

CITY OF STILWELL

CITY COUNCIL

REGULAR MEETING MINUTES

Monday May 5, 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.”

*A Public Meet & Greet before the Swearing-In ceremony
will be held at City Hall from 4:30 until 5:30 p.m.*

SWEARING IN OF ELECTED OFFICIALS

Ward I Councilmember Coye Nettles, Ward IV Councilmember Jim Spray

Oath to be administered by City Attorney Jeff Jones

Call to Order, Invocation, Flag Salute

Roll Call: Time: 5:38 p.m.: Coye Nettles – Present, Barrett Harris – Present, Debbie Johnson – Present, Jim Spray – Present, Lane Kindle – ABSENT, Mayor Jean Ann Wright – Present, City Attorney Jeff Jones – Present, City Clerk-Treasurer Larry Nettles – Present

Guests: Tina Longshore, Kelly Funburg, Brad Doublehead, Dale Dandridge, Keri Gordon, Shelldon Miggetto, Ken Hill, Chad Smith, Ross Johnson, Cindy Carson, Renee Fite, Cy Bray, Amber Martin, Gary Broom.

Mayor's Comments: Spring is here, and it is Strawberry Festival Week. I believe it will be a really good festival this year. We started with a dessert contest today with 23 entries and they were all wonderful.

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. All paperwork for the election has been filed with the County Election Board, the State Election Board and the Governor's Office.

Departmental Reports

- | | |
|---------------------------------|--|
| <input type="checkbox"/> Police | <input type="checkbox"/> Municipal Works |
| <input type="checkbox"/> Fire | <input type="checkbox"/> Community Development |

Consent Agenda

1. Approval of minutes of Regular Meeting April 7, 2025.
2. Approval of blanket purchase orders in the sum of \$70,806.
3. Approval of payment of claims for:
 - a. \$381,044.64 from Fund 10 – General
 - b. \$192,416.80 from Fund 20 – Capital Improvement
 - c. \$0 from Fund 30 – Street & Alley
 - d. \$0 from Fund 50 – Cemetery
 - e. \$0 from Fund 60 – Federal Grant Two – Second Street Project
 - f. \$240.00 from Fund 90 – Federal Grant One – Safe Routes to School
 - g. \$23,741.40 from Fund 91 – Special Projects – Golf Course
4. Approval of April 2025 payroll in the sum of \$271,479.48.
5. Approve hire of Crawford & Associates for the compilation of annual financial statements for FY 2024-2025.
6. Approve re-authorization of current bank signatories for all city funds.
7. Approve re-appointment of the Mayor as representative to the following:
 - a. Eastern Oklahoma Development District (EODD) Board of Directors.
 - b. Northeast Oklahoma Public Facilities Authority (NOPFA-Gas Authority).
 - c. Northeast Oklahoma Regional Alliance (NORA/SACC-EZ).
8. Approve June as enrollment month for all City Health Plans.

9. Approve changing the name of Department 20 from AMBULANCE to EMS SERVICES.
10. Approval proposal to surplus and sell assorted items as follows:
 - a. Dell Printer – Code #1102LL2CS0
 - b. Copystar CS 3500i – Code #N2U2519085
 - c. Document Feeder DP-770 – J8455201289
 - d. Assorted Office chairs – 4
 - e. Metal Desk with wood top – 2
 - f. Oval office table – 1
 - g. Salt Dog brand sand spreader – 1
11. Approve creation of Department 14 – Human Resources/Payroll with Cindy Carson as sole employee with Department Head status to better monitor and accomplish the goals of the city in relation to our personnel.
12. Approve the “Seventh Amendment To Trust Indenture Of Stilwell Area Development Authority, A Public Trust” approved by said trust on April 8, 2025.
13. Approve South 3rd Street drainage project for \$118,000 from Capital Improvement – Street Department – Improvements Account #20-12-645301 \$75,000 of which will be reimbursed by REAP 2024 requiring a budget adjustment to the above named account of \$43,000.

Motion to Approve: Debbie **Second:** Coye

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

Motion Carried 4 – 0

Old Business:

1. Discussion with possible decision to approve, reject and/or amend a proposed Dispatching Agreement with Adair County 911 of \$13,750 monthly for an annual total of \$165,000.

Motion to Approve with amendment for agreement to take effect upon the operational opening of the 911 center: Debbie **Second:** Jim

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

Motion Carried 4 – 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.

NONE

2. Discussion with possible decision to elect a President of the Stilwell City Council.

Motion to elect Barrett Harris: Jim **Second:** Debbie

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

Motion Carried

3. Discussion with possible decision to appoint representatives to the following:

- a. Eastern Oklahoma Development District (EODD) Board of Directors Alternate.

Motion to Appoint Larry Nettles: Jim **Second:** Barrett

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

Motion Carried 4 - 0

- b. 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 Coye Nettles : Debbie **Second:** Barrett

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

Motion Carried 3 – 1

4. Discussion with possible decision to approve, reject and/or amend proposal concerning the City Health Care Plan for July 1, 2025, through June 30, 2026.

Motion to continue with our current provider and add short term disability to our plan to be fully paid by the city: Debbie **Second:** Barrett

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

Motion Carried 4 – 0

5. Discussion with possible decision to approve, reject and/or amend a request from Shiela Isaacs to de-annex from the City of Stilwell (approval requires an Ordinance to be presented at a later date).

