

**Meeting Notice and Agenda
Town Board of Trustees
Special Meeting
March 7, 2026 – 9:00 am
Mounds Community Building
15 W 14th Street, Mounds OK 74047**

1. Call to Order

Time: _____

2. Roll Call

Hallmark-Gamble _____ Swan _____ McNabb _____ Tersinar _____ Culbert _____

DISCUSSION ITEMS:

- Roundtable discussion by the Mayor, Board of Trustees, and staff regarding matters concerning all Town departments, operations, projects, and general municipal business. No action will be taken.

3. Construction of a New City Hall

Discuss, consider, and/or take possible action regarding the construction of a new City Hall for the Town of Mounds.

Motion: _____ Second: _____

McNabb: Y N Tersinar: Y N Culbert: Y N Swan: Y N Hallmark-Gamble: Y N

4. On the Clock

Discuss, consider, and/or take possible action regarding clarification and approval of the cost for the On the Clock employee timekeeping and leave tracking system in the amount of \$540.

Motion: _____ Second: _____

Tersinar: Y N Culbert: Y N Swan: Y N Hallmark-Gamble: Y N McNabb: Y N

5. Town Reserve Funds Policy

Discuss, consider, and/or take possible action on establishing a policy for the Town of Mounds on the amount of funds to be maintained in financial reserves, for a reserve level for operating stability, emergency needs, and long-term financial planning.

Motion: _____ Second: _____

Culbert: Y N Swan: Y N Hallmark-Gamble: Y N McNabb: Y N Tersinar: Y N

6. Budget Structure and Budget Categories

Discuss, consider, and/or take possible action regarding the Town of Mounds budget structure and budget categories.

Motion: _____ Second: _____

Swan: Y N Hallmark-Gamble: Y N McNabb: Y N Tersinar: Y N Culbert: Y N

7. Police Department Vehicles

Discuss, consider, and/or take possible action regarding leasing two (2) new police vehicles for the Mounds Police Department.

Motion: _____ Second: _____

Hallmark-Gamble: Y N McNabb: Y N Tersinar: Y N Culbert: Y N Swan: Y N

8. Bank Account Authorization

Discuss, consider, and/or take possible action on updating authorized signatories and account access users for all Town of Mounds bank and Credit Card accounts held at American Heritage Bank, designating Jeff Culbert and Debbie Hallmark-Gamble as authorized check signers and full account signatories.

Motion: _____ Second: _____

McNabb: Y N Tersinar: Y N Culbert: Y N Swan: Y N Hallmark-Gamble: Y N

9. Community Center Renovation

Discuss, consider, and/or take possible action regarding the proposed renovation of the Community Center, including review of the proposal submitted by Designs by Tenna Marie, consideration of a counteroffer amount, and authorizing to obtain additional bids for the project.

Motion: _____ Second: _____

Tersinar: Y N Culbert: Y N Swan: Y N Hallmark-Gamble: Y N McNabb: Y N

10. Agenda Procedures

Discuss, consider, and/or take possible action regarding procedures for preparation of Board meeting agendas, including establishing a deadline of Wednesday at the close of business to allow adequate time for review, approval, and posting in compliance with the Open Meeting Act.

Motion: _____ Second: _____

Culbert: Y N Swan: Y N Hallmark-Gamble: Y N McNabb: Y N Tersinar: Y N

11. Accounts Payable Reporting

Discuss, consider, and/or take possible action on adding a list of accounts payable to the monthly financial report provided to the Board of Trustees.

Motion: _____ Second: _____

Swan: Y N Hallmark-Gamble: Y N McNabb: Y N Tersinar: Y N Culbert: Y N

12. FITT Contract Review

Discuss, consider, and/or take possible action regarding the contract with FITT Consulting LLC, including review of the agreement and terms and conditions of the contracts.

Motion: _____ Second: _____

Hallmark-Gamble: Y N McNabb: Y N Tersinar: Y N Culbert: Y N Swan: Y N

13. 2026 REAP Transportation Grant:

Discuss, consider, and/or take possible action on accepting the 2026 REAP Transportation Project grant 260201 in the amount of \$150,000.00 for asphalt overlay and concrete sidewalk, and authorize the execution of the grant contract and Certificate of Authorized Signatures as required by INCOG.

Motion: _____ Second: _____

McNabb: Y N Tersinar: Y N Culbert: Y N Swan: Y N Hallmark-Gamble: Y N

14. Mounds 2026 Car Show:

Discuss, consider, and/or take possible action on approving the date and closing streets for the Mounds 2026 Car Show.

Motion: _____ Second: _____

Tersinar: Y N Culbert: Y N Swan: Y N Hallmark-Gamble: Y N McNabb: Y N

15. REAP Grant Change of Scope:

Discuss, consider, and/or take possible action on Change of Scope letter for the 2024 INCOG REAP grant .

Motion: _____ Second: _____

Tersinar: Y N Culbert: Y N Swan: Y N Hallmark-Gamble: Y N McNabb: Y N

Adjournment

This Agenda was filed in the office of the Town Clerk and posted by 9 AM by March 5, 2026, 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 Bazille, Town Clerk.



