IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED JULY 28, 2021 AT 4:40 P.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
AUGUST 2, 2021

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

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. PROCLAMATIONS/PRESENTATIONS

None.

4. CONSENT DOCKET

a. Approve regular meeting minutes of July 19, 2021
b. Approve right-of-way dedication from KMR Development to City of Stillwater for property at 26th Avenue and Walnut Street
c. Approve sole source purchase of tasers from Axon Enterprises for Stillwater Police Department (expenditure approved at July 19, 2021 City Council meeting)

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

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

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

Robin Cornwell, 2223 N. Crescent Drive, spoke in support of vaccinations and wearing masks.

J.D. Carlson, 6622 W. Devonshire Road, spoke in support of vaccinations and wearing masks.

Preston Bobo, 2715 S. Mar Vista, spoke in support of vaccinations and wearing masks.

Woody Jenkins, M.D., 1022 W. Brooke Hollow Court, spoke in support of city wide mask mandate, eliminating large gatherings and vaccinations.

Mayor Joyce moved to item 9 b. on the agenda.

Mayor Joyce and City Councilors expressed their concerns over the recent spikes in COVID-19 infections and encouraged citizens to follow CDC guidelines to get vaccinated and wear masks.

Liz Michael, Chief Nursing Officer at Stillwater Medical Center, spoke about the COVID concerns for Stillwater Medical Center and gave an update on statistics at the hospital. Ms. Michael also encouraged citizens to follow the CDC guidelines.

9 b. Resolution No. 2021-24: A resolution regarding the Centers for Disease Control and Prevention ("CDC") COVID-19 guidance as updated on July 27, 2021

MOTION BY COUNCILOR WEDLAKE, SECOND BY COUNCILOR HAWKINS TO ADOPT RESOLUTION NO. 2021-24 AS PRESENTED.

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

6. ITEMS REMOVED FROM CONSENT DOCKET

None.

7. PUBLIC HEARINGS

a. Receive public comment regarding a request for a Specific Use Permit for a medical marijuana dispensary at 120 W Hall of Fame

Planning Manager Lanc Gross reported that the applicant requests review and approval of an SUP to allow for a medical marijuana dispensary in Commercial Shopping (CS) zoning district at 120 W. Hall of Fame Avenue.

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

Planning Commission recommended approval of this SUP request 3-0.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR DZIALOWSKI TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION AND APPROVE THE SPECIFIC USE PERMIT FOR THE PROPERTY LOCATED AT 120 W. HALL OF FAME AVENUE.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, WEDLAKE-NAY, DZIALOWSKI-YEA, HAWKINS-YEA. NAY-ONE. MOTION CARRIED WITH FOUR YEA VOTES TO ONE NAY VOTE.

b. Receive public comment regarding a request for a Map Amendment to rezone property at 522 N Perkins Road to CS, Commercial Shopping, to CG, Commercial General

No action was originally taken on this item but Mayor returned to this item for action later on the agenda.

Planning Manager Lanc Gross stated the applicant requests additional time to address concerns that have been identified.

MOTION BY COUNCILOR WEDLAKE, SECOND BY COUNCILOR DZIALOWSKI TO POSTPONE THE PUBLIC HEARING FOR THE MAP AMENDMENT REQUEST TO SEPTEMBER 13, 2021.

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

8. GENERAL ORDERS

a. Approve purchase of Brycer internet-based compliance engine from TCE for code officials to track code compliance

Fire Chief Terry Essary introduced Fire Marshal Steve Sylvester to present the Brycer Internet-Based Compliance Engine.

Fire Marshal Steve Sylvester reported that the Brycer Compliance Engine is a simple and efficient internet-based tool for fire code officials to track and drive code compliance, reduce false alarms and provide a safer community.

Fire Marshal Steve Sylvester introduced Mark Sural with Brycer. Mr. Sural gave an overview of how the compliance engine works and answered Council's questions.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO APPROVE SFD ENTERING INTO A CONTRACT WITH BRYCER FOR THE IMPLEMENTATION OF ITS COMPLIANCE ENGINE FOR TRACKING, INSPECTING AND TESTING OF FIRE PROTECTION SYSTEMS IN THE CITY OF STILLWATER AND AUTHORIZE THE CITY MANAGER TO SIGN ALL RELATED DOCUMENTS.

