



Together, Investing in Municipal Excellence

STILLWATER UTILITIES AUTHORITY MEETING AGENDA
 JUNE 15, 2026, 5:30 PM

723 S. Lewis Street, Room 1122
 Stillwater, OK 74074

Chair Will Joyce, Vice Chair Amy Dzialowski, Trustees Christie Hawkins, Kevin Clark,
 & Tim Hardin

1. Call Meeting to Order

2. Consent Docket

Items listed on the consent docket are routine administrative matters that may be approved without discussion. The Trustees will take action on these items collectively with a single vote. The requested action is indicated for each item listed. Should a Trustee 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 Trustee or the General Manager may simply ask the Chair to remove an item from the consent docket prior to action by the Trustees and no action will be taken on the removed item at this meeting.

a.	Approve June 1, 2026 regular meeting minutes.	
b.	Approve a budget amendment increasing transfers from the City's General Fund to the Stillwater Utilities Authority reflecting an increased projection of dedicated sales tax receipts.	Christy Cluck
c.	Approve Amendment 2 for additional design, geotechnical survey, surface and subsurface utility survey, property acquisition and construction administration for the 6th Avenue Utility Relocation Project with Plummer Associates, Inc.; authorize the General Manager to sign related documents; authorize the total additional expenditures of \$228,000, which includes 10% contingency; and approve the associated budget amendment.	SUA-26-26 Bill Millis

3. 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 Trustees 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.

4. 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 Trustees. The Trustees 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.

5. Resolution

a.	RESOLUTION SUA-2026-3: A RESOLUTION ESTABLISHING THE CITY OF STILLWATER BOOK OF FEES; ADOPTING CHANGES TO UTILITY BILLING AND SERVICES FEES AND CHARGES; AND APPROVING THE ANNUAL FEE FOR SHORT-TERM RENTAL LICENSES.
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6. Questions and Inquiries

7. Reports from Officers and Boards

Announcements and remarks of general interest may be made by Trustees, General Manager or General Counsel. Items of City business that may require discussion or action, including a vote or series of votes, are listed below

8. Adjourn

On June 11, 2026 at 4:40 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 MAY 29, 2026 AT 7:45 A.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER UTILITIES AUTHORITY
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
JUNE 1, 2026**

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

1. CALL MEETING TO ORDER

Chair Joyce called the meeting to order at 6:03 p.m.

2. CONSENT DOCKET

- a. Approve May 18, 2026 regular meeting minutes.
- b. Approve the Virginia to Ferguson Substation transmission line replacement project; authorize the General Manager to execute a contract with Halff Associates Inc. in the amount of \$172,904; authorize expenditures from the Electric Rate Stabilization fund up to \$190,195 (Includes contingency); and approve associated budget amendment.
- c. Increase the FY26 expenditure limit for natural gas transport and supply by \$425,000 and approve associated budget amendments.
- d. Award the FY27 chemical bid for each of the following chemicals to the lowest responsible bidder noted and authorize the General Manager to sign related documents.
 - Anhydrous Ammonia – Airgas Specialty Products, Inc. @ \$6.8495/Gallon
 - Chlorine Gas – Brenntag Southwest, Inc. @ \$1,794/ton
 - Liquid Ferric Sulfate – Pencco, Inc. @ \$2.19/Gallon
 - Sodium Fluoride – Riverland Trading LLC @ \$79.50/50lb bag
 - Lime Calcium Oxide – U.S. Lime Company-St Clair @ \$375.48/Ton
 - Liquid Oxygen – Air Products & Chemicals Inc. @ \$0.628/Cubic Foot
 - Polymer – Brenntag Southwest, Inc. @ \$7.058/Gallon
 - 40% Liquid Ammonia Sulfate – Baker Services, Inc. @ \$1.533/Gallon
 - 25% Sodium Hydroxide – Univar Solutions USA Inc. @ \$1.3516/Gallon
 - 40% Hexametaphosphate – Brenntag Southwest, Inc. @ \$11.004/Gallon
- e. Award bid #11-2026, Sanitary Sewer Chemical Root Control Services, to Dukes Root Control, Inc. in the amount of \$2.06 per linear foot of 6" and 8" line treated and authorize the General Manager to sign related documents.
- f. Award bid #14-2026 for brass parts to Utility Technology Services Inc., Oklahoma City, OK; Core Main LP, St. Louis, MO; Oklahoma Contractors Supply, Oklahoma City, OK; and Ferguson Waterworks, Oklahoma City, OK on all items at the unit prices set forth on their bid forms and authorize the General Manager to sign all related documents.

**MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE 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.

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

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

4. ITEMS REMOVED FROM CONSENT DOCKET

None.

5. RESOLUTIONS

- a. Resolution No. SUA-2026-1: A Resolution of the Stillwater Utilities Authority Adopting an Operating Budget for the Fiscal Year 2026-27.

MOTION BY TRUSTEE CLARK, SECOND BY TRUSTEE HARDIN TO APPROVE RESOLUTION NO. SUA-2026-1 AS PRESENTED.

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

6. QUESTIONS & INQUIRIES

None.

7. REPORTS FROM OFFICERS & BOARDS

- a. Miscellaneous items from the General Counsel: No report.
- b. Miscellaneous items from the General Manager: No report.
- c. Miscellaneous items from Trustees: No report.
 - i) Discussion about scheduling items for upcoming meetings

8. ADJOURN

MOTION BY TRUSTEE HARDIN, SECOND BY VICE CHAIR DZIALOWSKI TO ADJOURN THE JUNE 1, 2026 REGULAR MEETING OF THE STILLWATER UTILITIES AUTHORITY.

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

The June 1, 2026 regular meeting of the Stillwater Utilities Authority adjourned at 6:04 p.m.

WILLIAM H. JOYCE, CHAIR
STILLWATER UTILITIES AUTHORITY

TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY

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: 06/08/2026

Department: City Manager's Office

Requested by: Christy Cluck

Explanation: Revenue:
 Increase transfers-in from General Fund to SUA for the dedicated portion of the increase in sales tax projections.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase: Transfer In-Sales Tax	9000000 - 61003		\$ 11,000,000	\$ 175,000	\$ 11,175,000
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

Net Change: (will usually result in a total increase or decrease) \$ 175,000

Reviewed by Department Manager: _____

Date: _____

Reviewed by Finance: Christy Cluck

Date: 6-8-2026

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: STILLWATER UTILITIES
AUTHORITY**



MEETING DATE: JUNE 15, 2026

Agenda Item:	2.c. SUA-26-26
Previous/Related Action:	SUA-23-15 SUA authorization of the Professional Services Agreement (PSA) with Plummer Associates, Inc.
Background/Issue:	<p>The Oklahoma Department of Transportation (ODOT) is planning to widen 6th Avenue between Western Road and the Stillwater Mill and Agri-Center. The widening project includes turn lanes, storm sewer improvements and sidewalks. ODOT has requested that all utilities that are in conflict with the road widening project be relocated prior to their bid opening.</p> <p>In February 2023, SUA authorized a Professional Services Agreement (PSA) with Plummer Associates, Inc. for evaluation, design, bidding and construction phase services for utility relocation along 6th Avenue (Washington Street to the Stillwater Mill) and maintenance projects, including valves replacement and installation through the system.</p> <p>In October 2023, Amendment No. 1 included the final design, easement acquisition, bidding and construction administration for the relocation of the 12-inch waterline along Perkins Road.</p>
Proposal/Solution:	<p>Through Amendment No. 2, Plummer Associates, Inc., will design the waterline replacement along McElroy between Duncan Street and Boomer Street and conduct the necessary easement acquisition and utility coordination for the 6th water and sanitary sewer relocation.</p> <p>The scope of work in Amendment No. 2 to be performed by Plummer includes additional design, geotechnical survey, surface and subsurface utility survey, property acquisition and construction administration.</p>
Financial Source/Impact:	<ul style="list-style-type: none">• With SUA Trustees' authorization, the funds for professional services for this project will be appropriated from the Water Fund and the Sewer Fund.• Sufficient funds are available in the Water Fund and in the Sewer Fund budget to complete the effort.

