

CITY OF STILWELL

CITY COUNCIL

REGULAR MEETING MINUTES

Monday December 2, 2024 – 5:30 p.m.
City Hall – 20 South First Street

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, Invocation, Flag Salute

Roll Call: Time: 5:30 p.m.: Coye Nettles – Present, Barrett Harris – Present, Debbie Johnson – Present, Jim Spray – Present, Lane Kindle – Present, Mayor Jean Ann Wright – Present, City Attorney Jeff Jones – Present, City Clerk-Treasurer Larry Nettles – Present

Guests: Frank Humphrey, Bill Rust, Shawn Noel, Chad Smith, Dale Dandridge, Renee Fite, Grace Ferris, Tildon Martin.

Mayor’s Comments: 22 days to Christmas. Christmas Parade on the 12th. The City is presenting the program for the Chamber on the 5th.

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.

Departmental Reports

- ☐ Police
- ☐ Fire

- ☐ Municipal Works
- ☐ Community Development

Consent Agenda

1. Approval of minutes of Regular Meeting November 4, 2024, and Special Meeting November 19, 2024.
2. Approval of blanket purchase orders in the sum of \$69,740.
3. Approval of budget increase to Police Department account #10-09-660400 of \$13,980.78 which equals the monthly received School Resource Officer reimbursement.
4. Approval of payment of claims for:
 - a. \$234,045.42 from Fund 10 – General Fund
 - b. \$2,187.50 from Fund 20 – Capital Improvement Fund
 - c. \$585.25 from Fund 30 – Street & Alley Fund
5. Approval of November 2024 payroll in the sum of \$320,959.73.

Motion to Approve: Debbie **Second:** Jim

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Abstain

Motion Carried

Agenda:

1. Discussion with possible decision to approve, reject and/or amend individually any consent agenda item(s) discussed or commented on, requiring a separate vote for each.

NONE

2. Discussion with possible decision to approve, reject and/or amend Ordinance 419-B-A: An Ordinance Amending Ordinance 419-B.

Motion to Approve with addition of “north of the dam”, “archery equipment” in place of bow and arrow, crossbow, and addition of “and Cherokee Nation Title 29 shall”: Lane **Second:** Debbie

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

3. 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 419-B-A” adopted above shall become effective immediately upon passage and approval, all as required by Law.

Motion to Approve: Lane **Second:** Debbie

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

4. Discussion with possible decision to approve, reject and/or amend Ordinance 439: An Ordinance Amending The Employee Retirement System, Defined Benefit Plan For The City Of Stilwell, Oklahoma By Adopting A Revised And Rest A Ted Retirement Plan.

Motion to Approve: Debbie **Second:** Barrett

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

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 439” adopted above shall become effective immediately upon passage and approval, all as required by Law.

Motion to Approve: Barrett **Second:** Coye

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

6. Discussion with possible action to approve, reject and/or amend possible placement of up to 4 additional streetlights on Holbird Avenue.

Motion to Approve: Jim **Second:** Lane

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

7. Discussion with possible action to approve, reject and/or amend request for painting the bridge railings on Highway 100 West (Locust Street), east of 3rd Street.

NO ACTION

8. Discussion with possible action to approve, reject and/or amend proposed Consolidated Schedule for calendar year 2025 with Utility Department and SADA schedules to be added at our January meeting.

Motion to Approve: Jim **Second:** Lane

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

9. Discussion with possible action to approve, reject and/or amend possible contract details with DOC Services, Inc. for meals at the Senior Center.

NO ACTION

10. Discussion with possible action to approve, reject and/or amend proposed changes to the Personnel Policy Handbook with the addition of the following:

ARTICLE THREE - DEPARTMENT HEADS

B. COMPENSATION

7. *Sale of Vacation Days:*
- a. *May request to sell vacation days back to the city in amounts no larger than 40 hours at any one time.*
 - b. *Such sales may occur no more than twice during any calendar year.*

Motion to Approve: Lane **Second:** Coye

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

11. Discussion with possible action to approve, reject and/or amend proposed changes to the Personnel Policy Handbook as follows:

ARTICLE THREE - DEPARTMENT HEADS

C. GENERAL

1. *Take at least 120 ~~40~~ hours of vacation annually.*
4. *Take off-site job-related training at city expense for a minimum of 24 ~~40~~ hours every ~~three~~ year.*

NO ACTION

12. Discussion with possible action to approve, reject and/or amend proposed changes to the Personnel Policy Handbook as follows:

ARTICLE EIGHT – ABSENCES

F. SICK LEAVE

2. ACCRUAL:

e. Sick leave may accrue to 960 hours (120 days). ~~Sick leave in excess of 960 hours is paid to the employee each pay period until sick leave balance falls below the 960 hours maximum.~~

g. Sick leave may not be sold.

NO ACTION

13. Discussion with possible decision to approve, reject and/or amend a request for surplus and sale of the following property: an approximate 1.03-acre site with one existing brick building, located at 421 West Pine Street, Stilwell, Oklahoma, known as the Stilwell Armory.

