



Together, Investing in Municipal Excellence

**CITY COUNCIL MEETING AGENDA**  
 JANUARY 26, 2026

723 S. Lewis Street, Room 1122  
 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. 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 January 12, 2026 regular meeting minutes.	
b.	Approve a budget amendment to return unused project appropriations for completed transportation projects (FY20 Pavement Management Plan) to the fund balance of the Transportation Sales Tax Fund.	Jared Thulin
c.	Approve budget amendments to reflect receipt of a grant from the Grand River Dam Authority (GRDA) for the purchase of an outdoor sound system for Block 34 KICKER Soundstage.	Jared Thulin
d.	Approve a budget amendment to return unused project appropriations for completed projects (Couch Park bathroom, City Hall chiller replacement and vehicle upfitting) to the fund balance of the City Capital Fund.	Jared Thulin
e.	Approve budget amendments to reflect receipt of a grant from	Jared Thulin

	the Oklahoma Bureau of Investigation for the Internet Crimes Against Children (ICAC) grant for travel and training to the Northwest ICAC & Technology Conference.		
f.	Approve budget amendments to reflect receipt and appropriation of insurance proceeds related to property damage.		Jared Thulin
g.	Approve Task Order No. 3 to the Professional Services Agreement (PSA) with Benham Design, LLC for FY25 Pavement Management Program in the amount of \$983,307; authorize total expenditures of \$1,081,637, which includes design, bidding, construction administration, and contingency (10%); approve Amendment No. 1 to the same PSA allowing Task Orders under this same Agreement for implementation of the FY26 PMP; authorize the City Manager to execute related documents; and approve the associated budget amendment.	CC-26-13	Bill Millis
h.	<p>Acceptance of utility and access easements for construction of the Sigma Chi House as follows:</p> <ul style="list-style-type: none"> <li>• Access Easement from Gamma Delta Investors, LLC at 221 S. Lincoln Street</li> <li>• Access Easement from Sigma Omicron Housing Association, Inc., at 1123 W. University</li> <li>• General Utility Easement from Gamma Delta Chapter of Sigma Chi House Corporation, consisting of 1,500 square feet, more or less at 1101 W. University</li> <li>• General Utility Easement from Sigma Omicron Housing Association, Inc., consisting of 1,500 square feet, more or less at 1123 W. University Avenue</li> <li>• General Utility Easement from Gamma Delta Investors, LLC, consisting of 1,500 square feet, more or less at 221 S. Lincoln</li> <li>• General Utility Easement from Gamma Delta Chapter of Sigma Chil House Corporation, consisting of 1,500 square</li> </ul>	CC-26-14	Joshua Brown

	feet, more or less at 206 & 224 S. Monroe		
i.	Approve a contract with Action Safety Supply Co., L.L.C. using the Statewide Contract SW0776, Solicitation No. 0900000516 — Traffic Striping, for citywide pavement marking and striping services in an amount not to exceed \$400,000; authorize the City Manager to execute all documents; authorize expenditures of \$400,000; and approve the associated Budget Amendment.	CC-26-15	Bill Millis

4. 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.

5. 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.

6. Ordinances

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

First Read

a.	ORDINANCE NO. 3591: AN ORDINANCE AMENDING THE STILLWATER CITY CODE BY CREATING A NEW CHAPTER 34, "PUBLIC ART PROGRAM;" CREATING SECTION 34-1, "PURPOSE;" CREATING SECTION 34-2, "DEFINITIONS;" CREATING SECTION 34-3, "FUND ESTABLISHED;" CREATING SECTION 34-4, "ADMINISTRATION;" CREATING SECTION 34-5, "STILLWATER PUBLIC ART COMMITTEE;" CREATING SECTION 34-6, "DISPLAY OF PUBLIC ART;" CREATING SECTION 34-7, "INFRASTRUCTURE ART SPONSORSHIP PROGRAM;" REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY
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7. Appointments

a.	Board of Adjustment	CC-26-17
b.	Sister Cities Council	CC-26-18

8. 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
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 Manager Brady Moore.
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 Attorney Kimberly Carnley.
b.	Miscellaneous items from the City Manager
c.	Miscellaneous items from the City Council

9. Questions and Inquiries

10. Executive Session

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

11. Return from Executive Session

a.	No action will be taken on this item.
b.	No action will be taken on this item.

12. Adjourn

On January 22, 2026 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.

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW  
THE AGENDA WAS POSTED JANUARY 8, 2026 AT 4:00 P.M.  
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES  
STILLWATER CITY COUNCIL  
REGULAR MEETING  
COUNCIL HEARING ROOM  
723 S. LEWIS  
JANUARY 12, 2026**

**PRESENT: VICE MAYOR AMY DZIALOWSKI, COUNCILORS CHRISTIE HAWKINS,  
KEVIN CLARK AND TIM HARDIN**  
**ABSENT: MAYOR WILLIAM H. JOYCE**

**1. CALL MEETING TO ORDER**

Vice Mayor Dzialowski called the meeting to order at 5:30 p.m.

**2. PLEDGE OF ALLEGIANCE**

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

**3. CONSENT DOCKET**

- a. Approve December 15, 2025 regular meeting minutes.
- b. Approve the appointment of Autumn Flowers as Deputy City Clerk pursuant to Stillwater City Code § 2-2.
- c. Approve budget amendments to reflect award of Oklahoma Department of Aerospace and Aeronautics (ODAA) grant SWO-26-S for construction of a parking lot adjacent to the new terminal at Stillwater Regional Airport.
- d. Approve MOU with the Payne County Sheriff's Office, the Yale Police Department, and the Cushing Police Department for network access to facilitate use of public safety software for Computer-Aided Dispatch.
- e. Approve revised MOU with OSUPD for network access to facilitate use of public safety software for Computer-Aided Dispatch and Records Management Systems.
- f. Accept Dedication of five (5) feet of Right-of-Way at 601 W. 6th Avenue.
- g. Acceptance of a water line to serve a new subdivision located outside city limits along S. Sangre Road named Stonewall Ranch.
- h. Accept the City's Annual Comprehensive Financial Report, Single Audit Report and Passenger Facility Charge Program Audit Report for the fiscal year ended June 30, 2025.
- i. Approve Agreement to Extend Building Lease Agreement with Stillwater Flight Center, Inc. at Stillwater Regional Airport for an additional 10-year term.
- j. Approve the sole source purchase from Paradigm Traffic Systems for the Alpha Technologies Uninterruptable Power Supply parts and services in the amount of \$204,546 and approve the attached budget amendment.
- k. Approve the sole source purchase from Paradigm Traffic Systems for the Applied Information field monitoring units and Glance software in the amount of \$340,280 and approve the attached budget amendment.
- l. Approve a Change Order to the CMAR contract with Lippert Brothers, Inc. for the Stillwater Regional Airport Terminal Building and Improvements Project in the amount of \$333,099 for additional needed soil and trash/debris removal and haul off for Project Work Package #3 (Partial

Phase 2 Access Road work); authorize the City Manager to sign the Change Order; and approve the associated budget amendments.

- m. Accept the permanent and temporary easements and authorize the Mayor to execute the easement documents for:
  - Parcel 1A and Parcel 1.1 - Woodland Trails Lift Station Project with Woodland Trails Homeowners Association, Inc.
- n. Accept permanent and temporary easements and authorize the Mayor to execute the easement documents for:
  - Parcels 6A and 6.1- Airport Water line Project with State of Oklahoma as Trustee for the Oklahoma National Guard,
  - Parcel 3A - Airport Water line Project with CJN Properties, LLC and
  - Parcels 12A and 12.1- Airport Water line Project with Dianna Lightfoot.

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

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

#### **4. PUBLIC COMMENT ON AGENDA ITEMS NOT SCHEDULED FOR PUBLIC HEARING**

Abby Charland, Remington Ranch, 1815 N. Boomer Road, Apt. L-7, stated that she has had no hot water at her apartment and it has been an ongoing problem for the two years she has lived there. She expressed her concern that the managers/owners are not responsive.

Desirae Pierce, Remington Ranch, 1815 N. Boomer Road, Apt. B-28, stated that she currently has no hot water. She reported that in the three years she has lived there it has been hard to get the owners to work on anything and to repair it properly.

Ronald Balderson, Remington Ranch, 1815 N. Boomer Road, Apt. F-17, reported that he does have hot water, but his issue is the apartment above him floods his bathroom. He said there has been a standing order to fix this issue since he moved in six months ago. He reported that they have reported this issue to management several times, but nothing has been fixed. He said the company feels like it's more important to fill the apartments with people than to fix the problems.

Ms. Childs stated that the Landlord Tenant Act is a vehicle for the individual tenants. Code Enforcement Officers are very good at providing this information to residents. Ms. Childs recommended tabling the Public Hearing until February 9, 2026.

Code Enforcement Supervisor James Moore answered Council's questions regarding the installation of tankless hot water heaters in each apartment and the timeline to complete the installation.

Vice Mayor Dzialowski returned to item 6. Public Hearings on the agenda.

#### **5. ITEMS REMOVED FROM CONSENT DOCKET**

None.

#### **6. PUBLIC HEARINGS**

- a. Pursuant to 11 O.S. § 22-121, the Stillwater City Council will conduct a hearing to determine whether the apartments located at 1815 North Boomer Road, Stillwater, Oklahoma (the "Dwellings") constitute a public nuisance as defined in 50 O.S. § 2 and Section 18-64 of the City of Stillwater Code of Ordinances and as designated as a nuisance in Section 18-71 of the City

of Stillwater Code of Ordinances on January 12, 2026, at 5:30 P.M., in the City Council Hearing Room, 723 South Lewis Street, Stillwater, Oklahoma. At said date and time, the City Council shall make a determination as to whether said Dwellings constitute a public nuisance as defined by the referenced statutes and ordinances and whether to order the abatement of said Dwellings as authorized by 50 O.S. § 11 and Section 18-69 of the City of Stillwater Code of Ordinances and the assessment of all associated costs thereof to the owners of said property.

For purposes of this hearing and process, the City of Stillwater alleges that the Dwellings located at 1815 North Boomer Road, Stillwater, Oklahoma, constitute a public nuisance in accordance with 11 O.S. § 22-121 because of the following:

1. Said Dwellings, which through neglect or injury lack necessary repairs or otherwise are in a state of decay or partial ruin to such an extent that it is a hazard to the health, safety, or welfare of the general public and, in particular, the residents of the Dwellings.
2. Said Dwellings are unfit for human occupancy due to the lack of hot water which is a hazard to the health, safety, and welfare of the public, including the residents and visitors.
3. With regard to the foregoing, said Dwellings are presently maintained in violation of the following sections of the 2018 International Property Maintenance Code:
  - a. IPMC 505.1 GENERAL. Every sink, lavatory, bathtub or shower, drinking fountain, water closet or other plumbing fixture shall be properly connected to either a public water supply system or to an approved private water system. Kitchen sinks, lavatories, laundry facilities, bathtubs and showers shall be supplied with hot or tempered and cold running water in accordance with the International Plumbing Code.
  - b. IPMC 505.3 SUPPLY: The water supply system shall be installed and maintained to provide a supply of water to plumbing fixtures, devices and appurtenances in sufficient volume and at pressures adequate to enable the fixtures to function properly, safely, and free from defects and leaks.
  - c. IPMC 505.4 WATER HEATING FACILITIES: Water heating facilities shall be properly installed, maintained and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower and laundry facility at a temperature not less than 110°.

Beth Anne Childs, Childs Law Firm, reported that a comprehensive timeline was created regarding Remington Ranch so that Council and the public are aware of the actions that have been taken by City staff and the Legal Department. She requested that Council allow the residents of Remington Ranch to speak at the meeting under Public Comment since there will not be a Public Hearing. Ms. Childs presented the background of the issues of Remington Ranch and the outdated infrastructure of the entire complex. She discussed the comprehensive timeline that was created and the status of repairs being made by the owners of the apartment complex. Ms. Childs stated that given the positive improvement finally getting underway, staff recommends tabling the Public Hearing and Resolution until February 9, 2026. Code Enforcement will continue to visit the property and provide updates.

No public hearing was held. There was a presentation only.

Vice Mayor Dzialowski moved back on the agenda to item 4. Public Comment.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO TABLE THIS PUBLIC HEARING UNTIL THE FEBRUARY 9, 2026 CITY COUNCIL MEETING.

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

## 7. GENERAL ORDERS

- a. Presentation and discussion of proposed Downtown intersection improvements, including possible action to approve the conversion of the intersections of S. Main St. and 7th, 8th, and 9th Avenues to four-way stop control, and authorize total project expenditures in the amount of \$88,000, and approve the associated budget amendment.

Director of City Engineering Bill Millis presented and discussed the proposed intersection improvements for Main Street and 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup> Avenues. Staff proposes removing the existing traffic signals and converting the above intersections to four-way stop control. The proposed improvements include the following:

- ✓ Install decorative LED STOP signs to improve visibility,
- ✓ Refresh existing STOP bars and crosswalk striping,
- ✓ Add STOP pavement legends to reinforce the new traffic control,
- ✓ Install pedestrian-scale street lighting at former signal locations to improve illumination while enhancing the downtown streetscape.

This approach improves pedestrian safety, reduces vehicle speeds, and reinforces a consistent downtown street environment while improving pedestrian and vehicle efficiency.

Mr. Millis reported that Stillwater Electric Utility will provide in house labor and equipment to install the light poles.

Discussion was held amongst Council and staff regarding the brightness of the lights on the stop signs and the ability to dim the lights.

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR CLARK TO AUTHORIZE STAFF TO PROCEED WITH THE CONVERSION OF THE INTERSECTIONS OF SOUTH MAIN STREET AND 7TH, 8TH, AND 9TH AVENUES TO FOUR-WAY STOP CONTROL; AUTHORIZE EXPENDITURES OF \$88,000; AND APPROVE THE ASSOCIATED BUDGET AMENDMENT.

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

## 8. RESOLUTIONS

- a. Resolution No. CC-2026-1: A resolution of the Stillwater City Council declaring the apartments located at 1815 North Boomer Road, Stillwater, Oklahoma, A Public Nuisance Detrimental To The Health, Safety, And Welfare Of The General Public And The Community, And Ordering The Plumbing Issues In The Apartments To Be Repaired Pursuant To 50 O.S. § 11 And Section 18-69 Of The City Of Stillwater Code Of Ordinances

This resolution was tabled until the February 9, 2026 City Council meeting.

## 9. APPOINTMENTS

- a. Audit Committee Appointment

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR CLARK TO APPOINT DANIEL THRASHER AND REAPPOINT RANDY MURRAY TO THE AUDIT COMMITTEE TO THREE YEAR TERMS EXPIRING JANUARY 2029.

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

Councilor Clark thanked Kelly Cox for his 18 years of service on the Audit Committee.

## 10. REPORTS FROM OFFICERS & BOARDS

- a. Miscellaneous items from the City Attorney: None.
- b. Miscellaneous items from the City Manager:
  - City Manager Brady Moore reminded residents to best prepare in case of an emergency by remembering to apply or renew their burglar or fire alarm permit registrations with Stillwater Police. Permits are \$6 per alarm, and free to government entities and also residents who are 62 years of age or older. Also, for anyone that lives outside of city limits, but within the Stillwater Fire Department's response areas, please consider purchasing a Rural Fire Service Contract. The annual fee is \$200, and the contract provides assurances that could save you thousands.
- c. Miscellaneous items from the City Council:
  - Councilor Hardin reminded residents that with possible severe weather, be sure to follow Stillwater Emergency Management on Facebook. Residents may also want to opt-in to receive important notifications on your phone. This will provide you with the latest emergency notifications, warnings, and watches.
  - Councilor Clark invited residents to please attend the annual "Meet Your Legislators," event on Thursday, January 29, from 6-8 p.m. at the Stillwater Public Library. This is a great opportunity to ask questions, build relationships, and share concerns with your legislators before the legislative session begins on Monday, February 2. Many thanks to Stillwater League of Women Voters and Friends of the Stillwater Public Library for hosting the event.
  - Councilor Hawkins informed residents about the Citizen Request Tracker on the City's website. This is a way for residents to report concerns regarding drainage and flooding, street light outages, trash collection issues, animal control requests, and more. Please consider using this system for non-emergency concerns that the City needs to check out.
  - Vice Mayor Dzialowski announced that Stillwater Community United will have their annual unity event to commemorate the life and legacy of Dr. Martin Luther King, Jr. on Monday, January 19. The commemoration kicks off with an optional March at 5:30 p.m. from Southern Woods Park to Mt. Zion Baptist Church. The program will begin at Mt. Zion at 6 p.m. Everyone is invited to join as we celebrate Dr. King's dream and continue the journey. Please also note that City offices will be closed in observance of Dr. Martin Luther King Jr. on Monday, January 19. Trash, recycling and yard waste will be collected as usual.
- i. Discussion about scheduling items for future meetings.

## 11. QUESTIONS & INQUIRIES

None.

## 12. ADJOURN

MOTION BY COUNCILOR HARDIN, SECOND BY COUNCILOR CLARK TO ADJOURN THE JANUARY 12, 2026 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

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

The January 12, 2026 regular meeting of the Stillwater City Council adjourned at 6:11 p.m.

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

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**TERESA KADAVY  
CITY CLERK**

DRAFT

Budget Amendment Request  
 For Budget Year 2026

Department of Finance  
 723 S. Lewis Street/P.O. Box 1449  
 Stillwater, OK 74076-1449

Office: 405.372.0025  
 Web: stillwater.org

Date: 01/19/2026

Department: Finance

Requested by: Jared Thulin

Explanation: Expenditures:  
 Return the unspent appropriations from the FY20 Pavement Management Plan (PMP) to the fund balance of the Transportation Sales Tax Fund.


Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount	
Increase:	-				\$ 0	
	-				\$ 0	
	-				\$ 0	
	-				\$ 0	
	-				\$ 0	
Decrease:	FY20 PMP (Mill & Overlay)	2604035 - 54009	20TR05260	\$ 38.060	(\$ 38.060)	\$ 0
	FY20 PMP (Mill & Overlay)	2604035 - 54020	20TR05260	\$ 5.672	(\$ 5,672)	\$ 0
	-				\$ 0	
	-				\$ 0	
	-				\$ 0	

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

**(\$ 43,732)**

Reviewed by Department Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Finance:  \_\_\_\_\_

Date: 1/20/2026

Approved by CMO: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by City Council:  Yes  No

Date: \_\_\_\_\_

Processed by Finance: \_\_\_\_\_

Date: \_\_\_\_\_

Set ID: \_\_\_\_\_

Date Sent to SA&I: \_\_\_\_\_

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 For Budget Year 2026

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 Stillwater, OK 74076-1449

Office: 405.372.0025  
 Web: stillwater.org

Date: 01/19/2026

Department: Finance

Requested by: Jared Thulin


Explanation: Revenue:  
 Increase revenue projection for Grand River Dam Authority (GRDA) grant for Block 34.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount	
Increase:	Block 34 GRDA Grant	1015058 - 43000	26PR01101	\$ 0	\$ 20,000	\$ 20,000
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

Net Change: (will usually result in a total increase or decrease) \$ 20,000

Reviewed by Department Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Finance:  \_\_\_\_\_

Date: 1/20/2026

Approved by CMO: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by City Council:  Yes  No

Date: \_\_\_\_\_

Processed by Finance: \_\_\_\_\_

Date: \_\_\_\_\_

Set ID: \_\_\_\_\_

Date Sent to SA&I: \_\_\_\_\_

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Budget Amendment Request

For Budget Year 2026

Department of Finance  
 723 S. Lewis Street/P.O. Box 1449  
 Stillwater, OK 74076-1449

Office: 405.372.0025  
 Web: stillwater.org

Date: 01/19/2026

Department: Finance

Requested by: Jared Thulin

Explanation:

Expenditure:  
 Appropriate funds from Grand River Dam Authority (GRDA) grant for Block 34. The funds are to be used to purchase an outdoor system for Block 34 KICKER Soundstage.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
Block 34 GRDA Grant	1015058 - 54008	26PR01101	\$ 0	\$ 20,000	\$ 20,000
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

**\$ 20,000**

Reviewed by Department Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Finance: 

Date: 1/20/2026

Approved by CMO: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by City Council:  Yes  No

Date: \_\_\_\_\_

Processed by Finance: \_\_\_\_\_

Date: \_\_\_\_\_

Set ID: \_\_\_\_\_

Date Sent to SA&I: \_\_\_\_\_

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Budget Amendment Request  
 For Budget Year 2026

Department of Finance  
 723 S. Lewis Street/P.O. Box 1449  
 Stillwater, OK 74076-1449

Office: 405.372.0025  
 Web: stillwater.org

Date: 01/19/2026

Department: Finance

Requested by: Jared Thulin

Explanation:

Expenditures:  
 Return the unspent appropriations from the projects (listed below) to the fund balance of the City Capital Fund.


Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
Replace Park Bathroom (Couch Park)	1055010 - 54012	22PR01105	\$ 33,975	(\$ 21,389)	\$ 12,586
Field Service Vehicle Upfitting	1054841 - 54001	25FS01105	\$ 19,852	(\$ 13,471)	\$ 6,381
City Hall Chiller Replacement	1051020 - 54008	24GG01105	\$ 63,200	(\$ 37,500)	\$ 25,700
	-				\$ 0
	-				\$ 0

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

**(\$ 72,360)**

Reviewed by Department Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Finance:  \_\_\_\_\_

Date: 1/20/2026

Approved by CMO: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by City Council:  Yes  No

Date: \_\_\_\_\_

Processed by Finance: \_\_\_\_\_

Date: \_\_\_\_\_

Set ID: \_\_\_\_\_

Date Sent to SA&I: \_\_\_\_\_

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Budget Amendment Request  
 For Budget Year 2026

Department of Finance  
 723 S. Lewis Street/P.O. Box 1449  
 Stillwater, OK 74076-1449

Office: 405.372.0025  
 Web: stillwater.org

Date: 01/19/2026

Department: Finance

Requested by: Jared Thulin

Explanation: Revenue:  
 Increase budget to reflect award of Internet Crimes Against Children (ICAC) grant funds for FY26. This grant provides funding for travel and training to the NW ICAC & Technology Conference for 4 Detectives.


Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
FY26 ICAC Grant/Fed Grant	1016025 - 43100	26PD01101	\$ 35,721	\$ 9,717	\$ 45,438
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

**\$ 9,717**

Reviewed by Department Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Finance:  \_\_\_\_\_

Date: 1/20/2024

Approved by CMO: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by City Council:  Yes  No

Date: \_\_\_\_\_

Processed by Finance: \_\_\_\_\_

Date: \_\_\_\_\_

Set ID: \_\_\_\_\_

Date Sent to SA&I: \_\_\_\_\_

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Budget Amendment Request  
For Budget Year 2026

Department of Finance  
723 S. Lewis Street/P.O. Box 1449  
Stillwater, OK 74076-1449

Office: 405.372.0025  
Web: stillwater.org

Date: 01/26/2026

Department: Finance

Requested by: Jared Thulin

Explanation: Expenditure:  
Appropriate funds for the Internet Crimes Against Children (ICAC) grant for FY26. This grant provides funding for travel and training to the NW ICAC & Technology Conference for 4 Detectives.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
FY26 ICAC Grant/Training	1016025 - 53055	26PD01101	\$ 25,000	\$ 600	\$ 25,600
FY26 ICAC Grant/Travel	1016025 - 53068	26PD01101	\$ 24,479	\$ 9,117	\$ 33,596
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

**\$ 9,717**

Reviewed by Department Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Finance:  \_\_\_\_\_

Date: 1/20/2026

Approved by CMO: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by City Council:  Yes  No

Date: \_\_\_\_\_

Processed by Finance: \_\_\_\_\_

Date: \_\_\_\_\_

Set ID: \_\_\_\_\_

Date Sent to SA&I: \_\_\_\_\_

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Budget Amendment Request  
 For Budget Year 2026

Department of Finance  
 723 S. Lewis Street/P.O. Box 1449  
 Stillwater, OK 74076-1449

Office: 405.372.0025  
 Web: stillwater.org

Date: 01/19/2026

Department: Finance

Requested by: Jared Thulin

Explanation:

Revenue:  
 Increase revenue projections for receipt of insurance proceeds from OMAG.


Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase: Insurance Proceeds - Police	1016025 - 62001		\$ 5,821	\$ 8,480	\$ 14,301
Insurance Proceeds - Animal Welfare	1016027 - 62001		\$ 0	\$ 5,585	\$ 5,585
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

**\$ 14,065**

Reviewed by Department Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Finance: 

Date: 1/20/2026

Approved by CMO: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by City Council:  Yes  No

Date: \_\_\_\_\_

Processed by Finance: \_\_\_\_\_

Date: \_\_\_\_\_

Set ID: \_\_\_\_\_

Date Sent to SA&I: \_\_\_\_\_

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Budget Amendment Request  
For Budget Year 2026

Department of Finance  
723 S. Lewis Street/P.O. Box 1449  
Stillwater, OK 74076-1449

Office: 405.372.0025  
Web: stillwater.org

Date: 01/19/2026

Department: Finance

Requested by: Jared Thulin

Explanation: Expenditures:  
Appropriate funds received from insurance claims. Expenditures funded by insurance proceeds received in FY26.


Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
Animal Welfare/Vehicle Repair Parts	1016027 - 52012		\$ 7,585	\$ 5,585	\$ 13,170
Police/Repair-Vehicles	1016025 - 53018		\$ 13,995	\$ 8,480	\$ 22,475
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

**\$ 14,065**

Reviewed by Department Manager: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed by Finance:  \_\_\_\_\_

Date: 1/20/2024

Approved by CMO: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by City Council:  Yes  No

Date: \_\_\_\_\_

Processed by Finance: \_\_\_\_\_

Date: \_\_\_\_\_

Set ID: \_\_\_\_\_

Date Sent to SA&I: \_\_\_\_\_

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<b>Agenda Item:</b>	3.g. CC-26-13
<b>Previous/Related Action:</b>	<ul style="list-style-type: none"><li>• CC-24-34, April 1, 2024: FY25 Pavement Management Program (PMP)</li><li>• CC-24-129, November 18, 2024: Professional Services Agreement (PSA) and Task Order 1 (TO1) agreement with Benham Design, LLC</li><li>• CC-25-118, August 18, 2025: FY26 Pavement Management Program</li><li>• CC-25-134, September 22, 2025: Task Order 2 (TO2) agreement with Benham Design, LLC</li></ul>
<b>Background/Issue:</b>	<p>In November 2024, Council authorized staff to execute an Agreement with Benham, LLC. This Agreement included the scope of TO1 for partial implementation of FY25 PMP. In September of 2025, Council authorized staff to execute TO2, defining a scope of work for further implementation of FY25 PMP.</p> <p>Proposed TO3 defines a scope of work required for full implementation of the FY25 PMP, with the intent being to generate construction contract documents estimated to use at least the full amount of construction money authorized in FY25 PMP for full reconstruction and surface treatments. The associated budget amendment includes only the cost of professional services, and City staff will return later to request additional authorization for any necessary right of way or easements, and for construction.</p> <p>Proposed Amendment 1 to the existing PSA will allow addition to the PSA of further task orders to address professional services related to the FY26 PMP.</p>
<b>Proposal/Solution:</b>	<ul style="list-style-type: none"><li>• Staff and Benham have successfully negotiated a detailed scope, fee, and schedule for Task Order No. 3 (TO3) for areas of work identified on the attached map, which is the last page of the attached Exhibit L03.</li><li>• Adding TO3 to the existing contract with Benham, LLC will increase the total fees approved in this contract by \$983,307, resulting in a new total contract price of</li></ul>

	<p>\$1,508,707.</p> <ul style="list-style-type: none"> <li>• Staff also request Council approve additional contingency of \$98,330, 10% of the additional design fee. This would result in a new authorized contingency total of \$150,875.</li> <li>• Staff and Benham have agreed it is appropriate and expedient to expand the existing PSA to include further task orders as appropriate to implement FY26 PMP.</li> <li>• Additional areas of work will be included in subsequent task orders to be finalized and presented to Council at a later date.</li> <li>• During a meeting of the Transportation Project Advisory Committee (TPAC) on January 22, 2026, the committee took action to recommend commencement of the project.</li> </ul>
<b>Financial Source/Impact:</b>	<ul style="list-style-type: none"> <li>• Sufficient funds for this item are available in the Transportation Sales Tax Fund.</li> </ul>
<b>Related Strategic Priority:</b>	#4 CONNECTED SPACES
<b>Recommended Action/Motion:</b>	<ul style="list-style-type: none"> <li>• Approve Task Order Agreement, TO3, in the amount of \$983,307;</li> <li>• Authorize the City Manager to execute the TO3 and related documents;</li> <li>• Authorize total expenditures of \$1,081,637, which includes design, bidding, construction administration, and contingency; and</li> <li>• Approve the associated Budget Amendment.</li> <li>• Authorize the City Manager to execute Amendment No. 1 to the Professional Services Agreement and related documents.</li> </ul>
<b>Prepared By:</b>	Bill Millis, Director of Engineering
<b>Reviewed By:</b>	Bill Millis Brady Moore Teresa Kadavy
<b>Submitted By:</b>	Brady Moore, City Manager

**Attachments**

1. Budget Amendment
2. Draft Amendment No. 1 to the MSA
3. Stillwater PMP Task Order 3 - signed
4. Map of Project Locations

Budget Amendment Request  
 For Budget Year 2026

Department of Finance  
 723 S. Lewis Street/P.O. Box 1449  
 Stillwater, OK 74076-1449  
 Office: 405.372.0025  
 Web: stillwater.org

Date: 01/19/2026

Department: Transportation

Requested by: Bill Millis

Explanation:

Expenditures:  
 Increase budget appropriations for the Professional Services Agreement (for Task Order #3 with Benham Design, LLC) on the FY25 PMP. 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:					
FY25 PMP/Const Prof Serv	2604035 - 54020	25TR09260	\$ 379,799	\$ 54,082	\$ 433,881
FY25 PMP/Const Prof Serv	2604035 - 54020	25TR10260	\$ 73,225	\$ 1,027,555	\$ 1,100,780
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

**\$ 1,081,637**

Reviewed by Department Manager: [Signature]

Date: 2026 Jan 20

Reviewed by Finance: [Signature]

Date: 1/20/2026

Approved by CMO: \_\_\_\_\_

Date: \_\_\_\_\_

Approved by City Council:  Yes  No

Date: \_\_\_\_\_

Processed by Finance: \_\_\_\_\_

Date: \_\_\_\_\_

Set ID: \_\_\_\_\_

Date Sent to SA&I: \_\_\_\_\_

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**AMENDMENT NO. 1  
TO  
AGREEMENT BETWEEN OWNER AND ENGINEER  
FOR  
PROFESSIONAL SERVICES  
DATED NOVEMBER 19, 2024 REGARDING  
FISCAL YEAR 2025 PAVEMENT MANAGEMENT PROGRAM**

This Amendment is made between the City of Stillwater (“Owner”) and Benham Design, LLC (“Engineer”).

**1. Amendment:** In the first full paragraph of the Agreement between Owner and Engineer for Professional Services dated November 19, 2024, (“Original Agreement”), “Fiscal Year 2025” shall be replaced with “Fiscal Year 2025 and 2026”. On the same page of the contract, “FY26 PMP” shall be replaced with “FY25 and FY26 PMP”.

**2. Entirety of Agreement:** Except as amended herein and pursuant to all other properly executed amendments, the terms and provisions of the Original Agreement continue in full force and effect.

**3. Effective Date:** This Amendment No. 1 is effective upon signature of both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 1 to be executed by their duly authorized officers or representatives on the dates set forth below.

Engineer: BENHAM DESIGN, LLC

By \_\_\_\_\_

Adam West PE, SE Senior Vice President

Date signed: \_\_\_\_\_

Engineer License \_\_\_\_\_

or Firm’s certificate number

State of: OKLAHOMA

Owner: CITY OF STILLWATER

By \_\_\_\_\_

Brady Moore, City Manager

Date signed: \_\_\_\_\_

APPROVED as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

\_\_\_\_\_  
CITY ATTORNEY

EXHIBIT L

This is Task Order No. 03, consisting of 4 pages.

**Task Order 3**

In accordance with Paragraph 1.01 of the Agreement Between Owner and Engineer for Professional Services, dated November 19<sup>th</sup>, 2024 ("Agreement"), Owner and Engineer agree as follows:

**1. Specific Project Data**

- A. Title: Stillwater FY 25 Pavement Management Program.
- B. Description: Engineering design and services during construction for the implementation of the FY 2025 pavement management program.
- C. Project Scope: Roadway Rehabilitation and / or reconstruction of the following streets as described in the following table and shown in Appendix A Project Map. Anticipated scope will be verified and specific design determined in the course of engineering efforts.

Scope Map Location	Roadway	Begin	End	Anticipated Scope	Approx. Length (feet)
10	MCELROY RD W	CITY LIMIT	LINCOLN ST N	Rehabilitate ACP from City Limit to pavement change west side of Western Rd. Full depth reconstruction and widen ACP beginning at pavement change east side of Western Rd. extending east to pavement change at N. McDonald St. Rehabilitate PCC pavement from N. McDonald St. extending east to Lincoln St. N. Exhibits for City/OSU discussion	8,460
10	LINCOLN ST N	TYLER AV W	MCELROY RD W	Full depth reconstruction	375
11	LAKERIDGE AV W	PAVEMENT CHANGE	WASHINGTON ST N	Full depth reconstruction	830
11	MONROE ST N	OSAGE DR W	PAVEMENT CHANGE	Full depth reconstruction & rehabilitation. Upsize and relocate water main.	575
11	OSAGE DR W	MONROE ST N (180' E)	WASHINGTON ST N	Full depth reconstruction. Upsize and relocate water main.	475
12	LEWIS ST N	TYLER AV E	MCELROY RD E	Full depth reconstruction and add trail or sidewalk on one side	580
12	TYLER AV E	MAIN ST N	LEWIS ST N	Full depth reconstruction & add trail or sidewalk on one side. Add drainage system. Addl. R/W needed.	420
13	HUSBAND ST N	RICHMOND RD	NORTH END	Full depth reconstruction. Sidewalk on west side. ADA crossing US-177 and Husband. Add sidewalk north side of US-177 extending east to Church P/L	1,015
13	HUSBAND CT W	WEST END	HUSBAND ST N	Full depth reconstruction. Sidewalk on north side. Add ADA ramps at intersection	310
13	NORTHGATE DR W	DUNCAN ST N	HUSBAND ST N	Full depth reconstruction	395
13	GOLF DR W	DUNCAN ST N	HUSBAND ST N	Full depth reconstruction	425
13	DUNCAN ST N	GOLF DR W	NORTHGATE DR W	Full depth reconstruction	275

**D. Number of Construction Contracts:**

This Specific Task Order #3 is anticipated to be constructed under two construction contracts.

