IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AGENDA WAS POSTED NOVEMBER 14, 2019 AT 1:30 P.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA

MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
NOVEMBER 18, 2019

PRESENT: MAYOR WILLIAM H. JOYCE, VICE MAYOR PAT DARLINGTON
COUNCILORS ALANE ZANNOTTI, JOHN WEDLAKE AND AMY DZIALOWSKI
ABSENT: NONE

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

Boy Scout Troop 802 led the audience in the Pledge of Allegiance.

3. PROCLAMATIONS/PRESENTATIONS

   a. Acknowledgement of agencies who assisted with 2019 OSU Homecoming

   Emergency Management Director Rob Hill acknowledged each department that helped keep the public safe during the OSU Homecoming events and all special events held in the city of Stillwater. The organizations recognized for their efforts were: OSU Police Department, OSU Emergency Management, City of Stillwater Police Department, Payne County Sheriff’s Office, local FBI, City of Stillwater Fire Department, Perkins Fire Department, Life Net Ambulance Service, REMS Team, OHP Bomb Squad, 63rd Civil Support Group, City of Stillwater Public Works Department, District 3 Payne County Commissioners, and Stillwater Emergency Management. Mayor Joyce thanked everyone for their dedication and hard work keeping Stillwater safe.

   b. National Runaway Prevention Month

   Mayor Joyce proclaimed the month of November 2019 as National Runaway Prevention Month in the City of Stillwater, Oklahoma. Dana Hatter with Payne County Youth Services was present to accept the proclamation.

   c. Presentation of State Farm Neighborhood Assist Grant check

   State Farm Representative Lucas Grounds presented a check for $25,000 to Mya's Promise and the City of Stillwater for the Strickland Park renovation. Councilor Dzialowski thanked the community for their support of this project.

4. CONSENT DOCKET
   a. Approve regular meeting minutes of 11.04.19
   b. Approve executive session minutes of 11.04.19
   c. Accept easement from the Nottingham Homeowners Association for Water 2040 project
   d. Accept Library Trust annual report
e. Approve property acquisition for parcels along North Perkins Road for Stillwater Project No. STPW-22, approve expenditure of $610,554 in compensation for rights-of-way, permanent, and temporary easements, and authorize the Mayor to execute the documents and authorize payments for parcels listed below:
   Utility Easements:
   1) Grantor: SCR RC Funding IV LLC, a Delaware limited liability company for Parcel 14, addressed as 1603 N. Perkins Road
   2) AP Stillwater Limited Partnership, A Texas Limited Partnership for Parcel 17, addressed as 1909 N. Perkins Road
   3) GVP Properties, LLC for Parcel 18, addressed as 1919 N. Perkins Road
   Real Estate Purchase Agreements:
   1) Grantor: R and S Hotel, LLC, an Oklahoma limited liability company (undivided 20% interest), D and B Hotel, LLC, an Oklahoma limited liability company (undivided 10% interest) AND Conner Hotels, LLC, an Oklahoma limited liability company (undivided 70% interest) for Parcel 6, addressed as 600 E. McElroy Road
   2) Grantor: Nikki's Greek Restaurant, LLC for Parcel 7, addressed as 610 E. McElroy Road
   3) Grantor: J.P.M. INC., a corporation for Parcel 9, addressed as 1000 N. Perkins Road
   4) Grantor: 724 N. Perkins Road LLC, an Oklahoma limited liability company for Parcels 34 and 35, addressed as 611 N. Perkins Road

f. Accept quarterly listing of City projects currently under construction

Vice Mayor Darlington requested items D and F be removed from the Consent Docket.

MOTION BY COUNCILOR WEDLAKE, SECOND BY COUNCILOR DZIALOWSKI TO APPROVE THE CONSENT DOCKET EXCLUDING ITEMS D AND F.

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-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
   d. Accept Library Trust annual report

Vice Mayor Darlington thanked the Library Trust Board for its work of managing the donations that come into the library.

