



Together, Investing in Municipal Excellence

STILLWATER UTILITIES AUTHORITY MEETING AGENDA

JULY 20, 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 July 7, 2026 special meeting minutes.		
b.	Approve budget amendments reflecting increased revenue projections of \$45,682 and expenditures of \$45,682 related to the Executive Townhome electric service relocation project.		Jared Thulin
c.	Approve the Eighth Amendment to the Wartsila North America MSA and authorize the General Manager to sign the applicable document.	SUA-26-32	Loren Smith
d.	Authorize FY27 expenditures for maintenance services or equipment parts sole source purchase up to \$300,000 from Wartsila for the three 18V50SG engine/generators at the Stillwater Energy Center.	SUA-26-33	Loren Smith
e.	Approve budget amendments appropriating \$50,000 for the Electric Service Relocation Project in the area of University and Monroe including the Sigma Chi Relocation Project.	SUA-26-34	Loren Smith

f.	Approve Amendment No. 2 for additional design for the Northeast Transmission Main and Sangre Water Line projects for the TO-01 Task Order Agreement with Black and Veatch Corporation, authorize the General Manager to sign related documents, authorize total expenditures of \$255,000, which includes 10% contingency, and approve the associated budget amendment.	SUA-26-35	Bill Millis
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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 CC-2026-19; SUA-2026-4: A RESOLUTION AMENDING THE CITY OF STILLWATER BOOK OF FEES BY ESTABLISHING FEES FOR MOBILE FOOD ESTABLISHMENTS AND ADOPTING THE STILLWATER REGIONAL AIRPORT FY2027 RATES AND CHARGES SCHEDULE.
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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 July 16, 2026 at 1:00 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 JULY 2, 2026 AT 2:45 P.M. AT THE MUNICIPAL BUILDING,
723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER UTILITIES AUTHORITY
SPECIAL MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
JULY 7, 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 12:18 p.m.

2. CONSENT DOCKET

- a. Approve June 15, 2026 regular meeting minutes.
- b. Motion to approve the electric utility mapping software migration project; authorize the General Manager to execute applicable documents related to the contract with LDG Architecture Engineering and Consulting in the amount of \$191,310; authorize expenditures from the Electric Rate Stabilization Fund up to \$210,441 (includes contingency) and approve associated budget amendment.
- c. Approve Amendment No. 3 for the Quail Ridge Lift Station to address land acquisition coordination for TO2 projects in FY25 CIP Task Order Agreement with Black and Veatch Cooperation, authorize the General Manager to sign related documents, authorize the total expenditures of \$45,000, which includes 10% contingency, and approve the associated budget amendment.
- d. Authorize staff to proceed with the real estate and easement acquisition for FY25 CIP TO-01 Northeast Transmission Main Project, authorize the expenditures not to exceed \$187,000, including 10% contingency, and authorize staff to make offers, negotiate terms, prices, and execute easement acquisition agreements, and approve the associated budget amendment.
- e. Authorize staff to proceed with the real estate and easement acquisition for the Yost Water Tower and Waterline Project, authorize the expenditures not to exceed \$85,000, including 10% contingency, and authorize staff to make offers, negotiate terms, prices, and execute easement acquisition agreements, and approve the associated budget amendment.
- f. Approve the carry forward of budget appropriations from FY26 to FY27 as presented.

MOTION BY VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE HAWKINS 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. CC-2026-13; SUA-2026-2: A Resolution Amending The City Of Stillwater Terms And Conditions Of Service By Amending Section I, General Information, Chapter 1, Terms And Conditions Of Service, Section 1.1.1, Purpose Of Terms And Conditions; Adding 1.1.5, Customer Rates, Charges, And Fees; Amending Section II, Policy Manual For Utility Accounts, Billing, & Collections, Chapter 1, Contract For Utility Services And Deposits, Section 2.1.16, Lost Checks; Amending Section II, Policy Manual For Utility Accounts, Billing, & Collections, Chapter 2, Billing And Billing Adjustments, Section 2.2.12, Analysis Of Applicable Electric Rate; Amending Section II, Policy Manual For Utility Accounts, Billing, & Collections, Chapter 6, Advanced Metering Infrastructure (AMI) Opt-Out, Section 2.6.2, Rates & Charges; Amending Section IV, Utility Deposits, Chapter 1, Section 4.1.1, Deposit Schedules, Section 4.1.2, Residential Deposit Schedule, Section 4.1.3, Commercial Deposit / Non-Residential Schedule, Section 4.1.4, Hydrant Meters; And Adding Section VI, Outage Management System.

