

SAPULPA MUNICIPAL AUTHORITY MEETING

CITY HALL - 425 EAST DEWEY AVENUE

COUNCIL CHAMBERS, 2ND FLOOR

7:00 P.M., MONDAY, OCTOBER 1, 2018

MEETING PROCEDURE: Comments from the public are welcome at two different times during the course of the meeting. A Sign in Sheet is located at the back of the room. Those wishing to address the Municipal Authority are to sign in prior to the start of the meeting and identify the item(s) they wish to address. Comments concerning items scheduled on the Agenda will be heard immediately following the presentation by staff or petitioner and Comments concerning items not scheduled on the Agenda will only be heard under the Public Comments section. The Municipal Authority will act on an Item after all comments have been heard.

PLEASE COME TO THE PODIUM WHEN THE CHAIRMAN CALLS YOUR NAME

- AGENDA -

1. **CALL TO ORDER.**
2. **ROLL CALL.**
3. **MINUTES.**
 - A. Consider approving the minutes of the September 17, 2018, regular Municipal Authority meeting.
4. **APPOINTMENTS, AWARDS, PRESENTATIONS, AND PROCLAMATIONS.**
5. **CONSENT ITEMS:** All matters under “Consent” are considered by the Municipal Authority to be routine and will be enacted by one motion. Any Municipal Authority Trustee may, however, remove an item from consent by request.
 - A. Consider approving Claims in the amount of \$152,672.79
(Refer to: Purchase Order Claim Register with City Agenda.)
6. **PUBLIC HEARINGS.**

7. **ADMINISTRATION.**

- A. Discussion and possible action regarding a Resolution of the City of Sapulpa, Oklahoma, and the Sapulpa Municipal Authority, Sapulpa, Oklahoma, amending the FY 2018-2019 annual budget by increasing budgeted beginning fund balance in the cumulative amount of \$137,185.00, revenues in the amount of \$9,709,399.00, and appropriations in the amount of \$9,695,338.00 in various funds for the purpose of rolling forward FY 2017-2018 funds for items that were expected to be received or expensed in FY 2017-2018 but were not received until after June 30, 2018, the end of FY 2017-2018.

8. **NEW BUSINESS.**

9. **INFORMATIONAL ITEMS FROM CHAIRMAN, BOARD OF TRUSTEES, TRUST MANAGER, OR TRUST ATTORNEY.**

- A. Status Report from Tetra Tech regarding various City and SMA projects.

10. **PUBLIC COMMENTS:** The purpose of the Public Comments Section of the Agenda is for members of the public to speak to the Municipal Authority on any subject not scheduled on the Regular Agenda. The Municipal Authority shall make no decision or action, except to direct the Trust Manager to take action, or to schedule the matter for Municipal Authority discussion at a later date.

Please come to the podium when the Chairman calls your name and keep your comments as brief as possible.

11. **ADJOURNMENT.**

Posted this 28th day of September, 2018 at or before 5:00 p.m., at the Sapulpa City Hall, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Name: *Amy Hoehner*

Title: *Legal Assistant*



AGENDA ITEM

Municipal Authority Regular

3.A.

Meeting Date: October 1, 2018

Submitted By: Shirley Burzio, City Clerk

Department: City Clerk

Presented By:

SUBJECT:

Consider approving the minutes of the September 17, 2018, regular Municipal Authority meeting.

BACKGROUND:

RECOMMENDATION:

Attachments

minutes.09-17-2018 sma

SAPULPA MUNICIPAL AUTHORITY
TRUST PROCEEDINGS
Meeting of September 17, 2018

The Board of Trustees of the Sapulpa Municipal Trust Authority met in regular session Monday, September 17, 2018, at 7:00 o'clock P.M. in the City Hall Council Chambers, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Present: Reg Green, Chairman
Louis Martin, Jr., Vice-Chairman
John Anderson, Trustee
Marty Cummins, Trustee
Wes Galloway, Trustee
Craig Henderson, Trustee
Hugo Naifeh, Trustee
Carla Stinnett, Trustee

Absent: Bruce Bledsoe, Trustee
Charles Stephens, Trustee

Staff Present: Joan Riley, Trust Manager; Rick Rumsey, Assistant Trust Manager; Pam Vann, Trust Treasurer; David Widdoes, Trust Attorney; Shirley Burzio, Secretary

1. MINUTES, CONSENT ITEM, ADMINISTRATION.

Motion was made by Vice-Chairman Louis Martin, seconded by Trustee Hugo Naifeh, to approve the following items of business:

- A.** Approve the minutes of the September 4, 2018, regular municipal authority meeting;
- B.** Approve claims in the amount of \$540,626.51;
- C.** Approve the Professional Services Agreement for Engineering Services with Tetra Tech for the Wastewater Treatment Plant Improvements Project in the amount of \$607,500.00.

