CITY OF STILWELL

CITY COUNCIL MINUTES

Regular Meeting – Monday, November 5, 2018

Stilwell Community Building – 6th & Poplar

Immediately after SIA Special Meeting at 5:00 P.M.

Roll Call at 5:03: Coye Nettles-Present, Debbie Johnson-Present, Joe Adair-Absent, Jim Spray-Present, Norman Isaacs-Present. Also present were Jeff Jones-City Attorney, Larry Nettles-City Clerk/Treasurer,

Guests: Darrell Neale, Chad Smith, Deanna Butler, Mary Crider, Dale Dandridge, Greg Hatchett, Paul Caton, David Bruner, Willis Hothouse, Phil Van Dyke.

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.”

Comments and Items for Information:

IFI #1 – Code Enforcement Report

IFI #2 – There are two Red Crepe Myrtles to be planted at the Library and one new Poplar to be planted at Carson Park courtesy of Josie Harris.

IFI #3 – As per policy, end-of-probation $1.00 raises will be given to Brent Girdner and Tim Sherrer on November 9 and Katie Chuculate on November 28.

Consent Agenda

1. Approval of minutes of Regular Meeting October 1, 2018, and Special Meeting on October 5, 2018.
2. Approval of blanket purchase orders in the sum of $60,350.00
3. Approval of payment of claims for:
   1. $168,882.68 from Fund 10 – General Fund
   2. $0.00 from Fund 14 – Library Fund
   3. $1,394.08 from Fund 17 – Stilwell Improvement Authority
   4. $44,655.00 from Fund 20 – Capital Improvement Fund
   5. $1,365.16 from Fund 30 – Street & Alley Fund
   6. $0.00 from Fund 90 – Safe Routes
4. Approval of October, 2018, payroll in the sum of $189,812.42

Motion to Approve: Norman Second: Coye

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

Regular Agenda

1. Discussion with possible decision to allow Longevity pay to be given on the payday immediately preceding the employee’s anniversary date because of limitations built into our software program.

Motion to Approve: Norman Second: Debbie

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

1. Discussion with possible decision to approve meeting dates for City Council for calendar year 2019.

Motion to Approve: Debbie Second: Norman

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

1. Discussion with possible decision to approve installation of a Story Walk™ on the existing walking trail in Carson Park should a grant requested for that purpose by the Stilwell Library be approved.

Motion to Approve: Norman Second: Coye

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

1. Discussion with possible decision to amend the Policy Handbook Article 12 – Sexual and Other Forms of Harassment – Section J, J (2), and J (5) concerning investigative procedure.

*J. INCIDENT INVESTIGATIONS: The Mayor in conjunction with the Department Head and City Attorney will investigate the alleged incident as soon as is possible and a report made to the City Council.*

*J (2) If a complainant wishes to have a person of the same gender involved in the investigation, he or she shall notify the Mayor, and/or City Attorney.*

*J (5) The Mayor, Department Head and City Attorney will review the investigation findings with the complainant at the conclusion of the investigation and make a report to the City Council.*

Motion to Approve: Norman Second: Debbie

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

1. Discussion with possible decision to approve Resolution 11-05-2019 declaring City support for the Great American Smoke Out event on November 15.

Motion to Approve: Jim Second: Norman

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

1. Discussion with possible decision to approve closing of Second Street from CV’s Grocery south to Walnut Street on Saturday December 1st from 5:00 p.m. until 6:30 p.m. for the Stilwell Christmas Parade.

Motion to Approve: Debbie Second: Norman

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

1. Discussion with possible decision to approve any street closings or other actions necessary for public safety after the Stilwell Christmas Parade for the Tree Lighting Ceremony at the Depot.

Motion to Approve: Norman Second: Debbie

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

1. Discussion with possible decision to waive the fee for use of the Community Building for the Relay for Life Kick-off on January 15 from 5:30 p.m. until 7:00 p.m.

Motion to Approve: Coye Second: Jim

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

1. Discussion with possible decision on the repair and replacement of the roof on the City Hall building.

Motion to Approve Purchase of Materials with Labor to Be Performed by the Street Department: Norman Second: Debbie

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

Possible Executive Session for discussion of Items 10, 11, 12, 13, 14, & 15 as per Title 25 O.S. 307(B)(1)(4).

Motion to Enter Executive Session at 5:45 p.m.: Jim Second: Debbie

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

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

Motion to Re-Enter Open Meeting at 7:03 p.m.: Jim Second: Norman

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

Public Statement of Executive Session Minutes by City Clerk.

Items 10, 11, 12, 13, 14, & 15 were discussed in Executive Session. No other items were discussed and no action was taken.

1. Discussion with possible decision to establish salaries for and adopt “Ordinance 391: An Ordinance Providing for an Increase in The Compensation of All Elected Officials in and for The City of Stilwell Repealing All Other Ordinances in Conflict Herewith”.

NO ACTION TAKEN

1. Discussion with possible decision to amend the Policy Handbook Article 3 – Types of Employees – Section F and Article 7 – Compensation Plan – Section E Paragraph 6 concerning salaried employees to read as follows:

*Article 3 (F) –*

*SALARIED EMPLOYEES – all persons paid a pre-determined amount without relation to hours worked. All Department Heads are salaried.*

*Article 7 (E)(6) –*

*Salaried employees are not eligible for overtime and are required to work the number of hours required to fulfill the position*

Motion to Approve: Jim Second: Debbie

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

1. Discussion with possible decision to approve changing compensation for Terry Butler, Willis Hothouse, and Chad Smith to annual salary pro-rata beginning November 5, 2018, for the rest of the 2018-19 Fiscal Year.

Motion to Approve the following salaries pro-rata beginning November 5, 2018, until End of Current Fiscal Year:

Willis Hothouse, Park Director – $39,200

Chad Smith, Chief of Police – $70,000

Terry Butler, Head of Street Department – $55,000

Motion: Jim Second: Norman

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

1. Discussion with possible decision to approve moving part-time employee Chris Creel to full-time in the Street Department with compensation set at $10.00 per hour and all benefits thereof effective November 5, 2018.

Motion to Approve: Jim Second: Norman

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

1. Discussion with possible decision to approve salary increase of $1.00 per hour for Larry Gatewood and $1.50 per hour for Vernon Drummond.

Motion to Approve: Coye Second: Debbie

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

1. Discussion with City Attorney concerning possible action by the City Council.

NO ACTION TAKEN

1. 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.)

Second street from Olive to Pine needs to be closed for Environmental Testing by the State DEQ on the afternoon of November 14, 2018.

Motion to Approve: Norman Second: Debbie

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

Adjournment

Motion to Adjourn: Norman Second: Debbie

Coye-Yes, Debbie-Yes, Jim-Yes, Norman-Yes

Motion Carried

Meeting adjourned at 7:08 p.m.

ATTEST:

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Jim Spray, Acting Mayor—Council President Larry A, Nettles, City Clerk-Treasurer

Posted: Friday, November 2, 2018 at 2:30 p.m.

Stilwell Community Building, 6th & Poplar

Stilwell City Hall, 503 W. Division

www.cityofstilwell.com