



MEETING NOTICE AND AGENDA

Town of Washington Public Works Authority

Tuesday, April 8, 2025 6pm

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

1. **Call to Order** Time _____

2. **Roll Call & Swearing In of New Trustee**

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 March 4, 2024.

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

Motion _____ Second _____

Votes: Andrews ____; Brennan _____; Siria ____;

4. **Action Items**

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

Motion _____ Second _____

Votes: Andrews ____; Brennan _____; Siria ____;

B. Consideration and possible approval, denial, postponement, or other action regarding PWA budget priorities for the coming fiscal year.

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 to Authorize the Town Administrator to apply for and execute a loan for a water storage tank as well as an engineering agreement.

Motion _____ Second _____

Votes: Andrews ____; Brennan _____; Siria ____;

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 setting odd/even outdoor watering

restrictions.

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

E. 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, March 4, 2025

Place: Washington Town Hall

204 N. Main Street

Washington, OK. 73093

1. Call to Order Time: 6:00pm

2. Roll Call:

Mayor & Trustee Joel Siria: Here

Trustee Duane Branham: Here

Trustee Tony Brennan: Here

3. Consent Agenda (Items A)

A. Approve the Minutes from the Town of Washington Public Works Authority Meeting February 13, 2025.

4. Action Items

A. Consideration and possible approval, denial, postponement, or other action regarding an ordinance adopting an employee retirement system, defined contribution plan, and providing retirement benefits.

Trustee Siria stated that in his research he found that 10% was not abnormal but felt that 10% would be the cap and agrees that 6% feels like a good starting point with a yearly review process.

Trustee Branham agreed with his fellow Trustees that while we as a town want to be competitive and 6% was appropriate as a starting point to be reviewed annually.

This would take effect at the start of the fiscal year July 2025.

Motion to approve the ordinance as written with one change to the employee contribution of up to 6% with a Town match of 100% of the amount contributed by the employee and for the contribution limit to be reviewed annually. by Siria



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

Second: Branham

Votes:

Joel Siria: Aye

Duane Branham: Aye

Tony Brennan: Aye

- B. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution of the Town of Washington, Oklahoma and of the Washington Public Works Authority extending the 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.
-

Trustee Brennan asked if during this freeze we had denied anyone. Town Administrator Lunt assured him that we had not and that only one individual had even requested to be considered which was agreed to with the stipulation that water service was not guaranteed. Trustee Brennan understood and assured the community that we will review this after we have made sure that with the town improvements that we will be able to provide water in adequate supply all during the summer months.

Motion to approve as written by Branham.

Second: Brennan

Votes:

Joel Siria: Aye

Duane Branham: Aye

Tony Brennan: Aye

- C. 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.

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

Water Leaks Fixed (Total:12)

February 4th, 2025



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

405 Chickasaw

324 W. Oakland

201 W. Morehead

111 Woody Way

804 Abi Rd.

813 Abi Rd.

207 Casey Ln.

600 W. Morehead

February 8th, 2025

Cedar Hills addition (City water line was hit twice in the morning and fixed)

February 24th, 2025

448 Dean Dr.

417 Clearview

120 S. Pybas

801 S. Turner

Sewer Line Replacement

February 3rd, 2025

Sewer line replaced (approximately 25 feet) in the 400 block of W Kerby.

Well Rehabilitation

Well 1, February 7th, 2025

Suctioned out approximately 10 feet of debris from the bottom.

Acid washed and brushed, gaining 6 feet of pump depth.

Volume increased from 10 gallons per minute to 20 gallons per minute.

Well 2, February 7th, 2025

Same process as Well 1

Volume increased from 9 gallons per minute to 20 gallons per minute.

Installations and Replacements

Stop Signs

Installed at the corner of S. Pybas and Oakland

Lift Station



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

New electrical panel installed on February 10th, 2025

New floats installed on February 11th, 2025

New overloads installed at electrical panel on February 19th, 2025

Fire Hydrant

Replaced at the corner of Moody and Oakland on February 17th, 2025

Sewer Maintenance

February 22nd, 2025

Krapff Reynolds jetted two sewer mains:

From Morehead to Oakland (550 feet)

From Chickasaw to Kerby (400 feet)

Building Maintenance

February 27th, 2025

Re-roofed Well House 4 and painted the building.

Water Testing

February 5th, 2025

Bac-T water testing completed and delivered to OKC DEQ

Reminder: In the Spring in cooperation with McClain County District 2 we will continue road work including widening and resurfacing of N. Turner from Carter to Morehead, widening and resurfacing of Moody from Chickasaw to Morehead and widening and resurfacing of Dean from Kerby to Chickasaw.

