



Together, Investing in Municipal Excellence

CITY COUNCIL MEETING AGENDA
APRIL 21, 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.	Sexual Assault Awareness Month
b.	50th Anniversary, Stillwater Humane Society
c.	"You Are Beautiful" Proclamation
d.	Stillwater Electric Utility earned Diamond status, the highest possible ranking, from the American Public Power Association's Safety Award of Excellence for safe operating practices in 2024, within the category of 110,000-249,999 annual worker-hours of exposure. SEU also received the Reliable Public Power Provider (RP3) [®] Diamond member designation for providing reliable and safe electric service.

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 April 7, 2025 regular and executive session meeting minutes	
b.	Approve Agreement between City of Stillwater, Stillwater	David Barth

	Utilities Authority, and Independent School District No. 16 for sharing of the cost of replacement of an existing, leaking waterline in the new high school project area which requires replacement in connection with the project and will benefit the greater public by replacing older pipes.		
c.	Authorize the Mayor to sign the Local Government Certification documents for Mission of Hope to apply for the 2025 Emergency Solutions Grant Program.	CC-25-59	Shelly Crynes
d.	Award Bid #6-2025 to Tus Nua Lawn and Landscaping for \$374,528.00 for City Wide Mowing Services.	CC-25-60	Barbara Bliss
e.	Award a unit price contract to MK Excavation, LLC in the amount of \$47,620.00 for Windsor Drive crosswalk improvements (Bid No. 11-2025); authorize total construction expenditures of \$58,270.00 which includes the construction contract, testing and contingency; approve the related budget amendment; and authorize the City Manager to execute the contract and related documents.	CC-25-61	Bill Millis

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.	Received public comment for a proposed Text Amendment to Chapter 23, Land Development Code, Article XVII, Required Improvements, Division 3, Improvements, Section 357, Water Distribution System, Subsection (e) and Section	CC-25-62	David Barth
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	358, Sanitary Sewer Collection System, Subsection (e); Chapter 41, Utilities, Article IV, Water Service, Division 1, Section 41-113, Tie-On Charge, Subsection (b) and Division 5, Service Extensions, Section 41-244, Lease-Purchase Agreement; Chapter 41, Utilities, Article V, Sewers and Sewage Disposal, Division 11, Sewer Main Extensions, Section 41-590, Payment of Costs and Section 41-591, Lease-Purchase Agreement; and adding Chapter 41, Utilities, Article IV, Water Service, Division 5, Service Extensions, Section 41-245, Payment of Costs; Repealing all ordinances to the contrary; and providing for severability.		
b.	Receive public comment for a proposed Text Amendment to Chapter 23, Land Development Code, Article III, Land Development Process, Section 23-63, Plat/Subdivision Approval Process; Repealing all ordinances to the contrary and providing for severability.	CC-25-63	David Barth

8. General Orders

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

a.	FY26 Budget Presentation (No action will be taken on this item)	CC-25-64	Christy Cluck
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9. 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-2025-6: A RESOLUTION FIXING THE AMOUNT OF BONDS TO MATURE EACH YEAR, FIXING THE TIME AND PLACE THE BONDS ARE TO BE SOLD AND AUTHORIZING THE CLERK TO GIVE NOTICE OF SAID SALE AS REQUIRED BY LAW.
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10. 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.	ORD. NO. 3565: AN ORDINANCE AMENDING STILLWATER CODE OF ORDINANCES CHAPTER 23, "LAND DEVELOPMENT CODE," ARTICLE XVII, "REQUIRED IMPROVEMENTS," DIVISION 3, "IMPROVEMENTS, SECTION 357, "WATER
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	DISTRIBUTION SYSTEM," SUBSECTION (e) AND SECTION 358, "SANITARY SEWER COLLECTION SYSTEM," SUBSECTION (e); CHAPTER 41, "UTILITIES," ARTICLE IV, "WATER SERVICE," DIVISION 1, SECTION 41-113, "TIE-ON CHARGE," SUBSECTION (b) AND DIVISION 5, "SERVICE EXTENSIONS," SECTION 41-244, "LEASE-PURCHASE AGREEMENT"; CHAPTER 41, "UTILITIES," ARTICLE V, "SEWERS AND SEWAGE DISPOSAL," DIVISION 11, "SEWER MAIN EXTENSIONS," SECTION 41-590, "PAYMENT OF COSTS" AND SECTION 41-591, "LEASE-PURCHASE AGREEMENT;" AND ADDING CHAPTER 41, "UTILITIES," ARTICLE IV, "WATER SERVICE," DIVISION 5, "SERVICE EXTENSIONS," SECTION 41-245, "PAYMENT OF COSTS"; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY
b.	ORD. NO. 3566: AN ORDINANCE AMENDING STILLWATER CITY CODE BY AMENDING CHAPTER 23, LAND DEVELOPMENT CODE, ARTICLE III, LAND DEVELOPMENT PROCESS, SECTION 23-63, PLAT/SUBDIVISION APPROVAL PROCESS; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY

Second Read

a.	ORDINANCE NO. 3564: AN ORDINANCE CLOSING A PORTION OF A GENERAL UTILITY, DRAINAGE AND PEDESTRIAN EASEMENT LOCATED ON A TRACT OF LAND LYING IN THE NORTHWEST QUARTER (NW/4) OF SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE TWO (2) EAST OF THE INDIAN MERIDIAN, PAYNE COUNTY, STATE OF OKLAHOMA ADDRESSED AS 410 W. FRANKLIN LANE
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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 April 17, 2025 at 5:20 p.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, sexual violence is a devastating and intolerable crime, affecting men, women, and children of all races, ages, cultures, economic situations, and abilities; and,

WHEREAS, sexual violence is a major social problem in homes, schools, and communities across the country, resulting in countless physical, mental, and other health consequences; and,

WHEREAS, sexual violence seriously affects our youth, and is reported that one out of every four girls and one out of every six boys experience a sexual assault before the age of 18; and,

WHEREAS, it is also reported that one in five women and one in sixteen men are sexually assaulted on college campuses nationwide; and,

WHEREAS, the month of April has been designated to promote awareness by increasing education and community involvement to prevent acts of sexual violence.

NOW, THEREFORE, I, William H. Joyce, Mayor of Stillwater, Oklahoma, do hereby proclaim the month of April 2025, as "Sexual Assault Awareness Month," in Stillwater.

WILLIAM H. JOYCE, MAYOR

ATTEST:

TERESA KADAVY, CITY CLERK



Stillwater Humane Society ~ 50th Anniversary

WHEREAS, the Humane Society has served the people and animals of Stillwater, Oklahoma, and its surrounding communities with unwavering dedication for 50 years, providing compassionate care, shelter, and advocacy for animals in need; and,

WHEREAS, Humane Society staff, board, and volunteers work tirelessly to promote public health and safety, protect animals from harm, build relationships and community partners, and foster humane treatment through education, outreach, and hands-on service; and,

WHEREAS, their efforts have resulted in thousands of successful adoptions, critical veterinary care, spay/neuter initiatives, and rescues – making a lasting impact on both the human and animal members of our community; and,

WHEREAS, the Humane Society remains a beacon of compassion and service, reflecting shared values of empathy, responsibility, and respect that strengthen the fabric of Stillwater and neighboring communities.

NOW, THEREFORE, I, William H. Joyce, Mayor of Stillwater, Oklahoma, do hereby honor the Stillwater Humane Society for 50 years of outstanding dedication to the health and safety of Stillwater, its surrounding communities, and Payne County.

WILLIAM H. JOYCE, MAYOR

ATTEST:

TERESA KADAVY, CITY CLERK

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

WHEREAS, the “You Are Beautiful” national project, founded in 2002, began with a simple message of three words that carry immeasurable power to spread kindness and remind every person that they are valued just as they are; and,

WHEREAS, these words resonate across age, background, culture, and belief – creating opportunities for meaningful connection and emotional well-being; and,

WHEREAS, the City of Stillwater embraces the principles of empathy, acceptance, and belonging, and strives to foster a community where all people feel seen, heard, and celebrated; and,

WHEREAS, by aligning with the “You Are Beautiful” project, Stillwater reaffirms its commitment to promote mental wellness, celebrating diversity, and supporting the dignity of every individual; and,

WHEREAS, the installation of the “You Are Beautiful” message at the Stillwater Community Center serves as a permanent and visible reminder to all who visit that they are valued and welcome.

NOW, THEREFORE, I, William H. Joyce, Mayor of Stillwater, Oklahoma, do hereby proclaim Stillwater as a “YOU ARE BEAUTIFUL” community and encourage all residents, businesses, and organizations to join this movement by spreading positivity, practicing kindness, and helping ensure that our community remains a place where everyone feels welcome, safe, and appreciated.

WILLIAM H. JOYCE, MAYOR

ATTEST:

TERESA KADAVY, CITY CLERK

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED APRIL 4, 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
APRIL 7, 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 5:31 p.m.

2. PLEDGE OF ALLEGIANCE

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

3. PROCLAMATIONS/PRESENTATIONS

- a. Recognition of Stillwater Regional Airport receiving two awards from the Oklahoma Airport Operators Association: Airport of the Year and Kellie Reed, Airport Director of the Year.

Mayor Joyce recognized the Stillwater Regional Airport and Airport Staff for the two awards they recently received from the Oklahoma Airport Operators Association. Airport Director Kelli Reed introduced the airport staff.

- b. Fair Housing Proclamation

Mayor Joyce read the proclamation declaring April as "Fair Housing" month in Stillwater. Executive Director of the Stillwater Housing Authority Toni Broyles accepted the proclamation.

- c. "Week of the Young Child" Proclamation

Mayor Joyce read the proclamation declaring April 5-11, 2025, as "Week of the Young Child," in Stillwater. Kaia Butcher, President of the Early Childhood Coalition, accepted the proclamation.

- d. Red Dirt Music Week Proclamation

Mayor Joyce read the proclamation declaring April 7-13, 2025, as "Red Dirt Music Week," in Stillwater. The bands that were performing at the "Boys From Oklahoma" concert series accepted the proclamation.

4. CONSENT DOCKET

- a. Approve March 24, 2025 regular meeting minutes.
- b. Accept two electric easements to provide SEU access to existing electric lines at 1520 N. Boomer Road.

- c. Approve a reasonable extension of 15 additional days to the time period for awarding the contract for City-wide mowing services (Bid No. 6-2025), which time period shall not exceed a total of 45 days from the date of bid opening as allowed under state law for good cause shown.

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.

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 request from Independent School District No. 16 for closing of a portion of a general utility, drainage and pedestrian easement at the property located at 410 W. Franklin Lane.

Development Services Project Manager Josh Brown presented the report.

Mayor Joyce opened the public hearing.

Stephen Gose, Gose and Associates, spoke on behalf of the applicant.

Mayor Joyce closed the public hearing.

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR HARDIN TO ACCEPT STAFF'S RECOMMENDATION TO MOTION TO CLOSE APPROXIMATELY 8,572 SQUARE FEET OF THE GENERAL UTILITY EASEMENT PORTION OF THE GENERAL UTILITY, DRAINAGE AND PEDESTRIAN EASEMENT LOCATED CENTRALLY ON PROPERTY ADDRESSED AS 410 W. FRANKLIN.

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. 3564: An ordinance closing a portion of a General Utility, Drainage and Pedestrian Easement located on a tract of land lying in the Northwest Quarter (NW/4) of Section Eleven (11), Township Nineteen (19) North, Range Two (2) East of the Indian Meridian, Payne County, State of Oklahoma Addressed as 410 W. Franklin Lane.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR CLARK TO ADVANCE ORDINANCE NO. 3564 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. 3563: An ordinance rezoning a tract of land located at 814, 816, 818 And 820 N. Lincoln Str., 822 And 824 N. Lincoln Str., and 1102, 1104, 1106, 1108 and 1110 W. Tyler Avenue from Two-Family & Multi-Family (RTM) and Two-Family Residential (RT) to Two-Family & Multi-Family (RTM).

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ADOPT ORDINANCE NO. 3563 AS PRESENTED.

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:
 - i. Request for an executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of City Attorney Kimberly Carnley.
 - ii. Request for an executive session pursuant to 25 O.S. § 307(B)(1) for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of City Manager Brady Moore.
- b. Miscellaneous items from the City Manager:
 - City Manager Brady Moore thanked Stillwater residents for voting and for participating in the democratic process. Many thanks to members of the TIME Action Committee for their service, hard work and commitment to increase awareness about the bond proposition for a new animal welfare facility. City Manager Moore reported that Stillwater passed the animal welfare bond by more than 74%. From the new Fire Station bond election that passed in April 2022 and now this, it is evident that our voting residents believe it is instrumental to safeguard the health and safety of our people and animals today and for many years to come. The City looks forward to continued progress for Stillwater, as staff works alongside the residents to improve the quality of life in the community.
- 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 reported that he received an email from a resident that was concerned about nighttime visibility at the crosswalk at the airport from the remote lots to the airport terminal. Within a week the airport staff and electric utility had a light installed at the crosswalk. Clark thanked all those employees that got the light placed so quickly.
 - Councilor Clark stated that on March 29 the City held an Airport Disaster Preparedness Drill which has to be done every three years. Clark stated it was a terrific event, and he was very impressed the way staff conducted themselves.
 - Councilor Hawkins announced that if anyone is looking for an environmentally friendly way to save money on their water bill, they may want to obtain 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.