## 2. Services of Engineer

Provide Basic Services per contract Exhibit A except modified to include only the following services:

- Project Management/Administrative Services
- Geotechnical Services and Coordination
- Survey Services and Coordination
- Subsurface Utility Engineering (S.U.E.) Services and Coordination (Levels C and D)
- Roadway Design Services including Geometric, Site Grading, Surface Drainage, sidewalks and Roadway Surfacing.
- Design services for the relocation of water utility mains at Monroe Street and Osage Drive.
- Storm sewer design (Lewis Street)
- Right of Way Services (10 parcels)
- Franchise utility relocation coordination
- Bidding and Construction Administration Services

The following Services are not anticipated in this Task Order and may be added via contract amendment if necessary:

- Public Engagement
- Design services for the relocation of private utilities
- Traffic counts or analysis
- Utilities capacity analysis of: Storm sewer, sanitary sewer, and water utilities
- Retaining wall design
- Design services for relocation of public water and sewer utilities except for the water line specifically called out as being designed in the list above as part of this contract
- Bridge Design and Bridge Hydraulics
- S.U.E. levels A or B (i.e. GPR or potholing)
- Permitting such as 404 Permits, SWPPP or other governmental approvals other than Owner
- Survey of work in construction or post construction As-built conditions surveys

Deliverables shall be as listed within Exhibit A except the following are not anticipated, and may be added via contract amendment if necessary:

- Reports: Hydraulic, Cultural, Environmental, Cultural, Threatened and Endangered Species, Wetlands or other Environmental Reports
- Exhibits for McElroy Street for purposes of City coordination with OSU.
- Drainage Mapping
- Structural Design
- Bridge Plans and Details
- Private utility relocation plans

## 3. Owner's Responsibilities

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following:

Provide copy of current Pavement Condition Plan, Record drawing and plans (if available), City Atlas maps or GIS data.

4. Times for Rendering Services

Project Schedule for rendering services is included as an Attachment to this Exhibit.

5. Payments to Engineer

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

<u>Task Order 03</u>	<u>\$983,307.00</u>
Phase 1- Conceptual Design	\$ 286,337.00
<i>Design Fee</i>	<i>\$161,597 Time and Expense</i>
<i>Land Survey (Sub)</i>	<i>\$ 83,790 Lump Sum</i>
<i>Geotechnical (Sub)</i>	<i>\$ 40,950 Lump Sum</i>
Phase 2- Preliminary Design	\$ 158,571.00 Time and Expense
Phase 3- Right-of-Way Services	\$ 186,241.00
<i>Design Coordination</i>	<i>\$ 17,191 Time and Expense</i>
<i>Right-of-Way (Sub)</i>	<i>\$169,050 Unit Rate</i>
Phase 4- Final Design	\$ 161,663.00 Time and Expense
Phase 5- Bidding and Negotiation	\$ 43,607.00 Time and Expense
Phase 6- Construction Administration	\$ 131,114.00 Time and Expense
Phase 7- Post Construction Services	\$ 15,804.00 Time and Expense

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

6. Consultants

Geotechnical Engineering (Terracon):

- Existing pavement and subsurface conditions. Proposed pavement sub-grade treatment(s). Proposed pavement section(s). Detailed scope provided via Attachment C

Land Survey (ParkHill): Scope as specified in Exhibit A Section A1.02 (B) with the following clarifications:

- Determine existing Right-of-way and easements only for roads that are programmed as full reconstruction
- S.U.E. Levels “A” and “B” are excluded
- Detailed scope provided in Attachment D

Right-of-Way Services (Pinnacle)

- Scope as specified in Section A1.02 M, H, and D
- Detailed scope provided via Attachment E

7. Other Modifications to Agreement: None

8. Attachments:

- A. Project Fee Schedule
- B. Project Schedule
- C. Terracon Geotechnical Investigation Fee Proposal
- D. ParkHill Survey Fee Proposal

E. Pinnacle Right-of-Way Fee Proposal

9. Documents Incorporated By Reference: None

10. Terms and Conditions

Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order is \_\_\_\_\_, \_\_\_\_\_.

OWNER:

By: City of Stillwater

By: \_\_\_\_\_

Name: J. Brady Moore

Title: City Manager

ENGINEER:

By: Benham Design, LLC

By: *Adam West*

Name: Adam West PE, SE

Title: Senior Vice President

Engineer License or Firm's Certificate No. C.A. 7569

State of: Oklahoma

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Bill Millis

Title: Director

PO Box 1449

Address: Stillwater, OK 74076-1449

E-Mail Address: [bill.millis@stillwaterok.gov](mailto:bill.millis@stillwaterok.gov)

Phone: (405) 742-8203

Fax: \_\_\_\_\_

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Adam West PE, SE

Title: Senior Vice President

15 West 6<sup>th</sup> Street,  
Suite 900

Address: Tulsa, OK 74119

E-Mail Address: [adam.west@benham.com](mailto:adam.west@benham.com)

Phone: (918) 599-4227

Fax: \_\_\_\_\_

PROJECT FEE SCHEDULE

Project Fee Schedule  
FY25 PMP | TASK ORDER 03

January 20, 2026

Classification of Employee / Estimated Hours	Project Manager	Sr. Civil Engineer	Civil Engineer	Jr. Engineer / Senior Technician	CADD Technician	Admin Assist	HOURS	Total Direct Labor (Raw)	Total
	\$90.47	\$77.63	\$59.66	\$47.98	\$44.55	\$37.03			
<b>PHASE 1 - CONCEPTUAL DESIGN</b>							<b>992</b>		<b>\$286,337</b>
<b>LABOR</b>	<b>29</b>	<b>22</b>	<b>204</b>	<b>439</b>	<b>298</b>	<b>0</b>	<b>992</b>	<b>\$50,870</b>	<b>\$160,950</b>
<b>PROJECT SET UP &amp; ADMINISTRATION</b>							<b>30</b>	<b>\$2,057</b>	<b>\$6,508</b>
PROJECT SET UP	1		1	1			3	\$199	
FIELD VERIFY SURVEY			8	8			16	\$862	
INVOICE & PROGRESS REPORTS	5						5	\$453	
COORDINATION WITH SUBCONSULTANTS (3)	6						6	\$543	
WORKPLAN & SCHEDULE							0	\$0	
<b>CONCEPTUAL DESIGN</b>							<b>100</b>	<b>\$5,274</b>	<b>\$16,687</b>
EXHIBITS - MCELROY FOR OSU STORMWATER/DRAINAGE DESIGN		2	6	12	8		18	\$934	
			32	40			82	\$4,340	
<b>HYDRAULICS ANALYSIS</b>							<b>0</b>	<b>\$0</b>	<b>\$0</b>
STREAM/BRIDGE HYDRAULICS ANALYSIS							0	\$0	
HYDRAULIC REPORT							0	\$0	
FEMA PERMITTING							0	\$0	
<b>ENVIRONMENTAL SERVICES</b>							<b>0</b>	<b>\$0</b>	<b>\$0</b>
USACE SECTION 404 PERMIT							0	\$0	
<b>SUBSURFACE UTILITY ENGINEERING</b>							<b>20</b>	<b>\$1,126</b>	<b>\$3,563</b>
ATLAS INTEGRATION				4			4	\$192	
UTILITY CONFLICT LIST			4	8			12	\$623	
UTILITY COORDINATION		4					4	\$311	
<b>MISC PLANS</b>							<b>33</b>	<b>\$1,666</b>	<b>\$5,271</b>
TITLE SHEET			2		4		6	\$298	
TYPICAL SECTIONS			4	8	8		20	\$979	
PAVEMENT DESIGN - COORDINATE	1						1	\$91	
MISCELLANEOUS DETAILS			2		4		6	\$298	
<b>GEOMETRIC &amp; SURVEY DATA</b>							<b>8</b>	<b>\$365</b>	<b>\$1,155</b>
GEOMETRIC DATA SHEETS				1	2		3	\$138	
SURVEY DATA SHEET				1	4		5	\$227	
<b>RIGHT OF WAY - EXISTING</b>							<b>30</b>	<b>\$1,654</b>	<b>\$5,233</b>
TITLE REPORTS - ORGANIZE & COORDINATE	4				8		12	\$719	
RIGHT OF WAY MAP			4	12			16	\$815	
OWNERSHIP LIST			2				2	\$120	
<b>REHAB / RECONSTRUCTION SCHEDULE &amp; PLANS</b>							<b>238</b>	<b>\$11,366</b>	<b>\$35,961</b>
INCORPORATE SURVEY					4		4	\$179	
ATLAS INTEGRATION			2		6		8	\$387	
REHAB / RECONSTRUCTION SCHEDULE				2	4		6	\$275	
HORIZONTAL ALIGNMENTS			6				6	\$358	
PROPOSED PAVEMENT			4	4	12		20	\$966	
SIDEWALKS			4	12	8		24	\$1,171	
ADA ACCESS & COMPLIANCE			8	16			24	\$1,245	
DRIVEWAYS			4	8	8		20	\$979	
LIMITS OF CONSTRUCTION			4	8	8		20	\$979	
EXISTING UTILITIES				6			6	\$288	
EXIST RIGHT OF WAY					8		8	\$357	
PROPOSED RIGHT OF WAY					8		8	\$357	
SHEET PRODUCTION				24	60		84	\$3,825	
<b>REHAB / RECONSTRUCTION PROFILES</b>							<b>184</b>	<b>\$8,931</b>	<b>\$28,257</b>
EXISTING SURFACE PROFILE			4	16	8		28	\$1,383	
PROPOSED PROFILE			8	24	8		40	\$1,986	
EXISTING UTILITIES			4		16		20	\$952	
PROFILE GRID ELEVATIONS				8	8		16	\$741	
SHEET PRODUCTION			16	24	40		80	\$3,889	
<b>RETAINING WALLS</b>							<b>0</b>	<b>\$0</b>	<b>\$0</b>
DETERMINE WALL EXTENTS AND HEIGHTS							0	\$0	
CREATE WALL SURFACE							0	\$0	
RETAINING WALL - ROADWAY PLAN & PROFILES							0	\$0	
RETAINING WALL - RIGHT OF WAY REQUIREMENTS							0	\$0	
<b>SURFACE / CROSS SECTIONS</b>							<b>242</b>	<b>\$12,099</b>	<b>\$38,280</b>
EXISTING SURFACE				24			24	\$1,152	
EXISTING UTILITIES			4	16			20	\$1,007	
EXISTING RIGHT OF WAY			4	12			16	\$815	
TEMPLATES			2	8			10	\$504	
PROPOSED SURFACE & SUBGRADE			8	24			32	\$1,629	
GENERATE CROSS SECTIONS			6	24			30	\$1,510	
DRAIN CROSS SECTIONS			8	16			24	\$1,245	
DRIVEWAYS		2	8	12	8		30	\$1,565	
PROPOSED RIGHT OF WAY			4	8			12	\$623	
SHEET PRODUCTION			4	8	32		44	\$2,049	
<b>CONCEPTUAL WATERLINE</b>							<b>26</b>	<b>\$1,292</b>	<b>\$4,088</b>
WATERLINE DESIGN			2	8			10	\$504	
WATERLINE - PLAN & PROFILES			2		8		10	\$476	
EXISTING UTILITIES							0	\$0	
METER LISTINGS							0	\$0	
WATERLINE - QUANTITIES SUMMARIES & NOTES			2	4			6	\$312	
WATERLINE - DETAILS							0	\$0	
WATERLINE - CROSS SECTIONS							0	\$0	
WATERLINE - ROADWAY PLAN & PROFILES							0	\$0	
<b>CONCEPTUAL SANITARY SEWER</b>							<b>0</b>	<b>\$0</b>	<b>\$0</b>
SANITARY SEWER DESIGN							0	\$0	
SANITARY SEWER - PLAN & PROFILES							0	\$0	
EXISTING UTILITIES							0	\$0	
SANITARY SEWER - QUANTITIES SUMMARIES & NOTES							0	\$0	
SANITARY SEWER - DETAILS							0	\$0	
SANITARY SEWER - CROSS SECTIONS							0	\$0	
SANITARY SEWER - ROADWAY PLAN & PROFILES							0	\$0	
<b>SHEET REFERENCING &amp; PLOT</b>							<b>6</b>	<b>\$269</b>	<b>\$851</b>
SHEET NUMBERS & REFERENCES					2		2	\$90	
PLOT CONCEPTUAL PLAN SUBMITTAL					4		4	\$179	



PROJECT FEE SCHEDULE

Project Fee Schedule  
FY25 PMP | TASK ORDER 03

January 20, 2026

Classification of Employee / Estimated Hours	Project Manager	Sr. Civil Engineer	Civil Engineer	Jr. Engineer / Senior Technician	CADD Technician	Admin Assist	HOURS	Total Direct Labor (Raw)	Total
<b>SANITARY SEWER</b>	\$90.47	\$77.63	\$59.66	\$47.98	\$44.55	\$37.03	0	\$0	\$0
SANITARY SEWER DESIGN							0	\$0	
SANITARY SEWER - PLAN & PROFILES							0	\$0	
SANITARY SEWER - QUANTITIES SUMMARIES & NOTES							0	\$0	
SANITARY SEWER - DETAILS							0	\$0	
SANITARY SEWER - CROSS SECTIONS							0	\$0	
SANITARY SEWER - ROADWAY PLAN & PROFILES							0	\$0	
SANITARY SEWER - REVIEW COMMENTS & REVISIONS							0	\$0	
<b>REMOVAL PLANS</b>							0	\$0	\$0
REMOVAL PLANS							0	\$0	
<b>PRELIMINARY CONSTRUCTION SEQUENCE</b>							0	\$0	\$0
PRELIMINARY CONSTRUCTION SEQUENCE							0	\$0	
<b>SHEET REFERENCING &amp; PLOT</b>							8	\$365	\$1,155
SHEET NUMBERS & REFERENCES				2	2		4	\$186	
PLOT PRELIMINARY PLAN SUBMITTAL					4		4	\$179	
<b>PRELIMINARY COST ESTIMATE</b>							30	\$1,581	\$5,002
QUANTITIES			8	12			20	\$1,054	
PAY ITEMS, NOTES AND COST ESTIMATE			4	6			10	\$527	
<b>SUBSURFACE UTILITY ENGINEERING</b>							25	\$1,429	\$4,521
UTILITY COORDINATION	1		16	8			25	\$1,429	
<b>QUALITY CONTROL REVIEW</b>							8	\$647	\$2,047
QA/QC (2 Review)	2	6					8	\$647	
<b>MEETINGS</b>							16	\$1,202	\$3,803
ATTEND PLAN REVIEW MEETING / MINUTES (1 in person)	5		5				10	\$751	
ATTEND PROGRESS MEETING / MINUTES (2 Max)	3		3				6	\$451	
COUNCIL MEETINGS							0	\$0	
<b>DIRECT PROJECT EXPENSES (NON-PAYROLL COSTS)</b>								\$552	\$552
<b>MILEAGE</b>								\$210	\$210
2 Trips Tulsa to Stillwater								\$210	\$210
<b>REPRODUCTION</b>								\$342	\$342
Preliminary Plan Submittal								\$342	\$342
<b>DIRECT PROJECT EXPENSES - SUBCONTRACTS (NON-PAYROLL COSTS)</b>								\$0	\$0
<b>PHASE 3 - RIGHT OF WAY SERVICES</b>							100		\$186,241
<b>LABOR</b>	8	0	36	0	56	0	100	\$5,367	\$16,981
<b>RIGHT OF WAY REVISIONS / COORDINATION</b>							100	\$5,367	\$16,981
ENGINEERING COORDINATION WITH RW AGENT	8		24		24		56	\$3,225	
REVISE RIGHT OF WAY IN PLANS			12		32		44	\$2,142	
<b>DIRECT PROJECT EXPENSES (NON-PAYROLL COSTS)</b>								\$210	\$210
<b>MILEAGE</b>								\$210	\$210
2 Trip Tulsa to Stillwater								\$210	\$210
<b>DIRECT PROJECT EXPENSES - SUBCONTRACTS (NON-PAYROLL COSTS)</b>								\$169,050	\$169,050
<b>RIGHT OF WAY</b>								\$169,050	\$169,050
		Unit cost / parce	Subtotal	5% admin fee					
Prepare Easement Instruments (Per Parcel)	10	\$1,000	\$10,000	\$500				\$10,500	\$10,500
Right-of-Way Maps/Plan Sheets (Per Parcel)	10	\$2,300	\$23,000	\$1,150				\$24,150	\$24,150
Right-of-way Staking Proposed R/W (Per Parcel)	10	\$1,500	\$15,000	\$750				\$15,750	\$15,750
Title Investigation (Per Parcel)	10	\$850	\$8,500	\$425				\$8,925	\$8,925
Appraisal (Per Parcel)	10	\$3,750	\$37,500	\$1,875				\$39,375	\$39,375
Appraisal Review (Per Parcel)	10	\$1,200	\$12,000	\$600				\$12,600	\$12,600
ROW Acquisition (Per Parcel)	10	\$5,500	\$55,000	\$2,750				\$57,750	\$57,750
<b>PHASE 4 - FINAL DESIGN</b>							983		\$161,633
<b>LABOR</b>	18	41	206	365	353	0	983	\$50,368	\$159,361
<b>PROJECT ADMINISTRATION</b>							9	\$815	\$2,579
INVOICE & PROGRESS REPORTS	6						6	\$543	
MISCELLANEOUS CORRESPONDENCE	3						3	\$272	
<b>FINAL PLAN PRODUCTION</b>							98	\$4,726	\$14,953
PRELIMINARY REVIEW REVISIONS			8	16	24		48	\$2,315	
FINAL REVIEW REVISIONS			8	16	24		48	\$2,315	
CHECKLISTS				2			2	\$96	
<b>REHAB / RECONSTRUCTION SCHEDULE &amp; PLANS</b>							180	\$8,686	\$27,482
PROPOSED PAVEMENT				4	4		8	\$371	
SIDEWALKS			4	6	4		14	\$705	
ADA ACCESS & COMPLIANCE			4	12	4		20	\$993	
DRIVEWAYS			4	12	4		20	\$993	
LIMITS OF CONSTRUCTION			4	8	8		20	\$979	
PROPOSED RIGHT OF WAY			4	6	4		14	\$705	
SHEET PRODUCTION			4	40	40		84	\$3,940	
<b>REHAB / RECONSTRUCTION PROFILES</b>							48	\$2,310	\$7,309
PROPOSED PROFILE				8	4		12	\$563	
PROFILE GRID ELEVATIONS				2			2	\$96	
SHEET PRODUCTION			4	22	8		34	\$1,651	
<b>DRAINAGE</b>							180	\$8,963	\$28,358
STORM SEWER DESIGN			8	16			24	\$1,245	
DRAINAGE AREA MAP							0	\$0	
STORM SEWER PROFILES				8	4		12	\$563	
STORM SEWER - ROADWAY PLAN & PROFILES				6	4		10	\$467	
STORM SEWER - CROSS SECTIONS			4	6	4		14	\$705	
STORM SEWER - WATER LINE PLAN & PROFILES				4	4		8	\$371	
DRAINAGE SUMMARIES			8	8			16	\$862	
DRAINAGE STRUCTURES - DESIGN AND FINAL DETAILS			24	32	40		96	\$4,750	

