

**NOTICE OF MEETING AND AGENDA
THE BOARD OF TRUSTEES FOR THE
TOWN OF WEST SILOAM SPRINGS
MONDAY, FEBRUARY 21, 2022, AT 6:00 PM**

NAME OF PUBLIC BODY: BOARD OF TRUSTEES FOR THE TOWN OF WEST SILOAM SPRINGS, OKLAHOMA

DATE: FEBRUARY 21, 2022

TIME: 6:00 p.m.

LOCATION: West Siloam Springs Town Hall, Conference Room, 4880 Cedar Drive, Colcord, OK 74338

TYPE OF MEETING: Regular Meeting Rescheduled Regular Meeting
Special Meeting Continued or Rescheduled Meeting
Emergency Meeting

AGENDA

- 1) Call to Order
Called to order by Mayor Wise at 6:05 p.m.
- 2) Roll Call and Determination of Quorum
Sam Byers here, Rhonda Wise here, Marty Thompson absent, Linda Dixon here.
- 3) Statement of compliance with statutory notice requirements under 25 O.S. § 311(A)(9)
Both agendas posted by Mayor Wise on Thursday, February 17, 2022 at 4:00 p.m.
- 4) Discussion and possible action on any matter related to approving the minutes from the regular meeting on January 17, 2022
 - a) Acknowledgment of opportunity to review minutes
 - b) Discussion, motion, and vote to approve the minutes**Rhonda motioned to approve the minutes for January 17, 2022 meeting, Sam seconded.
Sam yes, Rhonda yes, Linda yes.**
- 5) REPORTS FROM TOWN OFFICIALS AND/OR EMPLOYEES:
 - a) **FINANCIAL:** Kris Kirk CPA reporting on financial status for January 2022
Kris Kirk was not present at the meeting but had previously emailed financials for the board.
 - b) **POLICE CHIEF LARRY BARNETT:** Summary report on Police Department activities.
Larry reported they had 21 reports filed for the month, 5 accidents, 244 citations written. He also sold a police vehicle for \$35,000.00. Reported he

also helped to clear the roads during the recent snow storm. Sam commented this was appreciated by board.

c) **ZONING BOARD AND PLANNING COMMISSION**

Waylon reported there was no meeting this month. He also advised there were 3 annexation requests.

d) **CODE ENFORCEMENT:** no report

e) **MAYOR RHONDA WISE:** If necessary, Summary report on monthly activities not covered by Town officials or employees

f) **VICE MAYOR LINDA DIXON:** NO REPORT

g) **TOWN ATTORNEY:** Not present yet

6) **PUBLIC INPUT (LIMITED TO 3 MINUTES PER PERSON)**

Mr. Andrew Conklin, of 3812 Blackjack Lane, requested to be a trustee for the open seat, in Ward #4. To be addressed on item #19 later in meeting.

7) **DISCUSSION AND POSSIBLE ACTION ON ANY MATTER RELATED TO PURCHASE ORDERS FOR JANUARY 2022.**

GENERAL PO #'S 34899-34947 for a total of:	\$195,527.04
EMS PO #137 for:	\$21,444.78
PARK PO #14 for:	\$30.00
TRIBAL PO#'s 4-5 for:	\$725.00

FOR A GRAND TOTAL OF: \$217,726.82

Sam motioned to approve above purchase orders, Linda seconded.

Sam yes, Rhonda yes, Linda yes.

8) **EXECUTIVE SESSIONS.** 25 O.S. § 307(B) permits the public body to meet in Executive Session for certain specified reasons under certain specified conditions. It is the opinion of the town attorney that the Board of Trustees may adopt a motion to meet in executive session to discuss the following items:

a) Proposed executive session pursuant to 25 O.S. § 307(B)(1), and with guidance from the Attorney General's Office pursuant to 2006 OK AG 17, to discuss the qualifications of Laura Poteet for purposes of determining compensation for performance of "extra duties" as permitted by 11 O.S. § 10-117(5)

i) Discussion, motion, and vote to convene or not convene in executive session

ii) Acknowledge the board has returned to open session

iii) Executive session minutes compliance statement

iv) Discussion, motion, and vote to affirm that no votes or action taken during executive session

v) Consideration, discussion, and possible action on items discussed in executive session

*Items 8/9 skipped until Town attorney arrives.

Back to this item at 6:25 p.m., when Town attorney arrived.

