



MEETING NOTICE AND AGENDA

Town of Washington Public Works Authority

Tuesday, June 10, 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 May 13, 2025.

Motion _____ Second _____

Votes: Andrews _____; Brennan _____; Siria _____;

4. **Action Items**

A. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution by the Town of Washington Board of Trustees and the Washington Public Works Authority to hold a Public Hearing and Adopt a Budget for FY 25-26.

Motion _____ Second _____

Votes: Andrews _____; Brennan _____; Siria _____;

B. Consideration and possible approval, denial, postponement, modification, or other action regarding previously approved Resolution 25-4.1, a resolution authorizing the Town Administrator to coordinate a water tower installation project.

Motion _____ Second _____

Votes: Andrews _____; Brennan _____; Siria _____;

C. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution by the Town of Washington Board of Trustees and the Washington Public Works Authority modifying the administrative freeze extended and established by Town of Washington Resolution 25-3.2 and Public Works Authority Resolution 25-3.1.

Motion _____ Second _____

Votes: Andrews _____; Brennan _____; Siria _____;

D. 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 Leshner

6. Adjournment Time _____

This agenda was filed in the office of the Town Clerk and posted at _____, on the Town's website and in the lobby of the Town of Washington Town Hall, 204 N. Main St., Washington, Oklahoma 73093, by Mica Lunt, Town Administrator.

Town Administrator



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

Type: Regular Meeting

Date: Tuesday, May 13, 2025

Place: Washington Town Hall

204 N. Main Street

Washington, OK. 73093

1. Call to Order Time: 6:00pm

2. Roll Call:

Chairman Joel Siria: Here

Trustee James Andrews: Here

Trustee Tony Brennan: Absent

3. Consent Agenda (Items A-B)

A. Approve the Minutes from the Town of Washington Public Works Authority Meeting April 8, 2025.

Motion: Joel Siria

Second: James Andrews

Votes: Andrews yes; Siria; yes.

4. Action Items

A. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution by the Town of Washington Board of Trustees and the Washington Public Works Authority to hold a Public Hearing and adopt a budget for FY 25-26.

Motion: To postpone decision. Joel Siria

Second: James Andrews

Votes: Andrews yes; Siria yes.

B. New Business (if any) None

5. Town Administrator, Staff, and Trustee Reports

The Town Administrator, Staff, and Trustees will provide updates regarding recent events and projects, including events of interest and the general operations of the Public Works Authority.



TOWN OF WASHINGTON PUBLIC WORKS AUTHORITY

204 N. MAIN ST.
WASHINGTON, OK. 73093

MINUTES

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

Cemetery Maintenance:

Mowed Cemetery Twice

Located and marked headstone placement.

Sprayed all headstones with vegetation control.

Water System Operations & Improvements:

Daily monitoring of wells and lift stations.

Recorded well production and chlorine residuals daily.

Monitored lagoon levels.

Fixed water leak at 324 Chickasaw.

Fixed water leak at 415 Clearview.

Installed a new motor and pump on Well 2 which reduced the motor size from 3HP to 2HP, cut amp usage in half and helped decrease air in water system.

Monthly water sample taken and delivered to OKC DEQ.

Road and Infrastructure Work:

Spread 5 loads of gravel on the access road to the water tower.

Replaced all lights in the Town shop.

Community Maintenance:

Mowed the community center on 4/1, 4/7, 4/14, 4/21, and 4/28.

Sprayed vegetation control on Main Street and at the Community Center.

Hauled brush piles away from the parking lot area at the little league facility.

Mowed the Police gun range and lagoons.

Inspections & Locates:

Completed 26 inspections.

Conducted one locate for Okie811.

Adjournment Time: 6:04pm

Chairman, Joel Siria

Clerk, Kasey Leshar



Resolution _____ - _____ NOTICE OF PUBLIC HEARING

JUNE 10, 2025, 6PM, WASHINGTON TOWN HALL, 204 N MAIN

A JOINT RESOLUTION BY THE TOWN OF WASHINGTON BOARD OF TRUSTEES AND THE WASHINGTON PUBLIC WORKS AUTHORITY BOARD OF TRUSTEES WASHINGTON, OKLAHOMA, APPROVING THE BUDGET FOR FISCAL YEAR 2025-2026 BEGINNING JULY 1, 2025 AND ESTABLISHING BUDGET AMENDMENT AUTHORITY; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

Whereas, The Town of Washington has adopted the provisions of the Municipal Budget Act (Sections 17-201 through 17-218 of Title 11 of the Oklahoma Statutes), and the Chief Executive Officer/Town Administrator has prepared a budget for the fiscal year ending June 30, 2026 (FY 25-26) consistent with the Act; and,

Whereas, This Act in section 17-215 provides for the chief executive officers of the Town, or designee, as authorized by the governing body, to transfer any unexpended and unencumbered appropriation from one object category to another within the same department of a fund; and,

Whereas, The budget has been presented to the Town of Washington Board of Trustees at least 30 days prior to the start of the fiscal year in compliance with Section 17-205; and,

Whereas, The Board of Trustees has conducted a Public Hearing at least 15 days prior to the start of the fiscal year, and published notice of the Public Hearing in compliance with Section 17-208 of the Act.

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

Section 1. Adoption. The Town of Washington does hereby adopt the FY 2025-2026 Budget on the 10th day of June 2025 with total resources available in the amount of \$1,167,454.00 for the Town of Washington and \$597,446.72 for the Washington Public Works Authority (\$3,497,446.72 if the Water Tower Loan is approved) and total appropriations in the amount of \$1,031,511.44 for the Town of Washington \$409,006.72 for the Washington Public Works Authority (\$3,497,446.72 if the Water Tower Loan is approved) for all budgeted funds. Legal appropriations (spending/encumbering limits) are hereby established as follows:

BUDGET MESSAGE

Dear Members of the Board of Trustees & Citizens of Washington:

The upcoming Fiscal Year 2025-2026 annual budget of the Town of Washington includes some significant components that reflect the Town's efforts to strive for excellence in public service delivery.

