

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED MARCH 31, 2021 AT 4:30 P.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
SPECIAL MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
APRIL 5, 2021**

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

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Pledge of Allegiance was led by Savannah Steele, a third grader at Highland Park Elementary. Savannah wrote a note to Mayor Joyce asking to meet him, so he invited her to lead the Pledge of Allegiance.

3. SPECIAL PRESENTATION TO OSU PRESIDENT BURNS HARGIS & FIRST COWGIRL ANN HARGIS

Mayor Joyce presented President and First Cowgirl Hargis with a framed copy of Resolution 2021-08 renaming a portion of Airport Road to Hargis Road. President Hargis will be retiring in June. Mayor Joyce expressed thanks on behalf of the City of Stillwater for his dedication to OSU, the community and for his extraordinary efforts in helping to bring passenger air service to Stillwater Regional Airport.

4. PROCLAMATIONS

a. Lemonade Day

Emily Alexander with the Chamber of Commerce accepted the Lemonade Day proclamation read by Mayor Joyce. Both Mayor Joyce and Ms. Alexander encouraged citizens to participate in Lemonade Day on May 1, 2021.

b. Fair Housing Month

Mayor Joyce declared April 2021 as "Fair Housing Month" in the City of Stillwater, Oklahoma, and urged all citizens to support fair housing throughout the year.

5. CONSENT DOCKET

- a. Approve special meeting minutes of March 8, 2021 and March 22, 2021.**
- b. Accept the following easements and warranty deed and approve an expenditure of \$150,000 for the joint ODOT and City of Stillwater Perkins Road widening project:
Warranty Deed:**

- Grantor: Atwood Distributing, LP for Parcel 21 at 2211 N. Perkins Road containing 178 square feet (0.004 acre)
- Permanent Utility Easement:
- Grantor: Atwood Distributing, LP for Parcel 21 at 2211 N. Perkins Road containing 4,858 square feet (0.112 acre)
- Temporary Easement:
- Grantor: Atwood Distributing, LP for Parcel 21 at 2211 N. Perkins Road containing 6,994 square feet (0.161 acre)

c. Approve Stillwater Housing Authority request for waiver of payment in lieu of taxes for FY2021

MOTION BY VICE MAYOR DARLINGTON, SECOND BY COUNCILOR WEDLAKE 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.

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

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

7. ITEMS REMOVED FROM CONSENT DOCKET

None.

8. PUBLIC HEARINGS

- a. Receive public comment regarding a request to close the utility easement located on property addressed as 815 & 817 N Jefferson Street

Planning Manager Lanc Gross reported OZMJC, LLC proposes the construction of a new residential development known as a "pocket neighborhood". The following conditions exist for this piece of property:

- The existing utility easement is located along the property line of 815 and 817 N. Jefferson Street.
- A new single-family structure is proposed where the easement currently exists.
- There are no utilities within this utility easement.
- This application is associated with SUP21-02, a request to allow the construction of a single-family construction in the RTM zoning district.

Mayor Joyce opened the public hearing.

Kelly Harris, Keystone Engineering, spoke on behalf of the applicant.

Mayor Joyce closed the public hearing.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR ZANNOTTI TO CLOSE THE REQUESTED UTILITY EASEMENT ON PROPERTY ADDRESSED AS 815 & 817 N. JEFFERSON STREET.

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

- b. Receive public comment regarding a request for a Specific Use Permit to allow for construction of single family residential homes at 815, 817, & 823 N Jefferson Street

Planning Manager Lanc Gross reported that Steve Carpenter with OZMJC, LLC requests review and approval of a Specific Use Permit, which is required in the RTM zoning district, to allow for construction of single-family residential homes at 815, 817, & 823 N. Jefferson Street. The subject property was rezoned from RT to RTM on December 7, 2020. Mr. Gross stated the applicant desires to establish a group of single-family structures known commonly as a "pocket neighborhood" that will utilize both the existing single-family structures on the site fronting N. Jefferson as well as additional single-family construction near the east property line. The dwelling units will be clustered around a common area with parking on the periphery of the subject site.

Mayor Joyce opened the public hearing.

Kelly Harris, Keystone Engineering, spoke on behalf of the applicant.

Mayor Joyce closed the public hearing.

Planning Commission recommended approval of this SUP request 4-0.

