TOWN OF KIOWA MINUTES

FOR REGULAR MONTHLY MEETING

MARCH 31, 2022 @ 7:00 P.M.

OR IMMEDIATELY FOLLOWING THE PWA REGULAR MEETING

AT THE KIOWA CITY HALL

813 S. HARRISON ST.

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 @ 7:46 P.M.

**ROLL CALL:** Hatridge present, Hall present, Peterson present, Vanblaricom present.

**APPROVAL OF THE MINUTES:** No questions about the minutes. Peterson made the motion to approve the minutes. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.

**APPROVAL OF THE FINANCIAL REPORT:** Tracy Reed, “Most notable on our revenue side is our sales and used tax collections, we have exceeded where we were at this time last year with those. We’ve collected about $12,000.00 more in sales tax than we had projected at this point in the fiscal year and the use tax about $13,000.00. Correspondingly we have the 2% restricted for the street and alley than is also showing about an $8,000.00 positive increase. So overall with that income we’re at 79% of our budget where we would have expected to be at 67% so that is great news. On the expense side we’ve had some departments that are a little above budget. Overall our expenses in our general fund are about where we thought they would be, but keep in mind we do have some capital outlay that we budgeted that hasn’t come through so when that does it’ll typically be a large dollar amount at one time. Also keep in mind we budgeted to spend more money than we had planned to bring in. Deposits dollar wise for the first 9 months of the fiscal year we have collected $34,000.00 more in sales tax then we did a year ago and on use tax we have collected about $20,000.00 more. I did get to talk to someone today at the County regarding the Fire Department. The funds there we currently have about $103,000.00 with about $5,000.00 a month spending amount. She said that we have a lease purchase agreement for one of our fire trucks which is about $1,255.00 a month that they pay out of that fund. That money can be spent on equipment and needs, but not used for personal services or workers comp. She also said that we own the building so repairs and utilities are the cities responsibility. Training can be paid with the county fund.” Peterson made the motion to approve the financial report. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.

**APPROVAL OF PURCHASES:** Vanblaricom questioned PO #GF8581 for advertisement for sewer lagoon sludge removal. Ellis stated it came out of town but should have come out of PWA and she will get it fixed. Vanblaricom also questions PO #GF8594 ad for resolution water/sewer rate increase. Ellis stated it came out of town but should have come out of PWA and she will get it fixed. Peterson made the motion to approve the purchases. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.

**MAINTENANCE REPORT:** Joshua Furr, “We’ve been cleaning out ditches, trimming trees, work orders, assisting on water leaks, shop inventory, and cleaning around the shop.”

**ANIMAL CONTROL REPORT:** Joshua Furr, “I’ve had 1 dog and been trying to catch stray cats.”

**POLICE DEPARTMENT REPORT:** Jess Wilson, “We had 367 total contacts for the month, 55 calls. We have gotten most of our training renewed that we do through CLEET, we are able to do it in house so we don’t have to travel anywhere to do it. We still haven’t heard back about the EMR class.”

**FIRE DEPARTMENT REPORT:** Body Jameson, “We had 32 total calls, 4 medical, 1 train fire, 1 vehicle accident, 3 structure fires and 2 landing zone. We have 6 firefighters in firefighter 1 training right now.”

