NOTICE OF A REGULAR MEETING

OF **THE BOARD OF TRUSTEES** OF THE

TOWN OF WEST SILOAM SPRINGS, OK

NOVEMBER 16, 2020

**TIME: 6:00 PM**

PLACE: TOWN HALL

NOTICE WAS POSTED AT THE TOWN HALL ON NOVEMBER 12, 2020 AT 4:00 PM BY COLLEEN MCGUIRE

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AGENDA

1. CALL TO ORDER.
2. ROLL CALL AND DETERMINATION OF QUORUM.
3. DISCUSSION AND ACTION ON APPROVING THE MINUTES OF THE OCTOBER 19, 2020 BOARD MEETING.
4. REPORTS FROM TOWN OFFICIALS AND/OR EMPLOYEES:
   1. **FINANCIAL REPORTS**
   2. **POLICE CHIEF**
   3. **ZONING BOARD**
   4. **CODE ENFORCEMENT**
   5. **MAYOR**
   6. **VICE MAYOR**
   7. **TOWN CLERK / TREASURER**
   8. **TOWN ATTORNEY**
   9. **OTHER BOARD MEMBERS**
5. PUBLIC INPUT (LIMITED TO 3 MINUTES PER PERSON).
6. DISCUSSION AND ACTION ON APPROVAL OF A RESOLUTION FOR THE ISSUANCE OF A NOTICE OF ELECTION TO BE HELD ON APRIL 6, 2021, FOR WEST SILOAM SPRINGS TOWN TRUSTEES (WARDS 2 AND 4) AND FOR UNEXPIRED TERM OF TOWN CLERK/TREASURER.
7. DISCUSSION AND ACTION ON BUYING THANKSGIVING TURKEYS OR GIVING EQUAL MONETARY VALUE TO EMPLOYEES, AND SUPERVISORS.
8. DISCUSSION AND ACTION ON BUYING CHIRSTMAS HAMS OR GIVING EQUAL MONETARY VALUE TO EMPLOYEES AND SUPERVISORS.
9. DISCUSSION AND ACTION ON GIVING CHRISTMAS BONUSES AND AMOUNT, TO EMPLOYEES AND SUPERVISORS
10. DISCUSSION AND POSSIBLE ACTION ON NEW CONTRACT AGREEMENT WITH N COURT PAYMENT TO INCLUDE CREDIT CARD CHARGES AND AGENCY SPECIFIC WEBSITE UPDATE.
11. DISCUSSION AND ACTION TO CONFIRM REVISED PERSONNEL HANDBOOK.
12. DISCUSSION AND POSSIBLE ACTION ON PAYMENT TO TOWN CPA, A FEE IN THE AMOUNT OF 1% OF CARES ACT FUNDS RECEIVED BY TOWN.
13. DISCUSSION AND POSSIBLE ACTION ON APPROVING TRAVEL / CREDIT CARD POLICY.
14. DISCUSSION AND POSSIBLE ACTION FOR APPROVAL OF INCLUSION OF COST OF LIVING RAISES AND MERIT RAISES NOT TIED TO THE YEARLY EVALUATIONS IN TOWN PERSONNEL POLICIES HANDBOOK.
15. DISCUSSION AND POSSIBLE ACTION TO INCREASE POLICE DEPARTMENT PAY SCALE ACROSS THE BOARD FROM PATROL TO ASSITANT CHIEF. THIS ITEM WAS TABLED FROM OCTOBER 19TH, 2020 BOARD MEETING.
16. DISCUSSION AND POSSIBLE ACTION ON EMPLOYEES INSURANCE TO BE DECIDED FOR NEXT YEAR’S OPTION PERIOD.
17. DISCUSSION AND ACTION ON APPROVING THE PURCHASE ORDERS FOR OCTOBER 2020.

**GENERAL** PO#’s **33855 through 33979** TOTALING **$137,776.74**

**EMS** PO# **116** **$19,783.63**

**FOR A COMBINED TOTAL OF $157,560.37**

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

1. NEW BUSINESS.
2. VOTE TO ENTER INTO EXECUTIVE SESSION
3. DISCUSSION MINDY KEATON’S 90 DAY REVIEW, DUE ON NOVEMBER 24, 2020.
4. VOTE TO RETURN TO OPEN SESSION
5. DISCUSSION AND POSSIBLE ACTION ON MINDY KEATON’S 90 DAY REVIEW, DUE ON NOBEMBER 24, 2020.
6. ADJOURNMENT.