

CITY OF STILWELL

CITY COUNCIL

REGULAR MEETING MINUTES

Tuesday September 3, 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: 5:33 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, City Clerk-Treasurer Larry Nettles – Present

Guests:

Shawn Noel, Cindy Carson, Chad Smith, Tilden martin, Karl Fritschen, Renee Fite, Charley Coombes, Eddie Rich, Darrell Gaches.

Mayor’s Comments: Funeral for Ty Eagleton – a Utility Department worker – will be Friday at 2 p.m.; Several things are scheduled for the next few months with a goal of having one major event downtown each month.

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. Payment of the JAG-LLE grant of \$9,999 for Police vests has been received.

2. Required State Auditor's Budget Report has been completed and submitted.
3. The Mayor, City Clerk, and Councilmember Nettles will be attending the OML Conference in Oklahoma City on the 9th through the 13th of September.
4. Cruise night will be on Saturday, September 28th.
5. There will be a Hispanic Festival downtown centered at the Bandstand on September 14th with street closing coordinated with the police department.

Departmental Reports

Old Business:

1. Discussion with possible decision to approve, reject and/or amend proposal to allow burnouts on private property during cruise night on September 28, 2024, with appropriate safeguards for the city.

NO ACTION

Consent Agenda

1. Approval of minutes of Regular Meeting August 5, 2024, and Special Meeting on August 12, 2024.
2. Approval of blanket purchase orders in the sum of \$69,285.
3. Approval of budget increase to Police Department account #10-09-660400 of \$0 which equals the monthly received School Resource Officer reimbursement.
4. Approval of payment of claims for:
 - a. \$297,260.52 from Fund 10 – General Fund
 - b. \$31,209.70 from Fund 20 – Capital Improvement Fund
 - c. \$290.00 from Fund 30 – Street & Alley Fund
 - d. \$8,249.29 from Fund 90 – Safe Routes to School
5. Approval of August 2024 payroll in the sum of \$261,853.38.
6. Approval of Resolution 09-03-2024 REAP: Authorizing Application for Financial Assistance from the Rural Economic Action Plan Fund.
7. Approval of budget increase for Fund 60 – Second Street Project by transferring \$1,200,000 from Fund 10 – General Fund and \$200,000 from Fund 20 – Capital Improvement Fund for a total available budget of \$1,400,000.00.
8. ~~Approval of request for accounts – Federal Grant One Acct# 0378050 and Federal Grant Two Acct# 2025837 – at Carson Community Bank to be amended to be interest bearing.~~

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

Coye – Yes, Barrett – Yes, Debbie – Yes (except for August 12 Meeting), Jim – Yes, Lane – Yes

Motion Carried

Agenda:

1. Discussion with possible decision to approve, reject and/or amend individually any consent agenda item(s) discussed or commented on, requiring a separate vote for each.
8. *Approval of request for accounts – Federal Grant One Acct# 0378050 and Federal Grant Two Acct# 2025837 – at Carson Community Bank to be amended to be interest-bearing.*

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

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

Motion Carried

2. Discussion with possible decision to approve, reject and/or amend Ordinance 438: An Ordinance to Annul, Discontinue and Close the North to South Alleyway in Block 3 of the Original Town of Stilwell, Oklahoma.

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

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

Motion Carried

3. 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 438” adopted above shall become effective immediately upon passage and approval, all as required by Law.

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 a request for approval by the Cherokee Nation to build a berm on the East side of Third Street north of Ash Street for water retention to control possible flooding from the proposed new Head Start Facility, not impacting property owners on the west side of third.

Motion to approve: Debbie **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 for mold removal at the Fire Department at a projected cost of less than \$20,000.

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

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

Motion Carried

6. Discussion with possible decision to approve, reject and/or amend a request to reinstall storm drainage gates on the west end of Holbird Avenue.

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

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

Motion Carried

7. Discussion with possible decision to approve, reject and/or amend a request to contract with Time Clock Plus to install a city-wide time clock system for payroll at a first-year cost of \$29,597.41 with a guaranteed five-year annual cost thereafter of \$9,098.64 requiring a budget adjustment to General Fund – City Clerk – Software Acct# 10-04-630700 of \$29,597.41.

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

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

Motion Carried

8. Discussion with possible decision to approve, reject and/or amend request to approve IRS payment of \$9,130 in penalties from spring of 2023 W-2 late filing from General Fund – City Clerk – Contingencies Acct# 10-04-660400 requiring a budget increase of equal amount to the above-named account.

