



STILL PIONEERING

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This is a comprehensive list of citizen boards and committees for the City of Stillwater. Applications are accepted for all boards at any time. Highlighted areas indicate a current vacancy or a vacancy that will occur within the next several months. Current board members are eligible for reappointment; however, new applications are encouraged.

http://stillwater.org/document/application_for_citizen_boards_committees.php

CITY OF STILLWATER
 Citizen Boards and Committees
 (Updated October 17, 2016)

AIRPORT AUTHORITY

<u>Current Members</u>	<u>Term Expiration</u>	<u>Term</u>
Marc Tower	1/2017	2 nd
Fred Shultz	1/2017	2 nd
Charles Bacon	1/2018	2 nd
Chuck Fleischer	1/2018	4 th
Russ Teubner	1/2018	2 nd
Lee Roy Smith	1/2019	4 th
Jerry Franklin	1/2019	2 nd

Ex-Officio: City Manager Ex-Officio: Chamber Chief Executive Officer

The Airport Authority shall consist of seven voting members, all of whom shall serve by appointment of the City Council as provided for in Section 2-153 of the Stillwater City Code. City residency is a requirement. At least three members should have personal knowledge concerning aircraft and/or airport operations. The City Manager and the Chamber Chief Executive Officer serve as ex-officio, non-voting members. Term length: 3 years. Meetings are held on the third Thursday of the month at Noon, usually at the airport.

The Airport Authority has duties that include but are not limited to the following: development of policies for operating the airport; oversight of routine fiscal affairs; maintaining a current master plan document; maintaining and upgrading the airport and facilities; expanding and developing existing airport assets; actively seeking FAA and State funding opportunities for airport improvements; and oversight of user needs and services desired. SRAA works closely with the Chamber of Commerce to promote economic development associated with the Airport Industrial Park and Airport Business Development Park.

Where the **COLLEGE** atmosphere and **COWBOY** spirit make everything come **ALIVE**.

AUDIT COMMITTEE

<u>Current Members</u>	<u>Term Expiration</u>	<u>Special Requirements</u>	<u>Term</u>
Vacant	1/2017	Business	
Kelly Cox	1/2017	CPA	3 rd
John Killam	1/2018	Business	2 nd
Angela Spencer	1/2019	CPA	1 st
Jerry Franklin	1/2019	Banker	2 nd
Ex-Officio: City Manager			
Ex-Officio: Finance Director			
Ex-Officio: City Councilor			

The Audit Committee shall consist of five (5) voting members who shall be appointed by the City Council and three (3) non-voting ex-officio members. The five (5) voting members shall include not less than one person from each of the following groups, provided, however, that one group, which may vary from time to time, may be represented by not more than two (2) members:

- Bankers or other financial institutions;
- Business persons; and
- Certified public accountants.
- The three (3) ex-officio non-voting members shall be a City Councilor, the City Manager and the Director of Finance.

Term length: 3 years. Meetings are called as necessary at a time and a location to be announced.

The Audit Committee reviews the annual financial reports of the City and its Trust Authorities on an annual basis with the counsel of staff and the external audit firm. The Audit Committee participates in the selection of firms to conduct the annual audit. Questions regarding the Audit Committee may be directed to the Finance Director.

BOARD OF ADJUSTMENT

<u>Current Members</u>	<u>Term Expiration</u>	<u>Term</u>
Trey Lester	2/2017	1 st
Ron Walker	2/2017	2 nd
Ariel Ross	1/2019 PC rep	1 st
Terri Ventress	2/2019	2 nd
Angela Bale	2/2019	2 nd

The Board of Adjustment shall consist of five (5) members, all of them residents of the City of Stillwater, each to be appointed for a term of three (3) years and removable for cause by the City Council. All appointments shall be for yearly staggered terms of three (3) years. Vacancies shall be filled for the unexpired term of any member whose term becomes vacant. No member of the City Council or any official or employee of the city shall serve on the board of adjustment.

The board of adjustment shall elect a chairman and a vice-chairman to serve as acting chairman in the absence of a chairman. An employee within the Development Services Department for the City shall be appointed by the board of adjustment to serve as clerk and shall serve for a term set at the discretion of said board.

