

**BOARD OF CITY COMMISSIONERS
REGULAR MEETING**

January 9, 2023

6:00 P.M.

**Council Chambers
113 North Elm St
Sallisaw, Oklahoma**

A G E N D A

- 1. Meeting Called to Order**
- 2. Declaration of a Quorum**
- 3. Presentation to Retiree Carl Poindexter and Debra Washington**
- 4. Presentation of Oklahoma Municipal League's 25-Year Service Award to Charles F Richardson, John D Fargo, Matthew T Brewer, Jamie R Phillips, and Clint E Smith**
- 5. Removal of any Item from the Consent Agenda**
- 6. Consent Agenda**
 - (a) Consider Approval of Minutes of Regular Meeting of December 12, 2022
 - (b) Acknowledge Invoice Paid Report for December 2022
- 7. Consider any Item Removed from the Consent Agenda**
- 8. Discuss and Consider Approval of Amendment to the Professional Services Agreement between the City of Sallisaw and TAR & A LLC dba Tim A. Risley and Associates**
- 9. Discuss and Consider Acceptance of FY 2022 Audit**
- 10. Receive Presentation From Brent Black, CEO of CROOKS Health Services, Inc.**

Concerning Proposed Build of a Crisis Center in Sallisaw

- 11. Discuss and Consider Approval of Planning Commission Case No. PC 2022-013; Rezoning Request from Commercial Office District (C-1) to Highway Commercial and Commercial Recreation (C-4) by CREOKS Mental Health Services, Inc; and, Ordinance 2023-01 with Emergence Clause**
- 12. Discuss and Consider Approval of Staff's Request to Reinvest a General Fund Certificate of Deposit with Firststar Bank for 182 Days at 3.55% Interest**
- 13. Discuss and Consider Approval of Administrative Policy 1.016.00, Inclement Weather Policy and Response to Emergency Conditions**
- 14. Discuss and Consider Approval of Request to Declare Surplus Two (2) Mobile Home Office Trailers, Serial Number(s) 90258-014 and 00112-031, Located at the Landfill Facility; and Authorize Staff to Trade, Sell, or Destroy**
- 15. Receive Update on Current and Future Projects; Possible Direction to Staff**
- 16. Receive Update on the Financial Status of the City and Activities of the Finance Department; Possible Direction to Staff**
- 17. Receive Update on Economic Development and Grant Activities; Possible Direction to Staff**
- 18. Discuss Possible Special Meeting Dates for Purpose of Discussing the FY 2022 Utility Study, Code Enforcement Items and Upcoming FY 2024 Budget Preparations; Provide Direction to Staff.**
- 19. Administrative Reports**
- 20. Adjourn**

Posted: JANUARY 5, 2023

Time: 4:55 P.M.

KIM JAMISON

AGENDA ITEM COMMENTARY

Meeting Date: January 9, 2023
Board: Board of City Commissioners
Subject: 25-Year Service Award

ITEM TITLE: Presentation of Oklahoma Municipal League's 25-Year Service Award to Charles F Richardson, John D Fargo, Matthew T Brewer, Jamie R Phillips, and Clint E Smith

INITIATOR: City Clerk

STAFF INFORMATION SOURCE: City Clerk

BACKGROUND: At the beginning of each year, the Oklahoma Municipal League recognizes municipal employees across the state of Oklahoma who have completed 25 years of service during the previous year. They began their careers as follows:

Richardson - 02/19/1997
Fargo - 07/14/1997
Brewer - 08/25/1997
Phillips - 09/10/1997
Smith - 09/15/1997

EXHIBITS:

KEY ISSUES: None.

FUNDING SOURCE: N/A

RECOMMENDATION: N/A

MINUTES
BOARD OF CITY COMMISSIONERS
REGULAR MEETING
DECEMBER 12, 2022

The Board of Commissioners met in a regular meeting on December 12, 2022, in the Council Chambers, 113 N. Elm Street, Sallisaw. Notice of the meeting was given by emailing to Sequoyah County Times; by posting at city hall on December 8, 2022 at 4:45 p.m.; by posting on the city's website; and, by giving notice to the City Clerk.

Members present:	Ernie Martens, Ronnie Lowe, Julian Mendiola, Kristin Peerson,	Mayor Member, Ward 1 Member, Ward 3 Member, Ward 4
	Josh Bailey,	Member, Ward 2

Staff present:	Keith Skelton, John R. Montgomery, Kim Jamison, Robin Haggard, Keith Miller, Terry Franklin, George Bormann, Jessica Robertson, Ben Spyres, Skylar Fullbright, Chris Carter, Clint Smith, Chris Gilliam, Devin Harriman,	City Manager City Attorney City Clerk Director of Finance Building Development Director Chief of Police Economic Development Director Business Support Manager Computer Technician Grants Specialist Senior Code Inspector Superintendent - Telecommunications Code Enforcement Officer Lieutenant
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Others present: Lynn Adams; Andrew Harrelson; Others Unidentified.

1. Meeting Called to Order

Mayor Martens called the meeting to order. The meeting began at 6:00 p.m.

2. Declaration of a Quorum

A quorum was declared present.

3. Removal of any Item from the Consent Agenda

None.

4. Consent Agenda

a Consider Approval of Minutes of Regular Meeting of November 14, 2022

b Acknowledge Invoice Paid Report for November 2022

Motion was made by Mendiola, seconded by Peerson, for approval of consent agenda.
Vote: Mendiola aye; Peerson aye; Lowe aye; Martens aye. Motion carried 4-0.

5. Consider any Item Removed from the Consent Agenda

None.