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

b. Approve budget amendments totaling $240,000 to increase amount allocated for the re-insurance plan using the City Council designated contingency account created to hedge against future COVID-19 impacts and for use on COVID-19 related programs

Human Resources Director Christy Driskel reported that on May 17, 2021 Council authorized the City Manager to sign contracts related to benefits administration for FY22. Updated information and final contracts for approval have been received. Due to high claims experience for three individuals and the payouts received under the current re-insurance contract, AccuRisk-Nationwide's final re-insurance contract amount came in higher than previously expected. Ms. Driskel stated changes to the amounts presented earlier are due to more of the plan year claims being processed and paid. The claims data now received presents a more accurate representation of the full year and includes several large claims, which hit late in the plan year for payment/processing. She stated the City's broker recommended changing the amount from $130,000 per individual to $150,000 per individual prior to re-insurance payments being effective and this did offset some of the increased costs associated with the contract. However, the professional services account still requires additional funding to cover contract costs for FY22. Ms. Driskel reported the attached budget amendment shows the required adjustment totaling $240,000 and funds from the City Council designated contingency account created to hedge against future COVID-19 impacts and for use on COVID-19 related programs will be used.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR WEDLAKE TO APPROVE BUDGET AMENDMENTS TOTALING $240,000 INCREASING AMOUNT ALLOCATED FOR THE RE-INSURANCE PLAN USING THE CITY COUNCIL DESIGNATED CONTINGENCY ACCOUNT CREATED TO HEDGE AGAINST FUTURE COVID-19 IMPACTS AND FOR USE ON COVID-19 RELATED PROGRAMS.

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

c. Approve budget amendments appropriating Stillwater Regional Airport's available fund balance of $1,000,000 to the capital projects listed on the amendments, which is made possible by the

d. receipt of a COVID relief grant that reimburses the City for airport operating expenses up to $1,000,000

Airport Director Paul Priegel reported Stillwater Regional Airport (SRA) has in excess of $1,000,000 in facility and equipment related capital needs. These needs include HVAC and roof replacements, upgrades and expansion of security and access control equipment and replacement or acquisition of equipment and implements. Mr. Priegel stated the aforementioned capital needs are currently outlined in the long-term capital needs requests submitted annually for funding consideration within the City Capital Program. However, many of these items will likely arise to an emergency repair/replace status before funding is available through that process. Mr. Priegel reported that SRA recently received over $1,000,000 in COVID-related relief that is to be used to cover airport personnel expenses. Because the grant is covering expenditures already budgeted, this creates available fund balance in the Airport Fund that can be appropriated for the opposed capital project accounts outlined in this report.

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR DZIALOWSKI TO APPROVE THE ATTACHED BUDGET AMENDMENT APPROPRIATING FUNDS FOR SRA CAPITAL PROJECTS.

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

e. Approve revised final 2021 Community Development Block grant allocation of $172,000 for the Stormwater Drainage Project for 12th Avenue between Duck and Duncan as funded by U.S. Housing & Urban Development through the Oklahoma Department of Commerce and approve the budget amendment appropriating $56,333 from the Stormwater Fund to cover the gap in funding

Administrative Services Manager Cindy Gibson stated that on May 3, 2021 Council held the public hearing regarding the 2021 Community Development Block Grant (CDBG) application, took citizen input and project suggestions. Stormwater Project for 12th Avenue between Duck and Duncan was selected. Ms. Gibson reported that on July 20, 2021, ODOC notified staff there are not enough beneficiaries with this project area to receive the full award amount of $228,333. There are only 86 beneficiaries; therefore, according to threshold requirements, Stillwater is only eligible to receive $172,000 in grant funds. Ms. Gibson stated that the City Manager and Engineering concur this is a needed and viable project and have identified an additional funding source from the Stormwater Fund. Staff recommends approval of the revised 2021 CDBG allocation of $172,000 and approval of a budget amendment allocating additional match funding of $56,333 from the Stormwater Fund.

