

**MINUTES OF THE
REGULAR MEETING
OF THE
SOUTH COFFEYVILLE TOWN COUNCIL**

City Hall -- 419 Willow
South Coffeyville, OK 74072
December 20, 2022
6:00 P.M.

1. The meeting was called to order by Mayor Jerome Gnatek.
2. The Pledge of Allegiance was led by Mayor Jerome Gnatek, and the prayer was led by Wade Lamb.
3. Answering roll call was Dorothy Perkins, Aaron LeLaCheur, Sarah Key, and Mayor Jerome Gnatek. Vice Mayor David Rexwinkle was absent.
4. There were no Citizen Comments.
5. Dorothy Perkins made the motion to approve the minutes from the December 5, 2022 regular meeting, and purchase orders for the Utility Fund, General Fund, Street & Alley, Fireman's Fund, and Meter Deposits Payable. Aaron LeLaCheur seconded the motion. Yes votes were made by Dorothy Perkins, Aaron LeLaCheur, and Sarah Key. Mayor Jerome Gnatek abstained from the vote as he was not present at the December 5, 2022 meeting.
6. There were no consideration of items to be removed from the Consent Agenda.
7. Mayor Jerome Gnatek discussed bookkeeping procedures for departments. He asked each department to track their own expenses as they spend including phone, fuel, and vehicle expenses to help track their budgets.
8. Mayor Jerome Gnatek made the motion to table the vote on previously approved departmental budgets for the Town as presented in the audit report. Sarah Key seconded the motion. Yes votes were made by Dorothy Perkins, Aaron LeLaCheur, Sarah Key, and Mayor Jerome Gnatek.
9. Mayor Jerome Gnatek made the motion to convene to Executive Session to discuss employees of the Town pursuant to Title 25 O.S. Section 307b (1). Dorothy Perkins seconded the motion. Yes votes were made by Dorothy Perkins, Aaron LeLaCheur, Sarah Key, and Mayor Jerome Gnatek.
10. Dorothy Perkins made the motion to return to regular meeting at 7:49 p.m. Aaron LeLaCheur seconded the motion. Yes votes were made by Dorothy Perkins, Aaron LeLaCheur, Sarah Key, and Mayor Jerome Gnatek.
11. Mayor's statement of executive session—the Council reviewed current raises and discussed raises for employees of the Town of South Coffeyville.

A handwritten signature in black ink, appearing to be 'JKC', is located in the bottom right corner of the page.

12. Dorothy Perkins made the motion for the following raises for the employees of the Town of South Coffeyville:

- A. Police Department recommendation of \$0.25 raise, except for part time.
- B. City Hall recommendation of Office Manager 3% and office employee 5%.
Corrected 01-20-2023 City Hall recommendation of Office Manager 5% and office employee 3%.
- C. Maintenance Department recommendation of 3% and back pay owed to Maintenance Superintendent. The Maintenance Superintendent will stay at the current rate.

Sarah Key seconded the motion. Yes votes were made by Dorothy Perkins, Aaron LeLaCheur, Sarah Key, and Mayor Jerome Gnatek.

13. Dorothy Perkins made the motion to table the vote on hiring an engineer for the NHN sidewalk project. Aaron LeLaCheur seconded the motion. Yes votes were made by Dorothy Perkins, Aaron LeLaCheur, Sarah Key, and Mayor Jerome Gnatek.

14. Dorothy Perkins made the motion to purchase software from Sequoyah Software totaling \$1,600.00 for program and training on Mapping Interface/export. Aaron LeLaCheur seconded the motion. Yes votes were made by Dorothy Perkins, Aaron LeLaCheur, Sarah Key, and Mayor Jerome Gnatek.

15. Dorothy Perkins made the motion to add a 20% surcharge when selling parts. Sarah Key seconded the motion. Yes votes were made by Dorothy Perkins, Aaron LeLaCheur, Sarah Key, and Mayor Jerome Gnatek.

16. Aaron LeLaCheur made the motion to suspend the monthly disbursements to SCADA. Dorothy Perkins seconded the motion. Yes votes were made by Dorothy Perkins and Aaron LeLaCheur. Sarah Key and Mayor Jerome Gnatek abstained.

17. Dorothy Perkins made the motion to table the vote on possible changes to the current fees for building permits. Aaron LeLaCheur seconded the motion. Yes votes were made by Dorothy Perkins, Aaron LeLaCheur, Sarah Key, and Mayor Jerome Gnatek.

18. New Business-No new business.

19. Reports from the Departments:

Report from Jerome Gnatek, Mayor --Reported Tami McCune, formerly with Grand Gateway, now with Community Unlimited works for a business that sponsors grants for things such as car or maintenance equipment.

Report from Wade Lamb, Chief of Police --No report.

Report from Jim Wilson, Fire Chief --Reported the trucks had passed their annual pump tests. The FD had received a \$1,000.00 donation from the Hathcoat Trust.

Report from Steven Soule, Maintenance Superintendent --Reported the US Cellular towers were about done. The dump truck was down. Meers had just about finished with the water study. He had applied for a grant for an automatic read system for water.

Report from Jenifer Hanigan, Deputy Clerk --Reported she would have the council members checks ready Wednesday, December 21, 2022.

Report from Mitch Lakey, Emergency Manager --Absent.



20. Aaron LeLaCheur made the motion to adjourn. Dorothy Perkins seconded the motion. Yes votes were made by Dorothy Perkins, Aaron LeLaCheur, Sarah Key, and Mayor Jerome Gnatek.

The meeting concluded at 8:33 P.M.City Clerk/Treasurer:

A handwritten signature in black ink, appearing to read "Jantek Conley". The signature is written in a cursive, flowing style with a large initial "J" and a long, sweeping underline.