



MEETING NOTICE AND AGENDA

Town of Washington Public Works Authority

Tuesday, August 12, 2025 6pm

Town of Washington Town Hall, 204 N. Main St., Washington, OK 73093

1. **Call to Order** Time _____

2. **Roll Call**

Chairman Joel Siria _____

Trustee James Andrews _____

Trustee Tony Brennan _____

3. **Consent Agenda**

A. Approve the Minutes from the Town of Washington Public Works Authority Meeting on August 12, 2025.

Motion _____ Second _____

Votes: Andrews _____; Brennan _____; Siria _____;

4. **Action Items**

A. New Business (if any)

Motion _____ Second _____

Votes: Andrews _____; Brennan _____; Siria _____;

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

6. **Adjournment** Time _____

This agenda was filed in the office of the Town Clerk and posted at 1:53pm 9/4/25, 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

Grounds Maintenance

- Community Center: Mowed weekly on 7/7, 7/14, 7/21, and 7/28
- Cemetery: Mowed twice
- Other Areas: Mowed sewer lagoons and police gun range
- Roadside Cleanup: Removed large brush pile dumped on cemetery road

Water System & Infrastructure

- Inspections: Completed 29 total inspections
- 811 Locates: Fulfilled 49 locate requests
- Draw Down Tests: Performed quarterly draw down tests on all wells
- Water Leak Repair: Repaired leak at 324 W. Oakland on 7/3
- Hose Bib Replacement: Installed new hose bib in Well #3
- DEQ Water Sampling: Successfully completed all mandatory DEQ samples scheduled for July
- Free Board Measurement: Measured sewer lagoons per DEQ requirements
- Hydrant Testing: Tested 35 hydrants
- Service Coordination: Arranged repairs for non-functioning hydrants
- Hydrant Repairs (7/22):
- All malfunctioning units repaired except:
- Hydrant #3: Pending thread replacement
- Hydrant #27: Awaiting part delivery for final repair

Other Infrastructure Tasks

- Placed 4 bags of Quick Cret in the wash on Carter Street

Cemetery Services

- Grave Digging: Dug 4 graves
- Funeral Assistance: Helped with 4 funerals
- Water Usage: Currently the Town of Washington has an average daily demand of 84k gallons with currently no strain on our system but, usage has gone up.

Adjournment Time: 7:34pm



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

Chairman, Joel Siria

Clerk, Kasey Leshner

Public Works Department

Monthly Activity Report – August 2025

Grounds Maintenance

- Community Center Lawn Mowing: August 4, 11, 18
- Cemetery Mowing: Completed twice
- Lagoons and Gun Range Mowing: August 13

Cemetery Operations

- Graves Excavated:
- August 4, 11, 13, 24, 26
- Funeral Services Supported:
- August 5, 12, 25 (two services noted)
- Jayhawk Cemetery Training:
- August 21 – Staff participated in deed processing and data entry training

Water System Maintenance

- Water Leak Repairs:
- Pybas Street – August 5
- 215 Casey Lane – August 12
- Chlorine Pump Replacement:
- Well #3 – August 6
- Water Quality Sampling:
- August 19 – Samples collected for Simazine, Bac-T, and second round of THMs and HAAs
- Daily Monitoring:

- Chlorine residuals tested daily
- Lagoon freeboard measurements recorded daily

/// Sewer System Maintenance

- Sewer Line Repair:
- August 5
- Root Control Treatment – Round Two:
- August 13 – Approximately 5,400 feet treated

● Utility Locates (OKIE 811)

- Total Locates Completed: 23
- August 2 (4 locates)
- August 6 (1 locate)
- August 9 (2 locates)
- August 11 (4 locates)
- August 13 (2 locates)
- August 18 (5 locates)
- August 20 (1 locate)
- August 25 (4 locates)

✎ Inspections

- Total Inspections Conducted: 15
- August 2 (2 inspections)
- August 13 (2 inspections)
- August 18 (2 inspections)
- August 19 (3 inspections)

- August 20 (2 inspections)
- August 25 (4 inspections)

◆ Summary

August 2025 was a productive month for the Public Works Department, with consistent attention to cemetery operations, water and sewer infrastructure, and community maintenance. Preventative measures such as sewer root control and water quality testing were successfully executed. Groundskeeping and utility locates were completed efficiently, and staff participated in cemetery data management training to improve service accuracy and recordkeeping.



