

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

Date/Time: Monday, December 18, 2023, 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 5:37 p.m. by Barry Armstrong.
2. Pledge of Allegiance was given at 5:37 p.m.
3. Roll Call: Barry Armstrong, Glen Walker, Gary Daugherty, Floyd Moss III – Trustees; Liz Steketee – Town Clerk/Treasurer; Matt Spurgeon – WPWA Superintendent; Steve Davis, Jay Markle – WPWA Operators; Steve Garrett - Town Advisor; Tami McKeon – Communities Unlimited representative; Brandon Webster – Welch Fire Chief; Madison Froelich – Town Citizen.
4. Public Participation (Sign in required and limited to five minutes per citizen). None present.
5. Discussion and possible consideration and appropriate action, relating to approval of the minutes from the November 20, 2023, Regular Meeting minutes. Gary Daugherty made a motion to approve the minutes as written, Floyd Moss III seconded. All ayes, motion approved.
6. Discussion and possible consideration and appropriate action, relating to approval of the claims and financials from November 2023. Glen Walker made a motion to approve the claims and financials for November 2023, Gary Daugherty seconded. All ayes, motion approved.
7. Old Business:
  - A. Update of City Dog Pound and Animal Control Report: Presently empty.
  - B. Discussion and possible consideration and appropriate action, relating to the Welch Civic Center rentals and income. Rentals are steady the past month with 2-3 rentals each week for the Holidays.

- C. Discussion and possible consideration and appropriate action relating to approval of a Work Plan with cooperation between the Town of Welch and Communities Unlimited to successfully perform tasks set out in the Communities Unlimited Technical, Managerial, & Financial Assessment (aka TMF) Workplan, funded by various federal grants with no cost to the Town. Glen Walker made a motion to approve the Work Plan between the Town of Welch and Communities Unlimited to complete tasks set out in the TMF Workplan, Gary Daugherty seconded. All ayes, motion approved.

8. New Business:

- A. Discussion and possible consideration and appropriate action, relating to approval of RESOLUTION 2023-12-18A ADOPTING JOB DESCRIPTIONS AND A PERSONNEL POLICY FOR THE TOWN OF WELCH. Glen Walker made a motion to approve Resolution 2023-12-18A adopting job descriptions and a Personnel Manual for the Town of Welch, Gary Daugherty seconded. All ayes, motion approved.
- B. Discussion and possible consideration and appropriate action relating to approval of RESOLUTION 2023-12-18C AUTHORIZING THE MAYOR TO ACCEPT THE OKLAHOMA DEPARTMENT OF COMMERCE (ODOC) COMMUNITY DEVELOPMENT BLOCK GRANT # 19252 CDBG – CIP 23 FOR CAPITAL IMPROVEMENT PLANNING AND FOR THE MAYOR TO ACT AS THE CHIEF EXECUTIVE OFFICER OF SUCH GRANT. Barry Armstrong made a motion to approve Resolution 2023-12-18B to authorize the Mayor to accept the and act as the executive Officer of the ODOC CDBG No 19252 CDBG-CIP 23 for Capital Improvement Planning, Floyd Moss III seconded. All ayes, motion approved.
- C. Discussion and possible consideration and appropriate action relating to approval of Ordinance 2023-06-19, AN ORDINANCE OF THE TOWN OF WELCH, OKLAHOMA, AMENDING SECTION 2-103, ENTITLED “MAYOR’S POWERS AND DUTIES” OF THE CODE OF ORDINANCES OF THE TOWN OF WELCH, OKLAHOMA, RELATING TO THE OFFICIAL DUTIES OF THE MAYOR; ALSO CREATING THE POSITION OF VICE-MAYOR AND ASSIGNING OFFICIAL DUTIES; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, ESTABLISHING AN EFFECTIVE DATE AND DECLARING AN EMERGENCY. . A motion was made by Trustee Glen Walker and 2<sup>nd</sup> by Trustee Gary Daugherty amending the duties of Mayor to create a Vice Mayor position that an Emergency Clause as it relates to Ordinance 2023-6-19, by reason of the timely need for adoption to protect the public’s health, safety, and welfare, an emergency is hereby declared to exist for which the ordinance shall become effective immediately upon its passage and approval, with publication as provided by state law
- D. Discussion and possible consideration and appropriate action relating to approval of the Emergency Clause for Ordinance 2023-06-19. A motion was made by Trustee Glen Walker and 2<sup>nd</sup> by Trustee Gary Daugherty that an Emergency Clause as it relates to Ordinance 2023-6-19, by reason of the timely need for adoption to protect the public’s health, safety, and welfare, an emergency is hereby declared to exist for

which the ordinance shall become effective immediately upon its passage and approval, with publication as provided by state law.

