

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED DECEMBER 13, 2024 AT 11:30 A.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
DECEMBER 16, 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. PROCLAMATIONS/PRESENTATIONS

- a. Recognition of Waste Management & Environmental Programs for receiving the Affiliate of the Year Award from Keep Oklahoma Beautiful, a state level award.

Waste Management Director Matt Faulkner and Water Shed Quality Division Specialist Chris Franks were recognized for their hard work, expertise and achievements.

4. CONSENT DOCKET

- a. Approve December 2, 2024 regular and executive session meeting minutes
- b. Approval of City Manager Employment Agreement
- c. Consider approval of State of OK Department of Transportation Project Maintenance, Financing, and Right-of-Way Agreement for the Rails to Trails Project (Project No. TAP3-8653(004)TP) for Phase 2 Rail to Trail from McElroy Rd and continuing down the Rail Corridor past Strickland Park to 6th Ave.
- d. Ratification of approval and submission to the FAA of the Stillwater Regional Airport Capital Improvement Program as recommended by the Stillwater Regional Airport Advisory Board.
- e. Approve a reasonable extension of 15 additional days to the time period for awarding the contract for the McElroy/Manning/Hall of Fame Roadway Improvements Project (Project 25TR05; Bid No. 46-2024), which time period shall not exceed a total of 45 days from the date of bid opening for good cause shown.
- f. Approve a reasonable extension of 15 additional days to the time period for awarding the contract for the Joint and Crack Sealing on Various City Streets Project (Project 25TR07; Bid No. 48-2024), which time period shall not exceed a total of 45 days from the date of bid opening for good cause shown.
- g. Approve a reasonable extension of 15 additional days to the time period for awarding the contract for the Airport T-Hangar Overlay Project (Project 22AP03; Bid No. 51-2024), which time period shall not exceed a total of 45 days from the date of bid opening for good cause shown.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS 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.

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. GENERAL ORDERS

- a. Approve the award of contracts by CMAR, Lippert Brothers, Inc. for Work Package 2 for the Stillwater Regional Airport Terminal and Improvements Project; Approve Amendment No. 2 to the CMAR Agreement which includes a partial conversion to guaranteed maximum price for the relevant portion of work identified in Work Package 2 and authorize the City Manager to sign the Amendment; and approve the associated budget amendments.

City Attorney Kimberly Carnley stated that she would introduce the contract amendment and then Airport Director Kellie Reed will present on the award recommendation for the partial project.

Ms. Carnley reported that the Stillwater Regional Airport New Terminal Building project is underway. The City entered into a Construction Manager At Risk (CMAR) Agreement in June 2024 with Lippert Brothers as our CMAR for this project. In August, City Council approved Amendment No. 1 to award Bid Package 1 for construction of the Terminal Building. The current CMAR Agreement included construction of the New Terminal Building but did not include the additional improvements that are needed and part of the project and referred to as Phases 2-4 which includes Access Road Relocation and Roundabout Development, North Triangle Parking and Lighting, and South Parking and Lighting. Ms. Carnley stated that this amendment revises the Interim Gross Maximum Price to include all phases of the airport project. The amendment also provides clarification where needed in a couple of areas, specifically it clarifies that Olsson, Inc. will serve as the Engineer for Project Phases 2, 3 and 4; clarifies bonding requirements for CMAR; clarifies the CMAR Fee, it has not changed but there was a scrivners error on one of the exhibits, so it just cleans that up, and finally which Airport Director Reed will explain further, the amendment approves the award of Work Package 2 for partial phase 2 work and accepts the relevant partial conversion of Gross Maximum Price for that portion of work.

Airport Director Kellie Reed presented Project Work Package 2 (PWP2), Partial Phase 2, Water Utilities Support. She explained the financials, and the construction projects involved in PWP2, Partial Phase 2. Ms. Reed answered Council's questions.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HARDIN TO APPROVE AWARD OF CONTRACTS BY CMAR, LIPPERT BROTHERS, INC. FOR WORK PACKAGE 2 FOR THE STILLWATER REGIONAL AIRPORT TERMINAL AND IMPROVEMENTS PROJECT; APPROVE AMENDMENT NO. 2 TO THE CMAR AGREEMENT WHICH INCLUDES A PARTIAL CONVERSION TO GUARANTEED MAXIMUM PRICE FOR THE RELEVANT PORTION OF WORK IDENTIFIED IN WORK PACKAGE 2 AND AUTHORIZE THE CITY MANAGER TO SIGN THE AMENDMENT; AND APPROVE THE ASSOCIATED BUDGET AMENDMENTS.

