CITY OF STILWELL

CITY COUNCIL MINUTES

Regular meeting – Tuesday July 6, 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: 5:32 p.m.: Coye Nettles – Present, Debbie Johnson – Present, Joe Adair – Present, Jim Spray – Present, Lane Kindle – Present, Jeff Jones City Attorney – Present, Larry Nettles City Clerk – Present

Guests: Shawn Noel, Magdalena Garcia, Shelldon Miggletto, Crystal Chuculate, Chad Smith, Renee Fite, Jackson Gruedinger, Dale Dandridge, David Bruner, Willis Hothouse.

Mayor’s Comments: Downtown 4th of July by the Chamber of Commerce was a great event. They are to be commended on a job well done. Lots of things going on – the county commissioners have given Adair Park control back to the city (at our request), street department is working very hard there and things are improving greatly.

FYI

1. On Monday, June 21, the Adair County Commissioners voted to give Adair Park to the city effective July 1, 2021.

Consent Agenda

1. Approval of minutes of Regular Meeting June 7, 2021, and Special Meeting June 14, 2021.
2. Approval of blanket purchase orders in the sum of $59,900.00
3. Approval of payment of claims for FY 2020-2021:
   1. $96,425.81 from Fund 10 – General Fund
   2. $18,070.08 from Fund 20 – Capital Improvement Fund
   3. $2,951.75 from Fund 30 – Street and Alley
4. Approval of June, 2021, payroll in the sum of $263,960.69.

Motion to approve: Jim Second: Debbie

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

Motion Carried

Departmental Reports

Police – 70 reports, 7 accidents - $8588 in fines collected. Officer Craig is doing well, ODIS should be up and running on the 8th.

Fire – have had a 3 alarm fire and 2 dumpster fires on the 4th weekend plus normal for rest of month so far.

Streets/Sanitation-almost finished with Chestnut Street, asphalt on Doyle is done and it turned out well, paved the alley by Okie Joe’s from 2nd to 3rd, sanitation is really busy, lots to do at Adair Park.

Parks – splash pad is busy, sealing the parking lot is going well, two (hopefully)new hires doing well.

Code Enforcement/Animal Control – Animal Clinic went so well that we are planning another one that will also have shots available, have abated 43 buildings in past year.

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

NONE

Old Business\*

Upon Recommendation of City Attorney, Executive Session for discussion of Old Business #1 as per Title 25 O.S. 307(B)(1)(2)(3)(4).

Motion to ENTER EXECUTIVE SESSION at 5:43 p.m.: Jim

Second: Joe

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – 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 6:21 p.m.: Debbie

Second: Joe

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

Motion Carried

Public Statement of Executive Session Minutes by City Clerk.

*Item #1 under Old Business was discussed in Executive Session. No other items were discussed and no action was taken.*

1. Discussion with possible decision to grant a waiver to Cellective Solutions for placement of Telecommunication Tower City Permit #20200241 upon completion of all other requirements and fines paid as per city ordinance.

NO ACTION

Regular Agenda

1. Discussion with possible decision to approve purchase of 10 bunker sets of fire gear from AFD Fire and Rescue for $30,000 from General Fund Account #10-06-621000 requiring a budget adjustment of equal amount to the above named account.

Future plan is to purchase 5 sets per year as needed.

Motion to approve: Joe Second: Jim

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

Motion Carried

1. Discussion with possible decision to approve payment of $16,800.00 to the Stilwell Improvement Authority from Capital Improvement Fund Account 20-09-800100 for FY 2020-2021 loan payments for Stilwell Police Department building loan.

Motion to Approve payment: Jim Second: Lane

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

Motion Carried

1. Discussion with possible decision to approve payment of $39,810 to the Stilwell Improvement Authority from Capital Improvement Fund Account 20-06-800500 for FY 2020-2021 loan payments for Stilwell Fire Department equipment loan.

Motion to Approve payment: Jim Second: Coye

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

Motion Carried

1. Discussion with possible decision to approve retile of the kitchen, pantry, and restroom hallway in the Community Building at a cost of $5,922.71 from Capital Improvement Account 20-08-645301 not requiring a budget adjustment.

Motion to Approve payment: Jim Second: Debbie

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

Motion Carried

1. Discussion with possible decision regarding hiring Mike Green as auditor for FY 2021-2022 audit.

Motion to Approve: Lane Second: Jim

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

Motion Carried

1. Discussion with possible decision to move the September Regular Meeting to 5:30 p.m. Friday September 3, 2021, or some other date of the council’s choosing.