Related Pillar(s):	Strong Infrastructure
Recommended Action/Motion:	<p>Staff recommends a motion to:</p> <ul style="list-style-type: none"> • Approve Amendment No. 2 for additional design, geotechnical survey surface and subsurface utility survey, property acquisition and construction administration for the 6th Avenue Utility Relocation Project with Plummer Associates, Inc.; • Authorize the General Manager to sign related documents; • Authorize the total additional expenditures of \$228,000, which includes 10% contingency; • Approve the associated budget amendment.
Prepared By:	Bill Millis, Director of Engineering
Reviewed By:	Bill Millis Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, General Manager

Attachments

1. 21WL07

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: 06/05/2026

Department: Water Resources

Requested by: Bill Millis

Explanation:

Expenditures:

Appropriate funding for Amendment 2 with Plummer Associates, Inc. With Amendment 2, Plummer will design the waterline along McElroy Street between Duncan Street and Boomer Street and complete the necessary easement acquisition and utility coordination for the 6th Avenue waterline and sanitary sewer relocation project. Funding is from the Water Fund and Wastewater Fund.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
increase:					
6th Ave: Washington-Mill WL/SL	9129216 - 54009	21WL07912	\$ 259,320	\$ 210,000	\$ 469,320
6th Ave: Washington-Mill WL/SL	9139317 - 54009	21WL07913	\$ 110,560	\$ 18,000	\$ 128,560
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

\$ 228,000

Reviewed by Department Manager: *WMM*

Date: 2026 JUN 08

Reviewed by Finance: *[Signature]*

Date: 6/5/2026

Approved by CMO: _____

Date: _____

Approved by City Council: Yes No

Date: _____

Processed by Finance: _____

Date: _____

Set ID: _____

Date Sent to SA&I: _____

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RESOLUTION CC-2026-15; SUA-2026-3

A RESOLUTION ESTABLISHING THE CITY OF STILLWATER BOOK OF FEES; ADOPTING CHANGES TO UTILITY BILLING AND SERVICES FEES AND CHARGES; AND APPROVING THE ANNUAL FEE FOR SHORT-TERM RENTAL LICENSES

WHEREAS, the City of Stillwater is establishing a “Book of Fees” which will be a comprehensive fee schedule that sets forth the rates, charges, and fees of the City of Stillwater and its public trusts; and

WHEREAS, development of a comprehensive fee schedule promotes efficiency and improves the annual review process; and

WHEREAS, the City is working through a process to compile all existing rates, charges, and fees to the Book of Fees in order to have one comprehensive document; and

WHEREAS, moving forward any changes to, or adoption of new, rates, charges, and fees shall be set forth in the Book of Fees; and

WHEREAS, the Fees and Charges for Utility Services and Billing have been reviewed, and it has been determined that revisions are necessary and appropriate for the operation and administration of utility services; and

WHEREAS, the license fee for Short-Term Rentals has been reviewed in connection with city code changes, and it has been determined that revisions are necessary and an annual fee should be established as reasonable and appropriate to ensure sufficient recovery of the related administrative, compliance, and enforcement costs.

NOW THEREFORE BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STILLWATER AND THE TRUSTEES OF THE STILLWATER UTILITIES AUTHORITY THAT:

Section 1. The City of Stillwater Book of Fees is hereby established as set forth in the attachment. City staff is directed to continue the process of compilation of all rates, charges, and fees into one comprehensive schedule. All existing rates, charges, and fees of the City of Stillwater and the Stillwater Utilities Authority shall remain in full force and effect until such time as they are included in the Book of Fees by further resolution.

Section 2. The changes to Utility and Billing Services fees and charges are hereby approved as set forth in the Book of Fees.

Section 3. The annual Short-Term Rental License Fee is hereby approved as set for the in the Book of Fees.

APPROVED AND ADOPTED THIS 15th DAY OF JUNE, 2026.

CITY OF STILLWATER, OKLAHOMA
a Municipal Corporation

William H. Joyce, Mayor

(SEAL)
ATTEST:

Teresa Kadavy
City Clerk

STILLWATER UTILITIES AUTHORITY
a Public Trust

William H. Joyce, Chair

(SEAL)
ATTEST:

Teresa Kadavy
Secretary

APPROVED AS TO FORM AND LEGALITY THIS 15TH DAY OF JUNE, 2026.

