



Together, Investing in Municipal Excellence

CITY COUNCIL MEETING AGENDA
MARCH 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. Proclamations and Presentations

a.	Sunshine Week Proclamation
b.	Citizen's Academy Class X

4. 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 February 24, 2025 regular meeting minutes	
b.	Approve February 27, 2025 special meeting minutes.	
c.	Approve waiver of Payment in Lieu of Taxes (PILOT) of \$9,406.89 as requested by Stillwater Housing Authority.	
d.	Approve the acceptance of grant funds totaling \$50,991.89 from the Oklahoma Office of Homeland Security FY 2023 State and Local	CC-25-38 Brad Stewart

	Cybersecurity Grant Program; approve budget amendments appropriating funds totaling \$50,992; and authorize the City Manager to sign related grant documents.		
e.	Accept two utility easements at 4575 W. 6th Avenue for a waterline and electric, which is necessary for continued access to utilities in connection with a commercial project.	CC-25-39	Josh Brown
f.	Accept electric easement for Tract 1 of a minor subdivision at 223 S. Knoblock	CC-25-40	Josh Brown
g.	Accept a pedestrian easement at 2017 N. Boomer Road which is necessary for newly constructed sidewalk for a new commercial building.	CC-25-41	Josh Brown
h.	Approve Amendment 1 for additional funds for Task Order 1 under a Master Services Agreement with Poe & Associates in the amount of \$150,000 for general civil engineering support and project management services for transportation projects; approve a budget amendment; and authorize the City Manager to execute related documents.	CC-25-42	Bill Millis
i.	Approve the following actions related to McElroy Road, Manning Street and Hall of Fame Roadway improvements: • Approve Task Order 2 with Poe and Associates for \$58,837.12 in Construction Administrative services; • Authorized expenditures of \$65,000 for Task Order 2 and contingency; • Approve the associated budget amendment; and • Authorize the City Manager to sign related documents.	CC-25-43	Bill Millis
j.	Approve budget amendments to increase health insurance claims expenditures, health insurance reimbursement revenue, employee insurance premium revenue and related transfers from	CC-25-44	Christy Cluck

	other City and SUA Funds.		
k.	Approve the following annual plans for Community Development Block Grants for 2025 in compliance with required federal regulations and initiatives when receiving federal grant funds: • Anti-displacement Plan • Citizen Participation Plan • Fair Housing Plan • Minority/Women Business Enterprises Utilization Plan	CC-25-45	Shelly Crynes
l.	Consider approval of the following actions: • approve the award by Lippert Bros., Inc. contracts for PWP#4; • approve Amendment #4, Exhibit A-1 and Exhibit C-3 to the CMAR Agreement for conversion of PWP#4 to a partial Guaranteed Maximum Price of \$61,638; • approve Amendment 6F to McFarland's Professional Services Agreement (PSA) for construction administration services for a not-to-exceed fee of \$10,860; • authorize total expenditures of \$72,498 for PWP#4 for Stillwater Airport beacon relocation, CMAR markups and fees, construction administration and contingency; • authorize City Manager to sign related documents; and • approve associated budget amendments.	CC-25-46	Candy Staring
m.	Approve the acceptance of a FEMA Hazard Mitigation Grant in the amount of \$145,876.78 (\$136,759.49 at 75% federal cost share and \$9,117.29 at 100% federal cost share) as administered by the Oklahoma Department of Emergency Management and approve associated budget amendments.	CC-25-47	Rob Hill

5. 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.

6. 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.

7. Public Hearings

The Council will hear public comments, discuss, and take action including a vote or series of votes on each item listed as presented or as amended by the City Council unless the agenda entry specifically states that no action will be taken.

a.	Receive public comment regarding a Text Amendment to Stillwater City Code Chapter 23, Land Development Code, Article XVI, Subdivision Preparation and Requirements, Division 2, Major Subdivisions, Section 23-327, Contents of the Final Plat, repealing all ordinances to the contrary; and providing for severability and declaring an emergency.	CC-25-48	David Barth
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8. Resolutions

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

a.	RESOLUTION NO. CC-2025-5: A RESOLUTION AMENDING THE CITY OF STILLWATER BUILDING PERMIT FEE SCHEDULE, SPECIFICALLY ADDING A TEMPORARY OCCUPANCY CERTIFICATE AND FIXTURE STOCKING FEE TO THE FEE SCHEDULE.	Jeff Mathews
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9. 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. 3561: AN ORDINANCE AMENDING STILLWATER CITY CODE BY AMENDING CHAPTER 23, LAND DEVELOPMENT CODE, ARTICLE XVI, SUBDIVISION PREPARATION AND REQUIREMENTS, DIVISION 2, MAJOR SUBDIVISIONS, SECTION 23-327, CONTENTS OF THE FINAL PLAT; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY AND DECLARING AN EMERGENCY
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Second Read

a.	ORDINANCE NO. 3557: AN ORDINANCE REZONING A TRACT OF LAND LOCATED AT 5599 W 6TH AVENUE FROM TWO-FAMILY AND MULTI-FAMILY (RTM) and COMMERCIAL GENERAL (CG) TO TWO-FAMILY AND MULTI-FAMILY (RTM)
b.	ORDINANCE NO. 3558: AN ORDINANCE AMENDING THE STILLWATER CITY CODE BY AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE VI, FINANCIAL AFFAIRS, DIVISION 1, GENERALLY, BY AMENDING SECTION 2-586, SALE OF SURPLUS, OBSOLETE, ETC., CITY PROPERTY BY AMENDING THE NOTICE REQUIREMENT TO ALLOW FOR NOTICE ON THE CITY OF STILLWATER WEBSITE FOR DISPOSITION OF SURPLUS OR OBSOLETE PROPERTY; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY.
c.	ORDINANCE NO. 3559: AN ORDINANCE CLOSING A PORTION OF RIGHTS-OF-WAY LOCATED AT NORTH AND EAST OF LOT FOUR (4), NORTHGATE COMMERCIAL AREA, FIRST SECTION IN SECTION 25, TOWNSHIP TWENTY (20) NORTH, RANGE TWO (2) EAST ON PROPERTY ADDRESSED 5021 N PERKINS ROAD

10. Appointments

a.	Board of Adjustment
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11. 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

12. Questions and Inquiries

13. Adjourn

On March 7, 2025 at 11:25 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.

Proclamation
Stillwater OKLAHOMA
stillwaterok.gov
Together, Investing in Municipal Excellence

WHEREAS, James Madison, the father of our federal Constitution, wrote that “consent of the governed” requires that the people be able to “arm themselves with the power which knowledge gives,” and,

WHEREAS, every citizen in our participatory democracy has an inherent right to access government meetings and public records; and

WHEREAS, an open and accessible government is vital to establishing and maintaining the people’s trust and confidence in their government and in the government’s ability to effectively serve its citizens; and

WHEREAS, the protection of every person’s right to access to public records and government meetings is a priority of the Stillwater City Council; and

WHEREAS, the Stillwater City Council is committed to openness and transparency in all aspects of its operations and seeks to set a high standard in this regard.

WHEREAS, the Stillwater City Council commits during this Sunshine Week, commemorating the anniversary of James Madison’s birth, and throughout the year to work diligently to enhance the public’s access to government records and information, to increase information provided electronically and online, and to ensure that all meetings of deliberative bodies under its jurisdiction, are fully noticed and open to the public.

NOW, THEREFORE, I, William H. Joyce, Mayor of Stillwater, Oklahoma, do hereby proclaim the week of March 16 through 22, 2025, as Sunshine Week in Stillwater.

WILLIAM H. JOYCE, MAYOR

ATTEST:

TERESA KADAVY, CITY CLERK

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED FEBRUARY 21, 2025 AT 11:15 A.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
FEBRUARY 24, 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 February 10, 2025 regular meeting minutes
- b. Accept two utility easements at 219 W. Lakeview Road which is necessary for continued access to utilities in connection with a minor subdivision.
- c. Accept a 20-foot sanitary sewer easement from Bank SNB National Association for property located at 5021 N. Perkins Road which is necessary to provide continued access to sewer in connection with the construction of the SPS Operations of Education Services building.
- d. Accept right-of-way dedications for property addressed as 231 N. Husband Street which is necessary to meet city code requirements for widths of right-of-way in connection with a minor subdivision.
- e. Approve Memo to set the public hearing date for April 7, 2025 for the closing of a portion of a general utility, drainage and pedestrian easement on property located at 410 W Franklin Lane per application by Independent School District No. 16 as required by City Code 23-60(b).
- f. Approve budget amendments increasing Visitor Tax revenue projections and increasing transfer of tax revenue to the Destination Marketing Fund and Visitor Amenities Fund in the Stillwater Economic Development Authority.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR CLARK 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.

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

None.

6. PUBLIC HEARINGS

- a. Receive public comment regarding a request from Stillwater Star West, LLC for a map amendment, to rezone property addressed as 5599 W. 6th Avenue, also referred to as 5499 W. 6th Avenue, from RTM (Two-Family and Multi-Family) and CG (Commercial General) to RTM (Two-Family and Multi-Family) district.

Development Services Project Manager Josh Brown stated that the applicant requests review and approval of a map amendment to rezone the property addressed as 5599 W. 6th Avenue from Commercial General to Two-Family and Multi-Family zoning. This rezoning would make the entire parcel RTM zoning. Mr. Brown reported that the subject property is on the west side of Stillwater. This property does not have street frontage access but does have access off West 6th Avenue via a shared easement that crosses the O'Reilly Auto Parts Store.

Mr. Brown answered Council's questions.

Mayor Joyce opened the public hearing.

Donald Williams, C-Star Construction, gave a brief history of the property and spoke in favor of the applicant and the rezoning.

Mayor Joyce closed the public hearing.

Planning Commission recommended approval 4-0 with 1 abstention.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE MAP AMENDMENT FOR THE PROPERTY ADDRESSED AS 5499 W. 6TH AVENUE.

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

- b. Receive public comment regarding a request from Halle Properties, LLC, for a Specific Use Permit , to allow Vehicle & Equipment Sales & Service on a portion of property addressed 1600 N Perkins Rd. in the CS (Commercial Shopping) district.

Development Services Project Manager Josh Brown requests review and approval of the Special Use Permit (SUP) to allow for a vehicle and equipment sales and service in the Commercial Shopping (CS) zoning district at the property addressed as 1600 North Perkins Road. The applicant is seeking this SUP to allow construction of a Direct Discount Tire store along the south boundary of the property. The majority of this property has been developed by Lowe's but the proposed development area is currently vacant. Mr. Brown stated the bays will face the south which will be towards the Cimarron Town Homes.

Mr. Brown answered Council's questions.

Mayor Joyce opened the public hearing.

Juan Vasquez, Vasquez Engineering, spoke on behalf of the applicant and answered Council's questions.

Mayor Joyce closed the public hearing.

Planning Commission recommended approval of the SUP with a 5-0 vote with the condition that an eight foot masonry wall be constructed between the project site and the Cimarron Townhomes to the south.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE SUP WITH A 5-0 VOTE WITH THE CONDITION THAT AN EIGHT FOOT MASONRY WALL BE CONSTRUCTED BETWEEN THE PROJECT SITE AND THE CIMARRON TOWNHOMES TO THE SOUTH.

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

- c. Receive public comment regarding a request from Independent School District No. 16 and Bank SNB, for closing of a portion of right-of-way at the property located at 5021 N. Perkins Road, more particularly described a portion of Northgate Drive and N Benjamin Street to and along Lot 4 of Northgate Commercial Area, First Section

Development Services Project Manager Josh Brown stated that the Independent School District No. 16 and Bank SNB (lease-purchase) request the closure of approximately 91,188 square feet of public right of way located at 5021 N Perkins Road. The right of way to be closed includes portions of Northgate Drive and Benjamin Street that were never improved and currently offer no public benefit. Closing this right of way will allow for future development in this area.

Mayor Joyce opened the public hearing.

Stephen Gose, Gose & Associates, spoke on behalf of the applicant. He reported the school does plan to put the bus facility here that is currently located at Lincoln Academy.

Mike Siegfried, 720 E. Northgate Drive, he spoke in favor of closing the road but he asked how the buses were going to access to and from the bus facility.

Mayor Joyce closed the public hearing.

City Attorney Kimberly Carnley stated that a motion to approve or deny the proposed closing is needed and the closing is acutally done by adoption of an ordinance later on the agenda.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ACCEPT THE STAFF'S RECOMMENDATION TO CLOSE APPROXIMATELY 91,188 SQUARE FEET OF PUBLIC RIGHT OF WAY LOCATED ALONG THE NORTH AND EAST BOUNDARIES OF LOT FOUR (4), NORTHGATE COMMERCIAL AREA, FIRST SECTION, LOCATED IN SECTION TWENTY-FIVE (25), TOWNSHIP TWENTY (20) NORTH, RANGE TWO (2) EAST.

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. Consider approval of agreement between Payne County and the City of Stillwater for Public Safety Communications Coordination for Interoperability.

Emergency Management Director Rob Hill that the agreement under consideration is between the City of Stillwater and Payne County, permitting Payne County to house equipment at the tower site and City

Hall. This equipment is essential for managing the system's functionality, performance, and diagnostics, ensuring reliable connectivity between tower sites and the primary CORE system in Tulsa.

Mr. Hill answered Council's questions.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO AUTHORIZE THE AGREEMENT BETWEEN PAYNE COUNTY AND THE CITY OF STILLWATER, PERMITTING THE CITY OF STILLWATER TO HOST PAYNE COUNTY'S RADIO EQUIPMENT AT THE PUBLIC SAFETY TOWER SITE AND CITY HALL TO SUPPORT AND ENHANCE THE COUNTY-WIDE RADIO SYSTEM FOR MUTUAL BENEFIT.

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

- b. Consider approval of the following actions related to the construction of the new Airport terminal and Airport access road and roundabout improvements:
- approve the award by Lippert Bros., Inc. of contracts for PWP#3;
 - approve Amendment #3, Exhibit A-1 and Exhibit C-3 to the CMAR Agreement for conversion of PWP#3 to a partial Guaranteed Maximum Price of \$3,124,479;
 - authorize the City Manager to execute Amendment #3, Exhibit A-1 and Exhibit C-3 to the CMAR Services Agreement and related documents;
 - approve Amendment #9 to Olsson's Professional Services Agreement (PSA) for construction administration services for a not-to-exceed fee of \$39,300;
 - authorize the City Manager to execute Amendment #9 to Olsson's PSA and related documents;
 - authorize the City Manager to execute the ONG Agreement for a fee of \$229,250.47 and related documents;
 - authorize total expenditures of \$3,918,785 for PWP#3 roadway, drainage and detention construction work, CMAR markups and fees, construction administration, city-procured materials, fiber line materials and installation, gas utility relocation and contingency; and
 - approve associated budget amendments

Engineering Director Candy Staring stated she is here to discuss the Stillwater Regional Airport's Terminal Project. She reported that the subject of the presentation is on Work Package #3. Ms. Staring stated that staff is recommending contract award to Lippert Brothers and execution of the CMAR amendment #3 which is for the conversion to the Guaranteed Maximum Price for Work Package #3. Ms. Staring presented the different projects included in Work Packages #1 and #2 and also discussed the future work packages and costs of all the packages. She stated that the FAA grants have been very helpful in building what has been built so far so staff is hoping for more grants to be able to complete the parts of the project that are not yet funded. Ms. Staring presented and discussed Work Package #3 that is being considered tonight. Ms. Staring reported that the Transportation Project Advisory Committee voted in favor 4-0 to use the transportation sales tax fund for the roundabout because it will be a public benefit for more than just the airport.

Councilor Clark asked with all the commotion happening around Federal funding and grants, is there any concern about getting the funds they are being asked to authorize.

Airport Director Kelli Reed stated that the money that is in the work package presented tonight has already been approved by Council and encumbered. She stated that she has spoken with the FAA and the FAA is not concerned at this time. The future grants that staff will be requesting for the additional items being requested are received through the airport's entitlements because the airport has commercial service. Ms. Reed answered Council's questions.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HARDIN TO APPROVE STAFF'S RECOMMENDATION TO:

- APPROVE THE AWARD BY LIPPERT BROS., INC. OF CONTRACTS FOR PWP#3;
- APPROVE AMENDMENT #3, EXHIBIT A-1 AND EXHIBIT C-3 TO THE CMAR AGREEMENT FOR CONVERSION OF PWP#3 TO A PARTIAL GUARANTEED MAXIMUM PRICE OF \$3,124,479;
- AUTHORIZE THE CITY MANAGER TO EXECUTE AMENDMENT #3, EXHIBIT A-1 AND EXHIBIT C-3 TO THE CMAR SERVICES AGREEMENT AND RELATED DOCUMENTS;
- APPROVE AMENDMENT #9 TO OLSSON'S PROFESSIONAL SERVICES AGREEMENT (PSA) FOR CONSTRUCTION ADMINISTRATION SERVICES FOR A NOT-TO-EXCEED FEE OF \$39,300;
- AUTHORIZE THE CITY MANAGER TO EXECUTE AMENDMENT #9 TO OLSSON'S PSA AND RELATED DOCUMENTS;
- AUTHORIZE THE CITY MANAGER TO EXECUTE THE ONG AGREEMENT FOR A FEE OF \$229,250.47 AND RELATED DOCUMENTS;
- AUTHORIZE TOTAL EXPENDITURES OF \$3,918,785 FOR PWP#3 ROADWAY, DRAINAGE AND DETENTION CONSTRUCTION WORK, CMAR MARKUPS AND FEES, CONSTRUCTION ADMINISTRATION, CITY-PROCURED MATERIALS, FIBER LINE MATERIALS AND INSTALLATION, GAS UTILITY RELOCATION AND CONTINGENCY; AND
- APPROVE ASSOCIATED BUDGET AMENDMENTS

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

8. ORDINANCES

a. First Reading

Ordinance No. 3557: An ordinance rezoning a tract of land located at 5599 W 6th Avenue from Two-Family and Multi-Family (RTM) and Commercial General (CG) to Two-Family and Multi-Family (RTM)

MOTION BY COUNCILOR HAWKINS, SECOND BY VICE MAYOR DZIALOWSKI TO ADVANCE ORDINANCE NO. 3557 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.

Ordinance No. 3558: An Ordinance Amending The Stillwater City Code By Amending Chapter 2, Administration, Article VI, Financial Affairs, Division 1, Generally, By Amending Section 2-586, Sale Of Surplus, Obsolete, Etc., City Property By Amending The Notice Requirement To Allow For Notice On The City Of Stillwater Website For Disposition Of Surplus Or Obsolete Property; Repealing All Ordinances To The Contrary; And Providing For Severability.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR CLARK TO ADVANCE ORDINANCE NO. 3558 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.

Ordinance No. 3559: An Ordinance Closing A Portion Of Rights-Of-Way Located at North and East of Lot Four (4), Northgate Commercial Area, First Section in Section 25, Township Twenty (20) North, Range Two (2) East on property addressed 5021 N Perkins Road

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ADVANCE ORDINANCE NO. 3559 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. 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.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR CLARK TO ADOPT ORDINANCE NO. 3555 AS PRESENTED.

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

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR CLARK DECLARING ORDINANCE NO. 3555 AN EMERGENCY.

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

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.

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO ADOPT ORDINANCE NO. 3556 AS PRESENTED.

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

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS DECLARING ORDINANCE NO. 3556 AN EMERGENCY.

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

9. REPORTS FROM OFFICERS & BOARDS

- a. Miscellaneous items from the City Attorney: None.
- b. Miscellaneous items from the City Manager:
 - City Manager Brady Moore asked residents to save the date for the annual Household Hazardous Waste event on Saturday, April 26, from 8 a.m. to 1 p.m., at the Convenience Collection Center, located at 807 South Perkins Road. This event offers residents the opportunity to dispose of oil-based paint, pesticides & herbicides, lawn care products, pool chemicals, craft & hobby supplies, mixed

fuels, and pharmaceuticals for free. Please know, the Convenience Collection Center will be open for business as usual (not in conjunction with this event) to receive other items that may include a fee.

c. Miscellaneous items from the City Council:

- City Councilor Hardin announced that the annual “Trash-Off” event to help keep Stillwater beautiful, will be Saturday, March 29, from 9 a.m. to 12 p.m. Volunteers will meet at the Couch Park Pavilion at 1270 East Alcott Drive. Since work gloves, safety vests, and trash bags will be provided, volunteers are asked to RSVP by March 27, by calling (405) 533-8482, or email Chris Franks at: chris.franks@stillwaterok.gov
- City Councilor Clark asked residents to please join City staff for the Parks Open House on Thursday, February 27, beginning at 5:30 p.m., at the Stillwater Community Center, in room 121 and the main entryway area. City staff look forward to hearing your suggestions, concerns, and ideas about Stillwater parks, community spaces and facilities. Staff want to ensure our parks and public spaces meet the needs of our residents and families. There will be sign-ups for volunteer opportunities, and we plan to share information collected from recent park surveys.
- Councilor Hawkins announced that the City is accepting applications for various committees, including the Board of Drainage Appeals, Building Trades Board, and more. 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 announced that if anyone is looking for an environmentally-friendly way to save money on their water bill, they may want to purchase a rain barrel through the City of Stillwater. These barrels capture water from your roof and store it for future use. Using rain barrels also helps to reduce stormwater pollution by minimizing the amount of stormwater runoff that leaves a site. Online orders are due by April 28, at: <https://upcycle-products.com/ok-programs/stillwater>.
- Mayor Joyce reminded residents that the annual MidSouth Endurance Race and additional events will be Thursday, March 13, beginning at 3 p.m. through Sunday, March 16. The City is excited to welcome all MidSouth visitors and friends and wish the best of luck to participants. Please know, there will be road closures in various areas of town during the race, and traffic may be congested at times. The City asks that everyone allow additional travel time and keep an eye out for cyclists, runners, and walkers in and near roadways. We hope that everyone has a fun-filled, safe weekend – “celebrating hard challenges and the beauty of Oklahoma dirt roads.” For a schedule of events, go to midsouthgravel.com. Additional information, including road closures, will be shared on the City’s social media. A list of accounts is located at: stillwaterok.gov/contact.
- Mayor Joyce also thanked City staff for all their hard work and dedication in the cold and rainy weather.

i. Discussion about scheduling items for future meetings.

10. QUESTIONS & INQUIRIES

None.

11. ADJOURN

MOTION BY COUNCILOR HARDIN, SECOND BY VICE MAYOR DZIALOWSKI TO ADJOURN THE FEBRUARY 24, 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 February 24, 2025 regular meeting of the Stillwater City Council adjourned at 6:19 p.m.

**WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL**

**TERESA KADAVY
CITY CLERK**

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED FEBRUARY 24, 2025 AT 3:50 P.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
SPECIAL MEETING
STILLWATER COMMUNITY CENTER, ROOM 121 & LOBBY AREA
5:30 PM
FEBRUARY 27, 2025**

PRESENT: VICE MAYOR AMY DZIALOWSKI (Dzialowski arrived at 5:40 PM)
COUNCILORS CHRISTIE HAWKINS, KEVIN CLARK AND TIM HARDIN (Hardin
left the meeting at 6:25 PM)
ABSENT: MAYOR WILLIAM H. JOYCE

1. CALL MEETING TO ORDER

Councilor Hawkins called the meeting to order at 5:31 p.m. She welcomed all in attendance and thanked them for coming to participate in the Parks Open House. She explained that the Open House has been noticed as a Special Meeting because of the number of councilors participating. She explained that they would proceed with the Open House format and that the topic for discussion tonight is Parks and if anyone wanted to talk about something other than parks that would be for another night.

2. PARKS AND COMMUNITY RESOURCES OPEN HOUSE

Parks and Community Resources Open House for community engagement with City Council and City staff to discuss and consider ideas, suggestions, and concerns regarding city parks, community spaces and public facilities. (No action will be taken on this item)

Parks and Community Resources Open House was held for community engagement with city councilors and staff to discuss and consider ideas, suggestions, and concerns regarding city parks, community spaces and public facilities. A parks timeline was displayed. A TV display played a slideshow of the Stillwater Parks survey results. There was also a display of Myers Park for discussion of new additions and relocation of playground equipment. Staff and City Councilors were available to listen to ideas and answer questions related to city parks, community spaces and public facilities.

3. ADJOURN

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR DZIALOWSKI TO ADJOURN THE FEBRUARY 27, 2025 SPECIAL MEETING OF THE STILLWATER CITY COUNCIL.

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

The February 27, 2025 special meeting of the Stillwater City Council adjourned at 6:42 p.m.

**WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL**

**TERESA KADAVY
CITY CLERK**



Stillwater Housing Authority

807 S Lowry St. Stillwater, OK 74074

(405) 372-4906 | (405) 372-1416

sha@stillwaterhousing.org | www.stillwaterhousing.org

January 16th, 2025

Mr. Brady Moore, City Manager
City Manager's Office
P.O. Box 1449
Stillwater, OK 74074

Dear Mr. Moore,

The Housing Authority of the City of Stillwater is requesting a waiver of the FY2025 PILOT payment to the City of Stillwater. The payment waiver for FY 2025 would be approximately \$9406.89, however the final amount is to be determined based on the shelter rent for 2024. The City of Stillwater has waived the PILOT in past years and these monies have been used in the past to train residents towards self-sufficiency and other physical needs for public housing. In December 2024 HUD prorated the Operating Fund at 97.12% of our operations budget due to the continuing resolution, and the SHA must use reserve money to pay HUD's portion. The SHA will use the PILOT to offset this budget discrepancy and improve the SHA affordable housing areas in our city.

The Stillwater Housing Authority always takes pride in its relationship with the City of Stillwater and appreciates city staff, our city council, and your support and assistance in making affordable housing available to all citizens of the City of Stillwater.

Sincerely,

Toni L. Broyles

Toni Broyles
Executive Director

REPORT TO: CITY COUNCIL

MEETING DATE: MARCH 10, 2025



Agenda Item:	4.d. CC-25-38
Previous/Related Action:	
Background/Issue:	The City of Stillwater has been selected to receive four grants totaling \$50,991.89 from the Oklahoma Office of Homeland Security (OKOHS). These funds were made available through the 2023 State and Local Cybersecurity Grant Program. These grants will allow the City to add new hardware and software protections that further secure our networks and data.
Proposal/Solution:	
Financial Source/Impact:	There is no cost share percentage for the City of Stillwater. The grants will cover 100% of these purchases, however, they are reimbursement grants and the City will purchase the approved items and submit proof of purchase for reimbursement from OKOHS.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #2 MOTIVATED MANAGEMENT
Recommended Action/Motion:	Motion to approve the acceptance of grant funds totaling \$50,991.89 from the OKOHS FY 2023 State and Local Cybersecurity Grant Program; approve budget amendments appropriating funds totaling \$50,992; and authorize the City Manager to sign related grant documents.
Prepared By:	Brad Stewart, IT Director
Reviewed By:	Brad Stewart Christy Cluck Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. IT - SLCGP Award - 2.27.2025 - Expenditure
2. IT - SLCGP Award - 2.27.2025 - Revenue

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: 02/27/2025

Department: Information Technology

Requested by: Brad Stewart

Explanation:

Expenditure:
Appropriate funds to reflect acceptance of FY23 SLCGP award for cyber security.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Information Tech / Software Maint	1011210 - 53071	25IT01101	\$ 0	\$ 41,961	\$ 41,961
	Information Tech / Other Equipment	1011210 - 54008	25IT01101	\$ 0	\$ 9,031	\$ 9,031
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 50,992

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--

[Click Here to Clear Form](#)

[Click Here to Print](#)

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: 02/27/2025

Department: Information Technology

Requested by: Brad Stewart

Explanation:

Revenue:
Increase revenue to reflect acceptance of FY23 SLCGP award for cyber security.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Information Tech / Federal Grnt Rev	1011210 - 43100	25IT01101	\$ 0	\$ 50,992	\$ 50,992
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 50,992

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--

[Click Here to Clear Form](#)

[Click Here to Print](#)

REPORT TO: CITY COUNCIL

MEETING DATE: MARCH 10, 2025



Agenda Item:	4.e. CC-25-39
Previous/Related Action:	
Background/Issue:	• Walmart Real Estate Trust owns property addressed as 4575 W 6th Avenue. • This request is for acceptance of a water line easement and an electric easement that will allow access for the City of Stillwater to maintain utility services at the new Walmart Fuel Station. • The proposed Water Line Easement consists of 707 square feet (0.016 acres) more or less. The proposed Electric Easement consists of 910 square feet (0.021 acres) more or less.
Proposal/Solution:	Staff recommends acceptance of both the water line and electric easements.
Financial Source/Impact:	There is no additional financial impact from the acceptance of these easements.
Related Strategic Priority:	#4 CONNECTED SPACES
Recommended Action/Motion:	Motion to accept the waterline and electric easements and authorize the Mayor to execute the documents.
Prepared By:	Josh Brown
Reviewed By:	David Barth Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Esmt Water Line Easement w_ Exhibits 02.27.2025
2. Esmt Electric Easement w_ Exhibits 02.27.2025

WATER LINE EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, ~~XXXXXXXXXXXXXXXXXXXX~~, certifies that ~~my~~ own and possess all rights, title, and interest to the following described real property situated in Payne County, State of Oklahoma, to-wit:

A tract of land in the North Half of the Northwest Quarter (N/2, NW/4) of Section Twenty (20), Township Nineteen (19) North, Range Two (2) East of the Indian Base and Meridian, Payne County, Oklahoma, according to the U.S. Government Survey thereof, being more particularly described as follows:
COMMENCING at the Northwest Corner of said North Half of the Northwest Quarter;
THENCE South 00°35'01" West, along the West Line of said Section 20, a distance of 80.00 feet;
THENCE South 88°43'43" East, along the south line of that certain DEDICATION DEED in favor of the State of Oklahoma recorded in Book 97, Page 110 a distance of 515.92 feet to the POINT OF BEGINNING;
THENCE continuing South 88°43'43" East, along said south line, a distance of 1017.13 feet;
THENCE South 01°16'17" West a distance of 560.00 feet;
THENCE South 88°43'43" East a distance of 420.00 feet;
THENCE South 01°16'17" West a distance of 280.00 feet;
THENCE North 88°43'43" West a distance of 1942.96 feet to a point on the west line of said Section 20;
THENCE North 00°35'01" East, along said West line, a distance of 80.00 feet;
THENCE South 88°43'43" East a distance of 654.21 feet;
THENCE North 00°35'01" East a distance of 255.17 feet;
THENCE North 88°43'43" West a distance of 138.30 feet;
THENCE North 00°35'01" East a distance of 504.89 feet to the POINT OF BEGINNING.

and further that the undersigned, in consideration of the sum of One Dollar (\$1.00), in hand paid and other good and valuable consideration, for them, their heirs, successors, executors, administrators, and assigns do hereby grant, bargain, sell, and convey unto the City of Stillwater, Oklahoma, a Municipal Corporation, its successors and assigns, an easement for the installation, operation and maintenance of a water line(s) through, over, under, and across the portions of the above-described property, together with the right of ingress and egress to and from same, for the purpose heretofore stated.

BEING A 0.016 ACRE (707 SQUARE FEET) TRACT OF LAND SITUATED IN SECTION 20, TOWNSHIP 19 NORTH, RANGE 2 EAST OF THE INDIAN BASE AND MERIDIAN, PAYNE COUNTY, OKLAHOMA AND BEING A PORTION OF A CALLED 22.354 ACRE TRACT DESCRIBED IN SPECIAL WARRANTY DEED TO WAL-MART REAL ESTATE BUSINESS TRUST RECORDED IN VOLUME 1744, PAGE 435, DEED RECORDS, PAYNE COUNTY, OKLAHOMA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

The easement contains 707 square feet or acres more or less and is subject to all recorded easements and rights of way thereof.

Except as herein granted, the grantors shall continue to have the full use and enjoyment of the properties herein granted or described for appropriate purposes. At no time shall the grantors commit a use, occupation or enjoyment thereof that might cause a hazardous condition and no building, structure or obstruction shall be located or constructed on said easement by the grantors, their successors or assigns, nor shall the grantors allow said easement to be

Return To:
City of Stillwater
Planning Department
P.O. Box 1449
Stillwater, OK 74076

encumbered in any way so that the City of Stillwater shall not be afforded access to said water line(s) at any and all times.

Carla Hackett
(include legal title information)

(include legal title information)

STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)

Before me, a Notary Public in and for said County and State on this 16 day of February, 2025, personally appeared, Carla Hackett, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument as its owner or individual and acknowledged to me that he/she/they executed the same as his/her/their free and voluntary act and deed for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

Blaze Jones
NOTARY PUBLIC

My Commission Expires: 11-26-28
My Commission Number: 24014591

(SEAL)



STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)

NOW, on this _____ day of _____, 2025, the City Council of the City of Stillwater, State of Oklahoma, a municipal corporation, acting for and in behalf of said municipal corporation, during regular session, does hereby approve and accept from the named Grantor this delivered water line easement 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.

WILLIAM H. JOYCE, MAYOR
CITY OF STILLWATER, OKLAHOMA

(SEAL)

ATTEST:

TERESA KADAVY, CITY CLERK
CITY OF STILLWATER, OKLAHOMA

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

STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)

NOW, on this_____ day of _____, 2025 , the City Council of the City of Stillwater, State of Oklahoma, a municipal corporation, acting for and in behalf of said municipal corporation, during regular session, does hereby approve and accept from the named Grantor this delivered electric easement 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.

WILLIAM H. JOYCE, MAYOR
CITY OF STILLWATER, OKLAHOMA

(SEAL)

ATTEST:

TERESA KADAVY, CITY CLERK
CITY OF STILLWATER, OKLAHOMA

Approved as to form and legality this_____ day of _____, 2025 .

TAMMY EWING, ASSISTANT CITY ATTORNEY
CITY OF STILLWATER, OKLAHOMA

EASEMENT DESCRIPTION

BEING A 0.016 ACRE (707 SQUARE FEET) TRACT OF LAND SITUATED IN SECTION 20, TOWNSHIP 19 NORTH, RANGE 2 EAST OF THE INDIAN BASE AND MERIDIAN, PAYNE COUNTY, OKLAHOMA AND BEING A PORTION OF A CALLED 22.354 ACRE TRACT DESCRIBED IN SPECIAL WARRANTY DEED TO WAL-MART REAL ESTATE BUSINESS TRUST RECORDED IN VOLUME 1744, PAGE 435, DEED RECORDS, PAYNE COUNTY, OKLAHOMA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

COMMENCING AT A POINT FOR CORNER IN SAID WEST LINE OF THE 22.354 ACRE TRACT AND THE SOUTHWEST CORNER OF A ACCESS EASEMENT TO THE CITY OF STILLWATER RECORDED IN BOOK 1704, PAGE 438, DEED RECORDS, PAYNE COUNTY, OKLAHOMA FROM WHICH A 1/2" IRON ROD WITH PLASTIC CAP STAMPED "USM CA 6858" FOUND FOR A INNER ELL CORNER OF SAID 22.354 ACRE TRACT BEARS, SOUTH 01°11'36" EAST, PASSING A 1/2" IRON ROD WITH PLASTIC CAP STAMPED "PLS 1150" FOUND AT A DISTANCE OF 200.13 FEET, PASSING A 5/8" IRON ROD FOUND AT A DISTANCE OF 441.97 FEET, CONTINUING IN ALL A DISTANCE OF 444.89 FEET;

THENCE NORTH 89°24'59" EAST, DEPARTING SAID WEST LINE OF THE 22.354 ACRE TRACT AND ALONG THE SOUTH LINE OF SAID ACCESS EASEMENT A DISTANCE OF 233.80 FEET TO THE POINT OF BEGINNING, THE NORTHWEST CORNER OF THE HEREIN DESCRIBED TRACT;

THENCE, NORTH 89°24'59" EAST, CONTINUING ALONG SAID SOUTH LINE OF THE ACCESS EASEMENT, 15.00 FEET TO A POINT FOR CORNER;

THENCE DEPARTING SAID SOUTH LINE OF THE ACCESS EASEMENT AND OVER AND ACROSS SAID 22.354 ACRE TRACT THE FOLLOWING FIVE (5) CALLS:

- 1. SOUTH 00°35'01" EAST, 12.69 FEET TO A POINT FOR CORNER;
- 2. NORTH 89°24'59" EAST, 7.49 FEET TO A POINT FOR CORNER;
- 3. SOUTH 00°35'01" EAST, 22.98 FEET TO A POINT FOR CORNER;
- 4. SOUTH 89°24'59" WEST, 22.49 FEET TO A POINT FOR CORNER;
- 5. NORTH 00°35'01" WEST, A DISTANCE OF 35.67 FEET TO THE POINT OF BEGINNING AND CONTAINING 707 SQUARE FEET OR 0.016 ACRES OF LAND.

GEODETIC NOTE: THE BEARINGS, DISTANCES AREAS AND COORDINATES SHOWN HEREON ARE OKLAHOMA STATE COORDINATE SYSTEM GRID, NORTH ZONE (FIPS 3501) (NAD83), AS DETERMINED BY THE GLOBAL POSITIONING SYSTEM (GPS). THE UNIT OF LINEAR MEASUREMENT IS U.S. SURVEY FEET

SURVEYORS CERTIFICATION: THIS IS A LEGAL DESCRIPTION BASED ON A FIELD SURVEY BY KIMLEY-HORN PERSONNEL. NO TITLE RESEARCH WAS PROVIDED IN THE PREPARATION OF THIS EXHIBIT. NO IMPROVEMENTS ARE SHOWN. ALL EXISTING EASEMENTS MAY NOT BE SHOWN. THIS IS NOT A LAND TITLE SURVEY

James Janisse
JAMES JANISSE
PROFESSIONAL
LAND SURVEYOR NO. 2015
10101 Reunion Place, Suite 400
SAN ANTONIO, TEXAS 78216
PH. 210-729-0100
jay.janisse@kimley-horn.com



EXHIBIT OF A
0.016 ACRE
WATER EASEMENT
SECTION NO. 20, TOWNSHIP 19
NORTH, RANGE 2 EAST OF THE INDIAN
BASE AND MERIDIAN
CITY OF STILLWATER, PAYNE
COUNTY, OKLAHOMA

Kimley»Horn					
10101 Reunion Place, Suite 400 San Antonio, Texas 78216			FIRM # 10193073		Tel. No. (210) 541-9166 www.kimley-horn.com
Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
N/A	SAB	JLJ	May 2024	094507614	1 OF 2



CERTIFICATE OF ASSISTANT SECRETARY

The undersigned, Amber Graham, an Assistant Secretary of Wal-Mart Real Estate Business Trust; Walmart Fulfillment Services, LLC; Sam's Real Estate Business Trust; Walmart Inc.; Wal-Mart Stores Arkansas, LLC; Wal-Mart Stores Texas, LLC; Wal-Mart Stores East, LP.; Wal-Mart Louisiana, LLC; WSE Management, LLC, Sam's East, Inc.; Sam's West, Inc. and Wal-Mart Puerto Rico, Inc. (hereinafter collectively referred to as the "Company"), hereby certifies that she has been elected, qualified, and is acting in such capacity and that she is familiar with the facts certified herein and is duly authorized to certify the same, and thus, she hereby certifies the following:

- 1. **Hunter Hart** currently serves as **Senior Vice President** for the Company. Hunter Hart is authorized to execute documents on behalf of the Company and to delegate the ability to execute documents on behalf of the Company. He has delegated such ability to those positions shown on the attached Exhibit A.
- 2. **Michael Neill** currently serves as **Vice President** for the Company. He is authorized to execute documents on behalf of the Company and delegate the signing of documents on behalf of the Company. He has delegated such ability to those positions shown on the attached Exhibit B.
- 3. **Carla Hackett** currently serves in the position of **Senior Manager** for the Company and is authorized to execute documents on behalf of the Company as shown on Exhibit B.

In witness thereof, I have executed this document as of: February 11, 2025 1:13:58 CST

Amber Graham
Amber Graham
Assistant Secretary

Exhibit A

DocuSign Envelope ID: D05CFCD8-EFB8-4C52-8838-32207BAF0C20

Delegation of Signature Authority

I, Hunter Hart, Senior Vice President of Wal-Mart Real Estate Business Trust, Wal-Mart TRS, LLC, Wal-Mart Realty Company, Wal-Mart Property Co., Walmart Fulfillment Services, LLC, Sam's Real Estate Business Trust, Sam's TRS, LLC, Sam's Property Co., Benchmark Realty Advisors, Inc., Benchmark Resources, North Arkansas Wholesale Co., Inc., Sam's PW, Inc., Walmart Inc., Wal-Mart Stores Arkansas, LLC, Wal-Mart Stores Texas, LLC, Wal-Mart Stores East, LP, Wal-Mart Louisiana, LLC, WSE Management, LLC, Wal-Mart Stores East, LLC, Sam's East, Inc., Sam's West, Inc., Wal-Mart.com USA, LLC, Red Kingfisher, LLC, and Wal-Mart Puerto Rico, Inc. (hereinafter collectively referred to as "the Company") hereby delegate to each:

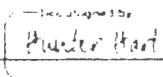
Vice President

that reports to me the authority to sign documents and to delegate the signing of documents on behalf of the Company to their respective teams, down to manager level, in compliance with Walmart U.S. Governance and Operating Standards and all other applicable governance. Delegations executed by the above positions prior to the date of this Delegation of Signature Authority are ratified and approved.

Additionally, the authority to sign financial guarantees on behalf of the Company is hereby delegated to those positions above and such positions may further delegate this authority.

All acts and transactions of individuals in the positions above which were taken or made in good faith and prior to the formal delegation of authority to such position that are consistent with this delegation are hereby ratified and approved.

This Delegation of Signature Authority shall supersede and revoke any signature authority previously granted in the Delegation of Signature Authority from me to the Realty Organization dated September 19, 2023. This Delegation of Signature Authority shall expire the earlier of (i) two (2) years after the date signed, as shown below, or (ii) ten (10) days after I move to a new role or leave the Company.



Hunter Hart
Senior Vice President, Realty

Date signed: October 30, 2023 | 14:04 CDT

Exhibit B

DocuSign Envelope ID: 80B188C9-8DE5-478A-8EDE-FF8BB4CC8CF4

Delegation of Signature Authority

I, Michael Neill, Vice President of Walmart Inc., Wal-Mart Real Estate Business Trust, Wal-Mart TRS, LLC; Wal-Mart Realty Company; Wal-Mart Property Co.; Walmart Fulfillment Services, LLC ; Wal-Mart Stores Arkansas, LLC; Wal-Mart Stores Texas, LLC; Wal-Mart Stores East, LP; Wal-Mart Louisiana, LLC; WSE Management, LLC; Sam's Real Estate Business Trust; Sam's TRS, LLC; Sam's East, Inc.; Sam's West, Inc.; Sam's Property Co.; Sam's PW, Inc.; Wal-Mart Stores East, LLC; Blue Kingfisher, LLC; Red Kingfisher, LLC; and Wal-Mart Puerto Rico, Inc. (hereinafter collectively referred to as "the Company", hereby delegate to the following positions that report up to me:

I. Senior Director
Group Director

the authority to execute, implement, maintain, amend or renew the following documents, in connection with the design and construction of projects, including but not limited to Master Service Agreements and Master Professional Service Agreements, including but not limited to Civil Engineering and Architectural Agreements, that have not been altered from the standard form agreement, provided however, if the D&B is less than an 8 or the estimated percentage of business exceeds 50%, then I must approve the agreement; easements; deeds; municipal maintenance agreements; municipal improvement/development agreements, plans and any permit applications or other documents required by various jurisdictions, as long as such contracts are for amounts \$2 million or less. Additionally, this position can sign anything the positions listed below can sign

II. Director

the authority to execute, implement, maintain, amend or renew the following documents, in connection with the design and construction of projects, including but not limited to civil engineering agreements, architectural agreements, easements; deeds; municipal maintenance agreements, municipal improvement/development agreements, plans and any permit applications or other document required by various jurisdictions, as long as such contracts are for amounts \$750,000.00 or less.

Also, these positions have the authority to execute, implement, maintain, amend or renew the following:

1. Incentive / Rebate Agreements with Utilities in Concert with the Energy Team
2. Non-binding 'Partnership' agreements with association/organizations, DOE and/or affiliated National Labs for R&D work such as MOUs, etc.
3. Non-disclosure agreements for tech/product development as it relates to building mechanical systems.
4. Design Initiative (DI) Agreements
5. Special project-based proposals for site improvements in the area of mechanical and electrical systems
6. standard (using approved contract templates) construction contracts on behalf of the Company as long as such contracts are for an amount of \$750,000.00 or less.