Brooklyn Bazille, Town Clerk

TOWN OF MOUNDS

Board of Trustees — Regular Special Meeting Minutes

March 7, 2026 - 9:00 AM

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 9:00 AM.

2. Roll Call

- Hallmark-Gramble - Present
- Swan - Absent
- McNabb - Present
- Tersinar - Present
- Culbert - Present

Discussion Items:

- Roundtable discussion by the Mayor, Board of Trustees, and staff regarding matters concerning all Town departments, operations, projects, and general municipal business.

No action will be taken.

3. Construction of a New City Hall:

Discuss, consider, and/or take possible action regarding the construction of a *new* City Hall for the Town of Mounds.

Item Tabled to give Trustees time to get 3 bids regarding new construction.

4. On the Clock:

A motion was made by Tim McNabb, seconded by Hallmark-Gamble to approve the cost for the On the Clock employee timekeeping and leave tracking system in the amount of \$540 per year.

Vote:

Tersinar- Yes | Culbert- Yes | Swan- Absent| Hallmark-Gamble- Yes| McNabb- Yes

5. Town Reserve Funds Policy:

A motion was made by Jeff Culbert and seconded by Hallmark-Gamble to establish a policy for the Town of Mounds regarding the amount of funds to be maintained in financial reserves. The policy sets a goal of maintaining a reserve level equal to 10% of the Town's operating budget to support operating stability, address emergency needs, and assist with long-term financial planning. If the full 10% reserve level cannot be immediately achieved, the Town will work toward reaching or coming as close as possible to that target over time.

Vote:

Culbert- Yes | Swan- Absent| Hallmark-Gamble- Yes| McNabb- Yes| Tersinar- Yes

6. Budget Structure and Budget Categories:

The Trustees discussed the current budget structure and the organization of budget categories for the Town of Mounds. It was noted that FITT Consulting LLC is currently working with the Town to ensure that QuickBooks is set up correctly so that financial records and budget categories can be organized and tracked more effectively. Proper configuration of the system is expected to assist with improving the Town's budgeting structure and financial reporting.

No Action was taken.

7. Police Department Vehicles:

Discuss, consider, and/or take possible action regarding leasing two (2) new police vehicles for the Mounds Police Department.

No Action was taken.

8. Bank Account Authorization:

A motion was made by Tim McNabb, seconded by Gary Tersinar to update authorized signatories and account access users for all Town of Mounds bank and Credit Card accounts held at American Heritage Bank, designating Jeff Culbert and Debbie Hallmark-Gamble as authorized check signers and full account signatories.

Vote:

McNabb- Yes | Tersinar- Yes| Culbert- Yes| Swan- Absent| Hallmark-Gamble- Yes

9. Community Center Renovation:

Discuss, consider, and/or take possible action regarding the proposed renovation of the Community Center, including review of the proposal submitted by Designs by Tenna Marie, consideration of a counteroffer amount, and authorizing to obtain additional bids for the project.

No action was taken.

10. Agenda Procedures:

Discuss, consider, and/or take possible action regarding procedures for preparation of Board meeting agendas, including establishing a deadline of Wednesday at the close of business to allow adequate time for review, approval, and posting in compliance with the Open Meeting Act.

No action was taken.

11. Accounts Payable Reporting:

Discuss, consider, and/or take possible action on adding a list of accounts payable to the monthly financial report provided to the Board of Trustees.

Item Tabled.

12. FITT Contract Review:

Discuss, consider, and/or take possible action regarding the contract with FITT Consulting LLC, including review of the agreement and terms and conditions of the contracts.

FITT Consulting LLC will get information and quotes for auditor Jana Walker.

No action was taken.

13. 2026 REAP Transportation Grant:

A motion was made by Tim McNabb, seconded by Jeff Culbert on accepting the 2026 REAP Transportation Project grant 260201 in the amount of \$150,000.00 for asphalt overlay and concrete sidewalk, and authorize the execution of the grant contract and Certificate of Authorized Signatures as required by INCOG.

Vote:

McNabb- Yes | Tersinar- Yes| Culbert- Yes| Swan- Absent| Hallmark-Gamble- Yes

14. Mounds 2026 Car Show:

A motion was made by Tim McNabb, seconded by Gary Tersinar to approve October 3, 2026 as the date and closing of streets for the Mounds 2026 Car Show.

Vote:

Tersinar- Yes | Culbert- Yes| Swan- Absent| Hallmark-Gamble- Yes| McNabb- Yes

15. REAP Grant Change of Scope:

A motion was made by Jeff Culbert and seconded by Tim McNabb to approve the Change of Scope letter for the police vehicle under the 2024 INCOG REAP Grant.

Vote:

Tersinar- Yes | Culbert- Yes| Swan- Absent| Hallmark-Gamble- Yes| McNabb- Yes

16. Adjournment

Motion made to adjourn by Mayor Tim McNabb at 11:15 AM.

Board Minutes kept by Brooklyn Bazille, Town Clerk

Board Minutes Approved March 17, 2026



Mayor Tim McNabb