TOWN OF KIOWA MINUTES

FOR REGULAR MONTHLY MEETING

JULY 28,, 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 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:** Peterson called meeting to order @ 7:05 P.M.

**ROLL CALL:** Hall-Present, Peterson-present, Vanblaricom-present, Nichols absent, Sexton-present.

**APPROVAL OF MINUTES:** No questions. Peterson made the motion to approve the minutes. Seconded by Hall. Hall- yes, Vanblaricom- Abstained, Sexton- yes. Motion carries.

**APPROVAL OF THE FINANCIAL REPORT:** Presented by Tracy Reed. Peterson made the motion to approve the financial report. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.

**APPROVAL OF PURCHASES:** No questions. Peterson made the motion to approve the purchases. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- abstain, Sexton- yes. Motion carries.

**MAINTENANCE REPORT:** Zack Taylor, “We’ve been mowing, and brush hogging. We got with county and got some convicts to help clean up and organize the shop. We’ve rotated a bunch of tires around and just need one to match to the one we already got. The bobcat rim I beat that thing in with a sledge hammer and got it to repair the tire instead of spending $600 on a new tire and rim, we got the originals back on it. We got two tires on the front of the backhoe. We have two old tires for the skid steer so those will need replaced if we are going to use it. Dub Thomas is willing to work on the dump truck for us; he said he would look at it and give us an estimate.”

**ANIMAL CONTROL REPORT:** Joshua Furr, “I had a puppy that was in my possession for 5 days and was unable to take it to the animal shelter due to them being closed. A lady with animal rescue came and got the puppy and adopted it. I have received several calls about stray cats from the same lady, I did put a trap out but they got out.”

**POLICE DEPARTMENT REPORT:** Jess Wilson, “91 calls for service, 402 contacts for the month. Tate will be out for 3-4 more weeks and Bingham will be switching to part time at the end of this month.”

**FIRE DEPARTMENT REPORT:** Clifford Sexton, “1 car accident, 8 medical calls, assisted Blanco with a house fire, 2 grass fires, and 2 landing zone set ups.”

“There wasn’t a number 1.”

