IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED JUNE 9, 2022 AT 4:15 P.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
JUNE 13, 2022

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

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. CONSENT DOCKET

a. Approve regular and executive session minutes of June 6, 2022
b. Approve FY2022-23 labor contract with International Association of Fire Fighters Local 2095
c. Approve renewal application and issuance of retail fuel dispensing permit for Stillwater Flight Center, Inc. to operate at Stillwater Regional Airport
d. Approve budget amendment appropriating donation funds of $5,000 from Walmart to Stillwater Fire Department
e. Approve FY22-23 renewals of the following agreements:
    i. Payne County Youth Services Agreement $15,000
    ii. Project Heart Lease Agreement
    iii. Tiny Paws Kitten Rescue, Inc. Lease Agreement
    iv. Stillwater History Museum, Inc. Agreement $30,000
    v. Lake McMurtry Friends, Inc. Operations Agreement $180,000
    vi. Henderson Golf Management, LLC Operations Maintenance Agreement $120,000
    vii. Stillwater Area Sports Association Operations Agreement $216,000
f. Approve FY22-23 lease with Oklahoma State University for motorcycle and ATV recreation area
g. Approve FY22-23 lease agreement with Stillwater Trail Riders, Inc. for purpose of operating a motorcycle and ATV recreation area
h. Approve FY22-23 Renewal of Master Services Agreement with Keystone Engineering to perform engineering services for city transportation projects
i. Approve FY22-23 Renewal of Master Services Agreement with Gose & Associates to perform engineering services for city transportation projects

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO APPROVE THE CONSENT DOCKET AS PRESENTED.

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

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

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

5. ITEMS REMOVED FROM CONSENT DOCKET

None.

6. PUBLIC HEARINGS

a. Receive public comment regarding a request to close a portion of the right-of-way at the corner of 10th Avenue and Lowry Street

City Planner Jacquelyn Porter reported that Keystone Engineering & Surveying requests the closure of a portion of the right-of-way at the corner of 10th Avenue and Lowry Street. The closure is requested by the applicant for building expansion.

Mayor Joyce opened the public hearing.

Kelly Harris, Keystone Engineering, is the applicant and spoke on their behalf.

Mayor Joyce closed the public hearing.

Staff recommends closing the right-of-way as requested.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR DZIALOWSKI TO ACCEPT STAFF'S RECOMMENDATION TO APPROVE A 19 FOOT ABANDONMENT OF THE RIGHT-OF-WAY.

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

7. GENERAL ORDERS

a. Approve selection of CivicPlus, LLC to provide hosted website services and solutions in an amount not to exceed $117,000, which includes a 10% contingency, annual website maintenance fee of $50,000, and authorize City Manager to sign contract

Director of Communications Dawn Jones discussed the need for a new website in order to have the ability to provide up-to-date/modern online services. She presented the outdated format of the current website and presented new options to update the website increasing its functionality. The current webpage has not been updated since 2016.

Director of Information Technology Brad Stewart gave a brief history on the City's current website and content management program. He presented the Request for Proposals (RFP) and selection process and stated that the committee unanimously selected CivicPlus, LLC based on the company's more robust, feature-rich solutions and they were the only vendor that met all requirements.

Hector Ortega, Communications Account Executive for CivicPlus, LLC was present so he and Ms. Jones and Mr. Stewart addressed and answered Council's questions.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO SELECT CIVICPLUS, LLC TO PROVIDE HOSTED WEBSITE SERVICES AND SOLUTIONS IN AN AMOUNT NOT TO EXCEED $117,000, WHICH INCLUDES A 10% CONTINGENCY AND TO AUTHORIZE STAFF TO NEGOTIATE A CONTRACT.

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

b. Consider awarding bid to Johnson Controls as the Energy Service Company for the City of Stillwater and authorize contract negotiations for an Investment Grade Energy Audit

Special Projects Director John McClenny reported that the City of Stillwater facilities operate a number of aging and energy inefficient systems such as heating, air conditioning and lighting. There may be a number of currently unknown renewable energy/energy efficiency opportunities within existing City facilities, which could lead to cost savings, improved quality of human health, air and water quality and a more resilient community. Mr. McClenny stated the energy service companies (ESCO's) are companies that evaluate existing systems and propose upgrades and improvements that generate energy savings for the client. Projects are then financed and managed by the ESCO utilizing the funds generated via the energy savings to the client. The potential is that the City facilities receive new and more energy efficient systems and upgrades at no additional cost. Mr. McClenny stated that the first step in this process is an Investment Energy Grade Audit (IGA). The IGA will identify potential projects that can then be considered for implementation by the City working with the selected ESCO. He reported that the City issued a Request for Proposals (RFP) and four responses were received. An evaluation committee was formed comprised of four members of the Renewable Energy Task Force and three members of City staff. The evaluation committee completed a scoring rubric based on the requirements listed in the RFP and the top three scoring ESCO's were interviewed by the committee. The evaluation committee unanimously recommends Johnson Controls as the ESCO partner for the City. Mr. McClenny stated that depending on the outcome of the IGA and the selected projects going forward, the relationship with the selected ESCO could be decades long. The evaluation committee wanted to ensure that the City will have a dependable long-term partner that will be there when needed and Johnson Controls verified that they will be that partner.

