

**Minutes Town of Kiowa Regular Meeting
October 29, 2015
7:00 pm
Kiowa City Hall
813 South Harrison Street
Kiowa, Oklahoma**

The meeting was called to order by Mayor Serena Johnston at 7:38pm.

Roll Call: Robert Burgett, Ned Naugle, Regina VanBlaircom, Bob Ramey and Serena Johnston were all present.

Amended Minutes from August 27, 2015.

Motion was made by Johnston to approve the amended minutes from August 27, 2015, seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.

Consideration of the Minutes:

Motion was made by Johnston to approve the Minutes from September 10, 2015 Special Meeting and September 24, 2015 Regular Meeting, seconded by VanBlaricom. Burgett, Naugle, VanBlaircom, Ramey and Johnston voted yes. Motion carried.

Treasures Report: Coleene Lewis gave the Treasurers Report for the month of September, 2015.

Total Revenue was \$112,126.03 Total Expenses were \$55,196.27 with a profit of \$56,929.76.

Motion was made by Johnston to approve the Treasures Report for the month of September, 2015, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.

Purchase Orders: There was one Purchase Order that was changed GF-4908 to Ram, from \$3,058.59 to \$3,909.09. Three additional Purchase Orders were added GF-4953 to Griffin Towing and Recovery in the amount of \$253.39, GF-4954 to Xerox Gov. System/Firehouse Software in the amount of \$675.00 and GF-4955 to Town & Country Vet in the amount of \$213.85.

Motion was made by Johnston to approve the Purchase Orders for the month of October, 2015, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.

1. Discussion of Wilson Insurance Group, Supplemental Insurance for employees. Kacie Booze.
No vote
2. Discussion of culvert washing out due to the spring rain. Sherman Nichols.
Mayor Johnston said she had spoken with Mr. Nichols and had given him ODOT phone number. No vote.
3. Discussion and possible approval to pay accrued Comptime to the Employees that wish to close out their banked Comptime.
Motion was made by Johnston to check with D'Ann Matthews (Financial Advisor) and to put this on the Agenda for November 19, 2015, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
4. MONTHLY REPORTS:

- a. **TENASKA POWER PLANT:** Mr. Battles gave the report for the Power Plant. Mr. Battles said that the outage and repairs were proceeding and they should be up by the middle of November.
- b. **MAINTENANCE:** Shawn Kinsey gave the report for the Maintenance Department. Shawn said that they had done a lot of repairs. They had repaired the sheds that are attached to the Police Department. Doing final mowing for the season. Shawn said that the final walk through with Fema is complete, the total amount from Fema will be \$80,049.38, Town of Kiowa portion will be \$10,005.17 and the State of Oklahoma's portion will be \$70,036.21. Shawn said that the Town of Kiowa has already received their first check. Mayor Johnston thanked Shawn for working with Mr. Chambers (Fema).
- c. **FIRE:** Fire Chief Patrick Johnston gave the report for the Fire Department. Chief Johnston said that the Fire Department had responded to 5 motor vehicle accidents, 6 medical calls, 2 structure fires and 1 grass fire. Chief Johnston said he was requested and appointed to the 911 Board.
- d. **ANIMAL CONTROL:** No report.
- e. **POLICE:** Police Chief Cody Poe gave the report for the Police Department. Chief Poe said the Police Department had made 908 total contacts, 7 District Citations, 29 Narcotics, 32 Police Impounds, 63 service calls, 32 Pittsburg County Sheriff's Office and Oklahoma Highway Patrol assist, 7 Medical calls/Fire, 7 cases and 3 Felony Warrants. Chief Poe said the 2011 Charger was in Durant for repair, it is under powertrain warranty should be back next week, the 2009 Charger is still having issues with AC and it still is at Griffins.

The five (5) Executive Sessions will be held consecutively with findings after the Board of Trustee's return.

