

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW  
THE AGENDA WAS POSTED APRIL 28, 2022 AT 4:00 P.M.  
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES  
STILLWATER CITY COUNCIL  
REGULAR MEETING  
COUNCIL HEARING ROOM  
723 S. LEWIS  
MAY 2, 2022**

**PRESENT: MAYOR WILLIAM H. JOYCE, COUNCILORS AMY DZIALOWSKI,  
CHRISTIE HAWKINS AND KEVIN CLARK  
ABSENT: VICE MAYOR ZANNOTTI**

**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**

Mayor Joyce read the proclamation proclaiming May 1-7, 2022, as Drinking Water Week. Water Utilities Director James Driskel, Water Treatment Plant Superintendent Thomas Novotny, Wastewater Treatment Plant Superintendent Jason Tyler and Deputy Director of City Engineering Bill Millis accepted the proclamation.

**b. National Small Business Week 2022**

Mayor Joyce read the proclamation proclaiming May 1-7, 2022 as National Small Business Week.

**c. National Nurses and National Hospital Weeks**

Mayor Joyce read the proclamation proclaiming May 6-12, 2022 as National Nurses Week and May 8-14, 2022 as National Hospital Week.

**4. CONSENT DOCKET**

- a. Approve regular meeting and executive session minutes of April 18, 2022
- b. Approve budget amendments reflecting an increase to Stillwater Public Library donation revenue account by \$1,210.48 and a corresponding increase in the donation expenditure account
- c. Approve reappointment of Denise Roberts to the Airport Advisory Board for a three year term expiring in 2025
- d. Approve reappointment of Martha McMillian to the Stillwater Public Library Board for a three year term expiring in 2025
- e. Approve setting public hearing date of June 13, 2022 for closing of right-of-way at 923 S Lowry Street

- f. Authorize application by Payne County Youth Services for the 2021 Emergency Solutions Grant and authorize the Mayor to sign the grant documents
- g. Authorize application by Mission of Hope for the 2021 Emergency Solutions Grant and authorize the Mayor to sign the grant documents
- h. Approve engagement of BT&Co to perform the audit for the City of Stillwater and related Trust Authorities for the fiscal year ending June 30, 2022
- i. Accept the permanent sewer and temporary construction easements required for the Sanitary Sewer Interceptor Replacement Project located at 2425 W. Lakeview and authorize the Mayor to execute the easement documents
- j. Approve setting public hearing date of June 6, 2022 for closing of utility easement directly east of Cancer Center at Stillwater Medical Center

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

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA.  
NAY-NONE. MOTION CARRIED WITH FOUR 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. PUBLIC HEARINGS

- a. Receive public comment regarding a proposed operating budget for fiscal year 2022-23

Budget Specialist Shelby Johns reported that the attached proposed budget was presented at the March 28, 2022 Council meeting. The only change to the proposed budget since that time are increases in revenue projections in the Stillwater Utilities Authority due to the passage of Resolution CC-2022-10/SUA-2022-5 providing for a 3% increase in electric, water and wastewater utility rates. The revenues were increased as follows:

Electric - \$1,000,000  
Water - \$400,000  
Wastewater - \$200,000

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

No action was taken on this item.

- b. Receive public comment regarding proposed amendment to the 2022 amended Stillwater (Re)Investment Plan (a Stillwater Downtown/Campus Link Project Plan)

Chief Performance Innovation Officer Brady Moore stated that this is the first of two public hearings on the proposed amendment to the 2022 Stillwater (Re)Investment Plan. Mr. Moore presented the amended project plan goals and positive impacts these amendments would have to the project plan. He reported that the TIF#3 Review Committee reviewed this plan at several meetings and recommended approval with a vote of 7-2. The Planning Commission also recommended approval with a vote of 5-0. Mr. Moore stated the second public hearing is scheduled for May 16, 2022 and City Council will consider adopting an ordinance to approve the amended project plan.

Mayor Joyce opened the public hearing.

Justin Minges, Chamber of Commerce President, 409 S. Main, spoke in favor of the 2022 amended project plan.

Mayor Joyce closed the public hearing.

No action was taken on this item.

## **8. GENERAL ORDERS**

- a. Approve budget amendment appropriating an additional \$36,156 for completion of payment to Contech for the North Apron reconstruction project at Stillwater Regional Airport

Airport Director Paul Priegel reported that on June 17, 2019 Council awarded a contract for Stillwater Regional Airport north apron reconstruction project to Contech and this project is now complete. The original base bid contract was for \$3.88 million but eight supplemental agreements were entered into during construction due to unforeseen issues discovered post-bid. Mr. Priegel stated that the final contract price includes an amount of \$42,454.32 that was not budgeted. Staff recommends approval of a budget amendment to appropriate an additional \$36,156 to the Apron Expansion Phase I project account.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO APPROVE BUDGET AMENDMENT APPROPRIATING \$36,156 TO THE APRON EXPANSION PHASE I PROJECT ACCOUNT FOR PAYMENT TO CONTECH.

