

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AMENDED AGENDA WAS POSTED APRIL 15, 2021 AT 5:30 P.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
SPECIAL MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
APRIL 19, 2021**

PRESENT: MAYOR WILLIAM H. JOYCE, VICE MAYOR PAT DARLINGTON
COUNCILORS ALANE ZANNOTTI, 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

- a. Introduction and presentation of award-winning Washington Street Corridor projects by OSU Assistant Professor Bo Zhang and former OSU Landscape Architecture students Jacob Krafft and Kyle Lambdin

OSU Assistant Professor Bo Zhang introduced former OSU Landscape Architecture students Jacob Krafft and Kyle Lambdin. Both Jacob and Kyle gave an overview of their award winning projects on the Washington Street Corridor.

- b. Proclamation honoring Vice Mayor Pat Darlington

Mayor Joyce presented Vice Mayor Darlington with a plaque and read a proclamation of appreciation for her seven years of service on the City Council. Mayor Joyce thanked Vice Mayor Darlington for her service and commitment to the community.

Vice Mayor Darlington stated she really enjoyed serving on the council and said she learned so much about the various departments and what it takes to make a city run effectively and efficiently. She expressed her appreciation to the current council, city staff, and the community for their support and hard work. Vice Mayor said she would miss serving on the council and the friends she has made during this time.

4. CONSENT DOCKET

- a. Approval of special meeting and special executive session minutes of April 5, 2021
- b. Approve right-of-way agreement 2021-01 allowing placement of a blessing box at Salvation Army Thrift Shop, 1001 S Main Street
- c. Approve Nottingham Tower property owner agreement and authorize Mayor to execute the agreement document

- d. Approve budget amendments reflecting receipt and expenditure of the following grants by Stillwater Public Library:
 - \$2,720 from OK Dept. of Libraries and Institute for Museum & Library Services
 - \$10,000 from National Endowment for the Arts
- e. Accept water line, sewer line, sidewalk and street paving improvements for the Skyline East, Section Two, Phase 1, residential subdivision containing 69 residential lots and one out-lot
- f. Accept quarterly report for Stillwater History Museum at the Sheerar

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

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

5. SWEARING-IN OF COUNCILOR-ELECT CHRISTIE HAWKINS

City Clerk Teresa Kadavy administered the Oath of Office to Christie Hawkins, Seat 4, newly elected Stillwater City Councilor.

Vice Mayor Darlington departed the meeting at 6:00 p.m. and Councilor Hawkins took her place on the dais.

6. ELECTION OF VICE MAYOR

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR WEDLAKE NOMINATING COUNCILOR ALANE ZANNOTTI FOR VICE MAYOR.

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

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

Roger Gose, Stillwater, OK, requested more citizen input on the 5-year transportation plan and questioned the inclusion of Western Road without consideration of the large amount of developing occurring in that area.

8. ITEMS REMOVED FROM CONSENT DOCKET

None.

9. PUBLIC HEARINGS

- a. Receive public comment regarding the proposed operating budget for the City of Stillwater for fiscal year 2022-23

Finance Director Christy Cluck gave an overview of the proposed operating budget for the City of Stillwater for fiscal year 2022-23 and answered council's questions.

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

No action was taken on this item.

10. GENERAL ORDERS

a. Quarterly financial report

Finance Director Christy Cluck reviewed the quarterly financial report for the third quarter of fiscal year 2020-2021. The quarterly report includes:

- an at-a-glance summary of general fund, SUA, SEDA and other City funds activity,
- a summary of the financial results for major funds only
- a summary of capital expenditures by project, and
- a glossary of terms.

No action was taken on this item.

b. Approve purchase of computer aided dispatch and police records management software from CentralSquare and authorize total project expenditures not to exceed \$188,000

