

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED FEBRUARY 9, 2023 AT 12:20 P.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
FEBRUARY 13, 2023**

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

1. CALL MEETING TO ORDER

Mayor Joyce called the meeting to order at 5:31 p.m.

2. PLEDGE OF ALLEGIANCE

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

3. PROCLAMATIONS/PRESENTATIONS

Presentation to former Vice Mayor Alane Zannotti

Mayor Joyce presented former Vice Mayor Alane Zannotti a plaque and thanked her for her years of service on the City Council and for her many contributions to the Stillwater community.

4. CONSENT DOCKET

- a. Approve regular meeting minutes and executive session minutes from February 6, 2023
- b. Approve the following annual plans in compliance with required Federal regulations and initiatives when receiving Federal grant funds:
 - Anti-displacement Plan
 - Citizen Participation Plan
 - Fair Housing Plan
 - Minority/Women Business Enterprises Utilization Plan
- c. Approve budget amendments reflecting receipt and appropriation of \$22,089.19 in federal ARPA funds from Oklahoma Dept. of Libraries to Stillwater Public Library
- d. Approve budget amendment allocating \$10,387 from the Stillwater Police Department's E-Share account to a project account for training, equipment purchases, and drug enforcement
- e. Memo setting March 20, 2023 for a public hearing to consider closing approximately 20,100 square feet of general access easement located along the north property line of 4099 N Land Run Drive

Councilor Clark removed item b. from the Consent Docket.

**MOTION BY COUNCILOR HAWKINS, SECOND BY VICE MAYOR DZIALOWSKI TO APPROVE THE
CONSENT DOCKET MINUS ITEM B.**

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

- b. Approve the following annual plans in compliance with required Federal regulations and initiatives when receiving Federal grant funds:
- Anti-displacement Plan
 - Citizen Participation Plan
 - Fair Housing Plan
 - Minority/Women Business Enterprises Utilization Plan

Councilor Clark requested a report at the next Council meeting on how the Minority/Women Business Enterprises Utilization Plan is implemented.

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO APPROVE ITEM B. FROM THE CONSENT DOCKET.

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

7. PUBLIC HEARINGS

- a. Receive public comment regarding a request for a Map Amendment to rezone 619 W 12th Avenue (Washington School property) from Office (O) to Public (P)

City Planner Jacquelyn Porter reported that the applicant requests review and approval of a Map Amendment to rezone the property addressed as 619 West 12th Avenue from Office (O) to Public (P). The subject property is located on the southwest side of Stillwater, on the south side of West 12th Avenue. Ms. Porter stated that this is the location of the historical Booker T. Washington School. The school was generously donated to the City to allow an opportunity to preserve the integrity of the original school. This property is roughly two acres in size located south of Southern Woods Park.

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

Planning Commission recommended approval 5-0.

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION AND APPROVE THE MAP AMENDMENT FOR THE PROPERTY LOCATED AT 619 WEST 12TH AVENUE.

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

- b. Receive public comment regarding a request for a Map Amendment to rezone 299 S Drury Street from Small Lot Single Family (RSS) to Two Family Residential (RT)

City Planner Jacquelyn Porter reported that the applicant requests review and approval of a Map Amendment to rezone the property addressed as 299 South Drury Street from Small Lot Single-Family Residential District (RSS) to Two-Family Residential District (RT). The subject property is located on the southeast side of Stillwater on the east side of South Drury Street. Ms. Porter stated that this property is

currently 7.13 acres of undeveloped land located just north of Eastern Villa Mobile Home Park. Highland Park Elementary is to the southwest of the subject property. The applicant is requesting to rezone for a future two-family dwelling unit development.

Planning Commission recommended approval 5-0.

MOTION BY COUNCILOR HAWKINS, SECOND BY VICE MAYOR DZIALOWSKI TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION AND APPROVE THE MAP AMENDMENT FOR THE PROPERTY LOCATED AT 299 SOUTH DRURY STREET.

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

- c. Receive public comment regarding a request from Vet Specialty Group for a Specific Use Permit to allow an Animal and Pet Keeping Facility at the property addressed as 401 South C-Star Boulevard, zoned Commercial General (CG)

City Planner Jacquelyn Porter reported that the Vet Specialty Center of Stillwater is requesting review and approval for a Specific Use Permit to allow an Animal and Pet Keeping Facility at the property addressed as 401 South C-Star Boulevard, which is zoned Commercial General (CG). 401 South C-Star Boulevard is currently an empty lot located on the east side of the boulevard. She stated that the applicant is requesting a Specific Use Permit to allow for the use of a vet specialty center. Ms. Porter reported that the subject property is zoned as (CG) Commercial General with similar zoning surrounding the property. The request for a specific use permit to allow for an Animal and Pet Keeping Facility is required in a Commercial General zoned district. The applicant would like to operate a Vet Specialty Clinic that focuses on surgical operations with boarding only if necessary for patients.

Mayor Joyce opened the public hearing.

