

MINUTES OF A REGULAR MEETING
OF THE **BOARD OF TRUSTEES** OF THE
TOWN OF WEST SILOAM SPRINGS
JUNE 21, 2021
BOARD OF TRUSTEES MEETING TO BEGIN AT 6:00 P.M.

PLACE: TOWN HALL

1. CALL TO ORDER

2. ROLL CALL AND DETERMINATION OF QUORUM.

Sam Here, Marty Here, Linda Here, Sandra Here, Rhonda Here

3. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO APPROVING THE MINUTES OF THE MAY 17TH 2021

Sam Motioned to approve the Minutes of May 17th 2021

Linda Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

4. REPORTS FROM TOWN OFFICIALS AND/OR EMPLOYEES:

A. FINANCIAL REPORTS **Ahead \$90,000. For the year, ending with bank acct of about \$90,000.**

Chief of Police reported

34 Incident, 17 Drug charges, 8 DUI, 404 Citations, 4 accidents

B. ZONING BOARD AND PLANNING COMMISSION **sign permit application approved Update Zoning map every time we have a new ordinance or amending ordinances.**

C. CODE ENFORCEMENT **Occupational license renewal time**

D. MAYOR RHONDA WISE **Met with Cherokee Nation about progress, building, will help any way they can Rhonda, and Linda, Met with Judy Nation Mayor of Siloam Springs today**

D. VICE MAYOR LINDA DIXON **Fire Department is having a dinner on July 10th at 6 PM**

E. TOWN CLERK

F. TOWN ATTORNEY **Jot will meet with Board of Trustees at NE Coop, about Bolt after tonight to get this fixed.**

5. PUBLIC INPUT (LIMITED TO 3 MINUTES PER PERSON)

6. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO PURCHASE ORDERS FOR MAY 2021

GENERAL PO #'S 34297-34425 **TOTALING \$ 144,874.46**

EMS PO #127 **TOTALING \$ 20,060.00**

SURPLUS PO # 2 **TOTALING \$ 43,733.33**

FOR A GRAND TOTAL OF \$ 208,667.79

Marty Motioned to approve the Purchase Orders as read

Sam Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

6 A. DISCUSSION AND ACTION ON EMERGENCY CLAUSE APPROVAL

Rhonda Motioned to approve the Emergency clause approval

Sam Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

7. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO APPROVING CHEROKEE TRIBAL COURT MEMORANDUM OF AGREEMENT ON CITY CITATIONS

If we write a tribal member a citation, they can pay here, and we will send them \$30. Donation On each ticket, if they want to dispute, they must go to Tahlequah court. Can not be calculated for fine revenue, cannot be calculated by speed trap law. We still must keep the records separate. A Year-to-Year contract can be terminated on 30-day notice by either party.

Sam Motioned to approve the Memorandum Agreement City Citations to Cherokee Tribal Court

Linda Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

8. DISCUSSION, CONSIDERATION, AND VOTE ON ANY MATTER RELATED TO AMENDING CHAPTER 13 (NUISANCES) OF THE TOWNS CODE OF ORDINANCES, AND ACTION ON EMERGENCY CLAUSE APPROVAL FOR CHAPTER 13 (NUISANCES) ORDINANCES. Basically, a Grass Tax, 10 days up to 30 days on appeal which can be handled by a board that is appointed, Chief, Keith and a trustee. 2015 it was voted on, for Chief and Water superintendent, and the Town Clerk.

Sam motioned that we approve amending of the Chapter 13 Nuisances of the towns code of ordinances and action on emergency clause based on 10 days, then 30 days then the Grass Tax gets added. And Administrative body for appeal 21-06-01

Marty Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

Sam motioned to approve the Emergency Clause for Chapter 13 Nuisances Ordinances, 21-06-01

Marty Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

9. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTERS RELATED TO THE APPROVAL OF ANY OCCUPATION LICENSE APPLICATION SUBMITTED BY THE TWO ROMANS GARDEN LLC TO BE LOCATED @2264 HWY 412.

Rhonda Motioned to approve the occupational License Application submitted by the Two Romans Garden LLC on Hwy 412 upon receiving licensing from state.

