

**TOWN OF INOLA
AGENDA FOR REGULAR BOARD OF TRUSTEES
and
INOLA PUBLIC WORKS AUTHORITY**

Date: July 27th, 2026

Place: Inola Town Hall., Inola, OK 74036

Time: 6:00 p.m.

The agenda for said meeting is as follows:

AGENDA

Members to be present:

Larry Grigg

Jason Graham

Mark Redden

Dan Corle

Darlene Shear

Brittany Stevens

Scott Devers

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Acknowledgement that the agenda was posted outside the door of Inola Town Hall more than 24 hours prior to the meeting.

Pledge of Allegiance.

Opening Prayer.

1. Approval of previous regular meeting minutes as printed.
2. Public Comments.

OTHER ITEMS

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3. Discussion, consideration and possible action to accept the resignation of James Shaffer from position of Town Planner.
4. Discussion, consideration and possible action to accept the resignation of James Shaffer from position on REDI.
5. Discussion, consideration and possible action to accept the resignation of James Shaffer from position on Planning and Zoning board.
6. Discussion, consideration and possible action to accept the resignation of Dora Remington from position on Planning and Zoning board.
7. Discussion, consideration and possible action to accept the resignation of Bobby Kasten from position on Planning and Zoning board.
8. Discussion consideration and action to seek replacement for vacant Planning and Zoning seats.
9. Discussion consideration and possible action on update of planning and zoning regulations.

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10. Discussion consideration and possible action to approve revised Ordinance 2026-05 related to Appointment of Town Planner
 11. Discussion, consideration, and possible action to approve pay raise effective July 26th 2026 for Brandy Elliott at a rate of \$_____ per hour.
 12. Discussion, consideration, and possible action to approve pay raise effective July 26th 2026 for Monica Clark \$_____ per hour.
 13. Discussion, consideration, and possible action to approve pay raise effective July 26th 2026 for Lauren Carlile \$_____ per hour.
 14. Discussion, consideration, and possible action to approve pay raise effective July 26th 2026 for Lauren Herrick \$_____ per hour.
 15. Discussion, consideration, and possible action to enter Executive Session pursuant to OKLA. STAT.title 25, Sec. 307 (B)(3) to discuss application, and possible hire applicant for Deputy Town Clerk.
 16. Discussion, consideration, and possible action to return from Executive Session.
 17. Discussion, consideration, and possible action to hire a Deputy Town Clerk.
 18. Discussion, consideration, and possible action to enter Executive Session pursuant to OKLA. STAT.title 25, Sec. 307 (B)(3) to discuss application, and possible hire applicant for Deputy Town Treasurer.
 19. Discussion, consideration, and possible action to return from Executive Session.
 20. Discussion, consideration, and possible action to hire a Deputy Town Treasurer.

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STREET, DRAINAGE, PARK, AND CEMETERY

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POLICE AND FIRE

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21. Discussion, consideration, and possible action to approve the fire department purchase of three new handheld radios at a total cost not to exceed \$1,500.00.
 22. Discussion, consideration, and possible action to approve Field Training Officer training for Officer Padgett in the amount of \$375.00.
 23. Discussion, consideration, and possible action to approve pay raise effective July 26th 2026 for Cliff Stevens \$_____ per year.
 24. Discussion, consideration, and possible action to approve pay raise effective July 26th 2026 for James Padgett \$_____ per hour.
 25. Discussion, consideration, and possible action to approve pay raise effective July 26th 2026 for Elaina Anderson \$_____ per hour.
 26. Discussion, consideration, and possible action to approve pay raise effective July 26th 2026 for Adam Daane \$_____ per hour.
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27. Discussion, consideration, and possible action to approve pay raise effective July 26th 2026 for Ronald Montgomery \$ _____ per hour.
28. Discussion, consideration, and possible action to approve pay raise effective July 26th 2026 for Aaron Ballard \$ _____ per hour.

FINANCE AND AUDIT

29. Motion to go into PWA.
30. Return from PWA.
31. Approval of purchase orders as initialed.

MAYOR'S COMMENTS

32. Motion to adjourn

**INOLA PUBLIC
WORKS AUTHORITY**

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Date: July 27th, 2026

Place: Inola Town Hall., Inola, OK 74036

Roll Call:

Larry Grigg
Jason Graham
Mark Redden
Dan Corle
Darlene Shear

Brittany Stevens
Scott Devers
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1. Approval of previous Regular meeting minutes as printed.
 2. Discussion, consideration, and possible action to approve ODEQ Permit Application for new water lines to supply water to Inola from Rural Water Dist. 2
 3. Discussion, consideration, and possible action to approve pay raise effective July 26th 2026 for James Kirpatrick \$_____ per hour.
 4. Discussion, consideration, and possible action to approve pay raise effective July 26th 2026 for Keaton Cantrell \$_____ per hour.
 5. Discussion, consideration, and possible action to approve pay raise effective July 26th 2026 for John Fisher \$_____ per hour.
 6. Approval of purchase orders as initialed.
 7. Motion and vote to adjourn meeting of the Inola Public Works Authority and return to regular session.
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ORDINANCE 2026-05