III. Senior Manager

the authority to execute, implement, maintain, amend or renew the following documents, in connection with the design and construction of projects; any affidavits; permits, applications or other similar documents as required by various jurisdictions on behalf of the Company, in their respective capacity for the Company

All signing authority contained herein must be done in compliance with Walmart U.S. Governance and Operating Standards. All acts and transactions of individuals in the positions above which were taken or made in good faith and prior to the formal delegation of authority to such position that are consistent with this delegation are hereby ratified and approved

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DocuSign Envelope ID: 80B188C9-9DE5-470A-9EDE-FF9BB4CC8CF4

This Delegation of Signature Authority shall supersede and revoke any signature authority previously granted to these positions on this team. This Delegation of Signature Authority shall expire the earlier of (i) two (2) years after the date signed, as shown below, or (ii) ten (10) days after I move to a new role or leave the Company.

Signed by
Richard Neill
 on 10/1/1991

Michael Neill
Vice President

Date signed January 2, 2025 | 12 22 CST

ELECTRIC EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, [REDACTED], certifies that [REDACTED] own and possess all rights, title, and interest to the following described real property situated in Payne County, State of Oklahoma, to-wit:

A tract of land in the North Half of the Northwest Quarter (N/2, NW/4) of Section Twenty (20), Township Nineteen (19) North, Range Two (2) East of the Indian Base and Meridian, Payne County, Oklahoma, according to the U.S. Government Survey thereof, being more particularly described as follows:
COMMENCING at the Northwest Corner of said North Half of the Northwest Quarter;
THENCE South 00°35'01" West, along the West Line of said Section 20, a distance of 80.00 feet;
THENCE South 88°43'43" East, along the south line of that certain DEDICATION DEED in favor of the State of Oklahoma recorded in Book 37, Page 110 a distance of 515.92 feet to the POINT OF BEGINNING;
THENCE [REDACTED] South 88°43'43" East, along said south line, a distance of 1017.12 feet;
THENCE South 01°18'17" West a distance of 560.00 feet;
THENCE South 88°43'43" East a distance of 420.00 feet;
THENCE South 01°18'17" West a distance of 280.00 feet;
THENCE North 88°43'43" West a distance of 1942.96 feet to a point on the west line of said Section 20;
THENCE North 00°35'01" East, along said West line, a distance of 80.00 feet;
THENCE South 88°43'43" East a distance of 654.21 feet;
THENCE North 00°35'01" East a distance of 265.17 feet;
THENCE North 88°43'43" West a distance of 138.30 feet;
THENCE North 00°35'01" East a distance of 504.89 feet to the POINT OF BEGINNING.

and further that the undersigned, in consideration of the sum of One Dollar (\$1.00), in hand paid and other good and valuable consideration, for them, their heirs, successors, executors, administrators, and assigns do hereby grant, bargain, sell, and convey unto the City of Stillwater, Oklahoma, a Municipal Corporation, its successors and assigns, an easement for the installation, operation and maintenance of an electric line(s) through, over, under, and across the portions of the above-described property for the purpose of electric utility, together with the right of ingress and egress to and from same, for the purpose heretofore stated.

BEING A 0.021 ACRE (910 SQUARE FEET) TRACT OF LAND SITUATED IN SECTION 20, TOWNSHIP 19 NORTH, RANGE 2 EAST OF THE INDIAN BASE AND MERIDIAN, PAYNE COUNTY, OKLAHOMA AND BEING A PORTION OF A CALLED 22.354 ACRE TRACT DESCRIBED IN SPECIAL WARRANTY DEED TO WAL-MART REAL ESTATE BUSINESS TRUST RECORDED IN VOLUME 1744, PAGE 435, DEED RECORDS, PAYNE COUNTY, OKLAHOMA AND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

The easement contains _____ square feet or _____ acres more or less and is subject to all recorded easements and rights of way thereof.

Except as herein granted, the grantors shall continue to have the full use and enjoyment of the properties herein granted or described for appropriate purposes. At no time shall the grantors commit a use, occupation or enjoyment thereof that might cause a hazardous condition and no building, structure or obstruction shall be located or constructed on said easement by the grantors, their successors or assigns, nor shall the grantors allow said easement to be

Return To:
City of Stillwater
Planning Department
P.O. Box 1449
Stillwater, OK 74076

encumbered in any way so that the City of Stillwater shall not be afforded access to said electric line(s) at any and all times.

Carla Hackett
(Include legal title information re Manager/President/Partner)

(Include legal title information re Manager/President/Partner)

STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)

Before me, a Notary Public in and for said County and State on this 26 day of February, 2011, personally appeared Carla Hackett and _____ (include legal title information), to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument and acknowledged to me that he/she/they executed the same as his/her/their free and voluntary act and deed and as the free and voluntary act and deed of such corporation/partnership/LLC, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.

Blaze Jones
NOTARY PUBLIC

My Commission Expires: 11-26-28
My Commission Number: 24014591

(SEAL)



STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)

NOW, on this _____ day of _____, 2011, the City Council of the City of Stillwater, State of Oklahoma, a municipal corporation, acting for and in behalf of said municipal corporation, during regular session, does hereby approve and accept from the named Grantor this delivered electric easement 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.

WILLIAM H. JOYCE, MAYOR
CITY OF STILLWATER, OKLAHOMA

(SEAL)

ATTEST:

TERESA KADAWY, CITY CLERK
CITY OF STILLWATER, OKLAHOMA

STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)

NOW, on this_____ day of _____, 2025 , the City Council of the City of Stillwater, State of Oklahoma, a municipal corporation, acting for and in behalf of said municipal corporation, during regular session, does hereby approve and accept from the named Grantor this delivered electric easement 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.

WILLIAM H. JOYCE, MAYOR
CITY OF STILLWATER, OKLAHOMA

(SEAL)

ATTEST:

TERESA KADAVY, CITY CLERK
CITY OF STILLWATER, OKLAHOMA

Approved as to form and legality this_____ day of _____, 2025 .

TAMMY EWING, ASSISTANT CITY ATTORNEY
CITY OF STILLWATER, OKLAHOMA

EASMENT DESCRIPTION

BEING a 0.021 acre (910 square feet) tract of land situated in Section 20, Township 19 North, Range 2 East of the Indian Base and Meridian, Payne County, Oklahoma and being a portion of a called 22.354 acre described in Special Warrant Deed to WAL-MART REAL ESTATE BUSINESS TRUST recorded in Volume 1744, Page 435, Deed Records, Payne County, Oklahoma and being more particularly described as follows:

BEGINNING at a point in the west line of said 22.354 acre tract from which the northwest corner of said 22.354 acre tract bears North 01°11'36" West, a distance of 197.58 feet;

THENCE, departing said west line of the 22.354 acre tract and over and across said 22.354 acre tract the following three (3) calls:

- 1. North 77°22'25" East, 60.74 feet to a point for corner;
- 2. South 00°26'59" East, 15.35 feet to a point for corner;
- 3. South 77°22'25" West, 60.53 feet to a point for corner in said west line of the 22.354 acre tract from which a 1/2" iron rod with plastic cap stamped "USM CA 6858" found for a inner ell corner of said 22.354 acre tract bears, South 01°11'36" East, a distance of 292.01 feet, passing a 1/2" iron rod with plastic cap stamped "PLS 1150" found at a distance of 47.25 feet;

THENCE, North 01°11'36" West, a distance of 15.30 feet to the POINT OF BEGINNING and containing 910 square feet or 0.021 acres of land.

GEODETIC NOTE: THE BEARINGS, DISTANCES, AREAS AND COORDINATES SHOWN HEREON ARE OKLAHOMA STATE COORDINATE SYSTEM GRID, NORTH ZONE (FIPS 3501) (NAD'83), AS DETERMINED BY THE GLOBAL POSITIONING SYSTEM (GPS). THE UNIT OF LINEAR MEASUREMENT IS U.S. SURVEY FEET.

SURVEYORS CERTIFICATION: THIS IS A LEGAL DESCRIPTION BASED ON A FIELD SURVEY BY KIMLEY-HORN PERSONNEL. NO TITLE RESEARCH WAS PROVIDED IN THE PREPARATION OF THIS EXHIBIT. NO IMPROVEMENTS ARE SHOWN. ALL EXISTING EASEMENTS MAY NOT BE SHOWN. THIS IS NOT A LAND TITLE SURVEY.



James Janisse 02/05/2024

JAMES JANISSE
PROFESSIONAL
LAND SURVEYOR NO. 2015
10101 REUNION PLACE, SUITE 400
SAN ANTONIO, TEXAS 78216
PH. 210-729-0100
jay.janisse@kimley-horn.com

EXHIBIT OF A
0.021 ACRE
ELECTRIC EASEMENT
SECTION NO. 20, TOWNSHIP 19
NORTH, RANGE 2 EAST OF THE INDIAN
BASE AND MERIDIAN
CITY OF STILLWATER, PAYNE
COUNTY, OKLAHOMA

Kimley»Horn

10101 Reunion Place, Suite 400
San Antonio, Texas 78216

FIRM # 10193973

Tel. No. (210) 541-9166
www.kimley-horn.com

Scale	Drawn by	Checked by	Date	Project No.	Sheet No.
N/A	MGB	JLJ	Feb. 2024	094507814	1 OF 2

CERTIFICATE OF ASSISTANT SECRETARY

The undersigned, Amber Graham, an Assistant Secretary of Wal-Mart Real Estate Business Trust; Walmart Fulfillment Services, LLC; Sam's Real Estate Business Trust; Walmart Inc.; Wal-Mart Stores Arkansas, LLC; Wal-Mart Stores Texas, LLC; Wal-Mart Stores East, LP.; Wal-Mart Louisiana, LLC; WSE Management, LLC; Sam's East, Inc.; Sam's West, Inc.; and Wal-Mart Puerto Rico, Inc. (hereinafter collectively referred to as the "Company"), hereby certifies that she has been elected, qualified, and is acting in such capacity and that she is familiar with the facts certified herein and is duly authorized to certify the same, and thus, she hereby certifies the following:

- 1. **Hunter Hart** currently serves as **Senior Vice President** for the Company. Hunter Hart is authorized to execute documents on behalf of the Company and to delegate the ability to execute documents on behalf of the Company. He has delegated such ability to those positions shown on the attached Exhibit A.
- 2. **Michael Neill** currently serves as **Vice President** for the Company. He is authorized to execute documents on behalf of the Company and delegate the signing of documents on behalf of the Company. He has delegated such ability to those positions shown on the attached Exhibit B.
- 3. **Carla Hackett** currently serves in the position of **Senior Manager** for the Company and is authorized to execute documents on behalf of the Company as shown on Exhibit B.

In witness thereof, I have executed this document as of: February 11, 2025 | 13:58 CST

Amber Graham
Amber Graham
Assistant Secretary

Exhibit A

DocuSign Envelope ID: D05CFCD8-EFBB-4C52-8838-32207BAF002C

Delegation of Signature Authority

I, Hunter Hart, Senior Vice President of Wal-Mart Real Estate Business Trust; Wal-Mart TRS, LLC; Wal-Mart Realty Company; Wal-Mart Property Co.; Walmart Fulfillment Services, LLC; Sam's Real Estate Business Trust; Sam's TRS, LLC; Sam's Property Co.; Benchmark Realty Advisors, Inc.; Benchmark Resources North Arkansas Wholesale Co., Inc.; Sam's PW, Inc.; Walmart Inc.; Wal-Mart Stores Arkansas, LLC; Wal-Mart Stores Texas, LLC; Wal-Mart Stores East, LP.; Wal-Mart Louisiana, LLC; WSE Management, LLC; Wal-Mart Stores East, LLC; Sam's East, Inc.; Sam's West, Inc.; Wal-Mart.com USA, LLC; Red Kingfisher, LLC; and Wal-Mart Puerto Rico, Inc. (hereinafter collectively referred to as "the Company"), hereby delegate to each:

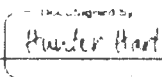
Vice President

that reports to me the authority to sign documents and to delegate the signing of documents on behalf of the Company to their respective teams, down to manager level, in compliance with Walmart U.S. Governance and Operating Standards and all other applicable governance. Delegations executed by the above positions prior to the date of this Delegation of Signature Authority are ratified and approved.

Additionally, the authority to sign financial guarantees on behalf of the Company is hereby delegated to those positions above and such positions may further delegate this authority.

All acts and transactions of individuals in the positions above which were taken or made in good faith and prior to the formal delegation of authority to such position that are consistent with this delegation are hereby ratified and approved.

This Delegation of Signature Authority shall supersede and revoke any signature authority previously granted in the Delegation of Signature Authority from me to the Realty Organization dated September 19, 2023. This Delegation of Signature Authority shall expire the earlier of (i) two (2) years after the date signed, as shown below, or (ii) ten (10) days after I move to a new role or leave the Company.



Hunter Hart
Senior Vice President, Realty

Date signed: October 30, 2023 | 14:04 CDT

Exhibit B

Docusign Envelope ID: 80B188C8-5DE5-470A-8EDE-FF8B84CCBCF4

Delegation of Signature Authority

I, Michael Neill, Vice President of Walmart Inc.; Wal-Mart Real Estate Business Trust; Wal-Mart TRS, LLC; Wal-Mart Realty Company; Wal-Mart Property Co.; Walmart Fulfillment Services, LLC; Wal-Mart Stores Arkansas, LLC; Wal-Mart Stores Texas, LLC; Wal-Mart Stores East, LP.; Wal-Mart Louisiana, LLC; WSE Management, LLC; Sam's Real Estate Business Trust; Sam's TRS, LLC; Sam's East, Inc.; Sam's West, Inc.; Sam's Property Co.; Sam's PW, Inc.; Wal-Mart Stores East, LLC; Blue Kingfisher, LLC; Red Kingfisher, LLC; and Wal-Mart Puerto Rico, Inc. (hereinafter collectively referred to as "the Company", hereby delegate to the following positions that report up to me

I. Senior Director
Group Director

the authority to execute, implement, maintain, amend or renew the following documents, in connection with the design and construction of projects, including but not limited to Master Service Agreements and Master Professional Service Agreements, including but not limited to Civil Engineering and Architectural Agreements, that have not been altered from the standard form agreement; provided however, if the D&B is less than an 8 or the estimated percentage of business exceeds 50%, then I must approve the agreement, easements, deeds, municipal maintenance agreements, municipal improvement/development agreements, plans and any permit applications or other documents required by various jurisdictions, as long as such contracts are for amounts \$2 million or less. Additionally, this position can sign anything the positions listed below can sign

II. Director

the authority to execute, implement, maintain, amend or renew the following documents, in connection with the design and construction of projects, including but not limited to civil engineering agreements, architectural agreements, easements, deeds, municipal maintenance agreements, municipal improvement/development agreements, plats and any permit applications or other document required by various jurisdictions, as long as such contracts are for amounts \$750,000.00 or less.

Also, these positions have the authority to execute, implement, maintain, amend or renew the following

1. Incentive /Rebate Agreements with Utilities in Concert with the Energy Team
2. Non-binding "Partnership" agreements with association/organizations, DOE and/or affiliated National Labs for R&D work such as MOUs, etc.
3. Non-disclosure agreements for tech/product development as it relates to building mechanical systems
4. Design Initiative (DI) Agreements
5. Special project-based proposals for site improvements in the area of mechanical and electrical systems
6. standard (using approved contract templates) construction contracts on behalf of the Company as long as such contracts are for an amount of \$750,000.00 or less.

III. Senior Manager

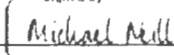
the authority to execute, implement, maintain, amend or renew the following documents, in connection with the design and construction of projects, any affidavits, permits, applications or other similar documents as required by various jurisdictions on behalf of the Company, in their respective capacity for the Company

All signing authority contained herein must be done in compliance with Walmart U.S. Governance and Operating Standards. All acts and transactions of individuals in the positions above which were taken or made in good faith and prior to the formal delegation of authority to such position that are consistent with this delegation are hereby ratified and approved

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DocuSign Envelope ID: 80B188C9-9DE5-470A-9EDE-FF9BB4CCBCF4

This Delegation of Signature Authority shall supersede and revoke any signature authority previously granted to these positions on this team. This Delegation of Signature Authority shall expire the earlier of (i) two (2) years after the date signed, as shown below, or (ii) ten (10) days after I move to a new role or leave the Company.

Signed by


DocuSign Envelope ID: 80B188C9-9DE5-470A-9EDE-FF9BB4CCBCF4

Michael Neill
Vice President

Date signed January 2, 2025 | 12:22 CST

REPORT TO: CITY COUNCIL

MEETING DATE: MARCH 10, 2025



Agenda Item:	4.f. CC-25-40
Previous/Related Action:	
Background/Issue:	• Norma Jean Shamblin, 2000 Revocable Trust dated August 10, 2000, as amended and restated the 9th day of November 2021 owns property addressed as 223 S Knoblock Street. This property is the site of a recent minor subdivision to split a lot into two tracts. • This request is for acceptance of an Electric Easement that will cover existing electric lines and allow city crews to access the electric lines. • The proposed Electric Easement consists of 1,116 square feet (0.026 acres) more or less.
Proposal/Solution:	Staff recommends acceptance of this electric easement.
Financial Source/Impact:	There is no additional financial impact from the acceptance of this easement.
Related Strategic Priority:	#4 CONNECTED SPACES
Recommended Action/Motion:	Motion to accept the electric easement and authorize the Mayor to execute the document.
Prepared By:	Josh Brown
Reviewed By:	David Barth Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Esmt Electric Easement 223 S Knoblock

ELECTRIC EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, **Norma Jeanne Shamblin, 2000 Revocable Trust Dated August 10, 2000, as Amended and Restated the 9th Day of November 2021**, certifies that it owns and possesses all rights, title, and interest to the following described real property situated in Payne County, State of Oklahoma, to-wit:

THE WEST SIXTY (60') FEET OF LOT TWO (2), BLOCK SEVEN (7) EAST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, LESS AND EXCEPT, THE SOUTH FIFTY (50') FEET DEDICATED FOR STREET PURPOSES.

And

A PART OF LOT TWO (2), BLOCK SEVEN (7), EAST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, OKLAHOMA, MORE PARTICULARLY DESCRIBED AS BEGINNING AT A POINT 100 FEET WEST OF THE NORTHEAST CORNER OF SAID LOT 2, BLOCK 7, EAST COLLEGE ADDITION; THENCE WEST 40 FEET; THENCE SOUTH 118 FEET; THENCE EAST 50 FEET; THENCE NORTH 66 FEET; THENCE WEST 10 FEET; THENCE NORTH 52 FEET TO THE POINT OF BEGINNING.

and further that the undersigned, in consideration of the sum of One Dollar (\$1.00), in hand paid and other good and valuable consideration, for them, their heirs, successors, executors, administrators, and assigns do hereby grant, bargain, sell, and convey unto the **City of Stillwater**, Oklahoma, a Municipal Corporation, its successors and assigns, an easement for the installation, operation and maintenance of electric lines through, over, under, and across the portions of the above-described property dedicated on said recorded plat or instrument, for the purpose heretofore stated as follows:

A 15 FEET WIDE STRIP OF LAND THAT IS PART OF LOT TWO (2), BLOCK SEVEN (7), EAST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF; COMMENCING AT THE NORTHWEST CORNER OF SAID LOT 2; THENCE NORTH 87°56'34" EAST, ALONG THE NORTH LINE OF SAID LOT 2 FOR 32.50 FEET; THENCE SOUTH 00°32'29" EAST, PARALLEL WITH THE WEST LINE OF SAID LOT 2 FOR 20.98 FEET TO THE POINT OF BEGINNING OF SAID STRIP OF LAND;

THENCE SOUTH 80°32'52" EAST 68.08 FEET; THENCE SOUTH 00°40'30" EAST FOR 15.24 FEET; THENCE NORTH 80°32'52" WEST FOR 99.25 FEET; THENCE NORTH 87°56'34" EAST, PARALLEL WITH THE NORTH LINE OF SAID LOT 2 FOR 30.67 FEET; THENCE NORTH

00°32'29" WEST, PARALLEL WITH THE WEST LINE OF SAID LOT 2 FOR 9.02 FEET TO THE POINT OF BEGINNING OF SAID STRIP OF LAND.

The easement contains 1,116 square feet or 0.026 acres more or less and is subject to all recorded easements and rights of way thereof.

with the right of ingress and egress to and from same, for the purpose of permitting Stillwater to construct and maintain utilities through, over, under, and across said property, together with all necessary and convenient appurtenances on the premises; and to use and maintain the same and of affording, its officers, agents, employees, and all persons under contract with it, the right to enter upon the premises and strip of land for the purpose of surveying, excavating for, laying, constructing, operating, repairing, relaying and maintaining said utilities, and for the further purpose of enabling Stillwater to do any and all convenient things incident to the construction, operation, repairing, and maintaining of said utilities.

Except as herein granted, the grantors shall continue to have the full use and enjoyment of the properties herein granted or described for appropriate purposes. At no time shall the grantors commit a use, occupation or enjoyment thereof that might cause a hazardous condition and no building, structure or obstruction shall be located or constructed on said easement by the grantors, their successors or assigns, nor shall the grantors allow said easement to be encumbered in any way so that the City of Stillwater shall not be afforded access to said electric line(s) at any and all times.

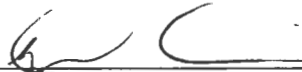
Norma Jeanne Shamblin 2000 Revocable Trust Dated August 10, 2000, as Amended and Restated the 9th Day of November, 2021

Norma Jeanne Shamblin
BY: Norma Jeanne Shamblin, Trustee

STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)

Before me, a Notary Public in and for said County and State on this 27th day of February, 2025, personally appeared, **Norma Jeanne Shamblin**, to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument and acknowledged to me that he/she executed the same as his/her free and voluntary act and deed and as the free and voluntary act and deed of such corporation/partnership/LLC, for the uses and purposes therein set forth.

Given under my hand and seal the day and year last above written.



NOTARY PUBLIC

My Commission Expires: 9/24/26
My Commission Number: 14008488



(SEAL)

STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)

NOW, on this _____ day of _____, 2025, the City Council of the City of Stillwater, State of Oklahoma, a municipal corporation, acting for and in behalf of said municipal corporation, during regular session, does hereby approve and accept from the named Grantor this delivered electric line easement 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.

