

**TOWN OF KIOWA MINUTES FOR
THE REGULAR MONTHLY MEETING**

AUGUST 30, 2018 AT 7:00 P.M.

AT KIOWA CITY HALL

813 SOUTH HARRISON ST.

KIOWA OKLAHOMA

CALL MEETING TO ORDER: Mayor Johnston called the meeting to order at 7:09P.M.

ROLL CALL: Karon Sexton-present, Ned Naugle-present, Regina VanBlaricom-present, Serena Johnston-present.

CONSIDERATION OF THE MINUTES: Mayor Johnston made the motion to approve the July's meeting minutes, seconded by Naugle. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

FINANCIAL REPORT: Lamson reported a Total Revenue of \$91,657.83, Total Expenses of \$74,586.67 with Net Income of \$17,071.16. Mr. Kerns discussed needing to have a committee meeting and the new engagement letter. Discussed the need to look at the meter deposits and talk about it at the meeting. Meeting September 14, 2018 at 9:00 a.m. Mayor Johnston made the motion to approve the Financial Report, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

APPROVAL OF PURCHASE ORDERS: Discussed cutting spending and accounts to have Dale and William only on them. VanBlaricom questioned PO #5460 to Cintas Deanna stated she had talked with them and they never changed our visits from every 2 weeks to monthly and they stated they will adjust the next bill. Mayor Johnston made the motion to approve the Purchase Orders, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

1. MONTHLY REPORTS:

TENASKA POWER PLANT: Not present.

MAINTENANCE: William reported trying to prepare for the Festival. Going to see if county will sweep the streets. Citizen reported Thanks for mowing the sides of the streets.

ANIMAL CONTROL: William reported taking 5-6 dogs to pound. Skunks was killed at the school.

FIRE: Patrick present, reported 4 structure fires, some accidents, verything is up and running.

POLICE: Jess Wilson reported 481 contacts, increased patrol due to vandalism and thefts in town. Served 1 search warrant with arrest. Staying busy and are still shorthanded. Community radios are up and running, school has radio, city employees and clerks have radios and are working well.

2. Discussion and possible approval to close Town of Kiowa Grant Account at the Bank NA, this account was for the CDBG Grant. The Grant is closed and all invoices are paid and have cleared the Bank. Mayor Johnston made the motion to close the CDBG Grant Account and the Bank NA, seconded by VanBlaricom. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

3. Discussion and possible approval to purchase tractor implements, brush hog, skid strip, etc. William states he can't find anyone that will outfit the tractor. No Vote.

4. Discussion of rental deposits being returned to renters of the Community Center. Marianna Herron Marianna Herron not present. Carla reported that Ms. Herron talked with her when she went to inspect the building and she told her that the people renting the community center should not get the deposits back if not mopped. Mops need to be replaced in the community kitchen. Deanna is doing an inventory next week and will get mops.

5. Discussion and possible approval of actions to take due to Motel tax not being paid since March. Ordinance Section 7-608

Mayor Johnston requested Pat Layden's assistance in this action. Suggestion was to have Jess take the letter. Carla stated she has sent a letter with no response. Mayor Johnston made the motion to have police chief deliver a letter to the

Motel owner, seconded by VanBlaricom. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

6. Discussion and possible approval to purchase equipment for Fire Department Command Vehicle (Expedition). Deanna and Patrick clarified that this is for Fire Department Equipment (expired gear) and Fire Department Command Vehicle both are on the same Quote. Patrick got quotes and are in members packets. Mayor Johnston made the motion to approve seconded by VanBlaricom. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

7. Discussion and possible approval to purchase radio holders for Fire Department. This is for the new fire department radios. Mayor Johnston made the motion to approve seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

8. Discussion and possible approval of Town funds to be used for Kiowa Indian Summer Festival. Deanna stated that Tenaska usually pays for the band and has e-mailed and called with no response. We budgeted \$3,500. Mayor Johnston made the motion to account \$3,500 for the festival, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

9. Discussion and possible approval to purchase printers for Town Clerk, Town Treasurer, Court Clerk and Deputy Court Clerk. Deanna stated that Court Clerks printer is on the verge of quitting, and the goal is to purchase one kind of ink instead of ink for different printers like we have now. Mr. Kerns states that they are in the budget. Mayor Johnston made the motion to purchase printers in the amount of \$3,015.72, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

10. Discussion and possible approval to purchase large shredder or use shredding company to dispose of documents that can be destroyed. Deanna discussed the time spent shredding and we have 30 boxes that need to be shredded now and this is after our summer help shredded. Mayor Johnston made the motion to hire a company(Mid-com) to shred (on site) documents to be destroyed, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

