

**BOARD OF CITY COMMISSIONERS
REGULAR MEETING**

October 14, 2024

6:00 P.M.

**COUNCIL CHAMBERS
113 N ELM ST
SALLISAW, OK 74955**

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. Discussion and possible action on removal of any item from the consent agenda**
- 4. Possible action on consent agenda**
 - (a) Consider approval of regular minutes of September 9, 2024
 - (b) Approval of invoice paid report for September 2024.
 - (c) Acknowledge Mayor's Reappointment of Gary Schaefer to the Sallisaw Airport Board for a three-year term, Expiring November 2027
 - (d) Acknowledge the Mayor's appointment of Ms. Allyn Mayo Wilson to the Sallisaw Library Board for a three-year term, expiring November 2027
- 5. Discussion and possible action on any item removed from the consent agenda**
- 6. Receive presentation from Mr. Howard Copeland concerning search for a shooting range; and possible direction to staff**

- 7. Discussion Concerning Request to install speed bumps or speed tables on East Redwood Avenue between Oak Street and Highway 59; and, Possible action and/or guidance to Staff**
- 8. Discussion and possible action on the schedule of regular meeting dates for calendar year 2025**
- 9. Discussion and possible action on Resolution 2024-24; *A Resolution to Notify the Secretary of the County Election Board of Sequoyah County, Oklahoma to Conduct Election***
- 10. Discussion and possible action on staff's request to purchase one (1), 2024 Freightliner Side Load Automated Sanitation Truck for the Sanitation Department from J&R Equipment of Oklahoma City; and authorize purchase via a lease purchase agreement**
- 11. Discussion and possible action on Resolution 2024-25; *A Resolution Authorizing Execution of a Lease Purchase Agreement of Equipment***
- 12. Possible Action on Purchase Order No. 103001, Issued to Storm Sirens, Inc. of Norman, Oklahoma, in the amount of \$14,750.00 for the purchase of a CD&F Report Back System with two-way capability of the new and converted sirens and utilized fiber optic lines to report the siren status back to a central user**
- 13. Discussion and possible action to give a temporary pay increase to the Interim City Manager**
- 14. Conduct Public Hearing to determine if the property located at 701 North Main Street is a Public Nuisance; Case #10-24-1C, Condemnation of Dilapidated Structure**
- 15. Conduct Public Hearing to Determine if the Property Located at 415 West Creek Avenue is a Public Nuisance; Case #10-24-2C, Condemnation of Dilapidated Structure**
- 16. Receive update on economic development and grant activities**
- 17. Receive update on current and future projects**

18. Receive update on the financial status of the city and activities of the finance department

19. Administrative reports

20. Adjourn

Posted: OCTOBER 10, 2024

Time: 4:40 P.M.

KIM JAMISON

MINUTES
BOARD OF CITY COMMISSIONERS
REGULAR MEETING
SEPTEMBER 9, 2024

The Board of City Commissioners 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 KXXM; by posting at city hall on September 5, 2024 at 5:42 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,	Mayor Member, Ward 1 Member, Ward 2 Member, Ward 3 Member, Ward 4
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Members absent:	None
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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 City Clerk Director of Finance/Interim City 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
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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.
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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. Discussion and possible action on acceptance of resignation of City Attorney effective October 8, 2024

Motion was made by Mendiola, seconded by Bailey, to accept the resignation of the City Attorney. Vote: Mendiola aye; Bailey aye; Moody aye; Hamilton aye; Martens aye. Motion carried 5-0.

4. Presentation to John Robert Montgomery

Mayor Martens, along with the Interim City Manager, and the City Clerk, presented a retiree watch to John Robert Montgomery. The Mayor thanked him for his dedicated and loyal service to the City. He expressed a heartfelt thank you for everything.

5. Discussion and possible action on removal of any item from the consent agenda

None.

6. Possible action on consent agenda

a Consider approval of regular minutes of August 12, 2024 and special meetings of August 15, 2024 and September 5, 2024

b Acknowledge Invoice paid report for August 2024

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

7. Discussion and possible action on any item removed from the consent agenda

None.

8. Receive presentation from Mr. Howard Copeland concerning search for a shooting range; and possible direction to staff

Mr. Copeland was not able to attend the meeting.

9. Discussion and possible action on Airport Lease Agreement between the City of Sallisaw and Mr. Chad Sheffield and Mr. J. Brooks Coffee for lease of hangar at the Sallisaw Municipal Airport

Motion was made by Hamilton, seconded by Moody, for approval of Airport Lease Agreement between the City of Sallisaw and Chad Sheffield and J. Brooks Coffee. Vote: Hamilton aye; Moody aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

10. Discussion and possible action on Purchase Order No. 102819, issued to Modern Fence Company of Fort Smith, Arkansas, in the amount of \$44,941.93 for the installation of fencing at the N. Wheeler Ave property

Motion was made by Bailey, seconded by Hamilton, for approval of Purchase Order No. 102819 in the amount of \$44,941.93. Vote: Bailey aye; Hamilton aye; Moody aye; Mendiola aye; Martens aye. Motion carried 5-0.

