

**SALLISAW MUNICIPAL AUTHORITY
REGULAR MEETING**

January 13, 2020

**Time:
Immediately Following the Meeting
of the Board of City Commissioners**

**City Council Chambers
111 North Elm**

A G E N D A

- 1. Meeting called to order**
- 2. Declaration of a quorum**
- 3. Consider Approval of Minutes of Regular Meeting of December 9, 2019**
- 4. Discuss and Consider Approval of Engineering Agreement with Neel, Harvell & Associates for Engineering Services Related to the Sallisaw Solid Waste Landfill Facility-Tier II Modifications for the 62 Acre Lateral Expansion of Permitted Boundary, in the Amount of \$95,300.00**
- 5. Discuss and Consider Approval of Resolution 2020-01; A Resolution Modifying the Master Fee Schedule**
- 6. Administrative Reports**
- 7. Adjourn**

Posted: JANUARY 9, 2020
Time: 2:45 P.M.

Dianna Davis

MINUTES
SALLISAW MUNICIPAL AUTHORITY
REGULAR MEETING
DECEMBER 9, 2019

The Sallisaw Municipal Authority met in a regular meeting on December 9, 2019, in the city council chambers, located at 111 North Elm. Notice of the meeting was given by e-mailing the agenda to Sequoyah County Times; by posting at city hall; and, by giving notice to the City Clerk.

Members Present:	Ernie Martens,	Chairman
	Ronnie Lowe,	Trustee, Ward 1
	Philip Gay,	Trustee, Ward 2
	Julian Mendiola,	Trustee, Ward 3
	Shannon Vann,	Trustee, Ward 4

Members Absent: (None)

Staff present:	Keith Skelton,	General Manager
	John R. Montgomery,	City Attorney
	Dianna Davis,	Secretary
	Robin Haggard,	Finance Director
	Jessica Robertson,	Customer Service Supv.
	Randy Sizemore,	Purchasing Agent
	Jamie Phillips,	Solid Waste Supervisor
	Terry Franklin,	Chief of Police
	George Bormann,	Econ. Dev. Dir./Grants Admin.
	Keith Miller,	Building Development Director
	Gene Martin,	Equipment Services Supt.
	Amy Edwards,	Sallisaw NOW

Others present: Pamela Gay; Robert Morris; Laura Kuykendall; Roy Faulkenberry.

Chairman Martens called the meeting to order at 6:54 p.m. and declared a quorum was present.

CONSIDER APPROVAL OF MINUTES OF REGULAR MEETING OF NOVEMBER 12, 2019

Motion was made by Vann, seconded by Gay, for approval. Vote: Vann aye; Gay aye; Lowe aye; Mendiola aye; Martens aye. Motion carried 5-0.

DISCUSS AND CONSIDER APPROVAL OF STAFF'S REQUEST TO REINVEST A SALLISAW MUNICIPAL AUTHORITY CERTIFICATE OF DEPOSIT WITH FIRSTAR BANK, THE HIGH BIDDER

Motion was made by Mendiola, seconded by Gay, for approval to reinvest a Sallisaw Municipal Authority certificate of deposit for 182 days at 1.51% with Firstar Bank, the high bidder. Vote: Mendiola aye; Gay aye; Vann abstain; Lowe aye; Martens aye. Motion carried 4-1.

DISCUSS AND CONSIDER APPROVAL OF STAFF'S REQUEST TO REINVEST THE METER FUND CERTIFICATE OF DEPOSIT WITH FIRSTAR BANK, THE HIGH BIDDER

Motion was made by Mendiola, seconded by Gay, for approval to reinvest the Meter Fund certificate of deposit for 182 days at 1.51% with Firstar Bank, the high bidder. Vote: Mendiola aye; Gay aye; Vann abstain; Lowe aye; Martens aye. Motion carried 4-1.

CITY MANAGER'S ADMINISTRATIVE REPORTS

None.

Motion was made by Lowe, seconded by Vann, to adjourn the meeting there being no further business. Vote: Lowe aye; Vann aye; Mendiola aye; Gay aye; Martens aye. Motion carried 5-0. The meeting adjourned at 6:56 p.m.

APPROVED the 13TH day of JANUARY 2020.

SECRETARY TO THE AUTHORITY

(SEAL)

AGENDA ITEM COMMENTARY

Meeting Date: January 13, 2020
Board: Sallisaw Municipal Authority
Subject: Landfill Expansion

ITEM TITLE: Discuss and Consider Approval of Engineering Agreement with Neel, Harvell & Associates for Engineering Services Related to the Sallisaw Solid Waste Landfill Facility-Tier II Modifications for the 62 Acre Lateral Expansion of Permitted Boundary, in the Amount of \$95,300.00

INITIATOR: City Manager
Landfill Superintendent

STAFF INFORMATION SOURCE: Neel, Harvell & Associates

BACKGROUND: Approval of this agreement will allow Neel, Harvell & Associates to begin the engineering process of expanding the original footprint of the landfill. This expansion is estimated to be 62 acres, located to the NE of the existing site.

EXHIBITS: 1. LF Expansion.Landfill Eng Contract

KEY ISSUES:

1. The expansion of the landfill is estimated to take a minimum of three to five years to meet all the ODEQ requirements.
2. Engineering services include Tier III Permit modification, required notifications to the public, working with ODEQ and the Corp of Engineers, design and surveying.

FUNDING SOURCE: Sallisaw Municipal Authority, GL 90-504-57501. SMA budget and contingency funds.

RECOMMENDATION: Staff recommends approval of the agreement, in the amount of \$95,300.00.

CONTRACT FOR ENGINEERING SERVICES

THIS AGREEMENT, made and entered into this _____ day of **January, 2020**, by and between **NEEL, HARVELL and ASSOCIATES, P.C., CONSULTING ENGINEERS**, hereinafter called ENGINEER, and the **SALLISAW MUNICIPAL AUTHORITY**, hereinafter called the OWNER.

