

Town of Washington

MEETING NOTICE AND AGENDA

Town of Washington Board of Trustees
Tuesday, November 12, 2024 6pm
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 Duane Branham _____
Trustee Tony Brennan _____

3. Pledge of Allegiance, Proclamations, & Presentations

- A. Pledge of Allegiance
B. Recognition of John Farquharson – Town of Washington Core Value Award
C. Public Comment (each speaker limited to three minutes)

4. Consent Agenda

- A. Approve the Minutes from the Town of Washington Regular Meeting on October 1, 2024.
B. Approve an Ordinance Amending Chapter 11, Article 2 (Municipal Court, Organization and Procedure), Section 11, Subsection 33, which establishes a bond amount for the violation of Failure to Appear.
C. Approve an Ordinance Adopting the Latest of all Subsequent Editions of the International Building Code, International Existing Building Code, International Residential Code, International Fire Code, International Fuel Gas Code, International Plumbing Code, The International Mechanical Code, And The International Property Maintenance Code, unless specifically not adopted by the Town Of Washington.
D. Approve a Resolution Adopting a Vision Statement, Mission Statement, and Core Values and a Logo/Town Emblem.

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

5. Action Items

- A. Consideration and possible approval, denial, postponement, or other action regarding a Memorandum of Understanding between the Town of Washington and the Washington Senior Citizens Center regarding the operation of the Senior Citizens Center and Nutrition Program for the senior citizens of the Town of Washington and surrounding communities of Cole, Criner, Dibble, and Goldsby.

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

- B. Consideration and possible approval, denial, postponement, or other action regarding a resolution for the Town of Washington's Appointment of a Civil Defense Director & the Adoption of the McClain County Office of Emergency Management's Emergency Management & Hazard Mitigation Plan.

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

- C. Consideration and possible approval, denial, postponement, or other action regarding a request to be heard from Scott Farmer regarding commercial construction at 109 E Kirby and specifically the moratorium on construction and water meters.

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

- D. Consideration and possible approval, denial, postponement, or other action regarding Chickasaw Avenue easements, access, and maintenance.

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

- E. Consideration and possible approval, denial, postponement, or other action regarding the purchase of a used vehicle for the Public Works Department.

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

- F. Consideration and possible approval, denial, postponement, or other action regarding applying for grants and appropriating budgeted funds for the rehabilitation of Memorial Park.

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

- G. Consideration and possible approval, denial, postponement, or other action regarding a resolution adopting of a comprehensive fee schedule, including utility rate changes.

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.

Fire Department Report presented by Chief Billy Simpson
Police & Code Enforcement Report presented by Chief Ruben Ruiz
Public Works Report presented by Public Works Director TR Leshner
Town Clerk's Report presented by Town Clerk Kasey Leshner
Administration Report presented by Town Administrator Mica Lunt

- Planning & Zoning Commission, Board of Adjustments Next Steps
- Grant Application Updates (Cybersecurity, RIG, TAP, ARPA)
- Inner-Street Repairs & Widening Projects

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. Board of Trustees 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 3:50 11/07/2024, on the Town's website and in the lobby of the Town of Washington Town Hall, 204 N Main St., Washington, Oklahoma 73093, by Kasey Leshner, Town Clerk.


Town Clerk

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

Type: Regular Meeting

Date: Tuesday, October 1, 2024

Place: Washington Town Hall

204 N Main

Washington, OK. 73093

1. Call to Order Time: 6:00pm

2. Roll Call:

Mayor & Trustee Joel Siria: Here

Trustee Duane Branham: Here

Trustee Tony Brennan: Absent

3. Pledge of Allegiance, Proclamations, & Presentations

A. The pledge of allegiance will be provided by Mayor Siria

B. Public Comment (limited to three minutes)

Bob Burriss expressed concerns regarding code enforcement, taxes due to the federal government and police use of vehicles.

Kara Zerby expressed thanks for all the hard work and offered encouragement.

4. Consent Agenda

A. Approve the Minutes from the Town of Washington Regular Meeting on September 23, 2024.

B. Approve purchase of Jayhawk software for utility billing, court and cemetery management in the amount of \$16,939.00 for the first year and \$8,884.00 annually thereafter.

C. Approve the Town of Washington joining the 4th Amended & Restated Interlocal Agreement Dated July 1, 2000, with OPEH&W.

D. Approve and authorize the Town Administrator to execute an agreement with OPEH&W for employee medical, dental, vision, and life benefits provided by the Town of Washington.

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

-
- E. Approve a joint resolution by the Town of Washington and the Washington Senior Citizens Center establishing an agreement regarding the operation of the Senior Citizens Center and Nutrition Program for the senior citizens of the Town of Washington and surrounding communities of Cole, Criner, Dibble, and Goldsby.
-

Motion: Duane Branham made a motion to remove Item E from the consent agenda.

Second: Joel Siria

Votes:

Joel Siria, Aye

Duane Branham, Aye

4E. Mica Lunt presented the resolution. The Senior Citizens have not had a chance to meet regarding the resolution but have explained that they have concern regarding section 3 item 4 and section 4 item 5. Mica Lunt recommends that the board consider postponing this item and allowing the Senior Citizen Center to convene and reapproach this later.

Motion: Joel Siria made a motion to table this item.

Second: Duane Branham

Votes:

Joel Siria, Aye

Duane Branham, Aye

5. Action Items:

- A. Consideration and possible approval, denial, postponement, or other action regarding the Washington Fire Department's Hydrant Flow Test.
-

Fire Chief Simpson explained that the Fire Department is required to inspect and flush the hydrants twice a year. He has been in contact with T.R. Leshner and they have decided that this will not be done all on the same day but will be spread out at appropriate times based off the SCADA system information.

- B. Consideration and possible approval, denial, postponement, or other action regarding the Town of Washington's Emergency Management/Preparedness the operation/repairability of Outdoor Warning Sirens.
-

Fire Chief Simpson gave an update on the outdoor warning sirens. The town has 4 outdoor warning sirens within the district and 2 within town limits. Goddard Industries has inspected these sirens and has found that the siren at the Fire Department is out of operation and will not be repairable. The siren at Washington Public School is operational but could be undated. To get all 3 sirens working at their utmost it will be between 18-20 thousand dollars total. They are old and could be repaired but repairing them was not a

TOWN OF WASHINGTON BOARD OF TRUSTEES
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MINUTES

guarantee that they would function properly. Grants are being investigated and he will keep the Board updated on any progress made.