1. **Discussion and possible approval to accept Branton Nichols resignation letter for Ward 4**. Peterson made the motion to accept Branton Nichols resignation letter for Ward 4. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
2. **Discussion and possible approval to accept Jerri Ellis resignation letter for Town Treasurer**. Peterson made the motion to accept Jerri Ellis resignation letter for town treasurer. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
3. **Discussion and possible approval to fix the electrical issues at the fire department**. Peterson made the motion to approve for Kyle Quaid to fix the electrical issues at the fire department in the amount of $50.00. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
4. **Discussion and possible approval for Josh Furr to attend Class C lab school in OKC in September.** Peterson states the class is $250.00 and it’s a one day class and he will drive a city vehicle. Reed states per diem for one day is $48.00. Peterson made the motion for Josh Furr to attend Class C lab school online and go test in OKC in September in the amount of $250.00 for the class and paid $48.00 per diem. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
5. **Discussion and possible approval to pay Ann Wilson for typing the minutes and for her travel.** Hall made the motion to approve to pay Ann Wilson for traveling 10 days in the amount of $100.00 for gas and $11.00 an hour for 84 hours in the amount of $924.00 for typing minutes for a total of $1,024.00. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- abstain, Sexton- yes. Motion carries.
6. **Discussion and possible approval to change the street lights to LED.** Sexton spoke with PSO and Kiowa is already on the schedule to change lights to LED between Dec. 2022- Jan. 2023. No vote.
7. **Discussion and possible approval to replace PD K-9.** Vanblaricom questions why we need another K-9. Wilson states there was someone missing in town and the K-9 helped find him in the past. The dog can track all drugs. Peterson questions if we have funds set aside for a new K-9 and Wilson states the seizure fund can be used. Will have two handlers. Peterson made the motion to approve to purchase a new K-9 from Shallow Creek and will be paid for out of the drug seizure fund. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- abstain, Sexton- yes. Motion carries.
8. **Discussion and possible approval to add Kasey Sawyer to all Town First Bank accounts.** Peterson made the motion to add Kasey Sawyer to all Town First Bank accounts. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- abstain, Sexton- yes. Motion carries.
9. **Discussion and possible approval to repair PD Unit #1.** Peterson made the motion to approve to repair PD Unit #1 in the amount of $1,478.88. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
10. **Discussion and possible approval to purchase work boots for maintenance worker Mark Watkins.** Sexton made the motion to approve to purchase Mark Watkins a pair of muck boots and a pair of steel toe boots not to exceed $250.00. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
11. **Discussion and possible approval to have maintenance done on all city vehicles and city equipment.** Maintenance workers will get quotes for other vehicles and equipment to be fixed. Vanblaricom made the motion to approve to maintenance on the mini excavator not to exceed $1,000.00. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
12. **Discussion and possible approval to pay Rex Hatridge to brush hog the right of ways for the 3rd time in the amount of $2,500.00.** Peterson made the motion to pay Rex Hatridge to brush hog the right of ways for the 3rd time in the amount of $2,500.00. Seconded by Sexton. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
13. **Discussion and possible approval to suspend the employee personnel policy.** Vanblaircom “I requested it to be on here to be suspended until we can review it and ensure that it is accurate with our city ordinances and state statues. There are things in there that we don’t do. That’s listed there; it’s been brought up numerous times. I think it’s going to end up getting us off into a wreck. So I ask that we suspend until it can be reviewed and updated.” Layden “Well the effect of that would be you’re doing away with your entire employee policy. So if that’s what you want to do you can but that’s a motion to do away with it completely.” Vanblaircom “I said suspend it, I didn’t say do away with it until it can be reviewed. Because it’s not within our accordance of our ordinances or with state statue. It says we do PMPs. We don’t, there’s never been a PMP done on any staff here ever. You have some staff that doesn’t even know what even exists.” Layden “That’s what you are asking to suspend it specifically, what’s that mean to you?” Vanblaircom “Until we review it, it needs reviewed if we are going to utilize it and that’s what we’re going to hold people accountable for. Then it needs to reflect the true of what we can do as a town.” Layden “Right, and I would agree with that, but technically you’re asking to suspend it, which to me means do away with it, until some later date. If that’s what you’re asking I would not, then you would be operating without anything. If you’re asking that it be reviewed, you need to get together and look at it and make sure it’s in compliance and that sort of thing. Vanblaircom “I just don’t like employees coming at me and saying that this is what our employee handbook says and wants to pick certain sections out of it and utilize against us because it’s wrong.” Layden “Okay, I understand.” Vanblaircom “It doesn’t matter to me, we can set a time to review it, get it all updated. To ensure it’s accurate, or it’s whatever, it just needs to be fixed.” Vanblaircom makes a motion to suspend until it is reviewed. Lack of second to motion dies on the floor.
14. **Discussion and possible approval to adopt ordinance and update the categories and duties for the Municipal Treasurer.** Peterson makes a motion to approve, to adopt the ordinance and update the categories and duties for the municipal treasurer as the OML handbook, municipal treasurer categories and duties, 4-1, 4-2, 4-3, 4-4, and 4-5.” Sexton seconds the motion. Hall-yes, Peterson-yes, Vanblaircom-abstain, Sexton-yes. Motion carries.

