

MEETING MINUTES FOR
THE BOARD OF TRUSTEES OF THE
TOWN OF WEST SILOAM SPRINGS
AUGUST 23, 2021, AT 6:00 PM
West Siloam Springs Town Hall, 4880 Cedar Drive, Colcord, OK 74338

As required by Section 311, Title 25 of the Oklahoma Statutes, notice is hereby given that the Town of West Siloam Springs Board of Trustees will hold a SPECIAL meeting on **August 23, 2021, at 6:00 p.m.** The place and the street address of the meeting will be the **Conference Room, West Siloam Springs Town Hall, 4880 Cedar Drive, Colcord, Oklahoma 74338**

1. **CALL TO ORDER AT 6:00 PM**
2. **ROLL CALL AND DETERMINATION OF QUORUM.**
SAM HERE, MARTY HERE, LINDA HERE, SANDRA HERE, RHONDA HERE
3. **DISCUSSION, AND/OR ACTION, ON ANY MATTER RELATED TO APPROVING THE MINUTES OF THE JULY 19TH, 2021**
Rhonda Motioned to approve the minutes for July 19th, 2021 meeting
Linda seconded
SAM YES, MARTY YES, LINDA YES, SANDRA YES, RHONDA YES
4. **REPORTS FROM TOWN OFFICIALS AND/OR EMPLOYEES:**
 - A. **FINANCIAL:** KRIS KIRK CPA REPORTING ON FINANCIAL STATUS FOR JULY 2021
\$108,000 in General fund as of July 31, 2021
 - B. **POLICE CHIEF LARRY BARNETT: CHUCK MAY SIT IN FOR THE CHIEF:** SUMMARY REPORT FOR CURRENT AND PREVIOUS MONTHS ACTIVITIES
29 incident reports, 277 Citations, 5 accidents, retaining Court clerk excellent job.
 - C. **ZONING BOARD AND PLANNING COMMISSION** WAYLON REPORTING ON SUMMARY FOR CURRENT AND PREVIOUS MONTHS ACTIVITIES
Approved a property from Residential to C2
 - D. **CODE ENFORCEMENT:** WAYLON REPORTING ON SUMMARY FOR CURRENT AND PREVIOUS MONTHS ACTIVITIES
Abatement July 23rd, 27th Certified copy of lean \$513.00, this will be second lean.
Possibly another one, different address. 86 business licenses.
 - E. **MAYOR RHONDA WISE:** NO REPORT
 - F. **VICE MAYOR LINDA DIXON:** NO REPORT
 - G. **TOWN CLERK:** NO REPORT
 - H. **TOWN ATTORNEY** NO REPORT
5. **PUBLIC INPUT (LIMITED TO 3 MINUTES PER PERSON)**
6. **DISCUSSION, AND/OR ACTION ON ANY MATTER RELATED TO PURCHASE ORDERS FOR JULY 2021**

GENERAL PO #'S 34493 through 34572, for a total of:	\$148,626.84
EMS PO #130 for:	\$20,060.60

FOR A GRAND TOTAL OF: \$168,687.44

Rhonda motioned to approve the Purchase orders for July 2021.

Sam seconded

SAM YES, MARTY YES, LINDA YES, SANDRA YES, RHONDA YES

7. DISCUSSION, AND / OR ACTION, ON ANY MATTERS RELATED TO THE REZONING OF PROPERTY LOCATED AT 19068 E 578 RD. ZONING APPROVED THE CHANGE FROM RESIDENTIAL TO C2 - (COMMERCIAL RECREATION).

Posted in Herold Leader on 7/18/2021

Rhonda motioned we approve the change from residential to C2-Commercial recreation, at the location at 19068 E 578 RD.

Linda Seconded

SAM YES, MARTY YES, LINDA YES, SANDRA YES, RHONDA YES

8. DISCUSSION, AND/ OR ACTION ON THE BUSINESS LICENSE APPLICATION SUBMITTED BY GENE KEELEY OWNER OF SHADOW BOX MILITARY GEAR

Permission letter is set up waiting for the application.

Rhonda Motioned to approve the application submitted by Gene Keeley owner of Shadow Box Military Gear, providing he gets the rest of his paperwork in.

Linda Seconded

SAM YES, MARTY YES, LINDA YES, SANDRA YES, RHONDA YES

9. DISCUSSION, AND/OR ACTION, TO ESTABLISH THE PROPER AMOUNT OF PETTY CASH ON HAND AND TO CHANGE THE LOG SHEET TO REFLECT ACCOUNTING FOR PETTY CASH CORRECTLY.

Linda motioned to have \$500.00 in petty cash and when it drops to \$250.00 we need to refill back to \$500. 2 forms of balance Electronic and paper.

Marty seconded

SAM YES, MARTY YES, LINDA YES, SANDRA YES, RHONDA YES

10. DISCUSSION, AND/OR ACTION TO ESTABLISH THE NEW CREDIT CARD LOG SHEET FOR CHECKING OUT CREDIT CARDS, AND WHAT INFORMATION MUST BE INCLUDED IN THE LOG PER AUDITOR'S REQUEST

Sandra suggested Google forms

Sam Motioned we approve the credit card log form and check out for individual copy

Linda Seconded

SAM YES, MARTY YES, LINDA YES, SANDRA YES, RHONDA YES

11. DISCUSSION, AND/ OR ACTION ON APPROVING THE REMAINING ADMINISTRATION FEES OF \$5,000. TO GRAND GATEWAY, FOR THE WASTEWATER IMPROVEMENT GRANT #17531 CDBG 19.

Rhonda motioned to approve the remaining administration fees of \$5,000.00 to grand gateway for the wastewater improvements grant #17531 DCBG 19.

Sam Seconded

SAM YES, MARTY YES, LINDA YES, SANDRA YES, RHONDA YES

12. ADJOURNMENT

Rhonda motioned we adjourn

Sam seconded

SAM YES, MARTY YES, LINDA YES, SANDRA YES, RHONDA YES

MAYOR -RHONDA WISE

VICE MAYOR - LINDA DIXON