CITY OF STILWELL

CITY COUNCIL MINUTES

Regular meeting – Monday June 6, 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.”

COMBINED PUBLIC HEARING REGARDING PROPOSED BUDGET

FOR FISCAL YEAR 2022-2023 FOR THE

STILWELL IMPROVEMENT AUTHORITY AND THE CITY OF STILWELL

Open Meeting at 5:30 p.m.

Q & A: NONE

Close Meeting at 5:32 p.m.

Call to Order, Flag Salute, Invocation

Roll Call: Time: \_5:34 p.m.: Coye Nettles – Present, Debbie Johnson – Present, Jim Spray – Present, Lane Kindle – Present, Mayor Jean Ann Wright – Present, Jeff Jones City Attorney – Present, Larry Nettles City Clerk – Present

Guests: Dale Dandridge, Jenny Nee, Jan Swepston, Beulah Swepston, Matt Cochran, Tracy Sims, Mark Lea, Linda Killer, Chad Smith, Shawn Noel, Jennifer Walters, William Walters, Michael Walters, David Cook, Shelldon Miggletto, Norma Robinson, Jessica Greene.

Mayor’s Comments: Strawberry Festival was an outstanding success. There will be a USDA Meeting with the public at 1:30 p.m. on Monday, June 13, at ICTC – everyone is encouraged to attend. Cruise night when quite well with a few problems but I believe they will be well addressed by all involved.

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. The City has requested that the drainage ditch area at the intersection of Poplar Street and the Hwy 59 Bypass be given to the City by ODOT. We have not received an answer at this time.
2. Total expenditure by the city for Strawberry Festival (salaries, supplies, etc.) was $15,580.55.

Consent Agenda

1. Approval of minutes of Regular Meeting May 2, 2022, and Special Meeting May 16, 2022.
2. Approval of blanket purchase orders in the sum of $64,730.00
3. Approval of payment of claims for:
   1. $191,564.30 from Fund 10 – General Fund
   2. $57,909.55 from Fund 20 – Capital Improvement Fund
   3. $4,153.86 from Fund 30 – Street and Alley
   4. $23,263.27 from Fund 90 – Federal Grant One (Safe Routes)
4. Approval of May 2022 payroll in the sum of $215,745.50.

Motion to approve: Lane Second: Jim

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

Motion Carried

Departmental Reports

* Police
* Fire
* Streets / Sanitation
* Sports Facilities
* Code Enforcement / Recreational Facilities / Animal Control.

Old Business

1. Discussion with possible decision to approve City of Stilwell Employee Training and Reimbursement Agreement.

Motion to approve: Lane Second: Coye

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

Motion Carried

1. Discussion with possible decision to approve an addition to the Personnel Policy Handbook as follows:

ARTICLE FIVE – PROCEDURE FOR EMPLOYMENT

E. PROCEDURE:

1. 8. Should the Council extend a job offer, it will be subject to successful completion of an alcohol/drug screen, *agreement to abide by all City Personnel Policies, and at the wage/salary established by the Council.*

and

1. *ARTICLE TWENTY-TWO –TRAINING & REIMBURSEMENT*
2. *Eligibility: (detail)*
3. *The employee is responsible for advising City Hall of all completed training activities: (detail)*
4. *Training Reimbursement Criteria: (detail)*
5. *Reimbursement to the City: (detail)*
6. *Training, Conference, and Seminar Criteria: (detail)*

and

*CSPP – EMPLOYEE COPY & CSPP – ATTACHMENT EIGHT*

*EMPLOYEE TRAINING AND REIMBURSEMENT AGREEMENT*

Motion to approve: Lane Second: Debbie

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

Motion Carried

Regular Agenda

1. Discussion with possible decision to adopt budget for FY 2022-2023.

Motion to approve: Lane Second: Coye

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

Motion Carried

1. Discussion with possible decision to adopt Resolution 2022-2023.

Motion to approve: Jim Second: Coye

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

Motion Carried

1. Discussion with possible decision to allow Stilwell Schools to block Sixth Street from Oak Street to the Middle School Parking Lot exit from 8:30 a.m. until 3:00 p.m. when school is in session.

Motion to approve: Lane Second: Debbie

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

Motion Carried

1. Discussion with possible decision concerning drainage on the Janice Swepston property.

Motion to TABLE: Lane Second: Debbie

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

Motion TABLED

1. Discussion with possible decision concerning flooding at 470902 East 844 Road, at the Linda Killer residence.

Motion to approve: Lane Second: Jim

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

Motion Carried

1. Discussion with possible decision concerning request by the Chamber of Commerce to schedule use of Fletcher Park as well as closing Division Street between 1st and 4th streets, and closing 2nd Street from Olive Street to the alley between Division and Oak Streets from 1 p.m. to 10:30 p.m. for the July 4th Downtown Picnic on Monday July 4th, 2022.

Motion to approve with addition of closing Second Street

from Olive to Oak Streets: Jim Second: Lane

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

Motion Carried

1. Discussion with possible decision to approve contract with McClellan Consulting Engineers, LLC for grade staking and survey work related to Safe Routes to School project in an amount not to exceed $20,000 from Federal Grant One – Safe Routes – Construction Account #90-12-645301 not requiring a budget adjustment.

Motion to approve: Jim Second: Debbie

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

Motion Carried

1. Discussion with possible decision to fund up to $500 in supplies for reestablishment of a Community choir under the leadership of Mary Catharine Worsham to meet monthly as an additional activity for Seniors and other interested community members.