11. Discussion and possible action on Purchase Order No. 102820, issued to Joe Cooper Chevrolet of Yukon, Oklahoma, in the amount of \$53,831.00 for the purchase of one (1) Chevy 1500 Police Tahoe 4WD 9C1 Pursuit Model for the Police Department

Motion was made by Mendiola, seconded by Bailey, for approval of Purchase Order No. 102820. Vote: Mendiola aye; Bailey aye; Moody aye; Hamilton aye; Martens aye. Motion carried 5-0.

12. Discussion and possible action on Purchase Order No. 102821, issued to Arkansas Electric Cooperatives, Inc. of Little Rock, Arkansas, in the amount of \$44,550.00 for the purchase of three (3) reels of wire

Motion was made by Hamilton, seconded by Moody, for approval of Purchase Order No. 102821 in the amount of \$44,550.00 to Arkansas Electric Cooperatives. Vote: Hamilton aye; Moody aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

13. Discussion and possible action on staff's request to purchase one (1), 2024(5) Freightliner M2 106/Tymco Model 600 regenerative air street sweeper for the Street Department; and authorize purchase via a lease purchase agreement

Motion was made by Mendiola, seconded Bailey, for approval to purchase street sweeper and authorize via lease purchase. Vote: Mendiola aye; Bailey aye; Moody aye; Hamilton aye; Martens aye. Motion carried 5-0.

14. Discussion and possible action on Resolution 2024-19; *A Resolution Authorizing Execution of a Lease Purchase Agreement of Equipment*

Motion was made by Moody, seconded by Hamilton, for approval of Resolution No. 2024-19. Vote: Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

15. Discussion and possible action on Resolution 2024-20; *A Resolution of Support for Safe Routes to School*

Motion was made by Mendiola, seconded by Moody, for approval of Resolution 2024-20. Vote: Mendiola aye; Moody aye; Bailey aye; Hamilton aye; Marten aye. Motion carried 5-0.

16. Discussion and possible action on Resolution 2024-21; *A Resolution Providing Changes in Electric Service Rates in the City of Sallisaw, Oklahoma, and Superseding Previous Resolutions*

Motion was made by Moody, seconded by Mendiola, for approval of Resolution 2024-21. Vote: Moody aye; Mendiola aye; Bailey aye; Hamilton aye; Martens aye. Motion carried 5-0.

17. Discussion and possible action on Resolution 2024-22; *A Resolution Providing Changes in Water and Sewer Service Rates in the City of Sallisaw, Oklahoma, and Superseding Previous Resolutions.*

Motion was made by Hamilton, seconded by Moody, for approval of Resolution 2024-22. Vote: Hamilton aye; Moody aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

18. Discussion and possible action on Resolution 2024-23; *A Resolution Amending The Master Fee Schedule, Establishing Certain Rates And Fees For The City Of Sallisaw, And Superseding Previous Resolutions*

Motion was made by Hamilton, seconded by Moody, for approval of Resolution 2024-23. Vote: Hamilton aye; Moody aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

19. Conduct Public Hearing for the Purpose of Receiving Questions and/or Comments Concerning the Possible Annexation of Property Owned by Steven and Deborah O'Neal

Mayor Martens opened the Public Hearing at 6:31 p.m. The Building Development Director presented information concerning the annexation request. The property owner also added information. No additional comments or questions. The Public Hearing closed at 6:34 p.m.

20. Discussion and possible action on Ordinance 2024-05; An Ordinance Providing for the Annexation to the City of Sallisaw, Oklahoma, Certain Property Hereinafter set out; and Approval of Emergency Clause

Motion was made by Mendiola, seconded by Hamilton, for approval of Ordinance 2024-05. Vote: Mendiola aye; Hamilton aye; Moody aye; Bailey aye; Martens aye. Motion carried 5-0. Motion was made by Mendiola, seconded by Hamilton, for approval of emergency clause. Vote: Mendiola aye; Hamilton aye; Moody aye; Bailey aye; Martens aye. Motion carried 5-0.

21. Conduct Public Hearing for the Purpose of Receiving Questions and/or Comments Concerning the Possible Annexation of Property Owned by Christina and David Harris

Mayor Martens opened the Public Hearing at 6:35 p.m. The Building Development Director gave a brief update. No additional comments or questions. The Public Hearing closed at 6:35 p.m.

22. Discussion and possible action on Ordinance 2024-06; An Ordinance Providing for the Annexation to the City of Sallisaw, Oklahoma, Certain Property Hereinafter set out; and Approval of Emergency Clause

Motion was made by Moody, seconded by Mendiola, for approval of Ordinance 2024-06. Vote: Moody aye; Mendiola aye; Bailey aye; Hamilton aye; Martens aye. Motion carried 5-0. Motion was made by Moody, seconded by Hamilton, for approval of emergency clause. Vote: Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

23. Discussion and possible action on Purchase Order No. 102822, issued to Core and

Main of Coweta, Oklahoma, in the amount of \$68,671.20 for materials to install a 6" water line on Drake Road

Motion was made by Moody, seconded by Bailey, for approval of Purchase Order No. 102822 in the amount of \$68,671.20. Vote: Moody aye; Bailey aye; Mendiola aye; Hamilton aye; Martens aye. Motion carried 5-0.

24. Discussion and possible action on Purchase Order No. 102823 issued to Lattimore Welding, LLC of Sallisaw, in the amount of \$22,250.00 for weir replacement at the Sallisaw Wastewater Treatment Facility

Motion was made by Mendiola, seconded by Bailey, for approval of Purchase Order No. 102823. Vote: Mendiola aye; Bailey aye; Moody aye; Hamilton aye; Martens aye. Motion carried 5-0.