The budget presented herein contains the following highlights:

- The budget has been prepared by department for the first time in the Town's history. For budgetary purposes, we have created an Administration Department with the two employees (Town Administrator and Town Clerk), a Police Department with two employees (two police officers), and a budget for the Washington Public Works Authority with two employees (Public Works Director and Maintenance).
- Market adjustments for the compensation of the Town Clerk and Public Works Director position along with merit and cost of living raises to most remaining staff.
- Capital Outlay budgeted as follows:
 - General Fund: TAP Grant Match for sidewalks (\$65,000.00)
 - General Fund: Replace one police vehicle (\$30,000.00)
 - Washington Public Works Authority: New Water Tower (\$2.9M)

The proposed budget presented to you is prepared in accordance with the Oklahoma Municipal Budget Act in Title 11 of the Oklahoma Statutes.

Respectfully submitted,

Mica A. Lunt, Town Administrator



Annual Budget

Town of Washington General Fund

Estimated Revenues	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Actual (Estimated)	FY 25-26 Proposed
Ambulance Service	\$ 39,216.93	\$ 35,672.00	\$ 49,861.39	\$ 48,000.00
Citations	Not recorded	\$ -	\$ 3,353.71	\$ 3,000.00
County Clerk	\$ 5,005.13	\$ 5,000.00	\$ 5,379.00	\$ 5,000.00
Fire Department County Tax	Not recorded	Not recorded	Not recorded	\$ 103,290.00
Fire Department USFS Revenue/Grants	Not recorded	Not recorded	Not recorded	\$ 40,000.00
Grants	\$ 57,626.04	\$ 780,000.00	\$ 780,000.00	\$ 300,000.00
Grave Operations	\$ 14,309.08	\$ 50,000.00	\$ 41,773.59	\$ 40,000.00
Interest	\$ 2.83	\$ 60.00	\$ 96.91	\$ 90.00
Miscellaneous	\$ 41,414.48	\$ 12,000.00	\$ 12,704.12	\$ 12,000.00
Permits	\$ 42,339.77	\$ 40,000.00	\$ 46,297.89	\$ 40,000.00
Taxes	\$ 4,420.00	\$ -	\$ -	\$ -
Cigar Tax	\$ 2,367.02	\$ 2,000.00	\$ 1,876.41	\$ 1,750.00
City Use Tax	\$ 171,314.67	\$ 165,000.00	\$ 176,424.56	\$ 201,124.00
Franchise Tax	\$ 24,927.45	\$ 24,000.00	\$ 24,000.00	\$ 24,000.00
Gas Tax	Not recorded	\$ 1,200.00	\$ -	\$ 1,200.00
Sales Tax	\$ 376,796.99	\$ 360,000.00	\$ 300,000.00	\$ 342,000.00
WASA Utility Reimbursement	\$ 12,561.59	\$ 6,000.00	\$ 5,448.65	\$ 6,000.00
Total Town of Washington Revenues	\$ 792,301.96	\$ 1,460,932.00	\$ 1,447,216.23	\$ 1,167,454.00
Proposed Expenses				
Administration Department	\$ 526,909.28	\$ 1,043,309.00	\$ 987,841.16	\$ 657,508.72
Fire Department	\$ -	\$ -	\$ -	\$ 90,726.00
Police Department	\$ 93,073.63	\$ 105,500.00	\$ 104,907.14	\$ 146,330.00
Transfer to PWA Fund				\$ 136,946.72
Total Town of Washington Expenses	\$ 619,982.91	\$ 1,148,809.00	\$ 1,092,748.30	\$ 1,031,511.44
TOTAL	\$ 172,319.06	\$ 332,123.00	\$ 354,467.93	\$ 135,942.56

Administration Department

Proposed Expenses	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Actual (Estimated)	FY 25-26 Proposed
Personnel Services				
Payroll & Benefits				
Health Benefits	Not recorded	\$ 22,000.00	\$ 24,597.46	\$ 18,546.72
Salaries & Wages	\$ 119,791.75	\$ 162,500.00	\$ 162,500.00	\$ 180,000.00
Overtime	\$ -	\$ -	\$ -	\$ -
Retirement	\$ -	\$ -	\$ -	\$ 10,512.00
Total Personnel Services	\$ 119,791.75	\$ 184,500.00	\$ 187,097.46	\$ 209,058.72
Materials & Supplies				
Office Supplies	\$ 27,187.86	\$ 37,964.00	\$ 25,498.67	\$ 27,500.00
Repairs & Maintenance Supplies	\$ 27,717.03	\$ 85,000.00	\$ 85,000.00	\$ 70,000.00
Senior Citizens Center	\$ 3,350.26	\$ 4,000.00	\$ 4,000.00	
Cemetery Expenses	Not recorded	\$ 5,000.00	\$ 4,322.71	\$ 5,000.00
Street Repairs	\$ 1,354.36	\$ 7,000.00	\$ 4,396.53	\$ 7,000.00
Total Materials & Supplies	\$ 59,609.51	\$ 138,964.00	\$ 123,217.90	\$ 109,500.00
Other Services & Charges				
Ambulance Service (Emergency Services)	\$ 33,104.34	\$ 40,000.00	\$ 48,691.15	\$ 48,000.00
Bank Charges	\$ 271.97	\$ 600.00	\$ 526.90	\$ 600.00
Delta Community Action Fees	\$ 3,350.26	\$ 4,000.00	\$ 4,500.00	\$ 5,000.00
Dues & Fees	\$ 10,361.23	\$ 13,500.00	\$ 10,689.29	\$ 12,000.00
Insurance	\$ 118,879.08			
Auto/Liability	Not recorded	\$ 10,000.00	\$ 7,721.14	\$ 13,000.00
Property (included Health)	Not recorded	\$ 66,000.00	\$ 73,792.22	\$ 10,000.00
Workers Compensation	\$ 9,601.60	\$ 12,000.00	\$ 57.00	\$ 12,000.00
Internet	\$ 1,261.26	\$ 1,500.00	\$ 53.88	\$ 1,500.00
IRS Penalties (Taxes)	Not recorded	\$ 4,000.00	\$ 4,000.00	\$ 6,000.00
Mileage	\$ 7.50	\$ 1,000.00	\$ -	\$ -
Miscellaneous	\$ 42,606.83	\$ 60,000.00	\$ 39,101.52	\$ 20,000.00
Payment Processing Fees	\$ 1,401.90	\$ 2,500.00	\$ 2,084.97	\$ 2,500.00
Professional Fees	\$ 75,551.83	\$ 201,975.00	\$ 201,975.00	\$ 75,500.00
Returned Checks	\$ 73.00	\$ 4,750.00	\$ 3,022.71	\$ 4,750.00
Software	\$ 3,711.38	\$ 235,420.00	\$ 235,420.00	\$ 10,500.00
Telephone	Not recorded	\$ 4,600.00	\$ 3,545.78	\$ 4,600.00
Training	\$ 737.94	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00
Utilities	\$ 46,587.90	\$ 50,000.00	\$ 34,344.24	\$ 40,000.00
Total Other Services & Charges	\$ 347,508.02	\$ 719,845.00	\$ 677,525.80	\$ 273,950.00
Capital Outlay				
TAP Grant Match	\$ -	\$ -	\$ -	\$ 65,000.00
Total Capital Outlay	\$ -	\$ -	\$ -	\$ 65,000.00
TOTAL	\$ 526,909.28	\$ 1,043,309.00	\$ 987,841.16	\$ 657,508.72

