



MEETING NOTICE AND AGENDA

Town of Washington Board of Trustees
Tuesday, May 13, 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 April 8, 2024.
- B. Approve an Ordinance Updating Various Sections of Chapters 13 & 1 to be Consistent with the Newly Adopted Sales and Use Tax Rate.
- C. Approve the following Ordinances Amending Chapter 1 (Administration) Changing the Reporting Structure and Appointing Authority for the positions of:
 - 1. Fire Chief.
 - 2. Assistant Fire Chief.
 - 3. Town Attorney.
 - 4. Civil Defense Director.
 - 5. Building Inspector.
 - 6. Animal Control Officer.
- D. Approve an Ordinance Repealing Chapter 1 (Administration), Article 3, Section 1-42 Civil Defense Advisory Committee.
- E. Approve a Resolution to Participate in the ACOG Metropolitan Planning Organization (MPO) Transportation Planning Process.
- F. Approve a Resolution Adopting a Records Retention Policy.

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

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

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

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

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

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

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

- E. 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).
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. 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, April 8, 2025

Place: Washington Town Hall

204 N. Main Street

Washington, OK. 73093

1. Call to Order Time: 6:03pm

2. Roll Call & Swearing in of New Trustee:

Mayor & Trustee Joel Siria: Here

Trustee James Andrews: Here

Trustee Tony Brennan: Here

Recessed after swearing in of Trustee Andrews to return to PWA Meeting

Meeting Resumed at 6:22pm

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-D)

A. Approve the Minutes from the Town of Washington Regular Meeting March 4, 2025.

B. Approve a retainer agreement with Lind Treadaway for legal services and authorize the Town Administrator to execute the agreement.

C. Approve a Resolution accepting a RIG Grant and Designating the Town Administrator as the Grant Administrator.

D. Approve a Resolution changing and designating authorized bank signatories for the Town of Washington bank accounts.

Motion: Tony Brennan

Second: James Andrews

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

5. Action Items



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- A. Consideration and possible approval, denial, postponement, or other action regarding the dates of the regular scheduled PWA & Town Council meetings of May and August 2025.

No action.

- B. Consideration and possible approval, denial, postponement, or other action regarding a resolution approving the Town Administrator to pay off a police vehicle loan.

Motion: To approve as written, Resolution 25-4.5, Tony Brennan

Second: Joel Siria

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

- C. Consideration and possible approval, denial, postponement, or other action regarding Town of Washington budget priorities for the coming fiscal year.

No action.

- D. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution by the Town of Washington Public Works Authority to authorize the Town Administrator to apply for and execute a loan for a water storage tank as well as engineering agreement.

Motion: To approve as written, Tony Brennan

Second: James Andrews

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

- E. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution by the Town Board of Trustees and the Washington Public Works Authority setting dd/even outdoor watering restrictions.

Motion: To approve as written, Tony Brennan

Second: James Andrews

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

- F. Consideration and possible approval, denial, postponement, or other action regarding the renewal of the Wadley's Ambulance Service Agreement.

Town Administrator, Mica Lunt: Findings from the survey of the residents came back with very strong opinions on both sides. With the clearest data that the residents would prefer that the Ambulance service be an individual decision to opt-in. Which did not seem feasible for Wadley's.

Jackie Wadley: What had prompted this survey in the first place. The survey was prompted by comments from several citizens' comments and concerns. Other ambulance services do have opt-in and opt-out options, but they are funded based off



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of a much higher population. Some of those only cover getting an ambulance and not waiving the co-pays and deductibles if insurance doesn't pay. The contract has already rolled over because Wadley's was not given 90 days' notice before the renewal date of April 2nd. Jackie stated that staff recommended staff terminate the contract. The fall out of this is that the citizens of Washington will not be guaranteed an ambulance. This utility assessment guarantees the citizens of Washington will get an ambulance from me (Wadley's EMS). That is the purpose of the utility assessment.

Brennan: What was being done in 2022?

Jackie Wadley: In 2022 I was covering it but, that doesn't say that I must cover it now.

Brennan: If you don't cover it, who will cover it?

Jackie Wadley: Not my problem. That's where it falls to. It would go to dispatch, and it would be their duty to find coverage. It will delay the response time. EMSTAT in Norman is one of the closest but the hospital is up for sale and that ambulance is run by the hospital so we do not know what will happen there, McClain Grady out of Blanchard/Newcastle, Lindsey and Wadley's are the closest.

Siria: An Ambulance will respond it just may not be Wadley's.

Jackie Wadley: It may be Chickasha.

Siria: An ambulance may respond.

Jackie Wadley: There is no guarantee for any of us.

Fire Chief Simpson: Since no one is around Washington during the day Blanchard EMS is 30-45 minutes away, EMSTAT and hour with all the construction, Lindsay 30 minutes. I can't be here all the time; my firemen can't be here all the time so our basic first aid isn't available. This and Wadley's does a lot of our medical training and I cant teach everything we need.

