

**NOTICE OF MEETING AND AGENDA
THE BOARD OF TRUSTEES FOR THE
TOWN OF WEST SILOAM SPRINGS
MONDAY, APRIL 21ST, 2025, AT 6:00 PM**

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

DATE: **MONDAY, April 21st, 2025**

TIME: **6:00 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
 Mayor Rhonda Wise called the meeting to order at 6:00 p.m.
- 2) Roll Call and Determination of Quorum
 Jim McClure here, Scott Wilkerson here, Linda Dixon here, Rhonda Wise here.
- 3) Statement of compliance with statutory notice requirements under 25 O.S. § 311 (A)(9)
 Samantha Turney posted the agenda at the Town Hall on September 17, 2025 at 12:30 p.m.
- 4) Discussion and possible action on any matter related to approving the minutes from the regular meeting on March 17th, 2025
 - a. Reading of the Minutes
 - b. Discussion, motion, and vote to approve the minutes

Rhonda motioned to approve the minutes, Linda seconded. Jim yes, Scott yes, Linda yes, Rhonda yes.
- 5) Administration of Oath of Office – Thomas Schafer, Ward 5 Trustee
 Rhonda performed swearing in of Board Member Trustee Tom Schafer.

At this time, she also swore in Linda Dixon, Jim McClure and Scott Wilkerson as Board Member Trustee.

At this time, she also swore in Laura Poteet as Town Clerk/Treasurer.
- 6) REPORTS FROM TOWN OFFICIALS AND/OR EMPLOYEES:
 - a. **FINANCIAL:** No report

- b. **POLICE CHIEF LARRY BARNETT:** Summary report on Police Department activities./Chief reported: 65 Incident reports taken, 506 citations written, 2 accident reports taken.
- c. **ZONING BOARD AND PLANNING COMMISSION:** No report
- d. **CODE ENFORCEMENT:** No report
- e. **MAYOR RHONDA WISE:** Monthly report/At this time, Rhonda thanked everybody for the opportunity to serve the Town and that she feels everyone is doing a good job, all pulling together.
- f. **VICE MAYOR LINDA DIXON:** No report
- g. **TOWN ATTORNEY:** No report

7) **DISCUSSION AND POSSIBLE ACTION ON ANY MATTER RELATED TO PURCHASE ORDERS FOR THE MONTH OF March 2025**

General PO#'S G419-G470:	\$104,975.09
TRIBAL PO#'S TR9:	\$90.00
EMS- CN PO#'S E50-E52:	\$11,779.44
EMS NO 2 PO#S PF9:	\$24,464.13
PARK PO#'S P29-P31:	\$3,820.00
<u>POLICE SURPLUS PO #'S PS17:</u>	<u>\$500.00</u>
FOR A GRAND TOTAL OF: \$145,628.66	

Rhonda motioned to approve; Linda seconded. Tom Schafer yes, Jim

McClure yes, Scott Wilkerson yes, Linda Dixon yes, Rhonda Wise 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) to discuss police department personnel grievances according to the procedures set forth in the West Siloam Springs Code of Ordinances at § 31.48(A), and Personnel Policies at § 14.1(1)
- b. Proposed executive session pursuant to 25 O.S. § 307(B)(7) to discuss the police department chain of command if police chief, or any other person in the chain of command, is on medical leave
 - i. Discussion, motion, and vote to convene or not convene in executive session on agenda items 8a & 8b 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. Tom yes, Jim yes, Scott yes, Linda yes, Rhonda yes.

Rhonda motioned to come back from Executive Session at 8:40 p.m. She advised minutes were taken but there were no votes taken.

On item 8a: Scott made the motion that all employee complaints must be written/grievance procedures followed, Rhonda seconded. Tom yes, Jim yes, Scott yes, Linda yes, Rhonda yes.

On item 8b: Scott made the motion that all Police Department employees follow the chain of command, from the Captain to Assistant Chief to Chief; Jim seconded. Tom yes, Jim yes, Scott yes, Linda yes, Rhonda yes.

- 9) Discussion and possible action to appoint Mayor and Vice Mayor positions for the Board of Trustees.

On Mayor: Jim nominated Scott Wilkerson, Linda seconded. Tom yes, Jim yes, Scott yes, Linda yes, Rhonda yes.

On Vice-Mayor: Scott Wilkerson nominated Linda Dixon; Jim seconded. Tom yes, Jim yes, Scott yes, Linda yes, Rhonda yes.

- 10) Discussion and/or action concerning all matters regarding assignment of extra, non-official duties to Town Clerk-Treasurer

Rhonda and Bryce spoke on duties being performed.

Scott motioned to modify Laura's non-official duties to take off annual calendar and posting of agendas, and to add Benefits Coordinator; Linda seconded. Tom yes, Jim yes, Scott yes, Linda yes, Rhonda yes.

- 11) Discussion and possible action on new matters that could not have been anticipated prior to posting of the agenda, if any.
None.

- 12) MOTION AND VOTE TO ADJOURN./Rhonda motioned to adjourn at 8:50 p.m., Linda seconded. Tom yes, Jim yes, Scott 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.

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

Minutes
recorded/typed by
Laura Poteet