

**TOWN OF KIOWA MEETING MINUTES**

**FOR SPECIAL EXECUTIVE MEETING**

**OCTOBER 2, 2025 @ 6:00 P.M..**

AT KIOWA CITY HALL

831 S. VAN BUREN ST. KIOWA, OK 74553

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, corrections 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:** The meeting was called to order at 6:00 p.m.

**PLEDGE OF ALLEGIANCE & INVOCATION:** Completed.

**ROLL CALL:** M. Sexton-present, J. Ray-present, T.S. Barker-present, T. Horn-present and D. Drake-present.

**1. Discussion, consideration and possible action:** Adopt ordinance amending duties of the Mayor.

On a motion duly made by M. Sexton and seconded by T.S. Barker, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to amend the duties of the Mayor and align the role with all statutory requirements.

**2. Discussion, consideration and possible action:** Adopt ordinance for creating the position of Town Coordinator.

On a motion duly made by M. Sexton and seconded by D. Drake, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to create the position of Town Coordinator by making changes to the amendments in Section 5 (RE: Temporary Relief Emergency) providing administrative support within legal boundaries.

**3. Discussion, consideration and possible action:** Amendments/Changes to Employee Handbook.

On a motion duly made by M. Sexton and seconded by D. Drake, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to make amendments/changes to the Employee Handbook regarding the duties of the Mayor.

**4. Discussion, consideration and possible action:** Fire Department to close all bank accounts and deposit remaining balance into Town of Kiowa General Operating Account.

On a motion duly made by M. Sexton and seconded by D. Drake, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to close all Fire Department bank accounts and have the City's Treasurer deposit the remaining balance into the Town of Kiowa General Operating Account.

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**5. Discussion, consideration and possible action to enter into Executive Session pursuant to Title 25 O.S. Section 307(B)(1) to discuss the employment, hiring, appointment, promotion, demotion, discipling or resignation of any individual salaried public officer or employee:**

**Fire Chief Position**

On a motion duly made by D. Drake and seconded by M. Sexton, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to enter into Executive Session with our City Attorney with the time being 6:07 p.m.

**6. Discussion, consideration and possible action to re-convene into Open Session.**

On a motion duly made by D. Drake and seconded by M. Sexton, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to re-enter into Open Session with the time being 7:10 p.m.

**7. Discussion, consideration and possible action on any matter discussed in Executive Session.**

**8. FINDINGS:**

#1) On a motion duly made by M. Sexton and seconded by D. Drake, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried instructing the City Attorney be in contact with the Pittsburg County District Attorney's Office in direction given by the Mayor and City Council of Kiowa.

#2) On a motion duly made by M. Sexton and seconded by D. Drake, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to have the Kiowa Town Treasurer pull all transactions from all Kiowa Fire Department accounts from First Bank of Kiowa.

#3) ) On a motion duly made by M. Sexton and seconded by D. Drake, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to place William Ellis in the Fire Department Chief position in accordance with Town ordinances.

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**ADJOURNMENT:** On a motion duly made by D. Drake and seconded by M. Sexton, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to adjourn the meeting at 7:17 p.m

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