Siria: Would Wadley's no longer provide this training?

Jackie Wadley: Not without a charge.

Fire Chief Simpson: They do all our medical training for free.

Siria: Since Washington has this contract, you provide the training for free.

Jackie Wadley: The other issue we run into is that the school would no longer be provided with an ambulance by Wadley's EMS for their football games or events that they have because I would not be obligated to the Town of Washington.

Siria: How many school events have you been to?



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Wadley's: We try to show up to every football game and any other event the school lets us know about.

Siria: I ask because according to your log you were there at 3.

Jackie Wadley: That is what I had in our system. The school events aren't trackable. The Riley Boatwright Act says the school must have a plan, but it doesn't say they have to have an ambulance there. I have 5 different towns that I supply ambulances to.

Chief Simpson: The school staff does not meet the requirements for the Act.

Jackie: That's correct.

Siria: Before this agreement between Wadley's and the Town of Washington was the school contracting with Wadley's?

Jackie Wadley: No, I would hear from the school and provide one if I had one available. The patient would receive a bill for any services rendered but not the school.

Brennan: So, to make sure I understand, there is no option to opt in or opt out.

Jackie Wadley: No, because I serve 5 other towns that do the utility assessment and if I let Washington do it then the other towns will want that option too. The utility assessment for us with the Towns that we cover makes up a lot of the difference between what we collect from the private insurance companies and our budget. We were at the capital today because there is a law that they are trying to cut our reimbursement from the private insurance companies. If that passes you could see EMS services that close which puts the burden on the other EMS services. The closest ambulance rule went away in 2012. Which gave us the right to say that since we are not funded there then we don't have to cover it.

Brennan: To answer your first question, this is why the survey came about from customers asking do we have to pay for this and why are we paying this.

Jackie Wadley: One of the things when I was working with Goldsby is because half of Goldsby pays the utility assessment I cover everything south of Ladd rd. All those people pay the mandatory utility assessment. Goldsby is looking at stationing an ambulance there. I am all for stationing an ambulance up here.

Siria: Would that be a private investment on your side, property and construction?

Jackie Wadley: Yes, and the utility assessment to fund the things I have to put in place.



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Siria: I think this would provide peace of mind for the citizens. It would give them a feeling of value.

Jackie Wadley: When we started doing this, the question was why can't we have an ambulance stationed in Washington. The Town of Stratford pays \$19,000 a month and they have two sales taxes earmarked for EMS, which is how they fund it and a sales tax in Gavin County that funds the EMS. Wynnewood has it on their property tax and they pay \$64,000 every 3 months. Stationing an Ambulance somewhere is more expensive than the Town of Washington could collect from the utility assessment.

Siria: So, would you be willing to do it if the Town was committed to paying for that additional service?

If Washington could come up with the difference between what they pay me now and the 19,000 I would have an ambulance over here. If I can cut the response time down from 15 minutes to 7 minutes.

Siria: Some people think the 15 minutes is basically the same as McClain/Grady making it here in 20 minutes.

Jackie Wadley: They can't contract with other towns. An ambulance call is about \$2,000 if you paid the \$10 a month utility assessment it would take you 16.6 years to pay for one ambulance ride.

Siria: Lastly from me, the opt out plan and how other municipalities do things, they have a time frame where they are able to assess this individually while they make decisions on what their plan is for next year.

Jackie Wadley: I do have a membership plan for people outside of city limits. So, a few years ago we were running 200-300 people doing that and now I have about 50 and that's because the younger generation just feels that an ambulance will show up. To this day I have never mutual-aided another ambulance here in Washington. I feel like it would be a bad move on the citizen's part to not renew the contract. Even if someone outside of the city limits joins the membership plan it is a one time a year charge of \$120.00 so, it would be the same price as them paying the utility assessment of \$10.00 a month.

No action.

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- G. Consideration and possible approval, denial, postponement, or other action regarding the selection of a Mayor and an Acting Mayor.

Motion: To have Joel Siria continue acting as Mayor for the Board of Trustees, Tony Brennan



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Second: James Andrews

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

Motion: To have Tony Brennan act as Acting Mayor, Joel Siria

Second: James Andrews

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

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- H. Consideration and possible approval, denial, postponement, or other action regarding an ordinance changing the reporting structure and title of the Town Clerk-Treasurer/Town Clerk position.

Motion: To approve as written, Ordinance 25-4.1, Tony Brennan

Second: Joel Siria

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

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- I. Consideration and possible approval, denial, postponement, or other action regarding an ordinance changing the reporting structure of the Police Chief position.

Motion: To approve as written, Ordinance 25-4.2, Tony Brennan

Second: James Andrews

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

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- J. New Business (if any)

None.

6. Financial Reports

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

This item is for informational purposes only.

