

## **Minutes**

Special Meeting – Town of Fort Cobb  
Fort Cobb Municipal Building  
125 E Main Street, Fort Cobb Oklahoma  
August 17, 2023 – 5:00 P.M.

Pursuant to the notice of meetings filed and posted as required by law, a meeting of the board of trustees.

The meeting was called to order at 5:08 pm by Mayor Kendra West.

No citizens presentation.

Mayor Kendra West, Trustee Nancy Henderson, Chris Helton present, City Clerk Ellen Coley, Town Workers Mitch Griffin, Jimmy Niece, Grant Writer Sheri Hammons and Code Enforce Ronda Weaver and Police Chief Frank Martin None

Mayor West made the motion to approve July 3<sup>rd</sup> and 10<sup>th</sup> minutes, June and July Financial Reports and July's list of purchases and encumbrances. Chris Helton seconded the motion. Motion carried with all voting aye.

Discussed and no action was taken at this time with the Agreement with Judge Hines.

There was no report by Fire Department.

Sheri Hammons reported contract is still being on the AED lease is still being drawn up.

Police Chief Martin presented the police report for the month of July. He said had nine calls, 4 arrests and 5 citations.

Trustees discussed the Cooperative Agreement with Carnegie Police, but no action. Will revisit on the next evaluation. There was a discussion about emergency services fees, will further discuss it in the January meeting.

Ellen Coley presented the Court Clerk report. No court in July but we had it in August. We had one show up for court. Dropped one ticket.

Nancy Henderson made the motion to change from PTO to accrued vacation and sick time leave. Employees will accrue 1 day a month of sick leave. Chris Helton seconded the motion. Motion carried with all voting members aye. Bereavement was discussed as well.

Mitch Griffin presented the Street Report.

No action was taken on PTO hours.

Trustees discussed the speed bumps on First Street.

Discussed and are going to get prices of some sort of vehicle to do minor jobs around the town. So, no action currently.

Sheri Hammons presented the report on the Grants she is writing. She said they are fixing to start work on the waterlines on the east side of town.

Nancy Henderson made the motion to approve the Workplace and Tobacco Free Ordinance #2023-0814. Chris Helton seconded the motion. Motion carried with all voting aye.

Nancy Henderson made a motion to approve the motion REAP Application. Chris Helton seconded the motion. Motion carried with all voting aye.

Tabled the Town of Fort Cobb five-year plan until next meeting.

Nancy Henderson made a motion to approve the Letter of Engagement with Engineer Sarah Ferguson. Chris Helton seconded the motion. Motion carried with all voting aye.

Sheri Hammons presented information on SORTPO Transportation Mini Planning Grant Application.

Ronda Weaver presented the Code Enforcement Report. Cat on top of car trying to get away from dogs. Wrote a citation for 3 large dogs. Had several abatements and red tag house for tall grass, which has been mowed.

No action was taken on the Code Enforcement Partnership with Cyril on the use of equipment.

There was discussion about the 911 addresses for residents but there is still work to be done, So tabled until next meeting.

Nancy Henderson presented the report on Oak Grove Cemetery. She said everything was good except for the care of the cemetery. Caretakers of the cemetery are not renewing their contract. The Cemetery Contract would like to purchase a firesafe with the town of Fort Cobb to keep the records safe. They also would like to amend the cemetery contract, so they could make clear what the next caretakers would have to do for the cemetery.

Ronda Weaver presented the Community Building Report. They have a fundraiser on the schedule and were going to sell some cookbooks and some other items at the fair for the Senior Nutrition meals.

Mayor West made the motion to go into Executive Session at 8:04. Chris Helton seconded the motion. Motion carried with all voting aye.

Reconvene from Executive Session at 8:17.

No action in Executive Session.

Mayor West made the motion to approve the TSET Grant Resolution. Nancy Henderson seconded the motion. Motion carried with all voting aye.

Mayor West made the motion to surplus the Charger. Nancy Henderson seconded the motion. With all voting aye.

No Comments by board members.

Mayor West made the motion to adjourn at 8:25 pm. Nancy Henderson seconded the motion. Motion carried with all trustees voting aye.

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City Clerk, Ellen Coley

ATTEST:

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Kendra West, Mayor