MEETING NOTICE AND AGENDA

Town of Washington Board of Trustees
Tuesday, September 9, 2025 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. Public Comment (each speaker limited to three minutes)

4. **Consent Agenda**

A. Approve the Minutes from the Town of Washington Regular Meeting on August 12, 2025.

B. Approve the Payment of an Invoice to Duke's Root Control in the amount of \$5,660.65.

Motion _____ Second _____

Votes: Siria _____; Andrews _____; Brennan _____

5. **Action Items**

A. Consideration and possible approval, denial, postponement, or other action regarding a Resolution amending the Manual of Fees – Cemetery Fees.

Motion _____ Second _____

Votes: Siria _____; Andrews _____; Brennan _____

B. Consideration and possible approval, denial, postponement, or other action regarding an Ordinance adopting and enacting the 2025 Washington Code of Ordinances.

Motion _____ Second _____

Votes: Siria _____; Andrews _____; Brennan _____

C. Consideration and possible approval, denial, postponement, or other action regarding a Resolution notifying the residents of Washington of the adoption of a newly compiled "2025 Code of Ordinances" in compliance with state law.

Motion _____ Second _____

Votes: Siria _____; Andrews _____; Brennan _____

D. 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)

This item is 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. Executive Session

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

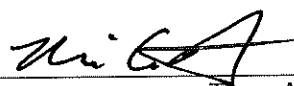
1. Consideration and discussion of personnel matters including the duties of the Town Administrator, in accordance with 25 O.S. Section 307(B)(1).
2. Consideration and discussion of the purchase, lease, acquisition, or appraisal of real property, namely Chickasaw Avenue.

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

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

9. Adjournment Time _____

This agenda was filed in the office of the Town Clerk and posted at 1:53pm 9/4/25, 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
BOARD OF TRUSTEES
204 N. MAIN ST.
WASHINGTON, OK. 73093
MINUTES

Type: Regular Meeting

Date: Tuesday, August 12, 2025

Place: Washington Town Hall

204 N. Main Street

Washington, OK. 73093

1. Call to Order Time: 7:35pm

2. Roll Call:

Chairman Joel Siria: Here

Trustee James Andrews: Here

Trustee Tony Brennan: Absent

3. Pledge of Allegiance, Proclamations, & Presentations

A. Pledge of Allegiance

B. Oath of Office Fire Chief Justin Braziel

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

None.

4. Consent Agenda

A. Approve the Minutes from the Town of Washington Regular Meeting on July 8.2025.

B. Approve the Minutes from the Town of Washington Special Meeting on July 22, 2025.

C. Approve a Resolution Approving State of Oklahoma Department of Transportation Speed Limit Modification.

D. Approve a Resolution Authorizing the Application for an ASCOG REAP

Motion: To approve as written by Siria.

Second: Andrews.

Votes: Andrews: yes; Siria: yes; Brennan: absent.

5. Action Items



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

- A. Consideration and possible approval, denial, postponement, or other action regarding an Amendment to the FY 25-26 Budget.

Town Administrator Lunt explained that the Water Tower debt service has been removed from the budget and the WVFD County Tax income has been removed as well as the expenses paid by that income.

Motion: To approve as written by Siria.

Second: Andrews.

Votes: Andrews: yes; Siria: yes; Brennan: absent.

- B. Consideration and possible approval, denial, postponement, or other action regarding a Request to be Heard by Jacob Wallace regarding concerns over the Fire Department and Town Administrator.

Jacob Wallace inquired about when the Town Administrator assumed oversight of the Washington Volunteer Fire Department (WVFD). Trustee Siria clarified that this transition occurred approximately three to four months ago. The Trustees discussed the WVFD bylaws, noting that they have not yet been codified through a Town Ordinance. There was a consensus among the Trustees encouraging the WVFD to convene, review their bylaws, and formally present them for adoption and codification.

Concerns were raised regarding the Authority Having Jurisdiction (AHJ) and responsibility for commercial fire inspections within the Town. It was clarified that the State Fire Marshal is designated to conduct these inspections.

Additionally, questions emerged about the inclusion and subsequent removal of County revenue in the WVFD budget. It was explained that the revenue and associated expenses were initially included to ensure transparency but were later removed as they were not required to be listed in the Town's budget documentation.

