TOWN OF KIOWA MINUTES

FOR SPECIAL MEETING

OCTOBER 12, 2022 @ 6:00 P.M.

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, 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 meeting to order @ 6:00 P.M.

**PLEDGE OF ALLEGIANCE:** Completed.

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

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

**APPROVAL OF THE FINANCIAL REPORT:** No questions. Peterson made the motion to approve the financial report. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.

**APPROVAL OF THE PURCHASES:** No questions. Peterson made the motion to approve the purchases. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.

**MAINTENANCE REPORT:** Zack Taylor, “We finished putting street signs up, we put out some gravel and asphalt, cleaned the canal between 8th and 10th street.”

**ANIMAL CONTROL REPORT:** No report.

**POLICE DEPARTMENT REPORT:** Jess Wilson, “We had 484 contacts for the month of September, 83 calls for service.”

**FIRE DEPARTMENT REPORT:** Clayton Nichols, “We had 13 calls, 2 medical, 7 grass fires, assisted Savanna with a shop fire, gas leak, and 2 vehicle accidents.”

1. **Discussion and possible approval to accept the fiscal year 2021 financial audits.** Peterson made the motion to accept the fiscal year 2021 financial audit. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
2. **Discussion and possible approval to update the card holder for our debit card with First Bank.** Peterson made the move to update the card holder for our debit card with First Bank to Latasha Sawyer. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
3. **Discussion and possible approval to set Halloween dates. Peterson made the motion to have trick or treating on October 29th, 2022.** Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
4. **Discussion and possible approval for Tina and Riley Dees @ 439 S. Taylor to have new tin horn put in.** No vote. Tabled.
5. **Discussion and possible approval to renew VFIS insurance for the Fire Department.** No vote. Tabled.
6. **Discussion and possible approval for Brooke and Freddy Taylor to add mobile home on property.** Did not have completed paperwork. No vote. Tabled.
7. **Discussion and possible approval to add Danny Drake to all Town First Bank accounts.** Peterson made the motion to add Danny Drake to all Town First Bank accounts. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
8. **Discussion and possible approval for Danny Drake to attend OML new official’s class on November 10th @ Eastern Ok State College in McAlester.** Peterson made the motion to approve for Danny Drake to attend OML new official’s class on November 10th @ Eastern OK State College in McAlester and pay $95.00 for the class and $15.00 per diem for lunch. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
9. **Discussion and possible approval Kasey Sawyer to attend OML new official’s class on November 10th @ Eastern Ok State College in McAlester.** Peterson made the motion to approve for Danny Drake to attend OML new official’s class on November 10th @ Eastern OK State College in McAlester and pay $95.00 for the class and $15.00 per diem for lunch. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
10. **Discussion and possible approval for Kiowa RV Park to put in storage buildings and tiny homes.** 20X80 pad. 10-15 storage buildings per pad. 10 tiny homes. Peterson made the motion to approve for Kiowa RV Park to put in storage buildings and tiny homes. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
11. **Discussion and take action about food the city purchased during COVID.** No vote. Tabled until next meeting.
12. **Discussion and possible approval to purchase ammo for the Police Department.** Peterson made the motion to approve to purchase ammo for the Police Department out of the impound fee fund and not to exceed $2,000.00. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
13. **Discussion and possible approval to purchase work boots for the police officers.** Peterson made the motion to approve to purchase 6 pairs of work boots for the police department and not to exceed $150.00 per pair. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
14. **Discussion and possible approval to install gas line and heater in the Police Department.** Sexton made the motion to approve to install a gas line and heater in the police department either a 3 or 5 burner whichever seems fit by the contractor not to exceed $1,275.00. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
15. **Discussion and possible approval for K-9 training.** Peterson made the motion to approve K-9 training and pay per diem to Jess Wilson in the amount of $959.00 for room, lunch and dinner and using the Com data fuel card. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
16. **Discussion and take action for animal control position.** Peterson made the motion for Loyd Hasty to take on the animal control position and drive a city vehicle with $100.00 monthly pay. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
17. **Discussion and possible approval to put street light at 3rd and Van Buren.** No vote. Tabled.
18. **Discussion and possible approval to pay Tracy Reed, CPA $400.00 to fill out “Local Highway Finance Report” for DOT.** Peterson made the motion to approve to pay Tracy Reed $400.00 to fill out “Local Highway Finance Report” for DOT. Seconded by Vanblaricom. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
19. **Discussion and take action with billing issues with Tracy Reed, CPA.** Peterson made the motion to pay Tracy Reed her monthly fee and tabled the billing issue until the next meeting. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
20. **Discussion and possible approval to purchase a power steering box for the 2 ton Chevy dump truck.** Zack Taylor is supposed to get estimate from Dub Thomas. No vote. Tabled to next meeting.
21. **Discussion and possible approval to purchase new tires for maintenance vehicle.** No vote. Tabled until next meeting. Need quote from T&W Tire.
22. **Discussion and possible approval to purchase Stihl cut off saw for maintenance.** Sexton made the motion to approve to purchase Stihl cut-off saw from Utility Supply not to exceed $1,599.99. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
23. **Discussion and possible approval to purchase tite-reach tool for maintenance.** Peterson made the motion to approve to purchase a tite-reach tool for maintenance from Kiamichi Automotive in the amount of $150.61. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton. Motion carries.
24. **Discussion and possible approval to hire full time office assistant.** Peterson made the motion to hire a full time office assistant and accept applications until 10/21/22 and do interviews on 10/25/22. Starting pay will be $11.00 an hour with benefits after 60 days. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
25. **Discussion and possible approval to adopt Ambulance Resolution.** Peterson made the motion to adopt the ambulance resolution. Seconded by Sexton. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
26. **Discussion and possible approval to update Impound Ordinance.** Sexton made the motion to update the Impound Ordinance. Seconded by Peterson. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
27. **Discussion and take action to surplus, sell, or auction off equipment. (See attachment)** Peterson made the motion to take sealed bids until 10/26/22 for equipment on list attached except for Ridgi K-1500 roto rooter, John Deere skid steer, Bad boy riding lawn mower and Kioti DK45S tractor. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.