6. Discuss and Consider Approval of Ordinance No. 2022-15; An Ordinance Amending Chapter 1, Section 1-8(c), to the Sallisaw Code of Ordinances, Repealing Section 1-8(c) and Adopting and Enacting the Following New Section 1-8(c) to the Sallisaw Code of Ordinances; and Declaring an Emergency

Motion was made by Mendiola, seconded by Peerson, for approval of Ordinance No. 2022-15. Vote: Mendiola aye; Peerson aye; Lowe aye; Martens aye. Motion carried 4-0.
Motion was made by Mendiola, seconded by Peerson, for approval of emergency clause. Vote: Mendiola aye; Peerson aye; Lowe aye; Martens aye. Motion carried 4-0.

7. Conduct Public Hearing to Determine if the Property Located at 501 North Walnut Pl. is a Public Nuisance; Case No. 10-22-1C, Condemnation of Dilapidated Structure; and Possible Direction to Staff to Abate Nuisance

Public hearing was opened at 6:02 p.m. Chris Gilliam reviewed photos and information. The property has been vacant for several years and has had multiple cleaning/mowings

and property maintenance issues. Public hearing ended at 6:06 p.m.

Motion was made by Mendiola, seconded by Lowe, to declare Case No. 10-22-1C a public nuisance and directed staff to abate nuisance. Vote: Mendiola aye; Lowe aye; Peerson aye; Martens aye. Motion carried 4-0.

8. Conduct Public Hearing to Determine if the Property Located at 503 North Walnut Pl. is a Public Nuisance; Case No. 10-22-2C, Condemnation of Dilapidated Structure; and Possible Direction to Staff to Abate Nuisance

The public hearing opened at 6:06 p.m. Chris Gilliam reviewed pictures and information. The property is vacant and unsecured with several property maintenance issues. Public hearing ended at 6:08 p.m.

Motion was made by Mendiola, seconded by Lowe, to declare Case No. 10-22-2C a public nuisance and directed staff to abate nuisance. Vote: Mendiola aye; Lowe aye; Peerson aye; Martens aye. Motion carried 4-0.

9. Discuss, and Consider Approval of Purchase Order No. 91690, Issued to REM (Robertson Electrical and Mechanical) of Van Buren, Arkansas, in the Amount of \$34,070.00 for the Purchase of Two (2) Barmesa Submersible Solids Handling Pumps for the Underpass on Cherokee Ave

Motion was made by Lowe, seconded Peerson, for approval of Purchase Order No. 91690, issued to REM (Robertson Electrical and Mechanical), in the amount of \$34,070.00. Vote: Lowe aye; Peerson aye; Mendiola aye; Martens aye. Motion carried 4-0.

10. Discuss, and Consider Approval of Purchase Order No. 91691, issued to Vermeer Great Plains of Catoosa, Oklahoma, in the Amount of \$40,408.49 for the Purchase of One (1) Vermeer BC1000 Gas Wood Chipper for the Tree Trimming Department

Motion was made by Peerson, seconded by Lowe, for approval of Purchase Order No. 91691, issued to Vermeer Great Plains, in the amount of \$40,408.49. Vote: Peerson aye; Lowe aye; Mendiola aye; Martens aye. Motion carried 4-0.

11. Discuss and Consider Approval of Ordinance No. 2022-16; An Ordinance Repealing Sections 102-224 And 102-231 Of Chapter 102, Article IV Of The Sallisaw City Code Of Ordinances And Substituting A New Section 102-224 And 102-231 Of Chapter 102, Article IV Of The Sallisaw City Code Of Ordinances And Enacting A New Section 102-223-1.C To Chapter 102, Article IV And, Declaring An Emergency

Keith Miller reviewed changes to the Ordinance. Motion was made by Mendiola, seconded by Peerson, for approval of Ordinance No. 2022-16. Vote: Mendiola aye; Peerson aye; Lowe aye; Martens aye. Motion carried 4-0. Motion was made by Mendiola, seconded by Peerson, for approval of emergency clause. Vote: Mendiola aye; Peerson aye; Lowe aye; Martens aye. Motion carried 4-0.

12. Receive Presentation of FY 2022 Audit from Foresight Advisory and Consulting

Andrew Harrelson of Foresight reviewed the audit with the council. He advised that a single audit was required also. There were no reportable findings. The cash increased due to bonds that were issued. The audit shows around 1 million in revenue. The finances are in good standing. The revenue increased approximately 6%.

13. Receive Update on Current and Future Projects; Possible Direction to Staff

Keith Miller gave updates on the following projects: WWTP Bar Screen; HWY 59; Aquatic Center; Landfill Expansion; Windstream - which is the new fiber backbone project; Lift Station; Main Street Lighting.

14. Receive Update on the Financial Status of the City and Activities of the Finance Department; Possible Direction to Staff

No update.

15. Receive Update on Economic Development and Grant Activities; Possible Direction to Staff

George Bormann gave updates on the following activities: ODVA; Retail Operations; Big Lots; Two (2) new food establishments; He noted that we had been awarded every grant that had been applied for this year; TSET; Various grants.

16. Administrative Reports

The City Manager advised that the street department is still very busy working on drainage projects. Jessica is working on marketing the Kiosk. We are working on trying to push more information out via social media. He spoke with the Chamber Leadership Class last week. The chamber is hosting their Memebbers Night Out Event on February 4th. The monthly chamber lunch is on the 14th. The Mayor said that he had received compliments on the street work and ditch cleaning the street department has done. The Farmer's Market participants really appreciate everything that has been done. He spoke with one of the owners of JRT Trucking and they are really glad to be in Sallisaw.

17. Adjourn

Motion was made by Lowe, seconded by Peerson, to adjourn the meeting there being no further business. Vote: Lowe aye; Peerson aye; Mendiola aye; Martens aye. Motion carried 4-0. The meeting ended at 6:49 p.m.