Motion to Approve: Jim **Second:** Debbie

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

14. Discussion with possible action to approve, reject and/or amend Resolution 12-02-2024: A Resolution of Approval for Sale of Property to the Stilwell School District.

Motion to Approve: Jim **Second:** Lane

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

15. Discussion with possible action to approve, reject and/or amend approval for the mayor to sign all contractual agreements for the sale of property as per Resolution 12-02-2024.

Motion to Approve: Lane **Second:** Jim

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

16. Discussion with possible action to approve, reject and/or amend proposal to reset city pay date of Thursday, December 26 to Tuesday December 24, 2024, because of Christmas Holiday Season.

Motion to Approve: Lane **Second:** Coye

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

Possible Executive Session for discussion of Item 17 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to ENTER EXECUTIVE SESSION at 6:56 p.m.: Lane

Second: Coye

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

Possible Return from Executive Session as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to RETURN FROM EXECUTIVE SESSION at 8:10 p.m.: Lane

Second: Coye

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

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

Item 17 was discussed in Executive Session. No other items were discussed, and no action was taken.

17. Discussion with City Attorney with possible decision to approve, reject and/or amend recommended response to any claims, arbitrations, or other legal actions.

NO ACTION

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.)


NONE

Adjournment

Motion to Adjourn: Lane **Second:** Barrett


Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Meeting adjourned at 8:11 p.m.



Jean Ann Wright, Mayor

ATTEST:



Larry Nettles, City Clerk-Treasurer

Agenda Posted: **Wednesday, November 27, 2024, at 3:30 p.m.**
 Stilwell City Hall, 20 South First
 www.cityofstilwell.com



CITY OF STILWELL

CITY COUNCIL

REGULAR MEETING

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Call to Order, Invocation, Flag Salute, Roll Call

Mayor’s Comments:

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Departmental Reports

- | | |
|--|--|
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| <input type="checkbox"/> Fire | <input type="checkbox"/> Sports Facilities |
| <input type="checkbox"/> Municipal Works | <input type="checkbox"/> Ambulance |

Consent Agenda

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6. Discussion with possible action to approve, reject and/or amend possible placement of up to 4 additional streetlights on Holbird Avenue.
7. Discussion with possible action to approve, reject and/or amend request for painting the bridge railings on Highway 100 West (Locust Street), east of 3rd Street.
8. Discussion with possible action to approve, reject and/or amend proposed Consolidated Schedule for calendar year 2025 with Utility Department and SADA schedules to be added at our January meeting.
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13. Discussion with possible decision to approve, reject and/or amend a request for surplus and sale of the following property: an approximate 1.03-acre site with one existing brick building, located at 421 West Pine Street, Stilwell, Oklahoma, known as the Stilwell Armory.
14. Discussion with possible action to approve, reject and/or amend Resolution 12-02-2024: A Resolution of Approval for Sale of Property to the Stilwell School District.
15. Discussion with possible action to approve, reject and/or amend approval for the mayor to sign all contractual agreements for the sale of property as per Resolution 12-02-2024.

16. Discussion with possible action to approve, reject and/or amend proposal to reset city pay date of Thursday, December 26 to Tuesday December 24, 2024, because of Christmas Holiday Season.

Possible Executive Session for discussion of Item 17 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).

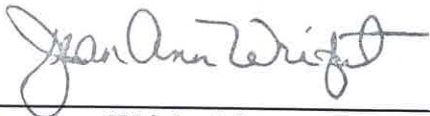
Public Statement of Executive Session Minutes by City Clerk as per Title 25 O.S. 312(A).

17. Discussion with City Attorney with possible decision to approve, reject and/or amend recommended response to any claims, arbitrations, or other 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:



Jean Ann Wright, Mayor



Larry Nettles, City Clerk-Treasurer

Agenda Posted: **Wednesday, November 27, 2024, at 3:30 p.m.**
Stilwell City Hall, 20 South First
www.cityofstilwell.com



STILWELL IMPROVEMENT AUTHORITY SPECIAL MEETING MINUTES

**Tuesday November 19, 2024 at 5:30 p.m.
Stilwell City Hall, 20 South 1st Street**

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

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.

Call to Order, Invocation, Flag Salute

Roll Call: Time: 5:30 p.m.: Coye Nettles – Present, Barrett Harris – Present, Debbie Johnson – Present, Jim Spray – Present, Lane Kindle – Present, Mayor Jean Ann Wright – Present, City Attorney Jeff Jones – Present, City Clerk-Treasurer Larry Nettles – Present

Guests: Hillary Mead.

