

**Minutes Town of Kiowa Regular Meeting  
June 25, 2015  
7:00 pm  
Kiowa City Hall  
813 South Harrison Street  
Kiowa, Oklahoma**

The meeting was called to order by Mayor Serena Johnston at 7:14pm.

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

Consideration of the Minutes: Motion was made by VanBlaricom to approve the minutes from the Town of Kiowa Regular Meeting on May 28, 2015, seconded by Johnston. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.

TO APPROVE AMENDED MINUTES FROM 4-30-2015: Johnston said there was a couple of corrections that needed be to made, Town minutes number 6 motion was made by Burgett to have Choctaw Nation to assist with mowing, shredding and cleaning for the Town of Kiowa and number 14 needed to say Discussion and possible approval to hire to replace one Police Officer. Motion was made by Johnston to approve the amendment, seconded by Burgett. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.

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

Total Revenue was \$99,119.50, Total Expenses were \$70,324.25 with a profit of \$28,795.25.

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

Purchase Orders: JoMae Peck said that there was an additional Purchase Order GF-4751 to Oklahoma K-9 in the amount of \$500.00 for the training of the Police Officer that will be the K-9 Utz. Approved by Trustees 5-28-2015 in New Business to be taken out of the Drug and Alcohol Fund. In the amount of \$500.00. Regina VanBlaricom asked about an undefined account, she said she thought everything like that came out of General Fund. JoMae Peck told her that anything Randy Gropp purchases comes out of PWA. Regina VanBlaricom asked about GF-4713, she asked if we purchased new uniforms. JoMae Peck told her that it was items purchased by Police Chief Kevin Fox for Micah Stites for CLEET. Motion was made by Johnston to approve the Purchase Orders for the month of June, 2015, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.

1. Discussion and possible approval to clarify the cleaning of the ditch at 5<sup>th</sup> and Dewey from the February 26, 2015 #2. Johnny Thomas.  
Motion was made by Johnston to put this item on the Agenda for July 30, 2015 and to go to the Assessor's Office to look at a map to what is the Town of Kiowa property, seconded by Burgett. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.
2. Discussion and possible approval of people that are loitering at Double Kwik Convenience Store; can the Kiowa Police Department remove them.  
Mayor Johnston said the recommendation for the Town of Kiowa Attorney John Thomas was to talk to your liability insurance and your Attorney to see what they suggest. Mayor Johnston said for the Town of Kiowa you can call the Police Department anytime and have anybody removed. Joni Patton said if someone wants to come in and get something to drink and are causing a problem it is ok to call the Police Department to have them removed. Mayor Johnston said absolutely they can call. Joni Patton said that is the procedure that they are following at the store. No vote.

**3. MONTHLY REPORTS:**

a. **TENASKA POWER PLANT :** Mr. Hunt gave the report for Tenaska Power Plant. Mr. Hunt said everything was going good.

b. **MAINTENANCE:** Chance Stephens gave the report for the Maintenance Department. Chance said they had been weed eating, brush hogging, removing debris, work orders, poly carts, meter reading and cut offs.

c. **FIRE:** Fire Chief Patrick Johnston gave the report for the Fire Department. Chief Johnston said the Fire Department had responded to 9 medical calls, 3 vehicle accidents and 1 fire.

d. **ANIMAL CONTROL:** Chance Stephens gave the report for Animal Control. Chance said he has caught 1 dog and took it to the animal shelter and 1 pig.

e. **POLICE:** Police Chief Kevin Fox gave the report for the Police Department. Chief Fox said they had a total of 309 citations, total contacts of 478. Total narcotic cases are 17.

**The three (3) 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 to hire a partime Maintenance Worker. OS TITLE 25 SECTION 307 (B) (1). Motion was made by Johnston to enter into Executive Session for the purpose of discussion to hire a partime Maintenance Worker. OS TITLE 25 SECTION 307 (B) (1), seconded by Burgett. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried. Time 7:40pm.