7. Town Administrator, Staff, and Trustee Reports

Fire Department Report presented by Chief Billy Simpson

WVFD had 41 calls for the month of March. That brings their total calls to 75 for 2025. Trustee Brennan asked how many of those calls were outside of Washington and how many of those calls medical calls were to repeat individuals. Chief Simpson did not have that statistic at that time. Trustee Joel Siria asked for any details on traffic accidents so that if any notice needed to be sent out to the public that they were made aware. March 14th was a very serious day for fires due to high winds. On this day one of the former Trustees informed the fire department of a potential fire and they were able to respond quickly and prevent a larger fire. Next week you may hear the sirens sounds as we have someone out to review the sirens. Chief Simpson informed the board and Town Administrator that the State of Oklahoma requires all employees to be NIMS compliant



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for Numbers: 1,2,3,4,7 and 8. Trustee Siria also thanked the Fire Department for their quick response when assistance was needed.

Police & Code Enforcement Report presented by Chief Ruben Ruiz

Chief Ruiz presented his report on traffic and municipal code enforcement. Disturbance calls have been higher earlier this year than last year at this time. New uniforms and vests were received. Police Truck marked and Durango to be marked by the end of the week. Code enforcement Phase 4 to begin including the areas of Morehead, Lyla Glen and Cedar Hills. Tasers and Camera's have not been received. Trustee Brennan asked about a new radar gun, the radar gun has not been reviewed for purchase yet. Town Administrator Mica Lunt asked how many weeks of Vacation had been observed during the time of this productivity report? Two weeks of vacation observed during that time, one week for Chief Ruiz and one week for Officer Larry Watts.

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 I am 53% completed with phase 1. Corrected 911/Town street address error on Sharp Street. Applied for a scholarship to the OMCCA Conference. Attended additional Court Clerk Training in Noble. Continued research and made numerous phone calls to gather necessary information and resources to begin the Pollinator Habitat Project. Signage ordered that was installed by the PWA. Streetlight outage at Kerby and Clearview that was reported in December has been readdressed with OG&E and is roughly 6 weeks out from being repaired.

Administrators Report presented by Town Administrator Mica Lunt

I would like to start by expressing my appreciation to Billy and the Fire Department on the staffing for that high danger day. My appreciation to the staff, they are working hard and getting a lot done.

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- **Water tower updates**
 - Researched a state program, a federal program, and three private bank offerings to find the best funding option for the Town
 - Applied for and received a grant to offset \$100,000 in engineering service fees for the project
 - Worked with Engineer to begin the process of drilling a new well next to Well 4. Requests for location variances have been submitted to DEQ. Working to secure a strong public-private partnership to fund the drilling of a new well 4 with B&H Construction.



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- Worked with the City of Purcell and Cedar Hills developers to install fire hydrants in Cedar Hills subdivision. We have received all necessary approvals, and the installation should be occurring soon.
 - The Help To Others Program is fully set up, but unfortunately, we have received no donations to date to allow for people to submit applications.
 - Established three reserve funds (e.g. PWA Capital Improvements & Reserve Fund, Cemetery Capital Improvements & Reserve Fund; Street Repairs) to better comply with GFOA recommendations and have money on hand for emergencies.
 - Budget season -- continuously refining how we are finishing up this Fiscal Year and looking at what to project for next FY. The most concerning element for us is declining Sales Tax revenues as compared to the previous few years.
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8. 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.

No action was taken.

9. Adjournment Time: 7:17pm

Trustee, Joel Siria

Clerk, Kasey Leshner



Ordinance ____ - ____

AN ORDINANCE AMENDING CHAPTER 13 OF THE WASHINGTON TOWN CODE ENTITLED "OFFENSES" BY AMENDING ARTICLE 1 (OFFENSES IN GENERAL), SECTION 13.23 (RETAIL MARIJUANA ESTABLISHMENTS), SECTION 13.23.2 (WHOLESALE MARIJUANA FACILITIES), AND SECTION 13.23.3 (MARIJUANA STORAGE FACILITIES), AMENDING CHAPTER 1 ENTITLED "ADMINISTRATION AND MANAGEMENT" BY AMENDING ARTICLE 5 (SALES TAX), SECTIONS 1-91 (PAYMENT OF TAX; BRACKETS), 1-110 (EXCISE TAX ON STORAGE, USE OR OTHER CONSUMPTION OF TANGIBLE PERSONAL PROPERTY LEVIED, AMENDING CHAPTER 1 ENTITLED ADMINISTRATION AND MANAGEMENT" BY AMENDING ARTICLE 9 (TELEPHONE EXCHANGE FEE), SECTION 1-160 (INSPECTION FEE), AMENDING CHAPTER 1 ENTITLED ADMINISTRATION AND MANAGEMENT" BY AMENDING ARTICLE 10 (GROSS RECEIPTS TAX), SECTION 1-170 (POWER TO LEVY AND ASSESS TAX; TAX IN LIEU OF OTHER TAXES), BY UPDATING THE VOTER APPROVED SALES AND USE TAX RATES; PROVIDING FOR SEVERABILITY; AND PROVIDING A REPEALER.

