

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED MARCH 7, 2025 AT 11:25 A.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
MARCH 10, 2025**

**PRESENT: VICE MAYOR AMY DZIALOWSKI, COUNCILORS CHRISTIE HAWKINS,
KEVIN CLARK AND TIM HARDIN**

ABSENT: MAYOR WILLIAM H. JOYCE

1. CALL MEETING TO ORDER

Vice Mayor Dzialowski called the meeting to order at 5:31 p.m.

2. PLEDGE OF ALLEGIANCE

The Stillwater City Council led the audience in the Pledge of Allegiance.

3. PROCLAMATIONS/PRESENTATIONS

a. Sunshine Week Proclamation

Vice Mayor Dzialowski read the proclamation declaring March 16-22, 2025 Sunshine Week in Stillwater. Carol Anderson with the League of Women's Voters presented the history of Sunshine Week and accepted the proclamation.

b. Citizen's Academy Class X

Lieutenant TJ Low explained the Citizen's Academy and the classes that the participants experience. He discussed the real-life scenarios that police officers experience every day, and the class gets to see firsthand. Lieutenant Low presented the Citizen's Academy Class X.

4. CONSENT DOCKET

- 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 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.
- f. Accept electric easement for Tract 1 of a minor subdivision at 223 S. Knoblock
- g. Accept a pedestrian easement at 2017 N. Boomer Road which is necessary for newly constructed sidewalk for a new commercial building.

- 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
- 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.
- j. 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.
- 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
- 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.
- 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.

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR CLARK TO APPROVE THE CONSENT DOCKET AS PRESENTED.

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

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

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

6. ITEMS REMOVED FROM CONSENT DOCKET

None.

7. PUBLIC HEARINGS

- 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.

Development Services Director David Barth reported that 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. He stated that 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. Mr. Barth answered Council's questions.

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

The Planning Commission recommended approval of the proposed text amendment with 5-0 vote.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HARDIN TO APPROVE 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.

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

8. RESOLUTIONS

- 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.

Building and Fire Code Services Director Jeff Mathews reported that these fees have been brought before the Building Relations Committee several times and recently they unanimously approved these fees. Mr. Mathews explained how these fees help with the expenses of issuing a Temporary Occupancy Certificate and Fixture Stocking Fee. Mr. Mathews answered Council's questions.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HARDIN TO ADOPT RESOLUTION NO. CC-2025-5 AS PRESENTED.

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

9. ORDINANCES

- a. First Reading

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

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HARDIN TO ADVANCE ORDINANCE NO. 3561 TO SECOND READ AS PRESENTED.

ROLL CALL VOTE: DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA.

NAY-NONE. MOTION CARRIED WITH FOUR YEA VOTES.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS DECLARING ORDINANCE NO. 3561 AN EMERGENCY.

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

b. 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)

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR CLARK TO ADOPT ORDINANCE NO. 3557 AS PRESENTED.

ROLL CALL VOTE: DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR 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 COUNCILOR HARDIN, SECOND BY COUNCILOR HAWKINS TO ADOPT ORDINANCE NO. 3558 AS PRESENTED.

ROLL CALL VOTE: DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-YEA, HARDIN-YEA.
NAY-NONE. MOTION CARRIED WITH FOUR 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 HARDIN TO ADOPT ORDINANCE NO. 3559 AS PRESENTED.

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

10. APPOINTMENTS

a. Board of Adjustment

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO APPOINT ROB LAMECKER TO THE BOARD OF ADJUSTMENT FOR A THREE TERM ENDING IN 2028.

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

11. REPORTS FROM OFFICERS & BOARDS

- a. Miscellaneous items from the City Attorney: None.
- b. Miscellaneous items from the City Manager:

- City Manager Brady Moore announced that the annual “Trash-Off” event will be Saturday, March 29th, from 9 a.m. to 12 p.m. The City asks that volunteers RSVP by March 27, so that they can be provided with work gloves, safety vests, and trash bags. Volunteers will meet at the Couch Park Pavilion at 1270 East Alcott Drive. For more information or to RSVP, call Chris Franks at (405) 533-8482, or email at: chris.franks@stillwaterok.gov.
- c. Miscellaneous items from the City Council:
 - Councilor Hardin asked residents to please mark their calendars for the annual Household Hazardous Waste event on Saturday, April 26th, from 8 a.m. to 1 p.m., at the Convenience Collection Center. This is an opportunity to dispose of oil-based paint, pesticides & herbicides, mixed fuels, and other hazardous materials for free. The Convenience Collection Center, located at 807 South Perkins Road, will also be open for business as usual, when this event occurs.
 - Councilor Clark announced that on the April 1st ballot, voters will see a proposition for a new Animal Welfare facility. Stillwater Animal Welfare is an essential function of safety and emergency response efforts under the Police Department, with certified officers trained to safeguard public health and eliminate neglect and abuse of animals. They received nearly 5,000 calls for service in 2024, which is almost 1,000 more than the previous year. The need is here and will continue to increase.
 - Councilor Hawkins reminded residents that if they're looking for a way to reduce their water bill, that is also environmentally friendly, they may want to purchase a rain barrel through the City of Stillwater. Rain barrels capture water from your roof and store it for future use. This also helps reduce stormwater pollution by minimizing the amount of runoff that leaves a site. To order a rain barrel, go online to: stillwaterok.gov/stormwater, before April 28.
 - Vice Mayor Dzialowski announced that the annual MidSouth Endurance Race and events are this week, beginning Thursday, March 13th, at 3 p.m. through Sunday, March 16th. The City is excited to welcome all MidSouth participants and visitors. Please know, there will be some temporary road closures in areas of town during the race, and traffic may move a little slower at times. Residents may want to allow additional travel time and watch out for cyclists, runners, and walkers in and near the roadways.
- i. Discussion about scheduling items for future meetings.

12. QUESTIONS & INQUIRIES

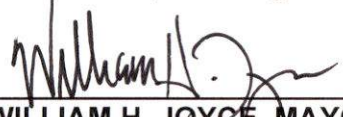
None.

13. ADJOURN

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ADJOURN THE MARCH 10, 2025 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

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

The March 10, 2025 regular meeting of the Stillwater City Council adjourned at 5:58 p.m.



WILLIAM H. JOYCE, MAYOR
CITY OF STILLWATER



TERESA KADAVY
CITY CLERK