TOWN OF KIOWA MINUTES

FOR REGULAR MONTHLY MEETING

February 24, 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 made the motion to call meeting to order @ 7:47 P.M.

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

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

**APPROVAL OF THE FINANCIAL REPORT:** Jerri Ellis, “Overall the general funds revenue is $64,000.00 above where they thought we would be at this point in our fiscal year, most of this positive result relates to our sales and use tax as well as the police income being above budget. Our general fund expenses are at 57% of our budget. As expected we have lost money in our general fund this year but with positive results in our general fund revenues and keeping our expenses within budget we’ve lost less money than projected year to date. Sales tax collections are $20,000.00 higher than the first 8 months of the year which is a 15% increase. Use tax is up about $19,000.00 most of that relates to the large deposit we received in September, overall it’s a 79% increase this year. Our revenues aren’t enough to cover our expenses but we have taken some recent steps to improve the situation as we look towards the next fiscal year we will need to evaluate ways to increase revenues and/or reduce expenses.” Peterson made the motion to approve the financial report. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.

**APPROVAL OF THE PURCHASE ORDERS:** Vanblaricom had a question about P.O GF8522 wanting to know what reoccurring charges were. Ellis informed her it was our telephone services through New Era/ Wav-11 which includes the phone lines and faxes. Vanblaricom questions P.O GF8579 asking if we pay over $1,000.00 a month for city cell phones. Ellis states no, the fd ipad was a one-time fee to purchase and the cell phone bill was for several phones that have recently been disconnected that won’t occur on the following bills. Vanblaricom questions GF8566 asking what diesel #2 off-road is. Ellis states it’s the gas and diesel that the maintenance guys uses in the vehicles and tractor and machines. Peterson made the motion to approve the purchase orders. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.

**MAINTENANCE REPORT:** Josh Furr, “We plowed some snow. Finished the sewer tap for Scotty Barker, called in locate twice, dug and cleaned out two ditches, fixed the driveway by the shop, and went and got asphalt and filled several pot holes around town.”

**ANIMAL CONTROL REPORT:** Josh Furr, “We caught one dog and took it to the pound, chased several pigs but didn’t catch them.”

**POLICE DEPARTMENT REPORT:** Jess Wilson, “We had 498 total calls for January, 78 service calls, we finished up the K-9 training with Gibbs. He went through the utility cert and passed which is the highest cert you can get for K-9. One of the officers is finishing up cleet and will be finished on March 17th, 2022.”

**FIRE DEPARTMENT REPORT:** Clifford Sexton, “We had 2 grass fires, 1 car wreck, 1 false alarm, and 4 medicals. We had 12 applications and will be adding 11 new firefighters pending drug tests on Tuesday, and 5 of them are structure 1 certified. I talked to the ISO lady and she said our ISOs will more than likely stay the same and adding more firefighters helps our ISO.”

