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

Date/Time: **Monday, November 20, 2023, at 5:30 p.m.**

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

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**MINUTES**

1. Meeting Call to Order at 6:02 p.m. by Mayor Kathy Jenkins.
2. Pledge of Allegiance was done at 5:31 pm.
3. Roll Call: Kathy Jenkins, Barry Armstrong, Floyd Moss III, Gary Daugherty, Glen Walker – Trustees; Liz Steketee – Town Clerk; Matt Spurgeon – Water Superintendent; Steve Davis – WPWA Operator; Jay Markle – WPWA employee; Steve Garrett – Steve Garrett Municipal Media; Madison Froelich, Shannon Walker – Town Citizens.
4. Public Participation (Sign in required and limited to five minutes per citizen). Shannon Walker shared his plans for possible future senior housing around Welch.
5. Discussion and possible consideration and appropriate action, relating to approval of the minutes from the October 16, 2023, Regular Meeting minutes. Barry Armstrong made a motion to approve the minutes as written, Floyd Moss III seconded. Kathy Jenkins Aye, Barry Armstrong Aye, Floyd Moss III Aye, Gary Daugherty Aye, Glen Walker abstained due to not being present at that meeting.
6. Discussion and possible consideration and appropriate action, relating to approval of the claims and financials from October 2023. Barry Armstrong made a motion to approve the claims and financials for October 2023, Glen Walker seconded. All ayes, motion approved.
7. Old Business:
8. Update of City Dog Pound and Animal Control Report: Steve Davis reported the dog kennels are empty.
9. Discussion and possible consideration and appropriate action, relating to the Welch Civic Center rentals and income. There were 4 large meetings scheduled and a Preschool Thanksgiving Program since the last board meeting. December 16 2023 Mayor Kathy Jenkins will be presenting a free Christmas movie event from 1 pm to 3 pm for children and families of Welch and surrounding areas. She is looking for a Civic group that would be interested in serving refreshments.
10. Discussion and possible consideration and appropriate action, relating to a Jefferson Highway activity update. Mayor Kathy Jenkins related the 2024 Schedule of Events planned this summer with Tours along the Jefferson Highway, and Welch has been listed as a stopping place for Welch Park behind the Civic Center and Ball fields.
11. New Business:
12. Discussion and possible consideration and appropriate action, relating to the approval of the Town of Welch Board of Trustees Regular Meeting Dates and Times for the Year 2024. Glen Walker made a motion to approve the 2024 Meeting dates and times for the Town of Welch Board of Trustees, Floyd Moss III seconded. All ayes, motion approved.
13. Discussion and possible consideration and appropriate action relating to paying Steve Cass for the Welch Harvest Days street cleanup in the amount of $100.00. Glen Walker made a motion to approve paying $100.00 to Steve Cass for the downtown cleanup done for Harvest Days 2023, Floyd Moss III seconded. All ayes, motion approved.
14. Discussion and possible consideration and appropriate action relating to closing the office Friday, Nov. 24th after Thanksgiving Thursday, November 23rd, 2023. Glen Walker made a motion to approve the Town Hall and Welch Public Works Authority being closed Friday after Thanksgiving 2023, Floyd Moss III seconded. All ayes, motion approved.
15. Discussion and possible consideration and appropriate action relating toapproval 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. Floyd Moss III made a motion to table until the next meeting due to illness of the presenter, Glen Walker seconded. All ayes, motion approved.
16. Discussion and possible consideration and appropriate action relating toapproval of renewing Employee Insurance for medical, dental, and vision for the Year 2024. Glen Walker made a motion to approve renewal of the Employee Insurance for medical, vision, and dental for 2024, Gary Daugherty seconded. All ayes, motion approved.
17. Discussion and possible consideration and appropriate action relating toapproval and adoption of the Town of Welch and Welch Public Works Authority Employee Personnel Manual. Glen Walker made a motion to approve the Town of Welch and Welch Public Works Authority Personnel Manual with changes to be made, Kathy Jenkins seconded. All ayes, motion approved.
18. Discussion and possible consideration and appropriate action relating to theapproval and adoption of the Town of Welch Facilities Crew Member Job Description. Glen Walker made a motion to approve the Town of Welch Crew Member Job Description, Gary Daugherty seconded. All ayes, motion approved.
19. Discussion and possible consideration and appropriate action relating to theapproval and renewal of the Interlocal Agreement between Independent School District 1017 of Craig County, a Public School District also known as Welch Public Schools and the Town of Welch. Glen Walker made a motion to approve changing the Interlocal Agreement with Welch Public Schools to reflect no mowing or grounds maintenance to be done by School personnel, but all Kid Activities will be free of charge and deposit, with the understanding the School Superintendent will be notified of lack of cleaning or trash removal as needed to correct, or bill upon not being cleaned in a timely manner. Gary Daugherty seconded. All ayes, motion approved.
20. Adjournment: Glen Walker made a motion to adjourn at 7:08 p. m., seconded by Kathy Jenkins. All ayes, meeting adjourned.

