

# CITY OF STILWELL

## CITY COUNCIL AGENDA

REGULAR MEETING – Monday April 1, 2024

Stilwell City Hall – 20 South First Street – 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 our \$60,000 2023 REAP Grant reimbursement for the community building upgrades.

### **Consent Agenda**

1. Approval of minutes of Regular Meeting March 4, 2024, and Special Meeting March 11, 2024.
2. Approval of blanket purchase orders in the sum of \$72,705.

3. Approval of payment of claims for:
  - a. \$739,680.92 from Fund 10 – General Fund
  - b. \$83,964.42 from Fund 20 – Capital Improvement Fund
4. Approval of March 2024 payroll in the sum of \$251,658.47.

**Departmental Reports**

- |             |                         |
|-------------|-------------------------|
| • Ambulance | • Municipal Works       |
| • Police    | • Sports Facilities     |
| • Fire      | • Community Development |

**Agenda**

1. Discussion with possible decision to approve, reject and/or amend proposed Carson Park Golf Course staking at a cost of \$25,000 or less from account Special Projects – Administration – Contractual Services Account # 91-01-660000 requiring a budget adjustment of equal amount to the above-named account.
2. Discussion only regarding the financial situation at the Adair County EMS.
3. Discussion with possible decision to appoint a new member for the County EMS Board.
4. Discussion with possible decision to approve, reject and/or amend request by Adair County EMS for purchase of a new ambulance by the city.
5. Discussion with possible decision to approve, reject and/or amend request by Shaina Kindle for a Community Event – Family Day sponsored by the Adair County Community Health Coalition on June 15<sup>th</sup> from 10:00-2:00 at Adair Park.
6. Discussion with possible decision to approve repair of the Armory roof by David’s Roofing for \$8,182.35 from Capital Improvement account 20-00-645301 not requiring a budget adjustment.
7. Discussion with possible decision to approve, reject and/or amend adding the City Hall to the existing contract with West Termite and Pest Management, Inc., at an additional cost of \$65 per month.
8. Discussion with possible decision to approve, reject and/or amend request by Mountain Top Youth Ministry Association for a Community Event – Awakening Spring Edition on April 13, 2024, and a request for the closing of Second Street from Olive to Division from 5 p.m. until 10 p.m. for the event.
9. Discussion with possible decision to approve, reject and/or amend proposed changes to the Personnel Policy:

ARTICLE EIGHT – ABSENCES – SICK LEAVE – ACCRUAL –

e. Sick leave may accrue to 960 hours (120 days). Any overage will be paid to the employee at his/her current rate of pay ~~on their anniversary date~~ *in the payment for the pay period during which the award occurs.*

ARTICLE EIGHT – ABSENCES – VACATION –

5. Vacation time may not accrue past 960 hours (120 days). Any overage will be paid to the employee at his/her current rate of pay ~~at the time of award~~ *in the payment for the pay period during which the award occurs.*

10. Discussion with possible decision to approve, reject and/or amend proposed additions to the Personnel Policy Structured Pay Scale:

Maintenance	Hourly	\$12.50	\$17.50	\$22.50
<i>Maintenance Certifications</i>	<i>Hourly</i>		<i>\$2.00</i>	

11. Discussion with possible decision to approve, reject and/or amend proposal to surplus and sell assorted items as follows:

- a. Community Development listed under Exhibit “A”.
- b. Municipal Works listed under Exhibit “B”.
- c. Police Department listed under Exhibit “C”.

12. Discussion with possible decision to approve, reject and/or amend proposed maintenance contract for the elevator at City Hall.

13. Discussion with possible decision to approve, reject and/or amend proposal to contract with Larry Nettles to apply for the Transportation Alternatives Program Grant for a sidewalk project from downtown to the High School at a cost of 6% of the amount awarded.

**Possible Executive Session for discussion of Item 14-19 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)(2)(3)(4) and (E)(1)(2)(3).**

**Public Statement of Executive Session Minutes by City Clerk as per Title 25 O.S. 312(A).**

14. Discussion with possible decision to approve, reject and/or amend resignation of Amanda Craig effective end of shift on April 3, 2024.

15. Discussion with possible decision to approve, reject and/or amend proposal to appoint Amy Duncan as Assistant City Clerk-Treasurer and City Hall Office Manager in addition to her current duties, with such position to be considered a Department Head position, at a salary of \$52,500 per annum to be effective April 1, 2024.

16. Discussion only concerning possible sale and/or lease of city property.

17. Discussion only concerning FOP negotiations.
18. Discussion only concerning FMLA policy and guidelines as it relates to current personnel.
19. Discussion with City Attorney regarding possible action concerning any claims, arbitrations, or other possible legal actions.

**New Business:** Consideration, discussion and possible approval regarding any matter not known about or which could not have 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 Nettles, City Clerk-Treasurer

**Agenda Posted:**      **Thursday, March 28, 2024, at 4:00 p.m.**  
**Stilwell City Hall, 20 South First**  
**Facebook: The City of Stilwell**  
**[www.cityofstilwell.com](http://www.cityofstilwell.com)**

## **ADDENDUM**

### **EXHIBIT "A"**

- |                     |                           |
|---------------------|---------------------------|
| 3 – storage racks   | 1 – DVD player            |
| 1 – office desk     | 4 – wireless microphones  |
| 1 – school desk     | 2 – office chairs         |
| 1 – standing desk   | 2 – thermal bags          |
| 3 – printers        | 1 – computer key board    |
| 3 – space heaters   | 1 – small book shelf      |
| 1 – box fan         | 1 – power surge protector |
| 1 – audio mixer     | 6 – picture frames        |
| 1 – cassette player | 1 – office phone          |
| 1 – standing locker | 1 – standing sign         |
| 1 – TV              | Several books             |

### **EXHIBIT "B"**

- 1 – Brush Bandit 200 wood chipper
- 1 – RKI utility bed for Ford longbed
- 1 – Grasshopper 223 mower
- 16 – 3-yard dumpsters

### **EXHIBIT "C"**

- 1 – cherry desk
- 1 – VHS/DVD combo play/record
- 1 – small Sanyo TV
- 1 – HP printer
- 1 – small glass top table on wheels
- 15 - chairs