

TOWN OF INOLA

Regular Meeting

March 31, 2014

The Inola Town Board of Trustees met in regular session Monday evening March 31, 2014 at 7:00 p.m. in the Town Hall Meeting Room. Mayor Cheryl Charles called the meeting to order and answering to roll call were James Kilpatrick, Trent Bynum, Larry Grigg and Cheryl Charles. Also present were Attorney Dyer Jr., Town Administrator Deb Williamson, Town Clerk Wilma Cargill and Town Treasurer Glennie Spurlock. Greg Lawrence was absent.

Cheryl made a motion to approve the previous meeting minutes as printed (2-24-14) 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

There was no meeting March 10, 2014 due to a lack of quorum.

There was no new business or communications from the floor.

Cheryl made a motion to adopt Resolution 14-03 Authorizing the acceptance of Beneficial Interest in the Rogers County Enhanced 911 Trust Authority to add Verdigris as a beneficiary town to the Rogers County Enhanced 911 Trust Authority Indenture 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

Deb Williamson Town Administrator gave a presentation of research information for a website for Inola. The two she thought would work best for Inola were Civic Plus and GovOffice's websites. The quote for GovOffice was the higher of the two. Cheryl advised the cost will amount to \$135.00 per week 9 week time frame.

Cheryl made a motion to move forward with purchase of services for Inola 'Inaugural Town Website through Civic Plus 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

In the future for use of the electrical panel in the town hall a key will be given to the Emergency Management person.

Cheryl made a motion to issue a copy of the City Hall door key to the Emergency Management person 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

Ron Fugate was present on behalf of the Inola High School concerning the Earth Change Permit. Brian Kellogg has already been in contact with them concerning the Earth Change Permit.

Cheryl made motion regarding the request for fee waiver on Earth Move Permit for Inola High School's relocation of soil from old football field surface to allow installation of new turf 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

Discussion, consideration and action regarding the request for fee waiver on building Permit for Inola Hgh School's project for installation of new turf for football field. No action.

Carter Whitfield was present requesting a Fire Hydrant installed on 4205 Road. There is several more families in that area now and that is a concern for him. He is outside the town limits but is in the Inola Fire District. Years ago he put in a 2" line and the town always maintained it. Cheryl advised she would have the Fire Chief contact the town's engineer. Cheryl will get Mr. Whitfield's address from the Clerk.

Discussion, consideration and action to update the Policy and Procedure Handbook for Employees of the Town of Inola and Inola Public Works Authority. Tabled

Cheryl made a motion to authorize enrollment for upcoming education classes required for Anne Lane's Library Director Requirements 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

Brad did not present a written report this time.

Cheryl made a motion to surplus the old police Toshiba 2860 copier serial CRJ743521 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

Discussion, consideration and action to provide cancellation notice to JD Young for the service agreement on the HP 1320 printer serial CNHC59T2RHB&W. No action.

Cheryl made a motion to modify the Town's bond schedule to add the \$35.00 fee mandate by Okla Stat Tit 28, section 153.3 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

Cheryl made a motion to transfer \$15,000 from the General Fund to the Park Fund to pay for Fleming Park Plan 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

Cheryl made a motion to approve payment of \$15,000 to Land Plan Consultants, Inc for preparation of the Fleming Park Plan 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

Kenny Andrews was present on behalf of the Inola Girls Softball Association to answer any questions from the board concerning the softball lease.

Cheryl made a motion regarding the request of a lease between the Town of Inola and the Inola Softball Association at the Fleming Park 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

Darlene Shear present president of Cemetery Board was present to verify the use of the mower that cemetery funds paid for to be used for the towns needs also. Jason Bannister had brought it to her attention stating town and PWA equipment is used at the cemetery.

Cheryl made a motion to approve the maintenance department use of cemetery equipment for other needs of the town 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

Jason was present to request the purchase of basket ball goals, chains, seats, nets and trash cans for the park.

Cheryl made a motion to purchase new play equipment for the park not to exceed \$1,000 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

Cheryl made a motion to go into PWA at 7:50 p.m. 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl-----back in regular session 8:02 p.m.

In mayor's comments Cheryl advised there is a letter of resignation from Greg Lawrence, also for everyone to attend Hay Day & REDI Meetings.

Trent made a motion to approve purchase orders as initialed 2nd by James. Voting yes were James, Trent, Larry and Cheryl. A/A

Cheryl made motion to adjourn at 8:03 p.m. 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A


Wilma Cargill
Town Clerk


Cheryl Charles
Mayor

DW
MAR 28 2014

TOWN OF INOLA

AGENDA FOR REGULAR BOARD OF TRUSTEES and INOLA PUBLIC WORKS AUTHORITY

Date: Mar 31, 2014
Place: Town Hall Meeting Room
Time: 7:00 p.m.

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The Agenda for said meeting is as follows:

AGENDA

Members to be present:
Cheryl Charles
Larry Grigg
Trent Bynum
Greg Lawrence – Absent
James Kilpatrick
Don Dyer Jr.
Deb Williamson
Wilma Cargill
Glennie Spurlock

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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 Mar 28, 2014 at 2:00 pm.

Approval of previous meeting minutes as printed.

