



Together, Investing in Municipal Excellence

CITY COUNCIL MEETING AGENDA
FEBRUARY 10, 2025

723 S. Lewis Street, Room 1122 B
Stillwater, OK 74074
5:30 PM

Mayor Will Joyce, Vice Mayor Amy Dzialowski, Councilors Kevin Clark, Christie Hawkins,
& Tim Hardin

1. Call Meeting to Order
2. Pledge of Allegiance
3. Consent Docket

Items listed on the consent docket are routine administrative matters that may be approved without discussion. The Council will take action on these items collectively with a single vote. The requested City Council action is indicated for each item listed. Should a Councilor elect to discuss, amend, revise, or table any item listed on the consent docket, the item will be moved to the section of the agenda titled "Items Removed from the Consent Docket" for consideration and possible action. Additionally, a Councilor or the City Manager may simply ask the Mayor to remove an item from the consent docket prior to action by the City Council and no action will be taken on the removed item at this meeting.

a.	Approve January 27, 2025 regular meeting minutes		
b.	Approve providing Notice of Termination of the 1966 General Agreement for Joint Use of Wood Poles between City of Stillwater and Southwestern Bell Telephone Company and 1996 Rental Amendment thereto and authorize the City Manager to sign the Notice of Termination Letter.	CC-25-21	Loren Smith
c.	Accept the Deed of Dedication for Parcel 4.1 to provide for additional right-of-way for public access and utilities which is necessary in support of the parking access service road and round-about phase of the New Airport Terminal Building and Improvements Project.	CC-25-22	Candy Staring

d.	Approve \$110,000 in expenditures for city-procured and installed technology components for the new Fire Station #2 project and approve the associated budget amendment.	CC-25-23	Candy Staring
e.	Approve budget amendments reflecting receipt and appropriation of \$18,517 in Oklahoma Department of Libraries State Aid grant funds to the Stillwater Public Library	CC-25-24	Stacy Delano
f.	Approve budget amendments reflecting receipt and appropriation of \$1,500 in Oklahoma Humanities grant funds to the Stillwater Public Library for the Let's Talk About It reading series	CC-25-25	Stacy Delano
g.	Approve budget amendments reflecting receipt and appropriation of \$1,784 in Oklahoma Department of Libraries OLA Conference grant funds to the Stillwater Public Library	CC-25-26	Stacy Delano
h.	Approve budget amendments reflecting receipt and appropriation of \$13,733 in Oklahoma Historical Society grant funds to the Stillwater Public Library for the digitization of historic records	CC-25-27	Stacy Delano
i.	Approve budget amendments reflecting receipt and appropriation of \$2,893 in donations to the Stillwater Public Library	CC-25-28	Stacy Delano

4. Public Comment on Items not Scheduled for Public Hearings

Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city, or their authorized legal representatives, may address the Council at a regularly scheduled meeting on **any item of business listed on the meeting agenda** provided they have submitted a written request prior to the meeting either online at Request to speak form or via the form found in the lobby outside Council chambers.

5. Items Removed from the Consent Docket

Items removed from the consent docket are placed on this section of the agenda for discussion, revision, amendment and/or tabling prior to action by the City Council. The City Council may take action, including a vote or series of votes, on items removed to this section of the agenda after the requested discussion, revision or amendment.

6. General Orders

The City Council will hear a staff presentation, discuss, and take action including a vote or series of votes on each item listed as presented or as amended or revised by the City Council unless the agenda entry specifically states that no action will be taken. The requested action is indicated in each agenda entry but may be amended or revised prior to action by the City Council.

a.	Western Payne County Ambulance Trust Authority Presentation (WPCATA)	Christy Cluck, Jerry Moeller
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7. Ordinances

The City Council will hear a staff presentation, discuss, and take action including a vote or series of votes on each ordinance listed as presented or as amended or revised by the City Council.

First Read

a.	ORDINANCE NO. 3555: AN ORDINANCE AMENDING THE STILLWATER CITY CODE BY AMENDING CHAPTER 29, MOTOR VEHICLES AND TRAFFIC, ARTICLE II, ADMINISTRATION AND ENFORCEMENT, DIVISION 1, GENERALLY, SECTION 29-32, DUTIES OF CITY MANAGER, BY SPECIFICALLY ALLOWING THE CITY MANAGER TO LIMIT OR EXTEND EXISTING ESTABLISHED PARKING TIME LIMITS AND WAIVING OTHER PARKING RESTRICTIONS AS DEEMED NECESSARY DURING SPECIAL EVENTS; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.
b.	ORDINANCE NO. 3556: AN ORDINANCE AMENDING THE STILLWATER CITY CODE BY AMENDING CHAPTER 33, PARKS, EVENTS AND RECREATION, ARTICLE 1, IN GENERAL, SECTION 33-15, CAMPING PROHIBITED; EXCEPTIONS BY SPECIFICALLY ALLOWING THE CITY MANAGER AUTHORITY TO GRANT OVERNIGHT CAMPING IN CITY PARKS AND PUBLIC AREAS DURING SPECIAL EVENTS; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

Second Read

a.	ORDINANCE NO. 3554: AN ORDINANCE REZONING A TRACT OF LAND CONTAINING APPROXIMATELY 6.8 ACRES, LOCATED AT 2020 W. AIRPORT ROAD, AREA REFERRED TO AS 3111 N. HARGIS ROAD, FROM LIGHT INDUSTRIAL (IL) TO PUBLIC (P).
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8. Appointments

a.	Stillwater Regional Airport Advisory Board
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9. Reports from Officers and Boards

Announcements and remarks of general interest may be made by Councilors, City Manager or City Attorney. Items of City business that may require discussion or action including a vote or series of votes are listed below.

a.	Miscellaneous items from the City Attorney
b.	Miscellaneous items from the City Manager
c.	Miscellaneous items from the City Council

10. Questions and Inquiries

11. Adjourn

On February 7, 2025 at 9:00 a.m., a true and correct copy of this agenda was posted on the kiosk outside City Hall, 723 S. Lewis Street, Stillwater, OK.

The City of Stillwater encourages participation from all citizens. If participation at any public meeting is not possible due to a disability, please notify the City Manager's office at least 48 hours prior to the meeting by calling 405.742.8243.

- Meetings are televised on AT&T U-verse channel 99 and Optimum channel 14.
- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the City Clerk's office.

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED JANUARY 24, 2025 AT 9:30 A.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
JANUARY 27, 2025**

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. CONSENT DOCKET

- a. Approve January 13, 2025 regular and executive session meeting minutes
- b. Acceptance of the quarterly report from the Stillwater History Museum.
- c. Approve City Attorney Employment Agreement
- d. Approve Tiny Paws Kitten Rescue, Inc. Lease & Operating Agreement
- e. Approve budget amendments reflecting increase of revenue projections for receipt of insurance proceeds.
- f. Approve Legal Services Agreement for Bond Counsel for the proposed general obligation bond proposition to be voted on at an election to be held on April 1, 2025.
- g. Approve Conveyance and Assignment of Sewer Line Rights and Responsibilities Agreement between the City of Stillwater and Stillwater Medical Center Authority in connection with Stillwater Medical Center Authority expansion and improvements.
- h. Approve expenditures for Fire Station #2 for fiber line installation, furniture, fixture & equipment (FF&E) and contingency for \$225,000; and approve the associated budget amendment
- i. Award a work order-based contract to Rudy Construction Co. for up to \$750,000 related to Full Depth Repair for various city streets (Bid No. 47-2024); authorize City Manager's execution of the contract and related documents; authorize total construction expenditures of \$800,000 which includes construction contract, testing and contingency; and approve a budget amendment in the amount of \$250,788 from the Transportation Sales Tax Fund.

