

**Town of Inola Regular Board of Trustees Meeting  
April 27, 2015**

The Inola Town Board of Trustees assembled at 7:00 p.m. on April 27, 2015 in the Inola Town Hall Meeting Room. At this time, a public hearing was conducted on the final draft of the Update to the Capital Improvement Plan. Town Manager Deb Williamson facilitated the meeting. Since there were no public comments, the meeting was closed.

Immediately after the hearing, Mayor Charles called the Town Trustee meeting to order and requested that roll be called by the town clerk. Answering to roll call were James Kilpatrick, Darlene Shear, Billy Wilson, Larry Grigg, and Cheryl Charles. The Town Clerk Vickie Johnson, the Town Treasurer Glennie Spurlock, the Town Manager Deb Williamson, and the Town Attorney Tommy Dyer were also in attendance.

Mayor Charles acknowledged the notice of the meeting was posted outside the door at the Inola Town Hall on Friday, April 24, 2015 at 12:30 p.m.

Mayor Charles made a motion to approve the minutes for the Town of Inola Regular Board Meeting on April 13, 2015. This motion was seconded by James Kilpatrick. The vote of the trustees was James Kilpatrick - yes, Darlene Shear - yes, Billy Wilson - yes, Larry Grigg - yes, and Cheryl Charles - yes.

**Communication from the floor/new business unknown 24 hours prior to the meeting.**

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

**Other Items –**

- Discussion, consideration, and action to appoint:

**Mayor:** Trustee James Kilpatrick made a motion for Larry Grigg to be Mayor. The motion was seconded by Darlene Shear. The vote of the trustees was James Kilpatrick - yes, Darlene Shear - yes, Billy Wilson - yes, Larry Grigg - yes, and Cheryl Charles - yes. At this time, Trustee Cheryl Charles presented Larry Grigg with the town keys.

**Vice-Mayor/Acting:** Trustee Darlene Shear made a motion for James Kilpatrick to be the Vice-Mayor/Acting Mayor. This motion was seconded by Cheryl Charles. The vote of the trustees was James Kilpatrick - yes, Darlene Shear - yes, Billy Wilson - yes, Cheryl Charles - yes, and Larry Grigg - yes.

**Police and Fire Commissioner:** Mayor Larry Grigg made a motion that Cheryl Charles be the Police and Fire Commissioner. This motion was seconded by Billy Wilson. The vote of the trustees was Cheryl Charles - yes, Darlene Shear - yes, Billy Wilson - yes, James Kilpatrick - yes, and Larry Grigg - yes.

**Street Commissioner:** Vice-Mayor James Kilpatrick made a motion for Billy Wilson to be the Street Commissioner. This motion was seconded by Darlene Shear. The vote of the trustees was Cheryl Charles - yes, Darlene Shear - yes, Billy Wilson - yes, James Kilpatrick - yes, and Larry Grigg - yes.

**Park Commissioner:** Trustee James Kilpatrick made a motion for Darlene Shear to be the Park Commissioner. This motion was seconded by Larry Grigg. The vote of the trustees was Cheryl Charles - yes, Darlene Shear - yes, Billy Wilson - yes, James Kilpatrick - yes, and Larry Grigg - yes.

- Discussion, consideration and action regarding a 3.2% cost of living pay increase for town employees.

No action was taken in regard to a 3.2% cost of living pay increase.

- Discussion, consideration, and action regarding authorizing the Mayor to sign **Resolution 15-05, A Resolution and Acceptance of Beneficial Interest in Rogers County Enhanced 911 Trust Authority.**

Trustee Charles made a motion authorizing the mayor to sign **Resolution 15-05, A Resolution and Acceptance of Beneficial Interest in Rogers County Enhanced 911 Trust Authority.** This motion was seconded by James Kilpatrick. The vote of the trustees was Cheryl Charles – yes, Darlene Shear - yes, Billy Wilson - yes, James Kilpatrick – yes, and Larry Grigg – yes.

- Discussion, consideration, and action regarding taking bids on agreement for cutting hay on unplatted Inola Cemetery.

Mayor Grigg made a motion to advertise once in the Inola Independent in regard to taking bids for cutting hay on unplatted Inola Cemetery. This motion was seconded by James Kilpatrick. The vote of the trustees was Cheryl Charles – yes, Darlene Shear - yes, Billy Wilson - yes, James Kilpatrick – yes, and Larry Grigg – yes.

