

**TOWN OF MEEKER
BOARD OF TRUSTEES
SEPTEMBER 15, 2025
REGULAR MEETING MINUTES**

A regular meeting of the Meeker Board of Trustees was held at 6:00 p.m. Monday, September 15, 2025, at Meeker City Hall, 510 W. Carl Hubbell Blvd, Meeker, OK.

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, Aaron Head, Mike Orman, Donna Weber.

City Manager: Jeff Wilbourn
City Attorney: James Hodgens
Town Clerk: Kimberly Haynes

Visitors: Leslie Wilbourn, Mike McCormick, Trent Norton, Nick Doe, Jody Vaughn, Shi'Ann Cox,

Flag Salute: Aaron Head led council in flag salute.

Invocation: Kenneth Massey led council in prayer.

Citizen's Participation: None

Consent Agenda (A-F)

- A) Approval of regular meeting minutes for August 18, 2025.
- B) Approval of special meeting minutes for August 25, 2025
- C) Approval of Court Bond PO's 116 through 118 totaling \$2051.58
- D) Review of monthly financials/expenditures; PO #116, through #163 totaling \$61,029.46
- E) Review Fire Department Invoice for vehicle coverage FY 2026 annual coverage, in the amount of \$4,789.19
- F) Approval of Treasurer's Report information provided by Kimberly Haynes, Town Treasurer

Consent Agenda Items Removed: Head made a motion to remove line-item B from the consent agenda since he was not present here for that meeting, seconded by Orman

- Thompson, Massey, Head, Orman and Weber. Motion carried.
- Weber made a motion to approve items A-F seconded by Orman

Yea: Thompson, Massey, Orman, Weber, Head abstains. Motion carried.

Weber made a motion to skip line item 1. Jackson Estate, seconded by Orman due to attorney being late.

Moved on to Department reports; Town administrator gave update on town maintenance mowing projects and states that the mower is now repaired but the workers need to get caught up on mowing.

No reports from Library, Cemetery, Museum, Street & Alley, Museum or Police. Chief Norton was present and indicated he had nothing to report other than the skunk problem in town.

Leslie Wilbourn gave update that she submitted the grant application for the T-SET for healthy Farmer's Market track three (3) Now we wait for an answer if we will be awarded the grant.

Leslie also indicated the Meeker Industrial Authority is interested in putting in bids for property and will follow proper channels the same as everyone else.

Order Appointing Substitute Administrator to Jackson Estate

Jeff Wilbourn gave update on his court appearance on the August 28th court hearing in Cleveland County. Administrator Jeff Wilbourn was appointed administrator to the Jackson estate in Meeker, Oklahoma. There was discussion on what we can do with this property and what it looks like for future plans. Town Administrator Wilbourn and the board asked many questions to Attorney Hodgens and discussed options. There was no voting or decisions made at this time, discussion only.

Leslie Wilbourn, Grant Update(s)

- Leslie reported the Lincoln County Commissioner, Lee Doolin asked if some of the Lincoln County towns would be participating in the state Department of Transportation's Road Improvement program, which provides up to \$500,000 in funding. The program requires a 75/25 cost split between the program and the municipality, making municipal contributions higher than originally anticipated under the traditional "matching funds" model. Leslie remarked that several municipalities, including Wellston & Meeker, were unable to participate due to lack of funds. However, Lincoln County Commissioners offered a letter of support and a \$120,000 financial contribution to assist Meeker in applying for the program.

Leslie emphasized that required documentation includes engineering reports and budgets. Don Russell, an engineer familiar with Lincoln County roads, will partner with Five Tool Management to prepare evaluations and reports prior to the September 30th deadline. Without these, ODOT would handle the task, risking delays.

Road Project Considerations:

- Curtis Street (noted as a priority by multiple members).
- Green Street near Highway 62 (noted, but concerns raised about aging sewer infrastructure underneath).
- Dawson Street was excluded, as it is already under repair.

Administrator Wilbourn clarified the road that leads to his house, and another Board Members home would be put last on the list so that any perception of that road being prioritized would be avoided.

Conclusion:

The Board acknowledged the opportunity to leverage county funds and engineering assistance for the road program. Further input on road priorities will be gathered, and engineering assessments will proceed to support the application.