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

b. Parks and Community Resources Update on Parks & Public Spaces.

Parks and Community Resources Director Barbara Bliss and Assistant City Manager and Human Resources Director Christy Driskel presented an update on City Parks and Public Spaces.

Ms. Bliss stated that surveys were conducted at the five neighborhood parks as well as Sunset Park and Couch Park and over 400 responses were received. She presented the survey results and stated these results will be used to develop plans to redesign the neighborhood parks. Ms. Bliss encouraged any civic groups or volunteers to help with the park updates and maintenance. She stated that two part-time staff have been hired to help maintain the parks. LED lighting is being installed in the Community Center, Senior Center, Armory and Prairie Arts Exterior. Ms. Bliss reported that both Tennis and Pickleball are currently in high demand, so staff is focusing on how to meet the public demands. She stated that the public/private partnerships will continue to be an integral component of the City's Park systems moving forward. Ms. Bliss encouraged the public to please come to the Parks Community meeting on January 9, 2025.

Ms. Driskel stated Parks invoke emotions and memories and the City wants to ensure that there are appropriate park spaces for the next generations to create memories. She presented an overview of the number of acres of City Park land in the community. City staff is thankful for the community voices that have spoken up and the Community Partnerships that help attain the amenities that are desired. Ms. Driskel discussed parks, community pool, and tennis and pickleball courts.

Ms. Bliss and Ms. Driskel answered Council's questions.

No action was taken on this item.

c. Update on the proposed General Obligation Bond Proposition to fund a New Animal Welfare Facility.

Communications Director Dawn Dodson reported that in 2021 Animal Welfare was identified as a Time Initiative. Along with transportation, roadways and Fire Station Two, the City brought the transportation sales tax and Fire Station Two before voters in 2022 both propositions passed by large margins, reflecting that our community is ready and willing to invest in Stillwater's future. Animal Welfare has remained as a priority for staff, Council and our Community Action Committee. With continued planning assessments and discussions, staff continues working with stakeholders, financial advisors, architects, outside engineers, local organizations and others to determine current and future needs, location, cost and funding options. Since bringing preliminary designs in December 2022, additional updates in 2023 and performing a complete project overhaul throughout 2024, in January 2025, staff will bring a proposal for Council's consideration. Funding for the project potentially includes a proposition for the April 1, 2025 election. Please know the finance piece is still being developed as staff works with Barrett L. Williamson, (BLW), Architects and Animal Arts on the cost estimate. Assistant City Manager Cluck will work with our bond and financial advisors to determine funding amount options, and she will present that in January. Ms. Dodson reported that in 2024 staff reassessed the facility location and determined near the airport was optimal. Director of Engineering, Candy Staring and team did an excellent job with that thorough site assessment and that presentation and information are available on our website at Stillwaterok.gov/time. During that time, staff met with community members, our Community Action Committee and neighborhoods located near the proposed site location. Staff worked with Stillwater Regional Airport Director Kellie Reed and have now received all FAA approvals to develop an Animal Welfare at this location. In the rendering provided by BLW and Animal Arts, there is a site map that shows the entrance off airport road, the pathway to the adoption and surrender entrances and the floor plan with an increase in kennels and catteries, sterilization areas and community areas. Ms. Dodson stated that the reason the facility is positioned on the property in this manner is to help with temperature control in catteries and kennels with the needed windows facility location with sunrise and sunset, etc. Looking at additional renderings provided, this shows the floor plan with increased kennels and catteries.

Ms. Dodson presented the updated drawings and discussed the facilities and its features. This rendering reflects the back entrance that will be utilized by staff, with an enclosed safety entrance and a private surrender area. She stated that what is not reflected in the renderings are the improved and healthier HVAC system and professional cleaning systems. A few final notes, this facility does include outdoor and indoor spaces for the animals and has been developed based on needs assessment. However, again, we are in the funding phase of the project now and may have to cut some areas to reach a healthy number for a bond, one that Council and staff would feel is reasonable for our voting community to consider. Staff looks forward to coming back in January with a detailed presentation from our architects, engineers, financial advisors, and animal welfare leadership. The team has worked meticulously on this project, knowing the Animal Welfare has been at the forefront of Council and staff's priority list so that we can meet the needs of our community.

Ms. Dodson answered Council's questions

No action was taken on this item.

8. RESOLUTIONS

- a. Resolution No. CC-2024-38: A Resolution adopting a Social Media Policy for General Administration of Official City Social Media Sites and adopting a Social Media Policy for Employees for the City Of Stillwater, Oklahoma and related entities.