Approve this **9th** day of **January 2023**.

Ernie Martens, Mayor

ATTEST:

Kim Jamison, City Clerk

(SEAL)

AGENDA ITEM COMMENTARY

Meeting Date: January 9, 2023
Board: Board of City Commissioners
Subject: PD Remodel and Expansion

ITEM TITLE: Discuss and Consider Approval of Amendment to the Professional Services Agreement between the City of Sallisaw and TAR & A LLC dba Tim A. Risley and Associates

INITIATOR: City Manager
Building Development Director

STAFF INFORMATION SOURCE: Tim A. Risley and Associates

BACKGROUND: This amendment covers additional design costs for the PD remodel and expansion project. This project is currently at 7,500 sq ft., compared to the original scope of 4,100 sq. ft. This additional space accommodates a break room, locker rooms, and a fitness facility. The areas in the plan, as it stands now, will ensure adequate space for the police department for years to come. Our plans are to still include the fitness facility in the plans, but bid it as an alternate bid. By doing this, we can see what the total bids would be, and then make adjustments as needed.

EXHIBITS: 1. AIA contract amendmant-Sallisaw-Police

KEY ISSUES: Original Contract: \$97,805.00
Amendment #1: \$32,000.00
Total Contract: \$129,805.00

FUNDING SOURCE: Capital Improvement Fund 30

RECOMMENDATION: Staff recommends approval of amendment.



AIA Document G802™ – 2017

Amendment to the Professional Services Agreement

PROJECT: *(name and address)*

Sallisaw Police Department
Addition

AGREEMENT INFORMATION:

Date: June 30, 2022

AMENDMENT INFORMATION:

Amendment Number: 001

Date: December 28, 2022

OWNER: *(name and address)*

City of Sallisaw
115 E. Choctaw, Sallisaw, OK

ARCHITECT: *(name and address)*

TAR & A LLC. dba Tim A. Risley and Associates
6101 Phoenix Ave, Suite 1, Fort Smith, AR 72903

The Owner and Architect amend the Agreement as follows:

Increase Scope of Work, Fee and Construction Cost - See Exhibits "A" & "B" .

The Architect's compensation and schedule shall be adjusted as follows:

Compensation Adjustment:

Increase by \$32,000 - See Exhibit "A"

Schedule Adjustment:

See Exhibits "A" & "B".

SIGNATURES:

Tim A. Risley and Associates

ARCHITECT *(Firm name)*

City of Sallisaw

OWNER *(Firm name)*

SIGNATURE

Thomas Howard, Jr., Operating Manager

PRINTED NAME AND TITLE

DATE

12/29/22

SIGNATURE

PRINTED NAME AND TITLE

DATE



EXHIBIT "A"

December 6, 2022

Keith Skelton, City Manager
City of Sallisaw, OK
kskelton@sallisawok.org

RE: Police Department Addition
Sallisaw, OK

Keith,

We believe that last week's meeting went really well. A few minor changes were made, and we now feel that the plan fits your needs and will accommodate your goals.

We wanted to take a few minutes to discuss the contract plan and its size related to the original scope. The original scope for this project was 4,100 s.f. and we are now at 7,500 s.f. This is an increase of 80% ($\pm$ 3,400 s.f.). Per our discussion, we think that the quick answer is that we design the structure in such a way that we can make a portion of the building as an alternative add or deduct. Based on the current plan, it should be simple to trim off the fitness center and file storage without compromising the buildings' function. While this will not get us back to 4,100 s.f., it will get us a closer.

It will take more effort to set up the building structure to accommodate the possible removal of 1,850 s.f. Proper detailing of the building sections and plans will be required to ensure accurate numbers can be provided by the contractors for added or deducted space.

All projects have a little scope creep, and we always anticipate this in all of our projects. However, this project has grown substantially and per our discussion, we want to stay within your budget and still give your project what it needs to succeed. From this proposal, we are about 3,400 s.f. over and that amounts to \$935,000.00. We will do our best to design economically, but this additional square footage will definitely drive you over your \$1.5 million budget even with the possible deduction of 1,800 s.f. as an alternative.

Something most architects do not enjoy is discussing fees, and this is including me. Because of the substantial scope creep, we want to touch on this topic. Per our original scope, budget estimate, and proposal, the increased size of this building will require some extra effort on our part. Most of the effort will be in design of a building that can grow or shrink as a result of the final numbers.

Our original fee was set at a fixed number based on 6.5% of the estimated \$1.5 million. To be fair, we do not believe that the extra scope and increased building size constitutes a large increase to our fee, but we do believe that the extra effort will be needed, and our M.E.P. Engineers will have additional fees. Both structural and MEP Engineers are based of square footage and scope of work.

I would like to propose an increased fee based on the new scope of work of \$32,000.00. This amounts to about 3.5% of the estimated construction cost of the additional space.

We like to be up front with our clients as soon as we see changes. We believe that this is a fair solution to the scope creep, and we will work hard to hit your budget and give you a building that you can be proud of.

Please see the attached meeting notes from our November 30th meeting.

Sincerely,



Thomas E. Howard Jr. (Rett)

rhoward@risley-associates.com

EXHIBIT B.

REVISED SCOPE OF WORK:

Single story addition to the northeast corner of the existing building.

