



Together, Investing in Municipal Excellence

CITY COUNCIL MEETING AGENDA
 APRIL 6, 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. Proclamation and Presentations

a.	OSU Art Students, Chris Salmon Plaza Mural
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4. Consent Docket

Items listed on the consent docket are routine administrative matters that may be approved without discussion. The Council will take action on these items collectively with a single vote. The requested City Council action is indicated for each item listed. Should a Councilor elect to discuss, amend, revise, or table any item listed on the consent docket, the item will be moved to the section of the agenda titled "Items Removed from the Consent Docket" for consideration and possible action. Additionally, a Councilor or the City Manager may simply ask the Mayor to remove an item from the consent docket prior to action by the City Council and no action will be taken on the removed item at this meeting.

a.	Approve March 23, 2026 regular and executive session meeting minutes		
b.	Acceptance of an off-site sanitary sewer easement and right-of-way dedication for the Park Valley subdivision at W. 26th Avenue and S. Western Road.	CC-26-49	Joshua Brown
c.	Acceptance of an off-site sanitary sewer easement for The Canyons, Section 6 at 5502 N. Perkins Road.	CC-26-50	Joshua Brown
d.	Acceptance of an easement for waterline/water	CC-26-51	Joshua Brown

	meters for Fern Street Cottages at 505 E. 18th Avenue.		
e.	Award Bid #3-2026 to K2 Security Screening Group to provide TSA Equipment Relocation services and Systems Integration at the fixed fee of \$152,514.87; approve the City Manager to enter into agreement and to sign all related documents; and approve associated budget amendment.	CC-26-52	Kellie Reed
f.	Approve Amendment 006K to the McFarland Architects Professional A/E Services Agreement for Stillwater Regional Airport TSA Integrator professional services.	CC-26-53	Kellie Reed
g.	Approve Amendment No. 8 to the CMAR Agreement for the Stillwater Regional Airport Terminal and Improvements Project which includes a partial conversion to guaranteed maximum price in the amount of \$7,937 for the relevant portion of work identified as Project Work Package #8 (Baggage Handling System baggage carousel infill and association stud gauge change); approve CMAR, Lippert Brothers, Inc. to award Project Work Package #8 to a qualified vendor; and authorize the City Manager to sign the Amendment and related exhibits Amended A-1 and C-8; and approve associated budget amendments.	CC-26-54	Kellie Reed
h.	Approve Amendment No. 1 to Task Order No. 2 with Benham Design, LLC, for FY25 Pavement Management Program in the amount of \$122,355; authorize amendment total expenditures of \$134,590, which includes design, bidding, construction administration, and contingency (10%); authorize the City Manager to execute Amendment No. 1 to Task Order No. 2; and approve budget amendment in the amount of \$134,590 from the Transportation Sales Tax Fund.	CC-26-55	Bill Millis

5. Public Comment on Items not Scheduled for Public Hearings

Stillwater City Code, Section 2-53(a) & (b), provides that taxpayers or residents of the city, or their authorized legal representatives, may address the Council at a regularly scheduled meeting on **any item of business listed on the meeting agenda** provided they have submitted a written request prior to the meeting either online at Request to speak form or via the form found in the lobby outside Council chambers.

6. Items Removed from the Consent Docket

Items removed from the consent docket are placed on this section of the agenda for discussion, revision, amendment and/or tabling prior to action by the City Council. The City Council may take action, including a vote or series of votes, on items removed to this section of the agenda after the requested discussion, revision or amendment.

7. Public Hearings

The Council will hear public comments, discuss, and take action including a vote or series of votes on each item listed as presented or as amended by the City Council unless the agenda entry specifically states that no action will be taken.

a.	Receive public comment regarding a request for a Map Amendment to rezone property addressed as 3398 N. Jardot Road from General Industrial (IG) to Small Lot Single Family Residential (RSS).	CC-26-56	Henry Bibelheimer
b.	Receive public comment regarding a request for a Map Amendment to rezone property addressed as 3020 N. Jardot Road from General Industrial (IG) to Two-Family and Multi-Family District (RTM).	CC-26-57	Henry Bibelheimer
c.	Receive public comment regarding a Map Amendment to rezone properties addressed as 3621 and 3605 N. Prosperity Lane from General Industrial (IG) to Commercial Shopping (CS).	CC-26-58	Henry Bibelheimer

8. 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. 3595: AN ORDINANCE REZONING A TRACT OF LAND LOCATED AT 3020 N. JARDOT ROAD FROM GENERAL INDUSTRIAL (IG) TO TWO FAMILY AND MULTI-FAMILY (RTM).
b.	ORDINANCE NO. 3596: AN ORDINANCE REZONING A TRACT OF LAND LOCATED AT 3398 N. JARDOT ROAD FROM GENERAL INDUSTRIAL (IG) TO SMALL LOT SINGLE-FAMILY RESIDENTIAL (RSS).
c.	ORDINANCE NO. 3597: AN ORDINANCE AUTHORIZING THE CONVEYANCE OF CITY-OWNED PROPERTY LOCATED AT 1224 N. HUSBAND ST. INCLUDING A BUILDING

	COMMONLY REFERRED TO AS THE CITY AUDITORIUM OR CITY GYM TO INDEPENDENT SCHOOL DISTRICT NUMBER 16 OF PAYNE COUNTY, OKLAHOMA; PROVIDING FOR CITIZEN INITIATED REFERENDUM OF SAID CONVEYANCE IN ACCORDANCE WITH SECTION 4-2 OF THE CITY CHARTER.
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d.	ORDINANCE NO. 3599: AN ORDINANCE REZONING A TRACT OF LAND LOCATED AT 3621 AND 3605 N. PROSPERITY LANE FROM GENERAL INDUSTRIAL (IG) TO COMMERCIAL SHOPPING (CS).
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e.	ORDINANCE NO. 3600: AN ORDINANCE AMENDING CHAPTER 34 – PUBLIC ART PROGRAM OF THE STILLWATER CITY CODE BY AMENDING SECTION 34-5. STILLWATER PUBLIC ART COMMITTEE TO CLARIFY VOTING AND NON-VOTING MEMBERS AND TO ESTABLISH THAT FOUR VOTING MEMBERS SHALL CONSTITUTE A QUORUM; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY.
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Second Read

a.	ORDINANCE NO. 3594: AN ORDINANCE AMENDING STILLWATER CITY CODE CHAPTER 23, LAND DEVELOPMENT CODE, ARTICLE VI, LAND USE CLASSIFICATIONS, DIVISION 4, COMMERCIAL DISTRICTS, SECTION 23-152, CB COMMERCIAL BUSINESS DISTRICT; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY
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9. Appointments

a.	Stillwater Public Art Committee	CC-26-59	
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10. 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
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b.	Miscellaneous items from the City Manager
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c.	Miscellaneous items from the City Council
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11. Questions and Inquiries

12. Adjourn

On April 2, 2026 at 4:50 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 MARCH 19, 2026 AT 5:30 P.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
MARCH 23, 2026**

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

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. PROCLAMATIONS/PRESENTATIONS

- a. Stillwater Arts Month Proclamation

Mayor Joyce read the proclamation declaring April 2026 as Stillwater Arts Month. Prairie Arts Center Director Meghan Brasuell accepted the proclamation.

4. CONSENT DOCKET

- a. Approve March 9, 2026 regular and executive session meeting minutes.
- b. Approve request of waiver of Payment in Lieu of Taxes (PILOT) of \$12,451.37 as requested by Stillwater Housing Authority.
- c. Approve budget amendments establishing revenue projections and appropriations for Tax Increment Financing (TIF) District #5 ad valorem tax increments based on the Payne County Assessor's report to the Excise Board and the TIF #5 project plan.
- d. Approve agreement between City of Stillwater, Stillwater Utilities Authority and Independent School District No. 16 for sharing of the cost of a waterline extension connecting two dead-end waterlines in the new high school project area which will benefit the greater public by improving water circulation and quality.
- e. Acceptance of a Final Plat (SUB25-12) named Stillwater High School Addition at 410 W. Franklin Avenue.
- f. Accept public improvements (IMP24-04) for Stillwater High School Addition at 410 W. Franklin Avenue.
- g. Award a Unit Price Contract to Wyatt Contracting, Inc. for \$539,854.75 related to Drury Street Culvert Improvements (Bid No. 2-2026); authorize total construction expenditures of \$630,243.00, which includes the construction contract, testing and contingency; authorize the City Manager to execute the construction contract and related documents; and approve the associated budget amendment.
- h. Approve budget amendments reflecting receipt and appropriation of \$15,376 in Oklahoma Historical Society grant funds to the Stillwater Public Library.

- i. Accept permanent easement and authorize the Mayor to execute the easement documents for:
 - Parcel 2A - Airport Water Line Project with Clark Realty Corp.
- j. Approve the Amended and Restated Parking Space Lease Agreement with Francis EVC , LLC for the operation of EV charging stations in designated parking spaces at the Stillwater Public Library.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR CLARK TO APPROVE THE CONSENT DOCKET AS PRESENTED.

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

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

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

6. ITEMS REMOVED FROM CONSENT DOCKET

None.

7. PUBLIC HEARINGS

- a. Receive public comment regarding a request for a Specific Use Permit (SUP26-01) for property addressed as 4115 N. Perkins Road to operate a chemical manufacturing facility in the Industrial General (IG) district.

Senior Planner Henry Bibelheimer presented the report. He stated that the applicant is requesting review and approval of a Specific Use Permit to allow chemical manufacturing in the General Industrial zoning district (IG) located at 4115 N Perkins Road. The property is currently owned by Kingspan Roofing and Waterproofing, Inc. who uses the property for manufacturing. Synthesia Technology desires to develop a portion of this parcel in partnership with Kingspan to allow chemical manufacturing. Mr. Bibelheimer reported that although the Synthesia facility is only occupying a portion of the Kingspan property, staff is requesting that a 6-foot sidewalk along Perkins Road be required for the full length of the Kingspan property as a condition of approval of the specific use permit. The applicant has provided a parking calculation letter and is requesting the parking requirement be based upon the number of employees rather than the size of the building. Staff supports this request to hopefully minimize unnecessary impervious area on the site. Mr. Bibelheimer answered Council's questions.

Mayor Joyce opened the public hearing.

Stephen Gose, Gose & Associates, 113 E. 8th Avenue, spoke on behalf of the applicant. He gave an overview of the history of Synthesia Technology and the product they produce as well as presenting the plans for the new building. Mr. Gose answered Council's questions.

Mayor Joyce closed the public hearing.

Planning Commission voted unanimously to recommend that City Council approve the proposed specific use permit subject to the following conditions:

- ✓ Construction of a 6-foot sidewalk for the full parcel length along the Perkins Road frontage.
- ✓ The parking requirement being based on 1.5 parking spaces per employee on the largest working shift.

MOTION BY COUNCILOR HARDIN, SECOND BY COUNCILOR HAWKINS TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE PROPOSED SPECIFIC USE PERMIT SUBJECT TO THE FOLLOWING CONDITIONS:

- a. CONSTRUCTION OF A 6-FOOT SIDEWALK FOR THE FULL PARCEL LENGTH ALONG THE PERKINS ROAD FRONTAGE.
- b. THE PARKING REQUIREMENT BEING BASED ON 1.5 PARKING SPACES PER EMPLOYEE ON THE LARGEST WORKING SHIFT.

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

- b. Receive public comment regarding a Text Amendment (TXT26-03) to Stillwater City Code Chapter 23, Land Development Code, Article VI, Land Use Classifications, Division 4, Commercial Districts, Section 23-152, CB Commercial Business District; Repealing all ordinances to the contrary; and providing for severability.

Senior Planner Henry Bibelheimer presented the report. He stated that the Commercial Business (CB) district is largely located within and surrounding downtown Stillwater. Uses within the CB district are exempt from off-street parking and typically utilize on-street public parking spaces for their customers. Vehicle sales and service businesses must have off-street parking to store vehicles being sold or repaired. Mr. Bibelheimer stated that for this reason, vehicle sales and service is not an appropriate use in a majority of the CB district. However, there are a few locations within the CB district where vehicle sales and service might be appropriate, especially with certain approved conditions. Uses that are sometimes allowed within certain zoning districts typically require a specific use permit from the City Council. He reported that with the ability for City Council to impose conditions on the specific use permit to ensure compatibility, staff believe that a specific use permit is the best path forward for vehicle and equipment sales and service in the CB zoning district. Staff has identified five (5) locations, currently zoned CB, with the use of vehicle and equipment sales and service. Mr. Bibelheimer answered Council's questions.

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

Planning Commission voted unanimously to recommend that City Council approve the text amendment as presented.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR CLARK TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE TEXT AMENDMENT AS PRESENTED.

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

8. GENERAL ORDERS

- a. Wildfire Presentation - One Year Later

Chief Public Affairs Officer Dawn Dodson discussed Stillwater Wildfires, March 2025 and the impact on Payne County and the City of Stillwater as well as the recovery efforts that took place and ways to improve those efforts for future disasters.

Emergency Management Director Rob Hill presented and discussed the mapping alerts, emergency notification alerts and other safety measures that have been implemented since the March 2025 wildfires.

Fire Chief Duane Helmberger presented and discussed the work and training mitigation happening in the Stillwater Fire Department.

Police Chief Christopher Hassig explained what the police officers along with dispatch experienced during the wildfires and how they responded and provided support.

Executive Director of United Way of Payne County Ruth Cavins explained how volunteers pitched in to help establish a relief and resource center at the Stillwater Armory. She stated because of the generosity of the community, the Armory was a central hub for immediate support and much needed basic essentials. Ms. Cavins reported that the United Way of Payne County established the Stillwater Strong Relief fund to assist with mid- and long-term recovery challenges.

- b. Presentation and discussion of a proposed improvements project for Strickland Park Ballfields including the current status of Strickland Park Ballfields, a current needs assessment and discussion of needed improvements to the complex for continued and expanded use as a sports facility also capable of hosting large-scale tournaments; and discussion of economic impact brought by current and expanded use of the Strickland Park Ballfields; and a report to City Council on the Tourism Advisory Committee (TAC) recommendation to SEDA to authorize use of funds from the Visitor Amenities Fund for this improvements project for the purpose of development and maintenance of visitor development amenities for the city.

Deputy City Manager (DCM) Christy Driskel discussed the current status of Strickland Park ballfields and how the dirt fields and scheduled tournaments are impacted by inclement weather. She stated that the tournament cancellations have a negative impact on the Stillwater economy. DCM Driskel presented the planned improvements to the Strickland Park ballfields, concession stand, restrooms and parking.

DCM Christy Driskel and Executive Director of SASA Carolyn Walstad answered Council's questions.

No action was taken on this item.

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR CLARK TO RECESS THE STILLWATER CITY COUNCIL MEETING AT 6:36 P.M.

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

Stillwater City Council meeting recessed at 6:36 p.m. to convene the Stillwater Economic Development Authority meeting.

Stillwater City Council reconvened at 6:37 p.m.

- c. Possible action to approve the Strickland Ballfields Improvements Project to include infield turf, new fencing, LED lighting, shade structures, dugout extensions, and renovation to the restroom and concession areas; approve total project expenditures in an amount not-to-exceed \$1,835,745 (includes 15% contingency); approve associated budget amendments; and approve entering into two The Oklahoma Purchasing System (TOPS) cooperative contracts as set forth below; and authorizing the City Manager to sign approved contracts:
 - Approve contract with GeoSurfaces for new infield turf, backstop, and fencing pursuant to TOPS Contract #23020101-100034
 - Approve contract with Hellas Sports Lighting for new LED lighting pursuant to TOPS Contract #230203

Deputy City Manager Christy Driskel stated staff is requesting approval of the Strickland Ballfields Improvements Project to include infield turf, new fencing, LED lighting, shade structures, dugout

extensions, and renovation to the restroom and concession areas; approve total project expenditures in an amount not-to-exceed \$1,835,745 (includes 15% contingency); approve associated budget amendments; and approve entering into two of The Oklahoma Purchasing System (TOPS) cooperative contracts as set forth below; and authorizing the City Manager to sign approved contracts:

- Approve contract with GeoSurfaces for new infield turf, backstop, and fencing pursuant to TOPS Contract #23020101-100034
- Approve contract with Hellas Sports Lighting for new LED lighting pursuant to TOPS Contract #230203.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO APPROVE THE STRICKLAND BALLFIELDS IMPROVEMENTS PROJECT TO INCLUDE INFIELD TURF, NEW FENCING, LED LIGHTING, SHADE STRUCTURES, DUGOUT EXTENSIONS, AND RENOVATION TO THE RESTROOM AND CONCESSION AREAS; APPROVE TOTAL PROJECT EXPENDITURES IN AN AMOUNT NOT-TO-EXCEED \$1,835,745 (INCLUDES 15% CONTINGENCY); APPROVE ASSOCIATED BUDGET AMENDMENTS; AND APPROVE ENTERING INTO TWO OF THE OKLAHOMA PURCHASING SYSTEM (TOPS) COOPERATIVE CONTRACTS AS SET FORTH BELOW; AND AUTHORIZING THE CITY MANAGER TO SIGN APPROVED CONTRACTS:

- APPROVE CONTRACT WITH GEOSURFACES FOR NEW INFIELD TURF, BACKSTOP, AND FENCING PURSUANT TO TOPS CONTRACT #23020101-100034
- APPROVE CONTRACT WITH HELLAS SPORTS LIGHTING FOR NEW LED LIGHTING PURSUANT TO TOPS CONTRACT #230203

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

9. RESOLUTIONS

- a. Resolution No. CC-2026-5: A resolution of the City Of Stillwater approving the submission of an Oklahoma Opioid Abatement Grant Application; authorizing the use of City Of Stillwater Direct Opioid Settlement Funds to support The Payne County Drug Court Program; and authorizing the City Manager to execute any related documents, coordinate with project partners, and carry out activities associated with the project.

City Attorney Kimberly Carnley stated that this resolution is to approve submission of a grant application for opioid abatement funds through the Attorney General's office. There is a new program being proposed at the Payne County Drug Court in connection with these funds. Ms. Carnley stated that staff would give a presentation on what the new program entails.

Deputy City Manager Christy Driskel introduced the Payne County Drug Court staff that were present and then she presented the program requirements. She reported that the opioid grant funds would fund treatment and recovery programs, assistance with co-occurring disorders and mental health issues, opioid abuse education and prevention, proper prescription efforts and strategies to decrease the supply of narcotics across the state. DCM Driskel discussed the partnership between Payne County Drug Court and the City of Stillwater along with the proposal and if awarded the grant what those funds would provide.

DCM Driskel and Payne County Drug Court staff answered Council's questions.

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR CLARK TO ADOPT RESOLUTION NO. CC-2026-5 AS PRESENTED.

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

10. ORDINANCES

a. First Reading

Ordinance No. 3594: An ordinance amending Stillwater City Code Chapter 23, Land Development Code, Article VI, Land Use Classifications, Division 4, Commercial Districts, Section 23-152, CB Commercial Business District; Repealing All Ordinances To The Contrary; And Providing For Severability.

MOTION BY COUNCILOR HAWKINS, SECOND BY VICE MAYOR DZIALOWSKI TO ADVANCE ORDINANCE NO 3594 TO SECOND READING AS PRESENTED.

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

b. Second Reading

Ordinance No. 3598: An ordinance rezoning a tract of land located at 799 W. 12th Avenue from Small Lot Single-Family Residential (RSS) And Agriculture (A) To Commercial General (CG).

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR DZIALOWSKI TO ADOPT ORDINANCE NO. 3598 AS PRESENTED.

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

11. APPOINTMENTS

a. Stillwater Housing Authority

MOTION BY MAYOR JOYCE, SECOND BY VICE MAYOR DZIALOWSKI TO REAPPOINT BOTH ROGER GOSE AND RUBY MANNING TO THE STILLWATER HOUSING AUTHORITY FOR A THREE-YEAR TERM.

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

12. REPORTS FROM OFFICERS & BOARDS

a. Miscellaneous items from the City Attorney:

- i. Request for an Executive Session pursuant to 25 O.S. §307(B)(4) for the purpose of confidential communications between the City Council and its attorney concerning all aspects of litigation, and possible settlement agreement in *Hosterman v. City of Stillwater, et al.*, United States Federal District Court for the Western District of Oklahoma, Case No. CIV-24-976-SLP. It is the opinion of the City Attorney that disclosure of this matter will seriously impair the ability of the City to conduct litigation and/or a proceeding in the public interest.

b. Miscellaneous items from the City Manager:

- a. City Manager Brady Moore asked residents to mark their calendars for the annual Household Hazardous Waste event on Saturday, April 25, from 8 a.m. to 1 p.m., at the Convenience Collection Center. This is an opportunity to dispose of oil-based paint, pesticides and herbicides, mixed fuels, and other hazardous materials, all at no cost.

c. Miscellaneous items from the City Council:

- a. Councilor Hardin announced that the Watershed Quality Division is currently hosting its annual Rain Barrel Event, offering residents the chance to purchase rain barrels that conserve water and reduce stormwater runoff. The water that runs off your roof is collected in the rain barrels and can be used later for lawns and gardens, making it an easy way to support conservation efforts at home.
- b. Councilor Clark announced that to receive City notifications about wildfire threats, floods, and other emergencies, sign up for alerts through “Be Informed Stillwater.” This notification system is used to inform residents of imminent threats to health, safety, and welfare of our community. Go to stillwaterok.gov/alerts to sign up. By creating an account, you can customize your preferences at any time. This includes choosing your mode of delivery, adding multiple phone numbers, and opting into non-emergency alerts and informational bulletins.
- c. Councilor Hawkins reminded residents that this Saturday, March 28, is Stillwater’s annual Trash-Off community clean-up day. This is a great opportunity for volunteers of all ages to help beautify our shared community spaces. City staff will welcome participants starting at 9 a.m. at Couch Park, and will provide gloves, safety vests, and trash bags. An award will be given to the group that collects the most trash.
- d. Vice Mayor Dzialowski announced that construction of the new airport terminal will continue and completion is currently on schedule to meet a grand opening in August. Work will continue through July on the terminal’s four-lane drop-off area, connecting roadways, and the new Airport Road roundabout. As a reminder, terminal access is only available from the south, via Lakeview, for the time being.
- e. Mayor Joyce stated that during the weekend of March 12-14, the City of Stillwater welcomed hundreds of cyclists, runners, and supporters to Stillwater for the annual Mid-South Gravel Endurance Race. Thanks in large part to the tireless efforts of City of Stillwater employees, the event was a huge success. We want to extend a special thank you to our staff members in Parks and Community Resources, Waste Management, Public Works, SEMA, Fire, and Police, who helped create a safe, welcoming, and fun environment for all.
- i. Discussion about scheduling items for future meetings.

13. QUESTIONS & INQUIRIES

None.

14. EXECUTIVE SESSION

- a. Confidential communication between City Council and its attorney concerning all aspects of litigation, and possible settlement agreement in *Hosterman v. City of Stillwater, et al.*, United States Federal District Court for the Western District of Oklahoma, Case No. CIV-24-976-SLP.

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR CLARK TO RECESS THE STILLWATER CITY COUNCIL MEETING AT 6:55 P.M.

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

Stillwater City Council meeting recessed at 6:55 p.m. to convene the Stillwater Utilities Authority meeting.

Stillwater City Council reconvened at 6:59 p.m.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HARDIN TO ENTER INTO EXECUTIVE SESSION AT 6:59 P.M

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

15. RETURN FROM EXECUTIVE SESSION

- a. Possible action related to Hosterman v. City of Stillwater, et al., United States Federal District Court for the Western District of Oklahoma, Case No. CIV-24-976-SLP, including possible action to approve a resolution approving a settlement agreement and authorizing the City Attorney and the Law Firm of Collins Zorn & Wagner to prepare and file appropriate documents to effectuate settlement, including a journal entry of judgment, and further directing the attorneys to draft and file necessary documents including an assignment as may be necessary to effectuate the settlement, and to place said judgment on the sinking fund; and authorizing the mayor to sign the settlement agreement and any related documents for this purpose.

MOTION BY COUNCILOR HARDIN, SECOND BY COUNCILOR HAWKINS TO RECONVENE THE REGULAR STILLWATER CITY COUNCIL MEETING AT 7:39 P.M.

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

Mayor Joyce asked City Attorney Kimberly Carnley if there was a recommendation from Executive Session.

City Attorney Kimberly Carnley replied yes, and the recommendation is to consider possible action to approve Resolution No. CC-2026-6. A resolution of the Stillwater City Council approving a Settlement Agreement in the United States District Court for the Western District of Oklahoma Case Hosterman vs. City of Stillwater, Et Al., Case No. CIV-24-976-SLP; authorizing the City Attorney and the law firm of Collins Zorn & Wagner to prepare and file appropriate documents to effectuate settlement, Including a journal entry of judgment; and further directing the attorneys to draft and file necessary documents including an assignment as may be necessary to effectuate the settlement, and to place said judgment on the Sinking Fund; and authorizing the Mayor to sign the Settlement Agreement and any related documents for this purpose.

Ms. Carnley stated that approval of this resolution will approve a Settlement Agreement in the case and payment of the City's portion of the settlement in the amount of \$1,675,000. It will also direct and authorize the City Attorney and the law firm of Collins Zorn and Wagner to prepare and file any necessary documents including a journal entry of judgment and assignment of any other documents necessary to effectuate the Settlement Agreement and place the judgment on the sinking fund.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HARDIN TO APPROVE RESOLUTION NO. CC-2026-6: A RESOLUTION OF THE STILLWATER CITY COUNCIL APPROVING A SETTLEMENT AGREEMENT IN THE UNITED STATES DISTRICT COURT FOR THE WESTERN DISTRICT OF OKLAHOMA CASE HOSTERMAN VS. CITY OF STILLWATER, ET AL., CASE NO. CIV-24-976-SLP; AUTHORIZING THE CITY ATTORNEY AND THE LAW FIRM OF COLLINS ZORN & WAGNER TO PREPARE AND FILE APPROPRIATE DOCUMENTS TO EFFECTUATE SETTLEMENT, INCLUDING A JOURNAL ENTRY OF JUDGMENT; AND FURTHER DIRECTING THE ATTORNEYS TO DRAFT AND FILE NECESSARY DOCUMENTS INCLUDING AN ASSIGNMENT AS MAY BE NECESSARY TO EFFECTUATE THE SETTLEMENT, AND TO

PLACE SAID JUDGMENT ON THE SINKING FUND; AND AUTHORIZING THE MAYOR TO SIGN THE SETTLEMENT AGREEMENT AND ANY RELATED DOCUMENTS FOR THIS PURPOSE

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

16. ADJOURN

MOTION BY VICE MAYOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ADJOURN THE MARCH 23, 2026 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

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

The March 23, 2026 regular meeting of the Stillwater City Council adjourned at 7:40 p.m.

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

**TERESA KADAVY
CITY CLERK**

DRAFT

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW,
THE AGENDA WAS POSTED MARCH 19, 2026 AT 5:30 P.M. AT
THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
EXECUTIVE SESSION
723 S. LEWIS
MARCH 23, 2026
6:59 P.M.**

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

- a. Confidential communications between the City Council and its attorney concerning all aspects of litigation, and possible settlement agreement in *Hosterman v. City of Stillwater, et al.*, United States Federal District Court for the Western District of Oklahoma, Case No. CIV-24-976-SLP.

Discussion was held concerning all aspects of litigation, and possible settlement agreement in *Hosterman v. City of Stillwater, et al.*, United States Federal District Court for the Western District of Oklahoma, Case No. CIV-24-976-SLP.

The Executive Session concluded at 7:39 p.m.

WILLIAM H. JOYCE, MAYOR

TERESA KADAVY, CITY CLERK

REPORT TO: CITY COUNCIL

MEETING DATE: APRIL 6, 2026



Agenda Item:	4.b. CC-26-49
Previous/Related Action:	
Background/Issue:	<ul style="list-style-type: none">• IH Development LLC. owns property located on the southeast corner of W 26th Avenue & S Western Road.• The request is to accept a dedication of right-of-way (ROW), and a general sanitary sewer easement located just to the west of Section 2 of the new Park Valley Subdivision.• The ROW dedication covers a section of street paving which extends west of the final plat for Park Valley Section 2.• The general sanitary sewer easement provides access to a sewer line that extends west of the final plat for Park Valley Section 2.• The ROW dedication contains 1,250 square feet (0.029 acres) more or less.• The general sanitary sewer easement contains 5,499 square feet (0.126 acres) more or less.
Proposal/Solution:	Staff recommends acceptance of both dedication documents.
Financial Source/Impact:	There is no additional financial impact from the acceptance of the ROW or general sewer easement dedications.
Related Strategic Priority:	#4 CONNECTED SPACES
Recommended Action/Motion:	Motion to authorize the Mayor to execute the Right-of-Way Dedication and General Sanitary Sewer Easement documents.
Prepared By:	Joshua Brown, Project Manager
Reviewed By:	David Barth Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Easement General Sanitary Sewer
2. Right-of-Way Dedication

GENERAL SANITARY SEWER EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, IH Development, L.L.C., an Oklahoma Limited Liability Company, 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:

See Exhibit "A"

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 utilities through, over, under, and across the portions of the above-described property dedicated on said recorded plat or instrument for the purpose of sanitary sewer, together with the right of ingress and egress to and from same, for the purpose heretofore stated.

See Exhibits "B" and "C"

This easement contains 5,499 square feet or 0.126 acres more or less and are 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 sanitary sewer at any and all times.


_____, Manager)
IH Development, L.L.C.,
an Oklahoma Limited Liability Company

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

Before me, a Notary Public in and for said County and State on this 31 day of March, 2026, personally appeared, Julie Stambek as Manager of IH Development, L.L.C., an Oklahoma Limited Liability Company, 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 executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of such LLC, for the uses and purposes therein set forth.

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

SAMANTHA MELLO
Notary Public - State of Oklahoma
Commission Number 21015342
My Commission Expires Nov 22, 2029



NOTARY PUBLIC

My Commission Expires: 11-22-2029
My Commission Number: 21015342

(SEAL)

EXHIBIT "A"
LEGAL DESCRIPTION
PARK VALLEY SECTION 2
STILLWATER, PAYNE COUNTY, OKLAHOMA

A tract of land being a part of the Southwest Quarter (S.W. ¼), Section Twenty-Seven (27), Township Nineteen North (T19N), Range Two East (R2E), of the Indian Meridian, Stillwater, Payne County, Oklahoma, being more particularly described as follows:

BEGINNING at the Northeast corner of said S.W. ¼;

THENCE South 00°39'46" East along the East line of said S.W. ¼ a distance of 1323.23 feet; THENCE South 89°57'13" West a distance of 609.93 feet; THENCE North 00°02'47" West a distance of 401.11 feet; THENCE South 89°45'26" West a distance of 286.00 feet; THENCE South 00°14'34" East a distance of 45.00 feet to a point of curvature; THENCE around a curve to the left having a radius of 25.00 feet (said curve subtended by a chord which bears South 18°40'40" East, a distance of 15.81 feet) and an arc length of 16.09 feet to a point of reverse curvature; THENCE around a curve to the right having a radius of 50.00 feet (said curve subtended by a chord which bears South 44°45'26" West, a distance of 98.99 feet) and an arc length of 142.89 feet to a point of reverse curvature; THENCE around a curve to the left having a radius of 25.00 feet (said curve subtended by a chord which bears North 71°48'28" West, a distance of 15.81 feet) and an arc length of 16.09 feet; THENCE South 89°45'26" West a distance of 85.00 feet; THENCE North 00°14'34" West a distance of 725.00 feet; THENCE South 89°45'26" West a distance of 270.71 feet; THENCE North 00°39'46" West a distance of 320.01 feet; THENCE North 89°45'26" East a distance of 1322.91 feet to the **POINT OF BEGINNING**.

Said tract contains 30.36 acres, more or less.

EXHIBIT "B"
LEGAL DESCRIPTION
PARK VALLEY ADDITION SECTION 2
OFFSITE SANITARY SEWER EASEMENT
STILLWATER, PAYNE COUNTY, OKLAHOMA

Being an easement lying in a part of the Southwest Quarter (S.W. ¼), Section Twenty-Seven (27), Township Nineteen North (T19N), Range Two East (R2E), of the Indian Meridian, Stillwater, Payne County, Oklahoma, said easement being a sanitary sewer easement and being more particularly described as follow:

COMMENCING at the Northwest corner of said S.W. ¼; THENCE North 89°45'26" East along the North line of said S.W. ¼ a distance of 1304.66 feet; THENCE South 00°39'46" East a distance of 40.00 feet to the **POINT OF BEGINNING**;

THENCE continuing South 00°39'46" East a distance of 20.00 feet; THENCE South 89°45'26" West a distance of 275.02 feet; THENCE North 00°14'34" West a distance of 20.00 feet; THENCE North 89°45'26" East a distance of 274.87 feet to the **POINT OF BEGINNING**. Said easement contains 5,499 square feet, or 0.126 acres, more or less.