- Vice Mayor Dzialowski announced that the Stillwater Arts Festival is coming up and has more than 50 regional artists participating this year. This free event is open to the public and will be at the Prairie Arts Center, 1001 S Duck Street, on Friday, April 18, noon to 8 p.m., and Saturday, April 19, from 9 a.m. to 6 p.m. This is a family friendly event that includes live music, artist demos, food trucks, the farmer's market, and much more.
- Mayor Joyce reported that the City is excited to welcome the "Boys From Oklahoma" and the several thousand attendees and visitors throughout April 9th to the 14th. With many additional events occurring at other venues throughout our community, the City is looking forward to a fun-filled and safe few days. Since there will be multiple activities and visitors, the City is partnering with OSU and Visit Stillwater to have a shared text messaging service that residents and visitors can opt-into for event updates, weather notifications, and much more. Just text "BOYSFROMOK" to 67283. There are also two websites with great information, including maps with road closures, schedules, and more.
- i. Discussion about scheduling items for future meetings.

10. QUESTIONS & INQUIRIES

None.

11. EXECUTIVE SESSION

- a. Confidential communications for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of City Attorney Kimberly Carnley.
- b. Confidential communications for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of City Manager Brady Moore.

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR CLARK TO RECESS THE STILLWATER CITY COUNCIL MEETING AT 6:00 P.M.

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

Stillwater City Council meeting recessed at 6:00 p.m. to convene Stillwater Economic Development Authority meeting.

Stillwater City Council reconvened at 6:19 p.m.

MOTION BY COUNCILOR HARDIN, SECOND BY COUNCILOR CLARK TO ENTER INTO EXECUTIVE SESSION AT 6:19 P.M.

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

12. RETURN FROM EXECUTIVE SESSION.

MOTION BY COUNCILOR HARDIN, SECOND BY COUNCILOR CLARK TO RECONVENE THE REGULAR STILLWATER CITY COUNCIL MEETING AT 8:05 P.M.

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

- a. No action was taken on this item.
- b. No action was taken on this item.

13. ADJOURN

MOTION BY COUNCILOR HARDIN, SECOND BY COUNCILOR CLARK TO ADJOURN THE APRIL 7, 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 April 7, 2025 regular meeting of the Stillwater City Council adjourned at 8:06 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 APRIL 4, 2025 AT 11:25 A.M. AT
THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
EXECUTIVE SESSION
723 S. LEWIS
STILLWATER, OK 74074
APRIL 7, 2025
6:19 P.M.**

**PRESENT: MAYOR WILLIAM H. JOYCE, VICE MAYOR AMY DZIALOWSKI,
COUNCILORS CHRISTIE HAWKINS, KEVIN CLARK AND TIM HARDIN**
ABSENT: NONE

- a. Confidential communication regarding the employment, appointment, promotion, demotion, disciplining, or resignation of City Attorney Kimberly Carnley.

Discussion was held regarding the employment, appointment, promotion, demotion, disciplining, or resignation of City Attorney Kimberly Carnley pursuant to 25 O.S. §307 (B)(1).

- b. Confidential communication regarding the employment, appointment, promotion, demotion, disciplining, or resignation of City Manager Brady Moore.

Discussion was held regarding the employment, appointment, promotion, demotion, disciplining, or resignation of City Manager Brady Moore, pursuant to 25 O.S. §307 (B)(1).

The Executive Session concluded at 8:05 p.m.

WILLIAM H. JOYCE, MAYOR

TERESA KADAVY, CITY CLERK

AGREEMENT

THIS AGREEMENT, made and entered into this ____ day of April 2025, by and between the **CITY OF STILLWATER, OKLAHOMA**, a municipal corporation and **STILLWATER UTILITIES AUTHORITY**, a public trust, hereinafter called "City/SUA", and **INDEPENDENT SCHOOL DISTRICT NO.16**, hereinafter called "Developer."

WITNESSETH:

WHEREAS, Developer requested City/SUA's consideration for participation in a cost-share for the replacement of an existing, leaking waterline; and

WHEREAS, Developer's request of the City/SUA is for materials and parts for construction of the waterline on the north access road of the new Stillwater High School; with the understanding that the full cost of construction including labor, equipment and management for a complete and fully functional system will be borne by the Developer; and

WHEREAS, Developer requests the City participate in the amount of up to and not exceeding \$26,800 to cover materials such as pipe, valves, fittings, service lines, meter assemblies, and rock, pursuant to Developer's cost estimate; and

WHEREAS, this project benefits the greater public by replacing older pipes, ultimately looping a dead-end line, and improving water quality and redundancy for the area, and said improvements would cost the City in excess of \$26,800; and

WHEREAS, the project must be designed and constructed to the City's standards and ordinances including all local and state requirements governing waterlines and Developer is aware of the criteria and intends to meet such criteria.

NOW, THEREFORE, IN CONSIDERATION OF THE FOREGOING AND THE FOLLOWING MUTUAL COVENANTS AND AGREEMENTS, THE CITY AND DEVELOPER AGREE AS FOLLOWS:

1. **Reimbursement.** City agrees to pay Developer a sum not to exceed \$26,800 for materials and parts needed for the construction of 654 linear feet of a 6-inch diameter waterline from Station 5+11 to Station 11+66 as shown Sheet C301 of the approved waterline plans.
2. **Conditions.** Developer agrees to the following conditions:
 - a. Developer must comply with the City/SUA's standards, ordinances, codes and policies and all other local, state and federal requirements.
 - b. Participation by City will be on a reimbursement basis only.
 - c. Prior to reimbursement by the City, Developer must provide all documentation necessary, including as-builts, permits and provisions for city inspections, to demonstrate the waterline has been constructed in compliance with City/SUA's requirements;
 - d. Material invoices must be provided by the Developer to the City and the per item price must be equal to or less than the City/SUA's competitively bid materials and parts pricing, per the City/SUA's procurement policies.

- e. Developer must construct the waterline and any other necessary infrastructure within the existing utility easement.
 - f. Reimbursement will be due upon acceptance of the necessary dedicated infrastructure by the City Council and paid by the City/SUA within 30 days of the City Council's acceptance of said easements, deeds, and infrastructure.
3. **Indemnification.** Developer understands and acknowledges that City of Stillwater is a municipal corporation that is funded by its taxpayers and ratepayers to operate for the benefit of its citizens. Accordingly, and pursuant to Oklahoma law, City shall not indemnify nor hold Developer harmless for loss, damage, expense or liability arising from or related to this Agreement, including any attorney's fees and costs. Developer will indemnify, defend and hold the City, its employees and agents harmless from and against liability for any and all claims, demands, costs, penalties, fees (including without limitation, expert witness and attorneys' fees), damages, and liabilities whatsoever for, among other things, bodily injury, death, property damage, personal injury, economic loss and/or products liability asserted by any person or entity, resulting directly or indirectly, in whole or in part, from the acts and/or omissions of Developer and/or its employees, directors, agents, subcontractors and/or consultants arising from or connected with Developer's and/or its employees', directors', agents', subcontractors' and/or consultants' performance under this Agreement. In addition, Developer shall not limit its liability to City for actual loss or direct damages for any claim based on a material breach of this Agreement and the documents incorporated herein. City of Stillwater reserves the right to pursue all legal and equitable remedies to which it may be entitled.
4. **Insurance.** Developer shall purchase and maintain such liability and other insurance as is appropriate for the work being performed and as will provide protection from claims which may arise out of or result from Contractor's performance of the Work and Developer's other obligations under the Contract Documents, whether it is to be performed by Developer, any contractor, subcontractor or supplier, or by anyone directly or indirectly employed by any of them to perform any of the work, or by anyone for whose acts any of them may be liable.
5. **Assignment; Third Party Rights.** Because this Agreement is unique to this specific transaction, it is not assignable by either party. This Agreement is solely between the City and Developer and no third party shall acquire any rights in this Agreement or have any right to enforce it.
6. **Governing Law.** This Agreement shall be governed by the laws of the State of Oklahoma. Venue of any legal action shall be in the District Court of Payne County, Oklahoma.
7. **Entire Agreement.** The parties agree that there are no representations, understandings, stipulations, or other agreements relating to the matters contained in this Agreement. This Agreement may not be altered, waived, or amended except by a written document signed by both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed on the day and year first above written.

INDEPENDENT SCHOOL DISTRICT NO. 16

By: _____
Roberta Douglas, School Board President

MAILING ADDRESS: 314 South Lewis Street
Stillwater, Oklahoma 74074

Date: _____

CITY OF STILLWATER, OKLAHOMA

STILLWATER UTILITIES AUTHORITY

By: _____
Brady Moore, City Manager

By: _____
Brady Moore, General Manager

Date: _____

Date: _____

Approved As to Legal Form and Content:

By: _____
Kimberly Carnley, City Attorney

REPORT TO: CITY COUNCIL

MEETING DATE: APRIL 21, 2025



Agenda Item:	4.c. CC-25-59
Previous/Related Action:	• Mission of Hope has benefited for many years from funding from the Housing and Urban Development (HUD) Agency for its day-to-day operation of the homeless shelter located in Stillwater. • The \$50,000 Emergency Solutions Grant (ESG) will aid funding for residents in the areas of emergency shelter, administration, rapid re-housing, outreach, and prevention services.
Background/Issue:	• The City of Stillwater must grant approval for the Mission of Hope to apply for this grant. By authorizing this grant application, a population in critical need will continue to receive valuable services.
Proposal/Solution:	Approve Mission of Hope submitting the Emergency Solutions Grant application.
Financial Source/Impact:	This application will not impact the City of Stillwater budget.
Related Strategic Priority:	#3 SAFE COMMUNITY
Recommended Action/Motion:	Motion to authorize the Mayor to sign the Local Government Certification documents for Mission of Hope to apply for the 2025 Emergency Solutions Grant Program.
Prepared By:	Shelly Crynes, Grants Manager
Reviewed By:	Christy Cluck Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Local Government Certification-Mission of Hope

CERTIFICATION OF LOCAL GOVERNMENT APPROVAL FOR NONPROFIT ORGANIZATIONS

Emergency Solutions Grant (ESG) Program

To be submitted ONLY by Community Action Agencies (CAA) or Independent Nonprofits and to be prepared by Units of General Local Government.

I, William H. Joyce, Mayor, (name of local government official and title) duly authorized to act on behalf of the City of Stillwater (name of jurisdiction)

hereby approve the following emergency shelter activities proposed by Stillwater MOH Inc - Mission of Hope (name of CAA/Nonprofit)

which is (are) to be located in Stillwater, Oklahoma (name of jurisdiction).

William H. Joyce, Mayor
Name of Chief Elected Official and Title

Signature of the Chief Elected Official April 21, 2025
Date

LOCAL GOVERNMENT CERTIFICATION

Emergency Solutions Grant (ESG) Program

To be submitted **ONLY** by Units of General Local Government Applicants.

I, William H. Joyce, Mayor, Chief Elected Official of
the City of Stillwater, certify that the units of general local government will comply with
the following:

The requirements of 24 CFR Sec. 576 and the current Federal Register Notice of Fund Availability; Amended Program Requirements, concerning the continued use of buildings for which Emergency Solutions Grants are used for rehabilitation or conversion of buildings for use as emergency shelters for the homeless; or when funds are used solely for operating costs or essential services, concerning the population to be served.

The building standards requirement of 24 CFR Sec. 576.55.

The requirements of 24 CFR Sec. 576, concerning assistance to the homeless.

The requirements of 24 CFR Sec. 576.330, other appropriate provisions of 24 CFR Part 576, and other applicable Federal laws concerning nondiscrimination and equal opportunity.

I further certify that the units of general local government will comply with the provisions of, and regulations and procedures applicable under, section 104(g) of the Housing and Community Development Act of 1974 with respect to the environmental review responsibilities under the National Environmental Policy Act of 1969 and related authorities as specified in 24 CFR Part 58.

I further certify that the units of general local government and the shelter(s) conducting activities, funded in whole or in part with McKinney Act funds, to assist the homeless population in this jurisdiction, will administer, in good faith, a policy designed to ensure that the assisted homeless facility is free from the illegal use, possession, or distribution of drugs or alcohol by its beneficiaries.

I further certify that the submission of an application for an emergency solutions grant is authorized under state and/or local law and that the local government possesses legal authority to carry out emergency solutions grant activities in accordance with applicable law and regulations of the Department of Housing and Urban Development.

