

STILWELL IMPROVEMENT AUTHORITY

REGULAR MEETING MINUTES

Monday July 7, 2025 – 5:30 p.m. – City Hall – 20 South First Street

Call to Order, Invocation, Flag Salute

Roll Call: Time: 7:10 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

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 on April 4, 2025 and Special Meetings May 5, May 12, and June 2, 2025.
2. Approval of payment of claims from April 1, 2025, until June 30, 2025, in the amount of \$4,620.24.

Motion to Approve: Coye **Second:** Barrett

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

Motion Carried

Agenda

1. Discussion with possible decision to approve, reject and/or amend payment of \$188,314.70 to Carson Community Bank from Stilwell Improvement Authority Account 17-01-800300 to retire the Stilwell Police Department building loan requiring a budget adjustment of equal amount to the above named account.

NO ACTION

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: Lane **Second:** Barrett

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

Meeting adjourned at 7:13 p.m.

ATTEST:


Jean Ann Wright, Mayor


Larry Nettles, City Clerk-Treasurer

Agenda Posted: **Thursday July 3, 2025, at 4:00 p.m.**
 Stilwell City Hall, 20 South First
 www.cityofstilwell.com



CITY OF STILWELL

CITY COUNCIL

REGULAR MEETING MINUTES

Monday July 7, 2025 – 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, Invocation, Flag Salute

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, City Clerk-Treasurer Larry Nettles – Present

Guests: Dale Dandridge, Shawn Noel, Shaina Merchant, Chad Smith, Ken Hill, Justin Bruner, Renee Fite, Vicky Woods, Rhea Toney, Tyler Terrapin, Lance Selph, Ken Gorden, Keri Gordon.

Mayor’s Comments: warm weather is upon us. This Fiscal year seems to be looking quite well for the City.

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FYI:

1. Charter Amendment for elections has been approved by the State.

Departmental Reports

☐ Police

☐ Fire

☐ Municipal Works

☐ Community Development

Consent Agenda

1. Approval of minutes of Regular Meeting June 2 and Special Meeting June 5, 2025.
2. Approval of blanket purchase orders in the sum of \$70,806.
3. Approval of payment of claims for:
 - a. \$338,701.56 from Fund 10 – General
 - b. \$195,861.77 from Fund 20 – Capital Improvement
4. Approval of June 2025 payroll in the sum of \$282,531.12.
5. Approve Sales Tax Pledge Agreement with the Stilwell Improvement Authority for FY 2025-2026 – Police Department Loan and City Hall Loan.
6. Approve payment of \$99,000.00 to Stilwell Improvement Authority – Administration – Current LTD City Hall Account #17-01-800500 from Capital Improvement Fund Account 20-01-800500 for FY 2025-2026 loan payments for City Hall USDA Loan.
7. Approve payment of \$5,000.00 to the SIA-Capital Asset Replacement Reserve – Administration – Capital Asset Replacement Account #18-01-800600 from Capital Improvement Fund Account 20-01-800600 for FY 2025-2026 as required for City Hall USDA Loan.
8. Approve Longevity Pay for city employees during FY 2025-2026 to be awarded on the employee's anniversary date or the first working day thereafter with the same criteria as FY 2024-2025.
9. Approve renewal of our annual software contract with IWORQ for Code Enforcement and Animal Control for \$9,850 plus \$1,750 for addition and setup of the Animal Licensing portal effective July 1, 2025, for a total cost of \$11,600 in FY 2025-2026 not requiring a budget adjustment.
10. Approve budget reduction for Capital Improvement – Police – Police Equipment Account #20-09-645300 from \$174,500 to \$15,020.87.
11. Approve budget increase for Fleet Management – Administration – Fleet Reserve Account #21-01-645306 of \$38,697.26.
12. Approve purchase of an electrical transformer for Carson Park new press box at a cost not to exceed \$40,000.00 from Capital Improvement – Sports Facilities – Park Construction

Account #20-16-615205 requiring a budget adjustment of an equal amount to the above named account.

13. Approve appointment of Jamie Garray to the Planning and Zoning Board.
14. Approve re-appointment of Nancy Farrier to the Eastern Oklahoma Library Board of Trustees.
15. Approve purchase of 2025 John Deere Gator XUV 845M from P & K Equipment for \$21,699 from Capital Improvement – Sports Facilities – Park Equipment Account #20-16-645300 not requiring a budget adjustment.
16. Approve Pest Control Contract with West Termite and Pest Management for City Hall, Mehegan Building (old city hall), Street Department, Community Building, Police Department, Library, Fire Department, Carson Park, Adair Park, Depot, and Dog Pound for FY 2025-2026 for an annual cost of \$8,040.00.
17. Approve purchase of Professional Tire Changer from Lum's Sales & Service, Inc. for \$13,750 to be paid from Capital Improvement as follows, not requiring a budget adjustment:
 - \$4,600 – Street Department – 20-12-645300
 - \$4,575 – Police Department – 20-09-6454300
 - \$4,575 – Community Development – 20-15-645300

Motion to Approve:

Second:

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

Motion Carried 5 – 0

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.

