

**NOTICE OF MEETING AND AGENDA**  
**THE BOARD OF TRUSTEES FOR THE**  
**TOWN OF WEST SILOAM SPRINGS**  
Monday, October 18, 2021, AT 6:00 PM

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

DATE: **MONDAY, OCTOBER 18, 2021**

TIME: **6:00 p.m.**

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

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**AGENDA**

- 1) Call to Order
- 2) Roll Call and Determination of Quorum
- 3) Discussion and possible action on any matter related to approving the minutes from the special meeting on September 28, 2021
  - a) Reading of the Minutes
  - b) Discussion, motion, and vote to approve the minutes
- 4) REPORTS FROM TOWN OFFICIALS AND/OR EMPLOYEES:
  - a) **FINANCIAL:** Kris Kirk CPA reporting on financial status for September 2021 and application for coronavirus relief funds under the American Rescue Plan Act.
  - b) **POLICE CHIEF LARRY BARNETT:** Summary report on Police Department activities.
  - c) **ZONING BOARD AND PLANNING COMMISSION WAYLON CHANDLER** reporting on proposed amendments to Chapter 11 of the ordinances regarding RV parks (matter to be specifically addressed by the trustees later in meeting).
  - d) **CODE ENFORCEMENT:** WAYLON CHANDLER reporting on updates to uniform building codes and request to purchase updated code versions, efforts to strengthen annexation procedures, pending business license applications, and status of abatement and dilapidation actions.
  - e) **MAYOR RHONDA WISE:** Report on intent to call special meeting for purpose of passing resolution calling for special election in February 2022 to fill unexpired terms for Town Clerk/Treasurer and Ward 4 trustee.
  - f) **VICE MAYOR LINDA DIXON:** NO REPORT
  - g) **TOWN ATTORNEY:** Bryce P. Harp reporting on work with Waylon Chandler to improve annexation procedures.

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

6) DISCUSSION AND POSSIBLE ACTION ON ANY MATTER RELATED TO PURCHASE ORDERS FOR SEPTEMBER 2021.

GENERAL PO #'S 34634 through 34697, for a total of:	\$ 146,424.80
EMS PO #132 for:	\$20,060.60
PARK PO #7 for:	\$30.00
FOR A GRAND TOTAL OF:	\$166,515.40

7) **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), to discuss Keith Morgan's resignation

- 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

b) Proposed executive session pursuant to 25 O.S. § 307(B)(4), to discuss potential settlement of claims related to alleged conduct of former employee

- 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

- c) 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 the particular individuals that applied for the Director of Public Works position, Chisum Devoe and Robert Gatewood, and whether to hire one of those applicants as the new Director of Public Works
  - 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
  
- 8) Discussion and possible action about appointing new member to the Parks Plan Advisory Committee to replace Keith Morgan.
  
- 9) Discussion and possible action to create an IT Advisory Committee to investigate and make recommendations to the board about practices, procedures, and technology services, and equipment the town needs to improve its record keeping, document management, ordinance and resolution updating, and ordinance publication practices.
  
- 10) Discussion and possible action on applying for coronavirus relief funds under the American Rescue Plan Act (“ARPA”)
  
- 11) Discussion and possible action to approve annual salary adjustments for supervisors and department heads to take effect the first day of August for each fiscal year in an amount between 2% and 5%.
  
- 12) Discussion and possible action to approve 5% annual salary adjustment for supervisors and department heads for the 2021-2022 fiscal year, and to apply that 5% adjustment retroactively for supervisors and department heads beginning August 1, 2021.
  
- 13) Discussion and possible action about adopting written sexual harassment policy from a similarly situated municipality.
  
- 14) Discussion and Possible vote on all matters related to approving a business license application for “Sassafras 412 Vintage” located at 7819 Hwy 412, applied for by Misty Morgan.

15) Discussion and possible vote on all matters related to purchasing the new uniform codes that went into effect on September 14, 2021, by order of the Oklahoma Uniform Building Code Commission (“OUBCC”). The OUBCC’s order adopted the following versions of uniform code:

- \* International Residential Code - 2015 version
- \* International Building Code - 2018 version
- \* International Existing Building Code - 2018 version
- \* International Fire Code - 2018 version
- \* International Fuel Gas Code - 2018 version
- \* International Mechanical Code - 2018 version
- \* International Plumbing Code - 2018 version
- \* National Electric Code - 2017 version

The estimated cost to purchase the updated codes is between \$1,500.00-\$2,500.00.

16) Discussion and possible action on all matters related to the proposed amendments to Chapter 11 of the West Siloam Springs Code of Ordinances. The proposed amendments include adding codified “Standards for RV Parks” to Chapter 11, Article 4, and renumbering Articles 4,5 and 6 of Chapter 11 as “Article 4, “Standards for RV Parks”, Article 5, “Prior Ordinances Repealed”. Article 6, “Penalty, Grandfather Clause, Remedies”. Planning Commission approved the proposed amendments at the October 12, 2021 regular meeting.

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

18) MOTION AND VOTE TO ADJOURN.

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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.

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POSTED ON OCTOBER 14, 2021, BY 4:00 P.M. BY COLLEEN MCGUIRE

Time Posted: \_\_\_\_\_  
(initial)