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­­­ Liz Steketee, Town Clerk Posted November 22, 2023 before 4:00 p.m.

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

Date/Time: **Monday, November 20, 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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**MINUTES**

1. Meeting Call to Order at 5:31 p.m. by Mayor Kathy Jenkins.

2. Roll Call: Kathy Jenkins, Barry Armstrong, Floyd Moss III, Gary Daugherty, Glen Walker – Trustees; Liz Steketee – Town Clerk; Matt Spurgeon – Water Superintendent; Steve Davis – WPWA Operator; Jay Markle – WPWA employee; Steve Garrett – Steve Garrett Municipal Media; Madison Froelich, Shannon Walker – Town Citizens.

3. Discussion and possible consideration and appropriate action, relating to approval of the minutes from the October 16, 2023, Regular Meeting Minutes. Barry Armstrong made a motion to approve the minutes from Oct. 16 2023 Regular Meeting Minutes, seconded by Kathy Jenkins. Kathy Jenkins Aye, Barry Armstrong Aye, Floyd Moss III Aye, Gary Daugherty Aye, Glen Walker abstained due to not being present at that meeting.

4. Discussion and possible consideration and appropriate action, relating to approval of the claims and financials from October 2023. Glen Walker made a motion to approve the claims and financials from October 2023, Kathy Jenkins seconded. All ayes, motion approved.

5. Old Business:

A. Water Superintendent Update: Matt Spurgeon passed his Water “C” Operator Class at Rose College on November 7th. The WPWA staff has replaced 2 new meters and piping into the Fire Station/Water Sales Valve Box and Nelson Bros. Welding replaced all the valves for the water filling system. Tuesday will be the Pre-Construction meeting for Contract A & B to install a force main to handle the sewer pumping from manhole #2 while the new lift station is being built, and to coordinate with Contract B on the 2nd phase of the OWRB/ARPA Sanitary Sewer/Main Lift Station Replacement Project

B. Presentation and discussion of past due water bills and meter repairs. 7 meters were locked off with one remaining unpaid and locked off.

6. New Business:

A. Discussion and possible consideration and appropriate action relating to the approval of the Welch Public Works Authority Board of Trustees Regular Meeting Dates and Times for the Year 2024. Barry Armstrong made a motion to approve the 2024 Meeting dates and times for the Welch Public Works Authority Board of Trustees, Floyd Moss III seconded. All ayes, motion approved.

B. Discussion and possible consideration and appropriate action relating to approval of PO# 787435 in the amount of $2,625.00 to Ward Engineering from the Aerator Fund Account. Barry Armstrong made a motion to pay PO# 787435 in the amount of $2,625.00 to Ward Engineering from the Aerator Fund Account, Glen Walker seconded. All ayes, motion approved.

D. Discussion and possible consideration and appropriate action relating to approval and adoption of the Town of Welch and Welch Public Works Authority Employee Personnel Manual. Glen Walker made a motion to approve the Employee Personnel Manual with changes to be made, Barry Armstrong seconded. All ayes, motion approved.

E. Discussion and possible consideration and appropriate action relating to approval and adoption of the Public Works Superintendent and Public Works Crew Member Job Descriptions. Barry Armstrong made a motion to approve the Public Works Superintendent and Public Works Crewmember job descriptions, Floyd Moss III seconded. All ayes, motion approved.

7. Adjournment:Kathy Jenkins made a motion to adjourn at 6:02 p.m. Barry Armstrong seconded. All ayes, meeting adjourned.

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­­­Liz Steketee, Town Clerk Posted November 22, 2023 before 4:00 p.m.