Mayor Joyce stated that Staff asked that Item d. be removed from the consent docket.

Councilor Clark asked that item f. be removed from the consent docket.

MOTION BY COUNCILOR HAWKINS, SECOND BY VICE MAYOR DZIALOWSKI TO APPROVE THE CONSENT DOCKET MINUS ITEM D. AND ITEM F.

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

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

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

5. ITEMS REMOVED FROM CONSENT DOCKET

- d. Approve Tiny Paws Kitten Rescue, Inc. Lease & Operating Agreement

Deputy City Manager Christy Driskel reported that there were small adjustments made to the agreement after it was attached to the agenda. The original referenced three parking spaces but as part of the agreement there are actually four. The lessee address was also updated at the end of the agreement.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO APPROVE THE TINY PAWS CONTRACT AS AMENDED.

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

- f. Approve Legal Services Agreement for Bond Counsel for the proposed general obligation bond proposition to be voted on at an election to be held on April 1, 2025

MOTION BY MAYOR JOYCE, SECOND BY VICE MAYOR DZIALOWSKI TO APPROVE ITEM F. REMOVED FROM THE CONSENT DOCKET.

ROLL CALL VOTE: JOYCE-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-ABSTAIN, HARDIN-YEA. NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES AND ONE ABSTENTION.

6. PUBLIC HEARINGS

- a. Receive public comment regarding a request from City of Stillwater and Stillwater Regional Airport for a Map Amendment to rezone from IL (Light Industrial) to P (Public) a portion of the property addressed as 2020 W. Airport Road, said area is also referred to as 3111 N. Hargis Road. The area addressed as 3111 N. Hargis Road is currently vacant, and the applicant is requesting to rezone the subject area to Public (P) for future use as the proposed Animal Welfare location. Mr. Brown stated that the FAA has approved this use at this location.

Project Manager Josh Brown reported that the applicant requests review and approval of a Map Amendment to rezone a portion of the property addressed as 2020 W. Airport Road, more specifically the area addressed as 3111 N. Hargis Road, from Light Industrial (IL) to Public (P). Mr. Brown stated that the area addressed as 3111 N. Hargis Road is currently vacant, and the applicant is requesting to rezone the subject area to Public (P) for future use as the proposed Animal Welfare location.

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

Planning Commission recommended approval with a 5-0 vote.

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR HARDIN TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE MAP AMENDMENT FOR THE AREA ADDRESSED AS 3111 N. HARGIS ROAD.

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

7. GENERAL ORDERS

- a. Approve the professional services contract with BerryDunn for ERP Consulting Services; approve budget amendments appropriating funds totaling \$260,000; and authorize the City Manager to sign related contract documents.

Information Technology Director Brad Stewart reported that he worked alongside other City staff that were tasked with reviewing the City's current software situation. The Committee focused on Public Administration Software and excluded Public Safety Software as police and fire were recently updated.

Mr. Stewart stated that the City of Stillwater utilizes an Enterprise Resource Planning (ERP) system to manage functions across the entire organization. ERP is a term used to refer to organization-wide software systems that are intended to consolidate processes and data into one centralized solution. In 1998, the City implemented an ERP solution from HTE, Inc. that included modules for Accounting, Community Development, Fleet, Payroll, Purchasing, Land Management, Utility Billing, and Work Orders. Mr. Stewart stated that over the years, there have been updates to some of those modules, some have been replaced by other software, and a few of the modules are running basically as they were initially implemented in 1998.

The committee believes the City is not taking advantage of more modern software and technology that could help staff be more productive and efficient, help reduce operational costs and provide a better experience for the City's residents. After committee discussions, it became clear that this undertaking could benefit from an experienced consultant. Mr. Stewart stated that conducting a comprehensive evaluation of our current software systems and organizational processes is essential to identifying the best path forward. Partnering with a consultant who possesses specialized expertise and experience will ensure an objective, thorough assessment of our current state and provide valuable guidance in selecting a modern solution that effectively meets the needs of both our employees and citizens.

Mr. Stewart stated that an RFQ was released to known consultants and the top four were interviewed. BerryDunn stood out as the committee's unanimous choice. Mr. Stewart answered Council's questions.

MOTION BY COUNCILOR HARDIN, SECOND BY COUNCILOR CLARK TO APPROVE THE PROFESSIONAL SERVICES CONTRACT WITH BERRYDUNN FOR ERP CONSULTING SERVICES; APPROVE BUDGET AMENDMENTS APPROPRIATING FUNDS TOTALING \$260,000; AND AUTHORIZE THE CITY MANAGER TO SIGN RELATED CONTRACT DOCUMENTS

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

- b. Presentation for the Proposed New Animal Welfare Facility

Communications Director Dawn Dodson presented and discussed the background of the new Animal Welfare Facility. The existing facility is insufficient, has inadequate space for animals, has drainage and HVAC problems and overall, the facility does not meet the needs of the community. Ms. Dodson explained what a new animal welfare facility would bring to the community. She stated that there is FAA approval for the site selection for the proposed new animal welfare facility. Ms. Dodson presented and discussed the site plan, floor plan and the features of the new animal welfare facility. She stated the mission of the new facility is education, reunification, adoption and enforcement. Staff want to ensure Stillwater Animal Welfare meets the health and safety needs of residents and animals, economical for taxpayers and increases quality of life in Stillwater. Ms. Dodson presented the 15-year Bond Scenario. She presented the anticipated schedule regarding schematic design, resolution and election on April 1, 2025. Ms. Dodson answered Council's questions.

No action was taken on this item.

Councilor Clark left the Council Chambers at 5:56 p.m.

8. RESOLUTIONS

- a. Resolution No. CC-2025-3: A resolution authorizing the Calling And Holding of an Election in the City of Stillwater, State of Oklahoma, for the purpose of submitting to the Registered Qualified Electors of said City the Question Of The Issuance Of The Bonds Of Said City In The Sum Of Eight Million Seven Hundred Fifty Thousand Dollars (\$8,750,000) to provide funds for the purpose of Constructing, Furnishing And Equipping A New Animal Welfare Facility And Levying And Collecting An Annual Tax, In Addition To All Other Taxes, Upon All The Taxable Property in said City for the Payment Of Principal And Interest On Said Bonds.

MOTION BY COUNCILOR HAWKINS, SECOND BY VICE MAYOR DZIALOWSKI TO ADOPT RESOLUTION NO. CC-2025-3 AS PRESENTED.

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

Councilor Clark returned to the Council Chambers at 5:57 p.m.

- b. Resolution No. CC-2025-4: A Resolution Notifying The Public Of The Compiling And Publishing Of The Code Supplement No. 11 To The Code Of The City Of Stillwater, Oklahoma.

Assistant City Attorney Kim Payne reported this resolution codifies the most current code that has been adopted.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HARDIN TO ADOPT RESOLUTION NO. CC-2025-4 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. 3554: An ordinance rezoning a tract of land containing approximately 6.8 acres, located at 2020 W. Airport Road, area referred to as 3111 N. Hargis Road, from Light Industrial (IL) to Public (P).

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ADVANCE ORDINANCE NO 3554 TO SECOND READ AS PRESENTED.

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

- b. Second Reading

Ordinance No. 3552: An ordinance rezoning a tract of land located at 701 W. Highpoint Drive from Multi-Family Intermediate (RMI) and Commercial General (CG) to Commercial Business (CB).

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR CLARK TO ADOPT ORDINANCE NO. 3552 AS PRESENTED.

