

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

Date/Time: Monday, September 19, 2022 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 5:41 P.M. BY Mayor Winston McKeon.
2. Roll Call: Winston McKeon, Tommy Dodson, Barry Armstrong – Trustees; Liz Steketee – Town Clerk; Brad Mount – Water Superintendent; Kenni Morton, Bobbi Burns - Citizens
3. Public Participation (Sign in required and limited to five minutes per citizen). Kenni Morton, Bobbi Burns brought their concerns with speeding cars on street where the bus picks up and drops off students and asked if the Town could look at closing or restricting traffic on this one block of Queen Street. Mayor Winston McKeon will ask Hugh Gordon, Craig County Commissioner, to do a traffic strip study for two weeks on this block for further considerations.
4. Discussion and possible consideration and appropriate action, relating to approval of the minutes from the August 15, 2022 Regular Meeting. Tommy Dodson made a motion to approve the minutes as written, Barry Armstrong seconded. All ayes, motion approved.
5. Discussion and possible consideration and appropriate action, relating to approval of the claims and financials from August 2022. Tommy Dodson made a motion to table the Financials and to approve the claims for August 2022, Barry Armstrong seconded. All ayes, motion approved.
6. Old Business:
  - A. Update of City Dog Pound and Animal Control Report: Empty after a kind soul took four kittens that were abandoned.

- B. Discussion and possible consideration and appropriate action, relating to the Welch Civic Center rentals and rental income. There were 3 rentals in August and 4 for September.
- C. Discussion and possible consideration and appropriate action, relating to the survey report from Huddleston Land Survey on the east Fourth Avenue right of way, resolving the 2<sup>nd</sup> invoice for \$1200.00, and authorizing a letter to Huddleston Land Survey. Tabled for letter revisions to be done and presented at the October meeting.
- D. Discussion and possible consideration and appropriate action, relating to possible purchase of a fire and security system for the City Hall and the Welch Fire Department truck & engine bay building, with costs analysis for different types. Zack Steketee is working on a system estimate to be ready by Thursday and to be presented at the next meeting.
- E. 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. Discussions ensued on generalized shared duties and is being tabled until the next meeting.
- F. Discussion and possible consideration and appropriate action, relating to scheduling a time to install street signs. No action taken as Winston is working with Roxie to schedule work to take place.
- G. Discussion and possible consideration and appropriate action, relating to reviewing the cost of mailing statement postcards through USPS (U.S. Mail) by permitted mail, which is \$275 annual fee and 0.44 per postcard for first class mail per postcard each month. (370 x 0.44=\$162.80) No action taken as matter was resolved and permit was reopened with no annual fee.

7. New Business:

- A. Discussion and possible consideration and appropriate action, relating to **AN ORDINANCE OF THE TOWN OF WELCH, OKLAHOMA, AMENDING PART 2, SECTION 2-105, ENTITLED "TOWN CLERK-TREASURER, DUTIES" OF THE CODE OF ORDINANCES OF THE TOWN OF WELCH, OKLAHOMA, RELATING TO THE SALARY AND OFFICIAL DUTIES OF THE TOWN CLERK-TREASURER, AND ALSO THE ADMINISTRATIVE AND OTHER DUTIES OF THE NON-ELECTED TOWN OFFICE COORDINATOR POSITION REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH, ESTABLISHING AN EFFECTIVE DATE AND DECLARING AN EMERGENCY. Tabled for further review by the Town Attorney.**

B. Discussion and possible consideration and appropriate action, relating to the 2022-2023 engagement letter to retain Johnny R Ragsdale CPA, PLLC Certified Public Accountants for compilation of Financial Statements and Financial Services. Tommy Dodson made a motion to approve retaining Johnny Ragsdale, CPA, PLLC Certified Public Accountants for compilation of financial statements and financial services for the Fiscal Year of July 1, 2022 through June 30, 2023. Barry Armstrong seconded. All ayes, motion approved.

C. Discussion and possible consideration and appropriate action, relating to the Audit Engagement Letter from Ober & Littlefield, CPAs, PLLC for auditing services for the year ending June 30, 2022. Tommy Dodson made a motion to approve and enter into the engagement letter from Ober & Littlefield, CPA's for auditing services for the year ending June 30, 2023, Barry Armstrong seconded. All ayes, motion approved.