Rhonda advised she would have to recuse herself from a vote in this matter, and due to lack of attendance by the board, motioned to table.

Sam seconded. Sam yes, Rhonda yes, Linda yes.

- 9) Discussion and possible action on any matter related to proposed **Ordinance 2022-02-01** which will establish compensation to Town Clerk/Treasurer for performance of duties unrelated to official statutory duties as permitted by 11 O.S. § 10-117(5)

Sam motioned to table, Linda seconded.

Sam yes, Rhonda yes, Linda yes.

- 10) Discussion and possible action on matters relating to entering into a Consent to Annexation, Release, and Restrictive Covenant with **Joshua & Lilitana Navarrete**, concerning real property described below and located at **20660 E 578 Rd, Colcord, OK**, on approving Notice of Public Hearing on Intent to Annex said Property, and if such notice is approved, to set a time and date for public hearing on intent to annex, and to order that the Notice of Public Hearing on Intent to Annex be posted at Town Hall and published in the **Siloam Springs Herald Leader** newspaper.

Parcel #: 210075200

Legal description of property to be annexed:

The South 386.66 feet of the West 168.00 feet of the East 176.25 feet of the W½ E½ SW¼ SE¼ of Section 28 Township 20 North, Range 25 East, Delaware County Oklahoma.

Rhonda motioned to approve Notice of Public Hearing on Intent to Annex said property with public hearing to be held March 21, 2022, at 6:00 p.m., with posting of notice to be done tomorrow by Waylon. Also, publication to be done March 2, 2022 in the Siloam Springs Herald Leader newspaper, Sam seconded.

Sam yes, Rhonda yes, Linda yes.

- 11) Discussion and possible action on matters relating to entering into a Consent to Annexation, Release, and Restrictive Covenant with **Kevin & Kathy Ketkeo**, concerning real property described below and located at **58539 County Rd 727, Watts, OK 74964**, on approving Notice of Public Hearing on Intent to Annex said Property, and if such notice is approved, to set a time and date for public hearing on intent to annex, and to order that the Notice of Public Hearing on Intent to Annex be posted at Town Hall and published in the **Siloam Springs Herald Leader** newspaper.

Parcel ID #: 210091929

Legal description of property to be annexed:

Part of the North 14 Acres of the Northwest Quarter of the Southeast Quarter of Section 36, Township 20 North, Range 25 East, Delaware County, Oklahoma, being more particularly described as follows:

Beginning at the NW Corner of the NW/4 of the SE/4 of said section 36; thence N 87°58'34" E 793.44'; Thence S 03°18'21" E 242.98'; Thence S 75°26'49" E 162.46'; Thence S 27°37'54" W 198.88'; Thence S 87°58'16" W 856.04'; Thence N 02°02'30" W 462.18' to the point of beginning and containing 8.965 acres.

Property is subject to the right of way of the county road and to any easement of record.

Rhonda motioned to approve Notice of Public Hearing on Intent to Annex, with public hearing to be held March 21, 2022, at 6:00 p.m., with posting of notice to be done tomorrow, by Waylon. Also, publication to be done March 2, 2022 in the Siloam Springs Herald Leader newspaper.

Sam seconded.

Sam yes, Rhonda yes, Linda yes.

- 12) Discussion and possible action on matters relating to entering into a Consent to Annexation, Release, and Restrictive Covenant with **Aaron C Pittman**, located at **20194 E 578 Rd, Colcord, OK, 74338**, concerning the real property described below **Parcel # 210092297** approving Notice of Public Hearing on Intent to Annex said Property, and if such notice is approved, to set a time and date for public hearing on intent to annex, and to order that the Notice of Public Hearing on Intent to Annex be posted at Town Hall and published in the **Siloam Springs Herald Leader** newspaper.

Legal description of property to be annexed:

A tract of land located in the SE ¼ SW ¼ SW ¼ of Section 28, Township 20 North, Range 25 East, Delaware County, Oklahoma, more particularly described as follows: Beginning at the SW corner of the E ½ E ½ SW ¼ SW ¼ of said Section 28; thence East 40.00 feet; thence North 250.00 feet; thence West 150.00 feet; thence South 250.00 feet; thence East 110.00 feet to the point of beginning subject to any and all easements.

