

CITY OF STILWELL CITY COUNCIL AGENDA

Regular meeting – Monday March 2, 2020
Stilwell Community Building – 6th & Poplar
5:00 P.M.

City of Stilwell Mission Statement:

“The City of Stilwell is committed to providing an attractive, sustainable and secure environment for the enjoyment of residents and visitors. Fulfilling this commitment requires an open approach to business, a cooperative atmosphere in government, and a concern for the health and safety of all our citizens. Our constant goal is realistic innovation coupled with intelligent planning and quality action resulting in a positive and progressive city both now and in the future.”

REGULAR MEETING

Call to Order

Flag Salute

Invocation

Roll Call

Mayor’s Comments

FYI

1. We have received approval to begin on the Chestnut Street Project with our REAP 2020 funding.

Consent Agenda

1. Approval of minutes of Regular Meeting February 3, 2020.
2. Approval of blanket purchase orders in the sum of \$59,750.00
3. Approval of payment of claims for:
 - a. \$191,166.68 from Fund 10 – General Fund
 - b. \$6,893.29 from fund 17 – Stilwell Improvement Fund

- c. \$5,724.30 from Fund 20 – Capital Improvement Fund
 - d. \$2,583.44 from Fund 30 – Street and Alley
4. Approval of February, 2020, payroll in the sum of \$.

Departmental Reports

Police

Animal Control

Fire

Streets/Sanitation

Parks

Code Enforcement

Utility

Old Business*

1. Discussion with possible decision to adopt Ordinance 399: An Ordinance Providing for the Removal of Abandoned and Inoperative Vehicles Inside the City Limits of the City of Stilwell, and Repealing All Ordinances and Parts of Ordinances in Conflict Herewith.
2. Discussion with possible decision to adopt, for the immediate preservation of the public peace, health and safety, an emergency clause by reason whereof the provisions of “Ordinance 399” adopted above shall become effective immediately upon passage and approval, all as required by Law.
3. Discussion with possible decision to approve contract with Shelldon Miggetto to write grants as per the attached agreement.
4. Discussion with possible decision to approve Ordinance 400: An Ordinance Allowing Wine and Beer Events in The City of Stilwell Under Certain Rules and Regulations in Concert with The Laws of Oklahoma.
5. Discussion with possible decision to adopt, for the immediate preservation of the public peace, health and safety, an emergency clause by reason whereof the provisions of “Ordinance 400” adopted above shall become effective immediately upon passage and approval, all as required by Law.

Regular Agenda

1. Discussion with possible decision to approve purchase of ADP Payroll Software for the city at a first year cost of \$8,876.30 from General Fund Account 10-04-630100 requiring a budget increase of an equal amount to the above named account.

2. Discussion with possible decision to approve financial audit for FY 2018-19.
3. Discussion with possible decision to allow Mike Jackson to set up a Flea Market for 12 weeks.
4. Discussion and possible approval to advertise for a seasonal part-time worker for Carson Park at a salary of \$8.50 per hour.
5. Discussion with possible decision for all utilities for the Edna M. Carson Park Indoor Facility to be paid by Stilwell Public Schools beginning with the utility billing due in April, 2020.
6. Discussion with possible decision to accept Addendum to SADA/Utility Lease Agreement to allow donation to the city.
7. Discussion with possible decision to accept a donation of \$25,000 from SADA/Utility Department and, upon receipt, donate \$25,000 to the Kiwanis Club for use in erecting Fletcher Park on the South-east corner of West Division and Second Streets.
8. Discussion with possible decision to accept bid by B & B Backhoe & Dozer of \$48,500 for demolition of previously condemned property at Northeast Corner of Second and West Division Streets and at 109-113 West Division Street to be paid from Capital Improvement Account 20-15-645301 requiring a budget increase of an equal amount to the above named account.
9. Discussion with possible decision to approve purchase of 71" Bobcat Mower from Stilwell Hardware for \$11,848.00 from Capital Improvement Account #20-16-645300 requiring a budget increase of \$5,000 to the above named account.
10. Discussion with possible decision to approve purchase of new police car from Dunn Motor Company in Stigler in the amount of \$32,854 to be paid from Capital Improvement Fund 20-09-645300 requiring a budget increase of \$3,500 to the above named account.
11. Discussion with possible decision to approve purchase and installation of up-fit vehicle equipment and decals for new police car in the amount not more than \$3,500.00 to be paid from an equal increase in Capital Improvement Fund 20-09-645300.
12. Discussion with possible decision to approve purchase of Halo Body-Cam package for the Police Department for \$12,500 from Capital Improvement Account #20-09-645300 requiring a budget increase of an equal amount to the above named account.
13. Discussion with possible decision to approve purchase of a Bandpak Vehicle Lift for the Street Department for \$5,575 from Capital Improvement Account #20-12-645300.