Whereas, In December 2024, the Board of Trustees passed Ordinance 2024-12.1 adjusting the tax rate to 5%; and,

Whereas, there are several other sections of the Town of Washington Codes that need to be updated to incorporate the change in the sales and use tax rate; and,

Whereas, on April 1, 2025, voters of the Town of Washington approved the changed tax rate for sales and use tax to be 5%.

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

Section 1. Amendments.

- a. Chapter 13, Article 1, Section 13-23, Subsection D (2) shall now read in its entirety:
"The retail establishment must collect the current city sales tax on all sales. This does not include county or state taxes that must also be paid."
- b. Chapter 13, Article 1, Section 13.23.2, Subsection N shall now read in its entirety:
"The wholesale establishment must collect the current city sales tax on all sales. This does not include county or state taxes that must also be paid."
- c. Chapter 13, Article 1, Section 13.23.3, Subsection O shall now read in its entirety:
"The storage facility must collect the current city sales tax on all sales. (This does not include county or state sales tax that also must be paid.)"
- d. Chapter 1, Article 5, Section 1-91, Subsection B shall replace "2%" with "5%" in both instances.

- e. Chapter 1, Article 5, Section 1-110, shall replace "two percent (2%)" with "five percent (5%)".
- f. Chapter 1, Article 9, Section 1-160, shall replace "two percent (2%)" with "five percent (5%)".
- g. Chapter 1, Article 10, Section 1-170, shall replace "two percent (2%)" with "five percent (5%)".

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

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

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

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

Joel Siria, Mayor

ATTEST:

Kasey Leshner, Town Clerk

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

Municipal Attorney

TOWN OF WASHINGTON ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF WASHINGTON, OKLAHOMA, AMENDING CHAPTER 1 (ADMINISTRATION), ARTICLE 3 (OFFICERS, EMPLOYEES, BOARDS AND COMMISSIONS), SECTION 1-37 (FIRE CHIEF); PROVIDING FOR SEVERABILITY, AND REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

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

That Chapter 1, Article 3, Section 1-37 of the Municipal Code of the Town of Washington shall be amended and hereafter read in its entirety as follows:

SECTION I. AMENDMENT

- A. There is hereby created the Office of the Chief of the Fire Department, who shall be appointed by the Town Administrator, with a term of office of two (2) years, running concurrent with the Town Board of Trustee Elections, or until all services are terminated by death, resignation, removal by said Town Administrator or other legal manner. (See Chapter 7, this Code of Ordinances.)
- B. Duties of the Fire Chief shall include:
 - 1. The Fire Chief shall have supervision and control of the Fire Department, subject to the State Law, the provisions of this Chapter, other Ordinances of the Municipality and the Town Administrator; the Fire Chief shall diligently perform the duties imposed by Law and Ordinance;
 - 2. The Fire Chief shall be held responsible for the general condition and efficient operation of the Fire Department and the training of members, and may assign duties to other members of said Department;
 - 3. The Fire Chief shall inspect, or cause to be inspected by members of the Department, the fire hydrants and water supply sources of the Town at least once each year;
 - 4. The Fire Chief should maintain a library or file of publications on fire prevention and fire protection;
 - 5. The Fire Chief shall attend all fires and direct and have complete charge of the officers and members of the Fire Department in the performance of their duties;
 - 6. The Fire Chief should ensure that the Town Administrator and the Municipality's citizens are kept informed on fire hazards in the Community and on the activities of the Fire Department;

7. The Fire Chief shall see that each fire is carefully investigated to determine its cause and, in the case of incendiarism, shall notify proper authorities and secure and preserve all possible evidence for future in the case;
8. The Fire Chief shall see that complete records are kept on all fires, inspections, apparatus, equipment, personnel and other information about the work of the Fire Department; and
9. The Fire Chief shall file the appropriate fire loss reporting forms with the Office of the State Fire Marshal, as required by current State Law.

SECTION II. REPEALER

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

SECTION III. SEVERABILITY

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

ADOPTED AND PASSED by the Board of Trustees of the Town of Washington, Oklahoma, on the ____ day of _____ 2025.

SIGNED by the Mayor of the Town of Washington on the ____ day of _____ 2025.

Joel Siria, Mayor

ATTEST:

Kasey Leshner, Town Clerk

Approved as to form this ____ day of _____ 2025.