William H. Joyce, Mayor

Name of Chief Elected Official and Title

April 21, 2025

Signature of Chief Elected Official

Date

REPORT TO: CITY COUNCIL

MEETING DATE: APRIL 21, 2025



Agenda Item:	4.d. CC-25-60
Previous/Related Action:	
Background/Issue:	The City annually bids a portion of parks and city-owned property and facilities to be mowed by a private vendor. City workers are still needed to mow larger parks and areas with slopes including dams.. In an effort to determine the true cost of mowing this 2025 season the bid included all parks and city facilities with the only mowing City workers would be responsible for would be areas with slopes. Last year's awarded mowing bid came in at \$134,880.00. This year's three bids with the additional land included ranged from a low bid of \$374,528.00 to a high bid of \$822,880.00. The City could decide to continue to split the mowing duties between City employees and private vendors and not award the full amount. If this is the decision reached the City would need to replace three mowers at a cost of around \$140,000.00 and purchase a tractor/pull behind mower priced at \$50,000.00. Public Works employees (between 5-7 workers) will spend 3-4 days per week mowing these large areas not funded in the new contract.
Proposal/Solution:	Public Works and Parks and Community Resources recommends awarding the full contract to the low bidder Tus Nua Lawn and Landscape out of Oklahoma City. Tus Nua is currently the landscape contractor for the city and has a good working relationship with us. They also received high marks from metro area cities who use them to mow their facilities. This allows our 5-7 employees to focus on water, street, and park maintenance while requiring a one time per week commitment to mowing.
Financial Source/Impact:	Funding for this item is available.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #2 MOTIVATED MANAGEMENT
Recommended Action/Motion:	Award the mowing bid to Tus Nua Lawn and Landscaping for \$374,528.00.
Prepared By:	Barbara Bliss, Community Resources Director
Reviewed By:	Barbara Bliss Christy Driskel Teresa Kadavy

Submitted By:	Brady Moore, City Manager
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Attachments

None

REPORT TO: CITY COUNCIL

MEETING DATE: APRIL 21, 2025



Agenda Item:	4.e. CC-25-61										
Previous/Related Action:	CC-24-34, April 1, 2024: FY24 Pavement Management Plan										
Background/Issue:	• At the April 1, 2024, City Council meeting Staff presented the Pavement Management Program (PMP), including a plan to utilize available Transportation Sales Tax fund for the use of improvements to the City's transportation network. This included sidewalks. • Mailboxes for the West Park neighborhood are located in central common locations. The mailbox bank near Windsor Drive and Windsor Circle is not served by sufficient ramps. Further, some of the neighborhood sidewalks were constructed prior to modern intersection pedestrian design, including appropriate ramps.										
Proposal/Solution:	This project addresses crosswalks along Windsor Drive, serving one of those mailbox banks, as well as general accessibility for the sidewalks in the vicinity. Staff issued the project for bids, which were opened on April 9, 2025. Bid results are as follows: <table><tr><td>MK Excavation, LLC</td><td>\$47,620.00</td></tr><tr><td>Wyatt Contracting, INC</td><td>\$60,000.00</td></tr><tr><td>Rudy Construction Co.</td><td>\$67,290.00</td></tr><tr><td>JMP Concrete Co.</td><td>\$71,706.00</td></tr><tr><td>Lambert Construction Company</td><td>\$73,741.00</td></tr></table> Staff have reviewed the bids and recommend the project be awarded to MK Excavation, LLC at a construction bid price of \$47,620.00.	MK Excavation, LLC	\$47,620.00	Wyatt Contracting, INC	\$60,000.00	Rudy Construction Co.	\$67,290.00	JMP Concrete Co.	\$71,706.00	Lambert Construction Company	\$73,741.00
MK Excavation, LLC	\$47,620.00										
Wyatt Contracting, INC	\$60,000.00										
Rudy Construction Co.	\$67,290.00										
JMP Concrete Co.	\$71,706.00										
Lambert Construction Company	\$73,741.00										
Financial Source/Impact:	Sufficient funds are available in the Transportation Sales Tax Fund.										
Related Strategic Priority:	#4 CONNECTED SPACES										
Recommended Action/Motion:	Staff recommends a motion to: • Award a Unit Price Contract to MK Excavation, LLC for										

	\$47,620.00; • Authorize the City Manager to execute the Contract, and related documents; • Authorize total construction expenditures of \$58,270.00 which includes construction contract, testing and 15% contingency; and • Approve Budget Amendment in the amount of \$58,270.00 from the Transportation Sales Tax Fund
Prepared By:	Bill Millis, Deputy Director of Engineering
Reviewed By:	Candy Staring
	Brady Moore
	Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. BA 25TR11 Signed by Bill

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: 04/15/2025

Department: Transportation

Requested by: Candy Staring

Explanation: Expenditures:
Increase budget appropriations for the award of the 25TR11 Windsor Drive Crosswalk Improvements. 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: Windsor Crosswalk Improvements	2604035 - 54009	25TR11260	\$ 0	\$ 58,270	\$ 58,270
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

\$ 58,270

Reviewed by Department Manager: 

Date: 2025 apr 17

Reviewed by Finance: _____

Date: _____

Approved by CMO: _____

Date: _____

Approved by City Council: ☐ Yes ☐ No

Date: _____

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

--Print on Yellow Paper--

REPORT TO: CITY COUNCIL

MEETING DATE: APRIL 21, 2025



Agenda Item:	7.a. CC-25-62
Previous/Related Action:	
Background/Issue:	Subsection (e) of Section 23-357 and Subsection (e) of Section 23-358 state that developers may enter into lease purchase agreements with the city when it is necessary for the developer to expend funds for water and sewer infrastructure that will serve areas other than the developer's project area. Chapter 41 of the City Code states the City "shall" enter into lease purchase agreements with developers who bear the entire cost of water or sewer infrastructure that can serve other areas. This requirement is problematic for the City for several reasons: 1. It is not always in the best interest of the City or public for the City to enter into a lease purchase agreement with a developer or landowner, even if the developer or landowner has built a sewer or water main that can be used by others; thus, the word "shall" is problematic. 2. It is not in the best interest of the City to lease water or sewer infrastructure from a developer or landowner which the City is then obligated to maintain. Best practice is for the City to own the infrastructure it is committed to maintain. 3. The ordinance contains no provision for the conveyance to the City of easements over the land where the infrastructure has been built so that the City will have the right to access the developer's water or sewer infrastructure. 4. The lease purchase provision is set up such that the City leases and maintains the infrastructure for a period of 10-20 years. At the end of the time period, the developer/landowner is then obligated to convey the infrastructure to the City. The developer/landowner (typically an LLC) may no longer be in existence. 5. The City is obligated to accept the infrastructure (as is) at the end of the 10-20 year period, which could be problematic.

Proposal/Solution:	The Planning Commission considers text amendments to Chapter 23, only. The proposed text amendments to Chapter 23 replace the “lease purchase agreement” with a “utility main development agreement.” The utility main development agreement provides a similar mechanism for a developer to be compensated by others connecting to a utility main provided by the developer, with the primary difference being, the City owns the infrastructure and not the developer.
Financial Source/Impact:	There is no known impact to the City budget.
Related Strategic Priority:	#2 MOTIVATED MANAGEMENT #4 CONNECTED SPACES
Recommended Action/Motion:	The Planning Commission recommended the City Council approve the Chapter 23 text amendment 4-0. Staff recommends the City Council accept the Planning Commission’s recommendation, approve the Chapter 23 and Chapter 41 text amendments and adopt the proposed ordinance.
Prepared By:	David Barth, Director of Development Services
Reviewed By:	David Barth Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Minutes SPC 03.25.2025 Ch 23 _ 41
2. Draft Ch 23 and Ch 41 Water_Sewer Utility Main Development Agreement

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF March 25, 2025
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED March 24, 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

STAFF PRESENT

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

MEMBERS ABSENT

David Peters, Member

Staff Absent

1. CALL MEETING TO ORDER.

2. PUBLIC HEARING

- c. Receive public comments for a Text Amendment to Chapter 23, Land Development Code, Article XVII, Required Improvements, Division 3, Improvements, Section 357, Water Distribution System, Subsection (e) and Section 358, Sanitary Sewer Collection System, Subsection (e); Chapter 41, Utilities, Article IV, Water Service, Division 1, Section 41-113, Tie-On Charge, Subsection (b) and Division 5, Service Extensions, Section 41-244, Lease-Purchase Agreement; Chapter 41, Utilities, Article V, Sewers and Sewage Disposal, Division 11, Sewer Main Extensions, Section 41-590, Payment of Costs and Section 41-591, Lease-Purchase Agreement; and adding Chapter 41, Utilities, Article IV, Water Service, Division 5, Service Extensions, Section 41-245, Payment of Costs; Repealing all ordinances to the contrary; and providing for severability.

David Barth, Development Services Director, presents staff's report and asks if there are any questions.

Discussion is held regarding the definition of a "main" line versus a "service" line; water having a minimum size requirement of six (6) inches and sanitary sewer having a minimum size requirement of eight (8) inches; the lease purchase being a mechanism for the developer to recoup some of the costs of installation over the agreement term; how the charges are calculated when someone connects; text amendment allows the developer to install but the City to accept easement and infrastructure upon completion; and having proper access to maintain the infrastructure that City's is responsible for.

Chair Phillips asks if there are any further 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 item; 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 alternatives.

Mr. Barth presents alternatives and staff's recommendation, which are:

Alternatives:

1. Recommend 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.

Staff Recommendation: Staff recommends Alternative 1.

Commissioner Prather moved, Vice-Chair Williams seconded to approve and recommend the City Council to approve the proposed text amendment as presented.

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

Time: 12 minutes

ORDINANCE NO. XXXXXX

AN ORDINANCE AMENDING STILLWATER CODE OF ORDINANCES CHAPTER 23, "LAND DEVELOPMENT CODE," ARTICLE XVII, "REQUIRED IMPROVEMENTS," DIVISION 3, "IMPROVEMENTS, SECTION 357, "WATER DISTRIBUTION SYSTEM," SUBSECTION (e) AND SECTION 358, "SANITARY SEWER COLLECTION SYSTEM," SUBSECTION (e); CHAPTER 41, "UTILITIES," ARTICLE IV, "WATER SERVICE," DIVISION 1, SECTION 41-113, "TIE-ON CHARGE," SUBSECTION (b) AND DIVISION 5, "SERVICE EXTENSIONS," SECTION 41-244, "LEASE-PURCHASE AGREEMENT"; CHAPTER 41, "UTILITIES," ARTICLE V, "SEWERS AND SEWAGE DISPOSAL," DIVISION 11, "SEWER MAIN EXTENSIONS," SECTION 41-590, "PAYMENT OF COSTS" AND SECTION 41-591, "LEASE-PURCHASE AGREEMENT;" AND ADDING CHAPTER 41, "UTILITIES," ARTICLE IV, "WATER SERVICE," DIVISION 5, "SERVICE EXTENSIONS," SECTION 41-245, "PAYMENT OF COSTS"; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY

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

SECTION 1: That the Stillwater City Code, Chapter 23, "Land Development Code," Article XVII, "Required Improvements," Division 3, "Improvements," Section 23-357(e), is amended to read as follows:

Sec. 23-357. Water distribution system.

(e) Whenever it is necessary for a developer to expend funds for the design, materials, and installation of a water distribution system that may serve areas other than its own, the developer may enter into a ~~water line lease purchase agreement~~ utility main development agreement with the city as provided for in Chapter 41.

SECTION 2: That the Stillwater City Code, Chapter 23, "Land Development Code," Article XVII, "Required Improvements," Division 3, "Improvements," Section 23-358(e), is amended to read as follows:

Sec. 23-358. Sanitary sewer collection system.

(e) Whenever it is necessary for a developer to expend funds for the design, materials, and installation ~~the construction~~ of a sewer collection system ~~main~~ that may ~~will~~ serve areas other than ~~its~~ his own, the developer may enter into a ~~water line lease purchase agreement~~ utility main development agreement with the city as provided for in Chapter 41.

SECTION 3: That the Stillwater City Code, Chapter 41, "Utilities," Article IV, "Water Service," Division 1, "Tie-on charge," Section 41-113(b), is amended to read as follows:

Sec. 41-113. Tie-on charge.

(b) Whenever a multifamily structure owner or developer installs individual three-fourths-inch meters for each dwelling unit, the tie-on charge may be computed on the basis of a single meter of sufficient size to serve the entire structure. Any developer and/or owner who has expended in excess of \$~~5100,000.00~~ toward the cost of a water main extension, ~~as provided in section 41-243~~, and has entered into a ~~lease-purchase agreement~~ utility main development agreement with the city regarding said water main, as provided ~~for in section 41-244~~ Chapter 41, shall be exempt from said tie-on charges for the first water connection which said developer and/or owner makes to said main. The above \$100,000 expenditure required for exemption shall be increased four percent annually beginning January 1, 2025, and adjusted each January 1 of every year thereafter.

SECTION 4: That the Stillwater City Code, Chapter 41, "Utilities," Article IV, "Water Service," Division 5, "Service Extensions," Section 41-244, is amended to read as follows:

Sec. 41-244. ~~Lease-Purchase~~Utility Main Development Agreement - Water.

When a developer and/or owner of a tract ~~inside the city~~ has paid, or agrees to pay, all or a portion of the cost of ~~materials of~~ a water main which is so located as to render it possible for tracts of land not owned by said developer and/or owner to be served with water through said main, ~~as provided in section 41-243(1), or when a developer and/or owner of a tract outside the city bears the entire cost of a water main, as provided in section 41-243(2)~~, a ~~lease-purchase~~ utility main development agreement shall ~~may~~ be entered into by and between the developer and/or owner and the city containing the following basic provisions:

- ~~(1)~~ (1) ~~The developer and/or owner shall lease his interest in the main to the city for a period of ten years, during which time the city will assume responsibility for maintenance of the main as part of the water distribution system of the city; provided, however, that the lease period may be for a term of not to exceed 20 years if the developer and/or owner is a corporate entity or a trust and the water main which it has constructed extends for a distance of at least 5,280 feet. The initial term of the agreement shall not exceed ten years. Upon written request of the developer and/or owner, made within 90 days prior to the expiration of the term, the agreement may be extended for an additional period not to exceed ten years if the developer and/or owner has not received, at the expiration of the original term, contribution on a square footage basis, as hereinafter described, from the developers and/or owners of at least 50 percent of the area capable of being served by such main.~~
- (2) The city will not permit any person within the area capable of being served to connect any new or additional main to said main, or make a water connection thereto, without first requiring ~~such person to pay the developer and/or owner his payment of a~~ pro rata portion of the original investment of the developer, ~~and/or~~

owner ~~and/or the city~~ in for said main, together with interest thereon from the date of ~~completion~~ acceptance of said main at a rate not to exceed seven percent per annum; such *pro rata* portion to be calculated on a square footage basis of the total area capable of being served by such main. The total area capable of being served by such main shall be agreed upon by the developer and/or owner and the city at the time of the execution of the ~~lease-purchase~~ utility main development agreement.