PROJECT FEE SCHEDULE

Project Fee Schedule  
FY25 PMP | TASK ORDER 03

January 20, 2026

Classification of Employee / Estimated Hours	Project Manager	Sr. Civil Engineer	Civil Engineer	Jr. Engineer / Senior Technician	CADD Technician	Admin Assist	HOURS	Total Direct Labor (Raw)	Total
	\$90.47	\$77.63	\$59.66	\$47.98	\$44.55	\$37.03	0	\$0	\$0
<b>RETAINING WALLS</b>							0	\$0	\$0
GENERAL PLAN & ELEVATION							0	\$0	
DESIGN & INVESTIGATION							0	\$0	
DETAILS							0	\$0	
QUANTITIES							0	\$0	
PAY ITEMS, NOTES AND COST ESTIMATE							0	\$0	
<b>WATERLINE</b>							176	\$9,205	\$29,124
WATERLINE DESIGN		8	12				20	\$1,337	
WATERLINE - PLAN & PROFILES		4	22	16	32		74	\$3,817	
METER LISTINGS			2				2	\$120	
WATERLINE - QUANTITIES SUMMARIES & NOTES			2	6			8	\$408	
WATERLINE - DETAILS			4	8			12	\$623	
WATERLINE - CROSS SECTIONS				8	8		16	\$741	
WATERLINE - ROADWAY PLAN & PROFILES			2	4			6	\$312	
WATERLINE - REVIEW COMMENTS & REVISIONS		2	4	8	24		38	\$1,847	
<b>SANITARY SEWER</b>							0	\$0	\$0
SANITARY SEWER DESIGN							0	\$0	
SANITARY SEWER - PLAN & PROFILES							0	\$0	
SANITARY SEWER - QUANTITIES SUMMARIES & NOTES							0	\$0	
SANITARY SEWER - DETAILS							0	\$0	
SANITARY SEWER - CROSS SECTIONS							0	\$0	
SANITARY SEWER - ROADWAY PLAN & PROFILES							0	\$0	
SANITARY SEWER - REVIEW COMMENTS & REVISIONS							0	\$0	
<b>REMOVAL PLANS</b>							0	\$0	\$0
REMOVAL PLANS							0	\$0	
<b>PAVEMENT MARKING &amp; SIGNING</b>							56	\$2,578	\$8,157
PAVEMENT MARKING				8	16		24	\$1,097	
PERMANENT SIGNING				8	16		24	\$1,097	
SUMMARIES				8			8	\$384	
<b>INTERSECTION &amp; DRIVEWAY DETAILS</b>							32	\$1,668	\$5,277
INTERSECTION & DRIVEWAY DETAIL SHEETS			16		16		32	\$1,668	
<b>JOINT LAYOUT PLANS</b>							14	\$745	\$2,357
JOINT LAYOUT PLANS			8		6		14	\$745	
<b>EROSION CONTROL PLANS &amp; STORMWATER POLLUTION PREVENTION PLAN</b>							26	\$1,201	\$3,800
EROSION CONTROL PLANS				8	12		20	\$919	
SWPPP PLAN SHEET				4	2		6	\$282	
REPORT							0	\$0	
<b>SURFACE / CROSS SECTIONS</b>							28	\$1,338	\$4,233
RETAINING WALLS							0	\$0	
UPDATE SURFACE				4	4		8	\$371	
EARTHWORK VOLUMES				4	4		8	\$371	
SHEET PRODUCTION			4		8		12	\$596	
<b>CONSTRUCTION SEQUENCE &amp; TRAFFIC CONTROL</b>							24	\$1,191	\$3,768
CONSTRUCTION SEQUENCE & TRAFFIC CONTROL			8		16		24	\$1,191	
<b>PAY ITEMS, NOTES, COST ESTIMATE</b>							52	\$2,683	\$8,489
QUANTITIES			12	24			36	\$1,868	
PAY ITEMS, NOTES AND COST ESTIMATE			4	12			16	\$815	
<b>SHEET REFERENCING &amp; PLOT</b>							6	\$273	\$864
SHEET NUMBERS & REFERENCES				1	1		2	\$93	
PLOT FINAL PLAN SUBMITTAL					2		2	\$90	
PLOT BID SUBMITTAL					2		2	\$90	
<b>QUALITY CONTROL REVIEW</b>							20	\$1,604	\$5,075
QA/QC (2 Reviews)	4	16					20	\$1,604	
<b>RIGHT OF WAY REVISIONS / COORDINATION</b>							0	\$0	\$0
							0	\$0	
							0	\$0	
<b>MEETINGS</b>							18	\$1,283	\$4,059
ATTEND PLAN REVIEW MEETING (1 in person)	5		5				10	\$751	
ATTEND PROGRESS MEETINGS / MINUTES (3 Max)		3	5				8	\$532	
CITY COUNCIL MEETING & PRESENTATION none	0	0	0				0	\$0	
<b>SUBSURFACE UTILITY ENGINEERING</b>							16	\$1,099	\$3,477
UTILITY CONFLICT LIST							0	\$0	
UTILITY COORDINATION		8	8				16	\$1,099	
<b>DIRECT PROJECT EXPENSES (NON-PAYROLL COSTS)</b>								\$2,272	\$2,272
<b>MILEAGE</b>								\$210	\$210
2 Trip Tulsa to Stillwater								\$210	\$210
<b>REPRODUCTION</b>								\$2,062	\$2,062
Final Plan Submittal								\$1,216	\$1,216
Bid Submittal								\$846	\$846
<b>DIRECT PROJECT EXPENSES - SUBCONTRACTS (NON-PAYROLL COSTS)</b>								\$0	\$0
								\$0	\$0
<b>PHASE 5 - BIDDING &amp; NEGOTIATING</b>							243	\$13,239	\$43,607
<b>LABOR</b>	16	23	40	135	8	21	243	\$13,239	\$41,887
<b>CONTRACT DOCUMENTS, ADVERTISING, EXECUTION OF CONTRACTS</b>							243	\$13,239	\$41,887
FRONT END DOCS, CONTRACT, BOND REQS, BID LETTER	2	5	12	48			67	\$3,589	
REVIEW CONSTRUCTION FORMS (RFIs, Pay apps)		4		10			14	\$791	
CREATE TRACKING LOGS(RFI log, Submittal log, change order log)	1	2		2		1	6	\$379	
PUBLIC ADVERTISEMENTS		2		2		4	8	\$400	
UPLOAD DOCS TO IONWAVE				3		4	7	\$293	
ENGINEER'S ESTIMATE				2			2	\$96	
CREATE BID TAB			2	2			4	\$216	
PREPAIR FOR PRE-BID MEETING (agenda, etc.) two meetings	2	4	2	2			10	\$707	
CONDUCT PRE-BID MEETING AND MINUTES (at City Hall) two meetings	6		6	6			18	\$1,189	
BIDDER QUESTIONS, ADDENDA, APPROVALS (two bids)		6	4	24		8	42	\$2,153	

PROJECT FEE SCHEDULE

Project Fee Schedule  
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January 20, 2026

Classification of Employee / Estimated Hours	Project Manager	Sr. Civil Engineer	Civil Engineer	Jr. Engineer / Senior Technician	CADD Technician	Admin Assist	HOURS	Total Labor (Raw)	Total							
REVIEW BID TABS, REVISE FOR ALTERNATES two times	2	\$77.63	\$59.66	\$47.98	\$44.55	\$37.03	10	\$635								
PRESENTATION/CITY COUNCIL MEETING - FOR AWARD none							0	\$0								
GATHER CONTRACTS, REVIEW BONDS, FACILITATE EXECUTION-two	2		4	30		3	39	\$1,971								
CONFORMED DRAWINGS-two			4		8		12	\$596								
NOTICE TO PROCEED-two	1			2		1	4	\$224								
<b>DIRECT PROJECT EXPENSES (NON-PAYROLL COSTS)</b>								<b>\$1,720</b>	<b>\$1,720</b>							
<b>MILEAGE</b>								<b>\$420</b>	<b>\$420</b>							
4 Trips -Tulsa to Stillwater								\$420	\$420							
<b>REPRODUCTION</b>								<b>\$1,300</b>	<b>\$1,300</b>							
Conformed Drawings								\$1,300	\$1,300							
<b>DIRECT PROJECT EXPENSES - SUBCONTRACTS (NON-PAYROLL COSTS)</b>								<b>\$0</b>	<b>\$0</b>							
								\$0	\$0							
<b>PHASE 6 - CONSTRUCTION ADMINISTRATION</b>							<b>606</b>	<b>\$40,511</b>	<b>\$128,174</b>							
<b>LABOR</b>								<b>186</b>	<b>80</b>	<b>137</b>	<b>151</b>	<b>16</b>	<b>36</b>	<b>606</b>	<b>\$40,511</b>	<b>\$128,174</b>
<b>PRE-CONSTRUCTION</b>								<b>98</b>	<b>\$6,078</b>	<b>\$19,230</b>						
PREP and ATTEND PRE CONSTRUCTION MEETINGS (2 max)	8		8			2	18	\$1,276								
PUBLIC CONSTRUCTION MEETING							0	\$0								
SHOP DRAWING, SCHEDULE AND SUBMITTAL REVIEW	1	4	24	8		1	38	\$2,254								
COLLECT AND VERIFY CONTRACTOR PERMITS			2	3		1	6	\$301								
COORDINATE WITH CITY ENG, UTIL, PUBLIC WORKS, TRANSIT	1	2	16				19	\$1,201								
COORD. FIELD ISSUES WITH PRIV. AND FRANCH. UTILITIES	1		16				17	\$1,046								
BUSINESS AND RESIDENCE "CITY NOTIFICATIONS"		0	0			0	0	\$0								
<b>CONSTRUCTION</b>								<b>508</b>	<b>\$34,433</b>	<b>\$108,944</b>						
PROG. MEETINGS (monthly PM onsite PE virtual - 8 trips w/ 1 mtg)	64	8		6			78	\$6,699								
PROG. MEETINGS, (monthly PM onsite PE virtual - 8 trips w/ 2 mtg)	44	8		6			58	\$4,890								
SITE VISITS, FIELD OBSERVATIONS/REPORTS (8 visits)	40	6		8		4	58	\$4,617								
PAY APPLICATIONS (24 ea.)		9	16	32		12	69	\$3,633								
PROGRESS SCHEDULE REVIEW (Initial)		6					6	\$466								
REVIEW CITY'S TEST RESULTS (monthlyx16)		9	24				33	\$2,131								
COORDINATION - RFIs, ISSUES, INFORMAL CLARIFICATIONS		8	10	30	16	8	72	\$3,667								
CHANGE ORDER REVIEW	3	6	15	30			54	\$3,072								
CITY COUNCIL MEETINGS - none		0					0	\$0								
COLLECT / VERIFY CONTRACTOR COMPLETION DOCUMENTS		6	6	8		2	22	\$1,282								
SUBSTANTIAL COMPLETION SITE VISIT AND CERTIFICATE (2 visits)	12	4		8		2	26	\$1,855								
FINAL ACCEPTANCE SITE VISIT (2 visits)	12	4		8		2	26	\$1,855								
FINAL PUNCH LIST				4		2	6	\$266								
<b>DIRECT PROJECT EXPENSES (NON-PAYROLL COSTS)</b>								<b>\$2,940</b>	<b>\$2,940</b>							
<b>MILEAGE</b>								<b>\$2,940</b>	<b>\$2,940</b>							
28 trips Tulsa to Stillwater								\$2,940	\$2,940							
<b>DIRECT PROJECT EXPENSES - SUBCONTRACTS (NON-PAYROLL COSTS)</b>								<b>\$0</b>	<b>\$0</b>							
								\$0	\$0							
<b>PHASE 7 - POST CONSTRUCTION SERVICES</b>							<b>94</b>	<b>\$4,691</b>	<b>\$14,842</b>							
<b>LABOR</b>								<b>4</b>	<b>0</b>	<b>24</b>	<b>0</b>	<b>60</b>	<b>6</b>	<b>94</b>	<b>\$4,691</b>	<b>\$14,842</b>
<b>GENERAL SERVICES</b>								<b>94</b>	<b>\$4,691</b>	<b>\$14,842</b>						
RECORD DRAWINGS REDLINE CLOUD FOR REVIEW	2		4		48		54	\$2,558								
RECORD DRAWINGS FINAL BLACK LINE			2		12		14	\$654								
COMPILE AND TRANSMIT PROJECT DOCUMENTS TO OWNER						4	4	\$149								
CONTRACTOR EVALUATION REPORT	2		2			2	6	\$375								
WARRANTY INSPECTION (60 days prior to expiry-two visits)			16				16	\$955								
<b>DIRECT PROJECT EXPENSES (NON-PAYROLL COSTS)</b>								<b>\$962</b>	<b>\$962</b>							
<b>MILEAGE</b>								<b>\$210</b>	<b>\$210</b>							
2 trips Tulsa to Stillwater								\$210	\$210							
<b>REPRODUCTION</b>								<b>\$752</b>	<b>\$752</b>							
Record Drawings								\$752	\$752							
<b>DIRECT PROJECT EXPENSES - SUBCONTRACTS (NON-PAYROLL COSTS)</b>								<b>\$0</b>	<b>\$0</b>							
								\$0	\$0							

Summary of Contract Values

Phase	Total	Hours	Raw Labor	Labor	Expenses	Subcontract	
<b>Contract Values</b>	<b>\$983,307</b>	<b>3,989</b>	<b>\$214,990</b>	<b>\$680,214</b>	<b>\$9,303</b>	<b>\$293,790</b>	
PHASE 1 - CONCEPTUAL DESIGN	\$286,337	992	\$50,870	\$160,950	\$647	\$124,740	LUMP SUM
PHASE 2 - PRELIMINARY DESIGN	\$158,571	971	\$49,944	\$158,019	\$552	\$0	LUMP SUM
PHASE 3 - RIGHT OF WAY SERVICES	\$186,241	100	\$5,367	\$16,981	\$210	\$169,050	HOURLY + EXPENSES
PHASE 4 - FINAL DESIGN	\$161,633	983	\$50,368	\$159,361	\$2,272	\$0	LUMP SUM
PHASE 5 - BIDDING & NEGOTIATING	\$43,607	243	\$13,239	\$41,887	\$1,720	\$0	HOURLY + EXPENSES
PHASE 6 - CONSTRUCTION ADMINISTRATION	\$131,114	606	\$40,511	\$128,174	\$2,940	\$0	HOURLY + EXPENSES
PHASE 7 - POST CONSTRUCTION SERVICES	\$15,804	94	\$4,691	\$14,842	\$962	\$0	LUMP SUM
<b>DESIGN &amp; CONTS. ADMIN TOTALS (Excludes Phase 3 Sub)</b>	<b>\$814,257</b>	<b>2,946</b>	<b>\$214,990</b>	<b>\$680,214</b>	<b>\$9,303</b>	<b>\$124,740</b>	<b>LUMP SUM</b>

# PROJECT FEE SCHEDULE

January 20, 2026



**AGREEMENT FOR**

Engineering Services with  
Project

Benham Design, LLC  
FY25 PMP | TASK ORDER 03

**DESCRIPTION OF WORK AND LOCATION:**

Location 10:  
McElroy Rd West from City Llimit to Lincoln St North  
Lincoln St North from Tyler Ave West to McElroy Rd West

Location 11:  
Lakeridge Ave West from Pavement Change to Washington St North  
Monroe St North from Osage Dr West to Pavement Change  
Osage Dr West from Monroe St North (180ft east) to Washington St North

Location 12:  
Lewis St North from Tyler Ave to McElroy Rd East  
Tyler Ave from Main St North to Lewis St North

Location 13:  
Husband St North from Richmond Rd to its north end.  
Husband Ct West from West End to Husband St North  
Northgate Dr West from Duncan St North to Husband St North  
Golf Dr West from Duncan St North to Husand St North  
Duncan St North from Golf Dr West to Northgate Dr West

Design for sanitary sewer improvements is not included.

<b>Project Budget Including Task Order 3 Professional Services</b>	<b>\$5,484,307</b>
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<b>Estimate of Probable Construction Cost</b>	<b>\$4,501,000</b>
Location 10	\$1,780,000
Location 11	\$965,000
Location 12	\$376,000
Location 13	\$1,380,000

<b>Total Task Order 3 Professional Services</b>	<b>\$983,307</b>
Design and Construction Administration	\$814,257
Raw Labor Cost	\$214,990
Overhead	187.63%
Profit	10.00%
Multiplier	3.1639
Labor Cost	\$680,214
Expenses	\$9,303
Survey (Subconsultant)	\$83,790
Geotechnical Engineering (Subconsultant)	\$40,950
Design Cost as Percentage (%) of Total Budget	14.85%
Right-of-Way Services (Subconsultant)	\$169,050

Advertising Date

2026



**Fiscal Year 25 Pavement Management Program****City of Stillwater Project No. FY25 PMP – Task Order 3****GENERAL SCOPE**

The project extents for Task Order 3 are noted in the attached Program Map in Stillwater, Oklahoma. The purpose of the subsurface exploration is to provide data on the existing subgrade and existing pavement sections and provide recommendations for full depth reconstruction pavement section and / or pavement surface rehabilitation.

**SCOPE****Subsurface Exploration**

Perform subsurface exploration to provide data on the existing subgrade and existing pavement sections. Provide pavement recommendations for full depth reconstruction and rehabilitation where appropriate. Consider construction traffic so the existing roadways are not damaged during rehabilitation activities. For example if mill and overlay is anticipated but the milled section will be damaged by construction traffic then provide an appropriate recommendation. Areas of high PI that may result in damage to the underlying pavement layers if pavement is milled are to be identified.