Katie Purdy, Gose & Associates, 113 E. 8th Avenue, spoke on behalf of the applicant.

Karen McCoy, partner in the Vet Specialty Center, spoke on their behalf.

Mayor Joyce closed the public hearing.

Planning Commission recommended approval 5-0.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE SPECIFIC USE PERMIT WITH NO TRADITIONAL BOARDING ALLOWED FOR THE PROPERTY LOCATED AT 401 SOUTH C-STAR BOULEVARD.

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

8. GENERAL ORDERS

- a. Consider direction to staff on recruitment process for City Manager

Human Resources Director Christy Driskel reported that with the retirement announcement of Norman McNickle, attention must now shift to filling the position of City Manager. While there are a number of firms who offer recruitment services, very few specialize in public sector recruitment. Ms. Driskel stated that a few of the more recognized and recommended firms are Baker Tilly, Ralph Anderson, Affion

Public, and SGR. These four companies offer outstanding nationwide public sector recruitment services to include:

- ✓ Job profile development and compensation review;
- ✓ In-depth recruitment activities to include media outreach and development of position marketing profile;
- ✓ Management of the entire application and interview process to include candidate evaluation services and background screenings; and,
- ✓ Placement guarantees.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO AUTHORIZE STAFF TO CONTINUE DISCUSSIONS AND SELECT THE FIRM BEST ABLE TO MEET THE CITY'S SPECIFIC OBJECTIVES IN THE RECRUITMENT OF THE POSITION AND AUTHORIZE THE CITY MANAGER TO SIGN THE NEGOTIATED CONTRACT FOR SERVICES.

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

9. ORDINANCES

a. First Reading

Ordinance No. 3518: An ordinance rezoning a tract of land located at 619 West 12th Avenue from Office (O) to Public (P)

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO ADVANCE ORDINANCE NO. 3518 TO SECOND READ AS PRESENTED.

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

Ordinance No. 3519: An ordinance rezoning a tract of land located at 299 South Drury Street from Small Lot Single Family Residential (RSS) to Two Family Residential District (RT)

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR CLARK TO ADVANCE ORDINANCE NO. 3519 TO SECOND READ AS PRESENTED.

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

10. REPORTS FROM OFFICERS & BOARDS

- a. Miscellaneous items from the City Attorney: None.
- b. Miscellaneous items from the City Manager:
 - City Manager Norman McNickle announced that Stillwater Emergency Management is hosting a Storm Spotter Training course Wednesday, February 15th, from 6:30 to 8:30 p.m. at the Stillwater Community Center, in the Winfrey Houston Theatre. The course is presented by the National Weather Service and it is free and open to the public. This is a great opportunity for the community to learn more about severe weather and how your community interacts with the National Weather Service.
- c. Miscellaneous items from the City Council:
 - Councilor Clark reminded residents that City offices will be closed for Presidents Day on Monday, February 20th. Trash and recycling will still be collected, but not

yard waste. Make sure to set your carts out by 6 a.m. because collection routes can vary.

- Councilor Hawkins reminded citizens that Election Day is Tuesday, February 14th. Polls will be open 7 a.m. to 7 p.m. Voters need to go to their normal polling location to participate. Included on the ballot will be City Councilor, Stillwater Public Schools Bond Election and the Payne County 3/8 cent sales tax. Registered voters are encouraged to learn about these propositions that affect infrastructure and quality of life within Payne County.
 - Vice Mayor Dzialowski announced that rain barrels can be purchased through the Central Oklahoma Stormwater Alliance. The barrels are good for the environment and can potentially save residents money on water bills by harvesting rain water for future use. Orders by mail must be placed by April 27. Online orders must be placed by April 30, at: <https://upcycle-products.com/ok-programs/stillwater/>. Orders must be picked up at the Stillwater Convenience Collection Center on Saturday, May 6, 2023, 9 a.m. to 1 p.m.
 - Mayor Joyce announced that the Stillwater Public Library is hosting a Drive-Thru Shred event on Saturday, February 25th, from 9 to 11 a.m. at the library. Residents may bring up to two boxes per vehicle. This is a free event, donations are accepted to help with associated cost, but they are not required to participate.
- i. Discussion about scheduling items for future meetings.

11. QUESTIONS & INQUIRIES

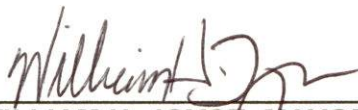
None.

12. ADJOURN

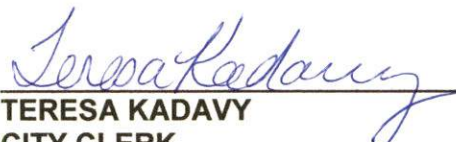
MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR CLARK TO ADJOURN THE FEBRUARY 13, 2023 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

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

The February 13, 2023 regular meeting of the Stillwater City Council adjourned at 6:01 p.m.



WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL



TERESA KADAVY
CITY CLERK