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

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

Motion Carried

9. Discussion with possible action to approve, reject and/or amend request for new credit cards with Carson Community Bank for Mayor's Office, City Clerk's Office, Police, Fire, Municipal Works, and Community Development with a limit of \$20,000.00 per card, and City Hall with a limit of \$50,000 with all purchases subject to normal purchasing requirements of the city.

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

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

Motion Carried

10. Discussion with possible action to approve, reject and/or amend proposed changes to the Personnel Policy Handbook with the existing language to be stricken and replaced as follows:

ARTICLE EIGHT – ABSENCES

G. EMERGENCY LEAVE:

1. *Every city employee shall be allowed 6 days paid emergency leave per calendar year.*
 - a. *Additional time off may be granted using accrued compensatory time and/or accrued vacation, or without pay.*
 - b. *Department Heads are responsible for accurate and appropriate recording and reporting of emergency leave.*
 - c. *All emergency leave must be approved by the Department Head, if available, or the Mayor.*
 - d. *No exception to the above may be made except by council decision.*

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

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

Motion Carried

11. Discussion with possible action to approve, reject and/or amend proposed changes to the Personnel Policy Handbook with the addition of the following:

ARTICLE TEN – CITY OWNED VEHICLES AND/OR EQUIPMENT

A. GENERAL:

13. *All City Employees required to have a CDL shall have a full basic physical, including vision and hearing, every 2 calendar years of employment at city expense.*

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

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 \$20,000 from the city for partial payment of a \$60,000 irrigation system for the soccer fields at Carson Park with the balance of funds coming from already approved grants from the Carson Foundation and Cherokee Nation requiring a budget adjustment of \$20,000 to Capital Improvement – Sports Facilities – Improvements Acct# 20-16-645301.

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

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

Motion Carried

13. Discussion with possible decision to approve, reject and/or amend a MEMORANDUM OF AGREEMENT between the Cherokee Nation and City of Stilwell concerning paving and improvement of the east/west alleyway beside 55 Performance Factory in Block 8 of the Ross-McAlester-Williams Addition between Elm and Cedar Streets.

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

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

Motion Carried

Possible Executive Session for discussion of Items 14-18 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to ENTER EXECUTIVE SESSION at 6:25 p.m.: Lane

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 7:46 p.m.: Barrett

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 14-18 were discussed in Executive Session. No other items were discussed, and no action was taken.

14. Discussion with possible decision to confirm hire of Thomas Newman as a part-time Street at \$14.00 per hour effective August 20, 2024.

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

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

Motion Carried

15. Discussion with possible decision to confirm hire of Kirsten Ritter as a full-time Police Dispatcher at \$15.50 per hour with all benefits effective August 28, 2024.

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

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

Motion Carried

16. Discussion with possible decision to confirm hire of Elisabeth Daugherty as a part-time Police Dispatcher at \$14.00 per hour effective upon completion of required documentation.

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

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

Motion Carried

17. Discussion with possible decision(s) concerning Fire Department Organization and Personnel.

DISCUSSION ONLY

18. 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: Debbie **Second:** Lane

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

Meeting adjourned at 7:49 p.m.

ATTEST:


Jean Ann Wright, Mayor


Larry Nettles, City Clerk-Treasurer



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

CITY OF STILWELL

CITY COUNCIL

REGULAR MEETING

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Call to Order, Flag Salute, Invocation, Roll Call

Mayor’s Comments:

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FYI:

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2. Required State Auditor’s Budget Report has been completed and submitted.
3. The Mayor, City Clerk, and Councilmember Nettles will be attending the OML Conference in Oklahoma City on the 9th through the 13th of September.
4. Cruise night will be on Saturday, September 28th.
5. There will be a Hispanic Festival downtown centered at the Bandstand on September 14th with street closing coordinated with the police department.

Departmental Reports

- Ambulance
- Police
- Fire
- Municipal Works
- Sports Facilities
- Community Development

Old Business:

1. Discussion with possible decision to approve, reject and/or amend proposal to allow burnouts on private property during cruise night on September 28, 2024, with appropriate safeguards for the city.

Consent Agenda

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Possible Executive Session for discussion of Items 14-18 as per Title 25 O.S. 307(B)(1)(2)(3)(4).

Possible Return from Executive Session as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Public Statement of Executive Session Minutes by City Clerk as per Title 25 O.S. 312(A).

