

The Town of
Coyle

116 West Main Street

P.O. Box 248

Coyle, OK 73027

P (405) 466-3741

F (405) 466-2644

townofcoyle.myruralwater.com

BOARD OF TRUSTEES MEETING

Regular Session Minutes

116 West Main St

Coyle, OK 73027

Tuesday, September 13, 2022

Notice for the regular meeting for the Town of Coyle, Oklahoma was posted on Monday, September 12, 2022, before 7:00 pm and held on Tuesday, September 13, 2022, in Town Hall located at 116 W Main St, Coyle, OK 73027.

Meeting was called to order at 7:01 pm by Carl Long.

Members Present: Mayor – Carl Long
Trustee – JoAnn Hale
Trustee – Dustyn King

Staff: Linde Vogan – Town Clerk
Kevin Fortney – Mowing/Maintenance
Charles Downey – Fire Chief

Guests Present: Jan Calvert
Anthony Aho
Norma Arnett
Jason Hale
Grant Cummings

Consent Agenda: Motion made by JoAnn Hale to accept the Consent Agenda with the exception of the Blanket Purchase Order because it's been asked to visit the amount
Dusty King – Seconded
Motion Carried – Carl Long, Aye, JoAnn Hale, Aye, Dusty King, Aye

Previous Motions: There were a couple of motions made during reports that were not actionable items. These were put on the agenda to clear them up and act on them as actionable items. Joann called OML on this issue and has not gotten a response back. Carl has a phone call into an attorney about this issue as well. The Town has been passing motions this way for so long, however, that is not the process outlined by OML.
Motion made by Carl Long to table this issue until further information is received

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Seconded – JoAnn Hale

Catch-Up Financial Audits:

We have been seeking bids for audits to catch up on the Town's audits. The Town shares common management with another trust, the school bond issue, that was included and then removed from the Town's audits. No one on the Board of Trustees realized the responsibilities that this entailed. The auditor's that have been spoken to have both stated that the school bond audit needs to be brought into the Town's audits. BancFirst has all of the information on what the money has been spent on. Joann received a disk from BancFirst with all of this information on it. It will probably have to be integrated into our accounting system so that it can be incorporated into the Town's financials.

FEMA Update:

We received a deposit of additional FEMA funding due to a raise of distribution from 70% to 90%. Since December of 2019, we have received 31,219.00 from FEMA.

ARPA Update:

We received the extra money from the 1st deposit of ARPA funds and should be receiving the second deposit by the end of the month. This will bring in a total of approximately \$64,000 worth of ARPA funds into the Town.

Fire Dept Report:

25 calls, responded to 85% of the calls. Attended funeral for Mark Bruning and completed rookie driver training. Did maintenance on Tanker 25 and Brush 23. Put a new radio in Brush 28 and started working on the new brush truck. The bed is currently sitting on the truck by the fire station.

Financial Report:

The hope is to be able to put out an actual to budget comparison in the near future. These amounts are as of the end of August.

General Fund: \$47,936.92

CPWA: \$41,901.64

Fire Department: \$37,910.55

Maintenance Report:

Kevin has been mowing everything as needed, cemetery was done yesterday, need to be spraying at the lagoons. We may need to look at getting a larger trailer to haul off the tree limbs more efficiently. DEQ did come out and signed off for us to be able to burn over at the tree lot. We may be able to rent a trailer from Lowes or Home Depot to use. We need to discuss what our priorities are as far as maintenance is concerned.

Cemetery Report:

Linde spoke to someone at Logan County where we will file the deeds for purchase of cemetery lots, they did not have any forms available for us to use,

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but mentioned that we could create a Cemetery Deed specifically for us. One was created based off of the Warranty Deeds previously used. We have several individuals interested in purchasing lots at the cemetery.

Motion made by Dusty King to send deed over to lawyer to make sure that it is up to date and accurate and if it is, we will accept this deed so that purchases can be made.