Special Agenda

1. Discussion with possible decision to approve, reject and/or amend Board Meeting Dates for calendar year 2025.

Motion to Approve: Coye **Second:** Lane

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes, Jean Ann – Yes

Motion Carried

Adjournment

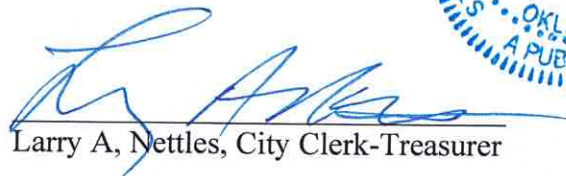
Motion to adjourn: Barrett **Second:** Jim

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes, Jean Ann – Yes

Meeting adjourned at 5:32 p.m.

ATTEST:


Jean Ann Wright, Mayor


Larry A. Nettles, City Clerk-Treasurer



**Notice and Agenda Posted: Thursday November 14, 2024, at 4:00 p.m.
Stilwell City Hall, 20 South 1st Street
www.cityofstilwell.com**

PUBLIC NOTICE

STILWELL IMPROVEMENT AUTHORITY SPECIAL MEETING AGENDA

**Tuesday November 19, 2024 at 5:30 p.m.
Stilwell City Hall, 20 South 1st Street**

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

Call to Order – Invocation – Flag Salute – 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.

Special Agenda

1. Discussion with possible decision to approve, reject and/or amend Board Meeting Dates for calendar year 2025.

Possible Executive Session for discussion of Item 2 as per Title 25 O.S. 307(B)(1)(2)(3)(4).

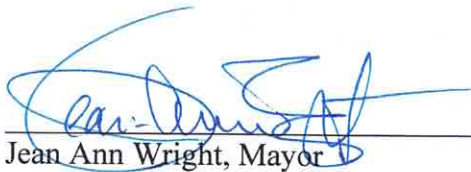
Possible Return from Executive Session as per Title 25 O.S. 307(B)(1)(2)(3)(4).

Possible Public Statement of Executive Session Minutes by City Clerk.

2. Discussion with City Attorney with possible decision to approve, reject and/or amend recommended response to any claims, arbitrations, or other legal actions.

Adjournment

ATTEST:


Jean Ann Wright, Mayor


Larry A. Nettles, City Clerk-Treasurer

**Notice and Agenda Posted: Thursday November 14, 2024, at 4:00 p.m.
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City Council of the CITY OF STILWELL

SPECIAL MEETING MINUTES

Tuesday November 19, 2024
Stilwell City Hall – 20 South First – 5:30 P.M.

City of Stilwell Mission Statement:

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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.

Call to Order, Invocation, Flag Salute

Roll Call: Time: 5:32 p.m.: Coye Nettles – Present, Barrett Harris – Present, Debbie Johnson – Present, Jim Spray – Present, Lane Kindle – Present, Mayor Jean Ann Wright – Present, City Attorney Jeff Jones – Present, City Clerk-Treasurer Larry Nettles – Present

Guests: Hillary Mead.

Special Agenda:

1. Discussion with possible decision to approve, reject and/or amend a Master Plan for Adair Park required in a grant application.

**Motion to Approve a Long-range Master Plan
for Adair Park: Jim Second: Barrett**

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

Possible Executive Session for discussion of Item 2 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to ENTER EXECUTIVE SESSION at 5:52 p.m.: Jim

Second: Debbie

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

Possible Return from Executive Session as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to RETURN FROM EXECUTIVE SESSION at 6:35 p.m.: Jim

Second: Debbie

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

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

Item 2 was discussed in Executive Session. No other items were discussed, and no action was taken.

2. Discussion with City Attorney with possible decision to approve, reject and/or amend recommended response to any claims, arbitrations, or other legal actions.

DISCUSSION ONLY

Adjournment

Motion to adjourn: Lane **Second:** Jim

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Meeting adjourned at 6:36 p.m.

ATTEST:


Jean Ann Wright, Mayor


Larry Nettles, City Clerk-Treasurer

Notice and Agenda Posted:

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PUBLIC NOTICE

City Council of the CITY OF STILWELL

SPECIAL MEETING AGENDA

Tuesday November 19, 2024
Stilwell City Hall – 20 South First – 5:30 P.M.

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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.

Call to Order, Invocation, Flag Salute, Roll Call

Special Agenda:

1. Discussion with possible decision to approve, reject and/or amend a Master Plan for Adair Park required in a grant application.

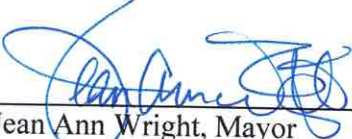
Possible Executive Session for discussion of Item 2 as per Title 25 O.S. 307(B)(1)(2)(3)(4).

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.

2. Discussion with City Attorney with possible decision to approve, reject and/or amend recommended response to any claims, arbitrations, or other legal actions.