The motion was then amended.

Mayor Grigg made a motion to advertise once in the Inola Independent in regard to taking bids for cutting hay on unplatted Inola Cemetery. The bids are to be submitted by noon on Thursday, May 7. This motion was seconded by James Kilpatrick. The vote of the trustees was Cheryl Charles – yes, Darlene Shear - yes, Billy Wilson - yes, James Kilpatrick – yes, and Larry Grigg – yes.

- Discussion, consideration, and action regarding employee pre-approval request for Claudia Plett to attend Library Photos and Videos course required for ongoing librarian certification.

Trustee Charles made a motion to approve Claudia Plett's request to attend the Library Photos and Videos course required for ongoing Librarian Certification. This motion was seconded by Darlene Shear. The vote of the trustees was Cheryl Charles – yes, Darlene Shear - yes, Billy Wilson - yes, James Kilpatrick – yes, and Larry Grigg – yes.

- Discussion, consideration, and action regarding a pay raise for Vickie for her extra duties as assigned.

Vice-Mayor James Kilpatrick made a motion for \$1 per hour pay raise to start immediately for Vickie. This motion was seconded by Larry Grigg. The vote of the trustees was Cheryl Charles – yes, Darlene Shear - yes, Billy Wilson - yes, James Kilpatrick – yes, and Larry Grigg – yes.

#### **Police and Fire**

- Discussion, consideration, and action regarding purchasing a maintenance contract for the Tornado Sirens with Goddard Enterprises.

Trustee Cheryl Charles made a motion to approve the annual maintenance contract proposal from Goddard Enterprises for \$3,500. This motion was seconded by James Kilpatrick. The vote of the trustees was Cheryl Charles – yes, Darlene Shear - yes, Billy Wilson - yes, James Kilpatrick – yes, and Larry Grigg – yes.

#### **Street, Park, and Cemetery**

- Discussion, consideration, and action regarding solicitation for engineers for the Safe Routes to School Sidewalk project.

Trustee Billy Wilson made a motion to solicit engineers for the Safe Routes to School Sidewalk Project. This motion was seconded by James Kilpatrick. The vote of the trustees was Cheryl Charles – yes, Darlene Shear - yes, Billy Wilson - yes, James Kilpatrick – yes, and Larry Grigg – yes.

#### **Finance and Audit**

The Town of Inola Treasurer's Report was presented by the Town Treasurer Glennie Spurlock.

At 7:51 p.m., Mayor Grigg made a motion to enter into PWA. This motion was seconded by James Kilpatrick. The vote of the trustees was Cheryl Charles – yes, Darlene Shear - yes, Billy Wilson - yes, James Kilpatrick – yes, and Larry Grigg – yes.

The council returned from PWA at 7:54 p.m.

- Approval of purchase orders as initialed.

Vice-Mayor James Kilpatrick made a motion to approve all purchase orders as initialed. This motion was seconded by Darlene Shear. The vote of the trustees was Cheryl Charles – yes, Darlene Shear - yes, Billy Wilson - yes, James Kilpatrick – yes, and Larry Grigg – yes.

#### **Mayor's Comments:**

Certificate for Years of Service was presented to Tara Pope - May 8, 2009 through 2015.

Certificates of Election from Rogers County Election Board for Town of Inola Trustees were presented to Larry Grigg, Cheryl Charles, and Billy Wilson. These trustees will serve a four year term.

#### **Motion to adjourn:**

Mayor Grigg made a motion to adjourn at 7:56 p.m. This motion was seconded by James Kilpatrick. The vote of the trustees was Cheryl Charles – yes, Darlene Shear - yes, Billy Wilson - yes, James Kilpatrick – yes, and Larry Grigg – yes.

  
Signature of the Town Clerk

  
Signature of the Mayor

DW  
APR 24 2015

# TOWN OF INOLA

## AGENDA FOR REGULAR BOARD OF TRUSTEES

And

## INOLA PUBLIC WORKS AUTHORITY

Date: Apr 27, 2015  
Place: Town Hall Meeting Room  
Time: 7:00 p.m.