BOARD OF DRAINAGE APPEALS

<u>Current Members</u>	<u>Term Expiration</u>	<u>Special Requirements</u>	<u>Term</u>
Seth Buchanan	6/2018	Hydrology / Engineer	1 st
Dr. Edwin Miller	6/2018	Hydrology	1 st
Vacant		Hydrology	
Charles Rice	6/2019	Hydrology	6 th
Dr. Dale Daniel	6/2020	Hydrology	1 st

Members of the Board of Drainage Appeals must live in the Stillwater City Limits, or in an area regulated by the Stillwater Subdivision Regulations, or in an area directly served by the Stillwater Utilities Authority. Members are appointed by the City Commission as provided for in Section 9-16 of the Stillwater City code. Members of the Board shall have knowledge of hydrology, engineering, storm water management or related fields and have no economic interest in the development or construction industries. Term length: 3 years beginning July 1 and ending June 30. The Board shall meet on call as needed, and three members shall constitute a quorum. The office of the City Engineer shall serve as clerk of the board.

The Board of Drainage Appeals is empowered by the City code to conduct hearings and render decisions on matters of appeals, variances and special exceptions to an order of the City Engineer as described in Ordinance No. 2541, Storm Water Management and Earth Change Requirements adopted in August of 1996.

BUILDING TRADES BOARD

<u>Current Members</u>	<u>Term Expiration</u>	<u>Special Requirements</u>	<u>Term</u>
Waylon Shields	7/2016	Plumbing	1 st
Daryl Krehbiel	7/2016	Electrical	1 st
Kyle Kelty	7/2016	Mechanical	2 nd
Kenneth Baker	7/2017	Homebuilder	1 st
Cade Pearson	7/2018	Construction	1 st

The BTB was amended in 2012 by Ordinance No. 3187:

An ordinance amending the Stillwater City Code amending Chapter 10, Buildings and Building Regulations, Article II, Building Trades Board, Section 10-22, Members and Section 10-24 Expedited Administrative Appeal Procedure.

Members

(a) The building trades board shall consist of five members; each of whom shall be appointed by the city council.

Requirements:

- resident of the City of Stillwater;
- employed as an architect, engineer, or general building contractor, or is a person licensed by the City in one (1) of the trades regulated by the uniform codes adopted in Chapter 10; and has the ability to attend hearings convened with a minimum of forty-eight(48) hours notice.

(b) Members of the board shall serve for overlapping terms of four (4) years and thereafter until their respective successors have been appointed and qualify. The term for each member shall begin on July 1.

Provided, however, the terms of members appointed under the revisions set forth in Ordinance 3187 shall initially commence October 1, 2012. The duration of such initial terms shall be apportioned as follows: two (2) members shall be appointed for a term of four (4) years; one (1) member shall be appointed for a term of three (3) years; one (1) member shall be appointed for a term of two (2) years; and one (1) member shall be appointed to a term of one (1) year. At the conclusion of each initial term, the member shall be eligible for reappointment to a full four (4) year term in accordance with this section.

The Building Trades Board is empowered by the adopting ordinances of the building codes to serve as the appeal body for those codes. They also serve as a review board for other matters concerning building construction such as licensing practices, code adoptions and amendments. The board adopts its own bylaws for the conduct of its meetings. There is a staff liaison from the Development Services Department assigned to serve as clerk to the board.

BUSINESS IMPROVEMENT DISTRICT #1 ADVISORY BOARD

<u>Current Members</u>	<u>Term Expiration</u>	<u>Bid District Area #</u>	<u>Term</u>
Robyn Davies	01/2017	#1	3 rd
Steve Green	01/2017	#7	2 nd
Kent Kinzie,	01/2017	at large #1	2 nd
Jill Hunt	01/2018	#6	2 nd
Ben Douglas	01/2018	at large #2	4 th
Robert Sitton	01/2018	#9	4 th
Cory Williams	01/2018	#8	1 st
Susie Presley	01/2019	#5	3 rd
Kyle Gibbs	01/2019	#4	3 rd
Marsha Forbes	01/2019	#3	2 nd
Jim McCollum	01/2019	#2	3 rd

The Board shall consist exclusively of current owners of parcels and tracts of land located within the boundaries of Business Improvement and Special Services District No. 1 that is subject to assessment for improvements and/or special services under Ordinance No. 3007.