MOTION BY VICE MAYOR DARLINGTON, SECOND BY COUNCILOR WEDLAKE TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE SPECIFIC USE PERMIT FOR THE PROPERTY LOCATED AT 815, 817, & 823 N. JEFFERSON STREET

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

- c. Receive public comment regarding a request for a Specific Use Permit to allow for a physical therapy office in Commercial Shopping zoning district at 2230 N Perkins Road

Planning Manager Lance Gross reported that Select Physical Therapy Holdings, Inc., requests review and approval of an SUP to allow for a physical therapy office in Commercial Shopping zoning district at 2230 N. Perkins Road. The applicant desires to relocate their office from another address within the Lakeview Pointe shopping center. Mr. Gross stated the subject site is zoned Commercial Shopping and the proposed health care and social assistance use requires an SUP in the CS zoning district. He stated changing locations requires a new SUP since the permit is address specific.

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

Planning Commission recommended approval of this SUP request 5-0.

MOTION BY COUNCILOR WEDLAKE, SECOND BY VICE MAYOR DARLINGTON TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE SPECIFIC USE PERMIT FOR THE PROPERTY LOCATED AT 2230 N. PERKINS ROAD.

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

9. GENERAL ORDERS

- a. Approve budget amendment reflecting Stillwater Regional Airport's receipt of Airport Coronavirus Response and Relief Appropriations Act grant funds in the amount of \$1,010,076

Airport Director Paul Priegel reported that on February 22, 2021 City Council authorized Stillwater Regional Airport to make application through the Department of Transportation's Federal Aviation Administration to access the Airport Coronavirus Response and Relief Appropriations Act. On March 24,

2021 SRA received the final grant acceptance packet signifying the award of \$1,010,076. Mr. Priegel stated receipt of this funding will be used to support the airport operational needs.

MOTION BY VICE MAYOR DARLINGTON, SECOND BY COUNCILOR ZANNOTTI TO APPROVE THE BUDGET AMENDMENT REFLECTING RECEIPT OF \$1,010,076 IN AIRPORT CORONAVIRUS RESPONSE AND RELIEF APPROPRIATIONS ACT FUNDS.

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

- b. Approve budget amendment to appropriate \$80,000 from the available fund balance of the City Capital Fund to Community Resources for repair of plumbing at Project Heart and Room 121 at the Community Center

Community Resources Manager Barbara Bliss stated the Community Center plumbing at Project Heart and in Room 121 has constant issues with leaks and backed up drains. Cameras used to follow the pipes have detected collapsed lines. Project Heart was advised to look for a possible new location to prepare meals if the drains back up again. Ms. Bliss reported that \$80,000 was requested in the 2021-22 Capital Project budget to repair plumbing in both Project Heart and Room 121.

MOTION BY COUNCILOR ZANNOTTI, SECOND BY VICE MAYOR DARLINGTON TO APPROVE A BUDGET AMENDMENT TO APPROPRIATE \$80,000 FROM THE AVAILABLE FUND BALANCE OF THE CITY CAPITAL FUND TO COMMUNITY RESOURCES FOR REPAIR OF THE PLUMBING SITUATION AT PROJECT HEART AND ROOM 121 OF THE COMMUNITY CENTER

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

- c. Approve engaging BT&Co to perform audit for City of Stillwater and related Trust Authorities for fiscal year ending June 30, 2021

Finance Director Christy Cluck reported that the City of Stillwater solicits proposals for audit services every three years with annual review by the City's Audit Committee and the City Council. The firm of BT&Co of Topeka, KS had the successful proposal in FY18 and the firm completed the first year of the 3-year engagement that same year. The audit of FY20 was the third year of the 3-year engagement, which would normally necessitate the solicitation of proposals in the spring of 2021. This is BT&Co's third 3-year engagement with the City. Ms. Cluck stated because of the COVID-19 pandemic, many audit firms, including BT&Co, quickly transitioned in 2020 to a substantially remote audit environment with minimal days on site at client offices. Because of this, the City's experience with BT&Co was nearly a seamless process. Engaging with a new audit firm amidst the COVID-19 pandemic while firms are continuing to refine their remote procedures could be problematic. Ms. Cluck reported the City has encountered no obstacles or difficulties with BT&Co. The firm is timely with all information requests and communicate regularly with City staff. She stated the Audit Committee recommends that BT&Co be engaged to perform the audit for the City of Stillwater and related Trust Authorities for the fiscal year ending June 30, 2021.

MOTION BY VICE MAYOR DARLINGTON, SECOND BY COUNCILOR WEDLAKE TO APPROVE THE AUDIT COMMITTEE'S RECOMMENDATION THAT BT&CO BE ENGAGED TO PERFORM THE AUDIT FOR THE CITY OF STILLWATER AND RELATED TRUST AUTHORITIES FOR THE FISCAL YEAR ENDING JUNE 30, 2021.

