Year Installment Year 3 of 3

Annual Gross Installment: \$ 9,722

Thank you,
Corrine Aguilar

REPORT TO: CITY COUNCIL

MEETING DATE: MAY 20, 2024



Agenda Item:	4.c. CC-24-63
Previous/Related Action:	Audit Firm Engagement (CC-23-60) - April 17, 2023
Background/Issue:	The City of Stillwater solicits proposals for audit services every three years with annual review by the City's Audit Committee and the City Council. The firm of HSPG and Associates, PC had the successful proposal for FY 2023, and the firm completed the first year of the 3-year engagement that same year. This is HSPG and Associate's first three-year engagement with the City. The City has encountered no obstacles or difficulties with HSPG and Associates, PC. The firm is timely with all information requests and communicates regularly with City staff. All deadlines were met during the FY 2023 audit. All audits are reviewed by the City's Audit Committee.
Proposal/Solution:	N/A
Financial Source/Impact:	The FY24 audit fees are \$71,308 and include: • an audit of all funds of the City and related Trust Authorities; • an audit of grant funds; and • a Passenger Facility Charge audit as required by the Federal Aviation Administration. This item will have no impact on the FY25 budget as the City has an audit performed every year and sufficient funds are included in the proposed FY25 budget.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	The City's Audit Committee recommends that HSPG and Associates, PC be engaged to perform the audit for the City of Stillwater and the related Trust Authorities for the fiscal year ending June 30, 2024.
Prepared By:	Jared Thulin, Accounting Manager
Reviewed By:	Christy Cluck Teresa Kadavy
Submitted By:	Kimberly Meek, City Manager

Attachments

1. Minutes - 12.11.2023 - Draft

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW, THE AGENDA WAS POSTED
December 7, 2023 AT 7:45 A.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MEETING MINUTES
CITY OF STILLWATER AUDIT COMMITTEE
December 11, 2023 at 10:00 a.m.
Stillwater Municipal Bulding - Room 1112B
723 South Lewis Street
Stillwater, OK 74074**

1. Call Meeting to Order

Meeting was called to order by Secretary Christy Cluck at 10:01 am.

In the absence of the committee chair, Austin Pollard made a motion to serve as chair pro tem. Motion was seconded by John Killiam.

Pollard – yea, Domnick – yea, Killiam – yea. Motion carried 3-0.

2. Introduction of Members and City Staff

Members present: Austin Pollard, John Killiam, Rachel Domnick, Randy Murray (arrived at 10:05am)

Ex-officio members present: Councilor Kevin Clark, Finance Director Christy Cluck, City Manager Kimberly Meek

Members absent: Chair Kelly Cox

City staff present: Kimberly Carnley, Jared Thulin, Ashlyn Garis

Audit staff present: Andy Cromer, HSPG & Associates

3. Public Comment

No public comment.

4. General Orders

- a. Approval of minutes of the November 1, 2023 special meeting.

Racheal Domnick made a motion to approve the minutes as presented. Motion was seconded by John Killiam.

Pollard – yea, Domnick – yea, Killiam – yea, Murray – yea. Motion carried 4-0.

- b. Receive auditor communication and consider recommendation to the City Council to approve the Annual Comprehensive Financial Report for the City of Stillwater for the fiscal year ended June 30, 2023.

Andy Cromer reviewed the auditor communciation letter and explained the responsibilities of an external auditor and the procedures used in the audit. Cromer reported that the City's Annual Comprehensive Financial Report was presented fairly in all material respects according

to Generally Accepted Accounting Principles (GAAP) and therefor was issued an unmodified audit opinion.

Christy Cluck reported to the committee concerns encountered during the course of preparing the City's Annual Comprehensive Finance Report (ACFR) in regards to the Stillwater Medical Center's (SMC) 2022 financial report which is included in the City's ACFR as a discretely presented component unit. The SMC audited report included note disclosures that did not agree to the financial statements, changes in beginning balances that were not explained and schedules that were not presented on the GAAP basis. City staff spent significant time working with the SMC's staff and auditors to receive updated and corrected information and additional explanations to insure that information presented in the City's ACFR was correct and transparent. Cluck will follow-up with SMC again after completion of the ACFR to discuss the concerns and impacts to future reports.

Jared Thulin provided answers to questions on the ACFR that were submitted in advance by John Killiam. Questions covered topics such as collateralization of SMC investments and explanation of restricted funds, pension liability, abated taxes and interfund loan balances.

Randy Murray made a motion to recommend to the City Council to approve the Annual Comprehensive Financial Report for fiscal year ending June 30, 2023. Motion was seconded by Rachel Domnick.

Pollard – yea, Domnick – yea, Killiam – yea, Murray – yea. Motion carried 4-0.

- c. Receive auditor communication and consider recommendation to the City Council to approve the Single Audit Report for Fiscal year ended June 30, 2023.

Andy Cromer reviewed the Single Audit Report and highlighted that the major program for fiscal year 2023 was the Airport Improvement Program and that the Single Audit is free of any findings, resulting in an unmodified opinion.

Rachel Domnick made a motion to recommend to the City Council to approve the Single Audit Report for fiscal year ending June 30, 2023. Motion was seconded by Austin Pollard.

Pollard – yea, Domnick – yea, Killiam – yea, Murray – yea. Motion carried 4-0.

- d. Receive auditor communication and consider recommendation to the City Council to approve the Passenger Facility Charge Program Audit for fiscal year ended June 30, 2023.

Andy Cromer reviewed the audit compliance report with the committee and reported that the Passenger Facility Charge Program was issued an unmodified opinion.

Randy Murray made a motion to recommend to the City Council to approve the Passenger Facility Charge Program Audit for fiscal year ending June 30, 2023. Motion was seconded by John Killiam.

Pollard – yea, Domnick – yea, Killiam – yea, Murray – yea. Motion carried 4-0.

- e. Consider recommendation to the City Council to select a firm for the external audit of the City of Stillwater and related trusts for the fiscal year ending June 30, 2024.

Christy Cluck reported that year one with HSPG & Associates went well and has no concern in continuing with the firm for a second year. Cluck provided staff's recommendation to engage HSPG & Associates for the external audit of the City of Stillwater and related trusts for the fiscal year ended June 30, 2024.

Randy Murray made a motion to recommend to the City Council to engage HSPG & Associates, PC for the external audit of the City of Stillwater and related trusts for the fiscal year ended June 30, 2024. Motion was seconded by John Killiam.

Pollard – yea, Domnick – yea, Killiam – yea, Murray – yea. Motion carried 4-0.

4. Adjourn

John Killiam made a motion to adjourn. Austin Pollard seconded the motion. Pollard – yea, Domnick – yea, Killiam – yea, Murray – yea. Motion carried 4-0. Meeting adjourned at 10:41 am.

Kelly Cox, Chair

Christy Cluck, Finance Director

REPORT TO: CITY COUNCIL

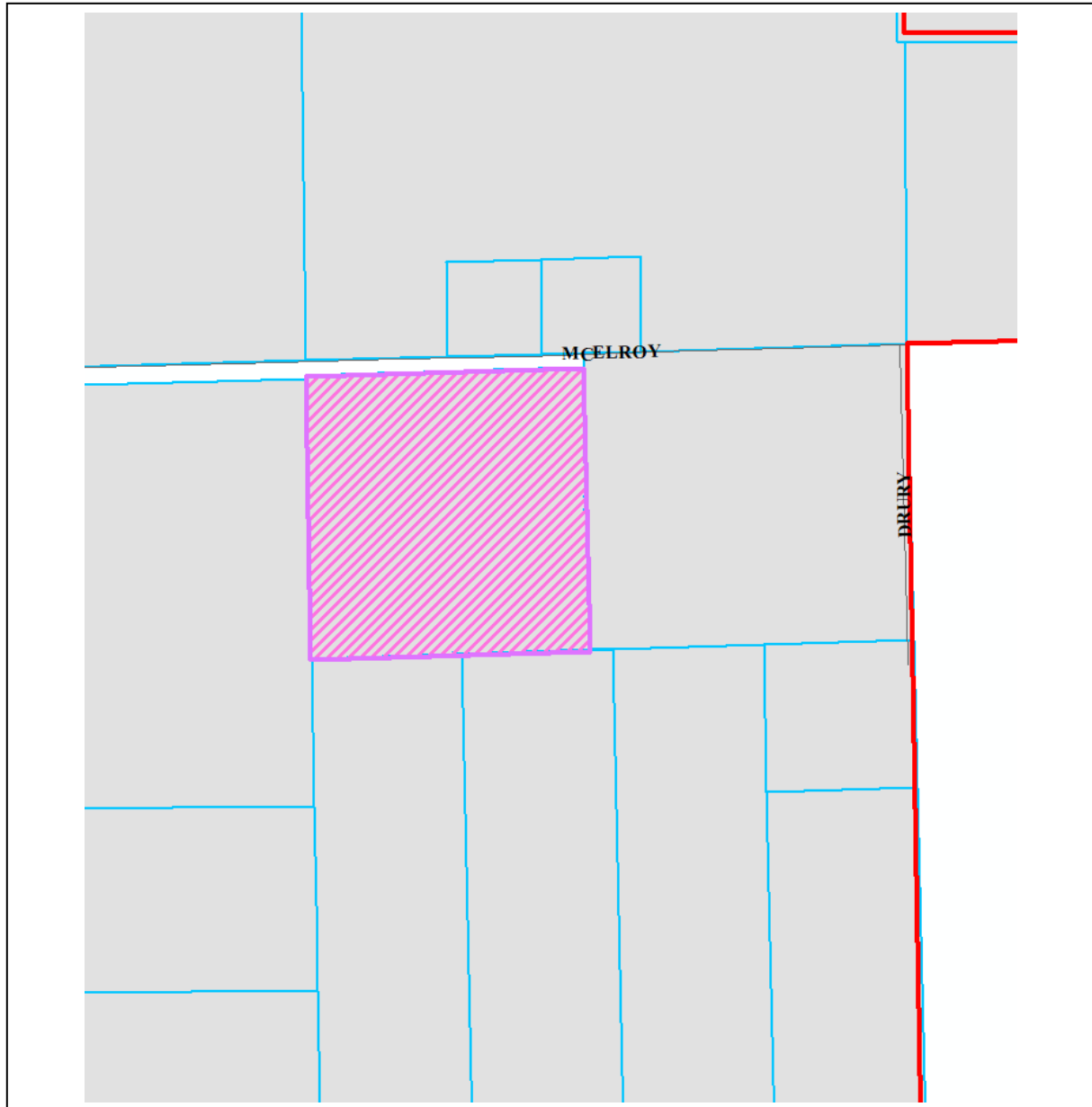
MEETING DATE: MAY 20, 2024



Agenda Item:	4.d. CC-24-64
Previous/Related Action:	May 7, 2024, Planning Commission
Background/Issue:	Located on the east side of Stillwater, the property is currently zoned RSS Small Lot Single-Family Residential. The development is located between South Jardot Road and South Drury Street on the south side of East McElroy Road. Calvary Assembly of God is located to the west of the subject property. Cedar Farms was presented to the Planning Commission on June 14, 2022. Staff requested to table the item until July 12, 2022, and the Planning Commission approved the preliminary plat containing 9 lots with a vote of 4-0. The final plat has 8 lots ranging in size from 0.56 acres, 24,393.6 square feet, to 2.02 acres, 87991.2 square feet. The public street comes off East McElroy Road and has two cul-de-sacs.
Proposal/Solution:	The Planning Commission recommended approval of this Final Plat request with a 3 to 0 vote.
Financial Source/Impact:	None
Related Strategic Priority:	#4 CONNECTED SPACES #5 UNIQUE CULTURE
Recommended Action/Motion:	Motion to accept the Planning Commission's recommendation and approve the Final Plat for Cedar Farms.
Prepared By:	Jacquelyn Porter, Planner
Reviewed By:	Jeff Mathews Teresa Kadavy
Submitted By:	Kimberly Meek, City Manager

Attachments

1. SUB23-15 Area Map
2. SUB23-15 Cedar Farms Final Plat



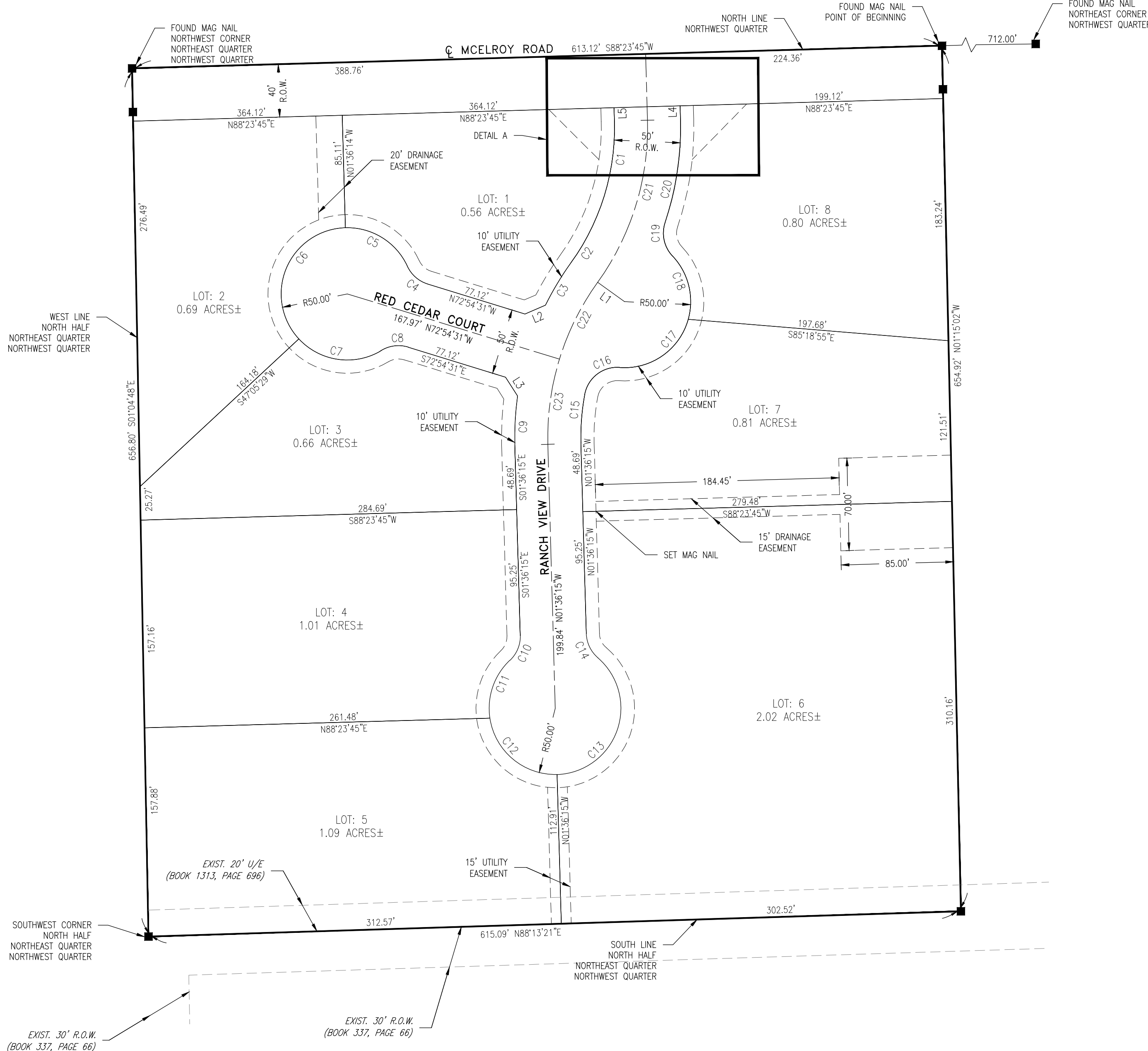
Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Final Plat (SUB23-15)
Request: Cedar Farms
Address: 2615 E McElroy Rd
Applicant: Bancroft International c/o Glenn and Laura Collum Trust

CEDAR FARMS

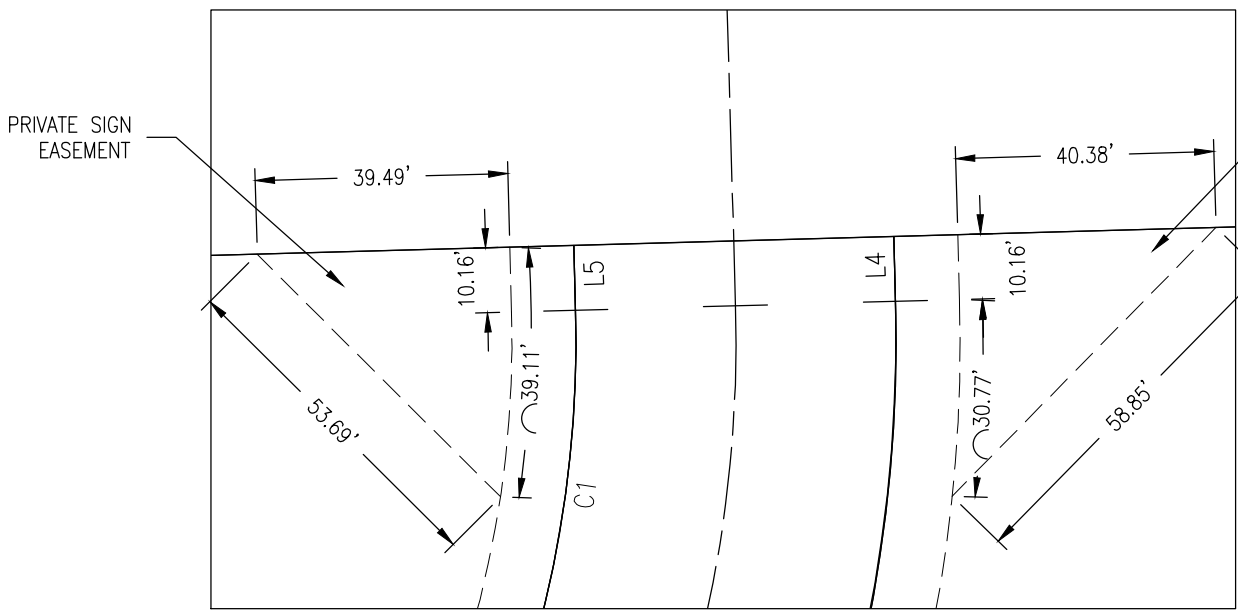
FINAL PLAT

A TRACT OF LAND IN THE NORTHWEST QUARTER OF SECTION 18,
TOWNSHIP 19 NORTH, RANGE 3 EAST, OF THE INDIAN MERIDIAN,
CITY OF STILLWATER, PAYNE COUNTY, OKLAHOMA

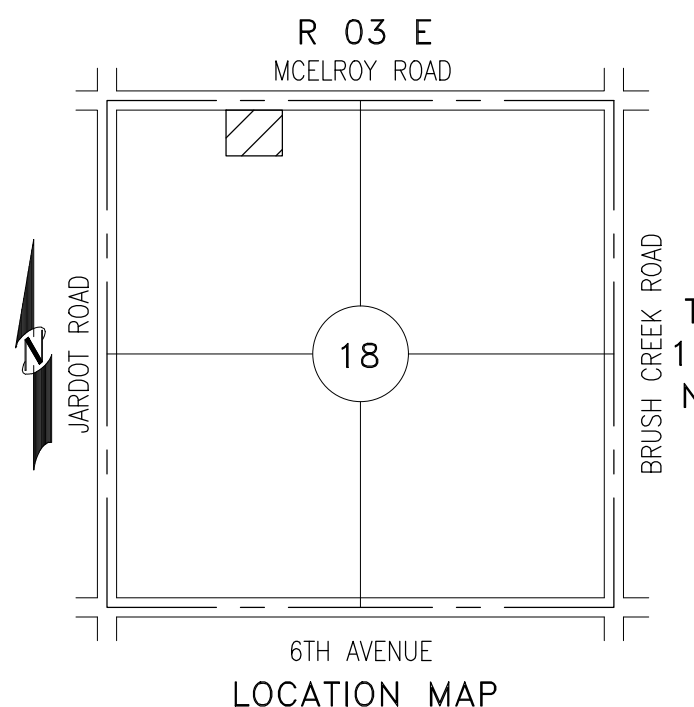
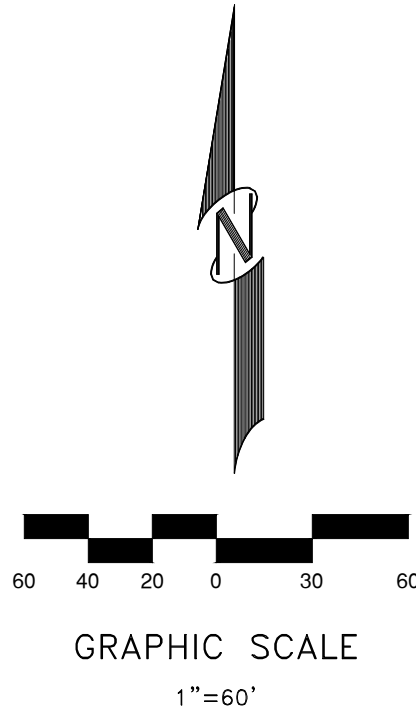


CURVE TABLE					
CURVE #	ARC LENGTH	RADIUS	DELTA	CHORD BEARING	CHORD DISTANCE
C1	76.69'	175.00'	025°06'27"	S10°56'59"W	76.07'
C2	37.52'	175.00'	012°17'01"	S29°38'43"W	37.45'
C3	37.34'	225.00'	009°30'30"	S31°01'59"W	37.30'
C4	21.03'	25.00'	048°11'23"	N48°48'49"W	20.41'
C5	58.37'	50.00'	066°53'08"	N58°09'41"W	55.11'
C6	114.58'	50.00'	131°18'15"	S22°44'37"W	91.11'
C7	68.23'	50.00'	078°11'24"	S82°00'12"E	63.06'
C8	21.03'	25.00'	048°11'23"	N82°59'48"E	20.41'
C9	37.34'	225.00'	009°30'30"	S03°09'00"W	37.30'
C10	21.03'	25.00'	048°11'34"	S22°29'32"W	20.41'
C11	48.07'	50.00'	055°04'37"	S19°03'01"W	46.24'
C12	72.54'	50.00'	083°06'57"	S50°02'46"E	66.34'
C13	120.61'	50.00'	138°11'40"	N19°17'55"E	93.43'
C14	21.03'	25.00'	048°11'57"	N25°41'56"W	20.41'
C15	37.21'	175.00'	012°10'57"	N04°29'13"E	37.14'
C16	36.43'	25.00'	083°29'30"	N52°19'27"E	33.29'
C17	68.64'	50.00'	078°39'12"	N54°56'12"E	63.37'
C18	51.62'	50.00'	059°09'03"	N13°57'56"W	49.36'
C19	27.18'	25.00'	062°17'00"	N12°23'57"W	25.86'
C20	77.43'	225.00'	019°42'59"	N08°46'17"E	77.04'
C21	130.52'	200.00'	037°23'28"	S17°05'29"W	128.22'
C22	65.26'	200.00'	018°41'44"	S26°26'21"W	64.97'
C23	65.26'	200.00'	018°41'44"	S07°44'37"W	64.97'

LINE TABLE		
LINE #	LENGTH	BEARING
L1	25.00'	N54°12'47"W
L2	16.85'	S66°41'06"W
L3	16.85'	S32°30'09"E
L4	12.19'	N1°34'36"W
L5	10.16'	S1°36'15"E



DETAIL A
1"=30'



(SHEET 1 OF 2)

COPYRIGHT © 2024 BY BANCROFT DESIGN, INC.

SURVEYOR:
BANCROFT DESIGN, INC.
P.O. BOX 436
STILLWATER, OK 74076
CA #9205 Exp: 6/30/2024

OWNERS:
CKG DEVELOPMENT, LLC
4927 S FAIRGROUNDS STREET
STILLWATER, OK 74074

SURVEY LEGEND

■ FOUND 1/2" REBAR W/CAP "PLS 1596"
UNLESS OTHERWISE NOTED

BEARING BASIS:

The North line of the Northwest Quarter
of Section 18 on an assumed bearing of
S88°23'45"W

NOTES

- 1/2" IRON PINS SET AT ALL CORNERS UNLESS OTHERWISE NOTED.
- ALL LOTS SHALL UTILIZE AEROBIC SEWAGE SYSTEMS IN ACCORDANCE WITH OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY GUIDELINES.
- THIS PLAT MEETS THE OKLAHOMA MINIMUM STANDARDS FOR THE PRACTICE OF LAND SURVEYING AS ADOPTED BY THE OKLAHOMA STATE BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS.