MOTION BY COUNCILOR HAWKINS, SECOND BY VICE MAYOR ZANNOTTI TO SELECT JOHNSON CONTROLS AS THE ESCO PARTNER FOR THE CITY OF STILLWATER AND AUTHORIZE CONTRACT NEGOTIATIONS FOR AN INVESTMENT GRADE ENERGY AUDIT.

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

c. Consider authorization for City Manager to sign the following contracts related to benefits administration for FY22-23:
    - BlueCross BlueShield: (third-party administrator) increase of 2.3%, annualized increase $8,050;
    - Delta Dental: no change from previous year's funding;
    - HM (re-insurance carrier): decrease of .07%, annualized savings $578;
    - Gallagher Benefit Services (health benefits broker): no change from previous year's funding;
    - Hartford Insurance Group (Life and AD&D; Vol Life and Vol AD&D): no change from previous year's funding;
    - Gallagher Pharmacy Alliance (pharmacy coalition): estimated year 1 savings $671,936 (will be used to offset potential claims)

Human Resources Generalist Leah Womack stated that City staff meets with Gallagher Benefit Services (GBS) annually to review current plan designs, options offered and vendors associated with the City employee health benefit programs. Information provided from GBS is the basis for the recommendation to renew a contract or to accept an alternate vendor based on submitted proposals. The proposals are listed above for FY22-23.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR HAWKINS TO AUTHORIZE THE CITY MANAGER TO SIGN CONTRACTS RELATED TO BENEFITS ADMINISTRATION FOR FY22-23 AS OUTLINED ABOVE.

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

d. Consider recommendation to engage with OMAG for FY22-23 City of Stillwater property and casualty needs in the amount of $549,475

Deputy City Manager Melissa Reames reported that the past three years, the City has utilized USI as advisor and broker for property and casualty insurance. Staff recently contacted and received quotes and information from the Oklahoma Municipal Assurance Group (OMAG). OMAG works exclusively with cities in Oklahoma, providing significant expertise on insurance and liability. Ms. Reames stated that the quotes for FY23 from OMAG for the entirety of property and casualty needs for the City, SUA and the Stillwater Energy Center total $549,475. The total amount for similar coverage offered by USI last year was $693,000. This total does not include Airport liability, which will be purchased separately as has been the case in the past. Staff recommends engaging with OMAG for City of Stillwater property and casualty needs for FY23.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR DZIALOWSKI TO ENGAGE WITH OMAG FOR FY23 PROPERTY AND CASUALTY NEEDS IN THE AMOUNT OF $549,475.

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

8. RESOLUTIONS

a. Resolution No. CC-2022-17: A resolution of the Stillwater City Council Prohibiting the flying of Unmanned Aircraft Systems (UAS) during certain public events on July 1, 2022.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR HAWKINS TO ADOPT RESOLUTION NO. CC-2022-17 AS PRESENTED.

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

b. Resolution No. CC-2022-18: A resolution establishing the Stillwater Regional Airport rates and charges schedule

MOTION BY COUNCILOR HAWKINS, SECOND BY VICE MAYOR ZANNOTTI TO ADOPT RESOLUTION NO. CC-2022-18 AS PRESENTED.

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

c. Resolution No. CC-2022-19: A resolution of the Stillwater City Council adopting the Stillwater Regional Airport minimum standards for aeronautical activities and services

Airport Director Paul Priegel stated that the minimum standards for aeronautical activity at the Stillwater Regional Airport (SRA) have been in place since the 1980's and have not been updated since that time. He explained what minimum standards of aeronautical activity means in regards to

SRA. Mr. Priegel stated the Airport Advisory Board reviewed and updated the minimum standards of aeronautical activity and recommended sending the standards to the Council for approval.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR CLARK TO ADOPT RESOLUTION NO. CC-2022-19 AS PRESENTED.

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

Mayor Joyce moved to Item 10. on the agenda.

