

CITY OF STILWELL CITY COUNCIL AGENDA

Regular meeting – Monday, December 7, 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. Purchase of property from Carson Community Bank is completed. Building will need to be torn down.

Consent Agenda

1. Approval of minutes of Regular Meeting November 2, 2020, and Special Meeting November 16, 2020.
2. Approval of blanket purchase orders in the sum of \$59,900.00
3. Approval of payment of claims for:
 - a. \$174,226.80 from Fund 10 – General Fund
 - b. \$27,195.82 from Fund 20 – Capital Improvement Fund
 - c. \$3,396.00 from Fund 30 – Street and Alley
4. Approval of November, 2020, payroll in the sum of \$189,776.69.

Departmental Reports

Police

Animal Control

Fire

Streets/Sanitation

Parks

Code Enforcement

Utility

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

Old Business*

1. **Possibly moved to Executive Session:** Discussion with possible decision to approve twenty-five (25) year lease, with renewal option, to the Adair County Historical and Genealogical Association. Rental for Lease shall be per annum and decided by the council. Other options may be considered by the council. The complete legal description is as follows:

Legal Description: 704 West Blackjack (Bruner Mobile Home Addition)
W $\frac{1}{2}$ E $\frac{1}{2}$ NW $\frac{1}{4}$ NE $\frac{1}{4}$ NE $\frac{1}{4}$ of Section 34, Twp. 16 N, R 25, E.
(0086-34-016-025-0-000-00 Parcel)

2. Discussion and possible decision concerning update on possible extension on ruling of Code Enforcement Administrative Hearing on 05/14/2020 concerning 115 and 117 West Division Street.

Regular Agenda

1. Discussion with possible decision to authorize a grant application to the U.S. Economic Development Administration in an amount not to exceed \$4,000,000 for wastewater treatment plant improvements.
2. Discussion with possible decision to engage Eastern Oklahoma Development District (EODD) for grant administration services for the U.S. EDA grant application for wastewater improvements.

3. Discussion with possible decision to approve Consolidated Schedule for calendar year 2021 with Utility Department schedule to be added at our January meeting.
4. Discussion with possible decision to approve purchase of Halo Body-Cam package for the Police Department for less than \$12,000 from Capital Improvement Account #20-09-645300 requiring a budget increase of an equal amount to the above named account to be partially reimbursed by an OMAG Body-Cam Grant of \$10,000.
5. Discussion with possible decision to approve purchase of one KAW W/38SD mower and two KAW W/52SD mowers for the Street Department from Stilwell Hardware for \$19,889.75 to be paid from Capital Improvement Account #20-12-645300 requiring a budget increase of equal amount to the above named account.
6. Discussion with possible decision to approve a Kiwanis Drive-Thru Santa from 4:00 to 6:00 p.m. on December 11, 2020, closing Second Street from Oak to Division and line-up being north toward CV's as needed on Second Street.
7. Discussion with possible decision to approve Municipal Liability Protection Plan with Oklahoma Municipal Assurance Group (OMAG) renewal for \$36,328.00.
8. Discussion with possible decision to approve safety stipends for full-time employees of \$650.00, volunteer fire fighters (who are not employees of the city) of \$600.00 and a \$250.00 safety stipend for the part time employees who have worked 24 hours a week for the last 90 days – payments to be made by check with taxes and retirement withheld as appropriate on December 16, 2020.
9. Discussion with a possible decision to confirm sale of the following property, to Ron and Lisa Caddick for the sum of \$4,800:

Legal Description: N ½ of Lot 5 and the N ½ of Lot 6, Block 11,
Fairview Addition to the town of Stilwell, Oklahoma
N ½ of Parcel (0120-00-011-005-0-000-00)
N ½ of Parcel (0120-00-011-006-0-000-00)
(declared surplus on October 5, 2020, and legally advertised
thereafter)

