



MEETING NOTICE AND AGENDA
Town of Washington Public Works Authority
Tuesday, January 13, 2026, 6pm
Town of Washington Town Hall, 204 N. Main St., Washington, OK 73093

1. **Call to Order** Time _____

2. **Roll Call**

Chair & Trustee Joel Siria	Trustee James Andrews	Trustee Tony Brennan
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3. **Consent Agenda**

- A. Approve the Minutes from the Town of Washington Public Works Authority Meeting on December 9, 2025.
- B. Approve the Payment of Invoice 4057 to Wee Construction for \$11,656.00 for Repairs to Leaking Water Mains Under Kerby Near the Old Water Tower
- C. Approve an Estimate for Servicing the Water Tower & Repairing a Leak to Cunningham Sandblasting & Painting Company for \$2,500.00 & \$7,500.00.
- D. Approve an Estimate for Repairing Fire Hydrants Across the Town to Bell Construction for \$13,700.00.

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

4. **Action Items & Public Hearings**

- A. Conduct a public hearing and consider possible approval, denial, postponement, or other action regarding a Resolution Authorizing the Town Administrator to Apply for a USDA Rural Development Loan for the Water Standpipe Improvements Project.

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

- B. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution of the Town of Washington Board of Trustees and the Washington Public Works Authority Approving an Amendment to the Municipal Budget for Fiscal Year 2025-2026 for Purposes of Reallocating Funding.

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

- C. New Business (if any)

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

5. **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 Public Works Authority. No action will be taken.

- Public Works Report presented by Public Works Director TR Leshar

- Update on Water Tower Project and Water Filtration Project by Town Administrator Mica Lunt

6. **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, 204 N. Main St., Washington, Oklahoma 73093, by Mica Lunt, Town Administrator.

Town Administrator



**TOWN OF WASHINGTON
PUBLIC WORKS AUTHORITY
204 N. MAIN ST.
WASHINGTON, OK. 73093
MINUTES**

Type: Regular Meeting

Date: Tuesday, 09, 2025

Place: Washington Town Hall

204 N. Main Street

Washington, OK. 73093

1. Call to Order Time: 6:00pm

2. Roll Call:

Mayor & Trustee Joel Siria: Here

Trustee James Andrews: Here

Trustee Tony Brennan: Absent

3. Consent Agenda (Items A)

A. Approve the Minutes from the Town of Washington Public Works Authority Meeting November 10, 2025.

B. Approve a proposal for METCO Engineering to assess the future water tower foundation site in the amount of \$15,840.00.

C. Approve the proposed 2026 meeting schedule for the Public Works Authority.

Motion to approve as written by Joel.

Second: Andrews

Votes:

Joel Siria: Aye

James Andrews: Aye

Tony Brennan: Absent

4. Action Items

A. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution by the Town of Washington Board of Trustees and the Washington Public Works Authority modifying the administrative freeze extended and established



TOWN OF WASHINGTON
PUBLIC WORKS AUTHORITY
204 N. MAIN ST.
WASHINGTON, OK. 73093
MINUTES

by Town of Washington Resolution 25-3.2 and Public Works Authority Resolution 25-3.1.

Motion to approve as written by Joel.

Second: Andrews

Votes:

Joel Siria: Aye

James Andrews: Aye

Tony Brennan: Absent

B. New Business (if any)

None

5. Town Administrator, Staff, and Trustee Reports

Public Works Report presented by Public Works Director T.R. Leshner

Town of Washington – Public Works Department

Monthly Report – November 2025

Sewer Department

- 11/3 – Responded to a sewer blockage on school property; Purcell flush truck assisted in clearing the line.
- 11/3 – Located an exposed and collapsed sewer line on school property; determined to be a service line.
- 11/4 – Additional sewer blockage on school property; Mr. Rooter was hired to flush the line.
- 11/5 – Ran camera on the previously blocked sewer line; found partial collapse. Repaired the collapsed section of the main line and completed repairs to the collapsed service line discovered on 11/3.
- 11/19 – Repaired a sinkhole in the alley between Turner and Main on Chickasaw.

Water Department

- 11/3 – SCADA system on Well #1 repaired.
- 11/10 – Pot-holed for water lines just outside Well #4.
- 11/13 – Installed an air-relief valve on the water line serving a residence on Walnut Creek.



TOWN OF WASHINGTON PUBLIC WORKS AUTHORITY 204 N. MAIN ST. WASHINGTON, OK. 73093 MINUTES

-
- 11/18 – Changed 28 endpoints on radio-read water meters.
 - 11/20 – Changed out 19 additional endpoints on radio-read water meters.
 - 11/25 – Radar unit on the lift station replaced.
 - 11/26 – Replaced heater in Well House #2.
-

811 Locates

-
- 11/3 – 7 locates
 - 11/5 – 12 locates
 - 11/10 – 18 locates
 - 11/13 – 2 locates
 - 11/17 – 2 locates
 - 11/18 – 4 locates
 - 11/19 – 4 locates
 - 11/20 – 1 locate
 - 11/24 – 15 locates
 - 11/25 – 1 locate
-

Total for November: 66 locates

Inspections

-
- 11/3 – 3 inspections
 - 11/13 – 2 inspections
-

Total for November: 5 inspections

Cemetery

-
- 11/12 – Marked 5 graves for headstone placement.
 - 11/13 – Dug 1 grave.
 - 11/15 – Assisted in 1 funeral.
 - 11/19 – Marked 2 additional graves for headstones.
-

Streets & Drainage

-
- 11/18 – Assisted the county with cleaning the ditch between Morehead and Oakland on the east side of Moody.
-

Update of Water Tower Project and Water Filtration Project by Town Administrator Mica Lunt



TOWN OF WASHINGTON
PUBLIC WORKS AUTHORITY
204 N. MAIN ST.
WASHINGTON, OK. 73093
MINUTES

Water Tower:

- Additional engineering is needed to determine the appropriate size and construction parameters for the foundation of the new tower.
 - The boring required for this engineering work was scheduled for Thursday, December 4, 2025, but delayed due to inclement weather. It has been rescheduled for Monday, December 8, 2025.
 - Once the engineering is complete, we will be ready to submit the application to USDA Rural Development for the loan.
-

Water Filtration at the Wells:

- This project has been approved, and the vendor is working on constructing drawings and obtaining parts to do the installation at each of the four wells (installation will occur in two phases, beginning wells #2 & #3).
 - Installation is projected to occur prior to the end of January 2026.
-

6. Adjournment Time: 6:07pm

Chairman, Joel Siria

Clerk, Kasey Leshner



Board of Trustees Agenda Item Summary

Meeting Date: Tuesday, January 13, 2026

Submitted by: Mica A. Lunt, Town Administrator

AGENDA ITEM TYPE:

☒ Consent

☐ Discussion & Possible Action

☐ Discussion Only

☐ Public Hearing

Agenda Item Title

Approve the Payment of Invoice 4057 to Wee Construction for \$11,656.00 for Repairs to Leaking Water Mains Under Kerby Near the Old Water Tower

Attachments (if any; file names shall correspond to the attachment)

Wee Construction
P.O. Box 263
Washington, OK 73093

Invoice

Date	Invoice #
1/5/2026	4057

Bill To
town of washington old water tower leak

Item	Description	Qty	Amount
1.	Wee Construction furnished all labor, material, and equipment to complete the following work: Located and replaced a leaking 6" x 4" tapping saddle Removed and replaced an inoperable 4" valve Located and replaced a leaking 4" x 2" tapping saddle Removed and replaced an inoperable 2" valve Reconnected the existing lines 6" line—2 ea 4" line—1 ea 2" line—1 ea	1	11,656.00

Summary

This repair was needed to address a leaking water main under Kerby near the old tower. The repair was scheduled during the WPS winter break to minimize disruptions and could not be presented in a scheduled board meeting ahead of the repair being made.

Recommendation

Staff recommends approval.



Board of Trustees Agenda Item Summary

Meeting Date: Tuesday, January 13, 2026

Submitted by: Mica A. Lunt, Town Administrator

AGENDA ITEM TYPE:

☒ Consent

☐ Discussion & Possible Action

☐ Discussion Only

☐ Public Hearing

Agenda Item Title

Approve an Estimate for Servicing the Water Tower & Repairing a Leak to Cunningham Sandblasting & Painting Company for \$2,500.00 & \$7,500.00

Attachments (if any; file names shall correspond to the attachment)

2 Estimates

Summary

The 95,000 gallon standpipe is about 25 years old and is in need of both regular maintenance and repairs. There is a small leak near the base of the tower, and the anchor bolts have loosened over time. These estimates cover both the repair of the known leak, cleaning the tower, and a full inspection of the tower.