Adjournment


Jean Ann Wright, Mayor

ATTEST:


Larry Nettles, City Clerk-Treasurer

Notice and Agenda Posted:

Thursday November 14, 2024, at 3:30 p.m.
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CITY OF STILWELL

CITY COUNCIL

MINUTES OF REGULAR MEETING

Monday November 4, 2024 – 5:30 p.m.
City Hall – 20 South First Street

City of Stilwell Mission Statement:

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Call to Order, Invocation, Flag Salute

Roll Call: Time: 5:30 p.m.: Coye Nettles – Present, Barrett Harris – Present, Debbie Johnson – Present, Jim Spray – Present, Lane Kindle – ABSENT, Mayor Jean Ann Wright – Present, City Attorney Jeff Jones – ABSENT, City Clerk-Treasurer Larry Nettles – Present

Guests: Shawn Noel, Chad Smith, Dale Dandridge, Robert O’Coner.

Mayor’s Comments: Fall Fest was a rousing success, the food vendors sold out, the Chili Contest had 15 entries, and the Dessert Contest had 22. Shop with a Cop received \$755.

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

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FYI:

1. The Stilwell Christmas Parade is scheduled for 6:30 p.m. on Thursday, December 12, 2024, closing Second Street from 610 North Second south to Stilwell Pharmacy as necessary.

2. We have received a letter from the County Commissioners concerning the sidewalk in front of the courthouse.

Departmental Reports

- | | |
|--|---|
| <input type="checkbox"/> Police | <input type="checkbox"/> Community Development |
| <input type="checkbox"/> Fire | <input checked="" type="checkbox"/> Sports Facilities |
| <input type="checkbox"/> Municipal Works | <input checked="" type="checkbox"/> Ambulance |

Consent Agenda

1. Approval of minutes of Regular Meeting October 7, 2024.
2. Approval of blanket purchase orders in the sum of \$69,490.
3. Approval of budget increase to Police Department account #10-09-660400 of \$0 which equals the monthly received School Resource Officer reimbursement.
4. Approval of payment of claims for:
 - a. \$283,685.35 from Fund 10 – General Fund
 - b. \$131.89 from Fund 30 – Street & Alley Fund
 - c. \$5,213.49 from Fund 90 – Safe Routes to School
5. Approval of October 2024 payroll in the sum of \$393,812.50.

Motion to Approve: Jim **Second:** Debbie

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

Agenda:

1. Discussion with possible decision to approve, reject and/or amend individually any consent agenda item(s) discussed or commented on, requiring a separate vote for each.

NONE

2. Discussion only concerning the Stilwell Housing Authority and its relationship with the city.

DISCUSSION ONLY

3. Discussion with possible decision to approve, reject and/or amend possible action concerning proposed safety course under the following guidelines:
 - a. Required for all employees excluding elected or contract personnel.

- b. Those who successfully complete the course and pass an appropriate test, will earn as compensation:
 - i. \$650.00 for full-time employees,
 - ii. \$600.00 for volunteer fire fighters (who are not full-time employees of the city) and
 - iii. \$250.00 for part-time employees who have worked 24 hours a week for the last 90 days.
- c. Payment to be made by separate check with taxes and retirement withheld as appropriate.
- d. Payment to be available on November 27, 2024.

Motion to Approve: Jim **Second:** Barrett

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

- 4. Discussion with possible decision to approve, reject and/or amend proposed Lease Agreement with the Stilwell Kiwanis Club for property to host a Carnival for the following terms: May 1-15, 2025-2029, and October 15-31, 2024-2029.

Motion to Approve: Barrett **Second:** Coye

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

- 5. Discussion with possible decision to approve, reject and/or amend Schedule of Holidays and Council Meeting Dates for calendar year 2025.

Motion to Approve: Jim **Second:** Debbie

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

- 6. Discussion with possible decision to approve, reject and/or amend Municipal Liability Protection Plan with Oklahoma Municipal Assurance Group (OMAG) for \$62,056.00 from General Fund – Administration – Insurance Account # 10-01-630500 not requiring a budget adjustment.

Motion to Approve: Debbie **Second:** Coye

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

- 7. Discussion with possible decision to approve, reject and/or amend Resolution 11-04-2024 CHRISTMAS: “A Resolution of the City of Stilwell, Oklahoma, Notifying The Residents and Business Operators of Said City of Support and Encouragement for Window and Building Decoration for The Christmas Season During December of 2024.

Motion to Approve: Coye **Second:** Debbie

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

8. Discussion with possible decision to approve, reject and/or amend proposed renewal of our Mowing Contracts with Fourkiller Lawn Solutions for all City Property at the same annual cost as for the current year of \$143,641.0.

Motion to Approve: Barrett **Second:** Jim

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

9. Discussion with possible decision to approve, reject and/or amend a requested budget increase of \$250,000 for construction of a new baseball Announcer/Concession Building at Carson Park– all of which will come from donations – to Capital Improvement – Sports Facilities – Construction Account # 20-16-615205.

Motion to Approve: Barrett **Second:** Jim

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

10. Discussion with possible decision to approve, reject and/or amend request by the Mayor and City Clerk-Treasurer to be allowed to jointly approve any and all necessary expenses for the Announcer/Concession Building at Carson Park within the confines of the approved budget.