File: C:\Civil_3D Projects\Collum Subdivision 10935A\03-DWG\01_Sheets\9354CF102.dwg Saved: 5/7/2024 8:57 AM By: ATERGUSON

CEDAR FARMS

FINAL PLAT

A TRACT OF LAND IN THE NORTHWEST QUARTER OF SECTION 18,
TOWNSHIP 19 NORTH, RANGE 3 EAST, OF THE INDIAN MERIDIAN,
CITY OF STILLWATER, PAYNE COUNTY, OKLAHOMA

OWNER’S CERTIFICATE AND DEDICATION

STATE OF OKLAHOMA }
COUNTY OF PAYNE }SS

CKG DEVELOPMENT, LLC, is the owner of the property described in this final plat of CEDAR FARMS, a subdivision of a part the Northwest Quarter of Section 18, Township 19 North, Range 3 East of the Indian Meridian, Payne County, State of Oklahoma, more particularly described as follows:

Commencing at the Northeast corner of said Northwest Quarter; Thence, a distance of 712.00 ft, on a bearing of South 88 degrees 23 minutes 45 seconds West, along the North Line of said Northwest Quarter, to the Point of Beginning; Thence, South 88 degrees 23 minutes 45 seconds West, along said North Line, a distance of 613.12 feet to the Northwest Corner of the Northeast Quarter of said Northwest Quarter; Thence, South 01 degrees 04 minutes 48 seconds East, along the West line of the North Half of said Northeast Quarter of said Northwest Quarter, a distance of 656.80 ft, to the Southwest Corner of said North Half of said Northeast Quarter of said Northwest Quarter; Thence, North 88 degrees 13 minutes 21 seconds East, along the South line of said North Half of said Northeast Quarter of said Northwest Quarter, a distance of 615.09 feet; Thence, North 01 degrees 15 minutes 02 seconds West, a distance of 654.92 feet, to the Point of Beginning, said tract containing 9.25 acres more or less and subject to all easements of record.

The owner certifies that the subject property has been surveyed, subdivided, and platted in accordance with all applicable laws, ordinances, codes and regulations, and does hereby dedicate all public ways, streets, right-of-way, public areas, and/or easements shown on this final plat to the City of Stillwater, Oklahoma.

Subscribed this _____ day of _____, 20____.

By: _____
CHARLES GLENN COLLUM, MANAGER

OWNER’S NOTARY

STATE OF OKLAHOMA }
COUNTY OF PAYNE }SS

On this_____day of _____, 20____, before me, the undersigned, a Notary Public in and for the County and State aforesaid, personally appeared _____, to me known to be the identical person who subscribed the name of CKG DEVELOPMENT, LLC, an Oklahoma Limited Liability Corporation as its MANAGER and acknowledged to me that he executed the same as his free and voluntary act and deed, and as the free and voluntary act and deed of said corporation, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

Notary Public
My Commission Expires: _____
My Commission Number: _____

PARTIAL RELEASE OF MORTGAGE

KNOW ALL MEN BY THESE PRESENTS:

In consideration of the platting of CEDAR FARMS and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, EXCHANGE BANK, an Oklahoma Banking Corporation, releases, relinquishes and forever discharges that certain Mortgage executed by CKG DEVELOPMENT, LLC, in favor of EXCHANGE BANK, an Oklahoma Banking Corporation, recorded in the office of the County Clerk of Payne County, Oklahoma, at Book _____, Page _____, insofar as said Mortgage covers all property dedicated or granted for streets, easements or granted for streets, easements or other public uses as shown on the plat of CEDAR FARMS, a part of the Northwest Quarter (NW/4) of Section 18, Township Nineteen (19) North, Range Three (3) East of the Indian Meridian, City of Stillwater, Payne County, State of Oklahoma.

This is a partial release of Mortgage and does not affect the rights of the Mortgage holder in the balance of the mortgaged premises.

In Witness Whereof, EXCHANGE BANK, an Oklahoma Banking Corporation, has caused these presents to be signed by its _____, and its corporate seal to be affixed this_____day of _____, 20____.

By: _____
EXCHANGE BANK, an Oklahoma Banking Corporation

MORTGAGEE’S NOTARY

STATE OF OKLAHOMA)
COUNTY OF PAYNE) SS

Before me, the undersigned Notary Public, in and for said County and State, on this_____day of _____, 20____, personally appeared _____, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as it's _____ and acknowledged to me that he executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of such corporation, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

Notary Public
My commission expires: _____
My commission number: _____

SURVEYOR’S CERTIFICATE

STATE OF OKLAHOMA }
COUNTY OF PAYNE }SS

I, DANIEL A. MCPEEK, a Oklahoma Professional Land Surveyor, do hereby certify that at the request of the owners mentioned hereon, made the above described survey and that the attached plat is a correct representation of said tract as surveyed and subdivided by me.

Witness my hand and seal this _____ day of _____, 20____.

Daniel A. McPeek, Oklahoma Professional Land Surveyor, OK No. 2029

SURVEYOR’S NOTARY

STATE OF OKLAHOMA }
COUNTY OF PAYNE }SS

Before me, the undersigned, a Notary Public in and for the State of Oklahoma, on this_____day of _____, 20____, personally appeared DANIEL A. MCPEEK, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes herein set forth.

Witness my hand and seal the day and year last above written.

Notary Public
My Commission Expires: _____
My Commission Number: _____

PLANNING COMMISSION APPROVAL

I, the undersigned, Chairman of the City Planning Commission of the City of Stillwater, County of Payne, State of Oklahoma, hereby certify that said commission duly approved the above plat of CEDAR FARMS at the meeting on the _____ day of _____, 20____.

Chairman

ACCEPTANCE OF DEDICATION, CITY OF STILLWATER

BE IT RESOLVED by the City Council of the CITY OF STILLWATER that dedications shown on the attached plat of CEDAR FARMS are hereby accepted.

Accepted by the City Council, CITY OF STILLWATER, this _____ day of _____, 20____.

_____, ATTEST _____
Mayor City Clerk

COUNTY TREASURER’S CERTIFICATE

I, the undersigned do hereby certify that I am the duly elected, qualified, and acting County Treasurer of Payne County, State of Oklahoma, that the tax record of said county shows all taxes are paid for the year of 20____ and all prior years on the land shown on the plat of CEDAR FARMS in Payne County, Oklahoma, and required statutory security has been deposited in the office of the County Treasurer guaranteeing payment of the current year’s taxes.

In witness thereof, said Treasurer has caused this instrument to be executed at Stillwater, Oklahoma, on this _____ day of _____, 20____.

County Treasurer

STATE DEPARTMENT OF ENVIRONMENTAL QUALITY APPROVAL

The Stillwater Office of the Department of Environmental Quality has approved this plat for the use of Public water systems and On-site sewer systems on the _____ day of _____, 20____.

Environmental Program Specialist
Department of Environmental Quality

NOTES:

- All lots shall utilize aerobic sewage systems in accordance with Oklahoma Department of Environmental Quality guidelines.

CORPORATE SEAL

MORTGAGEE’S SEAL

MORTGAGEE’S NOTARY

OWNER’S NOTARY

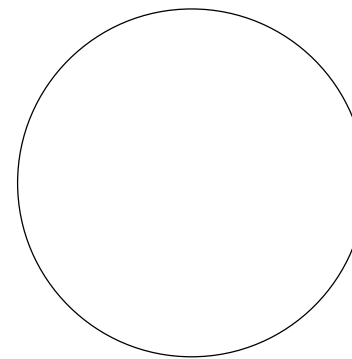
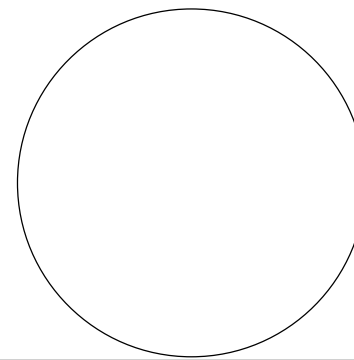
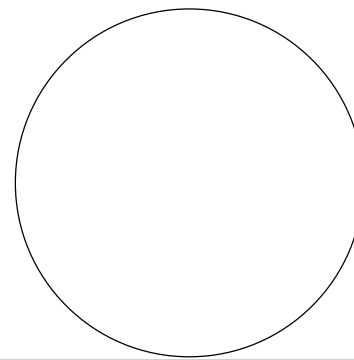
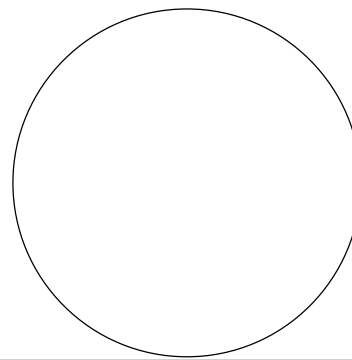
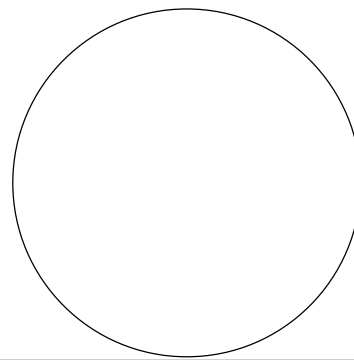
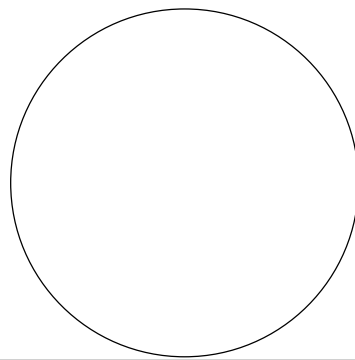
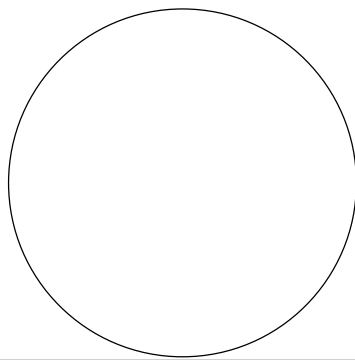
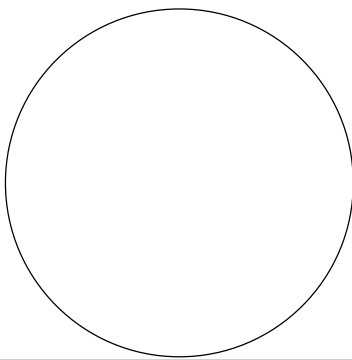
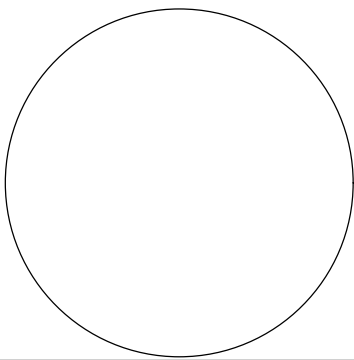
SURVEYOR

SURVEYOR’S NOTARY

CITY CLERK

COUNTY TREASURER

DEPARTMENT OF
ENVIRONMENTAL QUALITY



(SHEET 2 OF 2)

REPORT TO: CITY COUNCIL

MEETING DATE: MAY 20, 2024



Agenda Item:	4.e. CC-24-65
Previous/Related Action:	May 7, 2024, Planning Commission Cedar Farms Final Plat
Background/Issue:	The CKG Development requests the consideration and approval of public improvements for Cedar Farms, a subdivided property of 8 single-family lots. The location of the Cedar Farms development is approximately ¼ mile east of the Jardot Road and McElroy Road intersection on the south side of McElroy Road.
Proposal/Solution:	The City Code states that upon completion of public infrastructure improvements that have been constructed in accordance with the City's regulations, the improvements shall be dedicated to the City. Acceptance of such improvements requires Council action. Acceptance of improvements is routine and there are no practical alternatives. The improvements for this development consist of: • 812 linear feet of concrete pavement at a width of 27 feet, including curb and gutter • 575 linear feet of 6-inch diameter PVC AWWA C900 water line
Financial Source/Impact:	There are no additional financial impacts from the acceptance of these improvements.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #5 UNIQUE CULTURE
Recommended Action/Motion:	Motion to accept the Cedar Farms public improvements.
Prepared By:	Candy Staring, Engineering Dir. Jacquelyn Porter, Planner
Reviewed By:	Jeff Mathews Teresa Kadavy
Submitted By:	Kimberly Meek, City Manager

Attachments

None

REPORT TO: CITY COUNCIL

MEETING DATE: MAY 20, 2024



Agenda Item:	4.f. CC-24-66
Previous/Related Action:	McElroy/Lewis/Redbud Interceptor Project: • SUA-15-31 – Professional Services Agreement (PSA) with HDR • SUA 20-01 – Contract Amendment 2 (CA2) with HDR.
Background/Issue:	This project provides for upsizing of 2,600 linear feet of undersized sewer interceptor along Lewis Street and McElroy Road. Once completed, the project will eliminate sewer overflows and provide adequate capacity for future growth. During the project, staff discovered that this area of Lewis Ave only has the west half of its right-of-way (ROW). While undergoing the easement acquisition process with the property owners adjacent to Lewis Ave, City staff also acquired the remaining ROW for Lewis Ave. which brings this portion of Lewis Ave. into conformance with City Standards The upsized sewer line requires additional easement from nine landowners. Prior to this action, easements from seven landowners have been acquired.
Proposal/Solution:	Staff has completed landowner negotiations for the below permanent right-of-way, sewer easement, and temporary construction easement required for the project. Stillwater Benevolent Corporation 202 E. McElroy Rd. Parcel 3 – Perm. Right-of-Way (9,995 sf) Parcel 3.1 – Sewer Easement (2,749 sf) Parcel 3.2 – Temp Const. Easement (1,647 sf) Acceptance of easements is routine and there are no practical alternatives.
Financial Source/Impact:	The project budget contains sufficient Sewer Funds to purchase the necessary easements. Additional funds will be appropriated from the Transportation and Drainage Fund in the amount of \$79,960 for Permanent ROW for Lewis Street.
Related Strategic Priority:	#4 CONNECTED SPACES

Recommended Action/Motion:	Motion to approve the Budget Amendment for additional Lewis Ave. right-of-way; accept the permanent right-of-way to bring Lewis Ave. into conformance with City standards; accept the sewer easement and temporary construction easement required for the Redbud Sewer Project located at 202 East McElory Road; and authorize the Mayor to execute the documents.
Prepared By:	Chris Humes
Reviewed By:	Candy Staring Teresa Kadavy Brady Moore
Submitted By:	Kimberly Meek, City Manager

Attachments

1. Elks Lodge CC Report Attachments
2. Engr - Redbud Sewer Easement - 5.20.2024 - Exp

DEED OF DEDICATION-PERMANENT RIGHT OF WAY
(Corporate Entity)

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, Stillwater Benevolent Corporation by Dwight Stoddard its, Trustee chair and Jim Aulgur, its Trustee financials, the owner(s) (Corporate Officer) of the legal and equitable title to the following described real estate situated in the City of Stillwater, Payne County, Oklahoma, for and in consideration of the sum of One Dollar, cash in hand, paid by the City of Stillwater, Oklahoma and other good and valuable considerations, receipt of which are hereby acknowledged, do(es) hereby dedicate to the City of Stillwater for the benefit of the public, forever, the following described property, to wit:

BEING A TWENTY-FIVE (25) FOOT WIDE RIGHT-OF-WAY, LOCATED IN THE SOUTHEAST QUARTER (SE/4) OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN, CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING (P.O.C.) AT THE SOUTHEAST CORNER (SE/COR) OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION ELEVEN (11);
THENCE SOUTH 89°17'56" WEST ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION, A DISTANCE OF 1627.50 FEET TO THE POINT OF **BEGINNING** (P.O.B.);
THENCE NORTH 01°00'42" WEST, A DISTANCE OF 399.89 FEET;
THENCE SOUTH 88°46'49" WEST, A DISTANCE OF 25.00 FEET;
THENCE SOUTH 01°00'42" EAST, A DISTANCE OF 399.67 FEET TO THE SOUTH LINE OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION;
THENCE NORTH 89°17'56" EAST ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION, A DISTANCE OF 25.00 FEET; TO THE POINT OF **BEGINNING** (P.O.B.).

CONTAINING 9,995 SQUARE FEET OR 0.23 ACRES, MORE OR LESS.
together with all the improvements thereon and appurtenances there-unto belonging.

TO HAVE TO HOLD such property unto the City of Stillwater, its successors and assigns, forever.

DATED this ____ day of _____, 20____.

Stillwater Benevolent Corporation

Dwight Stoddard, Trustee chair

Jim Aulgur, Trustee financials

STATE OF _____)
) ss.
COUNTY OF _____)

Before me, a Notary Public in and for said County and State on this ____ day of _____, 20__, personally appeared, Dwight Stoddard, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its Trustee Chair, and acknowledged to me that he executed the same as his free and voluntary act and deed of the Corporation or the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

NOTARY PUBLIC

My Commission Expires:
My Commission Number:

(SEAL)

STATE OF _____)
) ss.
COUNTY OF _____)

Before me, a Notary Public in and for said County and State on this ____ day of _____, 20__, personally appeared, Jim Aulgur, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its Trustee financials, and acknowledged to me that he executed the same as his free and voluntary act and deed of the Corporation or the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

NOTARY PUBLIC

My Commission Expires:
My Commission Number:

(SEAL)

NOW on the ____ day of _____, 20____, the City Council of the City of Stillwater, State of Oklahoma, a municipal corporation, acting for and on behalf of said municipal corporation, during regular session, does hereby approve and accept from the named Grantors this delivered permanent right of way and directs the Mayor and Clerk of said City of Stillwater to indicate the same by their signatures and seal of the City of Stillwater, State of Oklahoma.

WILLIAM H. JOYCE, MAYOR
CITY OF STILLWATER, OKLAHOMA

(SEAL)
Attest:

TERESA KADAVY, CITY CLERK
CITY OF STILLWATER, OKLAHOMA

Approved as to form and legality:

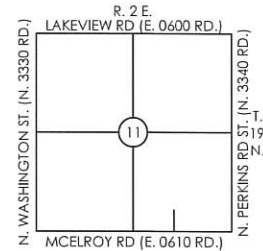
KIMBERLY CARNLEY, CITY ATTORNEY
CITY OF STILLWATER, OKLAHOMA



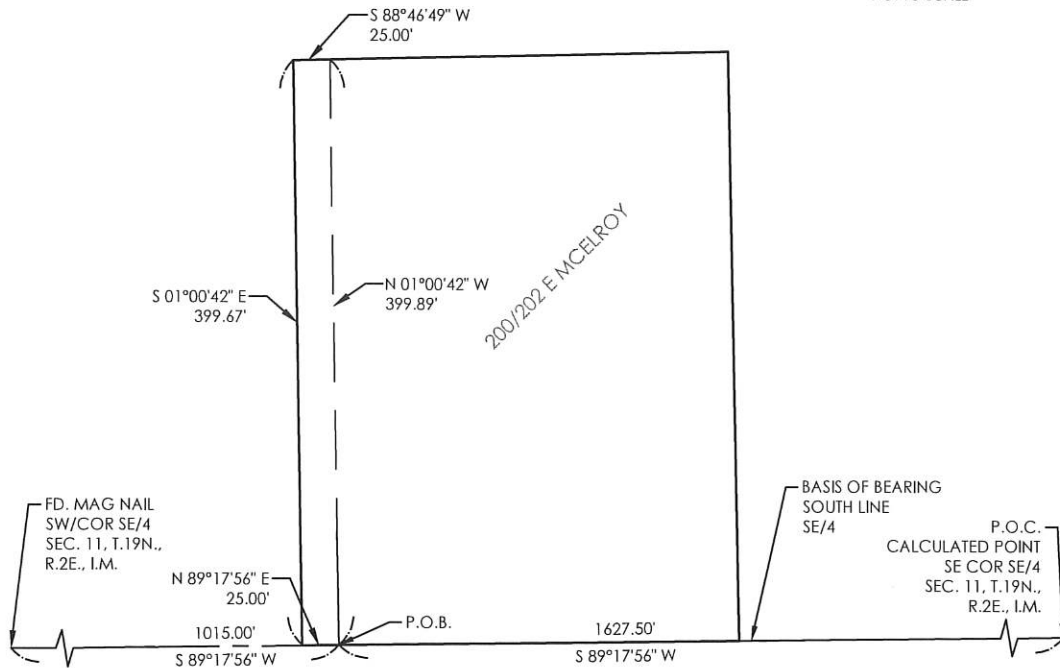
(IN FEET)
1 inch = 100 ft.

RIGHT-OF-WAY

PART OF SE/4, SEC. 11, T.19N., R.2E., I.M.
CITY OF STILLWATER, PAYNE COUNTY, OKLAHOMA



LOCATION MAP
NOT TO SCALE



NOTES:
THIS EXHIBIT IS A SEWER ROUTE AND DOES NOT REPRESENT A TRUE BOUNDARY SURVEY.

THIS EXHIBIT WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE ABSTRACT. THERE MAY BE EASEMENTS OR OTHER MATTERS OF RECORD THAT AFFECT THIS PROPERTY, WHICH ARE NOT SHOWN HEREON.

BEARING BASIS: SOUTH 89°17'56" WEST AS THE SOUTH LINE OF THE SOUTHEAST QUARTER (SE/4) OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST, I.M. CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA.

RIGHT-OF-WAY DESCRIPTION

BEING A TWENTY-FIVE (25) FOOT WIDE RIGHT-OF-WAY, LOCATED IN THE SOUTHEAST QUARTER (SE/4) OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN, CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING (P.O.C.) AT THE SOUTHEAST CORNER (SE/COR) OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION ELEVEN (11); THENCE SOUTH 89°17'56" WEST ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION, A DISTANCE OF 1627.50 FEET TO THE POINT OF BEGINNING (P.O.B.); THENCE NORTH 01°00'42" WEST, A DISTANCE OF 399.89 FEET; THENCE SOUTH 88°46'49" WEST, A DISTANCE OF 25.00 FEET; THENCE SOUTH 01°00'42" EAST, A DISTANCE OF 399.67 FEET; THENCE NORTH 89°17'56" EAST, A DISTANCE OF 25.00 FEET; TO THE POINT OF BEGINNING (P.O.B.).

CONTAINING 9,995 SQUARE FEET OR 0.23 ACRES, MORE OR LESS.

LEGEND

P.O.C.	POINT OF COMMENCING
P.O.B.	POINT OF BEGINNING
---	PROPERTY LINE
---	RIGHT OF WAY LINE
---	SECTION LINE

DIGITALLY SIGNED 10-9-23

PARTY CHIEF: RW
PROCESSED BY: MS
DRAWN BY: MT
CHECKED BY: MS
SCALE: 1"=100'
DATE: 10/9/2023
REVISION DATE: 10/9/2023



216 W. 6th Avenue, Stillwater, OK 74074 - Phone: (405) 372-0000 - Fax: (405) 372-0002
www.usmsurveying.com Oklahoma CA #6858



P:\5456\DWG\SHEETS\2021.03.30\5456 200-202 E MCELROY RIGHT-OF-WAY.DWG

PERMANENT SEWER LINE EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned certifies that Stillwater Benevolent Corporation, hereinafter called the "Grantor," owns and possesses all rights, title, and interest to the following described real property situated in Payne County, State of Oklahoma, to-wit:

A tract of land in the South Half (S/2) of the Southeast Quarter (SE/4) of Section Eleven (11), Township Nineteen (19) North, Range Two (2), East of the Indian Meridian, in Payne County, State of Oklahoma, more particularly described as follows: Beginning at a point 990 feet East of the Southwest corner of said Southeast Quarter (SE/4) of Section Eleven (11), Township Nineteen (19) North, Range Two (2), East of the Indian Meridian, thence North 403 feet, thence East 300 feet, thence South 403 feet to the South line of said Southeast Quarter (SE/4), thence West 300 feet to the point of beginning, in Payne County, State of Oklahoma.

and further that the Grantor, its successors and assigns, in consideration of the sum of Ten Dollars (\$10.00), in hand paid and other good and valuable consideration, does hereby grant, bargain, sell, and convey unto the City of Stillwater, Oklahoma, herein-after called the "Grantee," its successors and assigns, a Permanent Sewer Line Easement through, over, under, and across the portions of the following described real estate:

BEING AN EASEMENT, LOCATED IN THE SOUTHEAST QUARTER (SE/4) OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN, CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEING A TEN (10) FOOT WIDE EASEMENT, LOCATED IN THE SOUTHEAST QUARTER (SE/4) OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN, CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING (P.O.C.) AT THE SOUTHEAST CORNER (SE/COR) OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION ELEVEN (11);
THENCE SOUTH 89°17'56" WEST ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION, A DISTANCE OF 1352.50 FEET;
THENCE NORTH 01°03'09" WEST, A DISTANCE OF 77.27 FEET TO THE **POINT OF BEGINNING** (P.O.B.);
THENCE CONTINUING NORTH 01°03'09" WEST, A DISTANCE OF 10.00 FEET;
THENCE SOUTH 89°18'05" WEST, A DISTANCE OF 274.94 FEET;
THENCE SOUTH 01°00'42" EAST, A DISTANCE OF 10.00 FEET;
THENCE NORTH 89°18'05" EAST, A DISTANCE OF 274.94 FEET TO THE **POINT OF BEGINNING** (P.O.B.).