25. Discussion and possible action on Purchase Order No. 102850, issued to Storm Sirens, Inc. of Norman, Oklahoma, in the amount of \$78,260.00 for the purchase of Two (2) New Sentry Model 14V-B Stationary Warning Sirens with Two-Way Fiber Optic Control and Conversion of Three (3) Existing Sirens to Two-Way Fiber Optic.

Motion was made by Mendiola, seconded by Bailey, for approval of Purchase Order No. 102850. Vote: Mendiola aye; Bailey aye; Moody aye; Hamilton aye; Martens aye. Motion carried 5-0.

26. Discussion and possible action on items related to the Drake/Lenington Water System Improvements

a Accept bids received

Motion was made by Hamilton, seconded by Moody, to accept the bids received. Vote: Hamilton aye; Moody aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

b Possible action on Award of Contract to Patriot Utilities of Ozark, Arkansas in the amount of \$845,927.50 and authorize Neel, Harvell and Associates, Engineer, to execute all necessary documents, including contract, upon receiving approval of such from the City Attorney

Motion was made by Mendiola, seconded by Hamilton, to award the Contract to Patriot Utilities in the amount of \$845,927.50. Vote: Mendiola aye; Hamilton aye; Moody aye; Bailey aye; Martens aye. Motion carried 5-0.

27. Discussion and possible action on staff's request to reinvest the Sallisaw Reserve Certificate of Deposit with Local Bank for 182 Days at 5.54% Interest

Motion was made by Mendiola, seconded by Bailey, for approval to reinvest the Sallisaw Reserve Certificate of Deposit with Local Bank for 182 days at 5.54% interest. Vote: Mendiola aye; Bailey aye; Moody aye; Hamilton aye; Martens aye. Motion carried 5-0.

28. Discussion and possible action on staff's request to reinvest the Cemetery 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 Cemetery 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.

29. Possible action to consider convening in Executive Session as Authorized by Title 25 O.S., § 307(B)(3) to Discuss Possible Purchase of Real Property

Motion was made by Hamilton, seconded by Mendiola, to convene to Executive Session for the stated purpose. Vote: Hamilton aye; Mendiola aye; Moody aye; Bailey aye; Martens aye. Motion carried 5-0. Executive Session began at 6:58 p.m.

30. Consider Motion to Reconvene to Regular Session

Motion was made by Mendiola, seconded by Hamilton, to reconvene to regular session. Vote: Mendiola aye; Hamilton aye; Moody aye; Bailey aye; Martens aye. Motion carried 5-0. Regular Session reconvened at 7:04 p.m. No votes or action were taken in Executive Session.

31. Possible action on Any Action or Direction Pursuant to Executive Session

Motion was made by Moody, seconded by Hamilton, for no action or direction pursuant to Executive Session. Vote: Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

32. Discussion and possible action concerning live-streaming the Council Meetings via the City's YouTube Channel beginning at the October 14, 2024, meeting

Motion was made by Moody, seconded by Hamilton, to live stream the council meetings beginning at the October 14, 2024, meeting. Vote: Moody aye; Hamilton aye; Bailey

aye; Mendiola aye; Martens aye. Motion carried 5-0.

33. Receive update on current and future projects

The Building Development Director gave an update, for informational purposes only.

34. Receive update on the financial status of the city and activities of the finance department

The Chief Accountant gave an update, for informational purposes only.

35. Administrative reports

The Interim City Manager reviewed the reports that were included in the agenda.

36. Adjourn

Motion was made by Moody, seconded by Hamilton to adjourn the meeting. Vote:
Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.
The meeting ended at 7:15 p.m.

Approved this 14th day of October 2024.

Ernie Martens, Mayor

ATTEST:

Kim Jamison, City Clerk

(SEAL)

AGENDA ITEM COMMENTARY

Meeting Date: October 14, 2024
Board: Board of City Commissioners
Subject: Redwood Avenue - Petition for Speed Bumps

ITEM TITLE: Discussion Concerning Request to install speed bumps or speed tables on East Redwood Avenue between Oak Street and Highway 59; and, Possible action and/or guidance to Staff

INITIATOR: Mr. Kyle Day

STAFF INFORMATION SOURCE: Traffic Calming Devices - Policy # 7.007.00
Police Department
Street Department
Other Documents

BACKGROUND: On August 30th, Mr. Day submitted a Petition to Install Speed Bumps or Speed tables on E. Redwood Avenue (between Oak Street and Hwy 59). The petition received 13 signatures. The policy requires that 75% of residents, along the segment, must be in agreement with the request. See attached map. The signatures received meet that requirement. The policy also requires that City staff perform speed surveys and vehicle counts. We do not currently have a way to conduct speed surveys. The street department placed 2 traffic counters between September 9th and September 23rd. The vehicle counts were: 038,575 for the one located on Redwood near Oak St and 036,886 for the other that was located near Hwy 59.

According to Chief Franklin, the Police Department has been actively addressing the speeding concerns. Officers have been working the area and have made traffic stops. He noted that there have not been significant instances of excessive speeding while working in the area. He noted that Redwood and Elm has a higher propensity for speeding.