MOTION BY TRUSTEE CLARK, SECOND BY VICE CHAIR DZIALOWSKI TO ADOPT RESOLUTION NO. SUA-2026-2 AS PRESENTED.

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

- b. Resolution No. 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.

MOTION BY TRUSTEE HAWKINS, SECOND BY VICE CHAIR DZIALOWSKI TO ADOPT RESOLUTION NO. SUA-2026-3 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 VICE CHAIR DZIALOWSKI, SECOND BY TRUSTEE HARDIN TO ADJOURN THE JULY 7, 2026 SPECIAL 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 July 7, 2026 special meeting of the Stillwater Utilities Authority adjourned at 12:21 p.m.

WILLIAM H. JOYCE, CHAIR
STILLWATER UTILITIES AUTHORITY

TERESA KADAVY, SECRETARY
STILLWATER UTILITIES AUTHORITY

DRAFT



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

Budget Amendment Request
For Budget Year 2027

Date: 07/09/2026
Department: Finance
Explanation: Revenue:
Increase revenue projection for receipt of funds for the Executive Townhome electric service relocation at 724 W. 8th Street.

Requested by: Seth Hughes

Account Name	Account Number (xxxxxx-xxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Executive Townhomes EL Relocat/Re	9009000 - 48702	27EL02900	\$ 0	\$ 45,682	\$ 45,682
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

\$ 45,682

Reviewed by Department Manager:  Date: 7/9/2026
Reviewed by Finance: _____ Date: _____
Approved by CMO: _____ Date: _____
Approved by City Council: _____ Date: _____
☐ Yes ☐ No

Processed by Finance: _____ Date: _____
Set ID: _____ Date Sent to SA&I: _____

--Print on Yellow Paper--

Budget Amendment Request

For Budget Year 2027

Date: 07/09/2026

07/09/2026

Department: Finance

Requested by: Seth Hughes

Explanation:

Expenditure:

Appropriate funds for the Executive Townhome electric service relocation at 724 W. 8th Street. Funding provided by reimbursement from Executive Townhomes.

[illegible]

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

\$45,682

Reviewed by Department Manager:

Date:

Reviewed by Finance:

Date: 7/9/2024

Approved by CMO:

Date:

Approved by City Council:

Date:

Processed by Finance:

Date:

Set ID:

Date Sent to SA&I:

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**REPORT TO: STILLWATER UTILITIES
AUTHORITY**



MEETING DATE: JULY 20, 2026

Agenda Item:	2.c. SUA-26-32
Previous/Related Action:	SUA-25-10
Background/Issue:	The Stillwater Energy Center (SEC) uses three Wartsila 18V50SG engine/generators to produce electricity. The engine primary components, control system, and many of the auxiliary components are manufactured by Wartsila. The services and the majority of the parts required to keep the units reliable and operational can only be performed/purchased from Wartsila. Each purchase of services or parts requires the SUA to acknowledge and agree to pre-defined Wartsila terms and conditions, many of which are not acceptable to the SUA.
Proposal/Solution:	In order to ensure there are no delays in purchasing from Wartsila, the SUA negotiated a Master Service Agreement (MSA) in 2018 that will allow them to purchase parts and services from Wartsila using a negotiated set of terms and conditions that both parties have agreed upon. Per provisions in the MSA the agreement has been renewed annually since 2018. This is the eighth amendment which includes the original agreed upon terms and conditions.
Financial Source/Impact:	These services are necessary to ensure that the engine/generator units are properly maintained. Without proper maintenance, the risk and likelihood of extended outages and downtime significantly increase, which would have a negative effect on the capacity payment provided by GRDA.
Related Pillar(s):	Effective Services
Recommended Action/Motion:	Motion to approve the eighth amendment to the Wartsila North America MSA and authorize the General Manager to sign the applicable document.
Prepared By:	Loren Smith, Electric Utility Dir.
Reviewed By:	Loren Smith Brady Moore Teresa Kadavy

Submitted By:

Brady Moore, General Manager

Attachments

1. Stillwater Master Services Agreement Eighth Amendment - July 202027 - signed
2. Report to Council

EIGHTH AMENDMENT OF THE MASTER SERVICE AGREEMENT BETWEEN STILLWATER UTILITIES AUTHORITY AND WÄRTSILÄ NORTH AMERICA, INC.

