

# CITY OF STILWELL

## CITY COUNCIL MINUTES

Regular meeting – Monday November 7, 2022  
Stilwell Community Building – 6<sup>th</sup> & 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, Mayor Jean Ann Wright – Present, Jeff Jones City Attorney – Present, Larry Nettles City Clerk – Present

**Guests:** David Bruner, Justin Bruner, Mike Walters, Chad Smith, Joe Bruner, Matt Cochran, Dale Dandridge, William O’Neal, Shawn Noel, Grace Farris, Renee Fite., Dan Collins.

**Mayor’s Comments:** Services for Crystal Chuculate will be Monday the 14<sup>th</sup> at the High School Fine Arts Center at 1:00 p.m., the City will close at 12 noon that day; City has received a \$600,000 donation from the Cherokee Nation toward building a 9-hole golf course at Carson Park; the new Cherokee Nation tag office ribbon cutting was today; Wednesday is the official awarding of the USDA Loan for the new City Hall; Trunk-o-Ween was the biggest ever.

**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 Stilwell Christmas Parade is scheduled for 4 p.m. on Saturday December 3, 2022, closing Second Street from 610 North Second south to Stilwell Pharmacy for from 3:30 p.m. until 5:00 p.m.
2. We have received our final ARPA payment.
3. Drainage work in front of Stilwell Elementary School is completed.
4. The sign for the City Hall construction site is here.
5. Information on our costs of Ambulance dispatch have been given to the County Commissioners.

## **Consent Agenda**

1. Approval of minutes of Regular Meeting October 3, 2022.
2. Approval of blanket purchase orders in the sum of \$64,220.00
3. Approval of payment of claims for:
  - a. \$217,338.98 from Fund 10 – General Fund
  - b. \$17,000.00 from Fund 14 – Library Fund
  - c. \$26,790.37 from Fund 20 – Capital Improvement Fund
  - d. \$850.00 from Fund 60 – Federal Fund 2 (ARPA)
  - e. \$11,371.80 from Fund 90 – Federal Fund 1 (Safe Routes)
4. Approval of October 2022 payroll in the sum of \$235,982.17.

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

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

**Motion Carried**

## **Departmental Reports**

- Police – 96 reports, 7 MV accidents, \$27,879 in fines collected, 11,062 miles driven, 595 calls, 71 arrests, 6 agency assists, 90 citations.
- Fire – in book
- Community Center – will have veterans Day program on Wednesday, November 9.
- Municipal Works – trimming trees, 544,000 lbs. trash, working on Chestnut Street.
- Sports Facilities – ongoing prep and upkeep to be ready for next spring.
- Community Development – in book

**Old Business**

1. Discussion and possible decision to approve an Evaluation Form for use by the City.

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

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

**Motion Carried**

2. Discussion and possible decision to approve a Memorandum of Understanding between FOP Lodge #106 and the City adopting an Evaluation Form to fulfill the process requirements for salary and rank in the current FOP Contract.

**NO ACTION**

**Regular Agenda**

1. Presentation by Reba Morris followed by discussion and possible decision requesting a “Children at Play” sign.

**NO ACTION**

2. Discussion and possible decision to allow closing of West Division Street from First Street to Fourth Street at Noon on Friday, May 12, 2023, to allow an expansion of Strawberry Festival Activities.

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

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

**Motion Carried**

3. Presentation, discussion and possible decision concerning approval of a contract with Quintergy, Inc., for Network Monitoring Services for the Police Department and/or City Hall.

**Motion to TABLE:** Lane **Second:** Coye

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

**Motion TABLED**

4. Discussion and possible decision to contract with SEECLICKFIX through Civic Plus for Citizen to City communication software at a first year cost of \$3,750.

**NO ACTION**

5. Discussion and possible decision to establish a “City Policy On Reservations” to establish payment dates, deposit dates, and determination of criteria for deposit returns with details of the presented policy open for change by the council.

**Motion to approve with addition of 12-month limit for Reservations and adjustment of Cancellation refunds times to 30, 15, 7, and no-show: Jim Second: Lane**

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

**Motion Carried**

6. Discussion and possible decision to contract with Associates Insurance Group, Inc., as our broker of record for Workman’s Comp at no cost to the city.

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

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

**Motion Carried**

7. Discussion with possible decision to adopt ORDINANCE 385-2023-A: An Ordinance Amending Ordinance 385-2022 – Article 6 – Municipal Permits and Fees – Community Building Fees, Effective November 7, 2022, with details of the presented ordinance open for change by the council.

**Motion to approve with setting \$100 rental and \$150 deposit for all Community Building usage: Debbie Second: Coye**

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

**Motion Carried**

8. 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-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, Jim – Yes, Lane – Yes

**Motion Carried**

9. Discussion only on possible purchase of a new Fire Truck to replace Fire Truck #5.

**DISCUSSION ONLY**

10. Discussion with possible decision to approve Schedule of Holidays and Council Meeting Dates for calendar year 2023.

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

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

**Motion Carried**

11. Discussion with possible decision to approve Municipal Liability Protection Plan with Oklahoma Municipal Assurance Group (OMAG) for \$43,480.00.