- (3) The developer and/or owner shall have no right or claim to any portion of the revenue received by the city for tie-on charges, service charges, any other fees or charges, or water sold and delivered through said lines; ~~The reimbursement to the developer and/or owner is specifically limited to contribution under subsection (2) of this section.~~
- ~~(4) At such time as the developer and/or owner has received contribution on a square footage basis, as described in subsection (2) of this section, from the developers and/or owners of all the area capable of being served by such main, or at the expiration of the lease period set forth in the lease-purchase agreement, the title of said water main extension shall vest in the city, and the developer and/or owner shall thereafter have no right, title, or interest therein.~~
- (4) The utility main development agreement shall become effective upon: 1) approval of the agreement by the city council; 2) acceptance by the city council of said water main and all associated equipment and appurtenances incidental thereto, in accordance with applicable ordinances and law, and 3) acceptance by the city council of all necessary deeds of dedication and/or other conveyances.

SECTION 5: That the Stillwater City Code, Chapter 41, "Utilities," Article V, "Sewers and Sewage Disposal," Division 11, "Sewer Main Extensions," Section 41-590, is amended to read as follows:

Sec. 41-590. Payment of costs.

The costs of sewer main extensions shall be borne as follows:

- (1) The developer and/or owner of a tract ~~within the corporate limits~~ shall bear the entire cost of a sewer main adequate in size, as determined by the engineering ~~division of the department, of operations,~~ in compliance with the requirements of ODEQ, to serve the tract that ~~he is being developed, developing or desires to serve,~~ provided that, in no event shall a main of less than eight inches in diameter be considered adequate. If the city ~~desires that~~ determines that it is beneficial for that the sewer main to be larger than the engineering department's determination of adequate size is necessary to serve said track, the city may, if funds are available, pay the additional cost of the main. All such sewer main extensions, upon completion, shall become the sole and exclusive property of the city and shall be operated and maintained as part of the city sanitary sewer system; ~~however,~~ if a main is so located as to render it possible for tracts of land not owned by the developer and/or owner to be served, the developer and/or owner may enter into an agreement for partial reimbursement of the costs as set forth in section 41-591.

~~through the main, the developer and/or owner shall retain title to the main to the extent of his interest therein based on his participation in the total cost thereof, and shall lease his interest to the city as provided in section 41-591. All such sewer main extensions, upon completion, shall become the sole and exclusive property of the city and shall be operated and maintained as part of the city's sanitary sewer system.~~

- (2) ~~In the event that an application for sewer main extension is granted, the developer and/or owner of a tract outside the corporate limits shall bear the entire cost of the sewer main and shall lease it to the city enter into an agreement as provided in section 41-591.~~

SECTION 6: That the Stillwater City Code, Chapter 41, "Utilities," Article V, "Sewers and Sewage Disposal," Division 11, "Sewer Main Extensions," Section 41-591, is amended to read as follows:

Sec. 41-591. Lease Purchase Utility Main Development Agreement - Sewer.

When a developer and/or owner of a tract ~~inside the corporate limits~~ has paid, or agrees to pay, all or a portion of the cost of a sewer main which is so located as to render it possible for tracts of land not owned by the developer and/or owner to be served through the main, as provided herein, ~~or when a developer and/or owner of a tract outside the corporate limits bears the entire cost of a sewer main, as provided herein, a lease purchase a utility main development agreement shall may~~ be entered into by and between the developer and/or owner and the city containing the following basic provisions:

- (1) ~~The developer and/or owner shall lease his interest in the main to the city agreement shall be for an initial for a period term of ten years, during which time the city will assume responsibility for maintenance of the main as part of the sanitary sewer system of the city; however, uUpon written request by of the developer and/or owner to the city council, made within 90 days prior to the expiration of the lease period term, the lease period shall agreement may be extended for an additional period of not to exceed ten years if the developer and/or owner has not received, at the expiration of the original lease period term, contribution on a square footage basis, as hereinafter described, from the developers and/or owners of at least 50 percent of the area capable of being served by such main; and provided further, if the developer and/or owner has received, at the expiration of the original lease period, contribution on a square footage basis, as hereinafter described, from the developers and/or owners of at least 50 percent but less than 75 percent of the area capable of being served by such main, the city council may, in its sole discretion, extend the lease period for an additional period of not to exceed ten years, upon written request by the developer and/or owner to the city council within the time set forth in this subsection.~~
- (2) The city will not permit any person within the area capable of being served to connect any new or additional main to the main, or make a sewer connection thereto, without first requiring such person to pay to the developer and/or owner

~~his payment of a *pro rata* portion of the original investment of the developer, and/or owner and/or the city in for the main, together with interest thereon from the date of completion acceptance of the main at a rate not to exceed seven percent per annum, such *pro rata* portion to be calculated on a square footage basis of the total area capable of being served by such main. The total area capable of being served by such main shall be agreed upon by the developer and/or owner and the city at the time of the execution of the lease-purchase-utility main development agreement.~~

- ~~(3) The developer and/or owner shall have no right or claim to any portion of the revenue received by the city for tie-on charges, or service charges, or any other fees or charges; the reimbursement to the developer and/or owner is specifically limited to contribution under subsection (2) of this section.~~
- ~~(4) At such time as the developer and/or owner has received contribution on a square footage basis, as described in subsections (1) through (3) of this section, from the developers and/or owner of all the area capable of being served by such main, or at the expiration of the lease period set forth in the lease-purchase-utility main development agreement or an extension thereof, as above provided, the title to the sewer main shall vest in the city; and the developer and/or owner shall thereafter have no right, title or interest therein.~~
- (4) The utility main development agreement shall become effective upon: 1) approval of the agreement by the city council; 2) acceptance by the city council of said sewer main and all associated equipment and appurtenances incidental thereto, in accordance with applicable ordinances and law, and 3) acceptance by the city council of all necessary deeds of dedication and/or other conveyances.

SECTION 7: That the Stillwater City Code is amended to add Chapter 41, “Utilities,” Article IV, “Water Service,” Division 5, “Service Extensions,” Section 41-245, “Payment of Costs,” to read as follows:

Sec. 41-245. Payment of costs.

The costs of water main extensions shall be borne as follows:

- (1) The developer and/or owner of a tract shall bear the entire cost of a water main adequate in size, as determined by the engineering department, in compliance with the requirements of ODEQ, to serve the tract that is being developed, provided that in no event shall a main of less than six inches in diameter be considered adequate. If the city determines that it is beneficial for the water main to be larger than the engineering department’s determination of adequate size, the city may, if funds are available, pay the additional cost of the main. All such water main extensions, upon completion, shall become the sole and exclusive property of the city and shall be operated and maintained as part of the city water system.
- (2) If a main is so located as to render it possible for tracts of land not owned by the developer and/or owner to be served, the developer and/or owner may enter into an agreement for partial reimbursement of the costs as set forth in section 41-244. All such water main extensions, upon completion, shall become the sole and

exclusive property of the city and shall be operated and maintained as part of the city's water system

SECTION 8: REPEALER. All ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 9: 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.

PASSED, APPROVED AND ADOPTED AND THE EMERGENCY CLAUSE
BEING VOTED ON SEPARATELY, THIS _____ DAY OF _____, 2025.

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

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

KIMBERLY CARNLEY, CITY ATTORNEY

REPORT TO: CITY COUNCIL

MEETING DATE: APRIL 21, 2025



Agenda Item:	7.b. CC-25-63
Previous/Related Action:	
Background/Issue:	Subsection (g) of Section 23-63 currently allows final plats of residential subdivisions to be filed with the Land Records Division of the County Clerk's Office before the infrastructure required for the subdivision has been built or accepted by the City Council. This is problematic for the following reasons: • After the City accepts the dedication of public ways shown on any plat, the City becomes the owner of those public ways. It is not in the best interest of the City or its residents to accept public ways when the planned infrastructure within those public ways has not been constructed and accepted by the City Council. • The lots can be conveyed to third parties.
Proposal/Solution:	The City Code already states that before a commercial subdivision plat can be filed with the County, the required improvements must be constructed and accepted by the City Council or a development agreement for the improvements must be executed. The proposed text amendment will require improvements to be constructed and accepted or a development agreement for the improvements be executed before any plat can be filed with the County.
Financial Source/Impact:	There is no known impact to the City budget.
Related Strategic Priority:	#2 MOTIVATED MANAGEMENT #4 CONNECTED SPACES
Recommended Action/Motion:	The Planning Commission recommended the City Council approve the text amendment 4-0. Staff recommends the City Council accept the Planning Commission's recommendation and approve the text amendment and adopt the proposed ordinance.
Prepared By:	David Barth, Director of Development Services
Reviewed By:	David Barth Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Minutes SPC 03.25.2025 Sec 23.63
2. Draft Ch. 23, Sec. 23.63 Plat Ame2025-01-27 Plat Amendment Ordinance

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF March 25, 2025
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED March 24, 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

STAFF PRESENT

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

MEMBERS ABSENT

David Peters, Member

Staff Absent

1. CALL MEETING TO ORDER.

2. PUBLIC HEARING

- b. Receive public comment regarding a Text Amendment to Chapter 23, Land Development Code, Article III, Land Development Process, Section 23-63, Plat/Subdivision Approval Process; Repealing all ordinances to the contrary; and providing for severability.

David Barth, Development Services Director presents staff's report and asks if there are any questions; none respond.

Chair Phillips opens the public hearing and asks if there is anyone that wishes to speak in favor of this item; 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 alternatives and staff's recommendation which are:

Alternatives:

1. Recommend 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.

Staff Recommendation: Staff recommends Alternative 1.

Vice-Chair Williams moved, Commissioner Shanahan seconded to approve and recommend the City Council to approve the proposed text amendment as presented.

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

Time: 4 minutes

ORDINANCE NO. ____

“AN ORDINANCE AMENDING STILLWATER CITY CODE BY AMENDING CHAPTER 23, LAND DEVELOPMENT CODE, ARTICLE III, LAND DEVELOPMENT PROCESS, SECTION 23-63, PLAT/SUBDIVISION APPROVAL PROCESS; 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: That Stillwater City Code, Chapter 23, Land Development Code, Article III, Land Development Process, Section 23-63, Plat/subdivision approval process, be amended to read as follows:

Sec. 23-63. Plat/subdivision approval process.

- (a) *To be placed on planning commission agenda.* Each plat submitted for preliminary or final approval shall be placed on the agenda of the planning commission only after fulfilling the specific requirements of these regulations. However, a plat not meeting all of the requirements may be submitted provided the subdivider presents with the plat a written request for specific exceptions and enumerates in detail the reasons therefor.
- (b) *Review.* Upon compliance with all application requirements, all plat/subdivision requests shall be reviewed by city staff.
- (c) *Lot splits.* Prior to approval of any lot split, there shall be filed an application requesting a lot split. The applicant shall submit at the time of application a survey of the intended division and inclusive of all affected properties. Lot splits will be approved administratively upon compliance with adopted regulations. Once compliance is verified, deeds in executable form shall be submitted to city staff and shall be stamped and signed by city staff that the deeds are approved and ready for recording. If a lot split creates a tract of land that does not comply with the specific zoning district requirements, then a lot combination must occur concurrently with the lot split unless the noncompliant tract meets the definition of an outlot and is so designated. Any lot combination resulting from the lot split application shall be included in the application for the lot split and shall show the existing and proposed property lines, existing structures, improvements, utilities and appurtenances, as identified thereto, and shall be indicated on the lot split drawing prepared by a licensed land surveyor used to illustrate and explain the proposed lot combination. Prior to the issuance of a building permit, when a lot combination has not been required for review and approval, a copy of a recorded deed indicating the combination of the lots shall be submitted as part of the building permit application, as applicable.
- (d) *Minor subdivisions.* Upon compliance with all application requirements, minor subdivisions will be reviewed for compliance with the adopted regulations. Once compliance is verified, deeds in executable form shall be submitted to city staff and shall be stamped and signed by city staff that the deeds are approved and ready for recording. Where the property to be subdivided or any portion thereof is part of a minor subdivision approved within the year

preceding the date of application, a preliminary and final plat of said property shall be prepared and submitted to the planning commission and city council in accordance with the requirements herein.