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

d. Approve City of Stillwater Single Audit Report for fiscal year ended June 30, 2020

Finance Director Christy Cluck reported that the Single Audit is an organization-wide audit of an entity that expends \$750,000 or more of federal funds in one year. The major programs identified for FY20 were the Hazard Mitigation Assistance Grant and the COVID-19 Coronavirus Relief Fund Grant. BT&Co conducted its audit of compliance for the City's major federal programs. She stated the City of Stillwater Audit Committee met on March 12, 2021 to receive auditor communication from BT&Co, and to consider a recommendation to the City Council to approve the Single Audit Report for the fiscal year ended June 30, 2020. The committee voted unanimously to recommend approval by the Council of the FY20 Single Audit Report.

MOTION BY COUNCILOR WEDLAKE, SECOND BY COUNCILOR DZIALOWSKI TO APPROVE THE CITY'S SINGLE AUDIT REPORT FOR THE FISCAL YEAR ENDED JUNE 30, 2020 AS RECOMMENDED BY THE AUDIT COMMITTEE.

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

e. Approve bid recommendation for the repair of the following properties damaged in the May 2019 floods:

- Gun range road culvert
- Culvert on Lake McMurtry Road
- Slope restoration at the Lakeside Memorial Golf Course

Director of City Engineering Monty Karns stated that in October 2020, City Council authorized Emergency Management to apply for funds to restore various structures through Federal Emergency Management Agency (FEMA) that were damaged due to the spring 2019 flood event. The three locations listed above are included for repairs. Mr. Karns stated that FEMA supplied the funds to go toward the replacement; however, any repair costs above the amount provided are to be paid by the City. All three locations must be repaired to remain eligible for all the FEMA funds. Bids for these three projects were received in March 2021. Funds totaling \$65,422 are currently appropriated for these projects; the remaining balance of \$124,962 is proposed to be funded from the contingency funds in the General Fund. Mr. Karns reported that additional documentation has been submitted to FEMA for review for reimbursement of the \$124,962 used from the General Fund.

MOTION BY COUNCILOR WEDLAKE, SECOND BY VICE MAYOR DARLINGTON TO AWARD CONTRACT FOR PROJECTS 1 AND 2 TO ROOSTERTAIL CONSTRUCTION AT THE BID UNIT COST OF \$101,906 + 10% CONTINGENCY FOR A TOTAL CONTRACT AMOUNT OF \$112,096.60; AWARD CONTRACT FOR PROJECT 3 TO HASKELL-LEMON AT THE BID UNIT COST FOR \$71,170 + 10% CONTINGENCY FOR A TOTAL CONTRACT AMOUNT OF \$78,287, AND AUTHORIZE THE CITY MANAGER TO SIGN THE CONTRACTS AND RELATED DOCUMENTS.

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

f. Request from Renewable Energy Task Force to extend deadline to December 31, 2021 (Resolution CC-2021-09)

Chief Civic Innovation Officer Becky Taylor reported the original deadline for the Renewable Energy Task Force recommendation to Council was March 31, 2021. However, the task force was delayed in starting due to the pandemic and then the inability to meet via Zoom as an open meeting in late fall. Now that Zoom meetings are allowed, the task force has established a meeting schedule and has met three times. Ms. Taylor stated the Renewable Energy Task Force will develop a plan by December 31, 2021 establishing clean energy goals and benchmarks.

Action for this item will be taken under item 10 Resolutions on the agenda.

10. RESOLUTIONS

- a. Resolution No. CC-2021-08: a Resolution authorizing the city manager to change the name of Airport Industrial Road to Hargis Road

MOTION BY VICE MAYOR DARLINGTON, SECOND BY COUNCILOR ZANNOTTI TO ADOPT RESOLUTION NO. CC-2021-08 AS PRESENTED.

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

- b. Resolution CC-2021-09: A Resolution amending the deadline for submission of a plan to the City Council from the Renewable Energy Task Force