Motion to TABLE: Debbie Second: Coye

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

Motion TABLED

1. Discussion with possible decision to approve a maintenance contract with Sensible Air, LLC, for the ice machine at the Community Building with an annual cost of $500.

Motion to approve: Coye Second: Jim

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

Motion Carried

1. Discussion with possible decision to close 2nd street from Division to alley by the Post Office from 5:00 p.m. until 8:00 p.m. for the 4-H banquet on June 9, 2022.

Motion to approve with addition of closing Second Street

from Olive to Oak Streets: Lane Second: Jim

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

Motion Carried

1. Discussion with possible decision to approve the following additions to the current budget:

Civil Defense – 10-05 – Salary 250

Police – 10-09 – Salary, Prisoner Upkeep 80,000

Recreation Facilities – 10-17 – Salary, T-Set, maintenance 15,000

Recreation Facilities – 20-17 – Shipping 112

TOTAL $95,362

Motion to approve: Jim Second: Debbie

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

Motion Carried

1. Discussion with possible decision to approve purchase of a computer with monitor, keyboard and mouse for the front desk to handle all payment transactions at City Hall at a cost not to exceed $1,200 from General Fund – City Clerk – Equipment Account #10-04-645300 not requiring a budget adjustment.

Motion to approve: Debbie Second: Jim

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

Motion Carried

1. Discussion with possible decision to approve Sales Tax Pledge Agreement with the Stilwell Improvement Authority for FY 2022-2023 – Police Department Loan and Fire Truck Loan.

Motion to approve: Jim Second: Coye

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

Motion Carried

1. Discussion with possible decision to approve purchase of 10 dumpsters for the Sanitation Department from Capital Improvement – Sanitation – Equipment Account #20-11-645300 for $9,480 not requiring a budget adjustment.

Motion to approve: Lane Second: Jim

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

Motion Carried

1. Discussion with possible decision to approve interior work on Fire Station #2 not to exceed $7500 to be paid by Fire Department restricted money already received from Cherokee Nation

Motion to approve: Jim Second: Coye

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

Motion Carried

1. Discussion with possible decision to approve annual property insurance payment of $26,499.00 from General Fund – Administration – Insurance Account #10-01-630500 to OMAG for FY 2022-2023, not requiring a budget adjustment.

Motion to approve: Jim Second: Lane

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

Motion Carried

# Discussion with possible decision regarding renewal of dues to Oklahoma Municipal League (OML) from General Fund – Administration – Professional Services #10-01-614000 in the amount of $4,947.55 for FY 2022-2023, not requiring a budget adjustment.

Motion to approve: Jim Second: Debbie

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

Motion Carried

1. Discussion with possible decision to approve Ordinance #385-2022: An Annual Update to Ordinance 385 Concerning Fees and Permits Required by The City of Stilwell.

Motion to approve: Debbie Second: Coye

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

Motion Carried

# 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 #385-2022” adopted above shall become effective immediately upon passage and approval, all as required by Law.

Motion to approve: Debbie Second: Jim

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

Motion Carried

1. Discussion and possible decision concerning request for variance by Dr. David Cook for his driveway at 805 West Young Street which was installed without a permit and is in violation of Ordinance 413.

Motion to approve: Coye Second: Lane

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

Motion Carried

1. Discussion and possible decision concerning request by Cliff Guthrie for variance for his driveway at 119 West Cedar Street which was installed without a permit and is in violation of Ordinance 413.

Motion to approve: Jim Second: Debbie

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

Motion Carried

1. Discussion with possible decision regarding homeless at Cherokee Housing Authority.

NO ACTION

1. Discussion with possible decision regarding report of Homelessness Committee.

NO ACTION

1. Discussion with possible decision concerning ambulance service possibly followed by discussion in Executive Session.

Discussed in Executive Session

NO ACTION

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

Motion to ENTER EXECUTIVE SESSION at 7:17 p.m.: Lane

Second: Jim

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 8:40 p.m.: Coye

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).

*Items 24 through 33 were discussed in Executive Session. No other items were discussed and no action was taken.*

1. Discussion and possible decision on Ward Three Council position. (Old Business)

NO ACTION

1. Discussion with possible decision to confirm Mayoral Appointment of Kyle Thompson as full-time Police Officer effective 05-31-2022 at $14.00 per hour with all benefits.

Motion to approve: Jim Second: Coye

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

Motion Carried

1. Discussion with possible decision to confirm Mayoral Appointment of Thurman Scott as Seasonal Full-Time worker at $10.50 per hour plus health benefits effective May 17, 2022.

Motion to approve: Lane Second: Coye

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

Motion Carried

1. Discussion with possible decision to increase salary for all hourly employees by $2.00 per hour except where otherwise established by contract negotiation effective July 1, 2022.

Motion to approve: Lane Second: Jim

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

Motion Carried

1. Discussion with possible decision to approve starting salary for all new hourly employees of $12.50 per hour to be effective on July 1, 2022.

Motion to approve: Debbie Second: Jim

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

Motion Carried

1. Discussion with possible decision concerning FOP Contract for FY 2022-2023.

DISCUSSION ONLY

1. Discussion with possible decision to approve contract renewal for all city salaried personnel with no change in salary.

Motion to approve: Coye Second: Debbie

Coye – Yes, Debbie – Yes, Jim – 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 13, 2022.

Motion to approve: Debbie Second: Coye

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

Motion Carried

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 8:45 p.m.

ATTEST:

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

Posted: Friday, June 3, 2022, at 3:30 p.m.

Stilwell Community Building, 6th & Poplar

Stilwell City Hall, 503 W. Division

www.cityofstilwell.com