- (e) *Commercial minor subdivisions.* Upon compliance with all application requirements, commercial minor subdivisions will be reviewed, in conjunction with development plan applications or with final planned development plan applications, for compliance with the adopted regulations. Once compliance is verified, deeds in executable form shall be submitted to city staff and shall be stamped and signed by city staff that the deeds are approved and ready for recording.
- (f) *Preliminary plats.*
 - (1) *Notice.* Notice shall be provided by regular mail to the owners of property within 300 feet of the proposed subdivision prior to the planning commission meeting at which the proposal may be heard. In addition to a property owner letter, notice shall include a copy of the proposed subdivision and a map of its location.
 - (2) *Approval.* The planning commission shall approve, approve conditionally, or disapprove the preliminary plat within 60 days of the date of its first review by the planning commission.
 - a. Unless stipulation for additional time is agreed to by the subdivider and if no action is taken by the planning commission at the end of 60 days after the first review, the preliminary plat shall be deemed to have been approved.
 - b. If the preliminary plat is disapproved or approved conditionally, the reasons for such action shall be stated in writing, a copy of which shall be signed by the planning commission chair, secretary, or designee and shall be transmitted to the subdivider/owner and the applicant/representative.
 - c. The reasons for disapproval or conditional approval shall refer specifically to those parts of the comprehensive plan or city regulations with which the plat does not conform.
 - d. On conditionally approving a plat, the planning commission shall require submission of a revised preliminary plat prior to planning commission review of any final plats based upon the preliminary plat.
 - e. The subdivider shall file three paper copies and one reproducible copy of the approved preliminary plat with the development services department.
 - f. Upon filing of the approved preliminary plat, improvement plans may be submitted for review in accordance with the approved preliminary plat.
 - (3) *After approval.* Once the preliminary plat is approved, the subdivider may proceed with the construction of the subdivision improvements, provided that the improvement plans have been prepared in accordance with this chapter, with the approved plat, and have been approved for construction by the development engineering manager. The subdivider may proceed with the preparation and submittal to the city of a final plat. Preliminary plats shall expire two years from the date of approval unless a final plat of any portion is filed, based upon the preliminary plat.
- (g) *Final plats.*
 - (1) *Two years from preliminary plat approval.* The final plat of any portion of the proposed subdivision shall be submitted to the planning commission and city

council for final approval within two years of the date on which the preliminary plat was approved. If not submitted for final approval within such time, the preliminary plat shall be considered as having been disapproved unless the planning commission agrees to an extension of time prior to the expiration date, as requested by the subdivider. The developer shall file the final plat in the office of the county clerk within two years after approval by the city council, or, if not filed within such time, said approval of the final plat shall be considered as having been voided, unless extended by the planning commission and city council upon request by the subdivider prior to the expiration date.

- (2) *Approval.* The planning commission shall act upon the final plat within 45 days of the date of its first review by the planning commission. Unless a stipulation for additional time is agreed to by the subdivider and if no action is taken by the planning commission at the end of 45 days after the first review, the final plat shall be deemed to have been approved. This approval and date thereof shall be shown on the plat over the signature of the planning commission chair. A certificate by the development services director as to the date of submission of plat for final approval and failure of planning commission to act thereon within such time shall be sufficient in lieu of written endorsement of approval.
- (3) *Disapproval.* If the final plat is disapproved, grounds for this refusal shall be stated in writing, a copy of which shall be transmitted with the Mylar and prints to the applicant. The reasons for disapproval shall refer specifically to those parts of the comprehensive plan or ordinance with which the plat does not comply.
- (4) *Accepted by development engineering manager prior to city council consideration.* Prior to consideration of a final plat by the city council, improvement plans, a drainage study, and a drainage plan shall be accepted by the development engineering manager. The final plat shall be submitted to the city council for acceptance of the public ways and service and utility easements and land dedicated to public use. This acceptance of the plat shall be shown over the signature of the mayor and attested to by the director of finance or deputy. The lack of acceptance of any plat or plan by the city council shall be deemed a refusal of the proposed dedication shown thereon. Once accepted by the city council, the plat shall be recorded in the county courthouse.
- (5) *Requirements for ~~commercial~~-subdivision prior to filing with county clerk.* No final plat of any ~~commercial~~-subdivision shall be filed of record in the office of the county clerk unless:
 - a. The improvements have been constructed in accordance with the provisions of this article and have been accepted by the city council; or
 - b. The subdivider/developer has entered into a development agreement with the city to construct all improvements and the subdivider/developer has filed with the city a performance guarantee in accordance with the provisions of this chapter.

~~(6) Residential subdivisions may be filed prior to acceptance by city council. Final plats of residential one and two family subdivisions may be filed prior to the acceptance by the city council of the required improvements. No building permits will be issued until the required improvements are scheduled for acceptance by the city council, with the exception of developer sidewalks and/or traffic control devices.~~

Upon filing with the county clerk, the developer shall provide three paper copies and one Mylar copy of the filed plat to the city.

State law reference—Plat approval, 11 O.S. § 45-104.

- (h) *Correction of errors in plats.* Municipal plats or plats of additions and subdivisions which have been erroneously described on any record in the chain of title to said plats, or are otherwise defective on their face, may be corrected pursuant to the provisions of 11 O.S. §§ 41-112—41-114.

State law reference—Correction of errors and defects, 11 O.S. § 41-115.

- (1) *Application.* Requests for correction of errors in plats shall be initiated by submitting the following documentation to the development services department:
- a. Completed application and checklist on the appropriate form furnished by the development services department;
 - b. Typewritten and electronic/digital copy of the legal description of the subject;
 - c. Copy of existing or proposed restrictive covenants on the subject property; and
 - d. Filing fee, as required by the appropriate provisions of this chapter related to the individual types of applications;
 - e. The registered land surveyor who prepared said plat may execute a certificate stating the nature of the error and cure said defect. The surveyor shall refer to said plat by correct page number and book in which said plat is recorded by the county clerk. Said certificate shall be dated and signed by said registered land surveyor;

State law reference—Similar provision, 11 O.S. § 41-115 B.

- f. If the registered land surveyor who originally certified said plat is not available, or if said plat was not prepared by a registered land surveyor, a certificate stating the nature of the error and cure said defect may be executed by any registered land surveyor, provided said certificate states the reasons why the registered land surveyor who prepared the plat was not available or that said plat was not originally prepared by a registered land surveyor.

State law reference—Similar provision, 11 O.S. § 41-115 C.

- (2) *Approval.* The certificate shall be approved by the planning commission. If the correction alters or otherwise affects a right-of-way or easement of the city, such certificate shall also be approved by the city council.

State law reference—Similar provision, 11 O.S. § 41-115 D.

- (i) *Filing with county clerk.* Once approved by the city, the certificate shall be retained by the county clerk of the county in which said plat is located and shall be recorded as a correction in the county plat book. A certificate filed pursuant to the provisions herein shall be prima facie evidence of the statements contained in said certificate and shall be received into evidence for that purpose. No such certificate shall have the effect of destroying or changing any vested rights which were acquired based upon an existing plat despite the errors or defects contained in said plat. The provisions of this section shall not prohibit any interested party from commencing an action in district court pursuant to the provisions of 11 O.S. §§ 41-112—41-114.

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.

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

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

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

KIMBERLY CARNLEY, CITY ATTORNEY

First Reading:
Second Reading:

REPORT TO: CITY COUNCIL

MEETING DATE: APRIL 21, 2025



Agenda Item:	8.a. CC-25-64
Previous/Related Action:	
Background/Issue:	To comply with the Oklahoma Municipal Budget Act (11 O.S. Section 17-201 through 17-216), the City adheres to the following process to adopt the annual budget: • Prior to June 1, the City Manager submits to the City Council a proposed operating budget for the fiscal year commencing the following July 1. • A public hearing is held no later than fifteen days prior to July 1. • After the public hearing and at least seven days prior to July 1, the City Council adopts the budget by resolution. • The adopted budget is filed with the State Auditor and Inspector within thirty days after the beginning of the fiscal year.
Proposal/Solution:	The proposed budget is attached for Council's consideration. Revenue projections are made using historical data and adjusted based on current trends and economic performance. The FY26 proposed revenue projections are \$168.1M compared to \$161.7M in FY25. In preparing the expenditure budget, department directors are provided a budget allocation and use that allocation to develop budgets to achieve departmental strategies. Each department's budget submission is measured for reasonableness against a rolling three-year average of actual expenditures, and increases must be justified. The FY26 proposed expenditure budget is \$148.2M compared to \$144.7M in FY25.
Financial Source/Impact:	N/A
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #2 MOTIVATED MANAGEMENT
Recommended Action/Motion:	N/A – report for informational purposes only
Prepared By:	Christy Cluck, Assistant City Manager/Finance Director
Reviewed By:	Teresa Kadavy

Submitted By:	Brady Moore, City Manager
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Attachments

1. FY26 City of Stillwater - Budget Summary
2. FY26 SUA - Budget Summary
3. FY26 SEDA - Budget Summary
4. FY26 General Fund Budget Summary

City of Stillwater
Budget for Fiscal Year 2026
Stillwater, Oklahoma

	General Fund	Pooled Cash Fund	General Fund Reserve	Debt Service Fund	City Capital Fund	Visitor Tax Fund	Rural Fire Fund	Grants Fund	Opioid Settlement Fund	CDBG Grants Fund	Home Buyer's Assistance Fund	Stormwater Mgmt Fund	Transportation Fee Fund	Park Donations Fund	Transportation Sales Tax Fund	General Obligation Bond Fund	G.M.Koch Donation Fund	Bostick Gym Fund	Self Insurance Fund	Tax Increment District #3	Airport Fund	TOTAL
Resources and Transfers																						
Beginning Balance	\$0	\$680,000	\$11,596,149	\$794,097	\$1,204,177	\$552,929	\$438,481	\$0	\$738,882	\$2,542	\$14,444	\$1,121,636	\$262,268	\$0	\$18,452,571	\$2,397	\$48,114	\$20,489	\$1,165,749	\$54,907	\$432,282	\$37,582,114
Sales Tax	30,000,000														10,000,000							40,000,000
Use Tax	4,600,000																					4,600,000
Other Tax	2,084,000			1,005,000		1,800,000														1,060,000		5,949,000
Grants	50,000																					50,000
Fines and Forfeits	746,000																					746,000
Fees and Rental	424,000						176,000						129,000								3,448,800	4,177,800
Interest	0	1,012,000	105,000																			1,117,000
Licenses & Permits	338,000																					338,000
Other	265,000																		1,440,000		300,000	2,005,000
Stormwater Fees												950,000										950,000
Indirect Cost Reimbursement	2,060,621																					2,060,621
Transfers In	23,683,909				150,823						60,556								13,550,811		1,809,251	39,255,350
Total Resources and Transfers	64,251,530	1,692,000	11,701,149	1,799,097	1,355,000	2,352,929	614,481	0	738,882	2,542	75,000	2,071,636	391,268	0	28,452,571	2,397	48,114	20,489	16,156,560	1,114,907	5,990,333	138,830,885
Expenditures and Transfers																						
City Manager																						
Personal Services	1,035,227																					1,035,227
Materials & Supplies	3,000																					3,000
Other Services & Fees	14,500																					14,500
Capital																						0
Debt																						0
Communications																						0
Personal Services	321,032																					321,032
Materials & Supplies	3,500																					3,500
Other Services & Fees	131,500																					131,500
Capital																						0
Debt																						0
Information Technology																						0
Personal Services	1,123,544																					1,123,544
Materials & Supplies	41,400																					41,400
Other Services & Fees	929,500																					929,500
Capital																						0
Debt	381,805																					381,805
Human Resources																						0
Personal Services	406,982																		11,750,000			12,156,982
Materials & Supplies	9,500																					9,500
Other Services & Fees	121,800																		2,787,810			2,909,610
Capital																						0
Debt																						0
Finance																						0
Personal Services	989,493																					989,493
Materials & Supplies	24,000																					24,000
Other Services & Fees	167,800																					167,800
Capital																						0
Debt																						0
Municipal Court																						0
Personal Services	325,286																					325,286
Materials & Supplies	3,700																					3,700
Other Services & Fees	7,355																					7,355
Capital																						0
Debt																						0
Development Services																						0
Personal Services	1,401,507																					1,401,507
Materials & Supplies	19,050																					19,050
Other Services & Fees	46,750																					46,750
Capital																						0
Debt																						0
Engineering																						0
Personal Services	809,522																					809,522
Materials & Supplies	29,850																					29,850
Other Services & Fees	147,660																					147,660
Capital																						0
Debt																						0
Public Works																						0
Personal Services	2,578,100																					2,578,100