Motion to Approve: Debbie **Second:** Jim

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

11. Discussion with possible action to approve, reject and/or amend the following proposed additions/changes to the Personnel Policy Handbook:

ARTICLE EIGHT – ABSENCES

D. VACATION:

13. *One (1) or two (2) days of vacation requires a written request at least five (5) workdays in advance. Three (3) or more days of vacation requires a written request twenty (20) or more workdays in advance. This requirement may be overridden by the Department Head should mitigating circumstances exist.*

F. SICK LEAVE:

2. Accrual:

- d. All sick leave will be awarded ~~on the first working day of the month. each pay period.~~
- 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 in the payment for the pay period during which the award occurs.~~ Sick leave in excess of 960 hours is paid to the employee each pay period until sick leave balance falls below the 960-hour maximum.

Motion to Approve: Debbie **Second:** Jim

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

- 12. Discussion with possible decision to approve, reject and/or amend a proposed Memorandum of Agreement Understanding to incorporate the following additions/changes to the 2024-2025 FOP Contract with Lodge #169.

ARTICLE 19 – VACATION LEAVE

- 13. One (1) or two (2) days of vacation requires a written request at least five (5) workdays in advance. Three (3) or more days of vacation requires a written request twenty (20) or more workdays in advance. This requirement may be overridden by the Chief of Police should mitigating circumstances exist.

ARTICLE 19 – SICK LEAVE:

2. Accrual:

- d. All sick leave will be awarded ~~on the first working day of the month. each pay period.~~
- 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 in the payment for the pay period during which the award occurs.~~ Sick leave in excess of 960 hours is paid to the employee each pay period until sick leave balance falls below the 960-hour maximum.

Motion to Approve with change of description to Memorandum of Understanding: Jim **Second:** Debbie

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

- 13. Discussion with possible decision to approve, reject and/or amend a requested budget increase to General Fund – Maintenance – Maintenance Buildings/Grounds Account # 10-17-610100 of \$140,000.

Motion to Approve: Barrett **Second:** Coye

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

14. Discussion with possible decision to confirm hire of Ross Johnson as Community Development Assistant at an annual salary with all benefits effective October 14, 2024.

Motion to Approve: Barrett **Second:** Debbie

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

15. Discussion with possible decision to approve, reject and/or amend Resolution 11-4-24: Mayor's Council approving the appointment of Mayor Jean Ann Wright to the Mayor's Council of Oklahoma.

Motion to Approve: Debbie **Second:** Coye

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

16. Discussion with possible decision to approve, reject and/or amend a request for a budget increase of \$20,000 to General Fund – Community Development – Abatements Acct. #10-05-660401.

Motion to Approve: Jim **Second:** Debbie

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

17. Discussion with possible decision to approve, reject and/or amend a request by Larry Robert O'Conner to place a trailer outside a trailer park in the city at 317 E Walnut Street.

Motion to Approve with stipulation that the existing house be removed within one calendar year: Jim **Second:** Debbie

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

18. Discussion with possible decision to approve, reject and/or amend a request to surplus the following:

a. ~~Fire Truck #2 – 2006 Kenworth Vin *****6749~~
Tanker – FMC – 1982 - ***3369

b. 1000-gal water tank with accessories, i.e. hoses, cylinders, pump, plumbing for tank etc. that is currently on Truck #4.

Motion to Approve with correction of Fire Truck #2 to Tanker Truck: Barrett
Second: Jim

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Motion Carried

NO EXECUTIVE SESSION

19. Discussion with City Attorney with possible decision to approve, reject and/or amend recommended response to any claims, arbitrations, or other legal actions.

NO DISCUSSION – NO ACTION

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.)

NONE

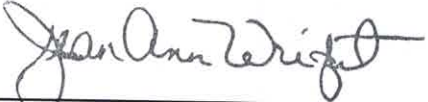
Adjournment

Motion to adjourn: Debbie **Second:** Barrett

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes

Meeting adjourned at 6:30 p.m.

ATTEST:



Jean Ann Wright, Mayor



Larry Nettles, City Clerk-Treasurer

Agenda Posted: **Friday, November 1, 2024, at 3:30 p.m.**
Stilwell City Hall, 20 South First



CITY OF STILWELL

CITY COUNCIL

REGULAR MEETING

Monday November 4, 2024 – 5:30 p.m.
City Hall – 20 South First Street

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, Invocation, Flag Salute, 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
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- Comments related to a specific agenda item may be allowed at the time the agenda item is addressed.

FYI:

1. The Stilwell Christmas Parade is scheduled for 6:30 p.m. on Thursday, December 12, 2024, closing Second Street from 610 North Second south to Stilwell Pharmacy as necessary.
2. We have received a letter from the County Commissioners concerning the sidewalk in front of the courthouse.