Seconded – JoAnn Hale

Motion carried – Carl Long, Aye, JoAnn Hale, Aye, Dusty King, Aye

Mrs. Arnett is here to discuss the purchase of lots 47 & 48 at the previously quoted price point. The price of \$600.00 for 2 lots coincides with the list of lot purchased at the time she received the quote. Carl believes that this price should be honored. We raised the price a couple of months ago to \$300.00 per plot.

Motion made by JoAnn Hale to honor the quote given by Miss Lorraine to purchase lots 47 & 48 at \$300.00 per lot

Seconded – Dusty King

Motion carried – Carl Long, Aye, JoAnn Hale, Aye, Dusty King, Aye

Court Clerk Report: There is an Orientation to Courts training coming up on Friday. Linde requested ability to attend this training if still able to register for it. Cost is \$65.00.

Motion made by Dusty King to allow Linde to attend this training

Seconded – JoAnn Hale

Motion carried – Carl Long, Aye, JoAnn Hale, Dusty King, Aye

Emergency Management Report: Got the Tahoe back yesterday after getting an oil change, O2 sensor and new brake pads. Siren at the top won't rotate-electrical connections in good shape per Gooch-Smith. Still need to get the siren guys out here and find out why the siren isn't turning. Might need to look for someone else to come out and look at the siren.

Target Bank Balances: See attached break down of financials between December 2019 to now. The lot purchases for the cemetery should go into the CD at the Payne County Bank. We need to decide on a comfort level in the operating funds of what we need in in case of an emergency. We were reimbursed \$25,000 from FEMA for the ice storm and all of that money had to be spent ahead of time before reimbursement. We need to look and see if we have a policy to help if a catastrophic event occurs. We need to look at the OMAG policies as it is time for renewal. We can request a list from the Oklahoma Tax Commission to show what businesses we are getting sales taxes from.

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**Blanket Purchase
Order Amount:**

Discussion took place about the blanket purchase which is in place to be able to purchase things throughout the month as needed. JoAnn would like to reduce this amount to \$250.00 for the blanket purchase order because there hasn't been enough oversight of these purchases. Any purchase over \$100.00 needs to be shared with all the Trustees before the purchase is made.

Motion made by JoAnn Hale to lower the Blanket Purchase Order amount to \$250.00

Seconded – Dusty King

Motion carried – Carl Long, Aye, JoAnn Hale, Aye Dusty King, Aye

Email authorization from 2 Trustees is enough for approval so a special meeting would not have to be done. If a purchase is very large, a special meeting needs to be called.

**Adding Signature
To Bank Accounts:**

JoAnn put this on here for educational purposes. There was concern about someone trying to be added to the accounts without proper authorization. Any time a signature needs to be added to a bank account it has to be done by a resolution passed by the Board.

There was a resolution passed in order to add Dusty to the accounts as a signer after he was elected to the Board. He has been added to the Payne County Bank and OSB has all the paperwork needed to get him added there as well.

**OMAG Policy RE
Trustee Conduct:**

OMAG provides resources for a Trustee Handbook and more information for Trustees and what their duties and responsibilities are. A copy of an example handbook was provided for review and adjustment before a handbook is adopted for our Board.

Motion made by JoAnn Hale to table this until next month to give everyone time to look it over and make their suggestions on adjustments.

Seconded – Dusty King

Motion passed unanimously – Carl Long, Aye, JoAnn Hale, Aye, Dusty King, Aye

Executive Session:

Motion made by JoAnn Hale to go into Executive Session to discuss personnel

Seconded – Dusty King

Motion carried – Carl Long, Aye, JoAnn Hale, Dusty King, Aye

Meeting called back to order at 8:58 pm by Carl Long.

New Business:

No new business

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Adjourned: Motion made by Carl Long to adjourn meeting
Seconded – Dusty King
Motion passed – Carl Long, Aye, JoAnn Hale, Aye, Dusty King, Aye
Meeting adjourned at 8:59 pm.

Next Meeting: Next meeting is scheduled for October 11, 2022



Carl Long, Mayor



Linde Vogan, Town Clerk