10. Discussion with possible decision to approve contract renewal with Compsource Mutual for workman's compensation insurance for 2021 for an estimated premium of \$123,963.00.
11. Discussion with a possible decision to confirm sale of the following property to Arrowhead Properties LLC., for the sum of \$5,500:

Legal Description: 414 Hickory Street
Lot 3 – Bloc 2 Ross McAlester Addition (City of Stilwell)
(0203-00-002-003-0-000-00 Parcel)

(declared surplus on August 3, 2020, and legally advertised thereafter)

12. Discussion with a possible decision to confirm purchase of property on Second Street south of the Police Station from the Holly Melinda Baker Revocable Trust for \$19,000 plus closing costs of less than \$1,600 requiring a budget increase of equal amount to General Fund Account 10-01-700105:

Legal Description: 101 South Second Street
Lot 6 – Bloc 46 Original Town of Stilwell
(0005-00-046-006-0-000-00 Parcel)

13. Discussion with possible decision to advertise for sealed bids on a one-year renewable contract (contract dates shall be from March 1, 2021, through February 28, 2022) for “Bypass Mowing” to consist of mowing, edging, and general upkeep for the following (this includes more area than previously):
- a. U.S. Highway 59 from Davita Dialysis Center south to East 844 Road 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 first road/driveway on south after East 840 Road (both north & south sides of highway)
14. Discussion with possible decision to advertise for sealed bids on a one-year renewable contract (contract dates shall be from March 1, 2021, through February 28, 2022) for “Cemetery Mowing” to consist of the following:
- a. shall maintain the cemetery weekly
 - b. mowing
 - c. edging
 - d. weed trimming
 - e. cleaning grass off of headstones
 - f. spraying fence lines
 - g. general aesthetic maintenance
 - h. 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 renewable contract (contract dates shall be from March 1, 2021, through February 28, 2022) for “Stilwell City Buildings” to consist of mowing, edging, and general upkeep for the following:
 - 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 5th Street)
 - g. Fire Station #2
 - h. Dog Pound
 - i. Police Department
16. Discussion with possible decision to adopt Ordinance 385-2020-C: An Ordinance Changing the Penalty for Non-Compliance with Ordinances 385-2020, 385-2020-A, & 385-2020-B.
17. 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 385-2020-C” adopted above shall become effective immediately upon passage and approval, all as required by Law.
18. Discussion with possible decision to amend Demolition Fee in 385-2020 with options to be discussed by the council and any changes to be adopted as Ordinance 385-2020-D: An Ordinance Changing the Fees for Demolition in Ordinance 385-2020.
19. 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 385-2020-D” adopted above shall become effective immediately upon passage and approval, all as required by Law.
20. Discussion with possible decision to adopt Ordinance 413: An Ordinance Providing Specific Rules and Regulations Concerning Roadways, Driveways, Sidewalks, Curbs and Other Surfaced Areas Placed Within the City of Stilwell.
21. 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 413” adopted above shall become effective immediately upon passage and approval, all as required by Law.
22. Discussion with possible decision to approve medical retirement of Noah Teehee effective 11:59 pm, January 15, 2021.

23. Discussion with possible decision to approve publishing a NOTICE OF PETITION OF ANNEXATION, requested by Zach and Randi K. Ballard, of an area to be known as the Ballard Addition to the City of Stilwell with a public hearing to be held during the regularly scheduled council meeting on Monday, January 7, 2021.

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.

24. Discussion with possible decision to increase salary of Martin Lopez by \$1.00 per hour (to \$13.00 /hour) as a result of 90-day evaluation.
25. Discussion with possible decision to increase salary of Rick Ford by \$1.00 per hour (to \$14.00 /hour) as a result of 90-day evaluation.
26. Discussion with possible decision to advertise for new Police Officer as per Policy handbook.
27. Discussion with City Attorney and possible decision concerning any legal actions, claims and/or arbitrations.

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, December 4, 2020 at 3:30 p.m.
Stilwell Community Building, 6th & Poplar
Stilwell City Hall, 503 W. Division
www.cityofstilwell.com**