5. Discussion and possible approval to enter into Executive Session for the purpose of discussion of possible promotion and /or pay raise or disciplinary action for Deanna Sexton. OS TITLE 25 SECTION 307 (B) (1).
Motion was made by Johnston to enter into Executive Session for the purpose of discussion of possible promotion and /or pay raise or disciplinary action for Deanna Sexton. OS TITLE 25 SECTION 307 (B) (1), seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried. Time 7:51pm.
6. Discussion and possible approval of the findings from Executive Session for Deanna Sexton number five (5) on this agenda.
Time 8:25pm. Motion was made by VanBlaricom to correct Deanna Sexton's salary that was set last month from \$1,550.00 to \$1560.00, seconded by Burgett. Burgett, Naugle, VanBlaricom and Ramey voted yes. Johnston abstained. Motion carried.
7. Discussion and possible approval to enter into Executive Session for the purpose of discussion of possible promotion and /or pay raise or disciplinary action for Cody Poe's 90 day probation as Police Chief. OS TITLE 25 SECTION 307 (B) (1).

Motion was made by Johnston to enter into Executive Session for the purpose of discussion of possible promotion and /or pay raise or disciplinary action for Cody Poe's 90 day probation as Police Chief. OS TITLE 25 SECTION 307 (B) (1), seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried. Time 7:51pm.

8. Discussion and possible approval of the findings from Executive Session for Cody Poe's 90 day probation as Police Chief, number seven (7) on this agenda.
Time 8:25pm. Motion was made by Johnston to take Cody Poe off of probation, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
9. Discussion and possible approval to enter into Executive Session for the purpose of discussion of possible promotion and /or pay raise or disciplinary action for Jerry Ford's 90 day probation. OS TITLE 25 SECTION 307 (B) (1).
Motion was made by Johnston to enter into Executive Session for the purpose of discussion of possible promotion and /or pay raise or disciplinary action for Jerry Ford's 90 day probation. OS TITLE 25 SECTION 307 (B) (1), seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
Time 7:51pm.
10. Discussion and possible approval of the findings from Executive Session for Jerry Ford's 90 day probation, number nine (9) on this agenda.
Time 8:25pm. Motion was made by Johnston to take Jerry Ford off of probation, seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
11. Discussion and possible approval to enter into Executive Session for the purpose of discussion of possible promotion and /or pay raise or disciplinary action for Micah Stites completion of CLEET. OS TITLE 25 SECTION 307 (B) (1).
Motion was made by Johnston to enter into Executive Session for the purpose of discussion of possible promotion and /or pay raise or disciplinary action for Micah Stites completion of CLEET. OS TITLE 25 SECTION 307 (B) (1), seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
Time 7:51pm.
12. Discussion and possible approval of the findings from Executive Session for Micah Stites completion of CLEET, number eleven (11) on this agenda.
Time 8:25pm. Mayor Johnston congratulated Micah Stites on the completion of Cleet. Motion was made by Johnston to increase Micah Stites salary to \$2,100.00 from \$2,000.00 effective November 1, 2015, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
13. Discussion and possible approval to enter into Executive Session for the purpose of discussion of possible promotion and /or pay raise or disciplinary action for Shawn Kinsey's 90 probation. OS TITLE 25 SECTION 307 (B) (1).

Motion was made by Johnston to enter into Executive Session for the purpose of discussion of possible promotion and /or pay raise or disciplinary action for Shawn Kinsey's 90 probation. OS TITLE 25 SECTION 307 (B) (1), seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried. Time 7:51pm.

14. Discussion and possible approval of the findings from Executive Session for Shawn Kinsey's 90 day probation, number thirteen (13) on this agenda.
Time 8:25pm. Motion was made by Johnston to take Shawn Kinsey off of probation, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
15. Discussion and possible approval to hire to replace a Police Officer.
Motion was made by Johnston to hire to replace a Police Officer, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
16. Discussion and possible approval to advertise to hire to replace a Police Officer.
Motion was made by Johnston to advertise on Cleet's Website and on Facebook to hire to replace a Police Officer, seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
17. Discussion and possible approval of the Calendar of Holidays 2016 for the Town of Kiowa that was bypassed last month.
Motion was made by Johnston to approve the Calendar of Holidays for 2016 for the Town of Kiowa, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
18. Discussion and possible approval of Comptime and Overtime for Employees of the Town of Kiowa.
Motion was made by Johnston to talk with D'Ann Matthews (Financial Advisor) and to put this on the Agenda for November 19, 2015, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
19. Discussion and possible approval of using NAS System for Backup of videos for the Police Department at a cost of \$2,245.00 not including labor. Bypassed from last month.
Motion was by Johnston to not use NAS System for Backup of videos for the Police Department, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
20. Discussion and possible approval of the Work Order for Professional Services on the Walnut Street Bridge H & H Study.
Motion was made by Johnston to approve the Work Order for Professional Services on the Walnut Street Bridge H & H Study, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
21. Discussion and possible approval for Cody Poe to attend Chief School in April, 2016.
Motion was made by Johnston to approve Cody Poe attending Chief School in April, 2016, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
22. Discussion and possible approval of Amended Ordinance No. FY 11-02-28 to include Unlawful Use of Electronic Hand Held Device, to be effective November 1, 2015. The total fine will be \$149.00.