The Police Department feels that implementing a 4-way stop sign at Redwood and Elm would significantly slow down traffic on Redwood. As well as help with managing the traffic during high-traffic times, such as football games, soccer matches, rodeos and other events.

EXHIBITS:

1. Request From Day
2. GeneralMapReport
3. blinker stop signs
4. photo-speed-table2
5. photo-speed-table3

KEY ISSUES:

1. Instead of speed bumps/speed tables maybe a better option would be

to install LED blinker stop signs at Redwood and Elm. Making that intersection a 4-way.

2. Speed bumps can cause hazards for kids riding bikes, vehicles, and also slow emergency vehicles. If streets need clearing after snowfalls, speed bumps could be damaged.

FUNDING SOURCE: #020-401-57739 - LED Stop Signs

RECOMMENDATION: Staff would recommend installing Tapco Solar LED Blinker Stop Signs.

2 Speed Bumps

North Oak to 59

Rec'd
8/30/24
Dannison

PETITION TO INSTALL SPEED BUMPS OR
SPEED TABLES ON EAST REDWOOD AVE.

By signing this form you are in favor of the city of
Sallisaw, Oklahoma installing speed bumps or tables on
your street to keep our kids safe from speeding cars.

Circulator: Kyle Day

Date 8-29-24

	Name	Address	Phone Number
1	Janice Rainey	328 E Redwood Ave	559-359-2558
2	Bonnie Glenn	323 E Redwood Ave	918-525-3855
3	Terry Glenn	328 E. Redwood Ave	918-410-6015
4	Bethany Glenn	323 E. Redwood Ave	
5	SPAN FORNABZOWSKI	303 Redwood Ave	917-775-975 ✓
6	Mandy Hill	422 N Harriet	529-230-3867
7	Mike Reed	422 N Harriet	529-230-3057
8	Kyle Day	324 east Redwood Ave	479-647-8268
9	NaKeisha Daniels	324 east Redwood Ave	918-774-2541
10	Frankie Kelly	301 EAST Redwood	918-774-6324
11	Kerry Gibson	308 East Redwood	918-774-2417
12	Nancy Gibson	308 East Redwood	918-774-2855
13	Eric [Signature]	213 East Redwood	918 774 1100
14		Hospital	
15			

CITY OF SALLISAW ADMINISTRATIVE POLICY		Policy Number:	7.007.00	Revision	1
		Effective Date	October 11, 2021		
Subject:	Traffic Calming Devices				
Department(s):	Administration, Building Development, Street, Police				

PURPOSE

The purpose of this document is to provide guidance for installation of various types of traffic control devices that allows safe, orderly and predictable movement of all traffic, motorized and non-motorized.

BACKGROUND

The City shall address traffic control in a manner that is beneficial to the community. Items not addressed in this policy shall be researched, and possibly addressed utilizing information found in the MUTCD standards issued by the Federal Highway Administration.

Primary goals of this policy include, but are not limited to:

- a) Reduce the speed of vehicles on residential streets when a traffic issue is identified and proven.
- b) Increase safety of residential streets.
- c) Implement selective enforcement actions in neighborhoods.
- d) Eliminate, or discourage, non-local or cut-through traffic on residential streets.

DEFINITIONS:

Traffic Calming. Slowing of speeds on residential streets or rural roads without restricting access.

Traffic Calming Device. A device placed in the street with intent of slowing speeds of traffic. An example of this is a speed bump or speed table.

Manual on Uniform Traffic Control Devices. The Manual on Uniform Traffic Control Devices, or MUTCD, is a set of standards issued by the Federal Highway Administration. The MUTCD was developed to ensure that all traffic signs are identical and comply with the same standards.

Enhanced Speed Humps. Speed bumps typically in the 5 to 6 inches in height. This type of speed hump is used only after standard speed humps have failed to achieve the desired reduction in speed. They are installed in the same manner as standard speed humps.

Standard Speed Humps. Speed bumps typically in the 4 to 5 inches in height. Typically 24 feet in length and spaced every 200 to 600 feet depending on need. Standard speed humps are typically installed on streets with direct residential frontage and with posted speeds of 25 mph or less.

Speed Tables. Speed control devices typically 3-6 inches in height and wider than traditional speed humps.

RESPONSIBILITIES

Board of City Commissioners: As necessary, review and approve, or deny, requests for installation of traffic calming devices upon the recommendation of city staff.

~~City Staff:~~ Accept and review requests for traffic calming devices as defined in this policy. During review, ~~staff shall also perform speed surveys and vehicle counts of the areas.~~ After review, city staff shall present the request and data to the Board of City Commissioners. ✕



Police Department: As needed, provide officers to perform zero tolerance enforcement of traffic laws in the areas where calming devices are requested.

POLICY/PROCEDURE

Section 1. Requests For Traffic Calming Measures

1. Traffic Calming Measures that may be considered include, but are not limited to:

- a. Speed signs and street painting.
- b. Posted speed limit signs.
- c. Changing of speed limit on a particular street.
- d. Additional speed enforcement patrols by the police department.
- ~~e.~~ Speed humps or speed tables. Both of these may be accompanied by warning signs such as "Slow-Speed Table Ahead".

