

**Meeker Board of Trustees
Regular Meeting Minutes
October 20, 2025**

The Meeker Board of Trustees met in regular session Monday, October 20, 2025.

Meeting called to order: Mayor Donna Weber called the meeting to order at 6:00 p.m.

Roll call: Answering roll call were Lanny Thompson, Kenneth Massey and Donna Weber. Aaron Head and Mike Orman were absent.

Town Administrator: Jeff Wilbourn

Town Attorney: Jim Hodgins

Town Clerk: Kimberly Haynes

Visitors present were Leslie Wilbourn, Nick Doe, Scott Wilson, and Mike McCormick.

Flag Salute: Thompson led the council in the flag salute.

Invocation: Massey led the council in prayer.

Citizen's Participation: None

Oklahoma Municipal Assurance Group (OMAG)

Weber read OMAG's liability insurance plan, Thompson noted the increase amount and asked what the amount was for last year. This year it was noted that there is a 25% increase in the plan.

- Weber made a motion, seconded by Massey to pay the annual liability insurance
- Thompson, yes, Massey, yes, Weber, yes Motion carried.

Consent Agenda (A-F)

- A) Approval of regular meeting minutes for September 15, 2025
- B) Review PO's from the remaining portion of September's financials #25-09-01 through 25-09-30 totaling \$70,676.69
- C) Discuss, review and note that the monthly Purchase Order numbering will change effective September 16, 2025, to reflect going to a month-to-month reporting on financials.
- D) Review, discuss and note PO 25-09-21 regarding Redline Fire Equipment & Supply invoice and grant funds from the Department of Interior in the amount of \$31,649.88
- E) Approval of Five Tool Management invoice
- F) Approval of Treasurer's Report information provided by Town Treasurer, Kimberly Haynes.

Massey commented that Aaron Head's name was listed twice on page 7 in the September meeting minutes. Clerk noted she would remove the typo.

- Thompson made a motion seconded by Weber to approve A-F
 - Thompson yea, Massey yea, Weber yea, motion carried.

Town of Meeker Meeting Dates

- A. Discussion was held on the 2026 Meeker Board of Trustees board meetings to be held on the third Monday of each month at 6:00 p.m. If a holiday falls on that Monday, the meeting will be held on the third Tuesday of the month.
 - B. Discussion regarding the 2026 Municipal Court dates, to be held on the first Tuesday of each month unless otherwise specified. The Municipal Court Trial Docket will be held every two months at 3:00 p.m., beginning February 2026, prior to the start of court.
 - C. Discussion to approve the Meeker Industrial Authority meeting dates for 2026 to be held at 4:15 p.m. on the second Tuesday of each month. If that Tuesday falls on a holiday, the meeting will be held on the second Wednesday.
 - D. Discussion to approve the Meeker Municipal Planning Commission meetings days for 2026 to meet on the second Thursday of each month at 4:30 p.m.
- Weber made a motion second by Thompson to approve all 2026 meeting dates
 - Thompson yea, Massey yea, Weber yea, motion carried.

Holiday Closure Discussion

A detailed discussion was held regarding closure dates for the upcoming Thanksgiving and Christmas holidays in light of the new Town Hall schedule. Historically, staff received two days off for Thanksgiving: Thursday and Friday and staff would use a personal day for Wednesday. For Christmas, staff were given Christmas Eve and Christmas Day off. With the recent change to Town Hall's schedule, which now includes closure every Friday, the council considered how best to accommodate these holidays under the new hours. Wilbourn noted that no employees had raised concerns or complained about the schedule but emphasized the importance of determining how holiday hours will be accounted for and when closures will occur. This clarification is necessary to allow staff to plan accordingly.

- Massey made a motion seconded by Thompson to approve Wednesday and Thursday as paid holidays for staff
 - Thompson yea, Massey yea, Weber yea, Motion carried.

As for the Christmas holiday, Wilbourn noted that Christmas Eve falls on a Wednesday and asked the board to consider the same layout this year as the Thanksgiving time off.

- Massey made a motion seconded by Thompson to follow the same pattern as the Thanksgiving holiday; Wednesday and Thursday closure to be paid as holiday pay.
 - Thompson yea, Massey yea, Weber yea, motion carried.

