

**IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW
THE AMENDED AGENDA WAS POSTED SEPTEMBER 16, 2022 AT 10:10 A.M.
AT THE MUNICIPAL BUILDING, 723 SOUTH LEWIS, STILLWATER, OKLAHOMA**

**MINUTES
STILLWATER CITY COUNCIL
REGULAR MEETING
COUNCIL HEARING ROOM
723 S. LEWIS
SEPTEMBER 19, 2022**

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

1. CALL MEETING TO ORDER

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

2. PLEDGE OF ALLEGIANCE

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

3. PROCLAMATIONS/PRESENTATIONS

- a. Constitution Week Proclamation – Daughters of the American Revolution

Mayor Joyce read the Constitution Week proclamation declaring the week of September 17-23 as Constitution Week 2022. Jeannie Sneed with the Daughters of the American Revolution accepted the proclamation.

MOTION BY MAYOR JOYCE, SECOND BY COUNCILOR CLARK TO RECESS THE CITY COUNCIL MEETING.

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

City Council meeting was recessed at 5:33 p.m. to convene the Stillwater Utilities Authority meeting.

City Council meeting was reconvened at 5:40 p.m.

4. CONSENT DOCKET

- a. Approve September 12, 2022 regular and executive session meeting minutes
- b. Set November 7, 2022 as date for public hearing for request to close approximately 1,000 square feet of the right of way located along the east property line of 1202 South Duncan Street
- c. Set November 7, 2022 as date for public hearing for request to close approximately 400 square feet of right of way located along the north portion of the east property line of 1206 South Duncan Street
- d. Accept water line easement dedication for property located at 5615 W Lakeview Road
- e. Approve encroachment agreement and release of liability for 1202 S Duncan Street to allow owners to construct and maintain a four foot fence in the City right-of-way and authorize City Manager to execute the agreements

- f. Accept drainage easement at 1202 S. Duncan Street, approve budget appropriation of \$6,800 for easement and fence relocation, and authorize Mayor to execute easement document
- g. Accept the public improvements made at property addressed as 5615 W Lakeview Road to serve two new water meters
- h. Approve budget amendments reflecting receipt and appropriation of \$430 in donations to the Stillwater Public Library

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

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

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

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

6. ITEMS REMOVED FROM CONSENT DOCKET

None.

7. PUBLIC HEARINGS

- a. Receive public comment regarding a request approve the Map Amendment rezoning properties located 1407 & 1809 East Burris Road and 5920 North Jardot Road from A (Agriculture) to RSL (Residential Large Lot)

City Planner Jacquelyn Porter reported that the applicant requests a review and approval of a map amendment to rezone the properties addressed as 1407 & 1809 East Burris Road and 5920 North Jardot Road from Agriculture (A) to Residential Large Lot Single-Family (RSL). She stated that the subject properties are located on the north side of Stillwater near the intersection of East Burris Road and North Jardot Road and are currently vacant lots. Ms. Porter stated that the subject site is surrounded by the border of city limits on all sides except to the west where it is zoned Agriculture.

Mayor Joyce opened the public hearing.

Stephen Gose, Gose & Associates, 113 W. 8th Street, spoke on behalf of the applicant.

Mayor Joyce closed the public hearing.

Planning Commission recommended approval 3-0.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ACCEPT THE PLANNING COMMISSION'S RECOMMENDATION TO APPROVE THE MAP AMENDMENT FOR THE PROPERTIES LOCATED AT 1407 & 1809 EAST BURRIS ROAD AND 5920 NORTH JARDOT ROAD.

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

8. GENERAL ORDERS

- a. Consider approval of budget amendments appropriating \$400,000 to construct an equipment storage building and lean-to, \$50,000 to complete a strategic business plan, and \$165,000 for personnel expenditures for Stillwater Regional Airport

Airport Director Paul Priegel stated that the Stillwater Regional Airport is rapidly transforming to adapt to increasing commercial service needs. Two areas of immediate needs have been identified:

- The construction of a large storage building and lean-to to house airport equipment currently being stored outside. Moving this equipment inside will increase security, prolong the life of the equipment and remove equipment from areas intended for aircraft parking/hangar development.
- The development of an economic development program to encourage growth and development on the airport with hopes the airport can eventually become self-sustaining.

Mr. Priegel reported that in addition to the above needs, there is a need to increase the adopted personnel budget to adjust for an administrative team reorganization and four additional security positions that were added to accommodate new security requirements.

Mr. Priegel reported that the airport staff is currently working on a building design to meet the storage needs. The project budget goal is to not exceed \$400,000. Staff anticipates that a strategic business plan will cost up to \$50,000. Mr. Priegel stated that the airport has received in excess of \$1 million in COVID relief funds that can be used to cover the personnel expenses, including the additional new positions.

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO APPROVE BUDGET AMENDMENTS APPROPRIATING \$400,000 TO CONSTRUCT AN EQUIPMENT STORAGE BUILDING AND LEAN-TO; \$50,000 TO COMPLETE A STRATEGIC PLAN; AND \$165,000 FOR PERSONNEL EXPENDITURES FOR STILLWATER REGIONAL AIRPORT.

