

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

Date/Time: **Monday, April 21, 2025, 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.

AGENDA

1. Meeting Call to Order at:
2. Pledge of Allegiance:
3. Roll Call:
4. Public Participation: (Sign in required and limited to five minutes per citizen)
5. Swearing in of the Board of Trustees of the Town of Welch, elected on April 1, 2025 (terms expire in 2029), for Rusty Satterwhite, Brandon Miller, and Glen Walker, and administering the Oath of Office and Loyalty Oath.
6. Swearing in of the Town Clerk-Town Treasurer, Tricia Briscoe, elected on April 1, 2025 (term expires in 2029) and administering the Oath of Office and Loyalty Oath.
7. Discussion and possible consideration and appropriate action, relating to the appointment of a Mayor for the Town of Welch. (Cannot be self-nominated).
8. Discussion and possible consideration and appropriate action, relating to the approval of the (Municipal) Corporate Resolution for banking at Welch State Bank and changing the names and signatory signees to reflect the elected changes of Town Clerk-Town Treasurer and Board of Trustees members by removing Liz Steketee, Bill Jenkins, and Duane Tucker as signatory signees and adding Tricia Briscoe as Town Clerk-Town Treasurer and Board of Trustees Rusty Satterwhite and Brandon Miller as signatory signees. (This resolution supersedes and revokes all similar resolutions dated prior to April 21, 2025).

9. Discussion and possible consideration and appropriate action, relating to approval of the minutes from March 17, 2025 Regular Meeting Minutes and March 27, 2025 Special Meeting Minutes.

10. Discussion and possible consideration and appropriate action, relating to approval of the claims and financials from March 2025.

11. Old Business:

- A. Update of Town Dog Pound and Animal Control Report.
- B. Welch Fire Chief Update.
- C. Discussion and possible consideration and appropriate action, relating to the Welch Civic Center rentals and income.
- D. Discussion and possible consideration and appropriate action, relating to possibly setting basic rules and purpose for creating a Civic Center Advisory Committee, to help develop a future ordinance to establish this advisory committee.
- E. Discussion and possible consideration and appropriate action, relating to hiring a temporary Town Facilities Crewmember.

12. New Business:

- A. Discussion and possible consideration and appropriate action relating to Ober & Littlefield, CPAs, PLLC presentation for the 2023-2024 Fiscal Year Audit Findings to the Board of Trustees.
- B. Discussion and possible consideration and appropriate action, relating to approval of ORDINANCE 2025-04-21, 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 OFFICIAL DUTIES OF THE TOWN CLERK-TREASURER, AND ALSO THE ADMINISTRATIVE AND OTHER DUTIES OF THE NON-ELECTED OFFICE COORDINATOR POSITION, AND SETTING A BEGINNING SALARY FOR THE NON-ELECTED OFFICE COORDINATOR POSITION OF \$28,800.00; REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HERewith; ESTABLISHING AN EFFECTIVE DATE AND DECLARING AN EMERGENCY.
- C. Discussion, consideration, and appropriate action related to the approval of an emergency clause for Ordinance 2025-04-21.
- D. Discussion and possible consideration and appropriate action, relating to approval of hiring and employing Tricia Briscoe, to the non-elected position of Office Coordinator for the Town of Welch and the Welch Public Works Authority, pursuant to Ordinance 2025-04-21.

