

**Minutes Town of Kiowa Regular Meeting  
September 24, 2015  
7:00 pm  
Kiowa City Hall  
813 South Harrison Street  
Kiowa, Oklahoma**

**The meeting was called to order by Mayor Serena Johnston at 7:30pm.**

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

**Consideration of the Minutes: Johnston said one change in the minutes from August 27, 2015 is number 7 line 4 wording needs to be changed from evaluation to probation.**

**Motion was made by Johnston to approve the minutes from August 27, 2015 regular meeting, seconded Burgett. Burgett, Naugle, VanBlaircom, Ramey and Johnston voted yes. Motion carried.**

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

**Total Revenue was \$109,820.25 Total Expenses were \$106,246.65 with a profit of \$3,573.60.**

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

**Purchase Orders: Three additional Purchase Orders were added GF-4897 in the amount of \$60.90 to Dash Medical, GF-4898 in the amount of \$2,253.55 to Griffin Towing and Recovery and GF-4899 in the amount of \$358.90 to Beale Tire. Motion was made by Johnston to approve the Purchase Orders for the month of September, 2015, seconded by Burgett. Burgett, Naugle, VanBlaircom, Ramey and Johnston voted yes. Motion carried.**

- 1. Discussion and possible approval to open sealed bids for the repair of City Hall and the Police Department due to the water damage. All Bids are irrevocable, and the Town of Kiowa reserves the right to reject any and all bids. First Bid opened was from Iron Shield in the amount of \$7,119.75, second Bid opened was from Aududdell Roofing in the amount of \$10,500.00. To combine #'s 1 & 2 on this Agenda.**
- 2. Discussion and possible approval to choose one of the sealed bids for the repair of City Hall and the Police Department due to the water damage.  
Motion was made by Burgett to accept Iron Shields bid of \$7,119.75 for the repair of the Town of Kiowa City Hall and Police Department, seconded by Ramey. Burgett, Naugle, VanBlaircom, Ramey and Johnston voted yes. Motion carried.**
- 3. Discussion of Fema progress. Ralph Chambers. Shawn Kinsey said they had went through 11 sites package #1 and it has already been accepted. The last 18 sites will be in packet #2. Regina VanBlaircom asked about 9th Street up on the hill and Shawn Kinsey said it would be in the second packet. The second project will be very large. Mr. Chambers said the first packet will be \$32,444.29. Mayor Johnston thanked Mr. Chambers for coming.**

**4. MONTHLY REPORTS:**

- a. **TENASKA POWER PLANT:** Mr. Hunt gave the report for the Power Plant. The shutdown will start October 15. There will be quite a few people coming in. Mayor Johnston thanked Mr. Hunt for the \$500.00 donation for the bank for the Indian Summer Festival.
- b. **MAINTENANCE:** Shawn Kinsey gave the report for the Maintenance Department. Shawn said that there had been multiple walks with Fema, the piece of paper is a study on Walnut Street Bridge that Fema requires for them to be able to assist in the repair. Shawn said that they will be going Monday to look at the rest of the sites.
- c. **FIRE:** Fire Chief Patrick Johnston gave the report for the Fire Department. They have had one call. Everything is up and running. Mayor Johnston asked about the Fire Truck that the \$5,000.00 was going to be spent on. Chief Johnston said that they would be here in the morning.
- d. **ANIMAL CONTROL :** none
- e. **POLICE:** Police Chief Cody Poe gave the report for the Police Department. Chief Poe said that the Police Department had total contacts of 927, Narcotics-16, Police Impounds-23, Service calla-27, Motorist/Pittsburg County Sheriff's Office/ Oklahoma Highway Patrol-Assist-25, Medical call – 1 and Cases -4. Found a missing Juvenile. The Durango is back at Riverside and the 2009 Charger is still at Griffins being fixed.

**The two (2) 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 7:58pm.
6. Discussion and possible approval of the findings from Executive Session for Deanna Sexton number five (5) on this agenda.  
Time 9:15pm. Motion was made by Johnston to change Deanna Sexton from hourly to salary it will be at \$1,550.00 per month effective October 1, 2015, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. 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 Colten Westbrook. 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 Colten Westbrook. OS TITLE 25 SECTION 307 (B) (1), seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried. Time 7:58pm.

- 8. Discussion and possible approval of the findings from Executive Session for Colten Westbrook number seven (7) on this agenda.**  
Time 9:15pm. Motion was made by Johnston to accept Colten Westbrook's resignation effective immediately, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
- 9. Discussion and possible approval of the Calendar of Meetings 2016 for the Town of Kiowa.**  
Motion was made by Johnston to approve the Calendar of Meetings for 2016, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
- 10. Discussion and possible approval of the Calendar of Holidays 2016 for the Town of Kiowa.**  
Motion was made by Johnston to table this item until more research can be done and to put it the Agenda for October 29, 2015, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
- 11. Discussion and possible approval for Mary Powell and Deanna Sexton to attend ECourt seminar in Oklahoma City on October 8, 2015 and to be paid mileage.**  
Motion was made by Johnston to approve Mary Powell and Deanna Sexton to attend ECourt seminar in Oklahoma City on October 8, 2015 and to be paid mileage, seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
- 12. Discussion and possible approval of Comptime and Overtime for Employees of the Town of Kiowa.**  
Motion was made by Johnston to table this item and to put it on the Agenda for October 29, 2015, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
- 13. Discussion and possible approval to appoint an employee of the Town of Kiowa to attend Code Enforcement Class to be held October 12-14, 2015 in Oklahoma City.**  
No vote.
- 14. Discussion and possible approval of changing new employment probationary period from 90 days to 180 days, page 17 in the Employee Handbook.**  
Motion was made by Johnston to approve the changing of the new employment probationary period from 90 days to 180 days, page 17 in the Employee Handbook, seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
- 15. Discussion and possible approval of Resolution 9-24-2015, new employment probationary period from 90 days to 180 days, page 17 in the Employee Handbook.**  
Motion was made by Johnston to approve Resolution 9-24-2015, seconded by Naugle. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
- 16. Discussion and possible approval to change Health and Dental Benefits for new employees from 90 days to 60 days in the Employee Handbook page 17.**  
Motion was made by Johnston to approve the change in the Health and Dental Benefits for new employees from 90 days to 60 days in the Employee Handbook page 17,

seconded by VanBlaricom. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.

17. Discussion and possible approval of Resolution 9-24-2015A, to change Health and Dental Benefits for new employees from 90 days to 60 days in the Employee Handbook page 17. Motion was made by Johnston to approve Resolution 9-24-2015A, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
18. 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. Motion was made by Johnston to put this item on the Agenda for October 29, 2015, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.
19. Discussion and possible approval of using State Incident Based Reporting System for the Police Department. Cody Poe. Motion was made by Johnston to approve using State Incident Based Reporting System for the Police Department, seconded by VanBlaricom. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.

**New Business:** Mayor Johnston said that a Workshop for the Employee Handbook will need to be set for October 16, 2015 at 6:30pm.

Cody Poe asked about hiring a 6<sup>th</sup> Officer. Mayor Johnston said that would have to be an Agenda item.

**Public Discussion:** Shawn Kinsey asked if the probation period was going to affect him. Mayor Johnston said no.

**Adjourn:** Motion was made by Johnston to adjourn, seconded by Burgett. Burgett, Naugle, VanBlaricom, Ramey and Johnston voted yes. Motion carried.  
Time 9:40pm.