Police Department

Proposed Expenses	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Actual (Estimated)	FY 25-26 Proposed
Personnel Services				
Payroll & Benefits				
Health Benefits	Not recorded	\$ 22,000.00	\$ 24,597.46	\$ 18,546.72
Salaries & Wages	\$ 57,854.25	\$ 65,000.00	\$ 65,000.00	\$ 66,750.00
Overtime	\$ -	\$ -	\$ -	\$ 2,575.00
Retirement	\$ -	\$ -	\$ -	\$ 4,005.00
Total Personnel Services	\$ 57,854.25	\$ 65,000.00	\$ 65,000.00	\$ 73,330.00
Materials & Supplies				
Gasoline	\$ 7,031.22	\$ 10,500.00	\$ 9,907.14	\$ 10,000.00
Operating Supplies	\$ 14,094.08	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Tools & Equipment	\$ 14,094.08	\$ 15,000.00	\$ 15,000.00	\$ 15,000.00
Total Materials & Supplies	\$ 35,219.38	\$ 40,500.00	\$ 39,907.14	\$ 40,000.00
Other Services & Charges				
Training	Not recorded	\$ -	\$ -	\$ 3,000.00
Total Other Services & Charges	\$ -	\$ -	\$ -	\$ 3,000.00
Capital Outlay				
Replace Charger	Not recorded	\$ -	\$ -	\$ 30,000.00
Total Capital Outlay	\$ -	\$ -	\$ -	\$ 30,000.00
TOTAL	\$ 93,073.63	\$ 105,500.00	\$ 104,907.14	\$ 146,330.00

Fire Department

Proposed Expenses	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Actual (Estimated)	FY 25-26 Proposed
Personnel Services				
Clothing Allowance/Run Checks	Not recorded	Not recorded	Not recorded	\$ 7,087.50
OFSA Pension/Retirement	Not recorded	Not recorded	Not recorded	\$ 3,192.00
Total Personnel Services	\$ -	\$ -	\$ -	\$ 3,192.00
Materials & Supplies				
Fuel	Not recorded	Not recorded	Not recorded	\$ 7,140.00
Operating Supplies	Not recorded	Not recorded	Not recorded	\$ 13,620.00
Tools & Equipment	Not recorded	Not recorded	Not recorded	\$ 63,774.00
Total Materials & Supplies	\$ -	\$ -	\$ -	\$ 84,534.00
Other Services & Charges				
Training	Not recorded	Not recorded	Not recorded	\$ 3,000.00
Total Other Services & Charges	\$ -	\$ -	\$ -	\$ 3,000.00
Capital Outlay	Not recorded	Not recorded	Not recorded	\$ -
Total Capital Outlay	\$ -	\$ -	\$ -	\$ -
TOTAL	\$ -	\$ -	\$ -	\$ 90,726.00



Annual Budget

Town of Washington Public Works Authority

Estimated Revenues	FY 23-24 Actual	FY 24-25 Budget	FY 24-25 Actual (Estimated)	FY 25-26 Proposed
Late Fees	\$ 3,023.51	\$ 2,800.00	\$ 4,749.04	\$ 4,500.00
Reconnection Fees	\$ 650.00	\$ 1,000.00	\$ 1,227.77	\$ 1,000.00
Sanitation	\$ 93,615.36	\$ 82,000.00	\$ 102,175.03	\$ 125,000.00
Sewer	\$ 52,629.87	\$ 50,000.00	\$ 65,976.68	\$ 70,000.00
Utility Refunds	Not recorded	\$ 250.00	\$ (475.20)	\$ -
Water	\$ 167,671.65	\$ 240,000.00	\$ 293,688.63	\$ 260,000.00
Transfer from TOW General Fund				\$ 136,946.72
Water Tower Loan				\$ 2,900,000.00
Total Public Works Authority Revenues	\$ 317,590.39	\$ 376,050.00	\$ 467,341.95	\$ 3,497,446.72
Proposed Expenses				
Personnel Services				
Payroll & Benefits				
Health Benefits	Not recorded	\$ 22,000.00	\$ 24,597.46	\$ 18,546.72
Salaries & Wages	\$ 35,580.00	\$ 85,000.00	\$ 85,000.00	\$ 91,000.00
Overtime	\$ -	\$ -	\$ 1,000.00	\$ 4,000.00
Retirement	\$ -	\$ -	\$ -	\$ 5,460.00
Total Personnel Services	\$ 35,580.00	\$ 107,000.00	\$ 110,597.46	\$ 119,006.72
Materials & Supplies				
Gasoline	\$ 7,031.22	\$ 10,500.00	\$ 9,907.14	\$ 10,000.00
Sanitation Fees	\$ 61,407.51	\$ 65,000.00	\$ 95,083.13	\$ 100,000.00
Repairs & Maintenance	\$ 107,114.91	\$ 280,000.00	\$ 330,000.00	\$ 107,000.00
Sewer Pumping	\$ 10,833.05	\$ 18,000.00	\$ 12,864.00	\$ 18,000.00
Water Purchase	\$ -	\$ 17,000.00	\$ -	\$ 15,000.00
Water Testing	\$ 18,926.94	\$ 20,000.00	\$ 7,945.10	\$ 10,000.00
Well Repair	\$ 21,783.91	\$ 25,000.00	\$ 25,000.00	\$ 25,000.00
Total Materials & Supplies	\$ 227,096.54	\$ 435,500.00	\$ 480,799.37	\$ 285,000.00
Other Services & Charges				
Dues & Fees	\$ -	\$ -	\$ -	\$ 2,000.00
Training	\$ -	\$ -	\$ -	\$ 3,000.00
Total Other Services & Charges	\$ -	\$ -	\$ -	\$ 5,000.00
Capital Outlay				
Water Tower	\$ -	\$ -	\$ -	\$ 2,900,000.00
Total Capital Outlay	\$ -	\$ -	\$ -	\$ 2,900,000.00
Water Tower Debt Service	\$ -	\$ -	\$ -	\$ 193,440.00
TOTAL	\$ 54,913.86	\$ (166,450.00)	\$ (124,054.89)	\$ (0.00)

