

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED NOVEMBER 27, 2024 AT 8:30 A.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
DECEMBER 2, 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. CONSENT DOCKET

- a. Approve November 18, 2024 regular and executive session meeting minutes
- b. Approve the budget amendment to accept the donation from Sigma Alpha Epsilon in the amount of \$725 to be used for Stillwater Fire Department training.
- c. Award Bid #49-2024, 10th Avenue & Husband Street On-Street Parking Project; for a unit price contract with North Central Construction Co. for \$70,298; authorize total construction expenditures not to exceed \$85,000 which includes construction, testing and contingency; authorize the City Manager to execute contracts and related documents; and approve associated
- d. Approve contract with Oklahoma Department of Libraries for grant funds in the amount of \$100,000 for the Stillwater Public Library to purchase and provide eMedia resources on the Oklahoma Virtual Library Consortium; authorize the City Manager to execute the contract; approve budget amendments reflecting receipt and expenditure of the funds; and authorize a sole source purchase in the amount of \$100,000 of the downloadable content from Overdrive.

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.

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 from Wargo, LLC for a Map Amendment to rezone property addressed as 1324 E. 6th Avenue from Commercial General (CG) to Commercial Shopping (CS) district.

City Planner Jacquelyn Porter stated that she would be presenting on item a. and item b. together since the Map Amendment and Planned Unit Development (PUD) are in correlation to each other at 1324 E. 6th Avenue. At the end of the presentation each item would need a separate public hearing and motion. Ms. Porter briefly presented the PUD application process.

Ms. Porter stated that the applicant is requesting rezoning from Commercial General (CG) to Commercial Shopping (CS) for a PUD to allow for the conversion of the existing motel to a multi-family facility with 32 dwelling units. Commercial Shopping is a commercial zoning district that allows for multi-family use with a specific use permit.

Ms. Porter stated that the Planned Unit Development, Stillwater Studios, is an approximately 1.05 acre tract with an existing motel consisting of 32 units, laundry facility and office building. The PUD is in conjunction with the rezoning request from CG to CS. The proposed use of the property is converting the existing motel structures built in 1950, the laundry facility and leasing office into 32 dwelling units (studio apartments), renovating the laundry facility and renovating the office building to an office space and resident property manager living space.

Ms. Porter answered Council's questions.

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

Planning Commission recommended approval 4-0.

MOTION BY COUNCILOR HAWKINS, SECOND BY VICE MAYOR DZIALOWSKI TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE MAP AMENDMENT FOR THE PROPERTY ADDRESSED AS 1324 EAST 6TH AVENUE.

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

- b. Receive public comment regarding a request from Wargo, LLC for a Planned Unit Development to allow conversion of an existing motel structure to a multifamily family district with a laundry facility and office at property addressed as 1324 E. 6th Avenue.

City Planner Jacquelyn Porter reported on this item with item a.

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

Planning Commission recommended approval 4-0.

Austin Corr, the developer, answered Council's questions.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HARDIN TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE PLANNED UNIT DEVELOPMENT FOR THE PROPERTY ADDRESSED AS 1324 EAST 6TH AVENUE.

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

7. GENERAL ORDERS

- a. Approve the Master Lease Agreement with Enterprise Fleet Management, Inc. to lease City fleet vehicles; approve budget amendments appropriating funds for lease and aftermarket equipment/installation payments totaling \$250,000; and authorize the City Manager to sign related documents.

Assistant City Manager and Finance Director Christy Cluck stated that there is a related item on the SUA consent docket for consideration. Ms. Cluck reported that the City maintains a fleet of approximately 275 vehicles with an average model year of 2012. The approach to funding vehicle replacements has historically been on a pay-as-you-go (cash) basis. This approach has not been effective in providing a timely refresh of the fleet resulting in older vehicles with higher maintenance costs and lower fuel efficiency. Ms. Cluck stated that staff has worked to identify a sustainable fleet refresh solution. Goals of a successful program are as follows:

- ✓ Develop consistent annual investment in fleet replacement to increase the health of the city-wide fleet.
- ✓ Provide dependable equipment to those positions that require a vehicle in the performance of their job.
- ✓ Right-size number of vehicles in city-wide fleet.
- ✓ Ensure vehicle type assigned to employee/crew aligns with the routine/standard task(s) being performed.
- ✓ Increase overall efficiency of city-wide fleet performance.
- ✓ Decrease city-wide fleet maintenance costs.
- ✓ Decrease city-wide vehicle fuel costs.

