

**Meeting Notice and Agenda
Town Board of Trustees
Regular Meeting
August 19, 2025 – 6:30 pm
Mounds Community Building
15 W 14th Street, Mounds OK 74047**

1. Call to Order

Time: _____

2. Roll Call

Long _____ Pounds _____ McNabb _____ Tersinar _____ Culbert _____

INFORMATION ITEMS: *(Information Items are presented for information only, they can be discussed but do not require action.)*

1. The Trustees would like to recognize J Sturman as the Citizen of the Month, for July 2025.
2. The Trustees would like to recognize Jerry and Donna Shore as the Citizen of the Month, for August 2025.
3. Representative from FFIT Consulting LLC to present monthly reports.

Discussion Item:

- Discussion on demolition of property south of the fire department.
- Discussion on Credit Card Policy approved on 9-1-24

Consent Agenda

All matters listed under “Consent” are considered by the Town Board to be routine and will be enacted by one motion. Any Trustee, however, can remove an item from the Consent Agenda by request.

- A. Approval of the Minutes for the July 15 Regular Meeting
- B. Approval of the Library report
- C. Approval of the Police report
- D. Approval of the Fire report
- E. Approval of the Financial report
- F. Approval of the Budget report
- G. Approval of the Court report
- H. Approval of Purchase Orders for Streets & Alleys and Parks Departments
- I. Building Inspector Report
- J. Approval of the Purchase Orders for General Government, Streets & Alleys, and Court Fund.

Motion: _____ Second: _____

Long: Y N Pounds: Y N McNabb: Y N Tersinar Y N Culbert: Y N

3. Ordinance No. 20250819 Amending Sections 2-207 and 2-208:

Discuss, consider, and/or take possible action on Ordinance No.20250819: An Ordinance of the Town of Mounds, Oklahoma, amending Sections 2-207 (Competitive Bidding) and 2-208 (When Competitive Bidding is Not Required) of the Code of Ordinances; repealing conflicting ordinances; and declaring an emergency.

Motion: _____ Second: _____
Pounds: Y N McNabb: Y N Tersinar Y N Culbert: Y N Long: Y N

4. Emergency Clause on Ordinance No. 20250819 Amending Sections 2-207 and 2-208:

Motion: _____ Second: _____
McNabb: Y N Tersinar Y N Culbert: Y N Pounds: Y N Long: Y N

3. Jaws of Life-2025 REAP Grant:

Discuss, consider, and/or take possible action on approving the quote and authorizing the purchase of the Jaws of Life for the Mounds Fire Department under the 2025 INCOG REAP Community Development Grant (Contract No. 250127). The total purchase amount shall not exceed the awarded grant amount of \$58,868.00.

Motion: _____ Second: _____
Tersinar Y N Culbert: Y N Long: Y N Pounds: Y N McNabb: Y N

4. Building Inspector Contract and Adoption of Permit Fee Schedule:

Discuss, consider, and/or take possible action on entering into a contract with Farley Fisher of GDF Management Services, LLC to serve as the Building Inspector and Code Consultant for the Town of Mounds, and to adopt the associated permit fee schedule.

Motion: _____ Second: _____
Culbert: Y N Long: Y N Pounds: Y N McNabb: Y N Tersinar Y N

5. Comp Time Buyback:

Discuss, consider, and/or take possible action to authorize the Town to purchase back accrued compensatory (comp) time hours for employee Otis, in accordance with the Town's personnel policies and applicable wage and hour regulations.

Motion: _____ Second: _____
Long: Y N Pounds: Y N McNabb: Y N Tersinar Y N Culbert: Y N

6. Employee Time-Off Request Form and Procedure:

Discuss, consider, and/or take possible action to approve the Town of Mounds Employee Time-Off Request Form and related procedures.

Motion: _____ Second: _____
Pounds: Y N McNabb: Y N Tersinar Y N Culbert: Y N Long: Y N

7. Drug Policy:

Discuss, consider, and/or take possible action on adopting a revised Drug and Alcohol Policy for inclusion in the Town of Mound's Employee Handbook, outlining expectations, testing procedures, and consequences for policy violations in accordance with applicable state and federal law.