AN ORDINANCE OF THE TOWN OF INOLA, OKLAHOMA, AUTHORIZING THE APPOINTMENT OF A TOWN PLANNER IN ACCORDANCE WITH CHAPTER 2 OF THE TOWN ORDINANCES AND REPEALING ORDINANCE 2026-05.

WHEREAS, Section 2-305 (A) of the Town's Ordinances authorizes the Board of Trustees to appoint such officers as it deems desirable and may determine their compensation by motion or resolution; and

WHEREAS, the Zoning Ordinance of the Town of Inola, adopted effective June 1, 2019, provides for certain tasks to be performed by a Town Planner and further provides that the Town Manager, or his or her duly designated representative, shall serve as Town Planner; and

WHEREAS, Okla. Stat. Tit. 11, § 12-106 (6) authorizes the Board of Trustees to create offices, to assign additional functions and duties to offices, and define the duties, powers and privileges of all officers which are not defined by statutory law; and

WHEREAS, on June 29, 2026, the Board of Trustees adopted Ordinance 2026-05 for the intended purpose of adopting a new section 2-316 to the Town Ordinances related to the office of Town Planner, but the Ordinance signed by the Mayor was a prior draft which included references to a Code Enforcement Officer.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the Town of Inola, Oklahoma that the provisions of this Ordinance shall become and made a part of the Code of Ordinances of the Town of Inola, Oklahoma.

Section 1: Ordinance 2026-05 for the intended purpose of adopting a new section 2-316 is hereby repealed.

Section 2: Section 2-316 is hereby created as follows:

SECTION 2-316 Town Planner.

A. Creation of Office. Pursuant to the authority of Section 2-305 (A) and Okla. Stat. Tit. 11, § 12-106 (6), the position or office of Town Planner is hereby created.

B. Appointment. The Town Planner shall be appointed by majority vote of the Board of Trustees for an indefinite term. The position may be filled by a full-time or part-time employee.

C. Removal. The Board of Trustees may remove the Town Planner at any time by a majority vote of its members. The position of Town Planner shall be at "at will" position and the person appointed may be removed without cause.

D. Powers and Duties. The Town Planner shall perform professional planning work and work closely with the Building Inspectors and Fire Marshal. The Town Planner shall be responsible for managing development review, zoning administration, and inspection services, while ensuring compliance with municipal codes, state statutes, and adopted plans. The Town Planner will provide leadership, policy guidance, and operational oversight, and serve as a key advisor to the Town Administrator, and Town Trustees. The Town Planner shall have the following duties:

- Develop and implement departmental policies, procedures, and workflows
- Ensure coordination between planning, permitting, inspections, and other town departments
- Manage and oversee review of site plans, subdivision plats, lot splits, and development applications
- Ensure consistency, accuracy, and timeliness in development review processes
- Coordinate interdepartmental review and resolves conflicts
- Provide interpretation of zoning code and land use regulations
- Review and oversee the administrative process for rezoning requests, special use permits, variances, and appeals
- Serve as liaison between inspectors, contractors, and the development community
- Direct development of web maps, dashboards, and applications
- Lead development and implementation of the Comprehensive Plan
- Oversee updates to zoning and subdivision codes
- Develop policy recommendations for leadership and elected officials
- Ensure accurate recordkeeping and case tracking
- Monitor project timelines and statutory deadlines
- Prepare reports and presentations for leadership
- Perform related duties as assigned by the Town Administrator
- Review building permit application and issue building permits
- Coordinate plan reviews between commercial/industrial contractors and Town engineers
- Coordinate inspection services through the contracted service providers
- Bill contractors for inspection services
- Create and maintain Project Books
- Perform such other duties as may be required or assigned by the Board of Trustees by motion or resolution.

E. Residency. As this position is appointed and not elected, there is no residency requirements.

F. Compensation. The Town Planner shall receive such compensation as the Board of Trustees shall fix by Motion or Resolution.

Section 3: In the event any provisions of the existing Ordinances of the Town of Inola conflict with the provisions of this Ordinance, the provisions of this Ordinance shall prevail.

PASSED in regular session by the Board of Trustees of the Town of Inola, Oklahoma, this ____ day of July, 2026.

Darlene Shear, Mayor

ATTEST:

Deputy Town Clerk