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

Ordinance No. 3553: An ordinance rezoning a tract of land located at 3118 - 3124 E. 4th Avenue from Small Lot Single-Family Residential (RSS) to Two-Family and Multi-Family (RTM).

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ADOPT ORDINANCE NO. 3553 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. Audit Committee Appointments

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR CLARK TO REAPPOINT RACHEL DOMNICK TO A SECOND TERM ENDING IN 2028 AND REAPPOINT AUSTIN POLLARD TO A THIRD TERM ENDING IN 2028 AND APPOINT DEVON ZACHARIAS TO A FIRST TERM ENDING IN JANUARY 2027.

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 AND BOARDS

a. Miscellaneous items from the City Attorney: None.

b. Miscellaneous items from the City Manager:

- City Manager Brady Moore stated he had a couple of reminders that he has been asked to share, that could help our residents best prepare in case of an emergency:
 1. From Police: Please remember to apply for or renew your burglar or fire alarm permit registration with the Stillwater Police Department. Permits are \$6 per alarm, and free to government entities and residents who are 62 years of age or older. Applications are online at stillwaterok.gov/police.
 2. From Fire: If you live outside of city limits, but within the Stillwater Fire Department's response areas, you may want to purchase a Rural Fire Service Contract for an annual fee of \$200. The contract ensures that response fees for each fire incident will not exceed \$2,000, which could save you thousands. For more information, go to stillwaterok.gov/fire.

c. Miscellaneous items from the City Council:

- Councilor Hardin announced that the Stillwater Community Center will present "Dancing with Daddy" on February 7, 2025. All are invited to spend an evening of dancing, refreshments, and more.
 - ✓ There will be two dances to choose from:
 - ✓ 1st Dance: 5:30–7 p.m.
 - ✓ 2nd Dance: 7:30–9 p.m.Cost per person is \$15. Tickets are required and must be purchased in advance. There will be line dancing, thanks to "Tippi Toes" studio joining the events and teaching quick lessons.
- Councilor Clark announced that the City is accepting applications for various committees including the Board of Adjustments, Board of Drainage Appeals, and Building Trades Board. 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.

- Councilor Hawkins announced that City offices will be closed for Presidents Day on Monday, February 17. Trash, recycling, and yard waste will still be collected. Make sure to set your carts out by 6 a.m. because collection routes can vary.
- Vice Mayor Dzialowski asked residents to please save the date and plan to attend the Open House for Parks and Community Resources on Thursday, February 20, 5:30 p.m., at the Stillwater Community Center. City staff look forward to hearing your suggestions, concerns, and ideas about Stillwater parks, community spaces and facilities. We want to ensure our parks and public spaces meet the needs of our residents and families. Also, there will be sign-ups for volunteer opportunities and educational information available. Some information collected from recent park surveys will be shared.
- Mayor Joyce announced that each year, the Oklahoma Municipal League (OML) recognizes individuals who reach 25 years of service to their cities and towns throughout the state. The OML Honor Roll of Service is a permanent record of distinguished service. Honorees receive a certificate and lapel pin in recognition of their achievement. The City of Stillwater proudly recognizes six individuals who have dedicated 25 years of their careers to serving and improving our community.

Employees include:

- ✓ Arthur Smith with Waste Management
- ✓ Christopher Hancock with Public Works
- ✓ Captain Kyle Crawford and Captain Greg Connelly with Stillwater Fire Dept.
- ✓ Captain Royce Stephens and Master Patrol Officer Bryan Luginbill with Stillwater Police Dept.

- 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 JANUARY 27, 2025 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 January 27, 2025 regular meeting of the Stillwater City Council adjourned at 6:07 p.m.

WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL

TERESA KADAVY
CITY CLERK

REPORT TO: CITY COUNCIL

MEETING DATE: FEBRUARY 10, 2025



Agenda Item:	3.b. CC-25-21
Previous/Related Action:	N/A
Background/Issue:	In 1966 the Stillwater City Council approved a general agreement for joint use of wood poles between the City of Stillwater and Southwestern Bell Telephone Company and in 1996 approved an amendment to that agreement. The agreement is antiquated, and staff feels it is in the best interest of the City of Stillwater to update the agreement with modern terms and rates.
Proposal/Solution:	Staff is requesting authorization for the City Manager to provide notice of termination of the agreement and to negotiate a new agreement.
Financial Source/Impact:	Staff anticipates an increase to revenue by updating to current rates and terms.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to authorize the City Manager to sign the notice of agreement termination letter and any other applicable documents related to the termination of the agreement.
Prepared By:	Loren Smith, Electric Utility Dir.
Reviewed By:	Loren Smith Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. 2024-12-27 Pole Sharing Agreement Termination Letter



Office of The City Manager

723 S. Lewis Street/P.O. Box 1449
Stillwater, Oklahoma 74074-1449
Office: (405) 372-0025

January 22, 2025

Southwestern Bell Telephone Company, LLC
d/b/a AT&T Oklahoma
208 S. Akard St.
Dallas, TX 75202

Southwestern Bell Telephone
Attn: Andrew Reed
5400 Foxridge Dr., 1st Floor, #105
Mission, KS 66202

Steve Hahn
President, AT&T Oklahoma
208 S. Akard St.
Dallas, TX 75202

John W. Gray, Jr.
Assistant Vice President-Senior Legal Counsel
AT&T Services, Inc.
816 Congress Ave, Room 1109
Austin, Texas 78701

Re: 1966 General Agreement for Joint Use of Wood Poles between City of Stillwater and Southwestern Bell Telephone Company and 1996 Rental Amendment thereto

Madam or Sir:

I am contacting you at the direction of the Stillwater City Council regarding the above-referenced agreement, a copy of which is enclosed. Please be advised that the City of Stillwater is hereby providing notice of termination of that agreement. Our hope is to negotiate a new agreement with you at your earliest convenience. Please provide me with the contact information necessary to begin such negotiations.

Feel free to email me at brady.moore@stillwaterok.gov. Please also copy our City Attorney, Kimberly Carnley, at kimberly.carnley@stillwaterok.gov.

Sincerely,

Brady Moore
City Manager

cc: Kimberly Carnley
Enclosure

REPORT TO: CITY COUNCIL

MEETING DATE: FEBRUARY 10, 2025



Agenda Item:	3.c. CC-25-22
Previous/Related Action:	• CC-23-115, July 10, 2023: Amendment to PSA with McFarland for Terminal Design. • Resolution CC-23-22, July 10, 2023: authorization and approval of applications for FY24 FAA funds and FY24 OEC funds. • Resolution CC-24-16, May 20, 2024: authorization and approval of application for 2024 Terminal Program • CC-23-155, October 2, 2023: Selection of Lippert Bros. as CMAR for Terminal, parking and parking access road. • CC-24-97, July 15, 2024: Approved the award of contracts by CMAR for Terminal Construction Work Package. • CC-24-106, August 5, 2024: Approval of amendment with McFarland Architects • CC-24-107, August 5, 2024: Approve Amendment No. 1 to the CMAR Agreement for the Terminal Construction and conversion to GMP • CC-24-129, November 4, 2024: Accept deeds of dedication for additional right-of-way • CC-24-146, December 16, 2024: Approval of Amendment No. 2 to the CMAR Agreement • CC-25-10, January 13, 2025, Approval of Corrected Amendment No. 2 to the CMAR Agreement.
Background/Issue:	In order to provide additional right-of-way for public access and utilities which are needed to make way for the Terminal Building and Area Improvements Project, a tract of land owned by the State of Oklahoma must be purchased by the City and dedicated to the public.
Proposal/Solution:	Staff has acquired the necessary services from Olsson Engineers to identify the single tract of land, generally located along and off of West Airport Road, and produce the attached documents for Parcel 4.1. The negotiated price for Parcel 4.1 is \$3,000. This tract of land provides necessary ROW to support the parking access service road and round-a-bout planned for the Terminal Project.
Financial Source/Impact:	Funding for this acquisition is available; no new appropriations

are needed.