A total of twenty-four (24) borings shall be drilled for this project, divided as follows:

Scope Map Location #	Roadway	Begin	Surface Type	Approx. Length (feet)	# Borings
10	MCELROY RD W	CITY LIMIT	ACP/ Rehab	8,460	11
10	LINCOLN ST N	TYLER AV W	ACP	375	1
11	LAKERIDGE AV W	PAVEMENT CHANGE	ACP	830	2
11	MONROE ST N	OSAGE DR W	ACP/ Rehab	575	1
11	OSAGE DR W	MONROE ST N (180' EAST)	ACP	475	1
12	LEWIS ST N	TYLER AV E	ACP	580	1
12	TYLER AV E	MAIN ST N	Rehab	420	1
13	HUSBAND ST N	RICHMOND RD	ACP	1,015	2
13	HUSBAND CT W	WEST END	ACP	310	1
13	NORTHGATE DR W	DUNCAN ST N	ACP	395	1
13	GOLF DR W	DUNCAN ST N	ACP	425	1
13	DUNCAN ST N	GOLF DR W	ACP	275	1

## Geotechnical Investigation Scope

The borings shall be spaced approximately 750' apart.

The borings shall be extended to a maximum depth of 3 feet below the top of the pavement surface. The 11 borings on McElroy Rd. shall be extended to a maximum depth of 5 feet below the top of the pavement surface to account for possible grade changes.

Prior to drilling, the pavement shall be cored at the boring locations with a portable coring machine equipped with a diamond bit core barrel to measure the pavement thickness and evaluate the existing pavement type. After boring completion, the existing pavement shall be patched with a cold patch asphalt mix or sacked concrete patch to match the existing pavement.

Kessler cone penetrometer testing will extend to 3 feet in each boring, and 5 feet in the 11 borings along McElroy Rd. The borings shall be drilled to the above depth or auger refusal, whichever occurs first.

Traffic control shall be included.

### Laboratory Testing

Where applicable, water content and/or hand penetrometer tests shall be performed on split-barrel samples. Additionally, Atterberg limits and/or percent passing # 200 sieve (P-200) tests shall be performed on representative subgrade materials from select boring locations.

### Engineering Analysis

After completing the field exploration and testing, a report shall be prepared by a Registered Professional Engineer. The report shall include a boring location diagram, boring logs with field and laboratory data, and pavement rehabilitation recommendations, relative to the subsurface conditions encountered in the borings.

### Site Access

Items to be provided by the client include the right-of-entry to conduct the exploration and an awareness and/or location of any subsurface utilities existing in the area. Also, if there are any other restrictions or special requirements regarding the site or exploration, these should be known prior to commencing fieldwork.

Terracon shall provide layout of the borings and all boring locations shall be readily accessible to normal truck-mounted equipment. Distances from available reference features are generally measured using a tape and angles are estimated. The locations of the borings should be considered accurate only to the degree implied by these methods.

### DELIVERABLES

Two copies and a PDF of the REPORT(S) shall be submitted to the following address:

Jared Podolny  
Benham Design, LLC  
15 West 6th Street, Suite 900

June 2, 2025

## **Geotechnical Investigation Scope**

Tulsa, Oklahoma 74119  
*Jared.podolny@benham.com*

All deliverables, including Invoices, shall reference:  
FY 25 Pavement Management Program  
City of Stillwater Project No. FY25 PMP – Task Order 3

### **PERFORMANCE SCHEDULE**

The boring logs shall be submitted as PDFs upon completion of drilling.  
The completed engineering report shall be submitted no later than 6 weeks from NTP.

### **COMPENSATION**

Based on the above scope of services, we propose a lump-sum fee of \$39,000. This lump sum amount includes traffic control. This cost is based on only performing the Scope of Services described above.



September 24, 2025

Mr. Jared Podolny, PE  
Lead Engineer - Civil  
Benham  
15 West 6th Street, Suite 900  
Tulsa, OK 74119

RE: Proposal for Professional Services  
Stillwater FY25 Pavement Management Program Task Order 3  
Stillwater, OK

Dear Mr. Podolny:

Parkhill is pleased to have the opportunity to provide this Proposal for Surveying Services for the referenced Project.

## **SCOPE OF SERVICES**

### **Task Order 3**

- Topographic Survey (right-of-way to right-of-way):
  - Contours at a minimum of one-foot interval generated from a digital terrain model.
  - Visible improvements such as utility markers, curbing, sidewalk, pavement, light standards, manholes, valves, fire hydrants, inlets, meters, face of buildings, fences, etc.
  - Pavements type changes (asphalt, gravel, or concrete) will be depicted on Survey.
  - Location of marked and/or visible utilities. The “OKIE 811” system will be notified and a request to mark utilities will be made. Parkhill is not responsible for unmarked or mismarked utilities.
  - Location and elevation of storm and sanitary sewer systems showing flowline information and pipe alignments. Field data for storm sewer and sanitary sewer system being one structure upstream and one structure downstream beyond the Survey Limits will be shown.
  - Horizontal and vertical control will be referenced to the Oklahoma State Plane Coordinate System and NAVD88 respectively.
- Right-of-Way Survey:
  - Platted lines, easements, and rights-of-way will be delineated and depicted on Survey.
- UAV Orthophoto:
  - Concrete joints to be digitized from UAV orthophoto.

Services specifically excluded from our Scope of Services include, but are not limited to, the following:

- Subsurface Utility Engineering (SUE).

## **DELIVERABLES**

Deliverables to include a digital CAD file containing the Survey information and a signed/sealed PDF Survey.

Mr. Jared Podolny  
Benham

September 24, 2025

**SCHEDULE**

The Survey timeline will be coordinated with the appropriate Project Manager upon receipt of Notice to Proceed.

**COMPENSATION**


Our fee for the Scope of Services described above will be based on a lump sum amount of \$79,800.00 and will be billed on a percentage complete method.

We appreciate the opportunity to provide Professional Services to you and look forward to the successful completion of your Project. If you have any questions, please do not hesitate to call us.

Sincerely,

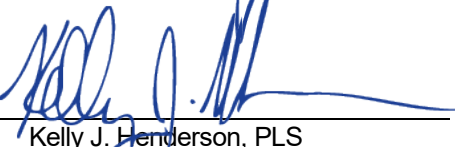
**PARKHILL**

**BENHAM**

By  \_\_\_\_\_  
Beau Winfrey, PLS  
Surveyor | Associate

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

By  \_\_\_\_\_  
Kelly J. Henderson, PLS  
Director of Surveying | Principal

Title: \_\_\_\_\_

Date: \_\_\_\_\_

BBW/mcj



May 28, 2025

Todd Lipe, P.E., PMP  
Senior Project Manager | Civil Infrastructure  
Benham

RE: Scope of Services and Cost Estimate for Right-of-Way Services  
City of Stillwater FY25 Pavement Management Program

### ***Scope of Services***

- All right-of-way services shall be performed in compliance with the City of Stillwater and the Oklahoma Department of Transportation (ODOT) guidelines, policies and procedures.
- Right-of-Way Mapping
  - Right-of-way and easement instruments will be prepared in both Microsoft Word and PDF formats along with closure reports, based upon the comments received from the conceptual design review and coordination with utility companies. Instruments shall provide sufficient room to accommodate utility relocations and other construction activities.
  - Right-of-Way plan sheets will be prepared in accordance with ODOT Mapping Branch Policies and Procedures.
  - Property Reports will be prepared on unplatted properties and properties which contain less than required right-of-way/easements necessary for construction of the Project.
  - Prior to completion of the Preliminary Design Phase, three (3) bound sets of half-size plan sheets and one (1) set of legal instruments will be delivered in both Microsoft Word and PDF formats, indicating right-of-way and easement documents for the Project final taking/acquisitions requirements.
- Right-of-Way Staking
  - Right-of-way staking will be conducted under the license of a Professional Land Surveyor with the Pinnacle Survey & Mapping Department.
- Right-of-Way Acquisition
  - The right-of-way will be acquired in accordance with ODOT Local Public Agency (LPA) guidelines, policies and procedures.
  - All project correspondence, including weekly status reports, will be directed through the design engineer and the City.
  - Set up parcel files including, but not limited to, all written correspondence, title work, acquisition agent's contact log, appraisal, appraisal review,

waiver, easements, claim, summary of acquisition, W-9 form and all other applicable documents.

- Conduct title research verifying ownership of and liens on each parcel. Title Investigation Report Forms will be prepared including copies of vesting deeds and any liens.
- Prepare Notice of Interest letters, which will provide general information on the project and explain the role in performing the necessary right-of-way acquisition.
- Prepare Appraisal Waiver Valuations on parcels that will result in offers in an amount less than \$15,000.00.
- Obtain appraisals and appraisal reviews on parcels that will result in offers that exceed \$15,000.00.
- Provide negotiation services including owner offers, administrative settlement approvals, document execution, document filing, title curative measures, obtaining lien releases, delivery of landowner payments, condemnation support and construction support.

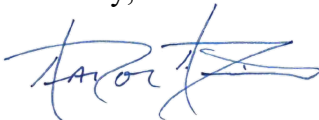
**Fees**

- The following per parcel fees include all labor, profit, mileage and all other expenses:

Services	Fee per Parcel
Prepare Easement Instruments	\$1,000.00
Right-of-Way Maps/Plan Sheets	\$2,300.00
Right-of-Way Staking	\$1,500.00
Title Investigation	\$850.00
Appraisal	\$3,750.00
Appraisal Review	\$1,200.00
Right-of-Way Acquisition	\$5,500.00

If you have any questions regarding this scope of services and cost estimate, please contact me at (405)879-0600 or [aadkins@pinnaclegroup.biz](mailto:aadkins@pinnaclegroup.biz).

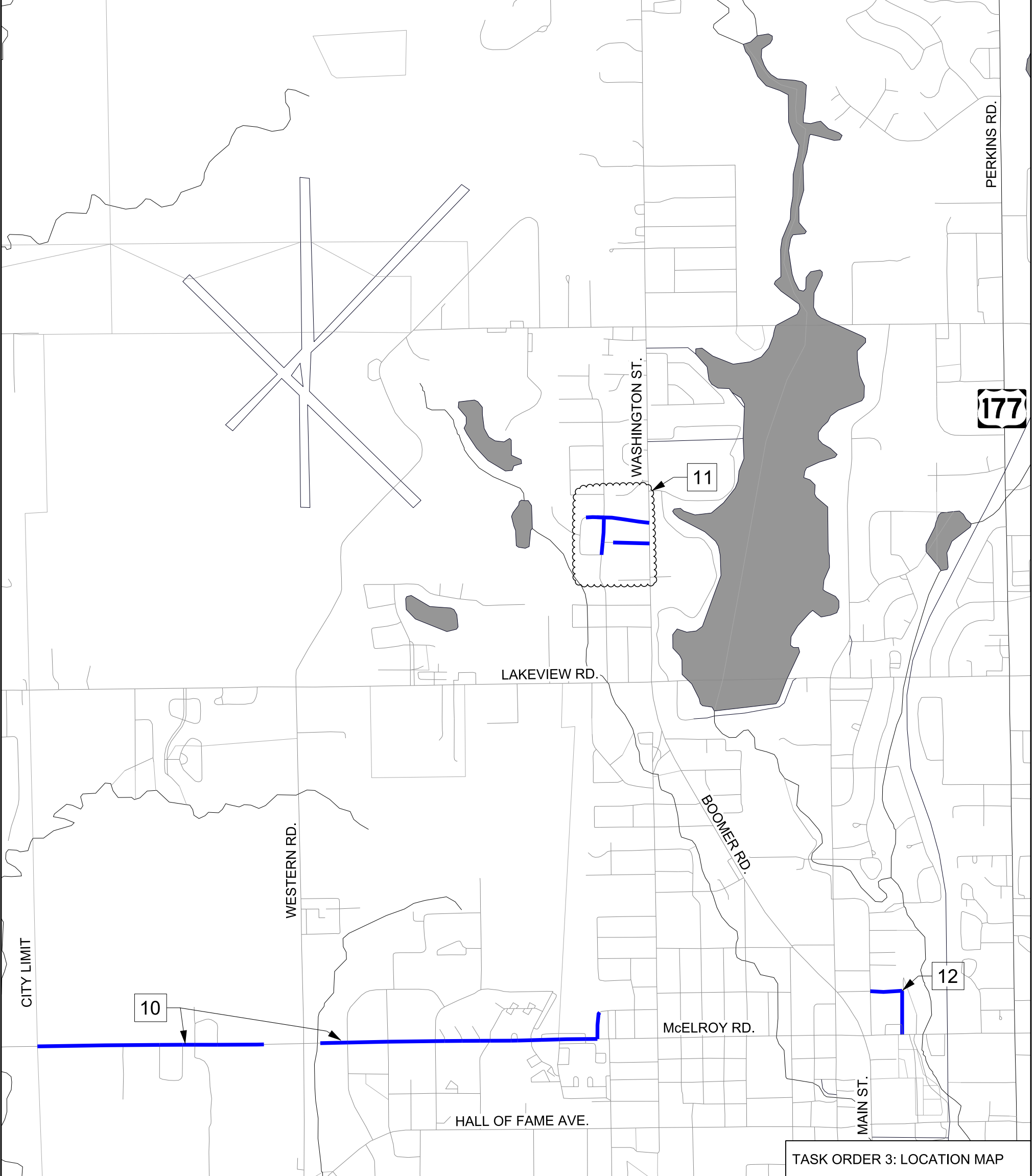
Sincerely,



Aaron Adkins  
Senior Vice President  
Pinnacle Consulting Management Group, Inc.

APPENDIX A  
PROJECT MAP

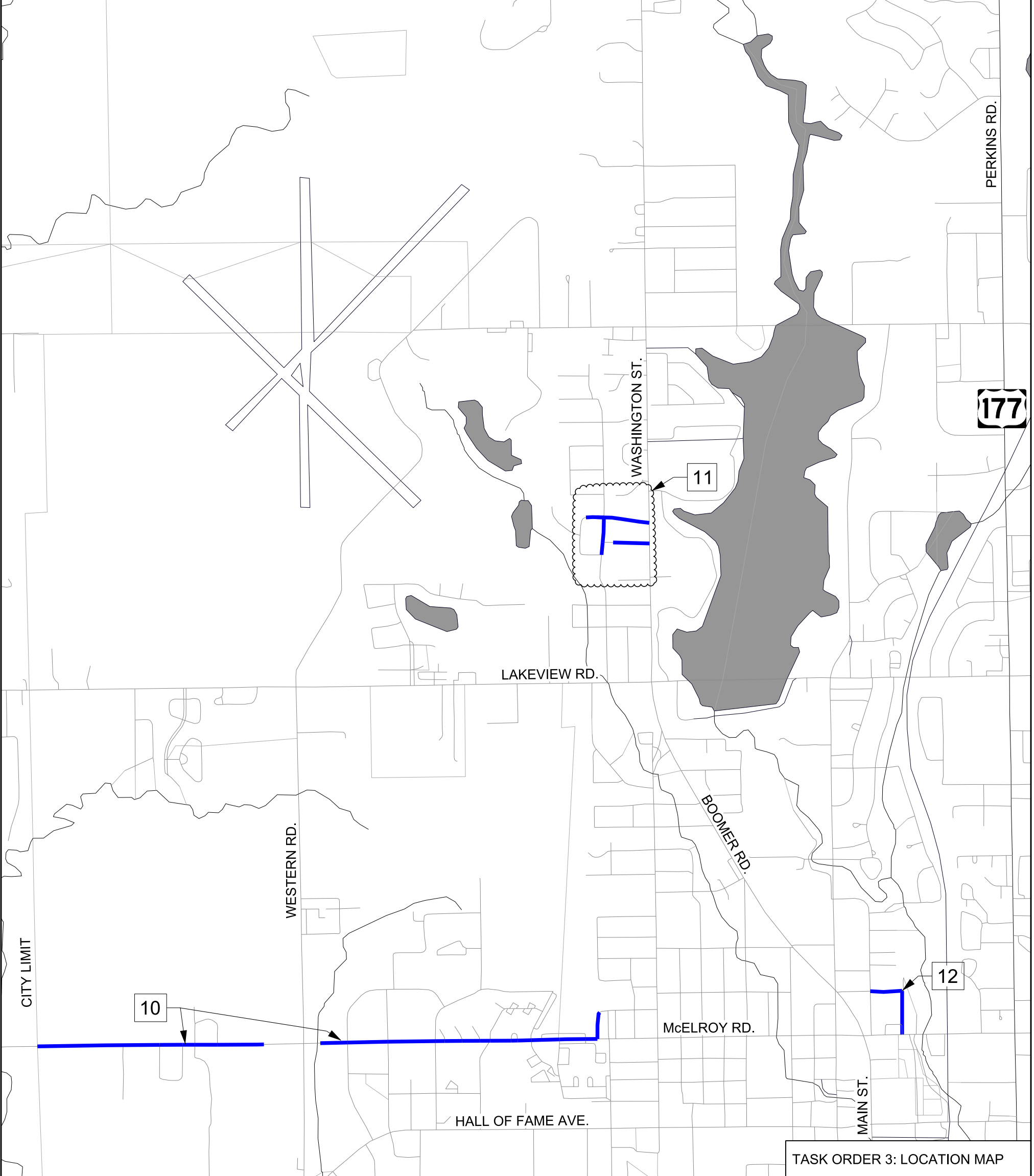
Scope Map Location #	Roadway	Begin	End
10	MCELROY RD W	CITY LIMIT	LINCOLN ST N
10	LINCOLN ST N	TYLER AV W	MCELROY RD W
11	LAKERIDGE AV W	PAVEMENT CHANGE	WASHINGTON ST N
11	MONROE ST N	OSAGE DR W	PAVEMENT CHANGE
11	OSAGE DR W	MONROE ST N (180' E)	WASHINGTON ST N
12	LEWIS ST N	TYLER AV E	MCELROY RD E
12	TYLER AV E	MAIN ST N	LEWIS ST N
13	HUSBAND ST N	RICHMOND RD	NORTH END
13	HUSBAND CT W	WEST END	HUSBAND ST N
13	NORTHGATE DR W	DUNCAN ST N	HUSBAND ST N
13	GOLF DR W	DUNCAN ST N	HUSBAND ST N
13	DUNCAN ST N	GOLF DR W	NORTHGATE DR W