WITNESSETH, that whereas the OWNER intends to perform certain Improvements to the **SALLISAW SOLID WASTE LANDFILL FACILITY -Tier III Modification for the 62 Acre Lateral Expansion of Permitted Boundary**. NOW, THEREFORE, THE OWNER AND ENGINEER, for the considerations hereinafter set forth, agree as follow:

1. THE ENGINEER AGREES to serve as the OWNER'S professional representative in the preparation of the plans and specifications and in the general construction observation of the PROJECT during construction for compliance with these plans and specifications and to provide the following detailed services to the OWNER in connection with the PROJECT.
 - (a) Perform all necessary services regarding the proposed PROJECT to provide preliminary plans and preliminary cost data for the OWNER.
 - (b) Perform the necessary surveys and compile necessary data for use in the design of the PROJECT.
 - (c) Prepare the detailed construction drawings and specifications for the improvements and furnish the OWNER with a copy of the same, procure the approval of any and all approving agencies having jurisdiction over the PROJECT as directed by the OWNER, procure all necessary permits for construction of the PROJECT, satisfactory to the OWNER for the effective coordination and execution of the construction work and furnish detailed estimates of cost of the construction utilizing the completed drawings and specification as approved.

CONTRACT FOR ENGINEERING SERVICES

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- (d) Furnish general supervision during the design phase of the PROJECT which shall include horizontal and vertical control information for the approval of working drawings, and other general administrative work on the PROJECT.

2. THE OWNER AGREES to pay the ENGINEER for the services as described in the preceding paragraphs at the rates as set forth below. These payments constitute complete compensation for the services rendered by the ENGINEER. The fee shall be as follows:

- (a) For the services outline in paragraphs (a) through (d), the OWNER will pay the ENGINEER Six (6) basic fees:

Preliminary Engineering Fee (Piezometer Installation, Groundwater Monitoring)	\$ 3,500.00
Tier III Permit Modification / 62 Acre Lateral Expansion of Permitted Boundary	\$ 65,000.00
Notification to Public	\$ 1,500.00
Wolf Creek Relocation (Corp of Engineers)	\$ 2,500.00
Design Phase	\$ 18,000.00
Surveying Fee	\$ 4,800.00
Total Engineering Fee	\$ 95,300.00

Seventy percent (70%) of the Engineering Fee shall be due and payable upon the approval by the OWNER of the plans and specification. The remaining thirty percent (30%) shall be paid upon approval of the regulatory agency.

The OWNER shall pay the cost of all review fees and special tests ordered by him in addition to the above fee.

The OWNER shall pay as additional costs any right of way or easements survey, cost of topographic maps for master planning, including field work necessary for horizontal and vertical control, and any other additional work not covered by the preceding paragraphs of this contract, at the following hourly rates:

CONTRACT FOR ENGINEERING SERVICES

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Engineer, Principal	\$ 125.00
Engineer, Project	\$ 100.00
Surveying	\$ 325.00
Engineering CAD Technician	\$ 75.00
General Inspection	\$ 50.00
Full Time Inspection	\$ 65.00
CAD	\$ 75.00
Secretary	\$ 35.00
Reproduction & Misc. Expenses	Actual Cost

No deductions shall be made from the ENGINEER'S fee on account of penalties, liquidated damages, or other sums withheld from the payment to the contractors.

3. THE COST OF THE WORK as referred to herein, means the cost to the OWNER, but such cost shall not include any ENGINEER'S or Special consultant's fee or reimbursements or cost of land or right of way, or cost of equipment (not designed or specified by the ENGINEER), or cost of insurance, or the cost of any administrative or legal expense, or special test or review fees authorized by the OWNER.
4. PERMIT DOCUMENTS, DRAWINGS AND REGULATIONS ARE the property of the OWNER whether the work for which they are made be executed or not.

The Lateral Expansion documents will be furnished to the OWNER at their request and without cost to the OWNER other than the direct expense of producing the copies, specifications, blueprints of drawings and the copies of other documents relating to the work which the OWNER may require for his own use of record.

5. THIS CONTRACT MAY BE TERMINATED by either party upon thirty (30) days notice in writing. In the event that the contract is terminated by the OWNER at no fault of the ENGINEER, the ENGINEER shall be paid promptly for all work performed to the date of termination. If the ENGINEER should default, no payment shall be made to him except for the portion of the work performed which will be of value to the OWNER and which the OWNER decides to purchase.

All completed or partially completed designs, plans and specifications prepared under this contract shall become the property of the OWNER when and if the contract is terminated.

CONTRACT FOR ENGINEERING SERVICES

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6. THE OWNER AND ENGINEER each binds himself, his partners, successors, executors or administrators and assigns to the other party to this agreement, and to the partner, successors, executors, administrators, and assigns to such other party in respect of all covenants of this agreement. Except as above, neither the OWNER nor the ENGINEER shall assign, sublet, or transfer his interest in this Agreement without the written consent of the other.

IN WITNESS WHEREOF the parties hereto have made and executed this AGREEMENT the day and year first above written.

OWNER:

SALLISAW MUNICIPAL AUTHORITY
115 East Choctaw
Sallisaw, Oklahoma 74955

ENGINEER:

NEEL, HARVELL and ASSOC., P.C.
CONSULTING ENGINEERS
123 North Oak
Sallisaw, Oklahoma 74955

BY: _____
Keith Skelton, City Manager

BY: _____
P. Doug Harvell, P.E.

ATTEST:

ATTEST:

BY: _____
Clerk

BY: _____
J. Scott Neel

AGENDA ITEM COMMENTARY

Meeting Date: January 13, 2020
Board: Sallisaw Municipal Authority
Subject: Master Fee Schedule

ITEM TITLE: Discuss and Consider Approval of Resolution 2020-01; A Resolution Modifying the Master Fee Schedule

INITIATOR: City Manager

STAFF INFORMATION SOURCE: Staff

BACKGROUND: This item updates the Master Fee Schedule.

