TOWN OF KIOWA

PUBLIC WORKS AUTHORITY MINUTES

FOR REGULAR MONTHLY MEETING

NOVEMBER 17, 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, 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:** Mayor Peterson called the meeting to order @ 6:30 P.M.

**PLEDGE OF ALLEGIANCE:** Completed

**ROLL CALL:** Hall absent, Peterson present, Vanblaricom present, Sexton present, Drake present, Johnston present.

**APPROVAL OF MINUTES:** Peterson made the motion to approve the minutes. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.

**APPROVAL OF THE FINANCIAL REPORT:** Tracy Reed, “We are looking at our schedule of cash through October 31st, 2022. You can see that we have our change in unrestricted cash from prior month is about $78,000.00, most of it is our ARPA funds which we received half of it last year and the remaining $59,000.00 came in this month so that is reflected. Change for the year is about $107,000.00 and overall including restricted is about $136,000.00. One of the things that we need to do next month is have Pat Layden (city attorney) type up a resolution for the ARPA funds, to declare them as lost revenue so we can use the funds for normal operations of the town. In April we will do our final report to the Federal Government saying we used the money. We are 33% through the year. Our water and sewer revenues continue to trend above where we thought they would be at this point in the year. Our expenses have remained lower than what we had expected them to be thus far.” Peterson made the motion to approve the financial report. Seconded by Vanblaricom. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.

**APPROVAL OF PURCHASES:** Peterson made the motion to approve the purchases. Seconded by Vanblaricom. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.

**WATER PLANT REPORT:** Zack Taylor, “The water plant has been working as it should. We fixed 8 water leaks. The roof has been fixed for the sewer office. Mark and Loyd went to class for their class D license but was unable to test. We got the irradiator pump put in today.