14. Discussion with possible decision to confirm hire of Thomas Newman as a part-time Street at \$14.00 per hour effective August 20, 2024.
15. Discussion with possible decision to confirm hire of Kirsten Ritter as a full-time Police Dispatcher at \$15.50 per hour with all benefits effective August 28, 2024.
16. Discussion with possible decision to confirm hire of Elisabeth Daugherty as a part-time Police Dispatcher at \$14.00 per hour effective upon completion of required documentation.
17. Discussion with possible decision(s) concerning Fire Department Organization and Personnel.


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

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.)

Adjournment

ATTEST:



Jean Ann Wright, Mayor

Larry Nettles, City Clerk-Treasurer

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



City Council of the CITY OF STILWELL SPECIAL MEETING MINUTES

Monday August 12, 2024
Stilwell City Hall – 20 South First – 5:30 P.M.

City of Stilwell Mission Statement:

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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.

Call to Order, Flag Salute, Invocation

Roll Call: Time: 5:31 p.m.: Coye Nettles – Present, Barrett Harris – Present, Debbie Johnson – ABSENT, Jim Spray – Present, Lane Kindle – Present, Mayor Jean Ann Wright – Present, City Attorney Jeff Jones – Present, City Clerk-Treasurer Larry Nettles – Present

Guests: Shawn Noel, Chad Smith, Tilden Martin, Tina Longshore, Mike Taylor, Dallas Taylor, Josie Harris, Alan Starr, John Killer, Ruby Walker, Rosa Killer, Regina McLemore.

Agenda:

1. Discussion with possible decision to approve, reject and/or amend request for variance of city Ordinance 430 for the erection and use of an 80-foot combined Antenna and Antenna Support Structure for the Adair County 911 System located on Locust Street within the Stilwell city limits.

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

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

Motion Carried

2. Discussion with possible decision to approve, reject and/or amend request to establish a city fine for burnouts on public roadways of \$900 per occurrence.

NO ACTION

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

NO ACTION


Adjournment

Motion to adjourn: Lane Second: Coye

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

Meeting adjourned at 6:00 p.m.

ATTEST:


Jean Ann Wright, Mayor


Larry Nettles, City Clerk-Treasurer

Notice and Agenda Posted:

**Wednesday August 7, 2024, at 3:30 p.m.
Stilwell City Hall, 20 South First
www.cityofstilwell.com**



PUBLIC NOTICE

City Council of the CITY OF STILWELL

SPECIAL MEETING AGENDA

Monday August 12, 2024
Stilwell City Hall – 20 South First – 5:30 P.M.

City of Stilwell Mission Statement:

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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.

Call to Order, Flag Salute, Invocation, Roll Call

Agenda:

1. Discussion with possible decision to approve, reject and/or amend request for variance of city Ordinance 430 for the erection and use of an 80-foot combined Antenna and Antenna Support Structure for the Adair County 911 System located on Locust Street within the Stilwell city limits.
2. Discussion with possible decision to approve, reject and/or amend request to establish a city fine for burnouts on public roadways of \$900 per occurrence.

Possible Executive Session for discussion of Item 3 as per Title 25 O.S. 307(B)(1)(2)(3)(4).

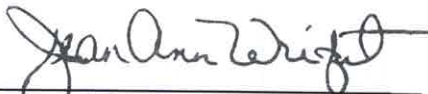
Possible Return from Executive Session as per Title 25 O.S. 307(B)(1)(2)(3)(4).

Possible Public Statement of Executive Session Minutes by City Clerk.

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

Adjournment

ATTEST:



Jean Ann Wright, Mayor



Larry Nettles, City Clerk-Treasurer

Notice and Agenda Posted:

Wednesday August 7, 2024, at 3:30 p.m.
Stilwell City Hall, 20 South First
www.cityofstilwell.com



CITY OF STILWELL
CITY COUNCIL
REGULAR MEETING MINUTES

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

City of Stilwell Mission Statement:

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PUBLIC HEARING:
PROPOSED APPLICATION FOR THE
2024 CDBG EDIF Grant Program

Open Meeting at 5:32 p.m.

Q & A: Explanation by Shelldon Miggetto. There were no questions.

Close Meeting at 5.35 p.m.

Call to Order, Flag Salute, Invocation

Roll Call: Time: 5:36 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, City Clerk-Treasurer Larry Nettles – Present

Guests: Shawn Noel, Chad smith, Tilden Martin, Amber Eubanks, Rpc Perez, Rhea Toney, Eddie Rich, Shelldon Miggetto, Charley Coombs, Lakin Girdner, Dale Dandridge, Ellen Workman

Mayor’s Comments: Heat is oppressive, City Hall will be closed next Friday for maintenance issues.

