CITY OF STILWELL

AGENDA

Regular meeting – June 6, 2016

Stilwell Community Building – 6th & Poplar

4:00 P.M.

Roll Call: President of the Council Norman Isaacs called the meeting to order at 4:00 p.m. and asked Rhonda Patterson to call the roll: Jim Spray—Present, Jean Wright—Present, Norman Isaacs—Present, Alex Mink—Present. Also present were 47 visitors.

Mayor’s Comments: None

Consent Agenda:

1. Approval of minutes of Regular Meeting May 2, 2016.
2. Approval of requisitions in the sum of $62,911.42
3. Approval of blanket purchase orders in the sum of $42,160.00
4. Approval of payment of claims in the sum of $126,259.22 Fund 10
5. Approval of payment of claims in the sum of $ 3,598.12 Fund 17
6. Approval of payment of claims in the sum of $ 22,426.36 Fund 20
7. Approval of payment of claims in the sum of $ 754.92 Fund 30
8. Approval of payment of claims in the sum of $ 2,023.70 Fund 90
9. Approval of May 2016 payroll in the sum of $ 158,123.54

**A motion was made by Alex Mink, seconded by Jim Spray to approve the consent agenda.**

*Jim-yes, Jean-yes, Norman-yes, Alex-yes.*

Regular Agenda:

1. Discussion with possible decision to approve sharing costs of the July 4th fireworks display with the Kiwanis. Marty Green will present proposal. Marty Green with the Kiwanis presented the proposal asking the City to share the costs of the July 4th Fireworks display. The total cost of the Fireworks display is $6,750.00. **A motion was made by Alex Mink, seconded by Jim Spray to approve the amendment.** *Alex-yes, Jim-yes, Norman-yes, Jean-yes.*

2. Discussion with possible decision to amend the Fire Department budget in the amount of $3,500.00 (Cherokee Nations Fire Grant). Council Member Jean asked if it was money we have already received. Alex stated that it is a grant we received every year, but we have not received it yet. **A motion was made by Alex Mink, seconded by Jim Spray to receive the Cherokee Nations Fire Grant.** Alex-yes, Jim-yes, Norman-yes, Jean-yes.

3. Discussion with possible decision to purchase one new police car, plus outfitting, not to exceed $37,500 to be taken out of Capital Improvement fund. Norman stated the car Paul drives has had 3 motors put in it, front end is shot and it is needing new tires. Norman asked, What do we do keep putting money in something that is wore out? Jean asked if this purchase was budgeted. Chad Smith stated it was not budgeted, but we have enough to carry over, and that there was a mistake made in the Capital Improvement Fund that shows it was budgeted , but it wasn’t actually budgeted. City Attorney Lloyd Cole approved the purchase. **A motion was made by Alex Mink, seconded by Jim Spray to purchase one new police car not to exceed $37,500.00 to be taken out of Capital Improvement Fund.** Alex-yes, Norman-yes, Jim-yes, Jean-no.

4. Discussion with possible decision to approve bid from AAA Fencing to complete new fencing on front portion of the cemetery, not to exceed $16,000.00. Terry will research and try to get another quote on the cemetery fence.  **A motion was made by Alex Mink, seconded by Norman Isaacs to table the bid from AAA Fence to complete new fencing on front portion of the cemetery.** Alex-yes, Norman-yes, Jim-yes, Jean-yes.

5. Discussion with possible decision to approve renewal of ambulance service

agreement with Pafford Emergency Medical Services of Oklahoma, due July 1, 2016. **A motion was made by Alex Mink, seconded by Jim Spray to approve the renewal of the contract for Pafford EMS.** Alex-yes, Norman- yes, Jim-yes, Jean-yes.

6. Discussion with possible decision to change title of position held by Jeromy Johnson to Code Enforcer/Building & Grounds Maintenance man, with additional wage compensation in the amount of $2.00 per hour for the added responsibilities. Alex asked if we are just adding additional duties why are we changing his job title to Building & Grounds Maintenance. Jean stated that he will be Code Enforcer & Building & Grounds Maintenance. Jeromy Johnson also stated that since John Green retired he has taken over all of John Green’s duties. Alex asked if he will be able to keep up with the additional duties. Jeromy stated that he has been. **A motion was made by Jean Wright, seconded by Jim Spray to change title of position held by Jeromy Johnson to Code Enforcer/Building & Grounds Maintenance man, with additional wage compensation in the amount of $2.00 per hour.** *Alex-no, Norman-yes, Jim-yes, Jean-yes.*

7. Discussion with possible decision to hire Will O’neal for the position of full-time mechanic at the hourly wage of $11.00 per hour, with a six-month probationary period, at the recommendation of Terry Butler. Terry stated for the wages we are paying him we better keep him. Jean asked if the position had been advertised? Alex stated it has not been posted in house or advertised. Chad said he thought it had been posted in house. Someone stated it had also been advertised in the paper. Alex said we need to interview all applicants before making a decision. Jean asked if he was currently working? Terry said yes he is working part time. Jim asked if anyone has been interviewed. Terry said he had one decline an interview. **A motion was made by Alex Mink, seconded by Jim Spray to hire Will O’Neal as full-time mechanic at $11.00 per hour.** *Alex-yes, Norman-yes, Jim-yes, Jean-yes.*