MOTION BY COUNCILOR WEDLAKE, SECOND BY VICE MAYOR ZANNOTTI TO ACCEPT THE REVISED 2021 COMMUNITY DEVELOPMENT BLOCK GRANT ALLOCATION OF $172,000, APPROVE BUDGET AMENDMENT ALLOCATING ADDITIONAL MATCH FUNDING OF $56,333 FROM THE STORMWATER FUND, AND AUTHORIZE MAYOR AND STAFF TO SIGN APPROPRIATE GRANT APPLICATION DOCUMENTS.

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

f. Receive 4th quarter 2020-2021 financial report

Finance Director Christy Cluck gave an overview of the financial report for the fourth quarter of fiscal year 2020-2021. Ms. Cluck stated it is important to note that the numbers presented are not intended to represent final FY21 results. Closing entries are actively being prepared, which will change the presented numbers. She reported that the final presentation of FY21 financial results will be made when the audited financial statements are finalized in the fall of 2021.

No action was taken on this item.

Mayor Joyce returned to item 7 b. to take action to postpone that agenda item.

g. Approve revised design standards

Director of City Engineering Monty Karns reported that members of City staff and representatives of the engineering and development community have been meeting for over a year to revise the design standards. Mr. Karns gave an overview of the design standard revisions and answered Council's questions.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ACCEPT STAFF'S RECOMMENDATION TO ADOPT THE PROPOSED REVISED STANDARDS WITH ADDING THE BELOW TO RESOLVE THE ISSUES:

- NO CHANGES TO CURRENT POLICY OF DEVELOPERS PAYING FOR FIRE HYDRANTS;
- CONTRACTOR ALLOWED TO MAKE TAPS TO SYSTEM IN THE MANNER LISTED ABOVE;
- A DEPOSIT BE REQUIRED FOR WATER METERS OVER 1" IN SIZE AT THE TIME OF APPLICATION AS PRESENTED ABOVE AND TO BE ADJUSTED IN THE FUTURE BASED ON MARKET CONDITIONS;
- CONTINUE TO MAINTAIN THE 40 PSI REQUIREMENT EXCEPT IN CASES WHERE THE EXISTING SYSTEM CANNOT MEET THE REQUIREMENT AND ALLOW FOR INDIVIDUAL SERVICES TO HAVE BOOSTER PUMPS IN THE SERVICE LINE;
- WORK WITH DEVELOPER'S ENGINEER ON COMPUTER MODELING OF WATER AND WASTE WATER SYSTEMS IN THE MANNER LISTED ABOVE; AND
- TAKE NO ACTION ON FIRE FLOWS IN THE RURAL SYSTEM AT THIS TIME.

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

9. RESOLUTIONS

a. Resolution No. 2021-23: A resolution revising commitment of leverage for the Oklahoma Department of Commerce Community Development Block Grant (CDBG), 2021 Small Cities Program

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR HAWKINS TO ADOPT RESOLUTION NO. 2021-23 AS PRESENTED.

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

b. Resolution No. 2021-24: A resolution regarding the Centers for Disease Control and Prevention ("CDC") COVID-19 guidance as updated on July 27, 2021

Action was taken on Resolution No. 2021-24 earlier on the agenda.

10. ORDINANCES

a. First Reading

Ordinance No. 3477: An ordinance rezoning a tract of land located at 701 Boomer Lake Station Drive from P, Public, to RMI, Multi-Family Intermediate, for tract A1, and CG, Commercial General District, for Tract A2

MOTION BY COUNCILOR WEDLAKE, SECOND BY COUNCILOR DZIALOWSKI TO ADVANCE ORDINANCE NO. 3477 TO SECOND READING AS PRESENTED.

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

Ordinance No. 3478: An ordinance rezoning a tract of land located at 2817 E. 6th Avenue From CG, Commercial General District, to IL, Light Industrial District

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR DZIALOWSKI TO ADVANCE ORDINANCE NO. 3478 TO SECOND READING AS PRESENTED.

