

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

Type: Regular Meeting

Date: Tuesday, November 12, 2024

Place: Washington Town Hall

204 N Main

Washington, OK. 73093

1. Call to Order Time: 6:01pm

2. Roll Call:

Mayor & Trustee Joel Siria: Here

Trustee Duane Branham: Here

Trustee Tony Brennan: Here

3. Pledge of Allegiance, Proclamations, & Presentations

A. Pledge of Allegiance

B. Recognition of John Farquharson- Town of Washington Core Value Award

Each member of the Board of Trustees expressed their heartfelt gratitude for John's invaluable contributions to the community. John was presented with a certificate and a collection of donations, symbolizing the community's deep appreciation.

Meeting then recessed to move to the PWA meeting.

Motion to reconvene: Tony Brennan

Second: Duane Branham

Votes:

Joel Siria: Aye

Duane Branham: Aye

Tony Brennan: Aye

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C. Public Comment (each speaker limited to three minutes)

Chelsea Potter was recognized. She expressed concern that on Casey Lane there were no streetlights and that there was no street sign letting people know that they were even on Casey Lane.

Lindsay Branham was recognized. She wanted to share with the Board an idea for the Town logo that was presented to her.

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 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: Duane Branham

Second: Tony Brennan

Votes:

Joel Siria, Aye

Duane Branham, Aye

Tony Brennan, Aye

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.

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Motion: Duane Branham made a motion to table this item.

Second: Tony Brennan

Votes:

Joel Siria, Aye

Duane Branham, Aye

Tony Brennan, Aye

- 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.
-

Gilbert Kieth presented what this role would provide for the Town of Washington. Once this role is established, they would be able 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. This would also allow the town to be able to apply for federal grants.

Brennan: If we have this position, we can choices that are best for Washington and not have to rely on what the county decides.

Motion: Duane Branham made a motion to approve this item with the addition of Gilbert Kieth as the appointed Civil Defense Director.

Second: Tony Brennan

Votes:

Joel Siria, Aye

Duane Branham, Aye

Tony Brennan, Aye

- 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 Kerby and specifically the moratorium on construction and water meters.
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Scott Farmer: Requested an exception to the moratorium on construction and water meters at his property at 109 E Kerby.

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The Board of Trustees agreed that they would need more information regarding Mr. Farmer's plans and that the Town could support those plans before they made any decisions.

Farmer: I could provide additional information, and I feel that a building permit could provide enough for me to move forward without a water tap just yet but, boring would need to be done to provide water to that area.

Board of Trustees: This would all need to be written up by the town attorney pending the information needed regarding your plans and the knowledge that the Town could support the plans for growth.

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

Motion: Tony Brennan made a motion for Mica Lunt, Town Administrator, to contact the landowners and to make this a priority.

Second: Duane Branham

Votes:

Joel Siria, Aye

Duane Branham, Aye

Tony Brennan, Aye

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

Town Administrator Mica Lunt explained that the town currently has 10k in revenue from the sales of surplus items that can be put towards this item but, that he is requesting up to 16k.

Siria: Would this vehicle primarily be used and parked at Town Hall or would this be used as a personal vehicle.

Lunt: I have no issue with the Public Works Director who is on call 24/7, 365 days a year to take that vehicle home to be able to address any issues that may arise in a timely manner.

Branham: I don't know how much of a vehicle we would get for 16k.

Siria: From the budget it seems that we have the funds available for this purchase.

Brennan: These funds are partially from the sale of the previous PWA vehicle. I don't want to see the town limited to 16k and not getting a good quality vehicle.

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The Board of Trustees: After a discussion on what amount would be appropriate for this replacement vehicle, they settled on 22k with the Town Administrator being able to bring any vehicle that may be over that amount to be approved.

Motion: Duane Branham made a motion to approve the purchase of a replacement vehicle for the PWA at Town Administrator Mica Lunt's discretion in the amount of 22k.

Second: Tony Brennan

Votes:

Joel Siria, Aye

Duane Branham, Aye

Tony Brennan, Aye

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

Town Administrator Mica Lunt presented his rehabilitation ideas for Memorial Park. Making the space a usable park, lighting, a half court basketball court and a mixed playground and outdoor fitness area. This would be roughly 10k for lighting, 10k for the court and 50k for the playground equipment. I am requesting the green light to pursue funding for this project.

