

**SALLISAW MUNICIPAL AUTHORITY
REGULAR MEETING**

October 14, 2024

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

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

A G E N D A

**“POSSIBLE ACTION” INCLUDES, BUT IS NOT LIMITED TO, APPROVAL, AUTHORIZATION, ADOPTION,
REJECTION, DENIAL, AMENDMENT, TAKING NO ACTION, OR TAKING THE ITEM FOR DISPOSITION
AT A LATER DATE OR TIME.**

- 1. Meeting called to order**
- 2. Declaration of a quorum**
- 3. Possible action on minutes of regular meeting of September 9, 2024**
- 4. Discussion and possible action on the schedule of regular meeting dates for calendar year 2025**
- 5. Discussion and possible action on Change Order No. 2 in the amount of (\$9,360.67) for the Sallisaw Aquatics Facility Project; Hoey Construction Company**
- 6. Discussion and possible action on Change Order No. 1 in the amount of \$29,500.00 for the Sallisaw Aquatics Facility Project; VOY Construction**
- 7. Administrative reports**
- 8. Adjourn**

Posted: OCTOBER 10, 2024

Time: 1:42 P.M.

Kim Jamison

MINUTES

SALLISAW MUNICIPAL AUTHORITY

REGULAR MEETING

SEPTEMBER 9, 2024

The Sallisaw Municipal Authority met in a regular meeting on September 9, 2024, in the Council Chambers, 113 N. Elm Street, Sallisaw. Notice of the meeting was given by emailing to Sequoyah County Times; emailing KXXMX; by posting at city hall on September 5, 2024 at 4:55 p.m.; by posting on the city's website; and, by giving notice to the City Clerk.

Members present:	Ernie Martens, Kenny Moody, Josh Bailey, Julian Mendiola, Brad Hamilton,	Chairman Trustee, Ward 1 Trustee, Ward 2 Trustee, Ward 3 Trustee, Ward 4
Members absent:	None	
Staff present:	John R. Montgomery, Kim Jamison, Robin Haggard, Kayle Griffin, Keith Miller, George Bormann, Ben Spyres, Clint Smith, Skylar Fullbright, Terry Franklin, Tucker Martens, Kenny Shakingbush, Gene Martin, Sonny Jasna, John Weber, Blakely Smith Jr, CJ Eppler,	City Attorney Secretary Director of Finance/Interim Manager Chief Accountant Building Development Director Economic Development Director Computer Technican IT Manager Grants Specialist Police Chief Lieutenant Superintendent - Street Superintendent - Equipment Services Patrolman Captain Superintendent - Electric Superintendent - WWTP

Others present: Jayne Tillman; Pamela Gay; Philip Gay; Ray Jacobs; Todd Harris; Christina Harris; Michael Hogan; Rachel Gardenhire; James Gardenhire; Jeannie Richardson; Dawn Butler; Steve O'Neal; Deborah O'Neal; Julie Becker; Brian Becker; Others Unidentified.

Meeting called to order

Chairman Martens called the meeting to order. The meeting began at 7:15 p.m.

Declaration of a quorum

A quorum was declared present.

Discussion and possible action on minutes of regular meeting of August 12, 2024, and special meeting of August 15, 2024

Motion was made by Mendiola, seconded by Bailey, for approval. Vote: Mendiola aye; Bailey aye; Moody aye; Hamilton aye; Martens aye. Motion carried 5-0.

Discussion and possible action on Purchase Order No. 102824, issued to Calix, *in an Amount not to Exceed \$50,000.00* for the Purchase of Calix Equipment for Telecommunications

Motion was made by Mendiola, seconded by Bailey, for approval of Purchase Order No. 102824 in an amount not to exceed \$50,000.00. Vote: Mendiola aye; Bailey aye; Moody aye; Hamilton aye; Martens aye. Motion carried 5-0.

Discussion and possible action on Change Order No. 1 in the amount of \$8,500.00 on the Sallisaw Aquatics Facility Project; Hoey Construction Company

Motion was made by Mendiola, seconded by Hamilton, for approval of Change Order No. 1 in the amount of \$8,500.00. Vote: Mendiola aye; Hamilton aye; Moody aye; Bailey aye; Martens aye. Motion carried 5-0.

Discussion and possible action on Purchase Order No. 102845, issued to Techline of Dallas, Texas, in the amount of \$39,223.89 for the purchase of one (1) 750 kVA 120/208 Pad Mount Transformer

Motion was made by Moody, seconded by Bailey, for approval of Purchase Order No. 102845. Vote: Moody aye; Bailey aye; Mendiola aye; Hamilton aye; Martens aye. Motion carried 5-0.

