CITY OF STILWELL

CITY COUNCIL MINUTES

Regular meeting – Monday June 7, 2021

Stilwell Community Building – 6th & Poplar

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.”

REGULAR MEETING

Call to Order, Flag Salute, Invocation

Roll Call: Time: 5:30 p.m.: Coye Nettles – Present, Debbie Johnson – Present, Joe Adair – Present, Jim Spray – Absent, Lane Kindle – Present, Jeff Jones City Attorney – Present, Larry Nettles City Clerk – Present

Guests: Shawn Noel, Chad Smith, Tracy Sims, Renee Fite, Eric Street, Jackson Guaedinger, Eduado Netro, Ms. Netro, Dale Dandridge, Willis Hothouse, Chad Young, Shelldon Miggletto, John Fite, David Bruner.

Mayor’s Comments: Thanks for being here – Pet Wellness Event on this past Saturday was an astounding success with 58 licenses sold & 185 vaccinations given – VFW has a flag retirement Ceremony next Saturday at 2:00 p.m. – Cruise Night last Saturday was also a huge success with many positive comments both from clean-up crews (who had little to do) and the audience & participants – the Auto Club presented a Plaque to the Council in Recognition of their support in allowing Cruise Night.

FYI

1. The Street Department is in the process of finishing the REAP 2020 Grant funded work on Chestnut Street drainage.
2. All paperwork has been completed and awaiting final approval to begin Safe Routes to School project.

Consent Agenda

1. Approval of minutes of Regular Meeting on May 3, 2021, and Special Meetings on May 17, 2021, and June 1, 2021.
2. Approval of blanket purchase orders in the sum of $59,900.00
3. Approval of payment of claims for:
	1. $162,456.93 from Fund 10 – General Fund
	2. $5,540.75 from Fund 20 – Capital Improvement Fund
	3. $2,892.00 from Fund 30 – Street and Alley
4. Approval of May, 2021, payroll in the sum of $190,642.52.

Motion to approve: Lane Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

Departmental Reports

Police – 93 reports, 5 accidents, $4241 in fines collected, $262,533 outstanding

Streets/Sanitation – Strawberry Festival well and appreciate Kiwanis Club, dog pound is finished and doing well, Doyle avenue is ready to asphalt, most of the old ballpark bleachers etc. is down.

Parks – splash pad is open, 2 weeks left in little league, striping and sealing of parking is scheduled in July, mowing and weed eating is ongoing.

Code Enforcement/Animal Control – Wellness event went very well, Strawberry Festival went well and most everyone was very cooperative.

Public Comments (5-minute limit – Please sign in prior to start of meeting)

NONE

Old Business\*

1. Discussion and possible decision to reimburse Chamber of Commerce for the 2021 Prince and Princess Pageant, total cost of which was $1,321.93, requiring a budget adjustment of equal amount to Administration Account #10-01-620900.

Motion to approve reimbursement of $660 to Chamber due to the positive impact of the event on the city: Lane Second: Coye

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

1. Discussion and possible decision on Ordinance 414 concerning trailers for storage, particularly business use.

NO ACTION

Regular Agenda

1. Discussion with possible decision to approve Collective Bargaining Agreement with FOP Lodge # 169 for FY 2021-2022.

Motion to approve: Lane Second: Joe

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

1. Discussion with possible decision to approve the lease agreement with the SAC Nutrition Program.

Motion to approve: Lane Second: Joe

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

1. Discussion with possible decision to approve a contract for city employee uniforms with presentations by Aramark, Clean, and Unifirst.

NO ACTION

1. Discussion with possible decision to approve Ordinance #385-2021, An Annual Update to Ordinance 385 Concerning Fees and Permits Required by The City of Stilwell.

NO ACTION

# 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 #385-2021” adopted above shall become effective immediately upon passage and approval, all as required by Law.

NO ACTION

# Discussion with possible decision to close 2nd street from Division to Oak from 5:00 p.m. until 8:00 p.m. for the 4-H banquet on June 22, 2021.

Motion to approve: Lane Second: Joe

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

1. Discussion with possible decision to approve special event permits, waivers-of-fees, and funding for the Chamber of Commerce for four events during FY 2021-2022, requiring an adjustment to the proposed FY 2021-22 budget of $3,400 to Account # 10-01-620900, listed as follows:
	1. The July 4th Downtown Picnic on Sunday July 4, 2021, from 1 p.m. to 10:30 p.m., closing Division Street between 1st and 4th streets, and closing 2nd Street from Olive Street to the alley between Division and Oak Streets with reimbursement to the Chamber of up to $1,750 as per an itemized list to be presented after the event.
	2. The Stilwell High School Homecoming Chili Luncheon will be October 8, 2021, with reimbursement to the Chamber of up to $1,750 as per an itemized list to be presented after the event.
	3. The Christmas Parade, with date to be determined after school starts, with reimbursement to the Chamber of up to $1,750 as per an itemized list to be presented after the event.
	4. The Strawberry Festival Prince and Princess Pageant to be held in March, 2022, with reimbursement to the Chamber of up to $1,750 as per an itemized list to be presented after the event.

NO ACTION

1. Discussion with possible decision to approve Sales Tax Pledge Agreement with the Stilwell Improvement Authority for FY 2021-2022 – Police Department Loan and Fire Truck Loan.

Motion to approve: Joe Second: Lane

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

1. Discussion with possible decision on Pest Control for City Hall, Street Department, Community Building, Police Department, Armory, Library, Fie Department, Carson Park, and Dog Pound for FY 2021-22.

