

## **Public Notice of the Regular Meeting of the Town of Welch Board of Trustees**

Date/Time: **Monday, January 13, 2025 , at 5:30 p.m.**

Location: **Welch Civic Center, 610 S. Curtis Street, Welch, OK.**

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**NOTICE TO THE PUBLIC:** At this Regular Meeting of the Town of Welch Board of Trustees, in accordance with and pursuant to applicable Board of Trustees' Rules and Robert's Rules of Order, the Board of Trustees will consider, discuss, and may take action on, approve, adopt, amend, not approve, reject, deny, table, or take no action on any item listed on this Agenda. For the purposes of this agenda, "appropriate action" includes and encompasses all of the possible actions set forth in this Notice, and includes not taking any action on a specific agenda item.

## **MINUTES**

1. Meeting Call to Order at 5:32 p.m. by Mayor Glen Walker.
2. The Pledge of Allegiance was done at 5:32 p.m.
3. Roll Call: Bill Jenkins, Duane Tucker, Glen Walker, Dylan Massey, Winston McKeon – Trustees; Liz Steketee – Town Clerk.
4. Public Participation: (Sign in required and limited to five minutes per citizen) There was no public present.
5. Discussion and possible consideration and appropriate action, relating to approval of the minutes from the December 16, 2024 Regular Meeting Minutes. Glen Walker made a motion to approve the minutes as written, Winston McKeon seconded the motion. All ayes, motion was carried.
6. Discussion and possible consideration and appropriate action, relating to approval of the claims and financials from December 2024. Winston McKeon made a motion to approve the claims and financials for December 2024, Glen Walker seconded the motion. All ayes, motion carried.
7. Old Business:
  - A. Update of Town Dog Pound and Animal Control Report: Empty
  - B. Welch Fire Chief Update: None
  - C. Discussion and possible consideration and appropriate action, relating to the Welch Civic Center rentals and income: There were five rentals since the last regular meeting, rental income equaled \$230.00, and the Sales & Use tax income was \$4,637.04.
  - D. Discussion and possible consideration and appropriate action, relating to possibly setting basic rules and purpose for creation of a Civic Center Advisory Committee, to help develop a future ordinance to establish this advisory

committee. The Trustees held a 20-minute discussion of goals and purpose with all agreeing it would need further discussion. Winston McKeon made a motion to table this item, Dylan Massey seconded the motion. All ayes, motion to table carried.

8. New Business:

- A. Discussion and possible consideration and appropriate action, relating to hiring procedures for a possible part-time or full-time Town Facilities Crewmember. Winston McKeon made a motion to use Express Temp to hire, on a temporary basis, a general laborer for 60 days to assist while Matt Spurgeon is out, Glen Walker seconded the motion. All ayes, motion carried.
- B. Discussion and possible consideration and appropriate action, relating to approval of the adoption of RESOLUTION 2015-1-13, A RESOLUTION OF SUPPORT FOR THE APPOINTMENT OF BILL JENKINS TO THE OKLAHOMA MUNICIPAL LEAGUE REGIONAL COUNCIL; DECLARING SAID APPOINTMENT TO BE FOR THE BENEFIT OF THE TOWN OF WELCH OKLAHOMA AND OTHER MUNICIPALITIES WITHIN THE DISTRICT; AND DECLARING THE MISSION OF THE OKLAHOMA MUNICIPAL LEAGUE TO BE FOR THE PUBLIC PURPOSE. Winston McKeon made a motion to appoint Bill Jenkins to the Oklahoma League Regional Council for the benefit of the Town of Welch and other municipalities in the district by assisting with legislative matters presented at OKC, Dylan Massey seconded the nomination motion. All ayes, motion carried.
- C. Discussion and possible consideration and appropriate action, relating to the approval of the Town of Welch/Welch Public Works Authority Open Records Request Form and Fee Schedule. Winston McKeon made a motion to approve the Open Records Request form and fee schedule of \$0.25 per page for copies, Bill Jenkins seconded the motion. All ayes, motion carried.
- D. Discussion and possible consideration and appropriate action, relating to approval to pay PO# 063036 in the amount of \$24,357.00 to Horizon Roofing & Construction Corp. for Invoice# 1903 for the remodel of the Welch Civic Center auditorium from the funding provided by Cherokee Nation in the amount of \$24,357.00. Winston McKeon made a motion to pay PO# 063036 in the amount of \$24,357.00 to Horizon Roofing & Construction for invoice# 1903, Glen Walker seconded the motion. All ayes, motion carried.
- E. Discussion and possible consideration and appropriate action, relating to approval to pay PO# 063037 in the amount of \$3,450.00 to Horizon Roofing & Construction Corp. for Inv# 1902 for the remodel and painting of the small banquet room of the Welch Civic Center, as approved in the April 15, 2024 Regular Meeting. Glen Walker made a motion to pay PO# 063037 in the amount of \$3,450.00 to Horizon Roofing & Construction for invoice# 1902, Winston McKeon seconded the motion. All ayes, motion carried.

F. Discussion and possible consideration and appropriate action, relating to approval to pay PO# 063039 in the amount of \$3,750.00 to Grand Gateway Economic Development Association for Inv# 80-05 for the administration of American Rescue Plan Act funding. Dyaln Massey made a motion to pay PO# 063039 in the amount of \$3,750.00 to Grand Gateway EDA for invoice# 80-05 for ARPA funding administration, Winston McKeon seconded the motion. All ayes, motion carried.