Motion: _____ Second: _____

McNabb: Y N Tersinar Y N Culbert: Y N Pounds: Y N Long: Y N

8. Aflac Insurance:

Discuss, consider, and/or take possible action to approve the AFLAC insurance policy and contract as presented for the Town of Mounds, authorize the Mayor to sign all necessary documents on behalf of the Town, and determine whether the policy will be fully funded by employee payroll deductions or subsidized in whole or in part by the Town.

Motion: _____ Second: _____

Tersinar Y N Culbert: Y N Long: Y N Pounds: Y N McNabb: Y N

9. Oklahoma Department of Libraries Technology Grant:

Discuss, consider, and/or take possible action to formally accept the Oklahoma Department of Libraries Technology Grant in the amount of \$9,100.

Motion: _____ Second: _____

Culbert: Y N Long: Y N Pounds: Y N McNabb: Y N Tersinar Y N

10. Authorization to Purchase Equipment and Supplies Using Library Grant Funds:

Discuss, consider, and/or take possible action to authorize the purchase of equipment, technology, and educational materials for the Julia Crowder McClellan Memorial Library using funds received from the Oklahoma Department of Libraries Technology Grant, in an amount not to exceed \$9,100.

Motion: _____ Second: _____

Long: Y N Pounds: Y N McNabb: Y N Tersinar Y N Culbert: Y N

11. Authorized User Update - mycardstatement Account:

Discuss, consider, and/or take possible action to authorize Michael Pounds, Tim McNabb, and FFIT Consulting, LLC as authorized users on the Town's mycardstatement account and to remove Theda Boydston from the account.

Motion: _____ Second: _____

Pounds: Y N McNabb: Y N Tersinar Y N Culbert: Y N Long: Y N

12. 2016 Ford Taurus Police Vehicle:

Discuss, consider, and/or take possible action to approve the purchase of 2016 Ford Taurus for the Mounds Police Department from James Peterschmidt, for a total cost not to exceed \$7900.

Motion: _____ Second: _____

McNabb: Y N Tersinar Y N Culbert: Y N Long: Y N Pounds: Y N

13. Outfitting of 2016 Ford Taurus Police Vehicle:

Discuss, consider, and/or take possible action to approve the outfitting of the 2016 Ford Taurus Police Vehicle through Fenix with necessary equipment for law enforcement use, including installation of warning lights. Total cost shall not exceed \$3000.

Motion: _____ Second: _____
Tersinar Y N Culbert: Y N Long: Y N Pounds: Y N McNabb: Y N

14. Ladder Truck:

Discuss, consider, and/or take possible action on acquiring a ladder truck from Jenks Fire Department.

Motion: _____ Second: _____
Culbert: Y N Long: Y N Pounds: Y N McNabb: Y N Tersinar Y N

15. Code Enforcer:

Discuss, consider, and/or take possible action on contracting Zack Vickers as the Town's Code Enforcer.

Motion: _____ Second: _____
Long: Y N Pounds: Y N McNabb: Y N Tersinar Y N Culbert: Y N

16. Lot Parking:

Discuss, consider, and/or take possible action on lot across from cafe 75 (turning it into a parking lot for business parking).

Motion: _____ Second: _____
Pounds: Y N McNabb: Y N Tersinar Y N Culbert: Y N Long: Y N

17. Water District:

Discuss, consider, and/or take possible action on returning to water district for billing at a 10% flat rate.

Motion: _____ Second: _____
McNabb: Y N Tersinar Y N Culbert: Y N Long: Y N Pounds: Y N

18. Executive Session:

A. The Trustees will consider retiring into Executive Session for the purpose of discussion for item A. related to the employment, hiring, appointment, promotion, demotion of individual salaried employees (Item A. Angela Madalone-Barton) making permanent for benefit purposes in accordance with O.S. Title 25, Section 307(B) (1).

B. For the purpose of discussing the purchase of real property, specifically the potential acquisition of the adjacent lot and building from Kyle Rackley. Enter in accordance with O.S. Title 25 Section 307(B)(3).