1. **Discussion and possible approval to adopt ward boundaries ordinance.** Peterson made the motion to approve to adopt the ward boundaries ordinance. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
2. **Appoint and swear in Branton Nichols for Ward 4.** Peterson made the motion to appoint and swear in Branton Nichols for Ward 4. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries. Oath of office and loyalty oath completed with signature, notary and witnessed.
3. **Discussion and possible approval to add Branton Nichols to all town bank accounts at Kiowa First Bank.** Peterson made the motion to add Branton Nichols to all town bank accounts at Kiowa First Bank. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
4. **Presentation from Lisa & Trey Irby about renewing BCBS insurance for the New Year.** Presentation given by Lisa Irby.
5. **Discussion and possible approval to renew BCBS for the New Year.** Peterson made the motion to approve to renew BCBS insurance for the year. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
6. **Discussion and possible approval to amend city ordinance for purchasing policy.** Peterson made the motion to approve to amend the city ordinance purchasing policy **Section 1-60 Purchasing and Sales Procedures** #6 to say, “**The City Mayor, subject to any regulations which the City Council may prescribe, shall contract for and purchase, or issue purchase authorization for, all supplies, materials and equipment for the offices, departments and agencies of the Municipal Government. In emergency an amount of one thousand dollars ($1,000.00) not to be exceeded without prior approval before the City Council. The City Mayor may make approval for purchases not exceeding fifteen hundred dollars ($1,500.00) and the Vice Mayor one thousand dollars ($1,000.00).”** and amend #7a to say, **“The Treasurer or his/her designee shall:”** Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.
7. **Discussion and possible approval to remove Genice Mabray from Nutrition Center bank accounts at First Bank.** Peterson made the motion to remove Genice Mabray from the Nutrition Center bank accounts at Kiowa First Bank. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
8. **Discussion and possible approval for maintenance and repair of police vehicles.** Jess Wilson states he needs two sets of tires for units 3 and 4 $630.55 for each set; unit 6 needs a new windshield $425.00, and the white van that the police department uses needs a new battery $209.99. Peterson questions what happened to the windshield on unit 6. Wilson states that it was the unit that was involved in an accident and the windshield did have a chip in it but when it was cold and snowing/storming Rocky came outside and noticed the windshield was shattered unsure if it was because of the hot/cold. Peterson made the motion to approve maintenance and repairs for police vehicles not to exceed the amount of $1,897.00. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
9. **Discussion and possible approval to purchase drug test kits for the PD from Sirchie.** Peterson made the motion to approve to purchase drug test kits for the PD from Sirchie in the amount of $413.17 from the restricted funds in field test kit. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
10. **Discussion and possible approval for city equipment to be utilized on fire calls.** Peterson made the motion to approve for police department equipment to be utilized on fire calls. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
11. **Discussion and possible approval to purchase a chainsaw and 2 blowers for fire department.** No vote.
12. **Discussion and possible approval to purchase 1 air pack for the fire department.** Vanblaricom made the motion to approve to purchase 2 batteries, 2 cylinders, and 1 air pack for the fire department not to exceed the amount of $8,261.00. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
13. **Discussion and possible approval to purchase a new battery for current AED for the fire department.** Peterson made the motion to purchase a new battery for current AED for the fire department not to exceed the amount of $400.00 but see if County will pay first. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
14. **Discussion and possible approval to accept quote from Weddle Signs for lettering and graphics for fire vehicle.** No vote.
15. **Discussion and possible approval to accept quote for remodeling of the fire department.** Peterson made the motion to accept quote from Bobenrieth’s Drywall in the amount of $2,100.00. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
16. **Discussion and possible approval to purchase a 6’X14’ trailer for the side by side for the fire department.** No vote.
17. **Discussion and possible approval to purchase a heavy truck cone for wheel balancer and weights for balancer.** No vote.
18. **Discussion and possible approval to review quotes and accept a quote to purchase new vehicle for maintenance.** No vote.
19. **Discussion and possible approval to pay Patco Double Quick $1,566.66 in past due fire department receipts.** Peterson made the motion to approve to pay Patco Double Quick $1,566.66 in past due fire department receipts. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
20. **Discussion and possible approval to reimburse Clifford Sexton for hotel rooms for fire training on 03/12 and 03/13.** Peterson made the motion to approve to reimburse Clifford Sexton for 3 hotel rooms @ $84.00 each for a total of $252.00 but see if County will reimburse first. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
21. **Discussion and possible approval to pay per diem to the 9 firemen who went to training on 03/12 and 03/13 in the amount of $88.50 each.** Peterson made the motion to approve to pay per diem to the 9 firemen in the amount of $88.50 each who went to training on 03/12 and 03/13 for a total of $796.50 but see if County will pay first. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
22. **Discussion and possible approval to reimburse Jess Wilson for K-9 dog food in the amount of $65.88.** Peterson made the motion to approve to reimburse Jess Wilson for K-9 dog food in the amount of $65.88. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
23. **Discussion about trainings and per diem procedures.** Council states that all trainings should be brought before council and approved prior to attending. Tracy Reed states that the best thing to do would be for receipts to be turned in and reimbursed as long as this doesn’t cause a hardship for whoever would be attending. Council states that if fire department has trainings that they need to see if they can use County funding first before the town pays.
24. **Discussion and possible approval to pay Tyler Technologies (Scenedoc) bill for 21-22 and 22-23.** Peterson made the motion to approve to pay Tyler Technologies (Scenedoc) bill for 21-22 in the amount of $3,937.50 out of tech fund. Seconded by Vanblaricom. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
25. **Discussion and possible approval for 2 police officers and 2 firefighters to attend UAV training and certification for 4 pilots ($175.00 each).** Jess Wilson, “We have our drone that we use but we have a recreational certification for it because it weighs under a certain amount but there is certain things like running lights at night, flying to close to military base if we go there that you really need the UAV certification for because now they’ve put in a hot line. We could use it to help find a missing person, etc. We would just go up to McAlester and take the test. The certificate is good for one year.” Peterson made the motion to approve for 2 police officers and 2 firefighters to attend UAV training and certification for 4 pilots in the amount of $700.00 out of tech fund. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
26. **Discussion and possible approval to renew or discontinue using TeamViewer.** Peterson made the motion to discontinue using TeamViewer. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
27. **Discussion and possible approval to accept quote from, True North Mapping to map out the cemetery.** No vote.