City of Stillwater
Budget for Fiscal Year 2026
Stillwater, Oklahoma

	General Fund	Pooled Cash Fund	General Fund Reserve	Debt Service Fund	City Capital Fund	Visitor Tax Fund	Rural Fire Fund	Grants Fund	Opioid Settlement Fund	CDBG Grants Fund	Home Buyer's Assistance Fund	Stormwater Mgmt Fund	Transportation Fee Fund	Park Donations Fund	Transportation Sales Tax Fund	General Obligation Bond Fund	G.M.Koch Donation Fund	Bostick Gym Fund	Self Insurance Fund	Tax Increment District #3	Airport Fund	TOTAL
Materials & Supplies	435,040																					435,040
Other Services & Fees	262,550																					262,550
Capital																						0
Debt	97,270																					97,270
Parks & Community Resources																						0
Personal Services	852,939																					852,939
Materials & Supplies	86,099																					86,099
Other Services & Fees	1,127,888																					1,127,888
Capital																						0
Debt																						0
Police																						0
Personal Services	13,680,171																					13,680,171
Materials & Supplies	647,500																					647,500
Other Services & Fees	283,975																					283,975
Capital																						0
Debt	126,054																					126,054
Emergency Management																						0
Personal Services	351,674																					351,674
Materials & Supplies	23,150																					23,150
Other Services & Fees	87,430																					87,430
Capital																						0
Debt					1,355,000																	1,355,000
Fire																						0
Personal Services	8,634,173						10,145															8,644,318
Materials & Supplies	198,600						53,000															251,600
Other Services & Fees	285,870						32,000															317,870
Capital																						0
Debt	322,920			835,200			325,475															1,483,595
Library																						0
Personal Services	1,125,006																					1,125,006
Materials & Supplies	114,050																					114,050
Other Services & Fees	91,590																					91,590
Capital																						0
Debt																						0
Legal																						0
Personal Services	594,020																					594,020
Materials & Supplies	34,000																					34,000
Other Services & Fees	116,000																					116,000
Capital																						0
Debt																						0
General Government																						0
Personal Services	11,626																					11,626
Materials & Supplies	8,730																					8,730
Other Services & Fees	2,612,110										75,000								618,750	375,000		3,680,860
Capital																						0
Debt																						0
Stormwater																						0
Personal Services												138,804										138,804
Materials & Supplies												28,035										28,035
Other Services & Fees												139,215										139,215
Capital																						0
Debt																						0
Airport																						0
Personal Services																					1,441,441	1,441,441
Materials & Supplies																					3,187,450	3,187,450
Other Services & Fees																					510,649	510,649
Capital																						0
Debt																						0
Indirect Cost												26,805									227,846	254,651
Transfers Out	20,967,732			175,915		1,800,000				2,542		47,935								685,000	604,587	24,283,711
Total Expenditures and Transfers	64,251,530	0	0	1,011,115	1,355,000	1,800,000	420,620	0	0	2,542	75,000	380,794	0	0	0	0	0	0	15,156,560	1,060,000	5,971,973	91,485,134
Ending Balance	\$0	\$1,692,000	\$11,701,149	\$787,982	\$0	\$552,929	\$193,861	\$0	\$738,882	\$0	\$0	\$1,690,842	\$391,268	\$0	\$28,452,571	\$2,397	\$48,114	\$20,489	\$1,000,000	\$54,907	\$18,360	\$47,345,751
Restricted/Internally Designated	\$0	\$1,692,000	\$11,701,149	\$787,982	\$0	\$552,929	\$193,861	\$0	\$738,882	\$0	\$0	\$1,690,842	\$391,268	\$0	\$28,452,571	\$2,397	\$48,114	\$20,489	\$1,000,000	\$54,907	\$18,360	\$47,345,751
Unrestricted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	\$0	\$1,692,000	\$11,701,149	\$787,982	\$0	\$552,929	\$193,861	\$0	\$738,882	\$0	\$0	\$1,690,842	\$391,268	\$0	\$28,452,571	\$2,397	\$48,114	\$20,489	\$1,000,000	\$54,907	\$18,360	\$47,345,751

City of Stillwater
Budget for Fiscal Year 2026
Stillwater, Oklahoma

	General Fund	Pooled Cash Fund	General Fund Reserve	Debt Service Fund	City Capital Fund	Visitor Tax Fund	Rural Fire Fund	Grants Fund	Opioid Settlement Fund	CDBG Grants Fund	Home Buyer's Assistance Fund	Stormwater Mgmt Fund	Transportation Fee Fund	Park Donations Fund	Transportation Sales Tax Fund	General Obligation Bond Fund	G.M.Koch Donation Fund	Bostick Gym Fund	Self Insurance Fund	Tax Increment District #3	Airport Fund	TOTAL
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\$0

Stillwater Utilities Authority
Financial Plan for Fiscal Year 2026
Stillwater, Oklahoma

	SUA Operating	Electric Rate Stabilization Fund	Water Fund	Wastewater Fund	Water Tie-on Fund	Water Capital Fund	Wastewater Capital Fund	Waste Management Fund	Water Reserve Fund	Wastewater Reserve Fund	Waste Mgmt Reserve Fund	Water 2017 Debt Fund	Wastewater 2023 Debt Fund	Water 2024 Debt Fund	Total Combined Funds
<u>Resources and Transfers</u>															
Beginning Balance	\$9,732,663	\$22,766,480	\$24,961,742	\$21,150,060	\$1,034,615	\$720,071	\$60,600	\$2,774,569	\$11,000,000	\$7,000,000	\$1,000,000	\$0	\$0	\$0	\$102,200,800
Electric	61,625,900	4,775,000													66,400,900
Water			20,678,000		36,000										20,714,000
Wastewater				8,721,000											8,721,000
Waste Management								7,977,000							7,977,000
Customer Service	453,850		375,600	328,650				406,900							1,565,000
Interest	432,310	35,000	1,246,070	737,470				127,150							2,578,000
Transfers In	10,000,000	5,000,000													15,000,000
Total Resources and Transfers	82,244,723	32,576,480	47,261,412	30,937,180	1,070,615	720,071	60,600	11,285,619	11,000,000	7,000,000	1,000,000	0	0	0	225,156,700
<u>Expenses and Transfers</u>															
Administration															
Operating	1,120,000														1,120,000
Capital															0
Debt															0
SUA Overhead Allocation	(870,000)														(870,000)
Utility & Billing Services															
Operating	1,600,069														1,600,069
Capital															0
Debt															0
SUA Overhead Allocation	(1,600,069)														(1,600,069)
Electric															
Operating	47,140,417														47,140,417
Capital		600,000													600,000
Debt		3,861,587													3,861,587
SUA Overhead Allocation	1,243,408														1,243,408
Water															
Operating			8,480,506												8,480,506
Capital			300,000												300,000
Debt			4,680,475												4,680,475
SUA Overhead Allocation			776,598												776,598
Wastewater															
Operating				3,673,335											3,673,335
Capital															0
Debt				714,188											714,188
SUA Overhead Allocation				328,824											328,824

Stillwater Utilities Authority
Financial Plan for Fiscal Year 2026
Stillwater, Oklahoma

	SUA Operating	Electric Rate Stabilization Fund	Water Fund	Wastewater Fund	Water Tie-on Fund	Water Capital Fund	Wastewater Capital Fund	Waste Management Fund	Water Reserve Fund	Wastewater Reserve Fund	Waste Mgmt Reserve Fund	Water 2017 Debt Fund	Wastewater 2023 Debt Fund	Water 2024 Debt Fund	Total Combined Funds
Waste Management															
Operating								4,854,098							4,854,098
Capital															0
Debt								2,316,425							2,316,425
SUA Overhead Allocation								531,208							531,208
Fleet															
Operating	957,030														957,030
Capital															0
Debt															0
SUA Overhead Allocation	(409,969)														(409,969)
City Overhead Allocation	(538,061)														(538,061)
Transfers Out	28,705,247		908,671	478,992				2,889,640							32,982,550
Total Expenses and Transfers	77,348,072	4,461,587	15,146,250	5,195,339	0	0	0	10,591,371	0	0	0	0	0	0	112,742,619

Ending Balance	\$4,896,651	\$28,114,893	\$32,115,162	\$25,741,841	\$1,070,615	\$720,071	\$60,600	\$694,248	\$11,000,000	\$7,000,000	\$1,000,000	\$0	\$0	\$0	\$112,414,081
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Restricted/Internally Designated	\$4,896,651	\$28,114,893	\$32,115,162	\$25,741,841	\$1,070,615	\$720,071	\$60,600	\$694,248	\$11,000,000	\$7,000,000	\$1,000,000	\$0	\$0	\$0	\$112,414,081
Unrestricted	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Total	\$4,896,651	\$28,114,893	\$32,115,162	\$25,741,841	\$1,070,615	\$720,071	\$60,600	\$694,248	\$11,000,000	\$7,000,000	\$1,000,000	\$0	\$0	\$0	\$112,414,081

Stillwater Economic Development Authority
Financial Plan for Fiscal Year 2026
Stillwater, Oklahoma

	General Operating Fund	Business Improvement District #1 Fund	Destination Marketing Fund	Tax Increment Financing District #1 Fund	Tax Increment Financing #3 Series A Repayment Fund	Tax Increment Financing District #4 Fund	Tax Increment Financing #3 Downtown/Campus Link Fund	Tax Increment Financing District #5 Fund	Visitor Amenities Fund	Total Combined Funds
<u>Resources and Transfers</u>										
Beginning Balance	\$339	\$0	\$501,392	\$106	\$75,158	\$0	\$681,162	\$684,264	\$1,795,009	\$3,737,430
Interest	0	0	0	0	0	0	0	240,000	0	\$240,000
Transfers In	360,911	0	1,260,000	165,000	0	0	685,000	0	540,000	\$3,010,911
Total Resources and Transfers	361,250	0	1,761,392	165,106	75,158	0	1,366,162	924,264	2,335,009	6,988,341
<u>Expenses and Transfers</u>										
Operating	361,250	0	1,120,000	165,000	0	0	1,265,500	0	0	\$2,911,750
Capital	0	0	0	0	0	0	0	0	0	\$0
Debt	0	0	0	0	0	0	0	420,000	0	\$420,000
Transfers Out	0	0	0	0	0	0	0	0	0	\$0
Total Expenses and Transfers	361,250	0	1,120,000	165,000	0	0	1,265,500	420,000	0	3,331,750
Ending Balance	\$0	\$0	\$641,392	\$106	\$75,158	\$0	\$100,662	\$504,264	\$2,335,009	\$3,656,591

City of Stillwater
General Fund Budget Analysis

	FY26 Proposed	FY25 Adopted
Source of Funds		
Cash on Hand	\$ -	\$ -
Sales Tax - 2 cent General Fund portion ¹	20,000,000	20,000,000
Use Tax	4,600,000	4,500,000
Other Taxes	2,084,000	2,202,000
Interest	0	680,000
Fines and Forfeits	746,000	634,000
Fees and Rentals	424,000	437,000
Licenses and Permits	338,000	319,000
Grants	50,000	50,000
Intradepartment cost allocations	2,060,621	2,060,621
Other	267,542	409,000
Total Sources of Funds	30,570,163	31,291,621
Use of Funds (by department)		
Departments mandated by State Law		
City Manager's Office	1,052,727	975,978
Finance	1,181,293	1,175,041
Municipal Court	336,341	326,854
City Attorney's Office	744,020	817,713
Police	14,322,311	13,522,664
Fire	9,441,563	8,893,449
Total	27,078,255	25,711,699
Departments mandated by City Charter		
General Government	274,466	340,768
General Government - Insurance	8,594,363	6,441,675
Library	1,330,646	1,295,392
Total	10,199,475	8,077,835
Departments mandated by City Ordinance		
Development Services	1,467,307	1,312,837
Parks & Community Resources	1,582,724	1,188,929
Engineering	987,032	919,269
Public Works	2,935,315	3,068,928
Total	6,972,378	6,489,963
Support Departments		
Communications	456,032	538,679
Human Resources	538,282	566,411
Information Technology	2,476,249	2,285,100
Facilities Maintenance	437,645	429,279
Emergency Management	462,254	445,060
Animal Welfare	415,389	409,760
Total	4,785,851	4,674,289
Elective Services		
Sister Cities	4,740	4,740
Prairie Arts	6,000	6,000
Community Center	353,462	422,448
Golf	120,000	120,000
Home Buyers Assistance	60,556	74,307
American Airlines MRG	1,733,000	2,600,000
Contingency Funds	625,000	1,938,000
GF Capital	150,823	0
Transfer of ST to North Stillwater TIF	165,000	450,106
Transfer of ST for Business Dev Agreeeme	0	0
Transfer to Stormwater	0	0
Transfer to Airport	1,636,079	2,134,157
Transfer to SEDA	360,911	378,861
Total	5,215,571	8,128,619
Total Use of Funds	54,251,530	53,082,405
Transfer from SUA Needed to Balance the General Fund	\$ (23,681,367)	\$ (21,790,784)

¹ dedicated sales tax to SUA and Transportation not included

THE CITY COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA, MET IN REGULAR SESSION IN THE CONFERENCE ROOM ON THE FIRST FLOOR OF THE STILLWATER MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA, ON THE 21st DAY OF APRIL, 2025, AT 5:30 O'CLOCK P.M.

COUNCILORS PRESENT:

ABSENT:

Notice of the schedule of regular meetings of the governing body of the municipality for the calendar year 2025 having been given in writing to the Clerk of the municipality at ____ a.m. on the ____ day of _____, 2024, and public notice of this meeting with an agenda having been posted in prominent view at the entry to City Hall at _____ m. on the ____ day of April, 2025, at least twenty-four (24) hours prior to this meeting, excluding Saturdays, Sundays and State designated legal holidays, all in compliance with the Oklahoma Open Meeting Act.

Notice of said meeting and agenda having also been posted on the City's website in accordance with Title 74, Oklahoma Statutes, Section 3106.2.

(OTHER PROCEEDINGS)

Thereupon, the Mayor introduced a resolution which was read in full by the Clerk and upon motion by Councilor _____, seconded by Councilor _____, was adopted by the following vote:

AYE:

NAY:

Said Resolution was thereupon signed by the Mayor, attested by the Clerk, sealed with the seal of said municipality, and is as follows:

RESOLUTION NO. CC-2025-6

A RESOLUTION FIXING THE AMOUNT OF BONDS TO MATURE EACH YEAR, FIXING THE TIME AND PLACE THE BONDS ARE TO BE SOLD AND AUTHORIZING THE CLERK TO GIVE NOTICE OF SAID SALE AS REQUIRED BY LAW.

WHEREAS, the issuance of \$8,750,000 of general obligation limited tax bonds by the City of Stillwater, Oklahoma, pursuant to Article X, Section 35 of the Oklahoma Constitution has been fully authorized at an election held for that purpose and certified by the County Election Board of Payne County, Oklahoma on the 1st day of April, 2025, and

WHEREAS, The City of Stillwater, Oklahoma desires to sell and issue at this time all of the authorized general obligation limited tax bonds and such bonds shall be called the \$8,750,000 General Obligation Limited Tax Bonds, Series 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STILLWATER, OKLAHOMA:

SECTION 1. That \$8,750,000 General Obligation Limited Tax Bonds, Series 2025 of said City of Stillwater, Oklahoma voted on the 1st day of April, 2025, shall be offered for sale on the 19th day of May, 2025, and said municipality will receive bids by sealed bid, electronic bid (via PARITY) or similar secure electronic bid at City Hall, Office of the Chief Financial Officer, 723 South Lewis, Stillwater, Oklahoma, until 10:30 o'clock a.m. C.D.S.T. on said date, and that said Bonds shall become due \$625,000 in two years from their date and \$625,000 annually each year thereafter until paid.