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
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- 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. Community Narcan Training at the Stilwell Public Library on August 20, 2024 at 5:30 p.m. in the Community Room. There will be free Narcan, snacks, refreshments, swag and an opportunity for hands-on training.

Reports

- | | |
|---|--------------------------------------|
| • Police – Chad Smith | • Municipal Works – Dale Dandridge |
| • Fire – Tilden Martin | • Community Development – Shawn Noel |
| • Court Youth Liaison – Rhea Terrapin-Toney | |

Consent Agenda

1. Approval of minutes of Regular Meeting July 1, 2024.
2. Approval of blanket purchase orders in the sum of \$68,350.
3. Approval of budget increase to Police Department account #10-09-660400 of \$0.00 which equals the monthly received School Resource Officer reimbursement.
4. Approval of payment of claims for:
 - a. \$217,179.79 from Fund 10 – General Fund
 - b. \$155,609.28 from Fund 20 – Capital Improvement Fund
 - c. \$5,149.61 from Fund 30 – Street & Alley Fund
 - d. \$6,748.12 from Fund 90 – Safe Routes
5. Approval of July 2024 payroll in the sum of \$257,683.51.
6. Approval of payment of \$5,000 to the SIA – Capital Asset Replacement Fund from Capital Improvement – Administration – Capital Asset Replacement Account #20-01-800600 for FY 2024-2025.
7. Approval of a request for a Special Event Permit and waiving vendor permit and special event fees for Beyond the Trail Cultural District to hold a celebration at Carson Park on Saturday, October 12, 2024, in recognition of Indigenous Peoples Day from 3:00 p.m. until 8:00 p.m.
8. Approval of a request for the use of mortar/fireworks after touchdowns or victories at Stilwell High School Home Football Games for the 2024 season to be used exclusively by members of CC Camp, a non-profit community organization.
9. Approval of Pest Control for the Depot for FY 2024-2025 from West Termite and Pest Management for an annual cost of \$741.00.

10. Approval of a request to close Second Street from Oak Street to Olive Street and Division Street from Second Street to Third Street for the Annual "Meet the Indians" sponsored by the Stilwell High School Athletic Booster Club on Tuesday, August 27, 2024, at 7:00 p.m.
11. Approval of update to Personnel Policy Handbook Article Seven – B-a (City Pay Schedule) to reflect current year approved compensation.
- ~~12. Approval of School Resource Officer Contract for FY 2025.~~

Motion to approve items 1 through 11: Debbie Second: Lane

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

Motion Carried

Agenda:

1. Discussion with possible decision to approve, reject and/or amend individually any consent item(s) discussed, requiring a separate vote.

#12 – Approval of School Resource Officer Contract for FY 2025.

Motion to approve: Lane Second: Coye

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

Motion Carried

2. Discussion with possible decision to adopt Resolution 08-05-2024-A; a resolution authorizing the application for 2024 CDBG-EDIF.

Motion to approve: Coye Second: Jim

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

Motion Carried

3. Discussion with possible decision to adopt 2024 Citizens Participation Plan for CDBG grant application.

Motion to approve: Lane Second: Jim

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

Motion Carried

4. Discussion with possible decision to commit and confirm up to \$6,500,000 in matching funds for CDBG 2024 grant application provided by CJ Schwan Food Company.

Motion to approve: Jim Second: Lane

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

Motion Carried

5. Discussion with possible decision to award or reject competitive bid(s) for CDBG-CR-22-Stilwell-CI-00066- South Second Street & Drainage in an amount not to exceed \$1,398,424.27 to Cook's Consulting, LLC; contingent on concurrence by the Oklahoma Department of Commerce and a Notice to Proceed.

Motion to approve: Debbie **Second:** Barrett

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

Motion Carried

6. Discussion with possible decision to increase leverage funds for CDBG-CR-2022-Stilwell-CI-00066 from \$609,000.00 to a total of \$1,098,424.27.

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

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

Motion Carried

7. Discussion with possible decision to approve, reject and/or amend a Special Event Permit for the “Teal and Purple Picnic” on September 13th at the courthouse bandstand – waiving vendor permit and special event fees – as requested by Lakin Girdner closing Division Street from 2nd Street to 3rd Street and Second Street from Division Street to Oak Street from 3:00 p.m. until 8:00 p.m. such closing to be subject to change as deemed necessary by the Chief of Police.

