

**NOTICE OF MEETING AND AGENDA
THE BOARD OF TRUSTEES FOR THE
TOWN OF WEST SILOAM SPRINGS
MONDAY, SEPTEMBER 18, 2023**

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

DATE: **MONDAY, SEPTEMBER 18, 2023**

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

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

TYPE OF MEETING: Regular Meeting Rescheduled Regular Meeting
 Special Meeting Continued or Rescheduled Meeting
 Emergency Meeting

AGENDA

- 1) Call to Order
 Mayor Rhonda Wise called to order at 6:00 p.m.

- 2) Roll Call and Determination of Quorum
 Kenzie Denny here, Jim McClure here, Linda Dixon here, Rhonda Wise 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 September 14, 2023, at
 10:00 a.m.**

- 4) Discussion and possible action on any matter related to approving the minutes from the regular
 meeting on August 21, 2023
 - a) Reading of the Minutes and/or acknowledgment of opportunity to review minutes.
 - b) Discussion, motion, and vote to approve the minutes.

 **Rhonda motioned to approve the minutes from the August regular meeting, Kenzie
 seconded.
 Kenzie yes, Jim yes, Linda yes, Rhonda yes.**

- 5) REPORTS FROM TOWN OFFICIALS AND/OR EMPLOYEES:
 - a) **FINANCIAL:** Kris Kirk CPA reporting on financial status for **AUGUST 2023/Kris reported
that the General Fund was ahead by \$27,000.00 as of August 31, 2023. Also, that
again, the Town collected record sales tax in the amount of \$126,000.00.**
 - b) **POLICE CHIEF LARRY BARNETT:** Summary report on Police Department activities./Chief
reported they filed 25 incident reports, 6 drug charges, 3 DUI arrests, and 5 accident
reports filed. Also, a total of 260 citations were issued for the month of August.
 - c) **ZONING BOARD AND PLANNING COMMISSION:** No report
 - d) **CODE ENFORCEMENT, MARK WIEDEBUSH:** No report

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- e) **MAYOR RHONDA WISE:** Monthly report
- f) **VICE MAYOR LINDA DIXON:** No report
- g) **TOWN ATTORNEY:** No report.

6) **PUBLIC INPUT (LIMITED TO 3 MINUTES PER PERSON)/None.**

7) **DISCUSSION AND POSSIBLE ACTION ON ANY MATTER RELATED TO PURCHASE ORDERS FOR MONTH OF AUGUST 2023**

GENERAL PO#'S 49-93:	\$ 260,810.52
EMS PO# 2:	\$ 23,117.47
TRIBAL PO# 2:	\$ 240.00
PARK PO#'S 6-7:	\$ 560.86

FOR A GRAND TOTAL OF: \$284,728.85

Linda motioned to approve the purchase orders; Rhonda seconded. Kenzie yes, Jim yes, Linda yes, Rhonda yes.

8) **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)&(4), for the purpose of confidential communications between the public body and its attorney on matters related to delegation of additional duties to Town Clerk-Treasurer pursuant to Ordinance 2023-07-01 (as codified in Ch. 1, Art. 3, § 11, subpara. 6, of the West Siloam Springs Code of Ordinances) and individual performance of those duties
 - i) Discussion, motion, and vote to convene or not convene in executive session on agenda item 8(a) above
 - 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

Rhonda motioned to go into Executive Session at 6:10 p.m., Linda seconded. Kenzie yes, Jim yes, Linda yes, Rhonda yes.

Rhonda motioned the board back into Regular Session at 7:58 p.m.

Rhonda motioned to place on next month's agenda:

1. **Purchasing agent authorities**
2. **Amend Town Clerk duties**
3. **Mail intake policy/procedures**

Linda seconded. Kenzie yes, Jim yes, Linda yes, Rhonda yes.

Mayor Wise advised that minutes were taken, but there were no votes taken while in Executive Session.

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9) ORDINANCES AND RESOLUTIONS

- a) Proposed Resolution TN-2023-09-01 amending the budget for 23-24FY to allocate \$10.00 from each citation for the park fund, transferring approximately \$36,000.00 from General Fund to Parks

Rhonda motioned to approve and pass Resolution TN-2023-09-01, Linda seconded. Kenzie yes, Jim yes, Linda yes, Rhonda yes.

- 10) Discussion and/or action on using the Town's escrow balance of \$19,012.00 to pay FY 23-24 Workers' Compensation premium for policy number WCV140031207.

Rhonda motioned to approve; Kenzie seconded. Kenzie yes, Jim yes, Linda yes, Rhonda yes.

- 11) Discussion and/or action on hiring a mechanic to service Town vehicles.

Rhonda motioned to approve; Kenzie seconded. Kenzie yes, Jim yes, Linda yes, Rhonda yes.

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

Rhonda motioned to appoint Scott Wilkerson as board trustee member, for Ward 3, Kenzie seconded. Kenzie yes, Jim yes, Linda yes, Rhonda yes. Mayor Wise advised he would be sworn in during the following meeting.

- 13) MOTION AND VOTE TO ADJOURN.

Rhonda motioned to adjourn at 8:08 p.m., Kenzie seconded. Kenzie yes, Jim yes, Linda yes, Rhonda 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.

POSTED ON SEPT. 14, 2023, BY LAURA POTEET

Time Posted: _____

(initial)