Lunt: I want to make sure everyone is clear that these are outdoor warning sirens and not tornado specific sirens. There are many things to consider regarding these and grants to explore.

Gilbert Keith: I am a retired fire fighter, and I am volunteering my services to help develop a plan and a program. Having a plan for emergency situations would be beneficial.

Siria: I agree having a plan for emergency situations would be beneficial.

Branham: I feel that this is exactly what the community needs, citizens standing up to help make a difference.

Action: Nichols | Dixon to write up an agreement regarding Emergency Management.

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

The Board of Trustees expressed their thanks for this information and assured Ms. Siria that ODOT will be conducting an audit on signage, and we are actively working to ensure that these concerns are addressed.

-
- D. Consideration and possible approval, denial, postponement, or other action regarding transitioning the Washington Board of Trustees from a three-place to a five-place board.

Siria: This is something that the board has researched thoroughly. Additional members would provide additional expertise and opinion. Two more members would provide more feedback in our community.

Branham: Having additional members would allow our meetings to not be subject to as many changes in date and time. At this point if any two board members were unable to attend, we must cancel and reschedule the entire meeting. It will also help support the community by adding another voice. We as a community need to be more involved. A strong board will only strengthen the Town.

Motion: Duane Branham made a motion to adopt Ordinance No. 2024-10.1

Second: Joel Siria

Votes:

Joel Siria, Aye

Duane Branham, Aye

-
- E. Consideration and possible approval, denial, postponement, or other action regarding an Ordinance to impose a technology fee on citations.
-

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204 N. MAIN ST.
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MINUTES

Motion: Joel Siria made a motion to table this item.

Second: Duane Branham

Votes:

Joel Siria, Aye

Duane Branham, Aye

- F. Consideration and possible approval, denial, postponement, or other action regarding the date of the November 2024 Regular Board of Trustees Meeting.

Due to Board member availability, we will have to reschedule this meeting from the 5th to the 12th at 6:00pm.

Motion: Duane Branham

Second: Joel Siria

Votes:

Joel Siria, Aye

Duane Branham, Aye

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

Motion: Duane Branham

Second: Joel Siria

Votes:

Joel Siria, Aye

Duane Branham, Aye

- H. New Business (if any)

None.

6. Financial Reports:

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

This item is for informational purposes only.

7. Correspondence

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

A. None.

8. Town Administrator, Staff, and Trustee Reports

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

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 Billy Simpson

- 18 Total calls, 3 Grass, 3, Signal 82, 9 Medical, 1 Vehicle fire, 2 Standby-Football and Carnival
 - 2 Grants received
-

Police and Code Enforcement Report presented by Chief Ruben Ruiz

- 59 Traffic stops, 8 Citations issued, 51 Warnings issued.
 - Investigated 2 accidents, 2 disturbances, 2 victim protective order violations and 2 threats of violence at the school.
 - Increased monitoring in high traffic areas.
-

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

- A bypass was installed on Lift Station and lift station cleaned.
 - Pressure gauge installed on tower.
 - Chlorinator pump installed on Well 3, New meter installed on Well 2.
 - 1 Leak repaired.
-

Town Clerk's Report presented by Town Clerk Kasey Leshner

- Grant approval for new software, utility, cemetery and court.
 - Deposit account for utilities funded
-

Administration Report presented by Town Administrator Mica Lunt

- Planning and Zoning Commission, Board of Adjustments Next Steps
 - Cybersecurity Grant Award \$41,900.00 & November Application
 - Permit Applications & Payments Online
 - Update Water Rates
 - Fall Clean-up Day
 - Cleaning Service & Pest Service
-

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).

TOWN OF WASHINGTON BOARD OF TRUSTEES
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MINUTES

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

Motion: Duane Branham

Second: Joel Siria

Votes:

Joel Siria, Aye

Duane Branham, Aye

Board Reconvened after Executive Session

Motion: Duane Branham made a motion to reconvene

Second: Joel Siria

Votes:

Joel Siria, Aye

Duane Branham, Aye

10. Adjournment Time: 8:53pm

Joel Siria, Mayor

Kasey Leshner, City Clerk

TOWN OF WASHINGTON

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF WASHINGTON, OKLAHOMA, AMENDING CHAPTER 11, ARTICLE 2 (MUNICIPAL COURT, ORGANIZATION AND PROCEDURE), SECTION 11, SUBSECTION 33, PROVIDING FOR SEVERABILITY, AND REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

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

That Chapter 11, Article 2, Section 11, Subsection 33: Court: Bond Schedule of the Municipal Code of the Town of Washington shall be amended and hereafter read as follows:

SECTION I. Article 2, Section 11, Subsection 33 shall be amended by adding the following row under section Misconducts, to-wit:

MISCONDUCTS	STATUTE	FINE	COURT C	FEES	TECH F	TOTAL
Failure to appear	2 O.S. § 209	\$200.00	\$15.00	\$30.00	\$25.00	\$270.00

SECTION II. REPEALER

All ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION III. SEVERABILITY

If any part of this Ordinance shall be held to be invalid or ineffective, the remaining portions shall not be affected.

ADOPTED AND PASSED by the Board of Trustees of the Town of Washington, Oklahoma, on the ____ day of _____ 2024.

SIGNED by the Mayor of the Town of Washington on the ____ day of _____ 2024.

Joel Siria, Mayor

ATTEST:

_____, Town Clerk

Approved as to form this ____ day of _____ 2024.

Christopher C. Lind, for NICHOLS | DIXON, PLLC
Municipal Attorney

ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF WASHINGTON, OKLAHOMA, ADOPTING THE LATEST OF ALL SUBSEQUENT EDITIONS OF THE INTERNATIONAL BUILDING CODE, INTERNATIONAL EXISTING BUILDING CODE, INTERNATIONAL RESIDENTIAL CODE, INTERNATIONAL FIRE CODE, INTERNATIONAL FUEL GAS CODE, INTERNATIONAL PLUMBING CODE, THE INTERNATIONAL MECHANICAL CODE, AND THE INTERNATIONAL PROPERTY MAINTENANCE CODE, UNLESS SPECIFICALLY NOT ADOPTED BY THE TOWN OF WASHINGTON; AND REPEALING ALL OTHER ORDINANCES AND PARTS OF THE ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR SEVERABILITY.