TASK ORDER 3: LOCATION MAP

APPENDIX A  
PROJECT MAP

Scope Map Location #	Roadway	Begin	End
10	MCELROY RD W	CITY LIMIT	LINCOLN ST N
10	LINCOLN ST N	TYLER AV W	MCELROY RD W
11	LAKERIDGE AV W	PAVEMENT CHANGE	WASHINGTON ST N
11	MONROE ST N	OSAGE DR W	PAVEMENT CHANGE
11	OSAGE DR W	MONROE ST N (180' E)	WASHINGTON ST N
12	LEWIS ST N	TYLER AV E	MCELROY RD E
12	TYLER AV E	MAIN ST N	LEWIS ST N
13	HUSBAND ST N	RICHMOND RD	NORTH END
13	HUSBAND CT W	WEST END	HUSBAND ST N
13	NORTHGATE DR W	DUNCAN ST N	HUSBAND ST N
13	GOLF DR W	DUNCAN ST N	HUSBAND ST N
13	DUNCAN ST N	GOLF DR W	NORTHGATE DR W



TASK ORDER 3: LOCATION MAP



<b>Agenda Item:</b>	3.h. CC-26-14
<b>Previous/Related Action:</b>	<a href="#">Closing of the Alley by City Council on 6/16/25</a>
<b>Background/Issue:</b>	<p>On June 16th, 2025 City Council closed the alley abutting properties located at 1101 and 1123 W. University Avenue, 206 S. Monroe Street, and 221 S Lincoln Street. This alley is now scheduled to be vacated, so staff is requesting acceptance of the below utility and access easements to replace the alley which was closed:</p> <ul style="list-style-type: none"> <li>• Utility Easement for Lot 1, 2, 3, and 4, West College Addition. Each of the General Utility Easements contains 1,500 square feet.</li> <li>• Access Easement from Sigma Omicron. This easement contains 1,500 square feet.</li> <li>• Access Easement from Gamma Delta. This easement contains 5,364 square feet.</li> </ul> <p>The two access easements provide the city access through the parking lot from 3rd Avenue and South Lincoln Street to provide city services.</p> <p>After the alley is vacated, each of the four lots will receive a portion of the alley. Each owner of the four lots is providing the city a general utility easement to ensure the city maintains access to existing utilities.</p>
<b>Proposal/Solution:</b>	Staff recommends acceptance of the dedication documents for the four Utility Easements and the two Access Easements.
<b>Financial Source/Impact:</b>	There is no additional financial impact from the acceptance of these easements.
<b>Related Strategic Priority:</b>	#4 CONNECTED SPACES
<b>Recommended Action/Motion:</b>	Motion to authorize the Mayor to execute the Utility and Access Easement dedication documents.
<b>Prepared By:</b>	Joshua Brown, Project Manager
<b>Reviewed By:</b>	David Barth Brady Moore Teresa Kadavy

**Submitted By:**

Brady Moore, City Manager

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**Attachments**

1. Esmt Gamma Delta Investors LLC General UE
2. Esmt Sigma Omicron Housing Assoc Access Easement
3. Esmt Gamma Delta Chapter of Sigma Chi House Corp General UE Lot 4
4. Esmt Sigma Onicron Housing Associate Inc General UE
5. Esmt Gamma Delta Investors LLC Access Easement
6. Esmt Gamma Delta Chapter of Sigma Chi House Corp General UE Lot 3

**GENERAL UTILITY EASEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

That the undersigned, **Gamma Delta Investors LLC**, an Oklahoma not for profit corporation, certifies that they own and possess all rights, title, and interest to the following described real property situated in Payne County, State of Oklahoma, to-wit:

LOT THREE (3), BLOCK THREE (3) OF WEST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF;

AND

A PART OF BLOCK THREE (3), WEST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, BEING A PART OF THE PLATTED ALLEYWAY WITHIN SAID BLOCK THREE (3), BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT THREE (3), OF SAID BLOCK THREE (3);

THENCE NORTH ALONG THE WEST LINE OF SAID BLOCK THREE (3), BEING THE EAST RIGHT OF WAY OF S. LINCOLN ST., A DISTANCE OF 10 FEET TO THE CENTERLINE OF ALLEY VACATED AT BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ AT THE OFFICE OF THE PAYNE COUNTY CLERK;

THENCE EAST ALONG THE CENTERLINE OF SAID VACATED ALLEY, A DISTANCE OF 150 FEET;

THENCE SOUTH ALONG THE EAST LINE OF SAID LOT THREE (3), EXTENDED, A DISTANCE OF 10 FEET TO THE NORTHEAST CORNER OF SAID LOT THREE (3);

THENCE WEST ALONG THE NORTH LINE OF SAID LOT THREE (3) A DISTANCE OF 150 FEET TO THE POINT OF BEGINNING.

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

A PART OF BLOCK THREE (3), WEST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, BEING A PART OF THE PLATTED ALLEYWAY WITHIN SAID BLOCK THREE (3), BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF LOT THREE (3), OF SAID BLOCK THREE (3);

THENCE NORTH ALONG THE WEST LINE OF SAID BLOCK THREE (3), BEING THE EAST RIGHT OF WAY OF S. LINCOLN ST., A DISTANCE OF 10 FEET TO THE CENTERLINE OF ALLEY VACATED AT BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ AT THE OFFICE OF THE PAYNE COUNTY CLERK;

THENCE EAST ALONG THE CENTERLINE OF SAID VACATED ALLEY, A DISTANCE OF 150 FEET;

THENCE SOUTH ALONG THE EAST LINE OF SAID LOT THREE (3), EXTENDED, A DISTANCE OF 10 FEET TO THE NORTHEAST CORNER OF SAID LOT THREE (3);

THENCE WEST ALONG THE NORTH LINE OF SAID LOT THREE (3) A DISTANCE OF 150 FEET TO THE POINT OF BEGINNING.

The easement contains 1,500 square feet more or less and is subject to all recorded easements and rights of way thereof.

Except as herein granted, the grantors shall continue to have the full use and enjoyment of the properties herein granted or described for appropriate purposes. At no time shall the grantors commit a use, occupation or enjoyment thereof that might cause a hazardous condition and no



STATE OF OKLAHOMA     )  
  ) ss.  
COUNTY OF PAYNE     )

NOW, on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, the City Council of the City of Stillwater, State of Oklahoma, a municipal corporation, acting for and in behalf of said municipal corporation, during regular session, does hereby approve and accept from the named Grantor this delivered general utility easement and directs the Mayor and Clerk of said City of Stillwater to indicate the same by their signatures and seal of the City of Stillwater, State of Oklahoma.

\_\_\_\_\_  
WILLIAM H. JOYCE, MAYOR  
CITY OF STILLWATER, OKLAHOMA

(SEAL)

ATTEST:

\_\_\_\_\_  
TERESA KADAVY, CITY CLERK  
CITY OF STILLWATER, OKLAHOMA

Approved as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
KIMBIERLY CARNLEY, CITY ATTORNEY  
CITY OF STILLWATER, OKLAHOMA

ACCESS EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

THAT SIGMA OMICRON HOUSING ASSOCIATION, INC. (Grantor) in consideration of the sum of One Dollar (\$1.00), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, does hereby grant and convey unto the City of Stillwater, Payne County, Oklahoma (Grantee), a municipal corporation, its successors and assigns, an easement through, over, and across the following described Property situated in the City of Stillwater, Payne County, Oklahoma, to wit:

Exhibit A

for the purpose of permitting Grantee access thereon, through, over, or across said Property, together with all necessary and convenient appurtenances thereto; to use and maintain the same; and affording Grantee's officers, agents, employees, and/or all persons under contract with Grantee, the right of access to and upon said Property and strip of land for the purpose of vehicular and pedestrian ingress and egress to the same.

The Grantee is hereby given and granted the non-exclusive possession of said above described Property for the purposes aforesaid and Grantor, for itself and its heirs, administrators, successors, and assigns, covenants and agrees that no building or structure will be placed, erected, installed, or permitted upon the Property; and further covenants and agrees that, in the event the terms of this paragraph are violated by the Grantor or other persons in privity with it, such violation will promptly be corrected and eliminated upon receipt of notice from the Grantee, or the Grantee shall have right to remove or otherwise eliminate such violation, and Grantor, its heirs, administrators, successors and assigns, shall promptly pay the actual cost thereof. However, Grantor expressly reserves the right to build and maintain sidewalks, streets, and driveways upon said Property.

The cost, expense and maintenance of all roadways and driving surfaces located upon the Easement Parcel shall be borne by Grantor.

TO HAVE AND TO HOLD such easement unto Grantee, its successors or assigns as aforesaid:

DATED this 13<sup>th</sup> day of March, 2025.

BY: Benjamin Barker as President of SIGMA OMICRON HOUSING ASSOCIATION, INC.

REPRESENTATIVE ACKNOWLEDGEMENT

STATE OF OKLAHOMA, COUNTY OF GARFIELD, SS:

Before me, the undersigned, a Notary Public in and for the said County and State, on this 13<sup>th</sup> day of March 2025, personally appeared Benjamin Barker, in his capacity as President of the Sigma Omicron Housing Association, Inc., and not in his individual capacity, to me known to be the identical person(s) who executed the foregoing grant of easement and acknowledged to me that he executed the same as owner free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.

Aleta P. Fields
Notary Public

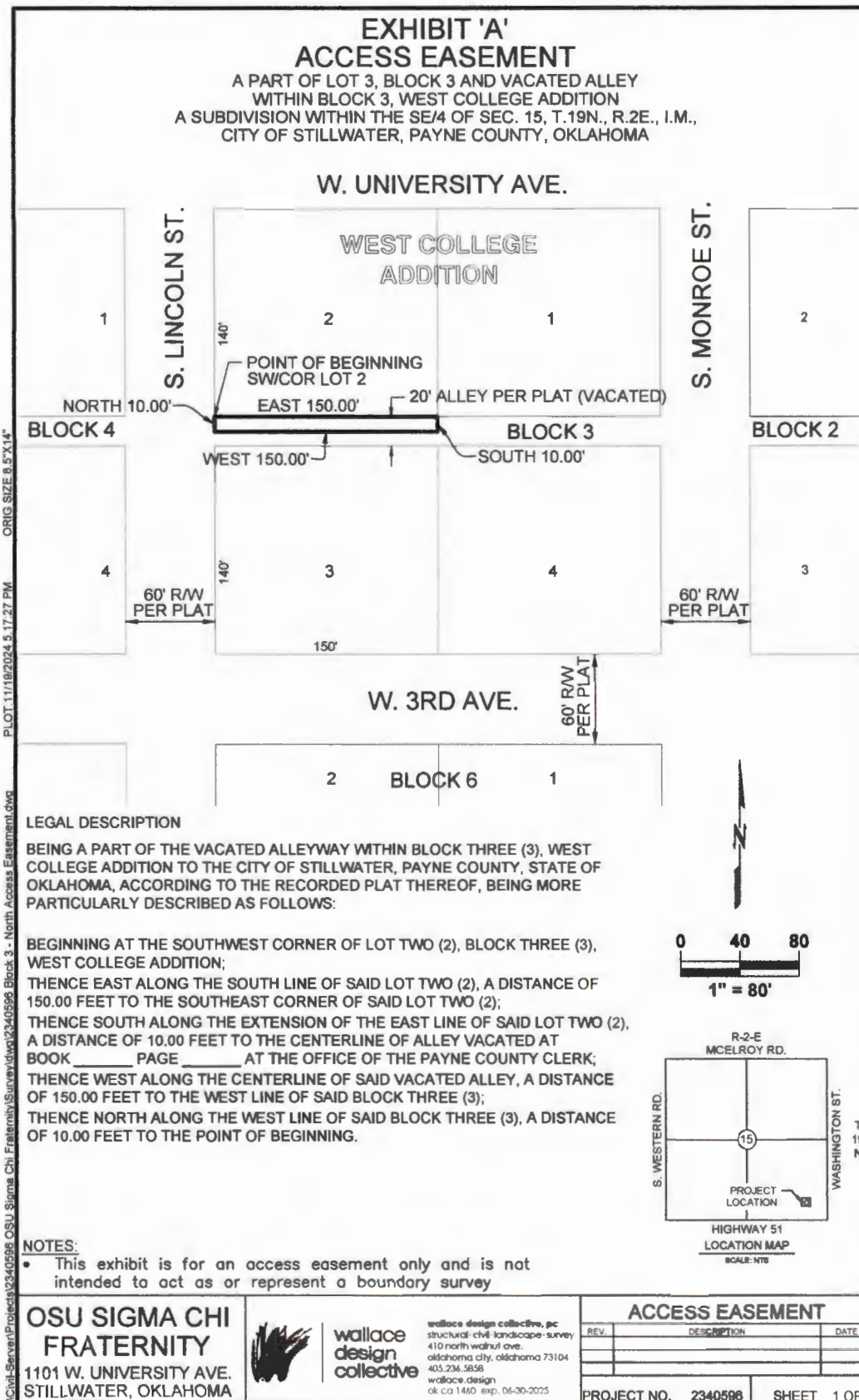
My Commission Expires: 03/05/27





# EXHIBIT 'A' ACCESS EASEMENT

A PART OF LOT 3, BLOCK 3 AND VACATED ALLEY  
WITHIN BLOCK 3, WEST COLLEGE ADDITION  
A SUBDIVISION WITHIN THE SE/4 OF SEC. 15, T.19N., R.2E., I.M.,  
CITY OF STILLWATER, PAYNE COUNTY, OKLAHOMA



ORIG SIZE 8.5"X14" PLOT:11/19/2024 5:17:27 PM \\Civil-Serven\Projects\2340596-OSU Sigma Chi Fraternity\Survey\dwg\2340596-Block 3 - North Access Easement.dwg

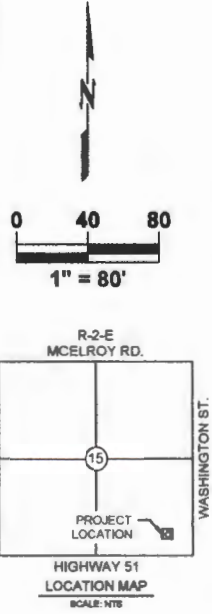
**LEGAL DESCRIPTION**

BEING A PART OF THE VACATED ALLEYWAY WITHIN BLOCK THREE (3), WEST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT TWO (2), BLOCK THREE (3), WEST COLLEGE ADDITION;  
 THENCE EAST ALONG THE SOUTH LINE OF SAID LOT TWO (2), A DISTANCE OF 150.00 FEET TO THE SOUTHEAST CORNER OF SAID LOT TWO (2);  
 THENCE SOUTH ALONG THE EXTENSION OF THE EAST LINE OF SAID LOT TWO (2), A DISTANCE OF 10.00 FEET TO THE CENTERLINE OF ALLEY VACATED AT BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ AT THE OFFICE OF THE PAYNE COUNTY CLERK;  
 THENCE WEST ALONG THE CENTERLINE OF SAID VACATED ALLEY, A DISTANCE OF 150.00 FEET TO THE WEST LINE OF SAID BLOCK THREE (3);  
 THENCE NORTH ALONG THE WEST LINE OF SAID BLOCK THREE (3), A DISTANCE OF 10.00 FEET TO THE POINT OF BEGINNING.

**NOTES:**

- This exhibit is for an access easement only and is not intended to act as or represent a boundary survey



**OSU SIGMA CHI  
FRATERNITY**  
1101 W. UNIVERSITY AVE.  
STILLWATER, OKLAHOMA



**wallace  
design  
collective**

wallace design collective, pc  
structural-civil-landscape-survey  
410 north walnut ave.  
oklahoma city, oklahoma 73104  
405.234.5658  
wallace design  
ok ca 1460 exp. 06-30-2025

ACCESS EASEMENT		
REV.	DESCRIPTION	DATE
PROJECT NO.	2340596	SHEET 1 OF 1

GENERAL UTILITY EASEMENT

**KNOW ALL MEN BY THESE PRESENTS:**

That the undersigned, **Gamma Delta Chapter of Sigma Chi House Corporation**, an Oklahoma not for profit corporation, certifies that they own and possess all rights, title, and interest to the following described real property situated in Payne County, State of Oklahoma, to-wit:

LOT FOUR (4), BLOCK THREE (3) OF WEST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF;

AND

A PART OF BLOCK THREE (3), WEST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, BEING A PART OF THE PLATTED ALLEYWAY WITHIN SAID BLOCK THREE (3), BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT FOUR (4), OF SAID BLOCK THREE (3);

THENCE NORTH ALONG THE EAST LINE OF SAID BLOCK THREE (3), BEING THE WEST RIGHT OF WAY OF S. MONROE ST., A DISTANCE OF 10 FEET TO THE CENTERLINE OF ALLEY VACATED AT BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ AT THE OFFICE OF THE PAYNE COUNTY CLERK;

THENCE WEST ALONG THE CENTERLINE OF SAID VACATED ALLEY, A DISTANCE OF 150 FEET;

THENCE SOUTH ALONG THE WEST LINE OF SAID LOT FOUR (4), EXTENDED, A DISTANCE OF 10 FEET TO THE NORTHWEST CORNER OF SAID LOT FOUR (4);

THENCE EAST ALONG THE NORTH LINE OF SAID LOT FOUR (4) A DISTANCE OF 150 FEET TO THE POINT OF BEGINNING.

