

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

Date/Time: **Monday, November 21, 2022 at 5:30 p.m.**

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

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 5:31 p.m. by Mayor Winston McKeon.
2. Roll Call: Winston McKeon, Tommy Dodson, Barry Armstrong, Glen Walker – Trustees; Liz Steketee – Town Clerk; Steve Davis, Matt Spurgeon – WPWA Operators; Joel Barnaby – Town Attorney; Madison Froelich – Citizen.
3. Public Participation (Sign in required and limited to five minutes per citizen). Madison Froelich discussed what meetings she is working on to attend at the County level and opportunities for assistance in setting up group to Improve Emergency Services for the Northwest corner of Craig County.
4. Discussion and possible consideration and appropriate action, relating to approval of the minutes from the October 17, 2022 Regular Meeting and the October 21, 2022 Special Meeting. Barry Armstrong made a motion to approve the minutes as written for the regular and special meeting, Tommy Dodson seconded. All ayes, motion approved.
5. Discussion and possible consideration and appropriate action, relating to approval of the claims and financials from October 2022. Barry Armstrong made a motion to approve the claims and financials for October 2022, Tommy Dodson seconded. All ayes, motion approved.
6. Old Business:
 - A. Update of City Dog Pound and Animal Control Report: The pound is empty.
 - B. Discussion and possible consideration and appropriate action, relating to the Welch Civic Center rentals and rental income. There have been 5 rentals in November 2022. Tommy Dodson said the Civic Center Committee will look to January for their first meeting. Tommy Dodson will know more for December's meeting for a date and time. Barry Armstrong will call Lance Frazier for a date to do electrical repair.

- C. Discussion and possible consideration and appropriate action, relating to 911 Emergency Services for the Town of Welch Area provided by Mercy Emergency Ambulance Services and the Craig County Emergency Commissioners, and options for improvement. Madison is working on setting up a 501c3 group to ensure grant funding can be applied for to help funding future opportunities for our surrounding communities emergency services, and she is hoping to talk to the Cherokee Nation on other options.
- D. Discussion and possible consideration and appropriate action, relating to approval of beginning a process of developing job descriptions for all employees of the Town of Welch. Joel Barnaby suggested the Clerk call Oklahoma Municipal Management Services for guidance for these job descriptions and a possible meeting to develop them.
- E. Discussion and possible consideration and appropriate action, relating to the designation of where to place a materials yard for rocks, dirt, gravel, etc by City Hall with a long-armed gate that will be available to use by anyone presenting a Welch Public Works Authority monthly statement. No action taken, still looking for a viable spot.
- F. Discussion and possible consideration and appropriate action, relating to duties and responsibilities of a part-time receptionist/water clerk. Tabled until the December Meeting.
- G. Discussion and possible consideration and appropriate action, relating to repair and upgrades to the ABC Park. Barry Armstrong suggested we have Hugo Morales meet with him and Tommy to work on an expanded role for the groundskeeping at the Civic Center so he can submit a bid for the expanded work.

7. New Business:

- A. Discussion and possible consideration and appropriate action, relating to approval of renewal of employee insurance with BCBS of Oklahoma for 2 employees for 2023 for a total monthly premium of \$1,881.74. Tommy Dodson made a motion to approve the increase of premium for 2 employees from BCBS of Oklahoma, Barry Armstrong seconded. All ayes, motion approved.
- B. Discussion and possible consideration and appropriate action, relating to approval of the adoption of **RESOLUTION 2022-11-21 WHEREAS THE TOWN OF WELCH ADOPTS THE CRAIG COUNTY HAZARD MITIGATION PLAN AS THIS JURISDICTION'S NATURAL HAZARD MITIGATION PLAN.** Barry Armstrong made a motion to approve Resolution 2022-11-21 adopting the Craig County Hazard Mitigation Plan, Glen Walker seconded the motion. Winston McKeon, Barry Armstrong, and Glen walker were yeas, Tommy Dodson voted nay. Resolution adopted.

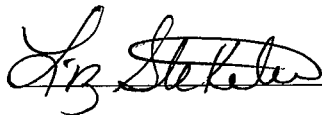
C. Discussion and possible consideration and appropriate action, relating to repair and upgrades to the Dorothy & Paul Tucker Memorial Park and donated funds for the building of picnic table area. Barry Armstrong made a motion to accept the cash donation for a picnic table and other donated items for upgrades at the Dorothy Tucker Park.

D. Discussion and possible consideration and appropriate action, relating to approve a window treatment options with costs, for the window at the Civic Center in the small meeting room. Tabled until the December meeting.