No person shall be appointed to or remain on the Board who is not a current owner of a parcel or tract of land located within the boundaries of Business Improvement and Special Services District No. 1 that is subject to assessment for improvements and/or special services under Ordinance No. 3007.

If the owner is a legal entity other than a person, said entity shall designate a representative for this purpose, and may change said designation during the term of office herein upon written notice to the City Clerk. Such representative shall be an officer or employee of the entity he or she represents.

Members

The Board shall consist of eleven (11) members all of whom shall be selected by the City Council. One (1) member shall be selected from each of nine (9) geographical areas located within the boundaries of Business Improvement and Special Services District No. 1. Two (2) "at large" members shall also be selected by the City Council. Appointment of all Board members shall occur on an annual basis and shall be completed no later than January 31 of each year.

The terms of all members shall expire on January 31 in the year in which the term would ordinarily expire regardless of the date of appointment. Any member elected or appointed to an initial one (1) or

two (2) year term shall not be disqualified from re-election or re-appointment to two (2) subsequent full terms. A member's term will automatically end when that member is absent from three (3) consecutive meetings or five (5) total meetings in any twelve (12) month period.

The City Council shall appoint persons to complete the unexpired term of any member elected or appointed to the Board whenever a vacancy occurs due to resignation, removal, death, or other inability to serve. Appointed members may be removed in accordance with Section 2-37(e).

Meetings

The Board shall convene at least one (1) regular meeting each month and shall establish an annual schedule of all regular meetings. In addition, the Board shall convene at least two (2) general meetings of all current owners of parcels and tracts of land located within the boundaries of Business Improvement and Special Services District No. 1 that is subject to assessment for improvements and/or special services under Ordinance No. 3007.

Duties

- Provide recommendations regarding the utilization of funds collected from Business Improvement and Special Services District No. 1 special assessments;
- Provide recommendations regarding assistance to property owners seeking new business investors to occupy vacancies in the District;
- Provide recommendations regarding development and implementation of marketing plans to recruit specific businesses to the District that will enhance the vitality of the District business area;
- Provide recommendations regarding incentives to attract and maintain businesses in the District;
- Provide recommendations regarding marketing the District through branding, promotions, advertising, special events, and image development;
- Provide recommendations regarding the development and implementation of projects to improve the physical appearance of the District; and
- Provide recommendations on methods and processes to facilitate cooperation and communications between developers, investors, business and property owners, and the City in new business development within the District.

LIBRARY BOARD

<u>Current Members</u>	<u>Term Expiration</u>	<u>Term</u>
Judy Nelson	5/2017	1 st
Gary Stanton	5/2017	2 nd
Robin Cornwell	5/2018	2 nd
Cathy Albright	5/2018	1 st
Hugh Crethar	5/2019	1 st
Wanda Cunningham	5/2019	1 st
Cara Adney	5/2019	1 st

Members of the Library Board are appointed by the City Council as provided for in Section 3-6 of the City Charter for overlapping terms of three (3) years and may serve two full consecutive terms or until their respective successors have been appointed and qualify. Meetings are held the fourth Tuesday of the month at Noon at the Stillwater Public Library.

The Library Board shall have supervision and control of the public library or libraries of the City, and shall appoint the librarian or librarians and all other subordinates; provided that the board may authorize a librarian to appoint subordinates. The library board may adopt regulations for the administration and operation of the library or libraries, subject to ordinances which the Council may enact. Questions regarding the Library Board may be directed to the Library Director.

LIBRARY TRUST BOARD

<u>Current Members</u>	<u>Term Expiration</u>	<u>Special Requirements</u>	<u>Term</u>
Matt Hull	6/2016	Library Board Appointee	2 nd
Linda Burks	6/2017	City Council Appointee	2 nd
Barbara Miller	6/2017	Library Board Appointee	2 nd
Cindy Finkle	6/2018	Friends Appointee	1 st
Sandeep Nabar	6/2019	City Council Appointee	1 st

The members of the Stillwater Public Library Trust Board are appointed by the City Council, Library Board, and Friends of the Stillwater Public Library. Term length: 3 years. Meetings are held on the second Wednesday at 12:30 p.m. of every other month beginning in January at the Stillwater Public Library.