Preamble: The Town of Washington Board of Trustees has determined it in the best interests of the Town and all residence thereof for the adoption of the current editions of the International Building Code, the International Existing Building Code, the International Residential Code, the International Fire Code, the International Fuel Gas Code, the International Plumbing Code, the International Mechanical Code, and the International Property Maintenance Code, created by the International Code Council, which are modified from time to time.

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

SECTION 1.

That unless specifically excluded by the Town of Washington, all editions of the following enumerated Codes, published and adopted by the International Code Council, be and are hereby adopted, with the latest version published by the International Code Council being maintained by the Town Clerk and adopted for purposes of regulation, governance, and enforcement of the Building Code of the Town of Washington, in the State of Oklahoma:

The International Building Code,

The International Existing Building Code,

The International Residential Code,

The International Fire Code,

The International Fuel Gas Code,

The International Plumbing Code,

The International Mechanical Code, and

The International Property Maintenance Code.

That three (3) true and correct copies of all Codes adopted hereby shall at all times be kept and maintained on file in the office of the Town Clerk of the Town of Washington, Oklahoma, marked and designated by title.

SECTION 2.

That nothing in this ordinance shall be construed to affect any previously adopted regulations concerning the issuance of permits and the collection of fees. That nothing in this ordinance or in the Existing Building Code hereby adopted shall be construed to affect any suit or proceedings pending in any court, or any rights acquired, or liability incurred, or any cause or causes of action acquired or existing, under any act or ordinance hereby repealed as cited in Section 4 of this ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

SECTION 3. REPEALER

All other ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION 4. SEVERABILITY

That if any section, subsection, sentence, clause or phrase of this ordinance is, for any reason, held to be unconstitutional, such decision shall not affect the validity of the remaining portions of this ordinance. The Board of Trustees of the Town of Washington hereby declares that it would have passed this ordinance, and each section, subsection, clause or phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses and phrases be declared unconstitutional.

ADOPTED AND PASSED by the Board of Trustees of the Town of Washington, Oklahoma, on the ____ day of _____, 2024.

SIGNED by the Mayor of the Town of Washington, Oklahoma, on the ___ day of _____, 2024.

Joel Siria, Mayor

ATTEST:

Town Clerk

Approved as to form this ____ day of _____, 2024.

Municipal Attorney



Town of Washington Resolution ___ - ___

A RESOLUTION BY THE TOWN OF WASHINGTON, OKLAHOMA, ADOPTING A VISION STATEMENT, MISSION STATEMENT, AND CORE VALUES; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

Whereas, the Town of Washington wishes to adopt a Vision Statement, Mission Statement, and Core Values as well as a logo/Town emblem, which were produced and vetted through the Guiding Principles Committee and through the Town’s social media channels; and,

Whereas, these statements and core values will help guide the Town of Washington in future planning, prioritization, and decision-making processes while providing guidance to staff and elected leaders on matters of performance and conduct.

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

Section 1. Adoption of Vision Statement, Mission Statement, and Core Values.

Vision Washington is a friendly, proud community with abundant opportunity and a high quality of life.

Mission In partnership with our community, the Town of Washington strives for excellence in public service by maintaining the safety and beauty of our Town and fostering respectful accountability.

Values	<i>Willingness</i>	<i>We are creative with new ideas, honor diverse viewpoints, seize opportunities, and are ready to step out of our comfort zone.</i>
	<i>Accountability</i>	<i>We take full responsibility for our actions and outcomes, ensuring trust and integrity in all we do.</i>
	<i>Resilience</i>	<i>We embrace challenges with determination, adapting and thriving in the face of adversity.</i>
	<i>Respect</i>	<i>We value each individual, fostering an environment of mutual understanding and inclusivity.</i>
	<i>Independence</i>	<i>We believe in the power of self-reliance and personal freedom, and we create an environment where everyone has the opportunity to grow, lead, and achieve their full potential.</i>
	<i>Open Communication</i>	<i>We prioritize transparency and honesty, ensuring that everyone’s voice is heard and understood.</i>
	<i>Relationships</i>	<i>We build strong, trusting connections that foster collaboration, mutual support, and long-term success.</i>

Section 2. Adoption of a logo/Town emblem. The Town of Washington's official logo/Town emblem shall be as pictured below.



Section 3. 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

MEMORANDUM OF UNDERSTANDING

This document shall constitute a memorandum of understanding between the Town of Washington and the Washington Senior Citizens Center concerning the operation of a Title III-C (Older American Act) Senior Citizens Center and Nutrition Program of the Senior Citizens of the Town of Washington and surrounding communities of Cole, Criner, Dibble, and Goldsby.

The Town of Washington agrees:

1. To provide kitchen facilities, secure storage areas, serving and dining area for a period of at least eight hours per day, each weekday, and weekends is needed. These facilities shall be located at the Washington senior citizen center, 219 North Turner St., Washington, OK.
2. To maintain insurance coverage for the Washington Senior Citizen Center building, contents, and surrounding grounds, to include liability.
3. To provide water and sewer utilities and trash collection to the Washington Senior Citizen Center.
4. To maintain the building in a usable manner.
5. To provide for maintenance and replacement of the hot water heater and HVAC systems as needed.
6. That until August 3, 2048, the real property conveyed to the Town of Washington Senior Citizens Board will be used only for the Washington senior Citizen's Center and approved activities.

The Washington Senior Citizens Center agrees:

1. To provide hot, nutritionally, balanced meals, five days per week, excluding official holidays, to qualified senior citizens as set forth in title III-C of the Older Americans act.
2. To operate the nutrition portion of the facility in a safe and sanitary manner.
3. To maintain the kitchen and its appliances, the dining room, and the storage facilities with those items necessary to the efficient and effective operation of the nutrition site, and to maintain that equipment in safe, sanitary, and usable condition.
4. To maintain all planter areas surrounding the Washington Senior Citizens Center building.