CONTAINING 2,749 SQUARE FEET OR 0.06 ACRES, MORE OR LESS.

hereinafter called the "Subject Property,"

with the right of ingress and egress for the purpose of permitting Grantee to construct, operate, build, maintain, repair, expand and replace sewer line utilities and associated facilities, connections, and appurtenances, through, over, under, and across the Subject Property, including all right, title and interest in and to any soil, earthen material, fixture and appurtenances within the boundary of the Subject Property.

Except as herein granted, the Grantor shall continue to have the full use and enjoyment of the Subject Property. At no time shall the Grantor commit a use, occupation or enjoyment thereof that might cause a hazardous condition and no building, structure or obstruction shall be located or constructed on the Subject Property.

Stillwater Benevolent Corporation

Dwight Stoddard, Trustee chair

Jim Aulgur, Trustee financials

STATE OF _____)
) ss.
COUNTY OF _____)

Before me, a Notary Public in and for said County and State on this ____ day of _____, 20____, personally appeared, Dwight Stoddard, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its Trustee Chair, and acknowledged to me that he executed the same as his free and voluntary act and deed of the Corporation or the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

NOTARY PUBLIC

My Commission Expires:
My Commission Number:

(SEAL)

STATE OF _____)
) ss.
COUNTY OF _____)

Before me, a Notary Public in and for said County and State on this ____ day of _____, 20____, personally appeared, Jim Aulgur, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its Trustee financials, and acknowledged to me that he executed the same as his free and voluntary act and deed of the Corporation or the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

NOTARY PUBLIC

My Commission Expires:
My Commission Number:

(SEAL)

STATE OF OKLAHOMA)

COUNTY OF PAYNE)

) ss.

NOW, on this ____ day of _____, 20__, the City Council of the City of Stillwater, State of Oklahoma, a municipal corporation, acting for and in behalf of said municipal corporation, during an open meeting, does hereby approve and accept from the named Grantor this Permanent Sewer Line Easement and directs the Mayor and Clerk of said City of Stillwater to indicate the same by their signatures and seal of the City of Stillwater, State of Oklahoma.

WILLIAM H. JOYCE, MAYOR
CITY OF STILLWATER, OKLAHOMA

(SEAL)

ATTEST:

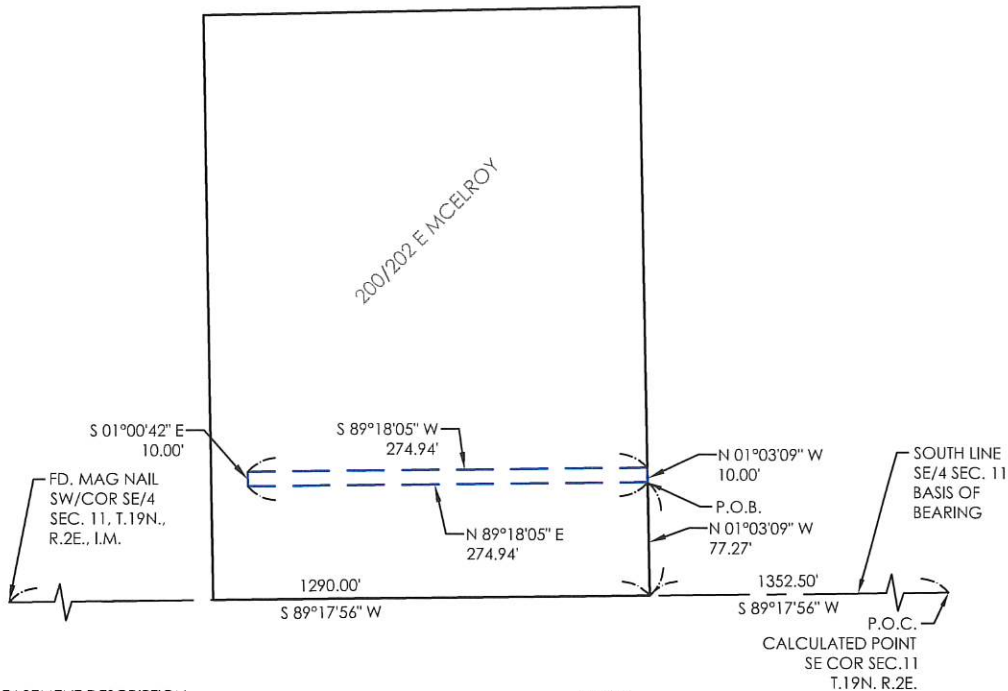
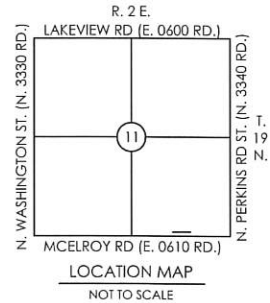
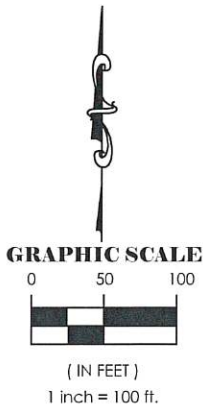
TERESA KADAVY, CITY CLERK
CITY OF STILLWATER, OKLAHOMA

Approved as to form and legality this ____ day of _____, 20__.

KIMBERLY CARNLEY, CITY ATTORNEY
CITY OF STILLWATER, OKLAHOMA

SEWER EASEMENT

PART OF SE/4, SEC. 11, T.19N., R.2E., I.M.
CITY OF STILLWATER, PAYNE COUNTY, OKLAHOMA



EASEMENT DESCRIPTION

BEING A TEN (10) FOOT WIDE EASEMENT, LOCATED IN THE SOUTHEAST QUARTER (SE/4) OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN, CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING (P.O.C.) AT THE SOUTHEAST CORNER (SE/COR) OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION ELEVEN (11); THENCE SOUTH 89°17'56" WEST ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION, A DISTANCE OF 1352.50 FEET; THENCE NORTH 01°03'09" WEST, A DISTANCE OF 77.27 FEET TO THE POINT OF BEGINNING (P.O.B.); THENCE CONTINUING NORTH 01°03'09" WEST, A DISTANCE OF 10.00 FEET; THENCE SOUTH 89°18'05" WEST, A DISTANCE OF 274.94 FEET; THENCE SOUTH 01°00'42" EAST, A DISTANCE OF 10.00 FEET; THENCE NORTH 89°18'05" EAST, A DISTANCE OF 274.94 FEET TO THE POINT OF BEGINNING (P.O.B.).

CONTAINING 2,749 SQUARE FEET OR 0.06 ACRES, MORE OR LESS.

NOTES:

THIS EXHIBIT IS A SEWER ROUTE AND DOES NOT REPRESENT A TRUE BOUNDARY SURVEY.

THIS EXHIBIT WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE ABSTRACT. THERE MAY BE EASEMENTS OR OTHER MATTERS OF RECORD THAT AFFECT THIS PROPERTY, WHICH ARE NOT SHOWN HEREON.

BEARING BASIS: SOUTH 89°17'56" WEST AS THE SOUTH LINE OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST, I.M. CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA.

LEGEND

P.O.C.	POINT OF COMMENCING
P.O.B.	POINT OF BEGINNING
—	PROPERTY LINE
---	EASEMENT LINE
---	SECTION LINE

DIGITALLY SIGNED 01-19-22

PARTY CHIEF: RW
PROCESSED BY: MS
DRAWN BY: MT
CHECKED BY: MS
SCALE: 1"=100'
DATE: 1/19/2022
REVISION DATE: N/A



216 W. 6th Avenue, Stillwater, OK 74074 - Phone: (405) 372-0000
Fax: (405) 372-0002 - www.usmsurveying.com - Oklahoma CA #6858



P:\5456\DWG\SHEETS\2021.03.30\5456 200-202 E MCELROY EASEMENT.DWG

JOB NO. 5456

TEMPORARY CONSTRUCTION EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned certifies that Stillwater Benevolent Corporation, hereinafter called the "Grantor," owns and possesses all rights, title, and interest to the following described real property situated in Payne County, State of Oklahoma, to-wit:

A tract of land in the South Half (S/2) of the Southeast Quarter (SE/4) of Section Eleven (11), Township Nineteen (19) North, Range Two (2), East of the Indian Meridian, in Payne County, State of Oklahoma, more particularly described as follows: Beginning at a point 990 feet East of the Southwest corner of said Southeast Quarter (SE/4) of Section Eleven (11), Township Nineteen (19) North, Range Two (2), East of the Indian Meridian, thence North 403 feet, thence East 300 feet, thence South 403 feet to the South line of said Southeast Quarter (SE/4), thence West 300 feet to the point of beginning, in Payne County, State of Oklahoma.

and further that the Grantor, its successors and assigns, in consideration of the sum of Ten Dollars (\$10.00), in hand paid and other good and valuable consideration, does hereby grant, bargain, sell, and convey unto the City of Stillwater, Oklahoma, herein-after called the "Grantee," its successors and assigns, the following described real estate:

BEING A TEN (10) FOOT WIDE TEMPORARY CONSTRUCTION EASEMENT, LOCATED IN THE SOUTHEAST QUARTER (SE/4) OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN, CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING (P.O.C.) AT THE SOUTHEAST CORNER (SE/COR) OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION ELEVEN (11);
THENCE SOUTH 89°17'56" WEST ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION, A DISTANCE OF 1627.50 FEET;
THENCE NORTH 01°00'42" WEST, A DISTANCE OF 149.34 FEET TO THE **POINT OF BEGINNING** (P.O.B.);
THENCE CONTINUING NORTH 01°00'42" WEST, A DISTANCE OF 60.05 FEET;
THENCE NORTH 89°20'43" EAST, A DISTANCE OF 10.00 FEET;
THENCE SOUTH 01°00'42" EAST, A DISTANCE OF 60.00 FEET;
THENCE SOUTH 89°03'48" WEST, A DISTANCE OF 10.00 FEET TO THE **POINT OF BEGINNING** (P.O.B.).

CONTAINING 600 SQUARE FEET OR 0.07 ACRES, MORE OR LESS.
AND

BEING A TEMPORARY EASEMENT, LOCATED IN THE SOUTHEAST QUARTER (SE/4) OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN, CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING (P.O.C.) AT THE SOUTHEAST CORNER (SE/COR) OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION ELEVEN (11);
THENCE SOUTH 89°17'56" WEST ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION, A DISTANCE OF 1352.50 FEET;
THENCE NORTH 01°03'09" WEST, A DISTANCE OF 87.27 FEET TO THE **POINT OF BEGINNING** (P.O.B.);
THENCE CONTINUING NORTH 01°03'09" WEST, A DISTANCE OF 12.11 FEET;
THENCE SOUTH 89°14'30" EAST, A DISTANCE OF 86.75 FEET;
THENCE SOUTH 00°41'55" EAST, A DISTANCE OF 12.02 FEET;

City of Stillwater - Redbud Sewer Project
Project Parcel 3.2
Assessor Parcel 60000379

Page 46 of 115

STATE OF OKLAHOMA)

) ss.

COUNTY OF PAYNE)

NOW, on this ____ day of _____, 20__, the City Council of the City of Stillwater, State of Oklahoma, a municipal corporation, acting for and in behalf of said municipal corporation, during an open meeting, does hereby approve and accept from the named Grantor this Temporary Construction Easement and directs the Mayor and Clerk of said City of Stillwater to indicate the same by their signatures and seal of the City of Stillwater, State of Oklahoma.

WILLIAM H. JOYCE, MAYOR
CITY OF STILLWATER, OKLAHOMA

(SEAL)

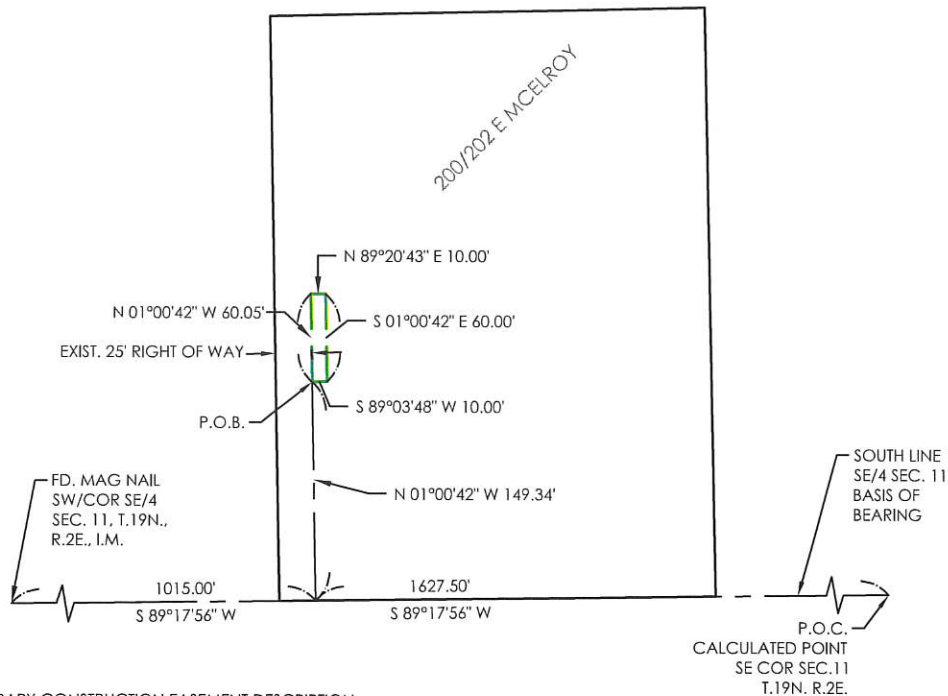
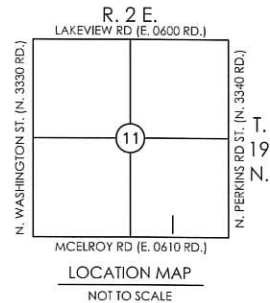
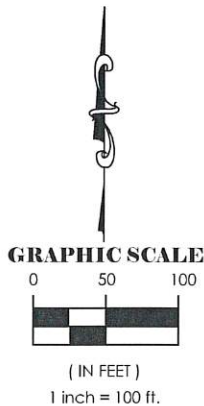
ATTEST:

TERESA KADAVY, CITY CLERK
CITY OF STILLWATER, OKLAHOMA

Approved as to form and legality this ____ day of _____, 20__.

KIMBERLY CARNLEY, CITY ATTORNEY
CITY OF STILLWATER, OKLAHOMA

TEMPORARY CONSTRUCTION EASEMENT PART OF SE/4, SEC. 11, T.19N., R.2E., I.M. CITY OF STILLWATER, PAYNE COUNTY, OKLAHOMA



TEMPORARY CONSTRUCTION EASEMENT DESCRIPTION
BEING A TEN (10) FOOT WIDE TEMPORARY CONSTRUCTION EASEMENT, LOCATED IN THE SOUTHEAST QUARTER (SE/4) OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN, CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING (P.O.C.) AT THE SOUTHEAST CORNER (SE/COR) OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION ELEVEN (11); THENCE SOUTH 89°17'56" WEST ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION, A DISTANCE OF 1627.50 FEET;
THENCE NORTH 01°00'42" WEST, A DISTANCE OF 149.34 FEET TO THE POINT OF BEGINNING (P.O.B.);
THENCE CONTINUING NORTH 01°00'42" WEST, A DISTANCE OF 60.05 FEET;
THENCE NORTH 89°20'43" EAST, A DISTANCE OF 10.00 FEET;
THENCE SOUTH 01°00'42" EAST, A DISTANCE OF 60.00 FEET;
THENCE SOUTH 89°03'48" WEST, A DISTANCE OF 10.00 FEET TO THE POINT OF BEGINNING (P.O.B.).

CONTAINING 600 SQUARE FEET OR 0.07 ACRES, MORE OR LESS.

NOTES:

THIS EXHIBIT IS A SEWER ROUTE AND DOES NOT REPRESENT A TRUE BOUNDARY SURVEY.

THIS EXHIBIT WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE ABSTRACT. THERE MAY BE EASEMENTS OR OTHER MATTERS OF RECORD THAT AFFECT THIS PROPERTY, WHICH ARE NOT SHOWN HEREON.

BEARING BASIS: SOUTH 89°17'56" WEST AS THE SOUTH LINE OF THE SOUTHEAST QUARTER (SE/4) OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST, I.M. CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA.

LEGEND

P.O.C. POINT OF COMMENCING
P.O.B. POINT OF BEGINNING
— — — — — PROPERTY LINE
— — — — — TEMPORARY EASEMENT LINE
— — — — — SECTION LINE

DIGITALLY SIGNED 1/10/2023

PARTY CHIEF: RW
PROCESSED BY: MS
DRAWN BY: MT
CHECKED BY: MS
SCALE: 1"=100'
DATE: 1/10/2023
REVISION DATE: N/A



216 W. 6th Avenue, Stillwater, OK 74074 - Phone: (405) 372-0000
Fax: (405) 372-0002 - www.usmsurveying.com - Oklahoma CA #6858

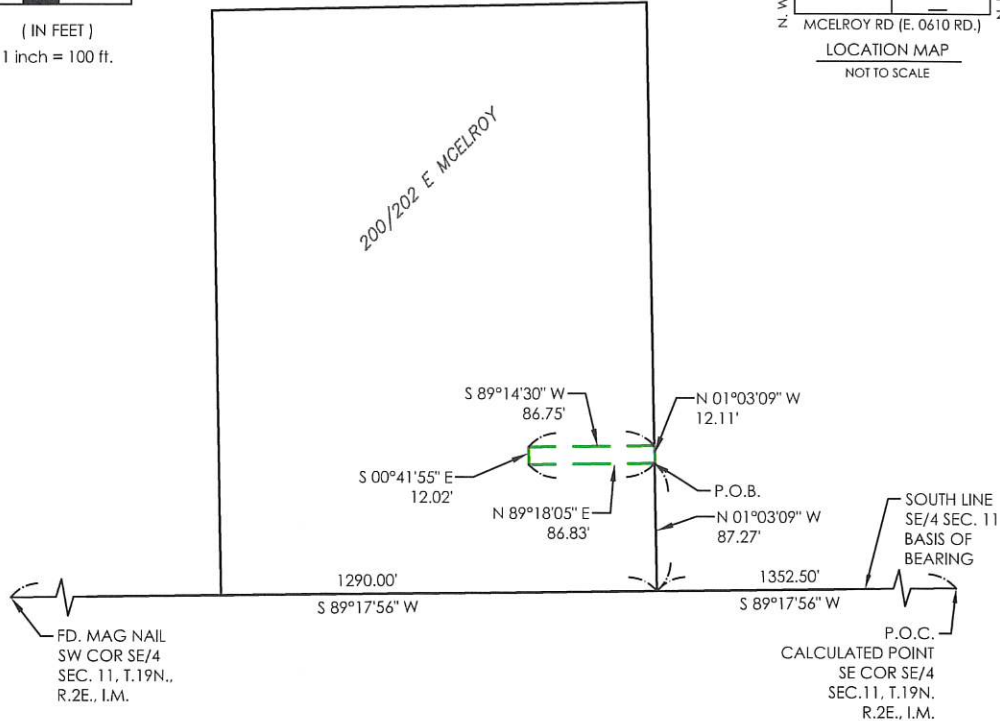
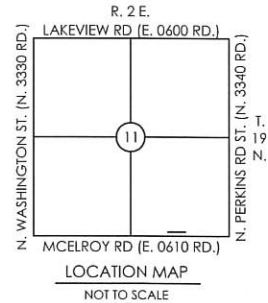
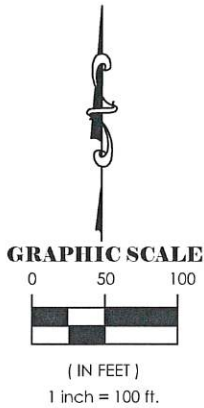
JOB NO. 5456



P:\5456\DWG\SHEETS\2023\01\09\5456 200-202 E MCELROY TCE 1.DWG

TEMPORARY CONSTRUCTION EASEMENT

PART OF SE/4, SEC. 11, T.19N., R.2E., I.M.
CITY OF STILLWATER, PAYNE COUNTY, OKLAHOMA



EASEMENT DESCRIPTION

BEING A TEMPORARY EASEMENT, LOCATED IN THE SOUTHEAST QUARTER (SE/4) OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN, CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING (P.O.C.) AT THE SOUTHEAST CORNER (SE/COR) OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION ELEVEN (11);
THENCE SOUTH 89°17'56" WEST ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER (SE/4) OF SAID SECTION, A DISTANCE OF 1352.50 FEET;
THENCE NORTH 01°03'09" WEST, A DISTANCE OF 87.27 FEET TO THE POINT OF BEGINNING (P.O.B.);
THENCE CONTINUING NORTH 01°03'09" WEST, A DISTANCE OF 12.11 FEET;
THENCE SOUTH 89°14'30" EAST, A DISTANCE OF 86.75 FEET;
THENCE SOUTH 00°41'55" EAST, A DISTANCE OF 12.02 FEET;
THENCE NORTH 89°18'05" EAST, A DISTANCE OF 86.83 FEET TO THE POINT OF BEGINNING (P.O.B.).

CONTAINING 1,047 SQUARE FEET OR 0.02 ACRES, MORE OR LESS.

NOTES:

THIS EXHIBIT IS A SEWER ROUTE AND DOES NOT REPRESENT A TRUE BOUNDARY SURVEY.

THIS EXHIBIT WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE ABSTRACT. THERE MAY BE EASEMENTS OR OTHER MATTERS OF RECORD THAT AFFECT THIS PROPERTY, WHICH ARE NOT SHOWN HEREON.

BEARING BASIS: SOUTH 89°17'56" WEST AS THE SOUTH LINE OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST, I.M. CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA.

