

**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, HARDIN-YEA. COUNCILOR CLARK DID NOT PARTICIPATE IN THE VOTE. NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

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

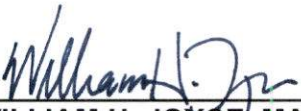
None.

13. ADJOURN

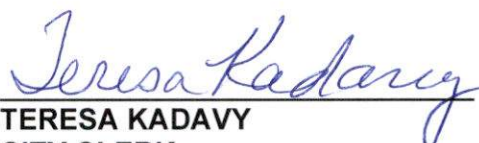
MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO ADJOURN THE JANUARY 27, 2025 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

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