Related Strategic Priority:	#4 CONNECTED SPACES
Recommended Action/Motion:	Motion to accept the Deed of Dedication for Parcel 4.1 and authorize the Mayor to execute the necessary documents.
Prepared By:	Candy Staring, Engineering Dir.
Reviewed By:	Candy Staring Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Deed of Dedication Packet

DEED OF DEDICATION-PERMANENT RIGHT OF WAY
(Corporate Entity)

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, State of Oklahoma, ex rel. Oklahoma Military Department by Col. Cory Newcomb, Construction and Facilities Management Office, Oklahoma Army National Guard, the owner of the legal and equitable title to the following described real estate situated in the City of Stillwater, Payne County, Oklahoma, to wit:

A portion of the Southwest 1/4 of Section 34, Township 20 North, Range 2 East, Payne County, State of Oklahoma

for and in consideration of the sum of One Dollar, cash in hand, paid by the City of Stillwater, Oklahoma and other good and valuable considerations, receipt of which are hereby acknowledged, does hereby dedicate to the City of Stillwater for the benefit of the public, forever, the following described property, to wit:

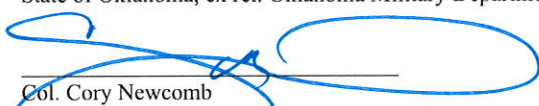
SEE ATTACHED EXHIBIT "A"

together with all the improvements thereon and appurtenances there-unto belonging.

TO HAVE TO HOLD such property unto the City of Stillwater, its successors and assigns, forever.

DATED this 8th day of January, 2025

State of Oklahoma, ex rel. Oklahoma Military Department



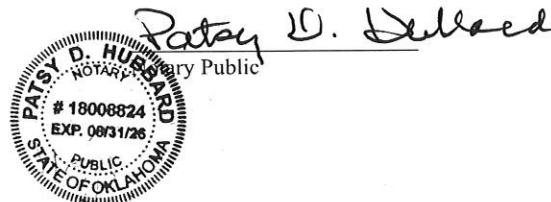
Col. Cory Newcomb
Construction and Facilities Management Office
Oklahoma Army National Guard

State of Oklahoma)
) ss.
County of Oklahoma

Before me, the undersigned Notary Public, in and for said County and State, on this 8th day of January, 2025 personally appeared Col. Cory Newcomb, known to me to be the identical person(s) who subscribed the name of the maker thereof to the foregoing instrument as the owner's (title/position) Colonel and as the free and voluntary act and deed of such corporate entity for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

My Commission Expires: 08-31-26



NOW on the ____ day of _____ , 20__, the City Council of the City of Stillwater, State of Oklahoma, a municipal corporation, acting for and on behalf of said municipal corporation, during regular session, does hereby approve and accept from the named Grantors this delivered DEED OF DEDICATION-PERMANENT RIGHT OF WAY and directs the Mayor and Clerk of said City of Stillwater to indicate the same by their signatures and seal of the City of Stillwater, State of Oklahoma.

Mayor

(SEAL)
Attest:

City Clerk

Approved as to form and legality:

City Attorney

PARCEL 4.1
RIGHT-OF-WAY
EXHIBIT "A"
LEGAL DESCRIPTION

A portion of the Southwest 1/4 of Section 34, Township 20 North, Range 2 East, Payne County, State of Oklahoma, being more particularly described as follows.

Commencing at the Southwest corner of said Southwest 1/4; thence, a distance of 1,954.34 feet, on a bearing of N89°32'00"E (being the basis of bearings for this description) along the South line of said Southwest 1/4; thence, a distance of 67.00 feet, on a bearing of N00°00'00"E to a point on the Northerly Present Right-of-Way line for West Airport Road and the Easterly Present Right-of-Way line for Wright Drive, said point being the Point of Beginning; thence, N44°01'13"E along said Easterly Present Right-of-Way line for Wright Drive, a distance of 95.63 feet; thence, S00°28'24"E, a distance of 68.22 feet to a point on said Northerly Present Right-of-Way line for West Airport Road; thence, S89°32'00"W along said Northerly Present Right of Way line for West Airport Road, a distance of 67.02 feet to the Point of Beginning.

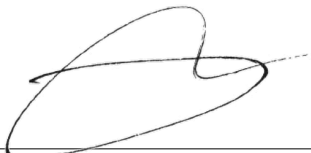
Said parcel of land containing 2,286 square feet, or 0.05 acres more or less, and subject to all easements and Rights-of-Way of record.

The afore written description was prepared by Daniel A. McPeek, P.L.S. 2029, on April 10th, 2024.

SURVEYOR'S CERTIFICATE

I, Daniel A. McPeek, P.L.S. 2029, Bancroft Design, Inc., Certify that the attached legal description closes in accord with existing records, is a true representation of the real representation of the real property described, and meets the minimum technical standards for land surveying of the state of Oklahoma.

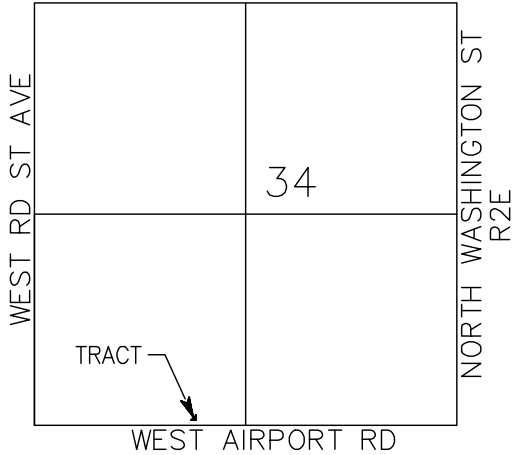
Witness my hand and seal this 10th day of April 2023.



Daniel A. McPeek,
P.L.S. #2029
C.A. NO.: 9205 Expires: 8/31/2024.



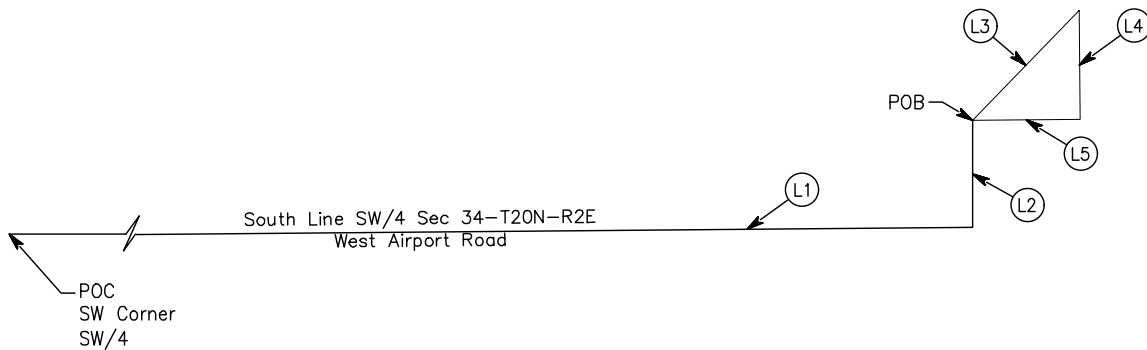
T19N
WEST RICHMOND RD



Parcel No.: 4.1 Right of Way
City Project No: 22T27030

Tract Area	0	S.F.	0.00	Acres
Existing R/W	0	S.F.	0.00	Acres
Proposed R/W	2286	S.F.	0.05	Acres
Rem in Tract	0	S.F.	0.00	Acres
Drainage Easement	0	S.F.	0.00	Acres
Utility Easement	0	S.F.	0.00	Acres
Temp Construction Easement	0	S.F.	0.00	Acres

LINE TABLE			LINE TABLE		
#	BEARING	DISTANCE	#	BEARING	DISTANCE
L1	N89°32'00"E	1954.34'	L4	S00°28'24"E	68.22'
L2	N00°00'00"E	67.00'	L5	S89°32'00"W	67.02'
L3	N44°01'13"E	95.63'			



NOTES:

1. THE BEARING BASE FOR THE EXHIBIT IS BASED ON THE SOUTH LINE OF THE SW/4 OF SECTION 34, TOWNSHIP 20 NORTH, RANGE 2 EAST AS N89°31'60"E.
2. SEE PARCEL 1.1 EXHIBIT "A" PAGE 1 FOR LEGAL DESCRIPTION AND SURVEYOR'S CERTIFICATE.