Amazon Lockers

Discussion between the board members and Town Clerk about the Amazon lockers to be placed in town. The points made in favor of the locker is: no cost to towns people, convenience for town citizens, cuts down on packages being stolen from people's porches. Location to be determined by Town Administrator.

Drawback is the packages must be of a certain size, no hula-hoops or go-carts.

- Massey makes motion seconded by Weber to move forward with applying for an Amazon locker for the Town of Meeker with Town Administrator to decide the placement of locker.
 - Thompson yea, Massey yea, Weber yea, motion carried.

Built Environment Grant

Five Tool Management proposed the Built Environment Grant *for projects related to:* PLANNING AND DESIGN FOR PHYSICAL ACTIVITY (092-BEPA26). This would include the construction of a sidewalk on HWY 18 and 62 to Vision Bank as a large part of this planning project. Weber expressed concern over the loss of property of the residents. Leslie explained in detail the overview of the project. Leslie indicated that this item cannot be tabled because if we accept applying for this project it must begin within the next two weeks and tabling it would cause us to forfeit it.

- Weber made a motion to take no action, Massey seconded
 - Thompson yea, Massey yea, Weber yea.

Trick or Treat Night

- Weber made a motion seconded by Thompson to have trick or treat night on the evening of October 31st between 6-8 p.m.
 - Thompson yea, Massey yea, Weber yea, motion carried.

Business Permit Fees

Weber referred to the town ordinance and noted that the business fee has not had an increase in over thirty years. Massey remarks that the ten-dollar business license fee is severely outdated, and as a business owner himself, believes a moderate increase needs to be in place. Attorney Hodgins asked about the ordinance number and makes note.

- Weber makes a motion to increase the business fee to \$50 per calendar year (to begin in January of 2026) Massey inquired if it was considered a conflict to vote on this since he was a business owner, attorney Hodgins said no. Massey seconded the motion
 - Thompson yea, Massey yea, Weber yea, motion carried.

Farmer's Market Itinerant Vendor Fee

Since Meeker is planning to have a farmers' market the board sets to establish fees and make certain the ordinance is accurate, and the definitions are clearly defined. Massey spent some time breaking down the term "itinerant vendor" and what that means. Leslie Wilbourn concurred with Massey and stated that the terms we use need to line up with our grant claim and function. Massey indicated that it may seem like semantics, and the word "fee" could be confusing to the vendors. He stated that in his years of working in trade and craft fairs, farmers markets and festivals that "confusion breeds noncompliance" so he would like to see clarity in relation to the word "fee" so that everyone understands the expectation and the rules. Weber asked attorney Hodgins for his input. Mr. Hodgins agreed that it does seem confusing to have the "itinerant" word in the mix for a set fee amount. J. Wilbourn added to possibly have two separate sheets, one for a farmer market and one for itinerant vendor, same fee for both. Weber and Massey agreed to that statement. The topic then turned to consider amounts for the fees. Thompson stated he did not think we should charge vendors a fee.

Leslie pointed out that if awarded the grant, we will have a safe, level, well-lit area, complete with electricity, and water. Council deliberated on the fee amount of \$25 per Farmer's Market event, whether one day or multiple days, it is per event.

Leslie stated that TSET needs to have those things determined at the start of a project rather than fluid rules or muddy waters.

- Massey made a motion to charge \$25 fee per event, seconded by Weber
 - Thompson no, Massey yea, Weber yea, motion carried.

It was noted that the ordinance needs to be changed and updated, Hodgins will handle those changes.

Overpopulation of cats in the Town of Meeker

Discussion centers on the ideas of spaying and neutering the cats, citing people who feed the felines, causing this chaos of kitties. More research to follow.

Central Oklahoma Economic Development District (COEDD) – REAP Grant

- Thompson made a motion, seconded by Massey, to approve the certification for the REAP Grant, permitting the elected official, Mayor Donna Weber, to sign and submit the grant application.
 - Thompson – yea; Massey – yea; Weber – yea. Motion carried.
- Weber made a motion, seconded by Thompson, to approve submission of the application for the REAP Grant from COEDD.
 - Thompson – yea; Massey – yea; Weber – yea. Motion carried.
- Weber made a motion, seconded by Thompson, to approve REAP Grant Resolution No. 25-26-003 from COEDD, authorizing the application for any needed projects and/or upgrades.
 - Thompson – yea; Massey – yea; Weber – yea. Motion carried.
- Administrator Wilbourn noted that in previous years, the REAP Grant application included more detailed descriptions of the proposed projects. He advised the council that there are

several issues needing attention and that the priority for this grant should be carefully considered. Specifically, water meter replacements and storm siren issues were mentioned as potential priorities.

