

Minutes

NOTICE OF A REGULAR MEETING
OF THE **BOARD OF TRUSTEES** OF THE
TOWN OF WEST SILOAM SPRINGS, OK
JUNE 15, 2020

TIME: 6:00 P.M.

PLACE: WEST SILOAM SPRINGS TOWN HALL

Join Zoom Meeting of Board of Trustees
<https://us02web.zoom.us/j/89135568369>

Meeting ID: 891 3556 8369

One tap mobile

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Find your local number: <https://us02web.zoom.us/j/89135568369>

All Trustees will appear remotely via Zoom unless an individual Trustee(s) opts to attend the meeting in person at the Town Hall.

1. CALL TO ORDER. All present
2. ROLL CALL AND DETERMINATION OF QUORUM.
3. DISCUSSION AND POSSIBLE VOTE ON APPROVING THE MINUTES OF THE MAY 18, 2020 OF THE BOARD OF TRUSTEES. Elaine motioned to accept the Minutes from May 18, 2020. Linda Seconded

All approved

4. DISCUSSION AND POSSIBLE VOTE ON APPROVING THE TOWN OF WEST SILOAM SPRINGS FINANCIAL REPORTS FOR MAY 2020. Elaine Motioned to Approve the Financial Report for May 2020 Rhonda Seconded All approved

5. DISCUSSION AND POSSIBLE VOTE ON APPROVING THE PROPOSED FY 2020/2021 BUDGET.

Vote to Approve 2-4% cost of living raises, 3 New vehicles, however, can revisit at later time, keep Waylon's pay on 50%Water-50% General, change Leslie to 100% General. Marty Motioned to approve as stated. Elaine Seconded

6. DISCUSSION AND POSSIBLE VOTE ON APPROVAL OF REZONING PORTION OF LEWIS PROPERTY LOCATED AT 397 TILLERY LANE FROM RESIDENTIAL TO COMMERCIAL PARCEL ACCOUNT # 210030012 APPROVED BY ZONING BOARD
Waylon gave footage to be changed to commercial property
Elaine motioned to accept the rezoning portion of Lewis property to commercial per zoning board, Marty Seconded All approved
7. SDCRWA CONTRACT DISCUSSION AND OR APPROVAL OF COMBINED AMENDED WATER PURCHASE CONTRACT INCORPORATING 2019 AMENDMENTS.
Discussion They will maintain the main transmission line and we connect to that main and are to maintain from there.
Amended water supply lease agreement completed as of 3:56 PM today
Water supply agreement 16 million gallons a month. We use max 8 million gallons, for now. Jot reported that basically, If we connect someone to the line Municipal Authority is responsible for that line. SDCRWA is to maintain the main distribution line, transmission line, pump station and meter. Elaine Makes a motion to approve the combined amendment of purchase contract for SDCRWA contract incorporating 2019 agreement. Marty Seconded, All approved
8. DISCUSSION AND ACTION ON DRUG TESTING
Table to be able to get Clarification Elaine motions to table till jot has a moment to look over our handbook. Sam Seconded All agree to table.
9. DISCUSSION AND POSSIBLE VOTE ON HANDING OUT THE EMPLOYEE HANDBOOK FOR ALL EMPLOYEE'S TO LOOK OVER AND REVISE, DUE BACK IN 30 DAYS FOR REVISIONS TO BE MADE AS ADVISED. Elaine explained for all emp to be given a handbook and get back to the supervisors in 30 days or before then we Send out memo with new amendments to the handbook. Marty Motions 30 days to look over handbook, Sam added with Sign out and in if they approve or disapproved. Linda Seconded All approved
10. DISCUSSION AND POSSIBLE ACTION FOR THE COTTON CANDY MACHINE TO BE DONATED TO Mosley SCHOOL, WHERE CURRENTLY LOCATED. Sam made a motion to donate to Mosley School, Linda Seconded. All approved
11. DISCUSSION AND POSSIBLE ACTION ON CLOSING COX ACCOUNT
Keith is not ready to close, Marty motions to take no action. All approved
12. REPORTS FROM TOWN OFFICIALS AND/OR EMPLOYEES:
 - A. POLICE CHIEF LARRY BARNETT.
18 Reports filed, 11 Drug charges, 322 citations, 1 accident. 4 officers present in Grove for protest.

B. ZONING BOARD AND PLANNING COMMISSION.

Signed the permit for Oasis RV park on 59

C. CODE ENFORCEMENT WAYLON CHANDLER.

Old pleasant springs nursing home started construction to the inside.

Discussion and possible action to confirm accepted methods of payment by dispensaries for licenses/permits from Town of West Siloam Springs pursuant to Provisions of Title 63 O.S. §420A, *et seq.* and the Oklahoma Administrative code section 310:681-1-1 - credit card, electronic check, check or money order. Sam motioned to accept only Credit Card, Electronic check or money order no cash as payment. Marty seconded, all approved

D. REQUEST FOR DISCUSSION AND ACTION ON APPROVING MARIJUANA DISPENSARY APPLICATION LICENCE LOCATED AT 2886 HWY 412 SUITE B COLCORD OK 74338
License applied but not received.

On advisement of the Code enforcement officer, pending approval through the licensing state. Marty motioned pending code enforcement recommendation for License approval. Elaine Seconded, All approved

E. MAYOR ELAINE CARR Thank you to all that went to Grove, and through Covid 19, Fire Chief July 11, at 6 PM fund raiser, July 1 fire dues are due \$30 for Resident and \$100 for Businesses
Trump at BOK center this weekend
June 29th Primary Election
Nov General election
Mounted Patrol Try outs on the 27th of June
2020 Census for our town

F. VICE MAYOR RHONDA WISE.

Rhonda Commented that the Website looks great, and many people have commented to her Water payments are being made on-line, this is Great and works well, she uses it.