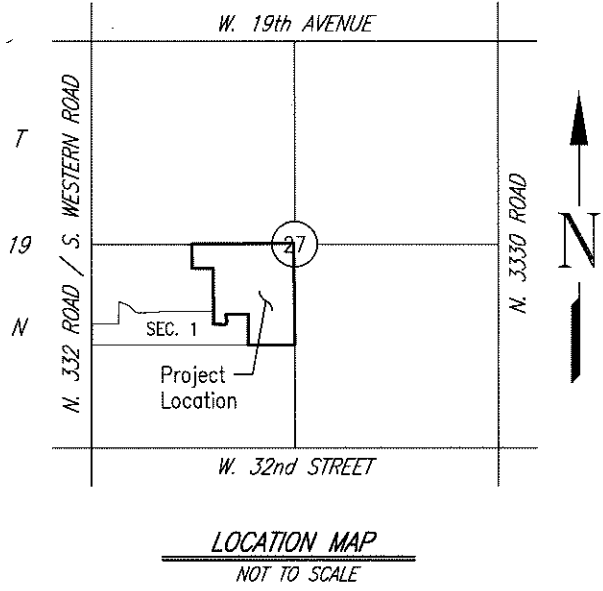
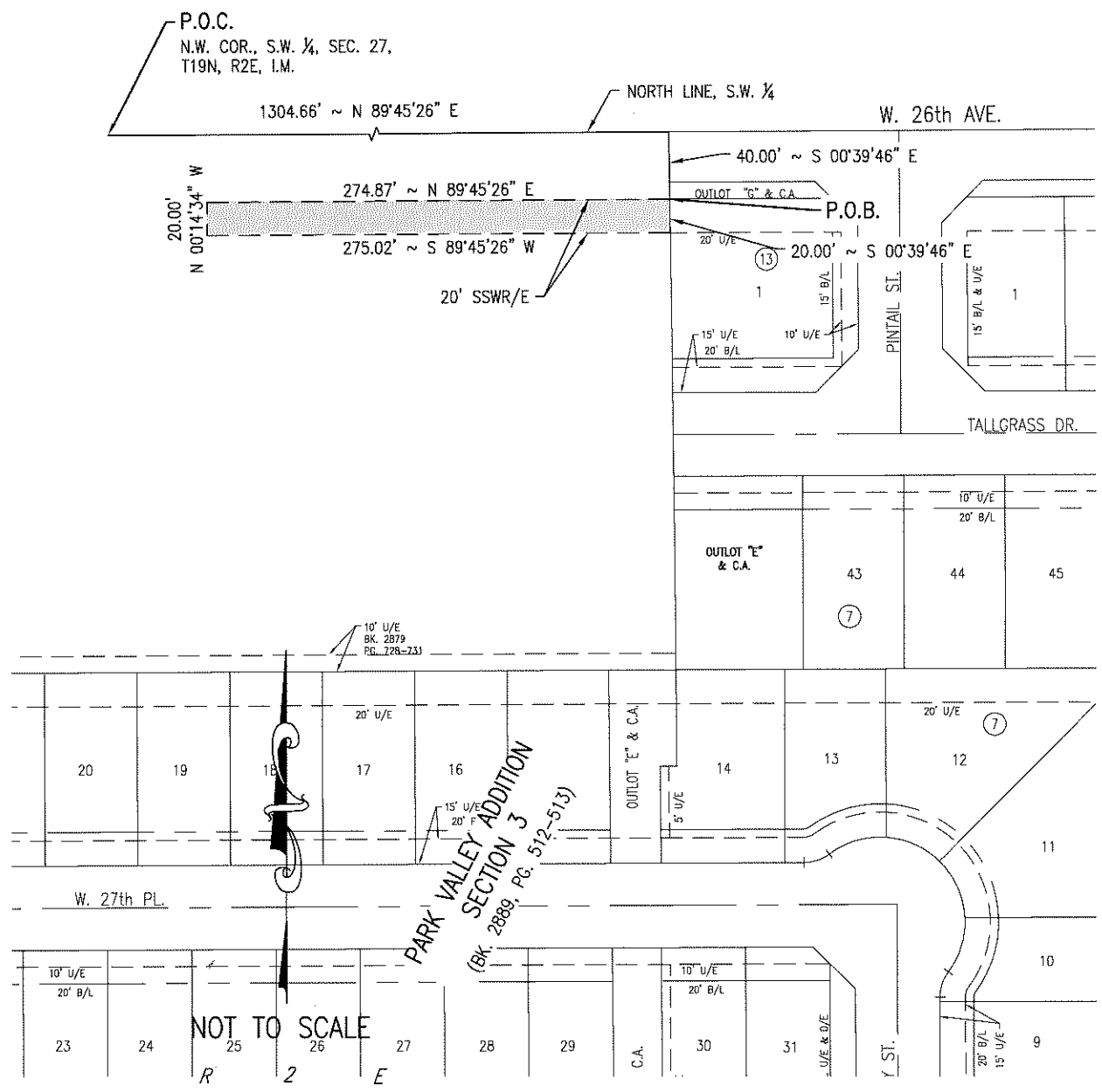


EXHIBIT "C"
LEGAL DESCRIPTION
PARK VALLEY ADDITION SECTION 2
OFFSITE SANITARY SEWER EASEMENTS
STILLWATER, PAYNE COUNTY, OKLAHOMA

Attest:

City Clerk

Approved as to form and legality:

City Attorney

EXHIBIT "A"
LEGAL DESCRIPTION
PARK VALLEY SECTION 2
STILLWATER, PAYNE COUNTY, OKLAHOMA

A tract of land being a part of the Southwest Quarter (S.W. $\frac{1}{4}$), Section Twenty-Seven (27), Township Nineteen North (T19N), Range Two East (R2E), of the Indian Meridian, Stillwater, Payne County, Oklahoma, being more particularly described as follows:

BEGINNING at the Northeast corner of said S.W. $\frac{1}{4}$;

THENCE South $00^{\circ}39'46''$ East along the East line of said S.W. $\frac{1}{4}$ a distance of 1323.23 feet; THENCE South $89^{\circ}57'13''$ West a distance of 609.93 feet; THENCE North $00^{\circ}02'47''$ West a distance of 401.11 feet; THENCE South $89^{\circ}45'26''$ West a distance of 286.00 feet; THENCE South $00^{\circ}14'34''$ East a distance of 45.00 feet to a point of curvature; THENCE around a curve to the left having a radius of 25.00 feet (said curve subtended by a chord which bears South $18^{\circ}40'40''$ East, a distance of 15.81 feet) and an arc length of 16.09 feet to a point of reverse curvature; THENCE around a curve to the right having a radius of 50.00 feet (said curve subtended by a chord which bears South $44^{\circ}45'26''$ West, a distance of 98.99 feet) and an arc length of 142.89 feet to a point of reverse curvature; THENCE around a curve to the left having a radius of 25.00 feet (said curve subtended by a chord which bears North $71^{\circ}48'28''$ West, a distance of 15.81 feet) and an arc length of 16.09 feet; THENCE South $89^{\circ}45'26''$ West a distance of 85.00 feet; THENCE North $00^{\circ}14'34''$ West a distance of 725.00 feet; THENCE South $89^{\circ}45'26''$ West a distance of 270.71 feet; THENCE North $00^{\circ}39'46''$ West a distance of 320.01 feet; THENCE North $89^{\circ}45'26''$ East a distance of 1322.91 feet to the **POINT OF BEGINNING**.

Said tract contains 30.36 acres, more or less.

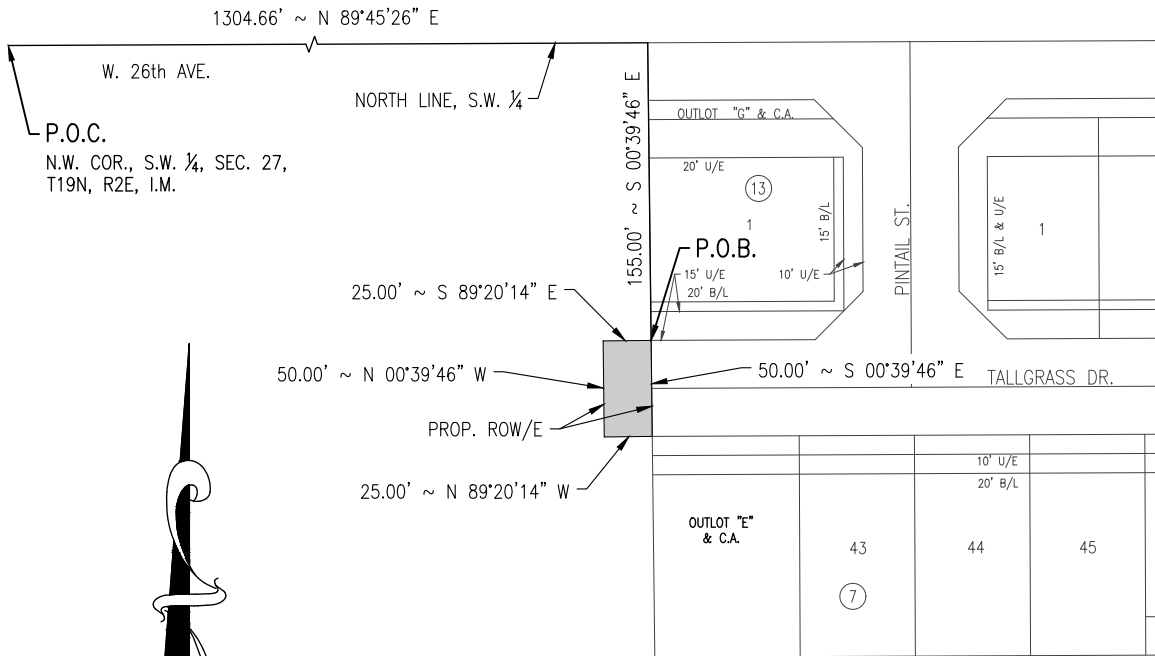
EXHIBIT "B"
LEGAL DESCRIPTION
PARK VALLEY ADDITION SECTION 2
OFFSITE RIGHT-OF-WAY EASEMENT
STILLWATER, PAYNE COUNTY, OKLAHOMA

Being an easement lying in a part of the Southwest Quarter (S.W. $\frac{1}{4}$), Section Twenty-Seven (27), Township Nineteen North (T19N), Range Two East (R2E), of the Indian Meridian, Stillwater, Payne County, Oklahoma, said easement being a right-of-way easement and being more particularly described as follow:

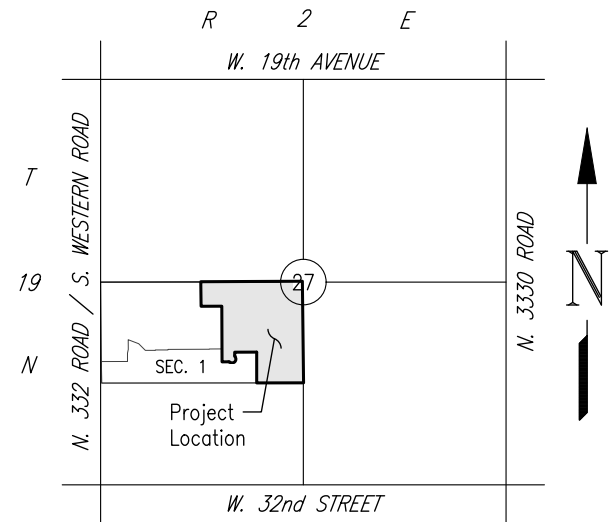
COMMENCING at the Northwest corner of said S.W. $\frac{1}{4}$; THENCE North 89°45'26" East along the North line of said S.W. $\frac{1}{4}$ a distance of 1304.66 feet; THENCE South 00°39'46" East a distance of 155.00 feet to the **POINT OF BEGINNING**;

THENCE continuing South 00°39'46" East a distance of 50.00 feet;
THENCE North 89°20'14" West a distance of 25.00 feet;
THENCE North 00°39'46" West a distance of 50.00 feet;
THENCE South 89°20'14" East a distance of 25.00 feet to the **POINT OF BEGINNING**.

Said easement contains 1250 square feet, or 0.029 acre, more or less.



SCALE: 1" = 100'



LOCATION MAP

NOT TO SCALE

EXHIBIT "C"
LEGAL DESCRIPTION
PARK VALLEY ADDITION SECTION 2
OFFSITE RIGHT-OF-WAY EASEMENT
STILLWATER, PAYNE COUNTY, OKLAHOMA

REPORT TO: CITY COUNCIL

MEETING DATE: APRIL 6, 2026



Agenda Item:	4.c. CC-26-50
Previous/Related Action:	
Background/Issue:	<ul style="list-style-type: none">• Tradan Development, LLC. owns property located at 5502 N Perkins Road.• The request is to accept a General Utility Easement for a sanitary sewer line that has been built just south of Section 6 of The Canyons subdivision. This sewer will serve a future section of this development.• The general utility easement contains 26,978 square feet (0.62 acres) more or less.
Proposal/Solution:	Staff recommends acceptance of this easement.
Financial Source/Impact:	There is no additional financial impact from the acceptance of this General Utility Easement.
Related Strategic Priority:	#4 CONNECTED SPACES
Recommended Action/Motion:	Motion to authorize the Mayor to execute the General Utility Easement and sign the document.
Prepared By:	Joshua Brown, Project Manager
Reviewed By:	David Barth Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Easement General Sanitary Sewer

GENERAL SANITARY SEWER EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, Tradan Development, L.L.C., an Oklahoma Limited Liability Company, 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:

See Exhibit "A" (Overall Legal for The Canyons, Sixth Section)

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 sanitary sewer through, over, under, and across the portions of the above-described property dedicated on said recorded plat or instrument for the purpose of sanitary sewer, together with the right of ingress and egress to and from same, for the purpose heretofore stated.

See Exhibits "B" and "C" (Legal and Exhibit for Easements)

This easement contains 26,978 square feet or 0.62 acres more or less and are 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.

John R. Stanbeck
_____, Manager)
Tradan Development, L.L.C.,
an Oklahoma Limited Liability Company

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

Before me, a Notary Public in and for said County and State on this 31 day of March, 2026, personally appeared, Sakee Stanbeck, as Manager of Tradan Development, L.L.C., an Oklahoma Limited Liability Company, 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 executed the same as his free and voluntary act and deed and as the free and voluntary act and deed of such LLC, for the uses and purposes therein set forth.

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

[Signature]

NOTARY PUBLIC

My Commission Expires: 11-22-2029
My Commission Number: 21815342

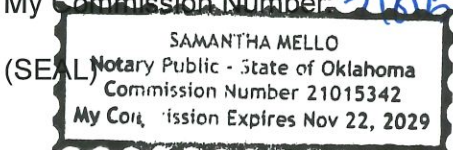


EXHIBIT "A"
LEGAL DESCRIPTION
THE CANYONS, SIXTH SECTION
STILLWATER, PAYNE COUNTY, OKLAHOMA

A tract of land being a part of the Northeast Quarter (NE ¼), Section Twenty-Six (26), Township Twenty North (T20N), Range Two East (R2E), of the Indian Meridian, Stillwater, Payne County, Oklahoma, being more particularly described as follows:

COMMENCING at the Northeast corner of said NE ¼ of Section 26; THENCE South 89°52'38" West along the north line of said NE ¼ a distance of 1745.53 feet to the Northwest corner of the filed final plat of THE CANYONS, FIFTH SECTION (as filed in Book 2503, Pages 651) and the **POINT OF BEGINNING**;

THENCE along the property line of said final plat the following seven (7) courses:

- 1) South 00°06'16" East a distance of 232.52 feet;
- 2) South 89°53'08" West a distance of 4.79 feet;
- 3) South 00°06'53" East a distance of 279.56 feet;
- 4) South 25°00'43" West a distance of 566.69 feet;
- 5) South 00°06'53" East a distance of 150.96 feet;
- 6) North 89°53'08" East a distance of 20.00 feet;
- 7) South 00°06'53" East a distance of 180.29 feet;

THENCE North 90°00'00" West a distance of 681.32 feet to a point on the West line of said NE ¼; THENCE North 00°08'46" West along said West line a distance of 1354.91 feet to the Northwest corner of said NE ¼; THENCE North 89°52'38" East along the North line of said NE ¼ a distance of 907.52 feet to the **POINT OF BEGINNING**.

Said tract contains 24.95 acres, more or less.

EXHIBIT "B"

LEGAL DESCRIPTION OFFSITE SANITARY SEWER EASEMENT THE CANYONS SIXTH SECTION STILLWATER, PAYNE COUNTY, OKLAHOMA

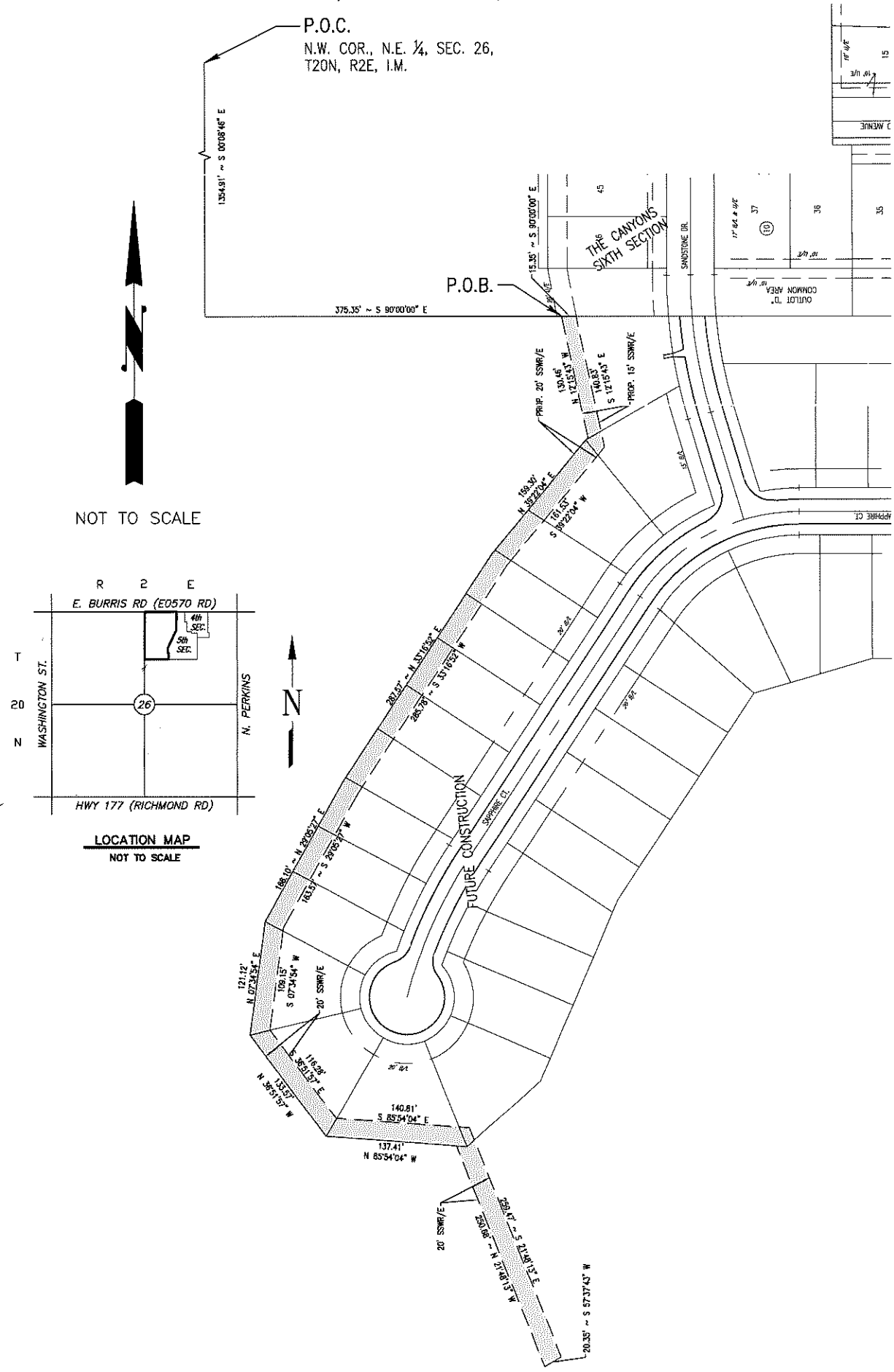
Being a sanitary sewer easement of varying widths lying in the Northeast Quarter (N.E. $\frac{1}{4}$), Section Twenty-six (26), Township Twenty North (T20N), Range Two East (R2E) of the Indian Meridian, Stillwater, Payne County, Oklahoma, and being more particularly described as follows:

COMMENCING at the Northwest corner of said N.E. $\frac{1}{4}$; **THENCE** South 00°08'46" East along the West line of said N.E. $\frac{1}{4}$ a distance of 1354.91 feet; **THENCE** South 90°00'00" East a distance of 375.35 feet to the **POINT OF BEGINNING**;

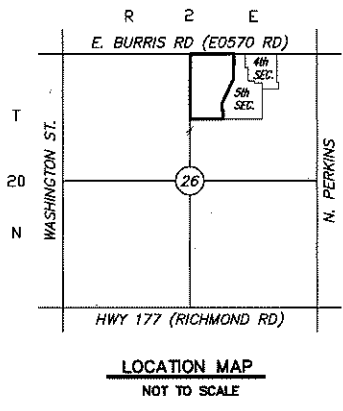
THENCE continuing South 90°00'00" East a distance of 15.35 feet;
THENCE South 12°15'43" East a distance of 140.83 feet;
THENCE South 39°22'04" West a distance of 161.53 feet;
THENCE South 33°16'52" West a distance of 285.78 feet;
THENCE South 29°05'27" West a distance of 163.57 feet;
THENCE South 07°34'54" West a distance of 109.15 feet;
THENCE South 36°51'57" East a distance of 116.28 feet;
THENCE South 85°54'04" East a distance of 140.81 feet;
THENCE South 21°48'13" East a distance of 259.47 feet;
THENCE South 57°37'43" West a distance of 20.35 feet;
THENCE North 21°48'13" West a distance of 250.68 feet;
THENCE North 85°54'04" West a distance of 137.41 feet;
THENCE North 36°51'57" West a distance of 133.57 feet;
THENCE North 07°34'54" East a distance of 121.12 feet;
THENCE North 29°05'27" East a distance of 168.10 feet;
THENCE North 33°16'52" East a distance of 287.57 feet;
THENCE North 39°22'04" East a distance of 159.30 feet;
THENCE North 12°15'43" West a distance of 130.46 feet to the **POINT OF BEGINNING**.

Said easement contains 26,978 square feet, or 0.62 acres, more or less.

EXHIBIT "C"
LEGAL DESCRIPTION
OFFSITE SANITARY SEWER EASEMENT
THE CANYONS SIXTH SECTION
STILLWATER, PAYNE COUNTY, OKLAHOMA



NOT TO SCALE



REPORT TO: CITY COUNCIL

MEETING DATE: APRIL 6, 2026



Agenda Item:	4.d. CC-26-51
Previous/Related Action:	
Background/Issue:	<ul style="list-style-type: none">• Stillwater Habitat for Humanity, Inc, an Oklahoma Corporation owns property located at 505 E 18th Ave.• The request is to accept a water service and water meter easement dedication to cover areas where water meters will be located in the new Fern Street Cottages development.• The easement contains 10,619 square feet (.244 acres) more or less.
Proposal/Solution:	Staff recommends acceptance of this easement dedication.
Financial Source/Impact:	There is no additional financial impact from the acceptance of this water service and water meter easement.
Related Strategic Priority:	#4 CONNECTED SPACES
Recommended Action/Motion:	Motion to authorize the Mayor to execute the easement dedication and sign the documents.
Prepared By:	Joshua Brown, Project Manager
Reviewed By:	David Barth Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Easement WaterService Meter
2. Easement Exhibit

WATER SERVICE AND WATER METER EASEMENT

KNOW ALL MEN BY THESE PRESENTS:

That the undersigned, Stillwater Habitat for Humanity, Inc, an Oklahoma Corporation (hereinafter “the grantor”) certifies that it owns and possesses all rights, title, and interest to the following described real property situated in Payne County, State of Oklahoma, to-wit:

ALL OF OUTLOT A, FERN STREET COTTAGES A SUBDIVISION OF PART OF THE SE/4, SECTION 23,
TOWNSHIP 19 NORTH, RANGE 2 EAST OF THE INDIAN MERIDIAN, PAYNE COUNTY, STATE OF
OKLAHOMA, ACCORDING TO THE RECORDED PLAT THEREOF.

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 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 water service lines and water meters through, over, under, and across the portions of the above-described properties, insofar as said easement encumbers their respective properties for the purpose heretofore stated as follows:

BEGINNING AT THE NORTHEAST CORNER OF LOT THIRTEEN (13), THENCE NORTH 00° 55’ 26” WEST, FOR 15.16 FEET TO THE POINT OF BEGINNING; THENCE SOUTH 89° 06’ 01” WEST FOR 129.50 FEET; THENCE NORTH 00° 55’ 26” WEST FOR 82.00 FEET; THENCE NORTH 89° 06’ 01” EAST FOR 129.53 FEET; THENCE SOUTH 00° 55’ 26” EAST FOR 82.00 FEET TO THE POINT OF BEGINNING. SAID TRACT CONTAINING 10,619 SQUARE FEET OR 0.244 ACERS MORE OR LESS.

with the right of ingress and egress to and from same, for the purpose of permitting Stillwater to construct and maintain said utility(ies) through, over, under, and across said properties, together with all necessary and convenient appurtenances on the easement premises; and to use and maintain the same and of affording, its officers, agents, employees, and all persons under contract with it, the right to enter upon the easement premises for the purpose of surveying, excavating for, laying, constructing, operating, repairing, relaying and maintaining said utility(ies), and for the further purpose of enabling Stillwater to do any and all convenient things incident to the construction, operation, repairing, and maintaining of said utility(ies).

Except as herein granted, the grantors shall continue to have the full use and enjoyment of their respective 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.

This Water Service and Water Meter Easement is entered into and granted this ____ day of _____ 2026.

Stillwater Habitat for Humanity, Inc
An Oklahoma Corporation

Signature

Jeremy Freeman, President
Printed Name & Title

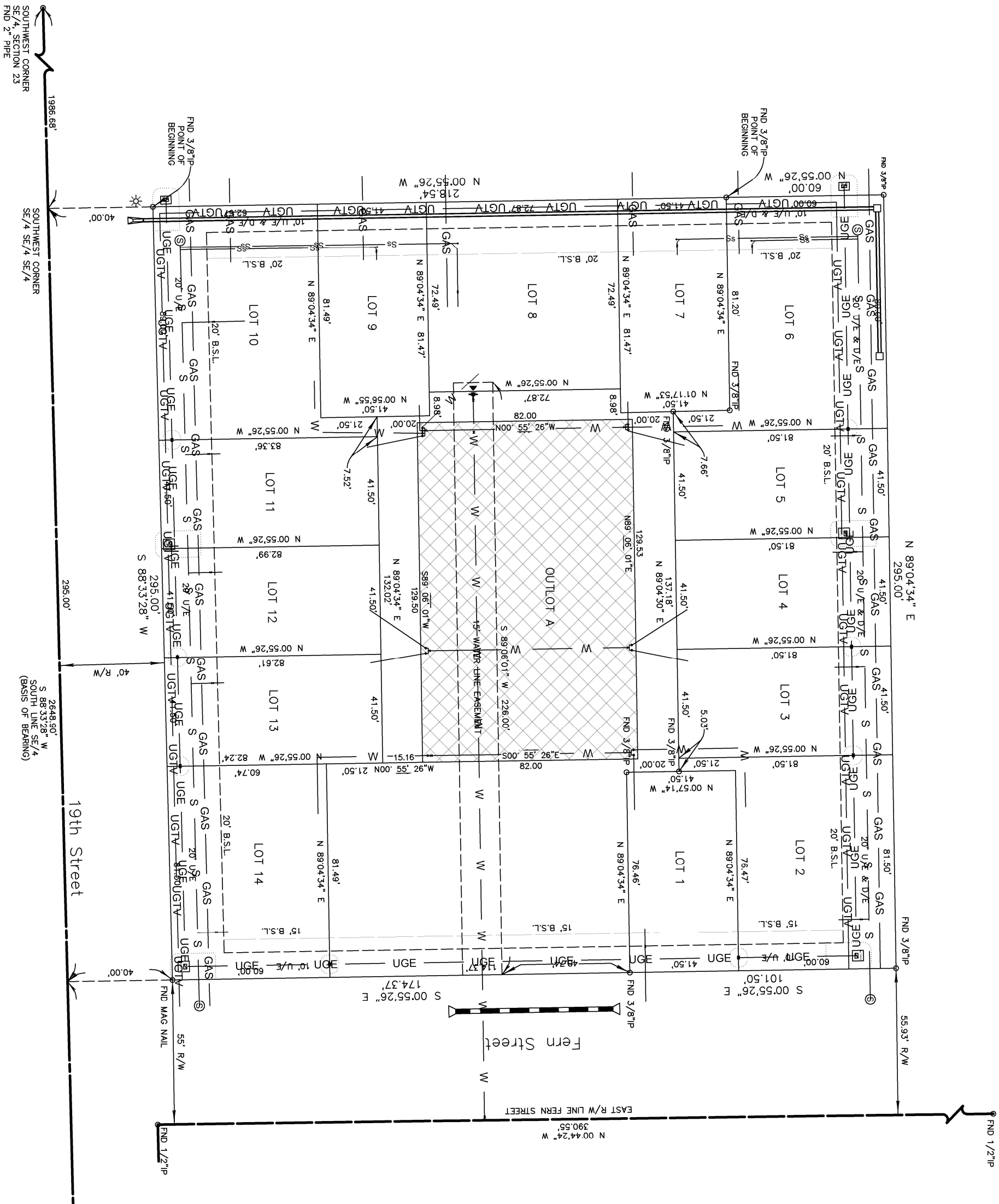
STATE OF OKLAHOMA)
) ss.
COUNTY OF PAYNE _____)

Before me, a Notary Public in and for said County and State on this ____ day of _____, 2026, personally appeared, Jeremy Freeman, as President of Stillwater Habitat for Humanity, Inc. 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 they executed the same as their free and voluntary act and deed and as the free and voluntary act and deed 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:
My Commission Number:
(SEAL)



REPORT TO: CITY COUNCIL

MEETING DATE: APRIL 6, 2026



Agenda Item:	4.e. CC-26-52
Previous/Related Action:	<p>October 2, 2023: Council approved the selection of Lippert Brothers, Inc. as Construction Manager at Risk (CMAR) to provide services for the remaining design, bidding, and construction of the new terminal building, parking, and parking access development at Stillwater Regional Airport.</p> <p>July 15, 2024: Council approved the award of contracts by CMAR, Lippert Brothers, Inc. for Bid Package 1 (Phase 1) for Stillwater Regional Airport terminal project for a total of \$18,592,300.</p> <p>August 1, 2024: Council approved amendment to the McFarland Architects Professional A/E Services Agreement for Stillwater Regional Airport Terminal Improvement Program for A/E services for the new terminal.</p>
Background/Issue:	The Stillwater Regional Airport (SWO) new terminal project is ongoing and has surpassed 90% completion. TSA equipment currently operational in the existing terminal must be relocated, installed, and tested per TSA specifications to bring the new terminal to operational use for commercial air service.
Proposal/Solution:	Approve the City Manager to enter into agreement with K2 Security Screening Group to provide TSA Equipment Relocation services and Systems Integration (SI) at the fixed fee of \$152,514.87, and to sign all related documents.
Financial Source/Impact:	Project funding is from new appropriations in the City Capital Fund (\$100,000) and existing appropriations in the Airport Fund (\$52,515).
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to award Bid #3-2026 to K2 Security Screening Group to provide TSA Equipment Relocation services and Systems Integration at the fixed fee of \$152,514.87; approve the City Manager to enter into agreement and to sign all related documents; and approve associated budget amendment.
Prepared By:	Kellie Reed, Airport Director
Reviewed By:	Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. TSA Equipment Relocation Low Bidder Recommendation 3.27.26
2. Bid Tabulation by Line Item Spreadsheet (14)
3. Budget Amendment - City Capital Fund
4. Budget Revision - Airport Fund

McFarlandArchitects



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March 26, 2026

Kellie Reed, CM
Airport Director
Stillwater Regional Airport
2020-10 West Airport Road
Stillwater, Oklahoma 74075

Re: Stillwater Regional Airport - New Terminal Building
TSA Equipment Relocation

Dear Kellie,

Our team has completed our review of the three proposals received for the professional services for the referenced phase of the New Terminal Building. With this correspondence, we recommend the selection of K2 Security Screening Group for their submitted fixed fee sum of \$152,514.87 to include Project Management, Rigging, OEMs and Third-Party Testers (TPT) to deinstall the existing screening equipment and reinstall in the New Terminal Building and provide testing as required by TSA Standards.

The K2 proposal included Allstar Machinery Movers to provide the Rigging services and both Leidos and Smiths will be their Owners Equipment Manufacturers (OEM). The proposed TPT will be Black Diamond Consulting.

