

# CITY OF OILTON | MEETING MINUTES

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April 27, 2020 | 7:00 pm | Virtual Meeting via ZOOM Videoconference

Mayor, Steve Arnold	Present
Clerk, Abigail Parnell	Present
Attorney, Bryan K. Drummond	Present

**Virtual Attendees:**

Martha Graham, Shannon Wilson, Linda Bourn

## 1. CALL TO ORDER

## 2. ROLL CALL/ESTABLISH QUORUM

### **COUNCIL MEMBERS PRESENT**

Kenneth Graham, Jerry Green, Bessie Mattaliano, Jimmy Kennedy, Jackie Kennedy, Tyler Bridwell

### **COUNCIL MEMBERS ABSENT**

N/A

**QUORUM ESTABLISHED (6 OUT OF 8 MEMBERS PRESENT)**

## 3. TREASURER'S REPORT

Linda Bourn –

All Accounts have been reconciled as of this afternoon.

City Operating Account: \$22,290.00 (\$7,000 + increase since March 31, 2020)

OPWA Operating Account: \$138,783.00 (\$41,000 increase since March 31, 2020)

These balances don't include any deposits made today.

This month's Sales Tax is \$4,700 less than last month.

She anticipates a drop in May and June's Sales tax due to the COVID-19 Pandemic.

We have two unrestricted funds that can be transferred at any time and those balances are as follows:

Court : \$24,028.00

Utility Billing: \$19,702.00

The 2018 Audit is complete. Anne will be presenting sometime in the next month. We had the same 3 findings as our 2017 Audit.

She has made the corrective journal entries for this audit so we should have a good start for the 2019-2020 Audit.

She should be able to submit the 2019 Audit Work papers within the next few weeks.

Jerry – There’s probably \$10,000 outstanding that needs to be transferred to the cemetery accounts and \$10,000 in outstanding Purchase Orders.

Linda – Someone with the City will need to do the Cemetery transfers.

Jerry – The last transfer that was made to the cemetery perpetual account was in December 2018.

Jerry – The tower rent needs to be put into the cemetery improvement account.

Jerry – Forecasts that the sales tax for the next few months will be \$15,000 - \$18,000.

Jerry – We need to freeze all spending.

Tyler – Doesn’t see that happening with the sales tax since JB’s was constantly busy from the panic of COVID-19.

Steve – spoke with Linda about helping us out with the budget

Linda – Budgets need to be sent into the County Clerk and County Excise Board. The cost for helping with the budget would be \$4,000 and that includes budget amendments.

Steve – Is that anything the council would be interested in?

Linda – You must publish the budget and have a public hearing.

Linda – The budget would need to be in place by June 1, 2020.

Kenneth – Will each Department be broke down individually.

Linda – Yes, each department will go to the State. There is a general form, but she doesn’t use it. She uses approved minutes by the Council from each meeting. She would need these from each meeting.

#### **4. CONSENT AGENDA**

##### **~~A. APPROVAL OF THE MARCH 10, 2020 MEETING MINUTES~~**

##### **~~B. APPROVAL OF THE PURCHASE ORDERS AND CLAIMS~~**

##### **C. VOTE TO APPROVE THE AMMENDING OF THE AGREEMENT ESTABLISHING OMAG**

##### **D. VOTE TO ACCEPT POLICE OFFICER JAMES CARVER'S RESIGNATION**

Jerry – would like to remove 4a. and 4b. from the Consent Agenda

Jerry – he didn’t think we had approved this type of Agenda.

Attorney – we didn’t approve or choose any particular type of Agenda

Jerry – Oh, okay

Jerry made a motion to approve C and D and vote on A and B separately. Kenneth seconded.

#### **Vote**

Aye - Kenneth Graham, Jerry Green, Bessie Mattaliano, Jimmy Kennedy, Jackie Kennedy, Tyler Bridwell

Nay –

**MOTION APPROVED.**

#### **4A. VOTE TO APPROVE MARCH 10, 2020 MEETING MINUTES.**

Jerry – on Item 14 it needs to be changed to \$90/ton

Kenneth – on item 12 the following needs to be added.

“Kevin Wright contacted a person in Stillwater who re-organizes grocery stores. He came and looked at the store and said that he wouldn’t touch it. Referring to the store, JB’s.”

Jerry made a motion to approve March 10, 2020 Meeting Minutes with the request changes. Bessie seconded.

#### **Vote**

Aye - Kenneth Graham, Jerry Green, Bessie Mattaliano, Jimmy Kennedy, Jackie Kennedy, Tyler Bridwell

Nay -

**MOTION APPROVED.**

#### **4B. APPROVAL OF THE PURCHASE ORDERS AND CLAIMS.**

Jimmy – asked about the PO for Colton Brownfield

Abigail – Let Jimmy know that it was not to C. Brownfield it was to CLEET to pay for Brownfield’s meals when he went to CLEET.

Jerry - asked about a \$900 check to Senior Citizens recently.

Abigail – Let Jerry know that it was for two months at \$450 each month.

Jerry – asked Linda about the \$10,000 cap she mentioned in her email when we first started on the audits.

Linda – replied that a \$10,000 cap was not mentioned in the engagement letter that Jerry, himself signed. She walked into more than she could have every dreamed of and if you look at her invoice you’d see that she has spend approximately \$10,000 on 2018 \$10,000 on 2019 and 10,000 on 2020 audits.

Tyler – asked about the PO to TeleComp for 2 VPN Tunnels.

Abigail – replied that those were to create 2 VPN Tunnels so that the PD could operate their laptops out of their patrol vehicles and so that she would be able to access the OTIS system from City Hall.

Tyler – said PO #'s 120200180, 120200181, 12020182, 120200185 and 12020176 need to be taken out of the Industrial Account not the City General.

Tyler made a motion to approve the Purchase Orders with the exception of the PO’s listed above. Jimmy seconded.

#### **Vote**

Aye - Kenneth Graham, Jerry Green, Bessie Mattaliano, Jimmy Kennedy, Jackie Kennedy, Tyler Bridwell

Nay –

**MOTION APPROVED.**

**5. PUBLIC COMMENTS**

**6. BOARD MEMBER COMMENTS**

**7. ADJOURNMENT**

Bessie made a motion to adjourn. Kenneth seconded the motion.

**Vote**

Aye - Kenneth Graham, Jerry Green, Bessie Mattaliano, Jimmy Kennedy, Jackie Kennedy, Tyler Bridwell

Nay -

**MEETING ADJOURNED @ 7:33 PM**