



Together, Investing in Municipal Excellence

STILLWATER UTILITIES AUTHORITY MEETING AGENDA
MARCH 10, 2025

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

Chair Will Joyce, Vice Chair Amy Dzialowski, Trustees Christie Hawkins, Kevin Clark,
& Tim Hardin

1. Call Meeting to Order
2. Consent Docket

Items listed on the consent docket are routine administrative matters that may be approved without discussion. The Trustees will take action on these items collectively with a single vote. The requested action is indicated for each item listed. Should a Trustee 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 Trustee or the General Manager may simply ask the Chair to remove an item from the consent docket prior to action by the Trustees and no action will be taken on the removed item at this meeting.

a.	Approve February 24, 2025 meeting minutes.		
b.	Approve award of BID: #1-2025 Sanitary Sewer Chemical Root Control Services to Dukes Root Control, Inc. in the amount of \$2.02 per linear foot of 6-inch and 8-inch sewer pipe and authorize the General Manager to sign related documents.	SUA-25-04	James Driskel
c.	Approve budget amendments to transfer funding from SUA Funds to the City's Self-Insurance Fund related to increased health insurance claims.	SUA-25-05	Christy Cluck

3. 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 Trustees 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.

4. 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 Trustees. The Trustees 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.

5. Questions and Inquiries

6. Reports from Officers and Boards

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

7. 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.

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 UTILITIES AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
FEBRUARY 24, 2025

PRESENT: CHAIR WILLIAM H. JOYCE, VICE CHAIR AMY DZIALOWSKI
TRUSTEES CHRISTIE HAWKINS, KEVIN CLARK AND TIM HARDIN
ABSENT: NONE

1. CALL MEETING TO ORDER

Chair Joyce called the meeting to order at 6:20 p.m.

2. CONSENT DOCKET

- a. Approve February 10, 2025 meeting minutes
- b. Approve a budget amendment appropriating an additional \$250,000 from the Electric Rate Stabilization fund for service or parts for three engines/generators at the Stillwater Energy Center
- c. Authorize the General Manager to execute Dobson Technologies Pole Attachment Licensing Agreement #1

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE 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.

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

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

4. ITEMS REMOVED FROM CONSENT DOCKET

None.

5. QUESTIONS & INQUIRIES

None.

6. REPORTS FROM OFFICERS & BOARDS

- a. Miscellaneous items from the General Counsel: No report.
- b. Miscellaneous items from the General Manager: No report.
- c. Miscellaneous items from Trustees: No report.
 - i) Discussion about scheduling items for upcoming meetings

7. ADJOURN

MOTION BY TRUSTEE CLARK, SECOND BY TRUSTEE HAWKINS TO ADJOURN THE FEBRUARY 24, 2025 REGULAR MEETING OF THE STILLWATER UTILITIES AUTHORITY.

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 Utilities Authority adjourned at 6:20 p.m.

**WILLIAM H. JOYCE, CHAIR
STILLWATER UTILITIES AUTHORITY**

**TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY**

REPORT TO: STILLWATER UTILITIES AUTHORITY**MEETING DATE: MARCH 10, 2025**

Agenda Item:	2.b. SUA-25-04
Previous/Related Action:	
Background/Issue:	Root control in sanitary sewer lines is an important and effective part of preventative maintenance and has been proven to reduce Sanitary Sewer Overflows. Water Utilities Wastewater Collections budgets annually for the application of root control chemicals in selected sanitary sewer lines.
Proposal/Solution:	Continuing the annual application of root control chemicals is a necessary step in maintaining a working sanitary sewer system. A bid solicitation was advertised in the News Press, posted on the City website and sent to multiple vendors. One bid was received from Duke's Root Control, Inc. in the amount of \$2.02 per linear foot of line treated for both 6" and 8" sewer lines, as shown on the attached bid tabulation.
Financial Source/Impact:	The current Wastewater Collections O&M budget contains funding for the application of Root Control Chemicals and no further funds or appropriations are needed at this time.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Staff recommends that Trustees: Approve award of BID: #1-2025 Sanitary Sewer Chemical Root Control Services to Dukes Root Control, Inc. in the amount of \$2.02 per linear foot of 6-inch and 8-inch sewer pipe and authorize the General Manger to sign related documents.
Prepared By:	James Driskel, Water Utilities Dir.
Reviewed By:	James Driskel Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, General Manager