Municipal Attorney

TOWN OF WASHINGTON ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF WASHINGTON, OKLAHOMA, AMENDING CHAPTER 1 (ADMINISTRATION), ARTICLE 3 (OFFICERS, EMPLOYEES, BOARDS AND COMMISSIONS), SECTION 1-38 (ASSISTANT FIRE CHIEF, OTHER OFFICERS); PROVIDING FOR SEVERABILITY, AND REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

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

That Chapter 1, Article 3, Section 1-38 of the Municipal Code of the Town of Washington shall be amended and hereafter read in its entirety as follows:

SECTION I. AMENDMENT

- A. The Assistant Fire Chief of the Fire Department shall be appointed by the Town Administrator. In the absence of the Fire Chief, the Assistant Fire Chief shall command the Fire Department and be held responsible therefor in all respects, with the full powers and responsibilities of the Fire Chief. (See Chapter 7, this Code of Ordinances.)
- B. The Officers of the Fire Department shall be selected upon their ability to lead men and their knowledge of fire-fighting and fire-fighting equipment.
- C. One (1) member elected by the members of the Fire Department shall be Secretary-Treasurer; duties shall consist of calling the roll at each meeting, keeping the minutes of each meeting and collecting any money due said Department by the members.

SECTION II. REPEALER

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

SECTION III. SEVERABILITY

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

ADOPTED AND PASSED by the Board of Trustees of the Town of Washington, Oklahoma, on the ____ day of _____ 2025.

SIGNED by the Mayor of the Town of Washington on the ____ day of _____ 2025.

Joel Siria, Mayor

ATTEST:

Kasey Leshner, Town Clerk

Approved as to form this ____ day of _____ 2025.

Municipal Attorney

TOWN OF WASHINGTON ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF WASHINGTON, OKLAHOMA, AMENDING CHAPTER 1 (ADMINISTRATION), ARTICLE 3 (OFFICERS, EMPLOYEES, BOARDS AND COMMISSIONS), SECTION 1-36 (TOWN ATTORNEY); PROVIDING FOR SEVERABILITY, AND REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

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

That Chapter 1, Article 3, Section 1-36 of the Municipal Code of the Town of Washington shall be amended and hereafter read in its entirety as follows:

SECTION I. AMENDMENT

- A. The Town Attorney may be appointed by the Town Administrator on a contractual basis.
- B. It shall be the duty of the Town Attorney to give legal advice on questions submitted by the Town Board of Trustees or Town Administrator when the subject matter concerns the duties of any Municipal official or employees, or the performance of their duties.
- C. The Town Attorney shall draw such Ordinances, Resolutions, notices, forms, leases, deeds, papers or other documents as may be required or requested by the Town Board of Trustees or Town Administrator.
- D. The Town Attorney shall be authorized to appear, prosecute and defend all actions wherein the Town of Washington, Oklahoma, is a party, and shall institute proceedings in court of law upon the order of the Town Board of Trustees or the order of the Town Administrator.
- E. The Town Attorney shall be allowed actual and necessary traveling and hotel expenses while outside the Town of Washington, Oklahoma, and on official business for said Town; provided that such business has been approved and directed either by the Town Board of Trustees or by the Town Administrator.
- F. The Town Attorney shall perform such other duties as the Town Board of Trustees may require; provided that such duties are included within the scope of contractual arrangement.

SECTION II. REPEALER

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

SECTION III. **SEVERABILITY**

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

ADOPTED AND PASSED by the Board of Trustees of the Town of Washington, Oklahoma, on the ____ day of _____ 2025.

SIGNED by the Mayor of the Town of Washington on the ____ day of _____ 2025.

Joel Siria, Mayor

ATTEST:

Kasey Leshner, Town Clerk

Approved as to form this ____ day of _____ 2025.

Municipal Attorney

TOWN OF WASHINGTON ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF WASHINGTON, OKLAHOMA, AMENDING CHAPTER 1 (ADMINISTRATION), ARTICLE 3 (OFFICERS, EMPLOYEES, BOARDS AND COMMISSIONS), SECTION 1-41 (CIVIL DEFENSE DIRECTOR); PROVIDING FOR SEVERABILITY, AND REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

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

That Chapter 1, Article 3, Section 1-41 of the Municipal Code of the Town of Washington shall be amended and hereafter read in its entirety as follows:

SECTION I. AMENDMENT

- A. A position of Civil Defense Director is hereby created, to be appointed by the Town Administrator.
- B. The Civil Defense Director shall be the executive head of the Department of Civil Defense and shall be responsible for carrying out the Civil Defense Program of the Town of Washington, Oklahoma.
- C. The Civil Defense Director shall have the authority and responsibility to:
 - 1. Form an organization to prepare and implement a Civil Defense Program;
 - 2. Form committees to perfect such an organization;
 - 3. Appoint the Chairman of such committees;
 - 4. Cooperate with other civil defense agencies; and
 - 5. Formulate plans, gather information and maintain records for the Civil Defense Department.
- D. The Civil Defense Director may be reimbursed for expenses incurred in the performance of official duties; provided that such expenses are at the direction of and approved by the Town Administrator.
- E. In the event of an enemy-caused emergency or emergency resulting from natural causes, the Civil Defense Director, after authorization from the Town Administrator, shall have the authority to enforce all regulations relating to civil defense, for the purpose of protecting the residents of the Town of Washington, Oklahoma.

