

**NOTICE OF SPECIAL MEETING AND AGENDA  
THE BOARD OF TRUSTEES FOR THE  
TOWN OF WEST SILOAM SPRINGS  
MONDAY, FRIDAY 13, 2026, AT 8:00 AM**

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

DATE: **FRIDAY, FEBRUARY 13, 2026**

TIME: **8:00 AM**

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

TYPE OF MEETING: Regular Meeting ( ) Rescheduled Regular Meeting ( )  
Special Meeting ( **X** ) Continued or Rescheduled Meeting ( )  
Emergency Meeting ( )

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**AGENDA**

- 1) Call to Order  
**Mayor Scott Wilkerson called to order at 8:00 a.m.**
- 2) Roll Call and Determination of Quorum  
**Tom Schafer here, Jim McClure here, Don Martin here, Linda Dixon here, Scott Wilkerson here.**
- 3) Statement of compliance with statutory notice requirements under 25 O.S. § 311 (A)(9).  
**Laura Poteet posted the agenda at the Town Hall on February 10, 2026 at 1:30 p.m.**
- 4) Discussion and possible action on our FY audit ending June 30, 2025, with Auditor Robert St. Pierre C.P.A., P.C., to present the results and make any possible recommendations.  
Robert spoke about the audit results and the legal liabilities if things aren't done properly. In short, **YOU CANNOT BUY ANYTHING WITHOUT ENCUMBERING THE FUNDS FIRST.** He brought handouts on the proper procedure which were passed out earlier, and he came with some Emergency Purchase Order procedures, and those were handed out to all at the meeting. He spoke on blanket purchase orders and how that will, once implemented, make things much easier for us and cut down on the amount of purchase orders being submitted now. He also talked to all about Amazon orders and how in general, it's not a good idea for them to be done under a blanket purchase order as their products are so generalized and vary. He talked about the importance of making the amount of your purchase order a little more, than not enough. He had a questions/answer session for all. Kenny also talked about legal ramifications if we do not stop purchasing before the funds are encumbered, which has been the case in some instances on this last audit. He said if we didn't follow proper guidelines that we could personally be liable for the purchase. Shylee Morrison was with Robert and talked about

emergency purchase order procedures. Our accountant, Clay, was also in attendance.

The board asked Robert to write up some purchase order procedures, that could possibly be adopted by the Town at the next meeting.

5) MOTION TO ADJOURN.

**Scott motioned to adjourn at 5:37 p.m., Linda seconded. Tom yes, Jim yes, Don yes, Linda yes, Scott yes.**

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This special 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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Time Posted: \_\_\_\_\_ POSTED ON FEBRUARY \_\_\_\_\_, 2026, BY \_\_\_\_\_

Minutes  
recorded/typed by  
Laura Poteet