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

- b. Consideration, discussion, and possible approval of a Lease/Purchase Agreement for Skyline East Section Two Offsite Sewer Line by and between City of Stillwater, Stillwater Utilities Authority, and Eastside III, LLC

Deputy Director of Project Management and Construction Andy Doerflinger stated this is the same item that was discussed during the Stillwater Utilities Authority meeting earlier tonight.

MOTION BY COUNCILOR HAWKINS, SECOND BY VICE MAYOR ZANNOTTI TO ENTER INTO A LEASE/PURCHASE AGREEMENT FOR SKYLINE EAST SECTION TWO OFFSITE SEWER LINE BY AND BETWEEN CITY OF STILLWATER, STILLWATER UTILITIES AUTHORITY AND EASTSIDE III, LLC.

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

- c. Consider approval for Stillwater Public Library to make a sole source purchase of downloadable material from Overdrive for the Oklahoma Virtual Library platform

Library Director Stacy DeLano reported that on August 15, 2022, City Council approved a budget amendment for \$100,000 from the Oklahoma Department of Libraries (ODL) for the purchase of downloadable material for the Oklahoma Virtual Library (OKVL) Consortium. Overdrive is a vendor for libraries purchasing downloadable material and is the platform upon which OKVL is based. It allows mid and small sized libraries in Oklahoma to share downloadable content. Ms. DeLano stated that the materials in OKVL are purchased from Overdrive.

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR HAWKINS TO APPROVE STILLWATER PUBLIC LIBRARY TO MAKE A SOLE SOURCE PURCHASE OF DOWNLOADABLE MATERIAL FROM OVERDRIVE FOR USE ON THE OKLAHOMA VIRTUAL LIBRARY PLATFORM.

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

- d. Consider award of the base bid for the Community Center ramp and canopy project to Lambert Construction in the amount of \$363,071 and approve budget amendment appropriating \$66,371 in additional needed funds from contingency fund

Procurement Manager John McClenny reported that on January 11, 2021, City Council approved a proposal by the Community Center Foundation to install an accessible entrance on the south side of the Community Center. On January 25, 2021, Stillwater Utilities Authority approved a budget of \$45,000 to relocate the electric service to facilitate the installation of the ramp and canopy. The electric relocation is complete. Mr. McClenny stated that the ramp and canopy design was completed so bids were opened on March 16, 2022 with all bids exceeding the budget. He stated that the Community Center Foundation raised additional funds for the project and the project was redesigned. On August 31, 2022, bids were opened for the ramp and canopy project with one bid being received from Lambert Construction. The base bid again exceeded the project budget.

Mr. McClenny stated that the ramp is needed to address the access situation at the back entrance. The front entrance is wheelchair accessible, but requires traversing a distance of 200 yards from the main parking lot. The proposed ramp will decrease that distance to less than 30 yards. Mr. McClenny reported that re-design and re-bidding of the project is unlikely to produce better results. He stated that the Foundation has raised \$296,700 in donations and the agreement states that "any and all project costs exceeding \$296,700 shall be the responsibility of the City". Mr. McClenny reported that an additional \$66,371 is needed to award the base bid and the contingency account has the funds for the additional expenditure.

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR DZIALOWSKI TO AWARD THE BASE BID TO LAMBERT CONSTRUCTION IN THE AMOUNT OF \$363,071 AND APPROVE A BUDGET AMENDMENT APPROPRIATING THE \$66,371 IN ADDITIONAL FUNDS NEEDED FROM THE PROJECT CONTINGENCY.

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

9. RESOLUTIONS

Airport Director Paul Priegel reported that through the Master Plan Update and preliminary Terminal Design and Siting Process, it has been determined that Hangar 1 will need to be relocated. Hangar 1 currently houses two businesses, Quality Aircraft Maintenance and Hangar 1 Flight School. Oklahoma State University Mechanical and Aerospace Engineering has also advised they have an immediate need for approximately 3,400 square feet of research/office/lab space with future hangar needs as well. Mr. Priegel stated that the airport will need to utilize engineering services to design an appropriately sized hangar to not only replace the existing Hangar 1 facility but accommodate the additional space needs. Once an appropriate size is determined, a better cost estimate will be available. He stated that the Oklahoma Aeronautics Commission (OAC) has selected Stillwater Regional Airport to participate in the competitive hangar loan grant program. This program will lend up to 60% (max \$600,000) for the construction of a hangar. Mr. Priegel stated that since this grant is covering expenditures already budgeted, this creates an available fund balance in the Airport Fund that can be appropriated for the proposed uses discussed in this report. A budget amendment has been prepared appropriating \$500,000 to this project account and the OAC loan will be added to the account once it is approved.