6. Adjournment Time: 6:19pm

Chairman, Joel Siria

Clerk, Kasey Leshner



Board of Trustees Agenda Item Summary

Meeting Date: April 7, 2025

Submitted by: Mica A. Lunt, Town Administrator

AGENDA ITEM TYPE:

☒ Consent

☐ Discussion & Possible Action

☐ Discussion Only

☐ Public Hearing

Agenda Item Title

RETAINER AGREEMENT FOR PROFESSIONAL AND LEGAL SERVICES

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

Agreement

Summary

Nichols Dixon has reorganized and agreed to transfer the Town of Washington as a client to the newly formed firm of Lind Treadaway. Christopher Lind and Isaac Treadaway have been providing legal services for the Town of Washington for the past several months. The new agreement is the same agreement as the TOW had with Nichols Dixon, but the hourly rate has been reduced.

Recommendation

Staff recommends approval to authorize the Town Administrator to execute the retainer agreement.

**RETAINER AGREEMENT
FOR PROFESSIONAL AND LEGAL SERVICES**

THIS AGREEMENT is made and entered into this ____ day of _____, 2025, by and between the Town of Washington and the Washington Public Works Authority, Oklahoma, hereinafter referred to as "Washington" or "Town" and LIND TREADAWAY, PLLC, hereinafter referred to as "Lind Treadaway" or "Attorney".

WHEREAS, Washington is collectively a municipal corporation and a public trust that is obligated by Oklahoma law to provide certain services and benefits to the citizens and residents of the Town of Washington; and

WHEREAS, Washington has determined that to best provide those services and benefits to its citizens, that legal services be retained to provide advice, counsel and representation through hiring a qualified attorney to provide such legal services to Washington as an Independent Contractor; and

WHEREAS, Lind Treadaway affirms to Washington that it employs individual attorneys who are qualified to perform the services contemplated by this Agreement and that Lind Treadaway will be able to provide those services within the time frame required by Washington; and

WHEREAS, Washington has determined that it is in the best interest of Washington that legal services be retained for advice, counsel and representation with Lind Treadaway serving in the position of Municipal Attorney.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter set forth and other good and valuable consideration, the receipt of which is hereby acknowledged by Washington and Lind Treadaway, the parties hereto agree as follows, to wit:

1. Washington does employ Lind Treadaway to serve as the Municipal Attorney and head of the Department of Law to provide legal services, counsel, and advice during the term of this Agreement.

2. Legal services to be provided shall include all matters of importance to the interests of the Town, including legal representation of the Town, as requested by the Town and agreed to by the Attorney, but shall not include matters for which Washington's liability insurance companies or risk pool providers provide Washington with legal counsel. Further all legal services performed under this Agreement shall be performed by Lind Treadaway, or other attorneys with expertise selected by the Attorney as warranted and approved by the Washington Board of Trustees or to whom such authority has been delegated.

3. It is understood and agreed, with respect to the services the Attorney shall render pursuant to paragraphs 1 and 2 above, that the Attorney will perform such services exclusively as an independent contractor to, and not as an agent or employee of, Washington.

4. The Attorney will hold in a fiduciary capacity for the benefit of the Town all confidential information, data or policies relating to the Town which shall have been obtained by the Attorney during the term of this Agreement. The terms of this section do not apply to any information that becomes a part of the public record.

5. The Attorney agrees that in the performance of this Agreement it will comply with all applicable provisions of the Washington Ordinances as well as all State and Federal laws.

6. Attorney's basic compensation shall be in the form of a monthly retainer in the amount of One-Thousand-Five-Hundred-Dollars (\$1,500.00) per month, which shall be due and payable each month regardless of the number of hours spent on providing legal services in that particular month. For the purposes of billing under this Paragraph legal services provided shall be

accounted for at the rate of One Hundred-Fifty Dollars (\$150.00) per hour. Legal services provided exceeding ten (10) hours will be billed and accounted for at the rate of One-Hundred-Fifty-Dollars (\$150.00) per hour above the \$1,500.00 monthly retainer. No mileage beyond the billable rate shall be paid for travel to and from Washington for meetings or appearances. Services contemplated by the retainer include attendance and reasonable preparation time for all regular and special meetings of the Board of Trustees, Public Works Authority, Planning Commission and Committees of each. Included will be review and preparation of routine contracts, resolutions, and ordinances as well as consultation as to routine legal matters with the Mayor, and members of the Board of Trustees, Commission and Committees, and consultation as to routine legal matters with Town staff and employees. Travel time to Washington from Purcell and back shall also be included.

