

**Meeting Notice and Agenda
Town Board of Trustees
Regular Meeting
December 9, 2025 – 6:30 pm
Mounds Community Building
15 W 14th Street, Mounds OK 74047**

1. Call to Order

Time: _____

2. Roll Call

_____ Swan _____ 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 Brendon Bazille as the Citizen of the Month, for December 2025.
2. Representative from FFIT Consulting LLC to present monthly reports.

Discussion Item:

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 November 18 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.
- K. Code Enforcement Report
- L. Approval of the CVE invoice 24051-01 in the amount of \$4,740.00 for OWRB REAP Grant No. FAP-25-0081.
- M. Approval of the CVE invoice 24051-02 in the amount of \$8,300.00 for OWRB REAP Grant No. FAP-25-0081.
- N. Approval of the CVE invoice 24051-03 in the amount of \$1,590.00 for OWRB REAP Grant No. FAP-25-0081.
- O. Approval of the Lonehickory Cattle, LLC invoice 1 in the amount of \$79,000.00 for OWRB REAP Grant No. FAP-25-0081.

Motion: _____ Second: _____

Swan Y N McNabb: Y N Tersinar Y N Culbert: Y N

3. Appointment to Fill Unexpired Term:

Discuss, consider, and/or take possible action on appointing Debbie Gamble Holmark to fill the unexpired term of Keith Long, ending April 2027.

Motion: _____ Second: _____

McNabb: Y N Tersinar Y N Culbert: Y N Swan Y N Y N

4. Fire Liaisons:

Discuss, consider, and/or take possible action to designate a Board member to serve as the Fire Department Liaison, acting as the communication link between the Fire Department and the Board of Trustees.

Motion: _____ Second: _____

McNabb: Y N Tersinar Y N Culbert: Y N Holmark: Y N Swan: Y N

5. Authorization to Town Visa Account

Discuss, consider, and/or take possible action on removing Micheal Pound and Keith Long and adding Gary Tersinar, Tim McNabb, Vicki Hagerman, Luke Spaulding as authorized users to the Town of Mounds' American Heritage Bank account and Visa account.

Motion: _____ Second: _____

Tersinar Y N Culbert: Y N Holmark: Y N Swan: Y N McNabb: Y N

6. Vacation Policy:

Discuss, consider, and/or take possible action adopting a vacation policy amendment allowing the payout of accrued vacation leave to full-time employees upon Board approval. .

Motion: _____ Second: _____

Holmark: Y N Swan: Y N McNabb: Y N Tersinar: Y N Culbert: Y N

7. Vacation Leave Payout:

Discuss, consider, and/or take possible action on authorizing the payout of vacation leave totaling fifteen (15) days/one hundred twenty (120) hours, for Police Chief Antonio Portor.

Motion: _____ Second: _____

Swan: Y N McNabb: Y N Tersinar: Y N Culbert: Y N Holmark: Y N

8. Comp Time:

Discuss, consider, and/or take possible action on authorizing the payout of compensatory time in excess of the 120-hour cap, totaling 0.9 hours for Police Chief Antonio Portor.

Motion: _____ Second: _____

McNabb: Y N Tersinar: Y N Culbert: Y N Holmark: Y N Swan: Y N

9. Christmas meeting food

Discuss, consider, and/or take possible action on the purchase of Christmas/holiday employee recognition meal food in an amount not to exceed \$700.

Motion: _____ Second: _____

Tersinar: Y N Culbert: Y N Holmark: Y N Swan: Y N McNabb: Y N

10. 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. Brooklyn Bazille) making permanent for benefit purposes in accordance with O.S. Title 25, Section 307(B) (1).

Time: _____

Motion: _____ Second: _____

Culbert: Y N Holmark: Y N Swan: Y N McNabb: Y N Tersinar: Y N

Possible Action on items discussed in the Executive Session:

A. Motion _____ Second _____

Holmark: Y N Swan: Y N McNabb: Y N Tersinar: Y N Culbert: Y N

11. Adjournment

This Agenda was filed in the office of the Town Clerk and posted by 6 PM by December 8, 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 Kristin Haddock, Town Clerk.

 _____

Brooklyn Bazille, Town Clerk

TOWN OF MOUNDS

Board of Trustees — Regular Meeting Minutes

December 9, 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 Tim McNabb at 6:31 PM.

2. Roll Call

- Swan– Present
- McNabb– Present
- Tersinar– Present
- Culbert– Present

Information Items:

1. The Trustees recognized Brendon Bazille as the Citizen of the Month, for December 2025.
2. A representative from FFIT Consulting LLC presented the monthly reports.

