

STILWELL IMPROVEMENT AUTHORITY

REGULAR MEETING

Monday January 5, 2026 – 5:30 p.m. – City Hall – 20 South First Street

Invocation, Flag Salute

Call to Order, Roll Call

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 October 6, 2025 & Special Meeting Minutes December 1, 2025.
2. Approval of payment of claims from October 1, 2025, until December 31, 2025, in the amount of \$29,370.24.

Action on Individual Items from Consent 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.
2. Discussion with possible decision to approve, reject, and/or amend request by the City Treasurer to pay off loan with Carson Community Bank for the Construction of the Police Department at a cost of not more than \$187,000.

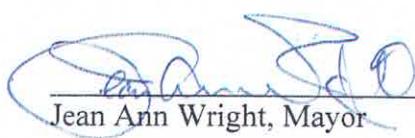
Possible Executive Session for discussion of Item 3 as per Title 25 O.S. 307(B) (1)(2)(3)(4).

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

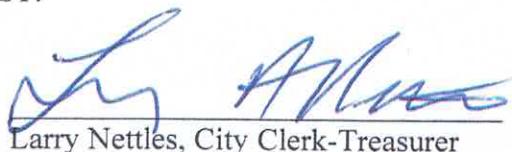
New Business: Consideration, discussion and possible approval regarding any matter not known about or which could not have reasonably been foreseen prior to the time of posting (Title 25, O.S. Sec. 311.)

Adjournment

ATTEST:



Jean Ann Wright, Mayor



Larry Nettles, City Clerk-Treasurer

Agenda Posted: Friday January 2, 2026 at 4:00 p.m.
Stilwell City Hall, 20 South First
www.cityofstilwell.com



CITY OF STILWELL

CITY COUNCIL

REGULAR MEETING

Monday January 5, 2026 – 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.”

Invocation, Flag Salute

Call to Order, Roll Call

Mayor's Comments:

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FYI:

1. Sealed Bids are due on January 15 at 4:00 p.m. for all mowing contracts. Bid opening will be a 2:00 p.m. Friday, January 16, at City Hall.
2. The City has been approved for a \$70,000 REAP Grant for 2026 for drainage work.
3. Final reimbursement request for \$82,460.37 has been filed for the Safe Routes to School Project.

Departmental Reports

Police

Fire

Municipal Works

Community Development

Consent agenda

1. Approval of minutes of Regular Meeting December 1, 2025, and Special meeting December 18, 2025.
2. Approval of blanket purchase orders in the sum of \$71,806.00
3. Approval of payment of claims for:
 - a. \$246,042.42 from Fund 10 – General
 - b. \$24,057.81 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. \$1,317.77 from Fund 91 – Special Projects – Golf Course
4. Approval of December 2025 payroll in the sum of \$313,729.78,
5. Approval of payment of \$80,000 to SIA to complete approved payoff of Police Building Loan. No payment if payoff is not approved.
6. Approval of a special event permit for the Kiwanis Club of Stilwell to host the 2026 Stilwell Strawberry Festival – waiving vendor permit fee.
7. Approval of an expenditure for portable toilets for the Stilwell Strawberry Festival at a cost not to exceed \$1,800.00.
8. Approval of an expenditure for “Stilwell Has Talent” for the Stilwell Strawberry Festival at a cost not to exceed \$2,500.00.
9. Accept resignation of Leonard Langham from the Sanitation Department effective December 8, 2025.
10. Accept resignation of Police officer Erik Barza effective December 6, 2025.