Recommendation

Staff recommends approval.



CUNNINGHAM

4835 AZURE LANE - JOPLIN, MO 64801

PROPOSAL SUBMITTED TO City Washington		PHONE	DATE 12/18/25
STREET 204 N. Main St		FAX NUMBER	
CITY, STATE AND ZIP CODE Washington, Ok 73093		JOB NAME AND LOCATION 95k Gallon Standpipe	
CONTACT T.R. Leshner	CELL PHONE (405) 288-2578	EMAIL tlesher@washingtontownhall.com	

We hereby submit this proposal for furnishing all labor, materials, equipment, etc. to complete the following work:

Leak Repair/Weld Repair & Tighten Anchor Bolts

- **Leak Repair:** The company agrees to find and repair any above grade leaks using a welding procedure and/or applying an epoxy leak repair compound.
- **Anchor Bolts:** The company agrees to tighten all loose anchor bolts around the base of the standpipe.
- **Paint Repair:** The company agrees to repair all coatings that will be damaged from the welding repair and from tightening the anchor bolts.

Pricing to perform all the repairs: \$7,500.00

_____ *Initial if accepting

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

This proposal may be withdrawn if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance _____ Signature _____



CUNNINGHAM

4835 AZURE LANE - JOPLIN, MO 64801

PROPOSAL SUBMITTED TO City of Washington		PHONE	DATE 12/18/25
STREET 204 N. Main st		Email tlesher@washingtontownhall.com	
CITY, STATE AND ZIP CODE Washington, Ok 73093		Tank Size & Type 95k Gallon Standpipe	
CONTACT T.R. Leshner	CELL PHONE (405) 288-2578	OTHER INFO	

We hereby submit this proposal for furnishing all labor, materials, equipment, etc. to complete the following work:

PROCEDURE The Company agrees to perform a cleaning and inspection in accordance with the following procedures:

1. Pressure-wash the wet interior of the tank using 3500-5000psi water/cleaning solution, removing all mud, silt and other foreign debris that might be detrimental to the tank or safe drinking water. This item needs to be completed in-order to provide the best assessment of the tanks structure and coatings
2. Sanitize wet interior surfaces upon completion.
3. Replace any necessary gaskets, screens, and close and secure all hatches upon completion.
4. This inspection shall conform to the following standards and latest revisions of the applicable State Regulatory Agency, SSPC, NACE, AWWA D102, AWWA D100 and 29 CFR 1910.
5. Upon completion, a condition report with digital photos available will be prepared and submitted by the Company.
6. Budgeting estimates for future work will only be submitted upon request and at no additional charge.

Washout/Cleanout & Inspection: \$2,500.00 PER TOWER

Initial to accept_____

Payment for work as described is payable upon receipt of invoice

All material is guaranteed to be as specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Roland Adams Vice President of Sales and Operations

This proposal may be withdrawn if not accepted within 30 days.

Acceptance of Proposal - The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____ Signature _____



Board of Trustees Agenda Item Summary

Meeting Date: Tuesday, January 13, 2026

Submitted by: Mica A. Lunt, Town Administrator

AGENDA ITEM TYPE:

☒ Consent

☐ Discussion & Possible Action

☐ Discussion Only

☐ Public Hearing

Agenda Item Title

Approve an Estimate for Repairing Fire Hydrants Across the Town to Bell Construction for \$13,700.00

Attachments (if any; file names shall correspond to the attachment)

Spreadsheet with inspection status and repair estimates for each hydrant.

Summary

On December 30, 2025, Bell Construction conducted an inspection and flushing of all 35 fire hydrants in the Town of Washington water system. Results showed 16 hydrants in need of various levels of repairs totaling \$13,700.00. Repairs consist of rebuilding bonnets, lower units, o-ring replacements, and making the hydrants easier to use.

Recommendation

Staff recommends approval.

Number	Address	Size	Year	Make/Model	Valve?	Paint	Diagnosis	Date	Repair Estimate
26		5.25	2014	Metropolitan	Yes	Needs		12/30/25	
25		5.25	2004	Metropolitan	Yes	Needs		12/30/25	
24	208 Lyle Glen Dr	5.25	2004	Metropolitan	Yes	Needs		12/30/25	
23	102 Lyla Glen Dr	5.25	2000	Metropolitan	Yes	Needs	Needs Traffic Flasnge. Bonnet Rebuild	12/30/25	\$900
22	700 W Morehead	5.25	2004	Metropolitan	Yes	Needs	Needs Bonnet Rebuild Leaking Bonnet	12/30/25	\$750
27	202 Casey Ln	5.25	2004	Metropolitan	Yes	Needs		12/29/05	
28	106 Woody Way	5.25	2008	Clow	Yes	Fine		12/30/25	
29	807 Abi Rd	5.25	2008	Clow	Yes	Needs		12/30/25	
21	502 W Morehead	4.5	2013	Mueller	Yes	Needs		12/30/25	
20	402 W Morehead	4.5	1977	M&H	No	Needs	Hard to Operate Needs Bonnet Rebuild	12/30/25	\$350
18	120 W Morehead	4.5	1977	M&H	No	Needs		12/30/25	
16	110 S Main	4.5	1990	Mueller	No	Needs	Needs Traffic Flange Kit	12/30/25	\$500
17	120 Moody	5.25	2013	Sentinel	Yes	Fine		12/30/25	
30	400 Kerby	5.25	2002	Metropolitan	Yes	Needs		12/30/25	
33	423 Clearview Dr	5.25	2004	Metropolitan	Buried	Needs	Bonnet Leaking	12/30/25	\$750
32	413 Clearview Dr	5.25	2004	Metropolitan	Yes	Needs		12/30/25	
31	403 Clearview Dr	5.25	2004	Metropolitan	Yes	Needs	Seized Needs Bonnet Rebuild	12/30/25	\$750
35	200 Kerby	5.25	2024	M&H	Yes	Fine		12/30/25	
6	S Turner and Kerby	5.25	1989	American Darling	No	Needs	Needs 12 inch Extension Bonnet Leaking	12/30/25	\$1,100
5	Middle School	5.25	2022	Clow	Yes	Fine		12/30/25	
34	Playground	5.25	2020	Clow	Yes	Fine		12/30/25	
4	Field House	4.5	1983	M&H	No	Needs	Will need a lower rebuild.	12/30/25	\$2,500
3		5.25	2004	Metropolitan	Yes	Needs		12/29/25	
2	Warrior Event Center	5.25	2020	Clow	Buried	Fine	Needs a 12 Inch Extension	12/30/25	\$1,200
1	Warrior Event Center	5.25	2010	M&H	Yes	Needs		12/30/25	
7	301 Chickasaw	5.25	1989	American Darling	No	Needs	Needs a 12 inch Extension Hard to operate	12/30/25	\$1,100
8	201 Chickasaw	5.25	1989	American Darling	No	Needs	Needs a 12 Inch Extension Hard to operate	12/30/25	\$1,100
9	101 Chickasaw	5.25	1989	American Darling	No	Needs	Hard to Operate Needs Bonnet Rebuild	12/30/25	\$450
13	121 N Turner St	4.5	1990	Metropolitan	No	Needs	Bonnet Leaking	12/30/25	\$750
14	219 N Turner	5.25	2020	Sentinel	Yes	Fine		12/30/25	
15	425 Main St	4.5	1983	M&H	No	Needs	Hard to Operate Needs Bonnet Rebuild	12/30/25	\$350
19	200 W Sharp Ave	4.5	1960	Dresser 300	No	Needs		12/30/25	
12	300 E Morehead	5.25	2002	Metropolitan	No	Needs		12/30/25	
11	Wasington Apts Bldg C	5.25	2004	Metropolitan	Buried	Needs	South Nozzle Oring needs to be replaced	12/30/25	\$400
10	Wasington Apts Bldg F	5.25	2004	Metropolitan	Yes	Needs	Hard to Operate Needs Bonnet Rebuild	12/30/25	\$750



Resolution _____ - _____

A RESOLUTION BY THE TOWN OF WASHINGTON PUBLIC WORKS AUTHORITY, OKLAHOMA, AUTHORIZING THE TOWN ADMINISTRATOR TO COORDINATE A WATER TOWER INSTALLATION PROJECT AND APPLY FOR A USDA RURAL DEVELOPMENT LOAN; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

Whereas, the Town of Washington's Public Water Supply is currently served by a single standpipe with 95,000 gallons of storage capacity, and this existing standpipe is inadequate to meet pressure and flow demands required by DEQ and ISO standards for fire suppression; and,

