

Pursuant to the notice of meetings filed and posted as required by law; a regular meeting of the board of trustees of the Town of Fort Cobb commenced at 5:00 p.m. Monday, December 6th, 2021, in the Conference Room of the Fort Cobb Municipal Building located at 125 E. Main Street, Fort Cobb, Oklahoma.

1.1. Mayor Nancy Henderson called meeting to order 5:01 P.M.

1.2. **PRESENT**

Nancy Henderson – Mayor

Kendra West – Trustee, New Mayor

Chris Helton - Trustee

Attorney Tyler Perryman, Grant Writer Sheri Hammons, City Manager Robert Weaver, Code Enforcer Ronda Weaver, Town Clerk Lynda Goombi, FC Fire Chief Barry Parker, and Letha Wilson.

1.3. No citizen presentation.

2.1. Chris Helton made the motion to approve Nancy Henderson resignation as the Mayor of the Town of Fort Cobb and will continue as trustee. Kendra West 2nd the motion. Motion carried. Voting aye Nancy Henderson, Kendra West, and Chris Helton.

2.2. Nancy Henderson nominated Kendra West as the new Mayor of Fort Cobb. Chris Helton 2nd the nomination. Nomination carried. Voting aye Nancy Henderson, Kendra West, and Chris Helton.

Attorney Tyler Perryman swore in Kendra West as the new Mayor of Fort Cobb.

2.3.1. Kendra West made the motion to approve November 1st minutes with the adjustment of adding “discussing the employment, hiring, appointment, promotion, demotion, firing, disciplining on following position and employee(s): Johnathan Ellis, Jimmy Niece, Lynda Goombi, Robert Weaver, Sheri Hammons, and Robert Smith to 2. 13.. Chris Helton 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.3.2. Kendra West made the motion to approve the Special Meeting November 10th, 2021, Minutes with the adjustment of adding Nancy Henderson under the absent instead of present. Chris Helton 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.3.3. & 2.3.4. Nancy Henderson made the motion to table the monthly financial reports for October 2021 and November 2021 until Special Meeting on December 22nd at 9am. Kendra West 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.3.5. Chris Helton made the motion to approve the purchase orders and encumbrances for the month of November 2021. Kendra West 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.4. No items removed from the consent docket.

2.5.1. Fire Chief Barry Parker advised the trustees the Fire Department had four medicals and two fires for the month of November 2021. He advised he has picked up the new tanker for the

fire department and Wednesday December 8th they will be having a fire meeting to work on the Tanker. They will need to purchase new light bars for the new tanker because the one light bar they have is outdated and will need to get new LED light bar. Barry said he spoke to a company that he can purchase them from which will cost around \$1400 for the light bars. He did say the fire department account at the county has enough to cover the light bars. He did ask the trustees if he needs to get that approve with them. The trustees advised since it is the fire departments account at the county, he does not need approval of the trustees. He is also going to get the graphics for the tanker at a company they used before in Lawton, said they have the design on file to get the same design. Advised that is all for the month.

2.5.2 Nancy Henderson made the motion to approve the Oklahoma State Firefighters Association Membership dues at \$56.00 per member. Kendra West 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.6.1. Chief of Police Robert Smith was absent for the board meeting but gave the trustees a report of what he did for the month of November. Nancy Henderson discussed the two red tag warnings for animals at large. Trustees asked Tyler Perryman was the legal thing the town can do now since the town will not have a police officer anymore. Tyler advised the trustees that town employees can write a red tag warning, but the code enforcer Ronda Weaver is the only one that can write a citation/ticket. Also, the town is not legally able to pick up the dogs due to not having an animal control officer. Robert Weaver advised he is speaking to someone at this time to possibly come over and be a part time animal control officer. Robert Weaver advised he did reach out to Anadarko and Carnegie animal control officer, and they are not allowed to go out of their jurisdictions. Ronda Weaver advised she does not mind writing red tag warnings.

2.6.2. Nancy Henderson made the motion to approve the resignation of Robert Smith from the Police Department. Chris Helton 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.6.3. Chris Helton made the motion to approve the advertisement for a new police officer. Nancy Henderson 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.7.1 & 2.7.2. Robert Weaver gave the trustees a handout on the things the water and street department did for the month of November. Robert Weaver advised he visited with Carnegie Chief asking if he may know anyone that would be interested in being an officer for Fort Cobb. He advised the chief said he did not know anyone right now. Robert also got with Caddo County Sheriff's Office to let them know we do not have an officer at this time. The trustees asked if the county would be able to send a deputy to Fort Cobb to patrol the town. Robert advised the Sheriff said they can help but not cover the town. Nancy Henderson requested we may need to speak to the county commissioners to ask if the deputies can cover Fort Cobb. Robert let the trustees know residence are requesting speed bumps on East Street. He told the trustees he will be using asphalt to build the speed bumps. He let them know they are needing four water clamps for meter boxes that cost \$351.60 from Pioneer Supply.

Kendra West made the motion to approve the purchase of four water clamps from Pioneer Supply for \$351.60. Nancy Henderson 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

Nancy wanted to let Robert, Jimmy Niece and Johnathan Ellis know that the town looks good, and they did a good job on the towns Christmas Tree and all the Christmas decorations. Also, the person that damaged the first Christmas did reimburse the city of damages.