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

- b. Approve budget amendments reflecting increased revenue from reinsurance claims reimbursements in the amount of \$342,514 and increased expenditures in the amount of \$850,000 from the Self-Insurance Fund reserves for health insurance expenditures through June 30, 2022

Deputy City Manager Melissa Reames stated that additional funds are needed in the health insurance account due to expenditures from the health account, several large claims and an overall increase over forecasted claim expenditures. She reported that an additional \$850,000 is needed through June 30, 2022 and that \$342,514 is offset by reinsurance claims reimbursements totaling \$342,514 with the remainder funded through self-insurance fund reserves.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR DZIALOWSKI TO APPROVE THE BUDGET AMENDMENT APPROPRIATING \$850,000 FOR HEALTH INSURANCE EXPENDITURES AND THE BUDGET AMENDMENT REFLECTING INCREASED REVENUE FROM REINSURANCE CLAIMS REIMBURSEMENTS TOTATLING \$342,514.

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

- c. Approve third quarter financial report

Finance Director Christy Cluck presented and reviewed the revenue and expenditure highlights from the third quarter financial report and answered Council's questions.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO APPROVE THE THIRD QUARTER FINANCIAL REPORT.

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

d. Update on Strategic Plan for 2022-2026

Chief Civic Innovation Officer Becky Taylor presented the updated Strategic Plan for 2022-2026.

No action was taken on this item.

- e. Approve bid recommendation to award Bid #15-21/22 to M-B Companies in an amount of \$695,234 for the purchase of snow removal equipment at Stillwater Regional Airport and authorize the Mayor to sign grant documents

Airport Director Paul Priegel stated that on November 15, 2021 City Council adopted Resolution CC-2021-42 for the application of federal grant funds for improvements at Stillwater Regional Airport. Purchasing snow removal equipment was an identified project so bids were solicited. The sole bid received was from M-B Companies with a base bid of \$695,234 for MB3 Front Mount Airport Broom and Chassis.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR CLARK TO AWARD BID #15-21/22 TO M-B COMPANIES IN AN AMOUNT OF \$695,234 FOR THE PURCHASE OF SNOW REMOVAL EQUIPMENT AT STILLWATER REGIONAL AIRPORT AND AUTHORIZE THE MAYOR TO SIGN THE DOCUMENTS.

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

- f. Approve bid recommendation to award bid to Wise Electric in an amount of \$260,375 for base bid and alternate 1 for electrical and lighting upgrades at Stillwater Regional Airport and authorize the Mayor to sign grant documents

Airport Director Paul Priegel stated that on November 15, 2021 City Council adopted Resolution CC-2021-42 for the application of federal grant funds for improvements at Stillwater Regional Airport. Electrical and lighting upgrades was identified as a funded project so bids were solicited. Mr. Priegel reported that the lowest bid was submitted from Wise Electric with a base bid of \$221,800 plus alternate 1 with the price of \$38,575.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO AWARD BID #16-21/22 TO WISE ELECTRIC FOR THE BASE BID AND ALTERNATE 1 IN THE AMOUNT OF \$260,375 AND AUTHORIZE THE MAYOR TO SIGN GRANT DOCUMENTS.

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

- g. Approve recommendation to award bid to Capstone Roofing, LLC in the amount of \$233,173.14 for roof repairs at Stillwater Regional Airport and authorize the City Manager to execute contract documents

Airport Director Paul Priegel reported that Stillwater Regional Airport has multiple roof repairs/replacements that are needed. Staff worked with Studio Architect to assess the needs and bids were solicited. The lowest responsive bidder was Capstone Roofing, LLC with a bid of \$233,173.44.

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR DZIALOWSKI TO APPROVE BID AWARD TO CAPSTONE ROOFING, LLC IN THE AMOUNT OF \$233,173.14 FOR ROOF REPAIRS AT STILLWATER REGIONAL AIRPORT AND AUTHORIZE THE CITY MANAGER TO EXECUTE CONTRACT DOCUMENTS.

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

- h. Approve budget amendments reflecting grant funds of \$40,000 received from the American Rescue Plan Act through the Oklahoma Department of Libraries and Institute for Museum and Library Services for the purchase of materials for the eMedia project

Library Director Stacy DeLano stated that the Stillwater Public Library received a \$40,000 American Rescue Plan Act grant from the Oklahoma Department of Libraries and Institute for Museum and Library Services. The funds will be used to purchase downloadable content for the Oklahoma Virtual Library, the eBook consortium for small and mid-sized Oklahoma libraries.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO APPROVE BUDGET AMENDMENTS APPROPRIATING \$40,000 IN FUNDING FROM THE OKLAHOMA DEPARTMENT OF LIBRARIES FOR THE ARPA EMEDIA PROJECT.

