

IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED APRIL 30, 2026 AT 5:15 P.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
MAY 4, 2026

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

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. 2026 SBA Home-Based Business of the Year Award

Mayor Joyce read the proclamation congratulating Starla Holcomb for receiving the award, the SBA Home-Based Business of the year for Lead Training in Stillwater. Ms. Holcomb accepted the proclamation and thanked Mayor and Council for their support.

b. Flood Awareness Month

Mayor Joyce read the proclamation declaring May 2026 as Flood Awareness Month in the City of Stillwater. Watershed Quality Manager Zack Henson accepted the proclamation and he discussed the importance of being aware of floodplains and the dangers and benefits associated with floodplains.

4. CONSENT DOCKET

- a. Approve April 20, 2026 regular and executive session meeting minutes.
- b. Approve budget amendments to reflect receipt and appropriation of \$3,313 from Payne County Enhanced 911 Communications Board for travel to the National Emergency Number Association Conference.
- c. Approve the engagement of HSPG and Associates, PC to perform the audit for the City of Stillwater and the related Trust Authorities for the fiscal year ending June 30, 2026.
- d. Acceptance of a waterline easement from the Stillwater Utilities Authority to ensure adequate easement for current and future operation and maintenance of the Kaw Waterline. This easement is needed prior to a proposed transfer of a portion of this property to ODOT in connection with an upcoming road reconstruction project.
- e. Approve a budget amendment in the amount of \$38,000 to purchase a used Dodge Durango from the Kansas Highway Patrol.
- f. Acceptance of an electric easement along the east side of the residential property addressed as 407 W. 22nd Avenue.

- g. Accept an Encroachment Agreement and Release of Liability (EARL) for a sign in the right-of-way for the Park Valley Subdivision.
- h. Authorize the Mayor to sign the Local Government Certification documents for Mission of Hope to apply for the 2026 Emergency Solutions Grant Program.
- i. Acceptance of right-of-way dedication from the Crosswinds Home Owner's Association at 5700 W. 7th Avenue.
- j. Consider request for a final plat named The Canyons, Sixth Section in the Small Lot Single-Family Residential (RSS) zoning district located on a portion of property addressed as 5502 N. Perkins Road.
- k. Accept public water, sewer, storm sewer and street improvements for The Canyons, Sixth Section subdivision located on a portion of property addressed as 5502 N. Perkins Road.

Mayor Joyce stated that staff requested item g. be removed from the Consent Docket.

Mayor Joyce removed item i. from the Consent Docket.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO APPROVE THE CONSENT DOCKET MINUS ITEM G. AND ITEM I.

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

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

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

6. ITEMS REMOVED FROM CONSENT DOCKET

- g. Accept an Encroachment Agreement and Release of Liability (EARL) for a sign in the right-of-way for the Park Valley Subdivision.

Staff requested item g. be removed from the Consent Docket so corrections can be made to the documents. No action was taken on this item.

- i. Acceptance of right-of-way dedication from the Crosswinds Home Owner's Association at 5700 W. 7th Avenue.

Mayor Joyce stated that 7th Street in this area just stops so there is no connectivity to the two neighborhoods in that area. Mayor thanked David Barth for the work that he has done to initiate getting 7th Street fixed and those neighborhoods connected.

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR HAWKINS TO APPROVE ITEM I. FROM THE CONSENT DOCKET.

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

7. PUBLIC HEARINGS

- a. Receive public comment regarding a Text Amendment (TXT26-01) to Chapter 23, Land Development Code, by repealing Article V, Use Categories and Limitations, Division 4, Residential Short-Term Rental, in its entirety; and creating and adopting Chapter 23, Land Development Code, Article V, Use Categories and Limitations; Division 4; Short-Term Rentals, Section 23-115.1, Definitions; Section 23-115.2 Permitted Districts; Section 23-115.3 Short-Term

Rental License Required; Compliance with Applicable Codes; Section 23-115.4, Application Form and Process; Section 23.115.5 Denial, Revocation, Notice and Hearing and Compliant Process, Section 23.115.6, Covenants, Deed Restrictions and Overlay Requirements; Section 23-115.7, Penalty; repealing all ordinances to the contrary; and providing for severability.