Bancroft Design

923 SOUTH LOWRY STREET
POST OFFICE BOX 436
STILLWATER, OKLAHOMA 74076

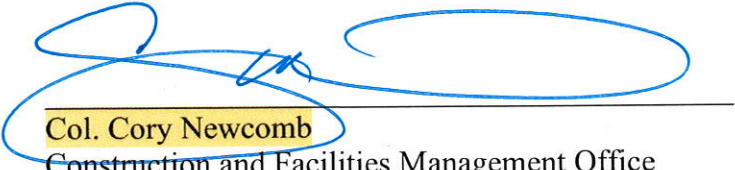
PHONE: (405) 743-3355
CA #9205 EXP: 8/31/2024

Project 22T27030; West Airport Road
City Stillwater
Parcel 4.1

Business Certification and Affidavit

I, Col. Cory Newcomb as Colonel do hereby state that I have the legal authority to act on behalf of the State of Oklahoma, ex rel. Oklahoma Military Department and to grant, convey, bargain or sell any real property and conduct any other legal business transactions.

State of Oklahoma, ex rel. Oklahoma Military Department


Col. Cory Newcomb

Construction and Facilities Management Office
Oklahoma Army National Guard

01-08-25
Date

STATE OF Oklahoma)
) ss.
COUNTY OF OKlahoma)

Before me, the undersigned Notary Public, in and for said County and State, on this 8th day of January, 20 25 personally appeared Col. Cory Newcomb, known to me to be the identical person(s) who subscribed the name of the maker thereof to the foregoing instrument as the owner's (title/position) Colonel and as the free and voluntary act and deed of such corporate entity for the uses and purposes therein set forth.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal the day and year last above written.

My Commission Expires: 08-31-26



Patsy D. Hubbard
Notary Public

REPORT TO: CITY COUNCIL

MEETING DATE: FEBRUARY 10, 2025



Agenda Item:	3.d. CC-25-23
Previous/Related Action:	• April 5, 2022: Fire Station #2 Bond Issue approval by voters. • August 15, 2022, CC-22-150: Authorization for City Manager to enter into architectural design services and construction manager at risk agreements. • December 19, 2022, CC-22-219: Approval for agreement with OSU for Owner's Representative Construction Services. • December 18, 2023, CC-23-170: Work Pkg 1 Bid Award. • January 8, 2024, CC-24-04: IGMP Increase and Partial Lump Sum Conversion. • March 4, 2024, CC-24-20: Approval for Crossland's Award of Construction Contracts. • March 25, 2024, CC-24-25: Approve Amendment No. 2 and Exhibit C-2 to the CMAR Agreement. • August 19, 2024, CC-24-107: Approval, execution for Amendment No. 3 to the CMAR Agreement for Work Package #3 Lump Sum Conversion. • January 27, 2025, CC-25-16: Approval and authorization for expenditures related to fiber line installation, FF&E and related contingency.
Background/Issue:	• Fire Station Work Packages 1, 2 and 3 for construction have been previously approved and executed; construction is in progress. • At this point in the construction schedule, City-provided and installed technology components must be funded and procured. These items include items such as switches, racks, servers, cameras and software for the new Fire Station 2 building.
Proposal/Solution:	• The Information Technology Department has obtained quotes totaling about \$110,000, which includes contingency, for the needed items.
Financial Source/Impact:	The Fire Station GO Bond will contribute \$59,173, which results in the GO Bond being fully appropriated, and the Fire Fund will contribute the remaining \$50,827.

Related Strategic Priority:	#3 SAFE COMMUNITY
Recommended Action/Motion:	Staff recommends a motion to: • approve expenditures for city-procured and installed technology components and contingency for \$110,000, and • approve the associated budget amendment.
Prepared By:	Candy Staring, Engineering Dir.
Reviewed By:	Candy Staring Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. BA 2.10.2025

Budget Amendment Request

For Budget Year _____

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org

Date: _____

Department: _____

Requested by: _____

Explanation:

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	-				
	-				
	-				
	-				
	-				
Decrease:	-				
	-				
	-				
	-				
	-				

Net Change: (will usually result in a total increase or decrease)

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: _____

Date: _____

Approved by CMO: _____

Date: _____

Approved by City Council: ☐ Yes

☐ No

Date: _____

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

--Print on Yellow Paper--

REPORT TO: CITY COUNCIL

MEETING DATE: FEBRUARY 10, 2025



Agenda Item:	3.e. CC-25-24
Previous/Related Action:	The Library Board will consider acceptance of the grant funds at its February 28, 2025, meeting.
Background/Issue:	The Stillwater Public Library received a \$18,517 State Aid grant from the Oklahoma Department of Libraries for successfully meeting public library professional standards during FY24. Library staff uses State Aid for the purchase of software subscriptions that increase staff efficiency and for equipment to replace aging items or enhance services.
Proposal/Solution:	Approval of the attached budget amendments will allow the use of the grant funds for staff directed projects.
Financial Source/Impact:	The budget amendments reflect an increase to the state grant revenue account by \$18,517 and a corresponding increase to projects in the grant expenditure account.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #4 CONNECTED SPACES
Recommended Action/Motion:	Motion to approve budget amendments reflecting receipt and appropriation of \$18,517 in grant funds to the Stillwater Public Library.
Prepared By:	Stacy Delano, Library Director
Reviewed By:	Stacy Delano Christy Driskel Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. BA.StateAidgrant.2.10.25signed



Budget Amendment Request

For Budget Year 2025

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449
Office: 405.372.0025
Web: stillwater.org

Date: 01/31/2025

Department: Library

Requested by: Stacy Delano, library director

Explanation:

State Grant REVENUE

The library received \$18,517 in state funds for the Oklahoma Department of Libraries State Aid grant.

Increase:

Account Name	Account Number (xxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Library Administ /State Grnt Rev	1015510 - 43200	25LB04101	\$ 0	\$ 18,517	\$ 18,517
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Decrease:

	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 18,517

Reviewed by Department Manager:

Date: 01/31/2025

Reviewed by Finance:

Date: _____

Approved by CMO:

Date: _____

Approved by City Council:

Date: _____

☐ Yes

☐ No

Processed by Finance:

Date: _____

Set ID: _____

Date Sent to SA&I: _____

--Print on Yellow Paper--



Budget Amendment Request

For Budget Year 2025

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449
Office: 405.372.0025
Web: stillwater.org

Date: 01/31/2025

Department: Library

Requested by: Stacy Delano, library director

Explanation:

Grant EXPENDITURE

The library received \$18,517 in state funds for the Oklahoma Department of Libraries State Aid grant.