2. Criteria for Installation of Traffic Calming Devices

- a. ~~75% of the residents along the street segment,~~ or block(s), where the calming device(s) will be installed ~~must be in agreement with the request. This can be documented by a signed document (petition) showing the residents name, address, phone and email if applicable.~~ This document must clearly state the request, reason(s) and location(s) for the request. This document must be submitted to the ~~City Clerk for review and verification.~~ The written request, along with the names of the requestors, must be submitted in a legible manner and clearly detail the request.

i. Sample Petition Wording: *The residents of ABC Street in Sallisaw, Oklahoma hereby request the installation of traffic calming devices along ABC Street between X Street and Y Street. Reason for this request is the high volume of vehicles and speeds of vehicles in the area during the hours of*

- b. Property owners adjacent to the calming device must agree to the placement. Residents must realize that signs may be posted along the street right of ways warning of speed devices ahead. Residents must also agree to placement of signs, if they are required.
- c. If the request is located in a subdivision with an active Homeowners Association (HOA), the HOA must also approve of the request.
- d. The street for which the calming device will be placed must be a residential, or residential collector street with a posted speed limit of 25 mph or less. Survey must show at least 15% of the vehicles traveling 30 mph or higher.
- e. City will not install speed tables on private streets.

3. Application Process, Review, Action

a. The resident(s) making the request must review Section 1.2 of this policy. Once Section 1.2 (a) has been completed, the list must be presented to the office of the City Clerk.

b. Once the request has been made, the city will take the necessary steps to evaluate the area.

c. Staff will evaluate the request, survey the area, and survey vehicle traffic patterns and vehicle speeds of the area.

- ii. After review, staff will make a recommendation to the Board of City Commissioners. Upon presentation to the Board of City Commissioners, staff will recommend a speed calming measure, or provide reason(s) why the request should be denied.
- iii. If the Board of City Commissioners approves the request, they shall provide direction to staff on placement. Staff will identify the type, number and location where the traffic calming devices will be located.
- iv. Based on location, the adjacent property owners must approve of the location of the devices and signs. *If the adjacent property owner(s) do not agree to placement, then the installation shall stop, and the request shall not be fulfilled.*

- c. If traffic calming devices are installed, staff will evaluate the results after six (6) and twelve (12) months.

See Responsibilities

Section 2. Removal of Traffic Calming Devices

If, after six (6) months, the citizens living on the problem street desire to have the traffic calming devices removed, they must petition the Board of City Commissioners for removal. This may be accomplished by presenting a petition to the City Clerk showing 75% of the residents endorse removal of the calming devices. Along with the petition, reasons for the removal shall be presented to the City Clerk as well. All requests to remove the devices shall be presented to the Board of City Commissioners for their review and decision. If data shows the calming devices have been successful, the city may deny the request to remove the devices.

If the request is located in a subdivision with an active Homeowners Association (HOA), the HOA must also approve of the request to remove the devices.

Section 3. Installation of Traffic Signal Lights

Traffic signals should only be installed when they are warranted as determined by an engineering study. Traffic signals may also require coordination/approval with the Oklahoma Department of Transportation (ODOT).

Requests for traffic signals may be evaluated based on:

- a) Location of intersection.
- b) Excessive side street volumes.
- c) Pedestrian delays and/or pedestrian safety.
- d) Crash history.
- e) Flow of traffic along a major street.
- f) Side street delays.
- g) Traffic patterns and flow.
- h) Responsibilities of the City and ODOT.

Section 4. Requests for Street Striping

Street centerline and edge line markings may be requested via a written request submitted to the office of the City Clerk, or other city official. Once received, city staff will evaluate the request. As a rule, residential streets are not candidates for street striping unless circumstances dictate otherwise.

Section 5. Requests for Additional Traffic Control Signs, Devices or Other Traffic Markings.

Requests for additional traffic control signs, devices or other traffic markings may be requested via a written request submitted to the office of the City Clerk, or other city official. Once

received, city staff will evaluate the request. If needed, staff will consult with outside traffic engineers and/or vendors to evaluate the request.

Section 6. City Installation of Traffic Calming Devices

Nothing in this policy shall prevent the City from fulfilling its obligation to install traffic calming devices, traffic signs, speed limit signs, traffic lights, cross walks, or other types of traffic control devices or pedestrian crossings, when circumstances dictate that these items are needed in the community.

References: NA

Rescission Date: NA

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

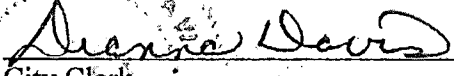


Mayor, City of Sallisaw Date: 10/11/2021



City Manager, City of Sallisaw Date: 10/11/2021

Attest



City Clerk Date: 10/11/2021

Revision History

Revision 1, October 11, 2021

 via DataScout OneMap®









AGENDA ITEM COMMENTARY

Meeting Date: October 14, 2024
Board: Board of City Commissioners
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 beginning at 6:30 p.m. 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: Board of City Commissioners
Subject: Election

ITEM TITLE: Discussion and possible action on Resolution 2024-24; *A Resolution to Notify the Secretary of the County Election Board of Sequoyah County, Oklahoma to Conduct Election*

INITIATOR: City Clerk

STAFF INFORMATION SOURCE: City Clerk
City Attorney

BACKGROUND: Offices to be filled are Commissioner for Ward 1 and Commissioner for Ward 3, each for three (3) year terms. Filing period begins at 8:00 a.m., Monday, December 2, 2024, and ends at 5:00 p.m., Wednesday, December 4, 2024. The date of the municipal election is the second Tuesday in February; February 11, 2025.