The Library Trust Board was created by the Stillwater City Council in February of 1984 for the purpose of assisting with land acquisition, design, construction and equipping of a new public library building. Questions regarding the Library Trust Board may be directed to the Library Director.

PLANNING COMMISSION

<u>Current Members</u>	<u>Term Expiration</u>	<u>Special Requirements</u>	<u>Term</u>
Mike Buchert	7/2017		2 nd
Zelte Wilkins	7/2017		1 st
Brad Rickelman	7/2018		1 st
Dusty Lane	7/2018		4 th
Ariel Ross	7/2018		1 st
Josh Marler	7/2018		2 nd
Gil Emde	7/2019		1 st

Members of the Planning Commission are appointed by the City Council as provided for in Section 23-17 of the Stillwater City Code. Requirements are: 1) must be city resident and 2) must be qualified by knowledge or experience to act upon matters pertaining to the physical, social, and economic development and betterment of the City. One member is to serve in a non-voting environmental advisory role. Term length: 3 years. Meetings are held the first and third Tuesday of the month at 5:30 p.m. in the Council Hearing Room, Municipal Building.

The Planning Commission was created in order to help direct the future development of the City, encourage social and economic improvements in accordance with modern city planning principles, and insures the orderly, efficient and economic arrangement and development of new public works projects. The Planning Commission, which also serves as the Airport Zoning Commission, is charged with preparing a comprehensive plan and/or additional specific plans indicating ideas and recommendations for the physical development of the city. The Commission oversees the operation of the zoning ordinance through the review and a recommendation on all rezoning, special use permits, site plans, and ordinance text amendments. The subdivision, platting, and re-platting of land is approved by the Planning Commission. In general, the Planning Commission may consider and investigate any subject matter

relating to the development and betterment of the City. Questions regarding the Planning Commission may be directed to the Development Services Department.

PUBLIC HOUSING AUTHORITY

<u>Current Members</u>	<u>Term Expiration</u>	<u>Special Requirements</u>	<u>Term</u>
Ruby Manning	2/2017	Program Participant	2 nd
Roger Gose	2/2017		3 rd
Sue Bonner	2/2018		2 nd
Connie Stokes	2/2019		3 rd
David Spivey	2/2019		3 rd

The original members of the Housing Advisory Board had been members of the Urban Renewal Authority. When the Public Housing Authority was created, the Housing Advisory Board members were appointed to also serve as the Public Housing Authority. The Mayor and City Council appoint members to these boards. Term length: 3 years. Meetings held second Wednesday of the month at Noon at Roxie Weber Plaza.

The Board sets all policies and procedures that support the overall purpose of the Stillwater Housing Authority. That purpose is to provide decent, safe, and affordable housing, create opportunities for residents' self-sufficiency and economic independence and assure fiscal integrity for residents and the Housing Authority. The Boards approach to governance is a business approach that makes policy, articulates the mission of the organization, and sustains its vision. The Board creates policy that supports the organization and guides them to working with the Executive Director, who implements the policies for Roxie Weber Plaza and the Section 8 rental program in compliance with the guidelines established by Housing and Urban Development. Questions regarding the Public Housing Authority may be directed to the Stillwater Housing Authority Executive Director.

RURAL WATER ADVISORY BOARD

<u>Current Members</u>	<u>Term Expiration</u>
Jim George	2017
Ken McKinley	2017
Norman Durham	2017
Charles Rice	2018
Billy Clay	2018
Robert Sitton	2019
Adam VanDeventer	2019

The board shall consist of seven (7) members. The Board shall meet on the second Tuesday of each month at noon. Initially, all seven members shall reside in the geographical area located outside the corporate limits of the City of Stillwater served by Rural Water Corporation #3, Payne County, Oklahoma ("RWC#3"), as said area existed on October 1, 2006. At such time, if any, that the City of Stillwater and/or Stillwater Utilities Authority assumes maintenance and/or operational responsibility for any additional rural water provider, then the existing board shall be dissolved and a new board comprised of representatives from RWC#3 and the additional rural water provider shall be formed. The board shall then consist of nine (9) members. At such time, if any, that the City of Stillwater and/or Stillwater Utilities Authority assumes maintenance and/or operational responsibility for two or more rural water providers in addition to RWC#3, the board shall be reconstituted so that representatives from all such rural water providers shall be members of the board, which shall then consist of eleven (11) members. At such time, if any, that there is more than one rural water provider eligible to be