EXHIBITS: 1. SMA Resolution 2020 01
2. 1.2020..Master Fee Schedule.Update

KEY ISSUES:

1. The update modifies Section 8 of the fee schedule, establishing fees for the animal shelter related to euthanasia and cremation services.
2. This update also modifies Section 10 of the fee schedule, modifying permit fees for the airport facility. These changes were made based on feedback from users of the airport.

FUNDING SOURCE: N/A

RECOMMENDATION: Staff recommends approval of Resolution 2020-01.

RESOLUTION 2020-01

**A RESOLUTION AMENDING THE MASTER FEE SCHEDULE, ESTABLISHING
CERTAIN RATES AND FEES FOR THE SALLISAW MUNICIPAL AUTHORITY, AND
SUPERSEDING PREVIOUS RESOLUTIONS**

WHEREAS, certain rates and fees of the Master Fee Schedule have previously been adopted by the Sallisaw Municipal Authority in prior resolutions; and

WHEREAS, certain rates and fees now need to be adjusted or added to the Master Fee Schedule; and

WHEREAS, the General Manager of the Authority has reviewed these rates and fees with the Trustees and the Trustees of the Sallisaw Municipal Authority have determined the rates and fees are necessary; and

WHEREAS, the Board of Trustees may at any time adjust or amend all or portions of the Master Fee Schedule and set certain rates and fees in separate resolutions if needed.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE SALLISAW MUNICIPAL AUTHORITY AS FOLLOWS:

Section 1: The amendment to the Master Fee Schedule, as provided in Exhibit "A" attached hereto and incorporated herein by reference, is hereby adopted and shall be amended in its entirety to reflect the new version as attached to this resolution.

Section 2: That all provisions of any resolution of the Sallisaw Municipal Authority in conflict with the provisions of this resolution be repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in full force and effect.

Section 3: Effective Date. The rate and fee adjustments and amendments of this resolution shall become effective on January 14, 2020.

PASSED AND APPROVED by the Trustees of the Sallisaw Municipal Authority, Sallisaw, Oklahoma on the 13th day of January 2020.

SALLISAW MUNICIPAL AUTHORITY

By: _____
ERNIE MARTENS, Chairman

ATTEST:

Dianna Davis, Secretary
(SEAL)

Exhibit A



CITY OF SALLISAW

MASTER FEE SCHEDULE

EFFECTIVE JANUARY 14, 2020

As adopted on January 13, 2020 by the
Board of City Commissioners
and the
Sallisaw Municipal Authority Board of Trustees

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Section 1. Administration and Business Related Fees

Administration and Business Related Fees	Rate	Rate Change	Note
Copy of requested records	\$0.25		Per page
Certified copy of records	\$1.00		Per page
Research/Compilation of Requested Records	City Cost		
Incident Reports- Fire and Police	\$5.00		Each
Video Reproduction	\$50.00		Per video
Copy of Municipal Code Book (must be ordered)	\$15.00 + city costs		Must be ordered through OML
Copy of City Municipal Budget Document (Bound copy)	\$25.00		Each
Copy of Municipal Budget Document (Electronic copy)	NC		No charge, can be obtained on city web site
Copy of Annual Audit Document (Bound copy)	\$15.00		Each
Copy of Annual Audit Document (Electronic copy)	NC		No charge, can be obtained on city web site
Alcohol Occupation Tax Fees / Permits Medical Marijuana Fees / Permits <i>*See applicable City Ordinance*</i>			<i>*See applicable City Ordinance*</i>
Coin Operated Amusement (Due on or before January 1 st each year)	\$30.00		Per unit per year
Adult Business License Fee	\$1,000.00		Per year
Itinerant Vendor License	\$600.00		Per year

Section 2. Recreation and City Facility Rental Fees

Recreation and City Facility Rental Fees	Rate	Rate Change	Note
Civic Center Reservation Fee 111 N. Elm (Individual, family, business)	\$40.00		Per event
Civic Center Reservation Fee 111 N. Elm (Non-profit or Church)	\$30.00		Per event
Civic Center Reservation Fee (Wheeler facility)	\$100.00		Per Event
McGee Park Picnic Shelter Reservation Fee	NC		No fee, reservation required
Sallisaw Creek Park Picnic Shelter Reservation Fee	NC		No fee, reservation required
Rodeo Arena Use Permit (no contract) (Requires certificate of liability insurance)	\$350.00		Per event
Rodeo Arena Use (Non Profit) Proof of insurance and non-profit status required	NC		No Fee, reservation required
Athletic field key to lights	\$25.00		Deposit, to be returned upon return of key

City Municipal Swimming Pool Admittance Fee	\$3.00		Per person
City Municipal Swimming Pool Season Pass –Single Person. NO REFUNDS	\$30.00		Per season
City Municipal Swimming Pool Season Pass. Maximum of four (4) family members. Additional fee added for each family member in excess of four (4)family members. NO REFUNDS	\$50.00 plus \$10.00 per person over four.		Per season
City Municipal Swimming Pool Private Parties *Subject to availability of pool manager and minimum of two lifeguards. Only available on Tuesday, Wednesday and Thursday from hours of 6:30 to 8:30. Must be scheduled minimum 14 days in advance.	\$200.00		Per event. Maximum event length 2 hours.
Brushy Lake Pavilion Use (Reserved)	\$50.00		Per day
Brushy Lake Camp Site (March 1 thru October 31)	\$20.00		Per night
Brushy Lake Camp Site (November 1 thru February 28 or 29.	\$15.00		Per night

Section 3. Utility Deposits

Residential Utility Deposits ¹	Rate	Rate Change	Note
Utility Deposit –Electric with or without other utility services	\$150.00		Per meter if multiple meters
Utility Deposit -Electric with or without other services and Online Utility Exchange Deposit Decision Red Light. (Online Utility Exchange red light identifies potential loss based on customer's previous credit history)	\$200.00		Per meter if multiple meters
Utility Deposit –Water, sewer, sanitation service only or combination of.	\$35.00		Per service
Utility Deposit –Water, sewer, sanitation service only or combination of and Online Utility Exchange Deposit Decision Red Light. (Online Utility Exchange red light identifies potential loss based on customer's previous credit history)	\$50.00		Per service
Utility Deposit –Vapor Light Service only (install fees still apply, refer to Section 4.1.1)	\$10.00		Per light

^{d1} Residential utility deposits may be waived or deferred based on customer payment history. Residential Deposits subject to be refunded based on approved city policy.