9. REPORTS FROM OFFICERS & BOARDS

a. Miscellaneous items from the City Attorney:
   i. Request for Executive Session pursuant to 25 O.S. §307 (B)(2) to discuss labor negotiations with Fraternal Order of Police Lodge #102.
   ii. Request for executive session pursuant to 25 O.S. § 307 (11) (c) and (d) for the purpose of discussing plans for deterrence or prevention of or protection from an act of terrorism, and plans for response or remediation after an act of terrorism.
   iii. Request for an Executive Session pursuant to 25 O.S. § 307(B)(4) involving confidential communication between the City Council and City Attorney concerning Randy Blake vs. City of Stillwater, Workers' Compensation Court Case No. CM 2021-03414-L. It is the opinion of the City Attorney that disclosure of this matter will seriously impair the ability of the City Council to process the proceeding in the public interest.

b. Miscellaneous items from the City Manager:
   - City Manager Norman McNickle announced that the Stillwater Police Department (SPD) is accepting applications for police officers. SPD is one of the most well equipped and trained police departments in the country. They're looking for diverse, innovative applicants who have a strong work ethic, high moral character and actively embrace the community-policing philosophy. Applications close on July 14, 2022.

c. Miscellaneous items from the City Council:
   - Councilor Clark reported that the City of Stillwater's sharps disposal pilot program has been extended. Residents can pick up a medical sharps container for free, no questions asked, at the Convenience Collection Center. Filled containers can be returned during regular business hours – Tuesday through Friday from 10:00 a.m. to 6:00 p.m. and Saturday from 8:00 a.m. to 4:00 p.m.
   - Councilor Hawkins invited residents to kick off Independence Day weekend with Stillwater's Boomer Blast Fireworks Show on Friday, July 1 at Boomer Lake Park. There will be area vendors and food trucks to enjoy before the fireworks show that begins at 9:30 p.m. Vehicles will not be allowed inside Boomer Lake Park during the event, but free parking will be available at Stillwater High School stadium and Cimarron Plaza.
   - Councilor Dzialowski reminded residents to attend the Enchantment Under the Sea Dance this Friday, June 17th from 7:00 p.m. to 9:00 p.m. This family fun event will be held outside of the Stillwater Public Library and Prairie Arts Center. There will be live entertainment, crafts, bounce house, snow cone truck and more.
   - Vice Mayor Zannotti stated that Shop Until Dark will be extra exciting this Friday, June 17th because it overlaps with Downtown Stillwater's 3rd Friday Art Walk. Walk from store to store, sample refreshments, view art and enjoy the extended business hours offered by several local retailers. Live music will be performed by

the Red Dirt Rangers and residents won't want to miss the food trucks, bike night and car show.

- Mayor Joyce announced that the Stillwater Community United will be celebrating Juneteenth at Southern Woods Park this Saturday, June 18th from 11:00 a.m. to 1:00 p.m. All community members are invited to gather for games, music, free food and drinks and entertainment for the whole family. City Hall will be closed in observance of Juneteenth on Monday, June 20th.

i. Discussion about scheduling items for future meetings.

10. APPOINTMENTS

a. Stillwater Housing Authority

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR CLARK TO APPOINT AUSTIN POLLARD TO THE STILLWATER HOUSING AUTHORITY

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

b. Library Trust Board

MOTION BY MAYOR JOYCE, SECOND BY VICE MAYOR ZANNOTTI TO APPOINT CYNTHIA FRANCISCO TO THE LIBRARY TRUST BOARD.

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

Mayor Joyce returned to Item 9. on the agenda.

11. QUESTIONS & INQUIRIES

None.

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR HAWKINS TO RECESS THE CITY COUNCIL MEETING AND CONVENE THE STILLWATER ECONOMIC DEVELOPMENT AUTHORITY MEETING.

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

Stillwater City Council meeting recessed at 6:14 p.m. to convene Stillwater Economic Development Authority meeting.

Stillwater City Council reconvened at 6:44 p.m.

12. EXECUTIVE SESSION

MOTION BY COUNCILOR CLARK, SECOND BY HAWKINS TO ENTER INTO EXECUTIVE SESSION AT 6:44 P.M.

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

a. Confidential communication to discuss labor negotiations with Fraternal Order of Police Lodge #102.
b. Confidential communication to discuss plans for deterrence or prevention of or protection from an act of terrorism, and plans for response or remediation after an act of terrorism.
c. Confidential communication between the City Council and City Attorney concerning Randy Blake vs. City of Stillwater, Workers' Compensation Court Case No. CM 2021-03414-L.

13. RETURN FROM EXECUTIVE SESSION

MOTION BY CLARK, SECOND BY HAWKINS TO RECONVENE THE REGULAR STILLWATER CITY COUNCIL MEETING AT 8:14 P.M.

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

a. No action was taken on this item.
b. No action was taken on this item.
c. No action was taken on this item.

14. ADJOURN

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ADJOURN THE JUNE 13, 2022 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

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

The June 13, 2022 regular meeting of the Stillwater City Council adjourned at 8:15 p.m.

WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL

TERESA KADAVY
CITY CLERK