WILLIAM H. JOYCE, MAYOR
CITY OF STILLWATER, OKLAHOMA

(SEAL)

ATTEST:

TERESA KADAVY, CITY CLERK
CITY OF STILLWATER, OKLAHOMA

Approved as to form and legality this _____ day of _____, 2025

KIMBERLY CARNLEY, CITY ATTORNEY
CITY OF STILLWATER, OKLAHOMA



	PO BOX 1771 CUBANG, DILAKHOMA 74023 PHONE: (018) 228-0340 C.A. NO. 6847 DATED 9/25/2024			
	REVISIONS:	FILE: 1982.14 ORDER: 2380 BOOK:	SURVEY BY: CC/SB DRAWN BY: CKC CHECKED BY: CKC	DATE: 10/25/2024 SCALE: 1"=10' SHEET 1 OF 1

REPORT TO: CITY COUNCIL

MEETING DATE: MARCH 10, 2025



Agenda Item:	4.g. CC-25-41
Previous/Related Action:	
Background/Issue:	• Trigmar Properties, LLC. owns property addressed as 2017 N Boomer Road. • This request is for acceptance of a Pedestrian Easement that will allow pedestrians to access the newly built sidewalk in front of the new Henneberry Properties Office Building. • The proposed Pedestrian Easement consists of 1,583 square feet (0.036 acres) more or less.
Proposal/Solution:	Staff recommends acceptance of this pedestrian easement.
Financial Source/Impact:	There is no additional financial impact from the acceptance of this easement.
Related Strategic Priority:	#4 CONNECTED SPACES
Recommended Action/Motion:	Motion to accept the pedestrian easement and authorize the Mayor to execute the document.
Prepared By:	Josh Brown
Reviewed By:	David Barth Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Esmt Pedistrian Easement w_ Exhibits 02.27.2025

PEDESTRIAN EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, Trigmar Properties, LLC, an Oklahoma limited liability company, certifies that it owns and possesses all rights, title, and interest to the following described real property situated in Payne County, State of Oklahoma, to-wit:

LOT FOUR (4) IN HIGH POINT ADDITION TO THE CITY OF STILLWATER, OKLAHOMA, BEING A PART OF THE NORTHWEST QUARTER (NW/4) OF THE NORTHWEST QUARTER (NW/4) OF SECTION ELEVEN (11), TOWNSHIP 19 NORTH, RANGE 2 EAST OF THE INDIAN MERIDIAN, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.

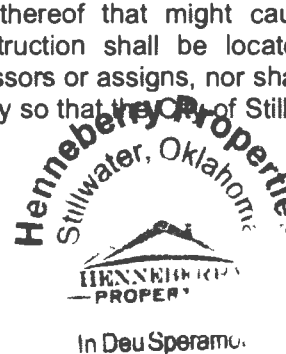
and further that the undersigned, in consideration of the sum of One Dollar (\$1.00), in hand paid and other good and valuable consideration, for them, their heirs, successors, executors, administrators, and assigns do hereby grant, bargain, sell, and convey unto the City of Stillwater, Oklahoma, a Municipal Corporation, its successors and assigns, an easement for pedestrian use through, over, under, and across the portions of the above-described property dedicated on said recorded plat, together with the right of ingress and egress to and from same, for the purpose heretofore stated as follows:

COMMENCING AT THE SOUTHWEST CORNER OF LOT FOUR (4), HIGH POINT ADDITION TO THE CITY OF STILLWATER, OKLAHOMA; THENCE, NORTHWESTERLY ALONG A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 03°01'39.72", A RADIUS OF 2814.90 FEET, A CHORD BEARING OF NORTH 25°01'38" WEST, AND A CHORD DISTANCE OF 148.73 FEET FOR AN ARC LENGTH OF 148.75 FEET; THENCE, NORTHEASTERLY ALONG A CURVE TO THE RIGHT HAVING A CENTRAL ANGLE OF 12°26'21", A RADIUS OF 150.00 FEET, A CHORD BEARING OF NORTH 69°47'12" EAST, AND A CHORD DISTANCE OF 32.50 FEET FOR AN ARC LENGTH OF 32.56 FEET; THENCE, SOUTH 12°21'34" WEST FOR 36.93 FEET; THENCE, SOUTH 21°57'43.36" EAST FOR 118.44 FEET; THENCE, SOUTH 88°55'08" WEST FOR 3.97 FEET TO THE POINT OF BEGINNING.

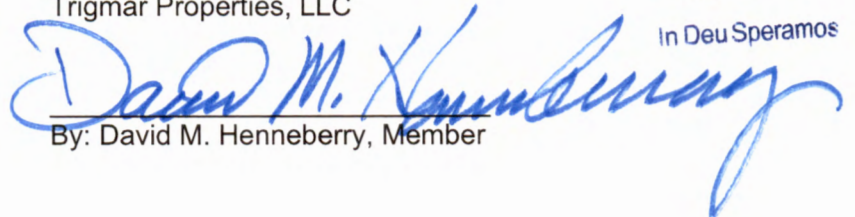
The easement contains 1,583 square feet (0.036 acres) more or less and is subject to all recorded easements and rights of way thereof.

Except as herein granted, the grantors shall continue to have the full use and enjoyment of the properties herein granted or described for appropriate purposes. At no time shall the grantors commit a use, occupation or enjoyment thereof that might cause a hazardous condition and no building, structure or obstruction shall be located or constructed on said easement by the grantors, their successors or assigns, nor shall the grantors allow said easement to be encumbered in any way so that the City of Stillwater shall not be afforded access at any and all times.

Pedestrian Easement – 2017 North Boomer Road
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Stillwater, Oklahoma
Page 1 of 3

Return To:
City of Stillwater
Planning Department
P.O. Box 1449
Stillwater, OK 74076



NOTARY PUBLIC

AL)

STEPHEN C. GOSF
NOTARY PUBLIC
#18011428
Exp. 11-09-26
STATE OF OKLAHOMA
PAYNE COUNTY

STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE)

NOW, on this_____ day of _____, 2025 , the City Council of the City of Stillwater, State of Oklahoma, a municipal corporation, acting for and in behalf of said municipal corporation, during regular session, does hereby approve and accept from the named Grantor this delivered electric easement 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.

WILLIAM H. JOYCE, MAYOR
CITY OF STILLWATER, OKLAHOMA

(SEAL)

ATTEST:

TERESA KADAVY, CITY CLERK
CITY OF STILLWATER, OKLAHOMA

Approved as to form and legality this_____ day of _____, 2025 .

TAMMY EWING, ASSISTANT CITY ATTORNEY
CITY OF STILLWATER, OKLAHOMA

REPORT TO: CITY COUNCIL

MEETING DATE: MARCH 10, 2025



Agenda Item:	4.h. CC-25-42
Previous/Related Action:	• CC-23-54, April 3, 2023: Authorized agreement with Poe and Associates for project management support.
Background/Issue:	• A Master Services Agreement was executed in 2023 with Poe and Associates Consulting Engineers to act as an extension of City staff. • When the base agreement was executed, Task Order 1 was also issued for broad support of ongoing and upcoming projects. • Funds initially allocated are nearly depleted.
Proposal/Solution:	• Task Order 1 provided for review of reports, design plans and constructability, cost estimating, design management, bidding support and construction administration support. • Additional funding for Task Order 1 would provide for continued support for current and future work. • Projects currently in design and construction include a suite of different roadway and drainage improvement projects. These include ongoing identified needs and past Pavement Management Program authorizations. • During the February 13, 2025 meeting of the Transportation Project Advisory Committee (TPAC), the committee took action to recommend the replenishment of funds under Task Order 1 for the Master Services Agreement with Poe and Associates.
Financial Source/Impact:	• A Budget Amendment in the amount of \$150,000 is necessary to replenish the funds for Task Order 1. • Sufficient funds are available in the Transportation Sales Tax fund.
Related Strategic Priority:	#4 CONNECTED SPACES
Recommended Action/Motion:	Staff recommends a motion to: • Approve Amendment 1 for additional funding of \$150,000 to the previously issued Task Order 1 for ongoing Transportation Program Manager services;

- Approve budget amendment in the amount of \$150,000 from the Transportation Sales Tax Fund; and
- Authorize the City Manager to execute related documents.

Prepared By:	Bill Millis, Deputy Director of Engineering
Reviewed By:	Candy Staring
	Brady Moore
	Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Amendment 1 to TO1 - Poe & Assoc.
2. Budget Amendment 23TR07

This is **EXHIBIT K**, consisting of 2 pages, referred to in and part of the **Agreement between Owner and Engineer for Professional Services** dated April 7, 2023.

AMENDMENT TO OWNER-ENGINEER AGREEMENT
Amendment No. 1 to Task Order 1

1. *Background Data:*

Effective Date of Owner-Engineer Agreement: April 7, 2023

- b. Owner: City of Stillwater
- c. Engineer: Poe and Associates, Inc.
- d. Project: Stillwater Transportation Program Manager

2. *Description of Modifications:*

- a. Engineer shall perform or furnish the following Additional Services:

This amendment provides for a continuation of extension of staff services by the Engineer through an increase in the original Task Order 1 amount.

- b. The Scope of Services currently authorized to be performed by Engineer in accordance with the Agreement and previous amendments, if any, is modified as follows:

No Changes

- c. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation:

\$150,000

3. Agreement Summary (Reference only)

- a. Original Agreement amount: \$ 283,943
- b. Net change for prior amendments: \$ 0
- c. This amendment amount: \$ 150,000
- d. Adjusted Agreement amount: \$ 433,943

The foregoing Agreement Summary is for reference only and does not alter the terms of the Agreement, including those set forth in Exhibit C.

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is the date executed by Owner signature below.

OWNER:

City of Stillwater

By: _____

Title: J. Brady Moore, City Manager

Date Signed: _____

ENGINEER:

Poe and Associates, Inc.

By: 

Title: James R. Hemphill

Date Signed: 3/5/25

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: 01/15/2025

Department: Transportation

Requested by: Candy Staring

Explanation: Expenditures:
Appropriate additional funds for on going project management support services. Funding is from the Transportation Sales Tax Fund.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Transportation Program Manager	2604035 - 54020	23TR07260	\$ 132,085	\$ 150,000	\$ 282,085
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 150,000

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: _____

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REPORT TO: CITY COUNCIL

MEETING DATE: MARCH 10, 2025



Agenda Item:	4.i. CC-25-43
Previous/Related Action:	• CC-23-54, April 3, 2023: Authorized agreement with Poe and Associates for project management support. • CC-25-02, January 13, 2025: Award of the 25TR05 Diamond Grinding Project to Rudy Construction.
Background/Issue:	• A Master Services Agreement was executed in 2023 with Poe and Associates Consulting Engineers to act as an extension of City staff. • When the base agreement was executed, Task Order 1 was also issued for broad support of ongoing and upcoming projects.
Proposal/Solution:	• Task Order 2 provides construction administration support for Project 25TR05 McElroy Road, Manning Street, and Hall of Fame Avenue Roadway Improvements. • During the February 13, 2025 meeting of the Transportation Project Advisory Committee (TPAC), the committee took action to recommend the use of Poe and Associates to provide construction administrative services for this project.
Financial Source/Impact:	• A Budget Amendment in the amount of \$65,000 is necessary to fund Task Order 2. • Sufficient funds are available in the Transportation Sales Tax fund.
Related Strategic Priority:	#4 CONNECTED SPACES
Recommended Action/Motion:	Staff recommends a motion to: • Approve Task Order 2 with Poe and Associates for \$58,837.12 in Construction Administrative services; • Authorized expenditures of \$65,000 for Task Order 2 and contingency; • Approve the associated budget amendment; and • Authorize the City Manager to sign related documents.

Prepared By:	Bill Millis, Deputy Director of Engineering
Reviewed By:	Candy Staring
	Brady Moore
	Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. POE MSA Task Order 2
2. Budget Amendment

EXHIBIT L2
TASK ORDER

This is Task Order No. L2, consisting of 2 pages.

Task Order

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services, dated April 7, 2023 "Agreement"), Owner and Engineer agree as follows:

1. Specific Project Data

A. Title: Construction Administrative Services

B. Description: Engineer will provide construction administrative support services as directed by the owner for the 25TR05- McElroy Road, North Manning Street, and Hall of Fame Avenue Roadway Improvements Project.

C. Number of Construction Contracts

The Specific Project is anticipated to be constructed under 1 construction contract.

2. Services of Engineer

Provided services as outlined in Exhibit A – Engineer’s Services, Part 1, Subsection A1.04 – Construction & Post-Construction Phase services, for the aforementioned Roadway Improvements Project.

3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B

4. Times for Rendering Services

Engineer shall provide services in a timely manner as to prevent Owner from being in violation of construction contract documents.

5. Payments to Engineer

A. Owner shall pay Engineer for services rendered as follows:

See Attachment A1 – Fee Schedule

B. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. Consultants: None

7. Other Modifications to Agreement: None

8. Attachments:

Attachment A1 – Fee Schedule

9. Documents Incorporated By Reference: None
10. Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is _____, _____.

OWNER:

ENGINEER:

By: _____

By: _____

Name: J. Brady Moore

Name: James R . Hemphill

Title: City Manager, City of Stillwater

Title: Vice President, Poe and Associates, Inc.

Engineer License or Firm's
Certificate No. C.A. 541
State of: Oklahoma

DESIGNATED REPRESENTATIVE FOR
TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK
ORDER:

Name: Bill Millis

Name: James R. Hemphill

Title: Performance Officer

Title: Vice President

Address: PO Box 1449
Stillwater, OK 74076-1449

4606 S. Garnett Rd.
Suite 600
Address: Tulsa, OK 74146-5200

E-Mail
Address: Bill.millis@stillwaterok.gov

E-Mail
Address: Jim.hemphill@poeandassociates.com

Phone: 405-742-8259

Phone: 918-665-8800 x248

Fax: 405-742-8324

Fax: 918-665-8807

DETAILED COST PROPOSAL

Engineering Contract No. COS Transportation PM CA Services

Project No. 25TR05

Bid No. 46-2024

I. CONSTRUCTION INSPECTION SERVICES LEVEL III:

A. Assumptions:

Base Services

- Project duration is 191 calendar days.
- Project duration approximately 25 weeks + 3 weeks of weather = 28 weeks = 7 months
- General Admin/Documentation/Communication/Site Visit CM 7 @ 16 hrs = 112 hrs
- General Admin/Documentation/Communicationi PM 7 @ 8 hrs = 56 hrs
- 160 miles round trip 2 trips per month from office

Additional Services

- Monthly progress meeting 7 @ 4 hrs = 28 hrs
- Field visit for issues CM, 7 @ 8 hrs = 56 hrs
- General Admin/Documentation/Communicationi PM 28 @ 2hrs =56 hrs
- Post Const. (audit) CM. 5 days @ 4 hrs = 20hrs
- Post Const. (audit) PM 10 days @ 4 hrs = 40 hrs
- 160 miles round trip (160x14) from office = 2,240 miles
-

B. Derivation of Fee:

Base Services

	months	hrs/month	hours	rate/hour	extension
Const. Manager	7	16	112	\$238.35	\$26,695.20
Proj. Manager	7	8	56	\$115.56	\$6,471.36
Hourly Subtotal					\$33,166.56

Mileage/Expenses	round trip	trips	miles	\$/mile	extension
	160	14	2,240.00	\$ 0.70	\$1,568.00
Mileage Subtotal					\$1,568.00

Base Services Total **\$34,734.56**

Additional Services

	months	hrs/month	hours	rate/hour	extension
Const. Manager	7	4	28	\$238.35	\$6,673.80
Proj. Manager	7	8	56	\$115.56	\$6,471.36
CM (audit)	1	20	20	\$238.35	\$4,767.00
Proj. Mgr. (audit)	1	40	40	\$115.56	\$4,622.40
Hourly Subtotal					\$22,534.56

Mileage/Expenses	round trip	trips	miles	\$/mile	extension
	160	14	2,240.00	\$ 0.70	\$1,568.00

Additional Services Total **\$24,102.56**

Construction	\$ 1,887,172.75	
BASE TOTAL	\$34,734.56	1.8%
ADD'L TOTAL	\$24,102.56	1.3%
TOTAL	\$58,837.12	3.1%

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: 03/05/2025

Department: Transportation

Requested by: Candy Staring

Explanation:

Expenditures:
Appropriate funds for Construction Administrative services for 25TR05 McElroy Road, Manning Street, and Hall of Fame Roadway Improvements.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:		2604035 - 54020	25TR05260	\$ 132,085	\$ 65,000	\$ 197,085
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 65,000

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: _____

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REPORT TO: CITY COUNCIL

MEETING DATE: MARCH 10, 2025



Agenda Item:	4.j. CC-25-44
Previous/Related Action:	N/A
Background/Issue:	City staff continually monitors revenues and expenditures and their relationship to the budget. This is important in order to inform management and the City Council/Trustees of measures needed to be taken to meet projections or to modify the budget. In staff's analysis of the FY25 revenues and expenditures, an amendment to the City's Self-Insurance Fund related to health insurance claims activity was identified.
Proposal/Solution:	<u>Revenue</u> The following areas were identified to increase the FY25 revenue projections: • Health Insurance Reimbursements - \$557,000 due to reimbursements received under our reinsurance policy • Employee Insurance Premiums - \$90,000 based on current employee enrollments in plan options <u>Expenditures</u> The following areas were identified to increase the FY25 expenditure appropriations: • Health Insurance Claims - \$1,790,250 due to increased claims activity; funded by reinsurance proceeds, employee premiums and transfers from General Fund, Airport Fund, SUA Operating Fund, Water Fund, Wastewater Fund and Waste Management Fund
Financial Source/Impact:	Attached is a summary of the recommended budget amendments.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to approve budget amendments to increase health insurance claims expenditures, health insurance reimbursement revenue, employee insurance premium revenue and related transfers from other City and SUA Funds.
Prepared By:	Christy Cluck, Assistant City Manager/Finance Director

Reviewed By:	Christy Cluck
	Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Summary of Proposed Budget Amendments - 3.10.2025
2. Health Insurance Claims - Expenditure - 3.10.2025
3. Health Insurance Reimb & Premiums - Revenue - 3.10.2025
4. Health Insurance - Transfers In - Revenue - 3.10.2025
5. Health Insurance - Transfers-out - Expenditure - 3.10.2025

Summary of Proposed Health Insurance Claims Budget Amendments

Description	General Fund	Self- Insurance	Airport	SUA Operating	Water	Sewer	Waste Mgmt	Total
Health Insurance Claims Expense	\$ -	\$ 1,790,250	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,790,250
Reinsurance Proceed Revenue	-	(557,000)	-	-	-	-	-	(557,000)
Employee Health Insurance Premium Revenue	-	(90,000)	-	-	-	-	-	(90,000)
Transfers Between Funds*	708,815	(1,143,250)	45,730	194,353	80,026	45,730	68,596	-
Total by Fund	\$ 708,815	\$ -	\$ 45,730	\$ 194,353	\$ 80,026	\$ 45,730	\$ 68,596	\$ 1,143,250

* with the exception of \$27,991 in the Waste Managmeent Fund, all other Transfers-Out are offset by a reduction in existing appropriations



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: 02/28/2025

Department: City Manager's Office

Requested by: Christy Cluck

Explanation:

Expenditures:
Appropriate additional funds for health insurance expenditures. Funded by increase in reinsurance policy proceeds, employee premiums and transfers from other funds.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Health Insurance	5001410 - 51023	\$ 9,709,750	\$ 1,790,250	\$ 11,500,000
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

\$ 1,790,250

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: _____

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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: 02/28/2025

Department: City Manager's Office

Requested by: Christy Cluck

Explanation:

Revenue:
Increase revenue projections to account for reinsurance proceeds and additional premiums received.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Health Insurance Reimbursements	5001410 - 48702		\$ 0	\$ 557,000	\$ 557,000
	Health Insurance Premiums	5001410 - 48719		\$ 1,000,000	\$ 90,000	\$ 1,090,000
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 647,000

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: _____

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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: 02/28/2025

Department: City Manager's Office

Requested by: Christy Cluck

Explanation:

Revenue:
Increase transfers-in from other funds to offset increase in health insurance expenditures.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Transfer In	5000000 - 61000		\$ 10,522,692	\$ 1,143,250	\$ 11,665,942
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 1,143,250

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: _____

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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: 02/28/2025

City Manager's Office

Requested by: Christy Cluck

Department:

Explanation:

Expenditure:
Increase transfers-out to self-insurance fund to offset increase in health insurance expenditures. Offset by reduction to expenditure accounts as detailed in the attached Budget Revision #3030 and #3031.

Account Name	Account Number (xxxxxxx-xxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Transfer Out (General Fund)	1010000 - 71000		\$ 20,721,764	\$ 708,815	\$ 21,430,579
Transfer Out (Airport)	8100000 - 71000		\$ 1,188,974	\$ 45,730	\$ 1,234,704
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

\$ 754,545

Reviewed by Department Manager:

Date:

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:

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Date: 2/28/2025

Budget Year: 2025

Requested: Christy Cluck

Department: City Managers Office

Explanation: To fund a transfer-out to the Self-Insurance Fund to cover increases in health insurance claims.

SetID:

Increase:

Account Name	Account Number	Project Number	Current Budget	Amount of Change	New Budget
Transfer Out	1010000-71000		\$20,721,764	\$708,815	\$21,430,579

Decrease:

Account Name	Account Number	Project Number	Current Budget	Amount of Change	New Budget
Contract for Services	1011020-53064		\$199,698	\$100,000	\$99,698
Demolition	1011020-53089		\$25,000	\$25,000	\$0
Compensation Contingency	1011020-51100		\$50,257	\$50,257	\$0
GF Contingency	1011020-53067		\$496,243	\$90,333	\$405,910
Communications Part Time	1011025-51002		\$38,833	\$38,833	\$0
Finance Part Time	1012011-51002		\$4,367	\$4,367	\$0
MC Part Time	1012012-51002		\$29,228	\$3,228	\$26,000
DS Part Time	1013010-51002		\$14,597	\$14,597	\$0
PW Part Time	1014841-51002		\$52,200	\$52,200	\$0
Comm Cntr Part Time	1015213-51002		\$105,048	\$20,000	\$85,048
DS Admin Full Time	1013010-51001		\$543,031	\$60,000	\$483,031
PW Full Time	1014841-51001		\$1,933,091	\$150,000	\$1,783,091

Budget Revision #3030

Eng Professional Services	1014015-53069		\$104,200	\$25,000	\$79,200
CAO Professional Services	1011610-53069		\$225,199	\$75,000	\$150,199

Approval:

Submitted: 02/28/25 10:09 am - christy.cluck

Date: 2/28/2025

Budget Year: 2025

Requested: Christy Cluck

Department: City Managers Office

Explanation: To fund a transfer-out to the Self-Insurance Fund to cover increases in health insurance claims.