1. **Presentation from Autumn with Russell & Williams for our 2019-2020 financial audits.** Autumn Williams, “I have given you all two different books one is for fiscal year 2019 and the other for fiscal year 2020. We are only going to go over 2020 because nothing really changed much from the two years but we will talk about comparative numbers. In our independent auditor’s report there are three different types of opinions you can have. There is the unmodified which is the best that you can receive, the modified which means there were certain modifications, and there is the adverse opinion which is the worst that you can receive. You did receive an unmodified opinion in all aspects except you do keep your books on the modified cash basis of accounting which is typical in smaller governmental entities. As of June 30, 2020 governmental activities cash and cash equivalents was right at $2.2 million, PWA we had unrestricted cash of $281,000.00 and restricted cash of $277,000.00. We had fixed assets on the government side of $444,000.00 and on PWA a little over $6.3 million. That left us with total assets on the government side of $2.6 million and on the PWA side $6.9 almost $7 million. We don’t have any liabilities on the town side but in PWA we have meter deposit liabilities of $35,000.00, current portion of long term debt of $48,000.00, long term debit of $2.3 million which left us with total liabilities as of June 30, 2020 of $2.4 million. The net position (equity) on town side is $2.6 million and PWA is $4.4 million. On the governmental side we have several different funds the biggest is the general fund and then street and alley. Our taxes for the year added up to a little over $277,000.00, licenses and permits was $55.00, fines and forfeitures was a little over $1.1 million, donations and fundraising was $14,000.00, grants, $35,000.00, interest $15,000.00 and various other revenues added up to $33,000.00 for total revenue as of June 30, 2020 of a little under $1.5 million. On our expenditures general government was $480,000.00, street and highways $54,000.00, public safety (fire and police department) $556,000.00, community building $75.00, nutrition program $63,000.00, and capital outlay $115,000.00 for a total of $1.2 million in expenditures. We had transfers out from governmental funds to the PWA in the amount of $111,000.00 which left us with a positive net income on the government side of $115,000.00 for the June 30, 2020 year end. Our operating revenues for our water was $325,000.00, sewer $113,000.00, trash $101,000.00, and miscellaneous charges were $23,000.00 which left us with total operating revenues on the PWA of $563,000.00. For operating expenses our personnel services was $90,000.00, maintenance and operations $92,000.00, office supplies $1,700.00 utilities $22,000.00, repairs $46,000.00, profession fees $12=3,000.00, lab & testing $9,100.00, training and travel $773.00, sanitation services $90,000.00, depreciation $209,000.00 and miscellaneous $716.00 for total operating expenses of $576,000.00. Our non-operating revenues we had grant revenues of $14,000.00, interest expense $67,000.00, interest income $714.00 and transfers in from the town of $111,000.00 which left us with a positive net income of $46,245.00. Our net cash provided by operating activities is a positive of $196,000.00. Our cash flow from investing activities we had increased in fixed assets of a little over $40,000.00 with an interest income of $715.00 with net cash used in investing activities of $40,000.00. Our net cash used for capital and related financial activities of $11,000.00. At the end of the day our cash in PWA increased by $167,000.00. Your sales tax was down in 2020 compared to 2018 and 2019. You have three notes with rural development one of them had a balance of $683,449.00 as of June 30, 2020 and it will be paid off in July of 2049, the second one had a balance of $466,803.00 and it will be paid off in June of 2050 and the third one had a balance of a little over $1.2 million and it will be paid off in April of 2057. You do contribute to the police officers retirement plan, the amount contributed by the town for the year was a little over $18,000.00 and the employee contributed a little over $11,000.00. For the volunteer firefighters’ retirement plan you contribute $60.00 per volunteer firefighter per year with a total contribution of $420.00 for 7 volunteers for the year. We are independent auditors so in accordance with government auditing standards we are required to make a report on internal control over financial reporting and on compliance and other matters based on an audit of financial statements, we did not note any significant deficiency or findings and it looks like you all have not had any finding in several previous years that I had looked at. You do have some really good internal controls in place.” No questions, concerns or comments for Autumn Williams from the council. Williams stated she would be filing the audits with the state auditor’s office.
2. **Discussion and possible approval to accept the 2019-2020 financial audits.** Peterson made the motion to accept and approve the 2019 and 2020 financial audits. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
3. **Discussion and possible approval to approve the resolution to update ward boundaries.** Peterson made the motion to approve the resolution to update the ward boundaries. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
4. **Discussion and possible approval to cancel Aflac insurance for the town and only use Colonial Life insurance.** Jerri Ellis, “Colonial life came and did there open enrollment with employees the other day and we had a lot of people sign on with them because they are cheaper than Aflac. Since I have been here I have been the only employee that was on Aflac and that is because I had it at my previous job. I signed on with Colonial Life and the next day tried to cancel my Aflac and they said since it isn’t open enrollment the city could be penalized so what I was advised to do is to write a letter and have it signed by council stating we are only going to offer Colonial Life and not Aflac. We can always pick it up again another fiscal year if we wanted.” Peterson made the motion to approve to cancel Aflac insurance for the town and only use Colonial Life insurance. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
