CITY OF STILWELL

CITY COUNCIL MINUTES

Regular meeting – Monday January 3, 2022

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.”

Call to Order, Flag Salute, Invocation

Roll Call: Time: 5:40 p.m.: Coye Nettles – Present, Debbie Johnson – Present, Jim Spray – Present, Lane Kindle – Present, Jeff Jones City Attorney – Present, Larry Nettles City Clerk – Present

Guests: Shawn Noel, Dale Dandridge, Willis Hothouse, April Sallee, Steven Shoup, Ann Cole, Shelldon Miggletto, John Bankel, David Cook, David Bruner.

Mayor’s Comments: Looking forward to 2022. GTG Ambulance has started well as of last Monday. Christmas lights throughout town were amazing.

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.

Consent Agenda

1. Approval of minutes of Regular Meeting December 6, 2021.
2. Approval of blanket purchase orders in the sum of $64,505.00
3. Approval of payment of claims for:
   1. $142,911.58 from Fund 10 – General Fund
   2. $20,826.90 from Fund 20 – Capital Improvement Fund
   3. $481.14 from Fund 30 – Street and Alley
4. Approval of December 2021 payroll in the sum of $313,809.57.

Motion to approve with correction to Item 4: Jim Second: Debbie

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

Motion Carried

Departmental Reports

* Ambulance – report presented by Steven Shoup
* Police
* Fire
* Streets/Sanitation
* Sports Facilities
* Recreation Facilities
* Community Development /Animal Control.

Regular Agenda

1. Discussion with possible decision to approve financial audit for FY 2020-2021.

Motion to approve: Lane Second: Jim

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

Motion Carried

1. Discussion with possible decision to approve design services contract with Big Mountain Design in an amount not to exceed $16,350.00 for a 3-hole synthetic golf course at the Edna M. Carson-Stilwell Community Park & Sports Complex from Capital Improvement Account 20-16-614000 – Professional Services – requiring a budget increase of equal amount to the above named account.

Motion to approve: Lane Second: Debbie

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

Motion Carried

1. Discussion with possible decision to purchase street lighting for Division Street in conjunction with the sidewalk replacement in an amount not to exceed $105,000 from the Capital Improvement Fund Account 20-12-651000 – Street Lighting – requiring a budget increase of $55,000 to the above named account.

Motion to approve: Debbie Second: Lane

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

Motion Carried

1. Discussion with possible decision regarding the construction of a Sport Court/Nex Court basketball/tennis court at the Edna M. Carson-Stilwell Community Park & Sports Complex in partnership with the Nancy Lieberman Charities and the Tom J & Edna M. Carson Foundation; authorizing development of bid specifications, publication for competitive bids in accordance with O.S. 61 Sec 101-139.

Motion to approve: Lane Second: Coye

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

Motion Carried

1. Discussion with possible decision to solicit engineering proposals from qualified civil engineers for design and specifications for street and drainage improvements for Second Street.

Motion to approve: Lane Second: Debbie

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

Motion Carried

1. Discussion with possible decision to designate attendees to the bid opening for the proposed City Hall building on January 27, 2022.

Motion to designate Shelldon Miggletto, Shawn Noel, and Mayor Wright: Debbie Second: Coye

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

Motion Carried

1. Discussion with possible action to award or reject bid from Renfro Electric related to the construction of the baseball press box/concession/restroom project.

Motion to REJECT bid: Lane Second: Coye

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

Motion Carried

1. Discussion with possible decision to approve addition of Utility Board Meeting Dates to the previously adopted Consolidated Calendar for 2022.

Motion to approve: Lane Second: Jim

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

Motion Carried

1. Discussion with possible decision concerning validity of the lease agreement with the Fair Board regarding the baseball field at Adair Park.

NO ACTION

1. Discussion with possible decision to approve code variance for renovation of the existing Telecommunication Tower located at 400 E Sycamore.

Motion to approve: Lane Second: Jim

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

Motion Carried

1. Discussion with possible decision to approve Resolution 01-03-2022: A Resolution Notifying the Residents of the City of Stilwell of the Adoption of a Newly Compiled "Code of Ordinances" for Said City of Stilwell, Oklahoma, in Compliance with the Laws of the State of Oklahoma.

Motion to approve: Jim Second: Lane

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

Motion Carried

1. Discussion with possible decision to approve Ordinance 420: An Ordinance of the City of Stilwell, Oklahoma, Adopting and Enacting the December 2021 "Stilwell Code of Ordinances"; Compiled, Revised and Published by the Authority of the Council for the City of Stilwell, Oklahoma, Containing the Permanent and General Ordinances of the City of Stilwell; Also Repealing All Ordinances of a Permanent and General Nature Not Included in the Code; Providing for Additions and Amendments to the Code.

Motion to approve: Jim Second: Coye

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

Motion Carried

1. 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 420” adopted above shall become effective immediately upon passage and approval, all as required by Law.