Departmental Reports

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

Consent Agenda

1. Approval of minutes of Regular Meeting October 7, 2024.
2. Approval of blanket purchase orders in the sum of \$69,490.
3. Approval of budget increase to Police Department account #10-09-660400 of \$0 which equals the monthly received School Resource Officer reimbursement.
4. Approval of payment of claims for:
 - a. \$283,685.35 from Fund 10 – General Fund
 - b. \$131.89 from Fund 30 – Street & Alley Fund
 - c. \$5,213.49 from Fund 90 – Safe Routes to School
5. Approval of October 2024 payroll in the sum of \$393,812.50.

Agenda:

1. Discussion with possible decision to approve, reject and/or amend individually any consent agenda item(s) discussed or commented on, requiring a separate vote for each.
2. Discussion only concerning the Stilwell Housing Authority and its relationship with the city.
3. Discussion with possible decision to approve, reject and/or amend possible action concerning proposed safety course under the following guidelines:
 - a. Required for all employees excluding elected or contract personnel.
 - b. Those who successfully complete the course and pass an appropriate test, will earn as compensation:
 - i. \$650.00 for full-time employees,
 - ii. \$600.00 for volunteer fire fighters (who are not full-time employees of the city) and
 - iii. \$250.00 for part-time employees who have worked 24 hours a week for the last 90 days.
 - c. Payment to be made by separate check with taxes and retirement withheld as appropriate.
 - d. Payment to be available on November 27, 2024.

4. Discussion with possible decision to approve, reject and/or amend proposed Lease Agreement with the Stilwell Kiwanis Club for property to host a Carnival for the following terms: May 1-15, 2025-2029, and October 15-31, 2024-2029.
5. Discussion with possible decision to approve, reject and/or amend Schedule of Holidays and Council Meeting Dates for calendar year 2025.
6. Discussion with possible decision to approve, reject and/or amend Municipal Liability Protection Plan with Oklahoma Municipal Assurance Group (OMAG) for \$62,056.00 from General Fund – Administration – Insurance Account # 10-01-630500 not requiring a budget adjustment.
7. Discussion with possible decision to approve, reject and/or amend Resolution 11-04-2024 CHRISTMAS: “A Resolution of the City of Stilwell, Oklahoma, Notifying The Residents and Business Operators of Said City of Support and Encouragement for Window and Building Decoration for The Christmas Season During December of 2024.
8. Discussion with possible decision to approve, reject and/or amend proposed renewal of our Mowing Contracts with Fourkiller Lawn Solutions for all City Property at the same annual cost as for the current year of \$143,641.0.
9. Discussion with possible decision to approve, reject and/or amend a requested budget increase of \$250,000 for construction of a new baseball Announcer/Concession Building at Carson Park– all of which will come from donations – to Capital Improvement – Sports Facilities – Construction Account # 20-16-615205.
10. Discussion with possible decision to approve, reject and/or amend request by the Mayor and City Clerk-Treasurer to be allowed to jointly approve any and all necessary expenses for the Announcer/Concession Building at Carson Park within the confines of the approved budget.
11. Discussion with possible action to approve, reject and/or amend the following proposed additions/changes to the Personnel Policy Handbook:

ARTICLE EIGHT – ABSENCES

D. VACATION:

13. *One (1) or two (2) days of vacation requires a written request at least five (5) workdays in advance. Three (3) or more days of vacation requires a written request twenty (20) or more workdays in advance. This requirement may be overridden by the Department Head should mitigating circumstances exist.*

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12. Discussion with possible decision to approve, reject and/or amend a proposed Memorandum of Agreement to incorporate the following additions/changes to the 2024-2025 FOP Contract with Lodge #169.

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13. Discussion with possible decision to approve, reject and/or amend a requested budget increase to General Fund – Maintenance – Maintenance Buildings/Grounds Account # 10-17-610100 of \$140,000.
14. Discussion with possible decision to confirm hire of Ross Johnson as Community Development Assistant at an annual salary with all benefits effective October 14, 2024.
15. Discussion with possible decision to approve, reject and/or amend Resolution 11-4-24: Mayor's Council approving the appointment of Mayor Jean Ann Wright to the Mayor's Council of Oklahoma.
16. Discussion with possible decision to approve, reject and/or amend a request for a budget increase of \$20,000 to General Fund – Community Development – Abatements Acct. #10-05-660401.
17. Discussion with possible decision to approve, reject and/or amend a request by Larry Robert O'Conner to place a trailer outside a trailer park in the city at 317 E Walnut Street.

18. Discussion with possible decision to approve, reject and/or amend a request to surplus the following:

- a. Fire Truck #2 – 2006 Kenworth Vin *****6749
- b. 1000-gal water tank with accessories, i.e. hoses, cylinders, pump, plumbing for tank etc. that is currently on Truck #4.

Possible Executive Session for discussion of Item 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).