Section 2. Required Content. The accompanying budget document complies with the requirements of the Act by including:

- The budget message.
- The budget summary.

- c. The fund budget summaries.
- d. The departmental appropriations.

Section 3. Legal Level of Control. In accordance with Section 17-215B, the Board of Trustees has determined that expenditures and encumbrances may not be authorized that exceed the legal level of control by account category (as defined in Section 17-213) of any department of any fund.

Section 4. Authorization of Town Administrator. The Board of Trustees does hereby authorize the Town Administrator to transfer any unexpended and unencumbered appropriations at any time throughout FY 25-26 from one object category to another within the same department of a fund without further approval by the Town Board. All other budget amendments must be approved by the Town Board.

Section 5. Supplemental & Decreases of Appropriations. All supplemental appropriations or decrease in the total appropriations of a fund shall be adopted at a meeting of the Town Board and filed with the State Auditor and Inspector.

Section 6. 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



Resolution 25 - 4.1

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

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

Whereas, The Town Administrator has compared loan programs with the USDA as well as three local banks and determined that the best option for the Town of Washington is an approximately \$2.9M loan from First United Bank with an interest rate of 4.5% and a term of 25 years; and,

Whereas, Meyers Engineering is facilitating the engineering work and associated processes as shown on the attached agreement: NOW,

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

Section 1. Authorization of Town Administrator. The Town Administrator shall be authorized to apply for a loan and execute all necessary paperwork to secure a loan in an amount not to exceed \$2.9M at an interest rate not to exceed 4.5%, and a term length not to exceed 25 years. The Town Administrator shall also be authorized to execute the attached agreement with Meyers Engineering.

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.

SIGNATURES FOLLOW ON THE SECOND PAGE

PASSED, APPROVED AND ADOPTED this 8 day of April, 2025.



ATTEST:

Kasey Leshner

Kasey Leshner, Town Clerk

TOWN OF WASHINGTON

Joel Sima

Joel Sima, Mayor

TOWN OF WASHINGTON RESOLUTION NO 24-_____

WASHINGTON PUBLIC WORKS AUTHORITY RESOLUTION NO 24-_____

A JOINT RESOLUTION OF THE TOWN OF WASHINGTON, OKLAHOMA AND OF THE WASHINGTON PUBLIC WORKS AUTHORITY ESTABLISHING AN ADMINISTRATIVE FREEZE ON ALL RESIDENTIAL AND COMMERCIAL DEVELOPMENTS AND ZONINGS; ALLOWING FOR PRELIMINARY PLATS UPON THE EXECUTION OF A DISCLAIMER; PROVIDING FOR THE DURATION OF SAID FREEZE; PROVIDING FOR CIRCUMSTANCES TO WHICH THE FREEZE WILL NOT APPLY; PROVIDING FOR SEVERABILITY; AND DECLARING AN EMERGENCY AND EFFECTIVE DATE.

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

WHEREAS, the Town of Washington has an obligation to provide necessary services to all lots platted within corporate municipal limits; and

WHEREAS, in or about September 2024 the Town of Washington Board of Trustees and Washington Public Works Authority determined that Washington did not have the capacity to provide necessary and lawful services, specifically water and sewer service, to new and/or additional residential or commercial developments or inhabited structures; and

WHEREAS, affirmative steps taken by the Town of Washington since that time to address and rectify the conditions which resulted in this action have resulted in an increased capacity for services and have thus begun to alleviate the circumstances requiring an extension of the freeze applicable to certain new commercial developments; and

WHEREAS, notwithstanding the steps the Town of Washington has taken, circumstances still remain sufficient to necessitate the administrative freeze on all on new residential final plats, zonings, and developments, until such time as capacity has been increased or until such time as a plan of improvement has been approved for increased capacity of services; 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 AND BY THE WASHINGTON PUBLIC WORKS AUTHORITY, STATE OF OKLAHOMA:

Section 1. Based on the above stated facts, a temporary suspension is placed upon the filing and processing of all final plats and/or final approval of new or additional residential developments for a period of six (6) months from the date of this Resolution. Notwithstanding the

Section 2. Preliminary platting may proceed if at the time of filing said preliminary plat the developer executes a disclaimer acknowledging the existence of this freeze and further agreeing that approving the preliminary plat creates no legal obligation on the part of the Town of Washington; and

Section 4. The six (6) month period specified in Section 1 above may be extended by the Board of Trustees and the Public Works Authority until such time as it is determined services can be provided to new and/or additional developments and improvements; and

Section 6. 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.