5. Findings from Executive Session to hire a partime Maintenance Worker number 4 on this Agenda.

Time 9:15pm. Motion was made by Johnston to not hire a partime maintenance worker, we will be hiring a fulltime maintenance worker. We will advertise and accept applications through July 15, 2015 and we will make our decision at the July 30, 2015 meeting, seconded by VanBlaricom. Naugle, VanBlaricom and Johnston voted yes. Burgett voted no. 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 for Cody Poe 90 day evaluation as K-9 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 for Cody Poe 90 day evaluation as K-9 Officer. OS TITLE 25 SECTION 307 (B) (1), seconded by Burgett. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried. Time 7:40pm.

7. Discussion and possible approval of findings from Executive Session for Cody Poe number 6 on this Agenda.

Time 9:15pm. Mayor Johnston said after reviewing the minutes from November 20, 2015 meeting. Motion

was made by Johnston to increase Cody Poe's salary as stated in the November 20, 2015 minutes effective July 1, 2015, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom 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 for Daniel Morgan. 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 Daniel Morgan. OS TITLE 25 SECTION 307 (B) (1), seconded by Burgett. Burgett, Naugle, VanBlaricom and

Johnston voted yes. Motion carried. Time 7:40pm.

9. Discussion and possible approval of findings from Executive Session for Daniel Morgan number 8 on this Agenda.

Time 9:15pm. Motion was made by Johnston to terminate employment of Daniel Morgan because he did not complete his CLEET certification and to prorate his last paycheck, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.

10. Discussion and possible approval to pay Kevin Fox for his comptime and vacation time.  
Motion was made by Johnston to Pay Kevin Fox for his comptime in the amount of \$2,772.99 and his vacation time in the amount of \$1,675.11, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.
11. Discussion and possible approval to Proclaim the month of July, 2015 as Water's Worth It month.  
Motion was made by Johnston to participate in the Water's Worth It Month, seconded by Burgett. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.
12. Discussion and possible approval of the two Maintenance Contracts for fiscal year 2015-2016 with Miller Office Supply for City Hall and the Community Building.  
Motion was made by Johnston to approve the two contracts with Miller Office Supply, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.
13. Discussion and possible approval of a fine when property is not cleaned up.  
Mayor Johnston asked JoMae Peck to get the information on the Code Enforcer classes. No vote.
14. Discussion and possible approval of the 2015-2016 fiscal year contract with Feed The Need Foundation for the Nutrition Center.  
Motion was made by Johnston to approve the 2015-2016 fiscal year contract with Feed the Need Contract Foundation for the Nutrition Center, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.
15. Discussion and possible approval of combination locks for the Fire Department.  
Mayor Johnston said to remove this from the Agenda. No vote.
16. Discussion and possible approval to set a Workshop for Emergency Management.  
Motion was made by Johnston to set the date of July 10, 2015 at 6pm for the Emergency Management Workshop at Kiowa City Hall, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.
17. Discussion and possible approval to repair the mower for Street and Alley.  
Motion was made by Johnston to purchase a new mower for the Cemetery not to exceed \$4,000.00, to be paid for out of the Cemetery Fund, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.
18. Discussion and possible approval of Budget Amendment #1 for General Fund in the amount of \$297,359.00. To recognize the transfer to PWA to set up the RD Construction account for the Sewer Project, to recognize the Fire Grant revenue and related expenses not in the original Budget, to recognize additional franchise tax, hotel motel tax and interest income received, to adjust expenses at end of year.  
Motion was made by Johnston to approve Budget Amendment #1 for General Fund in the amount of \$297,359.00. To recognize the transfer to PWA to set up the RD Construction account for the Sewer Project, to recognize the Fire Grant revenue and related expenses not in the original Budget, to recognize additional franchise tax, hotel motel tax and interest income received, to adjust expenses at end of year, seconded by Burgett. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.

19. Discussion and possible approval of Budget Amendment #1 for the Community Building in the amount of \$1,500.00. To recognize the \$1,500.00 donation for the table and chairs not in the original budget.