- Orman made a motion to move forward with the Municipal Road Drilling Activity Fund to repair the affected roads in Meeker

Yea: Thompson, Massey, Head, Orman, Weber. Motion carried

- Thompson made a motion, seconded by Orman to accept Resolution No. 25-26-002 adopting the Project Application for the Municipal Road Drilling

Yea: Thompson, Massey, Head, Orman, Weber. Motion carried.

- Weber made a motion, seconded by Head to move forward with the 80/20 Grant for phase 1 of the Omni-Warn outdoor warning system.

Yea: Thompson, Massey, Head, Orman, Weber. Motion carried.

Executive Session on the hiring of full time Officer Nick Doe

- Council decided not to enter executive session but to have an open discussion on the hiring, full-time officer Nick Doe.
- Chief Norton introduced Nick Doe to the Board, and they asked questions of his training, experience and previous employment. While no numbers were put forth, talks on salary considerations would be left to Town Administrator Wilbourn with input by Chief Norton.
- Massey made the morion to accept the full-time employment of Nick Doe, pay to be determined by Administrator. Orman seconded.

Yea: Thompson, Massey, Head, Orman, Weber. Motion carried.

- Massey made a motion to accept the resignation letter of Officer Tommy Hughes, seconded by Thompson.

Yea: Thompson, Massey, Head, Orman, Weber. Motion carried.

City Hall Hours of Operation

- Administrator Wilbourn opened discussion regarding the current hours of operation for City Hall, which are Monday through Friday from 7:30 a.m. to 4:00 p.m. He noted that City Hall does not close during the day, and staff do not receive a designated lunch break. Employees typically eat at their desks while continuing to assist the public. Although staff are present for eight and a half hours daily, they are not compensated for a 30-minute lunch period. Wilbourn explained that this equates to approximately three weeks of uncompensated time per employee annually.
- Council members asked questions about customer access for bill payments and utility emergencies. It was noted that residents have several options for paying water and trash bills, including drop box, mail, bank, online, bill pay, and in-person. Regarding emergencies, Wilbourn reported that he has taken calls during evenings and weekends, though most issues are resolved when utility staff return on Monday mornings. Potential benefits of extended weekday hours and cost savings from closing one additional day each week (electricity and gas) were discussed.
- Alternative schedules, such as rotating days off, were considered; however, council determined that such arrangements could cause challenges during employee absences due to illness or vacation and also confuse the town's customers. A set schedule was viewed as more effective for employee morale and retention.

- Council member Massey moved to adopt a four-day work week with ten-hour days. Council member Weber seconded.

Discussion followed regarding whether the schedule would be 7:00 a.m. to 5:00 p.m. or 7:00 a.m. to 5:30 p.m., depending on whether a 30-minute lunch break is included. Administrator Wilbourn was instructed to research and finalize this detail.

It was clarified that the new Monday through Thursday work schedule would apply to City Hall and the Library, but not to the Police Department. The change will be publicized on utility bills, the Town's text alert system, and the Town website.

The new schedule will take effect on October 20, 2025.

- **Yea:** Thompson, Massey, Orman, Weber **No:** Head
Motion carried.

2025-2026 Fiscal Year upcoming Audit

- Engagement letter from Autumn Williams was reviewed and discussed. Weber made a motion accepting Autumn Williams to do the 20-26 fiscal year audit, motion seconded by Thompson.
- **Yea:** Thompson, Massey, Head, Orman, Weber. Motion carried.

Overpopulation of cats in the Town of Meeker (3)

- Discussion on cat overpopulation in the town of Meeker. Board members are still looking into grants and solutions to this issue.

Weber made a motion to take no action, seconded by Massey

- **Yea:** Thompson, Massey, Head, Orman, Weber. Motion carried.

Oklahoma Municipal Retirement Fund Agent Designation Process Form

- Weber made a motion to appoint Kimberly Haynes, as a point of contact (authorized agent) for the Town of Meeker for OMRF, Orman seconded.

- **Yea:** Thompson, Massey, Head, Orman, Weber. Motion carried.

New Business

Weber asked the board to research tax increases by 0.25%. Meeker's tax is lower than surrounding towns. This would have to be put to a vote of the people, but perhaps we can find a solution by January.