G. Discussion and possible consideration and appropriate action relating to setting a Christmas Movie Night for the public at The Civic Center lasting approximately 2-4 hours. Barry Armstrong made a motion to donate the use of the Civic Center for this open to the public Christmas Movie event set for December 17, 2022 at 5 p.m. and will be free for all to watch, Tommy Dodson seconded the motion. All ayes, motion approved.

H. Discussion and possible consideration and appropriate action relating to setting December 3rd, 2022 2:00 pm as date/time of the Welch Christmas Parade and approval of splitting the cost of the candy to be given out with the Welch Fire Dept., in order to promote the Town of Welch. Tommy Dodson made a motion to set December 3, 2022 2 p.m. for the Welch Christmas Parade and split the cost of the candy to be given out during the parade, Barry Armstrong seconded the motion. All ayes, motion approved.

8. Adjournment: Barry Armstrong made a motion to adjourn, Winston McKeon seconded. Meeting adjourned at 6:15 p.m.



Liz Steketee, Town Clerk

Posted November 22, 2022 before 4:00 p.m.



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

Date/Time: **Monday, November 21, 2022 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.**

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 6:15 by Mayor Winston McKeon.
2. Roll Call: Winston McKeon, Tommy Dodson, Barry Armstrong, Glen Walker – Trustees; Liz Steketee – Town clerk – Steve Davis, Matt Spurgeon – WPWA Operators; Joel Barnaby – Town Counsel.
3. Discussion and possible consideration and appropriate action, relating to approval of the minutes from the October 17, 2022 Regular Meeting and the October 21, 2022 Special Meeting. Barry Armstrong made a motion to accept and approve the minutes as written, Tommy Dodson seconded the motion. All ayes, motion approved.
4. Discussion and possible consideration and appropriate action, relating to approval of the claims and financials from October 2022. Tommy Dodson made a motion to approve the claims and financials from October 2022, Barry Armstrong seconded the motion. All ayes, motion approved.
5. Old Business:
 - A. Water Superintendent Update: There were several new meter and sewer taps installed the last month, 25 meters were replaced, with 3 sewer taps left to complete.
 - B. Presentation and discussion of past due water bills. 3 meters were locked off and all paid reconnect fee and overdue balance in full.
 - C. Discussion and possible consideration and appropriate action, relating to updates regarding the Aerator repair. Tabled until bids come in.
6. New Business:
 - A. Discussion and possible consideration and appropriate action, relating to approval to open a separate account at Welch State Bank for depositing and administering the ORWA/DEQ RIG grant with Welch Public Works Authority as the receiver and the account name of Welch


Public Works Authority ORWA/DEQ RIG Grant Account that must remain at all times segregated. Barry Armstrong made a motion to approve setting up a separate Welch Public Works Authority ORWA/DEQ RIG Grant account to be kept segregated, Tommy Dodson seconded the motion. All ayes, motion approved.

B. Discussion and possible consideration and appropriate action, relating to approval for moving to a separate Welch Public Works Authority account for the Town of Welch ARPA NEU funds in the amount of \$102,482.20 to encumber it for the use in the Public Works Authority Wastewater Collection System Improvements. Barry Armstrong made a motion to set up a Welch Public Works Authority account to encumber the Town of Welch ARPA NEU Funds for the use in the Welch Public Works Authority Wastewater Collection Systems Improvements, Tommy Dodson seconded the motion. All ayes, motion approved.

C. Discussion and possible consideration and appropriate action, relating to establishing extra duty pay for emergency duties above and beyond the normal job duties. Joel Barnaby, Town Counsel, suggested the Clerk call Oklahoma Municipal Management Services for guidance for these job descriptions and a possible meeting to develop them. This item is tabled until the December meeting.

D. Discussion and possible consideration and appropriate action, relating to awarding the Welch Public Works Authority Wastewater Collection System Improvements Project based upon qualifications not price, to the most responsible Respondent for Engineering Requests for Qualifications (RFQ), following 2 CFR 200:317-327. Tommy Dodson made a motion to approve the award of the proposal received from Ward Engineering, with the Board finding Ward Engineering as the most qualified respondent with regards to, as follows: the proposed project approach and timeline, project organization and staffing, previous project experience, prior experience with Welch Public Works Authority, and references, in relation to the Welch Public Works Authority Wastewater Collection System Improvements Project, and in accordance with Title 2 CFR 200:317-327 and concerning the Engineering Requests for Qualifications sent to three engineering firms. Barry Armstrong seconded the motion. All ayes, motion approved.

7. Adjournment at 6:56 p.m. by Mayor Winston McKeon.



Liz Steketee, Town Clerk

Posted November 22, 2022 before 4:00 p.m.

