

STILWELL IMPROVEMENT AUTHORITY

SPECIAL MEETING MINUTES

Monday June 2, 2025
Stilwell Community Building – 6th & Poplar
5:30 p.m.

Purpose of meeting is to discuss and take possible action on the attached agenda item

SPECIAL COMBINED MEETING

COMBINED PUBLIC HEARING REGARDING PROPOSED BUDGET FOR FISCAL YEAR 2025-2026 FOR THE STILWELL IMPROVEMENT AUTHORITY AND THE CITY OF STILWELL

Meeting opened by the Mayor at 5:30 p.m.

Questions and Comments - NONE

Meeting closed by the Mayor at 5:33 p.m.

Call to Order, Invocation, Flag Salute

Roll Call: Time: 5:34 p.m.: Coye Nettles – Present, Barrett Harris – ABSENT, 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: Chad Smith, Shawn Noel, Renee Fite, Cy Bray, Keri Gordon, Ken Gordon, Tracy Sims, Ken Hill, Sheila Isaacs, Justin Bruner.

Special Agenda

1. Discussion with possible decision to adopt the proposed budget for FY 2025-2026.

Motion to Approve: Jim Second: Debbie

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

Motion Carried

2. Discussion with possible decision to adopt Resolution SIA 2025-2026.

Motion to Approve: Jim Second: Debbie

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

Motion Carried

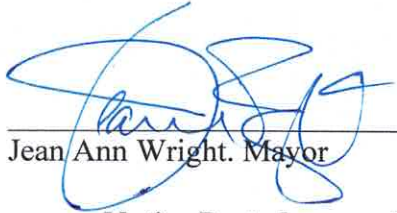
Adjournment

Motion to adjourn: Jim **Second:** Coye

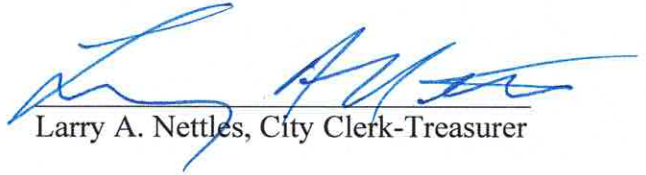
Coye – Yes, Debbie – Yes, Jim – Yes, Jean Ann – Yes

Meeting adjourned at 5:35 p.m.

ATTEST:



Jean Ann Wright, Mayor



Larry A. Nettles, City Clerk-Treasurer

Notice Posted:

**Thursday May 29, 2025, at 3:30 p.m.
Stilwell City Hall, 20 South First Street
www.cityofstilwell.com**



CITY OF STILWELL

CITY COUNCIL

REGULAR MEETING MINUTES

Monday June 2, 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.”

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Questions and Comments - NONE

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Call to Order

Roll Call: Time: 5:35 p.m.: Coye Nettles – Present, Barrett Harris – ABSENT, 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: Chad Smith, Shawn Noel, Renee Fite, Cy Bray, Keri Gordon, Ken Gordon, Tracy Sims, Ken Hill, Sheila Isaacs, Justin Bruner.

Mayor's Comments: Cool weather is a plus, tornado recovery has been very effective and very thankful that no one was hurt.

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.

Comments: Tracy Sims offered thanks and appreciation to the First Responders and others with the city for their work during and after the tornado activity in May. Also, FYI to the council that bids were being opened for the new building at the fairgrounds this week.

FYI:

1. For the first time in several years, there are no properties up for County Tax Sale having a City lien.
2. Solicitation for an Auditor has been published.
3. Police Department has achieved Gold-level Recognition for 2024 for Lexipol Training and Policy Maintenance.