2.7.3. Nancy Henderson made the motion to accept the purchase of ball valve re-setter, meter boxes, and valves with locks for water department from Pioneer Supply for \$988.10. Chris Helton 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.8.1. Sheri gave the trustees a handout of what was done for the month of November to be discussed. She advised the trustees that Lynda Goombi advised her that morning that the town did receive the ARPA money. She advised she did submit a grant for a new police vehicle before she knew that we no longer have an officer. Advised she had a meeting with Robert Weaver, Ronda Weaver and Lynda Goombi this morning about what is needed for grants. She also advised he keeps updating the Towns website and still needs some biographies from the trustees.

2.8.2 Ronda Weaver advised she filed the lien on the property on first street with county clerk.

2.9.2. Kendra West made the motion to approve Nancy Henderson as the Chairman of the Cemetery Board and allow Nancy Henderson to appoint committee members. Chris Helton 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton

2.9.1. Nancy Henderson advised she spoke with Sheri Hammons, Sonya Teeter, Fairy Holdge and Lori Watts about being on the cemetery committee. She is still going to reach out to some other people and to be on the committee. Nancy asked Letha Wilson if she would like to be on the committee. Right now, she would like to have monthly meetings to discuss maintenance and things they might do for fundraising. Nancy advised her and Sheri will get together to index those that are buried at the cemetery. Nancy advised she would like to start the meetings in the first of the year and will contact all those who are interested.

2.10. Kendra West advised on the PTO changing it to new employees get 5 days up front and every time on their anniversary date. She said because they adjusted it months ago, they were going to go back and adjust again. Chris Helton advised need to change the verbiage in the handbook. Chris Helton made the motion table adjusting the Paid Time Off for full time employees until next meeting. Nancy Henderson 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.11. Robert Weaver questioned if they could write warnings on nuisance and Chris Helton advised there is an ordinance for animal nuisance under Section 3-3a. The council asked Tyler on the ordinances is there a violation or do we have to set a fee. Tyler advised it is already in the ordinances under Section 3-50 and when the code enforcer rights a warning, they can put whatever fee, but it will be up to the judge on the fee. Robert also asked if they write a ticket will it have to go into ODIS (Offender Data Information System) and Chris Helton asked who the one entering the information into ODIS would be. Tyler advised yes into ODIS and the court clerk will be the one entering the information into ODIS.

2.12. Chris Helton made the motion to approve a one-time salary adjustment for all full-time employees in the amount of \$500. Kendra West 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.13. Kendra West asked if there are any animals down at the fairgrounds right now. Robert Weaver advised he did not know. Kendra asked if the school has signed the contract and Lynda Goombi has advised no. Chris said he spoke with Mr. Lierle the Superintendent two months ago and gave him the contract to sign and he said he would bring it to the Town Hall. Lynda Goombi advised she never received the signed contract. Chris requested a new contract and Tyler advised he will write a new contract with a new date for the year of 2022. Chris advised once he receives the new contract, he will go to the school to get it signed. Nancy Henderson made a motion to approve a 2022 contract with the Fort Cobb-Broxtton FFA & 4H participants to house their livestock animals at the city barn at the fairgrounds. Chris Helton 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.14. Chris Helton made the motion to approve the purchase of a computer desktop for another GFC Database terminal at the amount of \$612.55 and reimbursement to Nancy Henderson for the purchase. Kendra West 2nd the motion. Motion carried. Voting aye Kendra West and Chris Helton. Abstained Nancy Henderson.

2.15. Kendra West made the motion to enter executive session pursuant to 25 O.S. 307(B)(1) discussing the employment, hiring, appointment, promotion, demotion, firing, disciplining on following position and employee(s): Johnathan Ellis, Jimmy Niece, Lynda Goombi, Robert Weaver, Sheri Hammons, and Robert Smith @ 06:27 P.M. Chris Helton 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.16. Kendra West made the motion to reconvene from executive session at 07:06 P.M. Nancy Henderson 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.17. No action taken in executive session.

2.18. Robert Weaver requested if Lynda Goombi can put on the water statements that all dogs will need to be registered with the town as per ordinance. Chris said that would be a good idea and to put it on a separate piece of paper with the water statement. Will also need to say they have until March 1st, 2022, to get their dogs vaccinated and registered with the city

Sheri Hammons advised they had the meeting this morning about sidewalks and the TAP grant will pay 80% of the project and the town will have to pay 20% of the project. Sheri asked the trustees how much they will be willing to pay for the project. The trustees advised after the financial meeting they will know more how much they will be willing to spend. Sheri advised the grant application comes out in January, but not sure when it will be due. Kendra told Sheri to get all the information they can get now and will possibly have to call a special meeting to get the amount approved.

The trustees requested for the special meeting on December 22 to have bank statements from July 2021 to December 17, 941's return filed, quarterly taxes, state taxes, and credit card statements.


The trustees also requested to put in the Anadarko, Carnegie, Country Connection, and Apache newspaper the Town of Fort Cobb is looking for a city employee and a police officer.

2.19. Trustees wants to let all the town workers and the Fort Cobb CIA know they did a good job on the lights and the Christmas Tree Lighting festivities.

2.20. Kendra West made the motion to adjourn @ 07:22 P.M. Chris Helton 2nd the motion. Motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.


Mayor

ATTEST:


Lynda Goombi, City Clerk

