

SAPULPA MUNICIPAL AUTHORITY MEETING

CITY HALL - 425 EAST DEWEY AVENUE

COUNCIL CHAMBERS, 2ND FLOOR

7:00 P.M., MONDAY, FEBRUARY 19, 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 approval of minutes for the February 5, 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 \$552,274.26
(Refer to: Purchase Order Claim Register with City Agenda)
6. **PUBLIC HEARINGS.**

7. **ADMINISTRATION.**

- A. Discussion and possible action regarding the adoption of a resolution of the City of Sapulpa, Oklahoma, and the Sapulpa Municipal Authority, Sapulpa, Oklahoma, amending the FY 2017-2018 annual budget by increasing revenues and appropriations in the General Fund in the amount of \$1,481.00 and in the Storm Water Management Fund in the amount of \$7,989.00 for the purpose of recognizing additional revenue from insurance reimbursements to provide funds for vehicle repair.

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 16th day of February, 2018 at or before 5:00 p.m., at the Sapulpa City Hall, 425 East Dewey, Sapulpa, Oklahoma.

Name: *Anna Jo Fife*

Title: *Administrative Assistant*



AGENDA ITEM

Municipal Authority Regular

3.A.

Meeting Date: February 19, 2018

Submitted By: Shirley Burzio, City Clerk

Department: City Clerk

Presented By:

SUBJECT:

Consider approval of minutes for the February 5, 2018, regular municipal authority meeting.

BACKGROUND:

RECOMENDATION:

Attachments

minutes.02-05-2018 sma

DRAFT

SAPULPA MUNICIPAL AUTHORITY
TRUST PROCEEDINGS
Meeting of February 5, 2018

The Board of Trustees of the Sapulpa Municipal Trust Authority met in regular session Monday, February 5, 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
Wes Galloway, Trustee
Craig Henderson, Trustee
Alan Jones, Trustee
Hugo Naifeh, Trustee
Charles Stephens, Trustee
Carla Stinnett, Trustee

Absent: Marty Cummins, 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 ITEMS AND 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 January 2, 2018, regular municipal authority meeting;
- B.** Approve the minutes of the January 16, 2018, regular municipal authority meeting;
- C.** Approve claims in the amount of \$471,519.35 for the January 16, 2018, meeting;
- D.** Approve claims in the amount of \$232,669.18;

- E.** Approve the close-out of the North Hickory Wastewater Line Project with Garrow Construction, LLC; approve payment of the final pay request in the amount of \$22,582.50, which includes the approval of the change order deleting the replacement of an 8" ductile iron pipe crossing Hickory Street to be completed during the road construction project on North Hickory and resulting in a \$2,660.00 deduction in the project cost for a total project cost of \$59,015.00; approve all close out documents; establishing the warranty date effective January 8, 2018, through January 8, 2019;
- F.** Approve the acceptance by the City of Sapulpa, Oklahoma, and the Sapulpa Municipal Authority, of Grant Award No. 08-01-05221 from the U.S. Economic Development Administration in the amount of \$1,500,000.00 to support the construction of a sanitary sewer line on the west side of the City of Sapulpa;
- G.** Approve the adoption of a Resolution of the City of Sapulpa, Oklahoma, and the Sapulpa Municipal Authority amending the FY 2017-2018 annual budget by increasing revenues and appropriations in the Grants & Aid Fund in the amount of \$3,005,370.00 to provide funding for the west side sanitary sewer improvements. (Resolution No. 4510);
- H.** Acknowledge receipt of Oklahoma Department of Environmental Quality Permit No. WL000019170906 for construction of 1,560 linear feet of 6" PVC potable waterline, 862 linear feet of 8" PVC potable waterline, and all appurtenances from West Highway 66 (Golf Course) north to West Johnson St.

ROLL CALL: AYE-John Anderson, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 9-0.

- I.** Motion was made by Chairman Hugo Naifeh, seconded by Vice-Chairman Louis Martin, to approve an agreement for engineering services with Tetra Tech for infrastructure needs of an additional one way surge tank to the Skiatook Raw Water Conveyance System (SRWCS) in a shared total amount of \$44,700.00, of which the City of Sapulpa is obligated for \$17,880.00.

ROLL CALL: AYE-John Anderson, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 9-0.

- J. Motion was made by Vice-Chairman Louis Martin, seconded by Trustee Craig Henderson, to approve the agreement with Municipal Finance Services, Inc., (MFSOK), as financial advisor in connection with the financing of wastewater system improvements, and infrastructure additions to service areas along Frankoma Road and 81st Street, and including other related costs associated with the issuances of promissory notes to Oklahoma Water Resources Board.

ROLL CALL: AYE-John Anderson, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens, Carla Stinnett. NAY-None. Motion carried 9-0.

- K. Motion was made by Vice-Chairman Louis Martin, seconded by Trustee Craig Henderson, to approve the agreement with Public Finance Law Group as Bond Counsel in connection with the financing of wastewater system improvements, and infrastructure additions to service areas along Frankoma Road and 81st Street, and including other related costs associated with the issuance of promissory notes to the Oklahoma Water Resources Board.

ROLL CALL: AYE-Reg Green, Craig Henderson, Alan Jones, Louis Martin, Charles Stephens. NAY-John Anderson, Wes Galloway, Hugo Naifeh, Carla Stinnett. Motion carried 5-4.

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

- A. Status reports from Tetra Tech regarding various city and trust projects for January 16, 2018, and February 5, 2018, were presented for discussion only. There was no action taken by the board.

3. **PUBLIC COMMENTS:**

There were no comments made to the board.

