

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

Date/Time: Monday, August 15, 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: 45 p.m.
2. Roll Call: Winston McKeon, Tommy Dodson, Barry Armstrong, Glen Walker, Kathy Jenkins – Trustees; Liz Steketee – Town Clerk; Brad Mount – Water Superintendent; Steve Davis – WPWA Operator; Joel Barnaby – Town Attorney.
3. Public Participation (Sign in required and limited to five minutes per citizen). No public showed up.
4. Discussion and possible consideration and appropriate action, relating to approval of the minutes from the July 18, 2022 Regular Meeting and the August 2, 2022 Special Meeting. Tommy Dodson made a motion to approve the minutes as written, Glen Walker seconded. All ayes, motion approved.
5. Discussion and possible consideration and appropriate action, relating to approval of the claims and financials from July 2022. Tommy Dodson made a motion to approve the claims and financials for July 2022, Glen Walker 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 were 4 rentals, along with 4-H meetings.
 - C. Discussion and possible consideration and appropriate action, relating to the survey report from Huddleston Surveying on the east Fourth Avenue right of way. Barry Armstrong made a motion to not use the services from Huddleston Land Surveying and resolve with a final invoice, Glen Walker seconded. All ayes, motion approved.

- 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. Tabled until cost study is complete.
- 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. Drafts should be ready for the next meeting for discussion and approval.
- F. Discussion and possible consideration and appropriate action, relating to scheduling a time to install street signs. Winston McKeon will be setting up a placement schedule.
- G. Discussion and possible consideration and appropriate action, relating to approval to review, update, or adopt purchasing resolution and the purchase order process to establish spending thresholds for office supplies purchased by the different departments. Tabled for the next meeting.
- H. Discussion and possible consideration and appropriate action, relating to bid quotes received from Licensed Electricians to replace the main electric panel for the Civic Center due to a malfunction and age that cannot be repaired. Tabled until the next meeting to see if the Town Clerk can get Frazier Electric scheduled for the repair.

7. New Business:

- A. Discussion and possible consideration and appropriate action, relating to setting October 1, 2022 as Welch Fall Cleanup and to reserve and rent roll-off dumpsters from Miami Industrial Supply. Barry Armstrong made a motion to suspend the Fall Clean Up this year due to security and to make Welch Clean Up an annual event each spring, Tommy Dodson seconded. All ayes, motion approved.
- B. Discussion and possible consideration and appropriate action, relating to approval to remove the Johnny Cash Highway sign to be preserved and possible display options. Tommy Dodson made a motion to approve the evaluation of the sign to preserve it and possibly replace it with a new one if needed, and the original will be preserved and placed in the Civic Center. Kathy Jenkins seconded. All ayes, motion approved.
- C. Discussion and possible consideration and appropriate action, relating to placing a sign to post the open hours for Welch Cemetery. Barry Armstrong made a motion to order a sign from Allen Sign for the Welch Cemetery with Open Hours and site info to replace the old one, Glen Walker seconded. All ayes, motion approved.
- D. Discussion and possible consideration and appropriate action, relating to approve PO# 473947 in the amount of \$1,776.00 to Iron Works Steel Supply, LLC for 2 twenty-five-foot tin horns for a 40 ft driveway. Barry Armstrong made a motion to approve PO# 473947 for the tin horns that the Craig County Road District will be placing, and Tucker & Son will be overlaying with concrete, Glen Walker seconded. All ayes, motion approved.

E. Discussion and possible consideration and appropriate action related to a proposed executive session to discuss the employment of Liz Stekete, for the purpose of an annual review of job performance and salary adjustment, concerning her non-elected duties as strictly office personnel, pursuant to 25 O.S. Section 307(B)(1). Tommy Dodson made a motion to go into Executive Session, Barry Armstrong seconded. All ayes, motion approved.

F. Vote to come out of executive session. Glen Walker made a motion to come out of Executive Session, Barry Armstrong seconded. All ayes, motion approved.

G. Executive session minutes provided by Mayor to Town Clerk in a sealed envelope, to be attached to the original minutes.

H. Discussion and possible consideration and appropriate action related to the annual review of job performance of Liz Stekete, and possible salary adjustment concerning her non-elected duties as strictly office personnel. Tommy Dodson made a motion to raise Liz Stekete's salary as an office manager for performing above expectations by instructing Town Attorney Joel Barnaby to draft an ordinance that will increase her salary \$200.00 per month and reflect the duties of office manager upon ordinance approval in the September 2022 regular meeting. Barry Armstrong seconded. All voted aye, Motion approved.

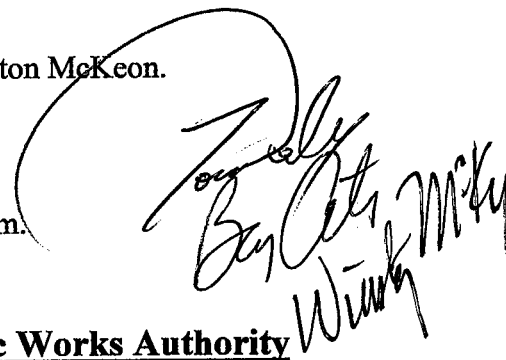
I. Discussion and possible consideration and appropriate action, relating to reviewing the cost of mailing statement postcards through USPS (U.S. Mail) by permitted mail, which is \$275 one-time application fee and 0.44 per postcard for first class mail or postcard stamps at 0.44 cents per postcard each month. (370 x 0.44=\$162.80) Tabled until the September 21022 regular meeting for feedback from the Town Clerk on setting up the permit.