- Demolition of approximately 9,200 s.f. of existing, damaged structure including slabs and utilities
- ~~Move employee parking from the west of the existing facility to the south converting the main entry into the new employee entry.~~
- Remodel existing Sally-port to create a drive-thru layout of the existing single-entry point.
- Rework site to the north of existing facility, creating new parking and public green spaces. Regrading as necessary to meet existing finish floor and existing grade at both N. Elm St. to the east and the alley to the west.
- Reskin +/- 3,400 s.f. of surface area around the existing facility
- New +/- 7,500 s.f. addition to the Police department
 - ~~Officers Report Room New squad room with lockers, files and desks for 3-4 people – 18'x25' 15'x15' 225 sf~~
 - New evidence room with separate exhaust system, 2 hour rated walls – ~~16'x30' 32'x30'~~ 960 sf
 - Short term holding and evidence login room – ~~4'x6' 12'x16'~~ 192 sf
 - Squad training/meeting room, ~~12-15 30~~ people – ~~14'x16' 33'x21'~~ 693 sf (larger groups to use new council building)
 - ~~File Record storage – 10'x12' 19'x23'~~ 437 sf
 - Weapons / Firearms storage – ~~14'x16' 11'x16'~~ 176 sf
 - Uniform Lockers and storage – ~~10'x15' 11'x16'~~ 176 sf
 - 3 detective offices – 10'x14' each total 420 Sf
 - 1 lieutenant office pool (shared by 4 lieutenants) - ~~15'x18' 11'x15'~~ 165 sf
 - ~~2 additional offices (1 to replace existing at new connection & 1 future office) – 10'x14' each~~
 - Restroom at ~~offices~~ Fitness Center (1) each mens/womens 8'-6"x8' each total 136 sf
 - Breakroom – ~~12'x20' 11'x33'~~ 363 sf
 - Support space (Janitor closet / electrical room / data closet) 5'x10' each total 218 sf
 - Mens and womens restrooms with shower and changing area – ~~9'x18' 17'x33' and 14'x33'~~ total 1023 sf
 - Weight / workout room – ~~25'x25' 19'x60'~~ 1140 sf
 - General storage 14'x19' 266 sf
 - Common areas (corridors) 1082 sf
 - Building connection area 535 sf

Total new Construction = ~~4,100 s.f.~~ 8108 sf

AGENDA ITEM COMMENTARY

Meeting Date: January 9, 2023
Board: Board of City Commissioners
Subject: Rezoning

ITEM TITLE: Discuss and Consider Approval of Planning Commission Case No. PC 2022-013; Rezoning Request from Commercial Office District (C-1) to Highway Commercial and Commercial Recreation (C-4) by CREOKS Mental Health Services, Inc; and, Ordinance 2023-01 with Emergence Clause

INITIATOR: Wallace Design Collective, PC

STAFF INFORMATION SOURCE: Building Development

BACKGROUND: Wallace Design Collective PC, agent for CREOKS Mental Health Services Inc., is requesting a rezoning from commercial (C-1) to commercial (C-4). The property is located at 1108 N Wheeler Ave. The intent is to construct a overnight behavioral health facility. The CREOKS Plat was approved at the August 8th meeting.

EXHIBITS:

1. PC2022-013 Zoning Application
2. PC2022-013 Pub Map
3. Notice of Hearing - Case No. PC 2022-013
4. 2023.01.Rezoning Request.CREOAKS

KEY ISSUES: We have no long range zoning plan to establish C-4 in this location.

At the January 3, 2023 meeting of the Planning Commission, after much discussion and comments from citizens, the commission voted to deny the zoning request.

FUNDING SOURCE: N/A

RECOMMENDATION:

1. The Planning Commission recommends denial.
2. Emergency Clause.

CASE # PC 2022-009

PLANNING COMMISSION

REQUEST TO REZONE

Application is hereby made to the Planning Commission of a recommendation to the City Council for rezoning of the following described property to a District C-4

LEGAL: ALL THAT PT OF N2 NE NW SE LYING E OF HY 59 & W 2 1/2 OF N2 NW NE SE 32-12-24 LESS PT OF N2 NE NW SE BEG @ PT OF EAST ROW OF US HWY 59 INTERSECTS THE NORTH LINE OF N2 NE NW SE 37.31' S88 03 07W OF THE NE COR; THENCE S02 04 07E 330.13'; THENCE N88 03 25E 25.00'; THENCE N02 04 07W 153.67'; THENCE N01 15 48E 176.74'; THENCE S88 03 07W 35.27 TO THE POB.

General Location 1108 N Wheeler Ave

(Street Address)

Present Use of Property CREOKS Behavioral Health Services

Proposed Use of Property CREOKS Behavioral Health Services

Record Owner of Property CREOKS Mental Health Services, INC.

If Applicant is other than owner, indicate interest: ☐ purchaser, ☐ lessee,

☒ agent for Wallace Design Collective, PC ☐ other _____

Are there any Private or Deed Restrictions controlling the use of this property? No

I do hereby certify that the information herein submitted is complete, true and accurate.

Signed  Address 410 N Walnut Ave. Suite 200
Phone 405-536-2032 Oklahoma City, OK 73104

APPLICANT - DO NOT WRITE BELOW THIS LINE

Application Received by: Chris Carter Date 10-14-22

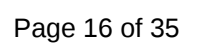
Application No.: _____ Requested: _____

Fee Receipt: _____ P.C Date: _____

City Council: _____

Date: _____

Ordinance No.: _____



NOTICE OF PUBLIC HEARING **ON APPLICATION FOR REZONING**

Notice is hereby given that the undersigned, as owner(s) or agent for the owner(s) of the following described property in the Sallisaw City Limits, Sequoyah County, **Oklahoma, to wit:**

ALL THAT PT OF N2 NE NW SE LYING E OF HY 59 &; W 2 1/2 OF N2 NW NE SE 32-12-24 LESS PT OF N2 NE NW SE BEG @ PT OF EAST ROW OF US HWY 59 INTERSECTS THE NORTH LINE OF N2 NE NW SE 37.31' S88 03 07W OF THE NE COR; THENCE S02 04 07E 330.13'; THENCE N88 03 25E 25.00'; THENCE N02 04 07W 153.67'; THENCE N01 15 48E 176.74'; THENCE S88 03 07W 35.27 TO THE POB.

has filed with the Sallisaw Planning Commission a written application # **PC 2022-0013** pursuant to the Zoning Ordinance as adopted by the City of Sallisaw, Oklahoma, to **rezone from Commercial Office District (C-1) to Highway Commercial and Commercial Recreation District (C-4)**

The undersigned will present said application to the Sallisaw Planning Commission on **December 6, 2022**, at **113 N. Elm, beginning at 5:30 pm**, at which time the Sallisaw Planning Commission will conduct a public hearing on said application. All interested persons are entitled to be heard and are invited to attend. Notice is published this 9th day of November, 2022.