Linda Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

10. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO APPROVING THE BUDGET FOR FISCAL YEAR 2021-2022

Rhonda Motioned to approve the budget for the Fiscal year 2021-2022 under new revised budget June 18th, 2021

Sam Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

11. DISCUSSION, CONSIDERATION, AND VOTE ON ANY MATTER RELATED TO HIRING AN I.T. PERSON FOR COMPUTERS AND PHONES INCLUDING W/O LIMITATIONS, SELECTION OF PROVIDER AND APPROVAL OF COMPENTATION.

Rhonda motioned to Table till Jot has a chance to talk with John Myers trustee at NE coop

Marty Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

12. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO SUPERVISORS INFORMING BOARD MEMEBERS WHEN EVALUATIONS TAKE PLACE AND RESULTS.

Evaluation forms need to be filled out for board to see, then turned back into Colleen for filing.

Rhonda said, Supervisors would do their evaluations and do a report on their decision during the meeting, if they are keeping or dismissing. Chief or Keith, have an issue with an employee they can Schedule an executive session, Sam said they can just come and say whether they want to retain them or not, and not go into any other detail. Rhonda agreed, saying, "they're the supervisors and they should know their people"" they should know if they want to keep them or not, or if they have an issue, then they let the Board know they want us to go into executive session". JoAnn is now under Keith and Chief but would still like evaluation on part time people as well.

Rhonda Motioned that Supervisors inform board members when evaluations take place and offer evaluation form and be responsible for asking for executive session if necessary.

Linda Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

13. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO REIMBURSING STREET ACCOUNT FROM GENERAL ACCOUNT FOR SIREN BALANCE.

Kris announced that most of the money for Street account comes from a restricted Sales tax and we are restricted by ordinance We need to reimburse Streets from General Acct. General Paid \$4,240.50, Streets Paid \$4,250.50 Totaling \$8,501.00 (Unknow for sure at Meeting)

Rhonda motioned that we reimburse street account from General account for the siren balance not to exceed \$9,000.

Marty Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

Mike Shambaugh has agreed to get us \$5,000 towards balance.

14. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO ADOPTING DISCIPLINE POLICY

Rhonda will look in the Handbook for the current policy.

Rhonda motioned to take no action on adopting discipline policy.

Marty seconded.

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

15. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO EXECUTIVE SESSION AUTHORIZED BY 25 O.S. § 307 (B) (1) FOR CONFIDENTIAL DISCUSSION OF INDIVIDUAL EMPLOYEE'S EVALUATION.

Rhonda motioned that we go into executive session on A, B, C, and D

Linda Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes at 6:42 pm

A. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO WAYLON CHANDLER'S HOURS POSSIBLE EXECUTIVE SESSION

- B. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO BAILEY ANDREW'S 90 DAY EVALUATION POSSIBLE EXECUTIVE SESSION.
- C. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO CHRIS PENLAND'S 90 DAY EVALUATION POSSIBLE EXECUTIVE SESSION.
- D. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO 90 DAY EVALUATION FOR JOANN ROBISON. POSSIBLE EXECUTIVE SESSION.

16. MOTION TO RETURN TO REGULAR SESSION.

Rhonda Motioned to return to Regular Session.

Sam Seconded at 7:30 PM

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

17. VOTE TO RETURN TO REGULAR SESSION.

18. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO EXECUTIVE SESSION ITEMS

A. WAYLON CHANDLER'S HOURS

Rhonda makes the motion to keep Waylon Chandler's hours from 8-4 that we voted on.

Linda Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

B. BAILEY ANDREW'S 90 DAY EVALUATION

Sam motions that we retain Bailey Andrew's as officer for West Siloam.

Marty Seconded.

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

C. CHRIS PENLAND'S 90 DAY EVALUATION

Sam motions that we retain Chris Penland as officer for West Siloam.

Rhonda Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

D. JOANN ROBISON'S 90 DAY EVALUATION

Rhonda motioned to retain JoAnn Robison.

Marty Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

19. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO RENEWING THE ANNUAL CONTRACTS, POSSIBLE EXECUTIVE SESSION.