19. Discussion with City Attorney with possible decision to approve, reject and/or amend recommended response to any claims, arbitrations, or other 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


Jean Ann Wright, Mayor

ATTEST:


Larry Nettles, City Clerk-Treasurer

Agenda Posted: **Friday, November 1, 2024, at 3:30 p.m.**
 Stilwell City Hall, 20 South First
 www.cityofstilwell.com



STILWELL IMPROVEMENT AUTHORITY

REGULAR MEETING MINUTES

Monday October 7, 2024 – 5:30 p.m. – City Hall – 20 South First Street

Call to Order, Invocation, Flag Salute

Roll Call: Time 5:30 p.m.: Coye Nettles – Present, Barrett Harris – Present, Debbie Johnson – Present, Jim Spray – Present, Lane Kindle – Present, Mayor Jean Ann Wright – Present, City Attorney Jeff Jones – Present, City Clerk-Treasurer Larry Nettles – Present

Guests: Chad Smith, Tilden Martin, Shawl Noel, Dale Dandridge, Renee Fite, Andy Inman, Ashley Mann, Charley Coombs, Roderick Dukes.

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

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- Comments related to a specific agenda item may be allowed at the time the agenda item is addressed.

Consent Agenda

1. Approval of minutes of Regular Meeting on July 1, 2024.
2. Approval of payment of claims from July 1, 2024, until September 30, 2024, in the amount of \$39,340.32.

Motion to approve: Lane **Second:** Debbie

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes, Jean Ann – Yes

Motion Carried

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

Motion to adjourn: Jean **Second:** Jim

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes, Jean Ann – Yes

Meeting adjourned at 5:32 p.m.

ATTEST:


Jean Ann Wright, Mayor


Larry A. Nettles, City Clerk-Treasurer

Agenda Posted: Friday October 4, 2024, at 4:00 p.m.
Stilwell City Hall, 20 South First



STILWELL IMPROVEMENT AUTHORITY

REGULAR MEETING

Monday October 7, 2024 – 5:30 p.m. – City Hall – 20 South First Street

Call to Order, Invocation, Flag Salute, Roll Call

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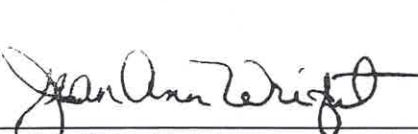
Consent Agenda

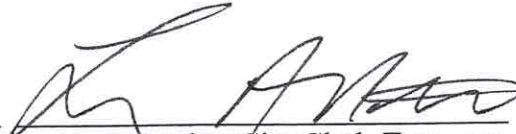
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New Business: Consideration, discussion and possible approval regarding any matter not known about or which could not have reasonably been foreseen prior to the time of posting (Title 25, O.S. Sec. 311.)

Adjournment

ATTEST:


Jean Ann Wright, Mayor


Larry A. Nettles, City Clerk-Treasurer

**Agenda Posted: Friday October 4, 2024, at 4:00 p.m.
 Stilwell City Hall, 20 South First**



CITY OF STILWELL

CITY COUNCIL

REGULAR MEETING MINUTES

Monday October 7, 2024 – 5:30 p.m.
City Hall – 20 South First Street

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, Invocation, Flag Salute

Roll Call: Time: 5:32 p.m.: Coye Nettles – Present, Barrett Harris – Present, Debbie Johnson – Present, Jim Spray – Present, Lane Kindle – Present, Mayor Jean Ann Wright – Present, City Attorney Jeff Jones – Present, City Clerk-Treasurer Larry Nettles – Present

Guests: Chad Smith, Tilden Martin, Shawl Noel, Dale Dandridge, Renee Fite, Andy Inman, Ashley Mann, Charley Coombs, Roderick Dukes.

Mayor’s Comments: Stilwell has received OML awards for Best Mayor of Cities and Towns under 5000 and the Innovation Award for Cities and Towns under 5000 for Fletcher Park. HAMMERC of which we are a member has received the Gold Award for Attracting Business. Citywide yard sales on the 5th were a success, there will be a Fall Festival downtown on the 19th, Indigenous Day is Monday the 12th and there is also a ball tournament at Carson Park on the 12th.

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

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FYI:

1. New City Credit Cards are in and active.

Departmental Reports

- Police
- Fire
- Municipal Works
- Sports Facilities
- Community Development

Consent Agenda

1. Approval of minutes of Regular Meeting September 3, 2024.
2. Approval of blanket purchase orders in the sum of \$69,490.
3. Approval of budget increase to Police Department account #10-09-660400 of \$4,919.49 which equals the monthly received School Resource Officer reimbursement.
4. Approval of payment of claims for:
 - a. \$222,744.92 from Fund 10 – General Fund
 - b. \$40,480.00 from Fund 20 – Capital Improvement Fund
 - c. \$6,416.29 from Fund 90 – Safe Routes to School
5. Approval of September 2024 payroll in the sum of \$263,160.41.

Motion to Approve: Jim **Second:** Coye

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

Agenda:

1. Discussion with possible decision to approve, reject and/or amend individually any consent agenda item(s) discussed or commented on, requiring a separate vote for each.