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Louis Martin, Hugo Naifeh, Carla Stinnett.
NAY-None. Motion carried 8-0.

2. PUBLIC COMMENTS:

There were no comments made to the board.

3. ADJOURNMENT.

There being no further business to consider, motion was made by Vice-Chairman Louis Martin, seconded by Trustee John Anderson, to adjourn the meeting. Motion carried unanimously.

Chairman

Attest:

Secretary



Consent Agenda 5.A.

Municipal Authority Regular

Meeting Date: October 1, 2018

Submitted By: Amber Fisher, Accounts Payable Clerk

SUBJECT:

Consider approving Claims in the amount of \$152,672.79

(Refer to: Purchase Order Claim Register with City Agenda.)



AGENDA ITEM

Administration 7.A.

Municipal Authority Regular

Meeting Date: October 1, 2018

Submitted By: Pam Vann, Finance Director

Department: Finance

Presented By: Pam Vann

SUBJECT:

Discussion and possible action regarding a Resolution of the City of Sapulpa, Oklahoma, and the Sapulpa Municipal Authority, Sapulpa, Oklahoma, amending the FY 2018-2019 annual budget by increasing budgeted beginning fund balance in the cumulative amount of \$137,185.00, revenues in the amount of \$9,709,399.00, and appropriations in the amount of \$9,695,338.00 in various funds for the purpose of rolling forward FY 2017-2018 funds for items that were expected to be received or expensed in FY 2017-2018 but were not received until after June 30, 2018, the end of FY 2017-2018.

BACKGROUND:

The City of Sapulpa has financial commitments by means of contracts, projects, grants, and/or purchase orders which were not completed or received by June 30, 2018. The funds identified for such commitments should be rolled forward from FY 2017-2018 to the FY 2018-2019 budget. (see attached with City Agenda)

RECOMMENDATION:

Staff recommends approval of this resolution.



Municipal Authority Regular

9.A.

Meeting Date: October 1, 2018

Submitted For: Rick Rumsey, Assistant City Manager

Submitted By: Amy Hoehner, Legal Assistant

SUBJECT:

Status Report from Tetra Tech regarding various City and SMA projects.

Attachments

Tetra Tech Status Report

STATUS**O = Operations****P = Planning****E = Engineering Design****C = Construction**

TETRA TECH, INC.
PROJECT STATUS REPORT
SAPULPA, OKLAHOMA
SEPTEMBER 4, 2018

PROJECT		TETRA TECH CONTACT	STATUS	FUNDING	COMMENTS	RECOMMENDED ACTION
1.	Water Atlas Creation	Ryan Mittasch, P.E.	P		Tetra Tech is waiting for atlas markups from city staff to document facilities that were not in the plans previously provided.	City to review draft atlas and provide updated information to Tetra Tech for data entry.
2.	N02-N04 Lift Station, Force Main, and Gravity	Ryan Mittasch, P.E.	E		Construction has begun.	None.
3.	SeneGence/Westside Sewer Plan	Josh Muskopf, P.E.	E		Survey and geotech complete. Potholing of conflicting utilities upcoming. Preliminary design on hold. Meeting with SeneGence representatives pending.	None.
4.	Sapulpa Fire Training Facility Waterline	Josh Muskopf, P.E.	E		Permit approvals from ODOT, ODEQ, and Stillwater Central Railway received. Bid package production underway.	Advertise for bids.
5.	Hobson Street Study	Josh Muskopf, P.E.	P		Study area flow monitoring complete. Survey complete. Study area draft deliverable anticipated completion date is November 30, 2018.	None.
6.	Frankoma Road Sanitary Sewer Extension	Josh Muskopf, P.E.	P		Survey complete. Geotech and potholing upcoming. Environmental information document and engineering report anticipated complete near the end of September.	None.