4. **ADJOURNMENT.**

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

Chairman

Attest:

Secretary



Consent Agenda 5.A.

Municipal Authority Regular

Meeting Date: February 19, 2018

Submitted For: Amber Fisher, Accounts Payable Clerk

Submitted By: Amber Fisher, Accounts Payable Clerk, Finance

SUBJECT:

Consider approving Claims in the amount of \$552,274.26
(Refer to: Purchase Order Claim Register with City Agenda)



AGENDA ITEM

Administration 7.A.

Municipal Authority Regular

Meeting Date: February 19, 2018

Submitted By: Pam Vann, Finance Director

Department: Finance

Presented By: Pam Vann

SUBJECT:

Discussion and possible action regarding the adoption of a resolution of the City of Sapulpa, Oklahoma, and the Sapulpa Municipal Authority, Sapulpa, Oklahoma, amending the FY 2017-2018 annual budget by increasing revenues and appropriations in the General Fund in the amount of \$1,481.00 and in the Storm Water Management Fund in the amount of \$7,989.00 for the purpose of recognizing additional revenue from insurance reimbursements to provide funds for vehicle repair.

BACKGROUND:

The City has received a reimbursement from OMAG in the amount of \$7,989.00 for damage done to a storm water vehicle and \$744.00 for damages to a police vehicle. The City has also received \$737.00 from AAA Insurance for damage done to an animal control vehicle. Repairs need to be made to these vehicles thus the additional revenue need to be recognized and appropriated.

RECOMENDATION:

Staff recommends adoption of this resolution.

Attachments

General Fund and Storm Water Fund Resolution 021819

General Fund and Storm Water Fund Budget Adjustment 021918

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF SAPULPA, OKLAHOMA, AND THE SAPULPA MUNICIPAL AUTHORITY, SAPULPA, OKLAHOMA, AMENDING THE FY 2017-2018 ANNUAL BUDGET BY INCREASING REVENUES AND APPROPRIATIONS IN THE GENERAL FUND IN THE AMOUNT OF \$1,481.00 AND IN THE STORM WATER MANAGEMENT FUND IN THE AMOUNT OF \$7,989.00 FOR THE PURPOSE OF RECOGNIZING ADDITIONAL REVENUE FROM INSURANCE REIMBURSEMENTS TO PROVIDE FUNDS FOR VEHICLE REPAIR.

WHEREAS, the City of Sapulpa has received a reimbursement from OMAG in the amount of \$7,989.00 for damage done to a storm water vehicle and \$744.00 for damages to a police vehicle; and

WHEREAS, the City of Sapulpa has received a reimbursement from AAA insurance in the amount of \$737.00 for damage done to an animal control vehicle; and

WHEREAS, neither the repairs of these vehicles nor the additional revenue were included in the original budget and thus the additional revenue needs to be recognized and appropriated,

NOW, THEREFORE BE IT RESOLVED, by the City Council of the City of Sapulpa, Oklahoma and the Sapulpa Municipal Authority, Sapulpa, Oklahoma, that the following budget amendments be made:

GENERAL FUND

(Increase)	10-4089 Reimbursements-Property Damage	<u>\$1,481.00</u>
	Total Revenues Increase:	\$1,481.00
(Increase)	10-512-352 Maintenance-Vehicles	\$ 744.00
(Increase)	10-513-352 Maintenance-Vehicles	<u>737.00</u>
	Total Appropriations Increase:	\$8,043.00

STORM WATER MANAGEMENT FUND

(Increase)	29-4086 Reimbursements	<u>\$7,989.00</u>
	Total Revenues Increase:	\$7,989.00
(Increase)	29-529-352 Maintenance-Vehicles	<u>\$7,989.00</u>
	Total Appropriations Increase:	\$7,989.00

**PASSED BY THE CITY COUNCIL FOR THE CITY OF SAPULPA,
OKLAHOMA AND THE SAPULPA MUNICIPAL AUTHORITY, SAPULPA, OKLAHOMA**
and signed by the Mayor/Chairman this 19th day of February 2018.

Reg Green, Mayor/Chairman

ATTEST:

Shirley Burzio, City Clerk/Trust Secretary

David Widdoes, City Attorney/Trust Attorney



AGENDA ITEM

Municipal Authority Regular

9.A.

Meeting Date: February 19, 2018

Submitted By: Anna Jo Fife, City Manager Assistant

Department: City Manager

Presented By:

SUBJECT:

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

BACKGROUND:

RECOMENDATION:

Attachments

Status Report 02-19-18

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

TETRA TECH, INC.
 PROJECT STATUS REPORT
 SAPULPA, OKLAHOMA
 FEBRUARY 20, 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		Design was completed and submitted for ODEQ approval on March 1, 2017. Easement exhibits were provided for ROW acquisition.	Acquire the necessary right-of-way and then advertise for construction.
3. Dewey Ave. Sewer Connection	Ryan Mittasch, P.E.	E		Construction will be complete this month.	None.
4. SeneGence/Westside Sewer Plan	Josh Muskopf, P.E.	E		Tetra Tech issued updated submittal to INCOG on 10/18/17. Final report submitted to the City.	Consider Agreement for Engineering Services.
5. Sapulpa Fire Training Facility Waterline	Josh Muskopf, P.E.	E		Permit approvals received from ODOT and ODEQ. Minor comments received and addressed for Stillwater Central Rail crossing permit.	Consider Amendment No. 1 for purposes of completion of Certificate of Encroachment (COE) documentation for Omega Rail Mgmt, Inc.