K2 submitted the most aggressive relocation schedule of the three proposals submitted, which is very important. McFarland Architects stand ready to answer any questions that might arise during review of this letter of recommendation.

Best Regards.

Connie S. McFarland, FAIA
McFarland Architects, P.C.

Event Number	3-2026 Addendum 4	Organization	City of Stillwater
Event Title	Professional Services to Relocate and Re-Inst	Workgroup	Purchasing
Event Description	Request for Proposal January 31, 2026 Notice	Event Owner	John McClenny
Event Type	RFP	Email	john.mcclenny@stillwaterok.gov
Issue Date	1/31/2026 06:00:00 AM (CT)	Phone	
Close Date	3/18/2026 03:00:00 PM (CT)	Fax	

Responding Supplier	City	State	Response Submitted	Lines Responded	Response Total
Leidos Inc	Reston	VA	3/18/2026 10:40:58 AM (CT)	1	\$147,112.00
K2 Construction Consultants, Inc	Bethesda	MD	3/18/2026 10:32:56 AM (CT)	1	\$152,514.87
VTC (Vic Thompson Company)	Arlington	TX	3/18/2026 12:55:32 PM (CT)	1	\$255,500.00

Please note: Lines Responded and Response Total only includes responses to specification. No alternate response data is included.



**City of Stillwater
Budget Revision #3639**

Date: 3/31/2026

Budget Year: 2026

Requested: seth.hughes

Department: Airport

Explanation: Budget Revision to move funds for Airport TSA Equipment Relocation. The total bid for the project is \$152,514.84 for bid number 3-2026.

SetID:

Increase:

Account Name	Account Number	Project Number	Current Budget	Amount of Change	New Budget
TSA Terminal Relocation	8107010-54009	26AP04810	\$188,185	\$52,515	\$240,700

Decrease:

Account Name	Account Number	Project Number	Current Budget	Amount of Change	New Budget
Airport Marketing / Full Time	8107025-51001		\$45,715	\$13,466	\$32,249
Airport Marketing / Social Security	8107025-51021		\$3,598	\$1,340	\$2,258
Airport Marketing / Retirement	8107025-51022		\$2,823	\$868	\$1,955
Airport Security / Full Time	8107030-51001		\$320,028	\$36,841	\$283,187

Approval:

Submitted: 03/31/26 10:14 am - seth.hughes

Department Head: 03/31/26 10:25 am - kellie.reed

Finance Approval: 03/31/26 10:59 am - seth.hughes

REPORT TO: CITY COUNCIL

MEETING DATE: APRIL 6, 2026



Agenda Item:	4.f. CC-26-53
Previous/Related Action:	
Background/Issue:	<p>October 2, 2023: Council approved the selection of Lippert Brothers, Inc. as Construction Manager at Risk (CMAR) to provide services for the remaining design, bidding, and construction of the new terminal building, parking, and parking access development at Stillwater Regional Airport.</p> <p>July 15, 2024: Council approved the award of contracts by CMAR, Lippert Brothers, Inc. for Bid Package 1 (Phase 1) for Stillwater Regional Airport terminal project for a total of \$18,592,300.</p> <p>August 1, 2024: Council approved amendment to the McFarland Architects Professional A/E Services Agreement for Stillwater Regional Airport Terminal Improvement Program for A/E services for the new terminal.</p> <p>The Stillwater Regional Airport (SWO) new terminal project is ongoing and has surpassed 90% completion. TSA equipment currently operational in the existing terminal must be relocated, installed, and tested per TSA specifications to bring the new terminal to operational use for commercial air service.</p> <p>McFarland Architects provided architectural design of the new terminal TSA equipment locations. With this amendment, McFarland provides procurement documents to select the Systems Integrator (SI), assists in the procurement process for a qualified SI, and provides program management services that culminate with the onsite relocation of TSA owned equipment.</p> <p>TSA Equipment Relocation bids were opened on March 18, 2026. Three (3) bids were provided, with the lowest responsive bidder, K2 Security Screening Group recommended at the fixed fee sum of \$152,514.87. This bid is before council tonight as a separate recommendation.</p>
Proposal/Solution:	Approve amendment 006K to the McFarland Architects Professional A/E Services Agreement for Stillwater Regional Airport TSA Integrator professional services in an amount not to exceed \$20,000.

Financial Source/Impact:	Contract amendment funded from existing appropriations in the Airport Fund.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to approve Amendment 006K to the McFarland Architects Professional A/E Services Agreement for Stillwater Regional Airport TSA Integrator professional services.
Prepared By:	Kellie Reed, Airport Director
Reviewed By:	Kellie Reed Christy Cluck Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. SWO TSA Proposal 12.12.2025
2. McFarland signed agreement 2024-2026
3. Budget Revision - Airport Fund

McFarlandArchitects



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December 12, 2025

Kellie Reed, CM
Airport Director
Stillwater Regional Airport
2020-10 West Airport Road
Stillwater, Oklahoma 74075

Re: Stillwater Regional Airport - New Terminal Building
TSA Integrator - Phase Eight

Dear Kellie,

As requested, this proposal defines the additional services needed by McFarland Architects to assist the Stillwater Regional Airport and the City of Stillwater in their initiative to engage the services of the TSA Integrator, also called Systems Integrator (SI). McFarland Architects has prepared a summary document along with background (both attached) describing the need for the SI to relocate the TSA owned equipment from the existing terminal to the new Terminal. The SI will be under contract directly with the COS.

McFarland Architects will provide additional service to support the selection and continue to assist as needed as the SI orchestrates the removal and re-installation of the existing TSA equipment. McFarland Architects will provide this program management service using an hourly not-to-exceed fee of \$20,000. These services are defined in Amendment No. 006K.

We are ready to begin work upon approval of this proposal.

Best Regards.

Connie S. McFarland

Connie S. McFarland, FAIA
McFarland Architects, P.C.



Summary of 2025 Professional A/E Services **December 12, 2025**
Agreement for the TSA Relocation Professional Services
Stillwater Regional Airport Terminal Systems Integrators (SI) -Phase Eight

This Summary defines the professional service provided by McFarland Architects to the Stillwater Regional Airport to assist the TSA Systems Integrators (SI) as they relocate and re-install the TSA equipment for the New Terminal.

Stillwater Regional Airport will select the SI to provide professional services to manage and provide the actions necessary for the relocation and installation of the existing TSA equipment into the new Terminal. This includes TSA Systems used for screening baggage and passengers in the new Terminal. The SI will submit a sealed Fixed Fee bid through the City of Stillwater IonWAVE for this service. The TSA Integrator is defined as the professional service firm that will bring the TSA Systems to life in their new locations..

McFarland Architects professional services included in Task No. 006K are:

1. Coordinate with the City of Stillwater and Stillwater Airport staff to create the procurement documents to select the Systems Integrator professional service agency.
2. Assist in the procurement process working with the City of Stillwater and the Airport Staff during the bidding phase.
3. Provide program management services which will culminate with the onsite relocation of TSA owned equipment.

The scope of Professional Services for McFarland Architects will be to create documents illustrating the existing Checked Bag Screening and Checkpoint areas with the equipment shown to be relocated by the Systems Integrator. There will be additional documents to locate the New Terminal equipment. McFarland Architects will reissue the Phase One Construction Documents along with Revisions documented during Construction for reference. In addition, the Baggage Handling Systems Construction Documents will be issued for use by the SI Team. Identified in the SI bidding information will be the relevant drawing sheet numbers and specification sections included in the Scope of Services issued to the SI Team.

The TSA Approved System Integrators, Riggers, OEMs, and Testers are listed in the Summary of Services included in the bid documents. A professional service agreement will be provided for review by interested SI firms.



Stillwater Regional Airport Terminal Systems Integrators (SI)

Phase 8 Background

December 12, 2025

Since the beginning of construction of a new terminal for the Stillwater Regional Airport, it was given that the relocation of the TSA owned equipment would be independent of the FAA funding. The new airport Terminal is a ground up new facility being constructed on a site adjacent to the existing Terminal. The existing terminal has remained in operation throughout construction of the New Terminal Building. TSA has two areas within the existing terminal where it is using government owned equipment for screening baggage or passengers. These are Checked Baggage screening and the Checkpoint passenger screening.

The Checked Baggage portion will have a CBIS (Checked Bag Inspection System) as part of the Baggage Handling System (BHS). The BHS, which was designed by McFarland Architects with the expertise of LogPlan, recently bid and a contract was awarded to Robson. Robson is the BHS Integrator and will provide the CBIS system except for TSA owned components. The TSA portion of the Checked Baggage system will be managed by the Systems Integrator (SI). The TSA Integrator, labeled as the Systems Integrator (SI), is a Professional Service entity who brings other specialist team members to the project, such as the Rigger, who will move the equipment to the new facility. The SI will also contract with the Owner's Equipment Manufacturer (OEM) for relocation of the Leidos checked baggage screening equipment. The last component of this team is identified as the Tester. It is preferred by TSA that the Tester be a separate company from the Rigger.

The Checkpoint is screening passengers and carryon baggage. There are screening components owned by TSA that will need to be relocated during this process such as the walk-through device used to screen passengers and the Personal Item Screening System. The Systems Integrator (SI) will manage the expertise of the same team members - the Rigger, the OEM (Smith Detection), and the Tester, which will be needed to relocate the Checkpoint TSA equipment. There will be other ancillary Stillwater Regional Airport owned equipment that will be relocated by the SI.

The timely relocation of TSA equipment is critical, requiring the Systems Integrator including the Riggers, the Owner's Equipment Manufacturers and Testing company to implement the installation of the TSA Equipment over the 12-hour period from 4:00 p.m. to 4:00 a.m. the next day. At the completion of this activity, the Checkpoint and the Checked Bag Screening are to be commissioned to operate for screening of the baggage and passengers for the first flight out at 6:00 a.m. from the Stillwater Regional Airport New Terminal.



**Summary of Professional A/E Services for the
Stillwater Regional Airport
Terminal Improvement Program
(Continuation 2022 and 2023 Agreements)**

July 15, 2024

Description of Services for 2024, 2025 and 2026

This document is provided to accompany the submission of Construction Phase Services agreements to update and expand current agreements between the City of Stillwater and McFarland Architects, P.C. The services are provided over multiple years and the fee is allocated into project years.

This phase of professional services details the services provided by the attached AIA Document G802-2017 which is the Amendment to the Professional Services Agreement – Amendment No. 006D .

These include:

1. Bidding and Negotiation Phase Services for the A/E Services, described in attached document Exhibit P.3.
2. Construction Phase Services of the Project, described in P.3.
3. Contract Administration Phase Services for the Furniture, Furnishings and Equipment for Terminal. Refer to Exhibit R.1 included in the 2023 Agreement approved by the City of Stillwater.
4. Program Management of the Olsson Engineers who are under contract with the City of Stillwater directly to provide professional services for the design of the parking, parking access road and the roundabout including design of the Public Utility Relocations. Olsson will also be providing Land Acquisition Services to obtain the land needed to construct the Roundabout.

Work outside of the A/E agreements as described include the following:

- A. Construction Manager at Risk (CMAR) for the Construction of the Terminal.
- B. Air Traffic Control Tower (ATCT) Architecture and Engineering
- C. ATCT Construction
- D. ATCT Site Infrastructure Professional Engineering Services
- E. ATCT Site Utility Expansion Design Fees and the Cost of Construction



AIA[®]

Document G802[®] – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*
Stillwater Regional Airport Terminal
2020-10 West Airport Road
Stillwater, OK 74075

AGREEMENT INFORMATION:
Date: April 17, 2015

AMENDMENT INFORMATION:
Amendment Number: 006D

Date: July 15, 2024

OWNER: *(name and address)*
City of Stillwater
Stillwater Regional Airport
723 S. Lewis, P.O. Box 1449
Stillwater, OK 74076

ARCHITECT: *(name and address)*
McFarland Architects, P.C.
1924 S. Utica Ave., Suite 1216
Tulsa, OK 74104

The Owner and Architect amend the Agreement as follows:
Services for Architecture and Engineering for Terminal, described in Exhibit P.3.

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:
\$826,320 for the total fee, to be segmented as described in P.3.

The services are provided over multiple years and the fee is allocated into project years. The Architect and Engineers's fee will be available for each year following approval of that year's FAA funding. The Architect acknowledges and understands that the City of Stillwater is subject to the debt limitations of the Oklahoma Constitution. The Architect further acknowledges and agrees that this agreement extends over more than one fiscal year and pursuant to constitutional debt limitations there is no guarantee that funding will be available to service this Agreement after July 1, 2025. In the event that no appropriation is made that is sufficient to service this Agreement, then this Agreement shall be suspended except for the payment of Architect's invoices for which an appropriation has been made. The City of Stillwater shall notify the Architect in writing of any such non-appropriation of funds at the earliest possible date. Further, work under this Agreement shall not proceed in future fiscal years until a Notice to Proceed has been issued by the City of Stillwater.

The amount does not include:

- A. City of Stillwater reserves \$59,850 for KSA to provide Grant Administration for years 2024, 2025 and 2026.
- B. City of Stillwater reserves \$39,300 for Olsson professional engineering service to provide construction administration for the terminal parking, parking access road and utilities.
- C. City of Stillwater Reserves \$9,200 for Olsson to obtain a consultant for the Land Acquisition for the Roundabout.

Schedule Adjustment:
30 months from date of signed agreement.

SUBMITTED BY: McFarland Architects, P.C.

AGREED TO: City of Stillwater

Connie S. McFarland
(Signature)

(Signature)

Connie S. McFarland, President
(Printed name and title)

Kimberly Carnley, City Attorney
(Printed name and title)

7/15/24
(Date)

(Date)

(Signature)

Kimberly Meek, City Manager
(Printed name and title)

(Date)

(Signature)

Will Joyce, Mayor
(Printed name and title)

(Date)

Exhibit P.3
Scope of Service for Construction Documents
Stillwater Regional Airport Terminal

- P.3.1 The terms of this service are defined in Scope of Architects Basic Services AIA B201-2007 – Article 2.
- P.3.2 Services described in paragraph 2.5 Bidding and Negotiation and 2.6 Construction Phase Services will be completed with this scope.
- P.3.3 Included in this agreement is the program management of Site Development Phases which are documented with Olsson. This includes Construction Phase Services for parking, parking access road, roundabout and utilities. Olsson work is performed under agreement directly with the City of Stillwater.
- P.3.4 AIA B201-2007 Services include.
 - 3.4.1 Architectural
 - 3.4.2 Structural
 - 3.4.3 Civil
 - 3.4.4 Mechanical
 - 3.4.5 Plumbing
 - 3.4.6 Fire Protection
 - 3.4.7 Electrical Including IT/AV/Security
 - 3.4.8 Terminal Equipment – Baggage Handling Equipment and Passenger Boarding Bridge
 - 3.4.9 Interior Design
 - 3.4.10 Furniture, Furnishing and Equipment

Exhibit P.3 B201-2007 – Cost Basis Table For Multi-Year Contract

Construction Phase Services

Consultant/Discipline	Total Fees
McFarland Architects, P.C/Architect	\$560,800
Wallace/Structural	\$25,380
Parkhill	\$200,140
Reimbursable Expense	\$40,000
TOTAL COST Construction Phase Services	\$826,320

Segmented By FFY

2024 – Phase One: Terminal and Site	\$542,485
2025 – PBB, BHS, FFE (Phase One Continued)	\$177,635
2026 – PBB, BHS, FFE (Phase One Completed)	\$106,200
Total	\$826,320



**City of Stillwater
Budget Revision #3640**

Date: 3/31/2026

Budget Year: 2026

Requested: seth.hughes

Department: Airport

Explanation: Budget Revision to move funds for the Airport TSA Equipment Relocation for professional services from McFarland Architects for their support and associated professional services.

SetID:

Increase:

Account Name	Account Number	Project Number	Current Budget	Amount of Change	New Budget
TSA Terminal Relocation	8107010-54009	26AP04810	\$240,700	\$20,000	\$260,700

Decrease:

Account Name	Account Number	Project Number	Current Budget	Amount of Change	New Budget
Airport Admin / Contingency	8101110-53067		\$48,334	\$20,000	\$28,334

Approval:

Submitted: 03/31/26 10:17 am - seth.hughes

Department Head: 03/31/26 10:25 am - kellie.reed

Finance Approval: 03/31/26 10:59 am - seth.hughes

REPORT TO: CITY COUNCIL

MEETING DATE: APRIL 6, 2026



Agenda Item:	4.g. CC-26-54
Previous/Related Action:	CC-2025-16
Background/Issue:	<p>CC-2025-16 (BHS)</p> <p>October 2, 2023: Council Approved the selection of Lippert Brothers, Inc. (LBI) as Construction Manager at Risk (CMAR) to provide services for the remaining design, bidding, and construction of the new terminal building, parking, and parking access development at Stillwater Regional Airport.</p> <p>July 15, 2024: Council Approved the award of contracts by CMAR, Lippert Brothers, Inc. for Bid Package 1 (Phase 1) for Stillwater Regional Airport terminal project for a total of \$18,592,300. The Stillwater Regional Airport (SWO) terminal project is ongoing and has surpassed 90% completion.</p> <p>On July 21, 2025, Council approved for submission to the FAA Airport Improvement Program (AIP) entitlement funding for the new airport terminal baggage handling system (BHS) and approved the City Manager to enter into agreement with Robson Handling Technology for BHS installation for a total of \$1,127,022.</p> <p>Upon BHS construction coordination with McFarland Architects and LBI, it was discovered that Robson does not have the ability to construct the baggage carousel infill as designed and required. LBI offered to coordinate baggage carousel infill construction at the cost to construct only. LBI received a quote to complete this work at a total of \$6045. Robson has agreed to fund half the cost of the baggage carousel infill, for a total of \$3022. An additional change to the baggage carousel wall openings required a stud gauge, which resulted in an additional BHS cost of \$1892. These previously unfunded contingency costs total \$7937.</p>
Proposal/Solution:	<p>Approve the City Manager to include Amendment 8 to the CMAR agreement for the Stillwater Regional Airport terminal for Project Work Package #08 (PWP8) for a partial GMP total of \$7937, bringing the CMAR Agreement total GMP with this approval to \$23,311,305.</p>
Financial Source/Impact:	<p>BHS baggage carousel infill and stud change costs will be funded through airport contingency funds.</p>

Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to approve Amendment No. 8 to the CMAR Agreement for the Stillwater Regional Airport Terminal and Improvements Project which includes a partial conversion to guaranteed maximum price in the amount of \$7,937 for the relevant portion of work identified as Project Work Package #8 (Baggage Handling System baggage carousel infill and association stud gauge change); approve CMAR, Lippert Brothers, Inc. to award Project Work Package #8 to a qualified vendor; and authorize the City Manager to sign the Amendment and related exhibits Amended A-1 and C-8; and approve associated budget amendments.
Prepared By:	Kellie Reed, Airport Director
Reviewed By:	Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Am8 Exh A-1 Exh C-8 3.30.26 (CLEAN)
2. Baggage CO Proposal - Higgins
3. PCC #45 signed CMc 9.11.25
4. Stillwater Airport - Bryan's
5. SWO PCO#002_Carousel Infill 50-50 Cost Split w-SWO
6. BA - CMAR
7. Resolution CC-2025-16 BHS FAA AIP Entitlement Grant

**AMENDMENT TO
AGREEMENT FOR CONSTRUCTION MANAGEMENT AT RISK SERVICES**

Amendment No. 8

1. Background Data:

- a. Effective Date of Owner-CMAR Agreement: June 17, 2024
- b. Owner: City of Stillwater, Oklahoma
- c. CMAR: Lippert Bros., Inc.
- d. Project: Stillwater Airport Terminal Building and Improvements

2. Background Information:

- a. The contract identified above (“Agreement”) was executed as a Construction Manager at Risk contract in accordance with the Oklahoma Construction Management Act for Political Subdivisions, 61 O.S. § 215 et seq.
- b. A portion of the work identified as “Bid Package #1” was previously awarded by the Owner and is underway. The Agreement was amended on August 6, 2024, to adopt the parties’ agreement that the GMP for the relevant portion of the work including Pre-Construction Services and Bid Package #1 is \$18,622,424, as detailed in Exhibit C-1 to Amendment No. 1.
- c. On December 16, 2024, Amendment No. 2 to the Agreement was approved to amend the Agreement as follows: Amended the Agreement to revise Total Project IGMP to \$25,547,582 as set forth in Amended Exhibit B and Amended Exhibit B-2 to Amendment No. 2 which includes all Phases of the Stillwater Regional Airport Terminal Building and Improvements Project. Award of any Project Work Package is contingent on receipt of federal funds or specific action by the City Council to appropriate funds sufficient for the Project; amended the Agreement to clarify that Olsson Inc. shall serve as Project Engineer for Phase 2, Access Road Relocation and Roundabout Development, of the Project; Phase 3, North Triangle Parking and Lighting; and Phase 4, South Parking and Lighting; amended the Agreement to revise the bonding requirements of the CMAR to clarify that the Construction Manager shall provide bonds for any self-performed work as well as any work where the total cost of the work is less than \$50,000. The Construction Manager shall require that all subcontractors provide bonds when the cost of the work is more than \$50,000; amended the Agreement to clarify that the Construction Manager’s Fee is 4.75%; and amended the Agreement for a portion of work identified as “Project Work Package 2” (PWP2) for partial Phase 2 work for partial conversion of guaranteed maximum price in the amount of \$660,445 as detailed in Exhibit C-2 to Amendment No. 2.
- d. On February 25, 2025, Amendment No. 3 to the Agreement was approved to amend the Agreement as follows: Amended the Agreement to include the Project Schedule, Exhibit A-1, which includes the substantial and final completion dates for PWP1, PWP2 and “Project Work Package #3” (PWP3); amended the Agreement to revise the City’s

Agreement for At Risk Construction
Management Services for
Stillwater Regional Airport Terminal Building and Improvements

representative as provided in Article 9(h); and amended the Agreement for a portion of work identified as PWP3 for partial Phase 2 work for partial conversion of guaranteed maximum price in the amount of \$3,124,479 as detailed in Exhibit C-3 to Amendment No. 3.

- e. On March 11, 2025, Amendment No. 4 to the Agreement was approved to amend the Agreement as follows: Amended Exhibit A-1 to the Agreement to include the substantial and final completion dates for “Project Work Package #4” (PWP4); amended the Agreement for a portion of the work identified as PWP4 for partial Phase 2 work for the partial conversion of guaranteed maximum price in the amount of \$61,638 as detailed in Exhibit C-4 to Amendment No. 4.
- f. On December 1, 2025, Amendment No. 5 to the Agreement was approved to amend the Agreement as follows: Amended the Agreement to revise the City’s representative as provided in Article 9(h); amended Exhibit A-1 to the Agreement to include the substantial and final completion dates for “Project Work Package #5” (PWP5); amended the Agreement for a portion of the work identified as PWP5 for Phase 3 North Triangle Parking Lot work for partial conversion of guaranteed maximum price in the amount of \$633,308 as detailed in Exhibit C-5 to Amendment No. 5.
- g. On January 12, 2026, Amendment No. 6 to the Agreement was approved to amend the Agreement as follows: Amended Exhibit A-1 to the Agreement to include the substantial and final completion dates for “Project Work Package #6” (PWP6); amended the Agreement for a portion of the work identified as PWP6 for Directional Signage and Information Monitors for partial Phase 1 Terminal work for partial conversion of guaranteed maximum price in the amount of \$93,539 as detailed in Exhibit C-6 to Amendment No. 6.
- h. On March 9, 2026, Amendment No. 7 was approved to amend the Agreement as follows: Amended Exhibit A-1 to the Agreement to include the substantial and final completion dates for “Project Work Package #7” (PWP7); amended the Agreement for a portion of the work identified as PWP7 for passenger boarding bridge apron support and potable water cabinet for partial Phase 1 Terminal work for partial conversion of guaranteed maximum price in the amount of \$107,535 as detailed in Exhibit C-7 to Amendment No. 7.
- i. This Amendment No. 8 provides for the following contract amendments:
 - a. Amends Exhibit A-1 to the Agreement to include the substantial and final completion dates for “Project Work Package #8” (PWP8).
 - b. Amends the Agreement for a portion of the work identified as PWP8 for the baggage handling system baggage carousel infill and associated stud gauge change for partial Phase 1 Terminal work. Construction Manager is prepared to enter into written agreements with subcontractors and suppliers. Exhibit C-8 to this Amendment No. 8 sets forth the relevant partial conversion of the guaranteed maximum price for the relevant portion of work.

3. Amendment:

The Agreement is amended as follows:

- a. The parties agree that the attached Amended Exhibit A-1 includes the substantial and final completion dates for each work package bid to date by adding the substantial and final completion date for PWP8.

b. Exhibit C-8 attached hereto provides for the partial conversion of guaranteed maximum price for the relevant portion of work identified as PWP8 for the baggage handling system baggage carousel infill and associated stud gauge change for Phase 1 Terminal.

4. Effect of Contract Provisions: All provisions contained within the Agreement dated June 17, 2024, and any amendments thereto shall remain in full force and effect and shall be binding on the parties except as amended herein and pursuant to all other properly executed amendments.

5. Effective Date: This Amendment No. 8 is effective upon signature of both parties.

IN WITNESS WHEREOF, the parties hereto have caused this Amendment No. 8 to be executed by their duly authorized officers or representatives on the dates set forth below.

OWNER:

City of Stillwater, Oklahoma

By: _____

Title: J. Brady Moore, City Manager

Date Signed: _____

CONSTRUCTION MANAGER AT RISK:

Lippert Bros., Inc.

By: _____

Title: T.M. Lippert, President

Date Signed: _____

AMENDED EXHIBIT A-1
TO THE AGREEMENT FOR AT RISK CONSTRUCTION MANAGEMENT SERVICES
PROJECT SCHEDULE

Stillwater Airport Terminal Building and Improvements

Liquidated damages are per Article 5.

Project Work Package #1

Substantial Completion shall be on or before July 26, 2026.

Final Completion shall be achieved within 30 days of Substantial Completion.

Project Work Package #2

Substantial Completion shall be on or before November 10, 2025.

Final Completion shall be achieved within 30 days of Substantial Completion.

Project Work Package #3

Substantial Completion shall be on or before January 10, 2026.

Final Completion shall be achieved within 30 days of Substantial Completion.

Project Work Package #4

Substantial Completion shall be on or before January 10, 2026.

Final Completion shall be achieved within 30 days of Substantial Completion.

Project Work Package #5

Substantial Completion shall be on or before March 31, 2026.

Final Completion shall be achieved within 30 days of Substantial Completion.

Project Work Package #6

Substantial Completion shall be on or before July 31, 2026.

Final Completion shall be achieved within 30 days of Substantial Completion.

Project Work Package #7

Substantial Completion shall be on or before July 31, 2026.

Final Completion shall be achieved within 30 days of Substantial Completion.

Project Work Package #8

Substantial Completion shall be on or before July 31, 2026.

Final Completion shall be achieved within 30 days of Substantial Completion.

RECOMMENDED:

By: _____
Kellie Reed, Airport Director
Owner: City of Stillwater

Date: _____

ACCEPTED:

By: _____
J. Brady Moore, City Manager
Owner: City of Stillwater

Date: _____

ACCEPTED:

By: _____
T.M. Lippert, President
Lippert Bros., Inc.

Date: _____

Agreement for At Risk Construction
Management Services for
Stillwater Regional Airport Terminal Building and Improvements

EXHIBIT C-8
 TO THE AGREEMENT FOR AT RISK CONSTRUCTION MANAGEMENT SERVICES
 GUARANTEED MAXIMUM PRICE, PARTIAL CONVERSION

Stillwater Airport Terminal Building and Improvements
Project Work Package 8 (PWP8) Baggage Carousel Infill – Phase 1 Terminal

Project Work Package #8

Cost of Direct Project Support	\$ 0
Cost of the Work	\$ 7,937
Construction Contingency	\$ 0
Fee (4.75% of Cost of the Work)	\$ 0

Total Work Package #8 Partial Guaranteed Maximum Price \$7,937

Partial Guaranteed Maximum Price (GMP) Summary

Prior to this Amendment:

Amendment No. 1, PWP1 Partial GMP:	\$ 18,622,424
Amendment No. 2, PWP2 Partial GMP:	\$ 660,445
Amendment No. 3, PWP3 Partial GMP:	\$ 3,124,479
Amendment No. 4, PWP4 Partial GMP:	\$ 61,638
Amendment No. 5, PWP5 Partial GMP:	\$ 633,308
Amendment No. 6, PWP6 Partial GMP:	\$ 93,539
Amendment No. 7, PWP 7 Partial GMP:	\$107,535

This Amendment:

Amendment No. 8, PWP8 Partial GMP:	\$ 7,937
------------------------------------	----------

Total Partial GMP: \$ 23,311,305

RECOMMENDED:

By: _____
 Kellie Reed, Airport Director
 Owner: City of Stillwater

Date: _____

ACCEPTED:

By: _____
 J. Brady Moore, City Manager
 Owner: City of Stillwater

Date: _____

ACCEPTED:

By: _____
 T.M. Lippert, President
 Lippert Bros., Inc.

Date: _____

Change Order #

DATE: 12/02/25	Submitted To: Lippert Bros Inc.
PROJECT: Stillwater Airport New Terminal	Address: 2211 E. I-44 Service Rd.
ADDRESS:	OKC, OK 73111
Stillwater, OK	Attention: Shane VanOosten
ARCHITECT: McFarland Architects	Phone: 405-478-3580
PLAN DATE: 02/29/24	Fax / Email: SVanOosten@lippertbros.com

Description of scope of change order:

Description: Added framing as directed by Robson Handling Technology, and according to baggage claim shop drawings.
 6" x 2" 16 ga metal stud joists @ 24" O.C. attached to the wall and the backside of the sideguard
 3-5/8" metal stud support framing at midpoint of joist span
 3/4" FRT Plywood decking applied perpendicular to framing

Materials	Quantity		Unit Cost	U/M	Totals
Framing Materials	1	x	948	/ls	\$948.00
Plywood Materials	1	x	812	/ls	\$812.00
Misc. (screws, drywall mud, tape, etc.)	0	x	0	/ls	\$0.00
Material Subtotal:					\$1,760.00

Labor	Type of work	Hours of work	Rate including labor burden	Total Cost
	Framing	16.00	\$37.50	\$600.00
	Sheathing	8.00	\$37.50	\$300.00
Labor Subtotal:				\$900.00

Consumables/Small Tools Replacement Fee 0.00% of Labor Subtotal \$0.00

Equipment Type Duration (hrs.) \$/hr \$0.00

Travel Expenses Units \$/Unit \$135.00

Small Tools Fee, Equipment & Travel: \$135.00

Subtotal: \$2,795.00

Taxes	0.00%	Tax Exempt	\$0.00
Bond	1.10%	Yes	\$30.75
Overhead and Profit	15.00%		\$423.86

Net Change Order Amount \$3,250.00

Schedule Impact 1 Days

Terms and Conditions	
-The pricing of this change order is subject to change 30 days after today's date. -The estimate for this work excludes premium labor costs, costs of acceleration or schedule compression, and delays or disruptions from other trades. -HGI reserves the right to additional compensation for work on non-architectural drawings, for work not shown as clouded that has not been covered in the above pricing, and for the cumulative impact of excessive change orders.	
Acceptance of Proposal:	The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.
Date of Acceptance: _____	Signature: _____

Lippert Bros., Inc.
2211 I-44 Service Road
PO Box 17450
Oklahoma City, OK 73136

Phone: 405-478-3580
Fax: 405-478-3301

POTENTIAL CHANGE CONTINGENCY
No. 45

Title: RFI #165 - Baggage Claim Openings Stud Size Change Date: August 28, 2025

Project: Stillwater Terminal Bldg & Improvements - Phase 1 Job: 1720

To: Attn: Kellie Reed
City of Stillwater
723 S. Lewis
Stillwater, OK 74074

0 Additional Days

DESCRIPTION OF PROPOSAL

Per the response from RFI #165 it was indicated that the stud gauge will need to change to 14 gauge. It was also indicated that the studs will need to be doubled around the openings. RFI #165 response and Higgins proposal is attached to this proposal.

Item	Description	Quantity	Unit Price	Tax Rate %	Tax Amount	Net Amount
1	Higgins - See Attached	1	\$1,796.00			\$1,796

SUBTOTAL \$1,796

Builder's Risk Insurance 0.45% \$8

Sub Gen Liability Insur. 0.1714% \$3

C.M. Fee 4.75% \$85

C.M. Bond 0.00% \$0

Total Cost: \$1,892

APPROVAL

City of Stillwater

By: KR

Date: 10/13/25

Lippert Bros., Inc.

By: Shane VanOosten

Date: August 28, 2025

McFarland Architects, P.C.