Deposits Commercial Services	Rate	Rate Change	Note
Minimum Commercial Utility Deposit –Commercial accounts	\$350.00		Minimum deposit for a commercial account
Commercial Deposits over \$350.00 Required Deposit: Deposit is equal to two (2) months bills based upon an estimated 12-month usage for the commercial establishment in question. History of prior occupancy of building may be used to estimate usage and determine deposit if business is of similar nature. If no history exists at location, deposit may be calculated based on other comparable customers or locations the city serves. This deposit may be adjusted up or down after a more accurate history has been recorded for a particular operation. Deposit may also be calculated based on the calculated electric load.	Maximum deposit: \$5,000.00		
Deposit - Commercial Water Service Only	Estimated monthly water costs x 1.5		Estimated water costs to be determined by city and customer. Deposit is subject to adjustment every 12 months based on usage.
Deposits Industrial Services			
Utility Deposit –Industrial Accounts	NA		Set by Contract
Deposits (Other)			
Residential Construction Poles/Temporary Use	\$150.00		Each
Commercial Construction Pole, Temporary Use	\$350.00		Each
Industrial Construction Pole, Temporary Use	\$500.00		Each

Section 4. City Utility Rates and Fees

Electric Services

Electric Rates	Rate	Rate Change	Note
Refer to separate adopted electric rate resolution			
Security(Vapor) Light Rental and Installation	Rate	Rate Change	Note
Rate codes 1503, 1504, 1513, 1514 for 100/175 Watt security light	\$8.50		Each per month
Rate codes 1501, 1502, 1511 for 100/175 Watt (Shared lights, applies only to existing customers under rate codes 1501, 1502 and 1511 installed prior to September 1, 2008	\$4.75		Each per month
Rate code 1516 Security Light 250 Watt	\$18.50		Each per month

Installation Charge, light only	\$100.00		Each, must be paid before installation
Installation charge for materials, light and pole	\$175.00		Each, must be paid before installation
Electric Connection Fees	Rate	Rate Change	Note
60-200 AMP CALCULATED LOAD, SINGLE PHASE ELECTRIC SERVICE (Self Contained)			
Commercial Underground	\$525.00		Each
Commercial Aerial	\$450.00		Each
Residential Underground	\$450.00		Each
Residential Aerial	\$425.00		Each
225-400 AMP CALCULATED LOAD, SINGLE PHASE ELECTRIC SERVICE (Self Contained)			
Self-Contained			
Commercial Underground	\$700.00		Each
Commercial Aerial	\$650.00		Each
Residential Underground	\$650.00		Each
Residential Aerial	\$600.00		Each
	-		
200-400 AMP CALCULATED LOAD, THREE(3) PHASE ELECTRIC SERVICE	-		
Commercial Underground	\$750.00		Each
Commercial Aerial	\$700.00		Each
3-Phase Transformer (Based on city cost)	Cost		Prepayment required based on cost of unit
400-1600 AMP CALCULATED LOAD, THREE(3) PHASE ELECTRIC SERVICE			
Commercial Underground	\$850.00		Each
Commercial Aerial	\$775.00		Each
3-Phase Transformer (Based on city cost)	Cost		Prepayment required based on cost of unit

Sanitation Services

Sanitation Rates and Fees	Rate	Rate Change	Note
RSW-1, Residential Garbage per month	\$12.00		First container
RSW-1, Residential Garbage per month	\$6.00		Each additional container
CSW-1, Commercial Garbage per month	\$15.00		First container
CSW-1, Commercial Garbage per month	\$7.50		Each additional container
Damaged Poly Cart			Each
**CSW-3, Roll Off Container -20 CY (includes landfill fees, setting container, pick up and disposal of contents)	\$340.00		Per Setting, Prepaid
CSW-2, Dumpster Container	\$4.00		Per Cubic Yard, adjusted for number of times per week it is serviced

Commercial Dumpster Per Cubic Yard Charges-Per Month

Cubic Yards	Per week	Weeks Yr	Mths Year			
1	1	52	12			
		1 TIME	2 TIMES	3 TIMES	4 TIMES	5 TIMES
Current Rate	\$ 4.00	PER WEEK	PER WEEK	PER WEEK	PER WEEK	PER WEEK
1	1 Cubic Yard per month	\$ 17.33	\$ 34.67	\$ 52.00	\$ 69.33	\$ 86.67
2	2 Cubic Yards per month	\$ 34.67	\$ 69.33	\$ 104.00	\$ 138.67	\$ 173.33
4	4 Cubic Yards per month	\$ 69.33	\$ 138.67	\$ 208.00	\$ 277.33	\$ 346.67
6	6 Cubic Yards per month	\$ 104.00	\$ 208.00	\$ 312.00	\$ 416.00	\$ 520.00
8	8 Cubic Yards per month	\$ 138.67	\$ 277.33	\$ 416.00	\$ 554.67	\$ 693.33

Sanitation Rates and Fees. Grapple Truck	Rate	Rate Change	Note
Residential Curbside Pickup Minimum Charge	\$25.00		
Residential Curbside Pickup up to 10 CY CY= (Length x width x height)/27	\$25.00 per load		Size 10' length x 5' width x 5' tall
Residential Curbside Pickup 11 CY or More	\$25.00 plus \$3.00 per additional CY over 10		
Commercial Curbside Pickup	Minimum of \$35.00 plus \$5.00 per CY		