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

OTHER ITEMS

- Discussion, consideration and action to adopt Resolution 14-03 Authorizing the acceptance of Beneficial Interest in the Rogers County Enhanced 911 Trust Authority – The Resolution is to add Verdigris as a beneficiary town to the Rogers County Enhanced 911 Trust Authority Indenture. Cc
- Discussion, consideration and action regarding moving forward with purchase of services for Inola’s Inaugural Town Website through Web Provider and a virtual records archive solution. Dw
- Discussion, consideration and action to issue a copy of the City Hall door key to the Emergency Management Focal. Cc

- Discussion, consideration and action regarding water bill adjustment on Inola Elementary School's tap/account #28000 following repair of leak. Dw/Ron Fugate
- Discussion, consideration and action regarding water bill adjustment on Clarence Mc Cawley's tap/account #46000 following repair of leak. Wc/Dw
- Discussion, consideration and action concerning the purchase of water meter reading system. Jb
- Discussion, consideration and action regarding the purchase of maintenance uniforms. Jb

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APPROVAL OF PURCHASE ORDERS AS INITIALED

Motion to return to regular session

- Discussion, consideration and action to purchase new play equipment for the park. Jb

FINANCE & AUDIT

- Presentation of Treasurer's report. Gs

Motion to go into PWA.

Return from PWA.

Mayor's comments:

APPROVAL OF PURCHASE ORDERS AS INITIALED

Motion to Adjourn:

PUBLIC WORKS AUTHORITY

Date: Mar 31, 2014

Roll Call:

Cheryl Charles

Larry Grigg

Trent Bynum

Greg Lawrence - Absent

James Kilpatrick

Deb Williamson

Wilma Cargill

Glennie Spurlock

Approval of previous meeting minutes as printed.

- Communications from the floor/new business unknown 24 hours prior to the meeting.
- Discussion, consideration and action regarding water bill adjustment on Algerita Fisher's tab#61300. Algerita Fisher

- Discussion, consideration and action regarding the request for fee waiver on Earth Move Permit for Inola High School's relocation of soil from old football field surface to allow installation of new turf in its place. Dw/John D Tabled
- Discussion, consideration and action regarding the request for fee waiver on building Permit for Inola High School's project for installation of new turf for football field. Dw/Ron Fugate
- Discussion consideration and action regarding request from Carter Whitfield to have a Fire Hydrant installed on 4205 Road to service 8 families that live there now – it is outside city limits but inside of the fire district. Wc
- Discussion, consideration and action to update the Policy and Procedure Handbook for Employees of the Town of Inola and Inola Public Works Authority.
- Discussion, consideration and action to authorize enrollment for upcoming education classes required for Anne Lane's Library Director requirements. Dw

POLICE & FIRE

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- Presentation of Police Chief's report of monthly activities. Bc
 - Discussion, consideration and action to surplus old Toshiba 2860 copier serial CRJ743521.
 - Discussion, consideration and action to provide cancellation notice to JD Young for the service agreement on the HP 1320 printer serial CNHC59T2RH B&W.
 - Discussion, consideration and action to modify the Town's bond schedule to add the \$35.00 fee mandated by Okla. Stat. tit. 28, section 153.3

STREET, PARK & CEMETERY

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- Discussion, consideration and action regarding the request for lease of Fleming Park Softball fields to Inola Softball Association. Dw/Kevin Reynolds
 - Discussion, consideration and possible action regarding the Maintenance Department use of cemetery equipment. Darlene/Jb
 - Discussion, consideration and action to approve payment of \$15,000 to LandPlan Consultants, Inc. for preparation of the Fleming Park Plan.
 - Discussion, consideration and action to transfer \$15,000 from the General Fund to the Park Fund to pay for Fleming Park Plan. Gs

INOLA PUBLIC WORKS AUTHORITY

Regular Meeting

March 31, 2014

The Inola Public Works Authority met in Regular Session Monday evening at 7:50 p.m. in the Inola Town Hall Meeting Room March 31, 2014. Mayor Cheryl Charles called the meeting to order and answering to roll call were James Kilpatrick, Trent Bynum, Larry Grigg and Cheryl Charles. Also present was PWA Clerk Glennie Spurlock, Clerk Wilma Cargill and Lawyer Tommy Dyer Jr.. Greg Lawrence was absent.

Cheryl made a motion to approve the previous meeting minutes as printed (2-24-2014) 2nd by Trent. Voting yes were James, Larry, Trent and Cheryl. A/A

There was no new business.

Discussion, consideration and action regarding water bill adjustment on Algerita Fisher's tab #61300. No Action

Cheryl made a motion to give a one time water bill adjustment to the Inola Elementary School tap/account #28000 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

Cheryl made a motion to give Clarence McCawley's tap/account #46000 one time water bill adjustment 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

Discussion, consideration and action concerning the purchase of water meter reading system. Tabled

Cheryl made a motion to purchase maintenance uniforms from Longhorn Stitches not to exceed \$500.00 per maintenance employee 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

Trent made a motion to approve claims as initialed 2nd by James. Voting yes were James, Trent, Larry and Cheryl. A/A

Cheryl made a motion to go back into regular session at 8:02 pm 2nd by Trent. Voting yes were James, Trent, Larry and Cheryl. A/A

Glennie Spurlock

PWA Clerk

Cheryl Charles

PWA Chairman