G. TOWN CLERK/TREASURER CAROLYN BUTTS.

Still out, nothing to report

H. TOWN ATTORNEY JOT HARTLEY. Nothing other than what him and Keith have worked on for Water. Papers will need to be signed by Carolyn if bank requests, Carolyn said she would.

I. DISCUSSION AND POSSIBLE VOTE ON ASSISTANT TOWN CLERK FOR TOWN OF WEST SILOAM SPRINGS. Recommend appoint Rhonda in absents of Town Clerk 110s-8-106

Elaine motions to approve Rhonda Wise as Assistant Town Clerk in the absent of Town Clerk, Sam Seconded and all approve

J. DISCUSSION AND POSSIBLE VOTE TO REMOVE CAROLYN BUTTS FROM THE BANK RECORDS FOR AUTHORIZATION TO SIGN CHECKS. Add Linda as signee, and if needed get Carolyn to sign if bank required. Linda added as signee. Sam motioned to not remove

Carolyn as signee due to her being Treasurer, Elaine Seconded and all approved not to remove Carolyn.

15. MOTION TO ENTER INTO EXECUTIVE SESSION 7:20 PM

Elaine made a motion to enter into executive session because it's a lot to cover at 7:20 PM Sam and

Rhonda Both Seconded, and they all agreed.

- A. Discussion and Action on renewing annual contract with Jot Hartley and Hartley Law firm, PLLC for Attorney of town of West Siloam Springs for Fiscal Year 2020-2021.
- B. Discussion and action on renewing annual contract with Rex Earl Starr for municipal court judge of town of West Siloam Springs for fiscal year 2020-2021
- C. Discussion and action on renewing annual contract with Kris Kirk, CPA
- D. Discussion and action on approving Robert St. Pierre, C.P.A., P.C. accounting firm for the yearly audit ending June 2021 for the town of west siloam springs and West Siloam Springs Municipal Trust Authority
- E. PERSONNEL MATTERS Discussion and action on Evaluation and or retention of Charly Orman
- F. PERSONNEL MATTERS Discussion and action on Employee 90-day evaluation and retention for Colleen McGuire

13. VOTE TO RETURN TO REGULAR SESSION. Elaine motioned to return to regular session at 8:25 PM Sam Seconded. All approved

14. VOTE ON EXECUTIVE SESSION ITEM:

- A. Action regarding Annual contract renewal of Jot Hartley and Hartley Law firm, PLLC for Attorney of town of West siloam Springs for Fiscal Year 2020-2021, same terms as 2019-2020 no increase. Elaine Motioned to go ahead and retain Jot Hartley and Hartley Law firm, PLLC for Attorney of town of West siloam Springs for Fiscal Year 2020-2021, same terms as 2019-2020 no increase. Sam Seconded, all approved
- B. Action on renewing annual contract with Rex Earl Starr for Municipal Court Judge of town of west siloam springs for fiscal year 2020-2021 with no increase Same Terms , Rhonda seconded, all approved.
- C. Action on renewing annual contract with Kris Kirk, CPA with no increase Same Terms Same makes a motion we keep him, Same terms no increase Marty seconded, all approve.

- D. Action on Discussion and action on approving Robert St. Pierre, C.P.A., P.C. accounting firm for the yearly audit ending June 2021 for the town of west siloam springs and West Siloam Springs Municipal Trust Authority Sam makes a motion that we train him as our Auditor as long as pay is same fee as last year. Rhonda Seconded and all approved.
- E. Action on Evaluation and or retention of Charly Orman
Recommend he get 3% raise and retain upon recommendation of the Police Chief. Starting End of the month payroll. Sam motions we do a 3% raise for Charley Orman and retain him on recommendation of the police Chief, to be started today and added to next paycheck. Linda seconded, all approved.
- F. Action on Employee 90-day evaluation and retention for Colleen McGuire
Retain as an employee for Siloam Springs and increase to \$16. An hour on the recommendation of Keith Morgan. Sam motioned we retain Colleen McGuire with an increase to \$16. On Recommendation of Keith. Linda Seconded, all approved.

- 15. PUBLIC INPUT (LIMITED TO 3 MINUTES PER PERSON).
We are selling Back the badge bracelets \$1.50. Money to be placed in the Drug Forfeiture fund Also, into Watch, the Fallen officers fund. Per Sam
Fireworks July 5th at the church before 12 PM. Get with Bob Coleman and or Get with Waylon.
- 16. NEW BUSINESS.
ODOT's plan for Way station resolution for Support or object. Virtual portal Restrict access to 412. Will ODOT come up for a meeting? Representative to come
Motion to appose if it will hinder improvements to property for future development of our town
Oppose any improvements that limit commercial development for West Siloam Springs and
Request a meeting with ODOT to review plans for installation of Virtual Portal and Request the meeting after.
Sam motions to oppose and request to have ODOT come in to present their plans to the board.
Elaine Seconded and All approved except Marty who Abstained from the vote.
- 17. ADJOURNMENT
Elaine motioned to adjourn, Sam seconded, all approved

ELAINE CARR
MAYOR

CAROLYN BUTTS
TOWN CLERK/TOWN TREASURER
By: RHONDA WISE, Vice-Mayor