7. Additional services beyond those described in Paragraph 6 may be required. Such services may be performed by the Attorney or by attorneys selected by Attorney with the consent of the Town. Examples of such additional services are: litigation; adversarial hearings; preparation of ordinances or contracts requiring extensive research or negotiations; appearances before administrative agencies; and/or consultations with members of the Board of Trustees, Planning Commission, or Town employees requiring extensive legal research. When such services are performed, they will be billed at a rate of One-Hundred-Fifty-Dollars (\$150.00) per hour for all additional services excluding litigation additional services. Litigation services, aside from municipal prosecution, trials, and appeals, will be billed at a rate of Three-Hundred Dollars (\$300.00) per hour.

8. In addition, the Town shall reimburse the Attorney for necessary expenses such as mileage at the rate approved by the IRS for any travel outside the Oklahoma City metropolitan area (except to and from Purcell to and from Washington), other travel expenses, copying, filing

and other fees and any other similar expense items which are incurred by the Attorney in representing Washington on matters as set forth herein. Other non-legal professional services may be needed to assist Attorney in rendering legal counsel to the Town. With the consent of the Town, the Attorney may retain the services of needed professional services for the purpose of evaluating actual or potential claims or courses of action.

9. The Town further agrees to compensate the Attorney or other attorneys or professional service contracts selected and utilized by the Attorney for services under this Agreement in Attorney's absence or unavailability or in specialized legal matters.

10. The Town of Washington agrees to waive any conflicts that may exist due to the Attorney's representation of other clients of the Attorney.

11. The Attorney shall periodically submit a claim for payment of services to the Town, which payment will be made after approval of the claim by the Town in the regular course of business. In circumstances where the legal work to be provided is specialized or beyond the scope of the legal services contemplated to be provided by Lind Treadaway under this Agreement, then Washington may enter into a separate legal services agreement with a third-party legal services provider under the supervision of the Attorney which may provide for direct billing for those legal services to Washington.

12. Lind Treadaway shall be an independent contractor. Washington will not be withholding taxes from funds being paid to Lind Treadaway and as Lind Treadaway will be responsible for any and all taxes associated therewith, and Lind Treadaway agrees to hold Washington harmless from any liability associated with the same.

13. Further, Lind Treadaway understands, acknowledges, and agrees that Washington will not be furnishing Lind Treadaway with any benefits whatsoever, for the services rendered

under this Agreement other than payment for those services and reimbursement for expenses incurred and items Lind Treadaway provides to Washington. Washington will specifically not be providing any of the following benefits: retirement, health care, paid leave of any sort, overtime, workman's compensation, office space, Washington-owned vehicles, gas or other credit cards, office supplies, telephones, and computers.

14. Washington understands, acknowledges, and agrees that Lind Treadaway shall have no set hourly schedule in which to complete the service set forth herein and will not be required to work any specific number of hours in completion of its responsibilities unless otherwise specified in this Agreement.

15. Washington further understands, acknowledges, and agrees that Lind Treadaway shall have the right to enter into like or similar contracts or agreements with other third parties.

16. Washington shall determine the matters it desires Lind Treadaway to work on and the priority of those matters. Washington shall not provide and shall not have supervisory control over how Lind Treadaway addresses each matter.

17. Lind Treadaway shall report directly to the Washington Board of Trustees or Mayor or its/his/her designee or to the Town Administrator, at the direction of the Board of Trustees.

18. This Agreement shall commence on March 4, 2025, and shall remain in full force and effect for an indefinite term.

19. No alteration or variation of the terms or conditions of this Agreement shall be valid unless made in writing and signed by the parties hereto. However, this Agreement may be amended, in writing, by mutual consent of the parties.

20. This Agreement may be terminated by the Washington Board of Trustees when deemed thereby to be in the best interest of the Town and terminated by the Attorney upon written

notice to the Washington Board of Trustees. Thirty (30) days written notice of termination shall be required. However, a shorter or longer notice period may be mutually agreed upon by the Board of Trustees and Lind Treadaway.

IN WITNESS WHEREOF, the parties have hereunto set their hands the date and year first above written.

