**REVISED**

**CITY OF STILWELL**

**City Council**

**SPECIAL MEETING AGENDA**

**Friday, July 14, 2023**

**Stilwell Community Building – 6th & Poplar – 5:30 P.M.**

Purpose of meeting is to discuss and take possible action on the attached agenda items.

**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**

**Special Meeting Public Comments** – At the council’s discretion, comments related to a specific agenda item may be allowed at the time the agenda item is addressed.

**FYI:**

1. Latest GH2 Field report.
2. We have received our lien reimbursement for the old Roberts Funeral Home of $46,080.

**Special Agenda:**

1. Discussion with possible decision to confirm and approve Resolution CDBG SECTION 3 PLAN 7-3-23.
2. Discussion with possible decision to confirm and approve RESOLUTION OPPRS 07-14-2023: Resolution Authorizing And Providing Notice Of Intent To Affiliate And Join The Oklahoma Police Pension And Retirement System
3. Discussion with possible decision to approve an updated ARTICLE TWELVE to be sub-titled *POLICY PROHIBITING DISCRIMINATION, HARASSMENT, AND RETALIATION* for the Personnel Policy Handbook.
4. Discussion with possible decision to approve the addition of a HARASSMENT COMPLAINT / SUPERVISORY BYPASS FORM – CSSP 13 in the Personnel Policy Handbook:
5. Discussion with possible decision to approve the following addition to the Personnel Policy Handbook:

*ARTICLE THREE – A ------DEPARTMENT HEADS*

*A. DEFINITIONS USED IN THIS ARTICLE:*

1. *“department head” shall refer to the following non-elected positions:*
   1. *Chief of Police*
   2. *Community Development Director*
   3. *Municipal Works Director*
   4. *Sports Facilities Director*
   5. *Other Supervisory Positions as determined by the City Council*
2. *“flextime” – Time used during the same workweek to offset hours worked outside of regular hours.*
3. *“work week” – period of time required for completion of job duties.*
4. *“vacation time” – hours of paid leave accumulated.*

*B. COMPENSATION: Department Head positions are:*

1. *Salaried with increase requiring council approval.*
2. *Not eligible for overtime or compensatory time.*
3. *Provided with 200 hours of annual vacation time, all other guidelines of Article 8 (D) (1-12) shall apply.*
4. *Shall receive Sick Leave as per Article 8(F).*
5. *Provided with a vehicle for city business under the policies of Article 10 (B) (2).*

*C. GENERAL: Each Department Head is expected to:*

1. *Take at least 80 hours of vacation annually.*
2. *Use flextime whenever needed.*
3. *Fulfill the duties of each work week in a timely manner.*
4. *Take job-related training at city expense for a minimum of 40 hours every three years.*
5. *Maintain a positive and production work environment.*
6. *Exhibit the utmost professionalism in all areas of their employment.*
7. Discussion with possible decision to approve addition of the following to the Personnel Policy Handbook:

ARTICLE FIVE – PROCEDURE FOR EMPLOYMENT (E)

*10. All new employees will be required to view OMAG or other videos either online or otherwise concerning job safety and any others deemed necessary by the Mayor and/or Department Head.*

**Possible Executive Session for discussion of Items 7-9 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).**

**Possible Public Statement of Executive Session Minutes by City Clerk.**

1. Discussion with possible decision to employ Community Development Director with salary to be $61,250 plus $1,875 for each Home Inspector Certification currently equaling $3,750 for a total of $65,000.
2. Discussion with possible decision to designate the Payroll Clerk / Human Resource Clerk / Oklahoma Municipal Retirement Fund Clerk / Oklahoma Police Pension And Retirement System Clerk / Insurance Clerk / Employee Records Clerk from an hourly position to a salaried position at $36,400.
3. Discussion with City Attorney and possible action concerning any claims and/or arbitrations.

**Adjournment**

**ATTEST:**

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

**Notice Posted: Wednesday July 12, 2023, at 3:30 p.m.**

**Revised Agenda Posted: Thursday July 13, 2023, at 3:30 p.m.**

**Stilwell Community Building, 6th & Poplar**

**Stilwell City Hall, 503 W. Division**

**www.cityofstilwell.com**