

TOWN OF KIOWA
PUBLIC WORKS AUTHORITY
FOR REGULAR MONTHLY MEETING MINUTES

NOVEMBER 18TH, 2021, AT 6:30 P.M.

AT KIOWA CITY HALL

813 S. HARRISON

KIOWA, OKLAHOMA

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to **amendment**, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same **amendment** language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.

The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its City/Trust Manager, staff, Attorney or to the recommending board, commission or committee.

CALL MEETING TO ORDER: Mayor Peterson called meeting to order @ 6:30 P.M.

PLEDGE OF ALLEGIANCE: Completed.

ROLL CALL: Hatridge- here, Hall- absent, Peterson- here, Vanblaricom- here, Ellis- here.

APPROVAL OF MINUTES: No questions about the minutes from October 28th, 2021. Peterson made the motion to approve the minutes. Seconded by Hatridge. Hatridge- yes, Peterson- yes, Vanblaricom- abstain, Ellis- yes. Motion carries.

APPROVAL OF THE FINANCIAL REPORT: Tracy Reed "the schedule of cash as of October 2021 unrestricted is about \$1.3 million which is about \$6,000 difference from last month to the positive, we pretty much break-even but a little bit better. We are down about \$8,000 from 06/30/21. We need to have a policy of using our restricted funds before using the unrestricted, like money that is set aside for a specific purpose use those funds first. You have a significant amount of restricted funds which some of them are restricted by debt service, citizens, previous council etc. but it does make up a significant portion of what we have available to us. Any

questions on the cash sheet?" No questions. On to PWA financials for October we are four months into our fiscal year and you will see all of the departments, the water department is turning up a profit of about a 30% gross profit, sewer and trash are both negative by about 15%, which typically that is where our profit center should be but that is not the case right now. Year to date we are showing a net income of about \$41,000. We did have a \$49,000 insurance claim that came through. We do plan to have an offsetting expense for that which means we are about to break even in PWA year to date. We need to start getting a game plan and feedback for new expenses and how they will be funded. Peterson made a motion to approve the financial report. Seconded by Hatridge. Hatridge- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes. Motion carries.

PURCHASE ORDERS: Purchase orders were not presented to approve. Table until next month. No vote.

WATER PLANT REPORT: Trevor Middleton states everything is running good at the plant. There was a water leak on Walnut Street today but it ended up being on the customer's side. James Cearley went and took his Class B water test and he passed. On Scotty's sewer tap he stated Rick Parent could do it for \$70.00 an hour with a four hour minimum and he thinks it will take six hours. Peterson, "A line will have to be dug at Scotty's 16 feet down; we do not have the equipment that will dig that far down. The most our equipment will dig is 12 feet." Vanblaricom asks if we can rent the equipment and our men do it. Middleton stated yes, they could. Even if someone else does it they will still be there doing work. Ellis stated that William said we could rent the equipment but we will also have to have shoring equipment, which is required by OSHA and state law for any hole over 5 foot deep and at least 18 feet deep. Thinks we need to call contractors that have done it and get their opinion. Peterson states we will put on next month's agenda to discuss.

- 1. DISCUSSION AND POSSIBLE APPROVAL TO ACCEPT NED NAUGLE'S RESIGNATION LETTER FOR WARD 4 BOARD OF TRUSTEE SEAT.** Peterson makes the motion to approve Ned Naugle's resignation letter. Seconded by Hatridge. Hatridge- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes. Motion carries.
- 2. DISCUSSION AND POSSIBLE APPROVAL TO APPOINT, SWEAR IN, AND ADMINISTER THE LOYALTY OATH FOR BRANTON NICHOLS TO REPRESENT WARD 4 BOARD OF TRUSTEES.** Peterson made the motion to approve to appoint, swear in, and administer the loyalty oath for Branton Nichols to represent ward 4 board of trustees. Seconded by Hatridge. Hatridge- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes. Motion carries. Jerri Ellis administered the loyalty oath and oath of office for Branton Nichols for ward 4 board of trustees.

