

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, February 7<sup>th</sup>, 2022, in the Conference Room of the Fort Cobb Municipal Building located at 125 E. Main Street, Fort Cobb, Oklahoma.

**1.1.** Meeting was called to order at 05:11 pm by Mayor Kendra West.

**1.2.** Present were Mayor Kendra West, Trustees Chris Helton, and Nancy Henderson. Also present were Town Clerk/Treasurer Lynda Goombi, Town Manager Robert Weaver, Code Enforcement Ronda Weaver, Grant Writer Sheri Hammons, Internal Auditor/Payroll Clerk Raenee Delgado, and Attorney Tyler Perryman.

**1.3.** No citizen presentation.

**2.1.** Kendra West made the motion to approved 2.1.1 minutes from meeting January 3<sup>rd</sup>, 2022, with the corrections to omit sentence on 2.5 "He said they would be able to help but it would be pricey getting a deputy to work for the town.". Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.1.2.** Kendra West made the motion to approve 2.1.2. minutes from Special Meeting January 11<sup>th</sup>, 2022. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.1.3.** Kendra West made the motion to approve 2.1.3. monthly financial reports for December 2021. Chris Helton second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.1.4.** Kendra West made the motion to approve 2.1.4. monthly reports for January 2022. Chris Helton second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.1.5.** Kendra West made the motion to approve 2.1.5. list of purchase orders and encumbrances for the month of January 2022. Chris Helton second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.2.** No items removed from the consent docket.

**2.3.** No monthly fire report for January 2022.

**2.4.1.** Robert Weaver advised the board Animal Officer Dave Jenkins started work with the town last week and but was only able to work one day because of the weather. Water Superintendent Jimmy Niece drove Dave around the town to show him the area.

**2.4.2.** Kendra West made the motion to approve disconnecting the Police Department Office Land Line. Chris Helton second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.5.** Robert Weaver provided the board with a handout of items the street and water department did for the month of January. Street sewers on 4<sup>th</sup> and 1<sup>st</sup> street had to be jetted, did maintenance on pickups, Kubota, and backhoe. Robert advised the board that the town wide clean up went well for those two days. The town filled up one of the rolls off that were provided.

**2.5.3.** Kendra West made the motion to approve to surplus the mulcher. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

Kendra made the motion to approve the sale of the mulcher with Robert Weaver as the person to contact and to negotiate the sell. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.5.4.** Nancy Henderson made the motion to table getting bids for purchase of street sweeper until next meeting. Kendra West second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.5.5.** Nancy Henderson made the motion to approve getting bids for two mowers. Kendra West second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.5.6.** Kendra made the motion to table hiring a Street Laborer until after executive session. Chris Helton second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

Kendra West made the motion to hire Mike Hendricks at 24-hour part time not to exceed 30 hours at \$17 an hour. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.6.1.** Sheri Hammons advised she has been working on grants while waiting on the audit. Completed the Oklahoma Code Enforcement Community Improvement Grant for the town cleanup. Had a meeting on January 25<sup>th</sup> with Robert, Kendra, and Ronda to discuss grant and ARPA possibilities. Also met with Tom Zigler and Ron Peel on February 7<sup>th</sup> to discuss water lines and CDBG grant.

**2.6.2.** Ronda Weaver advised the town received a check for the abatement property on first street. Also, the Town wide cleanup was a success.

**2.6.3.** Nancy Henderson made the motion to approve for Sheri Hammons to be an authorized official for Oklahoma grant website for the Oklahoma Department of Commerce. Chris Helton second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.6.4.** Kendra West made the motion to approve Sheri Hammons training for the Federal Grants Compliance Training for the State and Local Governments in the amount of \$695. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.7.1.** No monthly report for the month of January 2022.

**2.8.** Kendra West made the motion to approve invoice #328 for \$590.00 & invoice #329 for \$602.50 to K&M Safety Solutions, LLC for the service and replacement of fire extinguishers in Town Hall, fire dept, police dept, and community building. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.9.** Nancy Henderson made the motion to approve the Cooperation Agreement between Caddo County District 3 and the Town of Fort Cobb. Chris Helton second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.10.** Kendra West advised table until after executive session.

Kendra West made the motion to approve salary adjustment for Jimmy Niece cost of living to \$16.50 per hour. Chris Helton second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.11.** Kendra West made the motion to approve Tyler Perryman to draw up a Fort Cobb Public Works Authority. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.12.** Kendra West made the motion to approve the Resolution authorizing OMAG to return the 2018-2019 Loss Fund amount of \$3,404.00 to apply to policy premium. Chris Helton second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.13.** Kendra West made the motion to enter executive session at 06:31 pm per OS 25 307 B (1)(2) 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, Dave Jenkins, and Raene Delgado; discussing negotiations concerning employees and representatives of employee groups. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.14.** Kendra West made the motion to reconvene from executive session at 07:25 pm. Chris Helton second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

**2.15.** There was no action taken in executive session.

**2.16.** Kendra West made the motion to a duplicate Chase Credit Card having Robert Weaver as an authorize user. Chris Helton second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

Robert Weaver asked the board if we can go after the water accounts that are suspended and inactive that owe money. He asked Tyler Perryman and Tyler advised you can get ahold of a collection agency to go after the person, or you can sue them. Robert asked if we can put it on the agenda next month and Lynda will get information for a collection agency.

**2.17.** Kendra West advised the board she purchased a stamp for the water bills that will reflect any amount due to avoid disruption of water service. She stated it would make the process more efficient which would make the process easier for Lynda and Jimmy instead of the time it takes to red tag individuals.

**2.18.** Kendra West made the motion to adjourn meeting at 07:33 pm. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

  
Mayor

ATTEST:

Lynda Goombi

Lynda Goombi, City Clerk