MOTION BY VICE MAYOR DARLINGTON, SECOND BY COUNCILOR ZANNOTTI TO APPROVE ITEM D AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

f. Accept quarterly listing of City projects currently under construction

Vice Mayor Darlington pointed out there are numerous city projects that are in process and wants everyone to know what is going on and the status of those projects. City Manager McNickle stated later in the meeting there would be a tutorial on how to access the city website to find updates on projects.
MOTION BY VICE MAYOR DARLINGTON, SECOND BY COUNCILOR WEDLAKE TO APPROVE ITEM F AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

7. PUBLIC HEARINGS

a. Receive public comment regarding a request from Sacred Buds LLC, for a Specific Use Permit to operate a medical marijuana dispensary at 721 South Main Street. CC-19-179

Planning Manager Lanc Gross stated a Specific Use Permit has been requested to operate a medical marijuana dispensary at 721 South Main Street. Gross introduced applicant Tiffany Reyes. Reyes stated she felt like she had a lot of knowledge that could help people with their problems.

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

The Planning Commission recommended approval 4-0.

Vice Mayor Darlington questioned why there was signage on the store when there has not been a sign application submitted. Gross stated they will need to submit a sign application before a sign can be approved and he is not sure why a sign is there already.

MOTION BY COUNCILOR ZANNOTTI, SECOND BY COUNCILOR DZIALOWSKI TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE SPECIFIC USE PERMIT FOR A MEDICAL MARIJUANA DISPENSARY AT 721 SOUTH MAIN STREET.

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-NAY, ZANNOTTI-YEA, WEDLAKE-NAY, DZIALOWSKI-YEA. MOTION CARRIED WITH THREE YEA VOTES AND TWO NAY VOTES.

8. GENERAL ORDERS

a. Update on dilapidated property at 716 W 9th Ave

City Attorney John Dorman reported that properties located at 716 W. 9th and 711 ½ W. 9th have both been demolished by the owners.

b. Request for approval of the Policy Guidelines for the Home Buyer Assistance Program as presented and authorize staff to administer the program beginning January 1, 2020 for FY20 CC-19-181

Assistant City Manager Paula Dennison reported that in March 2019 a proposal was brought to the council about reestablishing a Homebuyers Assistance Program. Staff worked with local lenders and realtors and incorporated their suggestions into the guidelines. Any property eligible for assistance must be the primary residence of the homebuyer and a homebuyer education class will be required for all applicants.

This program will have three paths.
Path 1: Low to Moderate Income Homebuyers.
Path 2: Low to Moderate Income Homeowners, Specific Repairs and Improvements.
Path 3: Purchase of first home inside Stillwater City Limits.
MOTION BY VICE MAYOR DARLINGTON, SECOND BY COUNCILOR ZANNOTTI TO APPROVE THE POLICY GUIDELINES FOR THE HOME BUYER ASSISTANCE PROGRAM AS PRESENTED AND AUTHORIZE STAFF TO ADMINISTER THE PROGRAM BEGINNING JANUARY 1, 2020 FOR FY20.

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

c. Presentation of Key Performance Indicators developed by Citizens Task Force CC-19-185

Senior Project Manager David Barth and Human Resources Generalist Leah Womack represented the Key Performance Indicators (KPI) Citizens Task Force and reported on the group's progress. The task force consists of eight City staff members and nine citizen members. The group met first on August 26th and continued to meet each week for a total of nine sessions. Department directors presented a high level overview of their department to the task force. Following department presentations, the task force divided into groups to brainstorm potential KPI's for each department. Staff assigned to the task force are working on refining the KPI's to be written in plain language. Once the refining process is finished, all task force members will reconvene for a final review. After the review is complete, the information will be formatted and included in the Strategic Plan document.

Mary McGowan, citizen member of KPI task force, thanked council for the opportunity to be on this task force and said she is very proud of our community.

Shirley Weeks, citizen member of KPI task force, also thanked council for this experience and for the knowledge she gained being on this task force. Ms. Weeks felt the group developed a sense of community and that it was a great learning experience for everyone.

d. Authorize application by Stillwater Public Library for a Oklahoma Historical Society grant to provide a consultant for aid in developing a five year strategic plan CC-19-184

Library Director Stacy DeLano reported The Oklahoma Historical Society is offering grant opportunities up to $20,000, as long as the applicant has a strategic plan for its archives. The grant would provide a strategic plan consultant who will aid the staff in developing targeted goals for the next five years and provide guidance on best practices to take archives to a more professional level. The grant would go toward paying the consultant fee of $9,400. The Friends of the Library will provide the 10% match of $940.