Whereas, the Water Standpipe Improvements project proposes the construction of a 300,000-gallon new standpipe in the place of an existing, nonfunctional elevated water storage tank in which there is an existing easement near the intersection of Kerby Avenue and South Turner Street; and,

Whereas, On 2/13/2025, Resolution 25-2.2 was approved by the Board of Trustees authorizing the Town Administrator to competitively shop for loans for a water tank project subject to maximum terms of an interest rate of 4.25%, loan term of up to 40 years, and a maximum loan amount of up to \$3.5M; and,

Whereas, On 4/8/2025, Resolution 25-4.1 was approved by the Board of Trustees authorizing the Town Administrator execute an agreement with Meyers Engineering to produce plans for the construction of an additional water tower and to apply for and execute a loan with a private bank; and,

Whereas, while the private bank provided initial approval for the loan, regional managers did not believe the loan was profitable enough for them to provide financing, which caused the Town Administrator to reevaluate funding options for the project settling on a loan from USDA Rural Development as the best option for the Town of Washington Public Works Authority; and,

Whereas, Meyers Engineering has produced an engineering report as of November 2025; and,

Whereas, public notice to conduct a public hearing on January 13, 2026 to consider applying for funding for this project was published in the Purcell Register on December 18, 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE WASHINGTON PUBLIC WORKS AUTHORITY, STATE OF OKLAHOMA:

Section 1. Authorization of Town Administrator. The Town Administrator shall be authorized to apply for a USDA Rural Development Loan for the Water Standpipe Improvements Project and execute all necessary paperwork to secure a loan in an amount not to exceed \$2.9M at an interest rate not to exceed 5%, and a term length not to exceed 40 years.

Section 2. Severability. If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid, unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Resolution, except, that the effective date provision shall not be severable from the operative provisions of this Resolution.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 20____.

TOWN OF WASHINGTON

Joel Siria, Mayor

ATTEST:

Kasey Lesher, Town Clerk



TOW Resolution _____ - _____

PWA Resolution _____ - _____

A JOINT RESOLUTION OF THE TOWN OF WASHINGTON BOARD OF TRUSTEES AND THE TOWN OF WASHINGTON PUBLIC WORKS AUTHORITY TRUSTEES APPROVING AN AMENDMENT TO THE MUNICIPAL BUDGET FOR FISCAL YEAR 2025-2026 FOR PURPOSES OF REALLOCATING FUNDING AND PROVIDING FOR AN EFFECTIVE DATE.

Whereas, the originally adopted (June 10, 2025) and previously amended (August 12, 2025) budget for FY 25-26 needs to be updated as we have actualized both revenue and expenses and are now approximately halfway through the fiscal year.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WASHINGTON AND BY THE WASHINGTON PUBLIC WORKS AUTHORITY, STATE OF OKLAHOMA:

Section 1. Budget Amendments. The following amendments to the FY 2025-2026 Budget are hereby adopted as reflected in the attached five-page Budget spreadsheet. Changes are highlighted in yellow.

Section 2. Severability. If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid, unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Resolution, except, that the effective date provision shall not be severable from the operative provisions of this Resolution.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 20____.

TOWN OF WASHINGTON

Joel Siria, Mayor

ATTEST:

Kasey Leshner, Town Clerk



Annual Budget

Town of Washington General Fund

Estimated Revenues	FY 23-24 Actual	FY 24-25 Actual	FY 25-26 Adopted Jun 2025 & Amended Aug 2025	FY 25-26 Actuals to Dec 31, 2025	FY 25-26 Proposed Amended Jan 2026
Ambulance Service	\$ 39,216.93	\$ 42,777.03	\$ 48,000.00	\$ 21,246.47	\$ 48,000.00
Citations	Not recorded	\$ 2,740.28	\$ 3,000.00	\$ 2,911.21	\$ 5,000.00
County Clerk	\$ 5,005.13	\$ 5,483.67	\$ 5,000.00	\$ 4,087.00	\$ 8,000.00
Grants	\$ 57,626.04	\$ 685,414.90	\$ 300,000.00	\$ 65,628.84	\$ 300,000.00
Grave Operations	\$ 14,309.08	\$ 45,353.47	\$ 40,000.00	\$ 31,303.09	\$ 45,000.00
Interest	\$ 2.83	\$ 165.57	\$ 90.00	\$ 148.06	\$ 220.00
Miscellaneous	\$ 41,414.46	\$ 12,704.12	\$ 12,000.00	\$ 3,110.00	\$ 4,000.00
Permits	\$ 42,339.77	\$ 34,723.42	\$ 40,000.00	\$ 13,125.63	\$ 26,000.00
Taxes	\$ 4,420.00	\$ -	\$ -	\$ -	\$ -
Cigar Tax	\$ 2,367.02	\$ 1,407.31	\$ 1,750.00	\$ 1,158.48	\$ 2,200.00
City Use Tax	\$ 171,314.67	\$ 175,618.49	\$ 200,205.08	\$ 96,545.30	\$ 193,090.60
Franchise Tax	\$ 24,927.45	\$ 21,579.01	\$ 24,000.00	\$ 23,777.21	\$ 24,000.00
Gas Tax	Not recorded	\$ 1,255.88	\$ 1,200.00	\$ 1,965.99	\$ 3,800.00
Sales Tax	\$ 376,796.99	\$ 308,641.03	\$ 351,850.77	\$ 195,228.27	\$ 380,000.00
WASA Utility Reimbursement	\$ 12,561.59	\$ 2,852.90	\$ 6,000.00	\$ 3,036.35	\$ 6,000.00
Total Town of Washington Revenues	\$ 792,301.96	\$ 1,340,717.08	\$ 1,033,095.85	\$ 463,271.90	\$ 1,045,310.60
Proposed Expenses					
Administration Department	\$ 526,909.28	\$ 678,815.24	\$ 662,508.72	\$ 261,469.16	\$ 605,958.72
Fire Department	\$ -	\$ -	\$ 18,455.50	\$ 4,068.00	\$ 21,368.00
Police Department	\$ 93,073.63	\$ 144,456.90	\$ 146,330.00	\$ 87,928.46	\$ 146,330.00
Total Town of Washington Expenses	\$ 619,982.91	\$ 823,272.14	\$ 827,294.22	\$ 353,465.62	\$ 773,656.72
TOTAL	\$ 172,319.06	\$ 517,444.94	\$ 205,801.63	\$ 109,806.28	\$ 271,653.88

Administration Department

			FY 25-26 Adopted Jun 2025 & Amended Aug 2025		FY 25-26 Actuals to Dec 31, 2025		FY 25-26 Proposed Amended Jan 2026	
Proposed Expenses			FY 23-24 Actual	FY 24-25 Actual				
Personnel Services								
Payroll & Benefits								
	Health Benefits	Not recorded	\$	24,597.46	\$	18,546.72	\$	18,546.72
	Salaries & Wages	\$ 119,791.75	\$	145,587.35	\$	180,000.00	\$	180,000.00
	Overtime	\$ -	\$	-	\$	-	\$	-
	Retirement	\$ -	\$	-	\$	10,512.00	\$	10,512.00
Total Personnel Services		\$ 119,791.75	\$	170,184.81	\$	209,058.72	\$	209,058.72
Materials & Supplies								
	Office Supplies	\$ 27,187.86	\$	27,504.17	\$	27,500.00	\$	18,000.00
	Repairs & Maintenance Supplies	\$ 27,717.03	\$	58,521.65	\$	70,000.00	\$	17,000.00
	Senior Citizens Center	\$ 3,350.26	\$	4,539.54	\$	5,000.00	\$	14,100.00
	Cemetery Expenses	Not recorded	\$	3,323.64	\$	5,000.00	\$	15,000.00
	Street Repairs	\$ 1,354.36	\$	7,000.00	\$	7,000.00	\$	7,000.00
Total Materials & Supplies		\$ 59,609.51	\$	100,889.00	\$	114,500.00	\$	71,100.00
Other Services & Charges								
	Ambulance Service (Emergency Services)	\$ 33,104.34	\$	47,448.83	\$	48,000.00	\$	45,600.00
	Bank Charges	\$ 271.97	\$	344.11	\$	600.00	\$	600.00
	Delta Community Action Fees	\$ 3,350.26	\$	4,539.54	\$	5,000.00	\$	5,000.00
	Dues & Fees	\$ 10,361.23	\$	8,666.69	\$	12,000.00	\$	9,000.00
	Insurance	\$ 118,879.08						
	Auto/Liability	Not recorded	\$	7,171.04	\$	13,000.00	\$	13,000.00
	Property	Not recorded	\$	6,328.25	\$	10,000.00	\$	10,000.00
	Workers Compensation	\$ 9,601.60	\$	57.00	\$	12,000.00	\$	12,000.00
	Internet	\$ 1,261.26	\$	53.88	\$	1,500.00	\$	1,500.00
	IRS Penalties (Taxes)	Not recorded	\$	7,368.00	\$	6,000.00	\$	6,000.00
	Mileage	\$ 7.50	\$	-	\$	-	\$	-
	Miscellaneous	\$ 42,606.83	\$	28,014.03	\$	20,000.00	\$	10,000.00
	Payment Processing Fees	\$ 1,401.90	\$	1,216.23	\$	2,500.00	\$	1,000.00
	Professional Fees	\$ 75,551.83	\$	164,815.58	\$	75,500.00	\$	75,500.00
	Returned Checks	\$ 73.00	\$	2,910.20	\$	4,750.00	\$	1,000.00
	Software	\$ 3,711.38	\$	93,923.91	\$	10,500.00	\$	25,000.00
	Telephone	Not recorded	\$	3,499.98	\$	4,600.00	\$	4,600.00
	Training	\$ 737.94	\$	2,551.85	\$	8,000.00	\$	8,000.00
	Utilities	\$ 46,587.90	\$	28,832.31	\$	40,000.00	\$	33,000.00
Total Other Services & Charges		\$ 347,508.02	\$	407,741.43	\$	273,950.00	\$	260,800.00
Capital Outlay								
	TAP Grant Match	\$ -	\$	-	\$	65,000.00	\$	65,000.00
Total Capital Outlay		\$ -	\$	-	\$	65,000.00	\$	65,000.00
TOTAL		\$ 526,909.28	\$	678,815.24	\$	662,508.72	\$	605,958.72