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

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

Motion Carried

8. Discussion with possible decision to approve, reject and/or amend a Special Event Permit for “Pride in the Park” on October 5th at Adair Park to be hosted by Adair County Pride.

NO ACTION

9. Discussion with possible decision to approve, reject and/or amend request by Eddie Rich for a Special Event Permit for a swap meet on a date in August to be determined.

Motion to approve with date amended to September 14, 2024: Lane **Second:** Coye

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

Motion Carried

10. Discussion with possible decision to approve, reject and/or amend proposal for a cruise night on September 14, 2024.

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

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

Motion Carried

11. Discussion with possible decision to approve, reject and/or amend proposal to allow burnouts on private property during cruise night on September 14, 2024.

Motion to TABLE: Barrett **Second:** Jim

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

Motion TABLED

12. Discussion with possible decision to approve, reject and/or amend request for CDL Training for two Street Department employees under the Employee Training and Reimbursement provision of the Personnel Policy handbook at a cost of \$9,600 to Heavy Metal Training Institute of Vinita, Oklahoma, with training to occur in Pryor, Oklahoma.

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

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

Motion Carried

13. Discussion with possible decision to approve, reject and/or amend change in health insurance rates for the current fiscal year.

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

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

Motion Carried

14. Discussion with possible decision to approve, reject and/or amend request to accept a thoroughfare in the Dogwood II Addition as a Public Municipal Street to be named “Dogwood Blossom Street” upon approval by the Street Department Head.

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

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

Motion Carried

15. Discussion with possible decision to approve, reject and/or amend request to accept a thoroughfare in the Crittenden Addition as a Public Municipal Street to be named “Joe Street” upon approval by the Street Department Head.

Motion to approve: Debbie **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 Ordinance 422: An Ordinance Establishing Approval Limits for Encumbrance and Payment of Expenditures for the City of Stilwell and Repealing All Other Ordinances in Conflict Herewith.

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

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

Motion Carried

17. 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 422” 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

18. Discussion with possible decision to approve, reject and/or amend Ordinance 385-2024-A: An Ordinance Amending Ordinance 385-2024 – Article 5 – Occupational License Fee to Include Penalties for Late Payment.

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

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

Motion Carried

19. 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-A” adopted above shall become effective immediately upon passage and approval, all as required by Law.

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

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

Motion Carried

20. Discussion with possible decision to approve, reject and/or amend Ordinance 400-E: An Ordinance Providing Specific Rules and Regulations Concerning Trash Placement and Pick Up Within the City of Stilwell, Repealing Ordinances 31, 376, 394, 400, 400-A, 400-B, 400-C, and 400-D.

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

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

Motion Carried

21. 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 400-E” adopted above shall become effective immediately upon passage and approval, all as required by Law.

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

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

Motion Carried

22. Discussion with possible decision to approve Holloway Updike & Bellen, Inc. for balance of engineering for Second Street Project begun last fiscal year from Capital Improvement – Street – Construction Account #20-12-645303 requiring a budget adjustment of \$14,000 to the above-named account.

Motion to approve:

Second:

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

Motion Carried

23. Discussion with possible decision to approve, reject and/or amend Resolution #OMRF 08-2024: A Resolution of the City of Stilwell Casting a Vote for Trustee of the Oklahoma Municipal Retirement Fund (OkMRF) to Fill the Expiring Term of AT-LARGE Trustee Representing the Entire Membership.

Motion to approve casting vote for Kamie Brookshire: Lane **Second:** Debbie

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

Motion Carried

24. Discussion with possible decision to approve, reject and/or amend a proposal to allow Mayoral approval of certain city events without prior approval by the council.

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

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

Motion Carried

25. Discussion with possible decision to approve, reject and/or amend Resolution 08-05-2024 REAP: Authorizing Application for Financial Assistance from the Rural Economic Action Plan Fund.

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

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

Motion Carried

26. Discussion with possible decision to approve, reject and/or amend a request to add \$10,000 to Street & Alley – Street Department – Patch/Asphalt/Sand & Gravel Account #30-12-650600 for various small street repairs within the city.

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

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

Motion Carried

27. Discussion with possible decision to approve, reject and/or amend a request to purchase two Hustler 52 Inch X-1 mowers for the Street Department from WT Equipment Sales for \$11,815 each for a total of \$23,630 from Capital Improvement – Street Department – Equipment Account 20-12-645300.