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 May 5 and Special Meeting May 12, 2025.
2. Approval of blanket purchase orders in the sum of \$70,806.
3. Approval of budget increase to Police Department account #10-09-660400 of \$28,901.99 which equals the monthly received School Resource Officer reimbursement.
4. Approval of payment of claims for:
 - a. \$430,631.35 from Fund 10 – General
 - b. \$126,670.00 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. \$0 from Fund 90 – Federal Grant One – Safe Routes to School
 - g. (\$2,200.00) from Fund 91 – Special Projects – Golf Course

5. Approval of May 2025 payroll in the sum of \$380,011.96.
6. Approve adoption of the proposed City of Stilwell Budget for FY 2025-2026.
7. Approve adoption of Resolution City 2025-2026.
8. Approve removal of monthly increase to the Police Department for School Officer Reimbursement for the Consent Agenda as it is included in the budget for 2025-26.
9. ~~Approve special event permits, waivers of fees, and partial funding for the Chamber of Commerce for five events designed to provide both economic advantage and positive community impact to the City of Stilwell during FY 2025-2026, at a maximum cost of \$8,750 to be allocated as described hereafter upon presentation of an itemized list of expenses, of no more than 50% of cost not to exceed \$1,750 per event.~~

- a. ~~July 4th Downtown Pienie~~
- b. ~~Stilwell High School Homecoming Chili Luncheon~~
- c. ~~Annual Trunk o Ween Event~~
- d. ~~Christmas Parade (date to be determined after school starts)~~
- e. ~~Strawberry Festival Prince and Princess Pageant~~

10. Approve the following budget adjustments to General Fund for FY 2024-2025.

General Fund – Administration	\$75,000 Insurance, Professional Services
General Fund – City Clerk	\$20,000 Software, Office Supplies
General Fund – Fire Department	\$14,000 Fire Calls, Utilities
General Fund – Community Building	\$ 2,000 Utilities
General Fund – Sports Facilities	\$ 4,000 Utilities
General Fund – Municipal Court	\$ 2,500 Office Supp., Contractual Services
General Fund Increase	\$117,500

Capital Improvement – Sports Facilities \$25,000 Finish Press Box (City Portion)

Street & Alley – Street Department \$ 3,000 Patch Material

11. Approve the annual property insurance payment of \$46,582.00 from General Fund – Administration – Insurance Account #10-01-630500 to OMAG for FY 2025-2026, not requiring a budget adjustment upon approval of Item 10 above.
12. Approve change of current bank signatories for all city funds at Carson Community Bank to add Barrett Harris and remove Lane Kindle.
13. ~~Approve Memorandum of Understanding with the FOP for salary adjustments for FY 2024-25.~~
14. ~~Approve Collective Bargaining Agreement with FOP Lodge # 169 for FY 2025-2026.~~
15. Approve the salary schedule for all employees as determined in the budget for Fiscal Year 2025-2026.

16. Approve surplus of the following (specific list available):

Carson Park	resale – 1 item - Splash Pad Entryway Water Fountain – Elkay SN 410626949
Fire Department	resale – 10 Items (old radios, etc.) outdated and unusable – 40 items (mainly old tech) unsellable – 14 items (old and not repairable)

Motion to Approve minus 9, 13, & 14: Jim **Second:** Debbie

Coye – Yes, Debbie – Yes, Jim – Yes

Motion Carried

Old Business:

1. 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 Approve: Jim **Second:** Coye

Coye – Yes, Debbie – Yes, Jim – Yes

Motion Carried

2. 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

6. Expiration:

- a. Sick leave does not expire unless employment ends.
- b. All unused sick leave is forfeited upon separation from employment.
- c. Sick leave has no monetary value and is not eligible for payment or reimbursement under any circumstance.

~~a. No sick leave will expire until date of separation of employment except as otherwise addressed in this policy.~~

~~b. All sick leave shall expire on the date of separation of employment.~~

~~7. Reimbursement:~~

~~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.~~

NO ACTION

3. Discussion with possible decision to approve, reject and/or amend Ordinance 442: An Ordinance Providing for the De-Annexation of the Cullipher Addition to the City of Stilwell, Oklahoma, Changing the Boundary to Exclude Such Territory.

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

Coye – Yes, Debbie – Yes, Jim – Yes

Motion Carried

4. 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 442” adopted above shall become effective immediately upon passage and approval, all as required by Law.

Motion to Approve: **Second:**

Coye – Yes, Debbie – Yes, Jim – 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.

9. Approve special event permits, waivers-of-fees, and partial funding for the Chamber of Commerce for five events designed to provide both economic advantage and positive community impact to the City of Stilwell during FY 2025-2026, at a maximum cost of \$7,000 to be allocated as described hereafter upon presentation of an itemized list of expenses, of no more than 50% of cost not to exceed \$1,750 per event.

