

MEETING MINUTES
OF A REGULAR MEETING
OF THE **MUNICIPAL AUTHORITY OF THE**
TOWN OF WEST SILOAM SPRINGS, OK
OCTOBER 19, 2020

TIME: Immediately Following the Board of Trustees meeting
PLACE: TOWN HALL

1. CALL TO ORDER. AT 7:41PM
2. ROLL CALL AND DETERMINATION OF QUORUM.
SAM, HERE; RHONDA, HERE; MARTY, HERE; LINDA, HERE; ELAINE, HERE
3. DISCUSSION AND POSSIBLE VOTE ON APPROVING THE MINUTES OF THE SEPTEMBER 21, 2020 OF THE MUNICIPAL AUTHORITY.
ELAINE MOTIONED: TO ACCEPT THE MINUTES OF THE SEPTEMBER 21, 2020 OF THE MUNICIPAL AUTHORITY.
SAM SECONDED:
SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES
4. REPORTS FROM MUNICIPAL OFFICIALS AND/OR EMPLOYEES:
 - a. **FINANCIAL REPORTS CAME AHEAD \$27,000 AND SPENT \$57,000 BANK BALANCE \$452,000**
 - b. **WATER SUPERINTENDENT WATER LEAK ON STATELINE, SEWER LINE 2X HIT, LOWERED WATER AND SEWER AT UTILITY TRAILER PLACE. WORKING WITH ODOT FOR ZONING. WE ARE SHOWING AS LIMITED ACCESS WITH THEM. WOULD LIKE TO WORK WITH JOT ON THE DRIVEWAYS. STAR ON WATER TOWER BROKE, ALTERNATIVE STAR, \$800.00 QUOTE.**
 - c. **CHAIRMAN**
 - d. **VICE CHAIRMAN**
 - e. **MUNICIPAL AUTHORITY CLERK**
 - f. **MUNICIPAL AUTHORITY ATTORNEY**
 - g. **OTHER BOARD MEMBERS**

PUBLIC INPUT (LIMITED TO 3 MINUTES PER PERSON).

5. DISCUSSION AND POSSIBLE VOTE ON APPROVING THE TOWN OF WEST SILOAM SPRINGS MUNICIPAL AUTHORITY FINANCIAL REPORTS FOR SEPT 2020.
SAM MOTIONED: TO APPROVE THE WEST SILOAM SPRINGS MUNICIPAL FINANCIAL REPORT
RHONDA SECONDED
SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

6. DISCUSSION AND ACTION ON APPROVING THE REVISION OF THE TOWN OF WEST SILOAM SPRINGS' PERSONNEL HANDBOOK AFTER THE ADDITION OF DRUG SECTION BY TOWN ATTORNEY.
SAM MOTIONED ADOPT THE POLICY WITH THE ADDITION OF DRUG POLICY PROVIDED TO THE TOWN ATTORNEY BY SAM BYERS.
MARTY SECONDED
SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES
7. DISCUSSION AND POSSIBLE ACTION ON ODOT PLACING 6 POLES ON 412 REPRESENTATIVES TO ADDRESS BOARD
ELAINE MOTIONED TO TABLE
RHONDA SECONDED:
SAM YES, RHONDA YES, MARTY ABSTAINED, LINDA YES, ELAINE YES
8. DISCUSSION AND POSSIBLE ACTION OF TABLED ITEM FROM SPECIAL MEETING SEPTEMBER 10, 2020, COST OF LIVING RAISES AND MERIT RAISES NOT TIED TO THE YEARLY EVALUATIONS
SAM MOTIONED TO TAKE NO ACTION
MARTY SECONDED
SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES
9. DISCUSSION AND ACTION ON REVISITING, REVIEWING AND POSSIBLE AMENDMENT OF PREVIOUS ACTION TAKEN AT SEPTEMBER 21, 2020 MUNICIPAL AUTHORITY BOARD MEETING FOR APPROPRIATION OF FUNDS FROM CARES ACT (COVID RELIEF FUND)
ELAINE MOTIONED TO TAKE NO ACTION
MARTY SECONDED
SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES
10. DISCUSSION AND ACTION ON WHO IS AUTHORIZED TO USE CREDIT CARD WITHOUT BOARD APPROVAL AND MAXIMUM AMOUNT AVAILABLE WITHOUT BOARD APPROVAL.
MARTY MOTIONED DIRECT THE MAYOR AND SAM OR RHONDA, AND THE TOWN ATTORNEY WITH TOWN CPA TO MEET AND DEVELOP A POLICY TO BRING BACK TO THIS BOARD FOR APPROVAL AS TO THOSE ITEMS, CREDIT CARD USE, CREDIT CARD