City Attorney Kimberly Carnley reported that the City of Stillwater has official social media sites such as Facebook and X. The City recognizes the value of social media to discuss matter of public interest and to keep citizens and visitors updated on information and events happening throughout the City. The City encourages public dialogue and proposes adoption of Social Media Policies as a best practice to maintain a professional and user-friendly online environment. Approval of the resolution adopts a Social Media Policy for General Administration which establishes administrative regulations and expectations for users. That policy will be available to users on the City's website and all official social media sites.

Ms. Carnley stated that this resolution also approves a Social Media Policy for Employees. State law requires that cities that use social media adopt a policy that applies to the use of social media by its employees for work purposes to discourage abusive or offensive online behavior. The employee policy establishes general guidelines for employees using social media that promotes professionalism and compliance with personnel policies. The policies are included in the packet but there are two minor changes, references to Twitter have been deleted and replaced with an "X". Also, the general policy has been replaced with the communications director's email address with a generic email address that additional employees received for better monitoring.

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO ADOPT RESOLUTION NO. CC-2024-38 AS PRESENTED.

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

9. ORDINANCES

- a. First Reading

Ordinance No. 3551: An ordinance rezoning tracts of land located at 1324 East 6th Avenue from Commercial General (CG) To Commercial Shopping-Planned Unit Development (CS-PUD).

MOTION BY COUNCILOR HAWKINS, SECOND BY VICE MAYOR DZIALOWSKI TO ADVANCE ORDINANCE NO. 3551 AS PRESENTED.

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

10. APPOINTMENTS

- a. Downtown (Re)Investment Implementation Policy Committee (TIF #3)

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR CLARK TO APPOINT CHARLES JOHNSON TO THE DOWNTOWN (RE)INVESTMENT IMPLEMENTATION POLICY COMMITTEE (TIF #3).

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-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:
- ✓ Mayor Joyce welcomed Brady Moore to his first official meeting as City Manager and thanked him for his willingness to serve.
- City Manager Brady Moore asked residents to please join City staff for the Parks and Community Resources Open House. This is a community meeting, with staff eager to hear your ideas, suggestions, and concerns regarding the parks, community spaces and public facilities. There will be sign-ups for volunteer opportunities and educational information available. Some preliminary information collected from recent surveys will also be shared. The City wants to ensure our parks and public spaces meet the needs of our residents and families. Please join City staff on Thursday, January 9, beginning at 5:30 p.m., at the Stillwater Community Center, Lowry Activity Center.
- c. Miscellaneous items from the City Council:
- Councilor Hardin reminded rural residents that it's that time of year again to purchase a Rural Fire Service Contract if you live outside of city limits, but within the Stillwater Fire Department's response area. For an annual fee of \$200, the contract ensures that response fees for each fire incident on a contracted property will not exceed \$2,000. Residents will still receive rural fire assistance without a contract but will be responsible for paying the full Rural Fire Service fee for any services rendered. All collected fees go toward training, rescue tools, and other fire equipment.
 - Councilor Clark announced 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 four feet long, 18 inches across, and less than 50 pounds. Councilor Clark also stated that the Holiday Heros event was fabulous.
- ✓ Mayor Joyce congratulated Councilor Hawkins on serving another term on the City Council and thanked her for her willingness to continue to serve.
- Councilor Hawkins announced that the City is accepting applications for various committees including the Audit Committee and the Board of Adjustments.

Committees are essential for increased development and infrastructure projects within our community. If anyone would like to get involved in their local government and help make Stillwater even greater, please consider serving on one or more of these committees.

- Vice Mayor Dzialowski stated 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 a good home, please stop by the Animal Welfare Building at 1710 South Main Street or follow Stillwater Animal Welfare on Facebook.
- Mayor Joyce announced that on Thursday, December 19, from 5:30 to 7 p.m., Stillwater Regional Airport will host "SWO for the Holidays." This is a free, fun, family event with cookies, cocoa, and photos with Santa. Also, there will be opportunities to win American Airlines gift cards by entering the "Fly Home for the Holidays," with Visit Stillwater. There will be five, \$100 gift cards awarded on Dec. 19 at the SWO holiday event.
- i. Discussion about scheduling items for future meetings.

12. QUESTIONS & INQUIRIES

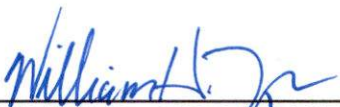
None.

13. ADJOURN

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO ADJOURN THE DECEMBER 16, 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 16, 2024 regular meeting of the Stillwater City Council adjourned at 6:24 p.m.



WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL



TERESA KADAVY
CITY CLERK