The Town of Washington and the Washington Senior Citizens Center agree:

1. That the Washington Senior Citizens Center shall have sole use of the center, kitchen and serving areas between the hours of 8a-4p Monday through Friday, with sole right to rent the Washington Senior Citizens Center facilities to outside parties, proceeds to be used toward the upkeep of the Center. The Town of Washington shall provide reasonable notice to the Washington Senior Citizens Center for use of the building.
2. That the Washington Senior Citizens Center, building and equipment may be used by the Town or its authorized representative

TOWN OF WASHINGTON RESOLUTION NO 24-_____

A RESOLUTION OF THE TOWN OF WASHINGTON, OKLAHOMA APPOINTING CIVIL DEFENSE DIRECTOR AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Town of Washington is a governmental entity established under Article III of Title 11 of the Oklahoma Statutes; and

WHEREAS, the Town of Washington Board of Trustees is empowered pursuant to 11 O.S. § 12-106 to create, change, and abolish offices, agencies, and other departments; and

WHEREAS, Chapter 4 Section 1-41 of the Washington Code of Ordinances establishes the office of Civil Defense Director appointed by the Mayor, with approval of the Town Board of Trustees; and

WHEREAS, the Civil Defense Director shall have the authority and responsibility to form an organization to prepare and implement a Civil Defense Program and promulgate rules and regulations necessary and incident to the protection of lives, health, and property of the citizens of the Town of Washington; and

WHEREAS, the Town of Washington Board of Trustees has the authority to adopt this resolution pursuant to the ordinances of the Town of Washington.

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

Section 1. Appointment of Civil Defense Director.

_____, an individual nominated by the Mayor, is hereby appointed to the position of Civil Defense Director and is hereby empowered and charged with the authority and responsibility to:

- (a) Form an organization to prepare and implement a Civil Defense Program;
- (b) Form committees to perfect such an organization;
- (c) Appoint the Chairman of such committees;
- (d) Formulate plans, gather information and maintain records for the Civil Defense Department.

Section 2. Adoption of the McClain County Emergency Management Hazard Mitigation Plan.

The Office of Emergency Management in McClain County has a comprehensive Emergency Management & Hazard Mitigation Plan that the Town wishes to adopt.

Section 3. Effective Date.

This Resolution shall become effective on _____, 2024.

Town of Washington

Board of Trustees Agenda Item Summary

Meeting Date: November 12, 2024

Submitted by: Tony Brennan, Trustee

AGENDA ITEM TYPE:

Consent

Discussion & Possible Action

Discussion Only

Public Hearing

Agenda Item Title

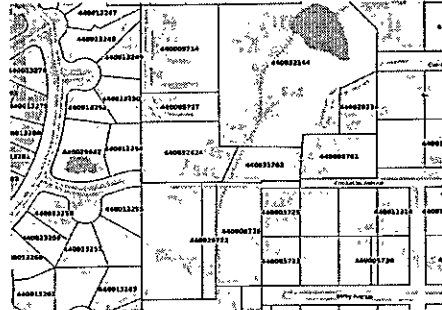
Consideration and possible approval, denial, postponement, or other action regarding Chickasaw Avenue easements, access, and maintenance.

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

Email conversation from Town's Attorney on recommendations.

Summary

A section of Chickasaw Avenue has been in dispute among landowners as well as drivers and pedestrians who wish to use the roadway. Trustee Brennan has requested the Town to consider obtaining an easement or ownership of the roadway.



Recommendation

If this is a project the Board wants to prioritize, funding will need to be allocated and potentially acquired (possibly in the form of a loan) to cover the value of the land the roadway is on.

Town of Washington

Board of Trustees Agenda Item Summary

Meeting Date: November 12, 2024

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 the purchase of a used vehicle for the Public Works Department.

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

None

Summary

The Town has successfully surplus auctioned several old vehicles in various states of disrepair totaling \$9,770 in additional, unbudgeted revenue. There are still two vehicles remaining to be auctioned, which will result in approximately \$10,000 total in additional, unbudgeted revenue.

One such auctioned vehicle was the truck formerly used by the Public Works department. Currently, the Town has no vehicles for use by Public Works staff, and a personal vehicle is used for Town business on a daily basis.

The Town has setup necessary relationships to purchase Federal Government Surplus vehicles, and we have additional sources of used vehicles, including rental fleets. This is a request to authorize the Town Administrator to purchase a suitable vehicle for the Public Works Department in an amount not to exceed \$16,000. A purchase of up to \$16,000 will be funded by the unbudgeted auction revenue and any difference will be funded from the general fund specifically from the repairs and maintenance sections of the budget.

Recommendation

Staff recommends approval.

Town of Washington

Board of Trustees Agenda Item Summary

Meeting Date: November 12, 2024

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 applying for grants and appropriating budgeted funds for the rehabilitation of Memorial Park.

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

None

Summary

Memorial Park could better serve the citizens of Washington with improved lighting, a basketball court, and playground/fitness equipment. The Tobacco Settlement Endowment Trust (TSET) Healthy Incentive Grants program could provide up to \$36,000 of funding for rehabbing Memorial Park. Improving lighting and putting in a basketball court would likely take up most of that award (if awarded). Rough costs for this project include: \$10,000 for lighting, \$10,000-\$20,000 for a basketball court, and \$25,000-\$50,000 for playground equipment.

Recommendation

Staff recommends providing direction to apply for a TSET grant (and other grants for which we are eligible) for lighting, a basketball court, and playground equipment. Budgetary allocations are not requested at this time.

Town of Washington

Town of Washington Resolution ___ - ____

A RESOLUTION BY THE BOARD OF TRUSTEES OF THE TOWN OF WASHINGTON, ESTABLISHING A COMPREHENSIVE FEE SCHEDULE; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

Whereas, the Town of Washington has not had a comprehensive fee schedule, and such fee schedules are common in municipalities to ensure the consistent application of fees and assist with budgeting; and,

Whereas, comprehensive fee schedules are easier to keep current and provide staff, citizens, and all customers with consistent guidance on fees levied by the Town: NOW,

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

Section 1. Adoption of Manual of Fees. Effective November 12, 2024, the attached "Town of Washington Manual of Fees" "Adopted Nov 2024" is adopted in its entirety and immediately in effect with the exception of fees for Water Rates, Sanitary Sewer Rates, Flat Service Sanitary Sewer Fees for customers that Don't Receive Town Water, and Solid Waste Charges go into effect January 1, 2025.

