

CITY OF STILWELL CITY COUNCIL MINUTES

Regular meeting – Monday June 5, 2023
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.”

Special Combined Meeting

COMBINED PUBLIC HEARING REGARDING PROPOSED BUDGET FOR FISCAL YEAR 2023-2024 FOR THE STILWELL IMPROVEMENT AUTHORITY AND THE CITY OF STILWELL

Open Meeting at 5:30 p.m.

Q & A: Explanation was given. There were no questions.

Close Meeting at 5:32 p.m.

Call to Order, Flag Salute, Invocation

Roll Call: Time: 5:39 p.m.: Coye Nettles – Present, Barrett Harris – 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: Steve Garrett, Liz Brown, Tyler Rinehart, Charles Combs, Rhea Terrapin, Dale Dandridge, Chad Smith, Tilden Martin, Tyler Davis, Steven Shoup.

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.

Mayor’s Comments: Groundbreaking for the new \$18 million Wellness Center next to Mankiller Clinic went well and will be a tremendous addition to our community. The Animal Clinic at Carson Park this weekend had over 250 animals seen. The city is still looking for another sanitation worker.

Consent Agenda

1. Approval of minutes of Regular Meeting May 1, 2023, Special Meeting May 15, 2023, and Special Meeting May 23, 2023
2. Approval of blanket purchase orders in the sum of \$64,280.00.
3. Approval of payment of claims for:
 - a. \$181,797.74 from Fund 10 – General Fund
 - b. \$62,475.80 from Fund 20 – Capital Improvement Fund
 - c. \$3,369.47 from Fund 30 – Street and Alley
 - d. \$8,098.78 from Fund 90 – Federal Grant 1 (Safe Routes)
4. Approval of May 2023 payroll in the sum of \$320,944.47.

Motion to approve: Lane **Second:** Jim

Coye – Yes, Barrett – Yes, Debbie – Yes except for minutes of 5/23/23, Jim – Yes, Lane – Yes

Motion Carried

Departmental Reports

- | | |
|-------------------|-------------------------|
| • Police | • Sports Facilities |
| • Fire | • Community Development |
| • Municipal Works | |

Regular Agenda

1. Discussion with possible decision to adopt budget for FY 2023-2024.

Motion to approve: Jim **Second:** Barrett

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

Motion Carried

2. Discussion with possible decision to adopt Resolution 2023-2024.

Motion to approve: Lane **Second:** Debbie

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

Motion Carried

3. 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 6 p.m. to 10:30 p.m. for the July 4th Downtown Picnic on Tuesday July 4th, 2023.

Motion to approve with change of “alley between Division and Oak Streets” to “Oak Street”: Jim **Second:** Lane

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

Motion Carried

4. Discussion with possible decision to re-approve bid of \$20,000 by Rick Williams for installation of a 20-foot-wide concrete area both in front and at the rear of Fire Station #2 from Capital Improvement Fund – Fire Department – Improvements Account #20-06-645301 previously approved on May 16, 2022, requiring a budget adjustment of equal amount to the above-named account.

Motion to approve: Jim **Second:** Debbie

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

Motion Carried

5. Discussion with possible decision to approve purchase of 20 helmets and 19 leather fronts from Municipal Emergency Services at a cost of \$8,017.11 from General Fund – Fire – Uniforms Account #10-06-621000 not requiring a budget adjustment.

Motion to approve: Jim **Second:** Lane

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

Motion Carried

6. Discussion with possible decision to approve renewal of Lease Agreement with the Boys and Girls Club for the Armory Facility for a period of 25 years beginning on September 1, 2023, and ending on August 31, 2048 or such other dates and time as decided by the council as per attached Lease Agreement, at an annual payment to be determined by council.

NO ACTION

7. Discussion with possible decision to approve striping for parallel parking between 3rd and 5th Streets on both sides of Division Street at an estimated cost of \$5,000 not requiring a budget adjustment.

NO ACTION

8. Discussion with possible decision to approve the following budget adjustments for the rest of the 2022-23 Fiscal Year.

General Fund	10-09 – Police	\$80,000 Salary & Prisoner Upkeep
	10-15 – Code Enforcement	\$5,000.00 Abatements, Plan review
	10-13 – Media	\$6,000.00 salary etc. for FY 22-23
	10-20 – Ambulance	\$4,211.11 June payment
Street & Alley	30-12 – Street	\$5,000 Various projects
	TOTAL	\$100,211.11

Motion to approve: Lane **Second:** Debbie

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

Motion Carried

9. Discussion with possible decision to approve Ordinance #385-2023: An Ordinance Establishing the Schedule of Permits and Fees of the City of Stilwell, To Establish the Values Herein, Effective July 1, 2023, and Repealing All Previous Ordinances 385-****.

Motion to approve with change to Article 2 – Permits and Inspections – Section 1 – Demolition to read “\$50.00 per permit which includes required inspections”: Lane
Second: Debbie

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

Motion Carried

10. 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 #385-2023” adopted above shall become effective immediately upon passage and approval, all as required by Law.