- a. July 4th Downtown Pienie Kick-off
- b. Stilwell High School Homecoming Chili Luncheon
- c. Annual Trunk-o-Ween Event
- d. ~~Christmas Parade (date to be determined after school starts)~~
- e. Strawberry Festival Prince and Princess Pageant

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

Coye – Yes, Debbie – Yes, Jim – Yes

Motion Carried

13. Approve Memorandum of Understanding with the FOP for salary adjustments for FY 2024-25.

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

Coye – Yes, Debbie – Yes, Jim – Yes

Motion Carried

14. Approve Collective Bargaining Agreement with FOP Lodge # 169 for FY 2025-2026.

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

Coye – Yes, Debbie – Yes, Jim – Yes

Motion Carried

2. Discussion with possible decision to approve, reject and/or amend request by the Chamber of Commerce to schedule use of Adair Park from 6 p.m. until fireworks are completed (beginning at dark) on June 28th to celebrate the Fourth of July Holiday.

Motion to Approve: Jim **Second:** Coye

Coye – Yes, Debbie – Yes, Jim – Yes

Motion Carried

3. Discussion with possible decision to approve, reject and/or amend request by the Chamber of Commerce for the City to pay \$2500 toward the cost of the fireworks display and music performance at the requested Fourth of July activity.

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

Coye – Yes, Debbie – Yes, Jim – Yes

Motion Carried

4. Discussion with possible decision to approve, reject and/or amend a request the establishment of Fund 18 – FLEET MANAGEMENT FUND as the depository for those funds budgeted for vehicle lease and/or purchase for the City.

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

Coye – Yes, Debbie – Yes, Jim – Yes

Motion Carried

5. Discussion with possible decision to approve, reject and/or amend a request to establish a new account at Carson Community Bank to be known as FLEET MANAGEMENT with same signatories as other City of Stilwell accounts.

Motion to Approve: Jim **Second:** Coye

Coye – Yes, Debbie – Yes, Jim – Yes

Motion Carried

Possible Executive Session for discussion of Items 6-10 as per Title 25 O.S. 307(B)(1)(2)(3)(4) and (E)(1)(2)(3).

Motion to ENTER EXECUTIVE SESSION at 6:24 p.m.: Debbie

Second: Jim

Coye – Yes, Debbie – Yes, Jim – 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 7:17 p.m.: Jim

Second: Coye

Coye – Yes, Debbie – Yes, Jim – Yes

Motion Carried

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

Items 6-10 were discussed in Executive Session. No other items were discussed, and no action was taken.

6. Discussion and possible decision to accept resignation of Jaxon Thomlinson effective May 29, 2025.

Motion to Approve: Jim Second: Debbie

Coye – Yes, Debbie – Yes, Jim – Yes

Motion Carried

7. Discussion with possible decision to approve, reject and/or amend request by the Fire Chief to create the position of Battalion Chief to be filled by Charly Coombs effective July 1, 2025, with a recommended annual salary of \$3,600 under the same arrangement as currently utilized by the Fire Captains.

Motion to Approve: Coye Second: Debbie

Coye – Yes, Debbie – Yes, Jim – Yes

Motion Carried

8. Discussion with possible decision to approve, reject and/or amend request by the Fire Chief to fill the open position of Fire Captain from the following: Logan Duggar, JJ. Coombs, or Dustin Strickland.

Motion to Approve Logan Duggar as Fire Captain effective June 2, 2025: Debbie

Second: Jim

Coye – Yes, Debbie – Yes, Jim – Yes

Motion Carried

9. Discussion with possible decision to approve, reject and/or amend request by the Fire Chief to approve the following as probationary members of SVFD: Nathaniel Glass, Brian Ruben, Isiah Castro, Dustin Wolfe, Jose Sam, and Jose Perez.

Motion to Approve: Jim Second: Debbie

Coye – Yes, Debbie – Yes, Jim – Yes

Motion Carried

10. 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.)

NONE

Adjournment

Motion to adjourn: Debbie Second: Coye

Coye – Yes, Debbie – Yes, Jim – Yes

Meeting adjourned at 7:20 p.m.

ATTEST:



Jean Ann Wright, Mayor



Larry Nettles, City Clerk-Treasurer

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