LEGEND

P.O.C.	POINT OF COMMENCING
P.O.B.	POINT OF BEGINNING
—	PROPERTY LINE
---	TEMPORARY EASEMENT LINE

DIGITALLY SIGNED 01-09-23

PARTY CHIEF: RW
PROCESSED BY: MS
DRAWN BY: MT
CHECKED BY: MS
SCALE: 1"=100'
DATE: 1/09/2023
REVISION DATE: N/A



216 W. 6th Avenue, Stillwater, OK 74074 - Phone: (405) 372-0000
Fax: (405) 372-0002 - www.usmsurveying.com - Oklahoma CA #6858



JOB NO. 5456

P:\5456\DWG\SHEETS\2023\01\09\5456 200-202 E MCELROY TCE 2.DWG



For City of Stillwater Use Only:

Invoice #:	
Invoice Date:	
Project #:	
Folder:	
PO #:	

Payable to: **Stillwater Benevolent Corporation**

Property Address or Legal Description:

Mailing Address: **202 East McElroy Road**
Stillwater, OK 74075

202 East McElroy Road, Stillwater, OK 74075

Tax ID Number:

RE: Redbud Sewer Project

Parcel Number: 3,
3.1 & 3.2

Item	Description	
3	Perm. Right-of-Way (9,995sf)	\$79,960.00
3.1	Sewer Easement (2,749sf)	\$8,796.80
3.2	Temp. Const. Easement (1,647sf)	\$1,317.60
3	Replace Trash Enclosure	\$2,500.00
3	Replace Pipe Rail Fencing	\$5,750.00
3	Relocate Dumpster and Grease Bin	\$300.00
	Reconfigure Striping	\$600.00
	Relocate Cable Gate	\$150.00
	3640 SF of Asphalt Parking Lot	\$8,554.00
Total		\$107,930.00 (rnd)

Attachments: None

PROPERTY OWNER

Dwight Stoddard, Trustee chair

Printed Name

Signature

Date

Jim Aulgur, Trustee financials

Printed Name

Signature

Date

APPROVAL

Project Manager

Signature

Date

Division Lead

Signature

Date



Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449
Office: 405.372.0025
Web: stillwater.org

Budget Amendment Request
For Budget Year 2024

Date: 05/08/2024

Department: Transportation Requested by: Candy Staring

Explanation: Increase appropriations for easement acquisition related to the Redbud Sewer Project.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Redbud Sewer Project	2604035 - 54013	135606	\$ 0	\$ 79,960	\$ 79,960
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease) \$ 79,960

Reviewed by Department Manager: Candy Staring Date: 5/8/2024

Reviewed by Finance: Date:

Approved by CMO: Date:

Approved by City Council: Date:

Processed by Finance: Date:

Set ID: Date Sent to SA&I: Date:

--Print on Yellow Paper--

REPORT TO: CITY COUNCIL

MEETING DATE: MAY 20, 2024



Agenda Item:	4.g. CC-24-67
Previous/Related Action:	
Background/Issue:	The library received \$2838 in non-Trust donations, including \$2119 for Adult Services projects and \$719 for designated book projects.
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 amendments reflect an increase to the donation revenue account by \$2838 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 \$2838 in donations to the Stillwater Public Library.
Prepared By:	Stacy Delano, Library Director
Reviewed By:	Stacy Delano Teresa Kadavy Christy Driskel
Submitted By:	Kimberly Meek, City Manager

Attachments

1. Library BA



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: 05/10/2024

Department: Library

Requested by: Stacy DeLano, library director

Explanation:

Donation REVENUE

The library received \$2118.67 in donations for Adult Services projects, including \$1109.67 for the community shredding event; \$600 from the Stillwater League of Women Voters for a film and panel event; and \$409.00 for book sale publicity.

The library received \$718.98 in donations designated for specific book projects, including \$495.88 from the Daughters of the American Revolution for children's books; \$197.18 from Stillwater Frontier Rotary for honor books; and \$25.92 for a memorial.

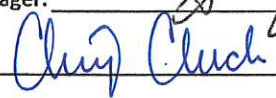
	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	FOL Adult/Donations	1015510 - 48701	20LB03101	\$ 4,256	\$ 2,119	\$ 6,375
	Designated Donat/Donations	1015510 - 48701	21LB07101	\$ 3,079	\$ 719	\$ 3,798
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 2,838

Reviewed by Department Manager: 

Date: 05/10/2024

Reviewed by Finance: 

Date: 5-13-2024

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: 05/10/2024

Department: Library

Requested by: Stacy DeLano, library director

Explanation:

Donation EXPENDITURES

The library received \$2118.67 in donations for Adult Services projects, including \$1109.67 for the community shredding event; \$600 from the Stillwater League of Women Voters for a film and panel event; and \$409.00 for book sale publicity.

The library received \$718.98 in donations designated for specific book projects, including \$495.88 from the Daughters of the American Revolution for children's books; \$197.18 from Stillwater Frontier Rotary for honor books; and \$25.92 for a memorial.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	FOL Adult/Donations	1015510 - 53041	20LB03101	\$ 4,256	\$ 2,119	\$ 6,375
	Designated Donat/Donations	1015510 - 53041	21LB07101	\$ 3,079	\$ 719	\$ 3,798
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

\$ 2,838

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

Reviewed by Department Manager: [Signature]

Date: 05/10/2024

Reviewed by Finance: [Signature]

Date: 5-13-2024

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: MAY 20, 2024



Agenda Item:	4.h. CC-24-68
Previous/Related Action:	None
Background/Issue:	Due to safety concerns, a request has been made to the Oklahoma Department of Transportation to place advance school warning signs and flashing beacons in the vicinity of Highland Park Elementary along 6th Avenue (SH-51).
Proposal/Solution:	A project agreement has been prepared in which ODOT agrees to provide plans and specifications, purchase, own, and install electronic school zone traffic control devices and appurtenances in the vicinity of Highland Park Elementary. The prepared agreement requires the City to be responsible for maintenance and cost of operation of the school zone traffic control devices after construction is complete.
Financial Source/Impact:	No initial financial impact will be incurred. Operation and maintenance throughout the years will be provided by the Public Works Department annual budgets.
Related Strategic Priority:	#3 SAFE COMMUNITY
Recommended Action/Motion:	Approve and authorize the City Manager's execution of the ODOT agreement for Project Number HSIPG-299S(315) PART 18 TR, Job Piece No. 35964(22).
Prepared By:	Travis Small, Division Manager Transportation & Drainage
Reviewed By:	Candy Staring Brady Moore Teresa Kadavy
Submitted By:	Kimberly Meek, City Manager

Attachments

1. ODOT Agreement Stillwater SH-51 School Zone JP 35964(22) MA

PROJECT AGREEMENT

FOR

FEDERAL-AID PROGRAM

PROJECT NUMBER HSIPG-299S(315) PART 18 TR

JOB PIECE NO. 35964(22)

FOR THE INSTALLATION OF ADVANCE SCHOOL WARNING
SIGNS with FLASHING BEACONS

ALONG SH-51

IN THE CITY OF STILLWATER

PAYNE COUNTY

BY AND BETWEEN

CITY OF STILLWATER

AND

THE OKLAHOMA DEPARTMENT OF TRANSPORTATION

A G R E E M E N T

This AGREEMENT, made the day and year last written below, by and between the CITY OF STILLWATER, hereinafter referred to as the CITY, and the Department of Transportation of the State of Oklahoma, hereinafter referred to as the DEPARTMENT, for the following intents and purposes and subject to the following terms and conditions, to wit:

WITNESSETH:

THAT the CITY proposes to make certain traffic improvements as directed by the Oklahoma Transportation Commission at their meeting of September 2023, authorizing State apportioned Federal-Aid Project funds for participation in the project for traffic improvements in the PAYNE COUNTY designated as Federal-Aid Project HSIPG-299S(315) PART 18 TR, JP #35964(22) consisting of the actual traffic improvements as follows:

1. INSTALLATION OF ADVANCE SCHOOL WARNING SIGNS WITH FLASHING BEACONS ALONG SH-51

All construction is to be in accordance with the plans and by reference made a part of this AGREEMENT. Such plans are to be in accordance with the 2019 Oklahoma Standard Specifications for Highway Construction and current updates.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The DEPARTMENT agrees to provide plans and specifications, purchase, own and install electronic school zone traffic control devices and necessary appurtenances thereto in agreed-upon locations within DEPARTMENT right-of-way along SH 51 (“the devices”).
2. The DEPARTMENT agrees that Federal-Aid Safety Transportation Program Project Funds shall be used to provide 100% of the final construction costs.

3. The CITY shall by resolution or letter of concurrence, duly authorize the execution of this AGREEMENT by proper officials, and attach copies of such resolution or letter of concurrence to this AGREEMENT.
4. It is understood and agreed that the roadway improvements and all devices specified herein shall not be altered, removed, or cease to be operative without mutual written consent of the DEPARTMENT and the CITY.
5. The CITY agrees that upon completion of construction of said project, final inspection, and acceptance of the project by the DEPARTMENT, the CITY will be responsible for the maintenance and cost of operation of all school zone signage and equipment erected and installed pursuant to this agreement and all devices appurtenant thereto as per Oklahoma Admin Code §730:35-1-11b1C.
6. The CITY and the DEPARTMENT hereby agree to periodically review the adequacy of the aforesaid devices to ensure the safety and efficiency of the traveling public and should the DEPARTMENT determine that modifications are required to achieve said goals as traffic patterns and volumes change over time, the CITY shall take such actions as are necessary to make such modification. When maintenance and/or operational modifications are required which in the opinion of the DEPARTMENT exceed the capabilities of the CITY staff, the CITY agrees to retain, at the sole expense of the CITY, competent personnel for the purpose of bringing the devices up to the proper standard of operation.
7. In the event that the city deems modifications to the equipment or timings outside of general maintenance to be necessary, the CITY will contact the DEPARTMENT for approval prior to any alterations.

8. If the CITY should fail to fulfill its responsibilities under this AGREEMENT, the DEPARTMENT will evaluate the devices on a case-by-case basis and take appropriate steps, which may result in complete removal of one or more of the devices.

IN WITNESS WHEREOF, the Deputy Director of the Department of Transportation, pursuant to authority vested in her by the Transportation Commission, has hereunto subscribed her name as Deputy Director of the Department of Transportation, and the CITY has executed same pursuant to authority prescribed by law.

SIGNED by the CITY on _____ / _____ / 20_____

and the STATE on _____.

CITY OF STILLWATER

BY: _____
Mayor or CITY Manager

ATTEST:

APPROVED AS TO FORM AND LEGALITY

BY: _____
CITY Attorney

Title

STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION

BY: _____
Division Engineer

BY: _____
State Traffic Engineer

By: _____
Deputy Director

APPROVED AS TO FORM AND LEGALITY

BY: _____
General Counsel

TEMPORARY CONSTRUCTION EASEMENT AGREEMENT

This Temporary Construction Agreement ("Agreement") is entered into this ____ day of May, 2024 (the "Effective Date") by and between City of Stillwater, Oklahoma, a Municipal Corporation and Enable Oklahoma Intrastate Transmission, LLC.

The City of Stillwater, Oklahoma, a Municipal Corporation, hereinafter called the "**Grantor**," owns and possesses all rights, title, and interest to the following described real property situated in Payne County, State of Oklahoma, to-wit:

ALL THAT PART OF THE E/2 SW/4 OF SECTION 30, TOWNSHIP 19 NORTH, RANGE 3 EAST, LYING NORTH OF THE CENTERLINE OF STILLWATER CREEK

and further that for and in consideration of the sum of Ten and 00/100 Dollars (\$10.00) and other good and valuable consideration, in hand paid, the receipt of which is hereby acknowledged, Grantor does hereby grant and convey unto **Enable Oklahoma Intrastate Transmission, LLC, an Oklahoma Limited Liability Company**, whose address is 499 West Sheridan Ave, Suite 1500, Oklahoma City, OK 73102, hereinafter referred to as "**Grantee**", a temporary access and construction easement within the Property described above to allow Grantee to perform all tasks reasonably related to the construction and installation of a natural gas pipeline referred to herein as the ONG Stillwater Pipeline ("Easement"). Said Easement will be over, under, across and through a portion of the above-described real property lying within Payne County, Oklahoma, to wit:

A one hundred (100) foot wide easement, fifty (50) feet on each side of the following described centerline, whose sidelines extend or trim to the edges of the subject tract, crossing the northeast quarter (NE/4) of Section Thirty (30) Township Nineteen North (T19N), Range Three East (R03E) of the Indian Meridian, Payne County, Oklahoma, as recorded in Book 1584, Page 0426 of the Office at Payne County Clerk, being more particularly described as follows:

From the point of commencement at the northwest corner (NW Cor) of the northeast quarter (NE/4) of said Section Thirty (30); thence south 01°05'52" east along the west line of the northeast quarter (NE/4) of said section, a distance of 2256.39 feet to the point of beginning;

Thence south 69°34'49" east a distance of 491.22 feet;
Thence south 69°59'11" east a distance of 1829.62 feet;
Thence south 70°15'18" east a distance of 497.38 feet to
The point of termination.

As shown on Exhibit "A" attached hereto and made a part hereof.

Together with the right of ingress and egress to and from the same for any and all purposes necessary or convenient to the exercise by Grantee of the rights and easements herein granted, on over and across said land of the Grantor.

The Easement shall expire one year from Effective Date of this Agreement. In the event construction of the ONG Stillwater Pipeline is not complete at the expiration of the Easement, Grantee may seek an extension of the Easement under the same terms and conditions herein, which will not be unreasonably withheld by Grantor.

This Agreement is temporary in nature and is not intended to affect the title of the Grantor Property. Grantee agrees that this Agreement shall not be recorded nor otherwise entered into the permanent record of any land office. The Grantor shall neither erect nor construct any building or other permanent structure within the above-described property during the period of this Agreement. Except as otherwise provided herein, Grantor reserves and retains the right to use the Easement Tract for any and all purposes which do not unreasonably interfere with or prevent the use by the Grantee of the Easement Tract for the purposes provided for herein.

Upon termination of the Easement, Grantee shall restore the surface of the property covered by the Easement to the same or better condition as on the date of this Agreement.

This Agreement embodies the complete agreement between the parties hereto and cannot be changed or modified except by a written instrument subsequently executed by both parties. This Agreement and the terms and conditions hereof apply to and are binding upon the authorized assigns of both parties.

EXECUTED this the ____ day of _____, 2024.

CITY OF STILLWATER, OKLAHOMA

A Municipal Corporation

William H. Joyce, Mayor

(seal)

ATTEST:

Teresa Kadavy, City Clerk

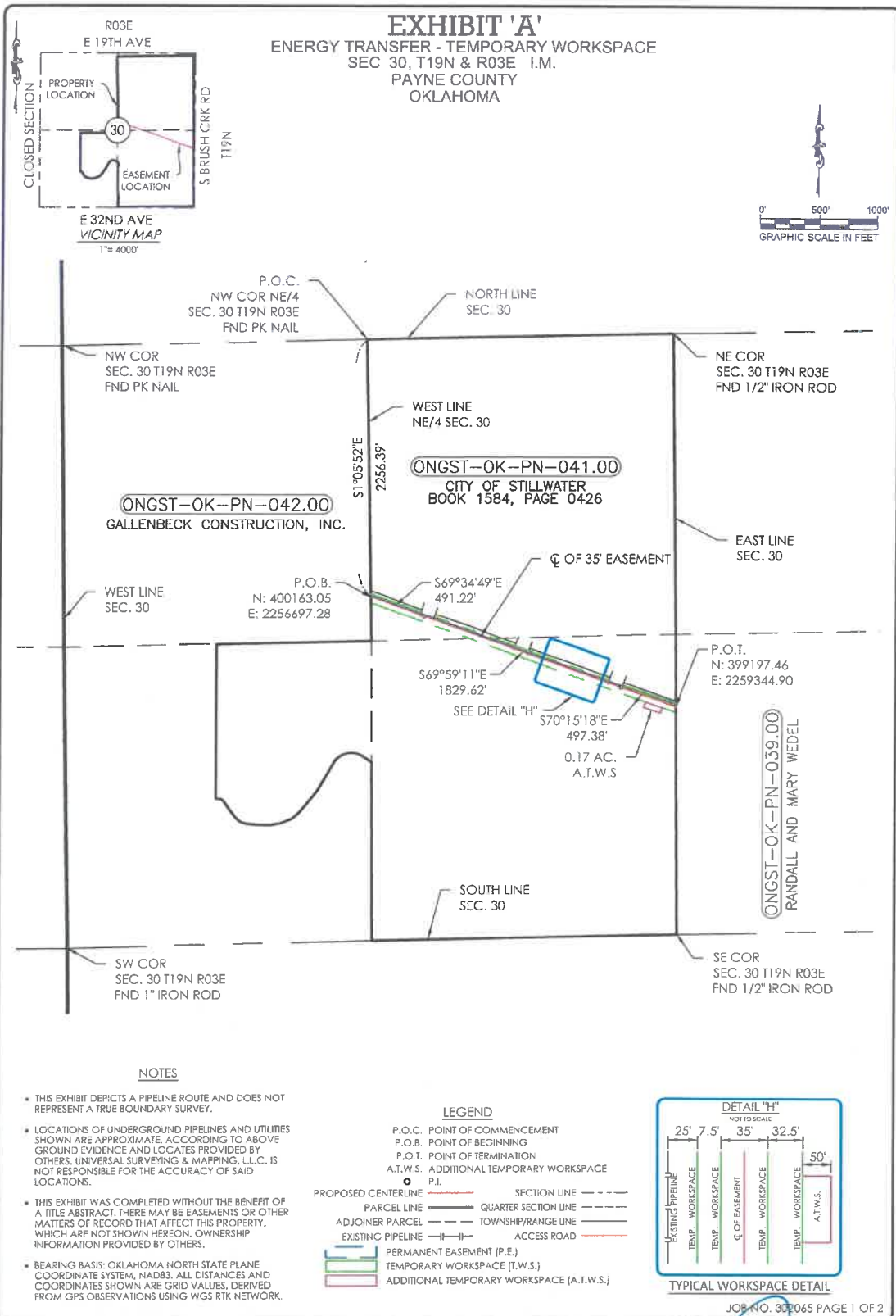
This instrument was acknowledged before me on _____ by _____ as _____ for the City of Stillwater, Oklahoma, a Municipal Corporation.

My Commission Expires

STATE OF TEXAS)
) SS:
COUNTY OF DALLAS)

This instrument was acknowledged before me on the 13th day of May, 2024 by Kevin Taliaferro, as Sr. Director – Right of Way of Enable Oklahoma Intrastate Transmission, LLC.

 LATOYA WILLIAMS
Notary Public, State of Texas
Comm. Expires 03-02-2025
Notary ID 132949835



NOTES

- THIS EXHIBIT DEPICTS A PIPELINE ROUTE AND DOES NOT REPRESENT A TRUE BOUNDARY SURVEY.
- LOCATIONS OF UNDERGROUND PIPELINES AND UTILITIES SHOWN ARE APPROXIMATE, ACCORDING TO ABOVE GROUND EVIDENCE AND LOCATES PROVIDED BY OTHERS. UNIVERSAL SURVEYING & MAPPING, L.L.C. IS NOT RESPONSIBLE FOR THE ACCURACY OF SAID LOCATIONS.
- THIS EXHIBIT WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE ABSTRACT. THERE MAY BE EASEMENTS OR OTHER MATTERS OF RECORD THAT AFFECT THIS PROPERTY, WHICH ARE NOT SHOWN HEREON. OWNERSHIP INFORMATION PROVIDED BY OTHERS.
- BEARING BASIS: OKLAHOMA NORTH STATE PLANE COORDINATE SYSTEM, NAD83. ALL DISTANCES AND COORDINATES SHOWN ARE GRID VALUES, DERIVED FROM GPS OBSERVATIONS USING WGS RTK NETWORK.

LEGEND

P.O.C. POINT OF COMMENCEMENT
P.O.B. POINT OF BEGINNING
P.O.T. POINT OF TERMINATION
A.T.W.S. ADDITIONAL TEMPORARY WORKSPACE
P.I. PARCEL LINE

PROPOSED CENTERLINE
PARCEL LINE
ADJOINER PARCEL
EXISTING PIPELINE
PERMANENT EASEMENT (P.E.)
TEMPORARY WORKSPACE (T.W.S.)
ADDITIONAL TEMPORARY WORKSPACE (A.T.W.S.)

SECTION LINE
QUARTER SECTION LINE
TOWNSHIP/RANGE LINE
ACCESS ROAD

DETAIL "H"
NOT TO SCALE
25' 7.5' 35' 32.5' 50'
EXISTING PIPELINE
TEMP. WORKSPACE
TEMP. WORKSPACE
E OF EASEMENT
TEMP. WORKSPACE
TEMP. WORKSPACE
A.T.W.S.

TYPICAL WORKSPACE DETAIL

JOB NO. 302065 PAGE 1 OF 2

PARCEL NO: ONGST-OK-PN-041.00
PROPERTY OWNER: CITY OF STILLWATER
VESTING: BOOK 1584, PAGE 0426
PIPELINE NAME: 8" ONG STILLWATER PIPELINE
LOCATION: SEC 30, T19N & R03E I.M.

CENTERLINE LENGTH = 2818.22 FEET
CENTERLINE LENGTH = 170.80 RODS
TEMPORARY WORKSPACE = 2.59 AC.
ADD. TEMP. WORKSPACE = 0.17 AC.

REV	DRAW	CHK	DATE
0	DLM	JAA	02/14/24
1	DLM	JAA	03/12/24
2	NGN	DLM	04/30/24

ENERGY TRANSFER
8111 WESTCHESTER DRIVE
DALLAS, TEXAS PHONE: (214) 981-0700

UNIVERSAL SURVEYING & MAPPING
216 W. 6th Avenue, Stillwater, OK 74074 - Phone: (405) 372-0000
Fax: (405) 372-0002 - www.universalsurveying.com CA #6858

Licensed Professional Land Surveyor
Josh L. Powers
1652
OKLAHOMA

PA\302065_Energy Transfer_J. ONG Stillwater PA\Drawing\Proposed\Survey\02-09-23\Survey\ONGST-OK-PN-041.00-TWS.dwg

EXHIBIT 'A'
ENERGY TRANSFER - TEMPORARY WORKSPACE
SEC 30, T19N & R03E I.M.
PAYNE COUNTY
OKLAHOMA

TEMPORARY WORKSPACE CENTERLINE DESCRIPTION

BEING A TEMPORARY WORK AREA DEFINED AS SEVEN AND ONE HALF (7.5) FEET WIDE, BEGINNING AT AN OFFSET OF SEVENTEEN AND ONE HALF (17.5) FEET LEFT OF THE FOLLOWING DESCRIBED CENTERLINE AND A TEMPORARY WORK AREA DEFINED AS THIRTY TWO AND ONE HALF (32.5) FOOT WIDE, BEGINNING AT AN OFFSET OF SEVENTEEN AND ONE HALF (17.5) FEET RIGHT OF THE FOLLOWING DESCRIBED CENTERLINE, WHOSE SIDELINES EXTEND OR TRIM TO THE EDGES OF THE SUBJECT TRACT, CROSSING THE NORTHEAST QUARTER (NE/4) OF SECTION THIRTY (30), TOWNSHIP NINETEEN NORTH (T19N), RANGE THREE EAST (R03E) OF THE INDIAN MERIDIAN (I.M.) PAYNE COUNTY, OKLAHOMA. AS RECORDED IN BOOK 1584, PAGE 0426 OF THE OFFICE AT PAYNE COUNTY CLERK, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FROM THE POINT OF COMMENCEMENT (P.O.C.) AT THE NORTHWEST CORNER (NW COR) OF THE NORTHEAST QUARTER (NE/4) OF SAID SECTION THIRTY (30); THENCE SOUTH 01°05'52" EAST ALONG THE WEST LINE OF THE NORTHEAST QUARTER (NE/4) OF SAID SECTION, A DISTANCE OF 2256.39 FEET TO THE POINT OF BEGINNING (P.O.B.);

THENCE SOUTH 69°34'49" EAST A DISTANCE OF 491.22 FEET;
THENCE SOUTH 69°59'11" EAST A DISTANCE OF 1829.62 FEET;
THENCE SOUTH 70°15'18" EAST A DISTANCE OF 497.38 FEET TO
THE POINT OF TERMINATION (P.O.T.)

JOB NO. 370065 PAGE 2 OF 2

PARCEL NO: ONGST-OK-PN-041.00
PROPERTY OWNER: CITY OF STILLWATER
VESTING: BOOK 1584, PAGE 0426
PIPELINE NAME: 8" ONG STILLWATER PIPELINE
LOCATION: SEC 30, T19N & R03E I.M.

CENTERLINE LENGTH = 2818.22 FEET
CENTERLINE LENGTH = 170.80 RODS
TEMPORARY WORKSPACE = 2.59 AC.
ADD. TEMP. WORKSPACE = 0.11 AC.