No Action

- C. Consideration and possible approval, denial, postponement, or other action regarding a Request to be Heard by Kathy Wilk regarding mail delivery.

Kathy expressed concerns regarding the current mail delivery routes and the reliance on P.O. boxes within the Town of Washington. She encouraged residents interested in receiving mail directly at their homes to obtain and complete USPS Form PS 4027. This form is available on the USPS website or at Town Hall and should be submitted to the local Post Office.



TOWN OF WASHINGTON

BOARD OF TRUSTEES

204 N. MAIN ST.
WASHINGTON, OK. 73093

MINUTES

No Action

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 available on the Town of Washington's website.

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 Fire Chief Justin Braziel: Activity Tracked: Administrative (2) 1 Meeting at Town Hall and 1 Other, Duty Roster (54) 54 On-Call, Emergency Response (25) 1 No action specified, 14 EMS, 9 Fire, and 1 Service Call. 7 In Town Calls and 16 Out of Town Calls. The WVFD also has been awarded a grant for a new engine.

Police Department Report presented by Chief Ruiz: 4 Suspicious person calls, 9 Reports, 74 Traffic stops, 13 Citations, 58 Verbal warnings, 2 Juvenile contacts, 42 Phone contacts, 31 Contact subject, 5 Follow-up, 5 Fire Dept. assists, 9 Law Enforcement, 8 Ambulance/Medical, 3 Transports, 2 "911" Hang-up, 7 Motorist assists, 2 Alarm calls, 2 Complaints, 1 Noise complaint, 4 Misc. complaints, 1 Accident, 3 Animal disturbance, 3 Welfare checks, 3 Mentally ill, 1 Suicide attempt, 2 Domestic, 2 VPO assists, 4 Special assignment, 19 Paperwork, 1 Water code, 11 Code enforcement and 5 Code enforcement follow-ups. Chief Ruiz requests that everyone be mindful and patient with school starting traffic as new student parents are learning the drop off system. Body cams are working, Tasers have arrived, and we are awaiting certification to carry, and the new Digi ticket citation system is closer to being up and running.

Town Clerk's Report presented by Town Clerk Kasey Leshner:

- Late penalties: 155 Customers Total: \$2,143.23
- Customers Disconnected due to Non-payment: 0
- Permits Issued: 3 Building Permit, 3 HVAC Permit, 1 Storm Shelter and 1 Residential Burn
- New Customers: (Existing Builds) 9
- Cemetery Lots Sold: 2
- Utility Customers Removed from Collections: 0



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

- Individuals Sent to Collections for Citations: 0
- Individuals Removed from Collections for Citations: 2, \$285.00

Town Administrator Report presented by Town Administrator Lunt: The Town of Washington is now under contract with Inner circle to provide support to our first responders regarding critical incident treatment for incidents that they may be involved in. Thank you to the families of our First responders for bring this need to our attention.

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

No action was taken.

Adjournment Time: 8:37pm

Chairman, Joel Siria

Clerk, Kasey Leshner



Board of Trustees Agenda Item Summary

Meeting Date: 9/9/25

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 an Invoice to Duke's Root Control in the amount of \$5,660.65.

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

None

Summary

Through a grant we received from OMAG, we were approved to treat a section of our sewer system with root mitigation by Duke's Root Control. Duke's treated 5,467 linear of feet with this treatment (we previously treated other sections of our sewer system during the previous fiscal year). The total invoice was \$10,660.65, and OMAG's grant covered \$5,000. This agenda item is to approve the expense for the remaining portion of the invoice, which is above the threshold the Town Administrator can approve.

Recommendation

Staff recommends approval.



Resolution ____ - ____

**A RESOLUTION BY THE TOWN OF WASHINGTON, OKLAHOMA, AMENDING THE SCHEDULE OF FEES;
PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.**

Whereas, on November 12, 2024, the Board of Trustees adopted a comprehensive fee schedule, which is subject to modification; and,

Whereas, multiple community members have expressed concern over the Cemetery Fees; and,

Whereas, the Town of Washington finds it in the best interests of our community to provide a Cemetery Fee structure that is responsive to community concerns while providing for current and future operating expenses and capital improvements related to the Cemetery; and,

Whereas, portions of each Cemetery Fee collected must be deposited into the Cemetery Care Fund/Cemetery Reserve & Capital Improvement Fund, which has a target balance of \$500,000 and a current balance of approximately \$65,580 is designed to fund roads in the Cemetery, machinery and equipment, land purchases and improvements to real property, etc.; and,

Whereas, the remaining portion of each Cemetery Fee collected is deposited into the Cemetery Operations Fund, which supports the day-to-day operations and maintenance of the Cemetery such as fuel for machinery, parts and supplies for machinery, staff/labor, herbicide, etc.