EXHIBITS: 1. City.Resolution 24. Election

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: Approval of Resolution 2024-24.

RESOLUTION 2024-24

A RESOLUTION TO NOTIFY THE SECRETARY OF THE COUNTY ELECTION BOARD OF SEQUOYAH COUNTY, OKLAHOMA, TO CONDUCT ELECTION

WHEREAS, the Charter of the City of Sallisaw, Oklahoma, provides that the laws of the State of Oklahoma and the Constitution of the State of Oklahoma shall govern elections of the City of Sallisaw insofar as they are applicable and not superseded by the Charter, and

WHEREAS, City elections are to be conducted by the County Election Board in accordance with the Statutes of the State of Oklahoma, and

WHEREAS, the Statutes of the State of Oklahoma require that the City submit a resolution to the Secretary of the County Election Board containing facts of such.

NOW, THEREFORE BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SALLISAW, OKLAHOMA,

1. The date of the municipal election for the year 2025 shall be on the second Tuesday in February, February 11, 2025.
2. The offices to be filled at such election shall be Commissioner for Ward number 1 for a term of three (3) years and Commissioner for Ward number 3 for a term of three (3) years, all as provided in the Charter of the City of Sallisaw.
3. No person shall be eligible to an elective office of the City of Sallisaw unless he or she is a registered voter of the City and has been a resident of the City for at least one (1) year immediately prior to his or her election, and those who are elected from wards must be an actual resident of such ward for at least one (1) year immediately prior to the time of filing for office from said ward and also the time of his or her election from said ward. Each such person so elected must and shall not be in litigation with the City when elected.
4. The offices of Commissioner for Ward 1 and Commissioner for Ward 3 shall each be filled by voting by ward.
5. The election shall be nonpartisan, and no party designation or emblem shall be placed on any ballot used in a City election.
6. Any qualified person may have his or her name placed on the ballot as a candidate for Commissioner or other elective office by filing with the Secretary of the Sequoyah County Election Board a sworn statement of his or her candidacy. The

filing period shall begin at 8:00 a.m. the first Monday in December, December 2, 2024, and shall end at 5:00 p.m. on the following Wednesday, December 4, 2024.

7. Absentee ballots shall be provided for all elections in accordance with applicable Statutes of the State of Oklahoma.
8. In the event that no candidate for office receives a majority of the votes cast, there shall be a runoff election for the two (2) candidates receiving the greatest number of votes for such office or offices to be held on the first Tuesday in April, April 1, 2025.
9. The Charter of the City of Sallisaw provides that provisions of the State Constitution and laws applicable to City elections shall govern such elections of this City insofar as they are applicable and not superseded by the Charter or by Ordinance. A copy of the Charter shall be furnished to the Secretary of the County Election Board.
10. The City of Sallisaw shall pay the expenses of said election, as provided by the Statutes of the State of Oklahoma.
11. At least four maps clearly defining municipal limits and ward boundaries shall be provided to the County Election Board.

PASSED AND APPROVED THIS 14th day of October, 2024.

CITY OF SALLISAW, OKLAHOMA

By:

ERNIE MARTENS, Mayor

ATTEST:

KIM JAMISON, City Clerk

[S E A L]

AGENDA ITEM COMMENTARY

Meeting Date: October 14, 2024
Board: Board of City Commissioners
Subject: Side Arm Sanitation Truck

ITEM TITLE: Discussion and possible action on staff's request to purchase one (1), 2024 Freightliner Side Load Automated Sanitation Truck for the Sanitation Department from J&R Equipment of Oklahoma City; and authorize purchase via a lease purchase agreement

INITIATOR: Sanitation Superintendent
Purchasing Agent

STAFF INFORMATION SOURCE: State Contract

BACKGROUND: Approval will allow for the purchase of a smaller side arm residential sanitation truck. The side arm has a 10-foot reach and can compact 850 lbs/cy. The smaller unit will be utilized for narrow streets. This unit is available as part of the state contract. The cost is \$338,497.20. If approved, staff intends to purchase via a 48-month lease purchase.

EXHIBITS: 1. sallisaw quote updated

KEY ISSUES:

FUNDING SOURCE: #030-502-57711 - \$50,000.00 budgeted - 48 month Lease Purchase

RECOMMENDATION: Approval to purchase side load sanitation truck and authorize purchase via lease purchase.

ANGELA ALLEN TERRITORY MANAGER

O: 405-495-5110 | C: 479-445-8896
8800 SW 8TH ST. OKLAHOMA CITY, OK 73128
WWW.JANDREQUIPMENT.COM

SALES ORDER ACKNOWLEDGEMENT FORM

Quote # / SO # / Co #	Reference #	Sales Order Date
N/A / 107562 / 1000		2024-10-09
Price List / Currency	Terms	PO #
2023 / USD	Net 30 Days	JR021323ASL
Regional Sales Manager	Customer Service Rep.	Product Specialist
Steve DeGeorge	Tracie Mauthe	Olivier Longu��p��e
Opportunity Type	Carrier	Departure Region
Standard	To Be Determined	Quebec, QC, CA

	SHIP TO	END CLIENT
	J & R Equipment LLC 8800 SW 8th St dba J&R Environmental Trucks Oklahoma City, OK 73128 United States Email : Phone :	Sallisaw 115 E. Choctaw Sallisaw, OK 74955 United States Email : Phone : 918-775-6241