The Eighth Amendment of the MASTER SERVICES AGREEMENT between STILLWATER UTILITIES AUTHORITY (“Purchaser”) and WÄRTSILÄ NORTH AMERICA, INC. (“Contractor”), each a “Party” and together the “Parties” (the “Eighth Amendment”) is made and entered into on July 20, 2026 (the “Effective Date”).

WITNESSTH:

WHEREAS, Purchaser and Contractor are parties to that certain Master Services Agreement, dated May 1, 2018 (the “MSA”), the First Amendment, dated March 27, 2019, the Second Amendment, dated April 1, 2020, the Third Amendment, dated April 1, 2021, the Fourth Amendment, dated April 29, 2022, the Fifth Amendment, dated April 21, 2023, the Sixth Amendment, dated May 6, 2024 and Seventh Amendment, date May 5, 2025.

WHEREAS, the Parties now wish to further extend the term of the MSA to extend the MSA for one (1) year to July 20, 2027; and

NOW THEREFORE, in and for consideration of the promises, mutual covenants, and agreements contained herein, and for good and other valuable consideration, the receipt, sufficiency, and value of which is hereby acknowledged, the Parties hereby agree as follows:

EIGHTH AMENDMENT TO THE MSA

1. Pursuant to Section 5 of the MSA, the Parties agree to renew the MSA for one (1) years, with the Renewal Term to commence on July 20, 2026, and to terminate on July 20, 2027, unless extended again by the Parties under Section 5 of the MSA.
2. All terms with initial capital letters that are used but not defined in this Eighth Amendment shall have the meanings ascribed to such terms in the MSA.
3. *Energy-WUS-FS Rates 01-2026*, of the Agreement is stricken in its entirety and shall be replaced with *WUS-FS Rates-USD-01-2026 as Exhibit D, Rate Schedule*, attached as Attachment A to this Eighth Amendment.
4. Except as expressly provided herein, the MSA shall remain unchanged and in full force and effect and shall not operate as a waiver of any right or privilege therein, nor shall any partial exercise of any right or privilege preclude any further exercise thereof.
5. This Eighth Amendment may be executed in several counterparts, each of which is an original, but all of which together constitute one and the same instrument.
6. This Eighth Amendment is subject to the terms and conditions set forth in the MSA, including the governing law and dispute resolution process.

IN WITNESS WHEREOF, the Parties have caused this Eighth Amendment to be executed by their duly authorized representatives, as of the date first written above, and with retroactive effects to July 20, 2026, for all purposes, including any Materials or Services in course.

Accepted and agreed to by:

STILLWATER UTILITES AUTHORITY

Brady Moore
General Manager

WÄRTSILÄ NORTH AMERICA, INC.



Zoe Hinds
Account Manager, Lifecycle Solutions

REPORT TO: STILLWATER UTILITIES AUTHORITY**MEETING DATE: MAY 5, 2025**

Agenda Item:	2.b. SUA-25-10
Previous/Related Action:	SUA-24-21
Background/Issue:	The Stillwater Energy Center (SEC) uses three Wartsila 18V50SG engine/generators to produce electricity. The engine primary components, control system, and many of the auxiliary components are manufactured by Wartsila. The services and the majority of the parts required to keep the units reliable and operational can only be performed/purchased from Wartsila. Each purchase of services or parts requires the SUA to acknowledge and agree to pre-defined Wartsila terms and conditions, many of which are not acceptable to the SUA.
Proposal/Solution:	In order to ensure there are no delays in purchasing from Wartsila, the SUA negotiated a Master Service Agreement (MSA) in 2018 that will allow them to purchase parts and services from Wartsila using a negotiated set of terms and conditions that both parties have agreed upon. Per provisions in the MSA the agreement has been renewed annually since 2018. This is the seventh amendment which includes the original agreed upon terms and conditions.
Financial Source/Impact:	These services are necessary to ensure that the engine/generator units are properly maintained. Without proper maintenance, the risk and likelihood of extended outages and downtime significantly increases, which would have a negative effect on the capacity payment provided by GRDA.
Related Strategic Priority:	#2 MOTIVATED MANAGEMENT #1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Staff recommends that the Trustees approve the seventh amendment to the Wartsila North America MSA and authorize the General Manager to sign the applicable document.
Prepared By:	Loren Smith, Electric Utility Dir.
Reviewed By:	Loren Smith Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, General Manager