Adjourn

Weber makes motion, seconded by Orman to adjourn.

- **Yea:** Thompson, Massey, Head, Orman, Weber. Motion carried.

Meeting adjourned at 7:12 p.m.

MEEKER PUBLIC WORKS AUTHORITY Immediately following Board of Trustees regular meeting September 15, 2025

Meeting called to order at 7:14 p.m.

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

City Manager: Jeff Wilbourn

City Attorney: James Hodgins

Town Clerk: Kimberly Haynes

Visitors: Leslie Wilbourn

Consent Agenda (A-E)

Discuss, consider, take possible action to approve consent agenda items A-E all matters listed under “Consent” are considered by the City Council to be routine and will be enacted by one motion. Any Council Member may, however, remove an item from the Consent Agenda by request.

- A) Approval of regular meeting minutes for August 18, 2025.
- B) Approval of special meeting minutes for August 22, 2025
- C) Approval of PWA PO #085 through 121 totaling \$48,956.94.
- D) Approval of Blanket PO #122 to Wex Bank.
- E) Approval of Treasurer’s Report information provided by Kimberly Haynes, Town Treasurer

Consent Agenda Items Removed

Weber makes motion to approve A, C, D, E, seconded by Orman
Head noted to remove line-item B from the consent agenda since he was not present here for that meeting.

- Yea: Thompson, Massey, Orman, and Weber. Head abstains on B but approves A, C, D, and E.

Review and Discussion Invoice from R & M Diesel, INC.

- **Agenda Item: Invoice for Backhoe Repair – \$19,386.02**
- Administrator Wilbourn reported on the backhoe repair invoice. He explained that the repair shop had originally quoted approximately \$7,500 for an injection pump replacement, rebuilding a couple of hydraulic cylinders, and oil/fluid changes. Following a phone discussion, he authorized repairs up to **\$10,000**, contingent upon additional findings.
- The final invoice received totaled **\$19,386.02**, nearly double the approved amount. Administrator Wilbourn emphasized that no authorization was given beyond the \$10,000 threshold and that clarification should have been sought before exceeding that amount.
- The repair shop responded by email, stating that after beginning work, additional leaks in several hydraulic cylinders were discovered, along with complications requiring removal of the front end, oil pan, and engine components. The shop also noted difficulty with a seized pin, misidentified fuel pump parts, and battery/alternator issues, which added significant labor hours.
- Discussion followed among council members regarding:
 - Excessive labor hours and charges (some at \$175/hour).
 - Concerns that the invoice exceeded authorization.
 - Potential options, including negotiation, partial payment, or legal recourse.
- The backhoe’s approximate value of \$30,000 and whether repairs of nearly \$20,000 were reasonable.

- Agreement that future repairs must require firm written quotes before work proceeds.
- **Legal Counsel** advised that since the equipment has already been returned, the City is not subject to a mechanic's lien. He recommended authorizing negotiation of the invoice rather than approving a fixed payment amount at this time.

Action Taken:

- Motion made by Council member Orman, seconded by Council member Weber, to authorize Administrator Wilbourn to negotiate the repair invoice with the vendor and report back to the Council at the October meeting.
Yea: Thompson, Massey, Head, Orman, Weber
Motion carried.

City Hall hours of operation

- After a lengthy discussion with all possible variables, council member Massey moved to adopt a four-day work week with ten-hour days. Council member Weber seconded.

Discussion followed regarding whether the schedule would be 7:00 a.m. to 5:00 p.m. or 7:00 a.m. to 5:30 p.m., depending on whether a 30-minute lunch break is included. Administrator Wilbourn was instructed to research and finalize this detail.

It was clarified that the new Monday through Thursday work schedule would apply to City Hall and the Library, but not to the Police Department. The change will be publicized on utility bills, the Town's text alert system, and the Town website.

The new schedule will take effect on October 20, 2025.

Department Reports

Town Administrator.

New Business

None

Adjourn

- Weber made a motion, seconded by Thompson to adjourn
Yea: Thompson, Massey, Head, Orman, Weber.
Meeting adjourned at 7:40

Kimberly Haynes

Donna Weber, Mayor