1. **Discussion and take action with Becky Brown about sewer issues.** Robert Vaughan, “The question that was purposed to me was it is a private line or is it the city line.” Brown, “Well there’s about 80 feet of the 130 that is under the city road and it goes all the way to the city manhole. The line from my house all the way to the manhole is 130 foot. I called a plumber that had come over to my house before that had snaked it out for me and he said that’s about how long it was. So if that’s right then there’s probably not 30-40 foot of pipe that comes from underneath my house before it hits city easement and then goes underneath the city road all the way over to the manhole so that’s all city property. The city wouldn’t let someone come in there and run a private line on city property. Another question is whenever they put that manhole in they put a spout about “?” tall on it, the city or somebody did. So if that is my line why would they do that? If it’s mine then they aren’t supposed to touch it but they did.” Vaughan, “Basically the PWA maintenance is on the 8 in main from the manhole there. The 4 in service is a private line, so it would be the resident’s line to maintain whether it’s on city property or public right of way, no matter where it is that is the path that we used to get to the public main. I went back and looked at the dates it was February 2018 and that line was already connected to the sewer main.” Brown, “And we didn’t have any problems with it draining until they put that in and pushed that line down.” Vaughan, “When they put the new sewer main in they connected that line to the new sewer main and reconnected it. I found my inspector’s daily log and the week was February 16th, 18th and 19th of 2018 and there were no remarks or comments about any problems that they encountered when they installed that line. The contractors warranty was for one year if there was any defect in the work that he did. The city kept a log of every problem that people called in on for about a year and then we made a list with about 53 items and the contractor made sure that we fixed it. Nothing was ever brought to be known of a defect during that year that we have any records of.” Becky Brown, “Sir I disagree. I reported it multiple times and I can’t help if they didn’t log it. Many times. Every time someone would come out all they would do is argue with me and tell me if I wanted it fixed to dig up the city road and put a new line across there. How many people dig up a city road to replace a line? Replacing the line isn’t really the issue. Water doesn’t run up hill after they put their manhole in.” Drake, “I walked the line out and I want to tell you if its laying on top of the ground it wouldn’t drain. The main city sewer that was put in there, to me, is way too high to begin with for anyone to hit off of that side.” Vaughan, “The flow line depth of the manhole is about 3 feet.” Taylor, “The bottom of the sewer line to the top of the manhole is probably 3 feet, it was pretty shallow.” Drake, “Anyway, I was just looking at it and I said that if it was laying on top of the ground I doubt he could get it to run anyway. The old line to me was a little deeper.” Vaughan, “It was actually shallower, we actually deepened that line.” Drake, “The biggest problem that he’s saying is that when they cut the ditch they pushed the line down.” Vaughan, “I don’t know who would have pushed it down at the ditch, I have pictures where you can see it at the flow line of the ditch, and where the contractor reconnected it was 30 feet from there. They took it from where the old line was to the new line so they really weren’t anywhere near the ditch.” Drake, “Another problem that I seen was that they brought the riser up, the clean out that he’s talking about and someone went down there and put on that line they brought it up and as long as it was low it would drain because it was draining through that clean out, it wasn’t draining into the sewer it was draining into the cleanout and going into the ditch and that’s a no no.” Vaughan, “Does anyone know who raised that clean out?” Vanblaricom, “My understanding was that William and them were the ones that redone the clean out because it was broke. Besides cutting the residents off because it was illegal they just went ahead and fixed it. That’s where the I&I problem was coming from that’s why they fixed it, which they probably shouldn’t have but they were trying to not put a hardship on the resident and DEQ was on them.” Brown, “So if we leave the lines there like that or if we have them replaced by a licensed plumber how are you supposed to get it over to the manhole.” Vaughan, “You would have to cross the street. You would have to come to the city and get approval to cut the street but it’s an existing service so I don’t see why they would deny that.” Brown, “Well right now it is draining. I don’t know how but it is or we wouldn’t be able to flush or anything so it’s going down the line some way.” Drake, “The bottom line is that is private property and the city can’t help or touch it. But I feel as a council we are willing to do anything to help we just can’t do it or help fix it.” Vaughan, “They will need to hire a licensed plumber. This would be a question for your attorney if you can help with the cost on the street part of it. Like can you help fund what is in the right of way. I would suggest they come back after getting a quote from a plumber so you have some numbers to discuss.” No vote. Tabled.
