TOWN OF KIOWA

PUBLIC WORKS AUTHORITY MINUTES

FOR REGULAR MONTHLY MEETING

DECEMBER 30, 2021 @ 6:30 P.M.

AT KIOWA CITY HALL

813 S. HARRISON ST.

KIOWA, OKLAHOMA

All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to **amendment**, including additions and/or deletions. This rule will apply to every individual agenda item without exception, and without providing this same **amendment** language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item.

The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the governing body may refer the matter to its City/Trust Manager, staff, Attorney or to the recommending board, commission or committee.

**CALL MEETING TO ORDER:** Jerri Ellis called meeting to order @ 6:32 P.M.

**PLEDGE OF ALLEGIANCE:** Completed.

**ROLL CALL:** Hatridge present, Hall present, Peterson absent, Vanblaricom present, Ellis present, Nichols present, Johnston present.

**APPROVAL OF MINUTES:** No questions about the minutes from November 18th, 2021 or December 15th, 2021. Hatridge made the motion to approve the minutes. Seconded by Vanblaricom. Hatridge- yes, Hall- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.

**APPROVAL OF THE FINANCIAL REPORT:** Presented by Jerri Ellis, “We had water revenue of $131,010.00, water expenses of $86,531.00 with a total water operating income of $44,479.00. The sewer revenue was $48,106.00, sewer expenses was $5,442.00 with a total sewer operating income of $4,576.00. Our trash revenue was $43,837.00, trash expenses was $47,739.00 with a loss of $3,902.00 and a total operating income of $45,153.00 with a net income of $63,405.00. Hatridge made the motion to approve the financial report. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.

**APPROVAL OF THE PURCHASE ORDERS:** Vanblaricom questions PO’s 3381 and 3401 for James Cearley. Ellis stated that he took two different classes for certifications, one for sewer and one for water. Hall made the motion to approve the purchase orders. Seconded by Hatridge. Hatridge- yes, Hall- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.

**WATER PLANT REPORT:** William Ellis, “Water plant is running as well as it can be. James Cearley has put in his resignation and his last day will be 12/31/21. They are making progress at the south lagoons.”

1. **Discussion and possible approval to opt out of using PO’s with the adoption of a purchasing policy.** Hatridge made the motion to opt out of using PO’s and adopt the new purchasing policy. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.
2. **Discussion and possible approval to add Branton Nichols and Leighanne Johnston to all PWA First Bank accounts.** Vanblaricom made the motion to add Branton Nichols and Leighanne Johnston to all PWA First Bank accounts. Seconded by Ellis. Hatridge- yes, Hall- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.
3. **Discussion and possible approval to refund Kari Peterson for polycarts.** Ellis stated, “Peterson has had 3 polycarts on her bill plus the dumpster for 7 months before she said something about it and when she did mention it I had the maintenance guys go pick up the polycarts but there was only one at her house. She ordered a dumpster and received it in May but I have no records showing she had told us to pick up the polycarts.” Vanblaricom questions if the adjustment that was printed and gave to all of council is for three polycarts. Ellis states yes. Vanblaricom wanted to know what the adjustment would be for two polycarts since she did have one still at her house. Ellis stated that the adjustment for two polycarts would be $109.41. Vanblaricom made the motion to refund Kari Peterson for two polycarts in the amount of $109.41. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.
4. **Discussion of Carl Tucker Jr’s letter that was sent out to be refunded.** Hatridge states that letters were sent out to costumers with old accounts that still had money that we owed from old meter deposits; most of them are now deceased. This costumer’s ex-wife and mother called and wanted the refund and we cannot legally give them the refund because neither of them was on the account with him and they were very upset about it and had said they would be here at the meeting tonight but are not. Attorney states that it would go to the estate but he had no estate. No vote.
5. **Discussion and possible approval to raise water, sewer and trash rates and when the change will take effect.** Hatridge, “At our recent financial meeting the CPA stated we needed to raise our rates.” Ellis stated she received a letter from Republic which is our trash service and the letter stated they would be raising our trash rates 3% which will go into effect February 1, 2022. We had discussed raising rates by 15%. Vanblaricom states that she thinks there are other avenues that should be explored because she does not agree with raising water and sewer rates. Ellis states that rates have not been raised in several years and the price of our chemicals continue to go up. Hatridge made the motions to raise trash rates by 15% beginning February 1st, 2022 and table water/sewer rates until next meeting and for our attorney to get with legal to discuss what needs to be done. Seconded by Vanblaricom. Hatridge- yes, Hall- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.
6. **Discussion on how to proceed and/or approve the quote from Rocking L Construction for Scotty Barker’s sewer tap.** Ellis stated that the quote from Rocking L Construction was $2,750.00 Hatridge made the motion to table until the next meeting. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.
7. **Discussion and possible approval to accept applications again to hire an office assistant.** Hatridge, “We had four applications turned in over the last three weeks, the two that we wanted to call for interviews had already taken another job and the other two didn’t have references or meeting the qualifications. We have one application and resume that was turned in late that we can look over and discuss or we can accept applications again. Vanblaricom made the motion to accept applications to hire an office assistant for one week 01/03/22-01/07/22. Seconded by Ellis. Hatridge- yes, Hall- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.
8. **Discussion and possible approval to talk about The Masonic Lodge water bill and meter deposit.** Mike Sexton, “Send us a bill and Jess Wilson has volunteered to pay it. We take up donations at every meeting to pay our bills, we have no income. Mail it to P.O. Box 117 Kiowa, OK 74553.” Hatridge made the motion to approve to waive the water deposit for The Masonic Lodge. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.
9. **Discussion of agreement/contract with Sexton’s about North Lagoon.** Mike Sexton, “We aren’t going to talk about this today because when I spoke with Meredith Hatridge I discovered you all didn’t have an up to date copy of the contract.” No vote.
10. **Discussion and possible approval to turn water/sewer on for Andrew Dunagan at 732 Harpers Valley Rd.** Andrew Dunagan, “I would like water turned on to the house and I will tie into that but we are planning on remodeling the house.” Ellis questions if he is concerned that the sewer isn’t tapped in. Dunagan stated that it is a possibility. He says he will be out of town until probably March and won’t need water until then. William Ellis that will give maintenance time to go over there and see if the sewer is tied in. Hatridge made the motion to table until agenda item #2 on town is discussed and maintenance sees if the sewer is tied in and Dunagan comes back to town. Seconded by Hall. Hatridge- yes, Hall-yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.
11. **Discussion and possible approval to have 805 and 806 Dewey have two separate meters and pay for a water tap.** Ellis, “This property was recently sold and what used to be a daycare will now be a home but they are still going to have the RV Park as a business. At the time I didn’t know what to do but they only have one meter for home and business and it needs to be two. They paid the commercial deposit for the business. They will have to pay a water time for the home and a meter deposit. I did talk to the home owner today and she is understands what is going on but doesn’t think it’s fair that it wasn’t that way but she wants to do what is right.” Hatridge made the motion for 805 and 806 Dewey to have two separate meters and to pay $200 residential water deposit and $350 water tap fee and has to be paid when the water is turned on. Seconded by Vanblaricom. Hatridge- yes, Hall- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.

**NEW BUSINESS:** N/A

**PUBLIC DISCUSSION:** N/A

**ADJOURN:** Ellis made the motion to adjourn @ 7:33 P.M. Seconded by Hatridge. Hatridge- yes, Hall- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.

**TIME ADJOURNED:** 7:33 P.M.

IF ASSISTANCE IS NEEDED PLEASE NOTIFY THE CITY HALL AT 918-432-5621, 23 HOURS IN ADVANCE.