Account Name	Account Number (xxxxxx-xxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Library Administ / Grant Expend	1015510 - 53045	25LB04101	\$ 0	\$ 18,517	\$ 18,517
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 18,517

Reviewed by Department Manager: 

Date: 01/31/2025

Reviewed by Finance: _____

Date: _____

Approved by CMO: _____

Date: _____

Approved by City Council: ☐ Yes ☐ No

Date: _____

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

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REPORT TO: CITY COUNCIL

MEETING DATE: FEBRUARY 10, 2025



Agenda Item:	3.f. CC-25-25
Previous/Related Action:	The Library Board accepted the grant funds at its Dec. 17, 2024, meeting.
Background/Issue:	The Stillwater Public Library received a \$1,500 grant from Oklahoma Humanities to hold its annual Let's Talk About It reading series. The series, "Coming and Going in Oklahoma Indian Country," explores how indigenous people have continued to shape the history and culture of Oklahoma and will be held Feb. 20-May 15.
Proposal/Solution:	Approval of the attached budget amendments will allow the use of the grant funds to provide a shared reading, learning, and discussion experience for the community.
Financial Source/Impact:	The budget amendment reflects an increase to the general grant revenue account by \$1,500 and a corresponding increase to the grant expenditure account.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #4 CONNECTED SPACES
Recommended Action/Motion:	Motion to approve budget amendments reflecting receipt and appropriation of \$1,500 in grant funds to the Stillwater Public Library.
Prepared By:	Stacy Delano, Library Director
Reviewed By:	Stacy Delano Christy Driskel Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. BA.OHgrant.2.10.25.signed



Budget Amendment Request

For Budget Year 2025

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449
Office: 405.372.0025
Web: stillwater.org

Date: 01/31/2025

Department: Library

Requested by: Stacy Delano, library director

Explanation:

General Grant REVENUE
The library received \$1,500 in general grant funds from Oklahoma Humanities.

Increase:

Account Name	Account Number (xxxxxx-xxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Library Administ /General Grnt Rev	1015510 - 43000	25LB03101	\$ 0	\$ 1,500	\$ 1,500
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Decrease:

	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 1,500

Reviewed by Department Manager: _____

Date: 01/31/2025

Reviewed by Finance: _____

Date: _____

Approved by CMO: _____

Date: _____

Approved by City Council: _____

Date: _____

☐ Yes ☐ No

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

--Print on Yellow Paper--



Budget Amendment Request

For Budget Year 2025

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449
Office: 405.372.0025
Web: stillwater.org

Date: 01/31/2025

Department: Library

Requested by: Stacy Delano, library director

Explanation:

Grant EXPENDITURE
The library received \$1,500 in general grant funds from Oklahoma Humanities.

Account Name	Account Number (xxxxxx-xxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Library Administ / Grant Expend	1015510 - 53045	25LB03101	\$ 0	\$ 1,500	\$ 1,500
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Increase:

Net Change: (will usually result in a total increase or decrease)

\$ 1,500

Reviewed by Department Manager:

Date: 01/31/2025

Reviewed by Finance:

Date:

Approved by CMO:

Date:

Approved by City Council:

Date:

Processed by Finance:

Date:

Set ID:

Date Sent to SA&I:

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REPORT TO: CITY COUNCIL

MEETING DATE: FEBRUARY 10, 2025



Agenda Item:	3.g. CC-25-26
Previous/Related Action:	The Library Board will consider approval of the grants at its February 28, 2025, meeting.
Background/Issue:	The Stillwater Public Library received two professional development grants from the Oklahoma Department of Libraries to send two librarians to the Oklahoma Library Association conference.
Proposal/Solution:	Approval of the attached budget amendments will allow the use of the grant funds for registration and travel to the OLA Conference for two librarians.
Financial Source/Impact:	The budget amendment reflects an increase to the federal grant revenue account by \$1,784 and a corresponding increase to projects in the grant expenditure account.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to approve budget amendments reflecting receipt and appropriation of \$1,784 in grant funds to the Stillwater Public Library.
Prepared By:	Stacy Delano, Library Director
Reviewed By:	Stacy Delano Christy Driskel Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. BA.ODLConfgrant.2.10.25signed



Budget Amendment Request

For Budget Year 2025

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449
Office: 405.372.0025
Web: stillwater.org

Date: 01/31/2025

Department: Library

Requested by: Stacy Delano, library director

Explanation:

Federal Grant REVENUE

The library received two OLA Conference grants from the Oklahoma Department of Libraries in the amount of \$891.92 and \$892.20. Two projects were opened to better facilitate tracking per recipient.

Account Name	Account Number (xxxxxx-xxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Library Administ /Federal Grnt Rev	1015510 - 43100	25LB05101	\$ 0	\$ 892	\$ 892
Library Administ /Federal Grnt Rev	1015510 - 43100	25LB06101	\$ 0	\$ 892	\$ 892
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Increase:

Decrease:

Net Change: (will usually result in a total increase or decrease)

\$ 1,784

Reviewed by Department Manager:

Date: 01/31/2025

Reviewed by Finance:

Date:

Approved by CMO:

Date:

Approved by City Council:

☐ Yes

☐ No

Date:

Processed by Finance:

Date:

Set ID:

Date Sent to SA&I:

--Print on Yellow Paper--



Budget Amendment Request

For Budget Year 2025

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449
Office: 405.372.0025
Web: stillwater.org

Date: 01/31/2025

Department: Library

Requested by: Stacy Delano, library director

Explanation: **Grant EXPENDITURE**

The library received two OLA Conference grants from the Oklahoma Department of Libraries in the amount of \$891.92 and \$892.20. Two projects were opened to better facilitate tracking per recipient.

Account Name	Account Number (xxxxxx-xxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Library Aministr / Grant Expend	1015510 - 53045	25LB05101	\$ 0	\$ 892	\$ 892
Library Aministr / Grant Expend	1015510 - 53045	25LB06101	\$ 0	\$ 892	\$ 892
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Increase:

Net Change: (will usually result in a total increase or decrease)

\$ 1,784

Reviewed by Department Manager: [Signature]

Date: 01/31/2025

Reviewed by Finance: _____

Date: _____

Approved by CMO: _____

Date: _____

Approved by City Council: _____

Date: _____

☐ Yes

☐ No

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

--Print on Yellow Paper--

REPORT TO: CITY COUNCIL

MEETING DATE: FEBRUARY 10, 2025



Agenda Item:	3.h. CC-25-27
Previous/Related Action:	The Library Board will consider acceptance of the grant funds at its February 28, 2025, meeting. The Board approved request to apply for the grant and the 10% cash match at its June 28, 2024, meeting.
Background/Issue:	The Stillwater Public Library received a grant for \$13,733 from the Oklahoma Historical Society for use in digitizing the Stillwater Fire Department archival collection. The grant award required a 10% cash match (\$1,525.90), which has been provided via donations.
Proposal/Solution:	Approval of the attached budget amendments will allow library staff to purchase equipment necessary to digitize the SFD collection which will be made accessible to the public online.
Financial Source/Impact:	The budget amendment reflects an increase to the state grant revenue account by \$13,733 and a corresponding increase to the grant expenditure account.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #4 CONNECTED SPACES
Recommended Action/Motion:	Motion to approve budget amendments reflecting receipt and appropriation of \$13,733 in grant funds to the Stillwater Public Library.
Prepared By:	Stacy Delano, Library Director
Reviewed By:	Stacy Delano Christy Driskel Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. BA.OHSgrant.2.10.25.signed



Budget Amendment Request

For Budget Year 2025

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449
Office: 405.372.0025
Web: stillwater.org

Date: 01/31/2025

Department: Library

Requested by: Stacy Delano, library director

Explanation:

State Grant REVENUE

The library received \$13,733.09 in state grant funds from the Oklahoma Historical Society.