2. **Discussion and possible approval to reimburse Janice Smallwood.** Janice Smallwood, “I have a rental property @ 536 S Washington. My tenant called me a few months ago saying her sewer was backing up so we hired a plumber and it got better for a little bit and then they probably flushed some things they shouldn’t have so we got that taken care of and things seemed to be going fine until I believe it was October 24th and it began backing up again. The tenant called a plumber and a plumber out of McAlester came down and said we’re going to have to come in here and dig this line up and we’ll come do it all for $1,200.00. So I got ahold of Roy Hatridge and he sent Ray over and my husband met him and he saw where it was bubbling up out of the ground so they knew what the issue was. The main sewer line had separated from my personal line. I have a picture, I don’t know if you need that. I am asking for reimbursement.” Peterson, “Okay, so this ended up being an issue on our side?” Taylor, “It’s back to the people that put the sewer line in. To me it looks like it was poorly reconnected if connected back together at all. It doesn’t look like it was glued back together.” Vanblaricom, “So this means that it hasn’t been connected to our sewer line since 2018? Have you not any renters since then?” Smallwood, “Yes, we have had renters, and we’ve had several plumbers come out since July.” Peterson made the motion to reimburse Janice Smallwood in the amount of $360.00. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
3. **Discussion and possible approval to accept Latasha “Kasey” Sawyer’s resignation.** Peterson made the motion to accept Latasha “Kasey” Sawyer’s resignation. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
4. **Discussion and possible approval to remove Latasha “Kasey” Sawyer from all PWA First Bank Accounts.** Peterson made the motion to remove Latasha “Kasey” Sawyer from all PWA First Bank Accounts. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
5. **Discussion and possible approval to update debit card holder with First Bank.** Peterson made the motion to removed Latasha “Kasey” Sawyer and update the debit card holder with First Bank to Leighanne Johnston. Seconded by Vanblaricom. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
6. **Discussion and possible approval to fill Treasurer position.** Peterson made the motion to open the treasurer position and advertise until 12/01/2022 and do interviews on 12/02/2022. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
7. **Discussion and possible approval of the 2023 Holiday schedule.** Peterson made the motion to approve the 2023 Holiday schedule and add January 2nd, 2023 to close for New Years. Seconded by Drake. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
8. **Discussion and possible approval of the monthly council meeting schedule for 2023.** Peterson made the motion to approve the monthly council meeting schedule for 2023. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
9. **Discussion and possible approval to renew contract with Allied Waste System, Inc.** Jennifer Purdy will be our municipality manager. Purdy states that we will have a 4.5% price increase in the New Year. Peterson made the motion to approve to renew 5 year contract with Allied Waste System, Inc. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
10. **Discussion and possible approval to renew membership with ORWA.** Vanblaricom states that you have to be a member with them if you want to advertise anything on their website or if they have loans or grants available with them or you won’t qualify for them. Vanblaricom made the motion to renew membership with OWRA. Seconded by Peterson. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
11. **Discussion and possible approval for water/sewer adjustment for Dennis McMath at 1018 S Dewey St.** Peterson made the motion to approve water/sewer adjustment for Dennis McMath @ 1018 S Dewey St. Customer will be responsible for $181.30 and city will cover $128.48. Seconded by Vanblaricom. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
12. **Discussion and possible approval for water/sewer adjustment for Jerry & Regina Dugger at 622 Harper Valley Rd.** Peterson made the motion to approve water/sewer adjustment for Jerry & Regina Dugger @ 622 Harper Valley Rd. Customer will be responsible for $116.96 and city will cover $42.52. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
13. **Discussion and possible approval for water/sewer adjustment for John & Shada Kicinski at 639 SW 7th St.** Sexton made the motion to approve water/sewer adjustment for John & Shada Kicinski @ 639 SW 7th St. Customer will be responsible for $125.84 and city will cover $105.42. Seconded by Peterson. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
14. **Discussion and possible approval to change procedure for water/sewer adjustment.** Peterson made the motion to approve to change procedure for water/sewer adjustment to take 20% off water and 20% off sewer. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
15. **Discussion and take action to repair irrigation system.** Peterson made the motion to repair irrigation system with Knutson Irrigation in the amount of $1,859.14. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
16. **Discussion and possible approval to purchase new pump for sewer lagoon at North location.** Tabled. No vote.
17. **Discussion and take action to address late fees for this month’s water bills.** Sexton made the motion to waive late fees for this month. Seconded by Peterson. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
18. **Discussion and possible approval for Braden Brines to get temporary water license.** Peterson made the motion to approve for Braden Brines to get temporary water license. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
19. **Discussion and possible approval to enter into executive session for the purpose of discussing the employment, hiring, appointment, promotion, demotion, disciplining or resignation of water plant operator. OS TITLE 25 SECTION 307 (B) (1)** Peterson made the motion to enter into executive session @ 7:41 P.M. Seconded by Vanblaricom. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.
20. **Discussion and possible approval of findings from executive session for water plant operator.** Returned from executive session @ 8:18 P.M. Drake made the motion to promote Zack Taylor to water plant operator at $18.00 an hour. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.

**NEW BUSINESS:** N/A

**PUBLIC DISCUSSION:** Drake wants Zack Taylor to call a plumber for the nutrition center and get a date and time they will be down here to look at it and get it fixed.

**ADJOURN:** Peterson made the motion to adjourn @ 8:24 P.M. Seconded by Sexton. Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes, Johnston- yes. Motion carries.

**TIME ADJOURNED:** 8:25 P.M.

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