Police Department

				FY 25-26 Adopted Jun 2025 & Amended Aug 2025	FY 25-26 Actuals to Dec 31, 2025	FY 25-26 Proposed Amended Jan 2026				
Proposed Expenses		FY 23-24 Actual	FY 24-25 Actual							
Personnel Services										
Payroll & Benefits										
Health Benefits	Not recorded	\$	24,597.46	\$	18,546.72	\$	18,546.72			
Salaries & Wages	\$	57,854.25	\$	78,230.92	\$	66,750.00	\$	66,750.00		
Overtime	\$	-	\$	-	\$	2,575.00	\$	438.58	\$	2,575.00
Retirement	\$	-	\$	-	\$	4,005.00	\$	1,938.81	\$	4,005.00
Total Personnel Services	\$	57,854.25	\$	78,230.92	\$	73,330.00	\$	40,138.09	\$	73,330.00
Materials & Supplies										
Gasoline	\$	7,031.22	\$	10,000.00	\$	10,000.00	\$	3,803.93	\$	10,000.00
Operating Supplies	\$	14,094.08	\$	49,835.06	\$	15,000.00	\$	1,634.93	\$	15,000.00
Tools & Equipment	\$	14,094.08	\$	6,390.92	\$	15,000.00	\$	11,946.81	\$	15,000.00
Total Materials & Supplies	\$	35,219.38	\$	66,225.98	\$	40,000.00	\$	17,385.67	\$	40,000.00
Other Services & Charges										
Training	Not recorded	\$	2,134.32	\$	3,000.00	\$	404.70	\$	3,000.00	
Total Other Services & Charges	\$	-	\$	-	\$	3,000.00	\$	404.70	\$	3,000.00
Capital Outlay										
Replace Charger	Not recorded	\$	-	\$	30,000.00	\$	30,000.00	\$	30,000.00	
Total Capital Outlay	\$	-	\$	-	\$	30,000.00	\$	30,000.00	\$	30,000.00
TOTAL	\$	93,073.63	\$	144,456.90	\$	146,330.00	\$	87,928.46	\$	146,330.00

Fire Department

Proposed Expenses	FY 23-24 Actual	FY 24-25 Actual (Estimated)	FY 25-26 Adopted Jun 2025 & Amended Aug 2025	FY 25-26 Actuals to Dec 31, 2025	FY 25-26 Proposed Amended Jan 2026
Personnel Services					
Clothing Allowance/Run Checks	Not recorded	\$ 2,590.00	\$ 7,087.50	\$ 2,660.00	\$ 10,000.00
OSFA Dues	Not recorded	Not recorded	\$ 1,408.00	\$ 1,408.00	\$ 1,408.00
OSFA Pension			\$ 960.00	\$ -	\$ 960.00
Total Personnel Services	\$ -	\$ -	\$ 9,455.50	\$ 4,068.00	\$ 12,368.00
Materials & Supplies					
Fuel	Not recorded	Not recorded	\$ -	\$ -	\$ -
Operating Supplies	Not recorded	Not recorded	\$ 6,000.00	\$ -	\$ 6,000.00
Tools & Equipment	Not recorded	Not recorded	\$ -	\$ -	\$ -
Total Materials & Supplies	\$ -	\$ -	\$ 6,000.00	\$ -	\$ 6,000.00
Other Services & Charges					
Training	Not recorded	Not recorded	\$ 3,000.00	\$ -	\$ 3,000.00
Total Other Services & Charges	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
Capital Outlay					
	Not recorded	Not recorded	\$ -	\$ -	\$ -
Total Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ 18,455.50	\$ 4,068.00	\$ 21,368.00



Annual Budget

Town of Washington Public Works Authority

Estimated Revenues	FY 23-24 Actual	FY 24-25 Actual	FY 25-26 Adopted Jun 2025 & Amended Aug 2025	FY 25-26 Actuals to Dec 31, 2025	FY 25-26 Proposed Amended Jan 2026
H2O Donations	-	\$ 500.00	\$ -	\$ 3.71	\$ -
Late Fees	\$ 3,023.51	\$ 6,720.28	\$ 4,500.00	\$ 8,047.93	\$ 14,000.00
Reconnection Fees	\$ 650.00	\$ 1,320.83	\$ 1,000.00	\$ 560.80	\$ 1,000.00
Sanitation	\$ 93,615.36	\$ 114,442.93	\$ 125,000.00	\$ 61,971.32	\$ 125,000.00
Sewer	\$ 52,629.87	\$ 81,106.82	\$ 70,000.00	\$ 54,532.94	\$ 85,000.00
Utility Refunds & Returned Chgs	Not recorded	\$ (3,671.97)	\$ -	\$ (353.05)	\$ (800.00)
Water	\$ 167,671.65	\$ 299,986.09	\$ 260,000.00	\$ 174,745.98	\$ 300,000.00
Total Public Works Authority Revenues	\$ 317,590.39	\$ 499,904.98	\$ 460,500.00	\$ 299,505.92	\$ 524,200.00
Proposed Expenses					
Personnel Services					
Payroll & Benefits					
Health Benefits	Not recorded	\$ 24,597.46	\$ 18,546.72	\$ 10,046.14	\$ 18,546.72
Salaries & Wages	\$ 35,580.00	\$ 80,476.30	\$ 91,000.00	\$ 48,641.95	\$ 91,000.00
Overtime	\$ -	\$ -	\$ 4,000.00	\$ 129.91	\$ 4,000.00
Retirement	\$ -	\$ -	\$ 5,460.00	\$ 2,404.56	\$ 5,460.00
Total Personnel Services	\$ 35,580.00	\$ 105,073.76	\$ 119,006.72	\$ 61,222.56	\$ 119,006.72
Materials & Supplies					
Gasoline	\$ 7,031.22	\$ 4,778.81	\$ 10,000.00	\$ 2,574.84	\$ 7,500.00
Sanitation Fees	\$ 61,407.51	\$ 84,926.63	\$ 100,000.00	\$ 40,842.84	\$ 100,000.00
Repairs & Maintenance & Suppl	\$ 107,114.91	\$ 345,311.04	\$ 214,000.00	\$ 46,429.62	\$ 214,000.00
Sewer Pumping	\$ 10,833.05	\$ 16,322.41	\$ 18,000.00	\$ 6,571.80	\$ 18,000.00
Water Purchase	\$ -	\$ -	\$ 15,000.00	\$ -	\$ 15,000.00
Water Testing	\$ 18,925.94	\$ 6,965.84	\$ 10,000.00	\$ 10,285.61	\$ 22,000.00
Well Repair	\$ 21,783.91	\$ 8,847.23	\$ 25,000.00	\$ 451.59	\$ 25,000.00
Total Materials & Supplies	\$ 227,096.54	\$ 467,151.96	\$ 392,000.00	\$ 107,156.30	\$ 401,500.00
Other Services & Charges					
Dues & Fees	\$ -	\$ -	\$ 2,000.00	\$ -	\$ 2,000.00
Training	\$ -	\$ -	\$ 3,000.00	\$ -	\$ 3,000.00
Total Other Services & Charges	\$ -	\$ -	\$ 5,000.00	\$ -	\$ 5,000.00
Capital Outlay					
Total Capital Outlay	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ 54,913.86	\$ (72,320.74)	\$ (50,506.72)	\$ 131,127.06	\$ 3,693.28