By: Connie S. McFarland
Connie McFarland, FAIA, FACHA, LEED AP BD+C

Date: September 11, 2025



Lippert Bros., Inc.
 PO Box 17450
 Oklahoma City, Oklahoma 73136
 P: (405) 478-3580

Project: 1720 Stillwater Regional Airport New Terminal Building
- Phase 1
 2020-1 West Airport Road
 Stillwater, Oklahoma 74075

RFI #165: Conveyor Opening Sizes

Revision	0	Status	Closed on 08/15/25
To	Rebecca Anderson (McFarland Architects)	From	Shane VanOosten (Lippert Bros., Inc.) PO Box 17450 Oklahoma City, Oklahoma 73136-1450
Date Initiated	Jul 30, 2025	Due Date	Aug 7, 2025
Location		Project Stage	Course of Construction
Cost Impact	No	Schedule Impact	TBD
Spec Section		Cost Code	09-09000 - Drywall/Acous/Higgins
Drawing Number		Reference	Attached RFI #165 Drawing
Linked Drawings	A2.2		
Received From	Shane VanOosten (Lippert Bros., Inc.)		
Copies To	Seth Calhoun (Lippert Bros., Inc.), Connie McFarland (McFarland Architects), Chris Nipper (Lippert Bros., Inc.), Kellie Reed (Stillwater Regional Airport), Serge Walczak (Stillwater Regional Airport)		

Activity

Question

Question from Shane VanOosten Lippert Bros., Inc. on Wednesday, Jul 30, 2025 at 01:31 PM CDT

We are currently framing all the interior drywall partitions. Lippert Bros., Inc. needs to know all the opening locations and sizes for the baggage conveyor system. Reference the original baggage conveyor drawing that was originally issued in the original bid set. Lippert Bros., Inc. requests that McFarland Architect's provide a drawing identifying the exact location and sizes for the four openings on the attached highlighted in green.

Attachments
[RFI #165 - Conveyor Openings.pdf](#)

Official Response

Response from Rebecca Anderson McFarland Architects on Thursday, Aug 14, 2025 at 04:05 PM CDT

The sizes as per the attached plan are approved architecturally. Below is the response from Robson regarding the requirements for the openings:

Robson will not provide stainless steel "cap" for wall passthrough. Generally, these openings are double drywall wrapped to provide firewall rating. Allowance for the additional thickness is required.

Doors will need to have minimum 14 ga. double studs at the door openings to allow the installer enough support, the header will similarly need to be 14 ga to a height of 14" above the door opening. Raynor Door, which is a typical installation also Overhead Door is similar, provides the following information,

FIRE SECURIT SHUTTER SPECIFICATIONS

- Fire Door: Shutters to be UL and CUL listed, complying with requirements for a Class "A" label, 3-hour fire protection. Shutter to be listed for mounting to masonry walls and UL listed metal stud and drywall construction.
- Automatic Fire Closing: Automatic closing device and governor to be initiated by the melting of a 165-degree fusible link.
- Installation: Fire shutters to be installed in accordance with requirements established by local building codes, requirements established by the local Fire Marshal and in accordance with National Fire Protection Association, NFPA 80 handbook, for the installation of rolling steel fire doors and shutters.

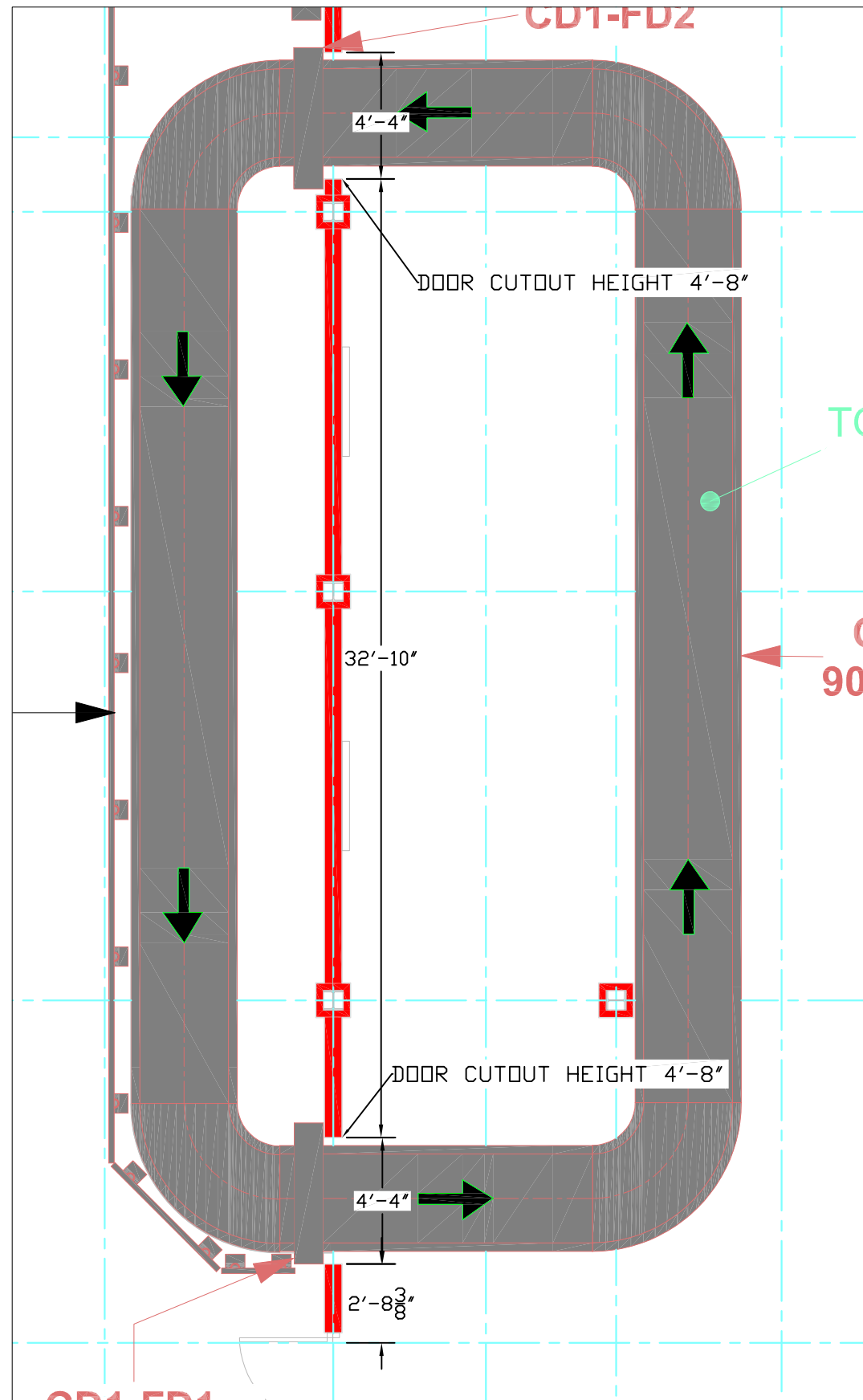
Shutters approved for installation to metal stud and drywall construction. **Metal studs must be a minimum 14 gauge.**

Something to keep in mind, the doors may/will be fire rated but at the Claims Carousel where the doors close to the top of the carousel are not fire rated compliant since they do not close to the floor or other solid surfaces to prevent smoke/air passage.

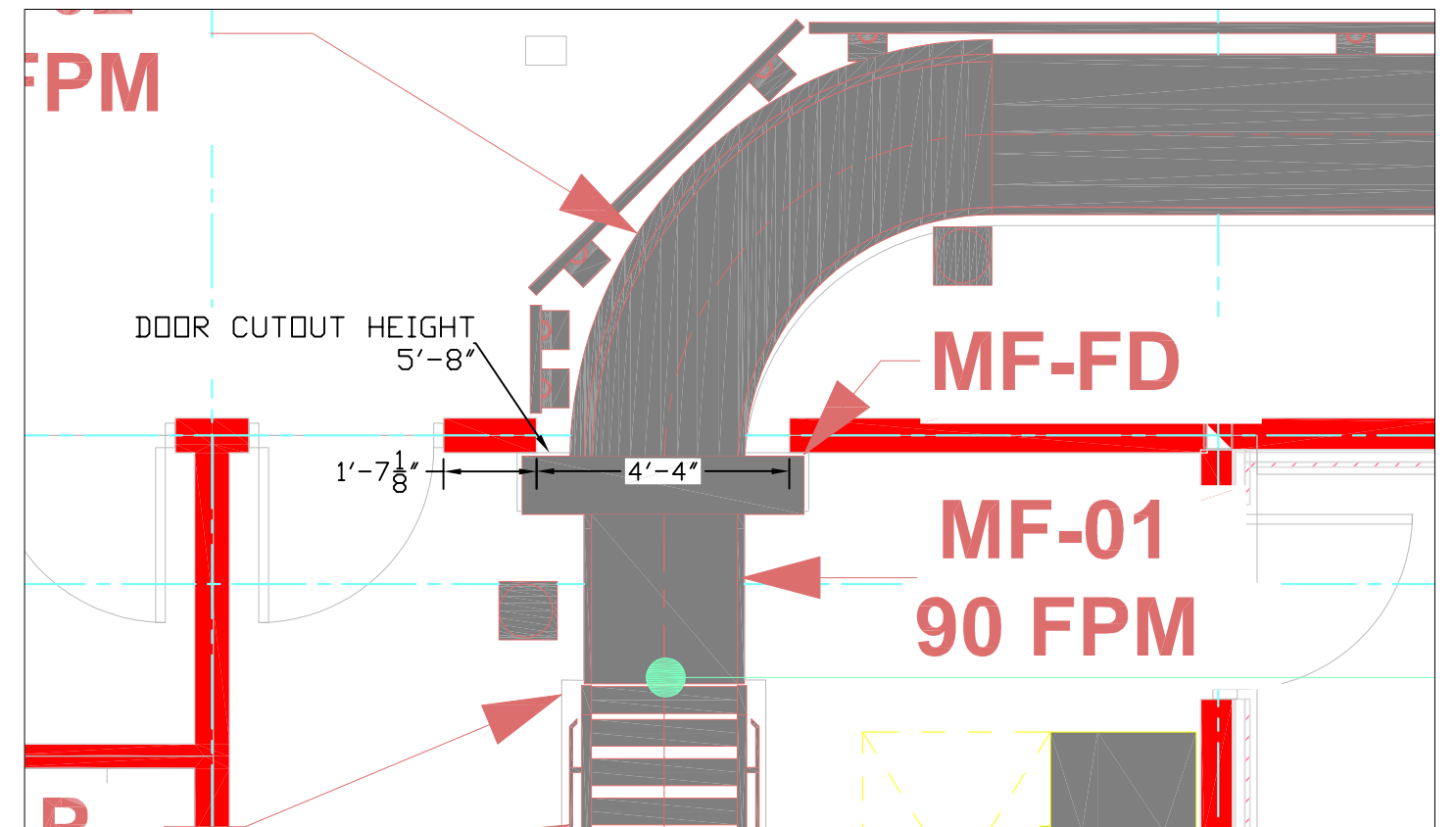
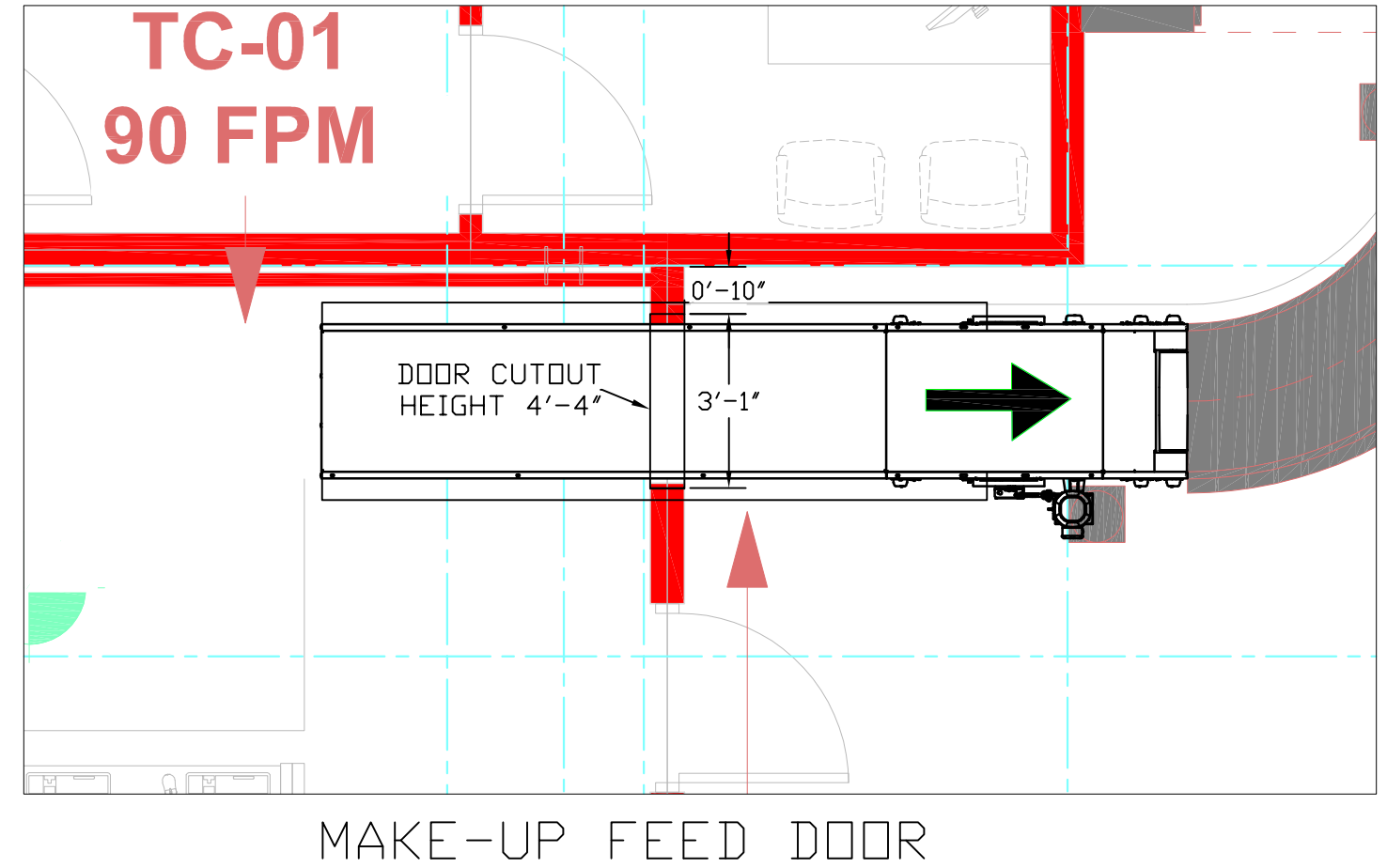
Regards,
Terry Jones, PMP

Attachments
[SWO DOOR CUTOUTS REV2.pdf](#)

CAROUSEL DOOR OPENINGS



TICKET COUNTER DOOR





5124 NW 3rd St. Oklahoma City, OK 73127
(405) 730-6522

- *Metal Stud Framing
- *Drywall
- *Acoustical Ceilings
- *Insulation

CHANGE ORDER
PROPOSAL

PROPOSAL SUBMITTED TO Lippert Bros Inc.		PHONE 405-478-3580	EMAIL SVanOosten@lippertbros.com
STREET 2211 E. I-44 Service Rd.		JOB NAME Stillwater Regional Airport New Terminal	
CITY, STATE AND ZIP CODE OKC, OK 73111		JOB LOCATION Stillwater, OK	
ARCHITECT McFarland Architects	DATE OF PLANS 2/29/2024	ATTN Shane VanOosten	DATE 8/20/2025

We hereby submit specifications and estimates for all materials and labor for:

Description: Per RFI# 165 response - Add 6" 14 ga metal stud framing at openings for conveyors. Double studs at jambs, boxed beam at head. 4 locations.

DEDUCT non structural framing: -(\$228)
ADD structural framing: \$2,024

Labor	\$280
Material	\$1,282
OH&Profit (15%)	\$234

Proposed Amount: \$1,796

Exclusions:

We exclude all engineering calculations/drawings; permits; heating; ventilation; utilities; supply of job site waste receptacles; temporary/dust partitions; wood framing, wood blocking and wood sheathing; miscellaneous blocking; flashings; soffit vents; building wraps; joint sealers; fire proofing; fire stopping at penetrations by others; access panels; fire extinguisher cabinets; supply/install of doors, frames and hardware; EIFS/Stucco Systems; demolition

All job site dumpsters supplied by others.

Any and all services or materials not specifically listed herein are excluded from scope of work.

A bond was not figured for this project but can be given at an additional cost.

Due to the current volatile market for steel and gypsum board products, we can only hold our material prices if proposal is accepted within 30 days of proposal date above. All deliveries of steel by us are subject to availability from suppliers because of current allocations imposed.

Payment to be made as follows: MONTHLY / NET UPON COMPLETION	
All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully cover by Workmen's Compensation Insurance	Authorized Signature _____ This proposal may be withdrawn by us if not accepted within 30 days

Acceptance of Proposal: The above prices, specifications, & conditions are satisfactory & are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ **Signature:** _____



3935 W. Reno 405-634-4136
 Oklahoma City, OK 73107 www.BryansFlooring.com

Estimate

Date	Estimate #
11/26/2025	92761
Expires	Sales Rep
	BRY

LIPPERT BROS. INC.
2211 E. I-44 SERVICE RD.
OKC,OK 73111

Project Name
Stillwater Airport

Qty	Description	Rate	Amount
48.00	CPT1 J&J Kinetex Network 24x24 Color: Firewall	48.73	2,339.04
48.00	Freight	1.7343	83.25
1.00	Kinetex Adhesive	105.00	105.00
1.00	Mapei Primer	112.00	112.00
9.00	Labor to install carpet @ \$17.25 per hour	17.25	155.25
Subtotal			\$2,794.54
Sales Tax (0.0%)		\$0.00	
		Total	\$2,794.54

*This is an estimate based on the information which we have been provided. Any variance from the plans or specifications which have been provided may result in additional material or labor charges. This estimate does not contain any charges for floor preparation, unless specifically detailed above. This estimate does not include any cost of cleanup except what is included in the sales order agreement, or contract (if applicable). This estimate is effective for a period of thirty (30) days or earlier if withdrawn by Bryan's Flooring. This estimate must be signed and returned to Bryan's Flooring before any order is placed. If this project is a taxable job please ask for appropriate sales tax amount if not already figured. Thank You.

50% deposit required to order
All Sales Final - No Returns
3.5% credit card convenience fee

Signature

Please Sign, Date and Email to Bryan's Flooring

Robson Handling Technology
129 South Main Street #260
Grapevine, Texas 76051

Project: 42505 - Stillwater Regional Airport
2020-10 West Airport Road
Stillwater, Oklahoma 74075

DRAFT

Prime Contract Potential Change Order #002: Carousel Infill 50/50 Cost Split w-SWO

TO:	Stillwater Regional Airport 2020-10 West Airport Road Stillwater, Oklahoma 74075	FROM:	Robson Handling Technology USA Inc 129 S Main St #260 Grapevine, Texas 76051
PCO NUMBER/REVISION:	002 / 0	CONTRACT:	1 - Airport Terminal Baggage Handling System - Project # 25AP10820
REQUEST RECEIVED FROM:	Scott Hashimoto (Robson Handling Technology USA Inc)	CREATED BY:	Terry Jones (Robson Handling Technology USA Inc)
STATUS:	Draft	CREATED DATE:	3/16/2026
REFERENCE:		PRIME CONTRACT CHANGE ORDER:	#002 - Carousel Infill 50/50 Cost Split w-SWO
FIELD CHANGE:	No		
LOCATION:	CD1 Carousel	ACCOUNTING METHOD:	Amount Based
SCHEDULE IMPACT:	0 days	PAID IN FULL:	No
EXECUTED:	No	SIGNED CHANGE ORDER RECEIVED DATE:	03/16/2026
		TOTAL AMOUNT:	(\$3,022.27)

POTENTIAL CHANGE ORDER TITLE: Carousel Infill 50/50 Cost Split w-SWO

CHANGE REASON: Design Development

POTENTIAL CHANGE ORDER DESCRIPTION: *(The Contract Is Changed As Follows)*

CE #005 - Carousel Infill 50/50 Cost Split w-SWO

During the course of System Design, SWO and Robson have agreed to cover the cost of the Baggage Claim Carousel with a 50/50 split with labor and materials supplied by Lippert Bros. Const. as acknowledged in an email chain dated 21-Nov-2025. The quotes for the supply of the framing, plywood, and carpeting are included.

"Terry,

The City will proceed with a contract amendment to remove the baggage claim decking/carousel infill from Robson's contract. This decking/carousel infill is required to support terminal development, therefore, I recommend the CMAR, LBI, Inc., provide this decking/carousel infill as required per the attached plans/specifications. I appreciate your review of this important item, and Robson's willingness to cover 50% of the decking/carousel infill cost. The contract amendment will cite the decking/carousel infill removal from Robson's scope, reflect Robson's willingness to cover 50% of said cost, and reflect a deduct of 50% of said cost.

Shane,

Please provide Robson and the Airport with a total cost quote for the decking/carousel infill work per the attached plans/specifications. I will plan to add this work to the next CMAR agreement amendment, anticipated in January 2026.

Sincerely,

Kellie Reed, CM

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: 03/31/2026

Department: Airport

Requested by: Kellie Reed

Explanation: Expenditures:
Increase Airport Fund Transfer Out to fund CMAR Amendment #8. Funding is from the Airport Fund.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase: Transfers Out	8100000 - 71000		\$ 5,334	\$ 7,937	\$ 13,271
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

\$ 7,937

Reviewed by Department Manager: *KR*

Date: 3/31/26

Reviewed by Finance: *[Signature]*

Date: 3/31/2026

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--

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: 03/31/2026

Department: Airport

Requested by: Kellie Reed

Explanation: Revenue:
 Increase Transfer In to Airport Grants Fund to fund CMAR Amendment #8.


Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase: Transfers In	8200000 - 61000		\$ 852,324	\$ 7,937	\$ 860,261
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

\$ 7,937

Reviewed by Department Manager: 

Date: 3/31/26

Reviewed by Finance: 

Date: 3/31/2026

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--

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: 03/31/2026

Department: Airport

Requested by: Kellie Reed

Explanation: Expenditures:
To appropriate funds for CMAR Amendment #8 to construct the baggage handling system (BHS) carousel infill, and to pay for BHS required changes to wall opening studs to accommodate the new BHS system

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount	
Increase:	CMAR Work Package 8	8207010 - 54009	26AP05820	\$ 0	\$ 7,937	\$ 7,937
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 7,937

Reviewed by Department Manager: *KR*

Date: 3/31/26

Reviewed by Finance: *[Signature]*

Date: 3/31/2026

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--

RESOLUTION NO. CC-2025-16

A RESOLUTION OF THE STILLWATER CITY COUNCIL APPROVING THE SUBMISSION OF AN APPLICATION FOR FISCAL YEAR 2025 AIRPORT IMPROVEMENT PROGRAM ENTITLEMENT FUNDS ADMINISTERED BY THE FEDERAL AVIATION ADMINISTRATION FOR AIRPORT INFRASTRUCTURE IMPROVEMENTS AT STILLWATER REGIONAL AIRPORT; AND APPROVING THE ASSOCIATED BUDGET AMENDMENTS FOR THE REQUIRED SPONSOR MATCH

WHEREAS, the Federal Aviation Administration's (FAA) regular Airport Improvement Program (AIP) provides more than \$3.18 Billion annually in entitlement and discretionary grant funds for a network of more than 3,300 eligible airports; and

WHEREAS, Stillwater Regional Airport intends to apply for Fiscal Year (FY) 2025 AIP entitlement funds in support of procurement and installation of a baggage handling system in connection with the Stillwater Regional Airport Terminal Building and Improvements Project; and

WHEREAS, the estimated total project cost is \$1,183,222; and

WHEREAS, the anticipated cost share under the FAA FY 2025 AIP entitlement grant is as follows: Federal Aviation Administration: \$1,124,061 and City of Stillwater: \$59,161 (5% sponsor match); and

WHEREAS, these improvements will enhance operational efficiency and safety of airport users, particularly users of the commercial air service terminal.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Stillwater:

Section 1: That the City of Stillwater hereby authorizes submission of a Federal Aviation Administration grant application for FAA FY 2025 AIP entitlement funds in an amount not-to-exceed \$1,124,061 and payment of matching funds.

Section 2: That the City of Stillwater hereby approves the attached Budget Amendment to appropriate funds for the required sponsor match.

Section 3: That the Mayor or Vice-Mayor is hereby authorized to execute all necessary project documents including: grant applications, offers and agreements, sponsor certifications, DBE certifications, contracts and other related documents as may be required to secure funding and conduct said airport project.

PASSED AND ADOPTED THIS 21ST DAY OF JULY 2025.


CITY OF STILLWATER, OKLAHOMA
a Municipal Corporation


WILLIAM H. JOYCE, MAYOR




TERESA KADAVY, CITY CLERK

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



KIMBERLY CARNLEY, CITY ATTORNEY





Agenda Item:

4.h. CC-26-55

Previous/Related Action:

- CC-24-34, April 1, 2024: FY25 Pavement Management Program (PMP)
- CC-24-129, November 18, 2024: Master [\[JC1\]](#) [\[JC2\]](#) Services Agreement (MSA) and Task Order 1 (TO1) agreement with Benham Design, LLC (Benham)
- CC-25-134, September 22, 2025: Task Order 2 (TO2) agreement with Benham

Background/Issue:

- On September 22, 2025, CC authorized staff to execute TO-02 with Benham in the amount of \$257,750 and total expenditures of \$283,525. This included design, bidding, and construction administration services for the streets identified in the FY25 PMP for microsurfacing.
- After executing TO-02, nearby streets were identified that are also appropriate for microsurfacing. Microsurfacing is a very cost-efficient method of improving the streets and adding to their useful life, so adding these streets to the project will enable the City to improve more streets at lower costs. Adding this work to the project is also efficient by reducing the unit cost of construction through larger scope of work.
- The Transportation Project Advisory Committee (TPAC) recommended approval of this amendment at their March 26, 2026 meeting.

Proposal/Solution:

- Staff and Benham have negotiated a detailed scope, fee, and schedule for Amendment 1 to TO2. This amendment adds the appropriate streets to TO2. The revised street list and locations are shown on the attached Location Map, which is the last page of the attached Amendment 1.

	Contract	Contingency	Total
TO2	\$257,750	\$25,775	\$283,525
Amendment 1	\$122,355	\$12,235	\$134,590

Total	\$380,105	\$38,010	\$418,115
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Financial Source/Impact:

- Sufficient funds are available in the Transportation Sales Tax Fund to complete the effort.

Related Strategic Priority:

#4 CONNECTED SPACES

Recommended Action/Motion:

- Approve Amendment No. 1 to Task Order No. 2 with Benham Design, LLC, for FY25 Pavement Management Program in the amount of \$122,355.00;
- Authorize amendment total expenditures of \$134,590.00, which includes design, bidding, construction administration, and contingency (10%);
- Authorize the City Manager to execute Amendment No. 1 to Task Order No. 2
- Approve Budget Amendment in the amount of \$134,590.00 from the Transportation Sales Tax Fund.

Prepared By:

Bill Millis, Director of Engineering

Reviewed By:

Bill Millis
Brady Moore
Teresa Kadavy

Submitted By:

Brady Moore, City Manager

Attachments

1. Att 1 Amendment 1
2. BA TO2 Amendment 1 04.01.2026

AMENDMENT TO OWNER-ENGINEER AGREEMENT

Amendment No. 1 to Exhibit L02 Task Order 2

1. Background Data:

- a. Effective Date of Owner-Engineer Agreement: Master Service Agreement Dated November 19, 2024, Exhibit LO2 Task Order 2 Dated September 23, 2025
- b. Owner: City of Stillwater
- c. Engineer: Benham Design, LLC
- d. Project: Task Order #2 – Amendment 1

2. Description of Modifications:

- a. The Scope of Services, including Basic Services and Additional Services, currently authorized to be performed by Engineer in accordance with the Agreement and previous amendments, if any, is modified as follows:
 - i. Section 1C of Exhibit L02 Task Order 2:
 - 1. Add the following street segments:
 - a. Main Street from Virginia St. to McElroy Rd. W
 - b. N. Boomer Rd. from McElroy Rd. W. to Lakeview Rd. W.
 - c. Springfield St. South from 14th to 16th
 - d. Hartford St. S. from 17th Ave. E. to 14th Ave. E.
 - e. 16th Ave. E. from Hartford St. S to E. Alcott Ave.
 - f. 13th Ave. E. from Perkins Rd. S to East End

2. Replace Table with the following:

Map Location #	Roadway	Begin	End	Approx. Length (feet)
6	12th Ave. E.	Perkins Rd. S.	R.R. Tracks	152
6	14th Ave. E.	Perkins Rd. S.	SC @ 230 E Springfield S.	876
6	16th Ave. E.	Perkins Rd. S.	Hartford St. S.	320
6	Springfield St. S.	17th Ave. E.	14th Ave. E.	1,000
6	Hartford St. S.	17th Ave. E.	14th Ave. E.	1,000
6	16th Ave. E.	Hartford St. S	E. Alcott Ave	1,382
6	13th Ave. E.	Perkins Rd. S.	East End	483
7	Washington St. N.	Hall of Fame Ave. W.	Boomer Rd. N.	5,720
8	Main St. S.	6th Ave. W.	McElroy Rd. W.	5,410
8	N. Boomer Rd.	McElroy Rd. W.	Lakeview Rd. W.	6,117
9	Perkins Rd. N.	Richmond Rd. E.	Yost Rd. E.	10,560

b. Section 8, Add the following Attachments:

- Attachment D. Project Fee Schedule – Amendment (attached)
- Attachment E. ParkHill Survey Fee Proposal Amendment (attached)

c. Appendix A: Replace Project Map (attached)

d. For the Additional Services or the modifications to services set forth above, Owner shall pay Engineer the following additional or modified compensation:

- i. Increase the amount of total compensation for Basic Services, as described in Exhibit L02 Task Order 2 Section 5.A, by \$122,355.00 for an adjusted agreement amount of \$380,105.00.

Modify compensation by phase to the following amounts:

<u>Task Order 02</u>		<u>\$380,105.00</u>
Phase 1- Conceptual Design		\$ 99,866.00 Lump Sum
Design Labor	\$52,679.00	
Direct Expenses	\$ 357.00	
Survey	\$46,830.00	
Phase 2- Preliminary Design		\$ 41,828.00 Lump Sum
Design Labor	\$ 41,745.00	
Direct Expenses	\$ 83.00	
Phase 3- Final Design		\$ 45,838.00 Lump Sum
Design Labor	\$ 44,775.00	
Direct Expenses	\$ 1063.00	
Phase 4- Bidding and Negotiation		\$ 16,123.00 Lump Sum
Design Labor	\$ 15,472.00	
Direct Expenses	\$ 651.00	
Phase 5- Construction Administration		\$ 65,970.00 Time and Expenses
Design Labor	\$ 64,094.00	
Direct Expenses	\$ 1,876.00	
Phase 6- Post Construction Services		\$ 10,480.00 Lump Sum
Design Labor	\$ 10,150.00	
Direct Expenses	\$ 330.00	
Phase 7 On-Call Services		\$100,000.00 Time and Expenses

3. Agreement Summary (reference only):

- a. Original Agreement amount: \$ 257,750.00
- b. Net Change of prior amendments: \$ 0.00
- c. This amendment amount: \$ 122,355.00
- d. Adjusted Agreement amount: \$ 380,105.00

Owner and Engineer hereby agree to modify the above-referenced Agreement as set forth in this Amendment. All provisions of the Agreement not modified by this or previous Amendments remain in effect. The Effective Date of this Amendment is the date on which both Owner and Engineer have signed the Amendment.

