

Town of Washington

AMENDED MEETING NOTICE AND AGENDA

Town of Washington Board of Trustees

Monday*, September 23, 2024 2:45pm

Town of Washington Senior Center, 219 S. Turner, Washington, OK 73093

1. **Call to Order** Time_____

2. **Roll Call**

Mayor & Trustee Joel Siria _____

Trustee Duane Branham _____

Trustee Tony Brennan _____

3. **Pledge of Allegiance, Proclamations, & Presentations**

A. The pledge of allegiance will be provided by Trustee Brennan

B. Public Comment (limited to three minutes)

4. **Consent Agenda**

A. Approve the Minutes from the Town of Washington Regular Meeting on September 3, 2024.

Motion_____ Second_____

Votes: Siria _____; Branham _____; Brennan _____

5. **Action Items**

A. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution with the Public Works Authority establishing an administrative freeze on all residential and commercial developments and zonings.

Motion_____ Second_____

Votes: Siria _____; Branham _____; Brennan _____

B. Consideration and possible approval, denial, postponement, or other action regarding a resolution to Establishing The Town Of Washington Guiding Principles Committee.

Motion_____ Second_____

Votes: Siria _____; Branham _____; Brennan _____

C. Consideration and possible approval, denial, postponement, or other action regarding the development of a Planning Commission and Board of Adjustments.

Motion_____ Second_____

Votes: Siria _____; Branham _____; Brennan _____

- D.** Consideration and possible approval, denial, postponement, or other action regarding traffic safety at and around the intersection of Main & Morehead

Motion _____ Second _____

Votes: Siria _____; Branham _____; Brennan _____

- E.** Consideration and possible approval, denial, postponement, or other action regarding a request for reimbursement from The Dirty Hound for lost wages.

Motion _____ Second _____

Votes: Siria _____; Branham _____; Brennan _____

- F.** Consideration and possible approval, denial, postponement, or other action amending Article 4 (Financial and Business Procedures) to establish permits for food trucks and similar vendors.

Motion _____ Second _____

Votes: Siria _____; Branham _____; Brennan _____

- G.** Consideration and possible approval, denial, postponement, or other action regarding a request to be heard from Pam Siria regarding traffic safety.

Motion _____ Second _____

Votes: Siria _____; Branham _____; Brennan _____

- H.** New Business (if any)

Motion _____ Second _____

Votes: Siria _____; Branham _____; Brennan _____

6. Financial Reports

The regular monthly financial reports for all funds are provided to Trustees for their review and information. (presented by Town Administrator Mica A. Lunt)

This item is for informational-purposes only.

7. Correspondence

The following correspondence is provided to council for their review and information:

A. None

8. Town Administrator, Staff, and Trustee Reports

The Town Administrator, Staff, and Trustees will provide updates regarding recent and upcoming events and projects, including events of interest and the general operations of the Town. No action will be taken.

9. Executive Session

A. Board of Trustees may consider retiring into Executive session for the purpose of:

Consideration and discussion of personnel matters including the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of the Town Administrator, in accordance with 25 O.S. Section 307(B)(1).

B. Council may consider and take any action deemed appropriate as a result of the Executive Session.

Motion _____ Second _____
Votes: Siria _____; Branham _____; Brennan _____

10. Adjournment Time _____

This agenda was filed in the office of the Town Clerk and posted at _____, on the Town's website and in the lobby of the Town of Washington Town Hall, 217 North Turner, Washington, Oklahoma 73093, by Kasey Leshner, Town Clerk.

Town Clerk

*Amended to correct date from Tuesday September 23, 2024 to Monday September 23, 2024

MEETING SUGGESTIONS:

1. It is not necessary to include an agenda item for “new business” or “old business.” The Open Meeting Act does not recognize “old business” and it is not defined for agenda purposes. New business is limited to business that arose too late to be included on an agenda – it should be a rare occasion for new business to arise. New business is also not allowed on any special meeting agenda.
2. Although this sample agenda does not include a prayer, many board meetings in Oklahoma include an opening prayer; each city should consult with their City Attorney about the appropriate process for public meeting prayers.
3. Although it has been common practice to vote to adjourn, it is not necessary – the mayor or chairperson may adjourn the meeting and state that the meeting is over.
4. Someone should be in control of the agenda, usually the city manager in a city manager city, the town administrator in towns with a town administrator, and for those with neither, usually the mayor with the assistance of the clerk. Someone needs to determine whether an item is appropriate for the agenda, as all requested items are not.
5. The agenda item should provide enough information to reasonably inform the public of the action to be taken.
6. All should be aware of the statutory requirement for attendance (some city charters have different provisions): Title 11. Cities and Towns
Section 8-108 - Absence from Governing Body Meetings

Whenever a member of the municipal governing body is absent from more than one-half of all meetings of the governing body, regular and special, held within any period of four (4) consecutive months, he shall thereupon cease to hold office.

7. The sample agenda does not include a section for “public comments.” The Open Meeting Act does not require a public comment agenda topic, and each city is allowed to establish rules concerning the level of public input, either on agenda items or comments in general. A public comments section of the agenda provides no prior notice of the item to be discussed and most of the topics will not meet the definition of “new business” and the ability to respond is very limited.
8. Executive sessions can only be held for certain specific reasons, such as to discuss pending litigation or claims, the purchase of property, some economic development projects, union negotiations and the employment, hiring, appointment, promotion, demotion, discipline or resignation of an individual, salaried, public officer or employee.

Executive sessions cannot be used to discuss general personnel problems of the City or a department and cannot be held unless they are listed on the agenda. The Open Meeting Act also requires a specific listing of the type of matter being

discussed in an executive session; therefore, executive sessions are limited to the specific item to be discussed and other general City business cannot be discussed at that time. Any action taken as a result of an executive session must be voted on in public. Executive sessions are intended as private, confidential meetings in which the private discussions cannot be disclosed by any of those present – the “City,” and not the individuals present, own that right to confidentiality and only the “City” by a vote of the elected officials can agree to disclose the private discussion.

An executive session confidentiality form is recommended as a best practice, executed at each executive session by all present.