SetID:

Increase:

Account Name	Account Number	Project Number	Current Budget	Amount of Change	New Budget
Transfer Out	8100000-71000		\$1,188,974	\$45,730	\$1,234,704

Decrease:

Account Name	Account Number	Project Number	Current Budget	Amount of Change	New Budget
Airport Full Time	8107040-51001		\$885,788	\$45,730	\$840,058

Approval:

Submitted: 02/28/25 10:13 am - christy.cluck

REPORT TO: CITY COUNCIL

MEETING DATE: MARCH 10, 2025



Agenda Item:	4.k. CC-25-45
Previous/Related Action:	
Background/Issue:	Annually, certain plans are adopted by the City Council demonstrating the City's willingness and compliance with federal regulations and initiatives. These plans are requirements for making applications for some federal grants.
Proposal/Solution:	Adopt the following plans for calendar year 2025: • Anti-displacement Plan • Citizen Participation Plan • Fair Housing Plan • Minority/Women Business Enterprises Utilization Plan
Financial Source/Impact:	N/A
Related Strategic Priority:	#2 MOTIVATED MANAGEMENT #3 SAFE COMMUNITY
Recommended Action/Motion:	Motion to adopt the Anti-displacement Plan, Citizen Participation Plan, Fair Housing Plan and Minority/Women Business Enterprises Utilization Plan as attached for calendar year 2025.
Prepared By:	Shelly Crynes, Grants Manager
Reviewed By:	Christy Cluck Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Antidisplacement and Relocation Plan 2025
2. Citizen Participation Plan 2025
3. Fair Housing Plan 2025
4. M-WBE Utilization Plan 2025

City of Stillwater, OK
Community Development Block Grant
Residential Anti-Displacement and Relocation Assistance Plan 2025

When the City of Stillwater undertakes any public facility improvements funded with federal funds, it will take all reasonable steps to minimize the need for displacement as a result of these projects. No demolition and/or conversion of low/moderate-income dwelling units are anticipated in conjunction with activities assisted with these funds. Subject to requirements contained in the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA), 42 U.S.C. 4601-4655; Section 104(d) of the Housing and Community Development Act of 1974, as amended, the City of Stillwater will certify that it is following a residential anti-displacement and relocation assistance plan which contains the following components:

1. A requirement to replace all occupied and vacant habitable low/moderate-income dwelling units that are demolished or converted to a use other than low/moderate-income housing; and
2. A requirement to provide certain relocation assistance to any lower income person displaced as a direct result of the demolition of any dwelling unit or the conversion of a low/moderate-income dwelling unit to a use other than a low/moderate-income dwelling unit.

If demolition or conversion occurs, the City of Stillwater will make public and submit to the appropriate funding agency the following information:

1. A description of the proposed assisted activity;
2. The location and number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low/moderate-income dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The location and number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit will remain a low/moderate-income dwelling unit for at least 10 years from the date of initial occupancy;

7. Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units is consistent with the housing needs of low/moderate-income households in the jurisdiction.

If displacement of low-/moderate-income households occurs, the City of Stillwater will provide relocation assistance to each low/moderate income household displaced by the demolition or conversion of any dwelling unit as provided by the URA, Section 104(d) of the Housing and Community Development Act of 1974, as amended, 24 CFR 570.606(b) as follows:

1. Payment, including reimbursement for reasonable out-of-pocket expenses incurred in connection with the relocation, including the cost of moving to and from the housing and any increase in monthly rent or utilities; and
2. Relocation advisory services, including advance notice of the date and approximate duration of relocation, the location of suitable, decent, safe and sanitary dwellings, the terms and conditions under which the tenant may lease/occupy such dwelling, and the provisions for payment of reasonable expenses.

No displacement is anticipated; however, the City of Stillwater will work with the appropriate funding agency and implement the required procedures to address displacement and relocation if they occur.

Adopted this March 10, 2025, by the Stillwater City Council.

CITY OF STILLWATER, OKLAHOMA
a Municipal Corporation

WILLIAM H. JOYCE, MAYOR

(SEAL)

ATTEST:

TERESA KADAVY, CITY CLERK

City of Stillwater, OK
Community Development Block Grant
Citizen Participation Plan 2025

The City of Stillwater intends to implement a citizen participation program for its CDBG application process to accomplish the following objectives:

- A. Provide for and encourage citizen participation particularly by low and moderate income persons who reside in areas where CDBG funds are proposed to be used. This will be accomplished by:
 - 1. Providing frequent and timely public notice of CDBG program activities in the local newspapers, City operated website and government access cable channel, and by posting at City Hall.
 - 2. Formulating a comprehensive CDBG Statement of Needs.
 - 3. Conducting a minimum of two (2) Neighborhood Input Meetings and a Public Hearing to inform citizens of the proposed CDBG project(s) and authorizing the Mayor to sign a CDBG application in a formal City Council meeting.
- B. Ensure that citizens will be given reasonable and timely access to local meetings, information, and records relating to proposed and actual use of funds including but not limited to:
 - 1. The amount of CDBG funds to be made available for the current fiscal year if the proposed project(s) is approved.
 - 2. The range of activities that may be undertaken with those funds.
 - 3. The estimated amount of those funds proposed to be used for activities that will benefit low and moderate income persons.
 - 4. The proposed CDBG activities likely to result in displacement and any anti-displacement and relocation plans developed by the City of Stillwater in accordance with Section 104(d)(1) and (2) of the Housing and Community Development Act of 1974, as amended.
 - 5. The basis on which the City of Stillwater may provide technical assistance to groups' representative of persons of low and moderate income that may request assistance in developing proposals. The level and type of assistance to be provided is at the discretion of the City of Stillwater and does not necessarily include providing funding to such groups.
 - 6. This requirement will be accomplished by discussing the CDBG proposal during regular City Council meeting, in one formal Public Hearing and a minimum of two (2) Neighborhood Input Sessions prior to the submittal of the City of Stillwater's CDBG application. During the initial public hearing and input sessions, the five (5) items listed above will be explained to the public. A brief summary of any proposed CDBG project or activity will be available for public review after the City Council has made its final selection. A second public hearing will be held at the end of the grant period that discusses Stillwater's accomplishments in relation to initial plan or activity. Records of the CDBG project(s) or activities will be maintained in the Municipal Building of the City of Stillwater and will be available upon request for review by the public.
- C. Provide for a minimum of two (2) public hearings: one (1) public hearing prior to submission of the application for funding of the project(s) or activity(ies) for the purpose of obtaining citizen views and formulating or responding to proposals and questions, and the second hearing at the end of the grant period that discusses Stillwater's accomplishments in relation to initial plan or activity. The application stage hearing will include discussion of CDBG needs and the development of projects or activities being proposed

for CDBG funding. There will be reasonable notice of all input meetings and public hearings, which will be scheduled for times and locations convenient to the potential and actual beneficiaries and which will accommodate the disabled and other persons with special needs. This will be accomplished by:

Scheduling one (1) Public Hearing to discuss the City of Stillwater's CDBG proposal or activity and a minimum of two (2) neighborhood input meetings. At the public hearing and the input meetings, the proposed project(s) or activity(ies) will be reviewed for the public and further citizen input will be solicited. Notice will be given seven (7) to ten (10) days in advance of this hearing and the input meetings in local newspapers and by posting at City Hall. The public hearing will be held on a weekday in the early evening so that citizens who work may attend and the input meetings will be held in the early evening during the weekday or on a Saturday. A second public hearing will be held at the end of the grant period if the City of Stillwater is funded.

- D. Meet the needs of non-English speaking residents in those instances where a significant number of non-English speaking residents can reasonably be expected to participate. The City of Stillwater does not currently have a significant population of non-English speaking citizens. However, every effort will be made to accommodate the needs of any non-English speaking citizens who wish to participate.
- E. Provide citizens with reasonable advance notice of, and opportunity to comment on, proposed activities not previously described in the City of Stillwater's funding request and on activities which are proposed to be deleted or substantially changed in terms of purpose, scope, location or beneficiaries.

The proposed seven (7) to ten (10) day notice for all input meetings and public hearings in connection with the City of Stillwater's CDBG application process is believed by the City of Stillwater to afford citizens with reasonable advance notice. In addition, if any change is proposed to the purpose, scope, location, or beneficiaries of the proposed project or if the CDBG project budget changes by more than 25%, the public will be notified and afforded an opportunity for additional input.

- F. Provide the place, telephone number, and times when citizens are able to submit written complaints or grievances, and the process the City of Stillwater will use to provide a timely written response to such complaints or grievances.

Citizens with comments, complaints or grievances on the CDBG Program process may submit them in writing or in person to Community Development, City of Stillwater Municipal Building, 723 S. Lewis, P.O. Box 1449, Stillwater, OK, 74074 during regular business hours or may call 405-742-8213. The City of Stillwater will respond to such comments or grievances in writing within fifteen (15) working days where practicable.

By formally adopting this Citizen Participation Plan, the Stillwater City Council accepts the responsibility for implementing its provisions. The Council further charges all employees and contractors with the responsibility of implementing this plan and living up to the spirit of the citizen participation requirements of the CDBG program.

Adopted this March 10, 2025, by the Stillwater City Council.

CITY OF STILLWATER, OKLAHOMA
a Municipal Corporation

WILLIAM H. JOYCE, MAYOR

(SEAL)

ATTEST:

TERESA KADAVY, CITY CLERK

**City of Stillwater, OK
Community Development Block Grant
Fair Housing Plan 2025**

Fair Housing Laws

Fair Housing Amendments Act of 1988, Amends Title VIII of The Civil Rights Act of 1968 (to include prohibition against discrimination based on handicap and family status)

The Fair Housing Law provides protection against the following acts, if they are based on race, color, religion, sex, national origin, handicap or family status:

- Refusing to sell or rent to, deal or negotiate with any person.
- Discriminating in terms or conditions for buying or renting housing.
- Discriminating by advertising that housing is available to persons of a certain race, color, religion, sex, national origin, handicap or family status.
- Denying that housing is available for inspection, sale or rent when it really is available.
- Persuading owners to sell or rent housing by telling them that minority groups are moving into the neighborhood.
- Directing renters and prospective homebuyers to certain areas.

Title VI of the Civil Rights Act of 1964, 42 USC 2000D

Nondiscrimination in programs or activities receiving federal financial assistance. Extends to all federal departments and agencies empowered to extend financial assistance to any program or activity by way of grant, loan or contract other than contract of insurance guaranty. No person shall be excluded from participation in, be denied the benefits of, including employment or selection of contractors, or be subjected to discrimination on the basis of handicap, i.e. physically disabled, speech or hearing impaired, or visually handicapped.

Section 504 of the Rehabilitation Act of 1973, as Amended

No otherwise qualified individual shall, solely by reason of his or her handicap, be excluded from participation in (including employment), denied program benefits or subjected to discrimination under any program or activity receiving federal assistance funds.

Section 109 of Title I of the Housing and Community Development Act of 1992, as Amended; §570.602

Section 109 of the HCD Act of 1974, Title I, prohibits discrimination on the basis of race, color, national origin, disability, age, religion, and sex within Community Development Block Grant (CDBG) programs or activities. No person in the United States shall, on the ground of race, color or national origin, religion, or sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part under this title. Section 109 also directs that the prohibitions against discrimination on the basis of age under the Age Discrimination Act and the prohibitions against discrimination on the basis of disability under Section 504 shall apply to programs or activities receiving Federal financial assistance under Title I programs. The policies and procedures necessary to ensure enforcement of section 109 are codified in 24 CFR part 6.

Age Discrimination Act of 1975, as Amended

Provides that no person shall be excluded from participation in, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funding assistance. No persons shall, on the basis of age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance. Any prohibition against discrimination on the basis of age or with respect to an otherwise handicapped individual as provided in Section 504 of Rehabilitation Act of 1973 shall also apply to any such program or activity.

Vietnam Era Veterans Readjustment Assistance Act of 1974, Section 402

Provides that no person shall be discriminated against because he or she is a disabled veteran or a veteran of the Vietnam Era in regard to employment upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation and selection for training, including apprenticeship.

Section 3 of the Housing and Community Development Act of 1968

The purpose of Section 3 is to ensure that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State, and local laws and regulations, be directed to low- and very low-income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

Fair Housing-Related Presidential Executive Orders

Executive Order 11246: Equal Opportunity

Provides the grantee or any contractor or subcontractor must agree not to discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identify or national origin.

Executive Order 11063: Equal Opportunity in Housing, as Amended by Executive Order 12259

Directs the grantee to take all action necessary and appropriate to prevent discrimination because of race, color, religion, sex, familial status, national origin, and disability in the sale, leasing, rental and other disposition of real property and related facilities (including land to be developed for residential use), or the use or occupancy thereof if such property and related facilities are, among other things, provided in whole or in part with the aid of loans, advances, grants or contribution from the federal government.

Community Housing Status

Based on the 2020 Census, the City of Stillwater's population was 48,394 persons, housing unit data is determined to be 22,150 units within the City of Stillwater. Using data from the 2020 U.S. Census, approximately 35% of housing units are owner-occupied and 48.4% of housing units are renter-occupied. The combined occupancy rate for the city is approximately 83.4%. The 2014 housing market analysis showed that safe and affordable owner-occupied housing is becoming

less available city-wide and the rental property percentage may be increasing. The majority of the renter-occupied housing is located in the proximity of Oklahoma State University and is utilized by students. However, safe and affordable renter-occupied housing can also be found throughout the city. In 2014 the Stillwater Community Housing and Affordability Study was completed and accepted by City Council.

Review of Fair Housing Programs and Activities

In 1966, the City of Stillwater approved a fair housing code intended to secure equal access to housing in all areas of the city for all residents and to preserve the public welfare, providing for the preservation of public peace, health and safety. As a part of the code a Fair Housing Council was created. The duties of the council are to review and, if necessary, act upon complaints regarding a violation of the fair housing code. The Fair Housing Council function is performed by the Stillwater Housing Authority.

Action Plans

Plans include articles in the local press and announcements on local radio that will advertise fair and affordable housing opportunities and provide fair housing information. The City makes every effort to provide emphasis on fair and affordable housing during Fair Housing Month in April with a Proclamation.

By formally adopting this Fair Housing Plan, the Stillwater City Council accepts the responsibility for implementing its provisions. The Council further charges all employees and contractors with the responsibility of implementing this plan and living up to the requirements of the Fair Housing Act Title VIII of the Civil Rights Act of 1968.

Adopted this March 10, 2025, by the Stillwater City Council.

CITY OF STILLWATER, OKLAHOMA
a Municipal Corporation

WILLIAM H. JOYCE, MAYOR

(SEAL)

ATTEST:

TERESA KADAVY, CITY CLERK

City of Stillwater, OK
Community Development Block Grant
Minority/Women Business Enterprises (M/WBE) Utilization Plan 2025

Under Executive Orders 11625, 12432 and 12138, the City of Stillwater is committed to a good faith effort to ensure the inclusion, to the maximum extent permitted by law, of minorities and women, and minority and women owned business enterprises in its procurement process. The City of Stillwater shall endeavor to increase opportunities for Minority/Women Business Enterprises to provide materials, supplies, equipment and services needed to support the operations of the City.

In order to provide increased opportunities offered by the City of Stillwater, the following practices are to be utilized, as appropriate:

1. Actively solicit bids from minority and women owned business enterprises;
2. Provide bid solicitations to minority and women contractor associations;
3. Obtain a list of certified Disadvantaged Business Enterprises from the Oklahoma Department of Transportation and a list of certified Women-Owned Businesses from the Oklahoma Department of Commerce.
4. Ensure that plans, specifications, requests for proposals and other documents used to secure bids will be made available in sufficient time for review by prospective M/WBEs;
5. Ensure payments to M/WBEs are made on a timely basis.
6. Document and maintain records of good faith efforts;

All procurement transactions for the City of Stillwater will be conducted in a manner that provides open and free competition consistent with all federal and state regulatory provisions. The City of Stillwater will not discriminate against any business because of an owner's race or gender.

Adopted this March 10, 2025, by the Stillwater City Council.

CITY OF STILLWATER, OKLAHOMA
a Municipal Corporation

WILLIAM H. JOYCE, MAYOR

(SEAL)

ATTEST:

TERESA KADAVY, CITY CLERK

REPORT TO: CITY COUNCIL

MEETING DATE: MARCH 10, 2025



Agenda Item:	4.I. CC-25-46
Previous/Related Action:	Previous and related actions include: • 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 Lippert Bros. 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 with Lippert Bros. 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 corrections to Amendment No. 2 to the CMAR Agreement • CC-25-22, February 10, 2025: Accept deed of dedication for additional right-of-way • CC-25-33, February 24, 2025: Approval of Amendment No. 3 to the CMAR Agreement and various other approvals
Background/Issue:	The City entered into a Construction Manager At Risk (CMAR) agreement with Lippert Bros., Inc. (LBI) on June 17, 2024 for the construction of the Stillwater Regional Airport Terminal Building and Improvements Project (Project), in accordance with the Oklahoma Construction Manager Act for Political Subdivisions, 61 O.S. 215-221.

	Three work packages related to the CMAR Agreement with Lippert Bros., Inc (LBI) were previously approved by Council. These include work related to demolition and construction of the Terminal Building, 4-Lane Drop-off, public water and sewer utilities relocations, detention, roadway, roundabout and other miscellaneous work. Construction is underway. The Airport's beacon must be relocated to make room for the improvements.
Proposal/Solution:	Project Work Package #4 (PWP#4) for abandonment of the existing beacon location, a new beacon pole and relocation of the beacon to its new location was advertised on January 23, 2025; sealed bids were opened and read aloud on February 21, 2025. The PWP#4 base bid work is \$61,638. This price includes general conditions, project requirements, subcontractor bids, contingency and the CMAR Fee. Approval of this PWP#4 will convert this portion of work to a partial Guaranteed Maximum Price (GMP), resulting in a to-date partial GMP of \$22,468,986 for the CMAR Agreement. State law requires the City to accept bids prior to the CMAR's award of the contracts. The CMAR is prepared to award the work and enter into written agreements with subcontractors and suppliers. Amendment 4 to the CMAR Agreement and associated exhibits has been prepared and provides for conversion of PWP4 to partial Guaranteed Maximum Price. To support the construction administration of PWP#4, City staff and McFarland have negotiated a scope of services at a fee of \$10,860.
Financial Source/Impact:	Expenditures will be funded through previously appropriated funds related to Airport Terminal Construction (\$8,460) and through a transfer from the City's General Fund (\$64,038). The amount transferred from the City's General Fund is anticipated to be eligible to satisfy future local match on a future FAA grant.
Related Strategic Priority:	#4 CONNECTED SPACES
Recommended Action/Motion:	Staff recommends a motion to: • approve the award by Lippert Bros., Inc. contracts for PWP#4; • approve Amendment #4, Exhibit A-1 and Exhibit C-3 to the CMAR Agreement for conversion of PWP#4 to a partial Guaranteed Maximum Price of \$61,638;

- approve Amendment 6F to McFarland's Professional Services Agreement (PSA) for construction administration services for a not-to-exceed fee of \$10,860.
- authorize total expenditures of \$72,498 for PWP#4 for Stillwater Airport beacon relocation, CMAR markups and fees, construction administration and contingency;
- authorize City Manager to sign related documents; and
- approve associated budget amendments.

Prepared By:	Candy Staring, Engineering Dir.
Reviewed By:	Candy Staring
	Brady Moore
	Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. BA-Airport - Exp - Beacon
2. BA-Airport - Exp - Transfers Out
3. BA-Airport - Rev - Transfers In
4. Am#4 PWP4 CMAR Agrmt
5. Am6F - McFarland

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: 03/03/2025

Department: Airport

Requested by: Christy Cluck

Explanation:

Expenditures:

To appropriate funds for construction of replacement beacon at Airport. Eligible for reimbursement/match under future FAA grant #45.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Beacon Relocation	8207010 - 54009	25AP06820	\$ 0	\$ 64,038	\$ 64,038
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 64,038

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: _____

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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: 03/03/2025

Department: Airport

Requested by: Christy Cluck

Explanation:

Expenditures:
Move funds from General Fund Contingency to General Fund Transfers Out to fund beacon construction at Airport. Eligible for reimbursement/match under future FAA grant #45.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Transfers Out	1010000 - 71000		\$ 20,721,764	\$ 64,038	\$ 20,785,802
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:	Contingency	1011020 - 53067		\$ 496,243	(\$ 64,038)	\$ 432,205
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 0

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: _____

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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: 03/03/2025

Department: Airport

Requested by: Christy Cluck

Explanation:

Revenue:
Authorize Transfer In from General Fund to Airport Grants Fund to fund beacon construction at Airport.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Transfers In	8200000 - 61000		\$ 4,530,370	\$ 64,038	\$ 4,594,408
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 64,038

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: _____

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**AMENDMENT TO
AGREEMENT FOR CONSTRUCTION MANAGEMENT AT RISK SERVICES**

Amendment No. 4

1. Background Data:

- a. Effective Date of Owner-CMAR Agreement: June 17, 2024
- b. Owner: City of Stillwater, Oklahoma
- c. CMAR: Lippert Bros., Inc.
- d. Project: Stillwater Airport Terminal Building and Improvements

2. Background Information:

- a. The contract identified above ("Agreement") was executed as a Construction Manager at Risk contract in accordance with the Oklahoma Construction Management Act for Political Subdivisions, 61 O.S. § 215 et seq.
- b. A portion of the work identified as "Bid Package #1" was previously awarded by the Owner and is underway. The Agreement was amended on August 6, 2024 to adopt the parties' agreement that the GMP for the relevant portion of the work including Pre-Construction Services and Bid Package #1 is \$18,622,424, as detailed in Exhibit C-1 to Amendment No. 1.
- c. On December 16, 2024, Amendment No. 2 to the Agreement was approved to amend the Agreement as follows: Amended the Agreement to revise Total Project IGMP to \$25,547,582 as set forth in Amended Exhibit B and Amended Exhibit B-2 to Amendment No. 2 which includes all Phases of the Stillwater Regional Airport Terminal Building and Improvements Project. Award of any Project Work Package is contingent on receipt of federal funds or specific action by the City Council to appropriate funds sufficient for the Project; amended the Agreement to clarify that Olsson Inc. shall serve as Project Engineer for Phase 2, Access Road Relocation and Roundabout Development, of the Project; Phase 3, North Triangle Parking and Lighting; and Phase 4, South Parking and Lighting; amended the Agreement to revise the bonding requirements of the CMAR to clarify that the Construction Manager shall provide bonds for any self-performed work as well as any work where the total cost of the work is less than \$50,000. The Construction Manager shall require that all subcontractors provide bonds when the cost of the work is more than \$50,000; amended the Agreement to clarify that the Construction Manager's Fee is 4.75%; and amended the Agreement for a portion of work identified as "Project Work Package 2" (PWP2) for partial Phase 2 work for partial conversion of guaranteed maximum price in the amount of \$660,445 as detailed in Exhibit C-2 to Amendment No. 2.
- d. On February 25, 2025, Amendment No. 3 to the Agreement was approved to amend the Agreement as follows: Amended the Agreement to include the Project Schedule, Exhibit A-1, which includes the substantial and final completion dates for PWP1, PWP2 and "Project Work Package #3" (PWP3); amended the Agreement to revise the City's

representative as provided in Article 9(h); and amended the Agreement for a portion of work identified as PWP3 for partial phase 2 work for partial conversion of guaranteed maximum price in the amount of \$3,124,479 as detailed in Exhibit C-3 to Amendment No. 3.

