

Town of Inola Regular Board of Trustees Meeting  
March 30, 2015

The Inola Town Board of Trustees met in regular session Monday evening, March 30, 2015 at 7:00 p.m. in the Inola Town Hall Meeting Room. Mayor Charles called the meeting to order and requested that roll be called by the town clerk. Answering to roll call were James Kilpatrick, Darlene Shear, Dale Runyan, and Cheryl Charles. Larry Grigg was not in attendance. The Town Clerk, Vickie Johnson, the Town Treasurer, Glennie Spurlock, and the Town Administrator, Deb Williamson were also in attendance.

Mayor Charles acknowledged the notice of the meeting was posted outside the door at the Inola Town Hall on Friday, March 27, 2015 at 2:30 p.m.

Mayor Charles made a motion to approve the minutes for the Town of Inola Regular Board Meeting on March 9, 2015. This motion was seconded by James Kilpatrick. The vote of the council members was James Kilpatrick - yes, Darlene Shear - yes, Dale Runyan - yes, and Cheryl Charles - yes. Larry Grigg was absent.

Other Items -

- Discussion, consideration, and action to adopt **Resolution 15-04 updated Schedule of Fees for Building Permits.**

Deb Williamson, Town Administrator, presented **Resolution Number 15-04, A Resolution Establishing Schedule of Fees for Building Permits, Inspections, Licenses, and Miscellaneous Services.** Zac Rash, chairperson of the planning commission, told the council that the planning commission had reviewed the changes and agreed with the change. The town attorney stated that he had reviewed the language of the resolution. The town council discussed the changes and the implications of changing and not changing.

Mayor Charles made a motion to adopt **Resolution 15-04 updated Schedule of Fees for Building Permits.** Dale Runyan seconded the motion. The vote of the council members was James Kilpatrick - no, Darlene Shear - yes, Dale Runyan - yes, Cheryl Charles - yes. Larry Grigg was absent.

- Discussion, consideration and action regarding a 3.2% cost of Living pay increase for Town Employees.

Mayor Charles requested that this agenda item be tabled until more information could be received from the Town Accountant. She wanted to make sure that the city built up the budget for next year, since some raises had been given during the year.

- Discussion, consideration, and action regarding request to waive fees for records request from Autumn Carter, the Executive Director, California Common Sense.

Mayor Charles made a motion to waive the search fee for this request and to charge 25 cents per page for copying plus postage for the records request from Autumn Carter, the Executive Director of California Common Sense. This motion was seconded by James Kilpatrick. The vote of the council members was James Kilpatrick - yes, Darlene Shear - yes, Dale Runyan - yes, Cheryl Charles - yes. Larry Grigg was absent.

- Discussion, consideration, and action regarding Employee Pre-Approval request for Basic Librarian classes for Marilyn Karleskint.

Mayor Charles made the motion to approve the request of Marilyn Karleskint to attend basic librarian classes for certification. This motion was seconded by Dale Runyan. The vote of the council members was James Kilpatrick – yes, Darlene Shear – yes, Dale Runyan – yes, Cheryl Charles – yes. Larry Grigg was absent.

- Discussion, consideration and action regarding Miller Sanitation options for Poly Carts and Recycling.

Upon request of the mayor, Ira Miller presented to the council the possibilities of recycling and polycarts.

For recycling, Mr. Miller mentioned the need to find a location and that he had been in contact with the Ron Burrows, who he thought, might be interested in helping. Hopefully, the cost would take care of itself with no charge. The suggestion was made to start with only cardboard and newspaper.

In regard to the poly carts, Mr. Miller presented the cost of a poly cart purchase, the cost for equipment to be placed on his truck, the need for education of the public, and the potential impact on his contract.

The mayor asked the town attorney to see if an amendment could be made on the current contract. No action was taken.

- Discussion, consideration, and action regarding update on plan to build a new Town Hall Complex.

The mayor stated that the next step would be to visit with the town attorney and town accountant and that she would like to seek financing options beside bonds and TIFs (Tax Increment Financing), since these sources would impact the school. No action was taken.

#### **Police and Fire**

Police Chief Brad Craig presented the monthly police report.

- Discussion, consideration, and action regarding purchasing equipment related to the new fire truck.

The mayor made the motion to approve the purchase of equipment from Dalmatian, Darley, and the lights to not exceed \$12,500. This motion was seconded by Darlene Shear. The vote of the council members was James Kilpatrick – yes, Darlene Shear – yes, Dale Runyan – yes, Cheryl Charles – yes. Larry Grigg was absent.

#### **Finance and Audit**

Town Treasurer Glennie Spurlock presented the monthly treasurer report.

At 8:07 p.m., Mayor Charles made a motion to enter into PWA. This motion was seconded by James Kilpatrick. The vote of the council members was James Kilpatrick – yes, Darlene Shear – yes, Dale Runyan – yes, Cheryl Charles – yes. Larry Grigg was absent.

The council returned from PWA at 8:08 p.m.

