POSTED AT THE CITY HALL DECEMBER 28, 2021 @ 4:00 P.M.

TOWN OF KIOWA MINUTES

FOR REGULAR MONTHLY MEETING

DECEMBER 30, 2021 @ 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:** Jerri Ellis called meeting to order @ 7:42 P.M.

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

**APPROVAL OF THE 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, Nichols- yes. Motion carries.

**APPROVAL OF THE FINANCIAL REPORT:** Ellis, “Our total income for November for General Fund was $517,367.00, our total expenses was $553,881.00 with a net income which is a loss of -$29,445.00. Hatridge made the motion to approve the financial report. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.

**APPROVAL OF THE PURCHASE ORDERS:** Vanblaricom has question about PO 810756268 why a city vehicle was going through a Texas tollway. Ellis stated it was a PD vehicle. Wilson stated it was probably from when officer Wall was sent to a class in a town by Weatherford Texas. Vanblaricom also questions PO 040068124 and why the bill was paid out of city when it should have been PWA because it is for the water plant. Ellis states she will look into it. Hatridge made the motion to approve the purchase orders. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.

**MAINTENANCE REPORT:** William Ellis, “At the beginning of the month the maintenance guys were working on the tractor and one of them put the hose on backwards and it blew out the hydraulic steering box. A new one is $2,500.00. The guys have been cleaning up the shop. We have a tin horn for Jess Wilson just waiting on the approval to put that in. The lights for the flag pole at the nutrition center were put up. The floors were finished at the nutrition center.”

**ANIMAL CONTROL REPORT:** No report.

**POLICE DEPARTMENT REPORT:** Chief Wilson, “The Kwik Check has been burglarized back in July 2020 and we always try to submit stuff for finger prints because you never know and we got a hit back last month. A lady had went to get her fingerprints done for her nursing license and her fingerprints popped up at the scene of our crime. I guess she had a soda can in her car and when she pulled up to the store the suspects got out and took the can out of the car and that’s how her fingerprints were at the scene and the guys had burglarized the store. We found out in the investigation that it is tribal so it will be turned over to the tribe.”

**FIRE DEPARTMENT REPORT:** Patrick Johnston, “We had 3 medical calls, 5 grass fires, 1 carbon monoxide investigation, 1 structure fire, and 1 accident. When the structure fire happened the lady called city hall instead of calling 911 and that’s a problem. We used to have an emergency phone number that they could call but no longer have that. We need to find a way to advertise with magnets or stickers or something so people know how important it is to call 911.”

