

# CITY OF STILWELL

## CITY COUNCIL

### MINUTES OF REGULAR MEETING

Monday July 1, 2024 – 5:30 p.m. – City Hall – 20 South First Street

#### **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: 5:34 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 – ABSENT, City Clerk-Treasurer Larry Nettles – Present

**Guests:** Shawn Noel, Chad Smith, Steven Roberts, Tilden Martin, Dale Dandridge, Charley Coombes, Ellen Workman.

**Mayor’s Comments:** Thursday will be the downtown 4<sup>th</sup> of July Gathering. Fireworks at dark. Cruise night on the 29<sup>th</sup> went very well.

**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.

#### **Consent Agenda**

1. Approval of minutes of Regular Meeting June 3, 2024, and Special Meeting June 10, 2024.
2. Approval of blanket purchase orders in the sum of \$68,340.

3. Approval of budget increase to Police Department account #10-09-660400 of \$4,583.27 which equals the monthly received School Resource Officer reimbursement.
4. Approval of payment of claims for:
  - a. \$285,442.85 from Fund 10 – General Fund
  - b. \$23,956.21 from Fund 20 – Capital Improvement Fund
  - c. \$1000.00 from Fund 91 – Special Projects (Golf Course at Carson Park)
5. Approval of June 2024 payroll in the sum of \$247,360.54.

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

Coye – Yes, Barrett – Yes, Debbie – Yes (except for minutes June 10<sup>th</sup>), Jim – Yes, Lane – Yes

**Motion Carried**

**Departmental Reports**

- Police
- Fire
- Municipal Works
- Community Development

**Agenda:**

1. Discussion with possible decision to approve payment of \$16,728.96 to the Stilwell Improvement Authority from Capital Improvement Fund Account 20-09-800100 for FY 2024-2025 loan payments for Stilwell Police Department building loan.

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

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

**Motion Carried**

2. Discussion with possible decision to approve payment of \$39,880.32 to the Stilwell Improvement Authority from Capital Improvement Fund Account 20-06-800500 for FY 2024-2025 loan payments for Stilwell Fire Department equipment loan.

**Motion to approve:** Coye   **Second:** Debbie

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

**Motion Carried**

3. Discussion with possible decision to approve payment of \$99,000.00 to the Stilwell Improvement Authority from Capital Improvement Fund Account 20-01-800500 for FY 2024-2025 loan payments for City Hall USDA Loan.

**Motion to approve:** Debbie **Second:** Coye

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

**Motion Carried**

4. Discussion with possible decision to approve Longevity Pay for city employees during FY 2024-2025 to be awarded on the employee’s anniversary date or the first working day thereafter with the same criteria as FY 2023-2024.

**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 a request from DOCServices, Inc. for the city to provide utilities to Stilwell Senior Center.

**NO ACTION**

6. Discussion with possible decision to approve Ordinance #385-2024: An Ordinance Establishing the Schedule of Permits and Fees of the City of Stilwell, To Establish the Values Herein, Effective July 1, 2024, and Repealing All Previous Ordinances 385-\*\*\*\*.

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

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

**Motion Carried**

7. 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 #385-2024” adopted above shall become effective immediately upon passage and approval, all as required by Law.

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

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

**Motion Carried**

8. Discussion with possible decision to renew our annual software contract with IWorQ for Code Enforcement and Animal Control for \$9,850.

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

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

**Motion Carried**

9. Discussion with possible decision on Pest Control for New City Hall, Old City Hall, Street Department, Community Building, Police Department, Armory, Library, Fire Department,

Carson Park, Adair Park and Dog Pound for FY 2024-2025 from West Termite and Pest Management for an annual cost of \$8,310.00.

**Motion to approve:** Jim with option for future changes/additions **Second:** Debbie

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

**Motion Carried**

10. Discussion with possible decision to approve, reject and/or amend a request for new uniforms for Police Officers from GALLS for \$13,217.73 from General Fund – Police Department – Uniforms Account #10-09- 621000.

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

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

**Motion Carried**

11. Discussion with possible decision to approve, reject and/or amend a request for 1,112 cemetery markers from Holland Supply for \$10,250 or less from Cemetery Fund – Cemetery – Materials and Supplies Acct #50-03-600100 requiring a budget adjustment of equal amount to the above-named account.

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

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

**Motion Carried**

12. Discussion with possible decision to approve, reject and/or amend a request for purchase and installation of upgraded access control for the Police Department Building from Security Alarms for \$9,995 from Capital Improvement – Police Department – Improvements Acct. # 20-09-645301.

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

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

**Motion Carried**

13. Discussion with possible decision to approve, reject and/or amend a request for purchase and installation of new cameras for the security system at the Police Department Building from Security Alarms for \$3,000 from General Fund – Police Department – Equipment Acct. #10-09-645300.

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

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

**Motion Carried**

14. Discussion with possible decision to approve, reject and/or amend a request to advertise for bids for dirtwork at Carson Park for the Golf Course Project.

**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 15-19 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).**

**Motion to ENTER EXECUTIVE SESSION at 6:07 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 7:40 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 15-19 were discussed in Executive Session. No other items were discussed, and no action was taken.*

15. Discussion with possible decision to approve Collective Bargaining Agreement with FOP Lodge # 169 for FY 2024-2025.

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

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

**Motion Carried**

16. Discussion with possible decision to approve, reject and/or amend, for all hourly employees not under separate contract, a \$1.50 per hour raise with up to an additional \$1.00 per hour for FY 2024-2025 to be awarded based upon each Department Head's recommendation with confirmation by the Mayor.

**Motion to approve:** Coye **Second:** Barrett

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

**Motion Carried**

17. Discussion with possible decision to approve, reject and/or amend merit salary increase of 0% to 10% for all salaried employees to be awarded for FY 2024-2025 based upon each Supervisor’s recommendation with confirmation by the Mayor.

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

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

**Motion Carried**

18. Discussion with possible decision concerning compensation for the Police Officers who are not eligible for the Oklahoma Police Pension & Retirement System (OPPRS).

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

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

**Motion Carried**

19. 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:** Jim **Second:** Barrett

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

**Meeting adjourned at 7:44 p.m.**

**ATTEST:**

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Jean Ann Wright, Mayor

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Larry Nettles, City Clerk-Treasurer

**Agenda Posted:** **Friday, June 28, 2024, at 3:30 p.m.**  
**Stilwell City Hall, 20 South First**  
**www.cityofstilwell.com**