Time: _____
Motion: _____ Second: _____
Tersinar Y N Culbert: Y N Long: Y N Pounds: Y N McNabb: Y N

Possible Action on items discussed in the Executive Session:

A. Motion _____ Second _____
Culbert: Y N Long: Y N Pounds: Y N McNabb: Y N Tersinar Y N

B. Motion _____ Second _____
Long: Y N Pounds: Y N McNabb: Y N Tersinar Y N Culbert: Y N

19. Adjournment

This Agenda was filed in the office of the Town Clerk and posted by 6 PM by August 18, 2025, at the Mounds Municipal Building located at 1319 Commercial Avenue, Mounds, OK 74047 and the Mounds Community Building located at 15 W 14th Street in Mounds, OK 74047, by Brooklyn Brazille, Town Clerk.



Brooklyn Brazille, Town Clerk

TOWN OF MOUNDS

Board of Trustees — Regular Meeting Minutes

August 19, 2025 – 6:30 PM

Mounds Community Building, 15 W 14th Street, Mounds, OK 74047

1. Call to Order

The meeting was called to order by Mayor Michael Pounds at 6:32 PM.

2. Roll Call

Present:

- Long- Present
- Pounds- Present
- McNabb- Present
- Tersinar- Present
- Culbert- Present

Information Items:

- **The Trustees recognized Jay Sturman as the Citizen of the Month, for July 2025**
- **The Trustees recognized Jerry and Donna Shore as the Citizen of the Month, for August 2025.**
- **A representative from FFIT Consulting LLC presented the monthly reports.**

Discussion Items:

Trustees discussed the demolition of property south of the fire department.

Trustees discussed the Credit Card policy approved on 9-1-24

- **The Trustees reviewed the policy and signed to confirm their acknowledgment and understanding of its contents.**

Consent Agenda

A motion was made by Michael Pounds, seconded by Jeff Culbert, to approve the consent agenda, which included:

- Approval of the Minutes for the July 15 Regular Meeting
- Approval of the Library report
- Approval of the Police report

- Approval of the Fire report
- Approval of the Financial report
- Approval of the Budget report
- Approval of the Court report
- Approval of Purchase Orders for Streets & Alleys and Parks Departments
- Building Inspector Report
- Approval of the Purchase Orders for General Government, Streets & Alleys, and Court Fund

Vote:

Long- Yes | Pounds- Yes | McNabb- Yes | Tersinar- Yes | Culbert- Yes

3. Ordinance No. 2025089 Amending Sections 2-207 and 2-208:

A motion was made by Michael Pounds, seconded by Keith Long to approve the Ordinance No.2025089: An Ordinance of the Town of Mounds, Oklahoma, amending Sections 2-207 (Competitive Bidding) and 2-208 (When Competitive Bidding is Not Required) of the Code of Ordinances; repealing conflicting ordinances; and declaring an emergency.

Vote:

Pounds- Yes | McNabb- Yes | Tersinar- Yes | Culbert- Yes | Long- Yes

4. Emergency Clause on Ordinance No. 20250819 Amending Sections 2-207 and 2-208:

A motion was made by Michael Pounds & seconded by Tim McNabb to approve.

Vote:

McNabb- Yes | Tersinar- Yes | Culbert- Yes | Pounds- Yes | Long- Yes

Recess to go to the PWA Meeting at 6:51 PM.

Resume Regular Meeting at 6:53 PM.

5. Jaws of Life-2025 REAP Grant:

A motion was made by Jeff Culbert, seconded by Tim McNabb to approve the quote and authorizing the purchase of the Jaws of Life for the Mounds Fire Department under the 2025 INCOG REAP Community Development Grant (Contract No. 250127). The total purchase amount shall not exceed the awarded grant amount of \$58,868.00.

Vote:

Tersinar- Yes | Culbert- Yes | Long- Yes | Pounds- Yes | McNabb- Yes

6. Building Inspector Contract and Adoption of Permit Fee Schedule:

A motion was made by Michael Pounds, seconded by Jeff Culbert to enter into a contract with Farley Fisher of GDF Management Services, LLC to serve as the Building Inspector and Code Consultant for the Town of Mounds, and to adopt the associated permit fee schedule. Trustees will review costs of services with Farley Fisher of GDF Management Services, LLC.

Vote:

Culbert- Yes | Long- No| Pounds- Yes| McNabb- Yes | Tersinar- Yes

7. Comp Time Buyback:

A motion was made by Michael Pounds, seconded by Tim McNabb to authorize the Town to purchase back accrued compensatory (comp) time hours for employees Otis, in accordance with the Town's personnel policies and applicable wage and hour regulations.