Rhonda motions to go into executive session for these items A., B., C., D

Sam Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes at 7:34 PM

- A. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO RENEWING THE ANNUAL CONTRACT WITH JOT HARTLEY AND HARTLEY LAW FIRM, PLLC FOR ATTORNEY OF THE TOWN OF WEST SILOAM SPRINGS FOR FISCAL YEAR 2021-2022. POSSIBLE EXECUTIVE SESSION

- B. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO RENEWING THE ANNUAL CONTRACT WITH REX EARL STARR FOR MUNICIPAL COURT JUDGE OF THE TOWN OF WEST SILOAM SPRINGS FOR FISCAL YEAR 2021-2022
- C. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO RENEWING THE ANNUAL CONTRACT WITH KRIS KIRK FOR CPA OF THE TOWN OF WEST SILOAM SPRINGS FOR FISCAL YEAR 2021-2022
- D. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO RENEWING THE ANNUAL CONTRACT WITH ROBERT ST. PIERRE FOR AUDIT CPA FOR THE TOWN OF WEST SILOAM SPRINGS FISCAL YEAR 2021-2022

20. MOTION TO RETURN FROM EXECUTIVE SESSION.

Rhonda Motioned to return from Executive session.

Sam Seconded

21. VOTE TO RETURN FROM EXECUTIVE SESSION

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes 8:21 PM

22. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO RENEWING ANNUAL CONTRACTS DISCUSSED IN POSSIBLE EXECUTIVE SESSION.

A. JOT HARTLEY AND HARTLEY LAW FIRM, PLLC

Sam Motions to Table this for now keep Hartley Law firm on a day-to-day basis.

Rhonda Seconded

Sam Yes, Marty No, Linda Yes, Sandra No, Rhonda Yes

B. REX EARL STARR FOR MUNICIPAL COURT JUDGE

Sam motions to retain Rex Earl Starr for Municipal Court Judge

Rhonda Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

C. KRIS KIRK C.P.A.

Rhonda motioned to retain Kris Kirk as C.P.A

Sam Seconded.

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

21. ROBERT ST. PIERRE FOR AUDIT C.P.A.

Rhonda motioned to retain Robert St. Pierre for Audit C.P.A.

Linda Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

23. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO COVID RELIEF COMPENSATION TO EMPLOYEES

Sam wants to give compensation back to Employee's that worked through covid. \$500. To each that were employed before Sept 1st, 2020, which would be 12 employees, 500. Net, gross would be

\$691.09 each totaling \$8,292.00 Part time would not receive that compensation on June 30th Payroll.

Sam motioned amend the previous 2020-21 budget, to increase it to \$12,000. To help cover the covid relief compensation fund to employees, in the amount of Net \$500.00, which would be \$691.09.

Rhonda Seconded 9,000. For Police and 3,000 for GWS

Sam Yes, Marty No, Linda Yes, Sandra Yes, Rhonda Yes

23 A. DISCUSSION AND ACTION ON EMERGENCY CLAUSE APPROVAL FOR COVID RELIEF COMPENSATION

Sam motion we approve the Emergency Clause for Covid Relief.

Rhonda seconded.

Sam Yes, Marty No, Linda Yes, Sandra Yes, Rhonda Yes

24. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO COST-OF-LIVING RAISES.

Confusion on Definitions

Sam Motioned to Table till Marty comes up with Longevity Pay Scale next month July.

Rhonda Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

24 A. DISCUSSION AND ACTION ON EMERGENCY CLAUSE APPROVAL FOR COST-OF-LIVING RAISES.

25. DISCUSSION, CONSIDERATION AND VOTE ON ANY MATTER RELATED TO SURPLUS OF OLD VEHICLES, AND PURCHASE OF NEW VEHICLES FOR NEXT FISCAL YEAR.

Chief wants to purchase 2 new vehicles \$70,732.00 plus Service & Equipment for \$19,670.66.

If we trade the 2 vehicles for the new equipment our total barrowed is not to exceed \$70,732.00.

Marty motioned to Surplus the old vehicles trade for new equipment and purchase new vehicles not to exceed \$71,000. With a lease purchase through Arvest.

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes

26. NEW BUSINESS

Workman's comp renewal roll over or get a check

Sam motioned to Roll it over.

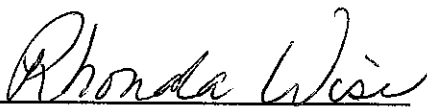
Linda seconded.

27. ADJOURNMENT. 9:05 PM

Sam motioned to Adjourn.

Marty Seconded

Sam Yes, Marty Yes, Linda Yes, Sandra Yes, Rhonda Yes


MAYOR - RHONDA WISE


VICE MAYOR - LINDA DIXON