TOWN OF WASHINGTON, OKLAHOMA

By: _____
Title: _____

CHRISTOPHER C. LIND, OBA #31402
ISAAC Z. TREADAWAY, OBA #35345
OF AND FOR LIND TREADAWAY, PLLC



Board of Trustees Agenda Item Summary

Meeting Date: April 7, 2024

Submitted by: Mica A. Lunt, Town Administrator

AGENDA ITEM TYPE:

☐ Consent

☒ Discussion & Possible Action

☐ Discussion Only

☐ Public Hearing

Agenda Item Title

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

Attachments (if any; file names shall correspond to the attachment)
None.

Summary

One board member has a conflict with the regularly scheduled May (unavailable May 8-23) and August (unavailable July 31-August 15) meeting dates.

Recommendation

Staff proposes Tuesday, May 6 for the May meeting.

Staff proposes Tuesday, August 19 for the August meeting.



Board of Trustees Agenda Item Summary

Meeting Date: April 8, 2025

Submitted by: Mica A. Lunt, Town Administrator

AGENDA ITEM TYPE:

☐ Consent

☒ Discussion & Possible Action

☐ Discussion Only

☐ Public Hearing

Agenda Item Title

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

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

Proposed Budget & 2025 Priorities

Summary

This is the second round of budget workshop discussions.

Recommendation

Staff is simply looking to continue our budget discussions to ensure that priorities are aligned and properly budgeted for.



Resolution ____ - ____

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 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 that 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 _____ day of _____, 20____.

TOWN OF WASHINGTON

Joel Siria, Mayor

ATTEST:

Kasey Leshner, Town Clerk



Resolution ____ - ____

A JOINT RESOLUTION BY THE TOWN OF WASHINGTON & WASHINGTON PUBLIC WORKS AUTHORITY, OKLAHOMA, ESTABLISHING OUTDOOR WATERING RESTRICTIONS; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

Whereas, unlimited outdoor watering is not feasible to maintain pressure and adequate water flow for fire suppression, and the Town of Washington encourages all citizens to conserve water and engage in outdoor watering best practices ; and,

Whereas, in order to ensure adequate supply while allowing citizens to utilize outdoor watering, it is necessary to equitably restrict outdoor watering; and,

Whereas, Section 16-14 Water Shortages of the municipal codes of the Town of Washington authorizes the Mayor or the Board of Trustees to issue a proclamation declaring an emergency and appropriately restrict water usage;

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. EXISTENCE OF AN EMERGENCY. The Town of Washington faces, or will face within 60 days, an emergency situation where maintaining adequate water supply and pressure, including for fire suppression, will be impeded if outdoor watering is not restricted.

Section 2. ODD/EVEN ADDRESS WATERING RESTRICTIONS. Effective immediately addresses ending in an even number may utilize outdoor watering on even numbered calendar days, and addresses ending in an odd number may utilize outdoor watering on odd numbered calendar days.

Section 3. MAYOR AUTHORIZED TO ISSUE & MAINTAIN PROCLAMATION. The Mayor, on behalf of the Board of Trustees, shall be authorized to execute a Proclamation consistent with this Resolution. The Mayor shall maintain the Proclamation for as long as necessary in consultation with Town Staff.

Section 4. 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

Public Works Department Monthly Report March 2025

Inspections and Repairs

- Conducted a total of **17 inspections** throughout the month.
- Addressed and repaired water leaks at the following locations:
 - 300 West Chickasaw
 - 404 West Chickasaw
 - 317 West Kerby
 - 210 West Kerby
 - 401 South Dean
 - 403 East Morehead
 - 317 West Chickasaw (repaired twice)
 - 402 West Chickasaw
 - 404 West Chickasaw
- **Total number of water leaks repaired: 9**

Infrastructure Improvements

- Installed a **new street sign** on Jennifer Ct.
- Constructed a **fence** on the southeast corner of the lift station to ensure safety in the overflow drain area.

Daily Operations

- Checked each **well daily** for production numbers and entered the data into the **Monthly Operating Report**.
- Took the **monthly Bac-T sample** to the **Oklahoma City DEQ** for water quality testing.
- Checked the **lagoons** and took measurements for **DEQ compliance**.

Sewer Department Activities

- Jetted approximately **400 feet of sewer line** and conducted a **camera inspection** of the same line.
- Applied **copper sulfate** to eliminate roots that had infiltrated the sewer line.

Cemetery Maintenance

- Dug **2 cremation holes** and facilitated **1 full funeral service**.
- Cleared several fallen trees at the cemetery, resulting from **high winds**.