Landfill

Landfill Rates and Fees	Rate	Rate Change	Note
Municipal Solid Waste (MSW 1 & 10)	\$26.00		Per ton
Minimum Charge	\$18.00		
Non Hazardous Industrial Waste (HNIW -15)	\$50.00		Per ton
Minimum Charge	\$50.00		
Contaminated Soil	\$35.00		Per ton
Contaminated Soil - Minimum Charge	\$35.00		
Shingle Pull Off, using dozer	\$35.00		Dozer pull off (9)
Shingle Pull Off, using excavator	\$75.00		Excavator pull off (12)
Shingle Pull Off, using backhoe	\$45.00		Backhoe pull off
Dead Animals (14)	\$50.00		Per ton
Dead Animals - Minimum Charge	\$25.00		
Shredder Fluff (6)	\$25.00		Per ton
Shredder Fluff - Minimum Charge	\$25.00		
Chicken Waste (8)	\$175.00		Per load
Chicken Waste - Minimum Charge	\$22.00		
Sludge Material from Wastewater Plants	\$22.00		Per ton
Sludge - Minimum Charge	\$15.00		
State of Oklahoma Solid Waste Fee (SSF). This fee is charged on solid waste when applicable.	\$1.25		Per ton. This fee charged on solid waste when applicable
Penalty for nonpayment of landfill invoices	10% of unpaid balance		Applied monthly
Landfill Facility Use Deposit (Contract Customer). Deposits may be required for certain customers who pose a payment risk.	Minimum of monthly tonnage costs x 2 or greater		
Copy of Landfill Invoices (outside what is provided with statements).	Minimum charge of \$10.00 + \$0.25 per page		
Tires -- NO LONGER ACCEPTED			
White goods -- NO LONGER ACCEPTED			

Water Services

Water Rates and Fees	Rate	Rate Change	Note
RW-1, Residential Water, effective July 1, 2019			
First 2, 000 gallons (minimum)	\$21.50		
2,001 to 6,000 gallons	\$2.45		Per 1,000 gallons
6,001 to 12,000 gallons (+18%)	\$2.89		Per 1,000 gallons
Over 12,000 gallons (+25%)	\$3.61		Per 1,000 gallons
CW-1, Commercial Water, effective July 1, 2019			
First 2, 000 gallons (minimum)	\$24.00		
2,001 to 10,000 gallons	\$2.75		Per 1,000 gallons
10,001 to 18,000 gallons (+18%)	\$3.25		Per 1,000 gallons
Over 18,000 gallons (+25%)	\$4.06		Per 1,000 gallons
Water Service Tap Fees (All prices include tap and meter set)	Rate	Rate Change	Note
Three Quarter (3/4) inch water tap	\$450.00		Each
One (1) Inch Water Tap	\$560.00		Each
Two(2) Inch Water Tap	\$1,800.00		Each
Three (3) Inch Water Tap	\$4,575.00		Each
Four (4) Inch Water Tap	\$5,350.00		Each
Six (6) Inch Water Tap	\$7,700.00		Each
Eight (8) Inch Water Tap	\$11,900.00		Each
Fire Line Tap 4x3 tap with valve	\$980.00		Each
Fire Line Tap 6x3 tap with valve	\$1,015.00		Each
Fire Line Tap 6x4 tap with valve	\$1,010.00		Each
Fire Line Tap 8x4 tap with valve	\$1,135.00		Each
Fire Line Tap 8x6 tap with valve	\$1,250.00		Each
Fire Line Tap 10x4 tap with valve	\$1,460.00		Each
Fire Line Tap 10x6 tap with valve	\$1,560.00		Each
Fire Line Tap 10x8 tap with valve	\$1,745.00		Each
Fire Line Tap 12x4 tap with valve	\$1,825.00		Each
Fire Line Tap 12x6 tap with valve	\$2,050.00		Each
Fire Line Tap 12x8 tap with valve	\$2,285.00		Each
Fire Line Tap 12x10 tap with valve	\$2,875.00		Each
Fire Line Tap 4x4 tap and valve (extension only)	\$1,000.00		Each
Fire Line Tap 6x6 tap and valve (extension only)	\$1,075.00		Each

Fire Line Tap 8x8 tap and valve (extension only)	\$1,330.00		Each
Fire Line Tap 10x10 tap and valve (extension only)	\$1,810.00		Each
Fire Line Tap 12x12 tap and valve (extension only)	\$3,165.00		Each
Bulk Water Sale Rates and Fees	Rate	Rate Change	Note
Bulk Tank Fill –No meter	\$30.00		Minimum
Plus per 1,000 gallons	\$6.60		
Bulk water sale with fire hydrant meter (Requires billing application to be completed)	\$30.00		Minimum
Plus per 1,000 gallons	\$6.60		
Fire Hydrant Water Meter Deposit (Requires billing application to be completed)	\$1,250.00		Deposit required for each meter. Must be returned operable for deposit refund

Sewer Services

Sewer Rates and Fees	Rate	Rate Change	Note
RS-1, Residential Sewer, effective July 1, 2019			
(Based on residential water usage for months of November through March, recalculated on July 1 of each year)			
First 2,000 gallons (minimum)	\$15.00		Minimum
Over 2,000 gallons	\$1.50		Per 1,000 gallons
CS-1, Commercial Sewer, effective July 1, 2019	(Based on actual water usage)		
First 2,000 gallons (minimum)	\$17.00		Minimum
Over 2,000 gallons	\$2.25		Per 1,000 gallons
Sewer Service Tap Fees	Rate	Rate Change	Note
Sanitary Sewer Tap Inspection Fee	\$35.00		Each tap. New or Replacement, Residential or Commercial.
Sanitary Sewer Tap Inspection Fee (Industrial)	\$50.00		Each tap
1. Private Sewage Disposal system Permit and Inspection Fee	\$75.00		Per system