- a. Resolution No. CC-2022-26: A resolution authorizing the submission of a loan application to the Oklahoma Aeronautics Commission of the State of Oklahoma to fund a hangar project at Stillwater Regional Airport; approving a budget amendment appropriating funds to the hangar project; and authorizing the Mayor to sign the loan application

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ADOPT RESOLUTION NO. CC-2022-26 AS PRESENTED.

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

10. ORDINANCES

- a. First Reading

Ordinance No. 3469-Corrected: A corrected ordinance closing an easement located in the Northeast Quarter (NE/4) of Section Thirty-Five (35), Township Twenty (20) North, Range Two (2) East of the Indian Meridian, City of Stillwater Payne County, Oklahoma, on property located on north Rogers Drive south of Richmond, adjacent to north Rogers Drive in Park View Estates Section 10, and repealing all ordinances to the contrary

MOTION BY VICE MAYOR ZANNOTTI, SECOND BY COUNCILOR DZIALOWSKI TO ADVANCE ORDINANCE NO. 3469 TO SECOND READING AS CORRECTED.

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

- b. Second Reading

Ordinance No. 3501-Corrected: An ordinance correcting an address listed in Ordinance 3501 regarding the rezoning of tracts of land located at 6099, 6001, 5911, and 5823 N. Perkins Rd. General Industrial (IG) To Small Lot Single-Family Residential (RSS)

MOTION BY COUNCILOR CLARK, SECOND BY COUNCILOR HAWKINS TO ADOPT ORDINANCE NO. 3501 AS CORRECTED.

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

Ordinance No. 3507: An ordinance rezoning tracts of land located at 1122 and portion of 1222 south Western Road from Office (O) to Commercial Shopping (CS)

MOTION BY COUNCILOR CLARK, SECOND BY VICE MAYOR ZANNOTTI TO ADOPT ORDINANCE NO. 3507 AS PRESENTED.

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

Ordinance No. 3508: An ordinance authorizing the removal of certain portion of City-owned property located at and adjoining 701 West Boomer Lake Station Road, 2115 North Boomer Road and 2107 North Boomer Road (Collectively, The Property) from the Lease Agreement and Operation and Maintenance Contract dated April 1, 1979; authorizing the sale of the property; providing for citizen initiated referendum of said sale in accordance with Section 4-2 of the City Charter

MOTION BY COUNCILOR HAWKINS, SECOND BY COUNCILOR DZIALOWSKI TO ADOPT ORDINANCE NO. 3508 AS PRESENTED.

ROLL CALL VOTE: JOYCE-YEA, ZANNOTTI-YEA, DZIALOWSKI-YEA, HAWKINS-YEA, CLARK-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 Norman McNickle stated that the City is hiring. Available positions are posted online often at Stillwater.org/employment so please keep checking back as positions are updated frequently. Mr. McNickle announced that tomorrow is IT Appreciation Day and he thanked IT Director Brad Stewart and his team for all that they do to help keep the City's systems operating safely and successfully.
- c. Miscellaneous items from the City Council:
 - Councilor Clark reminded residents that if they've had difficulty making utility or rent payments as a result of COVID-19, the City of Stillwater and Our Daily Bread may be able to help. The funding assistance program will be available until all funds are dispersed. Please go to www.ourdailybreadstillwater.org to apply.
 - Councilor Hawkins wished good luck to our Stillwater Electric Rodeo Team as they compete September 21, in the annual Linework Rodeo hosted by Municipal Electric Systems of Oklahoma. The event is for Journeymen and Apprentices and the rodeos are intended to simulate real-world scenarios and promote mutual aid relationships.
 - Councilor Dzialowski announced that there will be a car seat checkup event on October 3 from 10:00 a.m. to 12:00 p.m. at Fire Station #1 located at 1506 S. Main Street. Our Fire Department is joining other entities in the state for this event and hosting a local car seat checkup for our community.
 - Vice Mayor Zannotti stated that September is Fire Appreciation Month. She expressed gratitude to the firefighters and staff with the Stillwater Fire Department for their continued efforts to keep our community safe. The sacrifices they make, as well as their families, is from their commitment to serve.
 - Mayor Joyce announced that the Stillwater Police Department is hiring. Anyone interested in joining the SPD as a Detention Officer, please go to Sillwater.org/employment. The closing date for this position is October 19, 2022. There are other positions continuously posted for SPD and they would love to discuss employment opportunities, including those interested in becoming an officer.
- i. Discussion about scheduling items for future meetings.

12. QUESTIONS & INQUIRIES

None.

13. ADJOURN

MOTION BY COUNCILOR DZIALOWSKI, SECOND BY COUNCILOR HAWKINS TO ADJOURN THE SEPTEMBER 19, 2022 REGULAR MEETING OF THE STILLWATER CITY COUNCIL.

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

The September 19, 2022 regular meeting of the Stillwater City Council adjourned at 6:17 p.m.

WILLIAM H. JOYCE, MAYOR
STILLWATER CITY COUNCIL

TERESA KADAVY
CITY CLERK

DRAFT