Motion to approve: Jim Second: Debbie

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

Motion Carried

1. Discussion with possible decision to approve Ordinance 400-C: An Ordinance Providing Specific Rules and Regulations Concerning Trash Placement and Pick Up Within the City of Stilwell, Repealing Ordinances 31, 376, 400, 400-A, and 400-B.

Motion to approve: Lane Second: Jim

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

Motion Carried

1. 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 400-C” adopted above shall become effective immediately upon passage and approval, all as required by Law.

Motion to approve: Jim Second: Lane

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

Motion Carried

1. Discussion with possible decision to purchase a new mower for Adair Park for $12,000 from Stilwell Hardware from Capital Improvement Account 20-17-645300 requiring a budget adjustment of equal amount to the above named account.

Motion to approve: Jim Second: Debbie

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

Motion Carried

1. Discussion with possible decision to purchase a MT100 Mini Track Loader from Williams Tractor for $28,044.00 from Capital Improvement Account 20-12-645300 requiring a budget adjustment of equal amount to the above named account.

Motion to approve: Lane Second: Coye

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

Motion Carried

1. Discussion with possible decision to approve placement of a new trailer at 600 West Doyle by Edwardo Netro subject to approval of site preparation and trailer placement by Community Development.

Motion to approve: Jim Second: Coye

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

Motion Carried

1. Discussion with possible decision to approve, not approve, or amend a transfer of ownership of a 2004 Freightliner Model M2 106 Ambulance to Adair County EMS effective upon acceptance by the Adair County Commissioners.

Motion to approve: Lane Second: Jim

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

Motion Carried

1. Discussion with possible decision to adopt the following addition to the Personnel Policy Handbook:

“Article Eight – Absences – (D) – Vacation”

*6. Sale of Vacation Days:*

*a. Any employee may request to sell vacation days back to the city in*

*amounts no larger than the current year’s award at any one*

*time.*

*b. Such sales may occur no more than twice during any calendar year.*

Motion to approve: Jim Second: Lane

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

Motion Carried

1. Discussion with possible decision to adopt the following addition to the Personnel Policy Handbook:

“Article Eight – Absences – (F) – Sick Leave “

13. Expiration

a. No sick leave will expire until date of separation of employment *except as otherwise addressed in this policy.*

Motion to approve: Coye Second: Coye

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

Motion Carried

1. Discussion with possible decision to designate the Mayor, City Clerk and Council President as the City negotiation team for FY 2022-2023 contract negotiations with Fraternal Order of Police (FOP) Lodge 169.

Motion to approve: Coye Second: Debbie

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

Motion Carried

1. Discussion with possible decision concerning the placement of stop signs at the intersection of West Elm Street and Williams Street.

Motion to approve: Lane Second: Debbie

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

Motion Carried

1. Discussion with possible decision to approve roof repair for Fire Station #1 by Richard Swafford at a projected cost of $18,000 from Capital Improvement Account 20-06-645301 requiring a budget adjustment of equal amount to the above named account.

Motion to approve: Debbie Second: Jim

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

Motion Carried

1. Discussion with possible decision to approve special event permit for the Kiwanis Club of Stilwell to host the 2022 Stilwell Strawberry Festival – waiving vendor permit fee.

Motion to approve: Jim Second: Lane

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

Motion Carried

1. Discussion with possible decision to approve expenditure for portable toilets for the Stilwell Strawberry Festival at a cost not to exceed $1,800.00

Motion to approve: Jim Second: Debbie

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

Motion Carried

1. Discussion with possible decision to act as fiscal agent for the Kiwanis Club of Stilwell for the Oklahoma Arts Council – Small Program Grant.

Motion to approve: Jim Second: Coye

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

Motion Carried

Possible Executive Session for discussion of Items 28 – 33 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (D).

Motion to ENTER EXECUTIVE SESSION at 7:16 p.m.: Jim

Second: Debbie

Coye – 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 308(D)(1)(2).

Motion to RETURN FROM EXECUTIVE SESSION at 8:19 p.m.: Jim

Second: Coye

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

Motion Carried

Public Statement of Executive Session Minutes by City Clerk.

*Items 28-33* *were discussed in Executive Session. No other items were discussed and no action was taken.*

1. Discussion only regarding negotiation of the 2021-2022 FOP contract.

DISCUSSION ONLY

1. Discussion with possible decision to hire Willis Hothouse as Senior Center Director / Cemetery Assistant Manager with no change in salary or benefits effective January 1, 2022.

Motion to approve to be effective February 1, 2022: Jim Second:

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

Motion Carried

1. Discussion with possible decision to advertise for Sports Facilities Manager as per policy.

DISCUSSION ONLY

1. Discussion with possible decision concerning City Employee contracts.

DISCUSSION ONLY

1. Discussion only on Ward Three Council position.

DISCUSSION ONLY

1. Discussion with City Attorney and possible action 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.)

NONE

Adjournment

Motion to adjourn: Debbie Second: Jim

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

Meeting adjourned at 8:22 p.m.

ATTEST:

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

Posted: Thursday, December 30, 2021, at 3:30 p.m.

Stilwell Community Building, 6th & Poplar

Stilwell City Hall, 503 W. Division

www.cityofstilwell.com