

TOWN OF KIOWA MINUTES  
FOR REGULAR MONTHLY MEETING  
FEBRUARY 27<sup>TH</sup>, 2020 AT 7:00 P.M.  
AT KIOWA CITY HALL  
813 S. HARRISON ST.  
KIOWA, OKLAHOMA

CALL MEETING TO ORDER: Mayor Naugle opened the meeting at 7:45 p.m.

ROLL CALL: Karon Sexton- present, Kristi Hall- absent, Regina VanBlaricom- absent, Kari Peterson-present, Ned Naugle- present. Quorum present

CONSIDERATION OF THE MINUTES: No questions. Mayor Naugle made the motion to approve the minutes, seconded by Peterson. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried.

APPROVAL OF FINANCIAL REPORT: Mike Kerns present and reported, Revenue for the month of January of \$113,920.00, Expenses of \$92,693.89, with an income of \$21,226.28. Discussed the process of buying and purchasing equipment. We set a Financial Meeting March 10<sup>th</sup> at 11:00 am. Mayor Naugle made the motion to approve the financial report, seconded by K. Sexton. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried.

APPROVAL OF PURCHASE ORDERS: Questions answered. Mayor Naugle made the motion to approve the Purchase Orders, seconded by K. Sexton. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried.

1. MONTHLY REPORTS:

TENASKA: Present, they had the best year ever in 2019, 2020 they have plans to do large maintenance projects due to the plant being 16 years old. Planning a Spring outage.

MAINTENANCE: Haylon reports they have been filling pot holes, put a tin horn in at the cemetery and placed gravel on top.

FIRE: Not present.

ANIMAL CONTROL: William reported he took one dog to shelter.

POLICE: Jess reported 575 contacts, 77 calls, 16 impounds, police officers have been investigating burglaries and have served 5 search warrants with stolen property being recovered.

2. Discussion and possible approval to hire to replace a Deputy Court Clerk. Job was announced, applications were accepted, and Mary, Jess and Karon conducted interviews. Mary recommended to the Board Members to hire Natasha Haley to begin March 23<sup>rd</sup>, 2020. Mayor Naugle made the motion to hire Natasha Haley as Deputy Court Clerk to begin March 23, 2020 at \$9.45 per hour with 60 days probation for insurance and 180 days probation period for employment, seconded by K. Sexton. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried.
3. Discussion and possible approval to purchase tin horn for Carolyn Cook at 739 W. 5<sup>th</sup> street. William discussed the need for the tin horn. Mayor Naugle made the motion to purchase and place tin horn at 739 w 5<sup>th</sup> street, seconded by K. Sexton. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried.
4. Discussion and possible approval to purchase skid steer, this from last month agenda. Three quotes received. Discussion of prices and warranties. Mayor Naugle made the motion to purchase Skid Steer from Bob Cat not to exceed \$35,000.00 with two year and 2,000 hours warranty, seconded by Peterson. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried.
5. Discussion and possible approval to remove Naomi Hamlin from all bank accounts at Kiowa First Bank. Mayor Naugle made the motion to remove Naomi Hamlin from all bank accounts at Kiowa First Bank, seconded by Peterson. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried.
6. Discussion and possible approval to close Grant Account at the McAlester Bank NA. Deanna discussed the need to close this account and the account has a zero balance. Mayor Naugle made the motion to close the Grant Account at McAlester Bank NA, seconded by K. Sexton. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried.
7. Discussion and possible approval to close General Fund account at the McAlester Bank NA. Deanna discussed this account is only open to pay for the Safety Deposit boxes, monthly. Mayor Naugle made the motion to Close the General Fund account at the McAlester Bank NA, seconded by K. Sexton. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried.
8. Discussion and possible approval to close Safety Deposit boxes at the McAlester Bank NA. Deanna stated that the last time she went to look in

the Safety Deposit boxes there was not a lot of documents in them and one didn't have anything in it. There is 3 Safety Deposit Boxes and I have 2 keys, the third box we will probably have to pay to have it opened. Mayor Naugle made the motion to close all Safety Deposit Boxes at the Bank NA in McAlester, seconded by K. Sexton. K. Sexton-yes, K. Peterson-yes, Naugle-yes. Motion carried.