**The eleven (11) Executive Sessions will be held consecutively with findings after the Board of Trustee’s return.**

1. **Discussion and possible approval to enter into executive session for the purpose of discussion to hire a full time maintenance worker.** Hall made the motion to enter into executive session @ 7:49 P.M. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
2. **Discussion and possible approval of findings from executive session to hire a full time maintenance worker.** Returned from executive session @ 9:14 P.M. Hall made the motion to hire Lloyd Hasty as a full time maintenance worker with 6 months’ probation period beginning pay $11.00 an hour. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- abstain, Sexton- yes. Motion carries.
3. **Discussion and possible approval to enter into executive session for the purpose of discussion to hire a police officer.** Hall made the motion to enter into executive session @ 7:49 P.M. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
4. **Discussion and possible approval of findings from executive session to hire a police officer.** Returned from executive session @ 9:14 P.M. Hall made the motion to hire a full time police officer beginning pay $15.87 an hour, $2,750.00 a month. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
5. **Discussion and possible approval to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Josh Furr. OS TITLE 25 SECTION 307 (B) (1)** Hall made the motion to enter into executive session @ 7:49 P.M. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
6. **Discussion and possible approval of findings from executive session for Josh Furr.** Returned from executive session @ 9:14 P.M. Hall made the motion to give Josh Furr a pay raise to $15.00 an hour. Seconded by Sexton. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
7. **Discussion and possible approval to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Zack Taylor. OS TITLE 25 SECTION 307 (B) (1)** Hall made the motion to enter into executive session @ 7:49 P.M. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
8. **Discussion and possible approval of findings from executive session for Zack Taylor.** Returned from executive session @ 9:14 P.M. Hall made the motion to give Josh Furr a pay raise to $12.00 an hour. Seconded by Sexton. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
9. **Discussion and possible approval to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Jess Wilson. OS TITLE 25 SECTION 307 (B) (1)** Hall made the motion to enter into executive session @ 7:49 P.M. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
10. **Discussion and possible approval of findings from executive session for Jess Wilson.** Returned from executive session @ 9:14 P.M. Hall made the motion to stop K-9 pay and give him a raise of $400.00 a month until we get a new K-9 and then he will receive K-9 pay again. Seconded by Sexton. Hall- yes, Peterson- yes, Vanblaricom- abstain, Sexton- yes. Motion carries.
11. **Discussion and possible approval to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Taylor Tate. OS TITLE 25 SECTION 307 (B) (1)** Hall made the motion to enter into executive session @ 7:49 P.M. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
12. **Discussion and possible approval of findings from executive session for Taylor Tate.** Returned from executive session @ 9:14 P.M. Hall made the motion to approve to pay 8% of Taylor Tate’s retirement. Seconded by Sexton. Hall- yes, Peterson- yes, Vanblaricom- abstain, Sexton- yes. Motion carries.
13. **Discussion and possible approval to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Dustin Wall. OS TITLE 25 SECTION 307 (B) (1)** Hall made the motion to enter into executive session @ 7:49 P.M. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
14. **Discussion and possible approval of findings from executive session for Dustin Wall.** Returned from executive session @ 9:14 P.M. Hall made the motion to approve an 8% pay raise for Dustin Wall. Seconded by Sexton. Hall- yes, Peterson- yes, Vanblaricom- abstain, Sexton- yes. Motion carries.
15. **Discussion and possible approval to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Katelyn White. OS TITLE 25 SECTION 307 (B) (1)** Hall made the motion to enter into executive session @ 7:49 P.M. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
16. **Discussion and possible approval of findings from executive session for Katelyn White.** Returned from executive session @ 9:14 P.M. Hall made the motion to approve an 8% pay raise for Katelyn White. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- abstain, Sexton- yes. Motion carries.
17. **Discussion and possible approval to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Clifford Sexton. OS TITLE 25 SECTION 307 (B) (1)** Hall made the motion to enter into executive session @ 7:49 P.M. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
18. **Discussion and possible approval of findings from executive session for Clifford Sexton.** Returned from executive session @ 9:14 P.M. No vote.
19. **Discussion and possible approval to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Tommy Mitchell. OS TITLE 25 SECTION 307 (B) (1)** Hall made the motion to enter into executive session @ 7:49 P.M. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
20. **Discussion and possible approval of findings from executive session for Tommy Mitchell.** Returned from executive session @ 9:14 P.M. Hall made the motion to promote Tommy Mitchell to assistant fire chief. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
21. **Discussion and possible approval to enter into executive session for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Clark Kelly. OS TITLE 25 SECTION 307 (B) (1)** Hall made the motion to enter into executive session @ 7:49 P.M. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
22. **Discussion and possible approval of findings from executive session for Clark Kelly.** Returned from executive session @ 9:14 P.M. No vote.

**NEW BUSINESS:** N/A

**PUBLIC DISCUSSION:** Rachel Jameson 328 W. 8th St wants to be on the next town agenda to discuss city ordinances. Town’s person wants to know if we will be posting Ward 3, Ward 4, and Treasurer positions available.

**ADJOURN:** Peterson made the motion to adjourn @ 9:27 P.M. Seconded by Sexton. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.

**TIME ADJOURNED:** 9:27 P.M.

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