Section 5. Utility Administration Fees

Utility Administration Fees	Rate	Rate Change	Note
REALTOR SHORT TERM CONNECT (RESIDENTIAL & SMALL COMMERCIAL REQUIRING METER INSTALL OR DISCONNECT AT METER CAN). 24 Hour electric and water connection (Applies to homes where utility connections are terminated and realtor wishes to show for sale)	\$30.00 per 24 hour period		Per 24 hour period not to exceed 5 days. No Account setup in UB. Requires signed service order
REALTOR SHORT TERM CONNECT (COMMERCIAL SERVICE REQUIRING POLE CONNECTION / DISCONNECTION). 24 Hour electric and water connection (Applies to commercial property where utility connections are terminated and realtor wishes to show for sale)	Base of \$250.00 plus \$40.00 per day		Base required for electric department mobilization for connection and disconnection at pole. No Account setup in UB. Requires signed service order
Utility Reconnect Fee during normal business hours -Residential (8 AM-5 PM, M-F) Electric and/or Water	\$40.00		Per occurrence
Utility Reconnect Fee after normal business hours, weekends & holidays – Residential Electric and/or Water	\$50.00		Per occurrence
Utility Reconnect Fee-Electric crew required during normal business hours (8 AM-5 PM, M-F)	\$150.00		Per occurrence
Utility Reconnect Fee- Electric crew required after normal business hours, weekends & holidays	\$300.00		Per occurrence
Utility Transfer Fee -Applies to transfer of utility account to new service address	\$20.00		Per account
Return Check Fee, applies to all checks written to city	\$25.00 each		Will be applied to all dishonored negotiable instruments given in payment of utility bills (checks, money orders, account drafts, etc...)
Penalty on Unpaid Utility Accounts (Utility only)	10% of balance		
Cut Electric Meter Seal	\$25.00 each		
Electric Meter Test	\$25.00 each		(Independent test at customer's request, no charge if meter is defective)
Utility Account Collection Fee (Collected only if a delinquent account has been sent to a collection agency, collected in addition to the amount due on the utility account)	35% of total sent to collections.		OK Title 11, Section 22-138. Includes unpaid utilities, unpaid fees, penalties, interest, court penalties, court costs, court fines.

Section 6. Cemetery Fees

Cemetery Fees	Rate	Rate Change	Note
Space Purchase	\$250.00		Per space
Columbarium	\$800.00		Per niche with lettering
Columbarium	\$625.00		Per niche without lettering
Grave Opening (Mon-Friday, 7:00 am to 4:00 pm)	\$300.00		
Grave Opening (Arriving after 4:00 pm M-F, or Saturday)	\$400.00		
Grave Opening (Sunday and Holiday)	\$550.00		
Cemetery Register (Paper Copy)	\$10.00		
Cemetery Register (Electronic pdf. file) Can be obtained from web site	NC		
Assist in Urn Burial Monday- Friday	NC		
Assist in Urn Burial Weekends and Holidays	\$50.00		

Section 7. Fire Department Response and Permit Fees

Fire Department Response and Permit Fees	Rate	Rate Change	Note
Rates apply to outside city limits non-assist responses or inside/outside city limits hazardous material response			
Minimum emergency response charge –Class A response, minimum 2 hours	\$1,000.00		
Minimum emergency response charge –Requiring aerial truck, minimum 2 hours	\$1,750.00		
Class A Pumper –After 2 hours	\$400.00		Per hour
Aerial Pumper –After 2 hours	\$750.00		Per hour
Rescue Truck –After 2 hours	\$125.00		Per hour
Minim Pumper Truck –After 2 hours	\$200.00		Per hour
Class 9 Grass Truck –After 2 hours	\$150.00		Per hour
Service Truck –After 2 hours	\$100.00		Per hour
Cascade Trailer –After 2 hours	\$75.00		Per hour
Firefighter Personnel –per hour	\$40.00		Per hour
Firefighter Officer –After 2 hours	\$50.00		Per hour
Equipment Cleanup Charge	\$200.00		Per occurrence
Burn Permit-Agricultural zoned 10 acres or more, 5 day permit	No Charge		
Burn Permit -Non-Agricultural, 5 days	\$10.00		
Open Bon Fire –One (1) time permit per event	\$10.00		Per event

Section 8. Animal Welfare and Shelter Fees

Adoption and Redemption of Impounded Animals

Redemption of Impounded Animals	Rate	Rate Change	Note
Adoption fee for dog or cat	\$15.00		Each
Adoption small animal, fowl or domestic bird	\$5.00		Each
Altered dog or cat, first impoundment	NC		
Altered dog or cat, second impoundment	\$40.00		
Altered dog or cat, third or subsequent impoundment	\$80.00		
Unaltered dog or cat, first impoundment	\$30.00		
Unaltered dog or cat, second impoundment	\$60.00		
Unaltered dog or cat, third or subsequent impoundment (Mandatory neuter or spay required)	\$100.00		
Impoundment of livestock or other large animal	\$25.00		Per day plus actual cost of housing animal
Boarding Fees (Fees include day of arrival and day of departure of impounded animals and is in addition to any other fees or deposits)	\$5.00		Per day. Does not apply to dogs or cats being adopted
Vaccination Deposit (for each animal released from impoundment)	\$15.00		Each
Neuter / Spay deposit (for each dog or cat being adopted from shelter)	\$35.00		Each
Vaccination Deposit (for each dog or cat being adopted from shelter)	\$15.00		Each
Dead animal pick up from residence	\$10.00		Each
Dead animal pick up from residence of person over 65 years of age (dog or cat only)	NC		
Dead animal pickup from animal hospital or clinic (dog or cat only)	\$15.00		Each
Owner surrender of adoptable animal to animal shelter	\$25.00		Per animal