MOTION BY COUNCILOR WEDLAKE, SECOND BY COUNCILOR DZIALOWSKI TO APPROVE THE REQUEST TO APPLY FOR THE OHS GRANT WITH A 10% CASH MATCH FROM THE FRIENDS OF THE LIBRARY.

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

e. Authorize application by Stillwater Public Library for a National Endowment for the Humanities Big Read grant to fund a community reading event CC-19-187

Library Director Stacy DeLano reported the Stillwater Public Library has held a community wide reading series for the past decade for the purpose of providing a shared reading and discussion experience to the community. The National Endowment for the Humanities' "Big Read" provides a grant for up to $15,000 for a community-wide reading series as long as a book from the "Big Read" list is chosen. The library will be applying for a grant to fund a reading series on "Station Eleven" by Emily St. John Mandel. The library will also have its first "Little Read" with children reading the book "Blackout" by John Rocco. Authorization to apply for the "Big Read" grant will enable the library to seek one large funding source for the event. The "Big Read" grant requires no cash match, but does require in-kind matching.
MOTION BY VICE MAYOR DARLINGON, SECOND BY COUNCILOR ZANNOTTI TO AUTHORIZE STILLWATER PUBLIC LIBRARY TO APPLY FOR THE NATIONAL ENDOWMENT FOR THE HUMANITIES' "BIG READ" GRANT UP TO $15,000 FOR A COMMUNITY-WIDE READING SERIES.

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

f. Approve budget amendments reflecting donations to Stillwater Public Library CC-19-188

Library Director Stacy DeLano stated the Stillwater Public Library receives donations from community members, organizations, and the Friends of the Library throughout the year. For more accurate accounting, beginning FY20, the library is submitting budget amendments for these donations as they are received on a monthly basis.

MOTION BY VICE MAYOR DARLINGON, SECOND BY COUNCILOR ZANNOTTI TO ACCEPT DONATIONS AND APPROVE BUDGET AMENDMENTS.

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

g. Approve budget amendment transferring reimbursement funds from the Federal Grant Revenue account to SPD training, travel, lodging and software upgrades accounts CC-19-183

Police Chief Jeff Watts reported Stillwater Police Department is a member of the Internet Crimes Against Children Task Force. Three detectives are on the task force. Travel to Dallas for training and computer upgrades were done at a cost of $2,972.74 and $1,599 respectively. OSBI agreed to reimburse both of these expenses and the money was deposited in the city's Federal Revenue account. Staff is requesting approval of budget amendment to transfer the reimbursed funds from the Federal Grant Revenue account to SPD training and software upgrade accounts.

MOTION BY COUNCILOR WEDLAKE, SECOND BY COUNCILOR DZIALOWSKI TO APPROVE THE BUDGET AMENDMENT TRANSFERRING REIMBURSEMENT FUNDS FROM THE FEDERAL GRANT REVENUE ACCOUNT TO SPD TRAINING, TRAVEL, LODGING AND SOFTWARE UPGRADES ACCOUNTS

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

h. Approve bid recommendation for replacement of terminal roof at Stillwater Regional Airport CC-19-189

Project Manager Jim Scott reported the airport terminal roof has numerous leaks and needs to be replaced. Studio Architecture of Oklahoma City was hired to evaluate the roof and the determination was made that the roof could not be re-coated but needed a full replacement. Competitive bids were solicited and the lowest competent bidder was Capstone Roofing. Staff recommends awarding the bid for replacement of the terminal roof to Capstone Roofing in the amount of $99,110.

Vice Mayor Darlington asked if there was a contingency in the $99,110 bid. Scott reported that with the test results from the core samples taken, the architect and construction firms are confident with the bid price.