NO ACTION

1. Discussion with possible decision to approve annual property insurance payment of $24,693.00 to OMAG for FY 2021-2022, requiring a budget adjustment of equal amount to Administration Account #10-01-630500.

Motion to approve: Joe Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

# Discussion with possible decision regarding renewal of dues to Oklahoma Municipal League (OML) in the amount of $4,384.04 for FY 2021-2022, not requiring a budget adjustment

Motion to approve: Joe Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

1. Discussion with possible decision to approve the following addition to the City of Stilwell Personnel Policy Manual (deleted verbiage with strikethrough and additional verbiage in italics):

ARTICLE SEVEN: COMPENSATION PLAN

E. OVERTIME:

*6. Vacation time and/or holiday pay shall be considered as work hours when tabulating overtime or compensatory time.*

ARTICLE EIGHT: ABSENCES

A. AUTHORIZED HOLIDAYS:

1. All Full Time Employees will be paid one (1) day’s pay for each authorized holiday.
	1. ~~To be eligible for holiday pay, the employee must work the scheduled shift~~

~~preceding and the shift following the holiday~~.

e. “*Authorized Holiday pay (hours) shall be considered as work hours when*

 *tabulating overtime or compensatory time.”*

D. VACATION:

1. *“Vacation hours shall be considered as work hours when tabulating overtime or*

 *compensatory time.*

Motion to approve: Joe Second: Lane

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

# Discussion with possible decision to approve moving of a mobile home from Doyle Trailer Park into the city at 707 West Doyle by Antonio Ponce.

NO ACTION

1. Discussion with possible decision to approve placement of a trailer at 600 West Doyle by David Guevara.

NO ACTION

1. Discussion with possible decision to approve bathroom partitions and installation in the Community Building as per 2021 REAP Grant for a total cost of less than $5,000 not requiring a budget adjustment.

Motion to approve: Joe Second: Lane

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

1. Discussion with possible decision to approve ambulance service agreement with Pafford Emergency Medical Services of Oklahoma for FY 2021-2022.

NO ACTION

1. Discussion with possible decision to confirm mayoral appointment of Daniel Bayless to full-time position at $10.00 per hour with the Street Department effective June 1, 2021.

Motion to approve: Joe Second: Coye

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

1. Discussion with possible decision to confirm mayoral appointment of Michael Bird to part-time position at $9.00 per hour with the Street Department effective June 1, 2021.

NO ACTION

1. Discussion with possible decision to renew Memorandum of Understanding with the Stilwell Area Development Authority for lease of equipment building and equipment for maintenance of the Edna M. Carson-Stilwell Community Park for FY 2021-2022.

Motion to approve: Debbie Second: Coye

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

Possible Executive Session for discussion of Items 20, 21, 22, 23. 24. 25, 26, 27 and New Item #4 as per Title 25 O.S. 307(B)(1)(2)(3)(4).

Motion to ENTER EXECUTIVE SESSION at 6:51 p.m.: Debbie Second: Joe

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

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

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

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

Public Statement of Executive Session Minutes by City Clerk.

*Items 20 through 27 and New Item #4 were discussed in Executive Session. No other items were discussed and no action was taken.*

1. Discussion with possible decision concerning retirement exception necessary for continued employment of James Scraper as per Personnel Policy Manual.

NO ACTION

1. Discussion with possible decision concerning Adair Park.

NO ACTION

1. Discussion with possible decision concerning Lease agreement with Adair County Fair Board.

NO ACTION

1. Discussion with possible decision to increase salary for all hourly employees by $0.50 per hour effective July 1, 2021.

Motion to approve: Debbie Second: Coye

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

1. Discussion with possible decision to approve contract for City of Stilwell Municipal Works Director from internal applications with salary to be set by council.

Motion to approve internal applicant Dale Dandridge as Municipal Works Director

with salary as budgeted: Lane Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

1. Discussion with possible decision to approve contract for City of Stilwell Community Development Director from internal applications with salary to be set by council.

Motion to approve internal applicant Shawn Noel as Community Development Director

with salary as budgeted: Coye Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

1. Discussion with possible decision on authorization to bid on up to two properties on which the city has attached liens at the Adair County tax sale on Monday, June 14, 2021.

Motion to approve: Coye Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

1. Discussion with City Attorney and possible decision concerning any claims and/or arbitrations.

DISCUSSION ONLY

New Business: 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.)

New Item #1 – Discussion with possible decision to approve expenditures to Infrastructure Solutions Group, LLC. for fire inspections of Schwan’s building site in amounts equal to revenue from said inspections.

Motion to approve: Joe Second:

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

New Item #2 – Discussion with possible decision to approve “City Addendum: Addition of City to Deputation Agreement for Law Enforcement in the Cherokee Nation” effective June 4, 2021.

Motion to verify approval of Deputation Agreement: Joe Second: Lane

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Motion Carried

New Item #3 – Discussion with possible decision to approve surplus and disposal of baseball field lights from both Adair Park and the old Stilwell Baseball Field to the Adair County Round-up Club conditioned upon removal at no cost to the City.

NO ACTION

New Item #4 – Discussion with possible decision to approve fine only in Telecommunication Tower misplacement as per request from Builder.

NO ACTION

Adjournment

Motion to adjourn: Joe Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Lane - Yes

Meeting adjourned at 8:15 p.m.

ATTEST:

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

Posted: Friday, June 4, 2021 at 3:30 p.m.

 Stilwell Community Building, 6th & Poplar

 Stilwell City Hall, 503 W. Division

 www.cityofstilwell.com