Account Name	Account Number (xxxxxx-xxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Library Administ /State Grnt Rev	1015510 - 43200	25LB07101	\$ 0	\$ 13,733	\$ 13,733
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Increase:

Decrease:

Net Change: (will usually result in a total increase or decrease)

\$ 13,733

Reviewed by Department Manager:

Date: 01/31/2025

Reviewed by Finance:

Date:

Approved by CMO:

Date:

Approved by City Council:

Date:

Processed by Finance:

Date:

Set ID:

Date Sent to SA&I:

--Print on Yellow Paper--



Budget Amendment Request

For Budget Year 2025

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org

Date: 01/31/2025

Department: Library

Requested by: Stacy Delano, library director

Explanation:

Grant EXPENDITURE
The library received \$13,733.09 in state grant funds from the Oklahoma Historical Society.

Increase:

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Library Aministr / Grant Expend	1015510 - 53045	25LB07101	\$ 0	\$ 13,733	\$ 13,733
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Decrease:

	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 13,733

Reviewed by Department Manager:

Date: 01/31/2025

Reviewed by Finance:

Date:

Approved by CMO:

Date:

Approved by City Council:

Date:

☐ Yes ☐ No

Processed by Finance:

Date:

Set ID:

Date Sent to SA&I:

--Print on Yellow Paper--

REPORT TO: CITY COUNCIL

MEETING DATE: FEBRUARY 10, 2025



Agenda Item:	3.i. CC-25-28
Previous/Related Action:	CC-25-27
Background/Issue:	The Stillwater Public Library received \$2,892.68 in donations, including \$392.68 from the Stillwater Frontier Rotary Club for purchase of honor books and \$2,500 from a private donor for improvement of the adult fiction collection.
Proposal/Solution:	Approval of the attached budget amendments will allow the use of the donations for patron and staff directed projects.
Financial Source/Impact:	The budget amendment reflects an increase to the donation revenue account by \$2,893 and a corresponding increase to projects in the donation expenditure account.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to approve budget amendments reflecting receipt and appropriation of \$2,893 in donations to the Stillwater Public Library.
Prepared By:	Stacy Delano, Library Director
Reviewed By:	Stacy Delano Christy Driskel Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. BA.donations.2.10.25signed



Budget Amendment Request

For Budget Year 2025

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449
Office: 405.372.0025
Web: stillwater.org

Date: 01/31/2025

Department: Library

Requested by: Stacy Delano, library director

Explanation:

Donation REVENUE

The library received \$2892.68 in donations, including: \$392.68 from Stillwater Frontier Rotary for honor books and \$2500 for improvement of the fiction collection.

Increase:

Account Name	Account Number (xxxxxx-xxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Designated Donat/Donations	1015510 - 48701	21LB07101	\$ 2,763	\$ 2,893	\$ 5,656
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Decrease:

	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 2,893

Reviewed by Department Manager: 

Date: 01/31/2025

Reviewed by Finance: _____

Date: _____

Approved by CMO: _____

Date: _____

Approved by City Council: _____

Date: _____

☐ Yes

☐ No

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

--Print on Yellow Paper--



Budget Amendment Request

For Budget Year 2025

Department of Finance
723 S. Lewis Street/P.O. Box 1449
Stillwater, OK 74076-1449

Office: 405.372.0025
Web: stillwater.org

Date: 01/31/2025

Department: Library

Requested by: Stacy Delano, library director

Explanation:

Donation EXPENDITURE

The library received \$2892.68 in donations, including: \$392.68 from Stillwater Frontier Rotary for honor books and \$2500 for improvement of the fiction collection.

Increase:

Account Name	Account Number (xxxxxx-xxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Designated Donat/Donations	1015510 - 53041	21LB07101	\$ 11,159	\$ 2,893	\$ 14,052
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Decrease:

	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease)

\$ 2,893

Reviewed by Department Manager:

Date: 01/31/2025

Reviewed by Finance:

Date: _____

Approved by CMO:

Date: _____

Approved by City Council:

☐ Yes

☐ No

Date: _____

Processed by Finance:

Date: _____

Set ID: _____

Date Sent to SA&I: _____

--Print on Yellow Paper--

ORDINANCE NO. 3555

AN ORDINANCE AMENDING THE STILLWATER CITY CODE BY AMENDING CHAPTER 29, MOTOR VEHICLES AND TRAFFIC, ARTICLE II, ADMINISTRATION AND ENFORCEMENT, DIVISION 1, GENERALLY, SECTION 29-32, DUTIES OF CITY MANAGER, BY SPECIFICALLY ALLOWING THE CITY MANAGER TO LIMIT OR EXTEND EXISTING ESTABLISHED PARKING TIME LIMITS AND WAIVING OTHER PARKING RESTRICTIONS AS DEEMED NECESSARY DURING SPECIAL EVENTS; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

(AMENDMENTS HIGHLIGHTED BY STRIKETHROUGH AND UNDERLINING)

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA:

SECTION 1: The Stillwater City Code, Chapter 29, Motor Vehicles and Traffic, Article II, Administration and Enforcement, Division 1, Generally, Section 29-32, Duties of city manager, to be amended as follows:

Sec. 29-32. - Duties of city manager.

(a) The city manager shall have the authority:

- (1) To designate and maintain, by appropriate devices, marks, or lines upon the surface of the roadway, crosswalks at intersections where, in his opinion, there is particular danger to pedestrians crossing the roadway, and at such other places as it may deem necessary;
- (2) To establish safety zones or islands of such kind and character and at such places as it may deem necessary for the protection of pedestrians;
- (3) To mark traffic lanes upon the roadway of any street where a regular alignment of traffic is necessary;
- (4) To establish bus stops, bus stands, taxicab stands, and stands for other passenger common-carrier motor vehicles on such public streets in such places and in such number as he shall determine to be of the greatest benefit and convenience to the public; and every such bus stop, bus stand, taxicab stand, or other stand shall be designated by appropriate signs;
- (5) To designate bicycle parking zones;
- (6) To determine and designate intersections where particular hazard exists upon other than through streets and to determine whether vehicles shall stop at one or more entrances to any such intersection, in which event he shall cause to be erected a stop sign at every such place where a stop is required; or whether vehicles shall yield the right-of-way to vehicles on a different street at such intersection, in which event he shall cause to be erected a yield sign at every place where obedience thereto is required;
- (7) To have placed markers, buttons, or signs within or adjacent to intersections indicating the course to be traveled by vehicles turning at such intersections; such course to be traveled as so indicated may conform to or be other than as prescribed by law or ordinance;
- (8) To determine those intersections at which drivers of vehicles shall not make a right, left, or U-turn, and shall have placed proper signs at such intersections. The making of such turns may be prohibited between certain hours of any day and permitted at other hours, in which event the same shall be plainly indicated on the signs, or they may be removed when such turns are permitted;
- (9) To prescribe routes through the city for the use of trucks or other vehicles which are not ordinary private passenger vehicles;

(10) To determine the location of passenger and freight curb loading zones, and shall have placed and maintained appropriate signs indicating the same and stating the hours during which the provisions of this section are applicable. When such a loading zone is established on request of any person, the city manager shall not have signs placed until the applicant has paid to the city an amount of money estimated by the street department to be adequate to reimburse the city for all costs of establishing and signing the same;

(11) To determine when standing or parking may be permitted upon a one-way roadway;

(12) To establish parking time limits, or to prohibit parking, on designated streets and parts of streets, by having appropriate signs placed thereon;

(13) To limit or extend existing established parking time limits by having appropriate signs placed thereon, and waive other parking restrictions as deemed necessary during special events;

(14) To issue special permits to permit the use of streets for loading or unloading merchandise or materials subject to the terms and conditions of such permit. Such permits may be issued either to the owner or lessee of real property or to the owner of the vehicle and shall grant to such person the privilege as therein stated and authorized herein;

(15) To designate metered parking zones;

(16) To determine those portions of a highway where overtaking and passing or driving to the left of the roadway would be especially hazardous, and order the placement of appropriate signs or markings on the roadway marking the beginning and end of such zones;

(17) To determine upon what streets and parts of streets angle parking shall be permitted and shall have such streets marked or signed;

(18) To take any other action necessary and proper to ensure the safe and efficient flow of traffic throughout the corporate limits of the city;

(19) To temporarily close streets and sidewalks for safety reasons, construction or events.