Vice Mayor Darlington asked if the City has a timeline for a new airport terminal. Airport Director Paul Priegel reported that in 2021 the new terminal should go into design. FAA has allocated a grant for that
budget year to start a design process with a 14-18 month timeline. From there it would probably be FY 2024 before construction begins. FAA has also allocated a grant for that fiscal year to help with the terminal construction expenses.

MOTION BY COUNCILOR ZANNOTTI, SECOND BY COUNCILOR DZIALOWSKI TO AWARD THE BID TO CAPSTONE ROOFING, LLC FOR REPLACEMENT OF THE TERMINAL ROOF IN THE AMOUNT OF $99,110 AND AUTHORIZE THE CITY MANAGER TO EXECUTE ALL NECESSARY PROJECT DOCUMENTS

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

i. Presentation of web-based tools for status and details on demand of City projects

Communications Coordinator Maegan Pardue presented web-based tools staff has developed in order to make information about the city’s current projects more accessible to both council and the public.

9. RESOLUTIONS

a. Resolution No. 2019-25: a resolution acknowledging city council authorization and approval for the submission of an application for federal grant funding to reconstruct the apron, phase 2 south portion, and replace primary airport rescue firefighting (ARFF) apparatus at Stillwater Regional Airport through the FAA AIP grant 3-40-0090-029-2020

Airport Director Paul Priegel reported the apron at the Stillwater Airport is asphalt and in poor condition. FAA helped develop a five year plan and since the apron used a large portion of funds and resources for construction, the project was divided into four years. Priegel also reported that the FAA inspector determined the airport fire truck is in need of replacement. FAA agreed that the airport could use $500,000 of the $1,000,000 entitlement funds towards the purchase of a new fire truck, plus the 10% match of $50,000.

MOTION BY VICE MAYOR DARLINGTON, SECOND BY COUNCILOR ZANNOTTI TO ADOPT RESOLUTION NO. 2019-25 AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES

10. ORDINANCES

a. First Reading

None.

b. Second Reading

ORDINANCE 3444: AN ORDINANCE REZONING A TRACT OF LAND ADDRESSED AS 1199 WEST AIRPORT ROAD FROM RSS, SMALL-LOT, SINGLE FAMILY RESIDENTIAL DISTRICT, TO CG, COMMERCIAL GENERAL DISTRICT

MOTION BY COUNCILOR WEDLAKE, SECOND BY COUNCILOR DZIALOWSKI TO ADOPT ORDINANCE 3444 AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES
11. REPORTS FROM OFFICERS & BOARDS

a. Miscellaneous items from the City Attorney: None.

b. Miscellaneous items from the City Manager: City Manager McNickle stated the deadline to register short-term rentals has passed and encouraged owners who have not registered to do so. Richard and Suzanne Birdwell, of the Stillwater Church of Christ, would like to commend and thank the City's water crew that assisted them last week with their valve issue.

c. Miscellaneous items from the City Council: Councilor Zannotti stated council seat number three is up for election for a four-year term. Councilor Wedlake reminded citizens of the holiday events taking place in Stillwater such as Merry Main Street, Breakfast with Santa and Stillwater Parade of Lights. Councilor Dzialowski stated if anyone is interested in the physical, social and economic development of Stillwater, to apply for the vacant seat on the Planning Commission. Vice Mayor Darlington welcomed the most recent new City employees. Mayor Joyce reminded people who live outside the city limits to consider a rural fire service contract.

i. Discussion about scheduling items for future meetings.

12. QUESTIONS & INQUIRIES

None.

13. ADJOURN

MOTION BY COUNCILOR WEDLAKE, SECOND BY COUNCILOR DZIALOWSKI TO ADJOURN THE NOVEMBER 19, 2019 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

ROLL CALL VOTE: JOYCE-YEA, DARLINGTON-YEA, ZANNOTTI-YEA, WEDLAKE-YEA, DZIALOWSKI-YEA. NAY-NONE. MOTION CARRIED WITH FIVE YEA VOTES.

The November 18, 2019 regular meeting of the Stillwater City Council adjourned at 7:06 p.m.

[Signatures]

WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL

TERESA KADAVY
CITY CLERK