

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

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**

- 1) Call to Order **6:00 pm**
- 2) Roll Call and Determination of Quorum
Sam Here, Marty Absent, Linda Here, Sandra Here, Rhonda here.
- 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
RHONDA MOTIONED TO APPROVE THE MINUTES FROM THE SEPTEMBER 28 SPECIAL MEETING OF THE BOARD OF TRUSTEES.
LINDA SECONDED
SAM YES, LINDA YES, SANDRA YES, RHONDA YES
- 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.
EXCELLENT MONTH AHEAD \$18,000 DUE TO SALES, TAX COLLECTIONS & FINE COLLECTIONS. CURRENTLY WE ARE AHEAD \$51,000. FOR THE YEAR GENERAL HAS \$131,000. FOR THE ARPA, WE HAVE AN AGENDA ITEM FOR THAT.
 - b) **POLICE CHIEF LARRY BARNETT:** Summary report on Police Department activities.
ASSISTANT CHIEF CHUCK VAUGHAN REPORTED 31 INCIDENTS REPORTED, 17 OF THOSE WERE DRUG RELATED, ONE CRASH, 230 CITATIONS
 - 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.
Next week gone for code class, 3 abatements \$1,238. Purchases for abatement signs,
- 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.
Election board Nov 19th deadline for Feb 7-8th for resolution. 5-8 hundred Dollars for election. Resolution deadline would be less expensive by Nov. 19th. Dec 6-8 filing period, all candidates will have to apply by then. To fill Unexpired terms till 2025
- f) **VICE MAYOR LINDA DIXON:** NO REPORT
- g) **TOWN ATTORNEY:** Bryce P. Harp reporting on work with Waylon Chandler to improve annexation procedures.
Waylon and I have worked on Finalizing an annexation packet.

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

Sam motioned to approve the purchase orders

Linda Seconded

SAM YES, LINDA YES, SANDRA YES, RHONDA YES

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

Rhonda motioned to convene to executive session,

Sam Seconded,

SAM YES, LINDA YES, SANDRA YES, RHONDA YES

Sam motioned to return to regular session

Rhonda Seconded

SAM YES, LINDA YES, SANDRA YES, RHONDA YES

- 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

Sam moved to acknowledge return to from executive session, Minutes of executive session was kept, and there were no votes or official action was taken during executive session.

Linda Seconded

SAM YES, LINDA YES, SANDRA YES, RHONDA YES

Sam motioned to accept Keith Morgan's Resignation as of October 7th, and that a prorated salary would be paid and unused Vacation as well.

Sandra Seconded

SAM YES, LINDA YES, SANDRA YES, RHONDA YES

- 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

Sam motioned to authorize Rhonda Wise settle any potential claiming related to Keith Morgan's resignation

Linda Seconded

SAM YES, LINDA YES, SANDRA YES, RHONDA YES

- 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

Sam Motioned that we authorize Mayor Rhonda Wise in the hiring of Chisum Devoe as director of public works

Rhonda Seconded

SAM YES, LINDA YES, SANDRA YES, RHONDA YES

- 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.
Sam motioned to appoint Chisum Devoe as part of the Parks Plan Advisory Committee
Rhonda Seconded
SAM YES, LINDA YES, SANDRA YES, RHONDA YES
- 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.
Sam motioned to have Linda Dixon, and Marty Thompson as well as Colleen on the committee
Linda Seconded
SAM YES, LINDA YES, SANDRA YES, RHONDA YES
- 10) Discussion and possible action on applying for coronavirus relief funds under the American Rescue Plan Act (“ARPA”)
Kris OML said we would receive almost \$150,000. We would have to provide the Treasury Reports on all. We must figure out what we will be spending the money on, we can refuse, we must have a responsible person, then up to 2 contact people Kris would be one of them.
Rhonda Motioned that we table this until we have more information/deadline, we either put on next month’s agenda or possibly a special meeting before then.
Linda seconded.
SAM YES, LINDA YES, SANDRA YES, RHONDA YES
- 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%.
We decided that Department heads, supervisors would also receive the up to 2-5%
Rhonda Motioned that we approve the annual salary adjustments for supervisors and department heads to take effect the first day of August each fiscal year, in the amount of between 2-5%

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.

We had gone back, they had gotten the raise but put on hold till July 1st. they didn't receive their raise this year.

Rhonda said we should pay back the 4% retro to March.

Sam motioned to compensate the supervisors the 4% from March to July 1,

Then adjust it for the added 5%, from August 1 to now. Including employees separated from service.

Linda Seconded

SAM YES, LINDA YES, SANDRA YES, RHONDA YES

13) Discussion and possible action about adopting written sexual harassment policy from a similarly situated municipality.

OML may have a battle tested policy Colleen will get it.

Sam Motions to Table till we can get more information.

Linda Seconded

SAM YES, LINDA YES, SANDRA YES, RHONDA YES

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.

Waylon reported they want to open a business at the old Topsy's bar, they meet all requirements

Rhonda motioned to approve the business license application for "Sassafras 412 Vintage" located at 7819 Hwy 412, applied for by Misty Morgan.

Linda Seconded

SAM YES, LINDA YES, SANDRA YES, RHONDA YES

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.

Waylon reported that all the new codes have been adopted, he needs the new books for the new codes.

Rhonda motioned that Waylon be allowed to purchase the new uniform codes that went into effect on September 14, 2021, by order of the Oklahoma Uniform Building Code Commission The estimated cost purchase should be between \$1,500 and \$2,500. Dollars.

Linda Seconded

SAM YES, LINDA YES, SANDRA YES, RHONDA YES

- 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.

Waylon reported Zoning met on this, they made a few changes, Bryce will draft Ordinance, Make the change to read, 1. cabin/cottage, means a small structure utilized for a camping or vacationing no larger than 14 feet by 30 feet.

#9.

Sam motioned we accept the proposed amendments to Chapter 11

Linda Seconded

SAM YES, LINDA YES, SANDRA YES, RHONDA YES

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

No new matters

- 18) MOTION AND VOTE TO ADJOURN.

Rhonda motioned to Adjourn

Sam Seconded

SAM YES, LINDA YES, SANDRA 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.

Mayor Rhonda Wise

Vice Mayor Linda Dixon