

# **CITY OF STILWELL CITY COUNCIL AGENDA**

Regular meeting – Monday December 2, 2019  
Stilwell Community Building – 6<sup>th</sup> & 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**

### **Consent Agenda**

1. Approval of minutes of Regular Meeting November 4, 2019.
2. Approval of blanket purchase orders in the sum of \$60,350.00
3. Approval of payment of claims for:
  - a. \$177,080.83 from Fund 10 – General Fund
  - b. \$2,541.59 from Fund 17 – SIA
  - c. \$167.00 from Fund 20 – Capital Improvement Fund
  - d. \$225.39 from Fund 30 – Street and Alley

4. Approval of November, 2019, payroll in the sum of \$190,000.12.

### **Departmental Reports**

Police

Fire

Streets/Sanitation

Parks

Code Enforcement

Utility

Special Library Report- Presentation

### **Old Business\***

1. Discussion with possible decision to provide up to \$3750 to the Chamber of Commerce for specific city-related activities during FY 2019-2020 from account 10-01-620900.
2. Discussion with possible decision to approve placement of two billboards on highway 59 south across from Walmart on property owned by Rick Roberts. Approval is requested for the two corners of the property closest to the highway.
3. Discussion with possible decision concerning air conditioning and/or heating for Soccer Concession Stand in Edna M. Carson park possibly requiring a budget adjustment to Capital Improvement Account #20-16-645301.
4. Discussion with possible decision to approve Ordinance 397: An Ordinance to Establish Rules and Restrictions Pertaining to City-Owned Property in the Area Designated as C. J. Carson Lake and Repealing Ordinance 333.
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 397" adopted above shall become effective immediately upon passage and approval, all as required by Law.
6. Discussion with possible decision to contract with Holloway, Updike, and Bellen, LLC. for engineering plans for the correction of Elm Street Flooding.

### **Regular Agenda**

1. Discussion with possible decision to approve Consolidated Schedule for calendar year 2020 with Utility Department schedule to be added at our January meeting.

2. Discussion with possible decision to approve contract renewal with Compsource Mutual for workman's compensation insurance for 2020 for an estimated premium of \$126,584.00.
3. Discussion with possible decision to approve Street Department across-the-board raise of \$1.00 per hour - with a possible merit raise in FY 2020-2021– at a total cost to the City of \$49,171.41 for this Fiscal Year to be effective December 2, 2019.
4. Discussion with possible decision to approve covers and doors for the new concrete block storage bins requiring a \$5500 increase to the Park Department Capital Improvement Account 10-16-645301.
5. Discussion with possible decision to adopt Ordinance 398: An Ordinance Amending the Employee Retirement System, Defined Benefit Plan for the City of Stilwell, Oklahoma by Adopting a Revised and Restated Retirement Plan..... and Adopting Those Amendments Mandated by the Internal Revenue Code.
6. 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 398" adopted above shall become effective immediately upon passage and approval, all as required by Law.
7. 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.
8. 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.
9. Discussion with possible decision to approve safety stipends for full-time employees & volunteer fire fighters of \$500.00 and a \$200.00 safety stipend for the part time employees who have worked 30 hours a week for the last 90 days – payments to be made on December 10.
10. Discussion with possible decision to approve construction of a crosswalk on West Third and Division Streets between the Adair County Courthouse and the courthouse parking lot.
11. Discussion with possible decision to approve change of name for portion of Young Avenue west of Section Line Road to Sue Avenue.
12. Discussion with possible decision to secure bid for survey of boundaries of areas enclosed on all sides by the City.
13. Discussion with possible decision to advertise for sealed bids on a one-year contract (contract dates shall be from March 1, 2020, through February 28, 2021) for "Bypass

Mowing” to consist of mowing, edging, and general upkeep for the following or to have the City Street Department assume those responsibilities:

- a. U.S. Highway 59 from Davita Dialysis Center south to the southern entrance of the Walmart Supercenter on both sides of the highway from the west side of KCS maintained railroad right-of-way to the east curb of U.S. Highway 59 AND from the west curb of U.S. Highway 59 west to the chain link fence or concrete wall or if no fence or wall is in place to the adjoining property line maintained by owners other than (ODOT) Oklahoma Department of Transportation
  - b. Highway 51 west from U.S. Highway 59 to ODOT barn (both north & south sides of highway)
  - c. Highway 51 East from U.S. Highway 59 to Fairfield Road (both north & south sides of highway)
  - d. Highway 100 West from U.S. Highway 59 west to Section Line Road (both north & south sides of highway)
  - e. Highway 100 East from U.S. Highway 59 east to Christian Worship Center (both north & south sides of highway)
14. Discussion with possible decision to advertise for sealed bids on a one-year contract (contract dates shall be from March 1, 2020, through February 28, 2021) for “Cemetery Mowing” to consist of or to have the City Street Department assume those responsibilities:
- f. shall maintain the cemetery weekly
  - g. mowing
  - h. edging
  - i. weed trimming
  - j. cleaning grass off of headstones
  - k. spraying fence lines
  - l. general aesthetic maintenance
  - m. off season maintenance to include:
    - i. trimming of any trees or shrubs as needed
    - ii. leaf mulching or raking as needed
15. Discussion with possible decision to advertise for sealed bids on a one-year contract (contract dates shall be from March 1, 2020, through February 28, 2021) for “Stilwell City Buildings” to consist of mowing, edging, and general upkeep for the following or to have the City Street Department assume those responsibilities:
- a. Stilwell City Hall
  - b. Stilwell Public Library
  - c. Stilwell Municipal Armory
  - d. Stilwell Community Building
  - e. KCS Depot
  - f. DB Gains Park (basketball & former tennis courts west to fence line north to high school football field off of 5<sup>th</sup> Street)
  - g. Fire Station #2
  - h. Dog Pound

16. Discussion with possible decision to notify Adair County Commissioners of intent to turn non-city ambulance service over to the County effective July 1, 2020.
17. Discussion with possible decision to approve a mutual agreement between the City of Stilwell and Troy and Banks, Utility and Telecommunications Consultants, for surveillance of the City's service accounts.

**Possible Executive Session for discussion of Items 18 & 19 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.**

18. Discussion with possible decision to hire one or more CDL-licensed full-time operator(s) for position of Sanitation Truck Driver and other duties as needed from applications submitted. (Benefits and salary to be determined by the council)
19. 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:**

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Jean Ann Wright, Mayor

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Larry A, Nettles, City Clerk-Treasurer

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

**Posted:**

**Wednesday, November 27, 2019 at 2:30 p.m.  
Stilwell Community Building, 6<sup>th</sup> & Poplar  
Stilwell City Hall, 503 W. Division  
[www.cityofstilwell.com](http://www.cityofstilwell.com)**