By: **CREOKS Mental Health Services, Inc.**
Owner(s)

or By: **Wallace Design Collective, PC**
Agent

By: **Crystal Sides**
Secretary, Sallisaw Planning Commission

Bill To:
Wallace Design Collective, PC
410 N Walnut Ave., Ste. 200
Oklahoma City, OK 7310

ORDINANCE NO. 2023-01

**AN ORDINANCE AMENDING THE ZONING MAP
OF SALLISAW AND DECLARING AN EMERGENCY**

**BE IT ORDAINED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SALLISAW,
OKLAHOMA:**

SECTION 1.

That the zoning map of the City of Sallisaw, which is part of Section 102-172 of the Code of Ordinances, City of Sallisaw, Oklahoma, is hereby amended in the following particulars, to-wit:

That the following described real estate situated in the City of Sallisaw, County of Sequoyah, State of Oklahoma, to-wit:

ALL THAT PT OF N2 NE NW SE LYING E OF HY 59 &; W 2 1/2 OF N2 NW NE SE 32-12-24
LESS PT OF N2 NE NW SE BEG @ PT OF EAST ROW OF US HWY 59 INTERSECTS THE
NORTH LINE OF N2 NE NW SE 37.31' S88 03 07W OF THE NE COR; THENCE S02 04 07E
330.13'; THENCE N88 03 25E 25.00'; THENCE N02 04 07W 153.67'; THENCE N01 15 48E
176.74'; THENCE S88 03 07W 35.27 TO THE POB;

be and the same is hereby changed from C-1 to C-4 District, which is owned by Creeks
Mental Health Services, Inc..

SECTION 2.

WHEREAS, an emergency and immediate necessity exists by reason of the health, safety
and protection of the citizens of Sallisaw; therefore, an emergency is declared to exist by
reason whereof this ordinance shall be in full force and effect from and after its passage and
approval.

APPROVED this 9th day of January, 2023.

CITY OF SALLISAW, OKLAHOMA

By:

ERNIE MARTENS, Mayor

ATTEST:

KIM JAMISON, City Clerk
[SEAL]

AGENDA ITEM COMMENTARY

Meeting Date: January 9, 2023
Board: Board of City Commissioners
Subject: Reinvestment

ITEM TITLE: Discuss and Consider Approval of Staff's Request to Reinvest a General Fund Certificate of Deposit with Firststar Bank for 182 Days at 3.55% Interest

INITIATOR: City Clerk

STAFF INFORMATION SOURCE: City Clerk

BACKGROUND: Quotes were requested for reinvestment of the General Fund Certificate of Deposit. Armstrong Bank, Firststar Bank and National Bank of Sallisaw returned quotes. Staff requests approval to deposit with Firststar Bank of Sallisaw, the high bidder, for 182 days at 3.55%.

EXHIBITS: 1. BOCC - GF CD

KEY ISSUES: None

FUNDING SOURCE: N/A

RECOMMENDATION: Approval to reinvest a General Fund Certificate of Deposit with Firststar Bank for 182 days at 3.55% interest.

BOARD OF CITY COMMISSIONERS

**REDEPOSIT
OF
TEMPORARILY IDLE FUNDS**

January 9, 2023

<u>Fund</u>	<u>Amount</u>	<u>Days</u>	<u>Firststar</u>	<u>National</u>	<u>Armstrong</u>
General Fund	\$106,030.48	91	<u>3.35%</u>	<u>1.45%</u>	<u>3.25%</u>
		182	<u>3.55%</u>	<u>1.60%</u>	<u>3.40%</u>
		273	<u>3.98%</u>	<u>1.70%</u>	<u>3.45%</u>



115 East Choctaw P.O. Box 525 Sallisaw, OK 74955
Ph. 918-775-6241 Fax 918-775-9550 www.sallisawok.org

TO: Armstrong Bank

December 27, 2022

The City of Sallisaw requests quotes on time deposits of idle funds for the time specified beginning January 11, 2023:

<u>FUND</u>	<u>AMOUNT</u>	<u>DAYS</u>	<u>MATURITY</u>	<u>QUOTE</u>
General Fund	\$106,030.48	91	April 12, 2023	<u>3.25</u>
		182	July 12, 2023	<u>3.40</u>
		273	October 11, 2023	<u>3.45</u>

Quotes will be received by the City Clerk via e-mail; kjamison@sallisawok.org and must be received by **10:00 a.m., Wednesday, January 4, 2023**. Quotes will then be reviewed by the City Clerk. Recommendation for award will be presented at the meeting of the Board of City Commissioners beginning at 6:00 p.m., January 9, 2023.

Please ensure that your facility has sufficient collateral pledged, should you be the successful bidder.