9. Adjournment was called at 7:11 p.m. by Mayor Glen Walker.

A handwritten signature in black ink, appearing to read "Liz Steketee", written over a horizontal line.

Liz Steketee, Town Clerk

Posted January 17, 2025 before 4:00 p.m.

## **Public Notice of the Regular Meeting of the Welch Public Works Authority (WPWA)**

Date/Time: **Monday, January 13, 2025, at 5:30 p.m.**, (immediately following the meeting of the Welch Town Board of Trustees meeting).

Location: **Welch Civic Center, 610 S. Curtis Street, Welch, OK.**

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**NOTICE TO THE PUBLIC:** At this Regular Meeting of the WPWA Board of Trustees, in accordance with and pursuant to applicable Board of Trustees' Rules and Robert's Rules of Order, the Board of Trustees will consider, discuss, and may take action on, approve, adopt, amend, not approve, reject, deny, table, or take no action on any item listed on this Agenda. For the purposes of this agenda, "appropriate action" includes and encompasses all of the possible actions set forth in this Notice, and includes not taking any action on a specific agenda item.

### **MINUTES**

1. Meeting Call to Order at 7:12 p.m. by Mayor Glen Walker.
2. Roll Call: Bill Jenkins, Duane Tucker, Glen Walker, Dylan Massey, Winston McKeon – Trustees; Liz Steketee – Town Clerk.
3. Discussion and possible consideration and appropriate action, relating to approval of the minutes from the December 16, 2024 Regular Meeting Minutes and the December 27, 2024 & December 31, 2024 Special Meeting Minutes. Winston McKeon made a motion to approve the minutes as written, Dylan Massey seconded the motion. All ayes, motion carried.
4. Discussion and possible consideration and appropriate action, relating to approval of the claims and financials from December 2024. Winston McKeon made a motion to accept the claims and financials for December 2024 while highlighting the grant funds that have come through the Town in the last 12 months to build a water treatment plant and to install a new Sanitary Collection main lift station, Glen Walker seconded the motion. All ayes, motion carried.
5. Old Business:
  - A. Water Superintendent Update: One Fire Hydrant has been repaired, and several leaks have been repaired, or are scheduled to be repaired.
  - B. Presentation and discussion of past due water bills and meter repairs. Reminders and shutoffs were postponed for the Holidays and will resume in January.
  - C. Discussion and possible consideration and appropriate action, relating to the results of the water and sewer rate study conducted by the Oklahoma Rural Water Association. Winston McKeon made a motion to accept the Water Rate Study conducted by Jared Nicholson of Oklahoma Rural Water Association, seconded by Dylan Massey. All ayes, motion carried. Jared & Trey will be back to do a presentation for the Town Hall to be scheduled at a Special Meeting at the end of January.
- 6 New Business:

A. Discussion and possible consideration and appropriate action, relating to authorizing Chairman Glen Walker to accept and acknowledge the receipt of Construction Permit No. SL000018240968, on behalf of the WPA for the construction of a pressure sewer with two 20gpm grinder pump stations, 523 linear feet of two (2) inch HDPE force main and all appurtenances to serve the Collection System Improvements – Two Grinder Pump Stations and Force Main, Craig County, Oklahoma. Winston McKeon made a motion to accept and acknowledge the receipt of Construction Permit No. S1000018240968 for the Collection System Improvements – Two Grinder Pump Stations and Force Main, Craig County, Oklahoma. Dylan Massey seconded the motion. All ayes, motion carried.

B. Discussion and possible consideration and appropriate action, relating to the determination and declaration of Phoenix Oil & Utility Services to be the lowest responsible bidder, and also approval of a contract between the Welch Public Works Authority and Phoenix Oil & Utility in the approximate amount of \$32,718.00 for the construction of the Welch Wastewater Collection System Improvements – Two Grinder Pump Stations and a Force Main, and authorizing Chairman Glen Walker to sign and execute all necessary documents. Winston McKeon made a motion to determine and declare the lowest responsible bidder is Phoenix Oil & Utility Services and to approve the contract between the Welch Public Works Authority and Phoenix Oil & Utility Services in the approximate amount of \$32,718.00 for the construction of the Welch Wastewater Collection System Improvements – Two Grinder Pump Stations and a Force Main, and to authorize Mayor Glen Walker to sign and execute all necessary documents. Duane Tucker seconded the motion. All ayes, motion carried.

C. Discussion and possible consideration and appropriate action, relating to approval to pay PO# 063048 in the amount of \$4,679.76 to B & L Waterworks for Inv#'s 011966, 801254, 12427, & 13191 for supplies from the Aerator Fund Acct\*7474. Winston McKeon made a motion to pay PO# 063048 in the amount of \$4,679.76 to B&L Waterworks for 4 invoices from the Aerator Fund Acct\*7474, Glen Walker seconded the motion. All ayes, motion carried.

D. Discussion and possible consideration and appropriate action, relating to approval to pay PO# 063049 in the amount of \$2,300.00 for Inv# 971135 to Bill Jones Excavating for the First Avenue Fire Hydrant replacement. Dylan Massey made a motion to pay PO# 063049 in the amount of \$2,300.00 for invoice# 971135 to Bill Jones Excavating, Winston McKeon seconded the motion. All ayes, motion carried.

7. Adjournment at 7:34 p.m. by Mayor Glen Walker.

A handwritten signature in black ink, appearing to read "Liz Steketee", is written over a horizontal line.

Liz Steketee, Town Clerk

Posted January 17, 2025, before 4:00 p.m.