TOWN OF KIOWA MINUTES

FOR REGULAR MONTHLY MEETING

JANUARY 27, 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:** Mayor Peterson called meeting to order @ 7:44 P.M.

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

**APPROVAL OF THE MINUTES:** No questions. Peterson made the motion to approve the minutes for 12/30/2021 and 01/20/2022. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.

**APPROVAL OF THE FINANCIAL REPORT:** Tracy Reed, “Financials through December, we are half way through our budget year we have had some adjustments. Through December our financial revenue source is pretty strong we’re at 57% overall on our budget. In our general fund through December in our general fund we have spent $83,000 more than we have brought in. We are up about $14,000 in sales tax since July and that is great. Between sales and used tax we have collected about $30,000 more in the past 7 months than we did a year ago.” Peterson made the motion to approve the financial report. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.

**APPROVAL OF THE PURCHASE ORDERS:** No questions. Peterson made the motion to approve the purchase orders. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.

**MAINTENANCE REPORT:** William Ellis, “The guys have been out at the N lagoon fixing the ruts and getting it ready for the people to come pick up the old irrigation system. Josh cleaned up the old shop. We are still waiting on the parts for the tractor. They have been cleaning up around here and burning brush. Josh fixed the dog kennel because the last little dog had gotten out so he fixed the fence on that.”

**ANIMAL CONTROL REPORT:** Josh Furr, “Katelyn has fined a couple of people here in town for their dogs running around and I wasn’t able to catch. We did have a blue heeler for 5 days and someone came and adopted him.”

**POLICE DEPARTMENT REPORT:** Jess Wilson, “Last month we had a little bit slower month for traffic. We had 67 calls. We went and assisted on a track at the base where a guy had jumped the fence; Savanna tried to use their dog but were unsuccessful so I took Gibbs up there, we went about 2 miles total but there was no parimeter set so stopped after about 2 miles of searching.