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

A PART OF BLOCK THREE (3), WEST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, BEING A PART OF THE PLATTED ALLEYWAY WITHIN SAID BLOCK THREE (3), BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHEAST CORNER OF LOT FOUR (4), OF SAID BLOCK THREE (3);

THENCE NORTH ALONG THE EAST LINE OF SAID BLOCK THREE (3), BEING THE WEST RIGHT OF WAY OF S. MONROE ST., A DISTANCE OF 10 FEET TO THE CENTERLINE OF ALLEY VACATED AT BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ AT THE OFFICE OF THE PAYNE COUNTY CLERK;

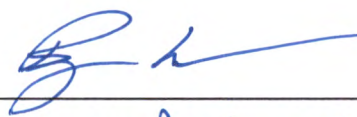
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THENCE SOUTH ALONG THE WEST LINE OF SAID LOT FOUR (4), EXTENDED, A DISTANCE OF 10 FEET TO THE NORTHWEST CORNER OF SAID LOT FOUR (4);

THENCE EAST ALONG THE NORTH LINE OF SAID LOT FOUR (4) A DISTANCE OF 150 FEET TO THE POINT OF BEGINNING.

The easement contains 1,500 square feet more or less and is subject to all recorded easements and rights of way thereof.

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



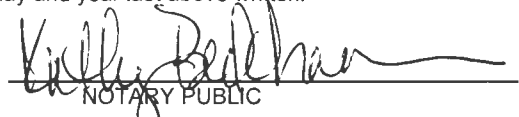
Name and Title: Benjamin Whit Culver  
President

Name and Title:

STATE OF OKLAHOMA )  
 ) ss.  
COUNTY OF PAYNE )  
Tulsa

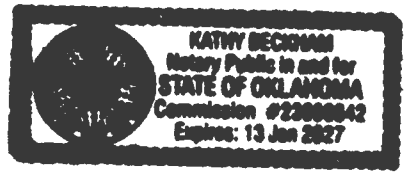
Before me, a Notary Public in and for said County and State on this 14 day of March, 2025, personally appeared Benjamin Whit Culver and \_\_\_\_\_ (include legal title information), to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument and acknowledged to me that he/she/they executed the same as his/her/their free and voluntary act and deed and as the free and voluntary act and deed of such corporation/partnership/LLC, for the uses and purposes therein set forth.

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

  
NOTARY PUBLIC

My Commission Expires: 1-13-2027  
My Commission Number: 23000042

(SEAL)





**GENERAL UTILITY EASEMENT**

**KNOW ALL MEN BY THESE PRESENTS:**

That the undersigned, SIGMA OMICRON HOUSING ASSOCIATION, INC., an Oklahoma not for profit corporation, certifies that they own and possess all rights, title, and interest to the following described real property situated in Payne County, State of Oklahoma, to-wit:

LOT TWO (2), BLOCK THREE (3) OF WEST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF;

AND

A PART OF BLOCK THREE (3), WEST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, BEING A PART OF THE PLATTED ALLEYWAY WITHIN SAID BLOCK THREE (3), BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT TWO (2), OF SAID BLOCK THREE (3); THENCE SOUTH ALONG THE WEST LINE OF SAID BLOCK THREE (3), BEING THE EAST RIGHT OF WAY OF S. LINCOLN ST., A DISTANCE OF 10 FEET TO THE CENTERLINE OF ALLEY VACATED AT BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ AT THE OFFICE OF THE PAYNE COUNTY CLERK; THENCE EAST ALONG THE CENTERLINE OF SAID VACATED ALLEY, A DISTANCE OF 150 FEET; THENCE NORTH ALONG THE EAST LINE OF SAID LOT TWO (2), EXTENDED, A DISTANCE OF 10 FEET TO THE SOUTHEAST CORNER OF SAID LOT TWO (2); THENCE WEST ALONG THE SOUTH LINE OF SAID LOT TWO (2) A DISTANCE OF 150 FEET TO THE POINT OF BEGINNING.

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

A PART OF BLOCK THREE (3), WEST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, BEING A PART OF THE PLATTED ALLEYWAY WITHIN SAID BLOCK THREE (3), BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF LOT TWO (2), OF SAID BLOCK THREE (3); THENCE SOUTH ALONG THE WEST LINE OF SAID BLOCK THREE (3), BEING THE EAST RIGHT OF WAY OF S. LINCOLN ST., A DISTANCE OF 10 FEET TO THE CENTERLINE OF ALLEY VACATED AT BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ AT THE OFFICE OF THE PAYNE COUNTY CLERK; THENCE EAST ALONG THE CENTERLINE OF SAID VACATED ALLEY, A DISTANCE OF 150 FEET; THENCE NORTH ALONG THE EAST LINE OF SAID LOT TWO (2), EXTENDED, A DISTANCE OF 10 FEET TO THE SOUTHEAST CORNER OF SAID LOT TWO (2); THENCE WEST ALONG THE SOUTH LINE OF SAID LOT TWO (2) A DISTANCE OF 150 FEET TO THE POINT OF BEGINNING.



STATE OF OKLAHOMA        )  
  ) ss.  
COUNTY OF PAYNE         )

NOW, on this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_, the City Council of the City of Stillwater, State of Oklahoma, a municipal corporation, acting for and in behalf of said municipal corporation, during regular session, does hereby approve and accept from the named Grantor this delivered general utility easement and directs the Mayor and Clerk of said City of Stillwater to indicate the same by their signatures and seal of the City of Stillwater, State of Oklahoma.

\_\_\_\_\_  
WILLIAM H. JOYCE, MAYOR  
CITY OF STILLWATER, OKLAHOMA

(SEAL)

ATTEST:

\_\_\_\_\_  
TERESA KADAVY, CITY CLERK  
CITY OF STILLWATER, OKLAHOMA

Approved as to form and legality this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
KIMBERLY CARNLEY, CITY ATTORNEY  
CITY OF STILLWATER, OKLAHOMA

**ACCESS EASEMENT**

KNOW ALL MEN BY THESE PRESENTS:

THAT **Gamma Delta Investors LLC (Grantor)** in consideration of the sum of One Dollar (\$1.00), receipt of which is hereby acknowledged, and for and upon other good and valuable considerations, does hereby grant and convey unto the City of Stillwater, Payne County, Oklahoma (Grantee), a municipal corporation, its successors and assigns, an easement through, over, and across the following described Property situated in the City of Stillwater, Payne County, Oklahoma, to wit:

**Exhibit A**

for the purpose of permitting Grantee access thereon, through over, or across said Property, together with all necessary and convenient appurtenances thereto; to use and maintain the same; and affording Grantee's officers, agents, employees, and/or all persons under contract with Grantee, the right of access to and upon said Property and strip of land for the purpose of vehicular and pedestrian ingress and egress to the same.

The Grantee is hereby given and granted the non-exclusive possession of said above described Property for the purposes aforesaid and Grantor, for itself and its heirs, administrators, successors, and assigns, covenants and agrees that no building or structure will be placed, erected, installed, or permitted upon the Property; and further covenants and agrees that, in the event the terms of this paragraph are violated by the Grantor or other persons in privity with it, such violation will promptly be corrected and eliminated upon receipt of notice from the Grantee, or the Grantee shall have right to remove or otherwise eliminate such violation, and Grantor, its heirs, administrators, successors and assigns, shall promptly pay the actual cost thereof. However, Grantor expressly reserves the right to build and maintain sidewalks, streets, and driveways upon said Property.

The cost and expense of all roadways and driving surfaces located upon the Easement Parcel shall be borne by Grantor. The cost and expense of the maintenance and repairs due to use by Grantee shall be borne by Grantee.

TO HAVE AND TO HOLD such easement unto Grantee, its successors or assigns as aforesaid:

DATED this 3<sup>rd</sup> day of June, 2025.

BY: James W. Kuykendall, Mgr. Name/Title:  
Gamma Delta Investors LLC

**REPRESENTATIVE ACKNOWLEDGEMENT**

STATE OF OKLAHOMA, COUNTY OF PAYNE, SS:

Before me, the undersigned, a Notary Public in and for the said County and State, on this 3<sup>rd</sup> day of June 2025 personally appeared JAMES W. KUYKENDALL, to me known to be the identical person(s) who executed the foregoing grant of easement and acknowledged to me that he/she executed the same as owner free and voluntary act and deed for the uses and purposes therein set forth.

WITNESS my hand and seal the day and year last above written.



[Signature]  
Notary Public

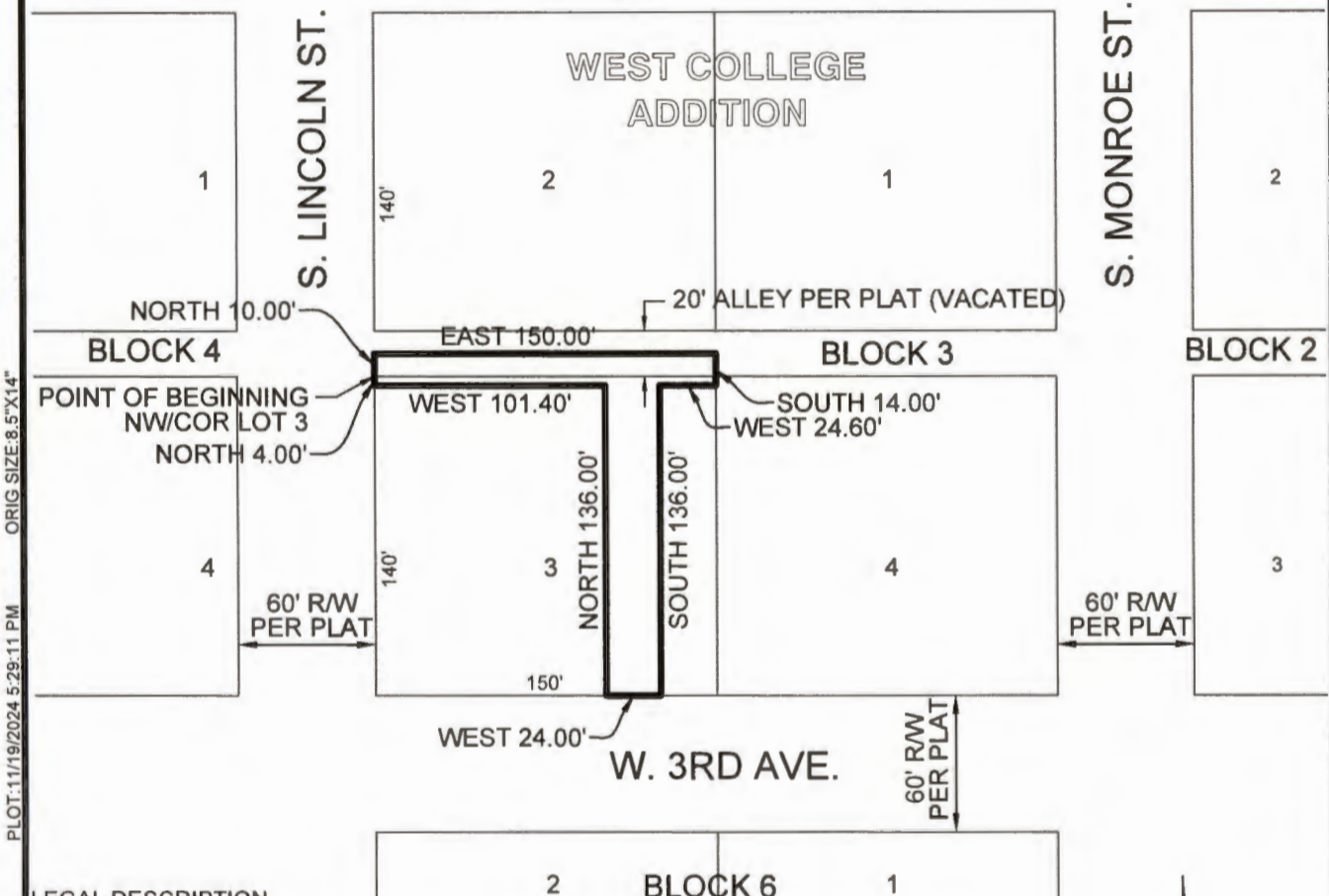
My Commission Expires: \_\_\_\_\_



# EXHIBIT 'A' ACCESS EASEMENT

A PART OF LOT 3, BLOCK 3 AND VACATED ALLEY  
WITHIN BLOCK 3, WEST COLLEGE ADDITION  
A SUBDIVISION WITHIN THE SE/4 OF SEC. 15, T.19N., R.2E., I.M.,  
CITY OF STILLWATER, PAYNE COUNTY, OKLAHOMA

W. UNIVERSITY AVE.



PLOT: 11/19/2024 5:29:11 PM ORIG SIZE: 8.5" X 14"

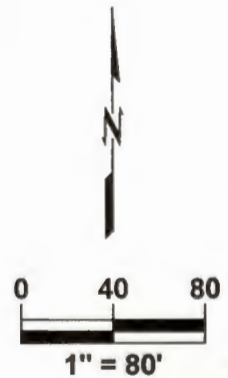
**LEGAL DESCRIPTION**

A PART OF LOT THREE (3) AND VACATED ALLEYWAY, ALL IN BLOCK THREE (3), WEST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF SAID LOT THREE (3), BLOCK THREE (3), WEST COLLEGE ADDITION;  
 THENCE NORTH ALONG THE WEST LINE OF SAID BLOCK THREE (3), A DISTANCE OF 10.00 FEET TO THE CENTERLINE OF ALLEY VACATED AT BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ AT THE OFFICE OF THE PAYNE COUNTY CLERK;  
 THENCE EAST ALONG THE CENTERLINE OF SAID VACATED ALLEY, A DISTANCE OF 150.00 FEET TO THE EXTENDED EAST LINE OF SAID LOT THREE (3);  
 THENCE SOUTH ALONG THE EAST LINE AND EXTENSION THEREOF OF SAID LOT THREE (3), A DISTANCE OF 14.00 FEET;  
 THENCE WEST A DISTANCE OF 24.60 FEET;  
 THENCE SOUTH A DISTANCE OF 136.00 FEET TO THE SOUTH LINE OF SAID LOT THREE (3);  
 THENCE WEST ALONG THE SOUTH LINE OF SAID LOT THREE (3), A DISTANCE OF 24.00 FEET;  
 THENCE NORTH A DISTANCE OF 136.00 FEET;  
 THENCE WEST A DISTANCE OF 101.40 FEET TO THE WEST LINE OF SAID LOT THREE (3);  
 THENCE NORTH ALONG THE WEST LINE OF SAID LOT THREE (3), A DISTANCE OF 4.00 FEET TO THE POINT OF BEGINNING.

**NOTES:**

- This exhibit is for an access easement only and is not intended to act as or represent a boundary survey



**OSU SIGMA CHI  
FRATERNITY**  
1101 W. UNIVERSITY AVE.  
STILLWATER, OKLAHOMA



**wallace design collective**  
wallace design collective, pc  
structural-civil-landscape-survey  
410 north walnut ave.  
oklahoma city, oklahoma 73104  
405.236.5858  
wallace.design  
ok ca 1460 exp. 06-30-2025

ACCESS EASEMENT		
REV.	DESCRIPTION	DATE
PROJECT NO. 2340596		SHEET 1 OF 1

GENERAL UTILITY EASEMENT

**KNOW ALL MEN BY THESE PRESENTS:**

That the undersigned, **Gamma Delta Chapter of Sigma Chi House Corporation**, an Oklahoma not for profit corporation, certifies that they own and possess all rights, title, and interest to the following described real property situated in Payne County, State of Oklahoma, to-wit:

LOT ONE (1), BLOCK THREE (3) OF WEST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF;

AND

A PART OF BLOCK THREE (3), WEST COLLEGE ADDITION TO THE CITY OF STILLWATER, PAYNE COUNTY, STATE OF OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF, BEING A PART OF THE PLATTED ALLEYWAY WITHIN SAID BLOCK THREE (3), BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:

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

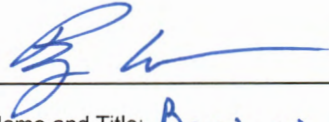
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BEGINNING AT THE SOUTHEAST CORNER OF LOT ONE (1), OF SAID BLOCK THREE (3); THENCE SOUTH ALONG THE EAST LINE OF SAID BLOCK THREE (3), BEING THE WEST RIGHT OF WAY OF S. MONROE ST., A DISTANCE OF 10 FEET TO THE CENTERLINE OF ALLEY VACATED AT BOOK \_\_\_\_\_ PAGE \_\_\_\_\_ AT THE OFFICE OF THE PAYNE COUNTY CLERK; THENCE WEST ALONG THE CENTERLINE OF SAID VACATED ALLEY, A DISTANCE OF 150 FEET; THENCE NORTH ALONG THE WEST LINE OF SAID LOT ONE (1), EXTENDED, A DISTANCE OF 10 FEET TO THE SOUTHWEST CORNER OF SAID LOT ONE (1); THENCE EAST ALONG THE SOUTH LINE OF SAID LOT ONE (1) A DISTANCE OF 150 FEET TO THE POINT OF BEGINNING.

The easement contains 1,500 square feet more or less and is subject to all recorded easements and rights of way thereof.

Except as herein granted, the grantors shall continue to have the full use and enjoyment of the properties herein granted or described for appropriate purposes. At no time shall the grantors commit a use, occupation or enjoyment thereof that might cause a hazardous condition and no

building, structure or obstruction shall be located or constructed on said easement by the grantors, their successors or assigns, nor shall the grantors allow said easement to be encumbered in any way so that the City of Stillwater shall not be afforded access to said utility(ies) at any and all times.

  
Name and Title: Benjamin Whit Calver  
President

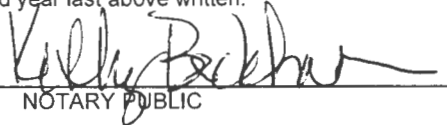
Name and Title:

STATE OF OKLAHOMA )  
 ) ss.  
COUNTY OF PAYNE )

Tulsa

Before me, a Notary Public in and for said County and State on this 14 day of March, 2025, personally appeared Benjamin Whit Calver and \_\_\_\_\_ (include legal title information), to me known to be the identical person who subscribed the name of the maker thereof to the foregoing instrument and acknowledged to me that he/she/they executed the same as his/her/their free and voluntary act and deed and as the free and voluntary act and deed of such corporation/partnership/LLC, for the uses and purposes therein set forth.

