

BUILDING TRADES BOARD MEETING AGENDA

JULY 22, 2025



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

1. Call Meeting to Order

2. General Orders

The board/committee/commission will hear a staff presentation and take action including a vote or series of votes on each item listed as presented or as amended or revised by members of the board/committee/commission unless the agenda entry specifically states 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 board/committee/commission.

a.	Discuss and make recommendation of an appointment of a Building Trades Board representative to the Property Maintenance Hearing Board as per Chapter, 18, Article III, Division 2, Section 18.83.
b.	Approval of the regular meeting minutes of May 23, 2023.
c.	Approval of the special meeting minutes of November 14, 2023.

3. Adjourn

On _____ at _____, 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 405.742.8209.

- Meetings are televised on AT&T U-verse channel 99 and Suddenlink channel 14.
- Find meeting agendas and minutes online at [Agendas and Minutes](#)
- Official minutes are archived in the City Clerk's office.
- Go to [eNotifications](#) for email notices when an agenda is posted. Select each elected or appointed board or committee for which you would like to receive notices.

**BUILDING TRADES BOARD
CITY OF STILLWATER, OKLAHOMA
MAY 23, 2023 Meeting Minutes**

Members Present:

Daryl Krehbiel Kyle Kelty Brian Rickman
Waylon Shields Brett Enmeier

Members Absent:

None

Staff Present:

Les Currie Jimmy Fairbanks Cindy Gibson
Jeff Mathews Richard McCullough Ashlyn Garis

Guests:

Roger Gose

1. CALL MEETING TO ORDER.

Chair Krehbiel called the meeting to order at 5:31 PM.
Chairman Krehbiel reads opening comments about the functions of the BTB.

Discussion to recess the meeting for ten minutes to allow absent board members to attend.

MR. WAYLON SHIEDS MOVES TO RECESS THE MEETING FOR TEN MINUTES, MR. RICKMAN SECONDS.

D. Krehbiel	W. Shields	K. Kelty	B.ENMEIER	B.RICKMAN
Yes	Yes	Yes	Yes	Yes

2. MISCELLANEOUS ITEMS FROM THE BOARD:

A. ELECTION OF CHAIRMAN

MR. KREHBIEL NOMINATES WAYLON SHIELDS FOR CHAIRMAN, MR. KELTY SECONDS.

D. Krehbiel	W. Shields	K. Kelty	B.ENMEIER	B.RICKMAN
Yes	Abstains	Yes	Yes	Yes

B. ELECTION OF VICE-CHAIR

**MR. KREHBIEL NOMINATES KYLE KELTY FOR VICE-CHAIRMAN,
MR. SHIELDS SECONDS.**

D. Krehbiel	W. Shields	K. Kelty	B.ENMEIER	B.RICKMAN
Yes	Yes	Yes	Yes	Yes

3. MISCELLANOUES ITEMS FROM STAFF:

A. Discussion and possible action regarding draft ordinance to amend Chapter 10 to adopt the 2018 I-Codes and 2020 NEC code.

Jeff Mathews addresses the board about the draft ordinances proposed to amend Chapter 10 to adopt the 2018 I-Codes and 2020 NEC code. Mr. Mathews pointed out that after adoption, changes would be communicated to the contractors in a continuing process without violations being red-tagged right away.

Mr. Mathews pointed out on the commercial side, specifically for I-one and dormitory settings under R-2, under cooking equipment, there was some clarification or mandate now that if you install a gas cook-top range, there is a requirement for a fire suppression system.

Mr. Mathews also related that some direction and design criteria is being given to design based upon security in educational facilities and classrooms. Special attention would be given to egress in these designs to ensure the ability to safely exit a secured locked location.

Mr. Mathews then turned over discussion to Jimmy Fairbanks to address the IRC side.

Mr. Fairbanks addressed the board with additional comments addressing several main points, such as:

- One point was that on free-standing tubs, the code no longer requires an overflow unless the design of the tub requires overflow;
- Another point related was that now commercial cooking ranges are allowed in residential dwellings when installed according to its manufacturer's specifications and design engineering standards; and
- Another point related to the board was the shut-off valve and tubing system which is the CSST where the shut-off valve has to be supported by an independent support.

Mr. Fairbanks then led a discussion about unvented crawl spaces under the new code.

Mr. Mathews then addresses the board with additional comments covering the due diligence, training classes, and research the City has expended since September 2022 on the new code requirements. Mr. Mathews then related the discussions on the electrical side he and Mr. Les Currie have had on the new requirements.

Mr. Les Currie then addressed the board relating that the department intended to jump two code cycles and it will take time to adjust and makes the following points:

- The 2017 code did not have anything in it unusual;
- Related the new definition of vehicle bay in residential garages;
- The new definitions in the 2020 code are intended to cover electrical receptacle configuration to allow for electric vehicle charging stations;
- Several changes in the GFI protection covering several areas; and
- That the 2020 code addressed the need for an outside remote disconnect of the main for the benefit of fire and police with surge protection for service equipment.

Mr. Mathews then commented that like it or not, sooner or later, compliance with state requirements will have to be done in a continuing process. Mr. Mathews related that Title 748 was signed by the Governor on September 14, 2022 and municipalities are given time to do research, attend classes, and obtain necessary code books to catch up.

