

**Minutes Town of Kiowa Regular Meeting  
December 17, 2015  
7:00 pm  
Kiowa City Hall  
813 South Harrison Street  
Kiowa, Oklahoma**

The meeting was called to order by Mayor Serena Johnston at 7:00pm.

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

Consideration of the Minutes:

Motion was made by Johnston to approve the Minutes from November 19, 2015 Regular Meeting, seconded by Burgett. Burgett, Naugle, VanBlaircom, Ramey and Johnston voted yes. Motion carried.

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

Total Revenue was \$82,383.76 Total Expenses were \$73,247.13 with a profit of \$9,136.63.

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

Purchase Orders: There were three additional Purchase Orders GF-5045 to Quill.com in the amount of \$111.95, GF-5046 to CNA in the amount of \$100.00 and GF-5047 to Riverside Auto in the amount of \$45.00.

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

1. Discussion and possible approval of Angela Wilson to move in a Portable Building as a residential home.

Motion was made by Johnston to approve the moving in of a new portable building by Angela Wilson and that when Angela Wilson gets the 911 address she will let City Hall know, seconded by Burgett. Burgett, Naugle, VanBlaircom, Ramey and Johnston voted yes. Motion carried.

2. Discussion and possible approval to pay mileage to the Nutrition Center employees' that attend classes or workshops and then the Town of Kiowa would be reimbursed for the mileage by Feed the Need of Oklahoma.

Motion was made by Johnston to approve to pay mileage to the Nutrition Center employees' that attend classes or workshops and then the Town of Kiowa would be reimbursed for the mileage by Feed the Need of Oklahoma, seconded by Burgett. Burgett, Naugle, VanBlaircom, Ramey and Johnston voted yes. Motion carried.

**3. MONTHLY REPORTS:**

- a. **TENASKA POWER PLANT:** Mr. Hunt called and said he would not be able to attend the meeting but everything was running good.
- b. **MAINTENANCE:** Shawn Kinsey gave the report for the Maintenance Department. Shawn said he was trying to get an extension for the roads because of the timeline because of equipment repair.
- c. **FIRE:** no report.
- d. **ANIMAL CONTROL:** no report.
- e. **POLICE:** Chief Cody Poe gave the report for the Police Department. Chief Poe said there had been 532 citations, 179 warnings, 16 narcotics, 29 impounds, 44 service calls, 20 motorist assist, 6 medical calls/fire and 5 cases.

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

- 4. 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 pay Chance Stephens his accrued Comptime and Vacation time. 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 to pay Chance Stephens his accrued Comptime and Vacation time. OS TITLE 25 SECTION 307 (B) (1), seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried. Time 7:21pm.
- 5. Discussion and possible approval of the findings from Executive Session to pay Chance Stephens his accrued Comptime and Vacation time number four (4) on this agenda. Time 8:14pm. Motion was made by Johnston to pay Chance Stephens his accrued Comptime and Vacation time in the amount of \$2,022.66 and that half of this payment come out of the PWA comp account and the other half of this payment come out of the Town comp account, seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
- 6. 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 hire to replace a Police Officer. 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 to hire to replace a Police Officer. OS TITLE 25 SECTION 307 (B) (1), seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried. Time 7:21pm.
- 7. Discussion and possible approval of the findings from Executive Session to hire to replace a Police Officer number six (6) on this agenda. Time 8:14pm. Motion was made by Johnston to not hire to replace a Police Officer, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.

- 8. 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 an Animal Control Officer from current employees'. 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 to appoint an Animal Control Officer from current employees'. OS TITLE 25 SECTION 307 (B) (1), seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried. Time 7:21pm.**
- 9. Discussion and possible approval of the findings from Executive Session to appoint an Animal Control Officer from current employees 'number eight (8) on this agenda. Time 8:14pm. Motion was made by Johnston to appoint Blake Powell as the Animal Control Officer with an increase of pay of \$100.00 per month making his salary \$1,900.00 per month effective January 1, 2016, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.**
- 10. 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 hire to replace a Maintenance Worker. 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 to hire to replace a Maintenance Worker. OS TITLE 25 SECTION 307 (B) (1), seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried. Time 7:21pm.**
- 11. Discussion and possible approval of the findings from Executive Session to hire to replace a Maintenance Worker number ten (10) on this agenda. Time 8:14pm. Motion was made by Johnston to continue to advertise and to put this back on the February 25, 2016 agenda, seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.**
- 12. 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 the Police Department to receive a pay increase. 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 the Police Department to receive a pay increase. OS TITLE 25 SECTION 307 (B) (1), seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried. Time 7:21pm.**
- 13. Discussion and possible approval of the findings from Executive Session for the Police Department to receive a pay increase number twelve (12) on this agenda. Time 8:14pm. Motion was made by Johnston to not give the Police Department a raise at this time, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.**

14. Discussion and possible approval to enter into Executive Session for the purpose of discussion of possible promotion and /or STIPEND (a fixed regular sum paid as a salary or allowance), or disciplinary action for the employees of the Town of Kiowa. 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 STIPEND (a fixed regular sum paid as a salary or allowance), or disciplinary action for the employees of the Town of Kiowa. OS TITLE 25 SECTION 307 (B) (1), seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried. Time 7:21pm.

15. Discussion and possible approval of the findings from Executive Session for the Town of Kiowa employees' to receive Stipend number fourteen (14) on this agenda.

Time 8:14pm. Motion was made by Johnston that all City employees' as well as Police Department, Fire Department and Nutrition Center to receive Stipend at the end of the month in the amount of \$100.00, seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.

16. Discussion and possible approval to purchase Body Camera's for the Police Department. Chief Cody Poe.

Motion was made by Johnston to purchase eight Body Cams, two of them will be purchased out of the Drug and Alcohol account and the remaining six will be purchased out of the General Fund Police Budget, seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.

17. Discussion and possible approval of paper work for in house and OSHA. Shawn Kinsey. No vote.

18. Discussion and possible approval to surplus and sell the Kustom Dog Crate.

Motion was made by Johnston to surplus and sell the Kustom Crate and the money be put into the Drug Seizure account, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.

19. Discussion and possible engine repair for the 2005 white Chevy pickup 4x4. Shawn Kinsey.

Motion was made by Burgett to bypass this item until we can find out the cost, seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.

20. Discussion and possible approval to purchase Cold Mix and Base Course for Streets and Alley repair. Shawn Kinsey.

Motion was made by Johnston to purchase Cold Mix and Base Course for the Street and Alley repair not to exceed \$5,000.00, seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.

**New Business:** JoMae Peck told the Board of Trustees' that half of the money for Chance Stephens from PWA Comp account and will be transferred into General Fund.

**Public Discussion:** none.

**Adjourn:**

Motion to adjourn was made by Johnston, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried. Time 8:48pm.