The Agenda for said meeting is as follows:

### AGENDA

Members to be present:

- Cheryl Charles
- Larry Grigg
- Billy Wilson
- Darlene Shear
- James Kilpatrick

- Deb Williamson
- Glennie Spurlock
- Vickie Johnson

Acknowledgement that prior notice of this meeting was given by advance notice to the clerk and the posting of an agenda outside the door at town hall on Friday Apr 24<sup>th</sup>, 2015 at 12:30 pm.  
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### Approval of previous meeting minutes as printed.

- Communications from the floor/new business unknown 24 hours prior to the meeting.

### OTHER ITEMS

- Discussion, consideration and action to appoint:
  - Mayor
  - Vice-Mayor/Acting
  - Police & Fire Commissioner
  - Street Commissioner
  - Park Commissioner
- Discussion, consideration and action regarding a 3.2% Cost of Living pay increase for Town Employees. Tabled Dw
- Discussion, consideration and action regarding authorizing the Mayor to sign Resolution 15-05 A Resolution and Acceptance of Beneficial Interest in Rogers County Enhanced 911 Trust Authority. Vj
- Discussion, consideration and action regarding taking bids on agreement for cutting hay on un-plated Inola cemetery. Vj
- Discussion, consideration and action regarding employee pre-approval request for Claudia Plett to attend Library Photos & Videos course required for ongoing Librarian Certification. Dw
- Discussion, consideration and action regarding a pay raise for Vickie for her extra duties as assigned. Jk

### POLICE & FIRE

- Discussion, consideration and action regarding purchasing maintenance contract for the Tornado Sirens with Goddard Enterprises. Bg

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## STREET, PARK & CEMETERY

- Discussion, consideration and action regarding solicitation for engineers for the Safe Routes to School Sidewalk project.Bk

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## FINANCE & AUDIT

- Presentation of Treasurer's monthly report. Gs

Motion to go into PWA.

Return from PWA.

**Mayor's comments:** Presentation of 8 yr Service Anniversary Certificate of appreciation for Tara Pope - May 8<sup>th</sup>, 2009-2015.  
 Presentation of Certificates of Election from Rogers County Election Board for Town of Inola - Trustee - 4yr term to Larry Grigg, Cheryl Charles & Billy Wilson.

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## APPROVAL OF PURCHASE ORDERS AS INITIALED

Motion to Adjourn:

# PUBLIC WORKS AUTHORITY

Date: Apr 27, 2015

Roll Call:

- Cheryl Charles
- Larry Grigg
- Billy Wilson
- Darlene Shear
- James Kilpatrick

- Deb Williamson
- Glennie Spurlock
- Vickie Johnson

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Approval of previous meeting minutes as printed.

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- Communications from the floor/new business unknown 24 hours prior to the meeting.

- Discussion, Consideration and action regarding \$4,000 needed to complete stage 1 of current Sewer Rehabilitation project. Jb
- Discussion, Consideration and action regarding repair of Kioti tractor. Jb

## APPROVAL OF PURCHASE ORDERS AS INITIALED

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Motion to return to regular session

## INOLA PUBLIC WORKS AUTHORITY

Regular Meeting

April 27, 2015

The Inola Public Works Authority met in Regular Session Monday evening at 7:51 p.m. in the Inola Town Hall Meeting Room April 27, 2015. Mayor Larry Grigg called the meeting to order and answering to roll call were Cheryl Charles, Darlene Shear, Billie Wilson, James Kilpatrick and Larry Grigg. Also present was PWA Clerk Glennie Spurlock, Clerk Vickie Johnson and Lawyer Tommy Dyer Jr..

Cheryl made a motion to approve the previous meeting minutes as printed (4-13-2015) 2<sup>nd</sup> by Darlene. Voting yes were Cheryl, Darlene, Billy, James and Larry. A/A

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

Cheryl made a motion to complete stage 1 of current Sewer rehabilitation manhole project not to exceed \$4000 2<sup>nd</sup> James. Voting yes were Cheryl, Darlene, Billy, James and Larry. A/A

Discussion, Consideration, and action regarding repair of Kioti tractor. Tabled

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

Larry made a motion to return to regular session at 7:54 P.M. 2<sup>nd</sup> by Cheryl. Voting yes were Cheryl, Darlene, Billy, James and Larry. A/A



Glennie Spurlock

PWA Clerk



Larry Grigg

PWA Chairman