D. Discussion and possible consideration and appropriate action, relating to the Audit Representation Letter from Ober & Littlefield, CPA's, PLLC for the completed audit for the year ending June 30, 2022. Barry Armstrong made a motion to accept the Audit Representative Letter from Ober & Littlefield, CPA's, Tommy Dodson seconded. All ayes, motion approved.

E. Discussion and possible consideration and appropriate action related to designating a materials yard for rocks, dirt, gravel, etc. by City Hall next to the railroad easement with a long-armed gate that will be available to use by anyone presenting a Welch Public Works Authority monthly statement. Discussion on where to place a materials yard occurred and this matter will be tabled until the next meeting.

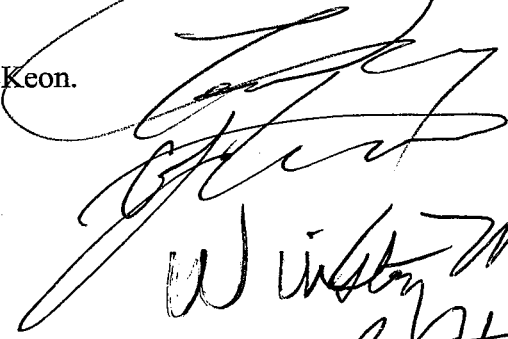

F. Discussion and possible consideration and appropriate action, relating to placing a frost-free hydrant at the V.F.W. Memorial Park on 4<sup>th</sup> Avenue to provide a viable water source for the Welch Redbud Garden Club to maintain the Memorial. Barry Armstrong made a motion to approve placing a frost-free hydrant at the V.F.W. Memorial Park, Tommy Dodson seconded. All ayes, motion approved.

G. Discussion and possible consideration and appropriate action, relating to a possible public nuisance and being dangerous to public health due to damage, decay, or other condition on the building at 156 W. First Avenue. Tommy Dodson made a motion to start discussion with the Town Attorney regarding this process, Barry Armstrong seconded. All ayes, motion approved.

8. Adjournment at 6:37 p.m. by Mayor Winston McKeon.

  
Liz Stetekee, Town Clerk

Posted September 20, 2022 before 4:00 p.m.

  
Winston McKeon  


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

Date/Time: **Monday, September 19, 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.**

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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 6:37 p.m. by Mayor Winston McKeon.
2. Roll Call: Winston McKeon, Tommy Dodson, Barry Armstrong – Trustees; Liz Steketee – Town Clerk; Brad Mount – Water Superintendent.
3. Discussion and possible consideration and appropriate action, relating to approval of the minutes from the August 15, 2022 Regular Meeting. Barry Armstrong made a motion to approve the minutes as written, Tommy Dodson seconded. All ayes, motion approved.
4. Discussion and possible consideration and appropriate action, relating to approval of the claims and financials from August 2022. Barry Armstrong made a motion to table the August Financials and to approve the August 2022 Claims, Tommy Dodson seconded. All ayes, motion approved.
5. Old Business:
  - A. Water Superintendent Update: The sewer lift station pump has burnt up and needs to be replaced. One has been ordered but it has an 8-week lead time before being shipped. 3 trash pumps are being manned by Matt to be maintained at normal operation.
  - B. Presentation and discussion of past due water bills. 2 meters were locked for nonpayment of water usage and are still locked.
  - C. Discussion and possible consideration and appropriate action, relating to updates regarding the Aerator repair. Matt Spurgeon called the engineers Friday to speed the schedule up for them to arrive.
6. New Business:
  - A. Discussion and possible consideration and appropriate action, relating to placing a frost-free hydrant at the V.F.W. Memorial Park on 4<sup>th</sup> Avenue to provide a viable water source for the Welch Redbud Garden Club to maintain the Memorial. Barry Armstrong made a motion

to approve the placement of a frost-free faucet at the V.F.W. Memorial Park, Tommy Dodson seconded. All ayes, motion approved.

7. Adjournment at 6:52 p.m. by Mayor Winston McKeon.



Liz Stekete, Town Clerk

Posted September 20, 2022 before 4:00 p.m.