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

The mayor read the following:

Reminding everyone that it is required that you register your animals with the Town and keep your dogs put up or on a leash at all times because we have had numerous complaints of loose dogs from the neighborhoods getting into trash containers and causing quite a mess for home owners to clean up.


Letters have bent sent to Inola Water customers with an opinion poll about whether or not the Town should offer pay On-line by Credit Card Option. Customers must complete the poll and return to Town Hall to have their responses counted to help us determine if there is a need to offer the service. Additional copies are available at Town Hall if you have misplaced yours.

- Approval of purchase orders as initialed.

Councilmember James Kilpatrick made a motion to approve all purchase orders as initialed. This motion was seconded by Darlene Shear. The vote of the council members was James Kilpatrick – yes, Darlene Shear – yes, Dale Runyan – yes, Cheryl Charles – yes. Larry Grigg was absent.

- Motion to adjourn.

Mayor Charles made a motion to adjourn at 8:09 p.m. This motion was seconded by James Kilpatrick. The vote of the council members was James Kilpatrick – yes, Darlene Shear – yes, Dale Runyan – yes, Cheryl Charles – yes. Larry Grigg was absent.

  
\_\_\_\_\_  
Signature of the Town Clerk

  
\_\_\_\_\_  
Signature of the Mayor

3/26/15 Dw

# TOWN OF INOLA

## AGENDA FOR REGULAR BOARD OF TRUSTEES

And

## INOLA PUBLIC WORKS AUTHORITY

Date: Mar 30, 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

Dale Runyan

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 Mar 27<sup>th</sup>, 2015 at 2:30 pm.

\*\*\*\*\*

### Approval of previous meeting minutes as printed.

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

### OTHER ITEMS

- Discussion, consideration to adopt Resolution 15-04 updated Schedule of Fees for Building Permits. Dw
- Discussion, consideration and action regarding a 3.2% Cost of Living pay increase for Town Employees. Dw
- Discussion, consideration and action regarding request to waive fees for records request from Autumn Carter the Executive Director, California Common Sense.
- Discussion, consideration and action regarding Employee Pre-Approval request for Basic Librarian classes for Marilyn Karleskint. Al/Dw
- Discussion, consideration and action regarding Miller Sanitation options for Poly Carts and Recycling.
- Discussion, consideration and action regarding update on plan to build new Town Hall Complex. Bc

### POLICE & FIRE

- Presentation of Police Chief's Monthly report. Bc
- Discussion, consideration and action regarding purchasing equipment related to new fire truck. Ra

\*\*\*\*\*

# STREET, PARK & CEMETERY

\*\*\*\*\*

## FINANCE & AUDIT

\*\*\*\*\*  
• Presentation of the Treasurer's Monthly report.Gs  
\*\*\*\*\*

Motion to go into PWA.

Return from PWA.

**Mayor's comments** Reminding everyone that it is required that you register your animals with the Town and keep your dogs put up or on lease at all times because we have had numerous complaints of loose dogs from the neighborhoods getting into trash containers and causing quite a mess for home owners to clean up.

Letters have been sent out to Inola Water customers with an opinion poll about whether or not the Town should offer pay On-line by Credit card option. Customers must complete the poll and return the letters to Town Hall to have their response counted to help us determine if there is need to offer the service. Additional copies are available at Town Hall if you have misplaced yours.

\*\*\*\*\*

## APPROVAL OF PURCHASE ORDERS AS INITIALED

\*\*\*\*\*  
Motion to Adjourn:

# PUBLIC WORKS AUTHORITY

Date: Mar 30, 2015

Roll Call:  
Cheryl Charles  
Larry Grigg  
Dale Runyan  
Darlene Shear  
James Kilpatrick

Deb Williamson  
Glennie Spurlock  
Vickie Johnson

\*\*\*\*\*

Approval of previous meeting minutes as printed.

\*\*\*\*\*

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

\*\*\*\*\*

## APPROVAL OF PURCHASE ORDERS AS INITIALED

\*\*\*\*\*

Motion to return to regular session

INOLA PUBLIC WORKS AUTHORITY

Regular Meeting

March 30, 2015

The Inola Public Works Authority met in Regular Session Monday evening at 8:07 p.m. in the Inola Town Hall Meeting Room March 30, 2015. Mayor Cheryl called the meeting to order and answering to roll call were James Kilpatrick, Darlene Shear, Dale Runyan, and Cheryl Charles. Also present was PWA Clerk Glennie Spurlock, Clerk Vickie Johnson and Lawyer Tommy Dyer Jr.. Larry Grigg was absent.

Larry made a motion to approve the previous meeting minutes as printed (3-9-2015) 2<sup>nd</sup> by James. Voting yes were James, Darlene, Dale, and Cheryl. A/A

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

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

Cheryl made a motion to return to regular session at 8:08 P.M. 2<sup>nd</sup> by James. Voting yes were James, Darlene, Dale and Cheryl. A/A

  
Glennie Spurlock

PWA Clerk

  
Cheryl Charles

PWA Chairman