WASHINGTON PUBLIC WORKS AUTHORITY

Chairman _____ Date _____

Clerk/Secretary
(SEAL)

City Attorney _____ Date _____

Public Works Monthly Report – May 2025

Prepared by: [Your Name]

Date: [Insert Date]

Water System Operations

- **Daily Monitoring:** Well production monitored and recorded daily.
- **Chlorine Residuals:** Chlorine levels checked and maintained in accordance with regulatory standards.
- **Lagoon Measurements:** Daily lagoon levels documented for ongoing wastewater management.

Inspections & Locates

- **Inspections Completed:** 22 inspections conducted across various infrastructure areas.
- **Okie811 Locates:** 16 underground utility locates performed.

Maintenance & Repairs

- **Community Center Grounds:** Mowed 4 times in May.
- **Cemetery Grounds:** Mowed twice during the month.
- **Ditch Maintenance:** Dug a ditch on the west side of Moody, from Oakland to Morehead, to improve rainwater flow.
- **Culvert Cleaning:** Removed dirt from culverts at Oakland & Turner, and Turner & Chickasaw intersections.
- **Manhole Project:** Completed manhole project off Walnut Creek and Trugeon.
- **Water System Repairs:**
- **Water Main Break:** Occurred on 5/15/25; successfully repaired.
- **Water Line Incident:** Line hit at the school by H&H on 5/15/25; repair completed by H&H.
- **Valve Replacements:** Installed three new valves at 500 Walnut Creek and one new valve at 200 North Pybas.

Cemetery Services

- **Burial Site Preparation:** Marked one grave for cremation burial.
- **Monument Placement:** Marked two lots for monument installation.
- **Training:** Attended cemetery training through OMAG.

Personnel & Certification Updates

- **Certification Achievements:**

- Chaston completed wastewater/water Class D training and passed the certification exam.
- Town now has two certified operators for wastewater and water management.

Summary

May was a productive month with key infrastructure repairs, regular monitoring, and maintenance tasks successfully completed. Continued diligence in inspections, certifications, and community services supports the town's public works efforts.

Let me know if you'd like any adjustments! I can refine or add details as needed.



MEETING NOTICE AND AGENDA

Town of Washington Board of Trustees
Tuesday, June 10, 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 May 13, 2025.

B. Approve an Interlocal Agreement with the McClain County Sheriff's Office for jail usage.

C. Approve an Interlocal Agreement with the McClain County Commissioners regarding roadway maintenance and improvements.

D. Approve a Resolution Authorizing the Town Administrator to serve as the ASCOG REAP Grant Delegate

Motion _____ Second _____

Votes: Siria _____; Andrews _____; Brennan _____

5. **Action Items**

A. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution by the Town of Washington Board of Trustees and the Washington Public Works Authority to hold a Public Hearing and Adopt a Budget for FY 25-26.

Motion _____ Second _____

Votes: Siria _____; Andrews _____; Brennan _____

B. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution by the Town of Washington Board of Trustees and the Washington Public Works Authority modifying the administrative freeze extended and established by Town of Washington Resolution 25-3.2 and Public Works Authority Resolution 25-3.1.

Motion _____ Second _____

Votes: Siria _____; Andrews _____; Brennan _____

- C. Consideration and possible approval, denial, postponement, or other action regarding a resolution modifying the Manual of Fees for a special water and sewer flat rate for certain Bonafide nonprofit utility customers.

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 Billy Simpson
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).

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 _____, on the Town's website and in the lobby of the Town of Washington Town Hall, 204 N Main St., Washington, Oklahoma 73093, by Mica Lunt, Town Administrator.

Town Administrator



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

Type: Regular Meeting

Date: Tuesday, May 13, 2025

Place: Washington Town Hall

204 N. Main Street

Washington, OK. 73093

1. Call to Order Time: 6:04pm

2. Roll Call:

Mayor & Trustee Joel Siria: Here

Trustee James Andrews: Here

Trustee Tony Brennan: Absent

3. Pledge of Allegiance, Proclamations, & Presentations

A. Pledge of Allegiance

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

None.

4. Consent Agenda (Items A-F)

A. Approve the Minutes from the Town of Washington Regular Meeting April 8, 2025.

B. Approve an Ordinance updating various sections of Chapters 13 and 1 to be Consistent with Newly Adopted Sales and Use Tax Rate. Ordinance 25-5.1.

C. Approve the following Ordinances Amending Chapter 1 (Administration), Changing the Reporting Structure and Appointing Authority for the positions of:

1. Fire Chief. Ordinance 25-5.2

2. Assistant Fire Chief. Ordinance 25-5.3

3. Town Attorney. Ordinance 25-5.4

4. Civil Defense Director. Ordinance 25-5.5

5. Building Inspector. Ordinance 25-5.6

6. Animal Control Officer. Ordinance 25-5.7

D. Approve an Ordinance Repealing Chapter 1 (Administration), Article 3, Section 1-42 Civil Defense Advisory Committee. Ordinance 25-5.8



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

E. Approve a Resolution to Participate in the ACOG Metropolitan Planning Organization (MPO) Transportation Planning Process. Resolution 25-5.1

F. Approve a Resolution Adopting a Records Retention Policy. Resolution 25-5.2

Motion: Approve all as written. Joel Siria

Second: James Andrews

Votes: Andrews yes; Siria; yes.

5. Action Items

A. Consideration and possible approval, denial, postponement, or other action regarding a request to fund the purchase of Digiticket for an approximately \$14,750 one-time cost and an approximately \$2,250 cost annually beginning the second year.

Motion: Approve, Joel Siria

Second: James Andrews

Votes: Andrews yes; Siria; yes.

B. Consideration and possible approval, denial, postponement, or other action regarding amendments to the FY 24-25 budget.

Motion: To approve as written, Resolution 25-5.3, Joel Siria

Second: James Andrews

Votes: Andrews yes; Siria; yes.

C. Consideration and possible approval, denial, postponement, or other action regarding a Resolution to Adopt the Municipal Budget Act for FY 25-26.

Motion: To approve as written, Resolution 25-5.4., Joel Siria

Second: James Andrews

Votes: Andrews yes; Siria; yes.

D. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution by the Town of Washington Board of Trustees and the Washington Public Works Authority to hold a Public Hearing and Adopt a Budget for FY 25-26.

Motion: To postpone and require the Washington Volunteer Fire Department to submit a budget 5 days prior to the Public Hearing with the Town Hall to provide support as needed to WVFD regarding the budget, Joel Siria.

Second: James Andrews.

Votes: Andrews yes; Siria; yes.

E. New Business (if any)

None.



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

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

Fire Department Report presented by Chief Billy Simpson

WVFD for the month of April had 14 calls. 11 Medical, 1 Stand-by during the storms and flooding, 1 Fire within the City Limits, 6 of the total calls were within City Limits. Due to the flooding that the Town experienced the WVFD has investigated getting a telemetry system for the bridge that similarly to the system that monitors the water tower levels this would monitor the levels of water at the bridge offering insight to potential flooding and road closure in a more time efficient manner to provide the fastest notifications to our citizens. This has been quoted to the WVFD at \$4,400 we are hoping to work with the Town Hal on funding this project. We also can provide new statistics. October last year was our peak month in 2024; we receive most calls at 1pm and Fridays are our busiest days based off of the stats we have been provided.

Police & Code Enforcement Report presented by Chief Ruben Ruiz

Chief Ruiz presented his report on traffic and municipal code enforcement. Chief Ruiz also agrees that the telemetry system mentioned by Fire Chief Simpson would be helpful for his department as well. During the flooding of Walnut Creek, the Police department had lots of help from the citizens, including the use of a drone, regarding a call that children may have been in the creek. Thankfully this was not actually the case. The Town had a good turnout in participation with the Warrior Way 5k. Regarding the special assignments listed in my report, those consist of extra events for the school and WASA. Joel Siria at this time wanted to show his appreciation for Officer Larry Watts for his assistance to a 911 call where the ambulance could not find the house Officer Watts was met the Ambulance and guided them to the house and helped to save a life.

Town Clerk's Report presented by Town Clerk Kasey Leshner

Continued Jayhawk training, it is currently set up to be a 2-phase conversion and phase 1 is now complete. Accepted a scholarship to the OMCCA Conference. Attended additional Court Clerk Training in Norman. I launched a Tri-county Clerk & Court Clerks' meeting and support program. Continued research regarding Pollinator Habitat Project. Provided in-office training to the Police Department regarding Square terminal and their ability to process bond payments after hours. Continued digitization of old files from previous



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

administration. I sought out and evaluated new court file organization strategies by networking with other organizations. I initiated the exploration of a new digital citation system designed to benefit both the court and our police department. Met with current District representatives with the OMCCA regarding my willingness and desire to assist with Association business.

Administrators Report presented by Town Administrator Mica Lunt

I would like to start by expressing my appreciation to our volunteers, the WVFD. I know it's a thankless job and we are thankful for you and all the work you do. I want to say thank you as well to the Town Hall staff, they continue to make progress in all aspects. I have applied for several grants, and we will hopefully be getting results soon. I have also been working with the State Auditors office providing support regarding their investigation.

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).
 2. Consideration and discussion of personnel matters including the employment, appointment, duties, disciplining, or resignation of the Fire Chief, 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.

9. Adjournment Time: 6:38pm

Trustee, Joel Siria

Clerk, Kasey Leshner



May 12, 2025

McClain County Cities and Towns:

Re: Interlocal Agreement for Jail Services – FY 2025-2026

The Board of County Commissioners has approved the Interlocal Agreement between McClain County and your city/town for jail services for the 2025-2026 fiscal year.

Enclosed are two original signed copies of the agreement. After your City/Town Board has reviewed and signed the documents, please retain one copy for your records and return the other to my office at your earliest convenience.

Thank you for your prompt attention to this matter.

Sincerely,

Rebekah Couch
McClain County Clerk

121 North 2nd Avenue, P. O. Box 629
Purcell, OK 73080
Land Records (Room 303) 405-527-3360
Accounting/Purchasing (Room 305) 405-527-3117

INTERLOCAL AGREEMENT FOR JAIL SERVICES

This Agreement is made and entered into this 12 day of May, 2025 by and between the **McCLAIN COUNTY SHERIFF'S OFFICE** (Sheriff's Office) and the **TOWN OF WASHINGTON** (Washington).

RECITALS:

- A. Each of the parties to this agreement is a political subdivision and is a unit of local government.
- B. The Sheriff's Office has a County Jail that is operational 24 hours a day.
- C. The parties desire to join together to provide for effective cooperation and law enforcement for the benefit of the citizens of McClain County and the Town of Washington.
- D. The Town of Washington has no holding facility and desires to contract with the Sheriff's Office to provide jail services for the Town of Washington.

In consideration of the above recitals and the following covenants and agreement, The parties hereto agree as follows:

- 1. **Terms of Agreement:** The term of this agreement shall be from July 1, 2025, to the 30th day of June, 2026, and renewable thereafter on a year-to-year basis at the option of either party. Either party may terminate the agreement upon thirty (30) days written notice to the other party at any time for any reason.
- 2. **Statement of Jail Services:** The Sheriff's Office agrees to accept all Washington prisoners, defined as any person or persons placed under arrest by any law enforcement officer of the Town of Washington and taken into custody for violation of a municipal ordinance or state statute in such numbers as can reasonably be accommodated at said jail facility, and further agrees to provide safe and secure custody for said prisoners for the duration of their confinement in said jail facility.
- 3. **Sheriff's Office Responsible for Safe and Secure Custody:** The Sheriff's Office agrees to be responsible for the safe and secure care and custody of said prisoners brought to the jail and will ensure that procedures are followed in order to prevent escape. The Sheriff's Office shall hold Washington harmless from any damage incurred by virtue of its failure to provide safe and secure care and custody for said prisoners.

