

# STILWELL IMPROVEMENT AUTHORITY SPECIAL MEETING MINUTES

Monday December 1, 2025 at 5:30 p.m.  
Stilwell City Hall, 20 South 1<sup>st</sup> Street

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

## Call to Order, Invocation, Flag Salute

**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:** Kaden Kirk, Chad Smith, Dale Dandridge, Cindy Carson, Amy Duncan, Renee Fite, Shania Merchant, Charley Coombs, Robbie Coombes, Cy Bray, John Spray.

**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.

## Special Agenda

1. Discussion with possible decision to approve, reject and/or amend Board Meeting Dates for calendar year 2026.

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

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

**Motion Carried 6-0**


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


**NO DISCUSSION**

## Adjournment

**Meeting adjourned at 5:35 p.m.**

**ATTEST:**

  
Jean Ann Wright, Mayor

  
Larry A. Nettles, City Clerk-Treasurer



**Notice and Agenda Posted: Tuesday November 25, 2024, at 4:00 p.m.**  
**Stilwell City Hall, 20 South 1<sup>st</sup> Street**  
**[www.cityofstilwell.com](http://www.cityofstilwell.com)**

# CITY OF STILWELL

## CITY COUNCIL

### MINUTES OF REGULAR MEETING

Monday December 1, 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: 5:35 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:** Kaden Kirk, Chad Smith, Dale Dandridge, Cindy Carson, Amy Duncan, Renee Fite, Shania Merchant, Rachelle Horny, Charley Coombs, Robbie Coombes, Cy Bray, John Spray.

**Mayor's Comments:** The Holiday Train that visited Adair Park on Saturday was a resounding success. There have been no complaints and a large number of positive comments. One of the posted videos has over 75,000 views. Also, the Christmas Parade will be December 12 at 6 p.m.

**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. We have received a reimbursement on the Second Street Project of \$298,484.25.

2. Stilwell Fire Chief has completed Firefighter II Training.
3. A letter from the Adair County Fair Board has been received thanking the City for our support of the Adair County Fair.
4. Adair County EMS will be moving into the prepared location in the Stilwell fire Department and will be having their public meetings in the Joe Adair Room.

### **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 November 3, 2025 & Special Meeting Minutes November 10, 2025.
2. Approval of blanket purchase orders in the sum of \$71,706.00
3. Approval of payment of claims for:
  - a. \$342,923.79 from Fund 10 – General
  - b. \$19,244.37 from Fund 20 – Capital Improvement
  - c. \$0 from Fund 21 – Fleet management
  - d. \$0 from Fund 30 – Street & Alley
  - e. \$0 from Fund 50 – Cemetery
  - f. \$0 from Fund 60 – Federal Grant Two – Second Street Project
  - g. \$0 from Fund 90 – Federal Grant One – Safe Routes to School
  - h. \$120.00 from Fund 91 – Special Projects – Golf Course
4. Approval of November 2025 payroll in the sum of \$368,643.48.
5. Approval to surplus the following:

a. pressure washer,	g. 2009 F-150,
b. Bobcat 72" mower,	h. 2009 F-150,
c. American landscaper	i. 2009 F-150,
d. Ford Interceptor,	j. Ford Expedition – #42181
e. Kubota generator,	k. Ford Taurus,
f. Scuba gear,	l. Ford Interceptor.
6. Approve proposed Consolidated Schedule for calendar year 2026 with Utility Department and SADA schedules to be added at our January meeting.



7. Approval of payment of the rental fees for equipment used to clear city property on Paul Mead Road from Scott Equipment Company for \$12,057.49 from Capital Improvement – Street – Construction Acct # 20-12-645303 requiring a budget adjustment of equal amount to the above named account.
8. Approval of use of the two (2) grant per year limit from the Oklahoma Arts Council for Fourth of July Festivities and the Fall Festival.
9. Approve AGREEMENT FOR LIBRARY SERVICES, FACILITIES AND MAINTENANCE for 2025-2026 with the Eastern Oklahoma Library System
10. Approval of payment to Holloway, Updike, and Bellen of \$12,000 for services rendered in response to the Council approval of incentives for HBF on August 4, 2025.

**Motion to Approve items 2-8 and 10:** Lane    **Second:** Jim

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.

C-1. Approval of minutes of Regular Meeting November 3, 2025 & Special Meeting Minutes November 10, 2025.

**Motion to Approve with exception of Special Meeting for Lane:** Jim    **Second:** Barrett

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

**Motion Carried 5-0**

C-9. Approve AGREEMENT FOR LIBRARY SERVICES, FACILITIES AND MAINTENANCE for 2025-2026 with the Eastern Oklahoma Library System

**Motion to Table:** Jim    **Second:** Barrett

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

**Motion TABLED 5-0**

2. Discussion with possible decision to approve, reject and/or amend a request to place a Manufactured home at 442 Cherokee Street by Sonja Gonzalis requiring a variance to have a manufactured home outside of the two recognized mobile home parks.