Owner:

Engineer:

City of Stillwater

Benham Design, LLC

By: _____

By: Adam West

Printed: J. Brady Moore

Printed: Adam West PE, SE

Title: City Manager

Title: Senior Vice President

Date Signed: _____

Date Signed: 13-MAR-2026

FEE SCHEDULE
Task Order 2 Amendment 1

March 12, 2026

FY25 PMP | TASK ORDER 02 | Amendment 1

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			
CONCEPTUAL DESIGN PHASE							128	\$44,867	
LABOR	13	11	22	31	51	0	128	\$7,113	\$22,505
PROJECT SET UP & ADMINISTRATION							27	\$1,936	\$6,125
PROJECT SET UP	2	1					3	\$259	
FIELD VERIFY SURVEY			2	2			4	\$216	
FIELD INVESTIGATION	1	8	8				17	\$1,189	
INVOICE & PROGRESS REPORTS	1						1	\$91	
COORDINATION WITH SUBCONSULTANTS (1)	2						2	\$181	
WORKPLAN & SCHEDULE							0	\$0	
SUBSURFACE UTILITY ENGINEERING							4	\$204	\$645
ATLAS INTEGRATION				1			1	\$48	
UTILITY CONFLICT LIST			1	2			3	\$156	
UTILITY COORDINATION							0	\$0	
MISC PLANS							8	\$495	\$1,566
TITLE SHEET			1		1		2	\$105	
TYPICAL SECTIONS							0	\$0	
PAVEMENT DESIGN - COORDINATE	2						2	\$181	
MISCELLANEOUS DETAILS			2		2		4	\$209	
GEOMETRIC & SURVEY DATA							8	\$365	\$1,155
GEOMETRIC DATA SHEETS				1	2		3	\$138	
SURVEY DATA SHEET				1	4		5	\$227	
RIGHT OF WAY - EXISTING							0	\$0	\$0
TITLE REPORTS - ORGANIZE & COORDINATE							0	\$0	
RIGHT OF WAY MAP							0	\$0	
OWNERSHIP LIST							0	\$0	
REHAB / RECONSTRUCTION SCHEDULE & PLANS							62	\$3,012	\$9,530
INCORPORATE SURVEY					8		8	\$357	
ATLAS INTEGRATION			1		2		3	\$149	
REHAB / RECONSTRUCTION SCHEDULE	1			1	2		4	\$228	
HORIZONTAL ALIGNMENTS			1	1			2	\$108	
PROPOSED PAVEMENT	1		1	3	10		15	\$740	
SIDEWALKS							0	\$0	
ADA ACCESS & COMPLIANCE							0	\$0	
DRIVEWAYS							0	\$0	
LIMITS OF CONSTRUCTION	1		1	1	2		5	\$288	
EXISTING UTILITIES				2			2	\$96	
EXIST RIGHT OF WAY					1		1	\$45	
PROPOSED RIGHT OF WAY							0	\$0	
SHEET PRODUCTION				6	16		22	\$1,001	
REHAB / RECONSTRUCTION PROFILES							0	\$0	\$0
EXISTING SURFACE PROFILE							0	\$0	
PROPOSED PROFILE							0	\$0	
EXISTING UTILITIES							0	\$0	
PROFILE GRID ELEVATIONS							0	\$0	
SHEET PRODUCTION							0	\$0	
SURFACE / CROSS SECTIONS							0	\$0	\$0
EXISTING SURFACE							0	\$0	
EXISTING UTILITIES							0	\$0	
EXISTING RIGHT OF WAY							0	\$0	
TEMPLATES							0	\$0	
PROPOSED SURFACE & SUBGRADE							0	\$0	
GENERATE CROSS SECTIONS							0	\$0	
DRAIN CROSS SECTIONS							0	\$0	
DRIVEWAYS							0	\$0	
PROPOSED RIGHT OF WAY							0	\$0	
SHEET PRODUCTION							0	\$0	
SHEET REFERENCING & PLOT							1	\$45	\$142
SHEET NUMBERS & REFERENCES							0	\$0	
PLOT CONCEPTUAL PLAN SUBMITTAL					1		1	\$45	
CONCEPTUAL COST ESTIMATE							15	\$810	\$2,563
QUANTITIES			3	8			11	\$563	
CONCEPTUAL COST ESTIMATE	1		1	2			4	\$247	
QUALITY CONTROL REVIEW							3	\$246	\$778
QA/QC (1 Review)	1	2					3	\$246	
MEETINGS							0	\$0	\$0
ATTEND KICK OFF MEETING (1 Max)							0	\$0	
ATTEND PLAN REVIEW MEETING (2 Max)							0	\$0	
ATTEND PROGRESS MEETINGS (0)							0	\$0	
AGENDA & MEETING MINUTES (3 Max)							0	\$0	
DIRECT PROJECT EXPENSES (NON-PAYROLL COSTS)							\$102	\$102	
MILEAGE							\$102	\$102	
1 Trip Tulsa to Stillwater							\$102	\$102	
REPRODUCTION							\$0	\$0	
Conceptual Plan Submittal							\$0	\$0	
Right of Way Submittal							\$0	\$0	
DIRECT PROJECT EXPENSES - SUBCONTRACTS (NON-PAYROLL COSTS)							\$22,260	\$22,260	
SURVEY							\$22,260	\$22,260	
Land Survey			\$21,200	\$1,060			\$22,260	\$22,260	

FEE SCHEDULE
Task Order 2 Amendment 1

March 12, 2026

FY25 PMP | TASK ORDER 02 | Amendment 1

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			
PRELIMINARY DESIGN PHASE							116		\$20,760
LABOR	16	7	21	28	44	0	116	\$6,555	\$20,740
PROJECT ADMINISTRATION							2	\$182	\$576
INVOICE & PROGRESS REPORTS	1						1	\$91	
MISCELLANEOUS CORRESPONDENCE	1						1	\$91	
PRELIMINARY PLAN PRODUCTION							19	\$894	\$2,829
CONCEPTUAL REVIEW REVISIONS			2	4	12		18	\$846	
CHECKLISTS				1			1	\$48	
RIGHT OF WAY - EXISTING							0	\$0	\$0
TITLE REPORTS - ORGANIZE & COORDINATE							0	\$0	
RIGHT OF WAY MAP							0	\$0	
OWNERSHIP LIST							0	\$0	
RIGHT OF WAY REVISIONS / COORDINATION							0	\$0	\$0
REVISE RIGHT OF WAY							0	\$0	
RIGHT OF WAY COORDINATION							0	\$0	
REHAB / RECONSTRUCTION SCHEDULE & PLANS							46	\$2,184	\$6,910
PROPOSED PAVEMENT	1		1	2	4		8	\$425	
SIDEWALKS							0	\$0	
ADA ACCESS & COMPLIANCE							0	\$0	
DRIVEWAYS				1	1		2	\$93	
LIMITS OF CONSTRUCTION				1	1		2	\$93	
PROPOSED RIGHT OF WAY							0	\$0	
SHEET PRODUCTION			2	8	24		34	\$1,573	
REHAB / RECONSTRUCTION PROFILES							0	\$0	\$0
PROPOSED PROFILE							0	\$0	
PROFILE GRID ELEVATIONS							0	\$0	
SHEET PRODUCTION							0	\$0	
SURFACE / CROSS SECTIONS							0	\$0	\$0
RETAINING WALLS							0	\$0	
UPDATE SURFACE							0	\$0	
EARTHWORK VOLUMES							0	\$0	
SHEET PRODUCTION							0	\$0	
REMOVAL PLANS							0	\$0	\$0
REMOVAL PLANS							0	\$0	
PRELIMINARY CONSTRUCTION SEQUENCE							0	\$0	\$0
PRELIMINARY CONSTRUCTION SEQUENCE							0	\$0	
SHEET REFERENCING & PLOT							3	\$138	\$437
SHEET NUMBERS & REFERENCES				1	1		2	\$93	
PLOT PRELIMINARY PLAN SUBMITTAL					1		1	\$45	
PRELIMINARY COST ESTIMATE							14	\$720	\$2,278
QUANTITIES			2	6			8	\$408	
PAY ITEMS, NOTES AND COST ESTIMATE			2	4			6	\$312	
SUBSURFACE UTILITY ENGINEERING							0	\$0	\$0
UTILITY COORDINATION							0	\$0	
QUALITY CONTROL REVIEW							2	\$169	\$535
QA/QC (1 Review)	1	1					2	\$169	
MEETINGS							30	\$2,268	\$7,176
ATTEND PLAN REVIEW MEETING (2 Max)	6	6					12	\$1,009	
ATTEND PROGRESS MEETINGS (2 Max)	6		6				12	\$901	
AGENDA & MEETING MINUTES (3 Max)			6				6	\$358	
DIRECT PROJECT EXPENSES (NON-PAYROLL COSTS)								\$20	\$20
MILEAGE								\$0	\$0
0 Trip Tulsa to Stillwater								\$0	\$0
REPRODUCTION								\$20	\$20
Preliminary Plan Submittal								\$20	\$20
DIRECT PROJECT EXPENSES - SUBCONTRACTS (NON-PAYROLL COSTS)								\$0	\$0
FINAL DESIGN PHASE							139		\$23,741
LABOR	11	10	17	45	56	0	139	\$7,450	\$23,571
PROJECT ADMINISTRATION							2	\$182	\$576
INVOICE & PROGRESS REPORTS	1						1	\$91	
MISCELLANEOUS CORRESPONDENCE	1						1	\$91	
FINAL PLAN PRODUCTION							30	\$1,432	\$4,531
PRELIMINARY REVIEW REVISIONS			4	8	16		28	\$1,336	
CHECKLISTS				2			2	\$96	
REHAB / RECONSTRUCTION SCHEDULE & PLANS							22	\$1,001	\$3,167
PROPOSED PAVEMENT							0	\$0	
SIDEWALKS							0	\$0	
ADA ACCESS & COMPLIANCE							0	\$0	
DRIVEWAYS							0	\$0	
LIMITS OF CONSTRUCTION							0	\$0	
PROPOSED RIGHT OF WAY							0	\$0	
SHEET PRODUCTION				6	16		22	\$1,001	
REHAB / RECONSTRUCTION PROFILES							0	\$0	\$0
PROPOSED PROFILE							0	\$0	
PROFILE GRID ELEVATIONS							0	\$0	
SHEET PRODUCTION							0	\$0	
REMOVAL PLANS							0	\$0	\$0
REMOVAL PLANS							0	\$0	
PAVEMENT MARKING & SIGNING							24	\$1,125	\$3,559
PAVEMENT MARKING				8	8		16	\$741	
PERMANENT SIGNING							0	\$0	
SUMMARIES				8			8	\$384	
INTERSECTION & DRIVEWAY DETAILS							0	\$0	\$0
INTERSECTION & DRIVEWAY DETAIL SHEETS							0	\$0	
JOINT LAYOUT PLANS							0	\$0	\$0
JOINT LAYOUT PLANS							0	\$0	

FEE SCHEDULE
Task Order 2 Amendment 1

March 12, 2026

FY25 PMP | TASK ORDER 02 | Amendment 1

Classification of Employee / Estimated Hours	Project Manager \$90.47	Sr. Civil Engineer \$77.63	Civil Engineer \$59.66	Jr. Engineer / Senior Technician \$47.98	CADD Technician \$44.55	Admin Assist \$37.03	HOURS	Total Direct Labor (Raw)	Total
EROSION CONTROL PLANS & STORMWATER POLLUTION PREVENTION PLAN							2	\$105	\$332
EROSION CONTROL PLANS							0	\$0	
SWPPP PLAN SHEET			1		1		2	\$105	
REPORT							0	\$0	
SURFACE / CROSS SECTIONS							0	\$0	\$0
RETAINING WALLS							0	\$0	
UPDATE SURFACE							0	\$0	
EARTHWORK VOLUMES							0	\$0	
SHEET PRODUCTION							0	\$0	
CONSTRUCTION SEQUENCE & TRAFFIC CONTROL							16	\$774	\$2,449
CONSTRUCTION SEQUENCE & TRAFFIC CONTROL			4		12		16	\$774	
PAY ITEMS, NOTES, COST ESTIMATE							16	\$816	\$2,582
QUANTITIES			2	8			10	\$504	
PAY ITEMS, NOTES AND COST ESTIMATE			2	4			6	\$312	
SHEET REFERENCING & PLOT							4	\$183	\$579
SHEET NUMBERS & REFERENCES				1	1		2	\$93	
PLOT FINAL PLAN SUBMITTAL					1		1	\$45	
PLOT BID SUBMITTAL					1		1	\$45	
QUALITY CONTROL REVIEW							3	\$246	\$778
QA/QC	1	2					3	\$246	
RIGHT OF WAY REVISIONS / COORDINATION							0	\$0	\$0
							0	\$0	
							0	\$0	
MEETINGS							20	\$1,586	\$5,018
ATTEND PLAN REVIEW MEETING (1 Max)	2	2					4	\$337	
ATTEND PROGRESS MEETINGS (2 Max)	4	4					8	\$673	
AGENDA & MEETING MINUTES (2 Max)			4				4	\$239	
CITY COUNCIL MEETING & PRESENTATION	2	2					4	\$337	
SUBSURFACE UTILITY ENGINEERING							0	\$0	\$0
UTILITY CONFLICT LIST							0	\$0	
UTILITY COORDINATION							0	\$0	
DIRECT PROJECT EXPENSES (NON-PAYROLL COSTS)								\$170	\$170.00
MILEAGE								\$0	\$0
0 Trip Tulsa to Stillwater								\$0	\$0
REPRODUCTION								\$170	\$170
Final Plan Submittal								\$40	\$40
Bid Submittal								\$130	\$130
DIRECT PROJECT EXPENSES - SUBCONTRACTS (NON-PAYROLL COSTS)								\$0	\$0
BIDDING & NEGOTIATING PHASE							0	\$0	\$0
LABOR							0	\$0	\$0
CONTRACT DOCUMENTS, ADVERTISING, EXECUTION OF CONTRACTS							0	\$0	\$0
FRONT END DOCS, CONTRACT, BOND REQS, BID LETTER							0	\$0	
REVIEW CONSTRUCTION FORMS (RFIs, Pay apps)							0	\$0	
CREATE TRACKING LOGS(RFI) log, Submittal log, change order log)							0	\$0	
PUBLIC ADVERTISEMENTS							0	\$0	
UPLOAD DOCS TO IONWAVE							0	\$0	
ENGINEER'S ESTIMATE							0	\$0	
CREATE BID TAB							0	\$0	
PREPARE FOR PRE-BID MEETING (agenda, etc)							0	\$0	
CONDUCT PRE-BID MEETING AND MINUTES (at City Hall)							0	\$0	
BIDDER QUESTIONS, ADDENDA, APPROVALS							0	\$0	
REVIEW BID TABS, REVISE FOR ALTERNATES							0	\$0	
PRESENTATION/CITY COUNCIL MEETING - FOR AWARD							0	\$0	
GATHER CONTRACTS, REVIEW BONDS, FACILITATE EXECUTION OF CONTRACTS							0	\$0	
CONFORMED DRAWINGS							0	\$0	
NOTICE TO PROCEED							0	\$0	
DIRECT PROJECT EXPENSES (NON-PAYROLL COSTS)								\$0	\$0
MILEAGE								\$0	\$0
0 Trips -Tulsa to Stillwater								\$0	\$0
REPRODUCTION								\$0	\$0
Conformed Drawings								\$0	\$0
DIRECT PROJECT EXPENSES - SUBCONTRACTS (NON-PAYROLL COSTS)								\$0	\$0
CONSTRUCTION ADMINISTRATION PHASE							125	\$8,927	\$28,650
LABOR							17	\$62	\$28,244
PRE-CONSTRUCTION							18	\$1,134	\$3,588
PREP-ATTEND PRE CONSTRUCTION MEETING	1	1				1	3	\$206	
PUBLIC CONSTRUCTION MEETING							0	\$0	
SHOP DRAWING, SCHEDULE AND SUBMITTAL REVIEW		1	4			1	6	\$354	
COLLECT AND VERIFY CONTRACTOR PERMITS							0	\$0	
COORDINATE WITH CITY ENG, UTIL, PUBLIC WORKS, TRANSIT		1	4				5	\$317	
COORDINATE FIELD ISSUES WITH PRIVATE AND FRANCHISE UTILITIES			1				1	\$60	
BUSINESS AND RESIDENCE "CITY NOTIFICATIONS"			2				3	\$193	
CONSTRUCTION							107	\$7,793	\$24,657
PROGRESS MEETINGS, MINUTES (monthly PM virtual PE onsite - 3 max)	9	15	9				33	\$2,516	
SITE VISITS, FIELD OBSERVATIONS/REPORTS (4 visits)	4	26	5				35	\$2,679	
PAY APPLICATIONS (monthly)		4	2				6	\$430	
PROGRESS SCHEDULE REVIEW (Initial)		1					1	\$78	
REVIEW CITY'S TEST RESULTS (monthly)		1	1				2	\$138	
COORDINATION - RFIs, ISSUES, INFORMAL CLARIFICATIONS	2	4	5		4		15	\$968	
CHANGE ORDER REVIEW	1	3	1				5	\$384	
CITY COUNCIL MEETINGS (DRAFT AGENDA, FINAL AGENDA, POWERPOINT)							0	\$0	
COLLECT / VERIFY CONTRACTOR COMPLETION DOCUMENTS							0	\$0	
SUBSTANTIAL COMPLETION SITE VISIT AND CERTIFICATE		2		2			4	\$252	
FINAL ACCEPTANCE SITE VISIT		2		2			4	\$252	
FINAL PUNCH LIST				2			2	\$96	
DIRECT PROJECT EXPENSES (NON-PAYROLL COSTS)								\$406	\$406
MILEAGE								\$406	\$406
4 addl trips Tulsa to Stillwater								\$406	\$406
DIRECT PROJECT EXPENSES - SUBCONTRACTS (NON-PAYROLL COSTS)								\$0	\$0

FEE SCHEDULE
Task Order 2 Amendment 1

March 12, 2026

FY25 PMP | TASK ORDER 02 | Amendment 1

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			
POST CONSTRUCTION PHASE							26		\$4,337
LABOR	2	0	9	0	12	3	26	\$1,366	\$4,322
GENERAL SERVICES							26	\$1,366	\$4,322
RECORD DRAWINGS REDLINE CLOUD FOR REVIEW	1		2		8		11	\$567	
RECORD DRAWINGS FINAL BLACK LINE	1		3		4		8	\$448	
COMPILE AND TRANSMIT PROJECT DOCUMENTS TO OWNER						3	3	\$112	
CONTRACTOR EVALUATION REPORT							0	\$0	
WARRANTY INSPECTION (60 days prior to expiry)			4				4	\$239	
DIRECT PROJECT EXPENSES (NON-PAYROLL COSTS)								\$15	\$15
MILEAGE								\$0	\$0
0 trip Tulsa to Stillwater								\$0	\$0
REPRODUCTION								\$15	\$15
Record Drawings								\$15	\$15
DIRECT PROJECT EXPENSES - SUBCONTRACTS (NON-PAYROLL COSTS)								\$0	\$0
								\$0	\$0
ON CALL PHASE							0		\$0
LABOR AND DIRECT PROJECT EXPENSES	0	0	0	0	0	0	0	\$0	\$0
GENERAL SERVICES									\$0
	59	90	103	110	167	5	534	\$0	\$0

Summary of Contract Values - Added effort for TO2 Amd 1

Phase	Total	Hours	Raw Labor	Labor	Expenses	Subcontract
Contract Values	\$122,355	534	\$31,411	\$99,382	\$713	\$22,260
CONCEPTUAL DESIGN PHASE	\$44,867	128	\$7,113	\$22,505	\$102	\$22,260 LUMP SUM
PRELIMINARY DESIGN PHASE	\$20,760	116	\$6,555	\$20,740	\$20	\$0 LUMP SUM
FINAL DESIGN PHASE	\$23,741	139	\$7,450	\$23,571	\$170	\$0 LUMP SUM
BIDDING & NEGOTIATING PHASE	\$0	0	\$0	\$0	\$0	\$0 LUMP SUM
CONSTRUCTION ADMINISTRATION PHASE	\$28,650	125	\$8,927	\$28,244	\$406	\$0 HOURLY + EXPENSES
POST CONSTRUCTION PHASE	\$4,337	26	\$1,366	\$4,322	\$15	\$0 LUMP SUM
ON CALL PHASE	\$0					\$0 LUMP SUM

FEE SCHEDULE
Task Order 2 Amendment 1

March 12, 2026



AGREEMENT FEE SUMMARY FOR

Engineering Services with:
 Project:

Benham Design, LLC
 FY25 PMP | TASK ORDER 02 | Amendment 1

DESCRIPTION OF WORK AND LOCATION:

Amendment 1 Added Streets:
 Location 6 (see Task Order 2 map):
 Hartford St S from 17th Ave E to 14th Ave E | Surface Rehabilitation
 13th Ave E from Perkins Rd S to East End | Surface Rehabilitation
 16th Ave E from Hartford St S to Alcott Dr E | Surface Rehabilitation
 Springfield St S from 17th Ave E to 15th Ave E | Surface Rehabilitation

Location 8 (see Task Order 2 map):
 Main St S from Virginia Ave W to McElroy Rd W | Surface Rehabilitation
 Boomer Rd N from McElroy Rd W to Lakeview Rd W | Surface Rehabilitation

	TO 2 Agreement	Amendment No 1	Total
Project Budget Including Professional Services	\$1,128,000	\$977,500	\$2,105,500
Estimate of Probable Construction Cost	\$970,250	\$855,145	\$1,825,395
Total Task Order 2 Cost for Design and Construction Admin.	\$157,750	\$122,355	\$280,105
Raw Labor Cost	\$40,941	\$31,411	\$72,352
Overhead	187.63%	187.63%	187.63%
Profit	10.00%	10.00%	10.00%
Multiplier	3.1639	3.1639	3.1639
Labor Cost	\$129,533	\$99,382	\$228,915
Expenses	\$3,647	\$713	\$4,360
Subconsultant Fees	\$24,570	\$22,260	\$46,830
Design and Construction Admin. Cost as Percentage (%) of Project Budget	13.98%	12.52%	13.30%
On-Call Services	\$100,000	\$0	\$100,000
Total Task Order 2 Professional Services	\$257,750	\$122,355	\$380,105

Advertising Date

2026

March 10, 2026

Mr. Todd Lipe, PE
Senior Project Manager | Civil Infrastructure
Benham
15 West 6th Street, Suite 900
Tulsa, OK 74119

RE: Proposal for Professional Services
Stillwater FY25 Pavement Management Program Task Order 2 Additional Survey
Stillwater, OK

Dear Mr. Lipe:

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

SCOPE OF SERVICES

Task Order 2

- Setting control as required by City of Stillwater.
- Ortho corrected aerial imagery by UAV.
- Ground survey of edge of asphalt only.

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

- Utility evidence.
- Grade breaks (profile and cross section breaks).
- Curbs and gutters.

DELIVERABLES

Deliverables to include a digital CAD file containing the Survey information.

SCHEDULE

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

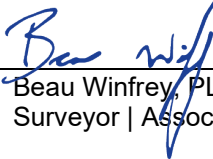
COMPENSATION


Our fee for the Scope of Services described above will be based on a lump sum amount of \$21,200.00 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

By  _____
Beau Winfrey, PLS
Surveyor | Associate

By  _____
Kelly J. Henderson, PLS
Director of Surveying | Partner

BENHAM

Signature: _____

Name: _____

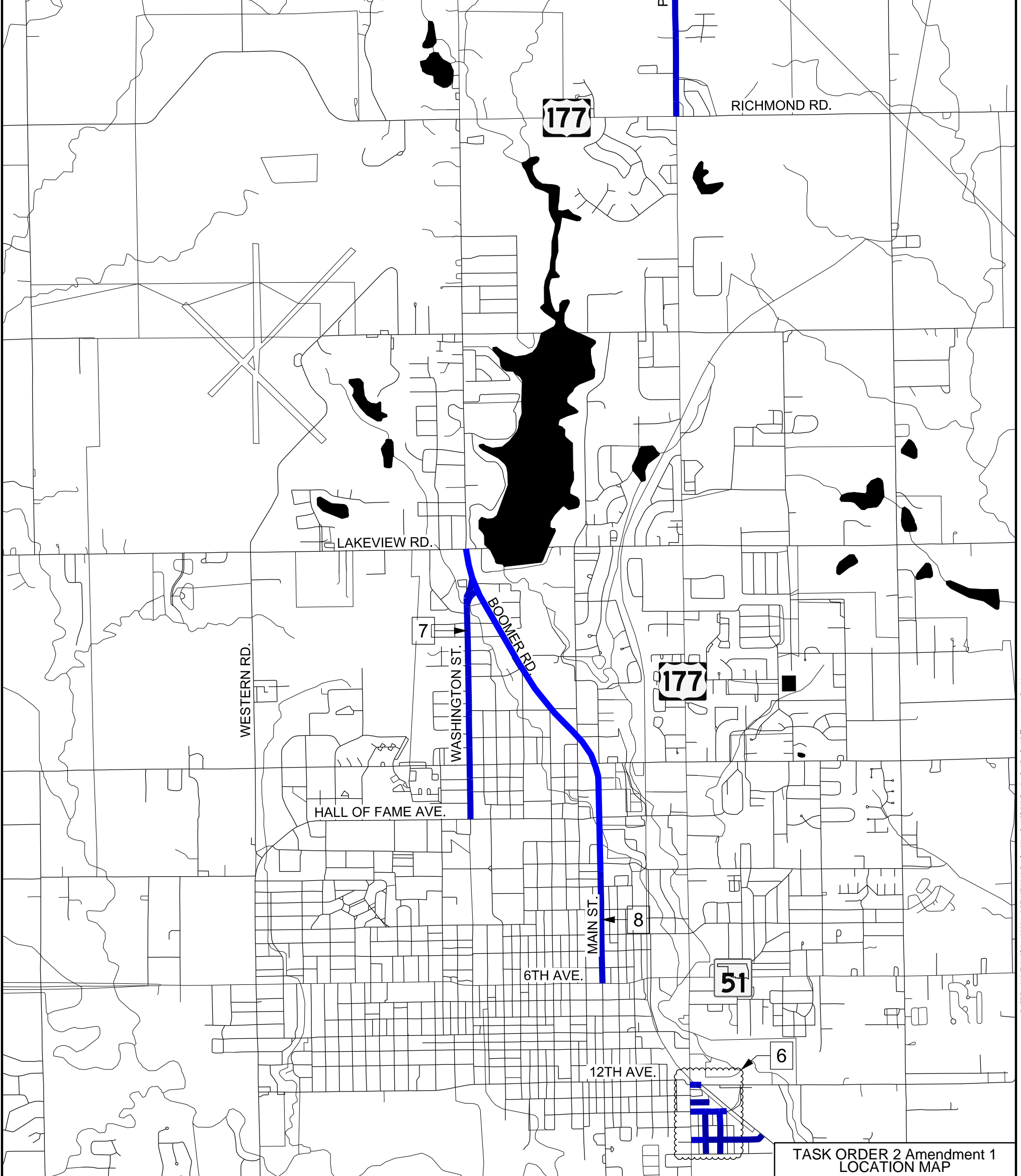
Title: _____

Date: _____

BBW/mcj
Enclosures: Attachment 1 – Survey Limits 1

APPENDIX A
PROJECT MAP

Map Location #	Roadway	Begin	End	Approx. Length (feet)
TASK ORDER 02				
6	12th Ave. E.	Perkins Rd. S.	R.R. Tracks	152
6	14th Ave. E.	Perkins Rd. S.	SC @ 230 E	876
6	16th Ave. E.	Perkins Rd. S.	Hartford St. S.	320
6	Springfield St. S.	17th Ave. E.	14th Ave. E.	1,000
6	Hartford St. S.	17th Ave. E.	14th Ave. E.	1,000
6	16th Ave. E.	Hartford St. S.	E. Alcott Ave	1,382
6	13th Ave. E.	Perkins Rd. S.	East End	483
7	Washington St. N.	Hall of Fame Ave. W.	Boomer Rd. N.	5,720
8	Main St. S.	6th Ave. W.	McElroy Rd. W.	5,410
8	N. Boomer Rd.	McElroy Rd. W.	Lakeview Rd. W.	6,117
9	Perkins Rd. N.	Richmond Rd. E.	Yost Rd. E.	10,560



TASK ORDER 2 Amendment 1
LOCATION MAP

P:\FB\1650-TUL\CVL\1400331_COT\NZ-7048\Design-Working\CVL\MicroStation\Design\Stillwater_Location_Map.dgn



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: 04/01/2026

Department: Transportation

Requested by: Bill Millis

Explanation: Expenditures:
Increase budget appropriations for the Professional Services Agreement (for Amendment 1 to Task Order #2 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	\$ 482,286	\$ 134,590	\$ 616,876
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

\$ 134,590

Reviewed by Department Manager: [Signature]

Date: 2026 apr 01

Reviewed by Finance: [Signature]

Date: 4/1/2026

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--

REPORT TO: CITY COUNCIL

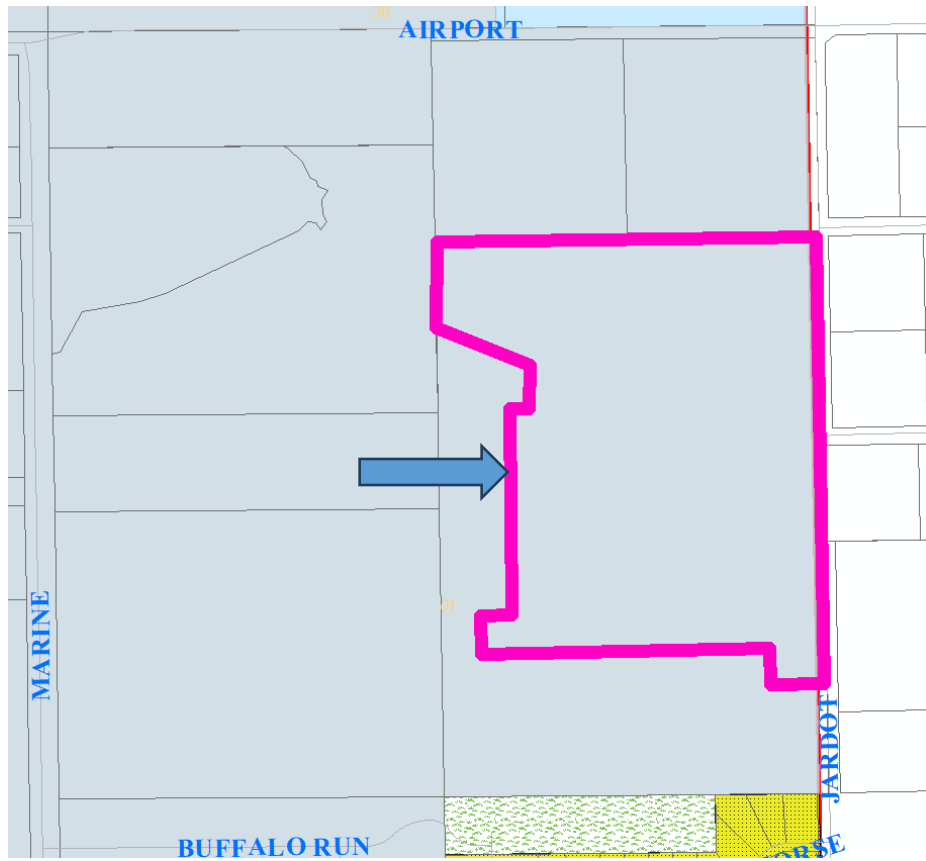
MEETING DATE: APRIL 6, 2026



Agenda Item:	7.a. CC-26-56
Previous/Related Action:	March 3, 2026 Planning Commission Report
Background/Issue:	<p>The applicant, Quail Village Investments, LLC, requests review and approval of a Map Amendment to rezone a parcel of land located at 3398 N Jardot Road from General Industrial (IG) to Small Lot Single-Family (RSS).</p> <p>The subject property is located south of the southwest corner of East Airport Road and North Jardot Road. The property is approximately 36.92 acres and is currently vacant and unplatted.</p> <p>The subject property is one of two adjacent parcels where the owner is proposing a 57-acre residential development. The proposed development includes single family houses, duplexes, and townhouses.</p>
Proposal/Solution:	On March 3, 2026 Planning Commission recommended that the City Council approve the proposed Map Amendment as presented, with a 4-0 vote.
Financial Source/Impact:	None
Related Strategic Priority:	#4 CONNECTED SPACES #5 UNIQUE CULTURE
Recommended Action/Motion:	Motion to accept the Planning Commission recommendation and approve the proposed Map Amendment for the property addressed as 3398 N Jardot Road.
Prepared By:	Henry Bibelheimer, Senior Planner
Reviewed By:	David Barth Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Area Map
2. Zoning Comparison Chart, RSS to IG
3. PC Mtg Minutes 03.03.2026



General Industrial (IG)

Outside City Limits

Agriculture (A)

Two – Family Residential – Planned Unit Development (RT- PUD)



Stillwater. OKLAHOMA
stillwaterok.gov

Project Type: Map Amendment (MA25-17)
Request: IG to RSS
Address: 3398 N JARDOT RD. Tract 1

ZONING COMPARISON CHART		
	RSS (Residential Single Family Small Lot)	IG (Industrial General)
Lot Size	5000 square feet	No min requirements
Min Lot Width/Depth	50/100 feet	No min Requirements
Max Structure Height	35 feet	No max limit
Min Front Yard	20 feet/10 feet from alley	75 feet
Corner lot optional setback	Front: 20 feet Street Side: 15 feet	N/A
Min Side Yard - boundary with:		
Residential district	5 feet	75 feet
Commercial district	15 feet	40 feet
Industrial district	15 feet	40 feet
Min Rear Yard - boundary with:		
Residential district	20 feet	75 feet
Any other district	20 feet	40 feet
Lot Coverage	No max limit	No max limit
Landscaping/Screening (earth berms, shrubs, fences, decorative man-made materials, trees)	No requirements	Required when abutting RSS, RSL, RMH, RT or RM; 70% opaque up to 3- feet tall and 40% opaque up to 5-feet tall
Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)	<ul style="list-style-type: none"> • Conventional single-family • Residential design manufactured homes 	<ul style="list-style-type: none"> • Construction • Food, Beverage & Tobacco Product Manufacturing • Leather & Allied Products Manufacturing • Machinery Part Manufacturing • Miscellaneous Manufacturing • Nonmetallic Mineral Product Manufacturing • Oil & Gas Industry Services • Paper Manufacturing • Parking lots/Garages • Plastics & Rubber Products Manufacturing • Public Administration & Service • Research and Development • Telecommunications Tower • Transportation Activities • Transportation & Equipment Manufacturing • Utilities

- | | |
|--|--|
| | <ul style="list-style-type: none">• Warehousing & Storage• Waste Management & Remediation Services• Wood Product Manufacturing |
|--|--|

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF MARCH 3RD, 2026
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED March 2nd, 2026 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

Jana Phillips, Chair
Riley Williams, Vice Chair
Mark Prather, Member
Mike Shanahan, Member

STAFF PRESENT

Ashlyn Garis, Assistant City Attorney
Henry Bibelheimer, Senior City Planner
David Barth, Development Services Director
Joshua Brown, Project Coordinator
Alexandria Holle-Maged, Administrative Assistant

MEMBERS ABSENT

David Peters, Member

Staff Absent

1. CALL MEETING TO ORDER.

Chair Phillips called the meeting to order at 5:30 pm.