4. **Washington Responsible for Records:** Washington agrees to submit in writing all charges at the time of incarceration. Any sentences imposed by the Municipal Court shall be submitted to the jail in writing, signed by the Judge, together with appropriate releases signed by the Judge or any Washington Officer. The Washington bond schedule shall be provided to the jail; however, bond money or bond releases shall be handled by the proper Washington Official. The Sheriff's Office shall not be responsible for the handling of bond money whatsoever and shall rely solely on Washington and its representations concerning bond money.
5. **Basic Medical Care:** The Sheriff's Office agrees to provide basic medical care to said prisoners, which can be treated by the prisoner himself. This may include such "over the counter" type medications as may be approved by the jail facility medical staff. Basic medical care also includes care of any condition which requires immediate assistance by a person trained in first-aid procedures. The cost of hospitalization, prescriptions, surgical and dental care will be borne by Washington for any Washington prisoner. If an injured prisoner is transported to the Sheriff's Office jail facility, Washington shall provide the required medical treatment prior to incarceration. The jailer on duty shall have the discretion to refuse a prisoner from Washington should the jailer feel the prisoner is in need of medical treatment prior to being incarcerated. Any Washington prisoner, on an emergency basis, may be taken to the hospital for treatment at the discretion of the jail and any costs shall be billed to Washington, except that the prisoner shall be responsible for the cost of any treatment or medication required due to a pre-existing condition.
6. **Cost per Prisoner per Day:** The Cost per day for each Washington prisoner detained and cared for in the McClain County Jail facility is \$42.00 per day. Said rate is subject to renegotiation and adjustment in the event this agreement is renewed or extended at the expiration hereof. Each twenty four (24) hour period shall constitute one (1) day with each incarceration being filled for one (1) day as minimum. Additional periods of less than twenty-four (24) hours shall be billed as one (1) additional day. It is agreed by Washington that the fee for housing each prisoner shall be paid for each and every day or part thereof that a Washington prisoner is kept in the jail on Washington charges. The officer transporting a Washington prisoner to the McClain County Jail shall render assistance to the jailer to assure that the prisoner is safely and properly confined in the cell.
7. **Billing Period:** McClain County shall bill Washington for prisoner service provided on a monthly basis. Monthly billing shall list each prisoner, the specific dates and the total days each such prisoner was detained (sum of all prisoner's total days). Washington agrees to promptly remit payment for services provided under this agreement. Any questions concerning the billing should be directed to McClain County Sheriff's Office.

8. **Hold-Harmless Clause:** Washington hereby agrees to indemnify and hold harmless McClain County from any and all liability or litigation arising from the arrest or the wrongful incarceration or arrest of individuals under this agreement except for the duty of the Sheriff's Office to provide for the safe and secure care and custody of prisoners.
9. **Independent Contractor:** It is understood and agreed that McClain County is an independent contractor under the terms of this agreement and McClain County is not an agent, servant or employee of Washington in carrying out this contract. It is further understood, acknowledged, and agreed by the parties that nothing contained herein shall be deemed to create or establish any type of partnership, joint venture, or like relationship between the parties hereto.
10. **Effective Dates:** This agreement shall be effective upon execution by the parties.

Approved this _____ day of _____, 2025 by the Town of Washington

Town of Washington

By: _____
Mayor

Approved By: _____

Attest: _____ Washington Chief of Police

City Clerk

Approved this 12 day of May, 2025 by the Board of County Commissioners

McClain County

By: Landy Offolter
McClain County Sheriff Landy Offolter

Approved By: Al Murray
Chairman of the Board of County Commissioners
McClain County

Attest:



Rebekah Couch
Rebekah Couch
McClain County Clerk

INTERLOCAL AGREEMENT FOR JAIL SERVICES
TOWN OF WASHINGTON (Washington)
ADDENDUM

Persons arrested and jailed in this facility, on municipal charges, (traffic or misdemeanor) and have not been arraigned must be taken before a municipal magistrate within 48 hours of the arrest by the arresting agency. This 48-hour arraignment rule is from the U.S. Supreme Court case (420 U.S. 103, 95 S. Ct. 854) Florida V. Robert PUGH.

Municipal agencies will be notified when inmates are detained longer than 48-hours and those prisoners that have not been taken before a municipal judge, after notification, will be released from detention.

Inmates that are jailed on local municipal warrants only do not fall under this 48-hour rule. Those municipal detainees that are held on local warrants, and cannot make local bail will be jailed at this facility for a maximum of seven (7) days from the date of arrest. Every reasonable effort should be made to allow warrant related detainees to make municipal bond.

It is the policy of this detention center to house municipal detainees up to and including seven (7) days after the date of arrest. After seven (7) days in jail the arresting agency will be contacted and requested to have these prisoners released through local authority. In the event that local municipalities fail to authorize the release of these local detainees, after the seven (7) day notification, these locally held prisoners will be released and the local agency notified.

The McClain County jail will honor the jail contracts with local municipalities to hold their inmates with the exception of overcrowding. If the McClain County jail reaches capacity or near capacity it will then become necessary to exclude municipal prisoners from incarceration. Should this problem arise the local agency can either file district charges on these inmates or make arrangements to hold Them locally for fines and cost.



May 27, 2025

McClain County Cities and Towns

Re: Interlocal Agreements - FY 2025-2026

Beginning with Fiscal Year 2017-2018, and upon the advice of legal counsel, McClain County revised its process for Interlocal Agreements. Instead of utilizing a single agreement, we now use two closely related agreements:

- An agreement representing a request from the City or Town to McClain County for assistance.
- An agreement representing a request from McClain County to a City or Town.

This structure is believed to better comply with the specific statutes authorizing such agreements, clearly define the scope of services, and ensure a proper written record for audit, administrative, and legal purposes.

Enclosed are two original signed copies of each agreement. After your City or Town Board reviews and approves them, please retain one signed copy of each agreement for your records and return the other signed copies to our office as soon as possible.

Thank you in advance for your prompt cooperation.