NO ACTION

2. Discussion with possible decision to approve, reject and/or amend a request by NRCS (Natural Resource Conservation Service) to remove the City of Stilwell as a sponsor for two dams – Sallisaw 13 and Sallisaw 19.

Motion to Approve: Barrett **Second:** Lane

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

3. Discussion with possible decision to approve, reject or otherwise respond to a request from ODOT concerning a purchase request by Robert St. Pierre for “Surplus Right-of-Way: WPH-337-A; Part of Parcel 2-I; and 10615(05); Part of Parcel 78; Section 35, T16N, R25E, Adair County; Stilwell, OK.”

Motion to have no Objection to Request by St. Pierre: Barrett **Second:** Lane

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

4. Discussion with possible decision to approve, reject and/or amend an increase of monthly payment to the Adair County EMS to \$7,500 up to \$12,000 depending on presented financial assessment.

Motion to TABLE: Lane **Second:** Barrett

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

5. Discussion only on possible long-term funding mechanisms for the Adair County EMS.

DISCUSSION ONLY

6. Discussion with possible action to approve, reject and/or amend proposed changes to the Personnel Policy Handbook amending to read as follows:

ARTICLE SEVEN - COMPENSATION PLAN – (F) – PAYDAYS:

- 1. Employees are paid bi-weekly on Thursdays.*
- 2. If a Thursday payday is on a Holiday, payroll will be on the immediately preceding workday, if possible.*
(rest of F. unchanged)

Motion to Approve: Barrett **Second:** Lane

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

7. Discussion with possible action to approve, reject and/or amend approval of contracting with Miranda Rankin for no more than 30 hours per week for digital records uploading beginning October 8, 2024, at \$14.00 per hour.

NO ACTION

8. Discussion only on options for change to the city's trash service.

DISCUSSION ONLY

Possible Executive Session for discussion of Items 9-10 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to ENTER EXECUTIVE SESSION at 6:46 p.m.: Debbie

Second: Lane

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

Possible Return from Executive Session as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to RETURN FROM EXECUTIVE SESSION at 7:34 p.m.: DSebbie

Second: Barrett

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Motion Carried

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

Items 9 & 10 were discussed in Executive Session. No other items were discussed, and no action was taken.

9. Discussion with possible decision(s) concerning Fire Department Organization and Personnel.

NO ACTION

10. Discussion with City Attorney with possible decision to approve, reject and/or amend recommended response to any claims, arbitrations, or other legal actions.

DISCUSSION ONLY

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.)

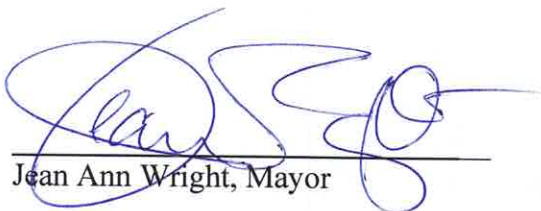
NONE

Adjournment

Motion to adjourn: Barrett **Second:** Lane

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

Meeting adjourned at 7:35 p.m.


Jean Ann Wright, Mayor

ATTEST:


Larry Nettles, City Clerk-Treasurer

Agenda Posted: Friday, October 4, 2024, at 3:30 p.m.
Stilwell City Hall, 20 South First



CITY OF STILWELL

CITY COUNCIL

REGULAR MEETING

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FYI:

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Consent Agenda

1. Approval of minutes of Regular Meeting September 3, 2024.
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5. Approval of September 2024 payroll in the sum of \$263,160.41.

Agenda:

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5. Discussion only on possible long-term funding mechanisms for the Adair County EMS.
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ARTICLE SEVEN - COMPENSATION PLAN – (F) – PAYDAYS:

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2. *If a Thursday payday is on a Holiday, payroll will be on the immediately preceding workday, if possible.*
(rest of F. unchanged)

7. Discussion with possible action to approve, reject and/or amend approval of contracting with Miranda Rankin for no more than 30 hours per week for digital records uploading beginning October 8, 2024, at \$14.00 per hour.
8. Discussion only on options for change to the city's trash service.

Possible Executive Session for discussion of Items 8-10 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).

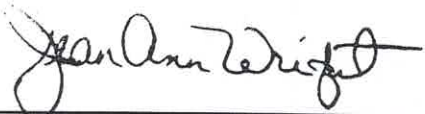
Public Statement of Executive Session Minutes by City Clerk as per Title 25 O.S. 312(A).

9. Discussion with possible decision(s) concerning Fire Department Organization and Personnel.
10. Discussion with City Attorney with possible decision to approve, reject and/or amend recommended response to any claims, arbitrations, or other 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:



Jean Ann Wright, Mayor



Larry Nettles, City Clerk-Treasurer

**Agenda Posted: Friday, October 4, 2024, at 3:30 p.m.
 Stilwell City Hall, 20 South First**

