TOWN OF KIOWA MINUTES

FOR REGULAR MONTHLY MEETING

NOVEMBER 17, 2022 @ 7:00 P.M.

OR IMMEDIATELY FOLLOWING THE PWA REGULAR MEETING

AT THE 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, corrections 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:** Mayor Peterson called meeting to order @ 8:25 P.M.

**ROLL CALL:** Hall absent, Peterson present, Vanblaricom present, Sexton present, Drake present.

**APPROVAL OF THE MINUTES:** No vote.

**APPROVAL OF THE FINANCIAL REPORT:** Tracy Reed, “We are 33% through our budget year. You can see sales and use tax while not our largest revenue drivers are lagging behind. I would like to see those about 33%. We budgeted them at 90% of where we thought we would land last year. Our other revenues remain strong. Overall, we’re at 41%. Part of that is from our ARPA funds that we just received this last month and that $59,000.00 is included in there. We did budget it. We also budgeted for the entire amount of $118,000.00 as an undetermined capital project for the year. When I say capital project I don’t necessary mean capital project but an undetermined expense that is out there. In our nutrition department we did spend about $250 or so on the ice machine this last month. We had normal operating ins and outs in our general fund. Our expenses overall are about where we thought they would be at this point in our budget year. Keep in mind that most of those capital outlay projects have not been spent. We do have some cash that I would recommend putting into a CD or T-bill. We do have a local bank that we might want to approach. If we look at what capital outlay that we budgeted plus 3 months operating expenses, I would feel comfortable with us taking about $1.5 million or so and looking at a short term CD or other investment. I would look at 3-6 months. I recommend that we do a 3 month CD sooner rather than later.” Peterson made the motion to approve the financial report. Seconded by Drake. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.

**APPROVAL OF THE PURCHASES:** Vanblaricom made the motion to approve the purchases. Seconded by Peterson. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.

**MAINTENANCE REPORT:** Zack Taylor, “We got the shop cleaned while it’s been cold, fixed several water leaks, and worked on the bobcat we found a used tire to put on it.” Vanblaricom asked where we are at with replacing the fire hydrants. Taylor, “We fixed one fire hydrant.” Vanblaricom asks if the 5 hydrants that we purchased have been installed. Taylor states no they have not. Council states they need to make something happen and get them installed. Taylor states that we need valves. Vanblaricom states that valves and everything needed was supposed to of been purchased when we purchased the fire hydrants.

**ANIMAL CONTROL REPORT:** Loyd Hasty, “So far this month we have two dogs that went to the pound and then today when we got back there was a puppy out in the fence.”

**POLICE DEPARTMENT REPORT:** Jess Wilson, “We had 591 contacts for the month. We had 103 calls for service. We did get our dog certified with the NAPWADA trainer that came down. He took the utility cert with him which means he’ll do everything that you can get a cert for. We got the stuff in for the school. The breeching tool we took over to the school with their identification vest in the incidence that if an emergency happens we have 5 of them over there that can put the vest on.”

**FIRE DEPARTMENT REPORT:** Clayton Nichols, “We had 4 calls for the month. 2 medical, 1 vehicle accident south of town and 1 controlled burn.”