CHASSIS INFORMATION

Chassis Provided By : Supplied by Customer	Engine Make : Cummins
Chassis Manufacturer : Freightliner	Engine Model : L9
Chassis Model : M2 106	Engine Power : 360 HP
Cab Style : Conventional Cab	Engine Torque : 1150 LB-FT @ 1200 RPM
Drivetrain : 4X2	Transmission Make : Allison
Auxiliary Axle : Tag Axle Labrie	Transmission Model : RDS 3000 Series WTEC 4 & 5
CNG System Upon Arrival : Without	Transmission Type : Automatic Transmission
Driving Configuration at Delivery : Sit-Down from Company on Streetside + Sit-Down from Fontaine on Curbside	
Chassis Delivery Address : Canada: 175-B Rte. Marie-Victorin, L��vis, QC, Canada G7A 2T3	

COLOR INFORMATION

Cab Color : White from Factory	Cab Color Code : L0006, Color Code NOT Required, Color Code NOT Required, Color Code NOT Required
Body Color : White	Body Color Code : N0006EX
Chassis Color : Black from Factory	Chassis Color Code : Color Code NOT Required
Paint Scheme Number : Without	Match Cab : Yes

CARTS INFORMATION

Cart Make : Without or NOT Required	Cart Type : Without or NOT Required
Cart Capacity : Without or NOT Required	

BODY CONFIGURATION

Body Model : AUTOMIZER TTD	Total Capacity : 24yd ³ (20+4)
Arm Model : Single Helping-Hand (Curb)	Body Capacity : 20yd ³
Body Type : Standard	Tailgate Capacity : 4yd ³
Body Division : Without Divison	

OPTIONS

#	Category	Option Description	
2	Lifting	AGRB-0000 Gripper with Bolted Rubber Blocks ILO Straps	
3	Lifting	AGRA-STD03 Helping-Hand, Basic Arm, "32 to 95 US gal"	
4	Lifting	EAOA-STD01 Arm out alarm at 6 km/h - 4 mph	
5	Lifting	ALRE-STD01 Arm Long Reach (10 Foot Reach)	
6	Lifting	AGSS-STD01 Spill shield on Gripper	
7	Lifting	EADB-6828 Auto Dump Cycle for Helping-Hand Arm on Curbside	

ANGELA ALLEN TERRITORY MANAGER

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Quote # / SO # / Co #	Reference #	Sales Order Date
N/A / 107562 / 1000		
Price List / Currency	Terms	PO #
2023 / USD	Net 30 Days	JR021323ASL
Regional Sales Manager	Customer Service Rep.	Product Specialist
Steve DeGeorge	Tracie Mauthe	Olivier Longu��p��e
Opportunity Type	Carrier	Departure Region
Standard	To Be Determined	Quebec, QC, CA

#	Category	Option	Description	
8	Hopper Area	BCPH-0000	Crusher Panel (1)	
9	Hopper Area	QUSS-0000	Crusher Panel Full Width	
10	Hopper Area	HAPT-STD01	RAM Type Packer Panel	
#	Category	Option	Description	
11	Consoles & Controls	AAAC-0050	Auxiliary Arm Controls Inside Cab on Curbside	
12	Consoles & Controls	AAJC-0010	Dual Arm joysticks NON-Moveable	
13	Consoles & Controls	ATJC-5709	Grabber Functions Inverted on Joystick (Left Button to Open / Right Button to Close)	
#	Category	Option	Description	
14	Hydraulic	HPSO-0000	Automatic Pump shutoff at 50 km/h- 32 mph	
15	Hydraulic	HCON-STD01	JIC	
16	Hydraulic	HHOC-INC01	Hydraulic Oil Cooler	
17	Hydraulic	HPTO-0040	PTO Chlesea 870 Hot Shift for Remote Pump	
18	Hydraulic	CCPM-INC01	Dual Pump Denison T6DC Work-at-Idle (Remote)	
19	Hydraulic	CHFT-STD02	Hydraulic Tank Mounted on Chassis	
20	Hydraulic	EBCV-STD01	Pneumatic Over Hydraulic Body Main Valve	
#	Category	Option	Description	
21	Accessories	BCOT-0000	Broom and Shovel Front of Hopper on Curbside & Hoe Front of Hopper on Streetside	
22	Accessories	BFEX-0010	Fire Extinguisher 20 lbs (1) on Rubrail Curbside (Rear) Vertical	
23	Accessories	BBTS-STD01	Standard Tailgate Seal	
#	Category	Option	Description	
24	Lighting	LLPA-0010	Add. Lights on Tg.: 2/3 Lightbar + Central Brake Light + Multifunctions Lights (4) (X Pattern)	
25	Lighting	LBLR-0025	Backup Lights on Rubrails Mid-Body - LED (2)	
26	Lighting	LBLT-0005	Backup Lights on Tailgate 2/3 Centered - LED (2)	
27	Lighting	LWLK-0025	Work Light Package - LED (2)	
28	Lighting	WL01-0000	Hopper Streetside (1)	
29	Lighting	WL04-0000	Rail Curbside (4)	
#	Category	Option	Description	
30	Electronic	CCCC-0023	Triple Zone Defense Cameras (3) With Heater/With Shutter	
31	Electronic	CL01-6284	Tailgate Center 2/3 (1) - Pointing Back (Two (2) Cameras for Panoramic View)	
32	Electronic	CL04-0000	Hopper Streetside (4) - Pointing Curbside	
33	Electronic	CL15-0000	Mirror Streetside (15) - Pointing Back	
34	Electronic	CCCM-0022	Zone Defense 9" Color Monitor	
35	Electronic	CCML-INC01	On Ceiling, Centered, Near the Windshield (If Possible)	
36	Electronic	CCMM-STD01	Monitor Mounting Brackets for Labrie Standard Installation	
37	Electronic	AGCD-0000	Cart/Container Counting Device on Arm(s)	
#	Category	Option	Description	
38	Electrical	ESYV-STD01	12V Body Electrical System	