5. **Discussion and possible approval to renew Delta Dental insurance for the New Year.** Peterson made the motion to approve to renew Delta Dental insurance for the year. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
6. **Discussion and possible approval to cancel the porta pottys that are at the park with the monthly fee of $400.00 since they aren’t being used.** Jerri Ellis, “After we posted this we learned that it is only $200.00 a month for the porta pottys. It was only $400.00 one month because the billing was a month behind.” Peterson made the motion to approve to cancel one of the porta pottys and move the other to the fire department. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
7. **Discussion and possible approval for Joshua Furr to take over animal control and pay him $100.00 a month.** Peterson made the motion to approve for Joshua Furr to take over animal control and pay him $100.00 a month. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
8. **Discussion and possible approval to pay $300.00 a month to PCSO for dispatch.** Tabled until June meeting. No vote
9. **Discussion and possible approval for police department to purchase supplies and K-9 equipment.** Jess Wilson, “I have toys that I give to Gibbs as a reward and he has chewed them up so I want to get him new ones. I want to get a new electric collar. I am wanting to spend $410.64 and that will pay for 3 drug scent toys, 3 new tugs and sleeve and the new collar.” Peterson made the motion to approve the police department to purchase supplies and K-9 equipment and not to exceed $450.00 out of the impound fee account. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
10. **Discussion and possible approval for the red ford maintenance truck to be fixed.** Ellis states the truck needs a whole new front end which would be at least $2,400.00. Discussed getting a 1 ton truck that will pull the trailer and other equipment. Peterson made the motion to not fix the red ford maintenance truck. Seconded by Hatridge. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
11. **Discussion and possible approval to purchase computer, printer and scanner for the fire department.** Peterson made the motion to approve to purchase a computer, printer and scanner for the fire department in the amount of $3,026.61. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
12. **Discussion and possible approval to update fire department roster.** Tabled. No vote.
13. **Discussion and possible approval to purchase four 8 foot tables from Lowe’s for the fire department in the amount of $704 ($176 per table).** Peterson made the motion to approve to purchase four 8 foot tables from Lowe’s for the fire department in the amount of $704.00 and pay for out of the fire department budget. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
14. **Discussion and possible approval to reimburse Savanna Fire Department for coming to help our firefighters.** No vote.
15. **Discussion and possible approval to purchase hot water heater for the city hall.** Peterson made the motion to approve to purchase a hot water heater for the city hall from Lowe’s and not to exceed $520.00. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
16. **Discussion and possible approval to accept quote from OCI for street name road signs.** Peterson made the motion to approve to accept the quote from OCI for street name road signs and not to exceed $4,000.00. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- 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 to hire a part time police officer. OS TITLE 25 SECTION 307 (B) (1)** Peterson made the motion to enter into executive session @ 8:42 P.M. for the purpose of discussion of possible promotions and/or pay raise or disciplinary action to hire a part time police officer. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
18. **Discussion and possible approval of findings from executive session for part time police officer.** Returned from executive session @ 9:05 P.M. Tabled. 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 Waylon Thomas. OS TITLE 25 SECTION 307 (B) (1)** Peterson made the motion to enter into executive session @ 8:42 P.M. for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Waylon Thomas. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
20. **Discussion and possible approval of findings from executive session for Waylon Thomas.** Returned from executive session @ 9:05 P.M. Tabled until next month. No vote.
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 Rocky Bingham. OS TITLE 25 SECTION 307 (B) (1)** Peterson made the motion to enter into executive session @ 8:42 P.M. for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Rocky Bingham. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
22. **Discussion and possible approval of findings from executive session for Rocky Bingham.** Returned from executive session @ 9:05 P.M. Peterson made the motion to approve for Rocky Bingham to be added to insurance 90 days after going full time and on a one year probation period. Seconded by Vanblaricom. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
23. **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)** Peterson made the motion to enter into executive session @ 8:42 P.M. for the purpose of discussion of possible promotions and/or pay raise or disciplinary action for Taylor Tate. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.
24. **Discussion and possible approval of findings from executive session for Taylor Tate**. Returned from executive session @ 9:05 P.M. Peterson made the motion to give Taylor Tate a pay raise where she will make $15.87 an hour beginning the day she graduates CLEET. Seconded by Vanblaricom. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.

**NEW BUSINESS:** Vanblaricom states we need to set a day and time for a financial meeting in March. Supervisors need to fill out the form that Tracy will be providing for that wants and needs for next fiscal year. Sexton states they need a trailer for the ATV, peto gauge, new lettering for rescue truck and command vehicle, getting bathroom fixed at fire department and getting the command vehicle detailed. Ellis states we should have a public auction to get rid of everything that is just sitting around in shops and outside.

**PUBLIC DISCUSSION:** N/A

**ADJOURN:** Peterson made the motion to adjourn @ 9:24 P.M. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes. Motion carries.

**TIME ADJOURNED:** 9:25 P.M.

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