

Meeker Board of Trustees
Regular Meeting
December 15, 2025

The Meeker Board of Trustees met in regular session Monday, December 15, 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, Mike Orman, Donna Weber and Aaron Head.

Town Administrator: Jeff Wilbourn

Town Attorney: James Hodgens

Town Clerk: Kimberly Haynes

Visitors present were Leslie Wilbourn.

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

Invocation: Orman led the council in prayer.

Citizen's Participation: None

Ordinance for the Amended Ordinance 9-101 Business Licenses

Weber made a motion to adopt the amended ordinance, seconded by Massey to increase the annual cost of business license to \$50.00

- Yea: Thompson, Massey, Head, Orman, Weber. Motion carried
- Weber made a motion, seconded by Orman to implement the emergency clause to this ordinance so it is enacted immediately.
 - Yea: Thompson, Massey, Head, Orman, Weber. Motion carried

Amended Ordinance 9-204 Itinerant Vender

Discussion centered around the fee as there was some confusion regarding the fee and what it entailed. Council member Head was not present at the meeting that this was discussed and voted on originally. Weber indicated that she had written down the fee to increase to \$25 not \$125. Discussion followed and consideration of the fee.

- Thompson made a motion, seconded by Orman to amend the itinerant vendor fee to \$25.
 - Yea: Thompson, Massey, Head, Orman, Weber. Motion carried
- Thompson made a motion, seconded by Weber to implement the emergency clause to this ordinance so it is enacted immediately.
 - Yea: Thompson, Massey, Head, Orman, Weber. Motion carried

Ordinance Manual Online

Council members discussed options on putting the entire code book online, the pros and cons of taking such action. Some drawbacks are when ordinances get amended, it takes 7-10 years to codify them due to the cost associated of doing so. So there could be issues with that. Another consideration of scanning the entire book to a drive and uploading it to the website, which would be easy, but if it isn't broken up into sections it would be read as a continual document. The other way is uploading it into sections, and that would take a considerable amount of time. At this time, we are not aware of space allowed to the site for such a large feature.

- Orman made a motion, seconded by Massey to move forward with putting the ordinance book on the Town of Meeker website after exploring the best practice of doing so.
 - Yea: Massey, Head, Orman, Weber. Nay: Thompson. Motion carried.

Consent Agenda (A-D)

- Weber made a motion seconded by Orman to approve A-D
 - Yea: Thompson, Massey, Head, Orman, Weber, motion carried.

A) Approval of regular meeting minutes for November 17, 2025.
B) Review of November's PO # 11-1 to 11-43 totaling \$60,580.60
C) Review of court bond amounts PO's 11-07 through 11-09 totaling \$118.73
D) Review of Treasurer's Report information provided by Town Treasurer, Kimberly Haynes.

Department Reports

- A) Parks, Cemetery, Lake, Library, Street and Museum
- B) Fire Department
- C) Police Department
- D) Grant Administrator Update
- E) Meeker Industrial Authority
- F) Town Administrator

Grant updates, and update to the 80/20 Grant for the New Warning Siren

A year-end grant administration report was presented to the board summarizing grant activity over the past two years.

During this time, Leslie worked on a total of **19 grants**.

- **Grants currently being researched:** 4
- **Grants currently being prepared:** 0
- **Grants submitted and pending award:** 2

The two pending grants total **approximately \$600,000** if awarded:

1. **TSET Environmental / Healthy Food Grant** for the farmers market (anticipated decision in March)

2. **Municipal Road Drilling Activity Fund** for road improvements on Clark Street (including several intersections) and Johnson Street (anticipated decision in **February**)

The city has been **awarded two grants totaling \$146,226.84**:

- One award totaled **approximately \$109,000**.
- The second award, listed next on the agenda, is the **80/20 Reimbursement Grant for the Fire Department**, which the department has elected to apply toward **Phase One of a new community siren system** for the Town of Meeker.

It was noted that had all four previously applied-for grants been awarded, the total funding would have been approximately **\$34 million**; however, those additional grants were not awarded.

Leslie continues to monitor potential future funding opportunities, including the **PRICE Grant** and the **Pro-Housing Grant**, neither of which has reappeared at this time. It is unknown whether these programs will continue under the current federal administration. Both grants were identified as potentially beneficial for the City of Meeker, and Leslie will continue to watch for future application opportunities.

Additionally, six grants were not submitted. In some cases, it was determined that applications would not be considered, as occurred with the **CDBG grant** that was initially explored. Other non-submitted grants were primarily **TSET grants related to lake projects**, which were deferred pending further development and clarification of project scope before committing funds.

This concludes the **Grant Administration Update for the end of the year**.

