CITY OF STILWELL

AGENDA

Regular meeting – May 2, 2016

Stilwell Community Building – 6th & Poplar

4:00 P.M.

Roll Call: Mayor Bill Roedenbeck called the meeting to order at 4:01 p.m. and asked the Clerk-Treasurer to call the roll: Jim Spray – present, J.R. Claphan – present, Norman Isaacs – present, Jean Wright – present, Alex Mink – present. Also present were 12 visitors.

Mayor’s Comments: Mayor Roedenbeck gave the council an update on the projects currently being done by the Street Department, under the leadership of Terry Butler. In particular, the project at the corner of 3rd Street and Pine will be extensive and require that street be blocked off for possibly one month in order to complete the new bridge and proper drainage in that area.

Consent Agenda:

1. Approval of minutes of Regular Meeting April 4, 2016 and Special Meeting April 26, 2016.
2. Approval of requisitions in the sum of $25,022.13
3. Approval of blanket purchase orders in the sum of $42,160.00
4. Approval of payment of claims in the sum of $227,317.03 Fund 10
5. Approval of payment of claims in the sum of $3,598.12 Fund 17
6. Approval of payment of claims in the sum of $42,231.07 Fund 20
7. Approval of payment of claims in the sum of $669.60 Fund 30
8. Approval of payment of claims in the sum of $7,052.46 Fund 90
9. Approval of April 2016 payroll in the sum of $162,429.97.

**A motion was made by Norman Isaacs, seconded by Alex Mink to approve the consent agenda**. *Norman-yes, Alex-yes, Jim-yes, J.R.-yes, Jean-yes.*

Regular Agenda:

1. Discussion with possible decision to approve the amendment of Ordinance No.343 to include the adoption of the International Property Maintenance Code – IPMC 2015. Jeromy Johnson, Code Enforcement Officer, explained that he has been limited in what he could require of our citizens in the way of proper upkeep of property in the city limits. This new code is widely used and accepted as proper protocol and the addition of this amendment to the existing ordinance would greatly help him in legally enforcing said ordinance. Lloyd Cole, City Attorney, advised the need to publish a notice of change in the paper for two weeks, with the ability to enforce it 30 days after the first publication. **A motion was made by Alex Mink, seconded**

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**by Jean Wright to approve the amendment.** *Alex-yes, Jean-yes, Norman-yes, J.R.- yes, Jim-yes.*

2. Discussion with possible decision to approve a request for new sidewalks on the East side of 1st Street, between Division Street & Olive Street, in front of LaGuadalupana. Business owner Angel Rubio would like to pay for all materials by means of depositing money with the City and being refunded any unused cash at the completion of this project. He states the concrete required is for an area 73’ long, with a width of 8’ and 4” thick, which includes two wheelchair-accessible ramps. He estimates his cost for materials to be approximately $800. Rick Scraper is assisting Mr. Rubio with this project and provided clarification to the plans. Mr. Rubio had offered to do the work himself, but had been advised that the sidewalks are the property of the City. Jean Wright stated she regrets the City does not have money in the budget to repair all sidewalks and commended Mr. Rubio for offering to provide the materials if our Street Department will do the labor. All present agreed with her sentiments. In regard to Mr. Rubio’s offer to deposit money in a City fund for materials, with the stipulation that any overage would be returned to him, Mr. Cole advised this is allowable. It was also noted that this work would need be done after the current projects are completed by the Street Department. **A motion was made by Alex Mink, seconded by Norman Isaacs to approve the request**. *Alex-yes, Norman-yes, Jean-yes, J.R.-yes, Jim-yes*.

3. Discussion with possible decision to approve Prisoner Housing cost increase from $25 to $26 per day, per prisoner, for FY2016-2017. They plan to raise it $1 per year for the next five years. Jim Spray asked for input from Mr. Cole regarding our sales tax money that is earmarked for the jail. Mr. Cole explained that the tax is for the “County” jail, with the County providing their own law enforcement, whereas the City, with their own police to enforce the ordinances has the option to run their own jail or pay to have prisoners housed. Due to the expense and new regulations involved in building a new jail, it is a great advantage to house them at the county jail. **A motion was made by Norman Isaacs, seconded by Jean Wright to approve the increase.** *Norman-yes, Jean-yes, Alex, J.R.-yes, Jim-yes.*

4. Discussion with possible decision to hire Mike Green for the 2015-2016 financial audit. **A motion was made by Norman Isaacs, seconded by Jim Spray to approve the hiring of Mike Green to do the financial audit.** *Norman-yes, Jim-yes, J.R.-yes, Jean-yes, Alex-yes*

5. Discussion with possible decision to approve a contract with Crawford & Associates for the preparation of financial statements for the audit year of 2015-2016. **A motion was made by Jean Wright, seconded by Jim Spray to approve Crawford & Associates for this fiscal year.** *Jean-yes, Jim-yes, J.R.-yes, Norman-yes, Alex-yes.*

6. Discussion with possible decision to approve change of laundry service for the Street Department from Cintas to UniFirst, for reasons of substantial saving to that department. A comparison quote was provided by UniFirst for the council to see the savings, item by item. **A motion was made by Norman Isaacs, seconded by Alex Mink to approve UniFirst**

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**as the new laundry service.** *Norman-yes, Alex-yes, Jean-yes, J.R.-yes, Jim-yes*.

7. Discussion with possible decision to authorize change of bank signatories for the Stilwell Improvement Authority fund at the Bank of Commerce to Mayor Bill Roedenbeck and Interim City Clerk Judith Gregory. The Mayor said he thought we might need three and asked Mr. Cole if that was correct. Mr. Cole agreed and it was decided J.R. Claphan should be added, as well. **A motion was made by Alex Mink, seconded by Norman Isaacs to approve all three names as signatories for that account**. *Alex-yes, Norman-yes, Jean-yes, J.R.- yes, Jim-yes.*

8. 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). Guest Gladys Duvall asked when the new fencing project might continue at the City cemetery. A discussion followed in regard to Phase I, that provided mostly new, much needed gates, with little fencing and monies collected for Phase II. The Clerk/Treasurer was instructed to verify current donations/grants for future discussion. It was also mentioned that the building at the cemetery was in great need of a new roof. **NO ACTION TAKEN.**

Other business: Jim Spray asked what the plan is for the two police cars that Starr Motors ordered without proper request from a city official. He expressed concern for them being parked out in the elements. A discussion followed concerning how to proceed, due to no money in the police budget this close to the end of the fiscal year. It was suggested the purchase of one might be put on as a special agenda item when a special meeting is held later to approve the budget. **NO ACTION TAKEN.**

Adjournment: **A motion was made by Norman Isaacs, seconded by Alex Mink to adjourn the meeting at 5:13 p.m.** *Norman-yes, Alex-yes, Jean-yes, J.R.-yes, Jim-yes.*

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Bill Roedenbeck, Mayor Judith Gregory, City Clerk/Treasurer

Posted: Friday, April 29, 2016 12:00 p.m.

Stilwell Community Building, 6th & Poplar

Stilwell City Hall, 503 W. Division

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