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

Ordinance No. 3479: An ordinance rezoning a tract of land located at 2811 E. 6th Avenue From CG, Commercial General District, to IL, Light Industrial District

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR WEDLAKE TO ADVANCE ORDINANCE NO. 3479 TO SECOND READING AS PRESENTED.

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

Ordinance No. 3480: an ordinance rezoning a tract of land located at 2723 E. 6th Avenue From CG, Commercial General District, to IL, Light Industrial District

MOTION BY COUNCILOR HAWKINS, SECOND BY VICE MAYOR ZANNOTTI TO ADVANCE ORDINANCE NO. 3480 TO SECOND READING AS PRESENTED.

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

b. Second Reading

Ordinance No. 3475: An ordinance rezoning a tract of land located at 501 E 14th Avenue from O, Office District, to RT, Two-Family Residential District

MOTION BY COUNCILOR WEDLAKE, SECOND BY COUNCILOR DZIALOWSKI TO ADOPT ORDINANCE NO. 3475 AS PRESENTED.

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

Ordinance No. 3476: An ordinance rezoning a tract of land located at 2805 E. 6th Avenue from CG, Commercial General District, to IL, Light Industrial District

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR HAWKINS TO ADOPT ORDINANCE NO. 3476 AS PRESENTED.

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

11. REPORTS FROM OFFICERS & BOARDS

a. Miscellaneous items from the City Attorney: None.
b. Miscellaneous items from the City Manager:
   - City Manager Norman McNickle recognized the City of Stillwater's new Communications Director, Dawn Jones. Ms. Jones has more than two decades of exemplary communications experience serving in state and local organizations. She is an Oklahoma State University alumna, graduate of Yale High School, proud mother of three young ladies and is excited to be "back home" serving Stillwater. Mr. McNickle also thanked Interim Communications Director Gary Shutt for helping out the City of Stillwater in the transition.

c. Miscellaneous items from the City Council:
   - Councilor Hawkins reported that the Stillwater Police Department's National Night Out event is August 3 from 6:00 p.m. to 9:00 p.m. at Southern Woods Park. There will be plenty of activities including: games for kids, free hotdogs, and a "dunk-a-cop" dunk tank. The Payne County Health Department will also be at the event with their mobile vaccination unit providing free COVID-19 vaccinations.
   - Councilor Wedlake reported that Stillwater Public Schools is having its first ever Back to School Resource Fair at Will Rogers Elementary this Friday, August 6 from 2:00 to 6:00 p.m. The event is open to all students, Pre-K through grade 12 and will include free backpacks, snow cones, popcorn, giveaways and more. The City would like to give a special thank you to the Grand River Dam Authority for donating $11,000 for the City to purchase backpacks and water bottles for these students.
   - Councilor Dzialowski reminded citizens with the first day of school just around the corner that drivers need to remain cautious and alert on their commute. There will be a lot more pedestrians in town and school buses are about to begin running their routes.
   - Vice Mayor Zannotti expressed congratulations to Captain Randy Blake who retired from the Stillwater Fire Department last Friday during a special ceremony. Thank you for serving our community as a firefighter for over 23 years.
   - Mayor Joyce reported that last week, he and the City Council were honored to partner with United Way of Payne County in hosting an early screening of the movie "Stillwater." The event was well attended and raised $7,000 for United Way. Mayor thanked AMC Stillwater, Focus Feature Films and everyone who participated in this event.

   i. Discussion about scheduling items for future meetings.

12. QUESTIONS & INQUIRIES

None.

13. APPOINTMENTS

a. Board of Adjustment

MOTION BY MAYOR JOYCE, SECOND BY VICE MAYOR ZANNOTTI TO APPOINT ANDREW CROFFORD AND COLLIN MASON TO THE BOARD OF ADJUSTMENT.

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

b. Planning Commission

MAYOR JOYCE POSTPONED THE PLANNING COMMISSION APPOINTMENTS TO THE AUGUST 16, 2021 CITY COUNCIL MEETING.

14. ADJOURN

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ADJOURN THE AUGUST 2, 2021 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

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

The August 2, 2021 regular meeting of the Stillwater City Council adjourned at 7:01 p.m.

WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL

TERESA KADAVY
CITY CLERK