Public Safety Systems Administrator Aaron Kelly reported that the police department's current dispatch and records management software was purchased in FY09/10 from Public Safety Systems Incorporated (PSSI) at a cost of \$712,200. Maintenance has been paid annually since FY10/11 totaling over \$1.1 million. Mr. Kelly stated PSSI has been sold and has merged to form CentralSquare Technologies. The public safety software now only receives maintenance releases; no new development is being done and no new upgraded functionality is being added to innovate the product line. The foundation of the software platform relies on older technologies that will be harder to support and keep functioning as technology evolves. Mr. Kelly reported CentralSquare has offered to upgrade the police department software to the Pro Suite platform. The platform is subscription based and removes the need for an expensive upfront capital outlay. As such, the police department can transition to the modern system without using capital project funds and a minimal increase in annual operating expenditures. Pro Suite will provide a fully redundant solution maintained by the provider, but hosted on-site at both the City's data center and disaster recovery data center. Mr. Kelly stated the price provided by the vendor includes all server hardware, travel, training, data conversion, implementation and licensing. He stated that CentralSquare has offered to hold the subscription price steady for five years then starting in year six, the price will increase 5% per year. The FY21/22 maintenance cost for the current PSSI software will be \$107,000 with no upgrade. The cost of the proposed subscription based platform would be \$188,000, an increase of \$81,000 for the FY21/22 budget.

MOTION BY COUNCILOR WEDLAKE, SECOND BY COUNCILOR DZIALOWSKI TO APPROVE THE PURCHASE OF COMPUTER AIDED DISPATCH AND POLICE RECORDS MANAGEMENT SOFTWARE FROM CENTRALSQUARE AND AUTHORIZE TOTAL PROJECT EXPENDITURES NOT TO EXCEED \$188,000.

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

c. Approve bid recommendation for award of contract for FY20 Pavement Management Thin Surface Overlay construction to Vance Brothers, Inc. in an amount of \$350,178.37

Director of City Engineering Monty Karns reported that on August 3, 2020, City Council authorized the FY20 Pavement Management Program. Project 20TR04 is for a thin surface overly, which is one of the preventative maintenance techniques approved as part of the Pavement Management Program. Mr. Karns stated that plans and specifications were developed and advertised for approximately 6.25 lanes miles of improvements as identified in the program. One bid was received from Vance Brothers, Inc. for \$304,502.93. Mr. Karns reported that funds in the amount of \$350,178.37 are available in the approved Pavement Management Program and this amount includes a 15% contingency.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR DZIALOWSKI TO AWARD THE CONTRACT IN THE AMOUNT NOT TO EXCEED \$350,178.37 TO VANCE BROTHERS, INC. AND AUTHORIZE THE MAYOR TO SIGN THE CONTRACT.

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

- d. Approve 5 year Transportation Plan and funding allocation, percentage of street network, and proposed FY20 spending of each street classification

Street Class	% Network	% FY21 Proposed Spending
Arterial	20%	89%
Collector	15%	5%
Local	65%	6%

Director of City Engineering Monty Karns apologized for the incorrect wording on this item because this report is for informational purposes only and no action will be taken.

Mr. Karns reported that on an annual basis, City transportation staff prepare a rolling five year pavement management (PM) plan. The plan serves as a guide for staff and the public and no projects are actually selected for design or construction until City Council approves the projects and appropriates the necessary funding. He stated the plan is heavily influenced by the Pavement Management Index (PMI) based on an inventory and assessment of the street network conducted in 2017. Another assessment is anticipated for 2022. Other factors staff considers are:

- actual deterioration of streets since the assessment,
- traffic counts,
- partnering with other governmental agencies on projects, and
- public input.

Mr. Karns addressed Council's concerns and answered their questions.

No action was taken on this item.

- e. Approve proposed FY21 pavement management program at a cost not to exceed \$3,932,500; utilization of the Master Service Agreements as needed to support City Engineering in the design of projects; and the associated budget amendment

Director of City Engineering Monty Karns stated the pavement management program is a systematic process for inspection, evaluation, planning, improvements, maintenance and rehabilitations of the City's transportation network. Funding for the program is by ½ cent sales tax dedicated exclusively to funding the program and the FY21 Payment Management program is funded by dollars collected during the FY21. Mr. Karns stated of the available strategies, staff is proposing to use the following for FY21:

- Crack Sealing
- Diamond Grind
- Micro-surfacing
- 1" Mill & 2" Overlay
- 3" Mill & 3" Overlay

- Deferred Maintenance
- Surface Treatment
- Full Reconstruction

Mr. Karns addressed Council and Mr. Gose's concerns regarding the inclusion of Western Road in proposed projects.

MOTION BY COUNCILOR WEDLAKE, SECOND BY VICE MAYOR ZANNOTTI TO APPROVE THE PROPOSED FY21 PAVEMENT MANAGEMENT PROGRAM MINUS THE WESTERN ROAD PROJECT WITH A COST OF ALL THE PROJECTS NOT TO EXCEED \$3,932,500; APPROVE THE UTILIZATION OF THE MASTER SERVICE AGREEMENTS AS NEEDED TO SUPPORT CITY ENGINEERING IN THE DESIGN OF THE PROJECTS; AND APPROVE THE ATTACHED BUDGET AMENDMENT.