Kim Jamison, City Clerk

Submitted by:

Armstrong Bank

Date: 1-3-2023
By: [Signature]
Terri Daniels



115 East Choctaw P.O. Box 525 Sallisaw, OK 74955
Ph. 918-775-6241 Fax 918-775-9550 www.sallisawok.org

TO: National Bank of Sallisaw

December 27, 2022

The City of Sallisaw requests quotes on time deposits of idle funds for the time specified beginning January 11, 2023:

<u>FUND</u>	<u>AMOUNT</u>	<u>DAYS</u>	<u>MATURITY</u>	<u>QUOTE</u>
General Fund	\$106,030.48	91	April 12, 2023	<u>1.45%</u>
		182	July 12, 2023	<u>1.60%</u>
		273	October 11, 2023	<u>1.70%</u>

Quotes will be received by the City Clerk via e-mail; kjamison@sallisawok.org and must be received by **10:00 a.m., Wednesday, January 4, 2023**. Quotes will then be reviewed by the City Clerk. Recommendation for award will be presented at the meeting of the Board of City Commissioners beginning at 6:00 p.m., January 9, 2023.

Please ensure that your facility has sufficient collateral pledged, should you be the successful bidder.

Kim Jamison, City Clerk

Submitted by:

National Bank of Sallisaw

Date:

1/4/23

By:



115 East Choctaw P.O. Box 525 Sallisaw, OK 74955
Ph. 918-775-6241 Fax 918-775-9550 www.sallisawok.org

TO: Firststar Bank

December 27, 2022

The City of Sallisaw requests quotes on time deposits of idle funds for the time specified beginning January 11, 2023:

<u>FUND</u>	<u>AMOUNT</u>	<u>DAYS</u>	<u>MATURITY</u>	<u>QUOTE</u>
General Fund	\$106,030.48	91	April 12, 2023	3.35
		182	July 12, 2023	3.55
		273	October 11, 2023	3.98

Quotes will be received by the City Clerk via e-mail; kjamison@sallisawok.org and must be received by **10:00 a.m., Wednesday, January 4, 2023**. Quotes will then be reviewed by the City Clerk. Recommendation for award will be presented at the meeting of the Board of City Commissioners beginning at 6:00 p.m., January 9, 2023.

Please ensure that your facility has sufficient collateral pledged, should you be the successful bidder.

Kim Jamison, City Clerk

Submitted by:

Firststar Bank

Date: 1-4-23

By: [Signature]

AGENDA ITEM COMMENTARY

Meeting Date: January 9, 2023
Board: Board of City Commissioners
Subject: Inclement Weather Policy

ITEM TITLE: Discuss and Consider Approval of Administrative Policy 1.016.00, Inclement Weather Policy and Response to Emergency Conditions

INITIATOR: City Manager

STAFF INFORMATION SOURCE: City Manager

BACKGROUND: This policy establishes written guidance on how the city will respond to weather events that affect city operations.

EXHIBITS: 1. 1.016.00.Sallisaw Inclement Weather Policy

KEY ISSUES: Key aspects of this policy are:

- The policy defines emergency response employees, essential employees and non-essential employees.
- Provides guidance to city employees during these events, as well as when limited operations are announced for the city.
- Provides guidance on snow and ice removal.
- Provides guidance on how widespread utility outages are addressed.

FUNDING SOURCE: NA

RECOMMENDATION: Staff recommends approval.

CITY OF SALLISAW ADMINISTRATIVE POLICY		Policy Number:	1.016.00	Revision	1
		Effective Date	January 9, 2023		
Subject:	Inclement Weather Policy and Response to Emergency Conditions				
Department(s):	All				

Purpose

The purpose of this policy is to ensure city services remain available to the community, and employees of the city remain safe while commuting to or from the workplace, during instances of inclement weather or other emergency conditions.

Background

Definitions:

Inclement Weather. Inclement weather may include, but is not limited to, ice, snow, flooding, and tornado warnings.

Emergency Response Employees. Emergency response employees are those assigned to provide public safety services. Employees include Police Patrol, Police Auxiliary (dispatch) and Fire department personnel. These employees are required to work, as scheduled, or during call out, to provide emergency response services at all times

Essential Employees. Essential employees are those employees who are required to provide city services 24 hours per day, either during a normal workday, or after normal work hours. Employees classified as essential, are subject to call in after normal business hours. These include employees of the Electric, Water, Water Treatment, Wastewater Treatment, Street, Parks and certain administration and customer service personnel.

Non-Essential Employees. Non-essential employees are all other employees not classified as Essential Employees. These employees, however, are subject to call in for support services during inclement weather, or other emergency conditions.

Emergency Conditions. Emergency conditions may exist during times of severe weather or utility outages. Emergency conditions may require services such as utility restoration, street clearing, or other types of emergency services. Depending on the emergency, conditions may require support personnel outside those employees considered Essential Employees.

POLICY/PROCEDURE

SECTION 1: CITY OPERATIONS

During periods of inclement weather, the City Manager, or designee, shall determine when implementation of the Inclement Weather Policy is warranted. To the extent possible, the city will strive to maintain city services during inclement weather, such as snow or ice storms. For extreme weather events, the City Manager, or designee, may direct closure of city offices and operations.

City Employees

All Essential and Non-essential employees are expected to work unless limited operations are announced. Unless otherwise announced, employees shall arrive at work each day prior to commencement of the workday, regardless of weather conditions. Employees unable to report to work due to poor road conditions or other weather-related difficulties, should contact their supervisor as soon as possible to report their situation. Employees may be required to use leave accruals.

All employees shall note that Essential and Non-Essential Employees may be required to work, even if city closure has been announced. The need for Essential, and Non-Essential Employees will be determined by the weather or emergency event.

Employees and City Closure

When city closure is authorized by the City Manager, or the designee, all department heads will be notified. Leave taken by non-emergency personnel during the event, will be considered as administrative leave, and will not be charged against any leave accruals. However, if city closure is not announced, and an employee must leave early, or is unable to report to work due to road conditions or other issues, use of personal leave accruals will be required. Employees already absent due to previously scheduled vacation or sick leave will be charged for that leave as it was scheduled. Employees on normal days off, shall not be compensated with administrative leave.

