

Town of Chouteau Board of Trustees
Regular Board Meeting
March 10, 2025
Following the PWA Meeting at 6:00 p.m.

MINUTES:

- 1) The Vice-Mayor called the meeting to order with roll call at 6:15 pm.
Present: Lane, Grossman, Dannels, Couch
Absent: Cunningham

- 2) Motion made by Lane and seconded by Couch on Consent Agenda:
February 2025 Purchase Orders and Encumbrances
February 2025 Payroll Report
February 2025 Financial Report
February 2025 Board Minutes

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

- 3) No Discussion or action to remove any consent agenda item(s).

- 4) Unscheduled public appearances. None

- 5) Lane made the motion with Grossman seconding to approve the contract with The Computer Guy.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

- 6) Motion made by Lane and seconded by Couch on networking upgrades with The Computer Guy in the amount of \$3,525.00.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

- 7) Lane made the motion with Grossman seconding on approval of Resolution 2025-1 adopting a policy against discharge or dumping on town property except as authorized by Oklahoma Administrative Code 252:515-3-2.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

- 8) Motion made by Lane and seconded by Couch to approve Budget Amendment 2025-14, appropriating \$105,000.00 into the City Sales Tax-PWA Transfer Fund. Revenue coming from City Sales Tax.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

- 9) Lane made the motion with Grossman seconding to approve a city wide yard sale on the weekend of May 10th, 2025.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

- 10) Discussion and possible action to approve a payment to Aqua Aerobic Systems for an Actuator w/ a Stern Extension & floor stand in the amount of \$13,865.37 also included an Actuator assembly w/ spacer kit in the amount of \$7,383.92 and \$1,450.00 freight for a total of \$22,699.29. Funds to be paid Town General Maint/Supplies. No action taken.

- 11) Motion made by Lane and seconded by Grossman to approve the site lease agreement with C.A.R.D. at the Community Building located at 111 N. McCracken, effective July 1, 2025, through June 30, 2026.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

- 12) Lane made the motion with Couch seconding to approve Budget Amendment 2025-15, appropriating \$600.00 into Library Grants/Donations. Revenue received from Love's grant.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

- 13) Motion made by Lane and seconded by Grossman on Ordinance No. 2025-3 amending Town Code Section 16-20 regarding uses permitted in U-4 General Business District by amending setback restrictions on Tobacco Shops, Vapor Shops and Marijuana Dispensaries, and adding a severability clause and declaring an emergency.

Lane made the motion with Grossman seconding to approve the emergency clause on Ordinance No 2025-3.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

- 14) Lane made the motion with Grossman seconding to approve the Town Spring Clean-up Day for Saturday, April 19th, 2025.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

- 15) Lane made the motion with Grossman seconding to appoint Brenda Cunningham and Roger Couch for the Budget Committee for the 2025-2026 fiscal year budget.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

- 16) Motion made by Lane and seconded by Grossman on repairs to Tornado Sirens at Sr. Building and Dollar General.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

- 17) Lane made the motion with Grossman seconding on repairs to the tornado shelter.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

18) Motion made by Lane and seconded by Grossman to approve payment to ESO in the amount of \$2,069.18 for yearly reporting software. Invoice to be paid out of Fire General Capital Outlay.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

19) Lane made the motion with Grossman seconding on approval of Ordinance 2025-2 amending Town Code Section 1-54 to increase board member compensation to \$175.00 per regular meeting, \$100.00 per special meetings, Mayoral compensation to \$750.00 per month, and Town Clerk/Treasurer compensation to \$750.00 per month, and determining effective date of April, 2025.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

20) Motion made by Lane and seconded by Couch to *enter into executive session at 6:38 pm. for the purpose of discussion and consideration of the employment, hiring, appointment, wages, promotion, demotion, discipling or resignation of any Town employee. Authority: Title 25 Oklahoma Statutes 307 (B)(1).*

- a. Discussion to give Emma Labit a \$1.00 pay increase for earning her Level 2 Librarian Certification.
- b. Discussion and possible action to hire Jalen Miller as a Police Officer with a rate of pay at \$19.00 per hour with effective start date
- c. Discussion and possible action to buy out Jalen Miller's existing contract with the Chelsea Police Dept. in the amount of \$1,850.00, funds to be paid out of Town Police Capital Outlay.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

21) Lane made the motion with Couch seconding to return to regular session at 7:10pm.

a. NO ACTION TAKEN IN EXECUTIVE SESSION

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

22) Discuss, possibly act on items discussed in Executive Session:

- a. Motion made by Lane and seconded by Dannels to approve of giving Emma Labit a \$1.00 pay increase on next pay for earning her Level 2 Librarian Certification.
- b. Lane made the motion with Grossman seconding to hire Jalen Miller as a Police Officer with a rate of pay at \$19.00 per hour with effective start date of March 16, 2025.
- c. Motion made by Lane and seconded by Grossman to buy out Jalen Miller's existing contract with the Chelsea Police Dept. in the amount of \$1,850.00, funds to be paid out of Town Police Capital Outlay.

Vote: Lane-Y, Grossman-Y, Dannels-Y, Couch-Y

23) No Fire Chief Report

- 24) Police Chief Report – reported on stops and arrests.
- 25) Code Enforcement Report – Lot in Walnut Creek was cleaned up and tore down trailer, Dunns Tire is going into abatement, no progress on Threlkill on Olney Street – will be fined.
- 26) Attorney's Report
 - a. Discussion and possible action on report concerning status of existing library property and additional property acquisition from the Chouteau United Methodist Church.
Will be checking on the property,
- 27) No Discussion and possible action on the mayor's report.
- 28) No New Business (any matter which could not have been reasonably foreseen prior to the posting of this agenda).
- 29) Motion made by Lane and seconded by Grossman to adjourn at 7:18 pm.

Dawn Posey, Clerk/Treasurer

Brenda Cunningham, Mayor