Animal Euthanasia and Cremation Services

EUTHANASIA AND CREMATION SERVICES			
Euthanasia of animal at animal shelter. At owner's request. Requires signed release.	\$30.00	\$45.00	Per animal
Cremation services up to 20 lbs.		\$100.00	Includes urn with engraved plate
Cremation services 21 to 60 lbs.		\$140.00	Includes urn with engraved plate
Cremation services 61 to 80 lbs.		\$160.00	Includes urn with engraved plate
Cremation services 81 to 100 lbs.		\$200.00	Includes urn with engraved plate
Cremation services 101 up to maximum of 250 lbs.		\$230.00	Includes urn with engraved plate

Animal Licenses and Permits

Licenses and Permits for Kennels Keeping Small Animals	Rate	Rate Change	Note
Kennel License (In zoned agriculture areas only)	\$50.00 plus \$10.00 per kennel		Per year
Permit for keeping small animals other than dog or cat	\$15.00		Per year
Bee Keeper License	\$5.00		Per year

Licensing of Dogs and Cats	Rate	Rate Change	Note
LIFETIME LICENSE: Lifetime dog or cat license fee Requires Microchip. Includes registration of microchip.	\$30.00		Lifetime
YEARLY LICENSE: Dog or cat license fee, no microchip. Requires yearly renewal	\$75.00		Per year
Re-issue of lost or destroyed city animal tag	\$10.00		Each Tag
Dog or cat micro-chip Registration in lieu of annual tag, or until change in ownership	\$10.00		
Hobbyist Breeder Permit: A permit may be issued to hobbyist who are in compliance with city ordinances. Limit of four (4), not to exceed five (5) dogs, cats, or combination of. Each animal must have its own permit and location must be inspected by animal welfare and code enforcement.	\$60.00		Requires yearly renewal. In addition, each animal must have its own license.
LIFETIME LICENSE: License for each dog or cat, lifetime or change in ownership for persons over age of 65	Cost of Microchip		

Section 9. Building Development Permit, Inspection, Plan Review and Code Enforcement Fees

Building, Electrical, Mechanical and Plumbing Permits	Rate	Rate Change	Note
Commercial Building Permit and Inspections	\$125.00 plus \$.10 per square foot		
Commercial Electrical, Mechanical and Plumbing Permit	\$50.00 plus \$.07 per square foot		
Residential Building Permit	\$50.00 plus \$.05 per square foot		

Residential Electrical, Mechanical and Plumbing Permit	\$40.00 plus \$.03 per square foot		
Manufacturing/Industrial Building Permit	\$300.00		Minimum
Plus per square foot	\$0.10		first 5,000 sf
Plus per square foot	\$0.05		next 20,000 sf
Plus per square foot	\$0.01		over 25,000K sf
Demolition and House Moving Permit	\$50.00		Each
Uniform Building Code Commission Fee \$4.00) + UBCC Administrative Fee (\$0.50)	\$4.50		Each unless permit excluded
Occupancy Permits	Rate	Rate Change	Note
Applies to change of occupants only where and when required			
Single Family	\$20.00		Each
Two Family and Multi-family	\$10.00		Per unit
Commercial	\$20.00 plus \$10.00 per floor		
Industrial	\$50.00		Each
Temporary Occupancy Permit	\$10.00		Each
Street Cut Permits *Contractor required to repair based on city specifications.	Rate	Rate Change	Note
Side Walk Replacement	\$20.00		Each
Curb Cut or Driveway Approach	\$25.00		Each
Asphalt Street or Alley Utility Cut	\$250.00		Each
Concrete Street or Alley Utility Cut	\$250.00		Each
Mobile Home Permits	Rate	Rate Change	Note
Does not include electrical or plumbing permits			
Inside Mobile Home Park	\$40.00		Each
Outside Mobile Home Park	\$60.00		Each
Swimming Pool Permits	Rate	Rate Change	Note
Does not include electrical or plumbing permits			
Residential Swimming Pool	\$40.00		Each
Commercial, Multi-family	\$100.00		Each
Signage and Billboards	Rate	Rate Change	Note

Non-electric Signage: ground, pole, canopy, awning, wall, marquee and menu boards.	\$40.00 plus \$0.25 per square foot		
Electrical Signage: ground, pole, canopy, awning, wall, marquee and menu boards.	\$60.00 plus \$0.25 per square foot		
Temporary advertisement, banners and real estate signs	See Sign Ordinance		
Fuel Storage Tank Permits/Inspection Fees	Rate	Rate Change	Note
Fuel Storage Tanks	\$125.00		Each. Includes piping
Fuel Dispensing Pump	\$30.00		Each
Inspection Fees	Rate	Rate Change	Note
Re-Inspection Fee (Normal Hours, upon 2 nd and subsequent re-inspections	\$25.00		Per hour, 1 hour minimum
Inspection Fees Scheduled Outside Normal Business Hours and Weekends	\$50.00		Per hour, 1 hour minimum
Gas Line Test/Inspection Fee	\$25.00		Each, in addition to permit required
Sewer Tap Inspection Fee	\$25.00		Each, in addition to permit required
Other Permit Fees	Rate	Rate Change	Note
Sewage Tank Dumping Permit. <i>Allows dumping of sewage into sewer collection system at wastewater treatment plant.</i>	\$500.00		Per year.
Day Care Permit Fee (In Home Daycare)	\$25.00		
Garage Sale Permit Fee –Residential property, limit 4 per 12-month period, requires application and license for each sale.	NC		
Miscellaneous Permits (includes; storm shelters, awnings, firework stands, fences, tents, siding.(All items not listed but governed by construction codes)	\$20.00		Each
Roof Permit - Residential	\$40 plus \$1.00 per Square ft.		
Roof Permit - Commercial / Industrial	\$100 plus \$1.00 per Square ft.		
Transient Merchant / Itinerant Vendor License	\$600.00		New 10/10/2016
Communication Tower Permits and fees	See Ordinance		
Planning Commission	Rate	Rate Change	Note
Planning Commission Applications; All	\$200.00		Each