Motion to approve creation of an Ordinance for De-Annexation: Jim **Second:** Coye

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

Motion Carried 4 - 0

6. Discussion with possible decision on voting for two trustees for the Oklahoma Municipal Assurance Group.

Motion to vote for both incumbents – Lindsey Grigg-Moak and Vickie Patterson: Debbie **Second:** Jim

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

Motion Carried 4 – 0

7. Discussion with possible decision to approve or reject Second Street Project Change Order #1 to Cook's Consulting, LLC in the amount of \$26,640.00.

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

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

Motion Carried 4 – 0

8. Discussion with possible decision on interpretation of the billing intent of the following phrase in Ordinance #385-2024-B passed on March 20, 2025:

All Stilwell Utility customers shall pay a \$5.00 monthly Ambulance fee.

to determine whether the billing shall be based upon individual customers or accounts.

Motion to establish intent to be customers rather than accounts: Debbie

Second: Jim

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

Motion Carried 4 – 0

9. Discussion with possible decision to approve, reject and/or amend solicitation of bids for Audit Services for the 2024-2025 Fiscal Year.

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

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

Motion Carried 4 – 0

10. Discussion with possible decision to re-confirm mayoral appointment of Kelly Funburg to the Stilwell Municipal Utility Board/Stilwell Area Development Authority Board Position #2 effective June 1, 2025, until end of term on May 31, 2030.

Motion to Approve: Jim **Second:** Debbie

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

Motion Carried 4 - 0

11. Discussion with possible action to approve, reject and/or amend proposed changes to Article Eight – Absences – Sick Leave in the Personnel Policy Handbook with the following changes:

ARTICLE EIGHT – F. SICK LEAVE

2. ACCRUAL

e. Sick leave may accrue up to a maximum of two thousand eighty (2,080) hours. Sick leave will cease to accrue once the employee has reached the 2,080-hour maximum until hours are used and the balance falls below the maximum. Sick leave may accrue to 960 hours (120 days). Sick leave in excess of 960 hours is paid to the employee each pay period until sick leave balance falls below the 960 hours maximum.

5. DONATED SICK LEAVE

- c. Total sick leave compensation, including employee accrued sick leave and donated sick leave shall not exceed ~~six (6)~~ *twelve (12)* month's salary.

7. RESTRICTIONS ON USE REIMBURSEMENT

- a. Sick leave is provided solely for the purposes described in this policy.
b. Sick leave may not be sold, transferred for profit, converted to cash, or used for any form of financial or personal gain.

~~The employee shall be reimbursed for any sick leave accrued as follows:~~

- a. ~~Up to four hundred eighty (480) hours upon resignation or termination;~~
b. ~~Up to seven hundred twenty (720) hours upon retirement.~~

Motion to TABLE: Debbie **Second:** Barrett

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

Motion TABLED 4 - 0

12. Discussion with possible action to approve, reject and/or amend proposed changes to Article Seven – Compensation Plan in the Personnel Policy Handbook with the following changes:

ARTICLE SEVEN – COMPENSATION PLAN – F. PAYDAYS

1. Employees are paid bi-weekly on Thursdays.
2. If a Thursday payday is a Holiday, payroll will be on the last workday immediately preceding, if possible.
3. Payroll checks will be distributed by direct deposit unless another option is approved in advance by the Payroll Clerk and the Clerk-Treasurer.
- ~~1. Employees are paid bi-weekly on Wednesdays.~~
- ~~2. If a Wednesday payday is a Holiday, payroll will be on the Tuesday immediately preceding, if possible.~~
- ~~3. Payroll checks will be distributed to the Department Heads who will distribute them to their employees.~~
- ~~4. Department Heads may designate someone under their supervision to accomplish distribution of checks.~~
- ~~5. If, for some reason, you are absent from your normal work area on pay day, payment may be received as follows:~~
 - ~~a. Hold in the clerk's office until your return;~~
 - ~~b. Ask that the check be mailed; or~~
 - ~~c. Give permission, in writing, to the Department Head to give the check to some other designated party.~~

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

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

Motion Carried 4 - 0

13. Discussion with possible decision to schedule a Public Hearing in conjunction with the Stilwell Improvement Authority on Proposed Budgets for FY 2025-2026 to be held at 5:30 p.m., Monday, June 2, 2025, followed by a Stilwell Improvement Authority Special Meeting and then the June City Council Regular Meeting.

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

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

Motion Carried 4 – 0

Possible Executive Session for discussion of Items 14-17 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to ENTER EXECUTIVE SESSION at 7:09 p.m.: Barrett

Second: Jim

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

Motion Carried 4 – 0

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 8:14 p.m.: Barrett

Second: Jim

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

Motion Carried 4 – 0

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

Items 14-17 were discussed in Executive Session. No other items were discussed, and no action was taken.

14. Discussion with possible decision to schedule a working session in conjunction with the Stilwell Improvement Authority on the proposed budget for the Stilwell Improvement Authority and the City for the FY 2025-2026 for Monday May 12, 2025, at 5:30 p.m.

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

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

Motion Carried 4 – 0

15. Discussion with possible decision to approve, reject and/or amend recommended salaries and wages for all non-union employees with additional possibility of individual merit raises in the proposed budget for the City of Stilwell for FY 2025-2026.

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

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

Motion Carried 4 – 0

16. Discussion with City Attorney with possible decision concerning a pending tort claim.

DISCUSSION ONLY

17. 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:** Barrett

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

Meeting adjourned at 8:14 p.m.

ATTEST:


Jean Ann Wright, Mayor


Larry Nettles, City Clerk-Treasurer

Agenda Posted: Friday, May 2, 2025, at 3:30 p.m.
Stilwell City Hall, 20 South First
www.cityofstilwell.com