....

3. PUBLIC HEARING

- a. Receive public comment regarding a request for a Map Amendment (MA25-17) to rezone property addressed as 3398 N. Jardot Road from General Industrial (IG) to Small Lot Single Family Residential (RSS).

Mr. Bibelheimer, senior City Planner, presents the staff's report; none respond.

Chair Phillips invites the applicant or representative to provide additional information.

Mr. Kyle Smith of Crafton and Tull at 300 Pointe Parkway Blvd., Yukon, OK comes to speak on the following:

- The site and the land to the north are currently vacant and zoned General Industrial.
- To the west is an active industrial development (concrete and tree recycling) and to the south is the existing RT PUD.
- Discusses plan to "downzone" the industrial land into two residential tracks, creating a transition from the existing duplexes and industrial areas, through the townhomes which is the next agenda item, into the single-family homes that abut the exterior of Payne County.
- States the comprehensive plan allows for 10–14 units per acre and breaks down their units per acre.
 - Track 1 (RSS): 98 lots on 36.9 acres (2.65 units/acre).
 - Track 2 (RTM): 218 townhomes on 20.2 acres (10.8 units/acre).
 - Total Development: 316 units on 60.1 acres (5.26 units/acre).
- Adds there are existing City infrastructure in place, there is an existing 21-inch sewer line through the middle of the site and a 12-inch water line along Jardot and Airport Road.

Commissioner Prather asks how buffering will be handled next to the remaining General Industrial (IG). Mr. Smith states for this first tract (RSS), the buffering to the west will be maintained through a common area

featuring a blue-line stream; adds the intent is to leave that area as natural as possible, with only one necessary roadway crossing for access; and regarding the townhomes, there is already an existing tree line on the industrial side that provides a buffer.

Chair Phillips confirms on the west side, the intent to leave the existing trees in place. Mr. Smith responds that there are existing trees on the adjacent property and adds they will look into additional buffering as it often depends on what the developer feels is necessary for residents to feel comfortable living there.

Commissioner Prather asks if there are there concerns with traffic or access off Jardot. Mr. Smith estimates this will add about 2,300 vehicles per day; for comparison, Perkins and State Highway 51 both carry about 13,000; a full traffic impact analysis will be required during the platting phase which will look at the intersections of Jardot/Airport and Jardot/Lake View.

Commissioner Prather confirms Jardot is currently a two-lane road. Mr. Smith shares they have a preliminary analysis on file and can go into more depth during the platting stages.

Chair Phillips asks if there are any other questions for the applicant; none respond. Chair Phillips opens the public hearing and asks if anyone would like to speak in favor of the item; none respond. Chair Phillips asks if there is anyone that wishes to speak in to speak in opposition.

The following come to speak in opposition:

- Keith Massar, 2123 E Marcus Dr.
- Margaret Massar, 2123 East Marcus Dr.
- William Cole, 2324 E Marcus Dr.

The following concerns were expressed:

- Concerns regarding infrastructure and site design.
- Noted that Jardot Rd, which was converted from dirt to asphalt roughly 25 years ago, has degraded significantly .
- Point out that Jardot is already used as a bypass for traffic from Perkins Rd and mentioned that recent traffic monitoring equipment on the road should provide the city with accurate current counts.
- Concern that adding over 2,000 vehicles per day without upgrading the existing infrastructure would have a significant negative impact.
- Questioned the placement of the development's entrance, asking if it would align directly with the existing entrance at Marcus Drive.
- Concern regarding the density and the specific nature of the housing, seeking clarification on whether the homes would be middle-income, low-income, or Section 8.
- The current residents on Marcus Drive occupy two-to-five-acre lots and have traditionally enjoyed living outside the primary urban envelope of Stillwater.
- Requested a comparison of land-use impacts, asking whether maintaining the current General Industrial zoning would lead to the introduction of loud businesses or if the land would likely remain vacant as it is today.

- Highlighted a 10-acre commercial site at the corner of Airport Road and Jardot Road and that this facility operates from 5:00 AM until late evening, generating significant light pollution and heavy vehicle activity that should be considered.
- City of Stillwater has placed an electric plant on the north side of Airport Road.
- Concern that the proposed houses would be backing up directly against this infrastructure and other commercial operations.
- Hopeful for a successful residential development that could potentially increase neighborhood property values.
- Questioned the feasibility of "cramming" residential units against an existing recycling center and industrial uses.
- The land has been planned for industrial use for decades.
- Expected a large corporation or industrial plant to occupy the site, assuming such a development would provide professional landscaping along the frontage.
- Reminded the commission that the area is not merely vacant land but is situated directly across from an established neighborhood of large-tract, site-built homes.

Chair Phillips invites the applicant back up to address questions.

Mr. Smith addressed the concerns regarding traffic, road conditions, and neighborhood aesthetics; states that the proposed residential development would be more aesthetically pleasing than the existing industrial landscape, which currently includes a cement plant and a tree recycling facility; and noted that the project would include enhanced landscaping and arterial fencing typical of new subdivisions.

Mr. Smith states that regarding infrastructure, while Jardot Road is currently two lanes, a traffic impact analysis, conducted by the same engineer who evaluated a nearby data center and the HUB, indicated that the intersections would continue to operate at an adequate level of service as Stillwater grows. Mr. Smith further stated that residential use is actually lighter on infrastructure than the "by-right" industrial use, as passenger cars cause significantly less road wear than the heavy truck traffic common in industrial settings; and suggested that a higher residential population might also lead the city to prioritize maintenance for Jardot Road.

Chair Phillips asks staff if they could reference a residential neighborhood in Stillwater with a similar density. Mr. Bibelheimer compared the proposed density to the Canyons or Park View developments, stating that while the individual lots are smaller, the overall density per acre is moderated by large common areas and open spaces within the conceptual plan.

Chair Phillips brought up the question of the development's approach location and abutting road improvements. Mrs. Kim Payne, Assistant City Attorney, advised that would not be relevant to the zoning and will be addressed at the platting phase of the project.

Mr. Smith states he understands the focus is on the zoning density and whether it conforms to the adopted Comprehensive Plan; states that moderate-density single-family housing, even on small lots, is as "rural" as this Comprehensive Plan allows and believes this zoning could be a good buffer transition with rural and industrial.

Commissioner Prather asks if they are considering a rezoning that increases population density and if the road conditions matter. Mrs. Payne advises that at this stage, we don't have those analyses completed because this is a conceptual plan as specifics regarding traffic and platting come later.

Commissioner Prather asks who is responsible for the maintenance of this road. Mr. Bibelheimer advised they didn't have the specific agreement on hand.

Chair Phillips asks staff to address the remaining question regarding what could be built under the current General Industrial zoning. Mr. Bibelheimer advises that General Industrial is the City's highest-intensity district; if the rezoning is denied, the existing IG zoning allows for heavy industrial businesses and if the rezoning to RSS (Small Lot Single Family) is approved, the land is restricted to conventional single-family homes and residential-design manufactured homes.

Mr. Bibelheimer additionally addresses the need for a traffic impact analysis when they are ready for platting stating that as a Traffic Impact Analysis (TIA) will be required at the preliminary plat phase if the development exceeds 1,000 trips per day or 100 trips during peak hours.

Vice Chair Williams asks what the landscaping requirements for RSS are, stating he believes RSS does not have specific requirements, but General Industrial does when it abuts an RSS district and asks if they rezone this to residential, would the existing industrial neighbors have to add landscaping to meet the new buffering requirements? Mr. Bibelheimer advised they only have to meet those requirements if they pull a new building permit for a major expansion or new construction as they are not required to maintain existing trees on the property line currently.

Vice Chair Williams asks why this area changed from Industrial to Moderate Density Housing in the Comprehensive Plan. Mr. Bibelheimer states it was likely based on development patterns such as balancing the single-family homes to the east and duplexes to the south and it serves as a transition zone. Mr. Bibelheimer states this change was also influenced by public engagement and advisory groups during the creation of the Future Land Use Map as there is also a significant amount of industrial land nearby that is undeveloped or developing very slowly.

Chair Phillips asks if there are any further questions for staff; none respond.

Mr. William Cole asks to add an additional public comment which is that the heavy morning and evening traffic from these industrial uses would negatively impact future residents and cautioned the Commission that approving the residential use so close to heavy industry would likely lead to future complaints from homeowners regarding the neighboring industrial activity.

Chair Phillips closes the public hearing and invites staff up to present findings and alternatives.

Mr. Bibelheimer presents findings and alternatives.

Findings:

1. The proposed single-family homes are allowed by right in the Small Lot Single-Family zoning district.
2. The proposed Map Amendment aligns with Envision Stillwater 2045

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed Map Amendment

as presented.

2. Find that additional information or discussion is needed prior to making a recommendation and table the request to a future Planning Commission meeting.
3. Find that the Map Amendment is not needed and do not recommend that the City Council approve the request.

Staff recommends Alternative #1 which is to accept findings and recommend that the City Council approve the proposed Map Amendment as presented.

Vice Chair Williams stated that the rezoning request aligns with the 2045 Comprehensive Plan. He noted that while there are specific concerns regarding the proposed development—including traffic studies, density, and screening—these technical details are more appropriately addressed during the preliminary plat phase rather than the initial rezoning. He concluded that if the city envisions shifting toward moderate-density housing in this area, and would support the transition.

Commissioner Shannahan agreed and added that there is a need in the city for residential housing.

Vice Chair Williams motions to approve the map amendment as presented. Commissioner Shanahan seconds.

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

Time: 34 minutes

REPORT TO: CITY COUNCIL

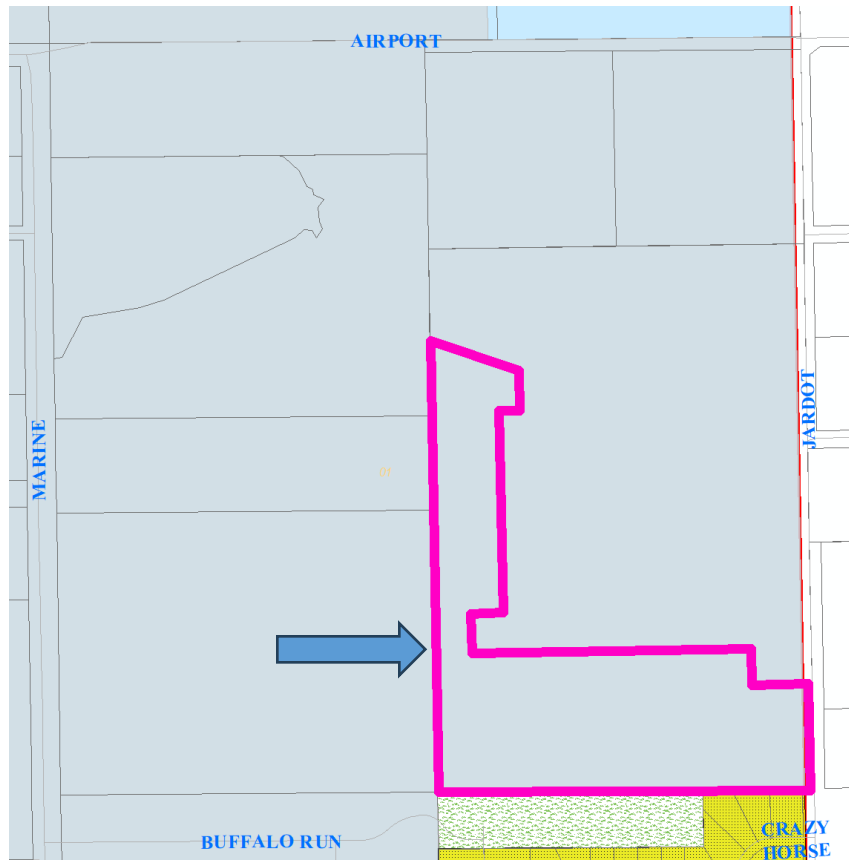
MEETING DATE: APRIL 6, 2026



Agenda Item:	7.b. CC-26-57
Previous/Related Action:	March 3, 2026 Planning Commission Report
Background/Issue:	<p>The applicant, Quail Village Investments, LLC, requests review and approval of a Map Amendment to rezone a parcel of land located at 3020 N Jardot Road from General Industrial (IG) to Two-Family and Multi-Family District (RTM).</p> <p>The subject property is located 1/2 mile south of the southwest corner of East Airport Road and North Jardot Road. The property is approximately 20.17 acres and is currently vacant and unplatted.</p> <p>The subject property is one of two parcels where the owner is proposing a 57-acre residential development. The proposed development includes single family houses, duplexes, and townhouses.</p>
Proposal/Solution:	On March 3, 2026 Planning Commission recommended that the City Council approve the proposed Map Amendment as presented, with a 4-0 vote.
Financial Source/Impact:	None
Related Strategic Priority:	#4 CONNECTED SPACES #5 UNIQUE CULTURE
Recommended Action/Motion:	Motion to accept the Planning Commission recommendation and approve the proposed Map Amendment for the property addressed as 3020 N Jardot Road.
Prepared By:	Henry Bibelheimer, Senior Planner
Reviewed By:	David Barth Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Area Map
2. Zoning Comparison Chart, IG to RTM
3. PC Mtg Minutes 03.03.2026



General
Industrial (IG)

Outside City
Limits

Agriculture (A)

Two – Family Residential – Planned
Unit Development (RT- PUD)



Stillwater. OKLAHOMA
stillwaterok.gov

Project Type: Map Amendment (MA25-18)
Request: IG to RTM
Address: 3398 N JARDOT RD. Tract 2

ZONING COMPARISON CHART		
	IG (Industrial General)	RTM (Residential Two-family and Multi-family)
Min Lot Size	No min requirements	20,000 square feet
Min Lot Width/Depth	No min Requirements	100/130 feet
Max Structure Height	No max limit	35 feet
Min Front Yard	75 feet	20 feet/10 feet from alley
Min Side Yard - boundary with:		
Residential district	75 feet	5 feet
Commercial district	40 feet	15 feet
Industrial district	40 feet	15 feet
Min Rear Yard - boundary with:		
Residential district	75 feet	20 feet
Any other district	40 feet	20 feet
Max Lot Coverage	No max limit	40 percent
Landscaping/Screening (earth berms, shrubs, fences, decorative man-made materials, trees) Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)	Required when abutting RSS, RSL, RMH, RT or RM; 70% opaque up to 3-feet tall and 40% opaque up to 5-feet tall <ul style="list-style-type: none"> • Construction • Food, Beverage & Tobacco Product Manufacturing • Leather & Allied Products Manufacturing • Machinery Part Manufacturing • Miscellaneous Manufacturing • Nonmetallic Mineral Product Manufacturing • Oil & Gas Industry Services • Paper Manufacturing • Parking lots/Garages • Plastics & Rubber Products Manufacturing • Public Administration & Service • Research and Development • Telecommunications Tower • Transportation Activities • Transportation & Equipment Manufacturing • Utilities • Warehousing & Storage • Waste Management & 	Required for parking lots only <ul style="list-style-type: none"> • Boarding House/Rooming House • Church and Religions Institutions • Multiple-family with a maximum gross density of 20 units per acre • Townhome • Two-family (duplex)

- | | | |
|--|---|--|
| | Remediation Services <ul style="list-style-type: none">• Wood Product Manufacturing | |
|--|---|--|

STILLWATER PLANNING COMMISSION SUMMARY
REGULAR MEETING OF MARCH 3RD, 2026
IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING
LAW, THE AGENDA WAS POSTED March 2ND, 2026 IN THE
MUNICIPAL BUILDING AT 723 SOUTH LEWIS STREET

MEMBERS PRESENT

Jana Phillips, Chair
Riley Williams, Vice Chair
Mark Prather, Member
Mike Shanahan, Member

STAFF PRESENT

Ashlyn Garis, Assistant City Attorney
Henry Bibelheimer, Senior City Planner
David Barth, Development Services Director
Joshua Brown, Project Coordinator
Alexandria Holle-Maged, Administrative Assistant

MEMBERS ABSENT

David Peters, Member

Staff Absent

1. CALL MEETING TO ORDER.

Chair Phillips called the meeting to order at 5:30 pm.

....

3. PUBLIC HEARING

.....

- b. Receive public comment regarding a request for a Map Amendment (MA25-18) to rezone property addressed as 3020 N. Jardot Road from General Industrial (IG) to Two-Family and Multi-Family District (RTM).

Mr. Bibelheimer, senior City Planner, presents the staff's report and asks if there are any questions; none respond.

Chair Phillips invites the applicant or representative to provide additional information.

Mr. Kyle Smith of Crafton Tull at 300 Pointe Parkway Blvd., Yukon, OK comes to speak on the following:

- Pointed out that even the older 2030 Comprehensive Plan had identified this area for high-density residential use.
- Observed a shifting development pattern in Stillwater, where industrial growth is moving north near the Perkins Road corridor, making this area more suitable for residential transitions.
- Reiterated that technical engineering and access details would be finalized during the preliminary platting stage.
- The proposed conceptual site plan includes 34 lots with 10.8 dwelling units per acre, falling well within the Comprehensive Plan's recommended range of 10–14 units per acre.

Chair Phillips opens the public hearing and asks if anyone would like to speak in favor of the item; none respond. Chair Phillips asks if there is anyone that wishes to speak in to speak in opposition.

William Cole, 2324 E Marcus Dr. comes to speak on the following:

- Noted that existing duplexes in the area were "spot zoned" 20 years ago and while they were ultimately successful, they required security gates to manage traffic and noise issues.
- Questioned the enjoyment of a backyard that abuts a concrete plant, noting that noise from industrial trucks starting at 6:30 AM would likely disrupt residents.
- Emphasized that he wants a quality development rather than just a high-density one, ensuring that the project is successful and good for the Stillwater community.

Chair Phillips closes the public hearing and invites staff to present findings and alternatives.

Mr. Bibelheimer presents findings and alternatives.

Findings:

1. The proposed single-family homes are allowed by right in the Small Lot Single-Family zoning district.
2. The proposed Map Amendment aligns with Envision Stillwater 2045

Alternatives:

1. Accept findings and recommend that the City Council approve the proposed Map Amendment as presented.
2. Find that additional information or discussion is needed prior to making a recommendation and table the request to a future Planning Commission meeting.
3. Find that the Map Amendment is not needed and do not recommend that the City Council approve the request.

Staff recommends Alternative #1 which is to accept findings and recommend that the City Council approve the proposed Map Amendment as presented.

Commissioner Prather shares he believes the max density is reasonable.

Vice Chair Williams motions to approve the Map Amendment as presented. Commissioner Prather seconds.

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

Time: 10 minutes

REPORT TO: CITY COUNCIL

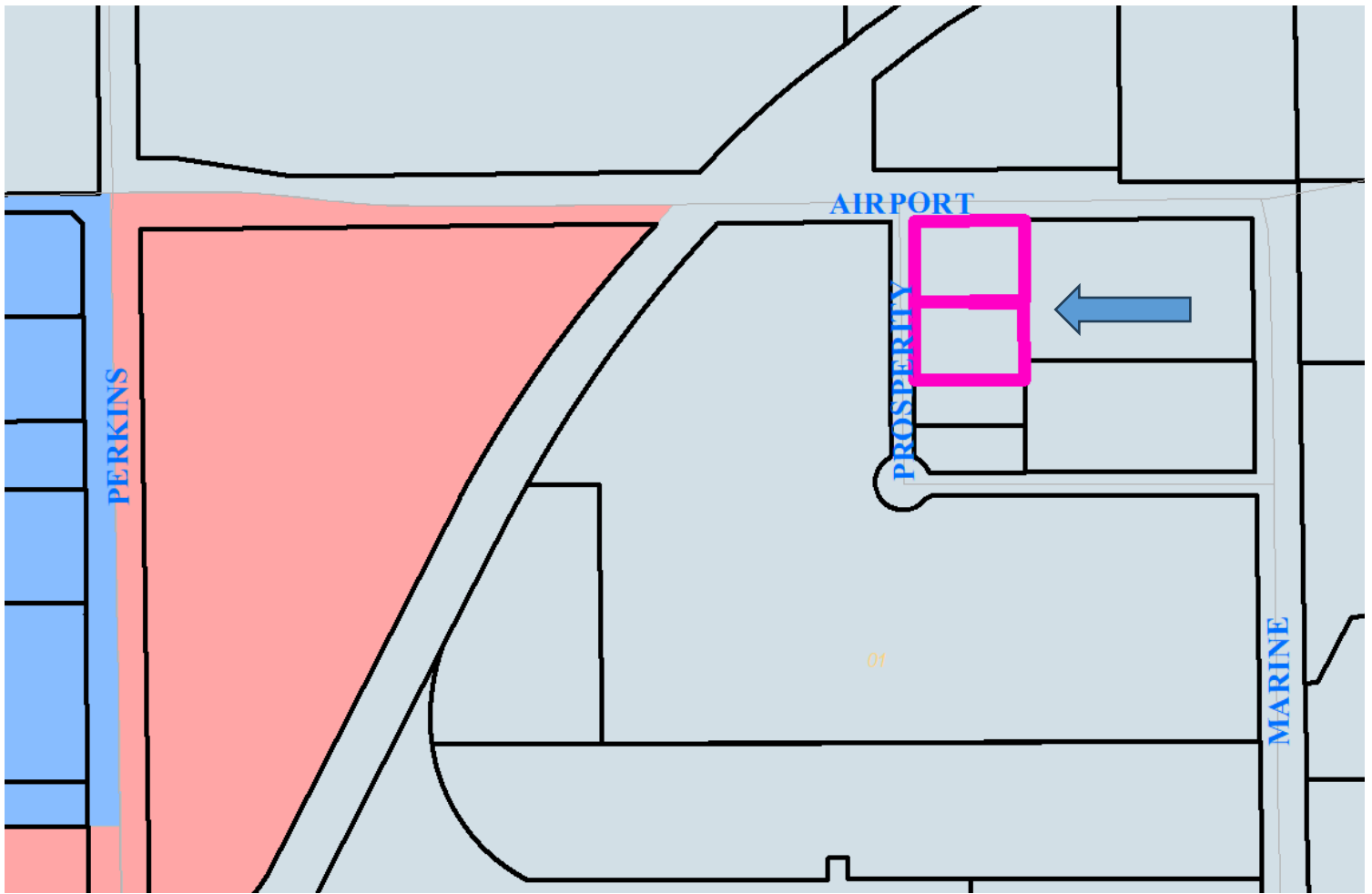
MEETING DATE: APRIL 6, 2026



Agenda Item:	7.c. CC-26-58
Previous/Related Action:	March 24, 2026 Planning Commission Report
Background/Issue:	<p>The applicant, Meridian Technology Center, requests review and approval of a Map Amendment to rezone the parcels located at 3621 and 3605 N. Prosperity Lane from General Industrial (IG) to Commercial Shopping (CS).</p> <p>The subject properties are located 1/2 mile east of the southeast corner of East Airport Road and North Perkins Road. Combined, the properties are approximately 1.89 acres and are both currently vacant and unplatted.</p> <p>The subject properties are proposed to be developed as an education facility. Educational Services is not an allowed use in the General Industrial (IG) zoning district, but is allowed by right in the Commercial Shopping (CS) zoning district.</p>
Proposal/Solution:	On March 24, 2026 Planning Commission recommended that the City Council approve the proposed Map Amendment as presented, with a 4-0 vote.
Financial Source/Impact:	None
Related Strategic Priority:	#4 CONNECTED SPACES #5 UNIQUE CULTURE
Recommended Action/Motion:	Motion to accept the Planning Commission recommendation and approve the proposed Map Amendment for the property addressed as 3621 and 3605 N. Prosperity Lane.
Prepared By:	Henry Bibelheimer, Senior Planner
Reviewed By:	David Barth Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

1. Area Map
2. Zoning Comparison Chart, IG to CS



Light Industrial
(IL)

Commercial
General (CG)

General
Industrial (IG)



Stillwater OKLAHOMA
stillwaterok.gov

Project Type: Map Amendment (MA26-01)
Request: Rezone from General Industrial (IG) to Commercial Shopping (CS)
Address: 3621/3605 N Prosperity Ln.

ZONING COMPARISON CHART		
	IG (Industrial General)	CS (Commercial Shopping)
Lot Size	No min requirements	No min requirements
Min Lot Width/Depth	No min Requirements	No min requirements
Max Structure Height	No max limit	No min requirements
Min Front Yard	75 feet	20 feet/10 feet from alley
Min Side Yard - boundary with:		
Residential district	75 feet	15 feet
Commercial district	40 feet	15 feet
Industrial district	40 feet	15 feet
Min Rear Yard - boundary with:		
Residential district	75 feet	25 feet
Any other district	40 feet	25 feet
Lot Coverage	No max limit	40 percent
Landscaping/Screening (earth berms, shrubs, fences, man-made materials, trees)	No requirements	No requirements
Permitted Uses by Right (Uses in <i>italic</i> are allowed in both zoning districts)	<ul style="list-style-type: none"> • Construction • Food, Beverage & Tobacco Product Manufacturing • Leather & Allied Products Manufacturing • Machinery Part Manufacturing • Miscellaneous Manufacturing • Nonmetallic Mineral Product Manufacturing • Oil & Gas Industry Services • Paper Manufacturing • Parking lots/Garages • Plastics & Rubber Products Manufacturing • Public Administration & Service • Research and Development • Telecommunications Tower • Transportation Activities • Transportation & Equipment Manufacturing • Utilities • Warehousing & Storage • Waste Management & Remediation Services • Wood Product Manufacturing 	<ul style="list-style-type: none"> • Bed and Breakfast, Hotel, Motel • Beverage Services • Educational Services • Financial Institutions and Services • Food Services • Free-Standing Self Service Facilities • Information • Mixed Use • Personal and Laundry Services • Personal Storage and Warehousing • Professional and Administrative Office and Services • Retail Trade

ORDINANCE NO. 3595

AN ORDINANCE REZONING A TRACT OF LAND LOCATED AT 3020 N. JARDOT ROAD FROM GENERAL INDUSTRIAL (IG) TO TWO FAMILY AND MULTI-FAMILY (RTM).

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

Parcels located at 3020 N JARDOT ROAD:

BEGINNING at the Southeast corner of said NE/4; thence

S89°31'17"W with the South line of said NE/4 a distance of 1320.56 feet; thence
N00°58'29"W a distance of 1588.38 feet; thence
S70°39'56"E a distance of 335.90 feet; thence
S01°00'50"E a distance of 143.13 feet; thence
S88°59'10"W a distance of 69.98 feet; thence
S01°00'50"E a distance of 703.45 feet; thence
S88°59'10"W a distance of 115.00 feet; thence
S01°00'50"E a distance of 140.00 feet; thence
N88°59'10"E a distance of 994.46 feet; thence
S01°00'50"E a distance of 125.00 feet; thence
N88°59'10"E a distance of 195.00 feet to the East line of said NE/4; thence
S01°00'50"E with said East line a distance of 372.34 feet to the POINT OF BEGINNING.

Said tract contains 878,532 Sq Ft or 20.17 Acres, more or less.

be and the same is hereby rezoned from IG (GENERAL INDUSTRIAL) to RTM (TWO-FAMILY AND MULTI-FAMILY).

PASSED, APPROVED, AND ADOPTED THIS ____ DAY OF _____, 2026.

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS ____ DAY OF _____, 2026.

KIMBERLY CARNLEY, CITY ATTORNEY

First Reading: 04/06/2026
Second Reading:

ORDINANCE NO. 3596

AN ORDINANCE REZONING A TRACT OF LAND LOCATED AT 3398 N. JARDOT ROAD FROM GENERAL INDUSTRIAL (IG) TO SMALL LOT SINGLE-FAMILY RESIDENTIAL (RSS).

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

Parcels located at 3398 N. JARDOT ROAD:

A tract of land situated within the Northeast Quarter (NE/4) of Section One (1), Township Nineteen North (T19N), Range Two East (R2E) of the Indian Meridian (I.M.), Stillwater, Payne County, Oklahoma, said tract being more particularly described by metes and bounds as follows:

COMMENCING at the Southeast corner of said NE/4; thence N01°00'50"W with the East line of said NE/4 a distance of 372.34 feet to the POINT OF BEGINNING: thence

S88°59'10"W a distance of 195.00 feet; thence N01°00'50"W a distance of 125.00 feet; thence S88°59'10"W a distance of 994.46 feet; thence N01°00'50"W a distance of 140.00 feet; thence N88°59'10"E a distance of 115.00 feet; thence N01°00'50"W a distance of 703.45 feet; thence N88°59'10"E a distance of 69.98 feet; thence N01°00'50"W a distance of 143.13 feet; thence N70°39'56"W a distance of 335.90 feet; thence N00°58'29"W a distance of 298.66 feet; thence N89°46'04"E a distance of 1319.34 feet to the East line of said NE/4; thence S01°00'50"E with said East line a distance of 1509.04 feet to the POINT OF BEGINNING.

Said tract contains 1,608,372 Sq Ft or 36.92 Acres, more or less.

be and the same is hereby rezoned from IG (GENERAL INDUSTRIAL) to RSS (SMALL LOT SINGLE-FAMILY RESIDENTIAL).

PASSED, APPROVED, AND ADOPTED THIS ____ DAY OF _____, 2026.

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS ____ DAY OF _____, 2026.

KIMBERLY CARNLEY, CITY ATTORNEY

First Reading: 04/06/2026
Second Reading:

ORDINANCE NO. 3597

AN ORDINANCE AUTHORIZING THE CONVEYANCE OF CITY-OWNED PROPERTY LOCATED AT 1224 N. HUSBAND ST. INCLUDING A BUILDING COMMONLY REFERRED TO AS THE CITY AUDITORIUM OR CITY GYM TO INDEPENDENT SCHOOL DISTRICT NUMBER 16 OF PAYNE COUNTY, OKLAHOMA; PROVIDING FOR CITIZEN INITIATED REFERENDUM OF SAID CONVEYANCE IN ACCORDANCE WITH SECTION 4-2 OF THE CITY CHARTER

WHEREAS, the City of Stillwater is a municipal corporation established under the constitution and laws of the State of Oklahoma; and

WHEREAS, Independent School District Number 16 of Payne County, Oklahoma (“ISD 16”), more commonly known as Stillwater Public Schools, is a public school district established under the constitution and laws of the State of Oklahoma; and

WHEREAS, on or about December 17, 1990, the City of Stillwater adopted Ordinance No. 2396 (Exhibit A) which authorized the City of Stillwater to convey to the Board of Education of ISD 16 improvements, commonly referred to as “The City Auditorium” or “City Gym,” located on land belonging to ISD 16 and a Contract for Sale and Purchase of Real Estate was executed (Exhibit B); and

WHEREAS, in connection with the construction of new school facilities by ISD 16, it was discovered that a deed was never recorded to reflect the transfer approved by the respective governing bodies of the City of Stillwater and ISD 16, which was confirmed by the Payne County Clerk after inquiry by ISD16 staff (Exhibit C); and

WHEREAS, it has been determined that corrective action needs to be taken and a deed executed and properly recorded with the Payne County Clerk reflecting the conveyance of the property and improvements located at 1224 N. Husband St. and commonly referred to as the City Gym from the City of Stillwater to the ISD 16 as approved by the City of Stillwater and ISD 16 (Exhibit D).

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

SECTION 1: That pursuant to Section 4-2 of the City Charter, the conveyance of the property and improvements thereon, more particularly described and set forth in the Quit Claim Deed attached hereto as Exhibit E, is hereby authorized and approved by the Mayor and City Council.

SECTION 2: That if one or more petitions with signatures of registered qualified voters of the city equal to at least twenty-five (25) percent of the total number of votes cast in the last scheduled general municipal election are filed with the city clerk within thirty (30) days after passage and publication of this ordinance, this ordinance shall not go into effect until the petition or petitions

are finally found to be illegal and/or insufficient, or, if any such petition is found legal and sufficient, until the ordinance is approved at an election by a majority of qualified voters voting on the question. If no petition with signatures is filed, this ordinance shall go into effect thirty (30) days after its passage and publication.