Certain employees, based on their position and available technology, may have the ability to work from home. This must be approved by the City Manager, or the designee. If employees do work from home, they will be credited with normal hours.

For overtime purposes, calculation of overtime will follow established personnel policies.

SECTION II. SNOW AND ICE REMOVAL

Snow plowing and removal shall be completed by order of priority. The work crew size and length of shifts will be adjusted due to the intensity of the storm and the time of day the storm arrives. During winter storms, all city personnel that operate equipment may be required to assist in snow removal.

1. Snow will be removed from major roadways first.
2. In addition to major roadways, city crews may also assist in removing snow from public safety and hospital facilities.
3. After major roadways are clear and passable, the city will then begin snow removal from other commercial and residential areas.
4. It will be the responsibility of property owners to remove snow from their driveways and sidewalks. Snow removed from driveways and sidewalks shall not be placed in city streets.
5. Removing snow from city streets. It cannot be expected that all snow will be removed down to bare pavement. What remains will received a treatment of salt/sand to improve traction.
6. The city Street Department shall be responsible for all streets within the city limits.
7. The city Parks Department shall work to remove snow from city parking areas, public safety buildings and hospital facilities. Parks may also assist in snow removal from city streets as needed.
8. As with all weather events, the intensity of the storm, or the time of day that the storm arrives, shall set the priority and capability of snow removal.

SECTION III. WIDESPREAD UTILITY OUTAGE

During episodes of major electric outages, fiber optic, or other critical utility outages, the City of Sallisaw will work to restore critical infrastructure and facilities first. These facilities include, but are not limited to, water treatment plants, hospitals, critical care facilities and emergency response facilities. Substations and primary electric feeders must be operational before secondary electric services can be restored.

SECTION IV. USE OF CITY SOCIAL MEDIA FOR PUBLIC INFORMATION

During episodes of inclement weather, city staff shall use social media to the extent possible to announce any city operational or utility issues.

References: NA

Rescission Date: NA

This policy shall remain in effect until rescinded or otherwise modified and approved by the Board of City Commissioners.

Mayor, City of Sallisaw

Date: _____

City Manager, City of Sallisaw

Date: _____

Attest

City Clerk

Date: _____

Revision History

Revision 1, January 9, 2023

AGENDA ITEM COMMENTARY

Meeting Date: January 9, 2023
Board: Board of City Commissioners
Subject: Surplus Property

ITEM TITLE: Discuss and Consider Approval of Request to Declare Surplus Two (2) Mobile Home Office Trailers, Serial Number(s) 90258-014 and 00112-031, Located at the Landfill Facility; and Authorize Staff to Trade, Sell, or Destroy

INITIATOR: City Manager
Landfill Superintendent

STAFF INFORMATION SOURCE: Landfill Superintendent

BACKGROUND: Staff requests to declare surplus, two (2) mobile office trailers located at the landfill facility, for purpose of trade, sale or destruction. These trailers were purchased as surplus in 2011 and used as police training rooms.

Trailer 1 Serial Number 90258-014
Trailer 2 Serial Number 00112-031

EXHIBITS: 1. Landfill Trailer Surplus
2. Landfill Mobile Office Trailers

KEY ISSUES: Trailers are no longer usable.

FUNDING SOURCE: NA

RECOMMENDATION: Staff recommends declaring surplus for purposes of trade, sale or destruction.

405-425-2713

10:20:30 a.m. 05-18-2011

4/9

GBOLDEN

5/13/2011 12:26:23

Department of Central Services
Property Distribution Division
Invoice and Distribution Document

Invoice: 211100706

Page 1 of 1

Physical Address:

3100 N. Creston
 OKC, OK 73111
 (405) 425-2700
 Fax: (405) 425-2713

Remit To Address:

DCS, Property Distribution
 3100 N. Creston
 Oklahoma City, OK 73111

Deposit Code: 210 580 54103 21

Disposition: Warehouse Issue

TO	Sallisaw, City of	620660			
	115 E. Choctaw				
	PO Box 525				
	SALLISAW OK 74955	PO Number			
	Signed By: Bill Baker, City Manager	8065			
			Date	05/13/2011	Code P
			County	Sequoyah	

Quantity	Description	State Serial No.	Unit Govt. Acq. Cost	Unit MAC	Total Handling Charge
1 EA	MH - GILES 2005 G129603TN ...	90258-014	\$23,000.00	\$470.00	\$470.00

Comments: Mobile home Line #93 at Tyson Plant

Exp. 9/30/2013

COMPLIANCE

Mail invoice copy with payment to remit address. NET TERMS: Payment is delinquent after 45 days. After 90 days, account becomes past due and account is deferred.

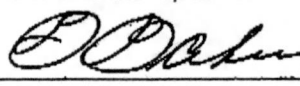
TOTAL**\$470.00**

Being the duly authorized representative for the above donee I accept the property listed hereon and on the attached continuation sheet(s), where appropriate, and commit the donee to the certifications, terms and conditions printed on the reverse side of this

Document and Invoice. This property is being acquired for the below checked purpose(s):

- | | |
|--|--|
| ☐ Conservation | ☐ Homeless & Needy |
| ☐ Economic Development | ☐ Two or more |
| ☐ Education | ☒ Other |
| ☐ Parks & Recreation | ☐ Non-Profit Education |
| ☐ Public Health | ☐ Non-Profit Health |
| ☐ Public Safety | |

DA 5303
 Rev. 3/83

Signature of Authorized Representative	
	
Title	Date
CITY MANAGER	5/18/11

405 425 2713

BOLDEN
1/13/2011 12:52:15

Department of Central Services
Property Distribution Division
Invoice and Distribution Document