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

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

Motion Carried

28. Discussion with possible decision to approve, reject and/or amend a request to purchase a Pickup Plow and Salt Spreader for the Street Department from Industrial Truck Equipment, Inc. for of \$25,908.60 from Capital Improvement – Street Department – Equipment Account 20-12-645300.

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

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

Motion Carried

29. Discussion with possible decision to approve, reject and/or amend a purchase request for a Grasshopper Model 335 mower for Carson Park from Morige Mfg. Inc. for \$12,714.70 from Capital Improvement – Sports Facilities – Park Equipment Acct # 20-16-645300.

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

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

Motion Carried

30. Discussion with possible decision to approve, reject and/or amend a request to approve surplus and sale of the following Carson Park equipment:

- Gator – John Deere 4 x 2
- Toro SandPro, Tiller – Red
- Weedeater FS 110R
- 2007 Chevrolet Silverado Vin# ***10594

Motion to approve to sell via purple Wave: Lane **Second:** Jim

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

Motion Carried

31. Discussion with possible decision to clarify and confirm the purpose and intent of the previous approval on December 4, 2023, of a request to amend Ordinance 428 concerning the zoning of a residential area at N Flint St, Hwy 59 and Hwy 51.

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

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

Motion Carried

32. Discussion with possible decision to approve, reject and/or amend request to approve a Job Description for a Community Development Assistant/Code Enforcement Position to replace the current Code Enforcement position due to a transfer of position/duties within the department and to advertise for such according to the procedures given in the Personnel Policy handbook.

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

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

Motion Carried

The following was moved to before Executive Session:

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.)

Discussion on providing a variance to ordinance for a 911 Radio Tower at the new Adair County 911 center inside the city.

NO ACTION

Councilmember Coye Nettles left the meeting prior to the vote to enter executive session at 7:20 p.m.

Possible Executive Session for discussion of Items 33-35 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to ENTER EXECUTIVE SESSION at 7:20 p.m.: Debbie

Second: Barrett

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 8:16 p.m.: Jim

Second: Barrett

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

Motion Carried

Public Statement of Executive Session Minutes by Mayor Wright as per Title 25 O.S. 312(A).

Items 33-35 were discussed in Executive Session. No other items were discussed, and no action was taken.

33. Discussion with possible decision to approve, reject and/or amend Ordinance 438: An Ordinance Providing for Additional Duties with Compensation for the Person Holding the Office of City Clerk-Treasurer for the City of Stilwell Repealing All Other Ordinances in Conflict Herewith.

NO ACTION

34. 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 438" adopted above shall become effective immediately upon passage and approval, all as required by Law.

NO ACTION

35. 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

Adjournment

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

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

Meeting adjourned at 8:17 p.m.

ATTEST:



Jean Ann Wright, Mayor



Larry Nettles, City Clerk-Treasurer

Agenda Posted: **Friday, August 2, 2024, at 3:30 p.m.**
 Stilwell City Hall, 20 South First
 www.cityofstilwell.com



CITY OF STILWELL

CITY COUNCIL

REGULAR MEETING

Monday August 5, 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.”

PUBLIC HEARING:

PROPOSED APPLICATION FOR THE

2024 CDBG EDIF Grant Program

Open Meeting:

Q & A:

Close Meeting:

Call to Order, Flag Salute, Invocation

Roll Call

Mayor’s Comments:

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. Community Narcan Training at the Stilwell Public Library on August 20, 2024 at 5:30 p.m. in the Community Room. There will be free Narcan, snacks, refreshments, swag and an opportunity for hands-on training.

Reports

- Ambulance
- Police
- Fire
- Court Youth Liaison
- Municipal Works
- Sports Facilities
- Community Development