Facilities and Signage

- Erected **no trespassing signs** at the following locations:

- Lift station
 - All 4 well houses
 - Water tower fence
 - Painted **well houses 1, 2, and 3** to improve their appearance.
-



MEETING NOTICE AND AGENDA

Town of Washington Board of Trustees
Tuesday, April 8, 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 & Swearing in of New Trustee**

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 March 4, 2024.
- 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 _____ Second _____
Votes: Siria _____; Andrews _____; Brennan _____

5. **Action Items**

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

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

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

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

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 Authorize the Town Administrator to apply for and execute a loan for a water storage tank as well as an engineering agreement.

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

- E. 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 setting odd/even outdoor watering restrictions.

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

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

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

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

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

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

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

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

- J. 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:

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, March 4, 2025

Place: Washington Town Hall

204 N. Main Street

Washington, OK. 73093

1. Call to Order Time: 6:20pm

2. Roll Call:

Mayor & Trustee Joel Siria: Here

Trustee Duane Branham: Here

Trustee Tony Brennan: Here

3. Pledge of Allegiance, Proclamations, & Presentations

A. Pledge of Allegiance

B. Mayor & Trustee Siria and Town Administrator Mica Lunt Presented a guiding principles award to both Public Works Director T.R. Leshner and Trustee Branham.

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

Bob Burris, shared concern regarding the price of his utility bill and asked the Board to be considerate of the residents of Cedar Hills regarding Utilities.

Camdon Foster, shared his feelings regarding the utility bill increase. He stated that he would like Cedar Hills residents to benefit from the rate increase.

4. Consent Agenda (Items A-G)

A. Approve the Minutes from the Town of Washington Regular Meeting February 13, 2025.

B. Approve Expense Beyond Town Administrator Authority limits.

C. Approve a resolution authorizing a change in allocated funding originally authorized by resolution 24-8 for the SCADA/telemetry System.

D. Approve a resolution amending the FY24-25 budget, adding additional funding to the Public Works Authority Utility Expenses- Repairs & Maintenance category.



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

-
- E. Approve an ordinance increasing the court costs from \$15.00 to \$30.00 and providing for a collection fee of 35% of the amount of any unpaid fines or cost if contracting with a collection agency for the collection thereof.
-
- F. Approve an ordinance establishing a "Utility Collection Fee" to provide for a collection fee of 35% of the amount of any unpaid fines or cost if contracting with a collection agency for the collection thereof.
-
- G. Approve and authorize the Town Administrator to execute an agreement with Aberdeen Enterprises & RS2 Solutions to collect delinquent utility and court related payments.
-

Motion to approve as written by Branham.

Second: Brennan

Votes:

Joel Siria: Aye

Duane Branham: Aye

Tony Brennan: Aye

5. Action Items

-
- A. Consideration and possible approval, denial, postponement, or other action regarding an ordinance adopting an employee retirement system, defined contribution plan, and providing retirement benefits.
-

Motion to approve the ordinance as written with one change to the employee contribution of up to 6% with a Town match of 100% of the amount contributed by the employee and for the contribution limit to be reviewed annually. By Branham

Second: Brennan

Votes:

Joel Siria: Aye

Duane Branham: Aye

Tony Brennan: Aye

- B. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution of the Town of Washington, Oklahoma and of the Washington Public Works Authority extending the 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.
-

Motion to approve as written by Branham.



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

Second: Brennan

Votes:

Joel Siria: Aye

Duane Branham: Aye

Tony Brennan: Aye

- C. Consideration and possible approval, denial, postponement, or other action regarding an ordinance repealing Ordinance #2004-10.1 effectively establishing a three-member board.
-

Trustee Branham stated that he knew some individuals were interest in running for a seat on the Board but that they did not currently meet the requirements.

Trustee Siria Asked what the legal standing was on if they repealed the ordinance now but, wanted to have a 5-man board in the future.

City Attorney Treadaway stated that it is not illegal to repeal the ordinance but, that if they wanted to have a 5-man board in the future they would have to repeat the whole process again.

Trustee Siria stated that he wanted a 5-man board. He did not, however, want those members to be appointed. He wanted them to be elected by the people but, we did not have enough election participation.

Trustee Branham stated that he wanted the 5-man board as well but, he will not be here as his term ends in April.

Trustee Brennan stated that he also wanted the 5-man board and thought we would have more people who wanted to get involved but that a 3-man board feels like the right choice for now.

Town Administrator Lunt wanted to remind the community that we are still looking for individuals to serve on the Board of Adjustments and the Planning and Zoning Committee.

Motion to approve as written by Brennan.