9. Discussion and possible approval of updated Employee Handbook. Karon Sexton has e-mailed all Board Members the updated handbook to review and make changes and didn't receive any feedback. Deanna stated there was a few changes that she seen. Kari requested that there be a social media part for employees. Discussion. Mayor Naugle made the motion to Table until Special Meeting.
10. Discussion and possible approval purchase Electronic Investigation Equipment. Jess discussed options of equipment and yearly fees, to be taken out of Technology Account. Mayor Naugle made the motion to purchase/ pay \$3,310.00 per year for Electronic Investigation Equipment, seconded by K. Sexton. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried.
11. Discussion and possible approval to purchase computer for Court Clerk. Jess discussed. Mayor Naugle made the motion to purchase computer for Court Clerk not to exceed \$2,500.00, seconded by K. Sexton. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried.
12. Discussion and possible approval to purchase Television for Police Department for Court use. Jess discussed the need. Mayor Naugle made the motion to purchase Television for Police Department not to exceed \$384.26, seconded by K. Sexton. K. Sexton-yes, K. Peterson-yes, Naugle-yes. Motion carried.
13. Discussion and possible approval to surplus and sale Court Clerk old computer. Mayor Naugle made the motion to surplus and sale Court Clerk computer, seconded by K. Peterson. K. Sexton-yes, K. Peterson-yes, Naugle-yes. Motion carried.
14. Discussion and possible approval to purchase Video Camera Equipment. Jess discussed and stated this is referring to body and dash cameras and storage. Mayor Naugle made the motion to purchase Video Camera Equipment not to exceed \$2,100.00 for cameras and \$301.00 per month storage fee, seconded by K. Sexton. K. Sexton-yes, K. Peterson-yes, Naugle-yes. Motion carried.

The three Executive Sessions will be held consecutively with findings after the Board of Trustees return.

15. 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 Genice Mabray. OS TITLE 25 SECTION 307 (B) (1). Mayor Naugle made the motion to enter into Executive Session, seconded by K. Sexton. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried. Time Entered: 8:47 p.m.
16. Discussion and possible approval of findings from Executive Session for Genice Mabray. Time: 8:53 p.m. Board Members returned from Executive Session. Vice Mayor K. Sexton made the motion to approve a 3% raise for Genice Mabray making her hourly rate \$11.08 per hour, seconded by Peterson. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried.
17. 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 Marianna Herron. OS TITLE 25 SECTION 307 (B) (1). Mayor Naugle made the motion to enter into Executive Session, seconded by K. Sexton. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried. Time Entered: 8:47 p.m.
18. Discussion and possible approval of findings from Executive Session for Marianna Herron. Time: 8:53 p.m. Board Members returned from Executive Session. Vice Mayor K. Sexton made the motion to approve a 3% raise for Marianna Herron making her hourly rate \$9.82 per hour, seconded by Peterson. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried.
19. 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 Cecil Herron. OS TITLE 25 SECTION 307 (B) (1). Mayor Naugle made the motion to enter into Executive Session, seconded by K. Sexton. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried. Time Entered: 8:47 p.m.
20. Discussion and possible approval of findings from Executive Session for Cecil Herron. Time: 8:53 p.m. Board Members returned from Executive Session. Vice Mayor K. Sexton made the motion to approve a 3% raise for Genice Mabray making her hourly rate \$9.82 per hour, seconded by Peterson. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried.

**NEW BUSINESS:** Kari Peterson wanted to inform all city employees that they are not to smoke, vape or use any tobacco products in city vehicles.

**PUBLIC DISCUSSION:** None

**ADJOURN:** Mayor Naugle made the motion to Adjourn, seconded by K. Sexton. K. Sexton-yes, K. Peterson-yes, Naugle- yes. Motion carried. Time: 8:57 P.M.