Discussion Items:

Consent Agenda

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

- Minutes for the November 18 Regular Meeting
- Library report
- Police report
- Fire report
- Financial report
- Budget report
- Court report
- Purchase Orders for Streets & Alleys and Parks Departments
- Building Inspector Report
- Purchase Orders for General Government, Streets & Alleys, and Court Fund
- Code Enforcement Report

- CVE invoice 24051-01 in the amount of \$4,740.00 for OWRB REAP Grant No. FAP-25-0081.
- CVE invoice 24051-02 in the amount of \$8,300.00 for OWRB REAP Grant No. FAP-25-0081.
- CVE invoice 24051-03 in the amount of \$1,590.00 for OWRB REAP Grant No. FAP-25-0081.
- Lonehickory Cattle, LLC invoice 1 in the amount of \$79,000.00 for OWRB REAP Grant No. FAP-25-0081.

Vote:

Swan- Yes | McNabb- Yes | Tersinar- Yes | Culbert- Yes

3. Appointment to Fill Unexpired Term:

A motion was made by Jeff Culbert, seconded by Tim McNabb to appoint Debbie Gamble Holmark to fill the unexpired term of Keith Long, ending April 2027.

Vote:

McNabb- Yes | Tersinar- Yes | Culbert- Yes | Swan- Yes

4. Fire Liaisons:

A motion was made by Jeff Culbert, seconded by Paige Swan to designate Debbie Holmark to serve as the Fire Department Liaison, acting as the communication link between the Fire Department and the Board of Trustees.

Vote:

McNabb- Yes | Tersinar- Yes | Culbert- Yes | Holmark- Yes | Swan- Yes

5. Authorization to Town Visa Account:

A motion was made by Jeff Culbert, seconded by Paige Swan to remove Michael Pounds and Keith Long and adding Gary Tersinar, Tim McNabb, Vicki Hagerman, Luke Spalding as authorized users to the Town of Mounds' American Heritage Bank account and Visa account.

Vote:

Tersinar- Yes | Culbert- Yes | Holmark- Yes | Swan- Yes | McNabb- Yes

6. Vacation Policy:

A motion was made by Tim McNabb, seconded by Gary Tersinar to adopt a vacation policy amendment allowing the payout of accrued vacation leave to full-time employees upon Board approval.

Vote:

Holmark- Yes | Swan- Yes | McNabb- Yes | Tersinar- Yes | Culbert- Yes

7. Vacation Leave Payout:

A motion was made by Jeff Culbert, seconded by Tim McNabb to authorize the payout of vacation leave totaling fifteen (15) days/one hundred twenty (120) hours, for Police Chief Antonio Porter.

Vote:

Swan- Yes | McNabb- Yes | Tersinar- Yes | Culbert- Yes | Holmark- Yes

8. Comp Time:

A motion was made by Tim McNabb, seconded by Jeff Culbert to authorize the payout of compensatory time in excess of the 120-hour cap, totaling 0.9 hours for Police Chief Antonio Porter.

Vote:

McNabb- Yes | Tersinar- Yes | Culbert- Yes | Holmark- Yes | Swan- Yes

9. Christmas Meeting Food:

A motion was made by Jeff Culbert, seconded by Paige Swan to approve the purchase of Christmas/holiday employee recognition meal food in an amount not to exceed \$700.

Vote:

Tersinar- Yes | Culbert- Yes | Holmark- Yes | Swan- Yes | McNabb- Yes

10. Executive Session:

A motion was made by Jeff Culbert, seconded by Tim McNabb to convene into Executive Session at 6:48 PM for the purpose of discussion for item A. related to the employment, hiring, appointment, promotion, demotion of individual salaries employees (Item A. Brooklyn Bazille) making permanent for benefit purposes in accordance with O.S. Title 25, Section 307 (B) (1).

Vote:

Culbert- Yes | Holmark- Yes | Swan- Yes | McNabb- Yes | Tersinar- Yes

Return to Open Session at 7:03 PM.

A motion was made by Jeff Culbert, seconded by Debbie Holmark to hire Brooklyn Bazille as a part-time Town Clerk working up to 20 hours per week.

Vote:

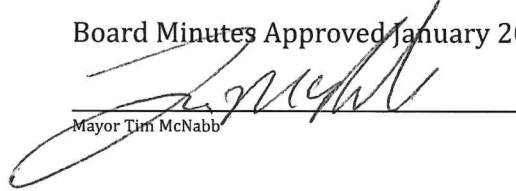
Hollmark- Yes | Swan- Yes | McNabb- Yes | Tersinar- Yes | Culbert- Yes

11. Adjournment

Motion made to adjourn by Mayor Tim McNabb at 7:03 PM

Board Minutes kept by Brooklyn Bazille, Town Clerk

Board Minutes Approved January 20, 2026

A handwritten signature in black ink, appearing to read 'Tim McNabb', is written over a horizontal line. The signature is fluid and cursive.

Mayor Tim McNabb