CITY OF STILWELL

CITY COUNCIL MINUTES

Regular meeting – Monday March 7, 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: 5:30 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: Ray Sallee, Justin Taylor, Dale Dandridge, Chad smith, David Bruner, Shawn Noel, Willis Hothouse, Joel Bean, Shelldon Miggletto, Grace Ferris, Renee Fite.

Mayor’s Comments: Lots of good things are going on in the city, March looks to be even better.

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.

FYI:

1. We have received the go-ahead for the 2022 REAP project to complete the drainage ditch on Chestnut Street.
2. We have received the go-ahead for the SAFE ROUTES TO SCHOOL project.
3. There will be a special council meeting currently scheduled for Monday, March 21, at 5:30 p.m. to discuss and possibly formulate a salary package and plan for the City for the 2022-23 Fiscal Year. Meeting will be in Executive Session and will be discussion only. Articulated policy will be compiled and presented to the council for their consideration at a later date.

Consent Agenda

1. Approval of minutes of Regular Meeting February 7, 2022, and Special Meeting February 15, 2022
2. Approval of blanket purchase orders in the sum of $64,505.00
3. Approval of payment of claims for:
	1. $94,059.36 from Fund 10 – General Fund
	2. $4,630.00 from Fund 20 – Capital Improvement Fund
4. Approval of February 2022 payroll in the sum of $187,641.49.

Motion to approve: Debbie Second: Coye

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

Motion Carried

Departmental Reports

* Ambulance – County is now handling all EMS in the city.
* Police – 62 reports, 5 vehicle accidents, 24.4 miles /day /officer, 48 arrest, 2 agency assists
* Fire – 18 runs in county, 24 runs in city, 8 dumpster fires
* Streets/Sanitation – installed 9 4-way stops, cleanup from 2 storms, 538,960 lbs. trash
* Sports Facilities – preparing for spring
* Recreation Facilities – Adair park bathrooms working, fire rings in place, everthing is moving along very well and have already had our first camper
* Community Development – 20 open cases, 19 pending and three waiting on contactors, building permits continue and Tyler is now certified by OCEA for Code Enforcement
* Animal Control – 24 new calls, 3 fire/rescue calls, 3 PD assists, 1 cruelty, 7 at-large animals, 2 surrendered, 4 deceased, 1 abandoned and 3 traps placed. 4 new licenses. June 4th will be a free vaccination clinic at Carson Park like last year.

Old Business:

1. Discussion with possible decision concerning memorials on portion of State Highway 59 right-of-way inside Stilwell City limits.

Motion to TAKE NO ACTION: Lane Second: Debbie

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

Motion Carried

Regular Agenda:

1. Discussion with possible decision to appoint city representative(s) to attend bid opening for basketball and pickle ball court construction March 17, 2022.

Motion to appoint the Mayor, City Clerk, Shelldon Miggletto, and
Dale Dandridge to attend bid opening: Lane Second: Debbie

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

Motion Carried

Possible Executive Session for discussion of Item 14 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to ENTER EXECUTIVE SESSION at 5:44 p.m.: Coye

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 (E)(1)(2)(3).

Motion to RETURN FROM EXECUTIVE SESSION at 6:27 p.m.: Debbie

Second: Coye

Coye – 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 14 was discussed and interviews were held in Executive Session. No other items were discussed and no action was taken.*

1. Discussion with possible decision to engage TPC studios for branding, marketing and logo design process at a cost of $8,000 from Capital Improvement Account 20-12-645301 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 offer a 'Letter of Intent to Award' a bid to Reco Enterprises related to the bid for construction of the new city hall building.

Motion to approve: Lane Second: Debbie

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

Motion Carried

1. Discussion with possible decision to commit matching funds in the amount of $300,000 for CDBG-2022 CDBG-Community Revitalization grant application from Street & Alley Fund and/or Capital Improvement Fund.

Motion to approve: Lane Second: Debbie

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

Motion Carried

1. Discussion with possible decision to retain the Public Finance Law Group, PLLC as bond counsel related to USDA financing for the proposed city hall.

Motion to approve: Coye Second: Debbie

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

Motion Carried

1. Discussion with possible decision to approve $13,000 for abatement of a mobile home, house, and shed located at 1222 South 3rd Street from Code Enforcement General Fund Account 10-15-660400 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 nominate a qualified official for election to the OMAG Board of Trustees.