represented, representation on the board shall be apportioned on the basis of the amount of water used within the geographical area previously served by each rural water provider; provided, however, that no rural water provider shall be allocated less than one (1) board member. The unit of representation shall be set forth in by-laws established by the board and adopted by the City Council at the time that the first rural water provider in addition to RWC#3 becomes eligible for board membership. The City Manager or the City Manager's designee shall serve as a non-voting, ex officio member of the board.

Each board member shall be an account holder residing, during his or her term of service on the board, in the geographical area located outside the corporate limits of the City of Stillwater which was previously served by a rural water provider now operated and/or maintained by the City of Stillwater and/or Stillwater Utilities Authority.

Board members shall be nominated annually by account holders then residing within the geographical area of the former rural water provider or providers represented on the board; provided, that as long as any former rural water provider continues to exist as a legal entity, the rural water provider shall be responsible for nominating members based upon the number of board members allocated to it. All nominations shall be submitted to the City Council, which shall appoint all nominees to the board, unless sufficient cause exists to reject any nominee.

The board shall advise and make recommendations to the to the City Council on matters pertaining to operation and maintenance of rural water systems operated and/or maintained by the City of Stillwater or Stillwater Utilities Authority.

SISTER CITIES COUNCIL

<u>Current Members</u>	<u>Term Expiration</u>	<u>Term</u>
Jessica Yen, Student Representative		
Becky Irby	11/2016	7 th
Dale Durham	11/2016	1 st
Larry Jones	11/2016	8 th
Judy Nelsony	11/2017	1 st
John Mills	11/2017	9 th
Cindy Petree	11/2017	7 th
Carolyn Confer	11/2017	2 nd
Bob Burk	11/2018	2 nd
Sylvia Duncan	11/2018	11 th
Linda Ely	11/2018	3 rd

Members of the Sister Cities Council are appointed by the City Council as provided for in Section 2-181 of the Stillwater City Code. Term length: 3 years. Meetings are held on the fourth Thursday of the month at 5:00 p.m. at the Stillwater Community Center.

The Sister Cities Council coordinates the activities of the sister city program and makes recommendations to the City Council regarding sister city activities as well as initiating activities requested by the City Council. The Council promotes the sister city program by informing citizens of sister city activities and encouraging community involvement. The council also assists other community groups involved in international exchange projects. Questions regarding the Sister Cities Council may be directed to the City Manager's office.

STILLWATER MEDICAL CENTER AUTHORITY

<u>Current Members</u>	<u>Term Expiration</u>	<u>Special Requirements</u>	<u>Term</u>
Dan Duncan	1/2017		2 nd
Joe Haney	1/2018		1 st
Cary Couch, M.D.	1/2018		4 th
Beth Buchanan	1/2018		4 th
Mayor Gina Noble	4/2018	Mayor	1 st
Calvin Anthony	1/2019		4 th
Lowell Barto	1/2019		3 rd

Five members of the Stillwater Medical Center Authority are appointed by the City Council as provided for in the Trust Indenture. Two names are submitted by the hospital medical staff from which the City Council will make its selection. The Mayor serves by virtue of the office. Five of the Trustees shall be citizens and residents of the City of Stillwater, Oklahoma and two shall be citizens and reside within a 15 mile radius of the primary health care facility of the Stillwater Medical Center Authority. Term length: 3 years. Meetings are held the fourth Tuesday of the month at 7:00 p.m. at the Stillwater Medical Center.

The governing board, as guardian of the hospital's assets and resources, establishes the overall purpose and direction for the organization and oversees its operation to help ensure achievement of that purpose. While board involvement with specific issues and decisions varies at different times in the governance cycle, key governance responsibilities can be grouped into five broad areas: mission development and long-range planning; ensuring high-quality care; oversight of medical staff credentialing; financial oversight; board education and development, including self-evaluation. These five areas, together with selection and evaluation of the hospital CEO, comprise the board's major responsibilities.