

CITY OF STILWELL

CITY COUNCIL MINUTES

REGULAR MEETING – Monday June 3, 2024

Stilwell City Hall – 20 South First Street – 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, Barrett Harris – Present, Debbie Johnson – Present, Jim Spray – Present, Lane Kindle – Present, Mayor Jean Ann Wright – Present, City Attorney Jeff Jones – Present, Larry Nettles City Clerk-Treasurer – Present

Guests: Shawn Noel, Chad smith, Tilden Martin, Ellen Workman, Eddie Rich, Shania Merchant

Mayor’s Comments: Pet clinic on Saturday was a success with about 250 animals treated.

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. We will have a joint meeting of the Council and SIA on Monday June 10, at 5:30 p.m. for a public hearing on the FY 2024-2025 budget with possible approval by and for both entities.

Consent Agenda

1. Approval of minutes of Regular Meeting May 6, 2024, and Special Meeting May 13, 2024.
2. Approval of blanket purchase orders in the sum of \$76,455.
3. Approval of payment of claims for:
 - a. \$285,822.73 from Fund 10 – General Fund
 - b. \$8,182.35 from Fund 20 – Capital Improvement Fund
 - c. \$802.06 from Fund 30 – Street and Alley
 - d. \$700.00 from Fund 91 – Special Projects (GOLF)
4. Approval of April 2024 payroll in the sum of \$343,678.99.

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

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

Motion Carried

Departmental Reports

- Police
- Fire
- Community Development

Old Business:

1. Discussion with possible decision to approve, reject and/or amend proposal by Adair County EMS to change the city’s monthly EMS payment from General Fund – Ambulance – Ambulance Payment-County Account #10-20-660001 requiring an equal budget increase to the above-named account.

NO ACTION

2. Discussion with possible decision to approve, reject and/or amend request by Adair County EMS for purchase of a new ambulance by the city.

NO ACTION

Agenda:

1. Discussion with possible decision to employ Jeff Jones as City Attorney for \$40,000 annually with all benefits effective July 1, 2024.

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

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

Motion Carried

2. Discussion with possible decision regarding hiring Mike Green as auditor for FY 2023-2024 audit.

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

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

Motion Carried

3. Discussion with possible decision to approve hire of Crawford & Associates for the compilation of annual financial statements for FY 2023-2024.

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

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

Motion Carried

4. Discussion with possible decision to approve, reject and/or amend request by Eddie Rich for a Special Event permit for a swap meet on June 8 with backup date of June 1

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

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

Motion Carried

5. Discussion with possible decision to approve, reject and/or amend 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 5 p.m. to 10:30 p.m. for the July 4th Downtown Picnic on Thursday July 4th, 2024.

Motion to approve: Jim with change to street closing from Olive-to-alley to Olive-to-Oak. **Second:** Debbie

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

Motion Carried

6. Discussion with possible decision to approve, reject and/or amend a proposed City Lease Agreement Policy to take effect for the 2024-2025 Fiscal Year to wit: that all such agreements shall be revenue neutral for the City.

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

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

Motion TABLED

7. Discussion with possible decision to approve, reject and/or amend the following budget adjustments to General Fund for FY 2023-2024.

General Fund	
10-10 – Admin	\$52,500 Professional Services
10-04 – Clerk	\$14,500 Software
10-09 – Police	\$80,000 Salary & Benefits
10-11 – Sanitation	\$10,000 Salary & Benefits
10-15 – Code Enforcement	\$10,000 Salary & Benefits
10-16 – Sports Facilities	\$ 6,000 Grounds Maintenance
10-17 – Recreation Facilities	<u>\$ 4,500 Salary & Benefits</u>
TOTAL INCREASE	\$177,500

Motion to TABLE: Lane **Second:** Debbie

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

Motion TABLED

- 8. Discussion with possible decision to approve, reject and/or amend annual property insurance payment of \$44,268.00 from General Fund – Administration – Insurance Account #10-01-630500 to OMAG for FY 2024-2025, not requiring a budget adjustment upon approval of Item 7 above.

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

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

Motion TABLED

- 9. Discussion with possible decision to approve renewal of our Samsara License for \$11,760 from General Fund – City Clerk – Software Account #10-04-630700 not requiring a budget adjustment upon approval of Item 7 above.

Motion to TABLE: Jim **Second:** Coye

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

Motion TABLED

- 10. Discussion with possible decision to approve Sales Tax Pledge Agreement with the Stilwell Improvement Authority for FY 2024-2025 – Police Department Loan, Fire Truck Loan, and City Hall Loan.

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

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

Motion Carried

Possible Executive Session for discussion of Items 11-13 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to ENTER EXECUTIVE SESSION at 6:10 p.m.: Barrett

Second: Jim

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 7:10 p.m.: Coye

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 11-13 were discussed in Executive Session. No other items were discussed, and no action was taken.

11. Discussion only concerning FOP Contract for FY 2024-2025.

DISCUSSION ONLY

12. Discussion with possible decision to approve, reject and/or amend authorization to bid on three properties on which the city has attached a lien at the Adair County tax sale on Monday, June 10, 2024, not to exceed \$23,955.21, requiring a possible budget adjustment of amount required to Capital Improvement – Administration – Real Estate Purchase account #20-01-700105.

Motion to appoint the Mayor to place the minimum bid on the properties: Lane

Second: Barrett

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

Motion Carried

13. Discussion with City Attorney with possible decision to approve, reject and/or amend recommended response to any claims, arbitrations, or other legal actions.

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.)

NONE

Adjournment

Motion to adjourn: Barrett Second: Lane

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

Meeting adjourned at 7:13 p.m.

ATTEST:

Jean Ann Wright, Mayor

Larry Nettles, City Clerk-Treasurer

**Agenda Posted: Friday, May 31, 2024, at 3:30 p.m.
Stilwell City Hall, 20 South First
www.cityofstilwell.com**