Consent Agenda

1. Approval of minutes of Regular Meeting July 1, 2024.
2. Approval of blanket purchase orders in the sum of \$68,350.
3. Approval of budget increase to Police Department account #10-09-660400 of \$0.00 which equals the monthly received School Resource Officer reimbursement.
4. Approval of payment of claims for:
 - a. \$217,179.79 from Fund 10 – General Fund
 - b. \$155,609.28 from Fund 20 – Capital Improvement Fund
 - c. \$5,149.61 from Fund 30 – Street & Alley Fund
 - d. \$6,748.12 from Fund 90 – Safe Routes
5. Approval of July 2024 payroll in the sum of \$257,683.51.
6. Approval of payment of \$5,000 to the SIA – Capital Asset Replacement Fund from Capital Improvement – Administration – Capital Asset Replacement Account #20-01-800600 for FY 2024-2025.
7. Approval of a request for a Special Event Permit and waiving vendor permit and special event fees for Beyond the Trail Cultural District to hold a celebration at Carson Park on Saturday, October 12, 2024, in recognition of Indigenous Peoples Day from 3:00 p.m. until 8:00 p.m.
8. Approval of a request for the use of mortar/fireworks after touchdowns or victories at Stilwell High School Home Football Games for the 2024 season to be used exclusively by members of CC Camp, a non-profit community organization.
9. Approval of Pest Control for the Depot for FY 2024-2025 from West Termite and Pest Management for an annual cost of \$741.00.
10. Approval of a request to close Second Street from Oak Street to Olive Street and Division Street from Second Street to Third Street for the Annual "Meet the Indians" sponsored by

the Stilwell High School Athletic Booster Club on Tuesday, August 27, 2024, at 7:00 p.m.

11. Approval of update to Personnel Policy Handbook Article Seven – B-a (City Pay Schedule) to reflect current year approved compensation.
12. Approval of School Resource Officer Contract for FY 2025.

Agenda:

1. Discussion with possible decision to approve, reject and/or amend individually any consent item(s) discussed, requiring a separate vote.
2. Discussion with possible decision to adopt Resolution 08-05-2024-A; a resolution authorizing the application for 2024 CDBG-EDIF.
3. Discussion with possible decision to adopt 2024 Citizens Participation Plan for CDBG grant application.
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16. Discussion with possible decision to approve, reject and/or amend Ordinance 422: An Ordinance Establishing Approval Limits for Encumbrance and Payment of Expenditures for the City of Stilwell and Repealing All Other Ordinances in Conflict Herewith.
17. 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 422" adopted above shall become effective immediately upon passage and approval, all as required by Law.
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Possible Return from Executive Session as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

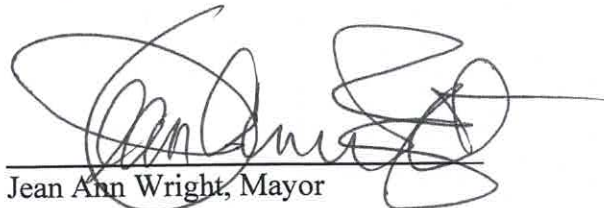
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Adjournment

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Jean Ann Wright, Mayor


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CITY COUNCIL

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7. Discussion with possible decision to approve, reject and/or amend a Special Event Permit for the “Teal and Purple Picnic” on September 13th at the courthouse bandstand – waiving vendor permit and special event fees – as requested by Lakin Girdner closing Division Street from 2nd Street to 3rd Street and Second Street from Division Street to Oak Street from 3:00 p.m. until 8:00 p.m. such closing to be subject to change as deemed necessary by the Chief of Police.
8. Discussion with possible decision to approve, reject and/or amend a Special Event Permit for “Pride in the Park” on October 5th at Adair Park to be hosted by Adair County Pride.
9. Discussion with possible decision to approve, reject and/or amend request by Eddie Rich for a Special Event Permit for a swap meet on a date in August to be determined.
10. Discussion with possible decision to approve, reject and/or amend proposal for a cruise night on September 14, 2024.
11. Discussion with possible decision to approve, reject and/or amend proposal to allow burnouts on private property during cruise night on September 14, 2024.

12. Discussion with possible decision to approve, reject and/or amend request for CDL Training for two Street Department employees under the Employee Training and Reimbursement provision of the Personnel Policy handbook at a cost of \$9,600 to Heavy Metal Training Institute of Vinita, Oklahoma, with training to occur in Pryor, Oklahoma.
13. Discussion with possible decision to approve, reject and/or amend change in health insurance rates for the current fiscal year.
14. Discussion with possible decision to approve, reject and/or amend request to accept a thoroughfare in the Dogwood II Addition as a Public Municipal Street to be named "Dogwood Blossom Street" upon approval by the Street Department Head.
15. Discussion with possible decision to approve, reject and/or amend request to accept a thoroughfare in the Crittenden Addition as a Public Municipal Street to be named "Joe Street" upon approval by the Street Department Head.
16. Discussion with possible decision to approve, reject and/or amend Ordinance 422: An Ordinance Establishing Approval Limits for Encumbrance and Payment of Expenditures for the City of Stilwell and Repealing All Other Ordinances in Conflict Herewith.
17. 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 422" adopted above shall become effective immediately upon passage and approval, all as required by Law.
18. Discussion with possible decision to approve, reject and/or amend Ordinance 385-2024-A: An Ordinance Amending Ordinance 385-2024 – Article 5 – Occupational License Fee to Include Penalties for Late Payment.
19. 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-A" adopted above shall become effective immediately upon passage and approval, all as required by Law.
20. Discussion with possible decision to approve, reject and/or amend Ordinance 400-E: An Ordinance Providing Specific Rules and Regulations Concerning Trash Placement and Pick Up Within the City of Stilwell, Repealing Ordinances 31, 376, 394, 400, 400-A, 400-B, 400-C, and 400-D.
21. 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 400-E" adopted above shall become effective immediately upon passage and approval, all as required by Law.
22. Discussion with possible decision to approve Holloway Updike & Bellen, Inc. for balance of engineering for Second Street Project begun last fiscal year from Capital Improvement – Street – Construction Account #20-12-645303 requiring a budget adjustment of \$14,000 to the above-named account.