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

  
NOTARY PUBLIC

My Commission Expires: 1-13-27  
My Commission Number: 23000642

(SEAL)







<b>Agenda Item:</b>	3.i. CC-26-15
<b>Previous/Related Action:</b>	<ul style="list-style-type: none"><li>• CC-25-118, August 18, 2025: FY26 Pavement Management Plan (PMP)</li></ul>
<b>Background/Issue:</b>	<ul style="list-style-type: none"><li>• The City has periodically implemented pavement marking and striping projects as part of the City’s ongoing street maintenance and pavement management efforts.</li><li>• Many existing pavement markings throughout the City have worn over time and no longer meet minimum retro-reflectivity and visibility standards, reducing their effectiveness—particularly at night and during wet conditions.</li><li>• Refreshing pavement markings is necessary to maintain regulatory compliance, and to ensure clear, consistent, and safe guidance for all roadway users.</li></ul>
<b>Proposal/Solution:</b>	<p>Staff proposes implementing a citywide pavement marking and striping program utilizing Statewide Contract SW0776 – Traffic Stripe to restore pavement markings at selected locations throughout the City.</p> <p>The proposed work includes:</p> <ul style="list-style-type: none"><li>• Refreshing existing longitudinal pavement markings (lane lines and edge lines);</li><li>• Refresh of regulatory, warning, and pedestrian pavement markings;</li><li>• Pavement marking removal, layout, and cleanup as required;</li><li>• Temporary traffic control in accordance with ODOT specifications.</li></ul> <p>The work will be performed in compliance with MUTCD requirements and applicable ODOT standards to ensure consistent, durable, and highly visible markings.</p> <p>This item utilizes an existing OMES statewide contract (SW0776)</p>

	<p>that is structured as a unit-price, indefinite-delivery/indefinite-quantity (IDIQ) contract.</p> <p>Work is authorized through individual purchase orders based on identified locations and quantities, with payment made only for actual quantities installed at contract unit prices.</p> <p>The contract does not guarantee any minimum amount of work and allows the City flexibility to issue work orders as needed.</p> <p>The contract is a work order-based agreement. It is configured to allow a performance of a maximum amount of \$400,000. The OMES construction bid form was used to establish a basis of bid of \$387,369 for OMES.</p> <p>During a meeting of the Transportation Project Advisory Committee (TPAC) on January 22, 2026, the committee took action to recommend commencement of the project.</p>
<b>Financial Source/Impact:</b>	Sufficient funds are available in the Transportation Sales Tax Fund budget to fund the effort.
<b>Related Strategic Priority:</b>	#3 SAFE COMMUNITY
<b>Recommended Action/Motion:</b>	Approve a contract with Action Safety Supply Co., L.L.C. using Statewide Contract SW0776, Solicitation No. 0900000516 — Traffic Striping, for citywide pavement marking and striping services in an amount not to exceed \$400,000, authorize the City Manager to execute all documents; authorize expenditures of \$400,000; and approve the associated Budget Amendment.
<b>Prepared By:</b>	Bill Millis, Director of Engineering
<b>Reviewed By:</b>	Bill Millis Brady Moore Teresa Kadavy
<b>Submitted By:</b>	Brady Moore, City Manager

**Attachments**

1. Budget Amendment
2. CITY OF STILLWATER\_City Wide Stripe Project proposal

Budget Amendment Request  
 For Budget Year 2026

Department of Finance  
 723 S. Lewis Street/P.O. Box 1449  
 Stillwater, OK 74076-1449

Office: 405.372.0025  
 Web: stillwater.org

Date: 01/20/2026

Department: Transportation

Requested by: Bill Millis

Explanation: Expenditure:  
 Appropriate funds for citywide pavement marking and striping services. Funding is from the Transportation Sales Tax Fund.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
Citywide Marking and Striping	2604035 - 54010	26TR15260	\$ 0	\$ 400,000	\$ 400,000
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease) \$ 400,000

Reviewed by Department Manager: 

Date: 2026 Jan 20

Reviewed by Finance: 

Date: 1/20/2026

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--

ACTION SAFETY SUPPLY CO., L.L.C.  
 6804 MELROSE LANE  
 P.O. BOX 270238  
 OKLAHOMA CITY, OK. 73137-0238  
 (405) 787-2244

BRANCH OFFICE  
 TULSA (918) 234-8222  
 FAX (405) 789-1474  
 sales@actionsafety.com

TRAFFIC CONTROL PROPOSAL  
 PROJECT #: City of Stillwater\_City Wide Stripe Project  
 Paul Harsch\_paul.harsch@stillwaterok.gov\_405-533-8443

\*\*\*\*\*Prices based on statewide stripe contract SW776\*\*\*\*\*

ITEM	DESCRIPTION	UNIT	QUANTITY	PRICE	TOTAL
6	Traffic Stripe (Plastic) (White) (4" Wide)	LF	14,000.000	\$0.58	\$8,120.00
9	Traffic Stripe (Plastic) (Yellow) (4" Wide)	LF	13,700.000	\$0.58	\$7,946.00
21	Traffic Stripe (Plastic) (Yellow) (8" Wide)	LF	50.000	\$1.00	\$50.00
24	Traffic Stripe (Plastic) (Yellow) (12" Wide)	LF	26.000	\$2.51	\$65.26
25	Traffic Stripe (Plastic) (White) (24" Wide)	LF	1,360.000	\$12.17	\$16,551.20
26	Traffic Stripe (Plastic) (Arrow) (Single)	EA	2.000	\$52.00	\$104.00
28	Traffic Stripe (Plastic) (Word)	EA	21.000	\$37.00	\$777.00
31	Traffic Stripe (Multi-Polymer) (White) (4" Wide)	LF	29,847.000	\$0.67	\$19,997.49
32	Traffic Stripe (Multi-Polymer) (Yellow) (4" Wide)	LF	117,610.000	\$0.67	\$78,798.70
33	Traffic Stripe (Multi-Polymer) (Black) (4" Wide)	LF	47,275.000	\$0.75	\$35,456.25
34	Traffic Stripe (Multi-Polymer) (White) (6" Wide)	LF	28,300.000	\$1.00	\$28,300.00
37	Traffic Stripe (Multi-Polymer) (White) (8" Wide)	LF	600.000	\$1.68	\$1,008.00
38	Traffic Stripe (Multi-Polymer) (Yellow) (8" Wide)	LF	2,100.000	\$1.53	\$3,213.00
39	Traffic Stripe (Multi-Polymer) (White) (12" Wide)	LF	200.000	\$3.05	\$610.00
40	Traffic Stripe (Multi-Polymer) (Yellow) (12" Wide)	LF	350.000	\$2.75	\$962.50
41	Traffic Stripe (Multi-Polymer) (White) (24" Wide) (Stop Bar)	LF	2,750.000	\$16.03	\$44,082.50
42	Traffic Stripe (Multi-Polymer) (White) (24" Wide) (X Walk)	LF	3,690.000	\$19.09	\$70,442.10
43	Traffic Stripe (Multi-Polymer) (Arrow) (Single)	EA	87.000	\$90.08	\$7,836.96
44	Traffic Stripe (Multi-Polymer) (Arrow) (Double)	EA	4.000	\$90.08	\$360.32
45	Traffic Stripe (Multi-Polymer) (Word)	EA	85.000	\$59.55	\$5,061.75
124	Pavement Marking Removal (4" Wide)	LF	161,817.000	\$0.10	\$16,181.70
125	Pavement Marking Removal (6" Wide)	LF	28,300.000	\$0.10	\$2,830.00
126	Pavement Marking Removal (Symbol, Word, Arrow)	EA	223.000	\$5.50	\$1,226.50
128	Pavement Marking Removal (8" Wide)	LF	2,650.000	\$1.10	\$2,915.00
129	Pavement Marking Removal (12" Wide)	LF	968.000	\$0.17	\$164.56
130	Pavement Marking Removal (24" Wide)	LF	14,177.000	\$2.42	\$34,308.34
Total					\$387,369.13

Thank you,

---

By: Courtlan T. Harris, Office Operations Manager

REPORT TO: CITY COUNCIL

MEETING DATE: JANUARY 26, 2026



<b>Agenda Item:</b>	a. CC-26-16
<b>Previous/Related Action:</b>	
<b>Background/Issue:</b>	Stillwater Public Art (SPA) will transition from the existing Stillwater Art Integration initiative into an official City public art program, enabling the City to accept donations and other contributions and establishing a formal, organized committee of community art stakeholders. Current participation includes representatives from local arts organizations, educational institutions, business and tourism partners, and multiple City departments, including the City Manager's Office, Parks and Community Resources, and Communications and Public Affairs. This diverse representation will continue under the SPA program, building on a strong foundation of collaboration, advocacy, and celebration of artists, public art, and quality-of-life initiatives. Program goals include identifying and cataloging existing public art, increasing public awareness of Stillwater's art spaces and installations, designating future public spaces for art expansion, and establishing a formal process for the donation and acquisition of art and funding.
<b>Proposal/Solution:</b>	Approve the establishment of Stillwater Public Art as an official City program to formalize a committee to administer the program, enable the receipt of donations, and coordinate the identification, promotion, expansion, and acquisition of public art to enhance quality of life.
<b>Financial Source/Impact:</b>	None
<b>Related Strategic Priority:</b>	#6 ENGAGED & INVESTED RESIDENTS #5 UNIQUE CULTURE #4 CONNECTED SPACES
<b>Recommended Action/Motion:</b>	Staff recommends approval to establish the Stillwater Public Art as an official program.
<b>Prepared By:</b>	Dawn Dodson, Communications Director
<b>Reviewed By:</b>	Teresa Kadavy
<b>Submitted By:</b>	Brady Moore, City Manager

**Attachments**

1. 3591.firstread Chapter 34 Public Art Program

**ORDINANCE NO. 3591**

**AN ORDINANCE AMENDING THE STILLWATER CITY CODE BY CREATING A NEW CHAPTER 34, "PUBLIC ART PROGRAM;" CREATING SECTION 34-1, "PURPOSE;" CREATING SECTION 34-2, "DEFINITIONS;" CREATING SECTION 34-3, "FUND ESTABLISHED;" CREATING SECTION 34-4, "ADMINISTRATION;" CREATING SECTION 34-5, "STILLWATER PUBLIC ART COMMITTEE;" CREATING SECTION 34-6, "DISPLAY OF PUBLIC ART;" CREATING SECTION 34-7, "INFRASTRUCTURE ART SPONSORSHIP PROGRAM;" 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, be amended by creating a new Chapter 34, "Public Art Program" to read as follows:

**CHAPTER 34 – PUBLIC ART PROGRAM**

**Sec. 34-1. - Purpose.**

The purpose of this Chapter is to enhance the cultural and aesthetic quality of life in Stillwater through the acquisition and display of public art. It establishes a committee to oversee the selection, installation, maintenance, and preservation of public artwork throughout Stillwater, and establishes a public art fund.

**Sec. 34-2. - Definitions.**

For purposes of this Chapter the following words or phrases shall be defined as follows:

*Public Art* means any visual Work of Art displayed in an open City-owned area, or the exterior of any City owned facility, inside any City-owned facility and areas designated as public areas, or on private property if the Work of Art is installed or financed, either wholly or in part, with funds from the Stillwater Public Art Fund.

*Committee* shall mean the Stillwater Public Art Committee ("SPA") as established by this chapter.

*Fund* shall mean the Stillwater Public Art Fund established by this Chapter.

*Work of Art* includes, but is not limited to, sculptures, murals, fountains, stained glass, reliefs, carvings, paintings, installations, and other visual art forms, and does not typically include signage, landscaping, or architectural ornamentation.

*Utility Infrastructure* means City-owned utility infrastructure and supportive equipment used for utility services.

**Sec. 34-3. - Fund Established.**

The Stillwater Public Art Fund is hereby established to receive donations from individuals, corporations, grants, other contributions, and allocations from the City as determined by the City Council. Said funds shall be administered by the Stillwater Public Art Committee solely for the purposes set out in this Chapter. Funds shall be used for the following eligible expenditures:

- (1) Commissioning, purchasing, and installing public artwork
- (2) Administration and artist selection processes
- (3) Maintenance, repair, and insurance
- (4) Communications and education related to public art
- (5) Contributions to private installation of public art up to one-half of the cost of the piece of art not to exceed \$30,000 toward the purchase of said work of art

**Sec. 34-4. - Administration.**

The Stillwater Public Art Committee (“SPA”) shall administer the provisions of this Chapter 34 – Public Art Program. The committee shall report annually to the City Council, no later than March 1, summarizing prior year’s activities and finances, and including any planned projects or activities for the next fiscal year.

**Sec. 34-5. – Stillwater Public Art Committee.**

- (a) *Duties and Functions.* The duties and functions of the Stillwater Public Art Committee (“SPA”) shall be to administer the provisions of this Chapter. SPA shall develop guidelines for the selection and maintenance of public art; review and recommend selection, acquisition or placement of art; and promote public art initiatives and education.
- (b) *Membership and Qualifications.* SPA shall consist of nine (9) members as follows: Seven (7) members shall be appointed by the City Council at large in accordance with City Code Sec. 2-113. The City Manager shall designate One (1) member from city staff, and One (1) member from city administration to serve on the committee. Membership shall reflect a balance of artistic, professional, and community perspectives, and may include individuals with experience in the visual arts, design, architecture, tourism, business, or education.
- (c) *Residency Requirements.* The seven (7) members appointed by the City Council shall be residents of the City of Stillwater or shall demonstrate ties to the

community through employment, property ownership, or leadership in a Stillwater-based organization.

(d) *Term.* The seven (7) members appointed by the City Council shall serve three-year terms and may be reappointed for no more than three (3) consecutive terms. Initial appointments shall be staggered so that no more than one-third of the Committee expires in any given year.

(e) *Rules of Procedure, Vacancies, Removal, Officers, Council Review of Decisions, Authority of Members.* All other provisions of City Code Chapter 2, Article III. Authorities, Boards, Committees, Commissions, Trusts, generally applicable to city committees and not otherwise provided for in this Chapter shall be applicable to SPA.

**Sec. 34-6. – Display of Public Art.**

Works of Art may be placed in public areas or private spaces with high public visibility by agreement with the owner thereof. Displayed Works of Art may not be removed or altered without prior SPA approval. All Works of Art acquired in whole or in part using Public Art Funds shall be acquired in the name of and title shall be held by the City of Stillwater.

**Sec. 34-7. – Infrastructure Art Sponsorship Program.**

(a) Program. There is hereby established an Infrastructure Art Sponsorship Program, wherein City-owned utility infrastructure can be visually enhanced through public art. The City may also refer to this program as the “Utility Box Art Program.”

(b) Program Guidelines. SPA shall develop sponsorship program guidelines for this program to include application and evaluation criteria for the sponsorship of infrastructure art. Sponsors shall provide funds to cover installation, administration, and maintenance costs. This program is not eligible for funds from the Public Art Fund. All public art displayed on utility infrastructure must be approved by SPA.

**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 the 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 FEBRUARY 2026.

WILLIAM H. JOYCE, MAYOR

(SEAL)  
ATTEST:

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS \_\_\_ DAY OF FEBRUARY 2026.

KIMBERLY CARNLEY, CITY ATTORNEY

First Reading: 1-26-2026  
Second Reading:

REPORT TO: CITY COUNCIL

MEETING DATE: JANUARY 26, 2026



<b>Agenda Item:</b>	7.a. CC-26-17
<b>Previous/Related Action:</b>	
<b>Background/Issue:</b>	The Board of Adjustment (BOA) consists of five (5) members. The BOA is empowered by city code to conduct hearings and render decisions on matters of appeals, variances and special exceptions to the zoning ordinance. The board is considered to be quasi-judicial in that its decisions can only be overturned by district court. Term length is three (3) years. There are currently two (2) vacant seats on the board.
<b>Proposal/Solution:</b>	Appoint Mike Woods and Jantzen Harrison to new three (3) year terms on the Board of Adjustment that will expire January 2029.
<b>Financial Source/Impact:</b>	None.
<b>Related Strategic Priority:</b>	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #6 ENGAGED & INVESTED RESIDENTS
<b>Recommended Action/Motion:</b>	Recommend appoint of Mike Woods and Jantzen Harrison to new three (3) year terms on the Board of Adjustment that will expire January 2029.
<b>Prepared By:</b>	Cindy Gibson, Admin. Svcs. Mgr.
<b>Reviewed By:</b>	David Barth Brady Moore Teresa Kadavy
<b>Submitted By:</b>	Brady Moore, City Manager

**Attachments**

None

REPORT TO: CITY COUNCIL

MEETING DATE: JANUARY 26, 2026



<b>Agenda Item:</b>	7.b. CC-26-18
<b>Previous/Related Action:</b>	None
<b>Background/Issue:</b>	The Stillwater Sister Cities Council has 11 members appointed by the City Council. At least one Sister Cities Council member shall be a member of the Sister Cities youth chapter. The term of the youth council member expired on May 31, 2025 due to graduation from Oklahoma State University. The City has received one youth application seeking appointment to the Council.
<b>Proposal/Solution:</b>	Appoint Anna Bosma to the Stillwater Sister Cities Council as youth representative.
<b>Financial Source/Impact:</b>	
<b>Related Strategic Priority:</b>	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #6 ENGAGED & INVESTED RESIDENTS
<b>Recommended Action/Motion:</b>	Motion to appoint Anna Bosma to the Stillwater Sister Cities Council as youth representative.
<b>Prepared By:</b>	Stephanie Kinder, Community Programs Manager
<b>Reviewed By:</b>	Teresa Kadavy
<b>Submitted By:</b>	Brady Moore, City Manager

**Attachments**

None