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, City Clerk



TOWN OF WASHINGTON ADOPTED NOV 2024 MANUAL OF FEES

Effective: November 12, 2024***

*****Fees for Water Rates, Sanitary Sewer Rates, Flat Service Sanitary Sewer Fees for customers that Don't Receive Town Water, and Solid Waste Charges go into effect January 1, 2025.**

Town of Washington Fees

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1. COMMUNITY DEVELOPMENT FEES

INFRASTRUCTURE BONDS

Public Improvement / Utility Bonds	100% performance and maintenance bonds only. Expiration date of bonds to be one (1) year from the date of on all improvements except sidewalk. Sidewalks require performance acceptance by the Town.
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INFRASTRUCTURE INSPECTION FEES

Infrastructure Inspection Fee; Special Conditions	\$300.00 (minimum) per 4-hour block for inspections that occur on holidays or more than 2 years after start of construction.
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BUILDING PERMIT FEES

Plan Review and Application fee residential \$100.00	
Plan Review and Application Fee commercial \$175.00	
Revised Commercial Plan Review \$100.00	
Total Area	Permit Fees
Less than 200 square feet	\$ 66.00
200 square feet to 499 square feet	\$ 100.00
500 square feet to 999 square feet	\$ 149.00
1,000 square feet to 1,499 square feet	\$ 205.00
1,500 square feet to 1,999 square feet	\$ 265.00
2,000 square feet to 2,499 square feet	\$ 320.00
2,500 square feet to 2,999 square feet	\$497.00
3,000 square feet to 3,499 square feet	\$579.00
3,500 square feet to 3,999 square feet	\$662.00
4,000 square feet to 4,499 square feet	\$ 717.00
4,500 square feet to 4,999 square feet	\$799.00
5,000 square feet or more = the square footage × \$45.00 × 0.33 × 0.01 plus \$105.00.	
*Multi – Story Building Calculated on Total Square Footage of All Floors.	
Parks & Recreation Fee (Collected with Building Permit)	For single family home = \$189.00+53.00 per bedroom or duplex houses = \$189.00 /structure + \$53.00 per bedroom

	For Multi-family home -\$315.00/structure + \$53.00 per bedroom
Room additions and remodels	$\$3.47 \times \text{est. cost} \times .001 + \45.00 or a \$53.00 minimum
Swimming pools and spas:	$\$3.47 \times \text{est. cost} \times .001 + \45.00
Storage buildings to follow above table	(based on sq. ft.)
Pod (commercial) 10 days prior & 10 days post const. (180 max.)	\$66.00
Pod (residential) 30 days max.	\$66.00
Storm shelters	\$66.00
Retaining wall (3' height or greater)	\$66.00
Fuel tanks (in-ground/above ground) installation or removal	\$2.61 per \$1,000 plus \$53.00
Canopy, patio covers, and decks	\$0.44 per square foot + \$53.00
Temporary buildings or tents	\$150.00
Mobile/manufactured homes	\$87.00
Job Trailers	\$87.00
Recreational Vehicles (3 days plus extension: 10 day max.)	\$66.00
Demolition permit (residential/commercial) structure	\$87.00
Automatic fire-extinguishing system/fire suppression system permit	\$66.00
Fire alarm system permit	\$66.00
Temporary certificate of occupancy	\$75.00
Reissuance of Certificate of Occupancy	\$26.00
Data Retention Fee	\$5.00 per permit
Permit Reinstatement	\$50.00
Work started without a permit	\$ 150.00

Oklahoma Uniform Building Code Commission (OUBCC) fees in addition to the above: state \$4.00 and town \$0.50

TRADE PERMITS FOR RESIDENTIAL CONSTRUCTION

Square foot	1,000– 1,499	1,500– 1,999	2,000– 2,499	2,500– 2,999	3,000– 3,499	3,500– 3,999	4,000– 4,499	4,500 or greater
Trade↓								
Electric*	\$230.00	\$240.00	\$250.00	\$261.00	\$289.00	\$332.00	\$447.00	\$607.00
Mechanical*	\$125.00	\$150.00	\$174.00	\$174.00	\$250.00	\$250.00	\$324.00	\$324.00
Plumbing*	\$259.00	\$334.00	\$352.00	\$448.00	448.00	\$510.00	\$552.00	\$692.00
Gas Pipe	\$41.00	\$43.00	\$45.00	\$50.00	\$56.00	\$56.00	\$56.00	\$56.00
Gas Meter	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00	\$30.00

* Permit fee includes all required inspections

TRADE PERMITS (INCLUDES ONE INSPECTION)

Backflow preventer (replacement or repair)	\$66.00
Irrigation Installation Permit	\$66.00
Trade permit (replacement or repair)	
Plumbing	\$66.00
Electrical	\$66.00
Mechanical	\$66.00
Building (not specified elsewhere)	\$66.00
Permit Reinstatement Fee	\$50.00

BUILDING INSPECTIONS

Walk-Thru Inspection	\$85.00
Disapproved Inspection Fee	\$65.00

ELECTRICAL INSPECTION FEES

Electric Service per meter	\$30.00
Rough-in inspection	\$30.00
Circuits added to existing building or structures	\$30.00
Any motor not included in the schedule of devices	\$30.00
Luminous tube signs, border lights or outline lighting, per transformer	\$30.00
Elevators, in addition to fee for motors, each elevator	\$30.00
Rectifiers	\$30.00
Electrical work done in/on structures composed wholly/partially of canvas	\$30.00
Temporary power connections (saw poles, etc.)	\$30.00
All work not covered elsewhere in this schedule	\$30.00
Final inspection	\$30.00
Disapproved inspection fee	\$65.00
Walk-thru inspection	\$85.00
Work started without a permit, plus cost of permit	\$150.00

PLUMBING INSPECTION FEES

Gas meter	\$30.00
Gas piping per meter	\$30.00
Sewer connection to riser	\$30.00
Sewer tap	\$30.00
New water connection	\$30.00
Rough plumbing inspection	\$30.00
Top-out inspection	\$30.00
Backflow preventer	\$30.00
Control valve and head installation when required by inspection division	\$30.00
Final inspection	\$30.00
All work not covered elsewhere in this schedule	\$30.00
Disapproved inspection fee	\$65.00
Underground Fire line piping inspection	\$30.00
Underground Fire line 150 lb. pressure test	\$30.00
Underground Fire line blocking inspection	\$30.00
Underground Fire line riser inspection	\$30.00
Walk-thru inspection	\$85.00
Work started without a permit, plus cost of permit	\$150.00