- e. This Amendment No. 4 provides for the following contract amendments:
 - a. Amends Exhibit A-1 to the Agreement to include the substantial and final completion dates for "Project Work Package #4" (PWP4).
 - b. Amends the Agreement for a portion of the work identified as PWP4 for partial Phase 2 work. Construction Manager is prepared to enter into written agreement with subcontractors and suppliers. Exhibit C-4 to this Amendment No. 4 sets forth the relevant partial conversion of guaranteed maximum price for the relevant portion of work.

3. Amendment:

The Agreement is amended as follows:

- a. The parties agree that the attached Amended Exhibit A-1 includes the substantial and final completion dates for each work package bid to date by adding the substantial and final completion date for PWP4.
- b. Exhibit C-4 attached hereto provides for the partial conversion of guaranteed maximum price for the relevant portion of work identified as PWP4 for partial Phase 2 work.

4. Effect of Contract Provisions: All provisions contained within the Agreement dated June 17, 2024 and any amendments thereto shall remain in full force and effect and shall be binding on the parties except as amended herein and pursuant to all other properly executed amendments.

5. Effective Date: This Amendment No. 4 is effective upon signature of both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 4 to be executed by their duly authorized officers or representatives on the dates set forth below.

OWNER:

City of Stillwater, Oklahoma

By: _____

Title: J. Brady Moore, City Manager

Date Signed: _____

CONSTRUCTION MANAGER AT RISK:

Lippert Bros., Inc.

By: J.M. Lippert

Title: T.M. Lippert, President

Date Signed: 3-5-25

AMENDED EXHIBIT A-1
TO THE AGREEMENT FOR AT RISK CONSTRUCTION MANAGEMENT SERVICES
PROJECT SCHEDULE

Stillwater Airport Terminal Building and Improvements

Liquidated damages are per Article 5.

Project Work Package #1

Substantial Completion shall be on or before July 26, 2026.

Final Completion shall be achieved within 30 days of Substantial Completion.

Project Work Package #2

Substantial Completion shall be on or before November 10, 2025.

Final Completion shall be achieved within 30 days of Substantial Completion.

Project Work Package #3

Substantial Completion shall be on or before January 10, 2026.

Final Completion shall be achieved within 30 days of Substantial Completion.

Project Work Package #4

Substantial Completion shall be on or before January 10, 2026.

Final Completion shall be achieved within 30 days of Substantial Completion.

RECOMMENDED:

By: 

Candy Staring, City Engineer

Owner: City of Stillwater

Date: March 5, 2025

ACCEPTED:

By: _____

J. Brady Moore, City Manager

Owner: City of Stillwater

Date: _____

ACCEPTED:

By: 

T.M. Lippert, President

Lippert Bros., Inc.

Date: 3-5-25

EXHIBIT C-4
TO THE AGREEMENT FOR AT RISK CONSTRUCTION MANAGEMENT SERVICES
GUARANTEED MAXIMUM PRICE, PARTIAL CONVERSION

Stillwater Airport Terminal Building and Improvements
Project Work Package 4 (PWP4) – Partial Phase 2 (Phase 2, Bid Group 3)

Project Work Package #3

Cost of Direct Project Support	\$ 0 (covered in WP3)
Cost of the Work	\$ 57,740
Construction Contingency	\$ 1,155
Fee (4.75% of Cost of the Work)	\$ 2,743

Alternates selected and included above:

- None

Total Work Package #3 Partial Guaranteed Maximum Price \$61,638

Partial Guaranteed Maximum Price (GMP) Summary

Prior to this Amendment:

Amendment No. 1, PWP1 Partial GMP:	\$ 18,622,424
Amendment No. 2, PWP2 Partial GMP:	\$ 660,445
Amendment No. 3, PWP3 Partial GMP:	\$ 3,124,479

This Amendment:

Amendment No. 4, PWP3 Partial GMP:	<u>\$ 61,638</u>
------------------------------------	------------------

Total Partial GMP: \$ 22,468,986

RECOMMENDED:

By: 
Candy Staring, City Engineer
Owner: City of Stillwater

Date: March 5, 2025

ACCEPTED:

By: _____
J. Brady Moore, City Manager
Owner: City of Stillwater

Date: _____

ACCEPTED:

By: 
T.M. Lippert, President
Lippert Bros., Inc.

Date: 3-5-25

AIA® Document G802® – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
Stillwater Regional Airport - New
Terminal Building
2020-10 West Airport Road
Stillwater, Oklahoma 74075

AGREEMENT INFORMATION:
Date: August 06, 2024

AMENDMENT INFORMATION:
Amendment Number: 006F
Date: March 5, 2025

OWNER: *(name and address)*
City of Stillwater
Stillwater Regional Airport
723 S. Lewis. P.O. Box 1449
Stillwater, Oklahoma 74076

ARCHITECT: *(name and address)*
McFarland Architects, P.C.
1924 S Utica Ave., Suite 1216
Tulsa, Oklahoma 74104

The Owner and Architect amend the Agreement as follows:
The Scope of Services for the Beacon for the new Terminal is described in attached Exhibit P.5.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

CONSULTANT

Total Fixed Fee CA Fee

CONSTRUCTION ADMINISTRATION FEES

\$10,860.00

Schedule Adjustment:

September 1, 2025

SIGNATURES:

McFarland Architects, P.C.

ARCHITECT *(Firm name)*



SIGNATURE

Connie S. McFarland, President

PRINTED NAME AND TITLE

March 5, 2025

DATE

City of Stillwater

OWNER *(Firm name)*

SIGNATURE

J. Brady Moore, City Manager

PRINTED NAME AND TITLE

DATE

Exhibit P.5
Scope of Services for the Beacon
Stillwater Regional Airport

Professional A/E Services includes:

- P.5.1 Assist with Public Bidding of Beacon
- P.5.2 Review Submittals of Tip-Down Pole and Structural during Construction
- P.5.3 Site Visit to review installation of Beacon in New Location

Exhibit P.5 - Beacon Cost Basis Table for Construction Phase (Funded by FAA)

Consultant/Discipline for Construction Phase Services	Fees
McFarland Architects, P.C/Architect	\$1,156.00
Parkhill	\$7,704.00
Travel Expenses	\$2,000.00
TOTAL COST	\$10,860.00

REPORT TO: CITY COUNCIL

MEETING DATE: MARCH 10, 2025



Agenda Item:	4.m. CC-25-47
Previous/Related Action:	CC-24-112 - Approve Professional Services with Meshek & Assoc. LLC, and apply for HMGP Grant
Background/Issue:	The City's hazard mitigation plan must be updated every five years, and our current plan expires in September 2025. This plan is essential for applying for many state and federal grants. Stillwater is eligible for the FEMA Hazard Mitigation Plan (HMP) grant. Under CC-24-112, Council provided approval to apply for this grant. FEMA Region VI approved our application, and we can now enter into agreement with the Oklahoma Department of Emergency Management (OEM) for federal cost share of 75% of the total cost of the project. In addition to the project grant, Meshek & Assoc., LLC also applied for Sub-recipient Management Costs. These funds are fully covered by the grant, meaning they require no additional cost to the City, and have a federal cost share of 100%.
Proposal/Solution:	Approve the City of Stillwater to enter into an agreement with the Oklahoma Department of Emergency Management for the Hazard Mitigation Grant.
Financial Source/Impact:	Total Hazard Mitigation Plan project costs are \$182,345.98. FEMA will reimburse up to 75% of the cost under the pending grant agreement, which is \$136,759.49, The City's out-of-pocket cost will be \$45,586.50. Through the Sub-recipient Management Costs portion of the grant, we are eligible to receive an additional \$9,117.29 at a 100% federal cost-share, meaning no additional City funding is required.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #3 SAFE COMMUNITY #4 CONNECTED SPACES #6 ENGAGED & INVESTED RESIDENTS
Recommended Action/Motion:	Motion to approve the acceptance of a FEMA Hazard Mitigation Grant in the amount of \$145,876.78 (\$136,759.49 at 75% federal cost share and \$9,117.29 at 100% federal cost share) as administered by the Oklahoma Department of Emergency

	Management and approve associated budget amendments.
Prepared By:	Rob Hill, Emerg.Mgmt. Dir.
Reviewed By:	Rob Hill
	Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Report to Council CC-24-112 Hazard Mitigation Plan and Grant 2025
2. DR-4706-0011-OK-City of Stillwater Hazard Mitigation Plan Update Project Approval
3. 4706-0011 - State Award Letter-signed
4. DR 4706-0011 City of Stillwater Plan Update SLA
5. EM - FEMA HMP - 3.10.2025 - Revenue
6. EM - FEMA HMP - 3.10.2025 - Expenditure

REPORT TO: CITY COUNCIL

MEETING DATE: SEPTEMBER 23, 2024



Agenda Item:	3.c. CC-24-112
Previous/Related Action:	The Emergency Management Department, on behalf of the City of Stillwater, is updating the current hazard mitigation plan (HMP). This plan, which expires every five years, is essential for applying for state and most federal grants. It is a partnership between the City of Stillwater and Stillwater Public Schools, aimed at mitigating the impact of natural disasters and climate change on our community. The City has selected Meshek & Associates, LLC, through an RFQ process, as the qualified professional for this project. Meshek & Associates, LLC, will apply for a FEMA HMP grant through the State of Oklahoma Emergency Management Department and FEMA, on our behalf. This grant will cover 75% of our expenses. Additionally, Meshek & Associates, LLC, will administer the grant, handle reporting, and submit for reimbursement on the City's behalf. The project cost is \$182,346.00, with a grant reimbursement of 75%. To date, this plan has enabled us to access approximately \$47M in grant funding.
Background/Issue:	The City's hazard mitigation plan expires every five years. Our current plan expires in September 2025. This plan is required to apply for most state and federal grants. The City of Stillwater is eligible for the FEMA HMP grant.
Proposal/Solution:	Allow the City to contract with Meshek & Associates, LLC. Allow Meshek & Associates, LLC, to apply for the FEMA HMP grant, and approve the budget amendment of \$182,346.00 to emergency management.
Financial Source/Impact:	The City of Stillwater will pay the initial cost of \$182,345.98. Simultaneously, Meshek & Associates, LLC., on behalf of the City, will apply for a FEMA Hazard Mitigation Plan (HMP) grant and ensure the plan is approved to qualify for reimbursement. Upon approval, FEMA will reimburse the City of Stillwater, up to 75% of the project cost, amounting to \$136,759.49. The total out of pocket for this project will be: \$45,586.50, after grant reimbursement.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #3 SAFE COMMUNITY #6 ENGAGED & INVESTED RESIDENTS
Recommended Action/Motion:	Approve Professional Services Agreement with Meshek &

Associates, LLC for engineering, planning, grant management and GIS services required to review and update the City of Stillwater's Hazard Mitigation Plan. Action to apply for grant funds to support this project will be considered in Resolution No. CC-2024-28 on the agenda.

Prepared By:	Rob Hill, Emerg.Mgmt. Dir.
Reviewed By:	Rob Hill Teresa Kadavy
Submitted By:	Kimberly Meek, City Manager

Attachments

1. 23STW01_HMP_Meshek_2025_Agreement
2. RFQ_5_2024_Meshek_SOQ_2024_Stillwater_HMP_Update



FEMA

February 05, 2025

Annie Mack Vest, Director
Oklahoma Department of Emergency Management
P. O. Box 53365
Oklahoma City, Oklahoma 73152-3365

Attn: Mr. Michael D'Arcy, Resilience Division Manager

RE: DR-4706-0011-OK
City of Stillwater – Hazard Mitigation Plan Update
Planning Project Approval
Assistance Listing 97.039 Hazard Mitigation Grant Program

Dear Director Mack Vest:

This letter provides official notification that the U.S. Department of Homeland Security's Federal Emergency Management Agency (FEMA) approves the application submitted by the City of Stillwater for the Hazard Mitigation Plan Update project. The Federal share is available through the Hazard Mitigation Grant Program (HMGP) under DR-4706-OK. The non-federal match requirement of \$45,586.49 will be provided through the City of Stillwater.

Pursuant to Section 1215 of the Disaster Recovery Reform Act of 2018, which amended Section 324 of the Robert T. Stafford Disaster Relief and Assistance Act, subrecipient Management Costs (MC) in the amount of \$9,117.29 are available to the City of Stillwater at a Federal Cost Share of 100%.

Summary of funding for the project is illustrated below:

DR-4706-0011-OK	Federal Share	Non-Federal Share	Total
Project Costs	\$136,759.49 (75%)	\$45,586.49 (25%)	\$182,345.98 (100%)
Subrecipient Management Costs	\$9,117.29 (100%)	\$0.00 (0%)	\$9,117.29 (100%)
Total Obligation	\$145,876.78	\$45,586.49	\$191,463.27

The Recipient must ensure that:

- The plan will meet or exceed the Final Rule for Local Mitigation Plans found in Title 44 of the Code of Federal Regulations (44 C.F.R.) § 201.6. Technical assistance is highly recommended to be provided to the subrecipient throughout the plan development process.
- The natural hazards assessed by this plan, at minimum, must be coordinated with the current FEMA-approved version of the State Hazard Mitigation Plan.
- The plan will be submitted to FEMA no later than six-months prior to the end of the original performance period. The submission of a plan to FEMA does not constitute formal approval.
- The plan will be submitted to FEMA for review and approval following a State Hazard Mitigation Officer review and concurrence that the plan meets 44 C.F.R. § 201.6. FEMA will not review plans submitted directly by local subrecipient.
- The subrecipient will utilize the Local Mitigation Planning Handbook as well as the Local Mitigation Plan Review Guide as guidance documents for developing the plan.
- The subrecipient will review and use the Local Mitigation Plan Review Tool, found in the Local Mitigation Plan Review Guide as a reference during the drafting of the plan, to ensure that the plan is completed correctly. A completed and accurate Local Mitigation Plan Review Tool must be submitted to the Recipient and FEMA when a review is requested.
- The subrecipient is aware that each jurisdiction seeking approval of the plan must meet all requirements of 44 C.F.R. § 201.6 to receive continued eligibility for FEMA mitigation grant programs.

Jurisdictions that have been approved as components in the project Scope of Work (SOW) are attached.

In accordance with FEMA Instruction 108-1-1 and Department of Homeland Security (DHS) Instruction 023-01-001-01; Categorically Excluded N17, FEMA concludes that the multi-jurisdictional Hazard Mitigation Plan Project is categorically excluded from the National Environmental Policy Act requirement to prepare further environmental documentation. No extraordinary conditions in accordance with DHS Instruction 023-01-001-01 exist involving this project.

FEMA will not establish activity completion timeframes for individual sub awards. The Period of Performance (POP) for DR-4706 is 48 months from the close of the application period which is set to expire October 21, 2028. It is the responsibility of the Recipient and subrecipient to ensure all approved activities associated with this subaward are completed by the end of the POP. Any costs incurred prior to the date of this approval or after the POP will be disallowed.

In accordance with FEMA Policy #104-11-1 Interim HMGP MC, actual subrecipient MC are to be reconciled quarterly through the review of expenditures submitted by the subrecipient through quarterly reports.

Subrecipient MC can be expended for a maximum time of 180 days after work is completed for the subaward or the end of the POP, whichever is sooner.

A change to the approved SOW requires prior approval from FEMA.

The initial quarterly progress report for the HMGP project is due at the end of the approving quarter. Please include this HMGP project in your future quarterly reports. Note that 44 C.F.R. § 206.438(c) indicates the State must provide a quarterly progress report to FEMA indicating the status and completion date for each project funded. The report will include any problems or circumstances affecting completion dates, SOW, or project cost that may result in non-compliance with the approved grant conditions.

In accordance with HMGP rules and policy, we require the submittal of all closeout documentation within 120 days of the project completion, not to exceed the Closeout Liquidation Period, which is 90 days after the POP ends. Section 206.438(d) of 44 C.F.R. requires the Governor's Authorized Representative to "certify that reported costs were incurred in the performance of eligible work, that the approved work was completed, and that the mitigation measure is in compliance with the provisions of the FEMA-State Agreement."

The Obligation Report and Jurisdiction List are attached for your records.

If you have any questions regarding the information, please contact Yolanda Yancy, Hazard Mitigation Assistance (HMA) Specialist, at (202) 664-4797 or Yolanda.Yancy@fema.dhs.gov.

Sincerely,



FOR Marty Chester
Acting HMA Disaster Branch Chief

Enclosures: Obligation Report
Jurisdiction List

cc: r6-mtd-planning@fema.dhs.gov

FEDERAL EMERGENCY MANAGEMENT AGENCY
HAZARD MITIGATION GRANT PROGRAM

Obligation

Disaster No	FEMA Project No	Amendment No	State Application ID	Action No	Supplemental No	State	Recipient
4706	11 -P	0	11	1	4	OK	Statewide

Subrecipient: CITY OF STILLWATER

Project Title : City of Stillwater - Hazard Mitigation Plan Review/Update

Subrecipient FIPS Code: 119-02455

Total Amount Previously Allocated	Total Amount Previously Obligated	Total Amount Pending Obligation	Total Amount Available for New Obligation
\$136,759.49	\$136,759.49	\$0.00	\$0.00

Project Amount	Subrecipient Management Cost Amount	Total Obligation	IFMIS Date	IFMIS Status	FY
\$136,759.49	\$9,117.29	\$145,876.78	02/05/2025	Accept	2025

Comments

Date: 02/04/2025 User Id: YYANCY1

Comment: I have completed the approval of Allocation# 0004 for the City of Stillwater Hazard Mitigation Plan Project. OBLIGATE \$145,876.78 (\$136,759.49 in project cost and \$9,117.29 in SRMC). The total project cost for this project is \$191,463,.27 with a federal share of \$136,759.48, a non-federal share of \$45,586.49, and SRMC of \$9,117.29. Total federal obligation herein=\$145,876.78. Project on s plan for February 2025.

Authorization

Preparer Name: YOLANDA YANCY

Preparation Date: 02/04/2025

HMO Authorization Name: WYATT JONES

HMO Authorization Date: 02/05/2025

Jurisdictional List

City/County/Parish	Participating Entities/Independent School Districts
City of Stillwater	Stillwater Public Schools

ANNIE MACK VEST
State Director



J. KEVIN STITT
Governor

STATE OF OKLAHOMA
DEPARTMENT OF EMERGENCY MANAGEMENT

February 20, 2025

Mr. Rob Hill
City of Stillwater Emergency Management
P.O. Box 1725
Stillwater, OK 74076

Reference: FEMA DR- 4706-0011-OK - City of Stillwater- Hazard Mitigation Plan Update- Approval

Dear Director Hill,

The Oklahoma Department of Emergency Management (OEM) is pleased to announce the approval by FEMA Region VI of funds for the above-referenced project. The approved federal share for DR-4706-OK is \$136,759.49 and the non-federal match requirement of \$45,586.49 will be provided by the City of Stillwater. **Congratulations, you may now start your project!**

Pursuant to Section 1215 of the Disaster Recovery Reform Act of 2018, which amended Section 324 of the Robert T. Stafford Disaster Relief and Assistance Act, Sub-recipient Management Costs (SRMC) in the amount of \$9,117.29 are available to the City of Stillwater at a Federal Cost Share of 100%.

The enclosed State and Local Agreement (SLA) is required to be signed by the Chief Elected Official or community official who is authorized to apply for and receive Federal Grants. Please submit a signed copy to this office as soon as possible, but **no later than March 14th, 2025**. Please note: City of Stillwater may not request reimbursement of project costs without signing and returning the above referenced agreement.

As the work progresses on this project, FEMA requires that you provide this office with project progression electronically every quarter until this project is completed and closed out.

Your next Quarterly Report will be due **April 10th, 2025 and should be submitted in OK EMGrants**. Quarterly Progress reports should explain in detail what work has been completed thus far and identify the anticipated date the project will be completed. Also, use this document to inform us of any significant events, delays, or anticipated problems. The detailed records of man-hours, equipment-hours, supplies and materials, etc., should be maintained on file at your office for your use and for audit purposes.

- 1st Quarter (Oct, Nov, Dec) Report due Jan 10;
- 2nd Quarter (Jan, Feb, Mar) Report due April 10;

ANNIE MACK VEST
State Director



J. KEVIN STITT
Governor

STATE OF OKLAHOMA
DEPARTMENT OF EMERGENCY MANAGEMENT

- 3rd Quarter (Apr, May, Jun) Report due Jul 10;
- 4th Quarter (Jul, Aug, Sep) Report due Oct 10.

Requests for reimbursement submitted in OK EMGrants must include appropriate invoices to substantiate the amount of the request and within the Line-Item Budget Categories, including the 25% local match applicable to the reimbursement request. Please limit your requests to once a quarter or approximately 20% of the project, except in the most unusual circumstances.

When this project is completed, forward a letter stating that the work is completed and a request to close the project. We will establish a close-out audit date.

- Please ensure you have all applicable documentation relating to the expenditure of the 75% federal share of funds and the 25% local share of funds available for review.
- All documentation must coincide with the above-referenced Line-Item Budget.

Thank you for taking this initiative to maintain the mitigation process that will result in a safer community/county.

If you have questions regarding this project, please contact State Hazard Mitigation Officer Michael D'Arcy at michael.darcy@oem.ok.gov or 405-618-3717.

Respectfully,

A handwritten signature in black ink that reads "Annie Mack Vest".