1. **Discussion and possible approval to accept Latasha “Kasey” Sawyer’s resignation.** Peterson made the motion to accept Latasha “Kasey” Sawyer’s resignation. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
2. **Discussion and possible approval to remove Latasha “Kasey” Sawyer from all Town First Bank Accounts.** Peterson made the motion to remove Latasha “Kasey” Sawyer from all PWA First Bank Accounts. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
3. **Discussion and possible approval to pay Latasha “Kasey” Sawyer for 14.92 hours of comp time.** Peterson made the motion to pay Latasha “Kasey” Sawyer for 14.92 hours of comp time in the amount of $171.58. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
4. **Discussion and possible approval to update debit card holder with First Bank.** Peterson made the motion to removed Latasha “Kasey” Sawyer and update the debit card holder with First Bank to Leighanne Johnston. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
5. **Discussion and possible approval to fill Treasurer position.** Peterson made the motion to open the treasurer position and advertise until 12/01/2022 and do interviews on 12/02/2022. Seconded by Vanblaricom. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
6. **Discussion and possible approval of the 2023 Holiday schedule.** Peterson made the motion to approve the 2023 Holiday schedule and add January 2nd, 2023 to close for New Years. Seconded by Vanblaricom. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
7. **Discussion and possible approval of the monthly council meeting schedule for 2023.** Peterson made the motion to approve the monthly council meeting schedule for 2023. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
8. **Discussion and possible approval on what to do for employees Christmas and set dates.** Peterson made the motion to have an employee training @ Pete’s Place on 12/16/2022 with time to be determined. Seconded by Vanblaricom. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
9. **Discussion and possible approval of court schedule for 2023.** Peterson made the motion to approve the court schedule for 2023. Seconded by Vanblaricom. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
10. **Discussion and possible approval to have children’s Christmas for the town and set dates.** Tenaska donated $1,000.00. We will go toy shopping on 12/04/2022 @ 8:00 A.M. at Walmart. Peterson made the motion to have the children’s Christmas on 12/17/2022 @ 6:00 P.M. with a limit of $1,500.00 to spend on toys. Seconded by Vanblaricom. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
11. **Discussion and take action on the Forestry Grant funds transferred to the fire department.** Drake made the motion to transfer the Forestry Grant funds in the amount of $10,053.00 from Town to the Fire Departments bank account. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
12. **Discussion and possible approval to renew contract with New Era Pest Control to treat the weeds at the cemetery.** The total would be $9,780.00, which would be broke down into 6 payments of $1,630.00. Peterson made the motion to renew contract with New Era Pest Control to treat the weeds at the cemetery in the amount of $9,780.00. Seconded by Vanblaricom. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
13. **Discussion and possible approval to adopt resolution to authorize OMAG to distribute escrow account funds.** Peterson made the motion to adopt the resolution to authorize OMAG to distribute Escrow Account funds in the amount of $5,868.97. Seconded by Vanblaricom. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
14. **Discussion with Bob Linscott about the turning lanes on Highway 69.** No vote.
15. **Discussion and possible approval to hire new office assistant.** Johnston states she would like to hire Jeri Ann Hasty @ $12.00 an hour. Start date 11/21/2022. Peterson made the motion to hire Jeri Ann Hasty at $12.00 an hour, probation for 90 days with insurance beginning after 60 days. Seconded by Vanblaricom. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
16. **Discussion and take action with VFIS insurance for fire department.** Wilson, “We called today and spoke with OMAG and they can do the same thing as VFIS. OMAG states that a lot of the stuff that VFIS cover we don’t need. OMAG sent us a quote today for $4,000.00 to cover the fire department which is about $6,000.00 cheaper each year than VFIS.” Vanblaricom made the motion to change to OMAG insurance and cancel VFIS insurance if OMAG covers the replacement cost. Seconded by Peterson. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
17. **Discussion and possible approval to purchase rain and winter coats, shirts and coveralls for maintenance workers.** Peterson made the motion to purchase a winter coat, coveralls, and frog tog suit for all 4 maintenance workers with the winter coat not to exceed $100.00, and coveralls not to exceed $150.00 per person. Seconded by Drake. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
18. **Discussion and possible approval to have Mark Watkins help with animal control.** Peterson made the motion to add Mark Watkins to animal control and pay him $100.00 a month. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.
19. **Discussion and take action with maintenance upkeep on city vehicles.** No maintenance workers present to tell what needs fixed on the vehicles. No vote.

**NEW BUSINESS:** N/A

**PUBLIC DISCUSSION:** N/A

**ADJOURN:** Drake made the motion to adjourn @ 9:32 P.M. Seconded by Peterson. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.

**TIME ADJOURNED:** 9:32 P.M.

IF ASSISTANCE IS NEEDED PLEASE NOTIFY THE CITY HALL AT 918-432-5621, 24 HOURS IN ADVANCE.