10:21:39 a.m. 05-18-2011
INVOICE: 21100720

8/9

Physical Address:

3100 N. Creston
OKC, OK 73111
(405) 425-2700
Fax: (405) 425-2713

Remit To Address:
DCS, Property Distribution
3100 N. Creston
Oklahoma City, OK 73111

Deposit Code: 210 580 54103 21

Disposition: Warehouse Issue

Date	05/13/2011	Code	P
Country	Sequoyah		

TO	Sallisaw, City of 115 E. Choctaw PO Box 525 SALLISAW OK 74955 Signed By: Bill Baker, City Manager	620880			
		PO Number 6065			
Quantity	Description	State Serial No.	Unit Govt. Acq. Cost	Unit H/C	Total Handling Charge
1 EA	Park Model Mobile Home-35' 6CH200R3181153229	00112-031	\$30,000.00	\$470.00	\$470.00

Comments: Park Model Mobile Home line 12B at Old VFW

Exp - 4/30/2013

COMPLIANCE

Mail invoice copy with payment to remit address. NET TERMS: Payment is delinquent after 45 days. After 90 days, account becomes past due and account is delinquent.

TOTAL

\$470.00

Being the duly authorized representative for the above donee I accept the property listed hereon and on the attached continuation sheet(s), where appropriate, and commit the donee to the certifications, terms and conditions printed on the reverse side of this Document and Invoice. This property is being acquired for the below-checked purpose(s):

- ☐ Conservation
☐ Economic Development
☐ Education
☐ Parks & Recreation
☐ Public Health
☐ Public Safety
☐ Homeless & Needy
☐ Two or more
☒ Other
☐ Non-Profit Education
☐ Non-Profit Health

DA 8303
Rev. 2/83

Signature of Authorized Representative


 Title: City Manager Date: 5/18/11



AGENDA ITEM COMMENTARY

Meeting Date: January 9, 2023
Board: Board of City Commissioners
Subject: Special Meeting Dates

ITEM TITLE: Discuss Possible Special Meeting Dates for Purpose of Discussing the FY 2022 Utility Study, Code Enforcement Items and Upcoming FY 2024 Budget Preparations; Provide Direction to Staff.

INITIATOR: City Manager

STAFF INFORMATION SOURCE: City Manager

BACKGROUND: SPECIAL COUNCIL MEETING: We would like to schedule a special council meeting for February 2 or February 16 (both Thursdays) to discuss items before we kick off the FY 2024 budget preparations. At minimum, subjects would include the utility study and the need for rate adjustments, code enforcement and preparation of the FY 2024 Budget.

EXHIBITS:

KEY ISSUES: NA

FUNDING SOURCE: NA

RECOMMENDATION: Provide direction to staff.

ADMINISTRATIVE REPORTS

Meeting Date:	January 9, 2023
Board:	Board of City Commissioners
Subject:	

Upcoming Events

February 4, 2023: Chamber of Commerce Banquet

February 13, 2023: Board of City Commissioners Meeting

City Manager Reports

With tonight's presentation of the 25-year service awards, we thought you would like to see a list of all the employees who have served the City of Sallisaw over 25 years. Attached is a listing obtained through OML showing our employees. Most have retired, but we have several still employed.

City staff remains busy on several projects that are currently active or in the planning process.

Staff continues to work with architects on the PD remodel/expansion as well as the new pool complex.

Our new side load sanitation truck continues to work well. We are currently exploring the purchase of a smaller side load for the FY 2024 budget. With a smaller unit, we would be able to serve the whole community with two side loads.

GRDA Related Items

On January 3, GRDA began repairs on the high side of the south substation. These repairs are slated to last at least two weeks. While repairs are being made, all electric load for the city is going through the north substation.

On December 22, GRDA was performing repairs to distribution lines coming into the south substation. While repairs were taking place, GRDA had one main circuit shut off to Sallisaw.

During this time, the weather became quite cold, which increased our electric load on the south substation. This led to the city curtailing some electric load in order to keep the substation operational. Although the planning for this work was not the best, GRDA did dispatch crews to assist in energizing the circuit once we saw it was causing issues. I have asked GRDA to review this event and ensure better planning takes place in the future.

SPECIAL COUNCIL MEETING: We would like to schedule a special council meeting for February 2 or February 16 (both Thursdays) to discuss items before we kick off the FY 2024 budget preparations. At minimum, subjects would include the utility study and the need for rate adjustments, code enforcement and preparation of the FY 2024 Budget.

CITY OF SALLISAW

Presentations Prior to 1995

Wayne Craghead
Mary Farmer
Wesley Keith
Merle Martin
Thomas Joe McHenry
Robert A. Moody
Shelby Richardson
Arthur Shurley
Roberta W. Sizemore
Paul Smith
Patricia Taylor

1995 Presentation

Jimmy W. Watts

2002 Presentations

George Glenn
Ronnie D. Lowe
Boyce D. Moore
Jerry D. Richardson
Ken Vann
Rex Whatley

2003 Presentations

Sammy Peters
Albert Sallee

2005 Presentation

Ray Armstrong

2006 Presentation

William H. Davis

2009 Presentation

John Robert Montgomery

2010 Presentations

James Lee
Edward Poindexter
Bill Stavely

2011 Presentations

John T. Cripps
Dianna Davis

2012 Presentation

Sam E. Randolph

2013 Presentation

Don Riggs

2014 Presentation

Paul B. Richards

2017 Presentations

Carl Poindexter
Terry Deese
William Downs
John Stewart
John Owens
Terry Franklin

2018 Presentations

Jim Alderson
Cana Hall

2019 Presentation

Keith Skelton

2020 Presentations

Beau Gabbert
Kenneth Shakingbush