(b) Decisions of the city manager under this section may be appealed to the city council upon written application of an aggrieved party. Said application shall be made within ten days of the date of the action to be appealed. The city council shall direct written notice of the appeal hearing to the applicant. Said notice shall be given at least five days prior to scheduled hearing date. ~~Decisions of the city council shall be appealable to the district court in accordance with state statute and this Code.~~

SECTION 2: REPEALER. All ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 3: SEVERABILITY. If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Ordinance.

SECTION 4: EMERGENCY CLAUSE. It being immediately necessary for the preservation of the public peace, health or safety that an emergency is declared to exist, by reason whereon this ordinance shall become effective from and after the date of publication.

Passed, approved, and adopted this ____ day of February 2025.

William H. Joyce, Mayor

(Seal)
Attest:

Teresa Kadavy, City Clerk

Approved as to form and legality this ____ day of February 2025.

Kimberly Carnley, City Attorney

EMERGENCY CLAUSE

**THE EMERGENCY CLAUSE IS HEREBY PASSED, APPROVED AND ADOPTED
THIS ____ DAY OF FEBRUARY, 2025.**

William H. Joyce, Mayor

ATTEST:

Teresa Kadavy, City Clerk

(SEAL)

Approved as to form and legality, this ____ day of February, 2025.

Kimberly Carnley, City Attorney

First Reading: 2/10/2025
Second Reading:

ORDINANCE NO. 3556

AN ORDINANCE AMENDING THE STILLWATER CITY CODE BY AMENDING CHAPTER 33, PARKS, EVENTS AND RECREATION, ARTICLE 1, IN GENERAL, SECTION 33-15, CAMPING PROHIBITED; EXCEPTIONS BY SPECIFICALLY ALLOWING THE CITY MANAGER AUTHORITY TO GRANT OVERNIGHT CAMPING IN CITY PARKS AND PUBLIC AREAS DURING SPECIAL EVENTS; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY.

(AMENDMENTS HIGHLIGHTED BY STRIKETHROUGH AND UNDERLINING)

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA:

SECTION 1: The Stillwater City Code, Chapter 33, Parks, Events and Recreation, Article I, In General, Section 33-15, Camping prohibited; exceptions, to be amended as follows:

Sec. 33-15. Camping prohibited; exceptions.

The use of the parks and public areas, within the corporate limits of the City of Stillwater for overnight camping is prohibited except as follows:

- (1) Lake McMurtry, in designated areas, by permit; or
- (2) ~~Couch Park~~, dDuring special events, as approved by ~~the parks director or~~ the city manager unless to do so would cause damage to ~~park~~ city property.

SECTION 2: REPEALER. All ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 3: SEVERABILITY. If any section, subsection, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Ordinance.

SECTION 4: EMERGENCY CLAUSE. It being immediately necessary for the preservation of the public peace, health or safety that an emergency is declared to exist, by reason whereon this ordinance shall become effective from and after the date of publication.

Passed, approved, and adopted this _____ day of February 2025.

William H. Joyce, Mayor

(Seal)
Attest:

Teresa Kadavy, City Clerk

Approved as to form and legality this ____ day of February 2025.

Kimberly Carnley, City Attorney

EMERGENCY CLAUSE

**THE EMERGENCY CLAUSE IS HEREBY PASSED, APPROVED AND ADOPTED
THIS ____ DAY OF FEBRUARY, 2025.**

William H. Joyce, Mayor

ATTEST:

Teresa Kadavy, City Clerk

(SEAL)

Approved as to form and legality, this ____ day of February, 2025.

Kimberly Carnley, City Attorney

First Reading: 2/10/2025
Second Reading:

ORDINANCE NO. 3554

AN ORDINANCE REZONING A TRACT OF LAND CONTAINING APPROXIMATELY 6.8 ACRES, LOCATED AT 2020 W. AIRPORT ROAD, AREA REFERRED TO AS 3111 N. HARGIS ROAD, FROM LIGHT INDUSTRIAL (IL) TO PUBLIC (P).

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA:

A portion of property addressed as 2020 W. AIRPORT ROAD, said area is also referred to as 3111 N. Hargis Road:

A tract of land in the West Half (W/2) of Section 3, T-19-N, R-2-E, I.M., Payne County, Oklahoma, said tract being more particularly described as follows: Starting at the SE/corner of the NW/4 of said Section 3; Thence West, along the South line of said NW/4, a distance of 637.7 feet to the POINT OF BEGINNING; Thence North 45 degrees 13 minutes 20 seconds West, a distance of 526.2 feet; Thence North 44 degrees 46 minutes 40 seconds East, a distance of 500.0 feet; Thence South 45 degrees 13 minutes 20 seconds East, a distance of 595.0 feet; Thence South 44 degrees 46 minutes 40 seconds West, a distance of 500.0 feet; Thence North 45 degrees 13 minutes 20 seconds West, a distance of 68.8 feet to the point of beginning. The above-described tract of land contains 6.8 acres, more or less, and is subject to recorded easements and rights-of-way thereof.

be and the same is hereby rezoned from LIGHT INDUSTRIAL (IL) to PUBLIC (P).

PASSED, APPROVED, AND ADOPTED THIS 10TH DAY OF FEBRUARY, 2025.

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS 10TH DAY OF FEBRUARY, 2025.

TAMMY EWING, ASSISTANT CITY ATTORNEY

First Reading: 01/27/2025
Second Reading: 02/10/2025

REPORT TO: CITY COUNCIL

MEETING DATE: FEBRUARY 10, 2025



Agenda Item:	8.a. CC-25-29
Previous/Related Action:	CC-21-58
Background/Issue:	The Stillwater Regional Airport Advisory Board (SRAAB) consists of five members with at least two members having personal knowledge concerning aircraft and/or airport operations. The board is charged with: • annual review of airport rates and charges • periodic review of terms and conditions for airport leases and contracts • review of airport ordinances, regulations, rules, standards and operations policies • direct planning activities for the airport including studies, master plans, etc. • make recommendations to the City Council as applicable concerning all of the above One member's term expired January 2024 and two members' terms expired January 2025. All three have expressed interest in continuing their service on the SRAAB. These members include: Bill Arrington, Mindy Murray, and Denise Roberts.
Proposal/Solution:	Re-appoint SRAAB members Bill Arrington to new 3-year term to expire January 2027 and re-appoint Mindy Murray and Denise Roberts to new 3-year terms to expire January 2028
Financial Source/Impact:	N/A
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Recommend re-appointment of Denise Roberts to a 2nd term, re-appointment of Bill Arrington to a 2nd term, re-appointment of Mindy Murray to a 2nd term on the SRAAB.
Prepared By:	Kellie Reed, Airport Director
Reviewed By:	Kellie Reed Christy Cluck Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

None