**The three (3) Executive Sessions will be held consecutively with findings after the Board of Trustee’s return.**

1. **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 Joshua Furr. OS TITLE 25 SECTION 307 (B) (1)** Peterson made the motion to enter into executive session @ 7:54 P.M. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
2. **Discussion and possible approval of findings from executive session for Joshua Furr.** Peterson made the motion to put Joshua Furr on probation for 30 days beginning 10/13/22 and ending 11/13/22. Seconded by Sexton. Hall- no, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
3. **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 Zack Taylor. OS TITLE 25 SECTION 307 (B) (1)** Peterson made the motion to enter into executive session @ 7:54 P.M. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
4. **Discussion and possible approval of findings from executive session for Zack Taylor.** Returned from executive session @ 8:31 P.M. No vote.
5. **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 Kasey Sawyer. OS TITLE 25 SECTION 307 (B) (1)** Peterson made the motion to enter into executive session @ 7:54 P.M. Seconded by Hall. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes. Motion carries.
6. **Discussion and possible approval of findings from executive session for Kasey Sawyer.** Returned from executive session @ 8:31 P.M. No vote.

**NEW BUSINESS:** Peterson wants the ice machine that is in community center kitchen on the next agenda.

**PUBLIC DISCUSSION:** N/A

**ADJOURN:** Peterson made the motion to adjourn meeting @ 8:46 P.M. Seconded by Sexton. Hall- yes, Peterson- yes, Vanblaricom- yes, Sexton- yes, Drake- yes. Motion carries.

**TIME ADJOURNED:** 8:47 P.M.

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