Town of Washington – Public Works Department

Monthly Activity Report

Reporting Period: December

Utility Locates (Okie 811): Total Locates for Month: 24

Water System Maintenance & Repairs

- 12/3: Water leak repaired in Cedar Hills Edition
- 12/16: BacT sample taken
- 12/17: Tapped main on Main Street
- 12/17: LCD display on water tower replaced
- 12/22: Began leak repair at Kerby & Turner
- 12/22: SOC water samples taken
- 12/23: Leak repair at Kerby & Turner completed

Cemetery Operations

- 12/2: Marked 1 grave for headstone placement
- 12/3: Dug 1 grave
- 12/5: Assisted with 1 funeral
- 12/18: Cemetery ground work completed

Inspections

- 12/10: 1 inspection
- 12/29: 1 inspection

Total Inspections: 2

Sewer System

- 12/12: Sewer backup at Community Center; Stanley Plumbing jetted line

Street & Grounds Maintenance

- 12/9: Hauled tree limbs from Community Center
- 12/18: Gravel replacement on Main Street

Facilities & Equipment Maintenance

- 12/9: Patched cement on Well #2 well head
- 12/22: Lift station breaker required repair

Fire Hydrant Maintenance

- 12/29: Repaired 2 fire hydrants
- 12/30: Tested all 35 fire hydrants

Summary

The Public Works Department completed a full range of municipal services throughout December, including water system repairs, cemetery operations, sewer maintenance, hydrant testing, inspections, and routine locates. Seasonal maintenance and infrastructure improvements were also performed to support community safety and service reliability.



MEETING NOTICE AND AGENDA

Town of Washington Board of Trustees
Tuesday, January 13, 2026 6pm (or immediately following the Public
Works Authority Meeting)
Town of Washington Town Hall 204 N. Main St., Washington, OK 73093

1. **Call to Order** Time _____

2. **Roll Call**

Mayor & Trustee Joel Siria | Trustee James Andrews | Trustee Tony Brennan

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

- A. Pledge of Allegiance
- B. Proclamations or Presentations: None

4. **Consent Agenda**

- A. Approve the Minutes from the Town of Washington Regular Meeting on December 9, 2025
- B. Approve an Estimate for Replacing the Sewer Service Line to the Senior Center by Stanley Plumbing Services for \$9,800.00.
- C. Approve a joint resolution of the Town of Washington Board of Trustees and the Washington Public Works Authority Approving an Amendment to the Municipal Budget for Fiscal Year 2025-2026 for Purposes of Reallocating Funding.

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

5. **Action Items & Public Hearings**

- A. Consideration and possible approval, denial, postponement, or other action regarding ordinance granting to Oklahoma Gas and Electric Company a franchise for the installation, operation and maintenance of an electric distribution system in the Town of Washington and the selling of electricity therein for a term of 25 years.

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

- B. Consideration and possible approval, denial, postponement, or other action regarding a resolution calling and holding an election in the Town of Washington for the purpose of granting a franchise to Oklahoma Gas and Electric Company for the installation, operation and maintenance of an electric distribution system and the selling of electricity therein for a term of 25 years.

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

- C. Consideration and possible approval, denial, postponement, or other action regarding an Ordinance amending the Zoning Ordinance for the Town of Washington, Oklahoma (adopted March 20, 1989) by amending Article II. Specific Zoning District Regulations, Section 35 (Downtown Commercial Zoning District (C-1)), Subsection "Special Requirements" by

adopting

Architectural

Regulations.

Motion ____ Second ____ Votes: Siria ____; Andrews ____; Brennan ____

- D. Consideration and possible approval, denial, postponement, or other action regarding a request from Trustee Brennan to reconsider Washington Volunteer Firefighter per run compensation/clothing allowance payments.

Motion ____ Second ____ Votes: Siria ____; Andrews ____; Brennan ____

- E. Consideration and possible approval, denial, postponement, or other action regarding a request for a waiver to Public Works Authority Resolution 25-12.2 and Town of Washington Resolution 25-12.2 Establishing an Administrative Freeze on All Residential Developments and Zonings; Providing Exemptions as to Existing Commercial Structures; Allowing for Preliminary Plats Upon the Execution of a Disclaimer; Providing for the Duration of Said Freeze; Providing for Circumstances to which the Freeze will Not Apply for the property located at 501 Dean Drive.

Motion ____ Second ____ Votes: Siria ____; Andrews ____; Brennan ____

- F. Consideration and possible approval, denial, postponement, or other action regarding a resolution adopting Goals for the 2026 Calendar Year.

Motion ____ Second ____ Votes: Siria ____; Andrews ____; Brennan ____

- G. New Business (if any)

Motion ____ Second ____ Votes: Siria ____; Andrews ____; 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 for informational-purposes only.

7. **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.

Fire Department Report presented by Chief Justin Braziel
Police & Code Enforcement Report presented by Chief Ruben Ruiz
Town Clerk's Report presented by Town Clerk Kasey Leshner
Administration Report presented by Town Administrator Mica Lunt

8. **Public Comments (each speaker limited to three minutes)**

9. **Executive Session**

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

1. Consideration and discussion of personnel matters including the duties of the Town Administrator, in accordance with 25 O.S. Section 307(B)(1).
2. Consideration and discussion of the purchase, lease, acquisition, or appraisal of real property, namely an easement on Chickasaw Avenue.

B. Consider and take any action deemed appropriate as a result of the Executive Session.

Motion _____ Second _____ Votes: Siria _____; Andrews _____; 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, 204 N Main St., Washington, Oklahoma 73093, by Mica Lunt, Town Administrator.

Town Administrator



TOWN OF WASHINGTON

204 N. MAIN ST.
WASHINGTON, OK. 73093

MINUTES

Type: Regular Meeting

Date: Tuesday, December 09, 2025

Place: Washington Town Hall

204 N. Main Street

Washington, OK. 73093

1. Call to Order Time: 6:08 pm

2. Roll Call:

Mayor & Trustee Joel Siria: Here

Trustee James Andrews: Here

Trustee Tony Brennan: Absent

3. Pledge of Allegiance, Proclamations, & Presentations

A. Pledge of Allegiance

B. Proclamations or Presentations

Guiding Principles Recognition to Collin Hardcastle and Colin Vaughn

4. Consent Agenda (Items A-D)

A. Approve the Minutes from the Town of Washington Regular Meeting on November 10, 2025.

B. Approve a joint resolution by the Town of Washington Board of Trustees and the Washington Public Works Authority modifying the administrative freeze extended and established by Town of Washington Resolution 25-3.2 and Public Works Authority Resolution 25-3.1.

C. Approve the proposed 2026 meeting schedule for the Board of Trustees

D. Approve Planning Commissioner Mike Winn's reappointment for a three-year term.

E. Approve the receipt of an anonymous donation of \$20,000 earmarked for Cemetery use and approve an expense of \$11,670.00 for improving of the roadways in the Cemetery by McClain County District #2.

Motion to approve the Consent Agenda as written by Siria.



TOWN OF WASHINGTON

204 N. MAIN ST.
WASHINGTON, OK. 73093
MINUTES

Second: Andrews.

Votes:

Joel Siria: Aye

James Andrews: Aye

Tony Brennan: Absent

5. Action Items & Public Hearings

- A. Consideration and possible approval, denial, postponement, or other action regarding ordinance granting to Oklahoma Gas and Electric Company a franchise for the installation, operation and maintenance of an electric distribution system in the Town of Washington and the selling of electricity therein for a term of 25 years.
-

Presented by Todd Thompson.

The proposed 25-year franchise grants OG&E the right to produce, transmit, and distribute electricity within town limits and to use public streets and alleys for this purpose. The term aligns with the long lifespan of utility infrastructure. OG&E will pay the Town 3% of gross revenues from local electricity sales and provide free electricity annually for municipal buildings and traffic signals equal to 0.5% of the prior year's local kilowatt-hour sales. The Town retains the right to grant other franchises. OG&E must maintain its facilities to minimize traffic obstruction, indemnify the Town for negligence-related damages, and comply with Corporation Commission rate regulations. The franchise requires voter approval, with OG&E covering election costs. Franchise agreements solely address right-of-way access and do not govern service territories, renewable energy programs, or other community initiatives. Oklahoma law requires such a franchise when public rights-of-way are used by utilities.