**The six (6) Executive Sessions will be held consecutively with findings after the Board of Trustee’s return.**

1. **Discussion and possible approval to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Jerri Ellis. OS TITLE 25 SECTION 307 (B) (1)** Peterson made the motion to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Jerri Ellis @ 9:29 P.M. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
2. **Discussion and possible approval of findings from executive session for Jerri Ellis.** Returned from executive session @ 11:46 P.M. No action.
3. **Discussion and possible approval to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Waylon Thomas. OS TITLE 25 SECTION 307 (B) (1)** Peterson made the motion to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Waylon Thomas @ 9:29 P.M. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
4. **Discussion and possible approval of findings from executive session for Waylon Thomas.** Returned from executive session @ 11:46 P.M. Peterson made the motion to approve a 3% raise for Waylon Thomas which would make his pay $12.82 an hour. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
5. **Discussion and possible approval to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for K-9 and K-9 handler. OS TITLE 25 SECTION 307 (B) (1)** Peterson made the motion to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for K-9 and K-9 handler @ 9:29 P.M. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
6. **Discussion and possible approval of findings from executive session for K-9 and K-9 handler.** Returned from executive session @ 11:46 P.M. No action.
7. **Discussion and possible approval to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Jess Wilson. OS TITLE 25 SECTION 307 (B) (1)** Peterson made the motion to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Jess Wilson @ 9:29 P.M. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
8. **Discussion and possible approval of findings from executive session for Jess Wilson.** Returned from executive session @ 11:46 P.M. No action.
9. **Discussion and possible approval to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Aaron Ellis. OS TITLE 25 SECTION 307 (B) (1)** Peterson made the motion to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Aaron Ellis @ 9:29 P.M. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
10. **Discussion and possible approval of findings from executive session for Aaron Ellis.** Returned from executive session @ 11:46 P.M. No action.
11. **Discussion and possible approval to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Clifford Sexton. OS TITLE 25 SECTION 307 (B) (1)** Peterson made the motion to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Clifford Sexton @ 9:29 P.M. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
12. **Discussion and possible approval of findings from executive session for Clifford Sexton.** Returned from executive session @ 11:46 P.M. No action.

**NEW BUSINESS:** Peterson states that all overtime needs to be approved by the council.

**PUBLIC DISCUSSION:** N/A

**ADJOURN:** Peterson made the motion to adjourn @ 11:49 P.M. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.

**TIME ADJOURNED:** 11:49 P.M.

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