Vote:

Long- Yes | Pounds- Yes| McNabb- Yes| Tersinar- Yes | Culbert- Yes

8. Employee Time-Off Request Form and Procedure:

A motion was made by Tim McNabb and seconded by Jeff Culbert to approve the Town of Mounds Employee Time-Off Request Form and related procedures.

Vote:

Pounds- Yes | McNabb- Yes| Tersinar- Yes| Culbert- Yes | Long- Yes

9. Drug Policy:

A motion was made by Jeff Culbert, seconded by Tim McNabb to adopt a revised Drug and Alcohol Policy for inclusion in the Town of Mounds Employee Handbook. Outlining expectations, testing procedures, and consequences for policy violations in accordance with applicable state and federal law.

Vote:

McNabb- Yes | Tersinar- Yes| Culbert- Yes| Pounds- Yes | Long- Yes

10. Aflac Insurance:

Item was tabled.

11. Oklahoma Department of Libraries Technology Grant:

A motion was made by Michael Pounds, seconded by Jeff Culbert to formally accept the Oklahoma Department of Libraries Technology Grant in the amount of \$9,100.

Vote:

Culbert- Yes | Long- Yes| Pounds- Yes| McNabb- Yes | Tersinar- Yes

12. Authorization to Purchase Equipment and Supplies Using Library Grant Funds:

A motion was made by Keith Long, seconded by Tim McNabb to authorize the purchase of equipment, technology, and educational materials for the Julia Crowder McClellan Memorial Library using funds received from the Oklahoma Department of Libraries Technology Grant, in an amount not to exceed \$9,100.

Vote:

Long- Yes | Pounds- Yes| McNabb- Yes| Tersinar- Yes | Culbert- Yes

13. Authorized User Update - mycardstatement Account:

A motion was made by Keith Long, and seconded by Jeff Culbert to authorize Michael Pounds, Tim McNabb, and FFIT Consulting, LLC (Luke Spalding and Vicki Hagerman), as authorized users on the Town's mycardstatement account and to remove Theda Boydston from the account.

Vote:

Pounds- Yes | McNabb- Yes| Tersinar- Yes| Culbert- Yes | Long- Yes

14. 2016 Ford Taurus Police Vehicle:

A motion was made by Tim McNabb, seconded by Gary Tersinar to approve the purchase of 2016 Ford Taurus for the Mounds Police Department from James Peterschmidt, for a total cost not to exceed \$7,900.

Vote:

McNabb- Yes | Tersinar- Yes| Culbert- Yes| Long- Yes | Pounds- Yes

15. Outfitting of 2016 Ford Taurus Police Vehicle:

A motion was made by Michael Pounds, seconded by Jeff Culbert to approve the outfitting of the 2016 Ford Taurus Police Vehicle through Feniex with necessary equipment for law enforcement use, including installation of warning lights. Total cost shall not exceed \$3,000.

Vote:

Tersinar- Yes | Culbert- Yes| Long- Yes| Pounds- Yes | McNabb- Yes

16. Ladder Truck

A motion was made by Michael Pounds, seconded by Keith Long to acquire a ladder truck from Jenks Fire Department.

Vote:

Culbert- Yes | Long- Yes| Pounds- Yes| McNabb- Yes | Tersinar- Yes

17. Code Enforcer

No action.

18. Lot Parking

Item Tabled.

19. Water District

No action.

20. Executive Session

A motion was made by Michael Pounds, seconded by Keith Long to go into Executive Session at 7:33 PM.

Return from Executive Session at 8:52 PM.

Possible Action on items discussed in the Executive Session:

- A. A motion was made by Michael Pounds, seconded by Jeff Culbert to promote Angela Madalone-Barton as Deputy Clerk/Administrative Assistant at \$18.50/hour.
- B. No action was made to purchase real property, specifically the potential acquisition of the adjacent lot and building from Kyle Rackley. Enter in accordance with O.S. Title 25 Section 307(B)(3).

21. Adjournment

Motion made to adjourn by Mayor Michael Pounds at 8:55 PM.

Minutes submitted by:

Brooklyn Bazille, Town Clerk

Michael Pounds