SECTION 3: That this ordinance shall be published in a newspaper authorized by law to publish legal publications in its entirety within ten (10) days of its passage on second reading by the Mayor and City Council.

PASSED, APPROVED, AND ADOPTED THIS ____ DAY OF _____ 2026.

William H. Joyce, Mayor

(Seal)
Attest:

Teresa Kadavy, City Clerk

APPROVED AS TO FORM AND LEGALITY THIS ____ DAY OF _____ 2026.

Kimberly Carnley, City Attorney

First Reading: 4/6/2026
Second Reading:

EXHIBIT A

ORDINANCE NO. 2396

AN ORDINANCE RELATING TO THE EXCHANGE OF PROPERTY OWNED BY AND BETWEEN THE CITY OF STILLWATER, A MUNICIPAL CORPORATION, AND THE BOARD OF EDUCATION OF INDEPENDENT SCHOOL DISTRICT NUMBER 16 OF PAYNE COUNTY, OKLAHOMA AND PROVIDING FOR AN EFFECTIVE DATE.

BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF STILLWATER, OKLAHOMA:

SECTION 1: LAND EXCHANGE. That it is in the public interest to acquire certain parcels of real property from the Board of Education of Independent School District Number 16, such parcels to be used for municipal purposes, and to exchange therefore certain real and personal property owned by the City of Stillwater. Accordingly, the City shall pay to the Board the sum of One Hundred Sixty Five Thousand Five Hundred Dollars and No Cents (\$165,500.00) and the following property shall be leased to the Board of Education of Independent School District Number 16 for a period of One Hundred (100) years:

Starting at the Northeast Corner of the Southwest quarter of Section Twenty-Four (24); thence on an assumed bearing of West along the North line of said Southwest Quarter a distance of 1388.26 feet; thence South perpendicular to the North line of said Southwest Quarter a distance of 284.60 feet to the Point of Beginning; thence North $89^{\circ}25'08.00''$ East a distance of 544.11 feet; thence South $02^{\circ}46'50.28''$ East a distance of 33.00 feet; thence on a curve to the right, said curve having a radius of 129.94 feet, a central angle of $180^{\circ}14'01.04''$, a chord bearing of South $00^{\circ}26'12.42''$ East, a chord distance of 259.89 feet and an arc distance of 408.76 feet; thence South $00^{\circ}09'51.62''$ West a distance of 30.15 feet; thence South $88^{\circ}56'00.81''$ West a distance of 547.94 feet; thence North $00^{\circ}02'47.77''$ East a distance of 327.67 feet to the Point of Beginning, said tract containing 4.69 acres, more or less, together with the improvements thereon, commonly known as "Hamilton Field."

And further, the City shall convey to Board the improvements located on land belonging to Independent School District Number 16 known as "The City Auditorium" or "The City Gymnasium."

In exchange therefore, the City of Stillwater shall receive:

All of Block 35 in the Original Town (now City) of Stillwater, Payne County, State of Oklahoma, according to the recorded plat thereof (otherwise described as the Old Middle School, 9th and Duck).

Lots One (1), Two (2), Three (3) and Four (4), in Block Twelve (12), Duncan Addition to the City of Stillwater, Oklahoma; and

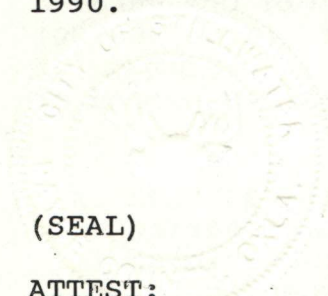
Lots One (1) through Nine (9), both inclusive, and Lots Twelve (12) through Eighteen (18), both inclusive, all in Block Two (2), Lynn Addition to the City of Stillwater, Oklahoma (otherwise known as Old Washington School at 12th and Hester Streets). The Old Washington School site at 12th and Hester is to be immediately conveyed by the City to Action, Inc., for one dollar, as a condition of this transaction.

The Mayor and City Clerk are hereby authorized to execute and deliver any necessary documents to effectuate the transfers as set out herein.

SECTION 2: EFFECTIVE DATE. If one or more petitions with signatures of registered qualified voters of the City equal to at least twenty-five (25) percent of the total number of votes cast in the last scheduled general municipal election are filed with the City Clerk within thirty (30) days after passage and publication of this Ordinance, this Ordinance shall not go into effect until the petition or petitions are finally found to be illegal and/or insufficient, or, if any such petition is found legal and sufficient, until the ordinance is approved at an election by a majority of the qualified voters voting on the question. If no petitions with signatures are filed, this Ordinance shall go into effect thirty (30) days after its passage and publication.

SECTION 3: CODIFICATION. This ordinance is not intended for codification in the Stillwater Municipal Code.

PASSED, APPROVED AND ADOPTED this 17th day of December, 1990.



Mike Henson
MIKE HENSON, MAYOR
CITY OF STILLWATER

(SEAL)

ATTEST:

MARCY ALEXANDER, CITY CLERK

BY Joie D. Walker

APPROVED AS TO FORM AND LEGALITY THIS 17 DAY OF Dec, 1990.

Mary Ann Karns
MARY ANN KARNs
CITY ATTORNEY

FIRST READING 12/3/90
SECOND READING 12/17/90

EXHIBIT B

City contributes { 165,500.00 + Hamilton Field + City Gym }
School exchanges to the City { Old Middle School 9th + Duck Property Washington 12th + Hester }

CONTRACT FOR SALE AND PURCHASE OF REAL ESTATE

This contract is entered into the 17 day of December, 1990, between the City of Stillwater, an Oklahoma municipal corporation, (hereinafter "City") and the Board of Education of Independent School District Number 16 of Payne County, Oklahoma, (hereinafter "Board").

It is hereby agreed as follows:

1. City will:

A. pay Board the sum of ONE HUNDRED SIXTY FIVE THOUSAND FIVE HUNDRED DOLLARS AND NO CENTS (\$165,500.00);

B. lease to Board for a period of 100 years the following property:

Starting at the Northeast corner of the Southwest quarter of said Section Twenty-Four (24); thence on an assumed bearing of West along the North line of said Southwest Quarter a distance of 1388.26 feet; thence South perpendicular to the North line of said Southwest Quarter a distance of 284.60 feet to the Point of Beginning; thence North 89°25'08.00" East a distance of 544.11 feet; thence South 02°46'50.28" East a distance of 33.00 feet; thence on a curve to the right, said curve having a radius of 129.94 feet, a central angle of 180°14'01.04", a chord bearing of South 00°26'12.42" East, a chord distance of 259.89 feet and an arc distance of 408.76 feet; thence South 00°09'51.62" West a distance of 30.15 feet; thence South 88°56'00.81" West a distance of 547.94 feet; thence North 00°02'47.77" East a distance of 327.67 feet to the Point of Beginning, said tract containing 4.69 acres, more or less, together with the improvements thereon, commonly known as "Hamilton Field";

C. convey to Board the improvements located on land belonging to Independent School District Number 16 known as "The City Auditorium" or "The Gymnasium".

2. Board will convey to City the following properties:

All of Block 35 in the Original Town (Now City) of Stillwater, Payne County, State of Oklahoma according to the recorded plat (otherwise described as the Old Middle School, 9th and Duck).

Lots One (1), Two (2), Three (3) and Four (4), in Block Twelve (12), Duncan Addition to the City of Stillwater, Oklahoma, and

Lots One (1) through Nine (9), both inclusive and Lots Twelve (12) through Eighteen (18), both inclusive, all in Block Two (2), Lynn Addition to the City of Stillwater, Oklahoma. (otherwise known as Old Washington School at 12th and Hester Streets)

The Old Washington School site at 12th and Hester is to be immediately conveyed by City to Action, Inc. as a condition of this transaction.

3. City's performance is conditioned upon the final approval of an ordinance authorizing the transfer.

4. Each party agrees to convey to the other marketable fee simple title to the properties above referenced, free and clear of all recorded and unrecorded liens, encumbrances, assessments, easements, leases and taxes except public easements and rights of way of record, the conveyances to be in such form and manner as

are acceptable to Lynn Osborn, Special Counsel for Board, and Mary Ann Karns, City Attorney for City. Notwithstanding the foregoing, City accepts the Middle School subject to an existing lease with the Stillwater YMCA.

5. Each party agrees to furnish to the other abstracts of title brought to _____ by the _____ day of December, 1990. Each party shall have 15 days thereafter for the examination of title and notification to the other of any defects. Notification shall be in writing and state with particularity the defect complained of. The owner shall have a reasonable time thereafter to cure such defects, if same can be corrected.

6. Each party shall pay its own costs of abstracting, title examination, survey, recordation and all other closing costs. Each party warrants and covenants to the other party that no real estate agent, broker or third party has been utilized in the consummation of this transaction. If any third party makes a claim for a commission as a result of this transaction, the party against whom the claim is made or by reason of which the claim is made shall pay all costs and expenses incurred including any commission which may be deemed to be due and owing, if any.

7. Each party has examined the improvements being conveyed to it and agrees to accept title thereto "as is" and "with all faults." Board will remove all its property from the Old Middle School within a reasonable time after closing, with the exception of the walk-in refrigerator and freezer, which shall remain with the improvements.

8. Each party must be able to determine to its satisfaction and closing shall constitute such determination:

a) That the real estate they are acquiring by virtue of this transaction is not in any way contaminated with any hazardous substance;

b) The real estate is not subject to any Federal, State or local "superfund" lien, proceeding, claim, liability or action, or threat or likelihood thereof, for the cleanup, removal or remediation of any such hazardous substance from the real estate or from any other real property owned or controlled by the seller thereof, or in which the seller thereof has an interest, legal or equitable;

c) There is no asbestos on the real estate; and

d) There is no underground storage tank on the real estate.

In order to assist the party acquiring title by virtue of this transaction in making such determination and to induce it to purchase the real estate, the seller thereof hereby covenants, represents and warrants to the other: (i) the real estate currently owned being transferred is not contaminated with any hazardous substance; (ii) the current owner has not caused and will not cause, and to the best of the current owner's knowledge, has never occurred, the release of any hazardous substance on the real estate or from any other real property owned or controlled by the current owner thereof or in which the current owner has any interest, legal or equitable; (iv) there is no asbestos on the real estate; (v) there is no underground storage tank on the real estate; (vi) by acquiring the real estate, the acquiring party will not incur or be subjected to any "superfund" liability for the cleanup, removal or remediation of any hazardous substance from the real estate, or any liability, cost or expense for the removal of any asbestos or underground storage tank from the real estate; and (vii) the current owner thereof will indemnify, defend and hold the other harmless from and against any and all claims, demands, liabilities, damages, suits, actions, judgments, fines, penalties, loss, cost and expenses (including, without limitation, attorney's fees), arising or resulting from, or suffered, sustained or incurred by the acquiring party as a result (direct or indirect) of the untruth

or inaccuracy of any of the foregoing matters represented and warranted by the current owner to the acquiring party or the breach of any of the foregoing covenants and warranties of the current owner, which indemnity shall survive the closing hereunder. All of the foregoing covenants, representations and warranties shall be deemed confirmed by the current owner thereof to be true and correct by closing this transaction and shall survive the closing. The terms "hazardous substances," "release" and "removal" as used herein shall have the same meaning and definition as set forth in paragraphs (14), (22) and (23), respectively, of Title 42 U.S.C., Sec. 9601, and all applicable state laws, provided, however, that the term "hazardous substance," as used herein, shall include "hazardous waste" as defined in paragraph (5) of 42 U.S.C., Sec. 6903, and "petroleum" as defined in paragraph (8) of 42 U.S.C., Sec. 6991. The term "superfund" as used herein means the Comprehensive Environmental Response, Compensation and Liability Act, as amended, being Title 42 U.S.C., Sec. 9601, et seq., as amended, and any similar state statute or local ordinance applicable to the real estate, including, without limitation, all applicable state laws and all rules and regulations promulgated, administered and enforced by any governmental agency or authority pursuant thereto. The term "underground storage tank as used herein shall have the same meaning and definition as set forth in paragraph (1) of 42 U.S.C., Sec. 6991.

Notwithstanding the above, Board has disclosed and City has determined through examination that there is asbestos in the Old Middle School and/or Old Washington School. City agrees to accept title to the Old Middle School and the Old Washington School with full knowledge of the asbestos materials disclosed and agrees to remove the asbestos as and when required by law at no cost to Board.

9. Prior to closing, each party hereto, their agents, contractors and the like, shall have the right to enter upon the property being acquired by it, at its own risk and at reasonable times for the purposes of examination and study.

10. The agreements herein contained are mutual and reciprocal.

11. Closing on this contract and transfer of possession shall take place on or before the _____ day of _____, 1991. At closing the parties will also enter into a joint facilities use agreement for the properties known as "The Old Middle School" and "The City Gymnasium/Auditorium" and a roadway/access agreement for the property known as "Hamilton Field."

12. This agreement is subject to the requirements set forth in Title 70 O.S. 5-117, and the procedures set forth therein concerning the sale/exchange of real and personal property.

13. This agreement constitutes the complete and entire agreement of the parties, except the two agreements referenced in paragraph 11 above, and neither party relies upon any representations not contained herein.

DATED this 17th day of December, 1990.

THE BOARD OF EDUCATION
INDEPENDENT SCHOOL DISTRICT
NO. 16, STILLWATER, PAYNE
COUNTY, OKLAHOMA

BY C. Edwin Polk
C. EDWIN POLK, PRESIDENT

(SEAL)

ATTEST:

Louise Richmond
CLERK

APPROVED AS TO FORM AND LEGALITY THIS _____ DAY OF _____, 1990.

LYNN OSBORN
ATTORNEY FOR THE BOARD OF
EDUCATION, INDEPENDENT SCHOOL
DISTRICT NO. 16, STILLWATER,
PAYNE COUNTY, OKLAHOMA

CITY OF STILLWATER, OKLAHOMA
A MUNICIPAL CORPORATION

Mike Henson
MIKE HENSON, MAYOR

(SEAL)

ATTEST:

MARCY ALEXANDER, CITY CLERK

BY Eric S. Martin

alec APPROVED AS TO FORM AND LEGALITY THIS 17 DAY OF _____, 1990.

Mary Ann Karns
MARY ANN KARNs
CITY ATTORNEY

EXHIBIT C

From: Gamble, Bo <bgamble@stillwaterschools.com>
Sent: Monday, August 25, 2025 3:52 PM
To: Brady Moore <brady.moore@stillwaterok.gov>
Subject: Fwd: highschool

This email originated from an **External Source**. Please use proper judgement and **Caution** when opening attachments, clicking links, or responding to this email.

Brady - I am forwarding communication with Glenna Craig regarding the land and City Gym facility at the high school. It appears that a deed was never filed with the county showing the change in ownership. This may require us sitting down and working through what documentation we have and what needs to be completed. Let me know what you think after you get a chance to review and we can certainly schedule a time to meet.

Thank you



Bo Gamble
Assistant Superintendent of Operations
Stillwater Public Schools
314 S. Lewis St.
Stillwater, Oklahoma 74074
(405) 707-5035
stillwaterschools.com



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----- Forwarded message -----

From: **Glenna Craig** <gcraig@paynecountyclerk.org>

Date: Fri, Aug 22, 2025 at 11:09 AM

Subject: Re: highschool

To: Shelly Lawson <slawson@paynecountyclerk.org>, bgamble@stillwaterschools.com
<bgamble@stillwaterschools.com>

Bo,

First, Shelly and I are happy to help. We were both raised in Stillwater, graduated from Stillwater High School, as well as raised our children here, and they also graduated from Stillwater, so Lifelong Pioneers for generations!

Our public records only show conveyances of land we have no knowledge of property on the land ownership except if mentioned and documented in records.

See newly attached document I found that shows where Stillwater Public Schools received the land in a court judgement from C.R.Smith., original record owner. February 21, 1958.

According to what Shelly attached in her email to you the City of Stillwater still owns the land where the GYM is in our records from 1959, even though the Assessor shows Stillwater Schools, which we will discuss with them, because there was a deed filed from Stillwater Public Schools to the City of Stillwater for this piece of land that goes along with the ordinance that Shelly also attached.

According to our records, the City of Stillwater still owns this land, there was never a deed filed in our office where the City of Stillwater deeded it back to Stillwater Schools.

So, in the public records, the City of Stillwater owns the land. You will need to see if there is a deed that was never filed from the City of Stillwater to the School District, and if not, then the City needs to do one now to clear the title.

Let me know if you have any questions.



Glenna Craig
**GLENNA CRAIG,
PAYNE COUNTY CLERK**

315 W Sixth St, Suite 202
Stillwater, OK 74074

📞 **OFFICE:** 405.747.8310

✉️ **EMAIL:** gcraig@paynecountyclerk.org

🌐 **WEBSITE:** countyclerk.paynecounty.org



PROPERTY FRAUD ALERT

REGISTER NOW FOR THE **FREE**
PROPERTY FRAUD ALERT BY
SCANNING THE QR CODE

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From: Shelly Lawson <slawson@paynecountyclerk.org>

Sent: Friday, August 22, 2025 8:04 AM

To: bgamble@stillwaterschools.com <bgamble@stillwaterschools.com>; Glenna Craig <gcraig@paynecountyclerk.org>

Subject: highschool

I have attached the Documents differently. Please let me know if you still do not get them. I apologize again.

Shelly Jo Lawson
Senior Land Deputy
Payne County Clerk's Office
Glenna Craig, Payne County Clerk
315 E. 6th Avenue, Suite 202
Stillwater, OK 74074
(45)747-8344

EXHIBIT D

SCC.12.17.90

MINUTES OF THE
REGULAR CITY COMMISSION MEETING
STILLWATER, OKLAHOMA
DECEMBER 17, 1990

PRESENT: MAYOR MIKE HENSON, VICE-MAYOR MEL MILLER, COMMISSIONERS LARRY BROWN, JOE HANEY, WINFREY HOUSTON

1. The meeting was called to order at 7:30 p.m. by Mayor Mike Henson.
2. NO PROCLAMATIONS OR PRESENTATIONS WERE ISSUED.
3. APPROVAL OF MINUTES

MOTION BY JOE HANEY, SECOND BY WINFREY HOUSTON TO APPROVE THE MINUTES OF THE DECEMBER 10, 1990 REGULAR CITY COMMISSION MEETING AS AMENDED.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

4. CONSENT DOCKET
 - a. Claims in the amount of \$199,195.51, and Payroll in the amount of \$537,013.71 were presented for approval.
 - b. Estimated payroll for 12/31/90 in the amount of \$455,000 was presented for approval.
 - c. The November, 1990 monthly reports were presented for approval.
 - d. The Sales Tax Report for December reflected sales tax revenues were higher than last year to date by 9.54%.
 - e. Staff recommended the bid for fuel be awarded to Hooten Oil Co. as follows: unleaded - \$.6860; diesel - \$.7705/gal.
 - f. Staff recommended the bid for crusher rock for the Street division be awarded to all suppliers with the low bidder as primary supplier, and all others as alternatives.
 - g. Acknowledgement of the submittal of the National Flood Insurance Program rate reduction application was requested.
 - h. Acknowledgement of the receipt of draft Program Budget Format for Chamber of Commerce report to City Commission was requested.

MOTION BY MEL MILLER, SECOND BY JOE HANEY TO ACCEPT THE CONSENT DOCKET, INCLUDING THE PAYROLL CLAIMS, ESTIMATED PAYROLL, AND THE FUEL BID AS RECOMMENDED BY STAFF.

ROLL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

5. OPENING OF BIDS

MAYOR HENSON opened and read the following bids;

a. A 5500 GVW pick-up truck for the Street Division

OLTMANN'S MOTORS, INC.		\$10,651.69
113 E. NINTH	OPT. 1	621.35
STILLWATER, OK. 74074	OPT. 2	391.00
	OPT. 3	118.15
	OPT. 4	N/C
	OPT. 5	50.00
	OPT. 6	50.00
	OPT. 7	54.40
	OPT. 8	54.40
LARRY SPENCER CHEV.		\$10,163.00
2424 W. MAIN	OPT. 1	594.00
NORMAN, OK. 73069	OPT. 2	284.00
	OPT. 3	235.00
	OPT. 4	STD.
	OPT. 5	58.00
	OPT. 6	58.00
	OPT. 7	111.00
	OPT. 8	52.00
CARTER CHEVROLET		\$10,685.00
215 W. OKLAHOMA	OPT. 1	639.00
OKARCHE, OK. 73762	OPT. 2	284.00
	OPT. 3	172.00
	OPT. 4	INCL. W/AIR COND.
	OPT. 5	35.00
	OPT. 6	35.00
	OPT. 7	111.00
	OPT. 8	52.00
BOYD CHEVROLET		\$11,859.00
5000 W. RENO	OPT. 1	640.00
OKLAHOMA CITY, OK.	OPT. 2	290.00
	OPT. 3	175.00
	OPT. 4	STD.
	OPT. 5	50.00
	OPT. 6	50.00
	OPT. 7	115.00
	OPT. 8	53.00

SCC.12.17.90

BAUSTERT MOTOR CO.		\$10,443.65
1111 S. MAIN	OPT. 1	615.40
KINGFISHER, OK. 73750	OPT. 2	294.10
	OPT. 3	243.95
	OPT. 4	STD.
	OPT. 5	20.00
	OPT. 6	52.00
	OPT. 7	120.70
	OPT. 8	5.95
WILSON CHEVROLET		\$12,366.00
4650 W. SIXTH	OPT. 1	675.00
STILLWATER, OK.	OPT. 2	295.00
	OPT. 3	196.00
	OPT. 4	STD.
	OPT. 5	175.00
	OPT. 6	40.00
	OPT. 7	123.00
	OPT. 8	65.00
EDMOND DODGE, INC.		\$10,277.00
3701 S. BROADWAY	OPT. 1	663.74
EDMOND, OK. 73013	OPT. 2	380.11
	OPT. 3	118.21
	OPT. 4	130.00
	OPT. 5	70.00
	OPT. 6	60.00
	OPT. 7	NOT AVAILABLE
	OPT. 8	53.90
	ADD'L. STRAP	120.00
ARTHUR HARRIS FORD		\$12,083.00
6601 S.E. 29TH	OPT. 1	806.00
MIDWEST CITY, OK. 73110	OPT. 2	346.00
	OPT. 3	105.00
	OPT. 4	115.00
	OPT. 5	75.00
	OPT. 6	75.00
	OPT. 7	OK
	OPT. 8	STD.

MOTION BY LARRY BROWN, SECOND BY JOE HANEY TO REFER BIDS TO STAFF FOR EVALUATION AND RECOMMENDATION.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

b. A 8500 GVW pick-up truck for the Street Division

LARRY SPENCER CHEV. 2424 WEST MAIN NORMAN, OK. 73069		\$10,680.00	
	OPT. 1	594.00	
	OPT. 2	682.00	
	OPT. 3	235.00	
	OPT. 4	284.00	
	OPT. 5	N/C	
	OPT. 6	STD.	
	OPT. 7	52.00	
	OPT. 8	58.00	
	OPT. 9	58.00	
ARTHUR HARRIS FORD 6601 S.E. 29TH MIDWEST CITY, OK. 73110		\$12,408.00	
	OPT. 1	806.00	
	OPT. 2	696.00	
	OPT. 3	105.00	
	OPT. 4	346.00	
	OPT. 5	115.00	
	OPT. 6	N/A	
	OPT. 7	STD.	
	OPT. 8	75.00	
	OPT. 9	75.00	
OLTMANN'S MOTORS 113 E. NINTH STILLWATER, OK.		\$10,971.62	
	OPT. 1	677.45	
	OPT. 2	550.80	
	OPT. 3	118.15	
	OPT. 4	391.00	
	OPT. 5	IN BASE	
	OPT. 6	54.40	
	OPT. 7	54.40	
	OPT. 8	50.00	
	OPT. 9	50.00	
BAUSTERT MOTOR CO. 1111 S. MAIN KINGFISHER, OK. 73750		\$10,853.74	
	OPT. 1	663.00	
	OPT. 2	760.75	
	OPT. 3	243.95	
	OPT. 4	294.10	
	OPT. 5	85 AMP STANDARD	
	OPT. 6	STD	
	OPT. 7	INCLUD.W/PRICE ON AUTO TRANS #2	
	OPT. 8	20.00	
	OPT. 9	52.00	
WILSON CHEV. INC. 4650 W. SIXTH		\$13,088.00	
	OPT. 1	0.00 (MANUAL)	
		675.00 (AUTO.TRANS.)	

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OPT. 2	760.00
OPT. 3	0.00 (MANUAL)
	285.00 (AUTO.TRANS.)
OPT. 4	298.00
OPT. 5	0
OPT. 6	0
OPT. 7	0.00 (MANUAL)
	65.00 (AUTO.TRANS.)
OPT. 8	175.00
OPT. 9	40.00

BOYD CHEVROLET INC.
5000 W. RENO
OKLAHOMA CITY, OK.

	\$12,434.00
OPT. 1	640.00
OPT. 2	714.00
OPT. 3	175.00
OPT. 4	290.00
OPT. 5	85 AMP STANDARD
	100 AMP STANDARD W/AIR
OPT. 6	115.00
OPT. 7	53.00
OPT. 8	50.00
OPT. 9	50.00

CARTER CHEVROLET
215 W. OKLAHOMA
OKARCHE, OK.

	\$11,110.00
OPT. 1	640.00
OPT. 2	713.00
OPT. 3	172.00
OPT. 4	283.00
OPT. 5	STD. WHEN FACTORY
	AIR ORDERED
OPT. 6	STD. W/C6P H.D.CHASSIS
OPT. 7	52.00
OPT. 8	35.00
OPT. 9	35.00

EDMOND DODGE INC.
3701 S. BROADWAY
EDMOND, OK.73013

	\$11,122.00
OPT. 1	660.00
OPT. 2	743.95
OPT. 3	118.00
OPT. 4	380.11
OPT. 5	130.90
OPT. 6	N/A
OPT. 7	54.40
	120.00 ADD'L COOLER
	DEALER INSTALL
OPT. 8	70.00
OPT. 9	60.00

MOTION BY LARRY BROWN, SECOND BY JOE HANEY TO REFER BIDS TO STAFF FOR EVALUATION AND RECOMMENDATION.

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ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

c. A 45000 GVW heavy duty truck for the Sanitation Division

H.D. COPELAND INTERNAT. TRUCKS 1735 W. RENO OKLAHOMA CITY, OK. 73106	\$37,697.00
OWEN THOMAS FORD 601 S. MAIN STILLWATER, OK. 74074	\$40,299.25
BAUSTERT MOTOR CO. 1111 S. MAIN KINGFISHER, OK. 73750	\$36,981.46
CARTER CHEVROLET AGENCY INC. 215 W. OKLAHOMA OKARCHE, OK. 73762	\$41,964.00
FRED JONES FORD 200 W. RENO, P.O. BOX 25068 OKLAHOMA CITY, OK. 73125	\$39,539.00

MOTION BY LARRY BROWN, SECOND BY JOE HANEY TO REFER BIDS TO STAFF FOR EVALUATION AND RECOMMENDATION.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

c. A mid size pick-up truck for Customer Service Division

OLTMANN'S MOTORS, INC. 113 E. NINTH STILLWATER, OK. 74074	\$9,191.01
	OPT. 1 451.35
	OPT. 2 677.45
	OPT. 3 STD.
	OPT. 4 399.50
	OPT. 5 118.15
	OPT. 6 50.00
	OPT. 7 50.00
BOYD CHEV. INC. 5000 W. RENO OKLAHOMA CITY, OK.	\$9,093.00
	OPT. 1 509.00
	OPT. 2 620.00
	OPT. 3 STD.
	OPT. 4 185.00 - s/b \$333.00
	OPT. 5 107.00

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	OPT. 6	50.00
	OPT. 7	50.00
WILSON CHEV. INC.		\$9,388.00
4650 W. SIXTH	OPT. 1	550.00
STILLWATER, OK. 74074	OPT. 2	650.00
	OPT. 3	STD.
	OPT. 4	365.00
	OPT. 5	156.00
	OPT. 6	175.00
	OPT. 7	40.00
OWEN THOMAS FORD		\$9,516.00
601 S. MAIN	OPT. 1	334.00
STILLWATER, OK. 74074	OPT. 2	594.00
	OPT. 3	INCLUDED
	OPT. 4	254.00
	OPT. 5	89.00
	OPT. 6	N/A
	OPT. 7	77.00
BAUSTERT MOTOR CO.		\$8,401.95
1111 S. MAIN	OPT. 1	527.00
KINGFISHER, OK. 73750	OPT. 2	641.75
	OPT. 3	STD.
	OPT. 4	344.25
	OPT. 5	192.10
	OPT. 6	15.00
	OPT. 7	35.00
ARTHUR HARRIS FORD		\$9,174.00
6601 S.E. 29TH	OPT. 1	393.00
MIDWEST CITY, OK. 73110	OPT. 2	699.00
	OPT. 3	STD
	OPT. 4	311.00
	OPT. 5	105.00
	OPT. 6	75.00
	OPT. 7	75.00
CARTER CHEV. AGENCY		\$8,638.00
215 W. OKLAHOMA	OPT. 1	509.00
OKARCHE, OK. 73762	OPT. 2	619.00
	OPT. 3	9.00
	OPT. 4	331.00
	OPT. 5	107.00
	OPT. 6	35.00
	OPT. 7	35.00

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MOTION BY LARRY BROWN, SECOND BY JOE HANEY TO REFER THE BIDS TO STAFF FOR EVALUATION AND RECOMMENDATION.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

6. PUBLIC APPEARANCES, PETITIONS, COMMUNICATIONS

a. Miscellaneous items from the Audience. No items presented.

7. GENERAL ORDERS

a. Authorize architectural firm of Locke Wright & Associates to proceed with final plans for the new Public Library.

CITY MANAGER CARL WEINAUG advised that this authorization would include work for the preliminary phase, the agreement for the architects to go ahead with the contract, and the fee schedule.

MOTION BY WINFREY HOUSTON, SECOND BY MEL MILLER FOR LOCKE, WRIGHT & ASSOCIATES TO PROCEED WITH THE FINAL PLANS FOR THE NEW PUBLIC LIBRARY.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

LOCKE WRIGHT & ASSOCIATES were directed to provide a summary for the City Attorney and Commissioners to review. WENDELL LOCKE was enthusiastic for the direction given by the Commission during the Study Session and was eager to begin.

JOHN AUGELLI was pleased at the approval of the bond issue, and looked forward to working on the project.

JIM SHIDELER said the Library Board is excited about the project, and is pleased with the cooperation by the City Commission, the architects, and the approval by the people for this library. It shows a tremendous vote of confidence in the job done by the Library Director and staff to serve the community.

b. Consider request from Jim Cutter of the American Legion to adopt a resolution requesting the Oklahoma Legislature and the U.S. Congress to enact legislation to amend the constitution to prohibit desecration of the flag of the United States.

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As speaker for the American Legion, COL. CUTTER asked for a narrowly drafted resolution or amendment pointed specifically at desecration of the flag so that it cannot be interpreted as trampling on anyone's freedom of speech or constitutional rights in any other way to be sent to the President Pro Temp of the Oklahoma Senate, the Speaker of the House and each member of the Oklahoma Congressional Delegation. The American Legion in Oklahoma City intends to present all resolutions received from the cities, to tabulate and publish them. He said 91% of the American people in a poll disagreed with the Supreme Court decision, and 71% felt there should be an amendment.

COMMISSIONER BROWN stated there was some concern on the part of some of the Commissioners regarding their position as a body in endorsing the resolution. He had the strongest feelings for our country and our flag, and had committed to writing a letter to our legislature concerning this issue but did not feel it is something the Commission, as governing body for the City of Stillwater is in the position of endorsing.

COMMISSIONER HOUSTON said he was unwilling to leave this determination to either the Legislature or to Congress. He wanted opinions from the community regarding what the term "physical desecration" would mean and also what the criminal offense would be. He asked if this is done, would it be a misdemeanor, a felony, or a capital offense? He recommended this be placed under Public Hearings at a future meeting to allow citizen input.

VICE-MAYOR MILLER, while wholeheartedly supportive of our country and our flag, was unsure the resolution was the right way for the Commission to go about this. He was strongly committed to our ability to have freedom of expression, and asked "do we need another reason to put people in prison or to clutter up the Court system, or is it better for us Americans to stand up to people who want to desecrate our flag and say this is not what we believe in?"

MAYOR HENSON said the important thing is for Americans to stand up, and believed it is time for us to say desecration of the flag is not acceptable.

COMMISSIONER HANEY was unsure this is the proper forum for this type of discussion. If we send this message to the legislature, we are getting outside of our bounds of responsibility, and said this is a state and national issue. He felt desecration of the flag is terrible and would be willing to put a petition in his store to support this.