SECTION II. REPEALER

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

SECTION III. SEVERABILITY

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

ADOPTED AND PASSED by the Board of Trustees of the Town of Washington, Oklahoma, on the ____ day of _____ 2025.

SIGNED by the Mayor of the Town of Washington on the ____ day of _____ 2025.

Joel Siria, Mayor

ATTEST:

Kasey Leshner, Town Clerk

Approved as to form this ____ day of _____ 2025.

Municipal Attorney

TOWN OF WASHINGTON ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF WASHINGTON, OKLAHOMA, AMENDING CHAPTER 1 (ADMINISTRATION), ARTICLE 3 (OFFICERS, EMPLOYEES, BOARDS AND COMMISSIONS), SECTION 1-39 (MUNICIPAL BUILDING INSPECTOR); PROVIDING FOR SEVERABILITY, AND REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

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

That Chapter 1, Article 3, Section 1-39 of the Municipal Code of the Town of Washington shall be amended and hereafter read in its entirety as follows:

SECTION I. AMENDMENT

- A. There is hereby created the Office of the Municipal Building Inspector within the administrative structure of the Town of Washington, Oklahoma. The Municipal Building Inspector shall be appointed by the Town Administrator; said appointment shall continue during good behavior and satisfactory service. Removal from office shall only be for cause, after full opportunity has been given for a hearing on specific charges. This position may also be filled, on a contractual basis, if necessary.
- B. The powers and duties of the Municipal Building Inspector shall be as follows:
 - 1. To enforce all provisions of the Codes adopted by the Code of Ordinances;
 - 2. To receive and process applications required by such Code or this Code of Ordinances;
 - 3. To review Building Permit applications, other Permit applications, issue required Certificates and serve as the Zoning Administration Officer for the Town (See Chapter 4, this Code of Ordinances);
 - 4. To examine premises for which Permits have been issued under such Codes or this Code of Ordinances and make necessary inspections to see that the provisions of the Codes or this Code of Ordinances are complied with and that construction is done safely;
 - 5. To investigate, when requested by the Town Administrator or Town Board of Trustees, or when the public interest so requires, matters referred to in such Codes and render written reports on the same;
 - 6. To issue such notices or orders as may be necessary to enforce compliance with the adopted Codes or this Code of Ordinances, to remove illegal or

unsafe conditions, to secure the necessary safeguards during construction or to require adequate exit facilities in buildings and structures;

7. To make inspections required under the provisions of the Codes adopted by this Code of Ordinances, or to ensure that inspections are made by a duly-appointed assistant.
- C. During any temporary absence of the Municipal Building Inspector, the Town Administrator may designate an Acting Building Inspector; the Town Clerk-Treasurer shall serve as Acting Building Inspector, unless the Town Administrator designates another person as such.
- D. The Municipal Building Inspector, while in the discharge of official duty, shall have the authority to enter any building or premise for the purpose of making an inspection or test of the construction equipment contained therein, or its installation.
- E. The Municipal Building Inspector may perform electrical or plumbing inspections and may also serve as the Electrical or Plumbing Inspector, if so designated by the Town Administrator.

SECTION II. REPEALER

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

SECTION III. SEVERABILITY

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

ADOPTED AND PASSED by the Board of Trustees of the Town of Washington, Oklahoma, on the ____ day of _____ 2025.

SIGNED by the Mayor of the Town of Washington on the ____ day of _____ 2025.

Joel Siria, Mayor

ATTEST:

Kasey Leshner, Town Clerk

Approved as to form this ____ day of _____ 2025.

Municipal Attorney

TOWN OF WASHINGTON ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF WASHINGTON, OKLAHOMA, AMENDING CHAPTER 1 (ADMINISTRATION), ARTICLE 3 (OFFICERS, EMPLOYEES, BOARDS AND COMMISSIONS), SECTION 1-40 (ANIMAL CONTROL OFFICER); PROVIDING FOR SEVERABILITY, AND REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

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

That Chapter 1, Article 3, Section 1-40 of the Municipal Code of the Town of Washington shall be amended and hereafter read in its entirety as follows:

SECTION I. AMENDMENT

- A. The Town Administrator may appoint a person, persons or other entity to serve as the Animal Control Officer(s) for the Town of Washington, Oklahoma; said Officer(s) shall be appointed for an indefinite term, and may be removed by the said Town Administrator.
- B. The salary of the Animal Control Officer(s) shall be established by the Town Administrator and may be either salary basis or a contractual fee system related to enforcement activities.