Ms. Cluck stated that Enterprise Fleet Management, Inc. offers a solution that meets the goals listed above. Specifically, their program offers the following:

- ✓ Vehicle financing over a five-year period.
- ✓ At the end of the lease period, the vehicles would be sold by Enterprise and the City would have the option to reinvest any equity back into the program to reduce the cost of future leased vehicles.
- ✓ City is able to leverage Enterprise's access to manufacturer discounts and incentives.
- ✓ Enterprise is able to purchase vehicles off of Oklahoma State Contract on behalf of the City.
- ✓ City is able to leverage the vast resale market of the Enterprise company as well as their expertise in timing of resale to maximize return upon sale of vehicle.

Ms. Cluck stated that the City would like to pilot the Enterprise Program to evaluate its fit as a long-term solution to the City's fleet management. The initial order would be for 35 vehicles spread among different departments.

City Attorney Kimberly Carnley stated that there would be separate master lease agreement for the City with a schedule for City fleet vehicles and a separate master lease agreement for SUA with a schedule for SUA fleet vehicles with the appropriate funding. The lease payments are in consideration of a five year term and these 35 vehicles are anticipated for that five year term.

Ms. Carnley, Ms. Cluck and Roman Aldaiz with Enterprise Fleet Management answered Council's questions.

MOTION BY COUNCILOR HARDIN, SECOND BY COUNCILOR HAWKINS TO APPROVE THE MASTER LEASE AGREEMENT WITH ENTERPRISE FLEET MANAGEMENT, INC.; APPROVE BUDGET AMENDMENTS APPROPRIATING FUNDS FOR LEASE AND AFTERMARKET EQUIPMENT/INSTALLATION PAYMENTS TOTALING \$250,000; AND AUTHORIZE THE CITY MANAGER TO SIGN RELATED DOCUMENTS.

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

b. Envision Stillwater 2045 Comprehensive Plan Update

City Planner Jacquelyn Porter introduced Dawn Warrick with Freese and Nichols.

Ms. Warrick updated City Council on the status of the Comprehensive Plan project. She presented an overview of the planning process and public engagement activities conducted to date. Ms. Warrick also provided the Plan's vision, guiding principles, and preferred approach to future land use, as well as the key takeaways from the housing market assessment.

Ms. Warrick answered Council's questions.

8. ORDINANCES

a. Second Reading

Ordinance No. 3546: An ordinance approving and adopting The Stillwater Data Center Economic Development Project Plan and Supporting Incentive Districts, pursuant to the Oklahoma Local Development Act; Identifying and Establishing Six Incentive Districts; Designating and Adopting Project Area and Incentive District Boundaries; deferring the numerical designations and effective dates for The Incentive Districts; adopting certain findings; authorizing the City of Stillwater and the Stillwater Economic Development Authority to carry out and administer the Project Plan; ratifying and confirming the actions, recommendations and findings of The Review Committee and The Stillwater Planning Commission; approving and adopting A Tax Incentive Agreement; providing for severability; and declaring an emergency

City Attorney Kimberly Carnley stated that she has a recommendation for this item on the advice of the City's Special Counsel, Center for Economic Development Law that advises the City on economic development matters. Ms. Carnley stated that she is recommending continuing action on Ordinance No. 3546. This is the ordinance approving and adopting the Stillwater Data Center Economic Development Project Plan and supporting incentive districts. As we have previously discussed, this project also requires approval of an Economic Development Agreement detailing the respective parties' obligations with respect to the development and that Agreement remains under negotiation. It is in the City's best interest to defer action on the ordinance until that agreement is finalized. Ms. Carnley stated that as such, she recommends the City Council entertain a motion to continue Ordinance No. 3546 to January 13, 2025.

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO CONTINUE ORDINANCE NO. 3546 TO JANUARY 13, 2025 CITY COUNCIL MEETING 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. 3550: An ordinance amending Chapter 2, Administration, Article V, Officers and Employees, by repealing Section 2-552, Collective Bargaining Unit Agreements in its entirety.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ADOPT ORDINANCE NO. 3550 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. Stillwater Medical Center Authority

MOTION BY MAYOR JOYCE, SECOND BY VICE MAYOR DZIALOWSKI TO REAPPOINT BOTH DR. TODD GREEN AND LOWELL BARTO TO THE STILLWATER MEDICAL CENTER AUTHORITY BOARD FOR ANOTHER 3-YEAR TERM.