MECHANICAL INSPECTION FEES

Gas meter	\$30.00
Gas piping, per meter	\$30.00
Heating	
Each appliance	\$30.00
Ducts, per system, per trip	\$30.00
Residential HVAC change-out of furnace, coil, and/or condenser (first system inspection fee is included in permit fee)	\$30.00
Temporary gas service for construction purposes	\$30.00
Air compressors and tanks, per receiver	\$30.00
Pressure vessels	\$30.00
Refrigeration unit, per unit	\$30.00
Hot and/or chilled water piping, per coil	\$30.00
Replacement of any major part of a mechanical system	\$30.00
Inspections call on work to be concealed, per trip	\$30.00
Final inspection	\$30.00
All work not covered elsewhere in this schedule	\$30.00
Disapproved inspection fee	\$65.00
Walk-thru inspection	\$85.00
Work started without a permit, plus cost of permit	\$150.00

AUTOMATIC FIRE-EXTINGUISHING SYSTEM INSPECTION FEES

Automatic fire-extinguishing system inspections	\$30.00
All work not covered elsewhere in this schedule	\$30.00
Fire suppression above ground	\$30.00
50% installation inspection	\$30.00
Final inspection	\$30.00
Disapproved inspection fee	\$65.00
Walk-thru inspection	\$85.00
Work started without a permit, plus cost of permit	\$150.00

AUTOMATIC FIRE ALARM SYSTEM INSPECTION FEES

All work not covered elsewhere in this schedule	\$30.00
Final inspection	\$30.00
Disapproved inspection fee	\$65.00
Walk-thru inspection	\$85.00
Work started without a permit, plus cost of permit	\$150.00

FIRE AND LIFE SAFETY CODE INSPECTIONS FOR NEW CONSTRUCTION AND/OR RENOVATIONS REQUIRING A BUILDING PERMIT

Inspections not covered elsewhere in this schedule	\$30.00
Final inspection	\$65.00
Disapproved inspection fee	\$85.00
Walk-thru inspection	\$83.00
Work started without a permit, plus cost of permit	\$150.00

SIGN PERMIT FEES

Permanent ground sign - Height under 12 feet	\$120.00
Permanent ground sign - Height 12 feet to 20 feet	\$225.00
Permanent ground sign – Height 20 feet & higher	\$335.00
Accessory/Secondary Ground Sign	\$50.00
Wall sign – Principal Sign	\$90.00
Wall sign – Secondary/Additional wall signs	\$50.00
Awnings/Canopy sign	\$50.00
Construction sign	\$50.00
Copy Change, Remove & Rehang	\$60.00
Temporary/Banner/Inflatable/Mobile Ground sign	\$60.00
Work started without a permit, plus permit cost	\$150.00

MISCELLANEOUS PERMIT FEES

Recreational fire	No Fee
Residential burn permits (less than 5 acres)	\$55.00
Burn permit (5 acres or greater) i.e., agricultural	\$100.00
Commercial burn permit	\$150.00
Commercial fireworks display	\$110.00
Parking lot (new, addition or renovation)	\$100.00
Curb cut/street cut	\$100.00
Liquefied petroleum gas equipment	\$66.00
Blasting permit, per day	\$44.00
Application for Temporary Use Permit	\$56.00
Generator Permit (Permanent Installation)	\$66.00
Special Assessment	\$50.00
Grease Interceptor	\$75.00
Residential Solar Panel	\$150.00
Famers Market Yearly Fee	\$40.00
Farmers Market fee per market date	\$20.00/per market date

EASEMENTS, VACATIONS & RIGHTS-OF-WAYS

Closure of Easement & Right-of-Way (Proposed Construction)	\$1,000.00 (Non-Refundable)
Closure of Easement & Right-of-Way (Existing Encroachment)	\$1,000.00 (Non-Refundable)
Closure of Easement & Right-of-Way (General)	\$1,000.00 (Non-Refundable)
Encroachment Agreement	\$500.00 (Non-Refundable)
Vacation of Plat	\$1,000.00 (Non-Refundable)
Notice of Easement or Right-of-Way Closing	\$6.00 per mailing label
Filing Fee	\$15.00 for the first sheet \$2.00 for each additional sheet
Application Review Fee	\$25.00

ANNEXATION FEES

Annexation or De-annexation	\$ 550.00
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*+ \$6.00 per mailed notice + publication cost billed by newspaper

COMPREHENSIVE PLAN FEES

Comprehensive Plan Change or Amendment	\$400.00
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*+ \$6.00 per mailed notice + publication cost billed by newspaper.

ZONING APPLICATION FEES

All sizes	\$250.00
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**** \$6.00 per mailed notice + publication cost billed by newspaper.**

SPECIFIC USE FEES

Specific Use Permits	\$375.00
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**** \$6.00 per mailed notice + publication cost billed by newspaper**

PLANNED UNIT DEVELOPMENT (PUD) APPLICATION FEES

New Application	\$375.00*
Major Amendment	\$375.00*
Minor Amendment	\$325.00*

**** \$6.00 per mailed notice + publication cost billed by newspaper.**

PLATTING/DEVELOPMENT FEES

Preliminary Plat Application	\$200.00+15.00per lot
Conditional Final Plat Application	\$200.00+15.00 per lot
Plat Filing/Release Fee	\$200.00+15.00 per lot

ENGINEERING PLAN REVIEW

Engineering Plan Review:	Fee
First Submittal Administration Fee	\$200
Initial Plan Review Fee (Per Page)	\$100 *
Additional Reviews Fee (Per Revised Page)	\$100 **
Stormwater Prevention Pollution Plan Review Fee (Per Review)	\$100
Detention Report (Hydrology Analysis) Review Fee (Per Review)	\$100
Addendum for NET Plans(per revised pages)	\$100.00
Submittal to DEQ for water and sanitary sewer packages	\$25.00

***Schematic Sheets, not required to be signed and sealed may be excluded from the fee**

****Sheets specifically identified to be revised by the reviewer**

SITE PLAN FEES/LANDSCAPE PLAN FEES

First Submittal Administration Fee	\$100.00 *
Site Plan/Landscape Plan	\$100.00 *

