

CITY OF STILWELL
City Council
SPECIAL MEETING MINUTES

Friday, July 14, 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: 5:33 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: NONE

Special Meeting Public Comments – At the council’s discretion, comments related to a specific agenda item may be allowed at the time the agenda item is addressed.

FYI:

1. Latest GH2 Field report.
2. We have received our lien reimbursement for the old Roberts Funeral Home of \$46,080.

Special Agenda:

1. Discussion with possible decision to confirm and approve Resolution CDBG SECTION 3 PLAN 7-3-23.

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

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

Motion Carried

2. Discussion with possible decision to confirm and approve RESOLUTION OPPRS 07-14-2023: Resolution Authorizing And Providing Notice Of Intent To Affiliate And Join The Oklahoma Police Pension And Retirement System.

Motion to approve: Barrett **Second:** Lane

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

Motion Carried

3. Discussion with possible decision to approve an updated ARTICLE TWELVE to be sub-titled *POLICY PROHIBITING DISCRIMINATION, HARASSMENT, AND RETALIATION* for the Personnel Policy Handbook.

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

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

Motion Carried

4. Discussion with possible decision to approve the addition of a HARASSMENT COMPLAINT / SUPERVISORY BYPASS FORM – CSSP 13 in the Personnel Policy Handbook.

Motion to approve with name change to EMPLOYEE COMPLAINT FORM: Barrett
Second: Jim

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

Motion Carried

5. Discussion with possible decision to approve the following addition to the Personnel Policy Handbook:

ARTICLE THREE – A -----DEPARTMENT HEADS

A. *DEFINITIONS USED IN THIS ARTICLE:*

1. *“department head” shall refer to the following non-elected positions:*
 - a. *Chief of Police*
 - b. *Community Development Director*
 - c. *Municipal Works Director*
 - d. *Sports Facilities Director*
 - e. *Other Supervisory Positions as determined by the City Council*
2. *“flextime” – Time used during the same workweek to offset hours worked outside of regular hours.*
3. *“work week” – period of time required for completion of job duties.*
4. *“vacation time” – hours of paid leave accumulated.*

B. *COMPENSATION: Department Head positions are:*

1. *Salaried with increase requiring council approval.*
2. *Not eligible for overtime or compensatory time.*
3. *Provided with 200 hours of annual vacation time, all other guidelines of Article 8 (D) (1-12) shall apply.*
4. *Shall receive Sick Leave as per Article 8(F).*
5. *Provided with a vehicle for city business under the policies of Article 10 (B) (2).*

C. *GENERAL: Each Department Head is expected to:*

1. *Take at least 80 hours of vacation annually.*

2. *Use flextime whenever needed.*
3. *Fulfill the duties of each work week in a timely manner.*
4. *Take job-related training at city expense for a minimum of 40 hours every three years.*
5. *Maintain a positive and production work environment.*
6. *Exhibit the utmost professionalism in all areas of their employment.*

Motion to approve with change of (C) (1) to 40 hours: Lane **Second:** Debbie

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

Motion Carried

6. Discussion with possible decision to approve addition of the following to the Personnel Policy Handbook:

ARTICLE FIVE – PROCEDURE FOR EMPLOYMENT (E)

10. *All new employees will be required to view OMAG or other videos either online or otherwise concerning job safety and any others deemed necessary by the Mayor and/or Department Head.*

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

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

Motion Carried

Possible Executive Session for discussion of Items 7 – 9 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to ENTER EXECUTIVE SESSION at 5:52 p.m.: Debbie

Second: Lane

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 6:55 p.m.: Lane

Second: Coye

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 7 – 9 were discussed in Executive Session. No other items were discussed, and no action was taken.

7. Discussion with possible decision to employ Community Development Director with salary to be \$61,250 plus \$1,875 for each Home Inspector Certification currently equaling \$3,750 for a total of \$65,000.

Motion to offer position to Shawn Noel: Lane Second: Debbie

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

Motion Carried

8. Discussion with possible decision to designate the Payroll Clerk / Human Resource Clerk / Oklahoma Municipal Retirement Fund Clerk / Oklahoma Police Pension And Retirement System Clerk / Insurance Clerk / Employee Records Clerk from an hourly position to a salaried position at \$36,400.

Motion to approve: Barrett Second: Coye

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

Motion Carried

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

DISCUSSION ONLY

Adjournment

Motion to adjourn: Barrett Second: Debbie

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

Meeting adjourned at 6:58 p.m.

ATTEST:

Jean Ann Wright – Mayor

Larry A, Nettles – City Clerk-Treasurer

Notice Posted:

Wednesday July 12, 2023, at 3:30 p.m.

Revised Agenda Posted:

Thursday July 13, 2023, at 3:30 p.m.

Stilwell Community Building, 6th & Poplar

Stilwell City Hall, 503 W. Division

www.cityofstilwell.com