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

Section 1. Modification of Manual of Fees. Page 13 of the Manual of Fees shall now read:

2. CEMETERY FEES

Grave Space for Town of Washington Residents	\$925.00
Grave Space for non-residents. Note: non-residents who have a relative already buried within the cemetery within the second degree of consanguinity are eligible to pay the resident rate.	\$1,495.00
Grave opening and closing	\$900.00
Opening for cremation interment at grave site	\$450.00
Disinterment	\$2,411.00
Monument setting/staking permit	\$75.00
Friday, Saturday, and Sunday service fee	\$400.00
Deed for transfer for traditional or cremation niche	\$32.00

Section 2. Refunds. Any customer who has made a payment to the Town of Washington for Cemetery Fees from November 2024 to the effective date of this Resolution shall be entitled to request a refund for the difference of any fee paid and the newly adopted fee by this Resolution. The Town Administrator shall be authorized to issue such refunds.

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

Washington Cemetery

I. Proposal: Changes to the TOW Manual of Fees, Cemetery Fees

Invest in the cemetery that honors our past, serves our present, and prepares for our future.

The Town of Washington is proposing a revised cemetery fee structure that is comparable to other local cemeteries, financially responsible, and future focused. These changes are designed to make burial services more accessible while ensuring the long-term sustainability and upkeep of the cemetery.

	Current	Proposed
Typical Initial cost (Grave Lot + Opening/Closing + Monument Staking)	\$3,765	\$1900
Grave Lot for Town of Washington Residents	\$1,870 4 space min	\$925 Single space
Grave Lot for non-residents. Note: non-residents who have a relative already buried within the cemetery within the second degree of consanguinity are eligible to pay the resident rate.	\$3,016 4 space min	\$1495 Single space
Monument staking	\$.70/sqr in.	\$75
Grave Opening or closing	\$1,290	\$900
Opening for cremation interment at grave site	\$724	\$450
Disinterment	\$2,411	\$2,411
Overtime fee (After business hours, Friday, Saturday or Sunday)	\$603	\$400
Deed for transfer for tradition or cremation niche	\$32	\$32

- *The remaining lots in Section K will continue to be sold in groups of 4 spaces. The buyer will have the option to choose their lot location.*
- *Lots in Section M will be sold in single spaces. The town staff will determine the locations based on availability and specifics to each request.*

II. Financial Summary

Bank Account Summary

Date	Operating Fund	Care Fund
8/30/24	\$30,484	\$229
8/29/25	\$24,102	\$65,580

Operating Fund

The Town of Washington maintains a Cemetery Operating Fund that typically maintains a balance between \$20-30k. This fund is used for the day-to-day expenses of running and maintaining the cemetery. Unlike the Care Fund, which is restricted and meant to generate investment income for the future, the operating fund is where money is spent for present expenses.

Typical uses of the Operating Fund include:

- a) Deposit of revenue received as defined by the Town of Washington's Manual of Fees
- b) Maintenance and Ground Keeping Expenses
- c) Administrative and Operational Costs Expenses**
- d) Facilities and Equipment Expenses
- e) Transfer of funds to the Cemetery Care Fund*

**Funds from the Care Fund are typically used for large dollar capital improvement and equipment expenses*

***No funds have been transferred from lot sales to any other fund for the payment of employee wages. One-time employee payments may be issued for overtime hours worked using revenue received for overtime fees*

Policy Recommendation

It is my recommendation that the Town adopts a minimum **\$150** lot fee for cemetery spaces cost that remains in the Operating Fund for one year of grounds keeping and the **Cemetery Fee Schedule** structure listed in the table below. Revenue generated from the Fees is intended to fund one-time transactions expenses (labor, equipment, facilities, legal fees, etc.).