Kimberly Carnley
City Attorney/General Counsel

CITY OF STILLWATER

BOOK OF FEES

TABLE OF CONTENTS

DEVELOPMENT SERVICES
UTILITY & BILLING SERVICES

DEVELOPMENT SERVICES

Short-Term Rentals		
Annual Short-Term Rental License	\$250.00	City Code § 23-115.3(4)

UTILITY & BILLING SERVICES

INSTALLATION AND RECONNECTION FEES City Code § 41-50		
Processing Fee: New Service Installation During Normal Working Hours (Billed to Account)	Electric Service	\$15.00
	Water Service (without Electric Service)	\$55.00
	Garbage Service Only	\$15.00
Processing Fee: New Service Installation After Normal Working Hours (Prepaid by Check or Money Order)	Electric Service and/or Water Service	\$60.00
Disconnect Fee for Non-Payment or Failure to Complete Temporary Service Arrangements	Electric Service	\$15.00
	Water Service (without Electric Service)	\$55.00
	Garbage Service Only	\$15.00
Reconnection Fee: During Normal Working Hours (Billed to Account)	Electric Service	\$15.00
	Water Service (without Electric Service)	\$55.00
	Garbage Service Only	\$15.00
Reconnection Fee: After Normal Working Hours (Prepaid by Check or Money Order)		\$55.00
Replacement Fee for Water Meter Removed to Avoid Base Charge (Prepaid)		\$55.00
Installation, Removal, or Relocation Fee of a Hydrant Meter Assembly		\$125.00
Customer Service Fee for the Purchase of Bulk Water		\$10.00 per load

ADVANCED METERING INFRASTRUCTURE (AMI) OPT-OUT FEES
City Code § 41-50

Enrollment Fee for AMI Opt-Out Customers ¹	\$55.00
Change Meter Fee for AMI Opt-Out Customers ²	\$55.00
Monthly Recurring Fee for AMI Opt-Out Customers	\$28.00

MISCELLANEOUS FEES AND CHARGES
City Code §§ 41-50; 41-699

Electric Meter Test Fee	\$55.00 per test
Water Meter Test Fee	\$150.00 per test for ¾-inch and 1-inch meters; meters greater than 1-inch billed at actual cost
Penalty Fee ³	10% of outstanding balance, not to exceed \$2,500.00
Returned Check, Bank Draft, or Electronic Payment Fee	\$50.00
Stop Payment Fee ⁴	\$50.00 (90 days or less); \$0 (more than 90 days)
Cut-Off Notice Fee ⁵	\$5.00 per notice

¹ The Enrollment Fee for AMI Opt-Out Customers applies each time a customer establishes service at a new location.

² The Change Meter Fee for AMI Opt-Out Customers applies when a meter or Meter Transmission Unit (MTU) must be removed or installed to accommodate AMI opt-out status. A customer returning to AMI service for the first time shall not be charged the Change Meter Fee. Subsequent opt-in or opt-out requests requiring a meter change or MTU installation shall be subject to the fee.

³ The Penalty Fee shall be calculated based on the customer's total outstanding utility account balance when the monthly bill is determined to be past due.

⁴ No Stop Payment Fee shall be assessed if more than 90 days have elapsed since the check issuance date.

⁵ No Cut-Off Notice Fee shall be charged for the first notice issued during any 12-month period.

UTILITY DEPOSITS
City Code § 41-50

Residential Deposit Schedule

Any Service or Combination of Services without electricity	No Risk	\$0.00
	Minimum Risk	\$50.00
	Maximum Risk	\$100.00
"Senior Citizen" (Over 62 and living in the residence for which service is being requested)	No Risk	\$0.00
	Minimum Risk	\$50.00
	Maximum Risk	\$200.00
Any Service or Combination of Services with Electricity	No Risk	\$0.00
	Minimum Risk	\$100.00
	Maximum Risk	\$200.00

Additional Deposit for Accounts Disconnected for Non-Payment⁶

\$25.00

Commercial Deposit / Non-Residential Schedule

Initial Commercial / Non-Residential Deposit ⁷	2-Month Billing Average; Minimum \$100.00
Additional Deposit Due to Payment History	3-Month Billing Average
Additional Deposit for Accounts Disconnected for Non-Payment ⁸	3-Month Billing Average or \$100.00 if maximum deposit amount has been reached

Hydrant Meters

Deposit	\$2,000.00
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⁶ Accounts disconnected for non-payment or for which a service technician has been dispatched to disconnect service, shall be required to pay an additional \$25.00 towards the deposit once the maximum amount has been reached.

⁷ Commercial / Non-Residential Deposits shall be collected in an amount equal to the customer's actual or estimated 2-month billing average, as determined from City records, with a minimum deposit of \$100.00.

⁸ Accounts for which a service technician has arrived at a location to disconnect service for non-payment, shall pay the amount necessary to bring the account to the maximum deposit amount (three months average) or an additional \$100.00 if the maximum amount has been reached.

