

**Town of Inola Regular Board of Trustees Meeting  
August 8, 2016**

The Inola Town Board of Trustees assembled at 7:00 p.m. on August 8, 2016 in the Inola Town Hall Meeting Room. Larry Grigg called the Town Trustee meeting to order and requested that roll be called by the Town Treasurer. Answering to roll call were Lonnie Chasteen, Dan Corle, Darlene Shear, Billy Wilson, and Larry Grigg. The Town Treasurer Glennie Spurlock was also in attendance.

Larry Grigg acknowledged the notice of the meeting was posted outside the door at the Inola Town Hall on Friday, August 5, 2016 at 4:00 p.m. by the Inola Town Clerk.

Pledge of Allegiance

Darlene Shear made a motion to approve the Trustee meeting Minutes on July 25, 2016 as printed. This motion was seconded by Billy Wilson. The vote of the trustees was Lonnie Chasteen – yes, Dan Corle – yes, Billy Wilson – yes, Darlene Shear – yes, and Larry Grigg – yes.

**Public Comments:** None

**Other Items**

Discussion, consideration, and action to approve the 2016-2017 Fiscal Year General Fund Annual Budgets.

Larry Grigg made a motion to accept the 2016-2017 Fiscal Year General Fund Annual Budgets. This motion was seconded by Billy Wilson. The vote of the trustees was Lonnie Chasteen – yes, Dan Corle – yes, Billy Wilson – yes, Darlene Shear – yes, and Larry Grigg – yes.

Discussion, consideration, and action to approve Audit Engagement Letter with Ober and Littlefield, CPA's, PLLC.

No action.

Library Report was given.

Discussion, consideration, and action to pay Workman's comp. Insurance for the amount of \$9688.00.

Billy Wilson made a motion to use escrow credit to pay the Workman's comp. Insurance for the amount of \$9688.00. This motion was seconded by Lonnie Chasteen. The vote of the trustees was Lonnie Chasteen – yes, Dan Corle – yes, Billy Wilson – yes, Darlene Shear – yes, and Larry Grigg – yes.

## **Executive Session**

Billy Wilson made a motion to go into Executive session at 7:08 pm for Discussion, consideration, and action concerning holding an Executive Session for the purpose of reviewing applicants and appointing a Town Clerk to serve until the next general election and to perform the additional duties assigned to the person holding the position of Town Clerk. Title O.S. 307 B (1). This motion was seconded by Darlene Shear. The vote of the trustees was Lonnie Chasteen – yes, Dan Corle – yes, Billy Wilson – yes, Darlene Shear – yes, and Larry Grigg – yes.

Larry Grigg made a motion to return from Executive session at 7:21 pm. Darlene Shear seconded that motion. The vote of the trustees was Lonnie Chasteen – yes, Dan Corle – yes, Billy Wilson – yes, Darlene Shear – yes, and Larry Grigg – yes.

Darlene Shear made the motion to appoint Brandi Powell as Town Clerk for \$12.00 per hour with an evaluation in 60 days. This motion was seconded by Billy Wilson. The vote of the trustees was Lonnie Chasteen – yes, Dan Corle – yes, Billy Wilson – yes, Darlene Shear – yes, and Larry Grigg – yes.

Larry Grigg Administered the Oath of Town Office to Brandi Powell.

Discussion, consideration, and action to create a permanent position for a maintenance worker who would report to James Kilpatrick.

No action.

Discussion, consideration, and action to upgrade the electrical system in the administrative office of Town Hall.

Dan Corle made a motion to get quotes from electrical contractors to repair the electrical system in the administrative office of Town Hall. Larry Grigg seconded this motion. The vote of the trustees was Lonnie Chasteen – yes, Dan Corle – yes, Billy Wilson – yes, Darlene Shear – yes, and Larry Grigg – yes.

## **STREET, PARK AND CEMETERY**

Discussion, consideration, and action in regard to what will be done with all of the old softball equipment.

No Action

## **POLICE AND FIRE**

Discussion, consideration, and possible action of job duties and title of Police Administrative assistant.

No action

Discussion, consideration, and possible action to change the job description. Job title and hourly rate for Tara Pope.

No action

**FINANCE AND AUDIT**

Larry Grigg made a motion to go into PWA at 8:05 pm.

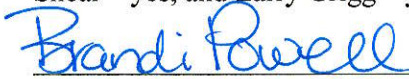
Billy Wilson made a motion to return from PWA at 8:34 pm.

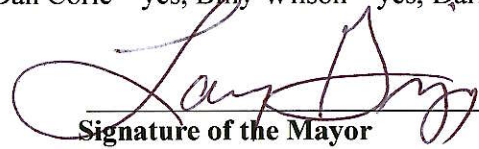
**MAYOR'S COMMENTS:**

No comments.

**Motion to adjourn:**

Larry Grigg made the motion to adjourn at 8:39 p.m. This motion was seconded by Billy Wilson. The vote of the trustees was Lonnie Chasteen – yes, Dan Corle – yes, Billy Wilson – yes, Darlene Shear – yes, and Larry Grigg – yes.

  
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Signature of the Town Clerk

  
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Signature of the Mayor

**TOWN OF INOLA  
AGENDA FOR REGULAR BOARD OF TRUSTEES  
And  
INOLA PUBLIC WORKS AUTHORITY**

Date: August 8, 2016

Place: Town Hall Meeting Room

Time: 7:00 p.m.