**Motion to REJECT:** Lane    **Second:** Barrett

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

**Motion REJECTED 3-2**

3. Discussion with possible decision to approve, reject and/or amend proposed renewal of our Mowing Contracts with Fourkiller Lawn Solutions for all City Property with the exception of the City Cemetery at an annual cost of \$143,641.00.

**Motion to REJECT AND TO SOLICIT BIDS:** Barrett **Second:** Debbie

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

**Motion Carried 5-0**

4. Discussion with possible action to approve, reject and/or amend proposal to advertise for sealed bids on a one-year renewable contract (contract dates shall be from March 1, 2026, through February 28, 2027) for “Cemetery Mowing” to consist of the following:
- a. shall maintain the cemetery weekly
  - b. mowing
  - c. edging
  - d. weed trimming
  - e. cleaning grass off of headstones
  - f. spraying fence lines
  - g. general aesthetic maintenance
  - h. off season maintenance to include:
    - i. trimming of any trees or shrubs as needed
    - ii. leaf mulching or raking as needed

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

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 Ordinance 444: An Ordinance adopting the provisions of Oklahoma §11-34-109 and the Municipal Carry Act.

**Motion to TABLE:** Lane **Second:** Jim

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

**Motion TABLED 5-0**

6. 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 444” adopted above shall become effective immediately upon passage and approval, all as required by Law.

**NO ACTION**

7. Discussion with possible decision to approve, reject and/or amend “Resolution 2026-01-CHARTER: A Resolution of the City Council of the City of Stilwell Authorizing and Providing Notice of Election, To Be Held April 7, 2026 To Wit: A Proposal To Amend

The Charter Of The City Of Stilwell To Amend Eligibility Requirements For City Office And Providing An Effective Date Of Adoption.

**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 “Resolution 2026-02-CHARTER: A Resolution Of The City Council Of The City Of Stilwell Authorizing And Providing Notice Of Election, To Be Held April 7, 2026 To Wit: A Proposal To Amend The Charter Of The City Of Stilwell To Remove The Elected Office Of City Clerk-Treasurer To An Employed Salaried Position Effective May 1, 2027.

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

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

**Motion Carried 5-0**

9. Discussion with possible decision to approve, reject and/or amend “Resolution 2026-03-NOPFA Franchise 2026: A Resolution Of The City Council Of The City Of Stilwell (“CITY”) Authorizing And Providing Notice Of Election, To Be Held April 7, 2026, To Wit: An Ordinance Granting A Franchise Renewal To The Trustees Of The Northeast Oklahoma Public Facilities Authority (“NOPFA”), Their Successors And Assigns, For A Term Of Twenty-Five (25) Years From And After February 23, 2026, A Non-Exclusive Franchise To Install, Construct, Maintain And Operate A System Within The City For The Purpose Of Transmitting, Distributing And Selling Natural Gas; Prescribing Method Of Acceptance; And Providing A Penalty For Non-Compliance.

**Motion to TABLE:** Lane **Second:** Coye

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

**Motion TABLED 5-0**

**Possible Executive Session for discussion of Items 12-18 as per Title 25 O.S. 307 (B)(1) (2)(3)(4), (C)(11), and (E)(1)(2)(3) requiring the signing of a non-disclosure agreement by each Executive Session attendee and designation of the City Clerk to keep written minutes of the Executive Session.**

**Motion to ENTER EXECUTIVE SESSION at 6:38 p.m.:** Debbie

**Second:** Jim

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

**Motion Carried 5-0**



**RETURN FROM EXECUTIVE SESSION at 7:39 p.m.:**

10. Discussion with possible decision to accept resignation of David Glenn effective November 24, 2025 with payment of remaining vacation and sick leave in the amount of \$21,026.74 per employee policy handbook.

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

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 appointment of Ross Johnson as Community Development Director with salary of \$58,000 per year with all associated benefits effective November 1, 2025, with probationary period to end on February 1, 2026.

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

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 a recommended increase in salary to \$17 per hour for Tara Lanning and David Quintero effective November 24, 2025.

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

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

**Motion Carried 5-0**

13. Discussion with possible decision to approve, reject, and/or amend recommendation of full-time employment of Grayson Harmon at \$14 per hour with full benefits effective December 1, 2025.

**NO ACTION**

14. Discussion with possible decision to approve, reject, and/or amend recommendation of full-time employment of Nicole Ames at \$17 per hour with full benefits effective December 1, 2025.

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

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

**Motion Carried 5-0**

15. Discussion with possible decision to approve, reject, and/or amend recommendation of part-time employment of Melinda Garrett at \$17 per hour effective December 1, 2025.

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

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

**Motion Carried 5-0**

16. Discussion with possible decision regarding HUD and Rolling Hills.

**NO ACTION**

17. Discussion only concerning Sick Leave Policy.

**NO ACTION**

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

**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**

**Meeting adjourned at 7:41 p.m.**

**ATTEST**

  
Jean Ann Wright, Mayor

  
Larry Nettles, City Clerk-Treasurer

**Agenda Posted:**      **Wednesday November 26, 2025, at 4:00 p.m.**  
                                 **Stilwell City Hall, 20 South First**  
                                 **[www.cityofstilwell.com](http://www.cityofstilwell.com)**