Motion: Duane Branham

Second: Tony Brennan

Votes:

Joel Siria, Aye

Duane Branham, Aye

Tony Brennan, Aye

- G. Consideration and possible approval, denial, postponement, or other action regarding a resolution adopting a comprehensive fee schedule, including utility rate changes.
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Board of Trustees: We ask that this schedule of fees be made available online.

Motion: Duane Branham

Second: Tony Brennan

Votes:

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Joel Siria, Aye

Duane Branham, Aye

Tony Brennan, 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 has been provided to council for their review and information:

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

- Absent
-

Police and Code Enforcement Report presented by Chief Ruben Ruiz

- Chief Ruiz went over his Productivity/Calls of Service Report
-

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

- The water leak in the school parking lot has been repaired, a valve was replaced for the bus barn at the school, and 3 of the school meters were re-plumbed and fitted.
- Radio meter installation started on 10.21.24 and should be finished tentatively this week.
- 1 sewer line was jetted by Purcell PWA at Chickasaw and Kerby.
- The 2nd pump was installed, and a broken pipe was repaired at the Lift Station.

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- Terry McCracken is our new point of contact with Worth Hydrochem. Worth Hydrochem met with me on 10.23.24. All pictures were taken at the wells, lift station, and water tower. Parts and electrical boards have been ordered.
 - ORWA started manhole inspections on 10.23.24 and they have sent us their report on 11.05.24.
-

Town Clerk's Report presented by Town Clerk Kasey Leshner

- When the water rates increased last year, we had roughly 40k dollars in past due accounts. We now on average have 4k dollars in past due accounts. A decrease of 90%.
 - In 2022 the Town of Washington had 1.59% customer growth, 5.91% in 2023 and up to October 31st Washington had 11.69% Customer growth.
-

Administration Report presented by Town Administrator Mica Lunt

- Planning and Zoning Commission, Board of Adjustments Next Steps, we are still looking for 4 volunteers.
 - Grant Application Updates (Cybersecurity, RIG, TAP, ARPA)
 - Inner Street Repairs and Widening Projects. Together with Commissioner Lyles we have set up a list of streets for Winter '24 and Spring '25.
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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. The council may consider and take any action deemed appropriate as a result of the Executive Session.
-

Motion: Joel Siria

Second: Duane Branham

Votes:

Joel Siria, Aye

Duane Branham, Aye

Tony Brennan, Aye

Board Reconvened after Executive Session 8:55pm

Motion: Joel Siria

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Second: Duane Branham

Votes:

Joel Siria, Aye

Duane Branham, Aye

Tony Brennan, Aye

Motion: Joel Siria made a motion to start the official search for a permanent Town Administrator for the Town of Washington. Applications are to open as of Friday, November 15th and will remain open until December 15th with a decision made by December 20th, 2024. The board will convene a Special Meeting to discuss applicants and make a selection from the candidates. Date and Time TBD.

Second: Duane Branham

Votes:

Joel Siria, Aye

Duane Branham, Aye

Tony Brennan, Aye

Motion: Duane Branham made a motion to reconsider item 4D and represent the town with the new logo presented at this meeting and have a final vote.

Second: Tony Brennan

Votes:

Joel Siria, Aye

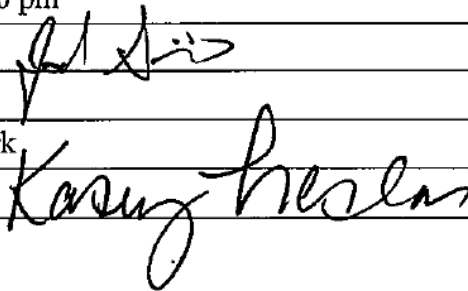
Duane Branham, Aye

Tony Brennan, Aye

10. Adjournment Time: 9:00 pm

Joel Siria, Mayor

Kasey Leshner, City Clerk



The block contains two handwritten signatures. The first signature, for Joel Siria, is written over the line for the Mayor's name. The second signature, for Kasey Leshner, is written over the line for the City Clerk's name and extends below the line.