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MOTION BY WINFREY HOUSTON, SECOND BY MEL MILLER TO SET THE RESOLUTION DOWN FOR A PUBLIC HEARING FOR FURTHER CONSIDERATION AT A MEETING AFTER THE NEW SCHOOL SEMESTER HAS STARTED.

COMMISSIONER BROWN questioned the need for a public hearing.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, WINFREY HOUSTON - YES. JOE HANEY, LARRY BROWN - NO. MOTION CARRIED WITH THREE VOTES YES.

c. Approve contract for purchase/exchange of property with Stillwater Public Schools. (Old Middle School, Washington School, Hamilton Field, City Gymnasium)

CITY ATTORNEY MARY ANN KARNS provided corrections to the contract. These included a lease of Hamilton Field for 99 years, rather than sale of; and an inclusion in the Washington School description to read "the Old Washington School site at 12th and Hester is to be immediately conveyed by City to Action, Inc. as a condition of this transaction."

MOTION BY WINFREY HOUSTON, SECOND BY JOE HANEY TO APPROVE THE CONTRACT WITH THE PURCHASE/EXCHANGE OF PROPERTY WITH THE CITY SCHOOL BOARD FOR THE OLD MIDDLE SCHOOL, WASHINGTON SCHOOL, THE 100 YEAR LEASE OF HAMILTON FIELD ACREAGE, AND THE CITY GYMNASIUM; AND TO AUTHORIZE AND DIRECT THE MAYOR AND CLERK TO EXECUTE THE APPROPRIATE LEGAL DOCUMENTS ACCORDING TO THE SPIRIT OF THE DOCUMENTS THAT HAVE BEEN PRESENTED TO THE COMMISSION TONIGHT, SUBJECT TO MINOR CHANGES BY THE CITY ATTORNEY.

COMMISSIONER BROWN urged the Commission to reconsider their position regarding this exchange.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, JOE HANEY, WINFREY HOUSTON - YES. LARRY BROWN - NO. MOTION CARRIED WITH FOUR VOTES YES.

d. Approve contract for transfer of Washington School to Action, Inc.

MS. KARNS explained this contract is for conveyance of Washington School, with no reversion and is conditioned upon the consummation of our agreement with the board, and in turn conditioned upon final approval of the ordinance. Action, Inc. is taking the school as is, with full knowledge that there may be an unknown amount of asbestos, and we do not now have, or have ever had any dominion or control over the property. Action, Inc.'s attorney has provided a letter, agreeable to the transfer and in specific that they understand there may be an asbestos presence in the building, and they will be solely responsible for its removal. The contract does not provide for any long term arrangement regarding utilities.

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MOTION BY MEL MILLER, SECOND BY JOE HANEY TO APPROVE THE CONTRACT FOR TRANSFER OF WASHINGTON SCHOOL TO ACTION, INC.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

e. Acceptance of 1989-90 City of Stillwater Comprehensive Annual Financial Report (CAFR).

DIRECTOR OF FINANCE, MARCY ALEXANDER provided the background for the CAFR; she noted this year our revenues have kept pace. In our governmental funds there is a 13% increase, and some substantial increases came from the grant area. There has also been an increase in expenditures. The enterprise funds have shown a substantial increase in revenues, particularly in the Utilities Authority, with a 4.3 million net income.

MOTION BY MEL MILLER, SECOND BY JOE HANEY TO ACCEPT STILLWATER'S COMPREHENSIVE ANNUAL FINANCIAL REPORT, WITH A SPECIAL NOTE OF APPRECIATION TO THE FINANCE, THE AUDIT COMMITTEE, DATA PROCESSING AND COMMUNITY DEVELOPMENT DEPARTMENTS FOR AN EXCELLENT JOB.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

f. Authorize retaining the firm of Coopers & Lybrand to perform fiscal 1991 financial audit services. (CC-90-265)

MS. ALEXANDER provided the Audit Committee's recommendation to retain Coopers & Lybrand for their third year of audit services. Their fee schedule would be \$28,000, which is a 7.7% increase from the prior year.

MOTION BY MEL MILLER, SECOND BY JOE HANEY TO ACCEPT THE AUDIT COMMITTEE'S RECOMMENDATION AND RETAIN THE FIRM COOPERS & LYBRAND FOR 1991 FISCAL AUDIT SERVICES.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

g. Accept Community Development Block Grant report.

This item had been postponed whether to go with staff and the task force's recommendation on how to spend the CDBG's \$80,000 received by the City, and whether \$25,000 of the funds could be used for Action's auditorium to also take care of any asbestos problem.

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DIRECTOR OF COMMUNITY DEVELOPMENT, JOHN WESLEY said the response from the State Dept. of Commerce is that if any asbestos is discovered within the auditorium we will be required to take care of that situation. From what staff knows about the potential of asbestos in the auditorium, it does not seem to cause any problem. Those funds cannot be used for any work in any other part of the building. Staff recommended acceptance of the grant offer with the modifications. These modifications will include transitional housing, repairs to Action, Inc. building and rehabilitation of at least three owner occupied housing units. If any monies are saved on the first two projects they will be applied to the owner occupied projects.

MOTION BY WINFREY HOUSTON, SECOND BY LARRY BROWN TO ACCEPT STAFF RECOMMENDATION.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

h. Authorize acquisition of a Geographical Information System (GIS) CC-90-266)

DIRECTOR OF ADMINISTRATIVE SERVICES, NORMAN RICHMOND explained this system would enable City departments with the ability to prepare a geographical information system. The new technology has a collecting, storing, and analyzing geographic capacity. It will also provide a new area of information management involving people and organizations analyzing and disseminating information. Informative maps and reports can be produced by the computer in a fraction of the time it would have taken to provide hand-drawn maps and reports. He had been holding out for the GSA price, as it's up to a corporation as to whether they sell to us at GSA prices or not. This firm kept holding out, but finally gave a 24% discount.

MR. RICHMOND explained this system would be implemented in several steps over a 3-5 year period. Generation 5 has been doing business for five years, and their financial status shows they are a solvent thriving business. He stated the costs for traveling and technical training schools is in line with industries right now. They have not limited the number of individuals for on-site training. Other cities who have selected Generation 5 are Crevalis, Oregon and Menassiss, Va. There are no other cities in Oklahoma using this system. There are only two cities in Oklahoma who have developed good GIS systems at this time, and they are Tulsa and Oklahoma City. Other smaller cities are looking at it and watching what we do with this. This system has become a high priority with the OMB. It is definitely a direction other cities are going in. He requested the Commissioners to consider purchase of this program.

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COMMISSIONER HANEY was concerned extra personnel would be needed to utilize the program. MR. RICHMOND said no additional personnel are planned at this time. It depends on how fast the Commission wants staff to move at getting the data in. With current staff, it will take a full five years to implement the system.

MR. RICHMOND explained the City receives a credit from the software company when we demonstrate our financial system to other cities. VICE-MAYOR MILLER suggested we ought to have a discussion with the software company regarding forthcoming credits as we finalize the contract with them.

With regard to Mr. Richmond's report regarding this computer as a "compromise" he advised that we are not getting the "cadillac." However, this is a proven system and although somewhat limited in its abilities, it does interface with existing systems (AutoCAD). It is expected to save manpower hours, and it will benefit several departments, including the Electric department, Community Development, Engineering, etc. Right now four departments are ready to hook up to it, but there are others who will be able to in the near future. The \$120,000 budgeted will be sufficient for this system.

MOTION BY MEL MILLER, SECOND BY JOE HANEY TO ACCEPT STAFF RECOMMENDATION.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

- i. Award bid for removal and replacement of pavement and the installation of underdrain system on Stallard Street from McElroy Road to Summit Circle. (CC-90-267)

CITY ENGINEER, JED BANKS recommended Kerns Construction as low bidder in the amount of \$62,867.46. This was over the engineer's estimate of \$56,158.54, and the budgeted amount. If approved, funds will be taken from the sidewalk repair cost share account to make up the difference.

MOTION BY JOE HANEY, SECOND BY WINFREY HOUSTON TO ACCEPT STAFF RECOMMENDATION FOR ALTERNATIVE #2.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

- j. Authorize purchase of diagnostic computer for City Garage.

DIRECTOR OF PUBLIC WORKS, JEFF HOUGH advised the City Garage needs a diagnostic computer for use on some late model vehicles. We currently have a diagnostic computer but it does not have the capability to diagnose all the computerized systems coming out on new vehicles. The unit sells for \$1,605. Currently there is a truck tire balancer item in the City Garage budget but based on the need for this particular item, and the lack of a real serious problem with truck tires, staff recommended substituting the computer with a purchase from Sun Electronics as sole source for this type of equipment.

MOTION BY JOE HANEY, SECOND BY WINFREY HOUSTON TO ACCEPT STAFF RECOMMENDATION.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

- k. Consider memorandum of understanding with Stillwater Medical Center Authority for use of property adjacent to Stillwater Medical Center.

MARY ANN KARNS advised this agreement constitutes of two conveyances of properties around the Medical Center from O.S.U. to the City. The agreement presented at this meeting was prepared by Attorney Bob Hert, which basically provides for a land trade between the City and the Stillwater Medical Center, and conveyance of \$485,000 to O.S.U. by the Medical Center through the City. Title will not be vested immediately but the City will hold it and not do anything with it without checking with them.

MOTION BY MEL MILLER, SECOND BY JOE HANEY TO APPROVE THE MEMORANDUM OF UNDERSTANDING WITH THE STILLWATER MEDICAL CENTER AND TO AUTHORIZE THE APPROPRIATE OFFICIALS TO SIGN.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

- l. Authorize \$7,402.35 increase in Boomer Lake Breakwater Construction project. (CC-90-268)

DIRECTOR OF PARKS & RECREATION BILL NELSON requested approval of an amendment of a contract with Wheatley Equipment to include construction of the sixth breakwater pier at a cost of \$6,729.40.

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The purpose of the piers is to add additional shoreline, for fishing access, reduction of wave action/erosion, to improve water quality and to increase the lake bed.

The contractor has indicated a willingness to accept this amendment, if approved prior to completion of the existing contract and demobilization of his equipment. Staff feels the cost per cubic yard is advantageous to the City and any additional work could be completed under this contract will result in a cost savings to the City.

VICE-MAYOR MILLER observed that 75% of the costs will be refunded, so the City's cost will really only be about \$1,500.

MR. NELSON explained it had been hoped the sixth pier would be used as a waste area for the SCS if they needed it but the SCS determined this would not be necessary. Staff then went to the Oklahoma Department of Wildlife, who indicated the need for an additional breakwater on the north end of the lake, east of the main channel. They have given verbal approval for funding a 75% share of the amendment. Written approval is expected next week.

MOTION BY JOE HANEY, SECOND BY MEL MILLER TO ACCEPT STAFF RECOMMENDATION.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

8. ORDINANCES

(first reading)

- a. Ordinance No. 2398 repealing and amending the Stillwater City Code providing for construction of driveways on lots with 55 ft. or less of frontage.

MOTION BY LARRY BROWN, SECOND BY JOE HANEY TO APPROVE FIRST READING OF ORDINANCE 2398, AND TO ADVANCE IT TO SECOND READING.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

(second reading)

- b. Ordinance No. 2396 relating to the exchange of property owned by and between the City and the Board of Education, and providing for an effective date.

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MS. KARNs advised of the amendments she had made regarding the one hundred year lease for Hamilton Field, and inclusion of the statement that the old Washington School is to be immediately conveyed by the City to Action, Inc. for \$1.00 as a condition of the transaction.

MOTION BY WINFREY HOUSTON, SECOND BY JOE HANEY TO ADOPT ORDINANCE 2396, AND TO AUTHORIZE THE MAYOR AND CLERK TO SIGN.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, JOE HANEY, WINFREY HOUSTON - YES. LARRY BROWN - NO. MOTION CARRIED WITH FOUR VOTES YES.

c. Ordinance No. 2397 rezoning a tract located on the east side of the 400 block of Payne Street from RS1, Large Lot Single-Family District to RS2, Medium Lot Single-Family District.

MOTION BY LARRY BROWN, SECOND BY JOE HANEY TO ADOPT ORDINANCE 2397, AND TO AUTHORIZE THE MAYOR AND CLERK TO SIGN.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

9. REPORTS FROM OFFICERS AND BOARDS

- a. Miscellaneous items from the City Attorney. No items.
- b. Miscellaneous items from the City Manager. No items.
- c. Miscellaneous items from the City Commission.

THE COMMISSIONERS wished everyone a Merry Christmas; WINFREY HOUSTON noted Stillwater's Jean Devlin is now the editor of Oklahoma Today, and David Kulik has an excellent article in its most recent issue.

MAYOR HENSON thanked Colonial Florist for the Norfolk Pine presented for this meeting.

10. APPOINTMENTS

- a. Appointments to Audit Committee

MOTION BY JOE HANEY, SECOND BY WINFREY HOUSTON TO APPOINT SUSAN PRESLEY TO A TERM DUE TO EXPIRE IN JANUARY 1992, AND TO REAPPOINT BUD LACY TO A THREE YEAR TERM DUE TO EXPIRE IN JANUARY, 1994.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

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b. Appointment to the Community Relations Committee

MOTION BY MEL MILLER, SECOND BY LARRY BROWN TO APPOINT KEN CHANCE TO A THIRD YEAR TERM DUE TO EXPIRE IN DECEMBER, 1993.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

c. Appointments to Stillwater Medical Center Authority.

MOTION BY MEL MILLER, SECOND BY WINFREY HOUSTON TO REAPPOINT BRAD JACKSON AND STAN WHITE TO THREE YEAR TERMS DUE TO EXPIRE IN JANUARY, 1994.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES

11. NEW BUSINESS There was no new business presented.

12. ADDITIONS, CORRECTIONS, QUESTIONS No items.

13. ADJOURNMENT

MOTION BY MEL MILLER, SECOND BY LARRY BROWN TO ADJOURN THE REGULAR MEETING OF THE CITY COMMISSION.

ROLL CALL VOTE: MIKE HENSON, MEL MILLER, LARRY BROWN, JOE HANEY, WINFREY HOUSTON - YES. NO - NONE. MOTION CARRIED WITH ALL VOTES YES.

The meeting adjourned at 9:40 p.m.

Mike Henson
CHAIRMAN MIKE HENSON

Sylvia S. Mallett
SYLVIA S. MALLETT
RECORDING SECRETARY
DEPUTY CITY CLERK

EXHIBIT D

STILLWATER BOARD OF EDUCATION MINUTES OF SPECIAL MEETING December 13, 1990 6:30 p.m.

12-4-90 Board Meeting:
Board authorized the superintendent to publish legal notice to sell Old South High at 12th & Duck.

12-13-90 Board Meeting:
Exchanged Old Middle School (9th & Duck) & Washington School (12 & Hester) to the City of Stw. for City Gym, Hamilton Fld, plus \$165,000

1-8-91 Board Meeting:
Sold Old South High (12th & Duck) to the City of Stw. for \$34,500.

1. CALL TO ORDER AND ROLL CALL

The Board of Education of Independent School District Oklahoma, met in special session at the Board of Education Lewis, on the thirteenth day of December 1990. The order by Dr. C. Edwin Polk, President, at 6:30 p.m. notice were posted at 5:00 p.m., December 6, 1990.

MEMBERS PRESENT:	C. Edwin Polk	President and Member
	Mary K. Lawler	Vice President and Member
	Julie Couch	Member
	Eldon C. Nelson	Member
	Peg Vitek	Member

OTHERS PRESENT:	William Hodges	Superintendent
	Mickey Banister	Deputy Superintendent
	Jim Ramsey	Assistant Superintendent
	Ray Hickey	Director, Finance
	Louise Richmond	Clerk
	Lynn Osborn	Board Counsel

PURPOSE OF MEETING

The meeting was called to consider the exchange of properties with the City of Stillwater of the Old Middle School and Washington School and to review any alternative proposals.

2. APPROVAL OF AGENDA

Motion by VITEK, second by LAWLER, to approve the agenda as distributed. The motion carried (5-0) with the following votes: Vitek - yes, Lawler - yes, Couch - yes, Nelson - yes, Polk - yes.

3. CONSIDERATION OF EXCHANGE OF OLD MIDDLE SCHOOL AND WASHINGTON SCHOOL PROPERTIES AND REVIEW OF ALTERNATIVE PROPOSALS

DR. HODGES reviewed Stillwater School's November 16, 1990, letter to the City Manager reflecting authorization to make the necessary exchanges regarding the Old Middle School, Washington School, the City Auditorium/Gymnasium, and the land under Hamilton Field.

According to the City Manager's letter of November 13, 1990, the City Commission voted to buy the Old Middle School for \$165,000 plus the land under Hamilton Field and the City Auditorium/Gymnasium.

Also distributed for review by the Board of Education was the "Notice of Consideration of Exchange of Property and Invitation of Alternative Proposals" which was published November 20, 1990.

The SUPERINTENDENT informed the Board that no other proposals have been received.

DR. HODGES called attention to a letter from Mayor Mike Henson thanking the school for the freezers that will be left in the Old Middle School Cafeteria for use by the City.

A letter from the State Department of Labor was received in answer to school administration's inquiry about public entities disclosing asbestos hazards in property to be sold or exchanged. The letter stated that regulations do not require disclosure of asbestos information. Nevertheless, the school has disclosed and reported all such information to the City of Stillwater, and there is extensive language in the contract regarding hazardous materials.

Old South High

2 - Minutes of Special Meeting
December 13, 1990

Dr. Hodges and City Manager Carl Weinaug have discussed the issue of being able to pass Washington School on to Action, Inc. and the fact that the land under Hamilton Field was developed with federal funds. Stipulations state that if the property is disposed of, there must be a reversionary clause.

A. Consideration and determination of whether or not the Old Middle School and Washington School are no longer needed by the School District

The SUPERINTENDENT made a recommendation, based on the exchange of properties and the monetary settlement offered, that the School District no longer needs the Old Middle School and Washington School properties.

Motion by NELSON, second by LAWLER, to verify that the Old Middle School and Washington School properties are no longer needed by Stillwater Public Schools. The motion carried (5-0) with the votes as follows: Nelson - yes, Lawler - yes, Couch - yes, Vitek - yes, Polk - yes.

B. Consideration of alternative proposals, if any

DR. HODGES informed the Board that no alternative proposals have been received.

C. Further consideration of proposal for exchange by City of Stillwater

LYNN OSBORN, School Board Counsel, reported that he and City Attorney Mary Ann Karns have discussed the terms of the proposal and updating of abstracts. The abstracts are being updated and should be available around December 15.

The City has agreed to accept the properties with the knowledge that there are asbestos and hazardous materials present and has agreed to take care of the asbestos at their expense.

An access agreement will be arranged for Hamilton Field property.

D. Consideration of determination of best proposal constituting adequate consideration

The only proposal received is from the City of Stillwater. and it does meet the established criteria.

E. Authorization of President and Clerk of Board of Education to execute formal written contractual agreement

On DR. HODGES recommendation, motion by LAWLER, second by NELSON, to authorize the Legal Counsel and the Office of the Superintendent to execute the contracts to exchange the Old Middle School and Washington School for the City Auditorium/Gymnasium, the land under Hamilton Field, and \$165,000 in cash. The motion carried (5-0) with the votes cast as follows: Lawler - yes, Nelson - yes, Couch - yes, Vitek - yes, Polk - yes. A copy of the contract is attached to and made a part of these minutes.

F. Consideration of appraisal of properties and its availability for public inspection

The SUPERINTENDENT indicated that appraisals will be available for public inspection at the closing of the contract as specified by law.

5. VOTE TO ADJOURN

Motion by VITEK, second by LAWLER, to adjourn at 6:55 p.m. The motion carried (5-0) with the following votes: Vitek - yes, Lawler - yes, Couch - yes, Nelson - yes, Polk - yes.

C. Edwin Polk
C. Edwin Polk, President

Louise Richmond
Louise Richmond, Clerk

Old South High

After recording Return to:

John W. Bartley, PLLC
623 S. Lewis, Stillwater, OK 74074

Quit Claim Deed

THIS INDENTURE, made this the _____ day of ~~March 2026~~ April 2026, between **The City of Stillwater, Oklahoma, a municipal corporation**, party of the first part, and **Independent School District No. 16 of Payne County, Oklahoma, 303 S. Main St., Stillwater, OK 74074**, party of the second part.

WITNESS, that said party of the first part, in consideration of the sum of Ten and No/100ths Dollars (\$10.00) and other valuable considerations, to them in hand paid, the receipt of which is hereby acknowledged, does hereby Quitclaim, Grant, Bargain, Sell and Convey unto the said party of the second part, all its right, title, interest, estate and every claim and demand, both at law and in equity, in and to all of the following described property, situated in Payne County, State of Oklahoma, to-wit:

A tract of land in the Northeast Quarter (NE/4) of the Southwest Quarter (SW/4) of Section Eleven (11), Township Nineteen (19) North Range Two (2) East of the Indian Meridian, Stillwater, Payne County, Oklahoma, described by metes and bounds as follows: BEGINNING at a point 410 feet North and 622.5 feet West of the Southeast Corner (SE/cor) of said Northeast Quarter (NE/4) of the Southwest Quarter (SW/4) Section Eleven (11), Township Nineteen (19) North Range Two (2) East, thence North 266 feet; thence West 168 feet; thence South 266 feet; thence East 168 feet to the POINT OF BEGINNING, containing 1.03 acres more or less, along with all its interests in the right of ingress and egress, and right of use of all parking facilities.

EXEMPT DOCUMENTARY STAMP TAX O.S. TITLE 68, ARTICLE 32, SECTION 3201 OR 3202, PARAGRAPH 11

EXEMPT AFFIDAVIT 60 O.S. SECTION 121, PARAGRAPH C, EXEMPTION #8

together with all and singular the hereditaments and appurtenances thereunto belonging.

TO HAVE AND TO HOLD the above described premises unto the said party of the second part, its successors and assigns forever, so that neither the said party of the first part, nor any person in its name and behalf, shall or will hereafter claim or demand any right or title to the said premises or any part thereof; but shall by these presents be excluded and forever barred.

IN WITNESS WHEREOF, the said party of the first part hereto has caused these presents to be signed this the _____ day of _____, 2026.

The City of Stillwater, Oklahoma

BY: _____

STATE OF OKLAHOMA)
)
COUNTY OF PAYNE)

Before me, the undersigned, a Notary Public in and for this State on this the _____ day of _____, 2026, personally appeared _____, the _____ of The City of Stillwater, Oklahoma, a municipal corporation, to me known to be the identical person who executed the within and foregoing instrument and acknowledged to me that he executed the same as his free and voluntary act and deed and the free and voluntary act and deed of the municipal corporation for the uses and purposes therein set forth.

My commission expires:

Notary Public

Deed Presented for filing by: John W. Bartley, PLLC
File Number: None
Title Insurer: None

ORDINANCE NO. 3599

AN ORDINANCE REZONING A TRACT OF LAND LOCATED AT 3621 AND 3605 N. PROSPERITY LANE FROM GENERAL INDUSTRIAL (IG) TO COMMERCIAL SHOPPING (CS).

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

Parcels located at 3621 and 3605 N. Prosperity Lane:

A tract of land in the Northeast Quarter (NE/4) of the Northwest Quarter (NW/4) of Section One (1), Township Nineteen (19) North, Range Two (2) East of the Indian Meridian, Payne County, State of Oklahoma, being more particularly described as follows: Commencing at the Northeast corner (NE/C) of said Northwest Quarter (NW/4); Thence South 89°27'17" West, said line being the basis of bearing, (previously recorded as North 89°58'48" West), along the north line of said Northwest Quarter (NW/4); a distance of 99.47 feet, (previously recorded as 99.46 feet); Thence South 00°32'43" East, (previously recorded as South 00°01'12" West), perpendicular to the north line of said Northwest Quarter (NW/4), a distance of 80.11 feet, (previously recorded as 80.00 feet); Thence South 89° 27'30" West, (previously recorded as North 89°58'48" West), along the south line of a parcel of land deeded to the State of Oklahoma by Warranty Deed recorded in Book 204, Page 425, a distance of 499.37 feet to the Point of Beginning; Thence South 00°08'51" East, a distance of 176.68 feet, Thence South 89°51'09" West, a distance of 245.00 feet; Thence North 00°08'51" West, a distance of 174.99 feet to a point on the said south line of a parcel of land deeded to the State of Oklahoma by Warranty Deed recorded in Book 204, Page 425; Thence North 89°27'30" East, (previously recorded as North 89°58'48" West) along the said south line, a distance of 245.01 feet, to the Point of Beginning.

And

A tract of land lying in the Northwest Quarter (NW/4) of Section 1, Township 19 North, Range 2 East of the Indian Meridian, Payne County, Oklahoma, being more particularly described as follows: Commencing at the Northeast corner (NE/C) of said Northwest Quarter (NW/4); Thence South 89°27'17" West, said line being the basis of bearing, (previously recorded as North 89°58'48" West), along the north line of said Northwest Quarter (NW/4); a distance of 99.47 feet, (previously recorded as 99.46 feet); Thence South 00°32'43" East, (previously recorded as South 00°01'12" West), perpendicular to the north line of said Northwest Quarter (NW/4), a distance of 80.11 feet, (previously recorded as 80.00 feet); Thence South 89°27'30" West, (previously recorded as North 89°58'48" West), along the south line of a parcel of land deeded to the State of Oklahoma by Warranty Deed recorded in Book 204, Page 425, a distance of 499.37 feet; Thence South 00°08'51" East, a distance of 176.68 feet to the Point of Beginning; Thence continuing South 00°08'51" East, a distance of 175.00 feet, Thence South 89°51'09" West, a distance of 245.00 feet; Thence North 00°08'51" West, a distance of 175.00 feet; Thence North 89°51'09" East, a distance of 245.00 feet to the Point of Beginning.

be and the same is hereby rezoned from IG (GENERAL INDUSTRIAL) to CS (COMMERCIAL SHOPPING).

PASSED, APPROVED, AND ADOPTED THIS ____ DAY OF _____, 2026.

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

ORDINANCE NO. 3600

AN ORDINANCE AMENDING CHAPTER 34 – PUBLIC ART PROGRAM OF THE STILLWATER CITY CODE BY AMENDING SECTION 34-5. STILLWATER PUBLIC ART COMMITTEE TO CLARIFY VOTING AND NON-VOTING MEMBERS AND TO ESTABLISH THAT FOUR VOTING MEMBERS SHALL CONSTITUTE A QUORUM; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY

(AMENDMENTS HIGHLIGHTED BY STRIKETHROUGH AND UNDERLINING)

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

SECTION 1: That the Stillwater City Code, Chapter 34, Public Art Program, Section 34.5, Stillwater Public Art Committee be amended to read as follows:

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. SPA shall make recommendations to the City Council on expenditures of funds from the Public Art Fund consistent with the provisions of this Chapter.

(b) *Membership and Qualifications.* SPA shall consist of nine (9) members as follows:
(1) Seven (7) voting members shall be appointed by the City Council at large in accordance with City Code Sec. 2-113. 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.

(2) Two (2) non-voting members shall be designated by the City Manager. The City Manager shall designate One (1) non-voting member from city staff, and One (1) non-voting member from city administration to serve on the committee. The designated city staff appointee shall serve as advisor to the committee and as the city point of contact for the Public Art Program. ~~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.~~

(b)(c) Residency Requirements. The seven (7) voting 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.

~~(e)~~(d) Term. The seven (7) voting 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.

~~(d)~~(e) Quorum. Four (4) voting members shall constitute a quorum for the transaction of business.

(f) 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.

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 APRIL 2026.

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS ____ DAY OF APRIL 2026.

KIMBERLY CARNLEY, CITY ATTORNEY

First Reading: 4/6/2026

Second Reading:

ORDINANCE NO. 3594

AN ORDINANCE AMENDING STILLWATER CITY CODE CHAPTER 23, LAND DEVELOPMENT CODE, ARTICLE VI, LAND USE CLASSIFICATIONS, DIVISION 4, COMMERCIAL DISTRICTS, SECTION 23-152, CB COMMERCIAL BUSINESS DISTRICT; REPEALING ALL ORDINANCES TO THE CONTRARY; AND PROVIDING FOR SEVERABILITY

(AMENDMENTS HIGHLIGHTED BY STRIKETHROUGH AND UNDERLINING)

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

SECTION 1: That Stillwater City Code, Chapter 23, “Land Development Code”, Article VI, “Land Use Classifications”, Division 4, “Commercial Districts”, Section 23-152, “CB Commercial Business District”, be amended as follows:

Sec. 23-152. - CB Commercial Business District.

- a) *Permitted by right.* The following uses will be permitted by right in the CB Commercial Business District:
1. Arts and entertainment.
 2. Bed and breakfast, hotel, motel.
 3. Beverage services.
 4. Boardinghouses/roominghouses.
 5. Educational services.
 6. Financial institutions and services.
 7. Food services.
 8. Freestanding self-service facilities.
 9. Multifamily.
 10. Mixed use.
 11. Parking lots/garages.
 12. Personal and laundry service.
 13. Professional and administrative office and services.
 14. Public administration and service.
 15. Recreation.
 16. Retail trade.
 17. Townhome.
- b) *Specific use permit.* The following uses are permitted by specific use permit in the CB district:
1. Information.

2. Medical marijuana dispensary.

2-3. Vehicle and equipment sales and service.

- c) *Bulk regulations.* Bulk regulation requirements in the CB district are as follows:
1. The maximum structure height as measured from the finished floor elevation of the first floor to the highest point of the roof: No maximum limit.
 2. Setbacks. The following are the minimum required setbacks in the CB district:
 - a. *Minimum front yard.* No setback is required from any property boundary abutting a right-of-way or road/access easement.
 - b. *Minimum side yard.* When a side yard has a common boundary with property in any residential district, the minimum setback is 20 feet. When a side yard has a common boundary with property in any district except for a residential district, there shall be no required minimum setback.
 - c. *Minimum rear yard.* When a rear yard has a common boundary with property in any residential district, the minimum setback is 25 feet. When a rear yard has a common boundary with property in any district except for a residential district, there shall be no required minimum setback.
 3. Maximum lot coverage: 100 percent.
- d) *Exceptions.* The following exceptions are set forth in the CB district:
1. The rear yard shall be not less than 30 feet in width to accommodate a 20-foot wide alley for the placement of dumpsters, for the loading and unloading of merchandise or materials, and for utility service equipment.
 2. For development on property that abuts any local street that currently has 100 feet of continuous right-of-way for the entire block, the front yard setbacks may be reduced by up to 50 percent.
 3. Townhomes are exempt from the lot size and lot coverage requirements.
 4. Any number of structures or uses may be constructed or established on a single lot, but no single lot shall be smaller than the minimum lot area required to accommodate the principal use/structure and all accessory uses/structures.

(Ord. No. 3023, § 1(23.152), 3-3-2008; Ord. No. 3051, § 21, 12-15-2008; Ord. No. 3104, § 2, 6-21-2010; Ord. No. 3118, § 5, 12-20-2010; Ord. No. 3201, § 5, 9-17-2012; [Ord. No. 3416](#), § 3, 9-17-2018)

SECTION 2: REPEALER. All ordinances or parts of ordinances conflicting or inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 3: SEVERABILITY. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by a Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining portion of this Ordinance.

PASSED, APPROVED, AND ADOPTED THIS 6TH DAY OF APRIL, 2026.

WILLIAM H. JOYCE, MAYOR

(SEAL)
ATTEST:

TERESA KADAVY, CITY CLERK

APPROVED AS TO FORM AND LEGALITY THIS 6TH DAY OF APRIL, 2026.

KIMBERLY CARNLEY, CITY ATTORNEY

First Reading: 03/23/2026
Second Reading: 04/06/2026

REPORT TO: CITY COUNCIL

MEETING DATE: APRIL 6, 2026



Agenda Item:	9.a. CC-26-59
Previous/Related Action:	
Background/Issue:	The Stillwater Public Art Committee consists of nine members, seven of whom are appointed by the City Council, each typically serving three-year terms. Initial appointments are staggered per ordinance.
Proposal/Solution:	Appoint Cristy Morrison, Sara Brown and Barry Fuxa to three-year terms on the Stillwater Public Art Committee that will expire April 2029. Appoint Kirsten Olds and Valerie Bloodgood to two-year terms on the Stillwater Public Art Committee that will expire April 2028. Appoint Tim Hodges and Katie Bean to one-year terms on the Stillwater Public Art Committee that will expire April 2027.
Financial Source/Impact:	
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT #6 ENGAGED & INVESTED RESIDENTS
Recommended Action/Motion:	Recommend appointment to the Stillwater Public Art Committee as follows: Appoint Cristy Morrison, Sara Brown and Barry Fuxa to three-year terms on the Stillwater Public Art Committee that will expire April 2029. Appoint Kirsten Olds and Valerie Bloodgood to two-year terms on the Stillwater Public Art Committee that will expire April 2028. Appoint Tim Hodges and Katie Bean to one-year terms on the Stillwater Public Art Committee that will expire April 2027.
Prepared By:	
Reviewed By:	Teresa Kadavy
Submitted By:	Brady Moore, City Manager

Attachments

None