Attachments

1. Item 2c. Report to Trustees
2. Wartsila MSA Seventh Amendment (5.1.2025 - 5.1.2026)

**REPORT TO: STILLWATER UTILITIES
AUTHORITY**



MEETING DATE: JULY 20, 2026

Agenda Item:	2.d. SUA-26-33
Previous/Related Action:	SUA-25-14
Background/Issue:	Stillwater Energy Center uses three Wartsila 18V50SG engine/generators to produce electricity. The engine's primary components, control system, and many of the auxiliary components are manufactured by Wartsila. The maintenance services and equipment parts can only be purchased from Wartsila. The Grand River Dam Authority capacity purchase agreement includes provisions for a capacity payment based on availability of the engine/generators. If the engines/generators are not available, the capacity payment decreases, which can potentially have a negative revenue impact on the SUA.
Proposal/Solution:	Staff is requesting expenditure approval to purchase maintenance services or equipment parts up to \$300,000 from Wartsila.
Financial Source/Impact:	Funds are available in the electric rate stabilization fund and have been appropriated as part of the FY27 budget.
Related Pillar(s):	Effective Services
Recommended Action/Motion:	Authorize FY27 expenditures for maintenance services or equipment parts sole source purchase up to \$300,000 from Wartsila for the three 18V50SG engine/generators at the Stillwater Energy Center.
Prepared By:	Loren Smith, Electric Utility Dir.
Reviewed By:	Loren Smith Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, General Manager

Attachments

1. Report to Council 6-13-25
2. Wartsilla Sole Source 2026 PDF

REPORT TO: STILLWATER UTILITIES AUTHORITY**MEETING DATE: JUNE 16, 2025**

Agenda Item:	2.d. SUA-25-14
Previous/Related Action:	SUA-23-31
Background/Issue:	Stillwater Energy Center uses three Wartsila 18V50SG engine/generators to produce electricity. The engine's primary components, control system, and many of the auxiliary components are manufactured by Wartsila. The maintenance services and equipment parts can only be purchased from Wartsila. The Grand River Dam Authority capacity purchase agreement includes provisions for a capacity payment based on availability of the engine/generators. If the engines/generators are not available, the capacity payment decreases, which can potentially have a negative revenue impact on the SUA.
Proposal/Solution:	Staff is requesting approval to purchase maintenance services or equipment parts up to \$400,000 from Wartsila.
Financial Source/Impact:	Funds are available in the electric rate stabilization fund and will be appropriated by approval of the attached budget amendment.
Related Strategic Priority:	#1 EFFECTIVE SERVICES & ACCOUNTABLE GOVERNMENT
Recommended Action/Motion:	Motion to authorize FY26 expenditures for maintenance services or equipment parts up to \$400,000 from Wartsila for the three 18V50SG engine/generators at the Stillwater Energy Center and approve budget amendment appropriating \$400,000 from the Electric Rate Stabilization fund.
Prepared By:	Loren Smith, Electric Utility Dir.
Reviewed By:	Loren Smith Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, General Manager

Attachments

1. FY26 Wartsila engines or generators-Exp - 6.16.2025 - Signed
2. Item 2d. Report to Trustees

Section 4.3: Sole Source Purchases

Authority

Sole source purchases are disfavored and shall be subject to a rigid justification process. For a purchase to be considered as sole source and for exemption from the competitive bid or quote process, the Department Director must provide justification for sole source availability. Sole source availability must meet one of the following categories:

Category	Terms & Conditions	Justification
Specific make, model or brand	A purchase specific to one make, model or brand such as: • Make - Ford, Kubota, Xerox • Model – F150, Kubota MX5400, Printer #2755E • Brand – Kenmore, Carhartt, Craftsman	Describe why a specific make, model or brand is the only option available. Multiple distributors for a specific make, model or brand is not an acceptable justification.
Singular vendor of supplies and services	Research shows there is only one vendor that can fulfil the City's requirements for the specialized goods and services.	State why only one vendor is qualified to deliver the specialized goods and/or services and no alternative sources are available.
Proprietary supplier	The acquisition of additional units or equipment replacement parts for specified makes and models may be restricted by manufacturing processes or laws such as: patent & intellectual rights, custom fabrication, trade secrets, etc.	Provide verifiable information that the proprietary vendor qualifies for product protection.
Original supplier	Acquiring original vendor's supplies or services is the best value for the City. Alternative vendors may cause increase costs or delivery delays.	Provide estimated comparison costs and how those costs were derived along with how the delay would impact the City.
Purchase of resale products	Purchase of brand name items that will be used for authorized resale.	Identify the resale venue or event and department.

Purchases Under \$100,000

1. Department representative completes Authorization for Sole Source Purchase form.

2. Form is routed to the Procurement Specialist for approval.
3. Upon approval, department opens requisition and attaches approved Authorization for Sole Source Purchase form.

Purchases of \$100,000 or Greater

1. Department representative completes Authorization for Sole Source Purchase form.
2. Form is routed to the Procurement Specialist for approval.
3. Upon approval by the Procurement Specialist, department representative prepares an agenda item to present to the Council/Trustees at an upcoming meeting for approval.
4. Upon approval, department representative opens requisition and attaches approved Authorization for Sole Source Purchase form.



**Authorization for
Sole Source Purchase**

attach approved form to requisition

City Department: _____

Select the most appropriate reason for the sole source request:

- ☐ Request for a specific make, model or brand
☒ Authorization for a singular vendor of supplies or services
☐ Proprietary supplier for parts or assemblies for a specific make and model of equipment
☐ The acquisition of supplies or services pursuant to a lawful agreement
☐ The purchase of brand name products for resale

Provide details that justify the sole source purchase along with product or service descriptions:

Describe the research methods used to determine that alternative vendors or products are not available in the open market:

Vendor's Name: _____

Submitted By:

Printed Name

Curt Schmidt
Signature

Date

Director Review:

Printed Name

Lo Smith
Signature

Date

Procurement Specialist Review:

☒ Confirmed ☐ Declined

John McClenny
Signature

7/7/2026
Date

Review Comments:

City Council Approval Date (for purchases of \$100,000 or more): _____

**REPORT TO: STILLWATER UTILITIES
AUTHORITY**



MEETING DATE: JULY 20, 2026

Agenda Item:	2.e. SUA-26-34
Previous/Related Action:	N/A
Background/Issue:	Electric Engineering has been working with Sigma Chi to relocate electric lines on their property. The relocation will consist of removing all the existing overhead lines and converting them to underground. Per the electric service terms and conditions, in summary, any relocations of this nature are paid for by the requesting party.
Proposal/Solution:	Sigma Chi has agreed and made a payment in the amount of \$282,481.30 for the relocation. There are system improvements in this area, staff has identified that will complement this relocation. Staff is seeking approval of \$50,000 for these improvements.
Financial Source/Impact:	Approval of the attached budget amendments will appropriate the funds necessary to start the project.
Related Pillar(s):	Effective Services
Recommended Action/Motion:	Motion to approve budget amendments appropriating \$50,000 for the Sigma Chi Relocation Project.
Prepared By:	Loren Smith, Electric Utility Dir.
Reviewed By:	Loren Smith Brady Moore Teresa Kadavy
Submitted By:	Brady Moore, General Manager

Attachments

1. WF1204088 Cost Estimate Customer Letter
2. BA - SigmaChi Relocate 7.20.206



Stillwater Electric Utility
411 E. Third Street
Stillwater, OK 74074

Office: 405.742.8367
Web: stillwaterok.gov

7/15/2025

Whit Culver, CFP
The MLCS Group
Merrill Lynch, Pierce, Fenner & Smith Inc.
6100 S Yale, Suite 1500
Tulsa, OK 74136

Subject: Sigma Chi for the burial of electric main line infrastructure mid-block

WF1204088

Dear: Whit Culver,

This letter is in response to your request for the *burial of electric main line infrastructure mid-block located at Sigma Chi, 1101 W. University Ave in Stillwater, OK.* The City of Stillwater Terms and Conditions for utility service requires that the customer pay in advance the full estimated cost of materials, equipment and third-party services that are necessary to complete the burial of electric main line infrastructure as requested.