The Bonds maturing in the years 2027 to 2035, inclusive, shall not be subject to redemption prior to maturity. Bonds maturing in the years 2036 through 2040 shall be subject to redemption at the option of the City in whole or in part, on any date, but upon thirty (30) days' notice, on or after June 1, 2035, at a price of par plus accrued interest on the principal amount called for redemption to the date fixed for redemption.

Said Bonds shall be awarded by the City of Stillwater, Oklahoma, on May 19, 2025, at 5:30 o'clock p.m., local time, at a meeting of the City Council held in the Conference Room on the first floor of the Stillwater Municipal Building, 723 South Lewis, Stillwater, Oklahoma, and shall be sold to the bidder bidding the lowest interest cost, to be determined based on true interest cost, and agreeing to pay par plus accrued interest for the Bonds.

SECTION 2. The City Clerk is hereby directed to cause the Notice of Sale of said bonds to be given as required by law.

PASSED AND APPROVED this 21st day of April, 2025.

CITY OF STILLWATER, OKLAHOMA

William H. Joyce, Mayor

ATTEST:

Teresa Kadavy, City Clerk

COUNTY OF PAYNE) SS

I further certify that attached is a true and complete copy of the public notice posted at the entry doors to the Stillwater Municipal Building at least twenty-four (24) hours prior to the meeting wherein said Resolution was adopted, excluding Saturdays, Sundays, and legal holidays.

(SEAL)

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ORDINANCE NO. 3565

AN ORDINANCE AMENDING STILLWATER CODE OF ORDINANCES CHAPTER 23, "LAND DEVELOPMENT CODE," ARTICLE XVII, "REQUIRED IMPROVEMENTS," DIVISION 3, "IMPROVEMENTS, SECTION 357, "WATER DISTRIBUTION SYSTEM," SUBSECTION (e) AND SECTION 358, "SANITARY SEWER COLLECTION SYSTEM," SUBSECTION (e); CHAPTER 41, "UTILITIES," ARTICLE IV, "WATER SERVICE," DIVISION 1, SECTION 41-113, "TIE-ON CHARGE," SUBSECTION (b) AND DIVISION 5, "SERVICE EXTENSIONS," SECTION 41-244, "LEASE-PURCHASE AGREEMENT"; CHAPTER 41, "UTILITIES," ARTICLE V, "SEWERS AND SEWAGE DISPOSAL," DIVISION 11, "SEWER MAIN EXTENSIONS," SECTION 41-590, "PAYMENT OF COSTS" AND SECTION 41-591, "LEASE-PURCHASE AGREEMENT;" AND ADDING CHAPTER 41, "UTILITIES," ARTICLE IV, "WATER SERVICE," DIVISION 5, "SERVICE EXTENSIONS," SECTION 41-245, "PAYMENT OF COSTS"; 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: That the Stillwater City Code, Chapter 23, "Land Development Code," Article XVII, "Required Improvements," Division 3, "Improvements," Section 23-357(e), is amended to read as follows:

Sec. 23-357. Water distribution system.

(e) Whenever it is necessary for a developer to expend funds for the design, materials, and installation of a water distribution system that may serve areas other than its own, the developer may enter into a ~~water line lease purchase agreement~~ utility main development agreement with the city as provided for in Chapter 41.

SECTION 2: That the Stillwater City Code, Chapter 23, "Land Development Code," Article XVII, "Required Improvements," Division 3, "Improvements," Section 23-358(e), is amended to read as follows:

Sec. 23-358. Sanitary sewer collection system.

(e) Whenever it is necessary for a developer to expend funds for the design, materials, and installation ~~the construction~~ of a sewer collection system ~~main~~ that may ~~will~~ serve areas other than its ~~his~~ own, the developer may enter into a ~~water line lease purchase agreement~~ utility main development agreement with the city as provided for in Chapter 41.

SECTION 3: That the Stillwater City Code, Chapter 41, "Utilities," Article IV, "Water Service," Division 1, "Tie-on charge," Section 41-113(b), is amended to read as follows:

Sec. 41-113. Tie-on charge.

(b) Whenever a multifamily structure owner or developer installs individual three-fourths-inch meters for each dwelling unit, the tie-on charge may be computed on the basis of a single meter of sufficient size to serve the entire structure. Any developer and/or owner who has expended in excess of ~~\$5100,000.00~~ toward the cost of a water main extension, ~~as provided in section 41-243,~~ and has entered into a ~~lease purchase agreement~~ utility main development agreement with the city regarding said water main, as provided ~~for in section 41-244~~ Chapter 41, shall be exempt from said tie-on charges for the first water connection which said developer and/or owner makes to said main. The above \$100,000 expenditure required for exemption shall be increased four percent annually beginning January 1, 2026, and adjusted each January 1 of every year thereafter.

SECTION 4: That the Stillwater City Code, Chapter 41, “Utilities,” Article IV, “Water Service,” Division 5, “Service Extensions,” Section 41-244, is amended to read as follows:

Sec. 41-244. ~~Lease-Purchase~~Utility Main Development Agreement - Water.

When a developer and/or owner of a tract inside the city has paid, or agrees to pay, all or a portion of the cost of materials of a water main which is so located as to render it possible for tracts of land not owned by said developer and/or owner to be served with water through said main, ~~as provided in section 41-243(1), or when a developer and/or owner of a tract outside the city bears the entire cost of a water main, as provided in section 41-243(2), a lease-purchase-utility main development agreement shall~~ may be entered into by and between the developer and/or owner and the city containing the following basic provisions:

- ~~(1) (1)~~ The developer and/or owner shall lease his interest in the main to the city for a period of ten years, during which time the city will assume responsibility for maintenance of the main as part of the water distribution system of the city; provided, however, that the lease period may be for a term of not to exceed 20 years if the developer and/or owner is a corporate entity or a trust and the water main which it has constructed extends for a distance of at least 5,280 feet. The initial term of the agreement shall not exceed ten years. Upon written request of the developer and/or owner, made within 90 days prior to the expiration of the term, the agreement may be extended for an additional period not to exceed ten years if the developer and/or owner has not received, at the expiration of the original term, contribution on a square footage basis, as hereinafter described, from the developers and/or owners of at least 50 percent of the area capable of being served by such main.
- (2) The city will not permit any person within the area capable of being served to connect any new or additional main to said main, or make a water connection thereto, without first requiring such person to pay the developer and/or owner his payment of a pro rata portion of the original investment of the developer, and/or owner and/or the city in for said main, together with interest thereon from the date of ~~completion~~acceptance of said main at a rate not to exceed seven percent per annum; such pro rata portion to be calculated on a square footage basis of the total area capable of being served by such main. The total area capable of being served by such main shall be agreed upon by the developer and/or owner and the city at the time of the execution of the ~~lease-purchase~~utility main development agreement.
- (3) The developer and/or owner shall have no right or claim to any portion of the revenue received by the city for tie-on charges, service charges, any other fees or charges, or water sold and delivered through said lines; ~~I~~the reimbursement to the developer and/or owner is specifically limited to contribution under subsection (2) of this section.
- ~~(4) At such time as the developer and/or owner has received contribution on a square footage basis, as described in subsection (2) of this section, from the developers and/or owners of all the area capable of being served by such main, or at the expiration of the lease period set forth in the lease-purchase agreement, the title of said water main extension shall vest in the city, and the developer and/or owner shall thereafter have no right, title, or interest therein.~~
- (4) The utility main development agreement shall become effective upon: 1) approval of the agreement by the city council; 2) acceptance by the city council of said water main and all associated equipment and appurtenances incidental thereto, in accordance with applicable ordinances and law, and 3) acceptance by the city council of all necessary deeds of dedication and/or other conveyances.

SECTION 5: That the Stillwater City Code, Chapter 41, “Utilities,” Article V, “Sewers and Sewage Disposal,” Division 11, “Sewer Main Extensions,” Section 41-590, is amended to read as follows:

Sec. 41-590. Payment of costs.

The costs of sewer main extensions shall be borne as follows:

- (1) The developer and/or owner of a tract ~~within the corporate limits~~ shall bear the entire cost of a sewer main adequate in size, as determined by the engineering division of the department, ~~of operations,~~ in compliance with the requirements of ODEQ, to serve the tract that he is being developed, developing or desires to serve, provided that, in no event shall a main of less than eight inches in diameter be considered adequate. If the city ~~desires that~~ determines that it is beneficial for that the sewer main to be larger than the engineering department's determination of adequate size is necessary to serve said tract, the city may, if funds are available, pay the additional cost of the main. All such sewer main extensions, upon completion, shall become the sole and exclusive property of the city and shall be operated and maintained as part of the city sanitary sewer system; ~~however,~~ if a main is so located as to render it possible for tracts of land not owned by the developer and/or owner to be served, the developer and/or owner may enter into an agreement for partial reimbursement of the costs as set forth in section 41-591. ~~through the main, the developer and/or owner shall retain title to the main to the extent of his interest therein based on his participation in the total cost thereof, and shall lease his interest to the city as provided in section 41-591.~~ All such sewer main extensions, upon completion, shall become the sole and exclusive property of the city and shall be operated and maintained as part of the city's sanitary sewer system.
- (2) ~~In the event that an application for sewer main extension is granted, the developer and/or owner of a tract outside the corporate limits shall bear the entire cost of the sewer main and shall lease it to the city enter into an agreement as provided in section 41-591.~~

SECTION 6: That the Stillwater City Code, Chapter 41, "Utilities," Article V, "Sewers and Sewage Disposal," Division 11, "Sewer Main Extensions," Section 41-591, is amended to read as follows:

Sec. 41-591. Lease Purchase Utility Main Development Agreement - Sewer.

When a developer and/or owner of a tract ~~inside the corporate limits~~ has paid, or agrees to pay, all or a portion of the cost of a sewer main which is so located as to render it possible for tracts of land not owned by the developer and/or owner to be served through the main, as provided herein, ~~or when a developer and/or owner of a tract outside the corporate limits bears the entire cost of a sewer main, as provided herein, a lease purchase a utility main development agreement shall~~ may be entered into by and between the developer and/or owner and the city containing the following basic provisions:

- (1) ~~The developer and/or owner shall lease his interest in the main to the city agreement shall be for an initial for a period term of ten years, during which time the city will assume responsibility for maintenance of the main as part of the sanitary sewer system of the city; however, uUpon written request by of the developer and/or owner to the city council, made within 90 days prior to the expiration of the lease period term, the lease period shall agreement may be extended for an additional period of not to exceed ten years if the developer and/or owner has not received, at the expiration of the original lease period term, contribution on a square footage basis, as hereinafter described, from the developers and/or owners of at least 50 percent of the area capable of being served by such main; and provided further, if the developer and/or owner has received, at the expiration of the original lease period, contribution on a square footage basis, as hereinafter described, from the developers and/or owners of at least 50 percent but less than 75 percent of the area capable of being served by such main, the city council may, in its sole discretion, extend the lease period for an additional period of not to exceed ten years, upon written request by the developer and/or owner to the city council within the time set forth in this subsection.~~
- (2) The city will not permit any person within the area capable of being served to connect any new or additional main to the main, or make a sewer connection thereto, without first requiring such person to pay to the developer and/or owner

~~his payment of a *pro rata* portion of the original investment of the developer, and/or owner and/or the city in for the main, together with interest thereon from the date of completion acceptance of the main at a rate not to exceed seven percent per annum, such *pro rata* portion to be calculated on a square footage basis of the total area capable of being served by such main. The total area capable of being served by such main shall be agreed upon by the developer and/or owner and the city at the time of the execution of the lease-purchase-utility main development agreement.~~

- (3) The developer and/or owner shall have no right or claim to any portion of the revenue received by the city for tie-on charges, or service charges, or any other fees or charges.; ~~T~~the reimbursement to the developer and/or owner is specifically limited to contribution under subsection (2) of this section.
- ~~(4) At such time as the developer and/or owner has received contribution on a square footage basis, as described in subsections (1) through (3) of this section, from the developers and/or owner of all the area capable of being served by such main, or at the expiration of the lease period set forth in the lease-purchase-utility main development agreement or an extension thereof, as above provided, the title to the sewer main shall vest in the city; and the developer and/or owner shall thereafter have no right, title or interest therein.~~
- (4) The utility main development agreement shall become effective upon: 1) approval of the agreement by the city council; 2) acceptance by the city council of said sewer main and all associated equipment and appurtenances incidental thereto, in accordance with applicable ordinances and law, and 3) acceptance by the city council of all necessary deeds of dedication and/or other conveyances.

SECTION 7: That the Stillwater City Code is amended to add Chapter 41, “Utilities,” Article IV, “Water Service,” Division 5, “Service Extensions,” Section 41-245, “Payment of Costs,” to read as follows:

Sec. 41-245. Payment of costs.

The costs of water main extensions shall be borne as follows:

- (1) The developer and/or owner of a tract shall bear the entire cost of a water main adequate in size, as determined by the engineering department, in compliance with the requirements of ODEQ, to serve the tract that is being developed, provided that in no event shall a main of less than six inches in diameter be considered adequate. If the city determines that it is beneficial for the water main to be larger than the engineering department’s determination of adequate size, the city may, if funds are available, pay the additional cost of the main. All such water main extensions, upon completion, shall become the sole and exclusive property of the city and shall be operated and maintained as part of the city water system.
- (2) If a main is so located as to render it possible for tracts of land not owned by the developer and/or owner to be served, the developer and/or owner may enter into an agreement for partial reimbursement of the costs as set forth in section 41-244. All such water main extensions, upon completion, shall become the sole and exclusive property of the city and shall be operated and maintained as part of the city’s water system.