Motion was made by Johnston to approve Budget Amendment #1 for the Community Building in the amount of \$1,500.00. To recognize the \$1,500.00 donation for the table and chairs not in the original budget, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.
20. Discussion and possible approval of Budget Amendment #1 for the Cemetery Care Fund in the amount of \$200.00. To adjust expenses at the year end.

Motion was made by Johnston to approve Budget Amendment #1 for the Cemetery Care Fund in the amount of \$200.00. To adjust expenses at the year end, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.
21. Discussion and possible approval of Community Service for fines/prisoners to assist with the cleanup of the Town of Kiowa.

Motion was made by Johnston to use the Community Service with the prisoners or the jail to help us clean up around Kiowa, seconded by Naugle. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.
22. Discussion and possible approval of work shifts for the Town of Kiowa Employees'.

Motion was by Burgett for the Town of Kiowa employees' to go back to 8 to 5 work day five days a week effective August 3, 2015, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.
23. Discussion and possible approval to bid on the portable building that Kiowa School has opened for bid.

Motion was made by Johnston to bid on the portable building that Kiowa School has opened for bid not to exceed \$7,000.00, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.
24. Discussion and possible approval to change signature cards for Safety Deposit Boxes 1583, 1587 and 1649 (Drug Seizure Safety Deposit Box) with the BankNA.

Motion was made by Johnston to change the signature cards for the Safety Deposit Boxes 1583 and 1587 to Serena Johnston, Regina VanBlaricom, Ned Naugle, Bob Burgett, JoMae Peck and Coleene Lewis and when a Police Chief is hired the signatures on 1649 will be changed, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried
25. Discussion and possible approval to appoint Colten Westbrook as the K-9 handler for the most recent K-9 Utz.

Motion was made by Johnston to appoint Colten Westbrook (with no pay increase) the K-9 handler for the most current K-9 Utz, seconded by Burgett. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.
26. Discussion and possible approval of the contract with Rex Hatridge for the Right of Way mowing.

Mayor Johnston asked JoMae Peck to check on the Liability Insurance for the Town of Kiowa mowing the highway frontage.

Motion was made by Johnston to put this item on the Special Meeting June 30, 2015 at 6:00pm, seconded by Burgett. Burgett, Naugle, VanBlaricom and Johnston voted yes. Motion carried.
27. Discussion and possible approval of Comptime / Overtime approval needed.

No vote.

**New Business:** Chance Stephens said they were making cold mix for the roads, price would be \$102.61 a ton. Mayor Johnston said this will need to be put on the Special Meeting June 30, 2015 at 6:00pm.

JoMae Peck asked if the insurance company should be contacted for the ceiling and roof damage from all of the rain. Mayor Johnston said to contact the insurance company.

JoMae Peck said that Ward 1 needed to be discussed, she also said that the Board had a copy of the State Statute. Nothing was decided.

Mayor Johnston announced that there will be a Special Meeting, June 30, 2015 at 6:00pm.

JoMae Peck asked if she could have a list of the Agenda items.

Mayor Johnston said, Chance Stephens for the Black Top, to appoint Interim Chief, to hire a Police Chief and the liability for mowing the Highway Right of Way.

Mayor Johnston said we need to take applications for a Police Officer to be put on the Special Meeting.

Regina VanBlaricom said the applications for Police Chief will be accepted through July 15, 2015 and the decision will be made on July 30, 2015 at the Regular Meeting.

Randy Gropp said they were running low on chemicals for Mosquito spray. Mayor Johnston said to order the Mosquito chemical.

**Public Discussion:** Mayor Johnston said there is a Fresh Paint Days in Oklahoma application, we submit it and if we qualify they supply the paint and all supplies to paint a buildings; and the other thing is "NLC Service Line Warranty Program Announces In Home Plumbing Warranty", this is from OML, she said it basically has the different options to get the plumbing in your home that has been affected by the rain. We can set it out for our community to see.

**Adjourn:** Motion to adjourn was made by Johnston, seconded by Burgett. Burgett, Naugle, VanBlaricom and Johnston voted yes Motion carried. Time 10:55pm.