7. Adjournment at 7:15 p.m. by Barry Armstrong, seconded by Winston McKeon.



Liz Stekete, Town Clerk

Posted August 12, 2022 before 4:00 p.m.



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

Date/Time: **Monday, August 15, 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 7:15 p.m. by Mayor Winston McKeon.
2. Roll Call: Winston McKeon, Tommy Dodson, Barry Armstrong, Glen Walker, Kathy Jenkins – Trustees; Liz Steketee – Town Clerk; Brad Mount – WPWA Superintendent; Steve Davis – WPWA Operator; Joel Barnaby – Town Attorney.
3. Discussion and possible consideration and appropriate action, relating to approval of the minutes from the July 18, 2022 Regular Meeting and August 2, 2022 Special Meeting. Tommy Dodson made a motion to approve the minutes of both meetings as written, Barry Armstrong seconded. All ayes, Minutes approved.
4. Discussion and possible consideration and appropriate action, relating to approval of the claims and financials from July 2022. Tommy Dodson made a motion to approve the claims and financials for July 2022, Glen Walker seconded. All ayes, motion approved.
5. Old Business:
 - A. Water Superintendent Update: Brad Mount explained that Pittsburg Tank and Tower are busy replacing the system delivery pipes for the water tower, which should be completed next week. Utility Field Services has broken ground on the Ion Exchange Plant to get the underground utilities laid before the pad and foundation are laid.
 - B. Presentation and discussion of past due water bills. Five meters had to be locked off for nonpayment, with all being paid in full within 2 weeks.
 - C. Discussion and possible consideration and appropriate action, relating to updates regarding the Aerator repair. Brad Mount and Matt Spurgeon are expecting the bids to be sent this week for the aerator repair.
6. New Business:
 - A. Discussion and possible consideration and appropriate action, relating to approval of RESOLUTION (2022-8-15A), A RESOLUTION OF THE WELCH PUBLIC WORKS AUTHORITY (WPWA) AUTHORIZING AND DIRECTING THE EXECUTION OF DOCUMENTS FOR THE REQUEST OF A SEWER OVERFLOW AND WATER REUSE MUNICIPAL GRANT (OSG) FROM THE OKLAHOMA WATER RESOURCES BOARD (OWRB) IN THE AMOUNT OF \$67,000.00. Barry Armstrong made a motion to approve Resolution 2022-8-15A, Kathy Jenkins seconded. All ayes, motion approved.
 - B. Discussion and possible consideration and appropriate action, relating to RESOLUTION (2022-8-15B), A RESOLUTION AUTHORIZING THE PURCHASE OF A 2012 JOHN DEERE XUV (A/K/A JOHN DEERE "GATOR" UTILITY VEHICLE) FOR THE

WELCH PUBLIC WORKS AUTHORITY (WPWA) FOR THE AMOUNT OF \$8,500.00. Barry Armstrong made a motion to approve Ordinance 2022-8-15B authorizing the purchase of an \$8,500 2012 John Deere XUV for WPWA, Glen Walker seconded. All ayes, motion approved.

C. Discussion and possible consideration and appropriate action related to a proposed executive session to discuss the employment of Matt Spurgeon, for the purpose of an annual review of job performance and salary adjustment, concerning his duties as Welch Public Works Authority Operator, pursuant to 25 O.S. Section 307(B)(1). Barry Armstrong made a motion to go into Executive Session, Kathy Jenkins seconded. All Trustees voted aye, and motion approved.

D. Vote to come out of executive session. Barry Armstrong made a motion to come out of Executive Session with Glen Walker seconding. All Trustees voted aye, motion and session closed.

E. Executive session minutes provided by Mayor to the Town Clerk in a sealed envelope to be attached to the original meeting minutes.

F. Discussion and possible consideration and appropriate action related to the annual review of job performance of Matt Spurgeon, and possible salary adjustment concerning his duties as Welch Public Works Authority Operator. Tommy Dodson made a motion to have Brad Mount complete an evaluation and submit to said Board of Trustee, and to increase Matt Spurgeon's hourly rate \$2.50 per hour effective 8/21/2022. Barry Armstrong seconded. All Trustees voted aye motion carried.

G. Discussion and possible consideration and appropriate action relating to approval of RESOLUTION (2022-8-15C), a Resolution of the Welch Public Works Authority (WPWA) authorizing and directing execution of documents for the request of a DEQ/ORWA Rural Infrastructure Grant (RIG) from the Oklahoma Rural Water Association in the amount of \$130,000.00 for necessary upgrades at the lagoon lift station. Barry Armstrong made a motion to approve Resolution 2022-8-15C authorizing signatures and execution of documents for a DEQ/ORWA RIG in the amount of \$130,000.00 for necessary upgrades to the lagoon lift station, Tommy Dodson seconded. All ayes, motion carried.

7. Adjournment at 7:53 p.m. by Barry Armstrong, seconded by Tommy Dodson. All ayes, meeting adjourned.



Liz Steketee, Town Clerk

Posted August 12, 2022 before 4:00 p.m.