**FIRE DEPARTMENT REPORT:** N/A

1. **Presentation from OMRF to present possible retirement solutions for city employees.** Katie Girardi, “I work with OMRF and we are actually able to customize retirement options only for municipalities in this state. I have provided you with a map that shows the districts in our states and the different municipalities that OMRF currently services. We are a nonprofit. We have been around since 1966. We offer two different retirement funds which are OkMRF Defined Contribution Program and OkMRF Defined Benefit Program and I will explain each one to you all. The defined benefit program is like a pension, which would mean you would work X amount of years and after retiring you would receive a check from the previous employer for the rest of your life. One of the great things about our defined benefit program is you would not be paying for any other municipalities you would only be paying for your employees. We base how much your municipality will pay based on the attributes of your employees, which we call census data. Another way to think about a pension is like social security. You pay in to social security throughout your entire career and then at retirement time you get a set benefit for the rest of your life. This plan also has joint and survivor benefits if you happen to pass away those benefits can be picked up. We offer different plan levels and you decide what actually works for your employees and what is affordable. The defined contribution program works like a 401K. This are considered accumulation accounts. The participants bear the risk/reward of choosing where their funds are invested by selecting from the diversified investment options offered by OkMRF. Gains and losses are credited directly to each participant’s account and upon retirement, termination, disability or death the vested portion of this account is paid to the participant or their beneficiary. The benefit that is received is based on the accumulation of employee and employer contributions, interest earnings and/or losses. So again this can be customized, and when explaining we always try to be proactive and request you make it mandatory for all full time employees to participate in the plan and the reason I say that is because retirement is important and if it is a mandatory percentage all the employees that contribute will get a tax break. It is IRS regulations that if you want that tax benefit all employees have to do the same percentage. It does come with a vesting schedule and you as an employer decide how long they have to be with the company before your portion is contributed to that employee. Upon termination of a participant’s employment, the portion of employer contributions which is non-vested is “forfeited” and credited to the accounts of active participants or used to reduce future employer contributions. I have given you a print out of the type of plan and the contribution rates for different municipalities surrounding your area.”
2. **Discussion and possible approval of retirement for city employees.** Tabled. No vote.
3. **Discussion and possible approval to accept Trevor Middleton’s resignation letter and pay accrued comp time for 61.88 hours.** Peterson made the motion to accept Trevor Middleton’s resignation letter and pay him $956.05 for 61.88 hours @ $15.45 an hour and donate 34.07 hours of sick time to Waylon Thomas. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
4. **Discussion and possible approval to discuss re districting the wards boundaries for Kiowa.** Ellis, “Pat had sent Leighanne an email of someone to contact about fixing our ward boundaries and Leighanne reached out to her and sent emailed two different ward mapping options, if we have any questions or concerns or want to change anything we just have to let her know. There is no cost to do this. Our wards are not even so this is something that does need to be done.” Tabled. No vote.
5. **Discussion and possible approval to buy new uniforms for the police officers.** Peterson made the motion to approve to buy new uniforms for the PD from custom screen printers and not to exceed the amount of $650.00 and pay for out of the impound fee. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
6. **Discussion and possible approval to purchase a hydraulic steering gear box for Kyoti tractor.** Peterson made the motion to approve to purchase a hydraulic steering gear box for the Kyoti tractor and not to exceed the amount of $2,301.69. Seconded by Vanblaricom. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
7. **Discussion and possible approval to open a bank account with a debit card for purchases when credit card is needed.** Ellis, “It has been on the agenda before to apply for a credit card and I have talked with the auditor and we thought it would a good idea to open a bank account and have a debit card for that account and keep it open with a certain amount in it and use it only for council approve purchases when a PO isn’t accepted and a credit card is required for purchases. Whatever account it is used for we can transfer that exact amount over to this account.” Peterson made the motion to approve to open an account with a $50.00 minimum at First Bank with a debit card for the Town of Kiowa with Jerri Ellis being the card holder and have all council members as signers Meredith Hatridge, Kristi Hall, Kari Peterson, Regina Vanblaricom, Jerri Ellis, Branton Nichols and Leighanne Johnston. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
8. **Presentation from Michelle Johnson to present ideas for a festival on June 4th in the Town of Kiowa.** Michelle Johnson, “We would like to change the date to June 11th. It would be sponsored by KCO, the Mason’s and First Bank. 75% of the proceeds will go to the Kiowa Community Outreach program and the rest will go into a fund for the next festival. We are thinking the booths will be $40.00 for 10X10 space, $25.00 for 1 table, and $35.00 for 2 tables. For the car and truck show we discussed only charging $20-25.00 for this first year to get people interested and see how it works out. There have been a lot of interests from crafters, merchants, food trucks, bands, etc. We would like to shut down the festival around 6-7 P.M. so maybe the people would go to our local cafes. We will accept all volunteers.”
9. **Discussion and possible approval for Michelle Johnson to have a festival on June 4th in the Town of Kiowa.** Peterson made the motion to approve for Michelle Johnson to have a festival on June 11th in the Town of Kiowa. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols-yes. Motion carries.
10. **Discussion and possible approval to enter into executive session for the purpose of discussion to hire a maintenance worker.** Peterson made the motion to enter into executive session @ 8:36 P.M. for the purpose of discussion to hire a maintenance worker. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblariom- yes, Nichols- yes. Motion carries.
11. **Discussion and possible approval of findings from executive session to hire a maintenance worker.** Returned from executive session @ 9:02 P.M. Peterson made the motion to hire Zack Taylor as a maintenance worker for $10.00 an hour with a probation period of 180 days and benefits to begin after 90 days. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
12. **Discussion and possible approval to enter into executive session for the purpose of discussion to hire an assistant maintenance supervisor.** Peterson made the motion to enter into executive session @ 8:36 P.M. for the purpose of discussion to hire an assistant maintenance supervisor. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblariom- yes, Nichols- yes. Motion carries.
13. **Discussion and possible approval of findings from executive session to hire an assistant maintenance supervisor.** Returned from executive session @ 9:02 P.M. Peterson made the motion to hire Joshua Furr for assistant maintenance superviser with a dollar raise which will have him making $13.82 an hour with a probation period of 180 days. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
14. **Discussion and possible approval to purchase computer monitors for office assistant.** Peterson made the motion to approve to purchase 2 computer monitors for the new office assistant and not to exceed the amount of $500.00 with purchase to come out of technology fund. Seconded by Vanblaricom. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
15. **Discussion and possible approval to accept James Pitts resignation letter and pay out for vacation time and to donate sick time.** Peterson made the motion to accept James Pitts resignation letter and pay him his vacation time for 200 hours max for a total of $3,270.00 and donate 200 hours of sick time to Leighanne Johnston, 100 hours of sick time to Katelyn White, and 100 hours of sick time to Taylor Tate. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
16. **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)** Peterson made the motion to enter into executive session @ 8:36 P.M. for the purpose of discussion of possible promotion and/or pay raise or disciplinary action for Katelyn White. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblariom- yes, Nichols- yes. Motion carries.
17. **Discussion and possible approval of findings from executive session for Katelyn White.** Returned from executive session @ 9:02 P.M. Peterson made the motion to promote Katelyn White to Senior Patrol with a .48 raise which will have her makes $16.35 an hour with no probation period. Seconded by Nichols. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.

**NEW BUSINESS:** Vanblaricom requested to put on the next agenda to discuss to cancel the porta pottys that are at the park with the monthly fee of $400.00 since they aren’t being used. Scotty Barker mentioned that his business New Era Pest Control will be donating a new city hall sign for us to put on the building.

**PUBLIC DISCUSSION:** N/A

**ADJOURN:** Peterson made the motion to adjourn @ 9:26 P.M. Seconded by Vanblaricom. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Nichols- yes. Motion carries.

**TIME ADJOURNED:** 9:26 P.M.

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