SECTION 8: REPEALER. All ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 9: 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.

PASSED, APPROVED AND ADOPTED THIS _____ DAY OF _____, 2025.

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

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

KIMBERLY CARNLEY, CITY ATTORNEY

First Read: 4/21/2025
Second Read:

ORDINANCE NO. 3566

“AN ORDINANCE AMENDING STILLWATER CITY CODE BY AMENDING CHAPTER 23, LAND DEVELOPMENT CODE, ARTICLE III, LAND DEVELOPMENT PROCESS, SECTION 23-63, PLAT/SUBDIVISION APPROVAL PROCESS; 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: That Stillwater City Code, Chapter 23, Land Development Code, Article III, Land Development Process, Section 23-63, Plat/subdivision approval process, be amended to read as follows:

Sec. 23-63. Plat/subdivision approval process.

- (a) *To be placed on planning commission agenda.* Each plat submitted for preliminary or final approval shall be placed on the agenda of the planning commission only after fulfilling the specific requirements of these regulations. However, a plat not meeting all of the requirements may be submitted provided the subdivider presents with the plat a written request for specific exceptions and enumerates in detail the reasons therefor.
- (b) *Review.* Upon compliance with all application requirements, all plat/subdivision requests shall be reviewed by city staff.
- (c) *Lot splits.* Prior to approval of any lot split, there shall be filed an application requesting a lot split. The applicant shall submit at the time of application a survey of the intended division and inclusive of all affected properties. Lot splits will be approved administratively upon compliance with adopted regulations. Once compliance is verified, deeds in executable form shall be submitted to city staff and shall be stamped and signed by city staff that the deeds are approved and ready for recording. If a lot split creates a tract of land that does not comply with the specific zoning district requirements, then a lot combination must occur concurrently with the lot split unless the noncompliant tract meets the definition of an outlot and is so designated. Any lot combination resulting from the lot split application shall be included in the application for the lot split and shall show the existing and proposed property lines, existing structures, improvements, utilities and appurtenances, as identified thereto, and shall be indicated on the lot split drawing prepared by a licensed land surveyor used to illustrate and explain the proposed lot combination. Prior to the issuance of a building permit, when a lot combination has not been required for review and approval, a copy of a recorded deed indicating the combination of the lots shall be submitted as part of the building permit application, as applicable.
- (d) *Minor subdivisions.* Upon compliance with all application requirements, minor subdivisions will be reviewed for compliance with the adopted regulations. Once compliance is verified, deeds in executable form shall be submitted to city staff and shall be stamped and signed by city staff that the deeds are approved and ready for recording. Where the property to be subdivided or any portion thereof is part of a minor subdivision approved within the year preceding the date of application, a preliminary and final plat of said property shall be prepared and submitted to the planning commission and city council in accordance with the requirements herein.
- (e) *Commercial minor subdivisions.* Upon compliance with all application requirements, commercial minor subdivisions will be reviewed, in conjunction with development plan applications or with final planned development plan applications, for compliance with the adopted regulations. Once compliance is verified, deeds in executable form shall be submitted to city staff and shall be stamped and signed by city staff that the deeds are approved and ready for recording.
- (f) *Preliminary plats.*
 - (1) *Notice.* Notice shall be provided by regular mail to the owners of property within 300 feet of the proposed subdivision prior to the planning commission meeting at which the proposal may be heard. In addition to a property owner letter, notice shall include a copy of the proposed subdivision and a map of its location.

- (2) *Approval.* The planning commission shall approve, approve conditionally, or disapprove the preliminary plat within 60 days of the date of its first review by the planning commission.
 - a. Unless stipulation for additional time is agreed to by the subdivider and if no action is taken by the planning commission at the end of 60 days after the first review, the preliminary plat shall be deemed to have been approved.
 - b. If the preliminary plat is disapproved or approved conditionally, the reasons for such action shall be stated in writing, a copy of which shall be signed by the planning commission chair, secretary, or designee and shall be transmitted to the subdivider/owner and the applicant/representative.
 - c. The reasons for disapproval or conditional approval shall refer specifically to those parts of the comprehensive plan or city regulations with which the plat does not conform.
 - d. On conditionally approving a plat, the planning commission shall require submission of a revised preliminary plat prior to planning commission review of any final plats based upon the preliminary plat.
 - e. The subdivider shall file three paper copies and one reproducible copy of the approved preliminary plat with the development services department.
 - f. Upon filing of the approved preliminary plat, improvement plans may be submitted for review in accordance with the approved preliminary plat.
- (3) *After approval.* Once the preliminary plat is approved, the subdivider may proceed with the construction of the subdivision improvements, provided that the improvement plans have been prepared in accordance with this chapter, with the approved plat, and have been approved for construction by the development engineering manager. The subdivider may proceed with the preparation and submittal to the city of a final plat. Preliminary plats shall expire two years from the date of approval unless a final plat of any portion is filed, based upon the preliminary plat.

(g) *Final plats.*

- (1) *Two years from preliminary plat approval.* The final plat of any portion of the proposed subdivision shall be submitted to the planning commission and city council for final approval within two years of the date on which the preliminary plat was approved. If not submitted for final approval within such time, the preliminary plat shall be considered as having been disapproved unless the planning commission agrees to an extension of time prior to the expiration date, as requested by the subdivider. The developer shall file the final plat in the office of the county clerk within two years after approval by the city council, or, if not filed within such time, said approval of the final plat shall be considered as having been voided, unless extended by the planning commission and city council upon request by the subdivider prior to the expiration date.
- (2) *Approval.* The planning commission shall act upon the final plat within 45 days of the date of its first review by the planning commission. Unless a stipulation for additional time is agreed to by the subdivider and if no action is taken by the planning commission at the end of 45 days after the first review, the final plat shall be deemed to have been approved. This approval and date thereof shall be shown on the plat over the signature of the planning commission chair. A certificate by the development services director as to the date of submission of plat for final approval and failure of planning commission to act thereon within such time shall be sufficient in lieu of written endorsement of approval.
- (3) *Disapproval.* If the final plat is disapproved, grounds for this refusal shall be stated in writing, a copy of which shall be transmitted with the Mylar and prints to the applicant. The reasons for disapproval shall refer specifically to those parts of the comprehensive plan or ordinance with which the plat does not comply.
- (4) *Accepted by development engineering manager prior to city council consideration.* Prior to consideration of a final plat by the city council, improvement plans, a drainage study, and a drainage plan shall be accepted by the development engineering manager. The final plat shall be submitted to the city council for acceptance of the public ways and service and utility easements and land dedicated to public use. This acceptance of the plat shall be shown over the signature of the mayor and attested to by the director of finance or deputy. The lack of acceptance of any plat or plan by the city council shall be deemed a refusal of the proposed dedication shown thereon. Once accepted by the city council, the plat shall be recorded in the county courthouse.

(5) *Requirements for ~~commercial~~ subdivision prior to filing with county clerk.* No final plat of any ~~commercial~~ subdivision shall be filed of record in the office of the county clerk unless:

- a. The improvements have been constructed in accordance with the provisions of this article and have been accepted by the city council; or
- b. The subdivider/developer has entered into a development agreement with the city to construct all improvements and the subdivider/developer has filed with the city a performance guarantee in accordance with the provisions of this chapter.

~~(6) Residential subdivisions may be filed prior to acceptance by city council. Final plats of residential one- and two-family subdivisions may be filed prior to the acceptance by the city council of the required improvements. No building permits will be issued until the required improvements are scheduled for acceptance by the city council, with the exception of developer sidewalks and/or traffic control devices.~~

Upon filing with the county clerk, the developer shall provide three paper copies and one Mylar copy of the filed plat to the city.

State law reference—Plat approval, 11 O.S. § 45-104.

(h) *Correction of errors in plats.* Municipal plats or plats of additions and subdivisions which have been erroneously described on any record in the chain of title to said plats, or are otherwise defective on their face, may be corrected pursuant to the provisions of 11 O.S. §§ 41-112—41-114.

State law reference—Correction of errors and defects, 11 O.S. § 41-115.

(1) *Application.* Requests for correction of errors in plats shall be initiated by submitting the following documentation to the development services department:

- a. Completed application and checklist on the appropriate form furnished by the development services department;
- b. Typewritten and electronic/digital copy of the legal description of the subject;
- c. Copy of existing or proposed restrictive covenants on the subject property; and
- d. Filing fee, as required by the appropriate provisions of this chapter related to the individual types of applications;
- e. The registered land surveyor who prepared said plat may execute a certificate stating the nature of the error and cure said defect. The surveyor shall refer to said plat by correct page number and book in which said plat is recorded by the county clerk. Said certificate shall be dated and signed by said registered land surveyor;

State law reference—Similar provision, 11 O.S. § 41-115 B.

- f. If the registered land surveyor who originally certified said plat is not available, or if said plat was not prepared by a registered land surveyor, a certificate stating the nature of the error and cure said defect may be executed by any registered land surveyor, provided said certificate states the reasons why the registered land surveyor who prepared the plat was not available or that said plat was not originally prepared by a registered land surveyor.

State law reference—Similar provision, 11 O.S. § 41-115 C.

(2) *Approval.* The certificate shall be approved by the planning commission. If the correction alters or otherwise affects a right-of-way or easement of the city, such certificate shall also be approved by the city council.

State law reference—Similar provision, 11 O.S. § 41-115 D.

(i) *Filing with county clerk.* Once approved by the city, the certificate shall be retained by the county clerk of the county in which said plat is located and shall be recorded as a correction in the county plat book. A certificate filed pursuant to the provisions herein shall be prima facie evidence of the statements contained in said certificate and shall be received into evidence for that purpose. No such certificate shall have the effect of destroying or changing any vested rights which were acquired based upon an existing plat despite the errors or defects contained in said plat. The provisions of this section shall not prohibit any interested party from commencing an action in district court pursuant to the provisions of 11 O.S. §§ 41-112—41-114.

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.

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

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

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

KIMBERLY CARNLEY, CITY ATTORNEY

First Reading: 4/21/2025
Second Reading:

ORDINANCE NO. 3564

AN ORDINANCE CLOSING A PORTION OF A GENERAL UTILITY,
DRAINAGE AND PEDESTRIAN EASEMENT LOCATED ON A TRACT
OF LAND LYING IN THE NORTHWEST QUARTER (NW/4) OF
SECTION ELEVEN (11), TOWNSHIP NINETEEN (19) NORTH, RANGE
TWO (2) EAST OF THE INDIAN MERIDIAN, PAYNE COUNTY, STATE
OF OKLAHOMA ADDRESSED AS 410 W. FRANKLIN LANE

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

Parcels located at 410 W. FRANKLIN LANE:

LEGAL DESCRIPTION – Partial Easement to be Closed B698 P346 Exhibit “A” B695 P015

A tract of land lying in the Northwest Quarter (NW/4) of Section Eleven (11), Township Nineteen (19) North, Range Two (2) East of the Indian Meridian, Payne County, State of Oklahoma, being more particularly described as follows:

COMMENCING from the Southeast Corner (SE/cor) of said Northwest Quarter (NW/4);
THENCE, South 89°00'04" West along the South line of said Northwest Quarter (NW/4) a distance of 320.91 feet; to the southeast corner of the tract described by Warranty Deed recorded in Book 349, Page 248, Payne County, Oklahoma.
THENCE, continuing South 89°00'04" West a distance of 73.91 feet to a point non-tangent curve, said point being on the Northerly right-of-way line for Franklin Street (Lane), of the tract described by Warranty Deed in Book 349, Page 248, Payne County, Oklahoma;
THENCE, along said Northerly right-of-way line Northwesterly on a curve to the right , having a radius of 170.00 feet and an arc length of 35.41 feet, also having a chord bearing of North 76°13'58" West and a chord length of 35.35 feet;
THENCE, North 70°15'56" West a distance of 45.46 feet to a point of curvature;
THENCE, Northwesterly on a curve to the left, having a radius of 230.00 feet an arc length of 83.23 feet, also having a chord bearing of North 80°37'56" West and a chord length of 82.78 feet;
THENCE, South 89°04'04" West and parallel with and 40 foot Northerly of the South line of said Northwest Quarter (NW/4) a distance of 151.52 feet;
THENCE, North 00°55'56" West a distance of 804.46 feet to the Point of Beginning;
THENCE, South 88°12'43" West a distance of 225.59 feet;
THENCE, North 01°47'17" West a distance of 38.00 feet;
THENCE, North 88°12'43" East a distance of 225.59 feet;
THENCE, South 01°47'17" East a distance of 38.00 feet; to the Point of Beginning.
Said tract containing 8,572 square feet (0.1968 AC) more or less.

Brief Location

GENERALLY BEING A 38' X 225' AREA LOCATED NORTH 40°45'54" WEST A DISTANCE OF 1098.83' FROM THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF TOWNSHIP 19 NORTH RANGE 2 EAST OF THE INDIAN MERIDIAN

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 21ST DAY OF APRIL, 2025.

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS 21ST DAY OF APRIL, 2025.

KIM PAYNE, SENIOR ASSISTANT CITY ATTORNEY

First Reading: 04/07/2025
Second Reading: 04/21/2025