REV	DRAW	CHK	DATE
0	DLM	JAA	02/14/24
1	DLM	JAA	03/12/24
2	NGN	DLM	04/30/24



ENERGY TRANSFER

ENERGY TRANSFER
8111 WESTCHESTER DRIVE
DALLAS, TEXAS PHONE: (214) 981-0700



UNIVERSAL
SURVEYING & MAPPING

216 W. 6th Avenue, Stillwater, OK 74074 - Phone: (405) 372-0000
Fax: (405) 372-0002 - www.unisurveying.com CA 46558



P:\302065_Energy Transfer - 8" ONG Stillwater Pipeline\Programs\Survey\Exhibit\Print Exhibit\302065_Plan_02-06-23\Shaded\ONGST-OK-PN-041.00-TWS.dwg

STATE OF OKLAHOMA)
) KNOW ALL MEN BY THESE PRESENTS:
COUNTY OF PAYNE)

ALL THAT PART OF THE E/2 SW/4 OF SECTION 30, TOWNSHIP 19 NORTH, RANGE 3 EAST,
LYING NORTH OF THE CENTERLINE OF STILLWATER CREEK

A thirty-five (35) foot wide easement, seventeen and one half (17.5) feet on each side of the following described centerline, whose sidelines extend or trim to the edges of the subject tract, crossing the northeast quarter (NE/4) of Section Thirty (30) Township Nineteen North (T19N), Range Three East (R03E) of the Indian Meridian, Payne County, Oklahoma, as recorded in Book 1584, Page 0426 of the Office at Payne County Clerk, being more particularly described as follows:

Thence south 69°34'49" east a distance of 491.22 feet;
Thence south 69°59'11" east a distance of 1829.62 feet;
Thence south 70°15'18" east a distance of 497.38 feet to
The point of termination.

- Said easement shall be thirty-five (35) feet wide.

Page 66 of 115

TO HAVE AND TO HOLD unto the said Grantee, its successors and assigns, so long as any one or more of said rights or privileges are exercised by or useful to Grantee. Grantee hereby agrees 1) to pay any reasonable damages to crops, timber, or fences which may immediately and directly result from the exercise of the rights and privileges granted herein, except for those damages caused by maintaining and clearing the right of way as hereinafter provided; 2) after construction, clearing or maintenance work, to restore the easement area to its pre-activity condition as near as is practicable; 3) to install no above-ground appurtenances within the easement area, other than necessary markers, including but not limited to cathodic test leads and cathodic protection appurtenances; 4) to bear the costs associated with supporting Grantee's infrastructure during maintenance, repair or replacement of Grantor's sewer interceptor line; and 5) to bury all pipes, appurtenances thereto, and other infrastructure a minimum of 3 feet under the surface. Grantee acknowledges and agrees that, in the event Grantee's infrastructure is not buried at least 3 feet below the surface, Grantor will bear no responsibility for damage done to said infrastructure which results from Grantor's operations.

Grantee acknowledges and agrees that current and future city operations affect the easement area and exercising any rights granted herein shall be subject to city operations, including but not limited to heavy equipment travel, sludge injection operations, and nutrient removal operations. In addition, Grantee acknowledges and agrees that the subject easement is in proximate location to sewer lines and appurtenances thereto which are owned and maintained by Grantor. Grantor reserves the right to work within the easement area as is necessary to access, repair, replace, connect and/or improve its sewer or water infrastructure. Except for the rights reserved above, Grantor agrees to not impound water upon, build, create or construct nor permit to be built, created or constructed, any obstruction, building, improvement, or other structure, over, under, or within, said right of way after such pipeline has been constructed by Grantee. This shall be a covenant running with the land and shall be binding on Grantor, their heirs and assigns.

The easement and privileges herein granted are assignable or transferable by Grantee.

It is hereby understood that the party securing this grant on behalf of the Grantee is without authority to make any covenant or agreement not herein expressed.

EXECUTED this the ____ day of _____, 2024.

CITY OF STILLWATER, OKLAHOMA
A Municipal Corporation

William H. Joyce, Mayor

(seal)

ATTEST:

Teresa Kadavy, City Clerk

ACKNOWLEDGMENTS

STATE OF OKLAHOMA)
) **SS:**
COUNTY OF PAYNE)

This instrument was acknowledged before me on _____ by _____
as _____ for the City of Stillwater, Oklahoma, a Municipal Corporation.

Notary Public

My Commission Expires

Grantee:
Enable Oklahoma Intrastate Transmission, LLC

By: Kevin Taliaferro
Kevin Taliaferro
Sr. Director – Right-of-Way

ACKNOWLEDGMENTS

STATE OF TEXAS)
) **SS:**
COUNTY OF DALLAS)

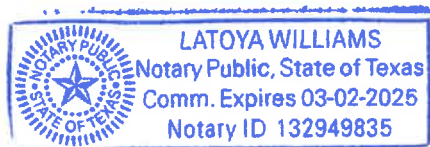
This instrument was acknowledged before me on May 17th 2024 by Kevin Taliaferro as
Sr. Director – Right-of-Way for Enable Oklahoma Intrastate Transmission, LLC.

L. Williams

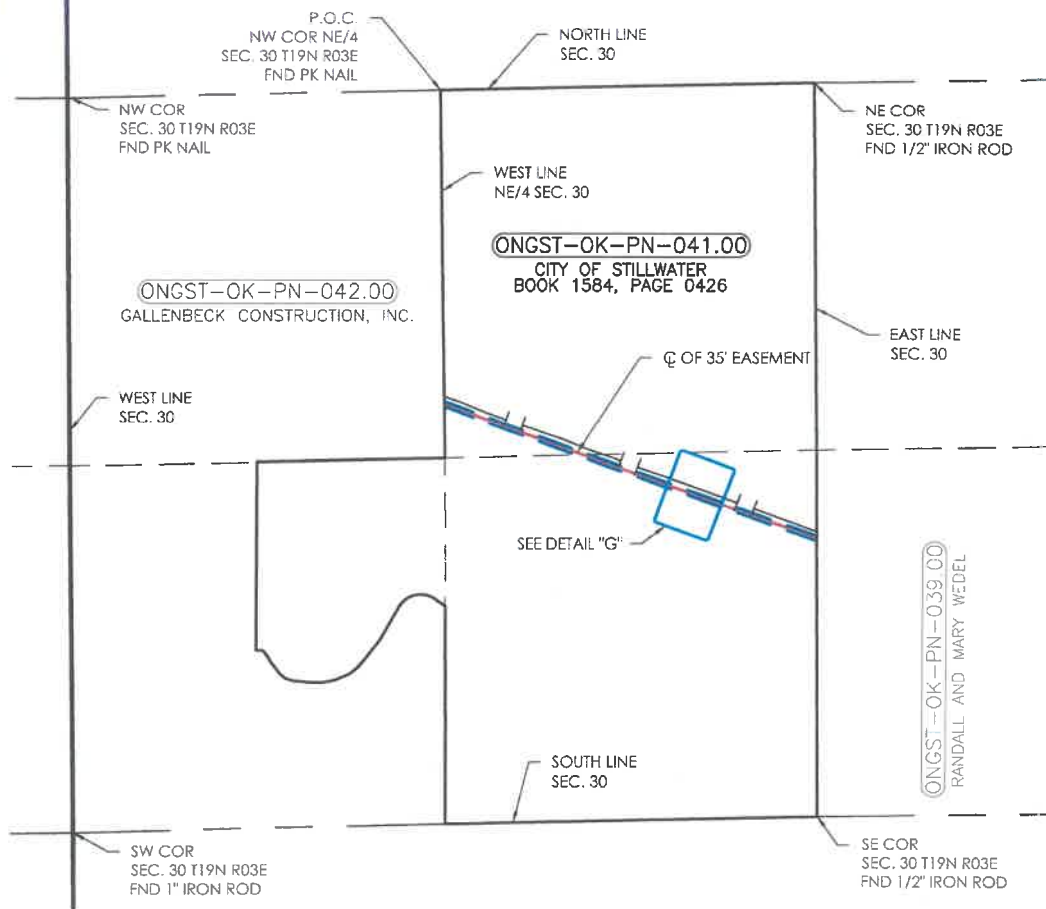
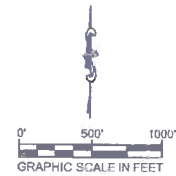
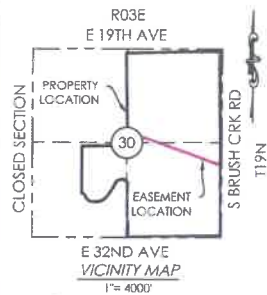
Notary Public

7/2/2025

My Commission Expires



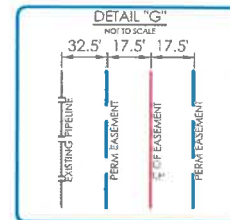
ENERGY TRANSFER - 35' PERMANENT EASEMENT
SEC 30, T19N & R03E 1.M.
PAYNE COUNTY
OKLAHOMA



- THIS EXHIBIT DEPICTS A PIPELINE ROUTE AND DOES NOT REPRESENT A TRUE BOUNDARY SURVEY.
- LOCATIONS OF UNDERGROUND PIPELINES AND UTILITIES SHOWN ARE APPROXIMATE, ACCORDING TO ABOVE GROUND EVIDENCE AND LOCATES PROVIDED BY OTHERS. UNIVERSAL SURVEYING & MAPPING, L.L.C. IS NOT RESPONSIBLE FOR THE ACCURACY OF SAID LOCATIONS.
- THIS EXHIBIT WAS COMPLETED WITHOUT THE BENEFIT OF A TITLE ABSTRACT. THERE MAY BE EASEMENTS OR OTHER MATTERS OF RECORD THAT AFFECT THIS PROPERTY, WHICH ARE NOT KNOWN HEREON. OWNERSHIP INFORMATION PROVIDED BY OTHERS.
- BEARINGS BASED: OKLAHOMA NORTH STATE PLANE COORDINATE SYSTEM, NAD83. ALL DISTANCES AND COORDINATES SHOWN ARE GRID VALUES. DERIVED FROM GPS OBSERVATIONS USING WGS 84 NETWORK.

P.O.C. POINT OF COMMENCEMENT
 P.O.B. POINT OF BEGINNING
 P.O.T. POINT OF TERMINATION
 A.T.W.S. ADDITIONAL TEMPORARY WORKSPACE
 P.I.

PROPOSED CENTERLINE ——— SECTION LINE - - - - -
 PARCEL LINE ——— QUARTER SECTION LINE - - - - -
 ADJOINER PARCEL ——— TOWNSHIP/RANGE LINE - - - - -
 EXISTING PIPELINE ——— ACCESS ROAD ———
 PERMANENT EASEMENT (P.E.)
 TEMPORARY WORKSPACE [T.W.S.]
 ADDITIONAL TEMPORARY WORKSPACE [A.T.W.S.]



TYPICAL WORKSPACE DETAIL

JOB NO. 302065 PAGE 1 OF 2

PARCEL NO: ONGST-OK-PN-041.00
PROPERTY OWNER: CITY OF STILLWATER
VESTING: BOOK 1584, PAGE 0426
PIPELINE NAME: 8" ONG STILLWATER PIPELINE
LOCATION: SEC 30, T19N & R03E I.M.

CENTERLINE LENGTH = 2818.22 FEET
CENTERLINE LENGTH = 170.80 RODS
PERMANENT EASEMENT = 2.26 AC.

REV	DRAW	CHK	DATE
0	DLM	JAA	02/14/24
1	DLM	JAA	03/12/24
2	NGN	DLM	05/06/24



ENERGY TRANSFER

ENERGY TRANSFER
8111 WESTCHESTER DRIVE
DALLAS, TEXAS PHONE: (214) 981-0700


UNIVERSAL
 SURVEYING & MAPPING

216 W. 5th Avenue, Stillwater, OK 74074 - Phone: (405) 372-0000
Fax: (405) 372-0002 - www.usmaurveying.com CA #6858



EXHIBIT 'A'

ENERGY TRANSFER - 35' PERMANENT EASEMENT

SEC 30, T19N & R03E I.M.

PAYNE COUNTY

OKLAHOMA

EASEMENT CENTERLINE DESCRIPTION

BEING A THIRTY-FIVE (35) FOOT WIDE EASEMENT, SEVENTEEN AND ONE HALF (17.5) FEET ON EACH SIDE OF THE FOLLOWING DESCRIBED CENTERLINE, WHOSE SIDELINES EXTEND OR TRIM TO THE EDGES OF THE SUBJECT TRACT, CROSSING THE NORTHEAST QUARTER (NE/4) OF SECTION THIRTY (30), TOWNSHIP NINETEEN NORTH (T19N), RANGE THREE EAST (R03E) OF THE INDIAN MERIDIAN (I.M.) PAYNE COUNTY, OKLAHOMA. AS RECORDED IN BOOK 1584, PAGE 0426 OF THE OFFICE AT PAYNE COUNTY CLERK, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

FROM THE POINT OF COMMENCEMENT (P.O.C.) AT THE NORTHWEST CORNER (NW COR) OF THE NORTHEAST QUARTER (NE/4) OF SAID SECTION THIRTY (30); THENCE SOUTH 01°05'52" EAST ALONG THE WEST LINE OF THE NORTHEAST QUARTER (NE/4) OF SAID SECTION, A DISTANCE OF 2256.39 FEET TO THE POINT OF BEGINNING (P.O.B.);

THENCE SOUTH 69°34'49" EAST A DISTANCE OF 491.22 FEET;
THENCE SOUTH 69°59'11" EAST A DISTANCE OF 1829.62 FEET;
THENCE SOUTH 70°15'18" EAST A DISTANCE OF 497.38 FEET TO THE POINT OF TERMINATION (P.O.T.)

JOB NO. 302065 PAGE 2 OF 2

PARCEL NO: ONGST-OK-PN-041.00
PROPERTY OWNER: CITY OF STILLWATER
VESTING: BOOK 1584, PAGE 0426
PIPELINE NAME: 8" ONG STILLWATER PIPELINE
LOCATION: SEC 30, T19N & R03E I.M.

CENTERLINE LENGTH = 2818.22 FEET
CENTERLINE LENGTH = 170.80 RODS
PERMANENT EASEMENT = 2.26 AC.

REV	DRAW	CHK	DATE
0	DLM	JAA	02/14/24
1	DLM	JAA	03/12/24
2	NGN	DLM	05/06/24



ENERGY TRANSFER

ENERGY TRANSFER
8111 WESTCHESTER DRIVE
DALLAS, TEXAS PHONE: (214) 981-0700



UNIVERSAL
SURVEYING & MAPPING

216 W. 9th Avenue, Stillwater, OK 74074 - Phone: (405) 372-0000
Fax: (405) 372-0002 - www.universalsurveying.com CA #6658



P:\302065_Energy Transfer\8 ONG Stillwater PI\Drawing\Proposed\Shaded\Exam\Exhibit\Plot Exhibit\Plot Exhibit\ONGST-OK-PN-041.00-PE.dwg

REPORT TO: CITY COUNCIL

MEETING DATE: MAY 20, 2024



Agenda Item:	7.a. CC-24-69
Previous/Related Action:	FY25 Proposed Budget Presentation - April 15, 2024
Background/Issue:	To comply with the Oklahoma Municipal Budget Act (11 O.S. Section 17-201 through 17-216), the City adheres to the following process to adopt the annual budget: • Prior to June 1, the City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following July • A public hearing is held no later than fifteen days prior to July 1. • After the public hearing and at least seven days prior to July 1, the City Council adopts the budget by resolution. • The adopted budget is filed with the State Auditor and Inspector within thirty days after the beginning of the fiscal year.
Proposal/Solution:	The attached proposed budget was presented at the April 15, 2024 council meeting. No changes have been made to the proposed budget since that time.
Financial Source/Impact:	N/A
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #2 MOTIVATED MANAGEMENT
Recommended Action/Motion:	The following alternatives are available: 1. Direct staff to incorporate changes presented during this public hearing and return to the Council for review at a future meeting. 2. Direct staff to proceed with adoption of the budget as presented in the attached schedule by resolution at a future meeting.
Prepared By:	Christy Cluck, Assistant City Manager/Finance Director
Reviewed By:	Teresa Kadavy Brady Moore
Submitted By:	Kimberly Meek, City Manager

Attachments

1. FY25 Proposed Budget - Public Hearing

City of Stillwater, Oklahoma Notice of Public Hearing for Fiscal Year 2025 Budget Adoption

The Stillwater City Council will hold a public hearing concerning the proposed fiscal year 2024-2025 budgets for the City of Stillwater, Stillwater Utilities Authority, Stillwater Public Works Authority, and Stillwater Economic Development Authority during the May 20, 2024 City Council meeting.

The City Council meeting will be conducted In person in the Council Hearing Room at 723 S Lewis Street. The meeting will be available to watch live on AT&T U-verse channel 99, Optimum channel 14 and the City of Stillwater’s YouTube Live link at [youtube.com/c/CityofStillwaterTV/live](https://www.youtube.com/c/CityofStillwaterTV/live). Citizens requesting to speak should make that request at stillwater.org/requesttospeak before 3pm on the meeting date.

	General Fund	General Fund Reserve	Debt Service Fund	City Capital Fund	Tourism & Convention Fund	Rural Fire	Grants	Opioid Settlement	CDBG Grants	Home Buyer's Assistance	Special Ops	Stormwater Mgmt	Transp Fee	Park Donations	Transp ST Fund	GO Bond	Merry Main Street	G.M.Koch Donation	Bostick Gym Donation	Self Insurance	Tax Increment District #3	Airport	SPWA	SEDA	SUA	TOTAL	
Resources																											
Beginning Fund Balance (including restricted funds)	\$0	11,464,428	198,665	3,266,325	309,560	418,702	2,346,072	197,279	(2,542)	693	905	258,824	384,229	-	14,084,057	195,351	454	51,339	494	1,968,930	49,856	768,293	105,755	1,709,277	96,339,273	\$134,116,219	
Sales Tax	30,000,000														10,000,000											40,000,000	
Use Tax	4,500,000																									4,500,000	
Other Tax	2,202,000		1,046,000		1,600,000																1,795,000					6,643,000	
Grants	50,000																									50,000	
Fines and Forfeits	634,000																									634,000	
Fees and Rental	437,000					141,000							126,000									3,449,000				4,153,000	
Interest	680,000	127,000																						210,000	2,409,000	3,426,000	
Licenses & Permits	319,000																									319,000	
Other	409,000																			1,000,000		256,000			7,000	1,672,000	
Stormwater Fees												936,000														936,000	
Electric																									64,757,900	64,757,900	
Water																										18,008,000	
Wastewater																										8,463,000	
Waste Management																										6,636,000	
Customer Service																										1,517,000	
Indirect Cost Reimbursement	2,060,621																									2,060,621	
Transfers In	21,790,784								2,542	74,307					0					10,522,692		2,319,157			3,613,967	15,000,000	53,323,449
Total Resources	63,082,405	11,591,428	1,244,665	3,266,325	1,909,560	559,702	2,346,072	197,279	0	75,000	905	1,194,824	510,229	0	24,084,057	195,351	454	51,339	494	13,491,622	1,844,856	6,792,450	105,755	5,533,244	213,137,173	351,215,189	
Expenditures																											
City Manager	975,978			0																						975,978	
Information Technology	2,285,100			0																						2,285,100	
Human Resources	566,411			0																11,647,000						12,213,411	
Finance	1,175,041			0																						1,175,041	
Municipal Court	326,854			0																						326,854	
Community Development	1,312,837			0																						1,312,837	
Engineering	919,269			0																						919,269	
Public Works	3,498,207			0																						3,498,207	
Community Resources	1,737,377			0																						1,737,377	
Police	13,932,424			0																						13,932,424	
Emergency Management	445,060			1,355,000																						1,800,060	
Fire	8,893,449		858,700	0		95,145																				9,847,294	
Library	1,295,392			0																						1,295,392	
Legal	817,713			0																						817,713	
General Government	5,419,645			0						75,000											890,000	560,000			3,550,342	10,494,987	
Stormwater												286,111														286,111	
Airport				0																		5,218,139				5,218,139	
Administration																									1,123,000	1,123,000	
Customer Service																										1,549,445	
Electric																										51,300,299	
Water																										11,644,474	
Wastewater																										4,438,338	
Waste Management																										5,681,230	
Fleet																										900,345	
Indirect Cost												26,805											227,846			1,805,970	
Transfers Out	19,481,648		165,692		1,600,000				0			39,303			0					0	1,185,000	501,557			30,350,250	53,323,449	
Total Expenditures	63,082,405	0	1,024,392	1,355,000	1,600,000	95,145	0	0	0	75,000	0	352,219	0	0	0	0	0	0	0	12,537,000	1,745,000	5,947,542	0	3,550,342	108,793,351	200,157,395	
Ending Fund Balance	\$0	\$11,591,428	\$220,273	\$1,911,325	\$309,560	\$464,557	\$2,346,072	\$197,279	\$0	\$0	\$905	\$842,605	\$510,229	\$0	\$24,084,057	\$195,351	\$454	\$51,339	\$494	\$954,622	\$99,856	\$844,908	\$105,755	\$1,982,902	\$104,343,822	\$151,057,794	
Restricted/Designated Funds	\$0	\$11,591,428	\$220,273	\$1,911,325	\$309,560	\$464,557	\$2,346,072	\$197,279	\$0	\$0	\$905	\$842,605	\$510,229	\$0	\$24,084,057	\$195,351	\$454	\$51,339	\$494	\$954,622	\$99,856	\$844,908	\$105,755	\$1,982,902	\$102,865,174	\$149,579,145	
Unrestricted Funds	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	1,478,648	1,478,648	
Total	\$0	\$11,591,428	\$220,273	\$1,911,325	\$309,560	\$464,557	\$2,346,072	\$197,279	\$0	\$0	\$905	\$842,605	\$510,229	\$0	\$24,084,057	\$195,351	\$454	\$51,339	\$494	\$954,622	\$99,856	\$844,908	\$105,755	\$1,982,902	\$104,343,822	\$151,057,794	

REPORT TO: CITY COUNCIL

MEETING DATE: MAY 20, 2024



Agenda Item:	8.a. CC-24-70
Previous/Related Action:	
Background/Issue:	The City of Stillwater has a long-standing agreement with the Stillwater Museum Association, Inc., which will collect, study, preserve and communicate about a collection of documents, photographs, artifacts, and other items which show the material culture of Stillwater, Oklahoma and its history. As part of that agreement, the City of Stillwater has paid \$15,000 per year since 2007 (prior to 2007 the amounts varied, but were not lower than \$5,000 per year) for capital upgrades to the Stillwater History Museum at the Sheerar and in support of the Museum to provide public education and to promote economic development by providing an attraction for tourists with exhibits, records and artifacts at the Stillwater History Museum at the Sheerar. In 2022 and 2023, the City of Stillwater paid \$30,000 per year for the purposes stated above.
Proposal/Solution:	Consider annual allocation of funds in the amount of \$30,000 to the Stillwater Museum Association, Inc. in support of the public education and preservation of documents, photographs, artifacts, and other items.
Financial Source/Impact:	The requested \$30,000 is included in the FY25 proposed budget and funds are currently available.
Related Strategic Priority:	#4 CONNECTED SPACES #5 UNIQUE CULTURE
Recommended Action/Motion:	• Approve agreement with Stillwater Museum Association, Inc. in the budgeted amount of \$30,000.
Prepared By:	Christy Driskel, Assistant City Manager/Human Resources Director
Reviewed By:	Teresa Kadavy Christy Driskel
Submitted By:	Kimberly Meek, City Manager

Attachments

1. Sheerar April Report
2. Sheerar 2024 Spring 2nd Quarter newsletter2
3. Stillwater Museum Assoc Agreement 5.15.2024



**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 Seeberg

MUSEUM STAFF

Amelia Chamberlain
Executive Director

Debbie Williams
Programming

Paytyn Packham
Museum Assistant

April 1, 2024

Kimberly Meek, City Manager
City of Stillwater
723 S Lewis Street
Stillwater, OK 74074

Dear Ms. Meek:

On behalf of members, sponsors and the Board of Directors of the Stillwater History Museum at the Sheerar, let me begin by thanking the City of Stillwater for its enduring support of this institution. This year, we are celebrating our 50th Anniversary, and having the City as an ally and investor has been critical to fulfilling the mission of our museum and preparing for its future.

Normally, this report to the City provides attendance updates, descriptions of recent special events and exhibits, and a look ahead to upcoming activities. We depart from that format this quarter to provide information about how we are making this anniversary year a truly transformative year.

