

**Minutes Town Regular Meeting
October 28, 2013
7:00pm
Kiowa Town Hall**

The meeting was called to order by Mayor Janelle Beaver at 8:10pm.

ROLL CALL: Robert Burgett, Ray Goss, Randy McMath and Janelle Beaver were present. Donald Batts was absent.

CONSIDERATION OF MINUTES: Motion was made by Goss to approve the minutes from September 29, 2013 meeting as written, seconded by Burgett. Burgett, Goss, McMath and Beaver voted yes. Motion carried.

TREASURER'S REPORT: Coleene Lewis gave the Treasurers' report for the month of September, 2013, Total Revenue was \$188,591.11; Total Expenses were \$138,235.81 with a profit of \$50,355.30.

Motion was made by Beaver to approve the Treasurers' report for the month of September, 2013 it may need to be amended, seconded by Goss. Burgett, Goss, McMath and Beaver voted yes. Motion carried.

PURCHASE ORDERS: Motion was made by Beaver to approve the PO's for the month of October, 2013, seconded by Burgett. Burgett, Goss, McMath and Beaver voted yes. Motion carried.

1. Discussion and possible approval of an Ordinance for clean indoor air / youth tobacco access. Karlita Lott Pittsburg County Health Department.

Motion was made by Beaver to set a time for Ms. Lott and the Mayor to meet which will be November 13, 2013 at 10:00am to compare Ordinances because the Town of Kiowa has one similar and to put this item on the agenda for November 18, 2013, seconded by Burgett. Burgett, Goss, McMath and Beaver voted yes. Motion carried.

2. Discussion and possible approval to have Brown and Brown write all insurance policies with Travelers Insurance Company for the Town of Kiowa Municipality.

Motion was made Beaver to have Brown and Brown to write all insurance policies with Travelers Insurance for the Town of Kiowa Municipality with the exception of Workmans Comp, seconded by Goss. Burgett, Goss, McMath and Beaver voted yes. Motion carried.

3. Discussion and possible approval for the Town of Kiowa Municipality to remove all insurance policies with OMAG.

Motion was made by Beaver to remove all insurance policies with OMAG with the exception of Workmans Comp, seconded by Goss. Burgett, Goss, McMath and Beaver voted yes. Motion carried.

4. Discussion and possible approval for the Town of Kiowa Fire Department to use VFIS insurance. Chief Patrick Johnston.
Motion was made by Beaver to bypass this item, seconded by Burgett. Burgett, Goss, McMath and Beaver voted yes. Motion carried.
5. Discussion of the Power Plant. Mr. Pope said that they were still working on the Power Plant, everything was going smoothly. No vote.
6. MONTHLY REPORTS:
 - a. MAINTENANCE: James Cearley gave the report for the Maintenance Department. The Maintenance Department had replaced a water pump, fire hydrant and working at the cemetery.
Mayor Beaver asked Randy Gropp if anything had been done to the generator at the Community Building. Randy said he was still waiting on them to come down and start and service it.
 - b. FIRE: Chief Patrick Johnston gave the report for the Fire Department. The Fire Department had made 20 medical calls, 1 house fire, 1 motor vehicle accident and 1 semi that had overturned to help the Police Department with traffic.
 - c. ANIMAL CONTROL: James Cearley gave the report for Animal Control. Animal Control had caught 25 cats and 1 dog.
 - d. POLICE: Chief Tony Runyon gave the report for the Police Department. The Police Department had 394 citations, 87 warnings, 31 Police impounds, 0 motor vehicle accidents in the City limits, 44 service calls, 17 motorist assist, 30 Pittsburg County Sherriff's' Office assist, 13 Oklahoma Highway Patrol assist, 7 medical assist, 2 fire calls, 5 warrant arrests, filed 29 narcotic/alcohol violations cases, 17 criminal cases filed, 14 cleared by arrest, 1 burglary investigated and solved 2 arrested and more charges to come.
7. Discussion and possible approval of the cost to repair the Bull Dozer. James Cearley.
Motion was made by Beaver to have the Bull Dozer fixed not to exceed \$15,500.00 and a budget amendment will have to be done for this, seconded by McMath. Burgett, Goss, McMath and Beaver voted yes. Motion carried.

The two (2) Executive Sessions will be held consecutively with findings after the Board of Trustee's return.