Trustees held a brief discussion requesting that the presenter contact OG&E to inquire about the possibility of increasing the 3% revenue payment to the Town. They also asked for clarification on how the annual electricity credit may be applied—specifically, whether it can be used for the city park lighting accounts.

Motion by Joel Siria to table this to the January meeting to allow for Todd Thompson to obtain the answers to the Board of Trustee's questions.

Second: Andrews.

Votes:

Joel Siria: Aye

James Andrews: Aye



TOWN OF WASHINGTON
204 N. MAIN ST.
WASHINGTON, OK. 73093
MINUTES

Tony Brennan: Absent

- B. Consideration and possible approval, denial, postponement, or other action regarding a resolution calling and holding an election in the Town of Washington for the purpose of granting a franchise to Oklahoma Gas and Electric Company for the installation, operation and maintenance of an electric distribution system and the selling of electricity therein for a term of 25 years.
-

Motion by Joel Siria to table this to the January meeting to allow for Todd Thompson to obtain the answers to the Board of Trustee's questions.

Second: Andrews.

Votes:

Joel Siria: Aye

James Andrews: Aye

Tony Brennan: Absent

- C. Consideration and possible approval, denial, postponement, or other action regarding a resolution calling for a special election in the Town of Washington, Oklahoma, on February 10, 2026, for the purpose of submitting to the qualified electors of the Town of Washington the question of whether the Board of Trustees should renew the Emergency Medical Services Agreement with Wadley's EMS Inc. of Purcell; authorizing the Mayor to call the election by proclamation and requesting the McClain County Election Board to conduct the election.
-

Trustees discussed that holding the election will provide valuable input from the residents who would be directly affected by the agreement. The Board agreed that this will allow them to gauge public support and better understand whether voters wish to continue the service.

Motion to approve as written by Siria.

Second: Andrews.

Votes:

Joel Siria: Aye

James Andrews: Aye

Tony Brennan: Absent



TOWN OF WASHINGTON

204 N. MAIN ST.
WASHINGTON, OK. 73093

MINUTES

- D. Consideration and possible approval, denial, postponement, or other action regarding the Town of Washington Board of Trustees moving to a five-member board and/or scheduling Work Sessions.

The Board discussed the possibility of transitioning to a five-member board. Trustees agreed to look further into this change, with a goal of implementing it in 2027. The Board also decided to begin holding mid-month Work Sessions starting in January. These sessions will be properly noticed to the public, include an agenda, and will be for discussion and educational purposes only—no official action will be taken. The intent of the Work Sessions is to allow the Board of Trustees to discuss upcoming matters in more depth and to encourage public participation and feedback before formal decisions are made in regular meetings. The Board expressed that this process will help ensure decisions reflect the needs and preferences of the community.

- E. New Business (if any)

None.

6. Financial Reports

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

This item is for informational purposes only and is also available on the Town website under the Government tab, financial reports and budgets as well as a video presentation.

7. Town Administrator, Staff, and Trustee Reports

Fire Department Report presented by Chief Justin Braziel

WVFD had 20 calls for the month of November.

Police & Code Enforcement Report presented by Chief Ruben Ruiz

Chief of Police, Ruben Ruiz gave a report on traffic and municipal code enforcement over the course of the month. 34 traffic stops, 11 citations, 15 written warnings and 8 verbal warnings.

Town Clerk's Report presented by Town Clerk Kasey Leshner

- Late Penalties: \$1,588.87
- Customers Disconnected Due to Non-Payment: 0
- Permits Issued: 0
- New Customers: 1, Existing Builds
- Cemetery Lots Sold: 0
- Cemetery Lot Re- Assignment: 0
- Utility Customers Removed from Collections 0



TOWN OF WASHINGTON
204 N. MAIN ST.
WASHINGTON, OK. 73093
MINUTES

- Individuals Sent to Collections 0

Administrators Report presented by Town Administrator Mica Lunt

Town Administrator Lunt provided an update, reminding citizens to remain vigilant during the holiday season as thefts typically increase during this time, though there are no current concerns regarding violent crime in the community. He reported that staff held their first meeting with Aclarian, the Town's new government financial accounting software provider. Administrator Lunt is considering consolidating the Town's eleven separate bank accounts into a single pooled account, with separate funds managed internally under the same federal tax ID number. He also noted that the Planning Commission has begun the process of updating the Town's outdated zoning map, which will be a major project involving public hearings. Lastly, he discussed preliminary work on establishing the Town's 2026 goals and budget.

8. Public Comments (each speaker limited to three minutes)

None.

9. Executive Session

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

1. 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. Board of Trustees may consider and take any action deemed appropriate as a result of the Executive Session.

No Action

10. Adjournment Time: 7:02pm
-

Trustee, Joel Siria

Clerk, Kasey Leshner



Board of Trustees Agenda Item Summary

Meeting Date: Tuesday, January 13, 2026

Submitted by: Mica A. Lunt, Town Administrator

AGENDA ITEM TYPE:

☒ Consent

☐ Discussion & Possible Action

☐ Discussion Only

☐ Public Hearing

Agenda Item Title

Approve an Estimate for Replacing the Sewer Service Line to the Senior Center by Stanley Plumbing Services for \$9,800.00

Attachments (if any; file names shall correspond to the attachment)



Stanley Plumbing Services, LLC
1126 SE 15TH ST.
OKC, OK 73129
405-702-4900
License # 32560

BILL TO
Town of Washington
No Address Provided

ESTIMATE
51697659

ESTIMATE DATE
Dec 15, 2025

JOB ADDRESS
Town of Washington
219 North Turner Street
Washington, OK 73093 USA

Job: 12077

SERVICE	DESCRIPTION	QTY	PRICE	TOTAL
Services	Scope of work- we will be digging from 4 inch cleanout and replacing line to main. The line is approximately 80 feet long in the main is about 11 to 12 feet deep. We will have to rent a bigger tractor to perform work. After completion, we will get line inspected and backfill.	1.00	\$9,800.00	\$9,800.00

Summary

The Senior Center has a sewer line that clogs every few months causing backups into the building. During the last clog, we had the line inspected with a camera and learned there is a belly in the line that causes solids to build up over time. There are also extra elbows in the line that are not necessary. The long term solution is the replacement of the line. Due to the line's depth under the alley (about 13'), the replacement is significant. We had two reputable companies bid the project, and this is the lowest bid.

Recommendation

Staff recommends approval.

ORDINANCE NUMBER 25-12.1

AN ORDINANCE GRANTING TO THE OKLAHOMA GAS AND ELECTRIC COMPANY, AN OKLAHOMA CORPORATION, ITS SUCCESSORS AND ASSIGNS, THE RIGHT TO PRODUCE, TRANSMIT AND DISTRIBUTE ELECTRICITY WITHIN THE TOWN LIMITS AND TO SELL ELECTRICITY THEREIN FOR ALL PURPOSES FOR WHICH IT MAY BE USED, TO THE TOWN OF WASHINGTON, MCCLAIN COUNTY, OKLAHOMA, ITS INHABITANTS AND THE PUBLIC GENERALLY, AND THE RIGHT TO CONSTRUCT, MAINTAIN AND OPERATE A SYSTEM OF POLES, WIRES, CONDUITS AND OTHER FACILITIES AND EQUIPMENT IN, UPON, ACROSS, UNDER AND OVER THE STREETS, ALLEYS, PUBLIC GROUNDS OR WAYS IN THE TOWN FOR SUCH PURPOSES FOR A PERIOD OF TWENTY-FIVE (25) YEARS FROM THE APPROVAL AND ACCEPTANCE OF THIS ORDINANCE; PROVIDING COMPENSATION TO THE TOWN; AND ORDERING AN ELECTION.

BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WASHINGTON, OKLAHOMA:

SECTION 1. The Word "Town" as hereinafter used shall mean and designate the Town of Washington, McClain County, Oklahoma, and the word "Company" as hereinafter used shall mean and designate the Oklahoma Gas and Electric Company, a corporation organized and existing under and by virtue of the laws of the State of Oklahoma and its successors and assigns.

SECTION 2. (a) The Town hereby grants to the Company the right, privilege and authority to produce, transmit, distribute and sell electricity within the corporate limits of the Town for all purposes for which it may be used, to the Town, its inhabitants and the public generally, and the right, privilege and authority to construct, maintain and operate a system of poles, wires, conduits, transformers, substations, and other facilities and equipment in, upon, across, under and over the streets, alleys, public grounds or ways in each and every part of said Town for the purpose of producing, transmitting, distributing and selling electricity to the Town, its inhabitants, and to the public generally.