Mr. Roger Gose then addressed the board commenting that the City is proposing to adopt the ICC and not the amended codes that were signed by the Governor. Mr. Mathews related that the City Attorney's office has examined the proposal and in Chapter 10 at the beginning, it addresses the Oklahoma Uniform Building Code. Mr. Gose again stated that what is proposed is adopting the ICC without any amendments. Discussion ensued whether the proposal actually includes the amended codes. Mr. Mathews stated that he would have the City Attorney's office do further research to ensure that the Oklahoma Uniform Building Code amendments, as adopted by the Governor, are included in the proposal and that he would personally research the code to ensure its inclusion.

Due to the uncertainty as to the proposal actually including the amended codes in the Oklahoma Uniform Building Code, Chairman Waylon Shields proposed to defer adoption of the department's proposal until this requirement can be clarified. Mr. Mathews agreed

that the language in the proposal needed to be verified and stated he would sit down with the City Attorney's office to make sure the proposal correctly includes the amended codes. Board discussion ensued agreeing that clarification of the proposal language would be prudent.

Discussion by the board continued as to when to meet again to discuss the OUBC proposal, after giving Mr. Mathews time to research and verify the language in the proposal.

MR. SHIELDS MOVED TO DEFER FUTHER DISCUSSION ON THE PROPOSAL UNTIL THE AUGUST 22ND MEETING OF THE BTB; MR. RICKMAN SECONDS.

D. Krehbiel	W. Shields	K. Kelty	B. ENMEIER	B. RICKMAN
Yes	Yes	Yes	Yes	Yes

B. Approval of minutes of the August 28, 2018, meeting.

MR. SHIELDS MOVED TO ACCEPT THE MINUTES AS PRESENTED; MR. KELTY SECONDS.

D. Krehbiel	W. Shields	K. Kelty	B. ENMEIER	B. RICKMAN
Yes	Yes	Yes	Yes	Yes

C. Next regular scheduled meeting is Tuesday, June 27, 2023.

4. ADJOURMENT.

MR. SHIELDS MOVED TO ADJOURN; MR. RICKMAN SECONDS.

D. Krehbiel	W. Shields	K. Kelty	B. ENMEIER	B. RICKMAN
Yes	Yes	Yes	Yes	Yes

Meeting adjourns at 6:42 p.m.

**BUILDING TRADES BOARD
CITY OF STILLWATER, OKLAHOMA
November 14, 2023 Meeting Minutes**

Members Present:

Brian Rickman	Kyle Kelty
Waylon Shields	Brett Enmeier

Members Absent:

Daryl Krehbiel

Staff Present:

Les Currie	Jimmy Fairbanks	Cindy Gibson
Jeff Mathews	Ashlyn Garis	

Guests:

Roger Gose

1. CALL MEETING TO ORDER.

Chairman Shields called the meeting to order at 5:31 PM.

2. GENERAL ORDERS:

- a. Agenda presented: Consideration for adoption of 2018 I-Codes.

Jeff Matthews, Director of Building & Fire Code Services, discussed the various aspects of the 2018 I-Codes and explained the necessity for their adoption as Stillwater is one of the last cities to do so.

Discussion is held regarding certain appendices within the Code and Mr. Mathews addressed the board’s questions and stated that the City is basically adopting what the State adopted.

Discussion is held regarding the policing of refrigerants within the Code and Mr. Mathews assures the board that City would not be policing the use of refrigerants as Federal mandates cover its use and enforcement.

Mr. Enmeier moved to recommend to City Council the adoption of the 2018 I-Codes as proposed, Mr. Rickman seconded.

W. Shields Yes	K. Kelty Yes	B. ENMEIER Yes	B. RICKMAN Yes	Vacant
--------------------------	------------------------	--------------------------	--------------------------	---------------

- b. Review and approval of the Building Trades Board 2024 meeting schedule

Mrs. Gibson, Clerk, presents the 2024 meeting schedule and asks if there are any changes and/or concerns; none respond.

Chairman Shields moved to adopt the 2024 meeting schedule as presented was made and Mr. Rickman seconded.

W. Shields Yes	K. Kelty Yes	B. ENMEIER Yes	B .RICKMAN Yes	Vacant
--------------------------	------------------------	--------------------------	--------------------------	---------------

- c. Approval of minutes of May 3, 2032.

Mrs. Gibson, Clerk, asked if there were any changes or edits to the draft minutes; none responded.

Mr. Kelty moved to approve the May 3rd, 2023 Building Trades Board meeting minutes was made and Chair Shields seconded.

W. Shields Yes	K. Kelty Yes	B. ENMEIER Yes	B .RICKMAN Yes	Vacant
--------------------------	------------------------	--------------------------	--------------------------	---------------

3. Adjourn

Mrs. Gibson, Clerk, asked for a motion to adjourn.

Chair Sheilds moved to adjust and Mr. Enmeier seconded.

W. Shields Yes	K. Kelty Yes	B. ENMEIER Yes	B .RICKMAN Yes	Vacant
--------------------------	------------------------	--------------------------	--------------------------	---------------

Special meeting adjourned at 5:54 PM on November 14th, 2023.