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

- f. Accept 18119 Community Development Block Grant contract in the amount of \$490,000, authorize Mayor to sign all associated contract documents, and approve budget amendments reflecting receipt and expenditure of CDBG-CV funds in the amount of \$490,000 for the purposes of funding the Stillwater Resident COVID Impact Assistance Program Phase 2

Chief Civic Innovation Officer Becky Taylor reported that due to COVID-19, a large number of residents have sustained unprecedented financial hardship causing them to be in need of immediate assistance. Resolution No. 2020-27 was approved to authorize the creation of the Stillwater Resident COVID Impact Assistance Program utilizing \$150,000 of the CARES Act grant reimbursement funds. The City contracted with Our Daily Bread (ODB) to administer this program. Ms. Taylor stated in January 2021, Resolution No. 2021-1 was approved to facilitate the receipt of CDBG-CV funds and to administer the grant in accordance to the rules and regulations outlined with the grant criterion. The Stillwater Resident COVID Impact Assistance Program Phase 2 will utilize \$490,000 from the CDBG-CV award to make a direct impact on residents experiencing financial hardship due to COVID-19. The City will contract with ODB to administer Phase 2 of this program. Ms. Taylor reported that financial assistance may be provided for utility and/or rent assistance to residents of Stillwater within city limits who fall below the income limits established by HUD. Resolution No. 2021-10 is on the agenda for approval to authorize Phase 2 of the Stillwater Resident COVID Impact Assistance Program and to authorize the City Manager to enter to a contract Community Resourcing Inc. dba Our Daily Bread to administer the program.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR WEDLAKE TO ACCEPT THE 18119 COMMUNITY DEVELOPMENT BLOCK GRANT CONTRACT IN THE AMOUNT OF \$490,000, AUTHORIZE MAYOR TO SIGN ALL ASSOCIATED CONTRACT DOCUMENTS, AND APPROVE THE BUDGET AMENDMENTS REFLECTING RECEIPT AND EXPENDITURE OF CDBG-CV FUNDS IN THE AMOUNT OF \$490,000 FOR THE PURPOSE OF FUNDING THE STILLWATER RESIDENT COVID IMPACT ASSISTANCE PROGRAM PHASE 2.

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

- g. Approve agreement with Lakeview Landing, LLC, for redevelopment of the former Boomer Lake Station Power Plant and construction of new residential and commercial developments on adjoining properties

Deputy City Manager Melissa Reames reported that Boomer Lake Station (BLS), a steam powered electric generation plant, was decommissioned in 2016. Action taken at direction of Council include:

- Explore options for repurposing the iconic structure.
- Issue a request for proposal (RFP) from the development community.
- Evaluate RFP responses and recommend a project to Council.
- Evaluation and adoption of TIF #4
- Reach a proposed redevelopment agreement for Council consideration

Ms. Reames gave a presentation and overview of the redevelopment plans submitted by Lakeview Landing, LLC. She reported that the approval of the proposed redevelopment agreement between Lakeview Landing, LLC (redeveloper) and the City of Stillwater and Stillwater Economic Development Authority will begin the process of repurposing Boomer Lake Station. Ms. Reames addressed and answered Council's questions.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR DZIALOWSKI TO APPROVE AGREEMENT WITH LAKEVIEW LANDING, LLC, FOR REDEVELOPMENT OF THE FORMER BOOMER LAKE STATION POWER PLANT AND CONSTRUCTION OF NEW RESIDENTIAL AND COMMERCIAL DEVELOPMENTS ON ADJOINING PROPERTIES.