Cemetery Fee Schedule	
Grave Opening and Closing	\$900
Opening for cremation interment at grave site	\$450
Monument setting / Marking	\$75
Overtime (After business hours & Friday, Saturday or Sunday)	\$400
Deed for transfer for tradition or cremation niche	\$32
Disinterment	\$2,411

Cemetery Care Fund

Reference: 11 OS § 26-109. Cemetery Care Fund - Purchase of Lands - Investment of Fund

State law requires all municipally owned cemeteries to save no less than 12.5% of all monies received from the sale of lots. In compliance with state law the Town created the "Cemetery Reserve and Capital Improvement Fund" to ensure the long-term upkeep and maintenance of the cemetery. In August of 2024, the Town of Washington had **\$229** in a Cemetery Care Fund. In August of 2025, one year later, the Cemetery Care fund has grown to a current balance of **\$65,580**.

The cemetery has an estimated annual operating expense of approximately **\$15,000**. This expense accounts for capital improvements and maintenance as defined by State Statute Section 11 OS §17-110. To sustain these expenses for the future, a target Care Fund balance of **\$500,000** is recommended. At a conservative investment return of **3%**, this fund would generate approximately \$15k annually to cover ongoing maintenance costs without reducing the principal and requiring additional revenue sources from Tax or additional fees to be paid by Washington residents.

Policy Recommendation

It is my recommendation that the Town adopt a pricing structure for cemetery spaces that includes a minimum dedicated care fund contribution of **\$775**. This will ensure that, over time, the Town of Washington Cemetery Reserve and Capital Improvement Fund will reach a target care fund balance of \$500,000.

*** This amount should be reviewed every year to account for inflation and plan for unexpected expenses ***

1. Required Care Fund balance		\$500,000
Annual Operation Cost		\$15,000
Care Fund earns a conservative annual interest rate of		3%
Target fund balance to cover annual operation cost	$15,000 / .03 =$	\$500,000
Current Care Fund Balance		\$65,580
Funding gap that needs to be covered	$500,000 - 65,580 =$	\$434,420
2. Estimated number of years until all lots are sold		26 years
Number of Spaces available	1068	
Average number of spaces sold per year	40	
Number of years until all lots are sold	$1068 / 40 =$	26
3. Price Per Space		\$775 / space
	$\frac{434,420 + 15,000(26)}{1068} =$	772

III. Price Comparison

Below is a summary of Cemetery Fees for cemeteries within a 20-mile radius. The proposed Washington Fees, labeled in the image below as "Future Washington", will place Washington within the average cost of surrounding cemeteries.

Fee	Min Lot Size	Lot Space	Monument Setting, Staking Fee	Opening or closing	Subsequent Interment	Opening for cremation interment at grave site	Weekend & Overtime service fee	Disinterment	Deed for transfer for tradition or cremation niche	Grave Lot non-residents
Current Washington	4	\$ 468	\$ 605	\$ 1,290	\$ 3,765	\$ 724	\$ 603	\$ 2,411	\$ 32	\$ 754
Region 4										
Dibble	1	\$ 400	\$ -	\$ 625	\$ 1,025					
Norman Denver	1	\$ 600	\$ -	Contracted	\$ 600					
Norman Blackburn	1	\$ 700	\$ 30	Contracted	\$ 730					
Lexington	1	\$ 700	\$ 50		\$ 750					
Lindsey	1	\$ 500	\$ -	\$ 350	\$ 850		\$ 500			
Purcell	1	\$ 700	\$ 20	\$ 650	\$ 1,370	\$ 50				
Chickasha	1	\$ 768	\$ 17	\$ 650	\$ 1,435	\$ 400	\$ 800			
Noble	1	\$ 800	\$ 50	\$ 800	\$ 1,650					
Tuttle	1	\$ 980	\$ 50	\$ 850	\$ 1,880		\$ 950			
Future Washington	1	\$ 925	\$ 75	\$ 900	\$ 1,900	\$ 450	\$ 400	\$ 2,411	\$ 32	\$ 1,495
Newcastle	1	\$ 1,000	\$ 100	Contracted	\$ 1,100	\$ 100				
Moore	1	\$ 1,800	\$ 125	\$ 395	\$ 2,320					
Blanchard	1	\$ 1,275	\$ 150	\$ 1,150	\$ 2,575		\$ 1,100			
Norman IOOF	1	\$ 1,500	\$ 864	\$ 1,000	\$ 3,364		\$ 1,250			
Norman Warren	1	\$ 3,000	\$ 100	\$ 1,500	\$ 4,600					
Norman Sunset	1	\$ 4,995	\$ 395	\$ 2,295	\$ 7,685					
Average	1	\$ 1,290	\$ 127	\$ 930	\$ 2,115	\$ 250	\$ 833	\$ 2,411	\$ 32	\$ 1,495