***Plan reviews requiring engineering reviews will use the engineering plan review fees schedule.**

BOARD OF ADJUSTMENT

Board of Adjustment	\$375.00*
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**** \$6.00 per mailed notice + publication cost billed by newspaper.**

MISCELLANEOUS FEES

Public Hearing Appeals	\$150.00
Lot Split	\$125.00
Lot Combination	\$125.00
Limit of No Access (LNA)	\$125.00
Zoning Verification Letter and Record's Request	\$75.00
Excess Capacity Fee (Final Plat)	\$700.00 per acre
Street signs	\$175.00 per sign
Replacement Key	\$25.00
Honorary Street Sign – 6" sign	\$90.00
Honorary Street Sign – 9" sign	\$105.00
Sidewalk Escrow* *Fee applies where sidewalk escrow is approved by Community Development and Engineering & Construction Departments in lieu of sidewalk installation	\$65.00 per square yard

ZONING CLEARANCE-COMPLIANCE

Permit Application/Review Fee Penalty	\$100.00 (Non-Refundable)
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SMALL CELL FACILITY

Small Cell Wireless	\$350.00
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WATER METER TAP & IMPACT FEES

Tap Size (In Inches)	Cost
¾"	\$4,500
1"	\$9,000
1½"	\$17,000
2"	\$29,500
3"	\$47,000
4"	\$59,000
6"	\$70,000
8" or larger	\$70,000 min. plus any reimbursement of the actual cost of materials and labor to the Town of Washington
¾ meter Restocking Fee	\$125.00
1' Meter restocking Fee	\$162.00

SANITARY SEWER TAP ONLY (FOR CUSTOMERS NOT CONNECTED TO TOWN WATER)

Line Size	Cost
4" or less	\$200.00
Over 4"	\$500.00

STREET CROSSING FOR WATER METER INSIDE TOWN

Line Size	Permit Fees
¾"	\$662.00
1"	\$764.00
1 1/2" or larger	Reimbursement of the actual cost of materials and labor to the Town of Washington
Rock crossings @ contractor's expense	Maximum crossing distance is 37 feet.

2. CEMETERY FEES

Grave Space for Town of Washington Residents	\$1,870.00
Grave Space for non-residents	\$3,016.00
Grave Opening or closing	\$1,290.00
Opening for cremation interment at grave site	\$724.00
Disinterment	\$2,411.00
Monument settings per square inch	\$.70
Overtime fee	\$603.00
Saturday service fee	\$603.00
Deed for transfer for tradition or cremation niche	\$32.00

3. CONTRACTOR REGISTRATIONS

Contractor Type	Cost	Expiration
Electrical Contractor Registration	\$166.00	June 30
Fire Suppression Contractor Registration	\$83.00	June 30
Fire Alarm Contractor Registration	\$83.00	June 30
General Contractor/Builder Registration	\$83.00	June 30
Irrigation Contractor Registration	\$166.00	June 30
Mechanical Contractor Registration	\$166.00	June 30
Roofing Contractor Registration	\$166.00	June 30
Plumbing Contractor Registration	\$166.00	June 30
Sign Contractor Registration	\$166.00	June 30
Water Tap Contractor Registration	\$166.00	June 30

4. LICENSE/REGISTRATION FEES (OTHERS)

License Type	Cost/year	Expiration
Certificate of Compliance	\$30.00	
Food License Establishment	Per County	June 30th
Food License Vehicle	1 day: \$25 3 consecutive days: \$65 365 consecutive days: \$400	
Gated Community	\$30.00	June 30th
Hotel/Motel Operation Fee	\$30.00	June 30th
Medical Marijuana-Dispensary-initial	\$1,000.00	June 30th
Medical Marijuana-Dispensary- renewal	\$ 750.00	
Medical Marijuana-Grower-initial	\$1,000.00	June 30th
Medical Marijuana-Grower- renewal	\$ 750.00	
Medical Marijuana-Processor-initial	\$1,000.00	
Medical Marijuana-Processor-renewal	\$ 750.00	June 30th
Mobile Food Vendor: See Vendor		
Occupation Fee/Hotel Beverage License	\$980.00	June 30th
Occupation Fee/Hotel Beverage License Renewal	\$880.00	June 30th
Occupation Fee/Beer & wine License	\$500.00	June 30th
Occupation Fee/Beer & wine Renewal	\$450.00	June 30th
Occupation Fee/Caterer License (w/occasional liquor)	\$1,005.00	June 30th
Occupation Fee/Caterer Renewal	\$905.00	June 30th
Occupation Fee/Brewer License	\$1,225.00	June 30th
Occupation Fee/Brewer Renewal	\$100.00	June 30th
Occupation Fee/ Small Brewer	\$100.00	June 30th
Occupation Fee/ Small Brewer Renewal	\$100.00	June 30th
Occupation Fee/Distiller License	\$3100.00	June 30th
Occupation Fee/Liquor Store/Retail Package Store	\$880.00	June 30th
Occupation Fee/Mixed Beverage	\$1,005.00	June 30th
Occupation Fee/Mixed Beverage Renewal	\$905.00	June 30th
Occupation Fee/Mixed Beverage-Caterer combo license	\$1,250.00	June 30th
Occupation Fee/Rectifier (blended alcohol)	\$3,125.00	June 30th
Occupation Fee/Special Event Beer/Liquor	\$55.00	Specific dates
Occupation Fee/Wholesaler (spirits, wine, strong beer)	\$2,975.00	June 30th
Occupation Fee/Winemaker (out of state applicant)	\$600.00	June 30th
Occupation Fee/Oklahoma winemaker	\$50.00	June 30th
Pawn Broker	\$58.00	June 30th

Peddler/Solicitors License	\$50.00 per company plus \$5.00 per card	180 days maximum
Sexually Oriented Business License Application, Application Renewal and Investigation Fee	\$1,155.00	June 30th
Sexually Oriented Business Annual License Fee	\$525.00	June 30th
Sexually Oriented Business Employee Application and Renewal Fee	\$158.00	June 30th
Shooting Range	\$60.00	June 30th
Short Term Rental	\$500.00	June 30th
Vendor – Mobile (except Food Trucks)	\$30.00	June 30th
Vendor - Push Cart	\$30.00	June 30th
Vendor – Stationary (except Food Trucks)	\$30.00	June 30th

5. UTILITY CHARGES

WATER SERVICE INITIATION FEE CHARGE

<i>Initiation Fee and Transfer Fee</i>	<i>Fee</i>
Single Family	\$30.00
Multifamily/Commercial/Office/Light Industrial	\$30.00
Location Transfer	\$30.00

APPLICATION FOR SERVICE DEPOSIT CHARGE

<i>Location Type</i>	<i>FEE</i>
Single Family	\$150.00
Multifamily/Commercial/Office/Light Industrial	\$250.00

TEMPORARY/CONSTRUCTION METERS SERVICE CHARGES

<i>Service</i>	<i>Fee</i>
Meter Deposit	\$1,500
Initiation fee	\$30.00
Daily Rental	\$5.00

Note: Only Town-issued construction meters are authorized to be connected to a Town fire hydrant.