Discussion and possible action on staff's request to reinvest the Sallisaw Municipal Authority Certificate of Deposit with Local Bank for 308 Days at 5.52% Interest

Motion was made by Hamilton, seconded by Bailey, for approval to reinvest the Sallisaw Municipal Authority Certificate of Deposit with Local Bank for 308 days at 5.52% interest. Vote: Hamilton aye; Bailey aye; Moody aye; Mendiola aye; Martens aye. Motion carried 5-0.

Discussion and possible action on staff's request to reinvest the Meter Fund Certificate of Deposit with Local Bank for 308 Days at 5.52% Interest

Motion was made by Hamilton, seconded by Moody, for approval to reinvest the Meter Fund Certificate of Deposit with Local Bank for 308 days at 5.52% interest. Vote: Hamilton aye; Moody aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

Discuss and Consider Approval of Resolution 2024-08; *A Resolution Providing Changes in Electric Service Rates For the Sallisaw Municipal Authority, and Superseding Previous Resolutions*

Motion was made by Moody, seconded by Hamilton, for approval of Resolution 2024-08. Vote: Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

Discuss and Consider Approval of Resolution 2024-09; *A Resolution Providing Changes in Water and Sewer Service Rates For the Sallisaw Municipal Authority, and Superseding Previous Resolutions.*

Motion was made by Moody, seconded by Hamilton, for approval of Resolution 2024-09. Vote: Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

Discuss and Consider Approval of Resolution 2024-10; *A Resolution Amending The Master Fee Schedule, Establishing Certain Rates And Fees For The Sallisaw Municipal Authority, and Superseding Previous Resolutions*

Motion was made by Moody, seconded by Hamilton, for approval of Resolution 2024-10. Vote: Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

Administrative reports

None.

Adjourn

Motion was made by Hamilton, seconded by Moody, to adjourn the meeting. Vote: Hamilton aye; Moody aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0. The meeting ended at 7:23 p.m.

Approved this 14th day of October 2024.

Secretary to the Authority

(SEAL)

AGENDA ITEM COMMENTARY

Meeting Date: October 14, 2024
Board: Sallisaw Municipal Authority
Subject: 2025 Regular Meeting Dates

ITEM TITLE: Discussion and possible action on the schedule of regular meeting dates for calendar year 2025

INITIATOR: City Clerk

STAFF INFORMATION SOURCE: City Clerk

BACKGROUND: Regular meetings are scheduled for the 2nd Monday of each month immediately following the Board of City Commissioners meeting. No conflicts were found.

EXHIBITS: 1. 2025 Calendar

KEY ISSUES:

FUNDING SOURCE: N/A

RECOMMENDATION: Approval of 2025 Regular Meeting Dates as presented.

Calendar for Year 2025 (United States)

January Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 6:00 13:00 21:00 29:00	February Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 5:00 12:00 20:00 27:00	March Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 6:00 14:00 22:00 29:00
April Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 4:00 12:00 20:00 27:00	May Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 4:00 12:00 20:00 26:00	June Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 2:00 11:00 18:00 25:00
July Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 2:00 10:00 17:00 24:00	August Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 1:00 9:00 16:00 23:00 31:00	September Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 7:00 14:00 21:00 29:00
October Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 6:00 13:00 21:00 29:00	November Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 5:00 12:00 20:00 28:00	December Su Mo Tu We Th Fr Sa 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31 4:00 11:00 19:00 27:00

Holidays and Observances:

Jan 1 New Year's Day	May 5 Cinco de Mayo	Oct 31 Halloween
Jan 20 Martin Luther King Jr. Day	May 11 Mother's Day	Nov 4 Election Day
Jan 20 Inauguration Day (DC, MD*, VA*)	May 26 Memorial Day	Nov 11 Veterans Day
Feb 14 Valentine's Day	Jun 14 Flag Day	Nov 27 Thanksgiving Day
Feb 17 Presidents' Day	Jun 15 Father's Day	Nov 28 Black Friday
Mar 17 St. Patrick's Day	Jun 19 Juneteenth	Dec 24 Christmas Eve

Danning
Commission
BOCC
Airport

AGENDA ITEM COMMENTARY

Meeting Date: October 14, 2024
Board: Sallisaw Municipal Authority
Subject: Change Order No. 2, Aquatics Facility Project

ITEM TITLE: Discussion and possible action on Change Order No. 2 in the amount of (\$9,360.67) for the Sallisaw Aquatics Facility Project; Hoey Construction Company

INITIATOR: Hoey Construction, Facility Contractor
PDG, Engineer

STAFF INFORMATION SOURCE: Building Development Director
Engineer
Facility Contractor

BACKGROUND: This is a two-part change order. Part one reflects the deduction of (\$30,981) for the elimination of an area drain/street crossing and being able to re-route to an existing drain. Part two reflects an additional amount of \$21,620.33 for a 15' building shift. The two combined net to a (\$9,360.67).