Motion to approve: Lane **Second:** Debbie

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

Motion Carried

11. Discussion with possible decision to approve purchase of light bars and flush mount light head for Fire Trucks #1 and #15 from Best Tools Inc. for \$5,249.65 from General Fund – Fire Department – Equipment Repairs Account #10-06-645100 not requiring a budget adjustment.

Motion to approve: Lane **Second:** Debbie

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

Motion Carried

12. Discussion with possible decision to approve purchase of motor oil for the Street Department at a cost of \$8000 not requiring a budget adjustment.

Motion to approve with each department to be billed an appropriate share of the cost:

Lane **Second:** Debbie

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

Motion Carried

13. Discussion with possible decision to approve changes to the Personnel Policy Handbook as follows:

ARTICLE SEVEN - COMPENSATION PLAN

A. *DEFINITIONS:*

- a. *“flextime” – Time used during the same workweek to offset hours worked outside of regular hours. Example, if an employee works one additional hour on Monday and it is approved that they leave one hour early on Wednesday of that same week, that is flextime. Flextime CANNOT be carried over from one workweek to another.*

D. *COMPENSATORY TIME:*

3. *General Conditions:*

- a. Flextime shall be a viable option for each employee subject to approval by the Department Head.
- b. The choice between Comp Time, Over-time, or Flextime is at the employee’s discretion and no penalty of any kind shall be associated with either option.
- c. The maximum allowable Comp Time which may be accrued is one hundred twenty (120) hours (was 80) unless otherwise established by contract with the City.
- d. An employee who has accrued the maximum number of Comp Time hours shall be required to use such hours at the direction of the Department Head (may no longer sell comp time).
- e. An employee may request and be granted time off with pay using accrued Comp Time hours by making a request to the Department Head at least forty-eight (48) hours in advance.
- f. In an emergency, the Department Head may waive the advance notice.
- g. The request may be denied if time off unduly disrupts the operation of the department.

REMOVAL OF CURRENT ITEMS G. AND H.

E. *OVERTIME*

8. *Overtime shall be calculated in half hour increments with 15 minutes or less being dropped and over 15 minutes raised to the next half hour.*

NO ACTION

14. Discussion with possible decision to approve annual property insurance payment of \$37,973.00 from General Fund – Administration – Insurance Account #10-01-630500 to OMAG for FY 2023-2024, not requiring a budget adjustment.

Motion to approve: Debbie **Second:** Jim

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

Motion Carried

15. Discussion with possible decision to approve Sales Tax Pledge Agreement with the Stilwell Improvement Authority for FY 2023-2024 – Police Department Loan, Fire Truck Loan, and City Hall USDA Loan.

Motion to approve: Jim **Second:** Debbie

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

Motion Carried

16. Discussion with possible decision to approve surplus and sale of the following Street Department equipment through Purple Wave:

Truck - 2009 F150 Vin# 1FTRW12W89FA59739.

Motion to approve: Lane **Second:** Jim

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

Motion Carried

Possible Executive Session for discussion of Items 17-22 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to ENTER EXECUTIVE SESSION at 6:43 p.m.: Jim

Second: Barrett

Coye – Yes, Barrett – 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 7:31 p.m.: Debbie

Second: Barrett

Coye – Yes, Barrett – 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 17-22 were discussed in Executive Session. No other items were discussed, and no action was taken.

17. Discussion with possible decision to adopt salary schedule for all employees as determined in the budget for Fiscal Year 2023-2024.

Motion to approve: Coye **Second:** Jim

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

Motion Carried

18. Discussion with possible decision to approve resignation of Nicole Ketcher whose last day of work was May, 8, 2023.

Motion to approve: Debbie **Second:** Jim

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

Motion Carried

19. Discussion with possible decision to approve hire of Tara Lanning effective May 24, 2023, as a full-time dispatcher at \$12.50 per hour with full benefits.

Motion to approve: Jim **Second:** Coye

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

Motion Carried

20. Discussion with possible decision to Contract with Jeff Jones as City Attorney for 220 hours per Fiscal Year for \$34,200 annually with any additional hours or legal actions to be billed at \$150 per hour effective July 1, 2023.

Motion to approve: Debbie **Second:** Lane

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

Motion Carried

21. Discussion with possible decision on authorization to bid on one property on which the city has attached a lien at the Adair County tax sale on Monday, June 12, 2023.

Motion for the mayor to bid \$51,548.42 for the above-mentioned property: Jim
Second: Lane

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

Motion Carried

22. 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 not have reasonably been foreseen prior to the time of posting (Title 25,

O.S. Sec. 311.)

Discussion with possible decision to approve a renewal at same price of pest control with West Termite & Pest Management for city buildings. (Information was not received before Agenda was printed. Will be in effect before next scheduled meeting)

Motion to approve: Jim **Second:** Coye

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

Motion Carried

Adjournment

Motion to adjourn: Debbie **Second:** Barrett

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

Meeting adjourned at 7:38 p.m.

ATTEST:

Jean Ann Wright – Mayor

Larry A, Nettles – City Clerk-Treasurer

Posted:

**Friday, June 2, at 3:30 p.m.
Stilwell Community Building, 6th & Poplar
Stilwell City Hall, 503 W. Division
www.cityofstilwell.com**