A key part of the year-long celebration is the renovation of the museum and its exhibits. To accomplish this renovation, we have been closed since December 22. We thank the many volunteers – individuals, students and groups – who have assisted with a variety of tasks.

To fund this project, we applied for several grants and were awarded nearly \$52,000 – believed to be the most in any one year in the history of the museum. These grants fund specific projects: an interactive gallery for kids, three interactive touch screens to allow visual access to the museum's collection, decorative wall wraps for exhibits, and much more. We are looking forward to sharing these upgrades with you and the community.

But we have a challenge. Only one of the grants was specific to the costs for paint, carpeting, and small—but important—infrastructure repairs in the 96-year-old building. These are vital to preserving the facility and enhancing the visitor experience. This leaves us about \$25,000 short. Over this year, our board and staff will seek to close some of that the gap through fundraising efforts; however, your help is also needed.

With this report, we respectfully seek renewal of the \$30,000 annual investment the City has budgeted each of the past two years, plus a one-time capital improvement investment of \$20,000 to help us complete the renovation.

Thank you for your consideration and we are glad to respond to any questions and/or provide additional background.

As we look to re-open our museum later in April, we recognize much of our past success and optimism for the future is based on the current and potential partnerships with City and local institutions – Washington School, Pleasant Valley School, Stillwater City Library, Stillwater Community Center, Block 34, Stillwater High School Alumni, and others. We are committed to exploring how we can enhance those relationships and forge additional community ties.

Thank you for all you do to help us achieve our mission to *Illuminate, Preserve and Celebrate the diverse collective history of greater Stillwater.*

Sincerely,

A handwritten signature in blue ink that reads "Candace Robinson". The script is cursive and fluid.

Candace Robinson, President
Stillwater Museum Association, Inc.

A handwritten signature in blue ink that reads "Amelia E. Chamberlain". The script is cursive and elegant.

Amelia E. Chamberlain, Executive Director

Muse letter



**STILLWATER
HISTORY
MUSEUM**

at the Sheerar Cultural Center

2nd Quarter Spring 2024

IN THIS ISSUE

Exhibits	2
Programming	3
Mark Your Calendar!	4
Membership Renewal	4
2024 Associates	5
Corporate Sponsors & Mission	6

MUSEUM HOURS

Tuesday-Saturday
11am-5pm

Museum Closed
Sundays, Mondays,
& Holidays

After hours tours are available
by appointment

DONATIONS APPRECIATED

Call 405-377-0359 or email
info@stillwaterokhistory.org
to schedule your event
at the Sheerar Cultural Center today!

LEARN MORE

StillwaterOKHistory.org

Follow us on
FACEBOOK & INSTAGRAM

FROM THE DIRECTOR

*It's certainly been quite a **BUSY** few months!*

We knew when the museum renovation was started as part of our 50th celebration that it was going to be a BIG job—and we tried to set aside enough time to accomplish the project by closing the museum in December and reopening in April.

Our doors will reopen to the public on April 16! At that point, visitors will experience our latest exhibit, “Becoming Stillwater.” Throughout the rest of the year, we will be rolling out additional new exhibits. Members will have something new to see all throughout the year. In addition, we will host a family-friendly Heritage Day on April 20, 11 a.m. to 3 p.m., as part of our 50th celebration.

On Thursday afternoon, April 18, from 4 to 6 p.m., members are invited to a preview reception. You'll have an opportunity to speak with staff and learn details about behind-the-scenes work and discoveries during the ongoing renovation.

Thanks to several grant awards much of the renovation work was paid for as well as extras that will improve the visitor experience. The additional needed funds for the renovation will be raised with a spring No-Go Gala—a mailing will go out soon.

We have had so many helping hands over the past few months—it certainly does take a village for a project like this one!

We're looking forward to seeing you in April when you return to visit **your museum!**

Amelie E. Chamberlain



E X H I B I T S

The museum's newest exhibits will open in April.
Indian Territory and the Unassigned Lands,



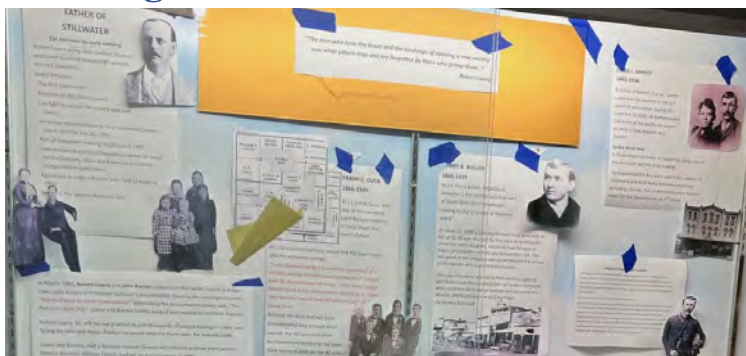
Earliest known image of Stillwater area

Becoming Stillwater, and



One-year anniversary celebration of the 1889 Land Run

Building Stillwater.



The above two images are being used in two large exhibit panels of the same titles.

The image to the left is a mock-up of the display that will highlight the stories of the people who helped to build and shape post-Land Run Stillwater.

P R O G R A M S

Family Heritage Day

Saturday, April 20, 11 a.m. to 3 p.m.

A variety of demonstrations, heritage crafts, and hands-on activities will take place both outside and inside the museum building during the Heritage Day event.

Outside, visitors can make a yarn doll and a harmonica and churn butter. Card wool, weave on a loom, play games of yesteryear, and wash clothes using a vintage wringer. Demonstrations will include blacksmithing and weaving. Pleasant Valley School will share activities reminiscent of a school day in 1890.

Inside the museum, you'll experience the sounds of the museum's Regina music box and the sights of a Zoetrope and a magic lantern (an early version of a slide projector). Representatives from the Payne County Historical Committee will share items of Payne County history as they demonstrate one of the museum's new interactive screens. The Church of Jesus Christ of Latter Day Saints Family History Center will help those researching their family genealogy.

*Admission is **FREE** but donations are welcome!*



Mark your calendars! You won't want to miss these upcoming events!

April 18 , 4-6 p.m.	members-only exhibit reception, phase 1
April 20 , 11 a.m. - 3 p.m.	Heritage Day
April TBD	Military Hall of Honor ceremony for Ben Miller
June 28 , 6:30 p.m.	1920s Louis Pertenelli Jazz concert
July 18 , 6:30 p.m.	<i>Let's Talk About It</i> book discussion series begins
July 25 , 4-6 p.m.	members-only exhibit reception, phase 2
August 15 , 6:30 p.m.	<i>Let's Talk About It</i> book discussion series book 2
October 17 , 4-6 p.m.	members-only exhibit reception, phase 3
September 19 , 6:30 p.m.	<i>Let's Talk About It</i> book discussion series book 3
September TBD , 6:30 p.m.	1940s Stillwater Jazz Band concert
October 24 , 6:30 p.m.	<i>Let's Talk About It</i> book discussion series book 4
October TBD , 6:30 p.m.	1960s music concert
November 9 , 11 a.m.	Legacy Brunch event
November 21 , 6:30 p.m.	<i>Let's Talk About It</i> book discussion series book 5

YOU, our members, are the REASON we have reached our 50TH ANNIVERSARY!

Your donations allow the Stillwater History Museum at the Sheerar to remain open, free to the public, and to offer quality educational and cultural programs to the Stillwater Community.

Your address label on this mailing will tell you your current year of membership.

Please consider renewing if your label reflects a 2023 or earlier date.

Donor level and higher are now able to request an automatic monthly debit.

Call Amelia at 405-377-0359 to set up your monthly contribution.

PLEASE RENEW! WE TRULY APPRECIATE YOUR SUPPORT!



Stillwater History Museum 2024 Associate Membership Renewal

We appreciate your support and hope you will consider increasing your level of giving this year.

Name _____

Address _____

City _____

Email _____

Phone _____

Stakeholder (\$5,000 - \$10,000) _____

Underwriter (\$2,500-\$4,999) _____

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

Benefactor (\$500-\$999) _____

Donor (\$120-\$499) _____

Sustainer (\$60-\$119) _____

Supporter (\$30-\$59) _____

Student (\$25) _____

☐ Call to set up an **automatic monthly payment** (Donor level or higher), scan the QR code, go online, or make checks payable to: **Stillwater Museum Association**

Call (405) 377-0359 or stop by to make a donation via credit card. **Thank you!**

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.



North
American
Reciprocal

scan to renew your membership

THANK YOU!

to the Associates below who have already made their annual donation for 2024*
(as of the printing of this edition of Museletter).

Your SUPPORT is crucial!

* Associate membership is for the calendar year. Renewals made in October or later were considered to be for 2024
Donor Level and Higher members receive a copy of the Payne County Historical Committee's
publication, the *Historical REVIEW*, as issues are published.

2024 ASSOCIATES

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)

Sally Banks
Roger Gose
Rodette and Rick Green
Joan Hert
Ellen and Dale Ingram
Caroline and John Linehan
John Pollock
Connie Stauter
Dolores and Keith
Willett

DONOR (\$250-\$499)

Linda and Calvin Anthony
Judi Baker
Nancy and Jim Beckstrom
Ann and Jim Berry
Jane and Gary Clark
Ann Simma and Dick Decker
Kayla and Matthew Dickey
Malinda and Dick Fischer*
Karen Gallagher and Bob McCracken
Elizabeth Anne Matoy*
Jan and Eddie Polk
Karen and Manny Rogers
Leanita Shelby
Kay and Ray Smith
Bill Thompson*
Karena Tyler

Judie Varnum

Judy White

Tabitha Doescher and
Joshua Wiener

NARM (\$120-\$249)

Barbara and Larry Bellatti
Linda Bentley
Loretta and Dennis
Bertholf
Cindy and Stephen Carr
Kay Cheaney
Nancy and Dale Durham
Linda and Ray Ely
Cara Eubanks
Denise and Danny Ferrell
Gerald Frank
Jennifer and Allen Glenn
Frances K. Griffin
Ann Halligan
Lynda Hillier
Judy and Larry Hoberock
Chris and Gerald Horn
Sandra and Tim Ireland
Darian Johnson
Kayo and Larry Jones
Kay Keys
Amy Loch
Phyllis Luebke
Carol and Robert Maciula
Carolyn Meyer and
Kel Pickens
Charles Moore
Edward Noltensmeyer &
Carolyn Gang
David Peters*
Carol Ann Powell*
Nani Pybus*
Judy Ringwall
Leanita Shelby
James Showalter*
Ron Walker
Grace and Bob Wettemann
Mike and Mary Woods

FRIEND

(\$119 and below)

Laura Arata
Bobbie Aupperle

Breanna and Aaron Carlson

Bob Chapman

Cathy and Dale Chlouber*

Nancy and Gary Franklin

Perry Gethner

Susie Glasscock

Patricia Jaynes

Betty and Al Rutledge

Cynthia and Dick Shawley

Susan and Bob Streeter

Rebecca te Velde

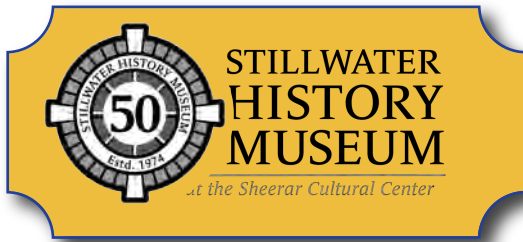
Gayle and Pat Ward*

PCHS LIFE MEMBERS

Karl Baumgartner
Tom D. Berry
Rena Carrier
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 and John Phillips
Kitty Pittman
Shelly Ricker
W. David Sasser
Rusty & Peggy Shaw
(Mary) Adran Wagner
Barbara Wells
Harland Wells

*Note: PCHS members who are
also Stillwater History Museum
members are listed under
museum memberships with an **

STILLWATER MUSEUM ASSOCIATION



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

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

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!

2024 CORPORATE SPONSORS

PLATINUM \$2,500



GOLD \$1,000



SILVER \$500



BRONZE \$250



THOMAS N. BERRY & COMPANY



2023-24 Community Partners

City of Stillwater
Faye Allene Rife Brown Foundation

**AGREEMENT BETWEEN THE CITY OF STILLWATER
AND THE STILLWATER MUSEUM ASSOCIATION, INC.**

THIS AGREEMENT is made and entered into on this 20th day of May, 2022 by and between the CITY OF STILLWATER, OKLAHOMA, a municipal corporation, and STILLWATER MUSEUM ASSOCIATION, INC., an Oklahoma not-for-profit corporation, as owner and operator of the Stillwater History Museum at the Sheerar.

WITNESSETH

WHEREAS, Stillwater History Museum at the Sheerar (SHM) is dedicated to collecting, preserving, and interpreting the history of Stillwater, Oklahoma.

WHEREAS, SHM features a collection of documents, photographs, artifacts and other items of cultural and historical significance of Stillwater, Oklahoma; and

WHEREAS, the City of Stillwater (City) recognizes the importance of the need for the collection and preservation of these items that show the culture and history of Stillwater, Oklahoma; to study and preserve them for the future; and to communicate about that past with the public, which shall benefit the public good and be for the benefit of all the residents of the City of Stillwater; and

WHEREAS, the City agrees to assist SHM with such programs, it being a public purpose and in the best interest of the general public to do so.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING AND THE MUTUAL COVENANTS HEREINAFTER SET FORTH, THE CITY AND SHM AGREE:

1. Term of Agreement. The term of this agreement shall begin on July 1, 2024 and shall terminate on June 30, 2025. The parties shall have the option to extend this agreement for three additional one-year terms by written extension agreement signed by the parties prior to the expiration of the current term.
2. Compensation. City shall pay SHM the sum of Thirty Thousand Dollars and No Cents (\$30,000). Said compensation shall be used for the public purposes set out herein, and more specifically to provide public education and to promote economic development by providing an attraction for tourists with exhibits, records, artifacts and other items of cultural and historical significance of Stillwater, Oklahoma at SHM. SHM shall invoice City for payment on or after July 1, 2024 and City shall process payment to SHM within 30 days of receipt.
3. Responsibilities of SHM.
 - a. Hours Open to the Public. SHM shall maintain regular hours open to the public to include weekends throughout the year to provide access to its displays and exhibits to visitors and residents of Stillwater. SHM agrees to provide a minimum of five (5) hours per weekend open to the public. SHM shall maintain and advertise hours open to the public on its website.
 - b. Compliance with Applicable Laws. SHM shall provide all activities authorized by this agreement in accordance with all applicable federal, state, and local laws,

including any grant conditions, approved work programs, or other applicable law, regulation, or rule applicable to the activities provided herein.

- c. Reporting Requirement. SHM shall prepare and submit to the City quarterly reports documenting the hours that the SHM was open to the public and estimated number of visitors to the SHM. SHM also agrees to retain, prepare and permit City to review any of the following records upon request: All records pertaining to current or planned projects of the SHM as well as all other records that may be required by relevant federal, state, or local law or regulations.
4. Insurance, Indemnity. SHM shall maintain a general liability insurance policy in minimum amounts equal to the liability limits for political subdivisions as set forth in the Oklahoma Governmental Tort Claims Act, 51 O.S. 151, et seq., and shall name the City of Stillwater as an additional insured in such amounts, during the term of this Agreement. SHM further agrees to hold harmless and indemnify the City of Stillwater, its officers, employees, and agents or invitees for any liability occasioned by the intentional acts or negligence of SHM officers, employees or agents while conducting operations authorized herein during the term of this Agreement.
5. Audit. SHM shall maintain all records of financial transactions conducted pursuant to this Agreement for a period of five (5) years. The City shall have the right to audit said financial records at any time during the term of this Agreement upon request, and reasonable notice, irrespective of any reporting requirements as set forth in Section 3.
6. Personnel. SHM shall provide all personnel necessary to operate, manage, and maintain services in accordance with this Agreement. Said personnel shall be under the exclusive direction of SHM, and shall not be considered employees or agents of the City of Stillwater under any circumstance. All volunteers utilized by SHM shall likewise be considered under the exclusive direction of SHM and not employees or agents of the City of Stillwater under any circumstance. In this connection, should any liability arise under the Worker's Compensation Act of the State of Oklahoma due to injury of any employee of SHM, the same shall be considered the sole and exclusive liability of SHM. SHM shall maintain Worker's Compensation Insurance at all times that its employees are performing work or providing services for SHM, or are otherwise subject to and/or are covered by said Worker's Compensation Act.
7. Termination. This Agreement may be terminated for cause by the non-breaching party in the event the other party materially breaches this Agreement and provided the non-breaching party provides the breaching party ten (10) days prior written notice and the opportunity to cure such breach(es) specified in the notice. Termination for cause shall include, but not be limited to, failure of SHM to fulfill in a timely and proper manner its obligations under this Agreement, or submission by SHM to City of reports that are incorrect or incomplete in any material respect. In the event of termination, the compensation paid to SHM shall be subject to repayment to the City on a pro-rata basis in proportion to the amount of the fiscal year that has passed at the effective date of termination.
8. Governing Law. This Agreement is governed by the statutes and laws of the State of Oklahoma and the Charter and Ordinances of the City of Stillwater.
9. Assignment. This Agreement is not assignable.

10. Amendment. Requests for changes may be made jointly or by only one party at any time. Requests for changes to compensation shall be made during the budget process. This Agreement may be modified only by written amendment that is duly executed by both parties.

11. Entire Agreement. This Agreement constitutes the entire agreement between the parties hereto and terminates and supersedes all prior understandings or agreements on the subject matter hereof.

THIS AGREEMENT is executed the day and year first above written.

IN WITNESS WHEREOF, the parties have caused this agreement to be fully executed in duplicate, each copy of which shall constitute an original.

STILLWATER MUSEUM ASSOCIATION, INC.

By: President/Chair of Board

Attest:
(seal)

Secretary

CITY OF STILLWATER, OKLAHOMA
A Municipal Corporation

William H. Joyce, Mayor

(seal)
ATTEST:

Teresa Kadavy, City Clerk

REPORT TO: CITY COUNCIL

MEETING DATE: MAY 20, 2024



Agenda Item:	8.b. CC-24-71
Previous/Related Action:	
Background/Issue:	The City of Stillwater has a long-standing agreement with the Stillwater Museum Association, Inc., which will collect, study, preserve and communicate about a collection of documents, photographs, artifacts, and other items which show the material culture of Stillwater, Oklahoma and its history. As part of that agreement, the City of Stillwater has paid \$15,000 per year since 2007 (prior to 2007 the amounts varied, but were not lower than \$5,000 per year) for capital upgrades to the Stillwater History Museum at the Sheerar and in support of the Museum to provide public education and to promote economic development by providing an attraction for tourists with exhibits, records and artifacts at the Stillwater History Museum at the Sheerar. In 2022 and 2023, the City of Stillwater paid \$30,000 per year for the purposes stated above. This year the Stillwater Museum Association, Inc. is requesting payment of \$30,000, plus a one-time increase in compensation of an additional \$20,000 to support the recent renovation project.
Proposal/Solution:	Consider the one-time increase in compensation of an additional \$20,000 to support the recent renovation project.
Financial Source/Impact:	The additional \$20,000 request would require funds to be identified and reallocated for this project.
Related Strategic Priority:	#4 CONNECTED SPACES #5 UNIQUE CULTURE
Recommended Action/Motion:	• Motion to deny additional \$20,000 request due to lack of funds available for the purpose of renovation of the Stillwater History Museum at the Sheerar. • Motion to direct staff to identify funds and draft a contract amendment to approve the request for \$20,000.
Prepared By:	Christy Driskel, Assistant City Manager/Human Resources Director
Reviewed By:	Teresa Kadavy Christy Driskel

Submitted By:	Kimberly Meek, City Manager
----------------------	-----------------------------

Attachments

1. Sheerar April Report
2. Sheerar 2024 Spring 2nd Quarter newsletter2



**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 Seeberg

MUSEUM STAFF

Amelia Chamberlain
Executive Director

Debbie Williams
Programming

Paytyn Packham
Museum Assistant

April 1, 2024

Kimberly Meek, City Manager
City of Stillwater
723 S Lewis Street
Stillwater, OK 74074

Dear Ms. Meek:

On behalf of members, sponsors and the Board of Directors of the Stillwater History Museum at the Sheerar, let me begin by thanking the City of Stillwater for its enduring support of this institution. This year, we are celebrating our 50th Anniversary, and having the City as an ally and investor has been critical to fulfilling the mission of our museum and preparing for its future.

Normally, this report to the City provides attendance updates, descriptions of recent special events and exhibits, and a look ahead to upcoming activities. We depart from that format this quarter to provide information about how we are making this anniversary year a truly transformative year.

A key part of the year-long celebration is the renovation of the museum and its exhibits. To accomplish this renovation, we have been closed since December 22. We thank the many volunteers – individuals, students and groups – who have assisted with a variety of tasks.

To fund this project, we applied for several grants and were awarded nearly \$52,000 – believed to be the most in any one year in the history of the museum. These grants fund specific projects: an interactive gallery for kids, three interactive touch screens to allow visual access to the museum’s collection, decorative wall wraps for exhibits, and much more. We are looking forward to sharing these upgrades with you and the community.

But we have a challenge. Only one of the grants was specific to the costs for paint, carpeting, and small—but important—infrastructure repairs in the 96-year-old building. These are vital to preserving the facility and enhancing the visitor experience. This leaves us about \$25,000 short. Over this year, our board and staff will seek to close some of that the gap through fundraising efforts; however, your help is also needed.

With this report, we respectfully seek renewal of the \$30,000 annual investment the City has budgeted each of the past two years, plus a one-time capital improvement investment of \$20,000 to help us complete the renovation.

Thank you for your consideration and we are glad to respond to any questions and/or provide additional background.

As we look to re-open our museum later in April, we recognize much of our past success and optimism for the future is based on the current and potential partnerships with City and local institutions – Washington School, Pleasant Valley School, Stillwater City Library, Stillwater Community Center, Block 34, Stillwater High School Alumni, and others. We are committed to exploring how we can enhance those relationships and forge additional community ties.

Thank you for all you do to help us achieve our mission to *Illuminate, Preserve and Celebrate the diverse collective history of greater Stillwater.*

Sincerely,

A handwritten signature in blue ink that reads "Candace Robinson".

Candace Robinson, President
Stillwater Museum Association, Inc.

A handwritten signature in blue ink that reads "Amelia E. Chamberlain".

Amelia E. Chamberlain, Executive Director

Muse letter



**STILLWATER
HISTORY
MUSEUM**

at the Sheerar Cultural Center

2nd Quarter Spring 2024

IN THIS ISSUE

Exhibits	2
Programming	3
Mark Your Calendar!	4
Membership Renewal	4
2024 Associates	5
Corporate Sponsors & Mission	6

MUSEUM HOURS

Tuesday-Saturday
11am-5pm

Museum Closed
Sundays, Mondays,
& Holidays

After hours tours are available
by appointment

DONATIONS APPRECIATED

Call 405-377-0359 or email
info@stillwaterokhistory.org
to schedule your event
at the Sheerar Cultural Center today!

LEARN MORE

StillwaterOKHistory.org

Follow us on
FACEBOOK & INSTAGRAM

FROM THE DIRECTOR

*It's certainly been quite a **BUSY** few months!*

We knew when the museum renovation was started as part of our 50th celebration that it was going to be a BIG job—and we tried to set aside enough time to accomplish the project by closing the museum in December and reopening in April.

Our doors will reopen to the public on April 16! At that point, visitors will experience our latest exhibit, “Becoming Stillwater.” Throughout the rest of the year, we will be rolling out additional new exhibits. Members will have something new to see all throughout the year. In addition, we will host a family-friendly Heritage Day on April 20, 11 a.m. to 3 p.m., as part of our 50th celebration.

On Thursday afternoon, April 18, from 4 to 6 p.m., members are invited to a preview reception. You'll have an opportunity to speak with staff and learn details about behind-the-scenes work and discoveries during the ongoing renovation.

Thanks to several grant awards much of the renovation work was paid for as well as extras that will improve the visitor experience. The additional needed funds for the renovation will be raised with a spring No-Go Gala—a mailing will go out soon.

We have had so many helping hands over the past few months—it certainly does take a village for a project like this one!