Motion to TAKE NO ACTION: Coye Second: Jim

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

Motion Carried

1. Discussion with possible decision to approve budget increase of $50,400 to Capital Improvement Account 30-12-645301 – Street – Improvement to reflect REAP Grant for Chestnut Street drainage improvements.

Motion to approve: Debbie Second: Jim

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

Motion Carried

1. Discussion with possible decision to approve budget increase of $200,000 to Safe Routes Account 90-12-645303 – Street – Construction to reflect Safe Routes to School Grant for sidewalk construction.

Motion to approve: Jim Second: Lane

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

Motion Carried

1. Discussion with possible decision to adopt Resolution 2022 HAZMAT: A Resolution of the City of Stilwell, Oklahoma, Adopting The Adair County Hazard Mitigation Plan Update 2022.

Motion to approve: Lane Second: Jim

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

Motion Carried

1. Discussion with possible decision to amend the Stilwell Personnel Policy Handbook as follows (additions/changes are in italics):

ARTICLE SIX – PROBATIONARY PERIOD

A. LENGTH OF PROBATION: All newly appointed employees will serve a *minimum* six (6) month probationary period. Employees promoted into a higher paying position and/or transferred to a lower or equal paying position, will also serve a *minimum* six (6) month probationary period in the new position.

Sections B and C of existing Article Six are to remain unchanged.

D. SALARY ADJUSTMENT FOR NEW CITY EMPLOYEES: Upon successful completion of probation for full-time hourly employees new to the city, *up to* a $1.00 per hour increase in salary *may* be awarded by the Department Head subject to Council approval.

*E. EXTENSION OF PROBATION: Probationary time may be extended by up to an additional six (6) months at the discretion of the Department Head. Any portion of the possible $1.00 probationary raise may be awarded at that time by the Department Head subject to Council approval.*

*F. EFFECTIVE DATE: All hourly employees employed by the City of Stilwell on or after March 8, 2022, shall be under these probationary guidelines.*

Motion to approve: Lane Second: Debbie

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

Motion Carried

1. Discussion with possible decision to appoint Mayor Jean Ann Wright to continue as the City of Stilwell presentative on the Eastern Oklahoma Development District (EODD) Board of Directors.

Motion to approve: Lane Second: Coye

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

Motion Carried

Possible Executive Session for discussion of Items 13, 15-19 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to ENTER EXECUTIVE SESSION at 7:02 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 (E)(1)(2)(3).

Motion to RETURN FROM EXECUTIVE SESSION at 8:05 p.m.: Jim

Second: Debbie

Coye – 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 13, 15-19 were discussed in Executive Session. No other items were discussed and no action was taken.*

1. Discussion and possible decision to pledge up to $150,000 to partner with the Adair County Commissioners and the Stilwell Roundup Club on a joint community facility.

Motion to approve: Lane Second: Coye

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

Motion Carried

1. Discussion with possible decision to hire Matthew Cochran or Andrew Fletcher as full-time Sports Facilities Director with effective date of employment and salary to be determined by the council.

Motion to hire Matthew Cochran as full-time Sports Facilities Director for $50,000 with possible percentage arrangement after a probationary period: Debbie Second: Coye

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

Motion Carried

1. Discussion with possible decision to confirm termination of Dispatcher Charity Sequichie effective February 5, 2022.

Motion to approve: Jim Second: Lane

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

Motion Carried

1. Discussion with possible decision to approve hire of Karen Diver as Full-Time Dispatcher at $10.50 per hour plus all benefits effective February 7, 2022.

Motion to approve: Lane Second: Jim

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

Motion Carried

1. Discussion only regarding ambulance service in the City and in Adair County.

DISCUSSION ONLY

1. Discussion only regarding negotiation of the 2022-2023 FOP contract.

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: Lane Second: Jim

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

Meeting adjourned at 8:12 p.m.

ATTEST:

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

Posted: Friday, March 4, 2022, at 3:30 p.m.

 Stilwell Community Building, 6th & Poplar

 Stilwell City Hall, 503 W. Division

 www.cityofstilwell.com