Based on the information that you have provided and using current materials, equipment and services costs, the estimated total cost to complete the Sigma Chi burial of electric main line infrastructure is **\$282,481.30**. Full payment in the amount of the estimated cost to you, **\$282,481.30** is required before the work will be scheduled. Upon the completion of the work, the actual cost will be calculated, and adjustments will be made if necessary. If actual costs are less than the advance payment, a refund will be made to the customer and if actual costs are more than the advance payment, the customer will be required to make payment for the difference. If during the course of the construction, it is apparent that the actual construction costs are or will exceed the original estimate by more than 10 percent, the electric installation work will cease until sufficient payment is made to cover the additional estimated costs.

If you choose to proceed with the requested *Sigma Chi burial of electric main line infrastructure*, please send a check payable to the City of Stillwater in the amount of **\$282,481.30** to the following address:

Stillwater Electric Utility
% Finance Department
405-742-8287
723 S. Lewis
Stillwater, Oklahoma 74074

Please include a copy of this letter or other reference to the project name and location with your check to ensure proper handling. If you have any questions, please feel free to call Vernon Hall at 405-742-8367.

Sincerely,

A handwritten signature in black ink, appearing to read "Wesley Bennett". The signature is fluid and cursive, with a long horizontal stroke at the end.

Wesley Bennett
Electric Utility Superintendent
Stillwater Electric Utility

Budget Amendment Request

For Budget Year 2027

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

Office: 405.372.0025
 Web: stillwater.org

Date: 07/20/2026

Department: Electric Utility

Requested by: Loren Smith

Explanation:

Expenditures:
 Appropriate funds for system improvements related to the Sigma Chi relocation project to better meet the needs of surrounding facilities. Funding is from the Rate Stabilization Fund.

	Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:	SigmaChi El Relocation/Const Contra	9119011 - 54009	26EL03911	\$ 0	\$ 50,000	\$ 50,000
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
Decrease:		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0
		-				\$ 0

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

\$ 50,000

Reviewed by Department Manager: Lo Smith

Date: 7/9/26

Reviewed by Finance: [Signature]

Date: 7/9/2026

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: JULY 20, 2026

Agenda Item:

2.f. SUA-26-35

Previous/Related Action:

- CC 24-54; Task Order (TO) Agreement with Black and Veatch for Engineering Services for FY25 Water and Sewer Capital Projects.
- SUA-2025-5, CC-2025-21, SUA-2025-6; authorizing a FAP loan from the Oklahoma Water Resources Board (OWRB).
- SUA – 25-36; SUA authorizing easement acquisition expenditures for Airport Road and Sangre Road Waterlines.
- SUA-26-01; Amendment No. 1, TO-01 with Black and Veatch for additional design and construction administration services.
- SUA-26-29; SUA authorizing easement acquisition expenditures for Northeast Transmission Main Project

Background/Issue:

Three (3) waterline projects are being designed under Task Order 1 (TO1) with Black & Veatch Corporation: the Northeast Transmission Main Project, the Airport/Wright Drive Waterline Replacement Project, and the Sangre Road Waterline Replacement Project.

The design of the Airport/Wright Drive Waterline Replacement Project is complete, and the Northeast Transmission Main Project and the Sangre Road Waterline Replacement Project are currently at 95% design. In addition, the acquisition of the required easements is ongoing for all three (3) projects. SUA authorized Amendment No. 1 at the 01/12/2026 meeting for additional design, construction administration and construction inspection services for TO-01 projects.

During the easement acquisition process, alignment revisions were required to both Northeast Transmission Main and Sangre Road Waterline Replacement Projects. These design revisions are necessary to facilitate property acquisition, minimize impacts to adjacent property owners, and allow the projects to proceed to

	bidding and construction.
Proposal/Solution:	Under Amendment No. 2, Black & Veatch will revise portions of the Northeast Transmission Main Project to address land acquisition issues identified during the easement acquisition process. Black & Veatch also will modify the Sangre Road Waterline alignment.
Financial Source/Impact:	With SUA Trustees' approval, funds for this amendment will be appropriated from the FAP loan, which contains sufficient funds.
Related Pillar(s):	Strong Infrastructure
Recommended Action/Motion:	Staff recommends a motion to: • Approve Amendment No. 2 for additional design for the Northeast Transmission Main and Sangre Water Line projects for the TO-01 Task Order Agreement with Black and Veatch Corporation; • Authorize the General Manager to sign related documents; • Authorize total expenditures of \$255,000, 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. BA Amendment 2 signed by wbm 7-13-2026