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

- i. Approve budget amendments reflecting a \$45,000 increase in the federal grant revenue account and a \$45,000 increase in the grant expenditure account for purchase of downloadable materials for the Oklahoma Virtual Library

Library Director Stacy DeLano stated that the Stillwater Public Library received a \$45,000 grant from the Oklahoma Department of Libraries funded by the Institute for Museum and Library Services. The funds will be used to purchase downloadable content for the Oklahoma Virtual Library, the eBook consortium for small and mid-sized Oklahoma libraries.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO APPROVE BUDGET AMENDMENTS REFLECTING A \$45,000 INCREASE IN THE FEDERAL GRANT REVENUE ACCOUNT AND A \$45,000 INCREASE IN THE GRANT EXPENDITURE ACCOUNT FOR PURCHASE OF DOWNLOADABLE MATERIALS FOR THE OKLAHOMA VIRTUAL LIBRARY.

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

Due to severe weather in the area, Mayor Joyce was requested to recess the meeting.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO RECESS THE CITY COUNCIL MEETING AT 6:21 P.M.

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

Mayor reconvened the City Council meeting at 6:28 p.m.

- j. Approve budget amendment appropriating funds for the purchase of property located at 2208 W 6<sup>th</sup> Avenue for \$262,500 plus up to \$2,500 for closing costs and 2214 W 6<sup>th</sup> Avenue for \$225,000

plus up to \$2,500 for closing costs as part of ODOT's Hwy 51 (6<sup>th</sup> Avenue) reconstruction project and authorize the City Manager to sign related documents

Deputy City Manager Melissa Reames reported that approval of this budget amendment is needed to appropriate funds for the purchase of property located at 2208 and 2214 W 6<sup>th</sup> Avenue so rights of way can be purchased for the Oklahoma Department of Transportation (ODOT) widening project.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO APPROVE BUDGET AMENDMENT APPROPRIATING FUNDS FOR THE PURCHASE OF PROPERTY LOCATED AT 2208 W 6<sup>TH</sup> AVENUE FOR \$262,500 AND FOR PROPERTY LOCATED AT 2214 W 6<sup>TH</sup> AVENUE FOR \$225,000 AS PART OF ODOT'S HWY 51 (6<sup>TH</sup> AVENUE) RECONSTRUCTION PROJECT AND AUTHORIZE THE CITY MANAGER TO SIGN DOCUMENTS.

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

## 9. RESOLUTIONS

- a. Resolution No. CC-2022-12: A resolution acknowledging City Council authorization and approval for the submission of an application for fiscal year 2022 Bipartisan Infrastructure Law (BIL) funds administered by The Federal Aviation Administration for airport infrastructure improvements at Stillwater Regional Airport.

Airport Director Paul Priegel reported that as part of the recently passed Bipartisan Infrastructure Law (BIL), Stillwater Regional Airport (SRA) will receive \$1,019,233 for airport capital projects. The Federal Aviation Administration (FAA) has requested SRA to use this money to begin the design of a Terminal and a New Air Traffic Control Tower Siting Study, originally slated to begin in FY2023. Mr. Priegel stated that although this grant will not cover the entire amount needed for design and siting services, it will cover all anticipated costs needed for the services rendered this fiscal year and until the remainder of the funds are awarded through subsequent grants. Adoption of the resolution will authorize airport staff to make application to the FAA for the use of these capital funds and the Mayor to execute all associated applications and documents concerning this grant.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR DZIALOWSKI TO ADOPT RESOLUTION NO. CC-2022-12 AS PRESENTED.

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

- b. Resolution No. CC-2022-13: A resolution fixing the amount of bonds to mature each year, fixing the time and place the bonds are to be sold and authorizing the clerk to give notice of said sale as required by law

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR DZIALOWSKI TO ADOPT RESOLUTION NO. CC-2022-13 AS PRESENTED.

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

MAYOR JOYCE NOTED THAT COUNCILOR CLARK LEFT THE COUNCIL CHAMBERS. CLARK RECUSED FROM VOTING.