The Agenda for said meeting is as follows:

**AGENDA**

Members to be present:

Lonnie Chasteen

Dan Corle

Billy Wilson

Darlene Shear

Larry Grigg

Brandi Powell

Glennie Spurlock

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Acknowledgement that the agenda was posted outside the door of Inola Town Hall on Friday, August 5, 2016 at 4:00 p.m. by the Inola Town Clerk.

1. Pledge of Allegiance
2. Approval of Trustee Meeting Minutes on July 25, 2016 as printed.
3. Public Comments

**OTHER ITEMS**

4. Discussion, consideration, and action to approve the 2016-2017 Fiscal Year General Fund Annual Budget.
5. Discussion, consideration, and action to approve Audit Engagement Letter with Ober and Littlefield, CPAs, PLLC.
6. Library Report
7. Discussion, consideration, and action to pay Workman's comp. Insurance for the amount of \$9688.00.

**EXECUTIVE SESSION**

8. Discussion, consideration, and action concerning holding an Executive Session for the purpose of reviewing applicants and appointing a Town Clerk to serve until the next general election and to perform the additional duties assigned to the person holding the position of Town Clerk. Title O.S. 307 B (1)
9. Motion to return from executive session.
10. Consideration and action to appoint a Town Clerk to serve until the next general election and to perform the additional duties assigned to the person holding the position of Town Clerk.

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11. Administer the Oath of Office to the Town Clerk.
  12. Discussion, consideration, and action to create a permanent position for a maintenance worker who would report to James Kilpatrick
  13. Discussion, consideration, and action to upgrade the electrical system in the administrative office of Town Hall.

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**STREET, PARK, AND CEMETERY**

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14. Discussion, consideration, and action with what will be done with all of the old softball equipment.

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**POLICE AND FIRE**

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15. Discussion, consideration, and possible action of Job duties and Job title of Police Administrative Assistant.
16. Discussion, consideration, and possible action to change the Job description, Job title, and hourly rate for Tara Pope.
17. Inform and discuss Police Appreciation Day.
18. Police Department Report.
19. Fire Department Report.

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**FINANCE AND AUDIT**

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20. Motion to go into PWA.
21. Return from PWA.
22. Approval of purchase orders as initialed.

Lonnie \_\_\_ Dan \_\_\_ Billy \_\_\_ Darlene \_\_\_ Larry \_\_\_

**MAYOR'S COMMENTS**

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23. Motion to adjourn

**INOLA PUBLIC WORKS AUTHORITY**

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Date: August 8, 2016

Place: Town Hall Meeting Room

Roll Call:

Lonnie Chasteen

Dan Corle

Billy Wilson

Darlene Shear

Larry Grigg

Brandi Powell

Glennie Spurlock

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1. Approval of previous minutes as printed.
  2. Public Comments
  3. Discussion, considerations, and action to rent a camera for the sewer system.
  4. Discussion, considerations, and action to purchase manhole sealer.
  5. Discussion, considerations, and action to repair the waste and water treatment facility.
  6. Discussion, considerations, and action of water bill at 305 South Broadway.
  7. Discussion, considerations, and action of purchase of 2010 Ford F350 for \$17,500.00
  8. Approval of purchase orders as initialed.
  9. Motion to return to regular session.
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INOLA PUBLIC WORKS AUTHORITY

Regular Meeting

August 8, 2016

The Inola Public Works Authority met in Regular Session Monday evening at 8:05 p.m. in the Inola Town Hall Meeting Room August 8, 2016. Mayor Larry Grigg called the meeting to order and answering to roll call were, Lonnie Chasteen, Dan Corle, Billy Wilson, Darlene Shear and Larry Grigg. Also present was PWA Clerk Glennie Spurlock and Clerk Brandi Powell.

Billy made a motion to approve the previous meeting minutes as printed (7-25-2016) 2<sup>nd</sup> by Lonnie . Voting yes were Lonnie, Dan, Billy, Darlene and Larry.

There were no communications from the floor/new business unknown 24 hours prior to the meeting.

Discussion, considerations, and action to rent a camera for the sewer system. No action

Billy made a motion to purchase 2 pallets of Strong Seal manhole sealer not to exceed \$1500.00 2<sup>nd</sup> by Billy. Voting yes were Lonnie, Dan, Billy, Darlene and Larry.

Discussion, considerations, and action to repair the waste and water treatment facility. Tabled

Billy made a motion to adjust 305 South Broadway water bill to \$89.32 2<sup>nd</sup> by Dan. Voting yes were Lonnie, Dan, Billy, Darlene and Larry.

Billy made a motion to purchase a 2010 Ford F350 For \$17,5000.00 2<sup>nd</sup> by Darlene. Voting yes were Lonnie, Dan, Billy, Darlene and Larry.

Darlene made a motion to approve claims as initialed 2<sup>nd</sup> by Dan. Voting yes were Lonnie, Dan, Billy, Darlene and Larry.

Larry made a motion to return to regular session at 8:37 P.M. 2<sup>nd</sup> by Billy. Voting yes were Lonnie, Dan, Billy, Darlene and Larry.

  
Glennie Spurlock

PWA Clerk

  
Larry Grigg

PWA Chairman