



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

Type: Regular Meeting

Date: Tuesday, May 13, 2025

Place: Washington Town Hall

204 N. Main Street

Washington, OK. 73093

1. Call to Order Time: 6:04pm

2. Roll Call:

Mayor & Trustee Joel Siria: Here

Trustee James Andrews: Here

Trustee Tony Brennan: Absent

3. Pledge of Allegiance, Proclamations, & Presentations

A. Pledge of Allegiance

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

None.

4. Consent Agenda (Items A-F)

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

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

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

1. Fire Chief. Ordinance 25-5.2

2. Assistant Fire Chief. Ordinance 25-5.3

3. Town Attorney. Ordinance 25-5.4

4. Civil Defense Director. Ordinance 25-5.5

5. Building Inspector. Ordinance 25-5.6

6. Animal Control Officer. Ordinance 25-5.7

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



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- E. Approve a Resolution to Participate in the ACOG Metropolitan Planning Organization (MPO) Transportation Planning Process. Resolution 25-5.1
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- F. Approve a Resolution Adopting a Records Retention Policy. Resolution 25-5.2
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Motion: Approve all as written. Joel Siria

Second: James Andrews

Votes: Andrews yes; Siria; yes.

5. Action Items

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

Second: James Andrews

Votes: Andrews yes; Siria; yes.

- B. Consideration and possible approval, denial, postponement, or other action regarding amendments to the FY 24-25 budget.
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Motion: To approve as written, Resolution 25-5.3, Joel Siria

Second: James Andrews

Votes: Andrews yes; Siria; yes.

- C. Consideration and possible approval, denial, postponement, or other action regarding a Resolution to Adopt the Municipal Budget Act for FY 25-26.
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Motion: To approve as written, Resolution 25-5.4., Joel Siria

Second: James Andrews

Votes: Andrews yes; Siria; yes.

- D. Consideration and possible approval, denial, postponement, or other action regarding a joint resolution by the Town of Washington Board of Trustees and the Washington Public Works Authority to hold a Public Hearing and Adopt a Budget for FY 25-26.
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Motion: To postpone and require the Washington Volunteer Fire Department to submit a budget 5 days prior to the Public Hearing with the Town Hall to provide support as needed to WVFD regarding the budget, Joel Siria.

Second: James Andrews.

Votes: Andrews yes; Siria; yes.

- E. New Business (if any)
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None.



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6. Financial Reports

The regular monthly financial reports for all funds are provided to the Trustees for their review and information. (Presented by: Mica A. Lunt, Town Administrator).
This item is for informational purposes only and is available on the Town of Washington's website.

7. Town Administrator, Staff, and Trustee Reports

Fire Department Report presented by Chief Billy Simpson

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

Police & Code Enforcement Report presented by Chief Ruben Ruiz

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

Town Clerk's Report presented by Town Clerk Kasey Leshner

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



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

Administrators Report presented by Town Administrator Mica Lunt

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

8. Executive Session

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

1. Consideration and discussion of personnel matters including the employment, hiring, appointment, promotion, demotion, disciplining, or resignation of the Town Administrator, in accordance with 25 O.S. Section 307(B)(1).
 2. Consideration and discussion of personnel matters including the employment, appointment, duties, disciplining, or resignation of the Fire Chief, in accordance with 25 O.S. Section 307(B)(1).
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B. The council may consider and take any action deemed appropriate as a result of the Executive Session.

No action was taken.

9. Adjournment Time: 6:38pm

Trustee, Joel Siria

Clerk, Kasey Leshner