Motion was made by Johnston to approve the Amended Ordinance No. FY 11-02-28 to include Unlawful Use of Electronic Hand Held Device, to be effective November 1, 2015. The total fine will be \$149.00, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.

23. Discussion of Burning Permits. Fire Chief Patrick Johnston.

Chief Johnston said the more training that he takes how much responsibility he has, I am wondering how much the City has. As all of you know we had a fire on the West side of Town. Chief Johnston said the Fire Department was approached about burning the house down. The lot the City burns on, the City received a permit years ago. Chief Johnston said he would not have given them a permit had he known what they were going to do. Chief Johnston said he thought that they had not intended to burn the house down, but the burning of brush had gotten away from them. Deanna Sexton said she had issued the burning permit and she always asks what they will be burning. Chief Johnston said that he doesn't have a problem with cleaning up their yards etc. Chief Johnston said that the City needs to talk to the Attorney to see where we stand. Chief Johnston said he had a Fireman that got burned while fighting the fire on the West side of Town.

Regina VanBlaricom asked the Town Attorney Pat Layden if we issued the burning permit the liability would not be on the Town but on the person that the burning permit was issued to. Pat Layden agreed with Regina VanBlaricom.

Mayor Johnston asked the Chief Johnston what he suggests about the burning permits, would it be easier for us to write out the permits and have one of the Fireman to go check out the area that the burning will be done and to meet the person that is listed on the Burn Permit. Chief Johnston said he didn't have a problem with that but as long as they were not in a hurry. Chief Johnston said that he does have Fireman that are trained. Chief Johnston said we have to make it clear that they can't burn trash and you can't burn tires. Police Chief Cody Poe said there is a \$100.00 fine in place for burning without a permit. Chief Johnston said he would suggest calling DEQ. Mayor Johnston said to the office staff when someone comes in to get a burning permit to make sure and notify the Fire Department and to make sure that the person that is getting the burning permit has to call the Fire Department 918-421-2148 which is the answering service or 918-423-1212 before they start burning, Mayor Johnston said when a burn permit is issued to put the phone numbers at the bottom of the permit until DEQ can advise us. Mayor Johnston said business as usual burning permits will still be issued.

24. Discussion of older Mobile Homes being moved into the Town of Kiowa. Bob Burgett.

Bob Burgett said that he has an issue with this. Bob said there should be a way to limit the age of a mobile homes that are being moved into the Town of Kiowa. Mayor Johnston said that this needed to be put on the Agenda for November 19, 2015.

25. Discussion and possible approval of Budget Amendment #1 Cemetery Fund in the amount of \$4,000.00 to recognize the transfer to General Fund for the mower.

Motion was made by Johnston to approve Budget Amendment #1 Cemetery Fund in the amount of \$4,000.00 to recognize the transfer to General Fund for the mower, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.

26. Discussion and possible approval of Budget Amendment #1 General Fund in the amount of \$8,290.00 to recognize the transfer from the Cemetery Fund for the mower, to PWA from the Street Department for Momar and to recognize the Fire Grant money from Department of Forestry/KEDDO and to adjust expenses at end of the first quarter. Motion was made by Johnston to approve Budget Amendment #1 General Fund in the amount of \$8,290.00 to recognize the transfer from the Cemetery Fund for the mower, to PWA from the Street Department for Momar and to recognize the Fire Grant money from Department of Forestry/KEDDO and to adjust expenses at end of the first quarter, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.

New Business: None.

Public Discussion: None.

Adjourn:

Motion to adjourn to adjourn was made by Johnston, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
Time 9:10pm.