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

- h. Explanation of formula for determining the sales and use tax increments generated within Tax Increment District No. 4 as referenced in Boomer Lake Station redevelopment agreement and to be approved through the adoption of Resolution CC-2021-11

Deputy City Manager Melissa Reames reported that Section 3.3(f), Section 4.9.1, and Section 4.15 of the Lakeview Landing, LLC redevelopment agreement provide for an amount equal to 50% of the non-dedicated sales tax generated within Increment District No. 4 (TIF4) to provide assistance in development financing. The methodology for determining the increment is not detailed in the development agreement. Ms. Reames stated that the proposed Resolution No. CC-2021-11 describes the formula for determining the sales and use tax increments generated with Tax Increment District No. 4 (TIF4). The details are as follows:

- Sales tax as provided for in Section 3.3(f) is defined in Resolution CC-2021-11 as sales and use tax generated with TIF4.
- Sales and use tax base for TIF4 is \$0.
- Sales and use tax increment will be 100% of the non-dedicated sales and use taxes generated.
- City will utilize reasonable and consistent accounting procedures in order to determine and reflect the sales and use tax revenues attributable to TIF4.

No action was taken on this item.

11. RESOLUTIONS

- a. Resolution No. CC-2021-10: A resolution authorizing the creation of phase 2 of a grant program to assist Stillwater residents experiencing financial hardship due to COVID-19.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR WEDLAKE TO ADOPT RESOLUTION NO. CC-2021-10 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. CC-2021-11: A resolution approving the formula for determining the sales and use tax increments generated within Increment District No. 4, City of Stillwater

MOTION BY COUNCILOR WEDLAKE, SECOND BY COUNCILOR DZIALOWSKI TO ADOPT RESOLUTION NO. CC-2021-11 AS PRESENTED.

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

12. 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 International Association of Firefighters Local #2095.
- b. Miscellaneous items from the City Manager:
 - City Manager Norman McNickle reported that pre-construction activities, such as ordering equipment, are underway for the West Park Lift Station rehabilitation project. Residents in the West Park neighborhood will notice work being done within the City's easement on 1st Avenue west of Oakdale Drive. Mr. McNickle stated staff appreciates our customers' patience as the City works to improve Stillwater's wastewater collection system.
- c. Miscellaneous items from the City Council:
 - Vice Mayor Zannotti stated that the latest episodes of the F-Y-I Stillwater Podcast are live and they have a new video format. Listen to learn all about the people who keep our City going.
 - Councilor Wedlake reported the City's Household Hazardous Waste Event is Saturday, April 25 from 8:00 a.m. to 1:00 p.m. at the Convenience Collection Center at 807 S. Perkins Road. During this event, citizens can drop off household pollutants like oil-based paints, pesticides, herbicides, household cleaning supplies and more.
 - Councilor Dzialowski reminded citizens Speak Up Stillwater is a civic engagement platform designed to give everyone an opportunity to tell Council what you think. Speak Up Stillwater helps City Council and staff set the course for important projects taking place at the local government level.
 - Councilor Hawkins stated the City of Stillwater will be offering an OSU student move-out special at the Convenience Collection Center located at 807 S. Perkins Road. All throughout the month of May, students with a valid OSU I.D. will be able to drop off furniture, appliances without Freon, mattresses, computers, televisions, and stereos for free.
 - Mayor Joyce reminded citizens that the next time you mow your lawn, make sure to keep the grass clippings in your yard and out of the street. When it rains, grass clippings and other pollutants are washed down the storm drain and end up in our creeks, rivers and lakes. These clippings can lead to problems like an over growth in algae or localized flooding.
- i. Discussion about scheduling items for future meetings.

13. EXECUTIVE SESSION

- a. Confidential communication on labor negotiations with International Association of Firefighters Local #2095.

Stillwater City Council meeting recessed at 7:41 p.m. to convene Stillwater Economic Development Authority meeting.

Stillwater City Council reconvened at 8:11 p.m.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR WEDLAKE TO ENTER INTO EXECUTIVE SESSION AT 8:12 P.M.

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

a. No action will be taken on this item.

14. RETURN FROM EXECUTIVE SESSION

MOTION BY COUNCILOR WEDLAKE, SECOND BY COUNCILOR DZIALOWSKI TO RECONVENE THE SPECIAL MEETING OF THE STILLWATER CITY COUNCIL AT 8:30 P.M.

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

15. QUESTIONS & INQUIRIES

None.

16. ADJOURN

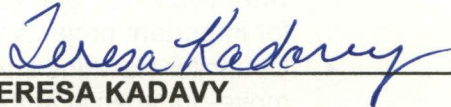
MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ADJOURN THE APRIL 19, 2021 SPECIAL MEETING OF THE STILLWATER CITY COUNCIL.

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

The April 19, 2021 special meeting of the Stillwater City Council adjourned at 8:31 p.m.



WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL



TERESA KADAVY
CITY CLERK