Second: Branham

Votes:

Joel Siria: Aye

Duane Branham: Aye

Tony Brennan: Aye



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- D. Consideration and possible approval, denial, postponement, or other action regarding a request to be heard by Jeff Holland.

Jeff Holland, stated the he didn't feel that the Town Hall was an appropriate place for employees to bring their pets and that it was inappropriate for those pets to be unleashed.

Trustee Siria assured Jeff Holland that the off-leash dogs' incident had been properly addressed. Citations have been issued and have since been paid for and that the dogs in question will be leashed outdoors.

Jeff Holland stated that he questioned the purchasing of gas for employee vehicles.

Trustee Siria stated that as he had Mr. Hollands request ahead of time, he was able to review the fuel purchases and that all purchases that had been made appeared to be in good standing with Town of Washington policy.

Jeff Holland also stated there needed to be better communication with the Washington Volunteer Fire Department regarding the issuing of burn permits.

No Action taken.

-
- E. 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 19 calls for the month of February 8 fire, 8 medical and 3 motor vehicles. He requested better communication from the Town Hall regarding burn permits and requests a review of the current fire ordinance. Chief Simpson also went over the WVFD procedure regarding tornadic weather conditions. During those times you may see fire trucks and fire department equipment out and about. This is to ensure that if severe weather is severe enough to affect the fire station that the apparatus is still accessible.

Trustee Siria asked Chief Simpson if the Fire Suppression issue in the Cedar Hills community had been resolved. Chief Simpson stated informed the Board, No. The issue still stands. At this point members of the Cedar Hills community that were present requested a notice be sent out that there are no fire hydrants within their community.



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Chief Simpson also wanted to remind the community that the WVFD are volunteers and are not paid.

Police & Code Enforcement Report presented by Chief Ruben Ruiz

Chief of Police, Ruben Ruiz gave a report on traffic and municipal code enforcement over the course of the month. Zone 2 code enforcement finished, and we will be moving on to Zone 3. During tornadic weather you will see that the police department will drive the neighborhood with sirens and warn the public to seek shelter. Chief Ruiz gave an update on new equipment regarding Tasers, Vests, Marked Police Units, and Cameras

Town Clerk's Report presented by Town Clerk Kasey Leshner

- Researched and compared debt collection companies.
- Met with Aberdeen Enterprises/RS2 Solution regarding debt collection.
- Continued training on Jayhawk Solus Utilities Software and began integrating the new system by entering customer data.
- Continued training on OMNIA software, identified and corrected installation errors, and our new radio meters continue to provide important feedback to our customers to find and address leaks that they may have been unaware of.
- Coordinated with the Fire Department and the accounting company to ensure 1099 forms were sent to volunteer firefighters. Began researching ways that I may be able to help secure funding for the Fire Department and by doing so strengthening the collaboration between our two entities.
- Attended continuing education sessions with the Oklahoma Municipal Court Clerk Association (OMCCA).

Administrators Report presented by Town Administrator Mica Lunt

Town Administrator Lunt wanted to address the statements from earlier in the meeting that there is no city ordinance that prohibits the burning of limbs and leaves. If this is something that the Board wants to consider we can do that but, the current ordinance only prohibits the burning of rubbish and trash. So that may be something we want to consider putting on the docket with Chief Simpsons' recommendations.

A. Budget Preparation

- a. At the previous meeting, the TOW Agreed Upon Procedures Report for FY 22-23 was provided to the Board from a third-party firm we have historically utilized to complete this report. Unfortunately, the pattern and practice of having only the state-law minimum requirement completed instead of an audit has made us ineligible for certain loan programs. We are currently researching other firms for a cost-effective full-fledged audit for FY 23-24.



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- b. Budget preparation season is underway. We started our first budget kickoff meeting earlier today and will have more in the coming months. What I can tell you is that the Town of Washington is in serious need of additional revenue in order to maintain our trajectory of improvement. In this current FY, we were able to leverage \$340,000 in ARPA grant funding. The ARPA program has stopped, so we are looking at attempting to make it through FY 25-26 starting at \$340,000 behind. One way we can help to close that back is by passing a \$0.01 sales tax increase. I think we've done a good job of communicating the myriad of improvements we've been making, but to quickly recap, we have repaired about 30 repairs of leaks in our water system, installed a new water main on Main Street, installed a telemetry system to monitor our wells, water tower, and lift station, we have rehabilitated two of our four wells resulting in 100% improved production from those wells, we remodeled Town Hall, we replaced the electrical box on our lift station, we've partnered with McClain County District #2 for roadway improvements with more on the way this spring, and we continue to aggressively apply for and leverage grant funding as it is available. However, we need sustainable base funding, and one way we can get there is through funding a \$0.01 sales tax increase. Voters will have the option to vote on this matter during the April 1 election. Some people may ask, why isn't the 33% increase on our utility bills enough? Remember, according to the rate study conducted by ORWA, it was recommended that we increase utility rates by 100%, which we understood was not practically feasible. A \$0.01 sales tax increase will bring in about \$130,000 in additional revenue if passed, so that will help. Even though we have been awarded about \$750,000 in grant funding, due to recent executive orders and changes in the federal government, some of that funding is delayed, on hold, or otherwise frozen.