Attachments

1. Rood Control Bid Tab

1	6" Sewer Pipe								
	Supplier	QTY	UOM	Estimated	Price	Extended	Supplier Notes	Manufacturer	Manufacturer #
	Duke's Root Control Inc.	1	Linear Foot		\$2.02				

2	8" Sewer Pipe								
	Supplier	QTY	UOM	Estimated	Price	Extended	Supplier Notes	Manufacturer	Manufacturer #
	Duke's Root Control Inc.	1	Linear Foot		\$2.02				

REPORT TO: STILLWATER UTILITIES AUTHORITY**MEETING DATE: MARCH 10, 2025**

Agenda Item:	2.c. SUA-25-05
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 transfer funding from SUA Funds to the City's Self-Insurance Fund related to increased health insurance claims.
Prepared By:	Christy Cluck, Assistant City Manager/Finance Director
Reviewed By:	Christy Cluck

	Teresa Kadavy
Submitted By:	Brady Moore, General Manager

Attachments

1. Summary of Proposed Budget Amendments - 3.10.2025
2. 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

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. \$360,714 is offset by reduction to expenditure accounts as detailed in the attached Budget Revision #3032, #3033, #3034 and #3035, and \$27,991 is from fund balance of the Waste Management Fund.

Account Name	Account Number (xxxxxxx-xxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
Transfer Out (SUA Operating)	9000000	- 71000	\$ 27,532,397	\$ 194,353	\$ 27,726,750
Transfer Out (Water)	9120000	- 71000	\$ 832,833	\$ 80,026	\$ 912,859
Transfer Out (Wastewater)	9130000	- 71000	\$ 589,796	\$ 45,730	\$ 635,526
Transfer Out (Waste Mgmt)	9180000	- 71000	\$ 1,530,989	\$ 40,605	\$ 1,571,594
Transfer Out (W/M fund balance)	9180000	- 71000	\$ 1,571,594	\$ 27,991	\$ 1,599,585
Decrease:					
			-		\$ 0
			-		\$ 0
			-		\$ 0
			-		\$ 0
			-		\$ 0

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

\$ 388,705

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 S&I:

--Print on Yellow Paper--

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	9000000-71000		\$27,532,397	\$194,353	\$27,726,750

Decrease:

Account Name	Account Number	Project Number	Current Budget	Amount of Change	New Budget
Contingency	9001110-53067		\$217,482	\$194,353	\$23,129

Approval:

Submitted: 02/28/25 10:14 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	9120000-71000		\$832,833	\$80,026	\$912,859

Decrease:

Account Name	Account Number	Project Number	Current Budget	Amount of Change	New Budget
Contingency	9121110-53067		\$51,129	\$28,907	\$22,222
Compensation Contingency	9121110-51100		\$51,119	\$51,119	\$0

Approval:

Submitted: 02/28/25 10:16 am - christy.cluck



**City of Stillwater
Budget Revision #3034**

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	9130000-71000		\$589,796	\$45,730	\$635,526

Decrease:

Account Name	Account Number	Project Number	Current Budget	Amount of Change	New Budget
Compensation Contingency	9131110-51100		\$39,930	\$39,930	\$0
Contingency	9131110-53067		\$30,055	\$5,800	\$24,255

Approval:

Submitted: 02/28/25 10:17 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	9180000-71000		\$1,530,989	\$40,605	\$1,571,594

Decrease:

Account Name	Account Number	Project Number	Current Budget	Amount of Change	New Budget
Compensation Contingency	9181110-51100		\$32,588	\$32,588	\$0
Contingency	9181110-53067		\$8,017	\$8,017	\$0

Approval:

Submitted: 02/28/25 10:21 am - christy.cluck