

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, March 7th, 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 05:04 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, and Attorney Tyler Perryman.

1.3. No citizen presentation.

2.1. Nancy Henderson made the motion to approve 2.1.1 Minutes from Meeting February 7th, 2022, 2.1.2. Monthly Financial Reports February 2022, & 2.1.3. List of purchase orders and encumbrances for the month of February 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 February 2022.

2.4.1. No monthly Animal Control Report for February 2022.

2.5. Town Manager Robert Weaver presented the trustees with street & water report for the month of February 2022. Robert advised ODOT will be in Fort Cobb to have a meeting and do a “walk thru”.

2.5.3. Kendra West advised no discussion on accepting bids for purchase of street sweeper.

2.5.4. Kendra West made the motion to approve to purchase of the John Deere mowers at \$24,204.96. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.5.5. Nancy Henderson made the motion to accept the estimate for the sale of the woodchipper for \$23,500 from the company Robert has got. Kendra West second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.5.6. Chris Helton made the motion to approve Invoice from Metron-Farnier for \$2,142.00 to change out two-inch water meters at FCB Elementary School. Kendra West second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.6.1. Sheri Hammons gave the trustees a printout of the things she has done for the month of February 2022. Sheri advised the trustees she has worked on pending and future grants, attended webinars and trainings. Working at City Hall on Fridays to help with the audit and the 2021-2022 Budget.

2.6.2. Ronda Weaver advised the trustees she must do a lien release on the house on first street for the new buyer to purchase the residence. Also, worked at the town hall on February 21st & 22nd helping with the audit.

2.7.1. Nancy Henderson spoke with the trustees about the price of plot sales for the cemetery. Nancy advised if you are a resident of Fort Cobb the price is \$300 and for nonresidents the price is \$600. She is requested for the cemetery plots to be a straight \$500 for residents and

nonresidents. She would like the trustees to think about the request and will be on next month's agenda.

2.8. Nancy Henderson made the motion to approve the 3% increase on all rates with Veteran Waste Solutions to be affective May 1st. Poly carts will now be \$14.00 per month with additional poly carts will be \$10.00 each, 2-yard containers will now be \$40.00, 4-yard containers \$53.30, 6-yard containers \$74.70, and 8-yard containers \$96.00, and the \$300 special container will go to now be \$319.00. Put on next water bill that starting May 1st due to increase with our sanitation company all sanitation bills will be increased and any questions concerning increase contact town hall. Kendra West second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.9. Nancy Henderson made the motion to approve a 2022 CDBG Water Wastewater Construction Grant to repair the Water lines. Kendra West second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.10. Nancy Henderson made the motion to approve using the ASCOG REAP of \$45,000 as match money for the CDBG. Kendra West second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.11. Nancy Henderson made the motion to approve the \$27,400 of cash match from the Town of Fort Cobb as match money for the CDBG. Kendra West second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.12. Nancy Henderson made the motion to approve Resolution 2022-03-07-01 for ASCOG to write Grant. Kendra West second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.13. Kendra West motion to table Resolution to Abide by Grant Rules. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.14. Kendra West made a motion to approve Citizen Participation Plan. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.15. Kendra West made a motion to table Resolution allowing Mayor to sign documents related to the CDBG. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.16. Kendra West motion to table if proposed project is funded, it will be properly insured for the life of the asset. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.17. Kendra West motion to table creating the Fort Cobb Public Works Authority. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.18. Kendra West made a motion to table Resolution 2022-03-07 accepting beneficial interest in the trust created by a trust indenture creating the Fort Cobb Public Works Authority created for and on behalf of the town of Fort Cobb, Oklahoma, in all respects in accordance with the terms

of said trust indenture. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.19. Nancy Henderson made the motion to approve the credit card machine used for different purchases other than water bills. Kendra West second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

Nancy Henderson made the motion to approve the \$4 convenience fee to be applied for different purchases other than water bills per transaction. Kendra West second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.20. Kendra West made the motion to approve cancellation of the Pitney Bowes rental contract. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.21. Nancy Henderson made the motion to approve the amended Ordinance Chapter 1, Article 4, Section 1-51C, regarding the designation and authority of the Municipal Purchasing Agent to read in paragraph c as amended. Kendra West second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.22. Nancy Henderson made the motion to table Town of Fort Cobb Policies: Cash in Drawer, Document Retention and Destruction, Equal Opportunity Employment, Petty Cash, Traffic Tickets, Fixed Assets, Sexual and Other Harassment until all information is gathered. Kendra West second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.23. Kendra West made the motion to enter executive session at 07:14 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, Raenee Delgado, and Mike Hendricks. Chris Helton second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.24. Kendra West made the motion to reconvene from executive session at 08:05 pm. Chris Helton second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

2.25. There was no action taken in executive session.

2.26. Nancy Henderson made a motion to remove office manager responsibilities for Lynda Goombi and changes in salary to reflect, reduction in employment responsibilities, reduction in salary in clerical administration will be at \$10 an hour at 32 hours a week, removal of office manager responsibilities and will be following the direction of office manager Sheri Hammons in developing standard operating procedures and Sheri Hammons will be direct supervisor. Kendra West second the motion with motion carried. Voting aye Kendra

2.27. Kendra West made a motion to approve Sheri Hammons Office Manager at \$20 an hour will be in PTO 40 hours a week and will be over seeing the changes and things that are needed in the office. Sheri will be managing the office and will giving assignments with deadlines and to be reevaluated in 90 days at Town Hall meeting June 6th, 2022. Nancy Henderson second the motion with motion carried. Voting aye Kendra West, Nancy Henderson, and Chris Helton.

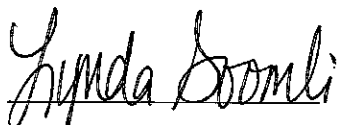
2.28. Kendra West advised Bruce Crowell came into office and spoke with Robert Weaver about his contract with the cemetery. Robert Weaver advised Bruce told him the contract looks good and to change on the contract from mowing services to maintenance. Bruce will be mowing the cemetery from March to October for \$1000 a month and \$500 for spraying for stickers.

2.29. Nancy Henderson advised this year is going to be the Town of Fort Cobb's 120th Anniversary and we should start planning on a big celebration during the fair in September.

2.30. Kendra West made the motion to adjourn meeting at 08:16 pm. Chris Helton second the motion with motion carried. Voting aye Kendra West, Nancy Henderson and Chris Helton.


Mayor

ATTEST:


Lynda Goombi, City Clerk