MOTION BY COUNCILOR WEDLAKE, SECOND BY VICE MAYOR DARLINGTON TO ADOPT RESOLUTION NO. CC-2021-09 AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-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 stated the City is happy to announce that construction of the Perkins Road waterline relocation project is complete! This project was necessary to eliminate conflicts with ODOT's reconstruction of Perkins Road from McElroy to Lakeview. Mr. McNickle thanked all the City staff and crews who worked so hard to get this project finished. He also thanked all of the businesses and residents that were affected by this project for their patience and cooperation. Mr. McNickle reported that ODOT has some engineering issues so the Perkins Road project will probably be delayed until fall or possibly next spring.
- c. Miscellaneous items from the City Council:
 - Vice Mayor Darlington said if citizens are looking for ways to make their homes more environmentally friendly they can join the Yard by Yard Community Resiliency Project. This project aims to make a difference by recognizing individuals who bring earth friendly practices to their yards. Learn how to get your yard certified at OKconservation.org/yardbyyard or contact the Payne County Conservation District.
 - Councilor Zannotti reported the Stillwater City Council runoff election for Seat 4 is tomorrow. The Stillwater Chamber of Commerce, League of Women Voters and the Stillwater Newspress have worked together to put on a series of candidate forums. To get to know the candidates, citizens can find recordings of these forums on the Chamber's Facebook page. Councilor Zannotti urged all citizens to get out and vote.
 - Councilor Wedlake reported that the new CDC guidelines state that people who are fully vaccinated can travel safely within the United States so, if anyone is looking to get away, consider flying through the Stillwater Regional Airport. Councilor Wedlake reminded everyone to please continue to protect others by following COVID-19 safety precautions and remember that face coverings are required in all airports.

- Councilor Dzialowski stated she would like to thank all of the residents who attended the Public Visioning Workshop for the 6th Avenue Corridor Study on March 31 and reminded everyone that they can still participate by asking questions and sharing ideas for the corridor on the project's Speak Up Stillwater page.
- Mayor Joyce stated the City of Stillwater Environmental Programs and Stormwater divisions will be holding the Annual Trash-Off event on Saturday, April 10, from 9:00 a.m. to 12:00 p.m. Volunteers should RSVP with the number in their party by April 7 and individuals are also welcome to participate. This event is a great opportunity to take to the streets and show that "Litter is not OK".

- i. Discussion about scheduling items for future meetings.

12. QUESTIONS & INQUIRIES

None.

13. APPOINTMENTS

a. Audit Committee

MOTION BY MAYOR JOYCE, SECOND BY VICE MAYOR DARLINGTON TO REAPPOINT JOHN KILLAM TO THE AUDIT COMMITTEE.

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

b. Airport Advisory Board

MOTION BY MAYOR JOYCE, SECOND BY VICE MAYOR DARLINGTON TO APPOINT BILL ARRINGTON TO THE AIRPORT ADVISORY BOARD.

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

c. Stillwater Housing Authority

MOTION BY MAYOR JOYCE, SECOND BY VICE MAYOR DARLINGTON TO REAPPOINT SUE BONNER TO THE STILLWATER HOUSING AUTHORITY.

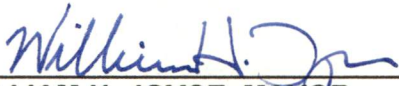
ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

14. ADJOURN

MOTION BY VICE MAYOR DARLINGTON, SECOND BY COUNCILOR DZIALOWSKI TO ADJOURN THE APRIL 5, 2021 SPECIAL MEETING OF THE STILLWATER CITY COUNCIL.

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

The April 5, 2021 special meeting of the Stillwater City Council adjourned at 6:29 p.m.



WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL



TERESA KADAVY
CITY CLERK

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW,
THE AGENDA WAS POSTED MARCH 31, 2021 AT 4:38 P.M. AT
THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
EXECUTIVE SESSION
723 S. LEWIS
APRIL 5, 2021
7:27 P.M.**

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

**MOTION WAS MADE BY COUNCILOR ZANNOTTI, SECOND BY VICE MAYOR DARLINGTON TO
ENTER INTO EXECUTIVE SESSION AT 7:27 P.M.**

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

- a. Confidential communication pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within the City of Stillwater.

Discussion was held pertaining to economic development, including the transfer of property, financing, or the creation of a proposal to entice a business to locate within the City of Stillwater pursuant to 25 O.S. §307 (C)(11).

No action was taken on item a.

- b. Confidential communication on labor negotiations with Fraternal Order of Police Lodge #102 and International Association of Firefighters Local #2095.

Discussion was held regarding labor negotiations with Fraternal Order of Police Lodge #102 and with International Association of Firefighters Local #2095 pursuant to 25 O.S. §307 (b)(2).

No action was taken on item b.

Returned to open session at 8:05 p.m.

**MOTION WAS MADE BY COUNCILOR DZIALOWSKI, SECOND BY VICE MAYOR DARLINGTON TO
ADJOURN THE SPECIAL EXECUTIVE MEETING.**

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

The Executive Session concluded at 8:06 p.m.



WILLIAM H. JOYCE, MAYOR



TERESA KADAVY, CITY CLERK