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 Vanblaricom. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
2. **Discussion and possible approval to update travel trailer ordinance.** Hatridge made the motion to amend ordinance 5-901 #7 to say, “No travel trailer or recreational vehicle may be parked as a permanent lived in fixture on any city lot.” Seconded by Vanblaricom. Hatridge- yes, Hall- no, Vanblaricom- yes, Nichols- yes. Motion carries.
3. **Discussion and possible approval to make a crosswalk and put up signs at the First Baptist Church for the children.** We already have the signs and paint to do the crosswalk. Hatridge made the motion to put up children at play signs and to make a crosswalk at the First Baptist church. Seconded by Nichols. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
4. **Discussion and possible approval to add Branton Nichols and Leighanne Johnston to all town First Bank Accounts.** Hatridge made the motion to add Branton Nichols and Leighanne Johnston to all town First Bank Accounts. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
5. **Discussion and possible approval to get council new tablets or laptops.** Hatridge, “This came up because all of the council got tablets at the beginning of covid for meetings and to check emails and now that Branton has come onto council we do not have a tablet available for him. There have been several problems with our current tablets and Jess suggested we switch to iPad’s. We did get several quotes from First Net. Pat Layden, “I don’t think it is a good idea, if it is only used for city business then it might be appropriate but it is illegal and a crime to use city property for personal use.” Hatridge made the motion to not approve to purchase new tablets or laptops for council. Seconded by Vanblaricom. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
6. **Discussion and possible approval to reimburse and/or purchase phone cases for new city phones for employees.** Ellis, “I’ve had two employees bring me receipts from where they have purchased their own phone case and there are some employees that haven’t purchased cases yet but they are brand new phones so cases are needed. The two receipts that I have received from employees are for $19.88 and $65.80. If we buy them through First Net they are between $50-60. There is two maintenance men that need cases and three officers, the other two officers are the ones that have already purchased cases but looking to be reimbursed.” Vanblaricom made the motion to purchase a phone case not to exceed $50.00 per case for the remaining employees that need them and reimburse the two employees that already purchased a case. Seconded by Hatridge. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
7. **Discussion and possible approval to make an exception on sewer ordinance 17-305 for customer at 1327 Hickory St**. Jess Wilson, “I live at the bottom of a hill, the problem is that with the way the ordinance is written I can’t hook onto the sewer and putting in a lift station would cost me a lot of money. If I put in septic then I have to get an exception from you all to not hook onto sewer.” Hatridge made the motion to approve to make an exception to the sewer ordinance 17-305 for customer at 1327 Hickory St. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
8. **Discussion and possible approval to put in a tin horn for customer at 1327 Hickory St.** Hatridge made the motion to approve to put in a tin horn for the customer at 1327 Hickory St. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
9. **Discussion and possible approval to reimburse Jess Wilson for 123FORMBUILDERS.** Jess Wilson, “This is what we use so you all see the form from our calls, work orders, etc. We have had this for 3-4 years. I use my credit card to pay for this because they don’t accept P.O’s.” Hatridge made the motion to approve to reimburse Jess Wilson for 123formbuilders in the amount of $849.90. Seconded by Vanblaricom. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
10. **Discussion and possible approval for K-9 training.** Jess Wilson, “This is our Napal deal; they come here for the training. We split the cost with Savanna, Savanna will pay $2,000.00 since they have two K-9’s and are part would be $1,000.00. We have one of the highest certified dogs in probably Southeast Oklahoma. If approved he will come down probably January 22, 2022.” Hatridge made the motion to approve the K-9 training in the amount of $1,000.00. Seconded by Nichols. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
11. **Discussion about Jones Store property.** Jess Wilson, “Mrs. Jones approached me and asked if the city was interested in purchasing the property next door, I was always told that it would be willed to the city when Mr. Jones passed away but that is not true. I’m not sure if we would have to have an appraisal. She has never told me an amount of what she is wanting for the property.” Pat Layden, “You wouldn’t have to have an appraisal if you are okay with the amount she is asking for the property.” Need to discuss with the CPA and see if it is even an option for us. Tabled.
12. **Discussion and possible approval to purchase a hydraulic steering gear box for Kyoti tractor.** Need quotes. Table to next month, no vote.
13. **Discussion and possible approval to cancel charge account at Patco Double Quick.** Hatridge made the motion to approve to cancel the charge account at Patco Double Quick. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
14. **Discussion and possible approval to reimburse Jess Wilson for Safari Land training renewal in the amount of $225.00 for three certifications.** Hatridge made the motion to approve to reimburse Jess Wilson for Safari Land training renewal in the amount of $225.00. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
15. **Discussion and possible approval to make repairs to PD units #5 AND #6.** Jess Wilson, “So unit #5 is Taylor Tate and she wasn’t at fault a lady hit her and insurance is paying us for that which will be about $3,400.00. Unit #6 is Rocky Bingham and he ran off the road into a ditch, it’ll be about $750.00 for the damage to his car.” Hatridge made the motion to approve to make repairs to PD units #5 and #6 not to exceed $750.00 for unit #6 and not to exceed the amount of the insurance check from All State for unit #5. Seconded by Vanblaricom. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
16. **Discussion and possible approval to disconnect MIFI’S (WIFI).** Jess Wilson, “These were used when the office ladies were working from home.” Hatridge made the motion to approve to disconnect the MIFI’s (wifi). Seconded by Vanblaricom. Hatridge- yes, Hall- no, Vanblaricom- yes, Nichols- yes. Motion carries.
17. **Discussion and possible approval for city officials to have city cell phones.** Hatridge states that the problem is not that the officials having a city cell phone it is that they have a monthly bill that the city has to pay. Attorney states that it is not appropriate that the city pays a monthly bill for the phone and it should not be used for personal use. The city can provide a phone but should not be paying the monthly bill.” Vanblaricom made the motion to approve for city official to have city cell phones. Seconded by Hatridge. Hatridge- no, Hall- yes, Vanblaricom- no, Nichols- obstain. Motion doesn’t carry.
18. **Discussion and possible approval to apply for city credit card.** Hatridge, “I put this on here because I don’t understand why city employees have to purchase things with their own credit card and then be reimbursed.” Need to get the opinion of the CPA. Table.
19. **Discussion about why city employees are using their own personal credit card to make purchases and then getting reimbursed.** No vote
20. **Discussion and possible approval to accept applications again to hire an office assistant.** Hatridge made the motion to approve to accept applications for 5 days 1/3/22-1/7/22. Seconded by Vanblaricom. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
21. **Discussion and possible approval about where and how far out of city limits city employees can live and drive city vehicles**. Hatridge made the motion to approve on a case to case scenario how far outside city limits maintenance workers can live and take home city vehicles and has to be approved by council. Seconded by Nichols. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
22. **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 James Pitts. OS TITLE 25 SECTION 307 (B) (1)** Hatridge made the motion to enter into executive session @ 9:23 P.M. for the purpose of discussion of possible promotion and/or pay raise or disciplinary action for James Pitts. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
23. **Discussion and possible approval of findings from executive session for James Pitts.** 9:24 P.M. Hatridge made the motion to approve the findings from executive session and put James Pitts on probation for 6 months with a write up and for him to do legal retraining. Seconded by Vanblaricom. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
24. **Discussion and possible approval to purchase Stalker radar for PD.** Jess Wilson, “This is what I included in our plan to DPS, that we would buy this. It tracks the number of cars that come through the city a day, direction of travel and their speed.” Hatridge made the motion to approve to purchase stalker radar for the PD not to exceed the amount of $2,485.00. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.
25. **Discussion and possible approval for New Era Pest Control to treat cemetery.** Ellis, “He treated our cemetery last year for weeds; I think he was supposed to be here to give us a quote. He would get started in January.” Tabled until special meeting.
26. **Discussion and possible approval for Pittsburg County Election Board to hold elections at Kiowa city hall.** Hatridge made the motion to approve for Pittsburg County Election Board to hold elections at Kiowa City Hall. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.

**NEW BUSINESS:** N/A

**PUBLIC DISCUSSION:** Dunagan states that the city page is not up to date with board members and meetings.

**ADJOURN:** Hatridge made the motion to adjourn @ 9:45 P.M. Seconded by Hall. Hatridge- yes, Hall- yes, Vanblaricom- yes, Nichols- yes. Motion carries.

**TIME ADJOURNED:** 9:45 P.M.

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