SECTION II. REPEALER

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

SECTION III. SEVERABILITY

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

ADOPTED AND PASSED by the Board of Trustees of the Town of Washington, Oklahoma, on the _____ day of _____ 2025.

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SIGNED by the Mayor of the Town of Washington on the ____ day of _____
2025.

Joel Siria, Mayor

ATTEST:

Kasey Leshner, Town Clerk

Approved as to form this ____ day of _____ 2025.

Municipal Attorney

TOWN OF WASHINGTON ORDINANCE NO. _____

AN ORDINANCE OF THE TOWN OF WASHINGTON, OKLAHOMA, REPEALING CHAPTER 1 (ADMINISTRATION), ARTICLE 3 (OFFICERS, EMPLOYEES, BOARDS AND COMMISSIONS), SECTION 1-43 (CIVIL DEFENSE ADVISORY COMMITTEE); PROVIDING FOR SEVERABILITY, AND REPEALING ALL OTHER ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

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

That Chapter 1, Article 3, Section 1-43 of the Municipal Code of the Town of Washington shall be repealed.

SECTION I. REPEALER

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

SECTION II. SEVERABILITY

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

ADOPTED AND PASSED by the Board of Trustees of the Town of Washington, Oklahoma, on the ____ day of _____ 2025.

SIGNED by the Mayor of the Town of Washington on the ____ day of _____ 2025.

Joel Siria, Mayor

ATTEST:

Kasey Leshner, Town Clerk

Approved as to form this ____ day of _____ 2025.

Municipal Attorney

**A RESOLUTION TO PARTICIPATE IN THE
ACOG METROPOLITAN PLANNING ORGANIZATION (MPO)
TRANSPORTATION PLANNING PROCESS**

WHEREAS, the Association of Central Oklahoma Governments (ACOG), as the Metropolitan Planning Organization (MPO) designated by the Governor of the State of Oklahoma for the Oklahoma City Metropolitan Area, is responsible for the operation and maintenance of a comprehensive, cooperative and continuing transportation planning process designed to prepare and adopt transportation plans and programs; and

WHEREAS, the Town of Washington is located within the ACOG Transportation Management Area, known as the ACOG MPO area; and

WHEREAS, the ACOG MPO Policy Committee (PC) provides for involvement by local elected officials and the ACOG MPO Technical Committee (TC) provides for involvement by technical staff of area local governments and other governmental and transportation agencies in the metropolitan transportation planning process; and

WHEREAS, the metropolitan transportation planning process is financed through a combination of federal planning funds and local matching funds provided through local government membership dues; and

WHEREAS, members of the ACOG Metropolitan Planning Organization are afforded various services, including participation in the transportation planning process, data sharing, mapping, and eligibility to seek federal transportation funding provided to the MPO;

NOW, THEREFORE, BE IT RESOLVED that the Town of Washington formally requests to participate in the transportation planning process for the ACOG MPO Transportation Management Area by becoming a member of the Metropolitan Planning Organization of the Association of Central Oklahoma Governments.

Approved this _____ day of _____, 2025.

Mayor

ATTEST:

Town Clerk

TOWN OF WASHINGTON RESOLUTION NO. 25-_____
A RESOLUTION OF THE TOWN OF WASHINGTON APPROVING AND
ADOPTING RECORD RETENTION POLICY; AMENDING ALL PRIOR
RESOLUTIONS IN CONFLICT HERewith; AND PROVIDING FOR
SEVERABILITY, REVIEW AND AN EFFECTIVE DATE.

WHEREAS, the Town of Washington (hereinafter "Town") is a municipal corporation organized and existing under and by virtue of the laws of the State of Oklahoma; and

WHEREAS, the members of the Town Board of Trustees desire to establish clearly established policies regarding retention of records for utilization and reference forthwith by Town Staff, Boards, and Commissions.

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

Section 1. Adoption of Town of Washington Records Retention Policy.

The Town of Washington Records Retention Policy attached hereto is hereby approved and shall be implemented as policy on all matters referenced therein.

Section 2. Severability.

If any section, sentence, phrase or portion of this resolution is for any reason held invalid by any court of competent jurisdiction, such provision shall be deemed an independent provision, and such holding shall not invalidate the remaining portions hereof.

Section 3. Effective Date.

This Resolution shall become effective on _____, 2025.

ADOPTED AND APPROVED by the Washington Board of Trustees this ____ day of _____ 2025.

BOARD OF TRUSTEES

By: _____
Joel Siria, Mayor

ATTEST:

Town Clerk

APPROVED as to form this ____ day of _____ 2025.

Town Attorney



Board of Trustees Agenda Item Summary

Meeting Date: May 13, 2025

Submitted by: Ruben Ruiz, Police Chief

AGENDA ITEM TYPE:

☐ Consent

☒ Discussion & Possible Action

☐ Discussion Only

☐ Public Hearing

Agenda Item Title

Consideration and possible approval, denial, postponement, or other action regarding a request 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.