Mayor Weber called a recess at 7:05 p.m. for a restroom break. The meeting was reconvened at 7:07 p.m.

Department Reports

A) Parks, Cemetery, Lake, Library, Street and Museum – none

B) Fire Department - none

C) Police Department

Police Report & Statistics

Officer Scott Wilson reported on the yearly police ticket count. This year, 2025, police issued 264 tickets, compared to 291 tickets in all of 2023. He noted that in 2024, the ticket count was substantially higher in 2024 due to zealous efforts by new officers from CLEET. There have been 301 reports submitted this year so far, while 440 were filed in 2023. - Officer Wilson further informed the board of a significant embezzlement case resolved this year and some domestic cases, although specific statistics for the latter were not provided. - He stated that crime in Meeker is down.

Financial Update

The department has issued over \$40,000 this year, with \$20,000 still outstanding. Officer Wilson indicated that outstanding funds are attributable to court practices, specifically extended payment plans offered to offenders by the judge, which delay payments to the town.

Warrants

This year, 34 warrants were served, of which 5 originated from Meeker and 29 from other counties.

Administrative Oversight

Administrator Wilbourn requested the report and inquired about a monthly breakdown of tickets. Officer Wilson stated no such breakdown was available. Administrator Wilbourn noted a trend of decreasing ticket numbers, expressing concern but stated it is not his role to direct officer ticketing practices; rather, his responsibility is departmental oversight and inquiry regarding low ticket counts (3 to 4 per month recently). - Officer Wilson indicated the department has been issuing more warnings instead of tickets. Wilbourn noted he does not receive data regarding warnings issued.

Community and Traffic Enforcement

Board member Weber reported frequent speeding violations observed on HWY 18. - Officer Wilson stated that the department has only one radar device for traffic enforcement and expressed reluctance for Meeker to return to a reputation as a "speed trap." - Administrator Wilbourn responded that consistent enforcement of traffic laws, even if it results in higher numbers of tickets, does not constitute a "speed trap" unless it surpasses state regulatory limits. He cited that traffic tickets can generate up to 49% of the town's general income. Wilson indicated they don't usually write tickets for "speeding" if the offender was doing 3-7 mph over the speed limit.

Legal and Collections Recommendations

Attorney Hodgins suggested publicizing offenders on social media, as done in Prague, citing their success in recovering outstanding warrant fines via Facebook postings.

Grant Administrator Update

- Slip-On Grant: Leslie provided an update on the slip-on grant process, informing the council that the town is expected to receive its first grant placement in approximately 10 weeks. The delay is attributed to higher-priority needs in neighboring towns; specifically, Depew and Wellston, which did not have any slip-on units on their fire trucks, were given precedence. Although the town completed its application ahead of others, consideration was given to allow these communities to be served first.
- Omni-Warn Grant: Leslie reported that the update on the Omni-Warn grant is pending. Paul Simpson, who was coordinating this grant, recently passed away. The council will reach out to determine the new point of contact for the grant's facilitation.
- TSET Healthy Food Farmers Market Grant: The outcome of this grant application is still pending.
- Municipal Road Drilling Activity Fund Grant: The application for this grant has been submitted, and acceptance is pending.

