CITY OF STILWELL

CITY COUNCIL AGENDA

Regular meeting – Monday March 7, 2022

Stilwell Community Building – 6th & Poplar

5:30 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.”

Call to Order, Flag Salute, Invocation, Roll Call

Mayor’s Comments

Public Comments – Comments will be accepted at this time from the general public.

* individuals must sign in with both name and address before discussion on agenda items begins on the sign-in sheet provided for that purpose
* Moderator will call upon each speaker in order of signing until the 15-minute time limit is expired; however, preference will be given to Stilwell residents
* Each speaker will be limited to 3 minutes of speaking time.
* The cumulative total of all comments from the public shall not exceed 15 minutes.
* In compliance with the Oklahoma Open Meeting Act, no action or discussion is permitted by the City Council on any issue or topic raised by a speaker during this public comment period unless on the currently published agenda.
* Comments related to a specific agenda item may be allowed at the time the agenda item is addressed.

FYI

1. We have received the go-ahead for the 2022 REAP project to complete the drainage ditch on Chestnut Street.
2. We have received the go-ahead for the SAFE ROUTES TO SCHOOL project.
3. There will be a special council meeting currently scheduled for Monday, March 21, at 5:30 p.m. to discuss and possibly formulate a salary package and plan for the City for the 2022-23 Fiscal Year. Meeting will be in Executive Session and will be discussion only. Articulated policy will be compiled and presented to the council for their consideration at a later date.

Consent Agenda

1. Approval of minutes of Regular Meeting February 7, 2022, and Special Meeting February 15, 2022
2. Approval of blanket purchase orders in the sum of $64,505.00
3. Approval of payment of claims for:
   1. $94,059.36 from Fund 10 – General Fund
   2. $4,630.00 from Fund 20 – Capital Improvement Fund
4. Approval of February 2022 payroll in the sum of $187,641.49.

Departmental Reports

* Ambulance
* Police
* Fire
* Streets/Sanitation
* Sports Facilities
* Recreation Facilities
* Community Development
* Animal Control.

Old Business:

1. Discussion with possible decision concerning memorials on portion of State Highway 59 right-of-way inside Stilwell City limits.

Regular Agenda:

1. Discussion with possible decision to appoint city representative(s) to attend bid opening for basketball and pickle ball court construction March 17, 2022.
2. Discussion with possible decision to engage TPC studios for branding, marketing and logo design process at a cost of $8,000 from Capital Improvement Account 20-12-645301 requiring a budget adjustment of equal amount to the above named account.
3. Discussion with possible decision to offer a 'Letter of Intent to Award' a bid to Reco Enterprises related to the bid for construction of the new city hall building.
4. Discussion with possible decision to commit matching funds in the amount of $300,000 for CDBG-2022 CDBG-Community Revitalization grant application from Street & Alley Fund and/or Capital Improvement Fund.
5. Discussion with possible decision to retain the Public Finance Law Group, PLLC as bond counsel related to USDA financing for the proposed city hall.
6. Discussion with possible decision to approve $13,000 for abatement of a mobile home, house, and shed located at 1222 South 3rd Street from Code Enforcement General Fund Account 10-15-660400 requiring a budget adjustment of equal amount to the above named account.
7. Discussion with possible decision to nominate a qualified official for election to the OMAG Board of Trustees.
8. Discussion with possible decision to approve budget increase of $50,400 to Capital Improvement Account 30-12-645301 – Street – Improvement to reflect REAP Grant for Chestnut Street drainage improvements.
9. Discussion with possible decision to approve budget increase of $200,000 to Safe Routes Account 90-12-645303 – Street – Construction to reflect Safe Routes to School Grant for sidewalk construction.
10. Discussion with possible decision to adopt Resolution 2022 HAZMAT: A Resolution of the City of Stilwell, Oklahoma, Adopting The Adair County Hazard Mitigation Plan Update 2022.
11. Discussion with possible decision to amend the Stilwell Personnel Policy Handbook as follows (additions/changes are in italics):

ARTICLE SIX – PROBATIONARY PERIOD

A. LENGTH OF PROBATION: All newly appointed employees will serve a *minimum* six (6) month probationary period. Employees promoted into a higher paying position and/or transferred to a lower or equal paying position, will also serve a *minimum* six (6) month probationary period in the new position.

Sections B and C of existing Article Six are to remain unchanged.

D. SALARY ADJUSTMENT FOR NEW CITY EMPLOYEES: Upon successful completion of probation for full-time hourly employees new to the city, *up to* a $1.00 per hour increase in salary *may* be awarded by the Department Head subject to Council approval.

*E. EXTENSION OF PROBATION: Probationary time may be extended by up to an additional six (6) months at the discretion of the Department Head. Any portion of the possible $1.00 probationary raise may be awarded at that time by the Department Head subject to Council approval.*

*F. EFFECTIVE DATE: All hourly employees employed by the City of Stilwell on or after March 8, 2022, shall be under these probationary guidelines.*

1. Discussion with possible decision to appoint Mayor Jean Ann Wright to continue as the City of Stilwell presentative on the Eastern Oklahoma Development District (EODD) Board of Directors.
2. Discussion and possible decision to pledge up to $150,000 to partner with the Adair County Commissioners and the Stilwell Roundup Club on a joint community facility.

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.

1. Discussion with possible decision to hire Matthew Cochran or Andrew Fletcher as full-time Sports Facilities Director with effective date of employment and salary to be determined by the council.
2. Discussion with possible decision to confirm termination of Dispatcher Charity Sequichie effective February 5, 2022.
3. Discussion with possible decision to approve hire of Karen Diver as Full-Time Dispatcher at $10.50 per hour plus all benefits effective February 7, 2022.
4. Discussion only regarding ambulance service in the City and in Adair County.
5. Discussion only regarding negotiation of the 2022-2023 FOP contract.
6. Discussion with City Attorney and possible action concerning any 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:

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Jean Ann Wright – Mayor Larry A, Nettles – City Clerk-Treasurer

Posted: Friday, March 4, 2022, at 3:30 p.m.

Stilwell Community Building, 6th & Poplar

Stilwell City Hall, 503 W. Division

www.cityofstilwell.com