TOWN OF KIOWA

PUBLIC WORKS AUTHORITY MINUTES

FOR REGULAR MONTHLY MEETING

JANUARY 27, 2022 @ 6:30 P.M.

AT 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 @ 6:30 P.M.

**PLEDGE OF ALLEGIANCE:** Completed

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

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

**APPROVAL OF THE FINANCIAL REPORT:** Tracy Reed, “We will look first at the schedule of cash. Our total for unrestricted cash in the month of December is a little over $1.2 million. Last month is was about $1.3 million so we are down overall about $45,000. For the total year our restricted and unrestricted cash since June we have spent about $16,000 more this year than we have brought in. All of our revenues in PWA are slightly above budget so that is fantastic, that is exactly what we want. We have a lot of capital outlay in sewer that has not been spent yet. We have made about $80,000 this year but keep in mind that $50,000 of that is from the insurance reimbursement.” Peterson made the motion to approve the financial report. Seconded by Ellis. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.

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

**WATER PLANT REPORT:** William Ellis, “We’ve had a pretty normal month at the water plant. We have insulated all of our out boxes and put heaters in. The modem crashed and Tyler said he would come out on Monday and give a price to have it fixed. The power is going off out there quite regularly so I’m not sure if it has something to do with the electric company or who but I have been getting alarms and having to go out there and see what’s going on. When I get there the main computer is off and every time it kicks back on it makes a strange noise. It does have power supply, battery packs and they are working but when the tower goes off for just a second the computer turns off and I don’t know why. So the only issues we are having out there is the power, so I’m not sure if we need to get someone out there to check it out and see what’s going on or what we need to do. Tyler can see all of it running on his stuff but our stuff isn’t running at the plant. The modem that is transmitting is not working, I can pull up On-ping right now but it isn’t updating, so I don’t know how his is working and ours isn’t.”

1. **Discussion and possible approval to accept James Cearley’s resignation letter.** Peterson made the motion to approve to accept James Cearley’s resignation letter. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.
2. **Discussion and possible approval to order more water meters to have on hand.** William Ellis, “It is $1,140 for a box of 8 meters. The meters that have quit working or have broken have broken on unwarranted parts on the meter. I would like to order at least two boxes to have on hand because for winter and they are going to be hard to order before long is what the company stated to Jerri.” Peterson made the motion to approve two order two boxes of water meters in the amount of $2,280. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.
3. **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.”
4. **Discussion and possible approval of retirement for city employees.** Tabled. No vote.
5. **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, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.
6. **Discussion and possible approval to raise water tap fees for residential and commercial.** William Ellis, “I have called several different towns and gave you all a list of the rates they charge. Right now our residential water deposit is $200 and commercial is $300, water tap fee for residential is $350 and commercial is $500, and sewer tap fee for residential is $200 and commercial is $300. I have provided what I suggest we change water deposits and water and sewer tap fees to but that is a lot of information that you all can look over.” Tabled. No vote.
7. **Discussion and possible approval to raise sewer tap fees for residential and commercial.** William Ellis, “I have called several different towns and gave you all a list of the rates they charge. Right now our residential water deposit is $200 and commercial is $300, water tap fee for residential is $350 and commercial is $500, and sewer tap fee for residential is $200 and commercial is $300. I have provided what I suggest we change water deposits and water and sewer tap fees to but that is a lot of information that you all can look over.” Tabled. No vote.
8. **Discussion and possible approval to raise bulk water rates.** Ellis, “Right now we charge $25 minimum for 1,000 gallons and that is because our minimum charge for water for the city was $22.55 per 1,000 gallons, now our minimum for water is $25.93 so I think bulk water rates need to be increased.” Hatridge made the motion to raise bulk water rates by 15% to $28.75 minimum per 1,000 gallons effective immediately. Seconded by Vanblaricom. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.

**NEW BUSINESS:** N/A

**PUBLIC DISCUSSION:** Mrs. Sartor questions how we could raise the water and sewer rates at a special meeting without giving anyone in the town a notice. Pat Layden our attorney stated that we post all meeting on the front window 48 hours before the meeting is set to happen and that is the only notice we are required to give. Sartor states we need to post meeting times on our Facebook page or send out text alerts because she was under the impression that the rates were going to be discussed and approved at the city council meeting tonight, that we need to give more notification about when it is going to be discussed and have more transparency. Hatridge stated that she understood her frustration and we will try to do better.

ADJOURN: Peterson made the motion to adjourn @ 7:33 P.M. Seconded by Hall. Hatridge- yes, Hall- yes, Peterson- yes, Vanblaricom- yes, Ellis- yes, Nichols- yes, Johnston- yes. Motion carries.

**TIME ADJOURNED:** 7:34 P.M.

IF ASSISTANCE IS NEEDED PLEASE NOTIFY THE CITY HALL AT 918-432-5621, 23 HOURS IN ADVANCE.