Development Services Director David Barth presented the report. He stated that currently, a short-term rental (STR) license is only required in the RSL (Residential Large Lot Single Family), RSS (Residential Small Lot Single Family), and RT (Two Family Residential) zoning districts. The City currently has 167 active STR licenses in the RSS, RSL and RT zoning districts. The current STR licensing process requires staff to notify all property owners within 300 feet of the proposed STR. If there are no objections, the license is administratively approved. Mr. Barth reported that if anyone, no matter where they reside, objects to licensing an STR, the Planning Commission holds a public hearing to consider the objections and approve or deny the license. Since the City began regulating STRs in 2019, there have been several instances where objections to an STR license were filed by someone residing in a different part of the City or in a different city altogether. He stated that these objectors often do not attend the public hearings which require significant staff time and expense noticing, preparing presentations/reports, scheduling the hearings as well as planning commissioners who volunteer their time having to preside over the public hearing.

Mr. Barth reported that the proposed text amendment requires all short-term rentals, in all zoning districts, to be licensed through the Development Services Department. The proposed application process is streamlined, with administrative approval, a strong emphasis on enforcement and compliance, and increased application requirements. He stated that applicants will be asked to address common concerns (i.e. tenant screening process, parking, house rules, occupancy limits, presence of fire alarms and carbon monoxide detectors) of the Planning Commission and neighbors expressed during past public hearings.

Mr. Barth stated that on April 21, 2026, Planning Commission held a public hearing to consider the proposed text amendment. During discussion, the Planning Commission contemplated how to protect the character of residential neighborhoods by limiting the number of licenses in areas zoned Small Lot Single Family (RSS) and Large Lot Single Family (RSL).

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

Discussion was held amongst Council and staff regarding the maximum amount of short-term rental licenses issued in residential zoning districts and being able to maintain the neighborhood character.

Mr. Barth answered Council's questions.

Planning Commission recommended, by a vote of 5-0, that City Council approve the proposed Text Amendment with a maximum density requirement for STR licenses in the RSS and RSL zoning districts.

This item will be considered under agenda item 8. Ordinances.

8. ORDINANCES

a. First Reading

Ordinance No. 3604: An ordinance amending Stillwater City Code by amending Chapter 23, Land Development Code, by repealing Article V, Use Categories and Limitations, Division 4, Residential Short-Term Rental, In Its Entirety; and Creating and Adopting Chapter 23, Land Development Code, Article V, Use Categories and Limitations; Division 4, Short-Term Rentals, Section Sec. 23-115.1, Definitions; Sec. 23-115.2, Permitted Districts; Sec. 23-115.3, Short-Term Rental License Required; Compliance With Applicable Codes; Sec. 23-115.4, Application Form and Process; Sec. 23-115.5,

Denial, Revocation, Notice and Hearing and Complaint Process; Sec. 23-115.6, Covenants, Deed Restrictions and Overlay Requirements; Sec. 23-115.7, Penalty; repealing all ordinances to the contrary; and providing for severability.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HARDIN TO ADVANCE ORDINANCE NO. 3604 TO SECOND READ AS PRESENTED.

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

b. Second Reading

Ordinance No. 3601: An ordinance closing of a Utility Easement at property located at 410 W Franklin Ave.

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR CLARK TO ADOPT ORDINANCE NO. 3601 AS PRESENTED.

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

Ordinance No. 3602: An ordinance closing of the previously unclosed portion of the General Utility, Drainage and Pedestrian Easements at property located at 410 W Franklin Ave.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ADOPT ORDINANCE NO. 3602 AS PRESENTED.

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

Ordinance No. 3603: An ordinance repealing and replacing Section 7, "Government and Educational Access; Emergency Alert," of Stillwater Ordinance No. 3489 Which Granted a Non-Exclusive Permit to Clarity Telecom, LLC For the Construction and Operation of a Cable System; repealing all ordinances to the contrary; and providing for severability

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR CLARK TO ADOPT ORDINANCE NO. 3603 AS PRESENTED.

