

CITY OF STILWELL

City Council MINUTES

Special Meeting – Monday June 12, 2023
Stilwell Community Building – 6th & Poplar
5:30 P.M.

Purpose of meeting is to discuss and take possible action on the attached agenda items.

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, 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: Jesse Akins, Jacob Martin

Public Comments – Comments pertaining to the listed agenda items will be accepted at this time from the general public.

FYI: Latest Field Observation Report on City Hall by GH2 on Thursday, June 8 is attached.

Special Agenda:

1. Discussion with possible decision concerning renewal of lease agreement with MC Nutrition Service for meals at the Senior Center 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 concerning the cancellation of cruise night currently scheduled for Labor Day weekend.

Motion to TABLE: Barrett **Second:** Lane

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

Motion TABLED

3. Discussion with possible decision to approve a Hispanic Street Festival on Sept 16, 2023, sponsored by the Catholic Church with times and Street closing requests to be made at a later date.

Motion to approve: Lane **Second:** Coye

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

Motion Carried

4. 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 (COMP 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, Overtime, or Flextime is at the employee’s discretion within the respective policy limits and no penalty shall be associated with such choice.
- c. The maximum allowable Comp Time which may be accrued is eighty (80) hours unless otherwise established by contract with the City.
- d. An employee who has accrued Comp Time hours may be required to use such hours at the direction of the Department Head.
- e. Comp Time may not be sold.
- f. 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.
- g. In an emergency, the Department Head may waive the advance notice.
- h. The employee request may be denied if time off unduly disrupts the operation of the department.
- i. Persons leaving employment with the city shall be compensated at their then current wage for any remaining Comp Time not to exceed 80 hours unless otherwise established by contract with the City.

REMOVAL OF CURRENT ITEMS G. AND H.

E. *COMP TIME, OVER-TIME, OR FLEXTIME*

3. *Overtime hours, at the employee’s request, may be taken as Compensatory Time or Flextime in lieu of payment in accordance with policy.*

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

**Motion to approve with addition of “and Department Head approval” in D(3)(b): Debbie
Second: Jim**

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

Motion Carried

Possible Executive Session for discussion of Items 5-9 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to ENTER EXECUTIVE SESSION at 5:57 p.m.: Jim Second: Coye

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 6:59 p.m.: Debbie

Second: Lane

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 5-9 were discussed in Executive Session. No other items were discussed, and no action was taken.

5. Discussion with possible decision on possible departmental changes and any financial adjustments or decisions related thereto.

Motion to approve removal of the position of Stilwell Senior Citizen Center Director / Cemetery Assistant effective at end of day June 30, 2023, with 12-week severance package for current position occupant: Debbie Second: Barrett

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

Motion Carried

6. Discussion with possible decision to approve Collective Bargaining Agreement with FOP Lodge # 169 for FY 2023-2024.

Motion to approve: Debbie Second: Lane

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

Motion Carried

7. Discussion with possible decision to approve Job Description for Community Development Director.

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

Coye – Yes, Barrett – ABSTAIN, Debbie – Yes, Jim – NO, Lane – Yes

Motion Carried (3-2)

8. Discussion with possible decision to advertise for the above position according to policy.

Motion to approve: Lane **Second:** Coye

Coye – Yes, Barrett – Yes, Debbie – Yes, Jim – NO, Lane – Yes

Motion Carried (4-1)

9. Director and Discussion with City Attorney and possible action concerning any claims and/or arbitrations.

DISCUSSION ONLY

Adjournment

Motion to adjourn: Lane **Second:** Debbie

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

Meeting adjourned at 7:04 p.m.

ATTEST:

Jean Ann Wright – Mayor

Larry A, Nettles – City Clerk-Treasurer

Notice Posted: **Thursday June 8, 2023, at 3:30 p.m.**
Agenda Posted: **Friday June 9, 2023, at 3:30 p.m.**
Stilwell Community Building, 6th & Poplar
Stilwell City Hall, 503 W. Division
www.cityofstilwell.com