23. Discussion with possible decision to approve, reject and/or amend Resolution #OMRF 08-2024: A Resolution of the City of Stilwell Casting a Vote for Trustee of the Oklahoma Municipal Retirement Fund (OkMRF) to Fill the Expiring Term of AT-LARGE Trustee Representing the Entire Membership.
24. Discussion with possible decision to approve, reject and/or amend a proposal to allow Mayoral approval of certain city events without prior approval by the council.
25. Discussion with possible decision to approve, reject and/or amend Resolution 08-05-2024 REAP: Authorizing Application for Financial Assistance from the Rural Economic Action Plan Fund.
26. Discussion with possible decision to approve, reject and/or amend a request to add \$10,000 to Street & Alley – Street Department – Patch/Asphalt/Sand & Gravel Account #30-12-650600 for various small street repairs within the city.
27. Discussion with possible decision to approve, reject and/or amend a request to purchase two Hustler 52 Inch X-1 mowers for the Street Department from WT Equipment Sales for \$11,815 each for a total of \$23,630 from Capital Improvement – Street Department – Equipment Account 20-12-645300.
28. Discussion with possible decision to approve, reject and/or amend a request to purchase a Pickup Plow and Salt Spreader for the Street Department from Industrial Truck Equipment, Inc. for of \$25,908.60 from Capital Improvement – Street Department – Equipment Account 20-12-645300.
29. Discussion with possible decision to approve, reject and/or amend a purchase request for a Grasshopper Model 335 mower for Carson Park from Morige Mfg. Inc. for \$12,714.70 from Capital Improvement – Sports Facilities – Park Equipment Acct # 20-16-645300.
30. Discussion with possible decision to approve, reject and/or amend a request to approve surplus and sale of the following Carson Park equipment:
 - Gator – John Deere 4 x 2
 - Toro SandPro, Tiller – Red
 - Weedeater FS 110R
 - 2007 Chevrolet Silverado Vin# ***10594
31. Discussion with possible decision to clarify and confirm the purpose and intent of the previous approval on December 4, 2023, of a request to amend Ordinance 428 concerning the zoning of a residential area at N Flint St, Hwy 59 and Hwy 51.
32. Discussion with possible decision to approve, reject and/or amend request to approve a Job Description for a Community Development Assistant/Code Enforcement Position to replace the current Code Enforcement position due to a transfer of position/duties within the department and to advertise for such according to the procedures given in the Personnel Policy handbook.

Possible Executive Session for discussion of Items 33-35 as per Title 25 O.S. 307(B)(1)(2)(3)(4).

Possible Return from Executive Session as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Public Statement of Executive Session Minutes by City Clerk as per Title 25 O.S. 312(A).

33. Discussion with possible decision to approve, reject and/or amend Ordinance 438: An Ordinance Providing for Additional Duties with Compensation for the Person Holding the Office of City Clerk-Treasurer for the City of Stilwell Repealing All Other Ordinances in Conflict Herewith.
34. 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 438" adopted above shall become effective immediately upon passage and approval, all as required by Law.
35. Discussion with City Attorney with possible decision to approve, reject and/or amend recommended response to any claims, arbitrations, or other legal actions.

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.)

Adjournment


Jean Ann Wright, Mayor

ATTEST:


Larry Nettles, City Clerk-Treasurer

Agenda Posted: **Friday, August 2, 2024, at 3:30 p.m.**
 Stilwell City Hall, 20 South First
 www.cityofstilwell.com