(b) The franchise hereby granted shall be effective from and after the date of approval of this Ordinance by the qualified electors of the Town and acceptance by the Company, and shall remain in full force and effect for a period of twenty-five (25) years. Nothing in this Ordinance shall be construed to prevent the Town from granting an electric franchise to any other person, firm, or corporation.

SECTION 3. The Company shall construct, operate and maintain its property in such manner as will, consistent with necessity, not obstruct nor impede traffic unduly.

SECTION 4. The Company shall defend and indemnify the Town against all liability for injury to any person or property caused by the negligence of the Company in the construction, operation and maintenance of its property within the Town.

SECTION 5. Electric service provided hereunder to the Town, its inhabitants, and to the public generally, and rates charged therefor shall be in accordance with orders, rules and regulations of the Corporation Commission of the State of Oklahoma or other governmental authority having jurisdiction.

SECTION 6. The Company shall have the right to assign this franchise and the assignee by written acceptance thereof shall be bound by all the provisions hereof. An authenticated copy of such assignment and acceptance shall be filed with the Clerk of the Town.

SECTION 7. (a) From and after the approval and acceptance of this franchise, and in consideration of the granting of this franchise, the Company agrees to pay and shall pay to the Town an annual franchise fee in an amount equal to three percent (3%) of its gross revenues arising from the sale of electricity within the corporate limits of the Town, such payment to be made on or before the 25th day of July of each year, after deducting therefrom any amount due the Company from the Town.

(b) The Company shall abide by any order, rule or regulation of the Corporation Commission of the State of Oklahoma requiring the listing separately of all or any portion of such franchise fee on electric bills to customers.

(c) Such franchise fees paid by the Company to the Town shall be in lieu of all other franchise, excise, license, occupation, privilege, inspection, permit, or other fees, taxes or assessments, except ad valorem taxes.

SECTION 8. The Company shall furnish to the Town without charge each fiscal year during the term hereof electric current to be used exclusively by the Town for operation of traffic signal lights and buildings occupied and operated by the Town for municipal purposes, to be applied by the Company as a credit to billings to the Town, provided that such electric current shall not exceed one-half of one percent (0.5%) of the kilowatt-hours sold by the Company to customers within the corporate limits of the Town during the preceding fiscal year.

SECTION 9. A special election is hereby called for the purpose of submitting this Ordinance to the qualified electors of the Town residing within its corporate limits for their approval or disapproval, provided the Company shall pay the cost of such election. The election shall be held on the 7th day of April, 2026, between the hours of 7:00 a.m. and 7:00 p.m. The Mayor of the Town of Washington is authorized and directed to issue an election proclamation calling such election and is further directed to take all steps that may be necessary for holding the election and for the submission of this Ordinance to the qualified electors of the Town. If a majority of the qualified electors of the Town voting thereon fail to approve this franchise at said election, no rights shall accrue hereunder.

SECTION 10. In case the franchise hereby granted is approved at said election, the Company shall, within thirty (30) days from the date of such approval, file with the Clerk of the Town, in writing, its acceptance. In the event the Company fails to accept within the said period, such failure shall be deemed a rejection of the franchise.

SECTION 11. The franchise hereby granted shall, on its effective date, supersede and terminate any previous franchise granted to or held by the Company.

PASSED AND APPROVED this 13th day of January, 2026.

TOWN OF WASHINGTON, OKLAHOMA

By _____
Mayor

ATTEST:

Town Clerk

(SEAL)

RESOLUTION 25-12.3

A RESOLUTION CALLING FOR A SPECIAL ELECTION IN THE TOWN OF WASHINGTON, OKLAHOMA, ON 7th DAY OF APRIL, 2026, FOR THE PURPOSE OF SUBMITTING TO THE QUALIFIED ELECTORS OF THE TOWN OF WASHINGTON THE QUESTION OF WHETHER AN ORDINANCE GRANTING A FRANCHISE TO OKLAHOMA GAS AND ELECTRIC COMPANY FOR PURPOSES OF PRODUCING, TRANSMITTING AND DISTRIBUTING ELECTRICITY IN THE TOWN OF WASHINGTON SHALL BE APPROVED; AUTHORIZING THE MAYOR TO CALL THE ELECTION BY PROCLAMATION AND REQUESTING THE MCCLAIN COUNTY ELECTION BOARD TO CONDUCT THE ELECTION.

WHEREAS, on January 13, 2026, the Board of Trustees of the Town of Washington, Oklahoma, approved Ordinance No. 25-12.1, which grants a franchise to Oklahoma Gas and Electric Company for purposes of producing, transmitting, and distributing electricity in the Town of Washington; and,

WHEREAS, in order to become effective, the Ordinance granting the franchise must be approved by a majority of the voters voting on said issue at an election held for that purpose.

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Washington, Oklahoma, as follows:

1. That the issue of approval of Ordinance No. 25-12.1, which grants a franchise to Oklahoma Gas and Electric Company, be submitted to the qualified electors of the Town of Washington, Oklahoma, on the 7th day of April, 2026.
2. That the McClain County Election Board be and they hereby are requested to hold a special election in the Town of Washington, Oklahoma, for submission of the question of the approval of Ordinance No. 25-12.1 to the qualified electors in accordance with the applicable laws of the State of Oklahoma and the Town ordinances of the Town of Washington, Oklahoma.

3. That the Mayor is hereby authorized to issue a proclamation calling the election and giving notice of election as provided by law. The proclamation shall set forth the proposition to be voted upon in the form of the ballot.

4. That the election shall be conducted Town-wide with polls remaining open between 7:00 a.m. to 7:00 p.m.

5. All precincts totally or partially contained within the Town limits of the Town of Washington Oklahoma, shall be open for the election. Each precinct election board shall be the same as for the state and county elections; provided, however that substitutions, if necessary, shall be made by the County Election Board.

6. That the laws governing state and county elections shall be applicable to this election.

The foregoing Resolution was duly adopted and approved by the Mayor and Board of Trustees of the Town of Washington, Oklahoma, on the 13th day of January, 2026.

SIGNED by the Mayor of the Town of Washington, Oklahoma, on the 13th day of January, 2026.

TOWN OF WASHINGTON, OKLAHOMA

Mayor

Attest:

Town Clerk

(SEAL)

SPECIAL ELECTION PROCLAMATION

By virtue of the authority vested in me by the Constitution and laws of the State of Oklahoma, and the provisions of Ordinance Number 25-12.1, duly passed by the Board of Trustees of the Town of Washington, Oklahoma, on the 13th day of January, 2026, public notice is hereby given that a special election is hereby called, ordered and proclaimed to be held in said Town of Washington, Oklahoma, on the 7th day of April, 2026, for the purpose of submitting to the qualified electors residing within the corporate limits of the Town of Washington, Oklahoma, the following proposition, to wit:

"Shall a franchise be granted to the Oklahoma Gas and Electric Company, a corporation, its successors and assigns giving it the right to produce, transmit and distribute electricity within the Town and to sell electricity therein for all purposes for which it may be used, to the Town, its inhabitants and the public generally, and the right to construct, maintain and operate a system of poles, wires, conduits and other facilities and equipment in, upon, across, under and over the streets, alleys, public grounds or ways in the Town for such purposes, for a period of twenty-five (25) years; providing compensation to the Town; in accordance with the terms of Ordinance Number 25-12.1, passed and approved by the Board of Trustees of the Town of Washington, Oklahoma, on the 13th day of January, 2026?"

The ballot to be used at said election shall be substantially as follows:

"Shall a franchise be granted to the Oklahoma Gas and Electric Company, a corporation, its successors and assigns giving it the right to produce, transmit and distribute electricity within the Town and to sell electricity therein for all purposes for which it may be used, to the Town, its inhabitants and the public generally, and the right to construct, maintain and operate a system of poles, wires, conduits and other facilities and equipment in, upon, across, under and over the streets, alleys, public grounds or ways in the Town for such purposes, for a period of twenty-five (25) years; providing compensation to the Town; in accordance with the terms of Ordinance Number 25-12.1, passed and approved by the Board of Trustees of the Town of Washington, Oklahoma, on the 13th day of January, 2026?"

FOR THE PROPOSITION - YES

AGAINST THE PROPOSITION - NO

The polls for said election shall be opened at 7:00 a.m. and shall remain open until 7:00 p.m. on said 7th day of April, 2026.

The results of said election shall be returned to and canvassed by the County Election Board of the County of McClain, State of Oklahoma, pursuant to the laws of the State of Oklahoma in such cases made and provided.