We're looking forward to seeing you in April when you return to visit **your museum!**

Amelie E. Chamberlain



E X H I B I T S

The museum's newest exhibits will open in April.
Indian Territory and the Unassigned Lands,



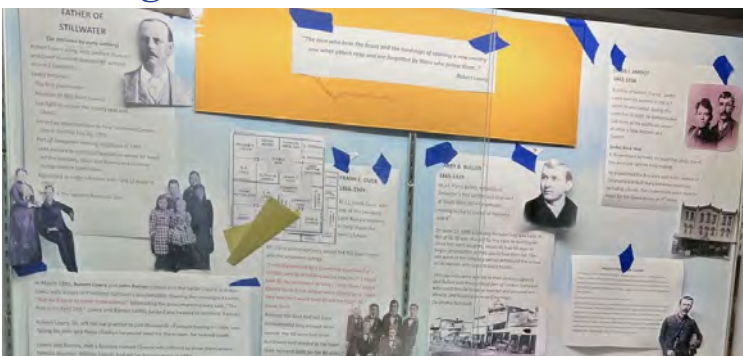
Earliest known image of Stillwater area

Becoming Stillwater, and



One-year anniversary celebration of the 1889 Land Run

Building Stillwater.



The above two images are being used in two large exhibit panels of the same titles.

The image to the left is a mock-up of the display that will highlight the stories of the people who helped to build and shape post-Land Run Stillwater.

P R O G R A M S

Family Heritage Day

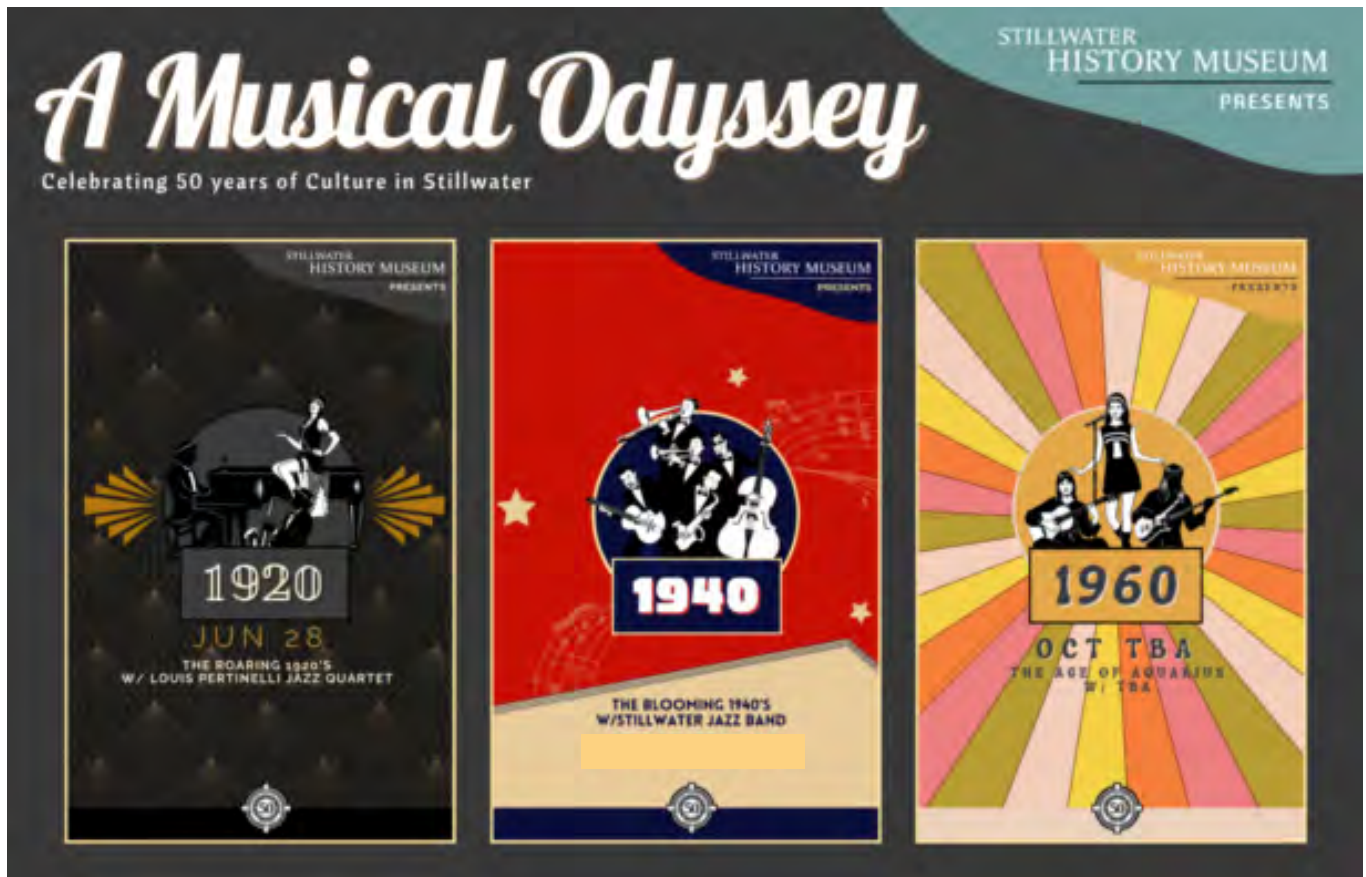
Saturday, April 20, 11 a.m. to 3 p.m.

A variety of demonstrations, heritage crafts, and hands-on activities will take place both outside and inside the museum building during the Heritage Day event.

Outside, visitors can make a yarn doll and a harmonica and churn butter. Card wool, weave on a loom, play games of yesteryear, and wash clothes using a vintage wringer. Demonstrations will include blacksmithing and weaving. Pleasant Valley School will share activities reminiscent of a school day in 1890.

Inside the museum, you'll experience the sounds of the museum's Regina music box and the sights of a Zoetrope and a magic lantern (an early version of a slide projector). Representatives from the Payne County Historical Committee will share items of Payne County history as they demonstrate one of the museum's new interactive screens. The Church of Jesus Christ of Latter Day Saints Family History Center will help those researching their family genealogy.

*Admission is **FREE** but donations are welcome!*



Mark your calendars! You won't want to miss these upcoming events!

April 18 , 4-6 p.m.	members-only exhibit reception, phase 1
April 20 , 11 a.m. - 3 p.m.	Heritage Day
April TBD	Military Hall of Honor ceremony for Ben Miller
June 28 , 6:30 p.m.	1920s Louis Pertenelli Jazz concert
July 18 , 6:30 p.m.	<i>Let's Talk About It</i> book discussion series begins
July 25 , 4-6 p.m.	members-only exhibit reception, phase 2
August 15 , 6:30 p.m.	<i>Let's Talk About It</i> book discussion series book 2
October 17 , 4-6 p.m.	members-only exhibit reception, phase 3
September 19 , 6:30 p.m.	<i>Let's Talk About It</i> book discussion series book 3
September TBD , 6:30 p.m.	1940s Stillwater Jazz Band concert
October 24 , 6:30 p.m.	<i>Let's Talk About It</i> book discussion series book 4
October TBD , 6:30 p.m.	1960s music concert
November 9 , 11 a.m.	Legacy Brunch event
November 21 , 6:30 p.m.	<i>Let's Talk About It</i> book discussion series book 5

YOU, our members, are the REASON we have reached our 50TH ANNIVERSARY!

Your donations allow the Stillwater History Museum at the Sheerar to remain open, free to the public, and to offer quality educational and cultural programs to the Stillwater Community.

Your address label on this mailing will tell you your current year of membership.

Please consider renewing if your label reflects a 2023 or earlier date.

Donor level and higher are now able to request an automatic monthly debit.

Call Amelia at 405-377-0359 to set up your monthly contribution.

PLEASE RENEW! WE TRULY APPRECIATE YOUR SUPPORT!



Stillwater History Museum 2024 Associate Membership Renewal

We appreciate your support and hope you will consider increasing your level of giving this year.

Name _____

Address _____

City _____

Email _____

Phone _____

Stakeholder (\$5,000 - \$10,000) _____

Underwriter (\$2,500-\$4,999) _____

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

Benefactor (\$500-\$999) _____

Donor (\$120-\$499) _____

Sustainer (\$60-\$119) _____

Supporter (\$30-\$59) _____

Student (\$25) _____

☐ Call to set up an **automatic monthly payment** (Donor level or higher), scan the QR code, go online, or make checks payable to: **Stillwater Museum Association**

Call (405) 377-0359 or stop by to make a donation via credit card. **Thank you!**

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.



North
American
Reciprocal

scan to renew your membership

THANK YOU!

to the Associates below who have already made their annual donation for 2024*
(as of the printing of this edition of Museletter).

Your SUPPORT is crucial!

* Associate membership is for the calendar year. Renewals made in October or later were considered to be for 2024
Donor Level and Higher members receive a copy of the Payne County Historical Committee's
publication, the *Historical REVIEW*, as issues are published.

2024 ASSOCIATES

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)

Sally Banks
Roger Gose
Rodette and Rick Green
Joan Hert
Ellen and Dale Ingram
Caroline and John Linehan
John Pollock
Connie Stauter
Dolores and Keith
Willett

DONOR (\$250-\$499)

Linda and Calvin Anthony
Judi Baker
Nancy and Jim Beckstrom
Ann and Jim Berry
Jane and Gary Clark
Ann Simma and Dick Decker
Kayla and Matthew Dickey
Malinda and Dick Fischer*
Karen Gallagher and Bob McCracken
Elizabeth Anne Matoy*
Jan and Eddie Polk
Karen and Manny Rogers
Leanita Shelby
Kay and Ray Smith
Bill Thompson*
Karena Tyler

Judie Varnum

Judy White

Tabitha Doescher and
Joshua Wiener

NARM (\$120-\$249)

Barbara and Larry Bellatti
Linda Bentley
Loretta and Dennis
Bertholf
Cindy and Stephen Carr
Kay Cheaney
Nancy and Dale Durham
Linda and Ray Ely
Cara Eubanks
Denise and Danny Ferrell
Gerald Frank
Jennifer and Allen Glenn
Frances K. Griffin
Ann Halligan
Lynda Hillier
Judy and Larry Hoberock
Chris and Gerald Horn
Sandra and Tim Ireland
Darian Johnson
Kayo and Larry Jones
Kay Keys
Amy Loch
Phyllis Luebke
Carol and Robert Maciula
Carolyn Meyer and
Kel Pickens
Charles Moore
Edward Noltensmeyer &
Carolyn Gang
David Peters*
Carol Ann Powell*
Nani Pybus*
Judy Ringwall
Leanita Shelby
James Showalter*
Ron Walker
Grace and Bob Wettemann
Mike and Mary Woods

FRIEND

(\$119 and below)

Laura Arata
Bobbie Aupperle

Breanna and Aaron Carlson

Bob Chapman

Cathy and Dale Chlouber*

Nancy and Gary Franklin

Perry Gethner

Susie Glasscock

Patricia Jaynes

Betty and Al Rutledge

Cynthia and Dick Shawley

Susan and Bob Streeter

Rebecca te Velde

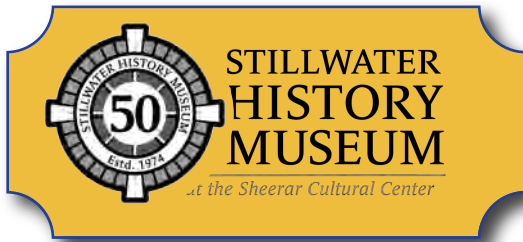
Gayle and Pat Ward*

PCHS LIFE MEMBERS

Karl Baumgartner
Tom D. Berry
Rena Carrier
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 and John Phillips
Kitty Pittman
Shelly Ricker
W. David Sasser
Rusty & Peggy Shaw
(Mary) Adran Wagner
Barbara Wells
Harland Wells

*Note: PCHS members who are
also Stillwater History Museum
members are listed under
museum memberships with an **

STILLWATER MUSEUM ASSOCIATION



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

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

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!

2024 CORPORATE SPONSORS

PLATINUM \$2,500



GOLD \$1,000



SILVER \$500



BRONZE \$250



THOMAS N. BERRY & COMPANY



2023-24 Community Partners

City of Stillwater
Faye Allene Rife Brown Foundation

RESOLUTION NO. CC-2024-12

A RESOLUTION OF THE STILLWATER CITY COUNCIL DECLARING THE SECONDARY STRUCTURE LOCATED AT 915 SOUTH McDONALD STREET, STILLWATER, OKLAHOMA, DILAPIDATED AND ABANDONED, AND A PUBLIC NUISANCE DETRIMENTAL TO THE HEALTH, SAFETY, AND WELFARE OF THE GENERAL PUBLIC AND THE COMMUNITY, AND ORDERING THE DILAPIDATED STRUCTURE TO BE TORN DOWN AND REMOVED PURSUANT TO 11 O.S. §22-112

WHEREAS, 11 O.S. §22-112 addresses condemnation of dilapidated buildings, notice requirements, removal of dilapidated structures, and filing of liens; and

WHEREAS, pursuant to the provisions of 11 O.S. §22-112(A)(1), notice was given to Jerry D. and Jennifer Knight, record property Owners (the “Property Owners”) of 915 South McDonald Street, Stillwater, Oklahoma 74074 (the “Subject Property”), as shown by the current year’s tax rolls in the Office of the Payne County Treasurer, of a Public Hearing to be held by the Stillwater City Council (the “Council”) on May 1, 2023, at 5:30 p.m. regarding a dilapidated secondary structure (the “Dilapidated Structure”); and

WHEREAS, the Notice of Public Hearing regarding the Dilapidated Structure was sent by certified mail to the Property Owners on April 13, 2023; and

WHEREAS, in advance of the hearing, counsel for the City obtained a 30-year title report in order to confirm the mortgage and property ownership; and

WHEREAS, the Notice was also sent by certified mail to Stillwater National Bank and Trust Company at the address denoted on the mortgage and shown in the records of the Office of the Payne County Clerk; and

WHEREAS, on May 1, 2023, the City Council conducted the Public Hearing and approved Resolution No. CC-2022-14, a copy of which is attached as Exhibit “A” and declared the Dilapidated Structure dilapidated and abandoned and a public nuisance detrimental to the health, safety, and welfare of the general public and the community and ordered it to be torn down and removed within ninety (90) days; and

WHEREAS, the Property Owners were notified of the Council Resolution, but to date, no significant progress to rehabilitate the structure has been made; and

WHEREAS, in order to provide due process and pursuant to the provisions of 11 O.S. §22-112(A)(1), notice was given again to the Property Owners of the Subject Property, by virtue of a Notice of Public Hearing (the “Notice”) of a Public Hearing to be held by the City Council on May 20, 2024, at 5:30 p.m. regarding the Dilapidated Structure; and

WHEREAS, the Notice was sent by certified mail to the Property Owners of the Subject Property, to both the Subject Property address, as well as the address shown on the current year’s tax rolls in the Office of the Payne County Treasurer and the Office of the Payne County Assessor; and

WHEREAS, the Notice was also posted on the Subject Property; and

WHEREAS, the Notice was also sent by certified mail to Stillwater National Bank and Trust Company at the address denoted on the mortgage and shown in the records of the Office of the Payne County Clerk; and

WHEREAS, 11 O.S. §22-112(C) defines dilapidated building as follows:

- a. a structure which, through neglect or injury, lacks necessary repairs or otherwise is in a state of decay or partial ruin to such an extent that the structure is a hazard to the health, safety, or welfare of the general public;
- b. a structure which is unfit for human occupancy due to the lack of necessary repairs and is considered uninhabitable or is a hazard to the health, safety, and welfare of the general public;

- c. a structure which is determined by the municipal governing body to be an unsecured building as defined by 11 O.S. §22-121.1 more than three times within any 12-month period;
- d. a structure which has been boarded and secured for more than six (6) months;
- e. a structure declared by the municipal governing body to constitute a public nuisance.

WHEREAS, as of the final date of inspection prior to preparation of the Notice, the Dilapidated Structure was vacant and not maintained in a clean, safe, secure, or sanitary condition, the exterior surfaces, including doors, door and window frames, and trim are not in good condition, that the roof and drains are not maintained to prevent damage, and that the overhangs are not maintained free from deterioration (the “Structure Condition”); and

WHEREAS, current and past documentation of the condition of the structure and the state of the Subject Property is contained in the Written Official Record, as Amended, attached hereto as Exhibit “B;” and

WHEREAS, the Structure Condition as set forth above, demonstrates that the Dilapidated Structure, through neglect or injury, is devoid of the necessary repairs and is in a state of decay and partial ruin to such an extent that the Dilapidated Structure is a hazard to the health, safety, and welfare of the general public; and

WHEREAS, the Structure Condition as set forth above, demonstrates that the Dilapidated Structure is unfit for human occupancy due to the lack of necessary repairs and is considered uninhabitable and is a hazard to the health, safety, and welfare of the general public; and

WHEREAS, the Structure Condition as set forth above, as well as the attached Written Official Record, as Amended, demonstrates that the Dilapidated Structure and the Subject Property should be declared a public nuisance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA, THAT a Public Hearing regarding the Subject Property was held on this 20th day of May, 2024.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the Written Official Record, as Amended, accompanying this Resolution is hereby formally accepted and adopted herein.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT based upon the Written Official Record, as Amended, and adopted herein, as well as the information presented at the Public Hearing, the City Council hereby finds that the Dilapidated Structure on the Subject Property is dilapidated and has become detrimental to the health, safety, and welfare of the general public and the community.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT based upon the Written Official Record, as Amended, and adopted herein, as well as the information presented at the Public Hearing, the City Council hereby finds that the Structure on the Subject Property is dilapidated and creates a fire hazard which is dangerous to other properties.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT based upon the Written Official Record, as Amended, and adopted herein, as well as the information presented at the Public Hearing, the City Council hereby declares the Dilapidated Structure and the Subject Property a Public Nuisance.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT based upon the Written Official Record, as Amended, and adopted herein, as well as the information presented at the Public Hearing, the City Council hereby finds that the Dilapidated Structure on the Subject Property constitutes a detriment and a hazard and that the property would be benefited by the removal of the Dilapidated Structure.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT based upon the Written Official Record, as Amended, as well as the information presented at the Public Hearing, the City Council hereby orders the Dilapidated Structure is to be torn down and removed.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the Property Owners have ninety (90) days from the effective date of this Resolution to have the Dilapidated Structure torn down and removed or remediated to the satisfaction of the City Manager, and that due to the length of time the Subject Property and the Dilapidated Structure have created a nuisance and affected the general health, safety, and welfare of the community, no further extensions will be given.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT if the Property Owners do not have the Dilapidated Structure torn down and removed within ninety (90) days from the effective date of this Resolution, the City Manager of the City of Stillwater is authorized to cause the Dilapidated Structure to be torn down and removed.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the Stillwater City Clerk is directed to immediately file a notice of dilapidation with the Payne County Clerk describing the property, this Resolution containing the findings of the City Council, and stating that the City of Stillwater claims a lien on the Subject Property should the Property Owners fail to have the Dilapidated Structure torn down and removed.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT employees of the City of Stillwater and its agents are expressly authorized to enter the Subject Property for the performance of their necessary duties and governmental functions, including inspections authorized by law and consent and to effectuate the directives of the City Manager if the Dilapidated Structure is not torn down and removed within ninety (90) days of the date of this Resolution.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT all actions taken and authorized herein are appropriate and necessary for the health, safety, and welfare of the residents of the City of Stillwater, Oklahoma.

ADOPTED by the City Council of the City of Stillwater, Oklahoma, on this 20th day of May, 2024, after full compliance with the Oklahoma Open Meeting Act.

WILLIAM H. JOYCE, MAYOR

ATTEST:

TERESA KADAVY, CITY CLERK

Approved as to form and legality:

KIMBERLY CARNLEY, CITY ATTORNEY

RESOLUTION NO. CC-2024-13

A RESOLUTION OF THE STILLWATER CITY COUNCIL DECLARING THE STRUCTURE LOCATED AT 638 EAST 14TH AVENUE, STILLWATER, OKLAHOMA, DILAPIDATED AND ABANDONED, AND A PUBLIC NUISANCE DETRIMENTAL TO THE HEALTH, SAFETY, AND WELFARE OF THE GENERAL PUBLIC AND THE COMMUNITY, AND ORDERING THE DILAPIDATED STRUCTURE TO BE TORN DOWN AND REMOVED PURSUANT TO 11 O.S. §22-112

WHEREAS, 11 O.S. §22-112 addresses condemnation of dilapidated buildings, notice requirements, removal of dilapidated structures, and filing of liens; and

WHEREAS, pursuant to the provisions of 11 O.S. §22-112(A)(1), notice was given to DAVID AND BRENDA SORENSON, record property Owners (the “Property Owners”) of 638 EAST 14TH Avenue, Stillwater, Oklahoma 74074 (the “Subject Property”), as shown by the current year’s tax rolls in the Office of the Payne County Treasurer, of a Public Hearing to be held by the Stillwater City Council (the “Council”) on December 19, 2022, at 5:30 p.m. regarding a dilapidated structure (the “Dilapidated Structure”); and

WHEREAS, the Notice of Public Hearing regarding the Dilapidated Structure was sent by certified mail to the Property Owners on December 8, 2022; and

WHEREAS, at the December 2022 Council Meeting, David Sorenson appeared and indicated that he was making progress on the Dilapidated Structure and the Subject Property; and

WHEREAS, the Public Hearing and consideration of the Resolution were tabled until January 23, 2023; and

WHEREAS, in compliance with 11 O.S. §22-112(A)(1), an Amended Notice of Public Hearing was sent by regular and certified mail to the Property Owners of the Subject Property, to both the Subject Property address as well as the address shown on the current year’s tax rolls in the Office of the Payne County Treasurer and the Office of the Payne County Assessor; and

WHEREAS, on January 23, 2023, at the request of the Property Owners, the Public Hearing was continued to March 6, 2023; and

WHEREAS, on March 6, 2023, the City Council conducted the Public Hearing and approved Resolution No. CC-2022-37, a copy of which is attached as Exhibit “A” and declared the Dilapidated Structure dilapidated and abandoned and a public nuisance detrimental to the health, safety, and welfare of the general public and the community and ordered it to be torn down and removed within ninety (90) days; and

WHEREAS, the Property Owners were notified of the Council Resolution, but to date, no significant progress to rehabilitate the structure has been made; and

WHEREAS, in order to provide due process and pursuant to the provisions of 11 O.S. §22-112(A)(1), notice was given again to the Property Owners of the Subject Property, by virtue of a Notice of Public Hearing (the “Notice”) of a Public Hearing to be held by the City Council on May 20, 2024, at 5:30 p.m. regarding the Dilapidated Structure; and

WHEREAS, the Notice was sent by regular and certified mail to the Property Owners of the Subject Property, to both the Subject Property address, as well as the address shown on the current year’s tax rolls in the Office of the Payne County Treasurer and the Office of the Payne County Assessor; and

WHEREAS, the Notice was also posted on the Subject Property; and

WHEREAS, there are no record mortgage holders as verified by Office of the Payne County Clerk; and

WHEREAS, due to the provision by mail, no publication was effectuated by the City of Stillwater; and

WHEREAS, 11 O.S. §22-112(C) defines dilapidated building as follows:

- a. a structure which, through neglect or injury, lacks necessary repairs or otherwise is in a state of decay or partial ruin to such an extent that the structure is a hazard to the health, safety, or welfare of the general public;
- b. a structure which is unfit for human occupancy due to the lack of necessary repairs and is considered uninhabitable or is a hazard to the health, safety, and welfare of the general public;
- c. a structure which is determined by the municipal governing body to be an unsecured building as defined by 11 O.S. §22-121.1 more than three times within any 12-month period;
- d. a structure which has been boarded and secured for more than six (6) months;
- e. a structure declared by the municipal governing body to constitute a public nuisance.