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

9. REPORTS FROM OFFICERS & BOARDS

a. Miscellaneous items from the City Attorney:

- i. Request for an Executive Session pursuant to 25 O.S. §307(B)(4) for the purpose of confidential communications between the City Council and its attorney concerning all aspects of a pending claim involving Terracon Consultants, Inc. and BKL, Inc. for damages related to geotechnical investigation services for City Project 14TR03, FY 14 Bridge Maintenance and Improvement. It is the opinion of the City Attorney that disclosure of this matter will seriously impair the ability of the City to process the claim or proceed in the public interest.

b. Miscellaneous items from the City Manager:

- City Manager Brady Moore extended a special congratulations to Stillwater Fire Chief Duane Helmberger on his nomination to the Oklahoma State Fire Marshal Commission, representing the Oklahoma Fire Chiefs Association. He received a unanimous vote of approval from the Oklahoma State Senate Retirement and Government Resources Committee, which just needs Senate confirmation to make his appointment official.
 - City Manager Brady Moore stated that the City is excited to announce that the City of Stillwater's Dennis Diebold has been named the 2026 MESO Champion of Public Power. This award from the Municipal Electric Systems of Oklahoma is only given out when their board of directors finds someone whose career has moved public power forward and whose leadership has strengthened their community in noticeable ways. We're grateful for his 50 years of service at three different municipal utilities. He built his career on excellence, mentorship, and an unwavering belief in public power.
- c. Miscellaneous items from the City Council:
- Council Hardin announced that on Saturday, May 16, from 10 a.m. to 12 p.m., the Stillwater Police Department is hosting Cops and Bobbers, a free youth fishing event. Stillwater police and other local law enforcement officers, along with the Oklahoma Department of Wildlife Conservation, invite families to come out to Boomer Lake for fishing clinics, food, fun, and more. Look for the festivities by the west playground. A fishing license is not required, and equipment will be provided.
 - Councilor Clark announced that with university students getting ready to head out of town, Stillwater's Waste Management team is once again offering an OSU Student Move-out Special. From May 9 to June 13, students who present a valid OSU ID can drop off bulky items and electronics for free at the Convenience Collection Center on Perkins Road. This includes furniture, mattresses, appliances without freon, computers, televisions, stereos, and more. Waste Management has also partnered with OSU Greek Life to collect sorority and fraternity students' unwanted furniture and mattresses from May 5-15. Two roll-off containers will be placed on 3rd Avenue at Jefferson and Garfield for that purpose.
 - Councilor Hawkins announced that Stillwater is heading into graduation season, with the first being this past weekend at Northern Oklahoma College. This coming Friday and Saturday, May 8-9, OSU will hold its graduation ceremonies at Gallagher-Iba Arena, followed by Meridian Tech on May 20 and 21, and Stillwater High School on May 22. We want to congratulate ALL our graduates on their hard-earned degrees. We also want to take this opportunity to remind residents that they will see a big increase in visitors. Please be patient on the roads, watch out for pedestrians, and of course join in on the energetic spirit of this time of year.
 - Mayor Joyce reported that Stillwater is excited to welcome athletes to Stillwater for the Special Olympics Oklahoma Summer Games, May 13-15. Whether you're participating, attending, volunteering, or simply out and about during those days, please be cautious of pedestrians and be patient with the potential increase in traffic. Events will take place across OSU campus as well as Stillwater High School. This will be the 41st year Stillwater has hosted the Special Olympics. If you'd like to volunteer to make this another successful summer games go to sook.org. Best of luck to all the athletes.
- i. Discussion about scheduling items for future meetings.

10. QUESTIONS & INQUIRIES

None.

11. EXECUTIVE SESSION

- a. Confidential communication between City Council and its attorney concerning all aspects of the pending claim involving Terracon Consultants, Inc. and BKL, Inc, including discussion of possible settlement agreement.

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR CLARK TO RECESS THE STILLWATER CITY COUNCIL MEETING AT 6:09 P.M.

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

Stillwater City Council meeting recessed at 6:09 p.m. to convene the Stillwater Economic Development Authority meeting.

Stillwater City Council reconvened at 6:22 p.m.

MOTION BY COUNCILOR HARDIN, SECOND BY COUNCILOR HAWKINS TO ENTER INTO EXECUTIVE SESSION AT 6:22 P.M

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

12. RETURN FROM EXECUTIVE SESSION

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR CLARK TO RECONVENE THE REGULAR STILLWATER CITY COUNCIL MEETING AT 6:36 P.M.

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

- a. Possible action related to a pending claim involving Terracon Consultants, Inc. and BKL, Inc., including possible action to approve a settlement agreement.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO APPROVE THE SETTLEMENT AGREEMENT WITH TERRACON CONSULTANTS, INC. AND BKL, INC.

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

13. ADJOURN

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ADJOURN THE MAY 4, 2026 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

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

The May 4, 2026 regular meeting of the Stillwater City Council adjourned at 6:37 p.m.



William H. Joyce

WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL

Teresa Kadavy

TERESA KADAVY
CITY CLERK