

POCOLA MUNICIPAL AUTHORITY  
MINUTES SPECIAL MEETING  
FRIDAY NOVEMBER 21, 2025  
9:00 AM  
POCOLA TOWN HALL  
204 SOUTH POCOLA BLVD.

1. MAYOR ROY WALKER CALLED THE MEETING TO ORDER.
2. ROY STATED ALL MEMBERS ARE PRESENT AND THERE IS A QUORUM. ATTORNEY NICK GRANT IS ALSO PRESENT.
3. DISCUSSION CONCERNING DATES AND TIMES FOR THE 2026 PMA MEETINGS: ROY WALKER STATED IT WAS THE RECOMMENDATION OR 1<sup>ST</sup> CHOICE OF ATTORNEY NICK GRANT TO MOVED MEETING TO THE 1<sup>ST</sup> TUESDAY OF EACH MONTH AND LEAVE TIME AT 9:00AM. CINDY JACKSON ADVISED SHE IS GOOD WITH MOVING TO 1<sup>ST</sup> TUESDAY OF THE MONTH AS LONG AS IT DOESN'T INTERFERE WITH OTHER ENTITY MEETINGS SUCH AS SCHOOL BOARD/WATER BOARD ETC. BUT WOULD LIKE TO SEE US DO 1 MEETING PER QUARTER IN THE EVENING TIME. ROY WALKER ADVISED HE WOULD LIKE TO KEEP ALL MEETING IN THE MORNING TIMES AS IT WORKS BETTER FOR OUR EMPLOYEES MINIMIZING OVERTIME AND DOESN'T TAKE AWAY FROM THEIR EVENINGS FOR FAMILY TIME. HE ALSO ADVISED WE HAD NO MORE PARTICIPATION IN THE EVENING WHEN THE MEETINGS WERE HELD IN THE EVENING THAN WE ARE HAVING FOR THE MORNING MEETINGS. CINDY ADVISED SHE UNDERSTANDS THAT, BUT AT LEAST WE WOULD BE GIVING CITIZENS THE OPTION IF WE HAD AT LEAST 1 PER QUARTER IN THE EVENING TIME. LYNDSEE LYONS ALSO STATED SHE WAS IN AGREEANCE THAT 1 PER QUARTER IN THE EVENING WOULD BE A GOOD IDEA. JAMES BOSTON ADVISED HE WOULD MUCH RATHER KEEP THE MEETING IN THE MORNING AS THE EVENINGS WOULD INTERFERE WITH HIS SCHEDULE, HOWEVER HE WOULD BE OPEN TO DOING MAYBE ONE OR TWO MEETINGS PER YEAR IN THE EVENING TIME. THERE WAS SOME DISCUSSION BETWEEN ALL TRUSTEES ABOUT POSSIBLY JUST DOING ONE MEETING PER YEAR IN THE EVENINGS AND THAT JUNE WOULD BE A GOOD MEETING TO HOLD IN THE EVENING AS IT WOULD ALSO BE WHEN WE REVIEW AND/OR APPROVE THE BUDGET FOR THE FOLLOWING YEAR.
4. CINDY JACKSON MADE A MOTION SECONDED BY JAMES BOSTON TO HOLD ALL 2026 PMA MEETINGS THE 1<sup>ST</sup> TUESDAY OF EACH MONTH AT 9:00 AM WITH THE EXCEPTION OF THE JUNE 2, 2026 MEETING WHICH WILL BE HELD AT 6:00 PM

JAMES BOSTON-YES  
DON DIDIER- YES  
ROY WALKER-YES  
CINDY JACKSON- NO  
LYNDSEE LYONS – YES

5. ROY WALKER MADE A MOTION SECONDED BY DON DIDIER TO ADJOURN.

JAMES BOSTON-YES

DON DIDIER- YES

ROY WALKER-YES

CINDY JACKSON- YES

LYNDSEE LYONS – YES

POCOLA BOARD OF TRUSTEES  
MINUTES SPECIAL MEETING  
FRIDAY NOVEMBER 21, 2025  
FOLLOWING THE PMA MEETING  
POCOLA TOWN HALL  
204 SOUTH POCOLA BLVD