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

Proposal

Summary

DigiTicket is an electronic citation writing and management solution that integrates with Jayhawk Court management software. Implementing this solution allows for all contacts with traffic violators and other types of violations (e.g. code enforcement) to be documented electronically and processed quicker with fewer errors and eliminates the cost for three different ticket books. For example, when a citation is issued, it transmits the data into our court management software without manual entry saving time for the Town Clerk. When officers contact a violator, they can easily see if the violator has been previously contacted and what enforcement action has been taken, which results in more effective enforcement action being taken. Funding for this expense will come out of the Software Expense category.

Recommendation

Staff recommends approval.



Resolution _____ - _____

A RESOLUTION OF THE TOWN OF WASHINGTON APPROVING AN AMENDMENT TO THE MUNICIPAL BUDGET FOR FISCAL YEAR 2024-2025 FOR PURPOSES OF REALLOCATING FUNDING AND PROVIDING FOR AN EFFECTIVE DATE.

Whereas, as the fiscal year enters its fourth quarter, budget adjustments are necessary to match needs and previous as well as future planned expenditures.

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

Section 1. Budget Amendments. The following amendments to the FY 2024-2025 Budget are hereby adopted as reflected below.

- a) Ambulance Service Revenue changed from \$35,672 to \$42,236;
- b) Emergency Services Expenditures changed from \$40,000 to \$51,000;
- c) Washington Fire Reimbursement Revenue is not going to be a budgeted item;
- d) Fire Department Expense is not going to be a budgeted item;
- e) Grave Operations Revenue is changed from \$50,000 to \$41,733;
- f) Interest Revenue is changed from \$60 to \$113.33;
- g) Miscellaneous Revenue is changed from \$12,000 to \$13,000
- h) Late Fee Revenue is changed from \$2,800 to \$4,500;
- i) Reconnection Fee Revenue is changed from \$1,000 to \$1,150;
- j) Sewer Revenue is changed from \$50,000 to \$77,000;
- k) Utility Refunds is changed from \$250 to -\$400;
- l) Waste Revenue is changed from \$82,000 to \$112,632;
- m) Water Revenue is changed from \$240,000 to \$286,267;
- n) Cigar Tax Revenue is changed from \$2,000 to \$1,800;
- o) City Use Tax Revenue is changed from \$165,000 to \$172,824;
- p) Gas Tax Revenue is changed from \$1200 to \$1260;
- q) Sales Tax Revenue is changed from \$360,000 to \$290,250
- r) Bank Charges is changed from \$600 to \$410;
- s) IRS Penalties is added as a budgeted item for \$6,000;
- t) Office Supplies is changed from \$37,964 to \$27,616;
- u) Payment Processing fees is changed from \$2,500 to \$1,216.23;
- v) Senior Citizens Bus/Delta is changed from \$4000 to \$4,539.54;
- w) Taxes is no longer a budgeted item;
- x) Mileage is no longer a budgeted item;
- y) Miscellaneous expense is changed from \$60,000 to \$40,000;

- z) Payroll Expenses is changed from \$312,500 to \$285,500;
- aa) Police Department Expenses is changed from \$30,000 to \$53,000;
- bb) Garbage Expense is changed from \$65,000 to \$87,000;

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



Resolution ____ - ____

A RESOLUTION BY THE TOWN OF WASHINGTON, OKLAHOMA, EXPRESSING THE INTENT OF THE TOWN OF WASHINGTON TO COMPLY WITH AND OPERATE IN ACCORDANCE WITH THE PROVISIONS OF THE MUNICIPAL BUDGET ACT EFFECTIVE WITH THE BUDGET FOR FISCAL YEAR BEGINNING JULY 1, 2025; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

Whereas, The Municipal Budget Act (Sections 17-201 through 17-218 of Title 11 of the Oklahoma Statutes) provides budget procedures and requirements for municipal governments; and,

Whereas, This Act establishes fiscal practices, requires greater financial disclosure for the public and investors, and allows municipalities to improve and implement generally accepted standards of financial management; and,

Whereas, The Town of Washington may elect to come under the Municipal Budget Act by adoption of this resolution.

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

Section 1. Adoption. The Town of Washington elects to comply with and operate in accordance with the terms and provisions of the Municipal Budget Act (Sections 17-201 through 17-218 of Title 11 of the Oklahoma Statutes). The provisions of the Municipal Budget Act will be effective for the Town of Washington beginning with the budget for fiscal year 25-26, which begins on July 1, 2025, and will, as provided in the Act, take precedence over and supersede any other state laws applicable to municipal budgeting. The Chief Executive Officer (Town Administrator), as defined in the Act, is hereby authorized to take such actions as are necessary to meet the requirements of the Act.

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__.