WHEREAS, as of the final date of inspection prior to preparation of the Notice, the Dilapidated Structure was vacant and not maintained in a clean, safe, secure, or sanitary condition, the exterior surfaces, including doors, door and window frames, and trim are not in good condition, that the roof and drains are not maintained to prevent damage, and that the overhangs are not maintained free from deterioration (the “Structure Condition”); and

WHEREAS, current and past documentation of the condition of the structure and the state of the Subject Property is contained in the Written Official Record, as Amended, attached hereto as Exhibit “B;” and

WHEREAS, the Structure Condition as set forth above, demonstrates that the Dilapidated Structure, through neglect or injury, is devoid of the necessary repairs and is in a state of decay and partial ruin to such an extent that the Dilapidated Structure is a hazard to the health, safety, and welfare of the general public; and

WHEREAS, the Structure Condition as set forth above, demonstrates that the Dilapidated Structure is unfit for human occupancy due to the lack of necessary repairs and is considered uninhabitable and is a hazard to the health, safety, and welfare of the general public; and

WHEREAS, the Structure Condition as set forth above, as well as the attached Written Official Record, as Amended, demonstrates that the Dilapidated Structure and the Subject Property should be declared a public nuisance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA, THAT a Public Hearing regarding the Subject Property was held on this 20th day of May, 2024.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the Written Official Record, as Amended, accompanying this Resolution is hereby formally accepted and adopted herein.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT based upon the Written Official Record, as Amended, and adopted herein, as well as the information presented at the Public Hearing, the City Council hereby finds that the Dilapidated Structure on the Subject Property is dilapidated and has become detrimental to the health, safety, and welfare of the general public and the community.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT based upon the Written Official Record, as Amended, and adopted herein, as well as the information presented at the Public Hearing, the City Council hereby finds that the Structure on the Subject Property is dilapidated and creates a fire hazard which is dangerous to other properties.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT based upon the Written Official Record, as Amended, and adopted herein, as well as the information presented at the Public Hearing, the City Council hereby declares the Dilapidated Structure and the Subject Property a Public Nuisance.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT based upon the Written Official Record, as Amended, and adopted herein, as well as the information presented at the Public Hearing, the City Council hereby finds that the Dilapidated Structure on the Subject Property constitutes a detriment and a hazard and that the property would be benefited by the removal of the Dilapidated Structure.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT based upon the Written Official Record, as Amended, as well as the information presented at the Public Hearing, the City Council hereby orders the Dilapidated Structure is to be torn down and removed.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the Property Owners have ninety (90) days from the effective date of this Resolution to have the Dilapidated Structure torn down and removed or remediated to the satisfaction of the City Manager, and that due to the length of time the Subject Property and the Dilapidated Structure have created a nuisance and affected the general health, safety, and welfare of the community, no further extensions will be given.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT if the Property Owners do not have the Dilapidated Structure torn down and removed within ninety (90) days from the effective date of this Resolution, the City Manager of the City of Stillwater is authorized to cause the Dilapidated Structure to be torn down and removed.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the Stillwater City Clerk is directed to immediately file a notice of dilapidation with the Payne County Clerk describing the property, this Resolution containing the findings of the City Council, and stating that the City of Stillwater claims a lien on the Subject Property should the Property Owners fail to have the Dilapidated Structure torn down and removed.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT employees of the City of Stillwater and its agents are expressly authorized to enter the Subject Property for the performance of their necessary duties and governmental functions, including inspections authorized by law and consent and to effectuate the directives of the City Manager if the Dilapidated Structure is not torn down and removed within ninety (90) days of the date of this Resolution.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT all actions taken and authorized herein are appropriate and necessary for the health, safety, and welfare of the residents of the City of Stillwater, Oklahoma.

ADOPTED by the City Council of the City of Stillwater, Oklahoma, on this 20th day of May, 2024, after full compliance with the Oklahoma Open Meeting Act.

WILLIAM H. JOYCE, MAYOR

ATTEST:

TERESA KADAVY, CITY CLERK

Approved as to form and legality:

KIMBERLY CARNLEY, CITY ATTORNEY

RESOLUTION NO. CC-2024-14

**A RESOLUTION OF THE STILLWATER CITY COUNCIL DECLARING THE
STRUCTURE LOCATED AT 2110 WEST SHERWOOD AVENUE, STILLWATER,
OKLAHOMA, DILAPIDATED AND ABANDONED, AND A PUBLIC NUISANCE
DETRIMENTAL TO THE HEALTH, SAFETY, AND WELFARE OF THE GENERAL
PUBLIC AND THE COMMUNITY, AND ORDERING THE DILAPIDATED
STRUCTURE TO BE TORN DOWN AND REMOVED PURSUANT TO 11 O.S. §22-112**

WHEREAS, 11 O.S. §22-112 addresses condemnation of dilapidated buildings, notice requirements, removal of dilapidated structures, and filing of liens; and

WHEREAS, pursuant to the provisions of 11 O.S. §22-112(A)(1), notice was given to Mary Odette Saxon, record property Owner (the “Property Owner”) of 2110 West Sherwood Avenue, Stillwater, Oklahoma 74074 (the “Subject Property”), as shown by the current year’s tax rolls in the Office of the Payne County Treasurer, of a Public Hearing to be held by the Stillwater City Council (the “Council”) on December 19, 2023, at 5:30 p.m. regarding a dilapidated structure (the “Dilapidated Structure”); and

WHEREAS, the Notice of Public Hearing regarding the Dilapidated Structure was sent by certified mail to the Property Owner on December 8, 2022; and

WHEREAS, following the Public Hearing, the City Council approved **RESOLUTION NO. CC-2022-36** declaring the Dilapidated Structure dilapidated and a public nuisance, detrimental to the health, safety and welfare of the general public and the community and ordering it to be torn down and removed; and

WHEREAS, following the City Council Meeting, the Property Owner contacted outside counsel and indicated that the Subject Property was under contract for sale, expressing concerns about the status of the Subject Property, and noted that she was out-of-state; and

WHEREAS, as a result of this conversation and pursuant to the provisions of 11 O.S. §22-112(A)(1), notice was given to the Property Owner of the Subject Property, by virtue of an Amended Notice of Public Hearing (the “Amended Notice”) of a Public Hearing to be held by the City Council on January 23, 2023, at 5:30 p.m. regarding the Dilapidated Structure; and

WHEREAS, the Amended Notice was sent by regular and certified mail to the Property Owner of the Subject Property, to both the Subject Property address, as well as the address shown on the current year’s tax rolls in the Office of the Payne County Treasurer and the Office of the Payne County Assessor; and

WHEREAS, on January 23, 2023, the City Council conducted a Public Hearing and approved Resolution No. CC-2022-36, a copy of which is attached as Exhibit “A” and declared the Dilapidated Structure dilapidated and abandoned and a public nuisance detrimental to the health, safety, and welfare of the general public and the community and ordered it to be torn down and removed within ninety (90) days; and

WHEREAS, the Property Owner was notified of the Council Resolution, but to date, no significant progress to rehabilitate the structure has been made; and

WHEREAS, in order to provide due process and pursuant to the provisions of 11 O.S. §22-112(A)(1), notice was given again to the Property Owner of the Subject Property, by virtue of a Notice of Public Hearing (the “Notice”) of a Public Hearing to be held by the City Council on May 20, 2024, at 5:30 p.m. regarding the Dilapidated Structure; and

WHEREAS, the Notice was also posted on the Subject Property; and

WHEREAS, the Notice was sent by certified mail to the Property Owner of the Subject Property, to both the Subject Property address, as well as the address shown on the current year’s tax rolls in the Office of the Payne County Treasurer and the Office of the Payne County Assessor; and

WHEREAS, there are no record mortgage holders as verified by Office of the Payne County Clerk; and

WHEREAS, 11 O.S. §22-112(C) defines dilapidated building as follows:

- a. a structure which, through neglect or injury, lacks necessary repairs or otherwise is in a state of decay or partial ruin to such an extent that the structure is a hazard to the health, safety, or welfare of the general public;
- b. a structure which is unfit for human occupancy due to the lack of necessary repairs and is considered uninhabitable or is a hazard to the health, safety, and welfare of the general public;
- c. a structure which is determined by the municipal governing body to be an unsecured building as defined by 11 O.S. §22-121.1 more than three times within any 12-month period;
- d. a structure which has been boarded and secured for more than six (6) months;
- e. a structure declared by the municipal governing body to constitute a public nuisance.

WHEREAS, as of the final date of inspection prior to preparation of the Notice, the Dilapidated Structure was vacant and not maintained in a clean, safe, secure, or sanitary condition, the exterior surfaces, including doors, door and window frames, and trim are not in good condition, that the roof and drains are not maintained to prevent damage, and that the overhangs are not maintained free from deterioration (the “Structure Condition”); and

WHEREAS, current and past documentation of the condition of the structure and the state of the Subject Property is contained in the Written Official Record, as Amended, attached hereto as Exhibit “B;” and

WHEREAS, the Structure Condition as set forth above, demonstrates that the Dilapidated Structure, through neglect or injury, is devoid of the necessary repairs and is in a state of decay and partial ruin to such an extent that the Dilapidated Structure is a hazard to the health, safety, and welfare of the general public; and

WHEREAS, the Structure Condition as set forth above, demonstrates that the Dilapidated Structure is unfit for human occupancy due to the lack of necessary repairs and is considered uninhabitable and is a hazard to the health, safety, and welfare of the general public; and

WHEREAS, the Structure Condition as set forth above, as well as the attached Written Official Record, as Amended, demonstrates that the Dilapidated Structure and the Subject Property should be declared a public nuisance.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA, THAT a Public Hearing regarding the Subject Property was held on this 20th day of May, 2024.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the Written Official Record, as Amended, accompanying this Resolution is hereby formally accepted and adopted herein.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT based upon the Written Official Record, as Amended, and adopted herein, as well as the information presented at the Public Hearing, the City Council hereby finds that the Dilapidated Structure on the Subject Property is dilapidated and has become detrimental to the health, safety, and welfare of the general public and the community.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT based upon the Written Official Record, as Amended, and adopted herein, as well as the information presented at the Public Hearing, the City Council hereby finds that the Structure on the Subject Property is dilapidated and creates a fire hazard which is dangerous to other properties.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT based upon the Written Official Record, as Amended, and adopted herein, as well as the information presented at the

Public Hearing, the City Council hereby declares the Dilapidated Structure and the Subject Property a Public Nuisance.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT based upon the Written Official Record, as Amended, and adopted herein, as well as the information presented at the Public Hearing, the City Council hereby finds that the Dilapidated Structure on the Subject Property constitutes a detriment and a hazard and that the property would be benefited by the removal or renovation of the Dilapidated Structure.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT based upon the Written Official Record, as Amended, as well as the information presented at the Public Hearing, the City Council hereby orders the Dilapidated Structure is to be torn down and removed or substantially renovated.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the Property Owner has ninety (90) days from the effective date of this Resolution to have the Dilapidated Structure torn down and removed or remediated to the satisfaction of the City Manager, and that due to the length of time the Subject Property and the Dilapidated Structure have created a nuisance and affected the general health, safety, and welfare of the community, no further extensions will be given.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT if the Property Owner does not have the Dilapidated Structure torn down and removed within ninety (90) days from the effective date of this Resolution, the City Manager of the City of Stillwater is authorized to cause the Dilapidated Structure to be torn down and removed.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT the Stillwater City Clerk is directed to immediately file a notice of dilapidation with the Payne County Clerk describing the property, this Resolution containing the findings of the City Council, and stating that the City of Stillwater claims a lien on the Subject Property should the Property Owner fail to have the Dilapidated Structure torn down and removed.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT employees of the City of Stillwater and its agents are expressly authorized to enter the Subject Property for the performance of their necessary duties and governmental functions, including inspections authorized by law and consent and to effectuate the directives of the City Manager if the Dilapidated Structure is not torn down and removed within ninety (90) days of the date of this Resolution.

NOW, THEREFORE, BE IT FURTHER RESOLVED THAT all actions taken and authorized herein are appropriate and necessary for the health, safety, and welfare of the residents of the City of Stillwater, Oklahoma.

ADOPTED by the City Council of the City of Stillwater, Oklahoma, on this 20th day of May, 2024, after full compliance with the Oklahoma Open Meeting Act.

WILLIAM H. JOYCE, MAYOR

ATTEST:

TERESA KADAVY, CITY CLERK

Approved as to form and legality:

KIMBERLY CARNLEY, CITY ATTORNEY

REPORT TO: CITY COUNCIL

MEETING DATE: MAY 20, 2024



Agenda Item:	9.d. CC-24-72
Previous/Related Action:	
Background/Issue:	The Transportation Alternatives Grant program administered by the Oklahoma Department of Transportation (ODOT) awards grants on a competitive basis for projects and programs defined as transportation alternatives that advance non-motorized transportation opportunities, including on-and-off-road pedestrian and bicycle facilities, infrastructure projects for improving nondriver access to public transportation and enhanced mobility, community improvement activities, historic transportation preservation, environmental mitigation and vegetation management activities, recreational trail program projects, and safe routes to school projects. The City received approval on April 3, 2023, from the Transportation Commission for Phase 1 of a Rails to Trails project from Boomer Lake to McElroy. The City is currently waiting on the Rail Abandonment for the construction of Phase 1 to begin.
Proposal/Solution:	Staff proposes a grant application for Phase 2 of the Rails to Trails project from McElroy to 6th Avenue. The proposed trail will continue along the rail corridor and will provide a safe and beautiful trail connecting neighborhoods and commercial districts. 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/south through Stillwater. The trail will be ADA compliant. The project will enhance the community and natural environment by converting an unused/unmaintained section of railroad and converting it into a beautiful and accessible trail.
Financial Source/Impact:	The City of Stillwater is requesting \$1,200,000 from ODOT for the Transportation Alternatives grant. A 20% match of \$300,000 is required and will come from the transportation sales tax fund.
Related Strategic Priority:	#4 CONNECTED SPACES #3 SAFE COMMUNITY
Recommended Action/Motion:	Motion to adopt Resolution CC-2024-15.
Prepared By:	Brady Moore, Deputy City Manager
Reviewed By:	Teresa Kadavy

	Brady Moore
Submitted By:	Kimberly Meek, City Manager

Attachments

1. 2024-15 ODOT GRANT Phase 2 Rails to Trails
2. Rails to Trails BA

RESOLUTION NO. CC-2024-15

A RESOLUTION DECLARING THE ELIGIBILITY OF THE CITY OF STILLWATER TO SUBMIT AN APPLICATION TO THE OKLAHOMA DEPARTMENT OF TRANSPORTATION FOR USE OF TRANSPORTATION ALTERNATIVES PROGRAM FUNDS SET FORTH BY THE INFRASTRUCTURE INVESTMENT AND JOBS ACT (IIJA) FOR THE SECOND PHASE OF THE RAILS-TO-TRAILS PROJECT FROM MCELROY ROAD TO 6TH AVENUE; ASSURES SUFFICIENT FUNDING FOR OPERATION AND MAINTENANCE FOR THE LIFE OF THE PROJECT; ASSURES THAT THE CITY OF STILLWATER WILL HAVE TITLE OR PERMANENT EASEMENT FOR THE PROJECT BY THE TIME OF THE PROJECT LETTING; AUTHORIZING THE MAYOR OR VICE-MAYOR TO SIGN THE GRANT APPLICATION AND ANY RELATED DOCUMENTS NECESSARY TO SECURE FUNDING AND COMPLETE THE PROJECT; AND APPROVING A BUDGET AMENDMENT TO APPROPRIATE FUNDS FOR THE REQUIRED LOCAL MATCH.

WHEREAS, the City of Stillwater, Oklahoma, is submitting an application to the Oklahoma Department of Transportation for transportation alternatives program funds in the amount of \$1,200,000 set forth by IIJA and as outlined in ODOT's Transportation Alternatives Program Guidance & Application Packet for 2024; and

WHEREAS, the City of Stillwater, Oklahoma, is participating as an eligible project sponsor in the Oklahoma Department of Transportation's transportation alternatives program set forth by IIJA; and

WHEREAS, federal monies are available under a transportation alternatives program set forth by IIJA, administered by the State of Oklahoma, Department of Transportation, for the purpose of creating and promoting the planning and development of active transportation facilities and programs in Oklahoma; and

WHEREAS, the City of Stillwater's eligible project is described as Second Phase of Rails-to-Trails project from McElroy Rd. to 6th Avenue – the proposed one mile ADA-compliant hard surface trail will be the second of three planned phases necessary to connect the existing Kameoka Trail system in Stillwater; and

WHEREAS, the total project costs are \$1,500,000 and the anticipated cost share of the project is as follows: ODOT \$1,200,000 and City of Stillwater (no less than 20% local match required): \$300,000; and

WHEREAS, the City of Stillwater, Oklahoma, acknowledges availability of the required local match of no less than 20% has been identified in the Transportation Sales Tax Fund; and

WHEREAS, after appropriate public input and due consideration, the City Council of the City of Stillwater, Oklahoma, has recommended that an application be submitted to the state of Oklahoma for the second phase of the Rails-to-Trails project from McElroy Road to 6th Avenue.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF STILLWATER THAT:

Section 1. That the City of Stillwater, Oklahoma, is hereby authorized to submit an application to the Oklahoma Department of Transportation for transportation alternatives program funds in the amount of \$1,200,000 set forth by IIJA on behalf of the citizens of the City of Stillwater, Oklahoma.

Section 2. That the City of Stillwater, Oklahoma, hereby assures the Oklahoma Department of Transportation that sufficient funding for the operation and maintenance of the second phase of the Rails-to-Trails project from McElroy Road to 6th Avenue will be available for the life of the project.

Section 3. That the City of Stillwater, Oklahoma, hereby assures the Oklahoma Department of Transportation that the City of Stillwater, Oklahoma will have title or permanent easement to the second phase of the Rails-to-Trails project from McElroy Road to 6th Avenue by the time of the project letting, if necessary.

Section 4. That the Mayor or Vice-Mayor of the City of Stillwater, Oklahoma, is authorized to sign the application to the Oklahoma Department of Transportation for transportation alternatives program funds set forth on behalf of the citizens of the City of Stillwater, Oklahoma and all other documents necessary to secure funding and complete the project.

Section 5. That the City of Stillwater hereby approves the attached Budget Amendment appropriating funds for the required local match in the amount of \$300,000.

PASSED, APPROVED AND ADOPTED this 20th day of May 2024.

CITY OF STILLWATER, OKLAHOMA
A Municipal Corporation

William H. Joyce, Mayor

(SEAL)

ATTEST:

Teresa Kadavy, City Clerk

APPROVED AS TO FORM AND LEGALITY on this 20th day of May 2024.

Kimberly Carnley, City Attorney



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: 05/14/2024

Department: Transportation

Requested by: Brady Moore

Explanation:

Expenditure:
Appropriate funds for Rails to Trails Ph II grant approved via resolution CC-2024-15.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Rails to Trails Ph II	2604035 - 54009	24TR08260	\$ 0	\$ 300,000	\$ 300,000
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 300,000

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: Chuy Cluck

Date: 5-14-2024

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--

RESOLUTION NO. CC-2024-16

A RESOLUTION OF THE STILLWATER CITY COUNCIL AUTHORIZING AND APPROVING THE SUBMISSION OF AN APPLICATION FOR FISCAL YEAR 2024 BIPARTISAN INFRASTRUCTURE LAW (BIL) AIRPORT TERMINALS PROGRAM (ATP) FUNDS, AIRPORT INFRASTRUCTURE GRANT (AIG) FUNDS, AND AIRPORT IMPROVEMENT PROGRAM (AIP) ENTITLEMENT AND DISCRETIONARY FUNDS ADMINISTERED BY THE FEDERAL AVIATION ADMINISTRATION (FAA) FOR AIRPORT INFRASTRUCTURE IMPROVEMENTS AT STILLWATER REGIONAL AIRPORT; AND APPROVING THE ASSOCIATED BUDGET AMENDMENTS FOR THE REQUIRED SPONSOR MATCH

WHEREAS, Public Law 117-58-Infrastructure Investment and Jobs Act referred to as the Bipartisan Infrastructure Law (BIL) includes approximately \$25 billion for the National Airspace System; and

WHEREAS, approximately \$5 billion of the BIL funds will be administered by the Federal Aviation Administration (FAA) through Airport Terminals Program (ATP) grants to airport sponsors for airport terminal improvements, and approximately \$9 billion of the AIG funds will be administered by the Federal Aviation Administration (FAA) through Airport Infrastructure Grants (AIG) to airport sponsors for airport improvements; and

WHEREAS, on October 2, 2023, City Council approved Resolution No. CC-2023-33 authorizing application and appropriation for Fiscal Year 2024 BIL ATP funds in the amount of \$6,136,184 with a City match of \$322,957 to be utilized by the Airport to construct a terminal. ATP grant application is a multi-step process requiring application for consideration, and if awarded, application for funds. In February 2024 Stillwater Regional Airport was awarded \$4.5 million in ATP funds for terminal construction with an amended match of \$236,842; and

WHEREAS, Stillwater Regional Airport has completed 100% design of a new terminal as well as completed the required environmental assessments and now intends to apply for Fiscal Year 2024 ATP, AIG, and AIP entitlement and discretionary funds in support of terminal construction; and

WHEREAS, the CMAR bid recommendation for Phase 1 of the terminal project base bid cost total is \$18,592,300; and

WHEREAS, the Federal Aviation Administration through BIL funded Grant No. 3-40-0090-038-2023, 3-40-0090-039-2023, 3-40-0090-040-2023 provided needed terminal design funding support; and

WHEREAS, the anticipated cost share under Fiscal Year 2024 FAA Grants are as follows: Federal Aviation Administration: \$13,318,869 (including ATP \$4,500,000; AIG \$1,300,539; AIP \$7,518,330) and City of Stillwater sponsor match: \$1,225,717 (including ATP \$236,842; AIG \$144,504; AIP \$844,371); and

WHEREAS, the aforementioned Resolution No. CC-2023-33 authorized appropriation of \$322,957 of City match funding, which will be applied to the Phase 1 City of Stillwater sponsor match need of \$1,225,717; and

WHEREAS these improvements will enhance the operational efficiency, safety, and security for airport users, particularly our commercial airline service, by conforming to FAA and TSA standards.

NOW THEREFORE, BE IT RESOLVED, the City of Stillwater hereby authorizes submission of Federal Aviation Administration grant applications for fiscal year 2024 FAA funds in an amount not-to-exceed \$13,318,869 and payment of matching funds.

BE IT FURTHER RESOLVED, the City of Stillwater hereby approves the attached Budget Amendment in the amount of \$902,760 to appropriate remaining funds for the required sponsor match.

BE IT FURTHER RESOLVED, that the Mayor or Vice-Mayor is hereby authorized to execute all necessary project documents including: grant applications, offers and agreements,

sponsor certifications, DBE certifications, contracts and other related documents as may be required to secure funding and conduct said airport project.

PASSED AND APPROVED by the City Council of Stillwater, Oklahoma, and signed this 20th day of May, 2024.

CITY OF STILWATER, OKLAHOMA
a Municipal Corporation

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS 20th DAY OF MAY, 2024.

KIMBERLY CARNLEY, CITY ATTORNEY



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: 05/14/2024

Department: Airport

Requested by: Kellie Reed

Explanation:

Expenditure:

Transfer out of the unused minimum revenue guarantee budget from City's General Fund to the Airport Fund. This amount was carried forward from FY23 and identified for terminal funding.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Transfer Out - General Fund	1010000 - 71000		\$ 30,291,809	\$ 887,316	\$ 31,179,125
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 887,316

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: Cheryl Church

Date: 5-14-2024

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: 05/14/2024

Department: Airport

Requested by: Kellie Reed

Explanation:

Revenue:

Transfer in of the unused minimum revenue guarantee budget from the City's General Fund to the Airport Fund. This amount was carried forward from FY23 and identified for terminal funding.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
Transfer In - Airport Fund	8200000 - 61000		\$ 0	\$ 887,316	\$ 887,316
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

\$ 887,316

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: Chry Clench

Date: 5-14-2024

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: 05/14/2024

Department: Airport

Requested by: Kellie Reed

Explanation:

Expenditure:
Appropriate funds for FAA AIG and AIP grant match approved via resolution CC-2024-16.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	City Match - AIG	8207010 - 54009	24AP08820	\$ 0	\$ 144,504	\$ 144,504
	City Match - AIP	8207010 - 54009	24AP9820	\$ 0	\$ 844,371	\$ 844,371
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:	City Match - ATP	8207010 - 54020	24AP02820	\$ 322,957	(\$ 86,115)	\$ 236,842
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 902,760

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: Cheryl Clark

Date: 5-14-2024

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--