1. MAYOR ROY WALKER CALLED THE MEETING TO ORDER.
2. ROY WALKER STATED ALL MEMBERS ARE PRESENT AND THERE IS A QUORUM. ATTORNEY NICK GRANT IS ALSO PRESENT.
3. HEARD FROM SCOTT NEEL CONCERNING THE BID REVIEWS FOR S. GRAY ST. SCOTT ADVISED HE HAS REVIEWED ALL BID DOCUMENTS AND THERE WERE A COUPLE THAT HAD SOME MATHEMATICAL DESCREPANCIES. AFTER REVIEWING ALL 4 BIDS THE TOP TWO WERE PARKING LOT MAINTENANCE AND EMERY SAPP & SONS. SCOTT'S RECOMMENDATION TO THE BOARD WAS TO ACCEPT THE BID FROM PARKING LOT MAINTENANCE AS THEY WERE THE LOWEST BIDDER, THEIR WERE NO DESCREPANCIES, AND THEY HAD ALL OF THEIR DOCUMENTS IN ORDER.
4. DISCUSSION ABOUT S. GRAY ST. BIDS: LYNDSEE LYONS ASKED SCOTT NEEL IF HE EXPECTED THE PRICING TO STAY CLOSE TO THE BID AMOUNT AND SCOTT ADVISED YES AS HE DOESN'T EXPECT UNFORESEEN CONCERNS ABOUT THIS PROJECT, IT IS PRETTY STRAIGHT FORWARD AND SHOULD RUN SMOOTHLY AND ON TARGET AS FAR AS PRICING IS CONCERNED. HE DID ADVISE HOWEVER, IN THE EVENT SOMETHING DID HAPPEN IT WOULD STILL HAVE TO BE BROUGHT IN FRONT OF THE BOARD FOR APPROVAL, IT WOULDN'T JUST BE SOMETHING THAT SCOTT WOULD MAKE A DECISION ON THE BOARD WOULD GET FINAL APPROVAL ON ANY CHANGE ORDERS IF THEY AROSE. CINDY JACKSON ASKED ABOUT STRIPING AND SCOTT ADVISED THAT WAS NOT PART OF THE BID SPECS. IT IS SOMETHING WE COULD LOOK AT AS A SEPARATE PROJECT UPON COMPLETION. THERE WAS SOME DISCUSSION ABOUT THE WIDTH OF THE ROADWAY MAY NOT MAKE IT A SUITABLE CHOICE TO STRIPE. LYNDSEE ALSO RECALLED AS A COUNCIL IN THE PAST THEY DISCUSSED MAKING STRIPING A PART OF EACH BID. CINDY ASKED SCOTT IF MOST CONTRACTORS HAVE THE STRIPING MACHINE OR IT WAS SOMETHING THEY WOULD CONTRACT OUT AND SCOTT ADVISED HE WOULD GUESS MOST OF THEM DO CONTRACT IT OUT OR RENT/BORROW A STRIPING MACHINE THAT HE WOULD BE SURPRISED IF MANY CONTRACTORS ACUTALLY OWNED THEIR OWN MACHINE. LYNDSEE LYONS MENTIONED MAYBE THAT WAS SOMETHING THE TOWN SHOULD LOOK AT PURCHASING TO DO OUR OWN STRIPING WHEN NECESSARY AS IT IS A VERY PRICEY JOB TO HAVE DONE. SCOTT WAS ALSO ASKED TO ENSURE THE MATERIALS BEING USED WOULD BE NEW MATERIALS NOT RECYCLED AND HE ADVISED YES ALL MATERIALS WOULD BE VIRGIN MATERIALS AND THAT TYPE OF INFORMATION WOULD BE FURTHER DISCUSSED DURING THE PRECONSTRUCTION MEETING AND ALL CONTRACTS WOULD ALSO BE SIGNED AT THAT TIME AS WELL.

5. JAMES BOSTON MADE A MOTION SECONDED BY LYNDSEE LYONS TO AWARD THE BID TO PARKING LOT MAINTENENACE AT THE BID AMOUNT OF \$456,637.50 AS RECOMMENDED BY ENGINEER SCOTT NEEL

JAMES BOSTON-YES  
DON DIDIER- YES  
ROY WALKER-YES  
CINDY JACKSON- YES  
LYNDSEE LYONS – YES

6. NO DISCUSSION HELD, MOVED TO VOTE.

7. ROY WALKER MADE A MOTION SECONDED BY DON DIDER TO HOLD THE 2026 BOARD OF TRUSTEE MEETINGS THE 1<sup>ST</sup> TUESDAY OF EACH MONTH FOLLOWING THE PMA MEETING INCLUDING THE JUNE 2, 2026 MEETING THAT WILL BE HELD IN THE EVENING FOLLOWING THE PMA MEETING

JAMES BOSTON-YES  
DON DIDIER- YES  
ROY WALKER-YES  
CINDY JACKSON- NO  
LYNDSEE LYONS – YES

8. DISCUSSION WAS HELD CONCERNING THE POSSIBLILITY OF ADVERTISING FOR A CONTRACT LABOR BUILDING INSPECTOR. LYNDSEE LYONS MENTIONED THE JOB DESCRIPTIONS AND ALSO READ FROM THE JOB DESCRIPTION WE CURRENTLY HAVE FOR THIS POSITION. DISCUSSION WAS HAD TO MODIFY THE JOB DESCRIPTION TO INCLUDE CERTIFICATION REQUIREMENT AND TO UPDATE IT TO REMOVE SOME THING THAT WE MAY NO LONGER DO. CINDY JACKSON ADVISED SHE BELIEVE THIS COULD STAY A PART-TIME POSITION AND JUST PAY PER INSPECTION. ROY WALKER STATED HE BELIEVES THIS COULD BE A FULL-TIME POSITION ESPECIALLY IF WE WANT AN INSPECTOR TO STUDY ORDINANCES AND STAY UP ON MOST CURRENT REGULATIONS. ALSO DISCUSSION ABOUT HOW WE WILL ADVERTISE NEWSPAPERS, FACEBOOK, ASK DAVID ADCOCK WITH THE STATE ABOUT A POSTING BOARD OR IF HE CAN HELP GET THE WORD OUT, INDEED, ETC.

9. ROY WALKER MADE MOTION SECONDED BY LYNDSEE LYONS TO ADVERTISE FOR A BUILDING INSPECTOR BASED ON JOB DESCRIPTION AND CERTIFICATION REQUIREMENT (WITHIN 12 MONTHS OF ACCEPTING POSITION, MUST OBTAIN INSPECTOR CERTIFICATION)

JAMES BOSTON-YES  
DON DIDIER- YES  
ROY WALKER-YES  
CINDY JACKSON- YES  
LYNDSEE LYONS – YES

10. ROY WALKER MADE A MOTION SECONDED BY DON DIDIER TO ADJOURN.

JAMES BOSTON-YES

DON DIDIER- YES

ROY WALKER-YES

CINDY JACKSON- YES

LYNDSEE LYONS – YES