B. Procurement Card

- a. Recently, the TOW acquired a procurement card program and issued the cards to staff. This has allowed us to save on postage from mailing checks, and our card usage has generated over \$327 in cashback for the Town's General Fund.
-
- b. There are limits and notifications in place to ensure proper use.
-
- C. Help to Others (H20) Program is up and running for donations. This is a program where donations from citizens help to fund neighbors in need with their TOW utility bill. The program is being administered by Delta Community Action, and we are happy to be in partnership with them. Any citizen who would like to donate can do so on our website or



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find the post pinned on our Facebook page. We need to get at least \$500 in donations for Delta Community Action to be able to start helping neighbors in need.

Trustee Branham at this time gave his Farewell Address as his time as a Trustee ends in April. He requested that the townspeople realize that this position is a voluntary position and that they should express their concerns and complaints with grace, compassion and professionalism.

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: 7:20pm

Trustee, Joel Siria

Clerk, Kasey Leshner



Resolution ____ - ____

A RESOLUTION BY THE TOWN OF WASHINGTON, OKLAHOMA, ACCEPTING A RIG GRANT IN THE AMOUNT OF \$100,000 AND DESIGNATING A GRANT ADMINISTRATOR; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

Whereas, The Town of Washington has been awarded another RIG grant in the amount of \$100,000 for engineering fees associated with the construction of a new water tower; and,

Whereas, a grant administrator should be designated to administrate the grant;

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

Section 1. Acceptance of Grant & Designation of Grant Administrator. The Town of Washington hereby accepts the aforementioned RIG grant associated with application #20153 and designates Town Administrator Mica A. Lunt as the grant administrator. The Town Administrator shall be authorized to execute all necessary processes and paperwork to fully administer the grant.

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, DESIGNATING BANK ACCOUNT SIGNATORIES; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

Whereas, Trustee Duane Branham's term of service has concluded effective April 8, 2025; and,

Whereas, Trustee James Andrews won an unopposed election and has been sworn in to office effective April 8, 2025; and,

Whereas, Signatories for the Town of Washington and Washington Public Works Authority bank accounts need to be updated to reflect changes in Trustees:

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

Section 1. Assignment of Signature Authority on Bank Accounts. Mayor and Trustee Joel Siria shall remain as an authorized signor on the Town of Washington bank accounts. Trustees James Andrews and Tony Brennan shall be added as authorized signors. Former Trustee Duane Branham shall be removed as an authorized signor.

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, AUTHORIZING THE TOWN ADMINISTRATOR TO PAY OFF A POLICE VEHICLE LOAN; PROVIDING FOR SEVERABILITY; AND DECLARING AN EFFECTIVE DATE.

Whereas, In November 2023, the Town of Washington secured a loan for the purchase of a police vehicle for an original amount of \$37,300 with an interest rate of 5.56%, and the loan was secured for longer than one fiscal year, which violates state law; and,

Whereas, the Town of Washington, through grant revenues, has sufficient funding to pay off the balance of the loan, which is approximately \$25,862.96, and paying off the loan is prudent both to comply with state law and financially to do so;

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

Section 1. Authorization of the Town Administrator. The Town Administrator is hereby authorized to execute all necessary processes and paperwork to pay off the loan held by Welch State Bank for the police vehicle.