11. Discussion and possible approval to pay bills on line. Deanna discussed not paying all bills on line, but ran into a situation where an address changed and check didn't get to the company and was looking at a disconnect and had to pay by check or online. I talked with the auditors and they said it wasn't a problem as long as the PO's were done and receipt is on file. Mayor Johnston made the motion to pay bills online, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

12. Discussion and possible approval of repairs or replacement of 2006 Ford 150. William discussed the quote to repair the truck. Mr. Kerns discussed where the truck was budgeted if needed. Naugle states the truck doesn't need to be fixed. Mayor Johnston made the motion to table until a later date, seconded by VanBlaricom. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

13. Discussion and possible approval of pay raises for Police Officers. Mr. Kerns discussed the budget for this position. Mayor Johnston made the motion to increase pay for police officers to \$15.87 per hour effective 9-1-2018, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

14. Discussion and possible approval of pay raise for Police Chief. Mr. Kerns discussed the budget for this position. Mayor Johnston made the motion to increase Police Chief pay to \$21.61 per hour effective 9-1-2018, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

15. Discussion and possible approval of pay raise for Town Clerk, for additional duties pay. Mr. Kerns discussed the budget for this position. Additional duties performed are documented and in Board member packets. Mayor Johnston made the motion for the Town Clerk to be paid \$12.43 per hour for additional duties effective 9-1-2018, seconded by Naugle. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

16. Discussion and possible approval of pay raise for Town Treasure, for additional duties pay. Mr. Kerns discussed the budget for this position. Additional duties performed are documented and in Board member packets. Mayor Johnston made the motion for the Town Treasurer to be paid \$11.84 per hour for additional

duties effective 9-1-2018, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

17. Discussion and possible approval of pay for OPPRS (Oklahoma Police Pension and Retirement System). Jess discussed the back pay to OPPRS from June in the amount of \$6,325.78 for officers and town pay. Mayor Johnston made the motion to approve to pay OPPRS back pay in the amount of \$6,325.78, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

18. Discussion and possible approval to purchase Police Officer uniforms. Jess stated to bypass its not needed. No Vote

19. Discussion and possible approval to purchase I-Pad for city court. Jess stated to bypass its not needed. No Vote.

20. Discussion and possible approval to purchase K-9 equipment. Jess discussed equipment needed for Gibbs(K9) in the amount of \$384.60. Mayor Johnston made the motion to approve K-9 equipment, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

21. Discussion and possible approval for Jess to attend NAPWDA training. Jess discussed the need for the national certification, Registration is \$220.00 and lasts for three days. Mayor Johnston made the motion for Jess to attend the NAPWDA training in the amount of \$220.00, seconded by Naugle. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

The following Executive Session will be held consecutively with findings after the Board returns.

22. Discussion and possible approval to enter Executive Session for the purpose of hiring to replace a Police Officer. OS TITLE 25 SECTION 307 (B) (1). Mayor Johnston made the motion to enter into Executive Session, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried. Time 9:03 p.m.

23. Discussion and possible approval of findings from Executive Session to hire to replace a Police Officer, number 22 on this agenda. Board returned at 9:13 p.m. No Officer to hire at this time per Jess. No Vote.

24. Discussion and possible approval to enter Executive Session for the purpose of possible promotion, pay raise or disciplinary action for Aleaxis Crowell. OS TITLE 25 SECTION 307 (B) (1). Mayor Johnston made the motion to enter into Executive Session, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried. Time 9:03 p.m.

25. Discussion and possible approval of findings from Executive Session for possible promotion, pay raise for disciplinary action for Aleaxis Crowell, number 24 on this agenda. Board returned at 9:13 p.m. Mayor Johnston made the motion to increase Aleaxis Crowell's pay to \$9.45 per hour with understanding that she is getting this raise at her six month anniversary and will not get one at one year anniversary, seconded by Naugle. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried.

NEW BUSINESS:

Deanna informed the Board that the T-Set Grant completion has been extended until September 30,2018.

Jess discussed Marijuana Sales and adoption of City Ordinance.

Jess discussed getting quotes for Tornado Warning System. Wheelan is coming down to do a presentation and demo on Warning System and Shelter.

Jess discussed the need for a generator at the fire department.

PUBLIC DISCUSSION: None

ADJOURN: Mayor Johnston made the motion to adjourn, seconded by K.Sexton. K.Sexton-yes, Naugle-yes, VanBlaricom-yes, Johnston-yes. Motion carried. Time: 9:22 p.m.