11. Approve designation of the Mayor, City Clerk and Council President as the City negotiation team for FY 2026-2027 contract negotiations with Fraternal Order of Police (FOP) Lodge 169.
12. Approve authorization of the City Clerk-Treasurer to approve such expenditures as are required for conduct of the April 7, 2026, Special Municipal Election by the Adair County Election Board.
13. Approval of the following to meet the State Guidelines for Election Proposition #1: RESOLUTION 2026-01-01: 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.
14. Approval of the following to meet the State Guidelines for Election Proposition #2: RESOLUTION 2026-01-02: 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.
15. Approval of the following to meet the State Guidelines for Election Proposition #3: RESOLUTION 2026-01-03 NOPFA FRANCHISE: 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 Grant a Franchise Renewal to the Trustees of the Northeast Oklahoma Public Facilities Authority, their Successors and Assigns, For a Term of Twenty-Five (25) Years From and After February 24, 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.
16. Approval of a budget increase of \$70,000 to Capital Improvement– Street Department – Improvement Account #20-12-645301 to reflect 2026 REAP Grant for Drainage Repair and Replacement at Fourth Street and Worley Avenue and Elm Street Ditch to Hickory Street.
17. Approval to surplus the following from the Fire Department for sale:
 - a. 4- Cardiac Science AEDs, 1-Lifepak AED.
 - b. 30-Maxon radios and misc. parts.
 - c. 9-ISI SCBA facemasks.
 - d. 3- Magnum SCBA packs.
 - e. 7- Wood folding tables.
 - f. New banana boat.
 - g. Work cage for the back of a 4-wheeler.
 - h. Old Panasonic video camera and case
 - i. 15- joints of out-of-service hose
 - j. 100' of old redline.

- k. 3-10' Wooden pike poles.
- l. 2- Fiberglass pike poles
- m. Snow chains for tires
- n. 1000-watt light/generator

18. Approval to surplus the following from the Fire Department for junk:

- a. 2- Viking SCBA packs
- b. 2- boxes of misc. old radio parts, wires, and chargers, as well as old spotlights.
- c. 4- sprayer tanks for backpack blowers.
- d. Old truck winch (motor is bad)
- e. Old BBQ grill
- f. Electric fan
- g. Small shop vacuums.
- h. Used light bulbs, ballasts, and covers from the station.
- i. Old flashlights and parts.
- j. Old street flashers.
- k. Old truck lights, beauty rims, tire tubs, and misc. air filters and fuel filters.
- l. Tool boxes.
- m. Electric drill, 2- ceiling fans, coffee machine, bag phone, and projector.
- n. Old backpack blower and old chainsaw.
- o. Old EMS gear and bag, oxygen tank, and ventilator.

19. Approval to surplus the following from Street/Police shop:

- a. 1 set of cages for 2020 Dodge Durango
- b. 3 sets of cages for 2019 Ford Explorer
- c. 1 Scag Tiger 60" lawnmower

Old Business:

1. Discussion with possible decision to approve, reject and/or amend a proposed AGREEMENT FOR LIBRARY SERVICES, FACILITIES AND MAINTENANCE for 2025-2026 with the Eastern Oklahoma Library System.
2. 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.
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 444" adopted above shall become effective immediately upon passage and approval, all as required by Law.
4. Discussion with possible decision to approve, reject and/or amend proposal for traffic signal repair/cabinet replacement at South Second Street & Locust of \$26,250.00 from General Fund – Street – Street Lighting Acct #10-12-651000 requiring a budget adjustment of equal amount to the above named account.

Agenda:

1. Approval of proposed sidewalk removal and replacement by Blue Collar Concrete and Excavation of approximately 2520 sq. Ft. In front of Carson Community Bank for \$65,000 from Capital Improvement – Street – Construction acct # 20-12-645303 not requiring a budget adjustment.
2. Discussion with possible decision to approve, reject and/or amend ORDINANCE 445: An Ordinance Granting to the Trustees of the Northeast Oklahoma Public Facilities Authority, their Successors and Assigns, for a Term of Twenty-Five (25) Years from and after February 24, 2026, a Non-Exclusive Franchise to Install, Construct, Maintain and Operate a System of Pipe , Equipment and Other Physical Facilities In, Upon, Across, and Under All Streets, Alleys and other Public Grounds and Ways within the City of Stilwell for the Purpose of Transmitting, Distributing and Selling Natural Gas, all Costs and Expenses Relating to Construction, Installation, Maintenance and Operation of Said System, Including Payment of Indebtedness Incurred therefore to be Defrayed Solely From the Trust Estate, for which the City and Its Taxpayers hall In No Manner Whatsoever be Liable or Obligated and for which No Taxes shall be Levied, all as Provided in the Declaration of Trust of the Northeastern Oklahoma Public Facilities authority as amended and by the Contract of the Trustees thereof with the City; Expressly Reserving all Municipal and Government Police Powers; Making Provisions Relating to Leasing, Assigning and Alienation of Franchise; Providing for Payment of a Percentage of Gross Receipt arising from Use of Franchise and Plant Used therewith; Providing for Conveyance of System within City to It when Indebtedness shall have been Liquidated and for Purchase of Property and Plant by the City, Prescribing Conditions and Procedure therefore; Prescribing Method of Acceptance; and Providing a Penalty for Non-Compliance.
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 445” adopted above shall become effective immediately upon passage and approval, all as required by Law.
4. Discussion with possible decision to approve, reject, and/or amend ORDINANCE 446: An Ordinance of the City of Stilwell, Oklahoma, Establishing a Standard Procedure for Annexation and De-Annexation for the City of Stilwell in Compliance with the Laws of the State of Oklahoma.
5. 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 446” adopted above shall become effective immediately upon passage and approval, all as required by Law.
6. Discussion with possible decision to approve, reject, and/or amend a request by Rick Roberts to change the currently non-zoned Parcels 0010-02-015-025-0-044-00 and 0010-02-015-025-0-030-00 to zoned commercial.

7. Discussion with possible decision to approve, reject, and/or amend request for non-renewal of our CD's with Carson Bank for both Street & Alley and General Fund and movement of those assets to the checking accounts for those funds.
8. Discussion with possible action to approve, reject and/or amend the following proposed additions/changes to the Personnel Policy Handbook to be effective July 1, 2026:

ARTICLE EIGHT – ABSENCES - F. SICK LEAVE: ACCRUAL:

- e. 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. *Effective July 1, 2026, excess leave shall be paid at current Oklahoma minimum wage.*
9. Discussion with possible action to approve, reject and/or amend the following proposed additions/changes to the Personnel Policy Handbook to be effective January 5, 2026:

ARTICLE EIGHT – ABSENCES - F. SICK LEAVE: ACCRUAL:

- g. *Sick leave shall accrue from the first day of employment and may be taken as unpaid leave, but shall not be available as paid leave until the completion of the probationary period.*
10. Discussion with possible action to approve, reject and/or amend the following proposed additions/changes to the Personnel Policy Handbook to be effective January 5, 2026:

ARTICLE EIGHT – ABSENCES - G. EMERGENCY LEAVE:

- e. *Emergency leave may be taken as unpaid leave, but shall not be available as paid leave until the completion of the probationary period.*
11. Discussion with possible action to approve, reject and/or amend requests for the following budget adjustments:

Fund 10 (General) – Community Development – Gas & Oil	\$ 5,000
Community Building – Utilities	\$ 4,000
Fund 90 (Safe Routes) – Street – Improvements	\$ 20,000
Fund 91 (Golf Course) – Street – Improvements (donations)	<u>\$101,250</u>
Total Change	\$130,250

Possible Executive Session for discussion of Items 12-17 as per Title 25 O.S. 307(B) (1)(2)(3)(4).

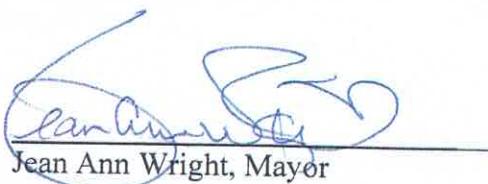
12. Discussion with possible decision to confirm termination of probationary employee Andrea Perkins effective December 8, 2025.
13. Discussion with possible decision to confirm full-time employment of Steve Rankin as Code Enforcement Officer effective 01/01/2026 at an annual salary of \$45,000.

14. Discussion with possible decision to confirm employment of Alexis Hall as Part-time Dispatcher at \$17.00 per hour effective December 2, 2026.
15. Discussion with possible decision to confirm employment of Logan Dugger as Full-time Firefighter/Administrative Assistant at \$17.50 per hour effective 01/05/2026 with \$.50 raise upon completion of Firefighter One training.
16. Discussion with possible decision regarding HUD and Rolling Hills.
17. 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



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