

The Town of  
**Coyle**

116 West Main Street

P.O. Box 248

Coyle, OK 73027

P (405) 466-3741

F (405) 466-2644

[townofcoyle.myruralwater.com](http://townofcoyle.myruralwater.com)

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**BOARD OF TRUSTEES MEETING**

**Special Session Minutes**

**116 West Main St**

**Coyle, OK 73027**

**Wednesday, February 23, 2022**

Notice for this special meeting for the Town of Coyle, Oklahoma was posted on Friday, February 18, 2022, before 5:00 pm and held on Wednesday, February 23, 2022, in Town Hall located at 116 W Main St, Coyle, OK 73027.

Meeting was called to order at 5:05 pm by Carrie Curtis

**Members Present:** Mayor – Carrie Curtis  
Council Member – Carl Long  
Council Member – JoAnn Hale

**Staff:** Linde Vogan – Town Clerk  
Russell Weger – Water Operator

**Travel Policy:** Everyone was given a copy of the travel policy to look over with a few changes made from the original policy presented by Dusty.  
Motion made by Carl Long to approve Travel Policy.  
JoAnn Hale – Seconded  
Motion Carried Unanimously

**OEMA Conference:** Town will cover cost up front, but it will be reimbursed.  
Motion made by JoAnn Hale to approve.  
Carl Long – Seconded  
Motion carried unanimously

**Employee Handbook:** Needs some more work done. Will work on the wording and ensure that the book and all contents are accurate per state laws.  
Motion made by JoAnn Hale to table until we can work through the verbiage.  
Carl Long – Seconded  
Motion carried

**Police Protection:** A copy of the Trend statement for the current FY through the end of January. Also, a copy of the Budget that has been being worked on. JoAnn would like to see a budget made with the cost of Police Protection included. Carl would like

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to hear what the people of the Town would like. Would like a special meeting to find out what the Town thinks about bringing in Police Protection.

Motion made by JoAnn Hale to table this until a budget has been made that shows that we can afford police protection.

Carl Long – Seconded

Motion carried

**Fence Around Water Tower:**

Russell called and got a quote for \$7500.00 from a fencing company in Stillwater. Our first quote was \$6700.00 from SSS Fence in Bethany. Need Someone to place the order and oversee the project. Carl to check with Dusty To see if he would mind overseeing the project.

Motion made by JoAnn Hale for Russell to schedule to installation by March 12<sup>th</sup>, or ask if Dusty minds overseeing the installation of the project.

Carl Long – Seconded

Motion carried

**Standard Late Fee:**

I would like to have some procedures on how to process late fees instead of a percentage of each individual's bill.

Motion made by Carl Long to create a standard late fee of \$10.00.

JoAnn Hale – Seconded

Motion carried

**Town Clerk Responsibilities:**

Everything should be done by the Town Clerk while the Board of Trustees oversees. However, the bank reconciliation cannot be turned over because the individual putting the money into the bank, should not be reconciling the bank statement as well.

**Adjourned:**

Meeting adjourned at 5:33 pm by Carrie Curtis

*Carrie Curtis*

Carrie Curtis, Mayor

*Linde Vogan*

Linde Vogan, Town Clerk