Motion to move September Regular Meeting to Thursday September 2, 2021,

at 5:30 p.m.: Lane Second: Jim

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

Motion Carried

1. Discussion with possible decision to approve placement of a mobile home at 405 E Cedar Street by Maggie Garcia.

Motion to Approve placement of trailer: Lane Second: Coye

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

Motion Carried

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

ARTICLE EIGHT; ABSENCES; A. (AUTHORIZED HOLIDAYS);

shall now read as follows:

1. Authorized holidays will be in accordance with Federal and State holidays *as* listed below:
   1. *Federal Holidays:*
      1. New Year’s Day
      2. Martin Luther King, Jr. Day
      3. President’s Day *Washington’s Birthday*
      4. Memorial Day
      5. *Juneteenth National Independence Day*
      6. Independence Day
      7. Labor Day
      8. Columbus Day
      9. Veteran’s Day
      10. Thanksgiving Day
      11. Christmas Day
   2. *State Holiday:*
      1. Day After Thanksgiving Day
   3. *City Holidays:*
      1. Good Friday
      2. Christmas Eve

Motion to Approve: Debbie Second: Coye

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

Motion Carried

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

ARTICLE THREE; TYPES OF EMPLOYEES

B. TEMPORARY FULL TIME EMPLOYEES – employees who are employed to work forty (40) hours per week *with fringe health benefits to the extent required by law* for a pre-determined length of time with hourly rate and fringe benefits being determined by the Council.

*C. PART-TIME COVERED EMPLOYEES – employees who are employed to work thirty (30) to (40) hours per week with fringe health benefits to the extent required by law and with hourly rate being determined by the Council.*

D. PART TIME EMPLOYEES – employees that work less than forty (40) *thirty (30)* hours per week on a regular basis, as needed, with no fringe benefits *and with hourly rate being determined by the Council.* Wages/salary will be set by the Council.

E. SEASONAL *FULL-TIME OR PART-TIME* EMPLOYEES – employees used to fill seasonal positions, regardless of the number of hours worked per week *with fringe health benefits based on hours worked as required by law.* with no fringe benefits.

ARTICLE SEVEN; COMPENSATION PLAN

H. HEALTH INSURANCE: The City of Stilwell provides and assumes the cost for group health insurance that includes group life insurance for Full Time Employees *who work thirty (30) or more hours per week.*

Motion to Approve: Jim Second: Debbie

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

Motion Carried

1. Discussion with possible decision to replace Article Eight; Absences; Section E (Family and Medical Leave Act) in the City of Stilwell Personnel Policy Manual with new verbiage to reflect current law.

Motion to Approve: Lane Second: Debbie

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

Motion Carried

1. Discussion with possible decision to approve Cruise Nights with dates, guidelines and details to be provided at meeting by Eddie Rich.

NO ACTION

1. Discussion with possible decision to approve asphalt purchase to repave Adair Park road with half of asphalt cost being paid by the county requiring a budget adjustment to Account # 30-12-650600 of $30,000.

Motion to Approve: Jim Second: Debbie

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

Motion Carried

1. Discussion with possible decision to approve speed bumps in various locations throughout the city.

NO ACTION

1. Discussion with possible decision to approve commitment of city in-kind labor and some materials for the possible construction of a new facility at the Carson Park Baseball Fields containing restrooms, concessions, and a possible press box with plans for future expansion.

Motion to Approve: Lane Second: Jim

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

Motion Carried

1. Discussion with possible decision to adopt “Ordinance 385-2021-A: An Ordinance Amending Ordinance 385-2021 To Correct Errors in The Title and to Add an Effective Date with No Other Changes to The Ordinance.”

Motion to Approve: Lane Second: Coye

Coye – Yes, Debbie – Yes, Joe – 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 #385-2021-A” adopted above shall become effective immediately upon passage and approval, all as required by Law.

Motion to Approve: Debbie Second: Coye

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

Motion Carried

1. Discussion with possible decision to appoint a member to the newly established Adair County EMS Board.

Motion to Appoint the Mayor to the County EMS Board: Joe Second: Lane

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

Motion Carried

Possible Executive Session for discussion of 18, 19, 20, 21, and 22 as per Title 25 O.S. 307(B)(1)(2)(3)(4).

Motion to ENTER EXECUTIVE SESSION at 7:02 p.m.: Lane

Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – 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 8:11 p.m.: Debbie

Second: Coye

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

Motion Carried

Public Statement of Executive Session Minutes by City Clerk.

*Items 16, 17, 18, 19, 20, and 21* *were discussed in Executive Session. No other items were discussed and no action was taken.*

1. Discussion with possible decision to hire of Joseph Herrera as a full-time Police Officer at $14.00 per hour with full benefits effective July 2, 2021.

Motion to hire Joseph Herrera as stated: Joe Second: Lane

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

Motion Carried

1. Discussion with possible decision to hire Scott Luethje and Tyler Rienhart as Seasonal Full-time Employees with the Parks and Recreation Department at $10.00 per hour with full benefits effective July 2, 2021.

Motion to hire Scott Luethje and Tyler Rienhart as stated: Joe Second: Jim

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

Motion Carried

1. Discussion with possible decision to approve ambulance service agreement for FY 2021-2022.

NO ACTION

1. Discussion with possible decision concerning lease, sale, upgrade, and/or purchase of current or potential city properties.

NO ACTION

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.)

NONE

Adjournment

Motion to adjourn: Joe Second: Debbie

Coye – Yes, Debbie – Yes, Joe – Yes, Jim – 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, July 2, 2021 at 2:30 p.m.

Stilwell Community Building, 6th & Poplar

Stilwell City Hall, 503 W. Division

www.cityofstilwell.com