3. **DISCUSSION AND POSSIBLE APPROVAL TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSION OF POSSIBLE PROMOTION AND/OR PAY RAISE OR DISCIPLINARY ACTION TO APPOINT A CITY CLERK FOR STATUTORY DUTIES ONLY. OS TITLE 25 SECTION 307(B).** Peterson made the motion to enter into executive session at 6:48 P.M. Seconded by Hatridge. Hatridge- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes. Motion carries.
4. **DISCUSSION AND POSSIBLE APPROVAL OF FINDINGS FROM EXECUTIVE SESSION FOR APPOINTING A CITY CLERK.** Peterson made the motion to appoint Leighanne Johnston as the City Clerk for statutory duties only. Seconded by Vanblaricom. Hatridge- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes. Motion carries.
5. **APPOINT, SWEAR IN, AND ADMINISTER THE LOYALTY OATH FOR THE CITY CLERK IF APPOINTED.** Jerri Ellis administered the loyalty oath and oath of office for Leighanne Johnston City Clerk.
6. **DISCUSSION AND POSSIBLE APPROVAL TO HIRE AN OFFICE ASSISTANT.** Ellis stated that now that we have appointed a city clerk we would like to advertise to hire an office assistant to help fulfill the duties in the office. Peterson states, which would mean they would learn all positions and fill in if one of the girls are gone. Ellis states she would like for their main job to be the water and then learn everything else, states she is staying too busy with bills and other stuff that she does not have enough time to do water and everything else. Need to come up with a job description for the office assistant to advertise. Peterson made the motion to approve to hire an office assistant and discuss pay and benefits after interviews. Will accept applications until 12/20/21. Seconded by Hatridge. Hatridge- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.
7. **DISCUSSION AND POSSIBLE APPROVAL TO OPT OUT OF USING PO'S WITH THE ADOPTION OF A PURCHASING POLICY.** Tracy Reed "example of one was presented to all council in their packet. Our current P.O. system is not providing us a level of control of oversight that it is intended to. Will have to modify as needed. It is a recommendation which would show check, amount, memo, vendor, all of the information needed to approve the amount being paid. Tabled until next month. No vote.
8. **DISCUSSION AND POSSIBLE APPROVAL TO REMOVE NED NAUGLE FROM ALL PWA FIRST BANK ACCOUNTS.** Peterson made the motion to remove Ned Naugle from all PWA first bank accounts. Seconded by Hatridge. Hatridge- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.
9. **DISCUSSION AND POSSIBLE APPROVAL TO RENEW PWA CD 54543.** Ellis states the CD 54543 is up for renewal, 12/27/21 is the maturity date. The balance is \$5,168 with an interest rate of 0.20%. It is a 12 month term and it has to be approved to renew it. Peterson made the motion to approve to renew PWA CD 54543. Seconded by Hatridge.

Hatridge- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes.
Motion carries.

10. DISCUSSION AND POSSIBLE APPROVAL ON HOW TO PROCEED WITH OLD ACCOUNTS WITH METER DEPOSITS. Ellis states she has a list of old accounts that we owe money. The smallest amount owed is \$0.15 and the largest is \$85.00. Attorney asks if anyone has asked for a refund. Ellis states no, but we need to clear them off of the books. She wants to send them a letter and inform them of the funds and if no response in a certain amount of time award it to PWA. Attorney states to send them a letter informing them of the funds and give them 60 days to respond, if no response than clear account and deposit into the PWA account. Peterson made the motion to proceed with old meter accounts sending them a letter giving 60 days to respond. Seconded by Hatridge. Hatridge- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes.
Motion carries.

11. DISCUSSION AND POSSIBLE APPROVAL TO GIVE WATER ADJUSTMENT TO KARLI DUNLAY @ 1264 KIOWA LAKE ROAD FOR A WATER LEAK THAT HAS BEEN FIXED. Ellis states the adjustment would be for \$255.74 and she would pay \$327.74. Peterson made the motion to approve a water adjustment in the amount of \$255.74 for Karli Dunlay. Seconded by Hatridge. Hatridge- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.

12. DISCUSSION AND POSSIBLE APPROVAL TO GIVE A SEWER/WATER ADJUSTMENT TO RW#11 OFFICE @ 403 S VAN BUREN DUE TO A SHOP TOILET RUNNING AND IT HAS BEEN FIXED. Vanblaricom states it is a big adjustment on the city side. Ellis states that most of it is the sewer. The amount of their bill before the adjustment is \$1,335.88. Peterson made the motion to approve to give sewer/water adjustment in the amount of \$825.56 for RW#11 office. Seconded by Hatridge. Hatridge- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes, Nichols- abstain, Johnston- abstain. Motion carries.

NEW BUSINESS: Mr. Dunagan states he has a couple of questions, one what ordinance are we using to justify a no, not allowing water and sewer to an abandoned house for him to hook up his RV while he is remodeling said house. Ellis states the mobile home ordinance that is on the website. Dunagan asks if we have it in front of us, reads Chapter 9 section 5. Wants to know where the justification is for us saying no to him water and sewer for the RV since it is not a mobile home lot. Attorney states it is not up for discussion; Dunagan can state his concerns and if a council member wants to put it back on the agenda for next month we can review again if decided but the council doesn't have to since they have already made their decision at the last council meeting. Dunagan states it is not a mobile home that it is different, it is an RV and wants to know which ordinance it is we are trying to use. Attorney states council cannot answer or take any action, states he will look at the ordinance and see what applies. Dunagan states he

understands we don't want mobile home lots popping up all over town but he just wanted water and sewer for the RV while remodeling his house but was told no so he can't even work on the house. States they will be living in the RV. He is asking for reconsideration on getting water and sewer to the house to hook up his RV to stay in so he can remodel his house. He also wants to know what ordinance and what legal authority the town has to deny you water/sewer. Dunagan states he wants water/sewer to the house and will hook up the camper; it will be a temporary setup for up to 6 months.

PUBLIC DISCUSSION: N/A

ADJOURN: Peterson made the motion to adjourn @ 7:28 P.M. Seconded by Hatridge. Hatridge- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.

Time Adjourned: 7:29 P.M.

IF ASSISTANCE IS NEEDED PLEASE NOTIFY THE CITY HALL AT 918-432-5621, 24 HOURS IN ADVANCE.