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

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

**Motion Carried**

12. Discussion and possible decision to purchase of 2022 Ram 1500 Classic SSV 4x4 Crew Cab 5'7" Box from Superior Auto Group in Siloam Springs, Arkansas, for \$40,300.00, requiring an additional budget adjustment of \$2,475 to the previously approved adjustment to Capital Improvement Fund – Police – Equipment Account 20-09-645300.

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

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

**Motion Carried**

13. Discussion with possible decision to approve purchase and installation of up-fit vehicle equipment and decals for 2022 Ram 1500 Classic SSV 4x4 Crew Cab 5'7" Box from Capital Improvement – Police – Equipment Account 20-09-645300 in an amount of \$6,824.40 not requiring an additional budget adjustment.

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

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

**Motion Carried**

14. Discussion and possible decision to purchase of 2023 Chevrolet Tahoe 4WD 4dr Commercial from Superior Auto Group in Siloam Springs, Arkansas, for \$49,467.00, from Capital Improvement Fund – Police – Equipment Account 20-09-645300 requiring a budget adjustment of equal amount to the above named account.

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

Coye – Yes, Debbie – Yes, Jim – Yes, Lane – No

**Motion Carried**

15. Discussion with possible decision to approve purchase and installation of up-fit vehicle equipment and decals for 2023 Chevrolet Tahoe 4WD 4dr Commercial from Capital Improvement – Police – Equipment Account 20-09-645300 in an amount of \$7,346.20 not requiring an additional budget adjustment.

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

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

**Motion Carried**

16. Discussion and possible decision to contract with MONSIDO by OPTIMERE for Website monitoring.

**NO ACTION**

17. Discussion and possible decision to establish FUND 91 – SPECIAL PROJECTS for use on the golf course project at Carson Park and other projects in the future as needed.

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

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

**Motion Carried**

18. Discussion and possible decision to approve a new account at Carson Community Bank to be known as SPECIAL PROJECTS with same signatories as other City of Stilwell accounts.

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

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

**Motion Carried**

19. Discussion and possible decision to purchase a new tractor for Adair Park, from Capital Improvement – Recreational Facilities – Equipment 20-17-645301 requiring a budget adjustment dependent upon cost of equipment, from the following list:

<u>Brand</u>	<u>Company</u>	<u>Location</u>	<u>Cost</u>	<u>Budget Adj.</u>
John Deere	P & K Equipment	Muskogee	\$25,930.00	None
Bobcat	Bruner’s Used Equip.	Stilwell	\$27,310.00	\$1,731.00
Kubota	Stewart Martin	Muskogee	\$30,082.81	\$4,082.81

**Motion to approve purchase of a Bobcat Tractor from Bruner’s Used Equipment:** Lane **Second:** Debbie

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

**Motion Carried**

20. Discussion with possible action concerning proposed safety course to be required for all employees excluding elected or contract personnel. Those who successfully complete the course and pass an appropriate test, will earn as compensation \$650.00 for full-time employees, \$600.00 for volunteer fire fighters (who are not full-time employees of the city) and \$250.00 for part time employees who have worked 24 hours a week for the last 90 days. Payments to be made by check with taxes and retirement withheld as appropriate on December 2, 2022, with all above details subject to amendment by the council.

**Motion to approve:** Lane **Second:** Debbie  
Coye – Yes, Debbie – Yes, Jim – Yes, Lane – Yes

**Motion Carried**

**Possible Executive Session for discussion of Items 21-25 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).**

**Motion to ENTER EXECUTIVE SESSION at 7:27 p.m.:** Coye

**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 8:29 p.m.:** Debbie

**Second:** Jim

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 21-25 were discussed in Executive Session. No other items were discussed and no action was taken.*

21. Discussion with possible decision to approve probationary increase of \$1.00 per hour for Kevin Pritchett effective 11/16/2022, as recommended by Department Head.

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

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

**Motion Carried**

22. Discussion with possible decision to approve probationary increase of \$1.00 per hour for Braden Petree effective 10/13/2022, as recommended by Department Head.

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

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

**Motion Carried**

23. Discussion with possible decision to increase payment per Fire run from \$15 to \$20.

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

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

**Motion Carried**

24. Discussion with possible decision to confirm hire of Nicole Ketcher as full-time dispatcher at \$12.50 per hour with all benefits effective October 10, 2022.

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

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

**Motion Carried**

25. 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.)

The addition of a speed bump at Fourth and Olive was discussed but no action was taken.

**Adjournment**

**Motion to adjourn:** Coye    **Second:** Debbie

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

**Meeting adjourned at 8:36 p.m.**

**ATTEST:**

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Jean Ann Wright – Mayor

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Larry A, Nettles – City Clerk-Treasurer

**Posted:**

**Friday, November 4, 2022, at 3:30 p.m.  
Stilwell Community Building, 6<sup>th</sup> & Poplar  
Stilwell City Hall, 503 W. Division  
www.cityofstilwell.com**