Administrative Plat Approval (Lot Splits, Small Plats)	\$125.00		Each
Special Use Permit (applicant pays for advertising)	\$200.00		Each
Administrative Zoning Clearance Permit	\$125.00		Each
Plan Reviews	Rate	Rate Change	Note
Preliminary Plan Review (Residential)	\$50.00		Each
Preliminary Plan Review (Commercial)	\$100.00		Each
Preliminary Plan Review (Industrial)	\$150.00		Each
Board of Adjustment	Rate	Rate Change	Note
Board of Adjustment Applications: All Applications.	\$200.00		Each
Appeals of Determination to the PC or BOA (Filed with City Clerk within 15 days)(City Ordinances)	\$100.00		
Board of Appeals (Construction Codes)Filed with City Clerk within 15 days	\$100.00		
Contractor Registration Fees	Rate	Rate Change	Note
As required by state law			
Contractor, first time registration	\$100.00 per license, plus \$50.00 for each Journeyman		
Contractor renewal registration	\$50.00 per license, plus \$25.00 for each Journeyman		
Maps	Rate	Rate Change	Note
11x17 map	\$2.50		Each
11 x 17 map with aerial image background	\$5.00		Each
18x24 map	\$5.00		Each
18 x 24 map with aerial image background	\$10.00		Each
24x36 map	\$10.00		Each
24 x 36 map with aerial image for background	\$15.00		Each
36X48 map	\$15.00		Each
36 x 48 map with aerial image for background	\$25.00		Each
Copies of Construction Documents (per page) NEW			
11x17 NEW B/W or Color	\$4.00		Each
18x24 NEW B/W or Color	\$5.00		Each
24x36 NEW B/W or Color	\$6.00		Each

36x48 NEW B/W or Color	\$7.00		Each
Floodplain Management Fees	Rate	Rate Change	Note
Floodplain Development Permit	\$200.00		Each
Inspection Fee	\$25.00		Per inspection

Section 10. Airport Fees and Permits

Airport Fees and Permits *All subject to requirements of Chapter 14 of the Sallisaw City Code of Ordinances *Per Section 14-82 (8), the Airport Manager may suspend, restrict or revoke any permit for all operations whenever such action is deemed necessary in the interest of public health, safety or welfare	Rate	Rate Change	Note
Permit for providing airport services (14-82). Applies to: • Aviation Flight School, 14-83 • Crop Dusting or Spraying of Agriculture chemicals, 14-84 • Aircraft Rental and Sales Operations, 14-85 • Aircraft maintenance services, 14-86 • Commercial Skydiving Operations, 14-82(19), 14-87 • Other aeronautical services as identified and allowed.	\$250.00	\$125.00	Per year for each service permitted.
Permit for Flying Clubs, 14-88	\$250.00	\$150.00	Per year
Permit for Advertising Signs Posted on Airport Property, 14-82 (10).	\$25.00		Per year, per sign
Permit for Advertising from Aircraft, 14-82 (11)	\$100.00	\$25.00	Per day 3-day permit
Permit for Special Events on Airport Property, 14-82 (17)	\$50.00		Per event, per day (ex: 2-day event=\$100.00) 3-day event permit
Hangar Rental (City Owned). Based on contract or lease.	NA		
Airport facility land lease. Based on contract or lease.	NA		
Fuel cost. Calculated based on delivery cost of fuel and required city profit rate. Subject to daily, weekly or monthly adjustments.	NA		

Section 11. City Labor and Equipment Fees

City Labor and Equipment Fees	Rate	Rate Change	Note
Mobilization fee for large equipment requiring permit for moving to location. Fee for initial hauling and returning to city facility.	\$2,500		Per piece of equipment
Dozer	\$125.00		Per hour, 2 hour minimum charge
Large track hoe (excavator)	\$125.00		Per hour, 2 hour minimum charge
Small track hoe (excavator)	\$75.00		Per hour, 2 hour minimum charge
10 Wheeler Dump Truck	\$125.00		Per hour, 2 hour minimum charge
Road Grader	\$125.00		Per hour, 2 hour minimum charge
Grade-all Excavator	\$125.00		Per hour, 2 hour minimum charge
Front End Loader	\$125.00		Per hour, 2 hour minimum charge
Back-hoe	\$125.00		Per hour, 2 hour minimum charge
Grapple Truck	\$200.00		Per hour, 2 hour minimum charge
Street Sweeper	\$150.00		Per hour, 2 hour minimum charge
Large Tractor Mower	\$100.00		Per hour, 2 hour minimum charge
Small Tractor Mower	\$75.00		Per hour, 2 hour minimum charge
Riding Mower	\$35.00		Per hour, 2 hour minimum charge
Wood Chipper	\$60.00		Per hour, 2 hour minimum charge
Work Truck	\$50.00		Per hour, 2 hour minimum charge
Water Truck	\$75.00		Per hour, 2 hour minimum charge
Skid Steer Loader	\$75.00		Per hour, 2 hour minimum charge
Bucket Truck (Large)	\$200.00		Per hour, 2 hour minimum charge
Bucket Truck (Small)	\$175.00		Per hour, 2 hour minimum charge
Digger Derrick	\$150.00		Per hour, 2 hour minimum charge
Mini-Digger Derrick	\$100.00		Per hour, 2 hour minimum charge
Light Tower With Generator	\$50.00		Per hour, 2 hour minimum charge
Trencher	\$50.00		Per hour, 2 hour minimum charge
Fiber Splice Trailer	\$75.00		Per hour, 2 hour minimum charge
Cutting Torch	\$25.00		Per hour
Weed-eater	\$25.00		Per hour
DR Weed-eater	\$25.00		Per hour
Chainsaw	\$25.00		Per hour
Limb Saw	\$25.00		Per hour
Brush Truck	\$40.00		Per hour
Top Soil	\$80.00		Per load
Labor Per Hour Per Employee	Actual Hourly rate based on pay and benefits. May include overtime if applicable.		