Original Contract - \$3,342,986.27
Change Order #1 - \$8,500.00
Change Order #2 - (\$9,360.67)

Total \$ 3,342,125.60

EXHIBITS: 1. CO 2 Calculations 9.18

KEY ISSUES:

FUNDING SOURCE: SMA/TSET FUNDS 090-501-57736/021-501-57718

RECOMMENDATION: Approval of Change Order No. 2, in the amount of (\$9,360.67) Hoey Construction

ESTIMATE BY: E. Hoey

SUBTOTAL			\$5,060.00	\$11,280.00	\$0.00	\$2,000.00	\$18,340.00
FICA	0.00	%		\$0.00			\$0.00
FUTA/SUTA	0.00	%		\$0.00			\$0.00
WORKERS COMPENSATION	0.00	\$/100		\$0.00			\$0.00
EMPLOYEE BENEFITS	1.00	LS		\$0.00			\$0.00
SALES TAX	0.00	%	\$0.00				\$0.00
	0.00	%	\$0.00				\$0.00
SUBTOTAL			\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
EQUIPMENT INSURANCE	2.5	%			\$0.00		\$0.00
GENERAL LIABILITY INS	0.1	%				\$2.00	\$2.00
BUILDERS RISK INSURANCE	0	%				\$0.00	\$0.00
SUBCONTRACTOR BOND	0	%				\$0.00	\$0.00
OH	5	%				\$917.00	\$917.00
FEE	10	%				\$1,834.00	\$1,834.00
SUBTOTAL			\$0.00	\$0.00	\$0.00	\$2,753.00	\$2,753.00
PRIMARY SUBTOTAL							\$21,093.00
GC BOND	0.025	CALC					\$527.33
TOTAL							\$21,620.33

Attest:

AGENDA ITEM COMMENTARY

Meeting Date: October 14, 2024
Board: Sallisaw Municipal Authority
Subject: Change Order No. 1, Aquatics Facility Project

ITEM TITLE: Discussion and possible action on Change Order No. 1 in the amount of \$29,500.00 for the Sallisaw Aquatics Facility Project; VOY Construction

INITIATOR: VOY Construction, Pool Contractor
PDG, Engineer

STAFF INFORMATION SOURCE: Building Development Director
Engineer
Facility Contractor

BACKGROUND: This is for the site preparation around the pool area. In order to minimize the cost, the city will haul our own material, but will approve Voy Construction to perform the labor to clear and prep the site.

Original Contract - \$2,801,738.00

Change Order #1 - \$29,500.00

Total \$ 2,831,238.00

EXHIBITS: 1. CO 1-R2-Voy

KEY ISSUES:

FUNDING SOURCE: SMA/TSET FUNDS 090-501-57736/021-501-57718

RECOMMENDATION: Approval of Change Order No. 1, in the amount of \$29,500.00, Voy Construction



CHANGE ORDER REQUEST

Project name	Sallisaw Aquatics Facility Pool Package	Change order #	1-R2
Contractor	VOY Construction	Date of request	10/8/24
Plan sheet #s	Page 1 of 1		

REQUEST

Site grading for area showing limits of pool package.

Costs

	units	unit cost	total cost
Import by City of Sallisaw	1	0.00	\$0.00
Grading costs - labor 3 weeks	1	22,500.00	\$22,500.00
Fuel	1	11,000.00	\$11,000.00
PerDiem	1	6,500.00	\$6,500.00
Survey	1	1,500.00	\$1,500.00
Equipment rental - Dozer, Roller, Water truck	1	18,000.00	\$18,000.00
Credit for not hauling off pool spoils	1	-30,000.00	-\$30,000.00
			\$0.00
			\$0.00
			\$0.00
Subtotal			\$29,500.00
Markup		0.00%	\$0.00
Insurance		0.00%	\$0.00
Bond		0.00%	\$0.00
Total			\$29,500.00

We propose the above changes in the scope of work for the added sum of
and for an additional 30 days

Name	Title	Date
By Paul Burgard	Managing Member	10/8/24

ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified

Name	Title	Date
By		

Due to instability in markets, prices and lead times are subject to change based upon current market conditions at the time. We reserve the right to re-evaluate this change order if notice of changes in price and / or lead times have taken place before receiving approval of this change order.