Annie Mack Vest, CFM
Executive Director

Enclosures: State and Local Agreement, FEMA Award Letter Packet



**HAZARD MITIGATION ASSISTANCE GRANT
STATE AND LOCAL AGREEMENT**

Between

**STATE OF OKLAHOMA
DEPARTMENT OF EMERGENCY MANAGEMENT**

And

CITY OF STILLWATER, OKLAHOMA

(Local Applicant)

This agreement between the State of Oklahoma Emergency Management (OEM), and the City of Stillwater shall apply to all Hazard Mitigation Assistance funds. These funds are provided through or by the State of Oklahoma pursuant in the amount specified on the obligating document, to support the Hazard Mitigation Grant Program, authorized under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. 5121 et seq.

EXECUTION OF THE AGREEMENT

SIGNATURE AUTHORITY

1. Because your request for Hazard Mitigation Assistance (HMA) Grant funding has been approved, it is now necessary for you, as the Subgrantee/Subrecipient, to enter into the attached Agreement with the Oklahoma Emergency Management (OEM), hereafter referred to as the Grantee/Recipient. The following specific officers/officials, or their authorized designees, are required to sign this Agreement on behalf of the specified type of Subgrantee/Subrecipient. (NOTE: If this Agreement is signed by a designee, a duly authenticated delegation of authority evidencing the signer's authority to execute the Agreement for and on behalf of the Sub grantee/Sub recipient must be attached to the Agreement for review by OEM.
 - a. **Corporation:** the Chair of the Board of Directors or President;
 - b. **City:** the Mayor, City Manager, or Town Administrator
 - c. **County:** the Chairman of the Board of County Commissioners
 - d. **School Board:** the Superintendent
 - e. **Fire District:** the District Chief
 - f. **Special Districts:** the Executive Director
 - g. **Institution of Higher Education:** the President of the institution
 - h. **Charter School:** the Chair of the Board of Directors
 - i. **County Sheriff's Office:** the Sheriff
 - j. **State Agencies:** the Director or Deputy Director of the agency
 - k. **All other Sub grantee/Sub recipients:** the Chief Executive Officer of the entity.

The Sub-recipient certifies and acknowledges that:

1. The State of Oklahoma has legal authority to apply for Hazard Mitigation Assistance funding on behalf of the Sub-recipient.
2. The Sub-recipient must use hazard mitigation assistance funds solely for the purposes as stated in the approved project award, provided scope of work, schedule, costs and overall project goals approved by the Federal Emergency Management Agency (FEMA) and the State.

3. The Sub-recipient is aware of and will be responsible for the cost-sharing requirements of federal and state hazard mitigation assistance, specifically, federal assistance is limited to no more than 75% of eligible expenditures.
4. Hazard Mitigation Assistance includes but is not limited to the following: Building Resilient Infrastructure and Communities, Pre-Disaster Mitigation, Flood Mitigation Assistance, and the Hazard Mitigation Grant Programs. Additional hazard mitigation grant programs may be available later for assistance requests and may be covered by this agreement.
5. The Sub-recipient will return to the State, within 15 days of such request by the Governors Authorized Representative, any advance funds which are not supported by audit or other Federal or State review of documentation maintained by the Sub-recipient.
6. The Sub-recipient must establish and maintain a proper accounting system to record expenditures of hazard mitigation assistance funds in accordance with generally accepted accounting standards. The accounting system must follow the approved practices as outlined in 2 CFR Part 200.
7. The Sub-recipient is aware all hazard mitigation assistance funding will be provided on a reimbursement basis only and must follow the reimbursement processes established by OEM and FEMA grant guidelines.
8. The Sub-recipient will accurately document the events and expenses incurred in the execution of the hazard mitigation assistance project. All the documentation pertaining to a project shall be filed together with the corresponding grant documentation and be maintained by the Sub-recipient as the permanent record of the project. This process must include all backup and corresponding documentation and be filed with the project. The sub-recipient must provide a copy of the documentation to the State and FEMA for review, reconciliation, claims payment, and archiving upon request.
9. The Sub-recipient's records and supporting documentation relating to claims will be kept for three (3) years after closeout of the award.
10. All records and supporting documentation shall be available for inspection and audit at all reasonable times by the Oklahoma Emergency Management (OEM), Oklahoma Office of the State Auditor and Inspector (SAI) and the US Department of Homeland Security Office of Inspector General (OIG) or other appropriate State agencies or their vendors, as designated by OEM, access to and the right to examine all records, documents, papers relating to any activity undertaken for funding under this agreement.
11. The Sub-recipient will provide OEM with quarterly project status reports within 10 calendar days following the end of the last day of each quarter.

12. If the Sub-recipient expends \$750,000 or more in total Federal assistance (all programs) in a single year, the Sub-recipient shall accomplish a Single Audit requirement and submit a copy of that audit to OEM in accordance with 2 CFR §§ 200.
13. The Sub-recipient will comply with the requirements of the National Environmental Policy Act of 1969, Pub. L. No. 91-190 (1970) (codified as amended at 42U.S.C. § 4321 et seq.) (NEPA) and the Council on Environmental Quality (CEQ) Regulations for Implementing the Procedural Provisions of NEPA.
14. The Sub-recipient will comply with all applicable provisions of Federal, State, and Local laws and regulations regarding procurement of goods, services, and contracts which conform to federal law and the standards identified in 2 CFR §§200.318 General procurement standards through 200.326 Contract provisions.
15. The Sub-recipient affirms they have not received duplicate benefits from another federal source for the indicated project related to the hazard mitigation assistance request unless exempted by law. If the Sub-recipient receives duplicate benefits from another source for projects related to this application, the Sub-recipient agrees to refund the benefits provided by the State.
16. The Sub-recipient will comply with provisions of the Hatch Act of 1939 limiting the political activities of public employees, as it relates to the programs funded.
17. The Sub-recipient will comply, as applicable, with Federal, State, and Local statutes and regulations pertaining to discrimination and equal opportunity.
18. The Sub-recipient will comply, as applicable, with the provisions of the Davis-Bacon Act relating to labor standards. The Davis-Bacon Act does not apply to HMA programs as it is not required by the programs' authorizing statutes. However, Davis-Bacon Act compliance may be required if HMA is used in conjunction with another federal agency's grant, such as Community Development Block Grant Disaster Recovery funding from the Department of Housing and Urban Development or if required by state, local, tribal and territorial government laws.
19. The Sub-recipient will comply with requirements of the Federal, State, and Local adopted regulations regarding the National Flood Insurance Program and its provisions.
20. The Sub-recipient will not enter any cost-plus percentage of costs or contingency contract for completion of eligible work through the hazard mitigation assistance program.
21. The Sub-recipient will not enter contracts, grants, loans, or cooperative agreements for which payment is contingent upon receipt of state or federal funds.
22. The Sub-recipient must not enter any contract with any party that has been prohibited from participating in Federal or State assistance programs. Entities must be verified by the sub-recipient through SAM.GOV.

23. The Sub-recipient will comply with all applicable Federal, State, and Local codes and standards as it pertains to the hazard mitigation project.
24. As a condition for receipt of State or Federal funds, the Sub-recipient certifies that it has the legal responsibility for the maintenance, upkeep, and implementation of hazard mitigation activities for which it is applying for disaster assistance.
25. The Sub-recipient certifies that it has all necessary lands, easements, rights-of-way, and accesses necessary to complete the Hazard Mitigation Assistance projects for which it has and/or will apply. The Sub-recipient agrees and understands that neither the State nor FEMA will be responsible for obtaining any land, easement, right-of-way and/or access necessary to perform work on an approved project.
26. The Sub-recipient agrees to indemnify and hold the State and FEMA harmless from any damages arising out of the projects funded under this agreement.
27. All required documentation in support of the project costs for the closeout will be **submitted within 30 days** following completion of work on the project.
28. The Sub-recipient understands and will abide by the indicated period of performance as detailed in the FEMA and State Award documents. Period of performance schedule extensions will be granted solely for conditions beyond the Sub-recipient's control which result in an inability to complete approved projects within the approved timeline. All extensions will be subject to approval of the OEM and FEMA and must be requested by the sub-recipient in writing.
29. **By signing this agreement, the Subrecipient further acknowledges that the effective date of this agreement shall be as of the date of the obligation of DR-4706-0011-OK - City of Stillwater Hazard Mitigation Plan Update, dated 02/05/2025.**

I acknowledge by my signature, as an Elected Official or Jurisdiction Representative of the sub-recipient, should any part of this agreement not be in compliance with any or all regulations, funding for this project and future projects may be denied by OEM.

Signed: _____
(Elected Official or Jurisdiction Representative authorized to enter into governmental agreements)

Printed Name: _____

STATE OF OKLAHOMA

COUNTY OF _____

Signed or attested before me on _____ (date)

by _____ (name(s) of person(s)).

NOTARY PUBLIC or SEAL OF THE JURISDICTION

Title (and Rank):

Print Name:

My Commission Expires:

APPROVED on this _____ Day of _____, 20_____.

Signed: _____
ANNIE MACK VEST, STATE DIRECTOR, OEM
GOVERNOR'S AUTHORIZED REPRESENTATIVE

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: 03/06/2025

Department: Emergency Management

Requested by: Rob Hill

Explanation:

Revenues:
Increase revenue projections for the award of FEMA DR# 4706-00011-Hazard Mitigation Grant for completion of a Hazard Mitigation Plan.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	Federal Grant	1056026 - 43100		\$ 0	\$ 145,877	\$ 145,877
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 145,877

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: _____

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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: 03/06/2025

Department: Emergency Management

Requested by: Rob Hill

Explanation:

Expenditures:
Increase appropriations for additional Sub-recipient Management Costs awarded at 100% federal cost share under FEMA DR# 4706-00011-Hazard Mitigation Grant.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
Hazard Mitigation Plan	1056026 - 54010		\$ 182,346	\$ 9,117	\$ 191,463
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

\$ 9,117

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: _____

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REPORT TO: CITY COUNCIL

MEETING DATE: MARCH 10, 2025



Agenda Item:	7.a. CC-25-48
Previous/Related Action:	
Background/Issue:	City staff requests review and approval of a text amendment to update City Code Chapter 23, "Land Development Code," Article XVI, ; Division 2, "Major Subdivisions", Section 23-327, "Contents of the Final Plat." Paragraph (b).12 of Section 23-327 states that lots must be numbered consecutively on a final plat. In rare instances, there may be reason to allow lots to be numbered non-consecutively, especially when large, complicated developments are platted and developed in multiple phases, or when it is important for a proposed plat to be consistent with prior action related to the development.
Proposal/Solution:	The Planning Commission recommended approval of the proposed text amendment with 5-0 vote based upon the following findings: A text amendment to the Land Development Code is needed to allow flexibility in numbering lots within a final plat.
Financial Source/Impact:	There is no financial impact with this request.
Related Strategic Priority:	#2 MOTIVATED MANAGEMENT #4 CONNECTED SPACES
Recommended Action/Motion:	Motion to accept the Planning Commission's recommendation and approve the Text Amendment to Chapter 23, Land Development Code, Article XVI, Subdivision Preparation and Requirements, Division 2, Major Subdivisions, Section 23-327 Contents of the Final Plat.
Prepared By:	David Barth, Director of Development Services
Reviewed By:	David Barth Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Draft PC Mtg Summary 02.25.2025
2. 3561.firstreadTextAmendTXT24-04 Ch 23 Sec 23-327

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF February 25, 2025
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED 2/21/2025, IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

Jana Phillips, Chair
Riley Williams, Vice Chair
Mark Prather, Member
Mike Shanahan, Member
David Peters, Member

STAFF PRESENT

Kim Payne, City Attorney
David Barth, Development Services Director
Joshua Brown, Project Manager
Cindy Gibson, Administrative Services
Alexandria Maged, Administrative Assistant

MEMBERS ABSENT

Staff Absent

3. PUBLIC HEARING

- c. Receive public comment regarding a Text Amendment to Stillwater City Code Chapter 23, Land Development Code, Article XVI, Subdivision Preparation and Requirements, Division 2, Major Subdivisions, Section 23-327, Contents of the Final Plat, repealing all ordinances to the contrary; and providing for severability and declaring an emergency.

David Barth, Dev. Services Director, presents staff's report and explains the purpose of the requested text amendment being to allow the Development Services Director to grant approval to nonconsecutive numbering of lots on final plats for large, complicated developments while still adhering to a preference that all lots be routine platted subdivisions.

Chair Phillips asks if there are any questions for staff; none respond. Chair Phillips opens the public hearing and asks if there is anyone that wishes to speak in favor of this text amendment; none respond. Chair Phillips asks if there is anyone that wishes to speak in opposition of this item; none respond. Chair Phillips closes the public hearing and ask for staff's findings and alternatives.

Mr. Barth presents findings and alternatives, which are:

Findings:

1. A text amendment to the Land Development Code is needed to allow flexibility in numbering lots within a final plat.

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed Text Amendment as presented.
2. Find that additional information or discussion is needed prior to making a recommendation and table the request to a future Planning Commission meeting.

3. Find that the Text Amendment is not needed and do not recommend that the City Council approve the request.

Mr. Barth states that staff recommends alternative 1 to accept findings and recommend that the City Council approve the proposed Text Amendment as presented.

Chair Phillips asks if there are any more questions; none respond.

Commissioner Williams moves to accept findings and recommend that the City Council approve the proposed Text Amendment as presented, Commissioner Shanahan seconds.

Roll Call:	Phillips	Williams	Prather	Shanahan	Peters
	Yes	Yes	Yes	Yes	Yes

Time: 10 minutes

ORDINANCE NO. 3561

AN ORDINANCE AMENDING STILLWATER CITY CODE BY AMENDING CHAPTER 23, LAND DEVELOPMENT CODE, ARTICLE XVI, SUBDIVISION PREPARATION AND REQUIREMENTS, DIVISION 2, MAJOR SUBDIVISIONS, SECTION 23-327, CONTENTS OF THE FINAL PLAT; 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: That Stillwater City Code, Chapter 23, Land Development Code, Article XVI, Subdivision Preparation and Requirements, Division 2, Major Subdivisions, Section 23-327, Contents of the Final Plat, be amended to read as follows:

Sec. 23-327. Contents of the final plat.

- (a) A final plat shall be prepared for submission to the planning commission and city council for approval. All final plat applications shall include:
 - (1) Completed application and checklist on the appropriate form furnished by development services department;
 - (2) A nonrefundable application fee;
 - (3) Complete AutoCAD plan drawings for inclusion in GIS system;
 - (4) Six copies of the plat map, a 24-inch by 36-inch plat drawn at a scale of 50 or 100 feet to one inch;
 - (5) Final drainage study and drainage plan must be submitted no later than the final plat application submittal;
 - (6) Improvement plans must be submitted no later than the final plat application submittal;
 - (7) The area of each lot, outlot, and public ground in square feet rounded to the nearest square foot and in table format on a separate document.
- (b) The final plat shall show the following:
 - (1) The scale, north point and date.
 - (2) Title, including:
 - a. The name of subdivision with phase and section number. Amended final plats that have been previously approved shall have the phrase "replat of" before the subdivision name along with a description of the portion of the original plat being replatted.
 - b. The name of city, county, and state.
 - c. The location of the subdivision referenced to section, range, and township.
 - (3) The location and description of all section corners and permanent survey monuments in or near the tract to at least two of which the subdivision shall be referenced. Reference, based upon State Plane Oklahoma North with NAD83 datum, may be by separate digital submission once final plat is ready for recording.
 - (4) The length of all required lines dimensioned in feet and decimals thereof, and the value of all required true bearings dimensioned in degrees, minutes and seconds as hereafter specified.
 - (5) The boundary lines of the land being subdivided and the location of all subdivisions, and rights-of-way, immediately adjacent to the perimeter of the subdivision.

- (6) The lines of all proposed rights-of-way and easements fully dimensioned by lengths and bearings.
- (7) All curves including rights-of-way and property lines shall be labeled with a number or alphabetical letter. The curve data labeled with matching numbers or alphabetical letters shall be shown on the plat in tabular form.
- (8) The full name of all proposed streets as defined in section 23-81.
- (9) The centerline and width of all rights-of-way.
- (10) The lines of all proposed lots fully dimensioned by lengths and bearings, except where a lot line is parallel with a block line, the bearing may be omitted.
- (11) The lines of all proposed outlots or public grounds fully dimensioned by lengths and bearings. Public grounds shall be labeled as such. Outlots shall be labeled with the word "Outlot" followed by a consecutive lettering system starting with the letter A.
- (12) Unless otherwise approved in writing by the Development Services Director,
The blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block.
- (13) The location, width, and purpose (i.e., drainage, utility, pedestrian, etc.) of all proposed easements with dimensions to be dedicated with the plat.
- (14) Statement dedicating any right-of-way, easements, or land to be used for streets, alleys, ways, commons or other public areas to the "City of Stillwater, Oklahoma, a municipal corporation," in accordance with 11 O.S. § 41-109.
- (15) Signature blocks containing the following shall be included on the approved final plat prior to filing with the county clerk:
 - a. Signed owner's certificate and dedication.
 - b. Licensed professional engineer or registered land surveyor's certificate, signed and sealed.
 - c. Certificate for release of mortgage for any portion dedicated to the public.
 - d. Certification of planning commission approval.
 - e. Certification of city council approval.
 - f. County treasurer certificate.

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, sentence, 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, safety, and welfare of the City of Stillwater and the inhabitants thereof that this ordinance be put into full force and effect, an emergency is hereby declared to exist by reason whereof this ordinance shall be in full force and effect from and after its passage and approval.

PASSED, APPROVED, AND ADOPTED THIS ____ DAY OF MARCH, 2025.

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS ____ DAY OF MARCH, 2025.

TAMMY EWING, ASSISTANT CITY ATTORNEY

EMERGENCY CLAUSE

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

ATTEST: _____
William H. Joyce, Mayor

Teresa Kadavy, City Clerk

(SEAL)

Approved as to form and legality, this _____ day of March, 2025.

Tammy Ewing, Assistant City Attorney

First Reading: 3/10/2025
Second Reading:

RESOLUTION NO. CC-2025-5

“A RESOLUTION AMENDING THE CITY OF STILLWATER BUILDING PERMIT FEE SCHEDULE, SPECIFICALLY ADDING A TEMPORARY OCCUPANCY CERTIFICATE AND FIXTURE STOCKING FEE TO THE FEE SCHEDULE.”

WHEREAS, the Stillwater Regional City Council is vested with the authority and obligation of the Stillwater City Code to establish rates and fees for services rendered by the Building & Fire Code Services Department ; and

WHEREAS, City Council through adopted Resolution CC-2008-8, established a Building Permit Fee Schedule; and

WHEREAS, it is the intention of the City Council to supplement said Resolution through the adoption of additional rates and fees for Building Permits; and

WHEREAS, Building Relations Committee (“BRC”) has reviewed and recommends approval of adding a temporary occupancy certificate and fixture stocking fee to the Building Permit Fee Schedule as attached hereto as Exhibit “A”; and

WHEREAS, City Council has reviewed the attached schedule of rates and charges recommended for approval by the BRC and finds that they are necessary and appropriate; and

WHEREAS, the City Council by the adoption of this Resolution hereby enacts the attached fee schedule effective this date until further amendment or repeal by subsequent action of said Council; and

NOW THEREFORE, BE IT RESOLVED, the Stillwater City Council hereby adopts the amended Building Permit Fee Schedule attached as Exhibit “A”, effective this date.

PASSED AND ADOPTED this _____th day of _____ 2025.

CITY OF STILLWATER, OKLAHOMA
a Municipal Corporation

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY this _____th day of _____ 2025.