IV. Space Availability

Total Spaces Platted	Total Spaces Sold to Date	Spaces Available	% Cemetery Full
5164	4096	1068	79%

Section	Spaces Platted	Spaces Used	% Full	Platted	Notes
A	384	380	100%	Yes	Full
B	384	380	100%	Yes	Full
C	384	380	100%	Yes	Full
D	384	380	100%	Yes	Full
E	384	380	100%	Yes	Full
F	384	380	100%	Yes	Full
G	384	380	100%	Yes	Full
H	384	380	100%	Yes	Full
I	384	380	100%	Yes	Full
J	384	380	100%	Yes	Full
K	384	296	77%	Yes	CURRENTLY SELLING
M	396	0	0%	No	Plan to begin selling by the end of 2025. This will be Platted for the sell of single lots
L	544	0	0%	No	Not currently selling. To be opened once Section K and M are filled

V. Future Needs and Projects

- Digitize Management of Cemetery data (In Process)
- Platt single lot spaces in Section M (In Process)
- Mini excavator (Applied for a grant)
- Memorial garden (Scoping)
- Repaving of road (Not Started)
- Garage to store equipment at the cemetery (Not Started)
- Excavator jack hammer attachment for rocky soil (Not Started)

VI. Final Thoughts

Key Benefits of the Proposed Changes

☒ Lower Costs for Families

- Resident grave lot fees drop from \$1,870 (4-space minimum) to \$925 (single space).
- Non-resident fees are reduced from \$3,016 to \$1,492, with eligibility for resident rates if a relative is buried in the cemetery.
- Grave opening/closing fees decrease from \$1,290 to \$900.
- Monument staking simplified from \$0.70/sq in. to a flat \$75.

☒ Improved Accessibility

- Single-space lots are now available in Section M, allowing families to purchase only what they need.
- Town staff will assist in lot placement, ensuring thoughtful and respectful use of space.

☒ Financial Sustainability

- A \$775 Care Fund contribution per space ensures long-term maintenance without burdening taxpayers.
- The goal is to grow the Cemetery Care Fund to \$500,000, generating \$15,000 annually at a conservative 3% return—enough to cover yearly operating costs.

☒ Transparent and Responsible Management

- The Operating Fund is used for cemetery-related expenses.
- No lot sale revenue is used for employee wages, except for overtime directly tied to cemetery services.
- The Care Fund has already grown from \$229 in 2024 to \$65,580 in 2025, showing strong progress and commitment to the sustainability of the cemetery.

☒ Competitive Pricing

- The proposed fees place Washington Cemetery within the average cost range of nearby cemeteries, ensuring affordability without compromising quality.

☒ Planning for the Future

- With 79% of the cemetery already full, proactive planning is essential.
- Future projects include digitizing records, equipment upgrades, and infrastructure improvements—all supported by the revised fee structure.
- Annual review of cemetery finances and capital improvement needs to determine adjustments to Fees.

☒ Supporting our community

- Updated webpage to share information specific to the Washington Cemetery
- After-hours phone number is available for customers and funeral homes to contact during non-business hours. This number is monitored by the staff.
- Back-up plans have been established to support our community needs even when the staff is not available.

TOWN OF WASHINGTON ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF WASHINGTON, OKLAHOMA, ADOPTING AND ENACTING THE (2025) "WASHINGTON CODE OF ORDINANCES"; COMPILED, REVISED AND PUBLISHED BY THE AUTHORITY OF THE TOWN OF WASHINGTON BOARD OF TRUSTEES, OKLAHOMA, CONTAINING THE PERMANENT AND GENERAL ORDINANCES OF THE TOWN OF WASHINGTON; ALSO REPEALING ALL ORDINANCES OF A PERMANENT AND GENERAL NATURE NOT INCLUDED IN THE CODE; PROVIDING FOR ADDITIONS AND AMENDMENTS TO THE CODE AND DECLARING AN EMERGENCY.