Sincerely,

Rebekah Couch
McClain County Clerk

121 North 2nd Avenue, P.O. Box 629
Purcell, OK 73080
Land Records (Room 303) 405-527-3360
Accounting/Purchasing (Room 305) 405-527-3117

INTERLOCAL AGREEMENT

TOWN OF WASHINGTON AND MCCLAIN COUNTY

This Mutual Cooperation Agreement is entered into between the **TOWN OF WASHINGTON, OKLAHOMA**, (hereinafter referred to as "TOWN") and **THE BOARD OF COUNTY COMMISSIONERS, MCCLAIN COUNTY, OKLAHOMA**, (hereinafter referred to as "COUNTY") for FY 2025-2026.

Pursuant to 69 O.S. 2011 §§601 & 1903 AND 11 O.S. §36-113, the governing boards of the TOWN of WASHINGTON, OKLAHOMA and MCCLAIN COUNTY, OKLAHOMA find that it is to the mutual benefit of the citizens of both the TOWN and the COUNTY to enter into an Agreement of Mutual Cooperation pertaining to grading, draining, and hard surfacing of certain streets within the COUNTY which are continuations or connecting links in the State or County Highway system or other projects that mutually benefit the two jurisdictions, and is located within MCCLAIN County.

WHEREFORE, in mutual consideration of the promises and covenants herein made, the parties hereto agree as follows:

1. If the COUNTY determines a need for grading, draining, mowing, or hard surfacing on a COUNTY road or any part of the COUNTY highway system as recognized by the COUNTY and reflected on the ODOT inventory of COUNTY roads, the COUNTY may make a written request for help with the material, labor/or equipment to accomplish the grading, draining and/or hard surfacing from the appropriate County Commissioner.
2. The COUNTY'S request shall be in writing and shall state the proposed work, what part is proposed to be done by the COUNTY and what part is proposed to be done by the TOWN and the proposed time frame for completion of the work.
3. COUNTY may be billed, at the option of the TOWN, for the actual cost of any and all materials, labor, etc.
4. Engineering for each project shall be the sole responsibility of the COUNTY.
5. The COUNTY will determine and properly mark (sign) all detour routes, provide signage for all projects and call OKIE-ONE-CALL to ensure all utility lines/locations are properly identified for all work sites.
6. Projects where the TOWN provides 100% of the labor will, within five (5) days of completion, be inspected by the COUNTY. If the COUNTY alleges any deficiencies in the manner in which the TOWN work was performed, the COUNTY will provide written notice specifying those deficiencies within ten (10) days of the completion of said work.
7. During the time period work is being performed by the TOWN or its agents, the TOWN will be responsible for any damages caused by work performed by or on behalf of the TOWN. Once the COUNTY has provided written acceptance of the work provided by the TOWN, the COUNTY shall bear responsibility for any claim or judgment rendered for damages proven to be a result of acts or omissions related to maintenance or

operation of a TOWN street. "It is not the intent of the parties to create or add any duties or liabilities which are not mandated by the Governmental Tort Claims Act, 51 O.S. Section 151 et seq., or other applicable state law."

8. The TOWN retains the right to perform all of the work, requested, part of the work requested or none of the work requested, at the sole discretion of the TOWN, with or without cause.
9. Other projects as may be defined by written addendum or modifications to this agreement.
10. This agreement shall be effective from July 1, 2025, through June 30, 2026, and may be renewed or extended annually by appropriate affirmative action of the governing bodies of both parties; provided, however, that in the event either party shall breach this agreement, then, and in said event, the aggrieved party may terminate this agreement, upon written notice to the breaching party.
11. This agreement is subject to both parties having materials or funds on hand for any particular project as well as the fiscal year limitations.

TOWN

APPROVED by the MAYOR and COUNCIL of the TOWN OF WASHINGTON this _____ day of _____, 2025

THE TOWN OF WASHINGTON, OKLA

MAYOR

ATTEST:

TOWN CLERK

Approved as to form and legality:

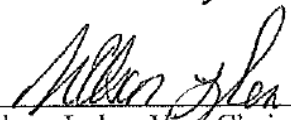
Municipal Counselor


COUNTY

APPROVED this 27 day of May, 2025

BOARD OF COUNTY COMMISSIONERS,
FOR MCCLAIN COUNTY


Glen Murray, Chairman


Wilson Lyles, Vice Chairman

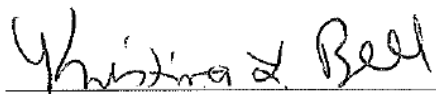

Terry Daniel, Member



ATTEST:


Rebekah Couch, County Clerk

Approved as to form and legality:


Assistant District Attorney



Resolution ____-____

A RESOLUTION BY THE TOWN OF WASHINGTON, OKLAHOMA, DESIGNATING THE TOWN ADMINISTRATOR AS THE ASCOG REAP DELEGATE; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

Whereas, The Town of Washington is a member of ASCOG, and ASCOG has a REAP grant program that requires the participation of an elected official unless a delegate is selected; and,

Whereas, The Town of Washington wishes to authorize the Town Administrator to attend the ASCOG REAP workshop as an authorized delegate for the Mayor;

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

Section 1. Authorization of Town Administrator. The Town Administrator shall be authorized to serve as a delegate for the Mayor of the Town of Washington at the ASCOG REAP Workshop and in all phases of the REAP grant application process.

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

Joes Siria, Mayor

ATTEST:

Kasey Leshner, Town Clerk



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, a specific nonprofit (501(c)) organization has requested a modified, reduced utility fee; and,

Whereas, the Town of Washington finds it in the best interests of our community to offer a consistent policy for all non-profit organizations in the town subject to specific parameters: NOW,

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 19 of the Manual of Fees shall have an additional section that reads:

FLAT SERVICE FOR WATER & SANITARY SEWER RATES FOR NON-PROFIT ORGANIZATIONS

Bonafide nonprofit organizations with 501(c) status may qualify for the following rate schedule subject to the listed requirements.

Flat Service Charge for water & sanitary sewer*	\$10
---	------

*Requirements: Nonprofit organization must 1) have current, valid 501(c) status, 2) have no part of the structure used for residential purposes, 3) use less than 1000 gallons of water/month, and 4) apply annually in June of each year for the special flat service charge.

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

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

TOWN OF WASHINGTON

Joel Siria, Mayor

ATTEST:

Kasey Leshner, Town Clerk