

**Minutes Town Regular Meeting
November 26, 2012
7:00pm
Kiowa Town Hall**

The meeting was called to order by Mayor Janelle Beaver at 6:55pm.

ROLL CALL: Bob Ramey, Theresa Ortiz, Jim Ryan and Janelle Beaver were present. Ray Goss was absent.

CONSIDERATION OF MINUTES: Motion was made by Ortiz to approve the minutes as written from Town of Kiowa Special Meeting 10-4-2012 and Town of Kiowa Regular Meeting 10-29-2012, seconded by Ramey. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried.

TREASURER'S REPORT: Coleen Lewis gave the Treasurers' report for the month of October, 2012. Total Revenue was \$93,318.62; Total Expenses were \$91,473.52 with a profit of \$1,845.10. Motion was made by Beaver to approve the Treasurers' Report for the month of October, 2012, seconded by Ortiz. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried.

APPROVAL OF PO'S: Motion was made by Beaver to approve the PO's for the month of November, 2012, seconded by Ryan. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried.

1. To appointment a Vice Mayor from within the Board of Trustee's. Theresa Ortiz nominated Bob Ramey to be Vice Mayor and Jim Ryan seconded the nomination. Motion was made by Beaver to appoint Bob Ramey as Vice Mayor, seconded by Ortiz. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried.
2. Audit Findings from Arledge and Associates for fiscal year 2011-2012. Andy Cromer from Arledge and Associates presented the Audit finding for 2011-2012. Mr. Cromer said that the office staff cooperated with the Auditors' and that everything went very well. There were no negative findings for this Audit. Mayor Beaver thanked Mr. Cromer. Motion was made by Beaver to approve the Audit for 2011-2012, seconded by Ryan. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried.
3. Allied Trash Contract. Coleene Lewis had talked with Russell Haywood a representative from Allied Waste. Mayor Beaver read the letter from Russell Haywood a representative from Allied Waste that there would be no increases of cost for trash service for 2013. Motion was made by Beaver to approve Allied Waste for 2013 with no increase of cost, seconded by Ramey. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried.
4. Agreement for Engineering Services and Work Order No. KIO-12-01. Mayor Beaver read the cover letter to the proposal of engineering costs. Motion was made by Beaver to approve for phase one engineering cost in the amount of \$34,900.00 for the South Sewer, seconded by Ryan. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried.
5. The Power Plant. Mr. Pope said that the Power Plant was back in operation after the maintenance to the Power Plant. He also said that the Kiowa Police Department did an excellent job doing the security while the plant was shut down. No vote

6. MONTHLY REPORTS:

- a. **MAINTENANCE:** Johnny Patty gave the report for the Maintenance Department. No major issues everything was working fine.
 - b. **FIRE:** Chance Stephens gave the report for the Fire Department. The Fire Department responded to 11 medical calls, 2 grass fires, 2 motor vehicle collisions, 1 fire alarm, and 1 motor vehicle fire for the month of October. Three Firemen attended a vehicle technology class and the Fire Department delivered Thanksgiving meals to the homebound on Thanksgiving Day.
 - c. **ANIMAL CONTROL:** Chance Stephens gave the report for Animal Control. He picked up 7 dogs and 3 in holding.
 - d. **POLICE:** Chief Runyon gave the report for the Police Department. The Police Department had made 292 contacts, 5 impounds, 6 criminal, 1 accident, 28 service call, 14 motorist assist, 23 Pittsburg County Sheriff's Office assist, 7 Oklahoma Highway Patrol assist, 1 Atoka County Sherriff's Office assist and 6 medical calls. Community Christmas Party will be December 15, 2012 form 2-5pm at the multipurpose building at the Kiowa School.
7. To do away with all or part of the old Maintenance Building. Ray Goss. Motion was made by Beaver to bypass this item, seconded by Ryan. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried.
 8. Executive Session for the purpose of discussion and 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, seconded by Ortiz. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried. Time 7:31pm.
 9. Findings from Executive Session number 8 on this Agenda. Time 7:59pm. Motion was made by Beaver to increase Brian Degraffenreid's pay by \$200.00 per month due to the length of time he has been with the Kiowa Police Department, seconded by Ortiz. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried.
 10. Finishing the area around the Handicap parking area. Motion was made by Beaver to set December 4, 2012 at 3:00pm for a Workshop to look at the Handicap parking, seconded by Ramey. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried.
 11. Uniforms and emblems for the Police Department. Motion was made by Beaver for the Police Department to purchase new Uniforms and emblems not to exceed \$3,000.00, seconded by Ryan. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried.
 12. To appoint Reserve Officers' Jennifer Woodrof and Jacob Layton. Jennifer Woodrof goes by her maiden Jennifer Stickler. Motion was made by Beaver to appoint Jennifer Stickler and Jacob Layton as Reserve Police Officers, seconded by Ryan. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried.
 13. Alternate Municipal Court Judge. Motion was made by Beaver to table this item, seconded by Ortiz. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried.

14. **Mission Statement for the Town of Kiowa. Motion was made by Beaver to approve the Mission Statement with one change of wording from City to Town, seconded by Ryan. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried.**
15. **Employee Hand Book. Janelle Beaver. Motion was made by Beaver to put this item on the Agenda for December 17, 2012 agenda with changes made to A. No smoking during business hours. B. No smoking within 25 Ft. of City property. C. No smoking in City vehicles while on duty. seconded by Ryan. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried.**
New Business: JoMae Peck told the Board of Trustees 'about the Ok.gov website for the payment of Water bills.
Public Discussion: Ned Naugle asked about putting Christmas lights on the tree by the Fire Department. Mayor Beaver said that donation of lights can be done to decorate the tree. Mayor Beaver said that she had gotten an email from Windstream and that they were still working on the internet.
Adjourn: Motion to adjourn was made by Beaver, seconded by Ryan. Ramey, Ortiz, Ryan and Beaver voted yes. Motion carried. Time 8:32pm.