

**TOWN OF KIOWA MINUTES**  
**FOR REGULAR MONTHLY MEETING**

**DECEMBER 18, 2025 @ 7:00 P.M.**

OR IMMEDIATELY FOLLOWING THE PWA MEETING

AT THE KIOWA CITY HALL

831 S. VAN BUREN ST. KIOWA, OKLAHOMA 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 7:00 p.m.

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

**APPROVAL OF THE MINUTES:** On a motion duly made by D. Drake and seconded by J. Ray, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to approve the previous regular monthly meeting minutes dated November 20, 2025.

Footnote: It was noted that an addition be made to reflect a revision to the **12/1/25 Town of Kiowa Special Meeting Minutes** regarding Item #3: (The Mary Kimberly Library's request for utility assistance.) Those minutes have been revised (adding a no new structure clause) and will be re-presented for approval at the next regular meeting to be held on 01/022/2026.

**APPROVAL OF THE FINANCIAL REPORT:** On a motion duly made by J. Ray and seconded by T. Horn, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to approve Financial Report.

**APPROVAL OF THE PURCHASES:** On a motion duly made by M. Sexton and seconded by J. Ray, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to approve Purchase Report.

**MAINTENANCE REPORT:** D. Drake reported that the Maintenance Department has been working on a concrete corner. He also added that he wants them to spray the culvert corner located at Cherry & Johnson Streets beginning next season. T.S. Barker noted that the basketball goal at the park has been repaired. He further reported that they will shortly begin clean-up on the alley located by the Mary Kimberly Library. T. Horn inquired if the two chughole/manhole areas on Oak Street have been repaired. In response, T.S. Barker provided an update regarding the progress of the asphalt laying progress and additional areas that still require attention.

**ANIMAL CONTROL REPORT:** None.

**POLICE DEPARTMENT REPORT:** Chief of Police Jess Wilson reported that there were 870 contacts, 60 calls for service, 28 impounds and 26 releases for the month. J. Wilson also noted that his police dog has completed the certification training process. He further reported on an incident involving the motel and the Family Dollar store. J. Wilson reported that he is having difficulties with his police truck due to restricted acceleration. D. Drake suggested that the Town consider finding another vehicle for the Police Department; then transfer the current police vehicle to the Maintenance Department for their use. J. Wilson reported that he will research this issue and report back at the next Town of Kiowa Council meeting.

**FIRE DEPARTMENT REPORT:** The Fire Department reported they received 10 calls. (4 vehicle assists, 4 vehicle accidents and 2 grass fires during the month.) The Fire Department reported that the 2011 Ford Expedition is in need of several repairs. It was further reported that the actuator and wheel bearings are not engaged, the module is failing and the 4-wheel drive on the vehicle no longer work. On a motion duly made by T. S. Barker and seconded by J. Ray, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried for the Fire Department to place the 2011 Ford Expedition in the repair shop at Freedom Ford to make the necessary repairs in an amount not to exceed \$2,355.29.

**COMMUNITY CENTER REPORT:** The Nutrition Center's Laura Goss reported that a relief worker is needed at the Community Center. L. Goss recommended that Carla Scott be hired for this position. This person will substitute for any employee who does come to work on any given day. She further noted that needed tables have been located.

L. Goss is presently working on obtaining a grant to possibly provide the Community Center with a handicap van sometime in the future. T.S. Barker stated that he would provide her with a person at a foundation located in McAlester that could possibly be of assistance in this effort.

D. Drake reported that he and L. Shows met with Tenasco recently. Tenasco reported they can assist within the community of Kiowa when help is needed. They are willing to provide assistance for the Senior Citizens Center, the Founders Day Event and the 4th of July activities beginning next year.

**1. Discussion, consideration and possible action: Regarding the library's request for water assistance, including review of PWA restrictions, considerations of options for Town support and possible rescission of any previous action authorizing donation of water service.** D. Drake stated that the "not to exceed \$150.00" clause must be included in the agreement with the Mary Kimberly Library prior to him signing the agreement. No action was taken as this was voted upon and approved at the December 1, 2025 Special Meeting as reflected in the minutes of that date.

**2. Discussion, consideration and possible action: Cleaning Stipend.** On a motion duly made by and seconded by J. Ray, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to pay a monthly stipend of \$100.00 to the designated employee cleaning the Police Department. (J. Wilson to provide such designation.)

**3. Discussion, consideration and possible action: Training requirements for Maintenance employees.** J. Wilson reported that all annual training must be current and up to date before a Town of Kiowa employee can be considered for a promotion, a pay increase, and/or to advance themselves. On a motion duly made by D. Drake 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 that all Town of Kiowa employees must complete all required training annually with no exceptions.

**4. Discussion, consideration and possible action: Amending ordinances.** J. Wilson is working on this matter at the present time. He noted that he would like to take all the Exhibit "B" ordinances and place them with the Exhibit "A" ordinances. This way the whole ordinance has one section for fines and one for Exhibit "A" listing all the fees in the Town. This process would be easier as anytime the Town wants to change a fee it amends Exhibit "A" only. J. Wilson noted that we could then provide any community member asking for a fee schedule with a complete listing of our schedule of fees. On a motion duly made by M. Sexton and seconded by T. Horn, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to table this issue at the present time in an effort to allow J. Wilson to further work on this matter.

**5. Discussion, consideration and possible action: ICE Mutual Aid Agreement.** J. Wilson reported that if the Police Department stops an individual and suspects he/she might be in the country illegally, they can contact an ICE agent and that agent will review the individual's status. If the person is to be detained, ICE will send the Town the necessary paper work and our Police Department would transport he/she to either Tulsa or Oklahoma City. J. Wilson reported that ICE will reimburse the Town for all expenses. It was reported that our attorney must review this matter regarding any use of force before signing the ICE Mutual Aid Agreement. On a motion duly made by M. Sexton and seconded by T. Horn, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to sign the Mutual Aid Agreement with ICE providing we have attorney approval.

**6. Discussion, consideration and possible action: Updating safety equipment for manholes.** J. Wilson reported that safety equipment for manholes is needed at this time. Some of the items needed are safety harnesses, a tripod, personal monitors, sniffers and a wenchline. On a motion duly made by T.S. Barker and seconded by J. Ray, M. Sexton-yes, J. Ray-yes, T.S. Barker-yes, T. Horn-yes and D. Drake-yes, the motion carried to update and/or purchase the necessary safety equipment for manhole safety not to exceed the amount of \$7,500.00.

**NEW BUSINESS:** L. Shows reported that the total cost for the Children's Christmas Party including gifts, pizza, employees Christmas dinner, Senior Community Center gifts totalled \$3,741.00. The employee Christmas dinner cost was significantly less this year totalling \$650.00.

**PUBLIC DISCUSSION:** None.

**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 7:55 p.m.

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