Given under my hand and seal at the Town of Washington, Oklahoma, this 13th day of January, 2026.

Mayor, Town of Washington, Oklahoma

ATTEST:

Town Clerk

(SEAL)



Ordinance _____ - _____

AN ORDINANCE AMENDING THE ZONING ORDINANCE FOR THE TOWN OF WASHINGTON, OKLAHOMA (ADOPTED MARCH 20, 1989) BY AMENDING ARTICLE II. SPECIFIC ZONING DISTRICT REGULATIONS, SECTION 35 (DOWNTOWN COMMERCIAL ZONING DISTRICT (C-1)), SUBSECTION "SPECIAL REQUIREMENTS" BY ADOPTING ARCHITECTURAL REGULATIONS; PROVIDING FOR SEVERABILITY; AND PROVIDING A REPEALER.

Whereas, The Town of Washington Zoning Ordinance was adopted on March 20, 1989 and is in need of revision due to the immediate development opportunity of the Downtown area and desire to preserve its historic architectural beauty; and,

Whereas, the originally adopted ordinance does not have any provisions regarding façade materials or storefront guidelines; and,

Whereas, the Washington Planning Commission unanimously recommended approval of this ordinance at their meeting on December 8, 2025.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE TOWN OF WASHINGTON, OKLAHOMA:

Section 1. Amendments. Section 35. Downtown Commercial Zoning District (C-1), Subsection "Special Requirements" shall now have an additional item #5, which shall read:

5. Façade alterations and storefront guidelines.

a. Applicability: all exterior modifications to contributing structures or infill development

b. Standards:

i. Original materials (brick, wood, stone) should be retained or repaired whenever possible.

ii. Replacement materials must closely match the original in appearance and texture.

iii. Blank walls along street-facing façades are not permitted.

New façades must include:

a. A defined base, middle, and top (cornice);

b. A storefront zone with at least 60% transparency;

c. Architectural detailing that reflects historic patterns (e.g., transoms, recessed entries).

Section 2. Severability. If any section, subsection, sentence, clause, or phrase of these Ordinances are, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of these Ordinances.

Section 3. Repealer. All other Ordinances or parts of Ordinances in conflict herewith are hereby repealed.

ADOPTED AND PASSED by the Board of Trustees of the Town of Washington, Oklahoma, on this ____ day of _____, 20____.

SIGNED by the Mayor of the Town of Washington on this _____ day of _____, 20____.

Joel Siria, Mayor

ATTEST:

Kasey Leshner, Town Clerk

Approved as to form this _____ day of _____, 20____.

Municipal Attorney



Board of Trustees Agenda Item Summary

Meeting Date: Tuesday, January 13, 2026

Submitted by: Tony Brennan, Trustee & Mica A. Lunt, Town Administrator

AGENDA ITEM TYPE:

☐ Consent

☒ Discussion & Possible Action

☐ Discussion Only

☐ Public Hearing

Agenda Item Title

Consideration and possible approval, denial, postponement, or other action regarding a request from Trustee Brennan to reconsider Washington Volunteer Firefighter per run compensation/clothing allowance payments.

Attachments (if any; file names shall correspond to the attachment)

N/A

Summary

Trustee Brennan requested an agenda item for the consideration of a potential change to the amount in which Washington Volunteer Firefighters are compensated for each run they participate in (i.e. the "clothing allowance"). So far in this fiscal year, we have completed payments for the 2nd and 3rd Quarters of 2025 (or about half of our payments for this FY). That total is: \$2,660.00. The original budget included an amount of \$7,087.50. Anticipating an increase to the per run compensation, the proposed amended budget now allocates a total of \$10,000.00 for this item.

Recommendation

Staff recommends selecting a compensation rate that is competitive with surrounding municipalities and budgetarily appropriate.



Board of Trustees Agenda Item Summary

Meeting Date: Tuesday, January 13, 2026

Submitted by: Mica A. Lunt, Town Administrator

AGENDA ITEM TYPE:

☐ Consent

☒ Discussion & Possible Action

☐ Discussion Only

☐ Public Hearing

Agenda Item Title

Consideration and possible approval, denial, postponement, or other action regarding a request for a waiver to Public Works Authority Resolution 25-12.2 and Town of Washington Resolution 25-12.2 Establishing an Administrative Freeze on All Residential Developments and Zonings; Providing Exemptions as to Existing Commercial Structures; Allowing for Preliminary Plats Upon the Execution of a Disclaimer; Providing for the Duration of Said Freeze; Providing for Circumstances to which the Freeze will Not Apply for the property located at 501 Dean Drive.

Attachments (if any; file names shall correspond to the attachment)

N/A

Summary

Luke Hayes, the owner of 501 Dean Drive, wishes to build one residence and have one residential water meter installed on this property for personal use. Mr. Hayes is only requesting one meter at this time and a waiver of the above titled resolutions for the single residence only.

Recommendation

Staff recommends approval of the waiver subject to these limitations, which can be codified in an agreement executed by the Town Administrator if approved by the Board.



Resolution _____ - _____

A RESOLUTION BY THE TOWN OF WASHINGTON, OKLAHOMA, ESTABLISHING GOALS FOR THE 2026 CALENDAR YEAR; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

Whereas, it is prudent for planning, budgeting, and aligning direction to establish goals for the year; and,

Whereas, all Town staff and Trustees have been asked for to provide input into the development of 2026 goals since November 2025.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE TOWN OF WASHINGTON, STATE OF OKLAHOMA:

Section 1. 2026 Goals are Established. The following goals have been established for the 2026 Calendar Year and are subject changes, additions, or deletions as the needs of the Town evolve throughout the course of the year subject to the approval of the Board of Trustees.

- Administration
 - Modernize Zoning & Development Regulations
 - Update official zoning map with current use
 - Update zoning and subdivision regulations with guidelines that effectively manage growth in a way that works for Washington
 - Construct a Comprehensive Plan
 - Establish a Board of Adjustments
 - Finish Memorial Park Improvements with Playground Installation
 - Acquire easements for all of Chickasaw Avenue
 - Obtain feedback from citizens via an election regarding the continuation of the Ambulance Service Agreement
 - Facilitate the establishment of additional businesses
 - Plot Cemetery Sections L & M and facilitate Cemetery Roadway Resurfacing
 - Actively participate in the planning of the new USPS facility, Walnut Creek Bridge, and Main Street sidewalk improvements
- Clerk
 - All documents on website OCR compatible
 - Fully digitizing and indexing all Town records and making key documents readily available to the public by December 31, 2026
 - Meet accessibility requirements by completing OCR on all documents posted to the town website by December 31, 2026 (ahead of the 2027 deadline)

- Reconcile all utility and court payments with the bank statements monthly, documenting procedures, and providing an annual summary of collections and reconciliations to the governing body
- Complete cemetery section signage (for example, “Section A, Lots 1–92”) by September 30, 2026
- Seek alternative funding for a Cemetery Beautification Project based on Marcum’s design and working with the Advisory Committee to build support
- Improve wayfinding and community appearance through a Town Street Signage project, including an inventory of existing signs and a plan for replacements or additions
- Strengthen professional competence by attending the OMCCA Conference in 2026
- Continue pursuing professional development and certifications through MC&T, IIMC, and OMCCA training
- Fire Department
 - Begin replacement of Firefighter Gear to limit PFAS exposure
 - Fire Department Bylaws Approved via Ordinance in compliance with state law
 - Implement quarterly training sessions for firefighters
- Police Department
 - Maintain high levels of self-initiated enforcement activities to contribute to a safe environment and high quality of life
 - Certify both officers in Crisis Intervention Training
 - Certify/train both officers in Oklahoma Law Enforcement Telecommunications System
 - Revamp and reactivate the Reserve Program to provide additional coverage
 - Initiate a community outreach program
- Public Works
 - Secure funding and begin construction on a new water tower
 - Install water filtration at each well
 - Improve alley access
 - Improve stormwater drainage west of Main from Kerby to Sharp
 - Improve roadway surfaces (Sharp, Carter, etc.)
 - Maintenance Worker to complete Water & Wastewater Class D Licensing
 - Public Works Director to complete Water & Wastewater Class C Licensing
 - Improve staff familiarity and use of Omnia System

Section 2. Severability. If any section, subsection, sentence, clause, phrase or portion of this Resolution is for any reason held invalid, unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision and such holding shall not affect the validity of the remaining portions of this Resolution, except, that the effective date provision shall not be severable from the operative provisions of this Resolution.

PASSED, APPROVED AND ADOPTED this _____ day of _____, 20____.

TOWN OF WASHINGTON

Joel Siria, Mayor

ATTEST:

Kasey Leshner, Town Clerk