METER TESTING CHARGES

<i>Meter Size (in inches)</i>	<i>Fee</i>
3/4"	\$50.00
1	\$50.00
Over 1 "	Reimbursement of the actual cost to the Town of Washington for material and labor

CHARGES ASSOCIATED WITH DISCONTINUATION OF SERVICE

<i>Type of Charge</i>	<i>Fee</i>
Returned Check /Insufficient funds	\$30.00
Delinquent fee	\$75.00
Water meter replacement	Cost of Labor and Materials
Replacement of water meter box	\$150.00
Broken Lock	\$75.00
Broken Loops/Stop	\$150.00
Meter Pull	\$60.00
AMR Register	\$210.00
AMR Antenna	\$30.00
Water Line Tampering	\$100.00
Charges associated with replacement of water meter vaults	Cost of Labor, Materials, and equipment
<i>* service performed after normal working hours, add \$75.00</i>	

REREAD AND LEAK TEST CHARGES

<i>Type of Charge</i>	<i>Fee</i>
Leak test and reread charge (AMR graph provided)	\$60.00

WATER RATES

Gallons Used	Charge
1000 gallons or less	\$ 43.23
1001-2000 gallons	\$ 53.20
2001-3000 gallons	\$ 58.52
3001-4000 gallons	\$ 63.84
4001-5000 gallons	\$ 69.16
5001-6000 gallons	\$ 74.81
6001-7000 gallons	\$ 80.47
7001-8000 gallons	\$ 86.45
8001-9000 gallons	\$ 92.44
9001-10000 gallons	\$ 98.75
10001-11000 gallons	\$ 105.07
11001-12000 gallons	\$ 111.72
12001-13000 gallons	\$ 118.37
13001-14000 gallons	\$ 125.02
14001-15000 gallons	\$ 131.67
Per 1000 gallons over 15000	\$ 10.00

SANITARY SEWER RATES

Gallons Used	Charge
1000 gallons or less	\$ 22.28
1001-2000 gallons	\$ 23.28
2001-3000 gallons	\$ 24.27
3001-4000 gallons	\$ 25.60
4001-5000 gallons	\$ 26.93
5001-6000 gallons	\$ 28.60
6001-7000 gallons	\$ 30.26
7001-8000 gallons	\$ 32.25
8001-9000 gallons	\$ 34.25
9001-10000 gallons	\$ 36.24
10001-11000 gallons	\$ 38.24
11001-12000 gallons	\$ 40.23
12001-13000 gallons	\$ 42.56
13001-14000 gallons	\$ 44.89
14001-15000 gallons	\$ 47.22
Per 1000 gallons over 15000	\$ 5.00

FLAT SERVICE SANITARY SEWER FEES FOR CUSTOMERS THAT DON'T RECEIVE TOWN WATER

Flat Service Charge*	\$30.00 inside town limits \$45.00 outside town limits
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* Applies to residential customers only. Outside Town service and volume charges will apply to non-residential customers.

SOLID WASTE CHARGES

Base Polycart Fee	\$23.94
Additional refuse cart/month 96- gal size only	\$19.95
Cart add/remove fee	\$20.00
Cart Replacement	\$155.00
Dumpster – 2 yard	\$99.75
Dumpster – 4 yard	\$113.05
Dumpster – 6 yard	\$139.65
Dumpster – 8 yard	\$159.60
Dumpster Lock Bar	\$13.30

6. PARKS AND RECREATION FEES

TOWN FACILITIES RENTALS

<i>Town Hall Meeting Room</i>	<i>Resident Fee</i>	<i>Non-Resident Fee</i>
Meeting Room	\$35.00/hr.	\$45.00/hr.
Clean-up deposit	\$130	\$130

***\$1 million General Liability Insurance Policy may be required depending on activity/event at facility.**

SPECIAL EVENT FEES

Special Event Permit	\$100.00
Road Closure	\$40.00/hr. per employee (2hr min.)
Police Officer	\$65.00 hr. per Officer (2 hr. min.)
Event Merchant/Vendor	\$30.00 per event
Tent or temporary structure	\$150.00
Mobile Stage (Public Park use only)	\$500.00
Health Department Permit*	Per County

***Other permits or licenses may be required depending on regulations from the State or County.**

****Deposits may be required**

7. COPY AND SEARCH FEES

Copies of the Comprehensive Plan, Zoning Ordinance, Land Subdivision Code, Standard Construction Specifications and Development Policy Handbook	\$ Direct cost of copying
Copy Charge (8 1/2 x 14 or less)	\$0.25 per page
Copy Charge: Special Size Paper (larger than 8 1/2 x 14)	\$0.55 per page
Certified copy charge	\$1.00 per page
Paper larger than 11 x 17, microfilm, photographic paper or other specialty paper	Direct cost of reproduction
Any other media copy charge (such as flash or thumb drive, external hard drive, memory card, or other specialty media)	Direct cost of media reproduction
Audio/DVD/VCR/CD copy charge	\$10.00 per copy
Request solely for commercial purposes	direct cost of record search & copying \$20.00 per hour
Request that disrupts the essential functions of the Town	direct cost of record search & copying \$20.00 per hour

The Town Administrator is authorized to waive any fee, or any portion of a fee, contained in this Manual of Fees if it is determined by the Town Administrator to be in the best interest of the Town and within the authority granted by the Town of Washington Code of Ordinances.