## **10. ORDINANCES**

### **a. First Reading**

Ordinance No. 3494: an ordinance amending ordinance no. 3407 to approve the 2022 amended Stillwater (Re)Investment Plan (A Stillwater Downtown/Campus Link Project Plan) pursuant to the Oklahoma Local Development Act; designating and adopting a proposed increment district and additional project area; deferring the naming and establishing the date for the creation of the increment district; adopting certain findings; authorizing the City of Stillwater to carry out and administer the project plan; establishing a tax apportionment fund; declaring apportioned funds to be special funds of the City of Stillwater or the Stillwater Economic Development Authority; authorizing the use of increment revenues for the financing or payment of certain project costs; authorizing the Stillwater Economic Development Authority to carry out certain provisions of the project plan; ratifying and confirming the actions, recommendations and findings of the review committee and the Stillwater Planning Commission; directing continuing apportionment; providing for severability; and declaring an emergency

**MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR CLARK TO ADVANCE ORDINANCE NO. 3494 TO SECOND READING AS PRESENTED**

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

### **b. Second Reading**

Ordinance No. 3492: An ordinance amending the Employee Retirement System, defined contribution plan for the City of Stillwater, Oklahoma by adopting a revised and restated retirement plan; providing retirement benefits for eligible employees of the City of Stillwater, Oklahoma; providing for purpose and organization; providing for definitions; providing for eligibility and participation; providing for non-alienation of benefits; providing for employer and employee contributions; providing for accounting, allocation, and valuation; providing benefits; providing for required notice; providing for amendments and termination; providing for transfer to and from other plans; creating a retirement committee and providing for powers, duties, and rights of retirement committee; providing for payment of certain obligations; providing for duration and payment of expenses; providing for effective date; providing for vesting schedules; providing for a fund to finance the system to be pooled with other incorporated cities, towns and their agencies and instrumentalities for purposes of administration, management, and investment as part of the Oklahoma Municipal Retirement Fund; providing for payment of all contributions under the system to the Oklahoma Municipal Retirement Fund for management and investment; providing for repealer and severability; and adopting those amendments mandated by the internal revenue code.

**MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR DZIALOWSKI TO ADOPT ORDINANCE NO. 3492 AS PRESENTED.**

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

Ordinance No. 3493: An ordinance amending the Employee Retirement System, defined contribution plan for the City of Stillwater, Oklahoma by adopting a revised and restated retirement plan; providing retirement benefits for eligible employees of the City of Stillwater, Oklahoma; providing for purpose and organization; providing for definitions; providing for eligibility and participation; providing for non-alienation of benefits; providing for employer and employee contributions; providing for accounting, allocation, and valuation; providing benefits; providing for required notice; providing for amendments and termination; providing for transfer to and from other plans; creating a retirement committee and providing for powers, duties, and rights of retirement committee; providing for payment of certain obligations; providing for duration and payment of expenses; providing for effective date; providing for vesting

schedules; providing for a fund to finance the system to be pooled with other incorporated cities, towns and their agencies and instrumentalities for purposes of administration, management, and investment as part of the Oklahoma Municipal Retirement Fund; providing for payment of all contributions under the system to the Oklahoma Municipal Retirement Fund for management and investment; providing for repealer and severability; and adopting those amendments mandated by the internal revenue code

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ADOPT ORDINANCE NO. 3493 AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA.  
NAY-NONE. MOTION CARRIED WITH FOUR 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 reminded citizens that this is the middle of Oklahoma's storm season, so please make sure to have a plan for severe weather when it occurs. Remember that outdoor storm sirens are not meant to be heard indoors and the City does not sound an all clear siren when an event has ended. The City has a mass notification system call "Be Informed Stillwater" that allows residents to receive weather alerts, including an all clear message via phone, text and email. Go to [Stillwater.org/beinformed](https://Stillwater.org/beinformed) to sign up.
- c. Miscellaneous items from the City Council:
  - Councilor Clark stated that this week is Teacher Appreciation Week. The past two years have been even more challenging for teachers. They have served as educator, counselor and constant support system for our kids who have been growing through this global health crisis. Clark thanked all the educators who go above and beyond to inspire, educate and motivate the students in our community.
  - Councilor Hawkins stated that this year's Boomer Blast Fireworks Show will be Friday, July 1. This event is hoped to provide families, friends and visitors with an exciting kick-off into the Independence Day holiday weekend.
  - Councilor Dzialowski announced the City of Stillwater's annual OSU Student Move-Out Special begins May 2<sup>nd</sup>. Students with a valid OSU I.D. can drop off furniture, mattresses, computers, televisions and appliances without Freon for free at the Convenience Collection Center located at 807 S. Perkins Road. This offer will run a month longer than usual and will end on June 30<sup>th</sup>.
  - Mayor Joyce stated with the weather warming up, more members of the community are playing in the parks, visiting shops downtown and enjoying the many activities that Stillwater has to offer. Please remember to use the Big Belly trash cans located in these areas to throw away your trash and keep our community spaces clean and beautiful for everyone to enjoy.
- i. Discussion about scheduling items for future meetings.

## 12. ADJOURN

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ADJOURN THE MAY 2, 2022 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

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

The May 2, 2022 regular meeting of the Stillwater City Council adjourned at 6:53 p.m.

  
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**WILLIAM H. JOYCE, MAYOR**  
**STILLWATER CITY COUNCIL**

  
\_\_\_\_\_  
**TERESA KADAVY**  
**CITY CLERK**