KIMBERLY CARNLEY, CITY ATTORNEY

Building Permit Fee Schedule

Building Permit and Impact Fees (Effective 07/01/2024)	
New Commercial Submittal Fee Information	
<i>Plan Review and Commercial Use-By-Right Application Processing fee due at time of submittal based upon valuation of the project:</i>	
TOTAL VALUATION	FEE
\$1.00 to \$500.00	\$45.92
\$501.00 - \$2,000.00	\$64.43
\$2,001.00 - \$5,000.00	\$86.77
\$5,001.00 - \$10,000.00	\$173.59
\$10,001.00 - \$50,000.00	\$260.44
\$50,001.00 and up	\$361.62
Commercial Use-By-Right Application Processing (09/25/2018)	\$50.00
<i>Upon final review and approval of the project, the following fees will be calculated and due for issuance of the permit to begin construction:</i>	
New Commercial / Industrial	\$361.62 + \$0.07/sf (\$70.00 Min)
Commercial Transportation	\$0.075/sq ft of lot area or tract (\$750 Minimum)
Water Meter Fees - Based upon size and quantity	Please refer to Water Meter Fee Information Sheet
Water Closets	\$100.00/each
New Multi-Family Residential	\$35.51/dwelling unit + \$0.07/sf (\$70.00 Min)
Commercial Transportation	\$0.075/sq ft of lot area or tract (\$750 Minimum)
Water Meter Fees - Based upon size and quantity	Please refer to Water Meter Fee Information Sheet
Water Closets	\$100.00/each
City of Stillwater requires Trades such as Electric, Plumbing and Mechanical to register with the City as well as acquire separate permit(s) for these projects.	
Remodel Commercial	PRF + \$72.37
Addition Commercial	PRF + \$0.07/sf (\$70.00 Min)
Remodel Multi-Family Residential	\$57.85 / dwelling unit
Addition Multi- Family Residential	\$35.51/dwelling unit + \$0.07/sf (\$70.00 Min)

New Single and Duplex Family Structure Fee Information	
<i>Upon final review and approval of the project, the following fees will be calculated and due for issuance of the permit to begin construction:</i>	
New Residential (1 & 2 Family)	\$35.51/dwelling unit + \$0.036/sf (\$36.00 Min)
Residential Transportation Fee	\$0.075/sq ft of lot area (\$750.00 Maximum)
Water Meter Fees - Based upon size and quantity	Please refer to Water Meter Fee Information Sheet
Water Closets	\$100.00/each
Remodel Residential (1 & 2 family)	\$56.17 / dwelling unit
Addition Residential (1 & 2 family)	\$35.51/dwelling unit + \$0.036/sf (\$36.00 Min)
Other Categories:	
Accessory Structure including but not limited to; garages, carports, storage sheds (>200 sf), decks (uncovered and >30-inches above grade), emergency storm shelters, fences (>8 feet in height)	\$35.51
Swimming Pools	\$35.51
Mobile Home	\$72.37
Demolition (Plumbing Permit Shall Be Acquired First and Separately if attached to City Sewer)	\$53.90
Structure Move (Plumbing Permit Shall Be Acquired First and Separately if attached to City Sewer)	\$53.90
Re-Inspection Fee - Required due to incomplete or incorrect construction.	\$50.64 Second Re-inspection \$101.25 Subsequent Re-inspection for same violation
Construction started without appropriate permit(s)	3x cost of permit(s)

Resolution CC-2025-5 03/10/2025	
Temporary Certificates of Occupancy Commercial or Residential	
Temporary Certificate of Occupancy	\$100.00
Temporary Certificate of Occupancy After 90 days	\$200.00

Resolution CC-2025-5 03/10/2025	
Fixture Stocking Request Commercial	
Fixture Stocking	\$0.06/building square foot

Fire Permit Fees (Effective 7/1/2024)	
Fire System Inspection (09/25/2018)	\$ 139.33
Fire Sprinkler (commercial)	\$ 65.76 - For 1-100 heads \$ 52.57 - each additional 100 (or fraction of) \$ 65.76 - Standpipe, per riser \$131.48 - Fire Pump, Per pump
Fire Sprinkler Alteration (more than 20 heads)	\$65.76
Fire Sprinkler (residential)	\$65.76
Extinguishing System (other)	\$131.48 - For 1-100 heads \$ 98.63 - each additional 100 (or fraction of)
Fire Alarm	\$131.48 - For 1-50 devices (smoke/heat detector, horn/strobe, etc) \$131.48 - each additional 50 devices (or fraction of)
Fire Alarm Alteration (more than 5 devices)	\$65.76
Commercial Cooking Hood Suppression	\$32.89
High Pile Storage (>12-feet and/or >500/sf)	\$65.76
Hazardous Materials (>allowable quantities)	\$65.76
Construction started without appropriate permit(s)	3x cost of permit(s)
Electrical Permit Fees (Effective 7/1/2024)	
Temporary Construction Pole	\$17.74
New Construction Service	\$53.90 for each 100 amps or any amp fraction thereof
Replacement of Existing Service Equipment (<i>except storm damage</i>)(with or without meter base replacement, 100 amp min)	\$34.21 for first 100 amps plus \$0.199 per amp over 100
Branch circuit wiring with no change in service equipment	\$35.51
Re-Inspection Fee - <i>Required due to incomplete or incorrect construction.</i>	\$50.64 Second Re-inspection \$101.25 Subsequent Re-inspection for same violation
Construction started without appropriate permit(s)	3x cost of permit(s)

Plumbing Permit Fees (Effective 7/1/2024)	
New Commercial / Industrial	\$107.81+ \$3.53 per fixture
New Multi-family Residential	\$28.92 per dwelling unit
New Motel or Hotel	\$17.74 per guest room + \$107.81 + \$3.53 per fixture for additional plumbing fixtures (other than guest rooms)
New Residential (duplex)	\$107.81 + \$17.74 per bathroom over two
New Residential (single family)	\$53.90 + \$17.74 per bathroom over one
Replacement including but not be limited to; <i>sewer, water, gas, waterheaters, boilers, evaporative coolers, interceptors, separators and any other installations covered under the Code.</i>	\$17.74
Lawn Sprinkler	\$35.51
Re-Inspection Fee - Required due to incomplete or incorrect construction.	\$50.64 Second Re-inspection \$101.25 Subsequent Re-inspection for same violation
Construction started without appropriate permit(s)	3x cost of permit(s)
Mechanical Permit Fees (Effective 7/1/2024)	
New Construction	\$53.90 + \$17.74 for each air handler over one.
Replacement including but not be limited to; <i>new installations, replacements or alterations of systems covered under the Code</i>	\$17.74
Re-Inspection Fee - Required due to incomplete or incorrect construction.	\$50.64 Second Re-inspection \$101.25 Subsequent Re-inspection for same violation
Construction started without appropriate permit(s)	3x cost of permit(s)

Public Way Permit Fees (Effective 7/1/2024)	
New Installations or Replacement	\$50.00

Sign Permit Fees (Effective 7/1/2024)	
New Installations or Replacement	\$0.201 per sq ft (\$20.15 minimum)
Re-Inspection Fee - Required due to incomplete or incorrect construction.	\$50.64 Second Re-inspection \$101.25 Subsequent Re-inspection for same violation
Construction started without appropriate permit(s)	3x cost of permit(s)

Contractor License & Development Fee Schedule

LICENSING (Updated 10/10/2006)	
Trade Contractor NEW	\$200.00
Trade Contractor RENEWAL	\$55.00
<i>License expires on the last day of the applicants birth month. No bond or insurance required</i>	
Sign Contractor NEW (09/25/2018)	\$200.00
Sign Contractor RENEWAL (09/25/2018)	\$55.00
<i>License expire on June 30 following the date of issuance, and shall be renewed annually. New licenses issued on or after June 1 are exempt from renewal until the following year.</i>	
Sign Contractor BOND	\$3,000.00
Sign Contractor INSURANCE	Bodily Injury \$300,000 per occurrence \$300,000 aggregate Property Damage \$100,000 per occurrence \$100,000 aggregate
Structure Mover Contractor License NEW	\$200.00
Structure Mover Contractor License RENEWAL	\$55.00
<i>License expire on June 30 following the date of issuance, and shall be renewed annually.</i>	
Structure Mover Contractor BOND	\$50,000.00
Structure Mover Contractor INSURANCE	Workers compensation and employers liability \$500,000, General transport liability \$1,000,000 general aggregate and \$1,000,000 for each occurrence
ALL Insurance and Bonds must remain effective and in place during the entire licensing period	

WATER METER FEES
Please refer to the Water Meter Fee Chart on Page 6.

ORDINANCE NO. 3561

AN ORDINANCE AMENDING STILLWATER CITY CODE BY AMENDING CHAPTER 23, LAND DEVELOPMENT CODE, ARTICLE XVI, SUBDIVISION PREPARATION AND REQUIREMENTS, DIVISION 2, MAJOR SUBDIVISIONS, SECTION 23-327, CONTENTS OF THE FINAL PLAT; 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: That Stillwater City Code, Chapter 23, Land Development Code, Article XVI, Subdivision Preparation and Requirements, Division 2, Major Subdivisions, Section 23-327, Contents of the Final Plat, be amended to read as follows:

Sec. 23-327. Contents of the final plat.

- (a) A final plat shall be prepared for submission to the planning commission and city council for approval. All final plat applications shall include:
 - (1) Completed application and checklist on the appropriate form furnished by development services department;
 - (2) A nonrefundable application fee;
 - (3) Complete AutoCAD plan drawings for inclusion in GIS system;
 - (4) Six copies of the plat map, a 24-inch by 36-inch plat drawn at a scale of 50 or 100 feet to one inch;
 - (5) Final drainage study and drainage plan must be submitted no later than the final plat application submittal;
 - (6) Improvement plans must be submitted no later than the final plat application submittal;
 - (7) The area of each lot, outlot, and public ground in square feet rounded to the nearest square foot and in table format on a separate document.
- (b) The final plat shall show the following:
 - (1) The scale, north point and date.
 - (2) Title, including:
 - a. The name of subdivision with phase and section number. Amended final plats that have been previously approved shall have the phrase "replat of" before the subdivision name along with a description of the portion of the original plat being replatted.
 - b. The name of city, county, and state.
 - c. The location of the subdivision referenced to section, range, and township.
 - (3) The location and description of all section corners and permanent survey monuments in or near the tract to at least two of which the subdivision shall be referenced. Reference, based upon State Plane Oklahoma North with NAD83 datum, may be by separate digital submission once final plat is ready for recording.
 - (4) The length of all required lines dimensioned in feet and decimals thereof, and the value of all required true bearings dimensioned in degrees, minutes and seconds as hereafter specified.
 - (5) The boundary lines of the land being subdivided and the location of all subdivisions, and rights-of-way, immediately adjacent to the perimeter of the subdivision.

- (6) The lines of all proposed rights-of-way and easements fully dimensioned by lengths and bearings.
- (7) All curves including rights-of-way and property lines shall be labeled with a number or alphabetical letter. The curve data labeled with matching numbers or alphabetical letters shall be shown on the plat in tabular form.
- (8) The full name of all proposed streets as defined in section 23-81.
- (9) The centerline and width of all rights-of-way.
- (10)The lines of all proposed lots fully dimensioned by lengths and bearings, except where a lot line is parallel with a block line, the bearing may be omitted.
- (11)The lines of all proposed outlots or public grounds fully dimensioned by lengths and bearings. Public grounds shall be labeled as such. Outlots shall be labeled with the word "Outlot" followed by a consecutive lettering system starting with the letter A.
- (12)Unless otherwise approved in writing by the Development Services Director,
~~t~~The blocks numbered consecutively throughout the entire subdivision and the lots numbered consecutively throughout each block.
- (13)The location, width, and purpose (i.e., drainage, utility, pedestrian, etc.) of all proposed easements with dimensions to be dedicated with the plat.
- (14)Statement dedicating any right-of-way, easements, or land to be used for streets, alleys, ways, commons or other public areas to the "City of Stillwater, Oklahoma, a municipal corporation," in accordance with 11 O.S. § 41-109.
- (15)Signature blocks containing the following shall be included on the approved final plat prior to filing with the county clerk:
 - a. Signed owner's certificate and dedication.
 - b. Licensed professional engineer or registered land surveyor's certificate, signed and sealed.
 - c. Certificate for release of mortgage for any portion dedicated to the public.
 - ~~ed~~. Certification of planning commission approval.
 - ~~fe~~. Certification of city council approval.
 - ~~gf~~. County treasurer certificate.

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, sentence, 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, safety, and welfare of the City of Stillwater and the inhabitants thereof that this ordinance be put into full force and effect, an emergency is hereby declared to exist by reason whereof this ordinance shall be in full force and effect from and after its passage and approval.

PASSED, APPROVED, AND ADOPTED THIS ____ DAY OF MARCH, 2025.

 WILLIAM H. JOYCE, MAYOR

(SEAL)
 ATTEST:

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS ____ DAY OF MARCH, 2025.

TAMMY EWING, ASSISTANT CITY ATTORNEY

EMERGENCY CLAUSE

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

William H. Joyce, Mayor

ATTEST:

Teresa Kadavy, City Clerk

(SEAL)

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

Tammy Ewing, Assistant City Attorney

First Reading: 3/10/2025
Second Reading:

ORDINANCE NO. 3557

AN ORDINANCE REZONING A TRACT OF LAND LOCATED AT 5599 W 6TH AVENUE FROM TWO-FAMILY AND MULTI-FAMILY (RTM) and COMMERCIAL GENERAL (CG) TO TWO-FAMILY AND MULTI-FAMILY (RTM)

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

Parcel located at 5599 W 6TH AVENUE, said area also referred to as 5499 W. 6th Avenue:

A tract of land in the Northeast Quarter of the Northeast Quarter of the Northwest Quarter of Section 19, Township 19 North, Range 2 East of the Indian Meridian, City of Stillwater, Payne County, Oklahoma, more particularly described as follows: Commencing at the Northeast Corner of said Northwest Quarter; thence, a distance of 214.01 feet, along the East Line of said Northwest Quarter, S01°27'51" E, to a Point of Beginning; thence, continuing S01°27'51" E, along said East Line, a distance of 446.50 feet, to the Southeast Corner of said Northeast Quarter of the Northeast Quarter of the Northwest Quarter; thence S89°23'35"W, along the South Line of said Northeast Quarter of the Northeast Quarter of the Northwest Quarter, a distance of 659.80 feet, to the Southwest Corner of said Northeast Quarter of the Northeast Quarter of the Northwest Quarter; thence, N01°42'29"W, along the West Line of said Northeast Quarter of the Northeast Quarter of the Northwest Quarter, a distance of 610.04 feet to a point on the South 50 foot Right of Way line, thence, N89°13'59"E, along said South Right of Way line, a distance of 32.35 feet; thence, S00°35'49"E, a distance of 300.12 feet (previously described 300 feet, South); thence, N89°22'50"E, a distance of 200.00 feet (previously described as 200 feet, East); thence, N00°34'36"W, a distance of 53.13 feet; thence, N89°19'02"E, a distance of 325.50 feet, N00°40'59"W, a distance of 82.90 feet, thence N89°19'01"E, a distance of 107.12 feet, to a point on said East Line, said point being the Point of Beginning. Said tract being 5.64 acres or less and subject to all recorded easements.

And

A tract of land in the Northeast Quarter of the Northeast Quarter of the Northwest Quarter of Section 19, Township 19 North, Range 2 East of the Indian Meridian, City of Stillwater, Payne County, Oklahoma, more particularly described as follows: Commencing at the Northeast Corner of said Northwest Quarter; thence, a distance of 214.01 feet, along the East Line of said Northwest Quarter, S01°27'51" E, to a Point of Beginning; thence, continuing S01°27'51" E, along said East Line, a distance of 267.03 feet; thence, S89°23'35"W, parallel to the South Line of said Northeast Quarter of the Northeast Quarter of the Northwest Quarter, a distance of 438.59 feet; thence, N00°34'36"W, a distance of 130.55 feet; thence, continuing N00°34'36"W, a distance of 53.13 feet; thence, N89°19'02"E, a distance of 325.50 feet, N00°40'59"W, a distance of 82.90 feet, thence N89°19'01"E, a distance of 107.12 feet, to a point on said East Line, said point being the Point of Beginning. Said tract being 2.04 acres or less and subject to all recorded easements.

be and the same is hereby rezoned from TWO-FAMILY & MULTI-FAMILY (RTM) and COMMERCIAL GENERAL (CG) TO TWO-FAMILY AND MULTI-FAMILY (RTM).

PASSED, APPROVED, AND ADOPTED THIS 10th DAY OF MARCH, 2025.

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

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

TAMMY EWING, ASSISTANT CITY ATTORNEY

First Reading: 02/24/2025
Second Reading: 03/10/2025

ORDINANCE NO. 3558

AN ORDINANCE AMENDING THE STILLWATER CITY CODE BY AMENDING CHAPTER 2, ADMINISTRATION, ARTICLE VI, FINANCIAL AFFAIRS, DIVISION 1, GENERALLY, BY AMENDING SECTION 2-586, SALE OF SURPLUS, OBSOLETE, ETC., CITY PROPERTY BY AMENDING THE NOTICE REQUIREMENT TO ALLOW FOR NOTICE ON THE CITY OF STILLWATER WEBSITE FOR DISPOSITION OF SURPLUS OR OBSOLETE PROPERTY; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY.

(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 2, Administration, Article VI, Financial Affairs, Division 1, Generally, Section 2-586, Sale of surplus, obsolete, etc., city property, to be amended as follows:

Sec. 2-586. Sale of surplus, obsolete, etc., city property.

- (a) Whenever the city manager, as agent for the city, concludes to sell surplus, obsolete, abandoned, or discarded supplies, materials, and equipment, or products or by products of the city, pursuant to the authority provided by section 4-1 of the Charter, and the value of any article, or lot of articles to be sold together, amounts to \$1,500.00 or more, he shall sell such articles upon competitive open bids after giving notice of the time, place, and subject of the sale, ~~either through circulars mailed to the proprietors of businesses operating in the city and its vicinity which may be interested in procuring such types of articles or~~ by publishing-posting similar notice of the sale on the City of Stillwater website at www.stillwaterok.gov. ~~in one or more issues of a daily newspaper published in said city.~~
- (b) Such sale shall be held not earlier than five days after such notice has been published posted on the City of Stillwater website, at www.stillwaterok.gov. ~~mailed to the prospective purchasers, or five days after the date of the last publication of the notice in a daily newspaper.~~

SECTION 3: REPEALER. All ordinance or parts of ordinances conflicting or inconsistent with the provisions of this ordinances are hereby repealed.

SECTION 4: 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.

Passed, approved, and adopted this 10th day of March, 2025.

William H. Joyce, Mayor

(Seal)
Attest:

Teresa Kadavy, City Clerk

Approved as to form and legality this 10th day of March, 2025.

Kimberly Carnley, City Attorney

First Reading: 2/24/2025
Second Reading: 03/10/2025

ORDINANCE NO. 3559

AN ORDINANCE CLOSING A PORTION OF RIGHTS-OF-WAY LOCATED AT NORTH AND EAST OF LOT FOUR (4), NORTHGATE COMMERCIAL AREA, FIRST SECTION IN SECTION 25, TOWNSHIP TWENTY (20) NORTH, RANGE TWO (2) EAST ON PROPERTY ADDRESSED 5021 N PERKINS ROAD

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

Parcels located at 5021 N PERKINS ROAD:

Legal Description – Northgate / Benjamin closing

A TRACT OF LAND THAT IS ALL THAT PART OF NORTHGATE DRIVE AND BENJAMIN STREET LYING NORTH AND EAST OF LOT FOUR (4), NORTHGATE COMMERCIAL AREA, FIRST SECTION, BEING A PART OF THE SOUTHWEST QUARTER (SW/4) OF SECTION TWENTY-FIVE (25), TOWNSHIP TWENTY (20) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, SAID TRACT OF LAND BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHEAST CORNER OF SAID LOT 4; THENCE NORTH 00°25'06" EAST ALONG THE EAST LINE OF SAID LOT 4 FOR 377.70 FEET; THENCE NORTHWESTERLY ALONG SAID EAST LINE ON A CURVE TO THE LEFT HAVING A RADIUS OF 65.00 FEET, A CHORD BEARING OF NORTH 21°38'57" WEST, AND A CHORD DISTANCE OF 48.84 FEET FOR AN ARC LENGTH OF 50.07 FEET; THENCE NORTH 43°43'00" WEST ALONG SAID EAST LINE FOR 76.67 FEET; THENCE NORTHWESTERLY ALONG SAID EAST LINE ON A CURVE TO THE RIGHT HAVING A RADIUS OF 512.47 FEET, A CHORD BEARING OF NORTH 35°08'57" WEST, AND A CHORD DISTANCE OF 152.69 FEET FOR AN ARC LENGTH OF 153.26 FEET; THENCE NORTH 26°34'54" WEST ALONG SAID EAST LINE FOR 4.99 FEET TO THE NORTHEAST CORNER OF SAID LOT 4; THENCE SOUTH 63°25'06" WEST ALONG THE NORTH LINE OF SAID LOT 4 FOR 15.44 FEET; THENCE WESTERLY ALONG SAID NORTH LINE ON A CURVE TO THE RIGHT HAVING A RADIUS OF 416.97 FEET, A CHORD BEARING OF NORTH 87°49'54" WEST, AND A CHORD DISTANCE OF 401.12 FEET FOR AN ARC LENGTH OF 418.46 FEET; THENCE NORTH 59°04'54" WEST ALONG SAID NORTH LINE FOR 155.13 FEET TO THE NORTHERLY MOST CORNER OF SAID LOT 4; THENCE NORTH 30°55'01" EAST FOR 70.00 FEET TO A POINT ON THE NORTH RIGHT OF WAY LINE OF NORTHGATE DRIVE; THENCE SOUTH 59°04'54" EAST ALONG SAID RIGHT OF WAY LINE FOR 155.13 FEET; THENCE EASTERLY ALONG SAID RIGHT OF WAY LINE ON A CURVE TO THE LEFT HAVING A RADIUS OF 346.97 FEET, A CHORD BEARING OF SOUTH 87°49'54" EAST, AND A CHORD DISTANCE OF 333.78 FEET FOR AN ARC LENGTH OF 348.21 FEET; THENCE NORTH 63°25'06" EAST ALONG SAID RIGHT OF WAY LINE FOR 85.44 FEET TO THE EAST RIGHT OF WAY LINE OF BENJAMIN STREET; THENCE SOUTH 26°34'54" EAST ALONG THE EAST RIGHT OF WAY LINE OF BENJAMIN STREET FOR 74.99 FEET; THENCE SOUTHEASTERLY ALONG SAID RIGHT OF WAY LINE ON A CURVE TO THE LEFT HAVING A RADIUS OF 442.47 FEET, A CHORD BEARING OF SOUTH 35°08'57" EAST, AND A CHORD DISTANCE OF 131.83 FEET FOR AN ARC LENGTH OF 132.33 FEET; THENCE SOUTH 43°43'00" EAST ALONG SAID RIGHT OF WAY LINE FOR 76.67 FEET; THENCE SOUTHEASTERLY ALONG SAID RIGHT OF WAY LINE ON A CURVE TO THE RIGHT HAVING A RADIUS OF 135.00 FEET, A CHORD BEARING OF SOUTH 21°38'57" EAST, AND A CHORD DISTANCE OF 101.44 FEET FOR AN ARC LENGTH OF 103.99 FEET; THENCE SOUTH 00°25'06" WEST ALONG SAID RIGHT OF WAY LINE FOR 376.93 FEET; THENCE SOUTH 89°47'00" WEST FOR 70.00 FEET TO THE POINT OF BEGINNING OF SAID TRACT OF LAND.

SAID TRACT OF LAND CONTAINS 91,188 SQUARE FEET OR 2.093 ACRES, MORE OR LESS.

IS NOT PRESENTLY IN USE AND IS HEREBY CLOSED. THE CITY RESERVES THE RIGHT TO REOPEN THIS RIGHT OF WAY IN THE EVENT IT IS NEEDED IN THE FUTURE, WITHOUT

THE NECESSITY TO PAY THE OWNER OR THEIR SUCCESSORS FOR THE REOPENING OF THIS RIGHT OF WAY.

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

(SEAL)
ATTEST:

WILLIAM H. JOYCE, MAYOR

TERESA KADAVY, CITY CLERK

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

KIMBERLY CARNLEY, CITY ATTORNEY

First Reading: 2/24/2025
Second Reading: 3/10/2025

REPORT TO: CITY COUNCIL

MEETING DATE: MARCH 10, 2025



Agenda Item:	10.a. CC-25-49
Previous/Related Action:	
Background/Issue:	The Board of Adjustment consists of five members. The BOA is empowered by city code to conduct hearings and render decisions on matters of appeals, variances, and special exceptions to the zoning ordinance. The board is considered to be quasi-judicial in that its decisions can only be overturned by district court. Term length is three years. There is currently a vacant seat on the board.
Proposal/Solution:	Appoint Rob Lamecker to a new three-year term on the Board of Adjustment that will expire in March 2028.
Financial Source/Impact:	N/A
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #6 ENGAGED & INVESTED RESIDENTS
Recommended Action/Motion:	Recommend appointment of Rob Lamecker to a new three-year term on the Board of Adjustment that will expire in March 2028.
Prepared By:	
Reviewed By:	Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

None