MINUTES OF REGULAR MEETING

OF **THE BOARD OF TRUSTEES** OF THE

TOWN OF WEST SILOAM SPRINGS, OK

NOVEMBER 16, 2020

**TIME: 6:00 PM**

PLACE: TOWN HALL

1. CALL TO ORDER. 6:00 PM
2. ROLL CALL AND DETERMINATION OF QUORUM.

Rhonda Here, Marty Here, Linda Here, Elaine Here. Sam Absent

1. DISCUSSION AND ACTION ON APPROVING THE MINUTES OF THE OCTOBER 19, 2020 BOARD MEETING.

Elaine Motions to approve the Minutes of the October 19th 2020 Board meeting.

Marty Seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. REPORTS FROM TOWN OFFICIALS AND/OR EMPLOYEES:
	1. **FINANCIAL REPORTS** For the month of October the town was in great shape, we came ahead $10,000 due to excellent Sales tax Collection, Ahead $22,000 for the year.
	2. **POLICE CHIEF** 19 reports filed, 17 drug charges, 1 burglary, 1 stolen vehicle, 3 accident reports, 313 citations, $4000 from Cherokee nation for a Donation
	3. **ZONING BOARD** Approved 2 sign permits, discussed tiny homes.
	4. **CODE ENFORCEMENT**
	5. **MAYOR, Rainbow unresponsive and on a ventilator not looking good. Please pray for her. Toy drive will be now through Dec 23rd. Thank you for all our Veterans that served, Happy Thanksgiving Governor leaving it to the city’s and towns to wear masks. Merchant management, prepare for another shut down and or weather, be prepared for possible weather,**
	6. **VICE MAYOR** nothing, at this time
	7. **TOWN CLERK / TREASURER** I have nothing, at this time.
	8. **TOWN ATTORNEY**
	9. **OTHER BOARD MEMBERS**
2. PUBLIC INPUT (LIMITED TO 3 MINUTES PER PERSON).
3. DISCUSSION AND ACTION ON APPROVAL OF A RESOLUTION FOR THE ISSUANCE OF A NOTICE OF ELECTION TO BE HELD ON APRIL 6, 2021, FOR WEST SILOAM SPRINGS TOWN TRUSTEES (WARDS 2 AND 4) AND FOR UNEXPIRED TERM OF TOWN CLERK/TREASURER.

Must have 60 days prior to the elections Resolution sent in Email from Jot.

Elaine Motions to approve the resolution for the elections to be held on April 6th, 2021, for Ward 2 and 4 and unexpired term of the Town Clerk/Treasurer.

Linda Seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. DISCUSSION AND ACTION ON BUYING THANKSGIVING TURKEYS OR GIVING EQUAL MONETARY VALUE TO EMPLOYEES, AND SUPERVISORS. Discussion was a Net $50 Check

Rhonda Motioned to give a $50.00 net turkey bonus on their payroll check on Wednesday.

Linda seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. DISCUSSION AND ACTION ON BUYING CHIRSTMAS HAMS OR GIVING EQUAL MONETARY VALUE TO EMPLOYEES AND SUPERVISORS.

Marty Take no action on #8 per

Elaine seconds

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. DISCUSSION AND ACTION ON GIVING CHRISTMAS BONUSES AND AMOUNT, TO EMPLOYEES AND SUPERVISORS

Rhonda Motioned To give a Holiday appreciation Payments in the Net amount of $200 each for employees the week of the 16 on a separate check.

Linda Seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. DISCUSSION AND POSSIBLE ACTION ON NEW CONTRACT AGREEMENT WITH N COURT PAYMENT TO INCLUDE CREDIT CARD CHARGES AND AGENCY SPECIFIC WEBSITE UPDATE. Mindy mentioned to have the Website updated and a new contract with N Court to prevent payments being placed into our bank for other entity’s Citations.

Elaine Motioned that we accept the new contract agreement with N Court credit card charges and agency specific website update.

Rhonda Seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. DISCUSSION AND ACTION TO CONFIRM REVISED PERSONNEL HANDBOOK.

Needs to be tabled for Jot to be able to add to personnel Handbook.

Elaine Motions to table Personnel Handbook

Rhonda Seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. DISCUSSION AND POSSIBLE ACTION ON PAYMENT TO TOWN CPA, A FEE IN THE AMOUNT OF 1% OF CARES ACT FUNDS RECEIVED BY TOWN.

Rhonda Motion to pay the town CPA a fee of 1% of Cares act funds or his time spent hourly working on the grant, whichever is the least of the two.

Linda Seconded

Rhonda yes, Marty yes, Linda yes, Elaine No

1. DISCUSSION AND POSSIBLE ACTION ON APPROVING TRAVEL / CREDIT CARD POLICY.

Jot request to Table

Elaine motions to table

Marty seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. DISCUSSION AND POSSIBLE ACTION FOR APPROVAL OF INCLUSION OF COST OF LIVING RAISES AND MERIT RAISES NOT TIED TO THE YEARLY EVALUATIONS IN TOWN PERSONNEL POLICIES HANDBOOK.

Jot to send out information for Town to adopt

Marty Motioned to take no action

Rhonda Seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. DISCUSSION AND POSSIBLE ACTION TO INCREASE POLICE DEPARTMENT PAY SCALE ACROSS THE BOARD FROM PATROL TO ASSITANT CHIEF. THIS ITEM WAS TABLED FROM OCTOBER 19TH, 2020 BOARD MEETING.

Marty Motions Based off recommendation from the Chief, we Increase the PayScale across the board from patrol to Assistant Chief. Per previous schedule.

Rhonda Seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. DISCUSSION AND POSSIBLE ACTION ON EMPLOYEES INSURANCE TO BE DECIDED FOR NEXT YEAR’S OPTION PERIOD.

Elaine Motioned to take no action because Open enrollment has ended for this year. To be readdressed in May 2021

Linda Seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. DISCUSSION AND ACTION ON APPROVING THE PURCHASE ORDERS FOR OCTOBER 2020.

**GENERAL** PO#’s **33855 through 33979** TOTALING **$137,776.74**

**EMS** PO# **116** **$19,783.63**

**FOR A COMBINED TOTAL OF $157,560.37**

Elaine Motioned to approve the Purchase orders for 157,560.37

Rhonda Seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

17 a. DISCUSSION AND VOTE FOR ACTION ON EMERGENCY CLAUSE APPROVAL.

Elaine Motioned to accept the emergency Clause for Purchase orders

Linda Seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. NEW BUSINESS.
2. VOTE TO ENTER INTO EXECUTIVE SESSION 7:07 PM
3. DISCUSSION MINDY KEATON’S 90 DAY REVIEW, DUE ON NOVEMBER 24, 2020.

Elaine Motioned to go into executive session.

Rhonda Seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. Vote to Return from Executive Session 7:17 pm

Elaine motioned

Linda Seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. VOTE TO RETURN TO OPEN SESSION

Elaine motioned to come back from Executive session

Linda Seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. DISCUSSION AND POSSIBLE ACTION ON MINDY KEATON’S 90 DAY REVIEW, DUE ON NOBEMBER 24, 2020.

Rhonda Motioned to retain Mindy Keaton under the advisement of our Chief, and after questioning her, and offer a raise to $16.00 per hour after 90 days

Marty Seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

1. ADJOURNMENT.

Elaine Motioned to adjourn

Rhonda Seconded

Rhonda yes, Marty yes, Linda yes, Elaine yes

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**MAYOR – ELAINE CARR VICE MAYOR – RHONDA WISE**