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 & BOARDS

a. Miscellaneous items from the City Attorney:

- i. Request for an executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of Interim City Manager Brady Moore.

b. Miscellaneous items from the City Manager:

- Interim City Manager Brady Moore reminded residents that City offices will be closed on Wednesday, December 25 for Christmas and Wednesday, January 1, for New Year's Day. The Waste Management calendar is adjusted for the holidays. For the weeks of Christmas and New Year's, normal trash, recycling and yard waste pick-up will be delayed a day (since both holidays are on a Wednesday). Also, for residents who have a live Christmas tree during the holiday season, after the holiday, they can bundle up their tree and place it on the curb as part of the City's regular yard waste collection, free of charge. All decorations must be removed, and bundles must be less than 4 feet long, 18 inches across, and less than 50 pounds

c. Miscellaneous items from the City Council:

- Councilor Hardin encouraged residents to Celebrate the holidays in Stillwater by shopping, dining, and staying local. Now through January 5, every \$50 you spend earns one entry into the 2024 Fly Home for the Holidays giveaway. You could win gift cards for American Airlines and travel through Stillwater Regional Airport (SWO). Discover amazing deals during Stillwater's holiday shopping events. Whether you're exploring Lakeview Pointe and Pioneer Square Shopping Centers, The Strip, Campus Corner, or Downtown Stillwater, you'll find shops and boutiques with gifts and treasures for all ages. Five lucky winners will be randomly selected on January 15, 2025, with confirmation on January 21, 2025.
- Councilor Clark announced that the City currently has surveys being conducted for the neighborhood parks. If you utilize these specific spaces or live in neighborhoods near these parks, please participate in the short surveys. Also, City staff knows it is early, but we ask that residents save the date now and plan to attend the community meeting on January 9, 2025, to provide input as the City develops a "vision plan" for parks, community spaces, and public facilities. These are your public parks and community spaces, and the City wants to make sure they meet the needs of our residents and families. Your voice matters, please plan to join City staff on January 9th.
- Councilor Hawkins announced that this holiday season, the Stillwater Animal Welfare reminds those who are considering adding a furry friend to their family to adopt, not shop. If anyone would like to see what dogs and cats are in need of a good home, please stop by the Animal Welfare Building at 1710 South Main Street or follow Stillwater Animal Welfare on Facebook.

- Vice Mayor Dzialowski announced that the City is accepting applications for various committees including the Board of Drainage Appeals, Stillwater Reinvestment Plan Implementation Policy Committee, (also known as the Downtown TIF #3), and the Board of Adjustments. Committees are essential for increased development and infrastructure projects within our community. If you would like to get involved in your local government and help make Stillwater even greater, please consider serving on one or more of these committees.
- Mayor Joyce announced that the holiday season is upon us, and it's time to bundle up and enjoy the festivities. The Parade of Lights will be in Downtown Stillwater on Thursday, December 5, at 6:30 p.m. with sweet treats and parade. Then directly afterwards, there will be a performance by Town and Gown Theater, awards, and tree lighting with Santa in Chris Salmon Plaza. Another great event is "Our Holiday Heroes and the Holiday Drone Show" on Saturday, December 14. Grab a cup of hot cocoa, bite to eat, and check out first responders' equipment from fire engines, SEMA truck, police units, and more from 6 to 8 p.m., then the Holiday Drone show beginning at 7:45 p.m. Carriage rides through Downtown Stillwater and pictures with Santa are back this holiday season with the hub in Chris Salmon Plaza. These are available most evenings from 5 to 8 p.m.
- Mayor Joyce also announced that the filing for City Council Seat #4 election is open December 2 to December 4.
- i. Discussion about scheduling items for future meetings.

11. QUESTIONS & INQUIRIES

None.

12. EXECUTIVE SESSION

- a. Confidential communications for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of Interim City Manager Brady Moore.

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR CLARK TO RECESS THE STILLWATER CITY COUNCIL MEETING AT 6:52 P.M.

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

Stillwater City Council meeting recessed at 6:52 p.m. to convene the Stillwater Utilities Authority meeting.

Stillwater City Council reconvened at 6:53 p.m.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HARDIN TO ENTER INTO EXECUTIVE SESSION AT 6:53 P.M.

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

13. RETURN FROM EXECUTIVE SESSION

MOTION BY COUNCILOR HARDIN, SECOND BY COUNCILOR HAWKINS TO RECONVENE THE REGULAR STILLWATER CITY COUNCIL MEETING AT 8:27 P.M.

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

- a. Possible action regarding the employment, appointment, promotion, demotion, disciplining or resignation of Interim City Manager Brady Moore.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO PROMOTE BRADY MOORE TO CITY MANAGER.

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

Mayor directed City Attorney Kimberly Carnley to negotiate an employment agreement with City Manager Moore.

14. ADJOURN

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ADJOURN THE DECEMBER 2, 2024 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

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

The December 2, 2024 regular meeting of the Stillwater City Council adjourned at 8:28 p.m.



WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL



TERESA KADAVY
CITY CLERK