**LIMITS, ACCOUNTS LIMITS AND HAVE A COMPREHENSIVE POLICY INCLUDING THE
BEST PRACTICES OF CAPITALIZATION OF PURCHASES ALSO**

LINDA SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

11. DISCUSSION AND ACTION ON PERSONAL MAIL AND OR PACKAGE/MERCHANDISE
DELIVERIES TO TOWN HALL

**LINDA MOTIONED NON EMPLOYEES CAN NOT HAVE MAIL FORWARDED TO THE TOWN
OF WEST SILOAM SPRINGS**

ELAINE SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

12. DISCUSSION AND ACTION ON RENEWING ZIPPS CARWASH MEMBERSHIPS.

SAM MOTIONED NOT TO RENEW ZIPPS CARWASH MEMBERSHIP

RHONDA SECONDED

SAM YES, RHONDA YES, MARTY NO, LINDA YES, ELAINE NO

13. DISCUSSION AND ACTION ON PURCHASE OR RETURN OF PODIUM AND/OR
INFLATABLES.

SAM MOTIONED THAT WE RETURN THE PODIUM AND INFLATABLES

LINDA SECONDED

SAM YES, RHONDA YES, MARTY NO, LINDA YES, ELAINE NO

14. DISCUSSION AND POSSIBLE ACTION ON THE PURCHASE OF SEWER LINE EASEMENT
FROM GARY LEE HEWES AND CARLENE HEWES, HUSBAND AND WIFE FOR THE STATE
LINE AND 59 HWY SEWER PROJECT.

FREE SEWER FOR 10 YEARS FOR THE MONETARY 240 PER YEAR CREDIT. LIMITED TO HIS
LIFETIME AND OR SALE OF PROPERTY.

**SAM MOTIONED KEITH NEGOTIATES THE COMPENSATION AND CREDITS FOR LEGAL
DOCUMENTS**

LINDA SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

15. DISCUSSION AND POSSIBLE ACTION TO DENY PAYMENT OR NEGOTIATE SETTLEMENT WITH HOLLOWAY, UPDIKE AND BELLEN, INC. FOR INVOICE # 4 FOR PROJECT 18WSSESSWR.

SAM MOTIONED HAVE KEITH AND JOT NEGOTIATE THE SETTLEMENT OF HOLLOWAY, UPDIKE AND BELLEN INC FOR INVOICE # 4 FOR PROJECT 18WSSESSWR.

LINDA SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

16. DISCUSSION AND POSSIBLE ACTION ON SEPTEMBER 2020 PURCHASE ORDERS

WATER PO#'s **11696** through **11767** for a total of **\$51,850.68**
STREETS PO#'s **1558** through **1563** for a total of **\$5,313.09**
METER PO#'s **640** through **648** for a total of **\$13,697.36**

MARTY MOTIONED TO ACCEPT

LINDA SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

16a. DISCUSSION AND VOTE FOR ACTION ON EMERGENCY CLAUSE APPROVAL

ELAINE MOTIONED TO APPROVE THE EMERGENCY CLAUSE APPROVAL

SAM SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

17. DISCUSSION AND POSSIBLE ACTION ON RAYMOND ANDERSON'S EVALUATION AND PAY RAISE

MARTY MOTIONED BASED OFF OF KEITH'S RECOMMENDATION, TO GIVE RAYMOND THE 2% MERIT RAISE FOR THE REMAINDER FISCAL YEAR 20-21

ELAINE SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

18. NEW BUSINESS.

19. ADJOURNMENT.

ELAINE MOTIONED

RHONDA SECONDED

SAM YES, RHONDA YES, MARTY YES, LINDA YES, ELAINE YES

Elaine Carr

ELAINE CARR
MAYOR

Rhonda Wise

RHONDA WISE
TOWN CLERK/TOWN TREASURER-