- 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 for Brian Degraffenreid. OS TITLE 25 SECTION 307 (B) (1).
Motion was made by Beaver to enter into Executive Session for the purpose of discussion of possible promotion and /or pay raise or disciplinary action for Brian Degraffenreid. OS TITLE 25 SECTION 307 (B) (1), seconded by Goss. Burgett, Goss, McMath and Beaver voted yes. Motion carried. Time 9:07pm.**
- 9. Discussion and possible approval of findings from Executive Session for Brian Degraffenreid. Time 9:30pm.
Motion was made by Beaver to appoint Officer Degraffenreid to the position of Assistant Chief with a pay increase to \$2,700.00 per month effective November 1, 2013 with an evaluation after 90 days, seconded by Burgett. Burgett, Goss, McMath and Beaver 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 for Cody Poe. OS TITLE 25 SECTION 307 (B) (1). Discussion and possible approval of findings from Executive Session for Cody Poe.
Motion was made by Beaver to enter into Executive Session for the purpose of discussion of possible promotion and /or pay raise or disciplinary action for Cody Poe. OS TITLE 25 SECTION 307 (B) (1), seconded by Goss. Burgett, Goss, McMath and Beaver voted yes. Motion carried. Time 9:07pm.**
- 11. Discussion and possible approval of findings from Executive Session for Cody Poe. Time 9:30pm.
Motion was made by Beaver to give Cody Poe a pay increase of \$100.00 per month effective November 1, 2013, seconded by Burgett. Burgett, Goss, McMath and Beaver voted yes. Motion carried.**
- 12. Discussion and possible approval to purchase and implement Mobile Cop dispatching system and Digiticket program. Chief Tony Runyon.
Motion was made by Beaver to approve the purchase of and implement Turnkey Mobile Cop dispatching system and Digiticket program not to exceed \$30,000.00, seconded by Burgett. Burgett, Goss, McMath and Beaver voted yes. Motion carried.**
- 13. Discussion and possible approval to remove \$100,000.00 dollars from the General Fund with First Bank/Kiowa and to put it into a new CD with First Bank /Kiowa.
Motion was made by Beaver to bypass this item, seconded by Burgett. Burgett, Goss, McMath and Beaver voted yes. Motion carried**

- 14. Discussion and possible approval with the next set of checks ordered from First Bank / Kiowa on all accounts with the exception of the Nutrition Account to have added to the front of the checks that they will be void after 90 days. JoMae Peck.**

Motion was made by Beaver when the next set of checks are purchased that Void after 90 days will be put on them with the exception of the Nutrition account, seconded by Burgett. Burgett, Goss, McMath and Beaver voted yes. Motion carried.
- 15. Discussion and Possible Approval of employees working 10 hours per day 4 days a week in lieu of 8 hours 5 days a week. The office employees would work 4 days, be off 4 days, work 4 days, and off 2 days in a 2 week period. This would give everyone a Friday off and the office is staffed 5 days a week. The clerk and treasurer would alternate days off and the court clerk and deputy alternate. Maintenance employees would work Monday thru Thursday and alternate being on call on weekends. Randy and Johnny alternate weekends at water plant. Randy will have authority to change maintenance schedules as needed. Police officers scheduling remains at the discretion of the Police Chief. Janelle Beaver.**

Motion was made by Beaver that the office employees would work 4 days, be off 4 days, work 4 days, and off 2 days in a 2 week period. This would give everyone a Friday off and the office is staffed 5 days a week. The clerk and treasurer would alternate days off and the court clerk and deputy alternate. Maintenance employees would work Monday thru Thursday and alternate being on call on weekends. Randy and Johnny alternate weekends at water plant. Randy will have authority to change maintenance schedules as needed. Police officers scheduling remains at the discretion of the Police Chief effective November 1, 2013, seconded by McMath. Burgett, Goss, McMath and Beaver voted yes. Motion carried.
- 16. Discussion and possible approval of Contractor's (LLG) pay request number two for the CDBG Sewer System Improvements in the amount of \$73,176.11.**

Motion was made by Goss to approve of Contractor's (LLG) pay request number two for the CDBG Sewer System Improvements in the amount of \$73,176.11, seconded by Beaver. Burgett, Goss, McMath and Beaver voted yes. Motion carried.

New Business:

John Thomas (Town of Kiowa Attorney) said that the law suit with Rural Water #11 will have to be voted on in the Town section of the meeting because the PWA and Town were both being sued.

Motion was made by Beaver for John Thomas to make the rebuttal and to give him the authority to seek outside Council for assistance and that John Thomas come back to the Council for the approval of fees, seconded by Burgett. Burgett, Goss, McMath and Beaver voted yes. Motion carried.

Ray Goss said that he had an Architect contact him about plans for a new City Hall. The Architect is willing to come meet with us on a Tuesday or Thursday. The cost for the plans will be \$15,000.00.

Motion was made by Goss to have a Workshop on November 12, 2013 at 5:00pm to discuss the plans for a new City Hall with the Architect, seconded by Beaver. Burgett, Goss, McMath and Beaver voted yes. Motion carried.

Randy Gropp asked if the Town was going to purchase turkeys for the Nutrition Centers Thanksgiving Dinner.

Motion was made by Beaver to purchase the turkeys for the Nutrition Centers Thanksgiving Dinner not to exceed \$500.00, seconded by McMath. Burgett, Goss, McMath and Beaver voted yes. Motion carried.

James Cearley said that the cemetery was needing gravel for the road, it will probably take 5 loads.

Mayor Beaver said because the days that JoMae and Coleene are off it will end up one being off 9 times and the other being off 5 times, it will be that they have to be here on their day off, so I think the meeting date will need to be changed to a Tuesday or pay them comptime.

Motion was made by Goss to change the meeting day for the Town of Kiowa PWA and the Town of Kiowa to the last Tuesday of each month, seconded by Burgett. Burgett, Goss, McMath and Beaver voted yes. Motion carried.

Public Discussion: none

Adjourn: Motion to adjourn was made by Goss, seconded by Burgett. Burgett, Goss, McMath and Beaver voted yes. Motion carried. Time 10:30pm.