14. Discussion with possible decision to approve purchase of 10 sets of fire gear from AFD Fire and Rescue for \$30,000 from General Fund Account #10-06-621000.
15. Discussion with possible decision to approve purchase of compressor system for filling breathing tanks for firefighters from AFD Fire and Rescue with city portion of that cost to be less than \$12,000 from Capital Improvement Account #20-06-645300.
16. Discussion and possible decision to nominate a Stilwell City Official as a candidate for the OMAG Board of Trustees.
17. Discussion with possible decision to approve Resolution 01-06-2020: A Resolution Agreeing to enter into a Right-of-Way, Public Utility and Encroachment Agreement between the City of Stilwell and the Oklahoma Department of Transportation in connection with Project No. J3-0570(004) PM.
18. Discussion and possible approval for building of new shooting range by the Street Department for the Police Department in the area north of the old Adair Park with controlled access for both old (closed) and new ranges and establishing a \$25 fine for access violations and a \$200 fine for shooting violations.
19. Discussion and possible approval to declare the following as surplus and open for sale by sealed bid, with a required minimum bid of \$3000 (or different amount if Council wishes), as described below:
 - Legal Description: 303 East Locust
Lot 7- Block 21 Fairview (City of Stilwell)
(0120-00-021-007-0-000-0 Parcel)
 - Bid opening to be held at in the Mayor's Office City Hall at 9:00 a.m. on Monday, March 23, 2020.
20. Discussion and possible approval of Library budget adjustment of \$3000 to be added to Account 20-07-645601.
21. Discussion and possible approval of 3rd Annual Youth Gathering Awakening 2020 on August 15th from 6 p.m. to 10 p.m. with blocking of the streets around the courthouse for safety reasons.
22. Discussion and possible approval the following change to the Personnel Policy Handbook:
 - Article Seven – Compensation Plan
 - B. Salary
 - 7. Those who are leaving city employment for whatever reason will receive their last check “*for any vacation time and/or compensatory time*” only after they have returned all city property (uniforms, equipment, etc.).
23. Discussion and possible approval of the following change to the Personnel Policy Handbook:

Article Seven – Compensation Plan

D. Compensatory Time

3. General Conditions

- b. The maximum allowable Comp Time which may be accrued is eighty (80) hours
“unless otherwise established by contract with the City”

24. Discussion and possible approval of the following addition to the Personnel Policy Handbook:

Article Seven – Compensation Plan

K. Longevity Pay

The City will pay for longevity within the system as follows:

<i>Years of Continuous Service</i>	<i>Amount of Longevity Pay</i>	<i>Years of Continuous Service</i>	<i>Amount of Longevity Pay</i>
1 – 4	\$ 0.00	15	\$1500.00
5	\$ 500.00	16	\$1600.00
6	\$ 600.00	17	\$1700.00
7	\$ 700.00	18	\$1800.00
8	\$ 800.00	19	\$1900.00
9	\$ 900.00	20	\$2000.00
10	\$1000.00	21	\$2100.00
11	\$1100.00	22	\$2200.00
12	\$1200.00	23	\$2300.00
13	\$1300.00	24	\$2400.00
14	\$1400.00	25	\$2500.00

Pay will be awarded in the pay period immediately before the employee’s anniversary date of employment.

25. Discussion and possible approval of the following addition to the Personnel Policy Handbook:

Article Eight – Absences

A. Authorized Holidays:

2. (b) *Martin Luther King, Jr. Day*

Possible Executive Session for discussion of Items _____ as per Title 25 O.S. 307(B)(1)(2)(3)(4).

Possible Return from Executive Session as per Title 25 O.S. 307(B)(1).

Possible Public Statement of Executive Session Minutes by City Clerk.

26. Discussion and possible decision to award a raise of \$1.00 per hour to Police Department employee Karen Smith to take effect at the beginning of the next payroll period.
27. Discussion and possible decision to award a raise of \$1.00 per hour to Police Department employee Noah Teehee to take effect at the beginning of the next payroll period.
28. Discussion and possible decision to award a raise of \$1.00 per hour to Police Department employee Katie Chuculate to take effect at the beginning of the next payroll period.
29. Discussion and possible decision to award a raise of \$1.00 per hour to Police Department employee Tiffanie Martin to take effect at the beginning of the next payroll period.
30. Discussion and possible decision to award a raise of \$1.00 per hour to Municipal Court employee Sheila Chronister to take effect at the beginning of the next payroll period.
31. Discussion with City Attorney concerning possible pending claims and/or arbitration.

Public Comments (5-minute limit – Please sign in prior to start of meeting)

New Business: Consideration, discussion and possible approval regarding any matter not known about or which could have not reasonably been foreseen prior to the time of posting (Title 25, O.S. Sec. 311.)

Adjournment

ATTEST:

Jean Ann Wright, Mayor

Larry A, Nettles, City Clerk-Treasurer

*(Any tabled business, presentations or committee reports previously requested or required)

Posted:

**Friday, February 28, 2020 at 2:30 p.m.
Stilwell Community Building, 6th & Poplar
Stilwell City Hall, 503 W. Division
www.cityofstilwell.com**