Budget Amendment Request

For Budget Year 2027

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

Office: 405.372.0025
Web: stillwater.org

Date: 07/10/2026

Department: Water Resources

Requested by: Bill Millis

Explanation:

Expenditures:
Appropriate funds for Amendment 2 for FY25 CIP TO-01 Projects with Black and Veatch. Amendment No. 2 is for additional design for the Northeast Transmission Main Project and Sangre Water line project. Funding is from the FAP loan from the Oklahoma Water Resources Board.

Account Name	Account Number (xxxxxxx-xxxxx)	Project Number	Current Budget Amount	Amount of Change	New Budget Amount
Increase:					
CIP-Engineering & Execution Plan	9359216 - 54009	25WL03935	\$ 1,285,977	\$ 255,000	\$ 1,540,977
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
Decrease:					
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0
	-				\$ 0

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

\$ 255,000

Reviewed by Department Manager: 

Date: 2026 Jul 13

Reviewed by Finance: 

Date: 7/13/2026

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 CC-2026-19; SUA-2026-4

**A RESOLUTION AMENDING THE CITY OF STILLWATER
BOOK OF FEES BY ESTABLISHING FEES FOR MOBILE
FOOD ESTABLISHMENTS AND ADOPTING THE
STILLWATER REGIONAL AIRPORT FY2027 RATES AND
CHARGES SCHEDULE**

WHEREAS, the City of Stillwater has established a “Book of Fees” which is comprehensive fee schedule that sets forth the rates, charges, and fees of the City of Stillwater and its public trusts to promote efficiency and improve 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, 63 O.S. § 1-1151 authorizes the City to issue a local license in recognition of a state license and to require a special permit and payment of fees to operate in a public park, and it has been determined that an annual license fee and park permit fee should be established as reasonable and appropriate to ensure sufficient recovery of the administrative cost of issuing the license or permit; and

WHEREAS, pursuant to Stillwater City Code Sec. 8-23(a), the Stillwater Regional Airport Advisory Board (SRAAB) is charged with annually reviewing the schedule of airport rates and charges, the consumer price index and all other metrics and measures used for leases and other multi-year agreements and making necessary recommendations regarding these items to the City Council for the upcoming fiscal year; and

WHEREAS, Stillwater Regional Airport conducted a Rates and Charges study to review current rates and charges at the airport, and it has determined that revisions to the rates and charges and consumer price index adjustment, are necessary and appropriate for the operation of the airport and SRAAB has recommended approval of the FY27 Rates and Charges for Stillwater Regional Airport.

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 annual Food Establishment License Fee and Mobile Food Establishment Park Permit Fee are hereby approved as set forth in the Book of Fees attached hereto.

Section 2. The FY27 Rates and Charges for Stillwater Regional Airport are hereby approved as set forth in the Book of Fees attached hereto.

Section 3. All existing rates, charges, and fees of the City of Stillwater and its public trusts shall remain in full force and effect until such time as they are included in the Book of Fees by further resolution.

APPROVED AND ADOPTED THIS 20TH DAY OF JULY 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 20TH DAY OF JULY 2026.

Kimberly Carnley
City Attorney/General Counsel

CITY OF STILLWATER

BOOK OF FEES

TABLE OF CONTENTS

CITY CLERK

DEVELOPMENT SERVICES

STILLWATER REGIONAL AIRPORT

UTILITY & BILLING SERVICES

CITY CLERK

Mobile Food Establishments		
Mobile Food Establishment License	\$50.00/year	City Code § 12-59(b)
Mobile Food Establishment Park Permit	\$15.00/day	City Code § 12-60(c)