8. Discussion with possible decision to approve the request from the Stilwell High School Athletic Director, Ron Littlejohn, to use the community building for visiting football teams during the 2016 football season. Alex asked if they used the Community building last year. Chad Smith said they used the Armory, but because of the offices there now they asked if they could use the Community Building for the visiting teams. Chad also stated that there will be 5 home games. Alex asked if someone would be inside the building at the time. Chad said security would be on staff, but didn’t know if they would by at locker room and that after the games the keys are turned into Mr. Littlejohn and he inspects the room. **A motion was made by Alex Mink, seconded by Norman Isaacs to approve the request from the Stilwell High School Athletic Director, Ron Littlejohn, to use the community building for visiting football teams during the 2016 football season.** *Alex-yes, Norman-yes, Jim-yes, Jean-yes.*

9. Discussion with possible decision regarding the amount to charge Stilwell High School for utilities used monthly in the indoor facility at Carson Park. **A motion was made by Jim Spray, seconded by Alex Mink to table the decision for now.** *Ales-yes, Norman-yes, Jim-yes, Jean-yes.*

10. Discussion with possible decision to approve the lease agreement with the SAC Counties Nutrition Project. **A motion was made by Alex Mink, seconded by Norman Isaacs to approve the lease agreement with the SAC Counties Nurtrition Project.** *Alex-yes, Norman-yes, Jim-yes, Jean-yes.*

11. Discussion with possible decision to pay 2016-2017 yearly membership service fees for the Oklahoma Municipal League in the amount of $3,894.63. **A motion was made by Alex Mink, seconded by Jim Spray to pay 2016-2017 yearly membership fees for the Oklahoma Municipal League.** *Alex-yes, Norman-yes, Jim-yes, Jean-yes.*

12. Discussion with possible decision to approve the resignation of Judith Gregory as temporary City Clerk-Treasurer. **A motion was made by Jean Wright, seconded by Norman Isaacs to approve the resignation of Judith Gregory.** *Alex-yes, Norman-yes, Jim-yes, Jean-yes.*

13. Discussion with possible decision to hire, pursuant to Article IV Sec. 36, by reason of emergency created by vacancy of City Clerk-Treasurer position, Glenda Green Darling as part-time contract labor until a Special Election can be held. Hourly wage to be at same rate as other contract labor in office, $25 per hour. **Failed for lack of motion.**

14. Discussion with possible decision to authorize change of signatories at Bank of Commerce and Arvest Bank to Jim Spray and Alex Mink. **A motion was made by Norman Isaacs, seconded by Jim Spray to change signatories at the Bank of Commerce & Arvest Bank to Jim Spray and Alex Mink.** *Alex-yes, Norman-yes, Jim-yes, Jean-yes.*

15. Discussion with possible decision to authorize and direct the acting mayor to call for a Special Election in 60 days for the purpose of electing a Mayor, City Clerk-Treasurer and Councilman for Ward 2. **A motion was made by Alex Mink, seconded by Norman Isaacs to table the election.** *Alex-yes, Norman-yes, Jim-yes, Jean-yes.*

16. Discussion with possible decision to accept recommendation of Stilwell Utility Department of Sharon Jackson to fill the Stilwell Utility Board/Stilwell Area Development Authority Board vacancy created by the resignation of Felix Ross, Jr. **A motion was made by Jean Wright, seconded by Jim Spray to accept the recommendation.** *Alex-no, Norman-no, Jim-yes, Jean-yes.* **Fails for majority.**

17. Discussion with possible decision regarding security doors and window coverings for Carson Park ballfield buildings. **A motion was made by Alex Mink, seconded by Jim Spray to approve Casey Thomlinson’s bid for work at Carson Park ballfield buildings not to exceed $10,000.00 dollars.** *Alex-yes, Norman-yes, Jim-yes, Jean-yes.*

18. Discussion and possible decision regarding declaring a vacancy and appointing a

member to serve as councilperson for City of Stilwell Ward 2, effective immediately

upon the affirmed majority vote of the City Council. **A motion was made by Jim Spray, seconded by Jean Wright to appoint John Sharp as councilman.** *Alex-yes, Norman-yes, Jim-yes, Jean-yes*

19. Discussion and possible decision regarding hiring Shelldon Miggletto as a contractor to perform budgetary, payroll and accounts functions and other financial duties as delineated in contract. **A motion was made by Jean Wright, seconded by Alex Mink to hire Shelldon Miggletto as contractor.** *Alex-yes, Norman-yes, Jim-yes, Jean-yes.*

20. Consideration, discussion and possible approval regarding any matter not know about or which could have not reasonably been foreseen prior to the time of posting (Title 25, O.S. Sec. 311). The Police Department received a grant from Cherokee Nation in the amount of $5,ooo.oo. **A motion was made by Alex Mink, seconded by Norman Isaacs to receive the grant and amend the police department budget in the amount of $5,000.00.** *Alex-yes, Norman-yes, Jim-yes, Jean-yes.*

Other Business: Jean Wright asked when the Splash Pad will be finished. Shelldon stated it could be up and running in a month. We have $61,000.00 left in the project budget. After all payments that are going to be made to all vendors there will be about $15,000.00 left. We need to amend the budget about $50,000.00. After the splash pad is complete we will receive a reimbursement from Oklahoma Tourism and Recreation Department in the amount of $200,000.00. Terry said the project should be complete by June 30,2016.

Grace Ferris with the Friends of the Library asked the council to budget for the children’s wing at the library. Mrs. Ferris said they should be able to start on the project in the fall.

Adjournment: **A motion was made by Alex Mink, seconded by Norman Isaacs to adjourn the meeting at 5:00 p.m.**  *Alex-yes, Norman-yes, Jim-yes, Jean-yes.*

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Norman Isaacs, President of Council/Acting as Mayor

Posted: Friday June 3, 2016 – 2:00 p.m.

Stilwell Community Building 6th & Poplar

Stilwell City Hall 503 W. Division