- 13) Rhonda motioned to approve Notice of Intent to Annex public hearing, to be held **March 21, 2022, at 6:00 p.m.**, with the posting of same to be done tomorrow, by **Waylon**. Also, publication to be **March 2, 2022** in the **Siloam Springs Herald Leader**. **Linda seconded. Sam yes, Rhonda yes, Linda yes.**

- 14) Discussion and possible action on whether to approve the following business license application:

**Name: Battle Branch Cattle Company Mercantile
Business Location: 429 Brent Lane, Colcord, OK 74338
Business: Grocery Store/Mercantile**

Owner: Stacy & Mike Bishop
OTC Sales Acct #: STS-13239341-05
OTC Site Permit #: 651386880

Health Department License has been approved
Rhonda motioned to approve the above business license, Linda seconded.

Sam yes, Rhonda yes, Linda yes.

15) Discussion and possible action on all matters concerning proposed Ordinance 2022-02-02 which will establish new water and sewer rates inside and outside municipal boundaries.

Gary Fain spoke, advising water rates have not been raised in over 5 years. He has checked with nearby towns and our Town had the lowest rates. Proposed new water rates will not go in effect until April, 2022.

Motioned to approve proposed rates by Sam, seconded by Linda.

Sam yes, Rhonda yes, Linda yes.

Ordinance to be renumbered to 2022-02-01 per attorney

16) Discussion and possible action regarding a Close-out Public Hearing for a Community Development Block Grant (CDBG) Contract Number 17531 CDBG 19 for the Town of West Siloam Spring's Sanitary Sewer Extension project.

Cary Jester, grant consultant spoke on this item, and below item.

Motioned by Sam to approve the Public Hearing for this grant, Linda seconded.

Sam yes, Rhonda yes, Linda yes.

17) Discussion and possible action to approve Community Development Block Grant (CDBG) Project #17531 CDBG 19 Contract Closeout Certifications, to include:

- a) Close-out Resolution TN-2022-02-02
- b) CDBG Engineer's Certification of Completion
- c) Section 3 Summary Report Part II
- d) Final Wage Compliance Form
- e) Form 9.1 Close-out Beneficiary Form
- f) Closeout Checklist
- g) Final Administrative Payment approval for Grand Gateway Economic Development Association
- h) Any other Close-out documents required for CDBG Project #17531 CDBG 19 Sanitary Sewer Extension Project

Cary Jester spoke, advising that this item will close out a 2019 project, this being the final step, and that doing this close-out submission will finalize this grant and the Town should beat the March 2, 2022 deadline.

Rhonda motioned to approve the Contract Closeout, along with approval of Resolution TN-2022-02-02, Linda seconded.

Sam yes, Rhonda yes, Linda yes.

18) Discussion and action on declaring surplus on a 2019 Chev Tahoe Vin 1GNLCDECKR304059, to be auctioned on Gov Deals.

Sam motioned to approve the surplus of above vehicle, Linda seconded.

Sam yes, Rhonda yes, Linda yes. Chief Barnett has a \$25,000 offer from Superior but believes he could do more on Gov.deals website, attempting to get a bid of \$28,000. Chief to have a reserve of \$25,000.00 on vehicle.

19) Discussion and possible action on all matters related to proposed Resolution TN-2022-02-03 to give officers \$1.50/hour raise starting next pay period, establishing starting pay for reserve officers at \$15.00/hour, and establishing starting pay for certified officers at \$16.50/ hour.

Larry spoke of losing 2 officers of late, 1 to Little Kansas, 1 to Grove. Also, that our CPA advised the raises could be done with current budget, as canine unit was done away with.

Sam motioned to approve Resolution TN-2022-02-03, on pay raises as proposed, Linda seconded.

Sam yes, Rhonda yes, Linda yes.

20) Discussion and possible action on new matters that could not have been anticipated prior to posting of agenda, if any.

21) Sam motioned to appoint Andrew Conklin, of 3812 Blackjack Lane, as trustee of the Board, for Ward #4 seat, Linda seconded. Sam yes, Rhonda yes, Linda yes.

22) MOTION AND VOTE TO ADJOURN.

Sam motioned to adjourn at 6:48 p.m., Rhonda seconded.

Sam yes, Rhonda yes, Linda yes.

This regular monthly meeting is being held consistent with the Open Meeting Act codified at 25 O.S. §§ 301, *et seq*, and notice of the meeting and the agenda was posted according to the mandates of 25 O.S. § 311.

POSTED ON FEBRUARY 17, 2022, BY 4:00 P.M. BY MAYOR RHONDA WISE

Time Posted: _____

(initial)