DEVELOPMENT SERVICES

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

STILLWATER REGIONAL AIRPORT

FY27 Rates and Charges City Code §§ 8-23; 8-28		
Service	Description	Rate
ADMINISTRATIVE FEES		
Conference Room Rental	Small Conference Room	\$ 30/Hr.
	Large Conference Room	\$ 45/Hr.
Airport Identification /Access Card	SIDA/Sterile (new and renewal)	\$ 80.00
	AOA Badges (new and renewal)	\$ 60.00
	Replacement of Damaged	\$ 20.00
	No-Return terminated/expired	\$ 50.00
	Driver Access (up to 2 vehicles)	\$ 20.00
Security Violations	1 st Violation	\$ 50.00
	2 nd Violation	\$ 100.00
	3 rd Violation	\$ 200.00
Lost Badges	1 st Violation	\$ 70.00
	2 nd Violation	\$ 120.00
	3 rd Violation	\$ 220.00
Airport Security Escort Fee	<i>Hourly fee, per employee, for providing on-airport escort. (1 hour minimum)</i>	\$ 50.00 / Hour
Holiday and/or After-Hours Staffing Fee	Hourly employee rate for holiday or after-hours minimum required staffing	\$ 75/hour*
	<i>*Holidays defined as those observed by the City of Stillwater; after hours defined as between the hours of 11pm and 4am.</i>	2 hour minimum for callback
Fuel Flowage Fee	AV Gas and Jet A Fuel	\$ 0.206
Lock Change Fee	Re-key lock and replace key(s)	Actual cost per occurrence
	<i>*Lost Key(s) require Lock Change</i>	
Land Rental	Aeronautical ground rent	\$ 0.30 psfpy
	Non-aeronautical ground rent	\$ 0.29 psfpy
Hay & Pasture Lease	Per Bid	Per Bid

AIRCRAFT PARKING/HANGAR FEES

SE=Single Engine ME=Multi-Engine

Tie-Down/Ramp Parking <i>Discount may apply to flight schools with multiple aircraft</i>	SE or ME Nightly* TURBO/JET Nightly* Non-Signatory/Nightly Signatory/Nightly Based SE or ME-Monthly	\$ 15/night \$ 37.50/night \$ 0.60/1000 lbs/night Included in Agreement \$ 150
T-Hangar 1 (Total 12,470 SF)	SE or ME Monthly	\$ 300
T-Hangar 2 (Total 13,750 SF)	SE or ME Monthly	\$ 325
Port-A-Port Hangars	SE or ME Monthly	\$ 200

LANDING/FACILITY FEES

Landing Fee	0 – 4,999 LBS 5,000 LBS + (Scheduled) 5,000 LBS + (Non-Scheduled)	\$ 0.00 \$ 1.50 / 1,000 LBS* \$ 1.88/ 1,000 LBS
Terminal Space	* Signatory Airline Rates Negotiated	\$ 25 / SQ FT*

Unscheduled Air Carrier: Charter/Facility Fees

24 HRS PPR FOR UNSKED ACFT OPS WITH MORE THAN 9 PAX CALL AMGR 405-533-2222

Submit PPR form at <https://stillwaterok.gov/663/PPR-Request-Form>

Level 1 Facility Fee	Screening Set-Up Not- Required; facility and ramp access with required staffing.	\$ 300.00
Level 2 Facility Fee	Screening Set-Up Required but Screeners NOT provided by airport; facility and ramp access with required staffing	\$ 565.00
Level 3 Facility Fee	Screening Set-up Required and up to 5 Screeners provided by airport (4 plus 1 supervisor); Facility and ramp access with required staffing.	\$ 2,000.00 * \$200.00 extra per additional screener requested \$35/hr/screener for delays over 120 minutes. 50% charge for cancellations within 4-12 hours of flight; 100% charge for cancellations less than 4 hours prior to flight; * Rates may be adjusted due to screening cost increase

ARFF Standby (Non-scheduled and/or non-signatory support)	ARFF Standby Index A or B	\$ 270.00*
	ARFF Standby Index C	\$ 540.00* *Plus actual materials/cleaning cost
OTHER FEES		
Spill Containment and Clean Up Fee	Hourly fee per employee, for spill mitigation requiring activation of the SWO Spill Prevention Control and Countermeasure Plan (SPCCP)	Actual cost per occurrence
Rolling Stairs Fee		\$ 35.00 per use
Jet Bridge Fee		\$ 100.00 per use
Truck Stairs Fee		\$ 250.00 per use
FY27 CPI Adjustment		
3.56%		

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-Payment ⁶		\$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

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.