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

SECTION 1. Code Adopted and Enacted; Title.

The Code of Ordinances entitled "Washington Code of Ordinances" is hereby adopted and enacted for the Town of Washington, Oklahoma, and shall be treated and considered as a new and original comprehensive Code of Ordinances which shall supersede all general and permanent Ordinances of the Town, adopted on or before the ____ day of _____, 2025, to the extent provided in Sections 2 and 3 hereof. Said Code may also be cited as the "Washington Code" or other appropriate title.

SECTION 2. Ordinance Provisions Adopted.

All of the Ordinance provisions included in the Code are hereby adopted and enacted, and shall be in full effect, whether (a) such provisions are included in the form as originally adopted, (b) are included in amended form, (c) are composed wholly or partially of new material, as authorized by law, or (d) such provisions include material contained in full or adopted by reference.

SECTION 3. Certain Permanent and General Ordinances Are Repealed.

All Ordinances and parts of Ordinances of a permanent and general nature in effect at the time of adoption of this Code but not included in this Code, are hereby repealed at the time this Code goes into effect.

SECTION 4. Temporary or Special Ordinances Omitted from Code Remain Effective.

The continuance in effect of any temporary and/or special Ordinances omitted from this Code, shall not be affected by such omission therefrom; the adoption of the Code shall not repeal or amend any such Ordinance or parts of any Ordinance omitted therefrom.

SECTION 5. Addition and Amendments to Code.

Any and all additions and amendments to such Code, when passed in such form as to indicate the intention of the Washington, Oklahoma, Board of Trustees to make the same a part of such Code, shall be deemed to be incorporated in such so that reference to the "Washington Code of Ordinances," or any other appropriate title, shall be understood and intended to include such additions and amendments.

SECTION 6. Emergency.

It being necessary for the health, safety and welfare of the residents of the Town of Washington, Oklahoma, that the new "Code of Ordinances" now available to the Town, be adopted and implemented immediately, an emergency is hereby declared to exist, by reason whereof the provisions of this Ordinance and the "Code of Ordinances" adopted by reference herein, shall become effective immediately upon the passage and approval of this Ordinance, all as required by Law.

PASSED, ADOPTED AND APPROVED THIS ____ DAY OF _____, 2025.

Town of Washington

(SEAL)

By: _____
Title: _____

ATTEST:

Town Clerk/Treasurer

RESOLUTION No. _____

A RESOLUTION OF THE TOWN OF WASHINGTON, OKLAHOMA, NOTIFYING THE RESIDENTS OF SAID TOWN OF THE ADOPTION OF A NEWLY COMPILED "CODE OF ORDINANCES" (2025) FOR SAID TOWN OF WASHINGTON, OKLAHOMA, IN COMPLIANCE WITH THE LAWS OF THE STATE OF OKLAHOMA.

WHEREAS, Section 14-109, Title 11, Oklahoma Statutes, requires the Town of Washington to compile and publish copies of its penal ordinances every ten (10) years; and

WHEREAS, the Board of Trustees of the Town of Washington, Oklahoma, has caused to be prepared and printed copies of a new "Code of Ordinances" for Washington, Oklahoma; and

WHEREAS, said Board of Trustees has, on the ____ day of _____, 2025, by Ordinance, duly adopted said Code as its new Code of Ordinances, effective the ____ day of _____, 2025; and

WHEREAS, said Board of Trustees shall cause copies of this Resolution to be forwarded to the Office of the County Clerk of the applicable County; and shall cause copies of said Code of Ordinances to be forwarded for filing with the County Law Library; and has copies available at the Washington Town Hall for sale.

NOW THEREFORE, BE IT RESOLVED by the Board of Trustees of the Town of Washington, Oklahoma, that said Board of Trustees does hereby notify the residents of the Town of Washington, Oklahoma, that it has fulfilled its statutory duties with respect to the compilation of Ordinances.

PASSED, ADOPTED AND APPROVED THIS ____ DAY OF _____, 2025.

Town of Washington

By: _____
Title: _____

(SEAL)

ATTEST:

Town Clerk/Treasurer