NO ACTION NEEDED

2. Discussion with possible decision to approve, reject and/or amend a request by Vicki Woods for speed bumps and correction of water drainage issues on Young Street in front of Savannah Park, Crittenden Addition, and Hogner Heights.

DISCUSSION ONLY – NO ACTION

3. Discussion with possible decision to appoint a representative to the ACEMS Trust Authority Board of Directors. (must be a council member or Mayor as the Mayor can vote in case of a tie).

Motion to Appoint Jean Ann Wright: Debbie **Second:** Lane

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

Motion Carried 4 – 1

4. Discussion with possible decision to approve, reject and/or amend hiring Mike Green as auditor for FY 2024-2025 audit.

Motion to Approve: Lane **Second:** Coye

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

Motion Carried 5 – 0

5. Discussion with possible decision to approve, reject and/or amend establishment of a 9-Month General Fund CD of \$500,000 with Carson Community Bank at an interest rate of 5.50%, rolling over our current CD into the new one.

NO ACTION

6. Discussion with possible decision to approve, reject and/or amend establishment of a 9-Month Street and Alley CD of over \$250,000 with Carson Community Bank at an interest rate of 5.50%, funded by rolling over our current CD with the balance to be replaced by our REAP 2024 and 2025 reimbursements.

NO ACTION

7. Discussion with possible decision to approve, reject and/or amend payment of \$18,480.96 to the Stilwell Improvement Authority from Capital Improvement Fund Account 20-09-800100 for FY 2025-2026 loan payments for Stilwell Police Department building loan.

Motion to Approve: Lane **Second:** Barrett

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

Motion Carried 5 – 0

8. Discussion with possible decision to approve, reject and/or amend a request to place a Manufactured home at 1221 S 3rd St. by Darrell Bean requiring a variance to have a manufactured home outside of the two recognized mobile home parks.

NO ACTION

9. Discussion with possible decision to approve, reject and/or amend Ordinance #385-2025: An Ordinance Establishing the Schedule of Permits and Fees of the City of Stilwell, To Establish the Values Herein, Effective July 1, 2025, and Repealing All Previous Ordinances 385-****.

Motion to Approve: Lane **Second:** Jim

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

Motion Carried 5 – 0

10. 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 #385-2025" adopted above shall become effective immediately upon passage and approval, all as required by Law.

Motion to Approve: Lane **Second:** Coye

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

Motion Carried 5 – 0

11. Discussion with possible decision to approve, reject and/or amend proposed contract with Lance Williams to do the concrete work related to the Safe Routes to School Grant for the sidewalk in front of the Adair Count Courthouse at a cost of \$24,500 from Federal Grant One (Safe Routes) – Street Department – Contractual Services Account #90-12-660000 not requiring a budget adjustment.

Motion to Approve: Barrett **Second:** Jim

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

Motion Carried 5 – 0

12. Discussion with possible decision to approve, reject and/or amend proposed contract with Case Eubanks to complete Safe Routes to School Grant for the sidewalk on Olive Street from Sixth Street to Second Street at a cost of \$63,000 from Federal Grant One (Safe Routes) – Street Department – Contractual Services Account #90-12-660000 and requesting a \$2,500 budget adjustment to the above named account.

Motion to Approve: Lane **Second:** Barrett

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

Motion Carried 5 – 0

Possible Executive Session for discussion of Items 13-14 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to ENTER EXECUTIVE SESSION at 6:15 p.m.: Barrett

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 7:08 p.m.: Barrett

Second: Jim

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 13-14 were discussed in Executive Session. No other items were discussed, and no action was taken.

13. Discussion with possible decision to approve, reject and/or amend proposed MOU with the FOP concerning a salary issue.

Motion to Approve: Jim Second: Lane

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

Motion Carried

14. Discussion with City Attorney regarding possible action concerning pending claims and/or other legal matters. **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.)

Discussion with possible decision to approve, reject and/or amend proposed promotion of Amanda Pritchett to the rank of Sergeant and assignment of Extra Duty as Sexual Abuse Investigator at an annual salary of \$3600 effective from date of applicable certification.

Motion to Approve: Jim Second: Lane

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

Motion Carried

Adjournment

Motion to adjourn: Lane Second: Barrett

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

Meeting adjourned at 7:11 p.m.

ATTEST:


Jean Ann Wright, Mayor


Larry Nettles, City Clerk-Treasurer

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