Town Administrator

Jeff Wilbourn Updates

- Work Schedule: Wilbourn informed the council that the new work schedule began on October 20, 2025. Employees now work Monday through Thursday, 7:00 a.m. to 5:00 p.m.
- Employee Breaks and Lunch Policy: Following up discussions from the previous board meeting, Wilbourn reported that he consulted state and federal authorities regarding legal requirements for employee breaks and lunch periods. He was advised that there are no laws mandating that scheduled breaks or lunches be carved into the workday. The PWA clerk and the office assistant have historically not taken a set lunch period, have kept the office open, and have ensured that phone calls are answered during business hours.
- Legislative Updates: Wilbourn notified the council that new laws would go into effect on November 1st, including changes to gun laws affecting city council members and city hall employees regarding concealed carry. This topic will be added to November's meeting agenda for discussion.
- COEDD Grant: Wilbourn reported that the chip and seal project commenced this week under the current COEDD grant. Once this project is finalized and the current grant closed out, the town will proceed with the application process for the next COEDD grant.
- Pope Winkler Property: Wilbourn asked Attorney Hodgins about procedural requirements for the sale of the Pope/ Winkler property. Hodgins advised that after receiving a qualifying bid (meeting the 90% threshold), a contract should be executed. Subsequently, the court must confirm the sale. On the day of the court hearing, additional bids may be accepted in 10% increments above the contracted amount.

No New Business

Weber makes motion to Adjourn seconded by Thompson

Thompson yea, Massey yea, Weber yea – motion carries
Meeting adjourned at 7:23

MEEKER PUBLIC WORKS AUTHORITY
Immediately following Board of Trustees special meeting
October 20, 2025

Meeting called to order: Mayor Donna Weber called the meeting to order at 7:24 p.m.

Roll call: Answering roll call were Lanny Thompson, Kenneth Massey and Donna Weber. Aaron Head and Mike Orman were absent.

Oklahoma Municipal Assurance Group (OMAG)

Discussion on the liability insurance plan with the Oklahoma Municipal Assurance Group (OMAG) for November 1, 2025, to November 1, 2026, for the Public Works Authority – \$6,001.65. This represents a 25% to 35% rate increase from the prior year, which was not included in the FY 2025–2026 budget.

- Weber made a motion second by Massey to pay the insurance for 25-26 year
 - Thompson yea, Massey yea, Weber yea, motion carried.

Meeker Public Works Meeting of the Board of Trustees

- Weber made a motion seconded by Thompson to approve the regularly scheduled meeting of the Public Works Authority Board of Trustees to immediately follow the regularly scheduled meeting of the Meeker Board of Trustees for 2026 to be held on the third Monday of each month at 6:00 p.m. If a holiday falls on that Monday, the meeting will be held on the third Tuesday of the month.
 - Thompson yea, Massey yea, Weber yea, motion carried.

Update on Invoice from R & M Diesel, INC

Wilbourn informed the board that he spoke to the owner to try and negotiate the bill since it was not approved prior to the work. Wilbourn was clear that he did not give this owner permission to do work above the \$10,000 budget. The owner said he “misunderstood” the communication between the two. He did agree to remove the cost of the alternator, which was \$918.75. There seems to be a consensus among the board that this business has done this in the past. Weber indicated that in the future for any agreement for work there be a contract in place to safeguard any misunderstanding in the future. Weber made a motion seconded by Massey to pay R & M Diesel \$18,467.27

- Thompson yea, Massey yea, Weber yea, motion carried.

Consent Agenda (A-C)

- A) Approval of regular meeting minutes for September 15, 2025.
- B) Review of PWA financial reports for September
- C) Approval of Treasurers Report information provided by Town Treasurer, Kimberly Haynes.

- Massey made a motion seconded by Thompson to approve consent items A-C
 - Thompson yea, Massey yea, Weber yea, motion carried.

Central Oklahoma Economic Development District (COEDD)

- Massey made motion to approve seconded by Thompson to approve the certification for the REAP Grant allowing the elected official, Donna Weber, Mayor to sign and submit the application for the Grant.
 - Thompson yea, Massey yea, Weber yea, motion carried
- Weber made motion seconded by Thompson to approve application for the REAP Grant from COEDD.
 - Thompson yea, Massey yea, Weber yea, motion carried
- Weber made a motion seconded by Massey to approve the REAP Grant Resolution number 25-26-003 from COEDD for authorizing application for financial assistance.
 - Thompson yea, Massey yea, Weber yea, motion carried

Department Reports

Town Administrator.

- Wilbourn stated that the telemetry is currently not working and hasn't been for two weeks. He has been working on it and trying to find solutions. The transducer has stopped working. The water is good and presents no issues, but he will continue to troubleshoot the issues.
- Weber makes motion to adjourn at 7:33, seconded by Thomspson
 - Thompson yea, Massey yea, Weber yea, motion carried

Kimberly Haynes, Town Clerk

Donna Weber, Mayor