

**NOTICE OF MEETING AND AGENDA
THE BOARD OF TRUSTEES FOR THE
TOWN OF WEST SILOAM SPRINGS
MONDAY, NOVEMBER 17, 2025, AT 5:00 PM**

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

DATE: MONDAY, NOVEMBER 17, 2025

TIME: 5:00 P.M.

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

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

AGENDA

- 1) Call to Order/Meeting called to order by Mayor Scott Wilkerson at 5:00 p.m.
- 2) Roll Call and Determination of Quorum/Tom Shafer 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) /The agenda was posted by Laura Poteet here at the Town Hall on November 13, 2025, at 3:15 p.m.
- 4) Discussion and possible action on any matter related to approving the minutes from the regular meeting of October 20, 2025
 - a. Acknowledgment of opportunity to review minutes
 - b. Discussion, motion, and vote to approve the minutes

Scott motioned to approve, Linda seconded. Tom yes, Jim yes, Don yes, Linda yes, Scott yes.
- 5) REPORTS FROM TOWN OFFICIALS AND/OR EMPLOYEES:
 - a. FINANCIAL: No report
 - b. POLICE CHIEF KEITH BARENBERG: Keith reported for the month of October: 255 reportable traffic contacts, 27 reportable incidents and 6 reportable accidents.
 - c. ZONING BOARD AND PLANNING COMMISSION: No report
 - d. CODE ENFORCEMENT: No report
 - e. MAYOR SCOTT WILKERSON: Monthly report
 - f. VICE MAYOR LINDA DIXON: No report
 - g. TOWN ATTORNEY KENNY WRIGHT: No report

6) DISCUSSION AND POSSIBLE ACTION ON ANY MATTER RELATED TO PURCHASE ORDERS FOR THE MONTH OF OCTOBER 2025

General PO# G170-G221	\$116,342.57
TRIBAL PO#	\$0
EMS- CN PO#'S E7-E8:	\$8,545.21
EMS NO 2 PO#S PF4:	\$24,646.13
<u>PARK PO#'S P7-P10:</u>	<u>\$1,542.81</u>

FOR A GRAND TOTAL OF: \$151,076.72

Scott motioned to approve, Linda seconded. Tom yes, Jim yes, Don yes, Linda yes, Scott yes.

7) Discussion and possible action on the following proposed amendments to the Employee Personnel policies of Section 16.2 concerning Vacation Leave:

1. *After one year of continuous service (1) one week (49 hrs. for Law Enforcement employees and 40 hrs. for all other employees) of paid vacation leave is authorized.*
Scott motioned to approve, Linda seconded. Tom yes, Jim yes, Don yes, Linda yes, Scott yes.
2. *Between 3-5 years of continuous service (2) two weeks (86 hrs. for Law Enforcement employees and 80 hrs. for all other employees) of paid vacation leave is authorized.*
Scott motioned to approve, Linda seconded. Tom yes, Jim yes, Don yes, Linda yes, Scott yes.
3. *At 6 years of continuous service and thereafter (3) three weeks (135 hrs. for Law Enforcement employees and 120 hrs. for all other employees) of paid vacation leave per year is authorized.*
Scott motioned to approve, Linda seconded. Tom yes, Jim yes, Don yes, Linda yes, Scott yes.

8) Discussion and possible action on hiring a part-time Reserve Officer, at \$18.00 per hour, working at least 6-8 hours per week.

Keith spoke, advising he is still down 1 full-time officer. That his part-time officer has been busy with personal pressing matters, so he has not been working much. Keith said he will expect this part-time officer to work no more than 20 hours per week and that the hours will be at his discretion, when needed. He said he is looking at 1 of 3 guys for this position.

Scott motioned to approve, Linda seconded. Tom yes, Jim yes, Don yes, Linda yes, Scott yes.

9) Discussion and possible action on implementing a processing and release impound fee of \$25.00 payable to the West Siloam Springs Police Department for vehicles towed under their authority.

Keith said this was brought to his attention when he attended the recent Police Chiefs' conference/training, and that other small towns have implemented similar practices, but are typically charging more than this proposed amount.

He advised this is needed, as the wrecker doing the towing does not have access to some of the credentials, paperwork that we do, and that this is something we need to implement.

Scott motioned to approve, at a rate of \$50.00 per impound; Tom seconded. Tom yes, Jim yes, Don yes, Linda yes, Scott yes.

10) Discussion and possible action on a holiday bonus for all employees.

Scott motioned to approve a "net \$500.00" holiday bonus for all employees; pending the accountant's approval; Tom seconded. Tom yes, Jim yes, Don yes, Linda yes, Scott yes.

11) Discussion and possible action on the Christmas holiday days off, which is determined annually.

Scott motioned to approve Friday as a holiday day off, as Christmas falls on Thursday; Linda seconded. Tom yes, Jim yes, Don yes, Linda yes, Scott yes.

12) Public Input (Limited to 3 minutes).

None.

13) Discussion on any new matters that could not have been anticipated prior to posting of the agenda, if any.

None.

14) MOTION TO ADJOURN.

Scott motioned to adjourn at 6:21 p.m., Linda seconded. Tom yes, Jim yes, Don yes, Linda yes, Scott yes.

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.

Time Posted: _____ POSTED ON NOVEMBER _____, 2025, BY _____



Minutes typed by
Laura Poteet