- E. Discussion and possible consideration and appropriate action, relating to re-appointing Barry Armstrong as Vice Mayor of the Town of Welch. Floyd Moss III made a motion to appoint Barry Armstrong as Vice Mayor of the Town of Welch, Glen Walker seconded. All ayes, motion approved.
- F. Discussion and possible consideration and appropriate action relating to approval for the Town of Welch to join the Vinita Area Chamber Commerce in the amount of \$210.00 (annual fee for 2024), for economic development purposes. Gary Daugherty made a motion to approve joining the Vinita Area Chamber of Commerce, Glen Walker seconded. Barry Armstong – Nay, Glen Walker – Yea, Gary Daugherty – Yea, Floyd Moss III – Yea, passed with 3 yes votes.
- G. Adjournment: Glen Walker made a motion to adjourn at 6:08 p.m., seconded by Gary Daugherty. All ayes to adjourn.



Liz Steketee, Town Clerk

Posted December 20, 2023 before 4:00 p.m.

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

Date/Time: **Monday, December 18, 2023, 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 6:07 p.m. by Vice Mayor Barry Armstrong.
2. Roll Call: Barry Armstrong – Vice Mayor; Glen Walker, Gary Daugherty, Floyd Moss III – Trustees; Liz Steketee – Town Clerk/Treasurer; Matt Spurgeon – WPWA Superintendent; Steve Davis, Jay Markle – Water Operators; Steve Garrett - Town Advisor; Tami McKeon – Communities Unlimited representative; Brandon Webster – Welch Fire Chief; Madison Froelich – Town Citizen.
3. Discussion and possible consideration and appropriate action, relating to approval of the minutes from the November 20, 2023, Regular Meeting Minutes. Glen Walker made a motion to approve the minutes as written, Floyd Moss III seconded. All ayes, motion approved.
4. Discussion and possible consideration and appropriate action, relating to approval of the claims and financials from November 2023. Glen Walker made a motion to approve the Claims and Financials from November 2023, Gary Daugherty seconded. All ayes, motion approved.
5. Old Business:
  - A. Water Superintendent Update: Superintendent Matt Spurgeon reported that they have repaired 3 or 4 leaks this past 2 weeks, the old water plant is having the electrical system looked at since it has age issues, and there is a section out west that needs new line and meters put in a mile section starting at Brandon Websters line going north and cutting back east. Currently it sits in the middle of a crop field at a very shallow depth. Grant funds will need to be procured for this replacement.
  - B. Presentation and discussion of past due water bills and meter repairs. 5 meters were locked off due to nonpayment, all but 1 paid in full.
6. New Business:

A. Discussion and possible consideration and appropriate action relating to approval of RESOLUTION 2023-12-18 B ADOPTING JOB DESCRIPTIONS AND A PERSONNEL POLICY FOR THE WELCH PUBLIC WORKS AUTHORITY. Glen Walker made a motion to approve and adopt Resolution 2023-12-18B job descriptions and personnel manual for WPWA, Gary Daugherty seconded. All ayes, motion approved and adopted.

B. Discussion and possible consideration and appropriate action relating to approval to submit the first Disbursement Request to Communities Unlimited Bridge Loan No. 11060 for PO# 798970 in the amount of \$70,229.23 for DWSRF P40-2001801-01 Pay App #9 for Sept. 25 2023 through October 31 2023. Glen Walker made a motion to approve submittal of the first Disbursement Request for PO# 798970 in the amount of \$70,229.23 from Communities Unlimited Loan No. 11060, Floyd Moss III seconded. All ayes, motion approved.

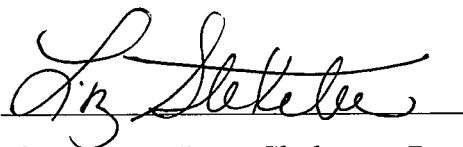
C. Discussion and possible consideration and appropriate action relating to the growing number of water bills with no valid mailing address and being hand delivered. Gary Daugherty made a motion to charge \$25.00 for each hand delivery of the Welch Public Works Authority billing statement.

D. Discussion and possible consideration and appropriate action, relating to a proposed Executive Session to discuss personnel issues concerning the employment, appointment, and possible promotion of Welch Public Works Authority Crew Member James Markle, for the purpose of review of individual job performance, possible promotion, and possible pay raise, pursuant to Title 25, Oklahoma Statutes, Section 307 (B) (1). Glen Walker made a motion to go into Executive Session, Gary Daugherty seconded. All Trustees voted aye, and motion approved.

E. Vote to come out of Executive Session. Gary Daugherty made a motion to come out of Executive Session with Glen Walker seconding. All Trustees voted aye, motion and session closed.

F. Discussion and possible consideration and appropriate action, related to personnel issues concerning the employment, appointment, and possible promotion of Welch Public Works Authority Crew Member James Markle, for the purpose of review of individual job performance, possible promotion, and possible pay raise. Trustee Glen Walker made a motion to promote James Markle to Water/Wastewater Operator and increase his pay to \$1,130 per pay period, Trustee Gary Daugherty seconded the motion. All Trustees voted aye, motion carried.

7. Adjournment: Glen Walker made a motion to adjourn, Gary Daugherty seconded. All ayes, meeting adjourned at 6:48 p.m.



Liz Stetekee, Town Clerk

Posted December 20, 2023 before 4:00 p.m.