A board member inquired about the **Storybook walk grant through the library**, and it was confirmed that the library **was awarded that grant**.

For the Meeker Industrial Authority update,

Leslie reported continued monitoring of the **Oklahoma Finance Agency Home Builder Program**. The 2026 application packet has been released; however, ongoing program changes have been noted. It was clarified that participation through the Meeker Industrial Authority may not require deed restrictions and may be limited to the home builder portion only. Due to prior uncertainty, the Authority did not apply in 2025 and will continue to monitor the program.

The Meeker Industrial Authority is also monitoring **2 properties** for potential acquisition. A motion was made to prioritize the use of available funds toward the purchase of these properties, contingent upon a reduction in purchase price or receipt of additional funding. Staff will submit a donor appeal letter to seek contribution assistance.

The goal is to acquire at least one property initially, with the long-term objective of purchasing both. Construction financing would be obtained through **Bank First or Vision Bank**. Upon completion, the property would be sold, with modest proceeds (\$10,000–\$15,000) reinvested to support future acquisitions. Demolition costs are anticipated to be supported through in-kind assistance, minimizing project expenses.

Town Administrator Update

Jeff reports that health insurance costs are expected to increase. The City's current provider (Blue Cross Blue Shield) anticipates an approximate 25% premium increase, significantly higher than the typical 10–12%. Staff will research alternative coverage options and provide additional information as it becomes available.

Police Department Staffing

The Police Department is currently operating with four full-time officers, one part-time officer, and several reserve officers. It was noted that staffing at this level is not sustainable for full-time operations. At least one additional full-time officer will need to be hired, with the potential for more depending on operational needs. Staff will coordinate with leadership to evaluate next steps.

New Business

Legal Update:

Jeff inquired whether Attorney Hodgens had conducted research on HB1095 regarding gun laws. Mr. Hodgens indicated he had not yet done so but will follow up. Mayor Weber asked Mr. Hodgens about the proper procedures for requesting a public hearing and a special election related to a potential modest city tax increase. Mr. Hodgens outlined the required steps and a timeline to proceed in the coming months.

Adjourn

- Weber moved to adjourn meeting, Head seconded.
 - Yea: Thompson, Massey, Head, Orman, Weber meeting adjourned at 6:48

MEEKER PUBLIC WORKS AUTHORITY

Immediately following Board of Trustees regular meeting

December 15, 2025

Meeting called to order: Mayor Donna Weber called the meeting to order at 6:49 p.m.

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

Town Administrator: Jeff Wilbourn

Town Attorney: James Hodgens

Town Clerk: Kimberly Haynes

Visitors present were Leslie Wilbourn.

Citizens to Address the Board None

Jeff addressed the board regarding a matter between a water customer's daughter, Carolyn Linn, and PWA. Ms. Linn was upset about a leak at her mother's residence that went on for two months. Each board member received a copy of the complaint from Ms. Linn and Jeff went on to explain that responsibility depends on whether the leak is on the City side or the customer side of the meter. Customers are not permitted to access or alter meter cans or fittings. It was noted that older meter installations often lack sufficient service line beyond the meter, creating responsibility issues. Going forward, new meter installations will include a 3-5 foot service line ("pigtail") beyond the meter to clearly establish the customer connection point. In this case, the leak appeared to be at the meter fitting and was considered a city responsibility. Jeff clarified that new meter installations will include a 3-5 foot service line beyond the meter, after which responsibility transfers to the homeowner. Leaks occurring within close proximity to the meter are typically addressed by the city. The referenced leak was repaired within a few days of Jeff becoming aware of the issue. It was noted that the delay in repair was due to the issue not being reported to staff for approximately two to three months. Staff emphasized that small water leaks should be addressed promptly and should not remain unresolved for extended period. The matter is resolved.

Consent Agenda (A-C)

- A) Approval of regular meeting minutes for November 17, 2025.
- B) Review of PWA PO # 11-01 to 11-24 totaling \$48,319.23.
- C) Approval of Treasurers Report information provided by Town Treasurer, Kimberly Haynes.

- Weber made a motion, seconded by Orman to approve and accept consent items A through C

- Yea: Thompson, Massey, Head, Orman, Weber, motion carried.

Department Reports

Town Administrator. Jeff reported that telemetry at the water tower is still not operational, and water levels are currently being monitored and controlled manually. Efforts are ongoing to correct the telemetry issues.

- Weber made a motion, seconded by Massey for adjournment.
 - Yea: Thompson, Massey, Head, Orman, Weber, meeting adjourned at 7:00.

Kimberly Haynes. Town Clerk

Donna Weber, Mayor