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



Board of Trustees Agenda Item Summary

Meeting Date: April 8, 2025

Submitted by: Mica A. Lunt, Town Administrator

AGENDA ITEM TYPE:

☐ Consent

☒ Discussion & Possible Action

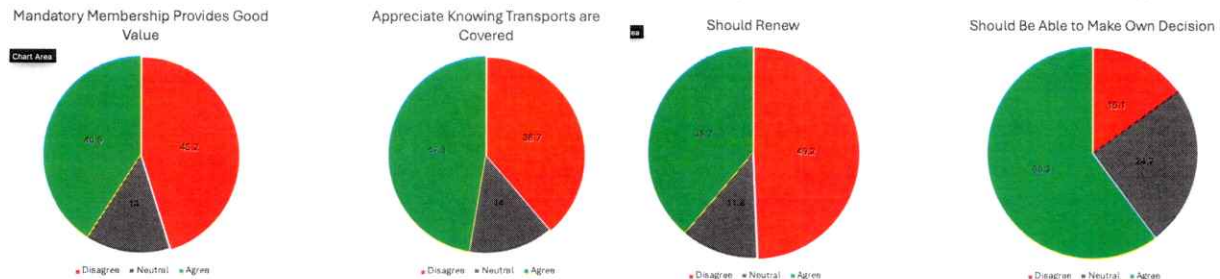
☐ Discussion Only

☐ Public Hearing

Agenda Item Title

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

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



Summary

93 responses were received to the online poll regarding the renewal of the Wadley's EMS Service Agreement in which each utility customer is charged \$10/month. Data above show respondent's opinions, and the Board has been provided with all commentary received from the poll. The agreement is set to renew on July 1 absent any action being taken by the Board.

Recommendation

Based upon the data obtained from the poll, staff recommends that the Town of Washington discontinue its mandatory contract with Wadley's in favor of allowing individuals and families to make their own decision regarding this service.



Ordinance ____ - ____

AN ORDINANCE AMENDING CHAPTER 1 OF THE WASHINGTON TOWN CODE ENTITLED "ADMINISTRATION AND MANAGEMENT" BY AMENDING ARTICLE 3 (OFFICERS, EMPLOYEES, BOARDS AND COMMISSIONS), SECTION 1-31 (TOWN CLERK-TREASURER) BY RENAMING THE SECTION AND CHANGING THE REPORTING STRUCTURE; PROVIDING FOR SEVERABILITY; PROVIDING A REPEALER.

Whereas, The Town of Washington has been operating off of practices different from that which is codified in ordinance regarding the Town Clerk's position; and,

Whereas, The Town of Washington desires to update its ordinances to be consistent with current practice.

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

Section 1. Amendments. Section 1-31 shall now be titled "Town Clerk." Section 1-31 subsection A shall now read in its entirety: "The Town Clerk, as an employee of the Town of Washington, Oklahoma, shall attend all meetings of the Town Board of Trustees and keep a journal of the proceedings of said Town Board." Section 1-31 subsection B, C, and D, shall all have the wording "Town Clerk-Treasurer" replaced with "Town Clerk." Section 1-31 subsection E shall now read in its entirety: The Town Clerk shall report to the Town Administrator. Section 1-31 subsection F shall be deleted.

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



Ordinance ____ - ____

AN ORDINANCE AMENDING CHAPTER 1 OF THE WASHINGTON TOWN CODE ENTITLED "ADMINISTRATION AND MANAGEMENT" BY AMENDING ARTICLE 3 (OFFICERS, EMPLOYEES, BOARDS AND COMMISSIONS), SECTION 1-3 (Police Department, Chief, Personal Property, Mutual Aid) BY CHANGING THE REPORTING STRUCTURE; PROVIDING FOR SEVERABILITY; AND PROVIDING A REPEALER.

Whereas, The Town of Washington has been operating off of practices different from that which is codified in ordinance regarding the Police Chief's position and reporting structure; and,

Whereas, The Town of Washington desires to update its ordinances to be consistent with current practice.

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

Section 1. Amendments. Section 1-34 subsection A shall now read in its entirety: "There is hereby created a Police Department for Washington, Oklahoma, the head of which shall be the Chief of Police. The Chief of Police shall be appointed by and report to the Town Administrator. Law enforcement assistance may also be provided, as a Municipal service, on a contractual basis." Section 1-34 subsection C shall now read in its entirety: "The Chief of Police and all Police Officers shall possess the powers, and be subject to the liabilities possessed and conferred by Law upon Sheriffs, in executing the orders of the Town Administrator, or enforcing the Code of Ordinances of the Town of Washington, Oklahoma. All police officers shall be considered employees of the Town." Section 1-34 subsection E shall be deleted and the remaining subsections renumbered. Section 1-34 subsection G and H shall have all places where "Mayor" is referenced changed to "Town Administrator." Section 1-34 subsection I shall have the reference to "the Town Board of Trustees" changed to "the Town Administrator." Section 1-34 subsection M shall have the reference to the "Mayor" changed to "Mayor, Town Administrator, or Police Chief..."

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