- E. Discussion and possible consideration and appropriate action, relating to transferring Truck #7 back to the Welch Fire Department to determine if Truck #7 can be repaired and put into service as a brush truck for the Welch Fire Department.
- F. Discussion and possible consideration and appropriate action, relating to authorizing Trustee McKeon to determine if repair may be possible for the 1996 Ford Ranger pickup, and report back to the Board of Trustees.
- G. Discussion and possible consideration and appropriate action, relating to authorization for the Town Clerk to advertise, in the Vinita Daily Journal for 2 weeks, a Town Crew Member position that will consist of mowing the properties and right of ways of the Town, while assisting other employees of the Town and WPWA as the need arises, and determining and setting a rate of pay for this position.
- H. Discussion and possible consideration and appropriate action, relating to PO# 039650 to Oklahoma Municipal League for the 2025-2026 Service Fees for Welch in the amount of \$1,034.52.
- I. Discussion and possible consideration and appropriate action, relating to amending the Discipline Procedures, Attendance, Punctuality, and Dependability, Recording Your Time, Compensation, Payroll Deductions, Overtime, and Workplace Injuries sections of the Town of Welch & WPWA Employee Personnel Manual.
- J. Discussion and possible consideration and appropriate action, relating to authorizing Trustee McKeon to coordinate with Craig County Commissioner Hugh Gordon for cold asphalt to patch potholes in Town streets, and use of a dump trailer and truck for hauling the cold mix.
- K. Discussion and possible consideration and appropriate action, relating to entering into a Memorandum of Understanding (MOU) between the Town of Welch and Welch Public Works Authority with the owners of 276 S. St. Louis Street and 592 E. Third Avenue regarding the Mini lift stations, grinding pumps, and connecting pipe maintenance and replacement in perpetuity.

13. Adjournment:

Tricia Briscoe, Town Clerk Posted April _____, 2025 before 4:00 p.m.

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

Date/Time: **Monday, April 21, 2025, 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.**

AGENDA

1. Meeting Call to Order at:

2. Roll Call:

3. Discussion and possible consideration and appropriate action, relating to the appointment of Chairperson for the Welch Public Works Authority.

4. Discussion and possible consideration and appropriate action, relating to approval of the minutes from March 17, 2025 Regular Meeting Minutes and March 27, 2025 Special Meeting Minutes.

4. Discussion and possible consideration and appropriate action, relating to approval of the claims and financials from March 2025.

5. Old Business:

A. Water Superintendent Update:

B. Presentation and discussion of past due water bills and meter repairs.

6. New Business:

A. Discussion and possible consideration and appropriate action, ratifying the Town of Welch Board of Trustees approval of the hiring and employing Tricia Briscoe, to the non-elected position of Office Coordinator for the Town of Welch and the Welch Public Works Authority, pursuant to Ordinance 2025-04-21.

B. Discussion and possible consideration and appropriate action, relating to the Formal Acceptance of the Ion Exchange Water Treatment Plant Project Completion, funded in part by the OWRB REAP Grant FAP-20-0014-R and acknowledge that all contractual obligations have been met, allowing for the project closeout process to proceed.

C. Discussion and possible consideration and appropriate action, relating to approving PO# 039633 to Ward Engineering for ARPA Engineering in the amount of \$18,300.00 from the NEU ARPA obligated fund for the 2 mini lift stations on 3rd Avenue for Oklahoma Water Resources Board/American Rescue Plan Act (OWRB/ARPA) Grant No. OWRB/ARP-23-0101G for sanitary collection system improvements.

D. Discussion and possible consideration and appropriate action, relating to approving PO# 039626 in the amount of \$5,008.40 to Phoenix Oil & Utility Services (final payment) for installing 2 mini pump stations for Oklahoma Water Resources Board/American Rescue Plan Act (OWRB/ARPA) Grant No. OWRB/ARP-23-0101G for sanitary collection system improvements.

E. Discussion and possible consideration and appropriate action, relating to a renewal of one additional year on the Continental Refuse Contract signed on March 2024 running through March 2025, to extend the contract through to March 2026.

F. Discussion and possible consideration and appropriate action, relating to authorizing the placement of a "Trustee Lock" on the gate at the Water Tower Property.

G. Discussion and possible consideration and appropriate action relating to accepting the payment plan submitted by Christie Schaeffer.

H. Discussion and possible consideration and appropriate action, relating to the rejection of all bids due to cost reasons, as per engineer, Tim Ward, concerning the construction of a new 30,000-gallon elevated storage tank and related appurtenances.

I. Discussion and possible consideration and appropriate action, relating to entering into a Memorandum of Understanding (MOU) between the Town of Welch and Welch Public Works Authority with the owners of 276 S. St. Louis Street and 592 E. Third Avenue regarding the Mini lift stations, grinding pumps, and connecting pipe maintenance and replacement in perpetuity.

7. Adjournment:

Tricia Briscoe, Town Clerk Posted April _____, 2025, before 4:00 p.m.