ANGELA ALLEN TERRITORY MANAGER

O: 405-495-5110 | C: 479-445-8896

8800 SW 8TH ST. OKLAHOMA CITY, OK 73128

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Regional Sales Manager	Customer Service Rep.	Product Specialist
Steve DeGeorge	Tracie Mauthe	Olivier Longu��p��e
Opportunity Type	Carrier	Departure Region
Standard	To Be Determined	Quebec, QC, CA

#	Category	Option	Description	
39	Service & Maintenance	BRLS-0000	Ground Level Grease Point for Follower Panel Rollers (Centralized)	
40	Service & Maintenance	BALS-0010	Ground Level Grease Points for Tailgate (Centralized) & Hopper Door(s)	
#	Category	Option	Description	
41	Structure, Liners & Materials	BHWS-0000	Hopper Floor Liner 1/4" - Hardox 450	
42	Structure, Liners & Materials	BHSL-0000	Hopper Side Wall Liners 4mm (0.160") - Hardox 450	
43	Structure, Liners & Materials	BHUL-7045	Hopper Side Wall Liner Streetside (Upper Section) 3/8" - Plastic	
#	Category	Option	Description	
44	Unit Appearance	PCBP-STD01	Urethane Body Paint	
45	Unit Appearance	UAPP-STD01	One (1) Coat of Urethane Primer	
46	Unit Appearance	PCCP-STD01	Paint Chassis Components same Color as Chassis	
47	Unit Appearance	PSSS-0010	CAUTION VEHICLE STOPS [...] FREQUENTLY, 74-1/2" x 23-1/2" (Black on Yellow)	
48	Unit Appearance	BASA-STD01	Rubber Mud Guards - Rear of Rear Axle	
49	Unit Appearance	BASN-STD01	Mud Guards with Labrie Logo	
50	Unit Appearance	BODL-STD01	Informative Decals English	
#	Category	Option	Description	
51	Chassis	CHPA-0010	Tag Axle Hendrickson Composilite 13.5K Steerable	
52	Chassis	CHPR-0000	Steel Rims	
53	Chassis	CHPT-0000	Tires According to Chassis and Auxiliary Axle Capacity	
54	Chassis	CFTD-STD01	Diesel Tank from Company or CNG/Electric	

NON-STANDARD OPTIONS**COMMENTS**

HEWA2550-2 - PLAN B2 - Add 2 years on hydraulice PUMPS and VALVES only for a total of 3 years (incl hyd cooler) (PARTS and LABOR)

BEWC-0101 PLAN C1 - Add 1 year on hydraulic CYLINDERS only for a total of 2 years (incl. hyd cooler) | (hydraulic cooler warranty is 1 year) (PARTS AND LABOR)

SW 197 Price **\$202,336.20**
Freight **\$8,600.00**
Chassis **\$127,561.00**

Total Unit Cost \$338,497.20

AGENDA ITEM COMMENTARY

Meeting Date: October 14, 2024
Board: Board of City Commissioners
Subject: Lease Purchase

ITEM TITLE: Discussion and possible action on Resolution 2024-25; *A Resolution Authorizing Execution of a Lease Purchase Agreement of Equipment*

INITIATOR: Solid Waste Superintendent
Purchasing Agent
Interim City Manager

STAFF INFORMATION SOURCE: Solid Waste Superintendent
Purchasing Agent
Interim City Manager

BACKGROUND: Approval of this resolution will allow the purchase of a side load automated sanitation truck to be completed via a 48-month lease purchase agreement. The agreement will be executed at the time the sanitation truck is delivered.

EXHIBITS: 1. 2024-25 - side load sanitation truck

KEY ISSUES: None.

FUNDING SOURCE: Lease purchase agreement - 48 month term.

RECOMMENDATION: Approval of Resolution 2024-25.

RESOLUTION NO. 2024-25

**A RESOLUTION AUTHORIZING EXECUTION
OF A LEASE PURCHASE AGREEMENT
ON EQUIPMENT**

WHEREAS, the City of Sallisaw is in need of one (1), side load automated sanitation truck, and

WHEREAS, the City of Sallisaw has an opportunity to enter into a lease purchase agreement on one (1), 2024 Freightliner Side Load Automated Sanitation Truck, with J&R Equipment of Oklahoma City, Oklahoma, in the amount of \$338,497.20 and does not desire to purchase said equipment with cash.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the City of Sallisaw, Oklahoma:

That the City of Sallisaw, Oklahoma lease from J&R Equipment, of Oklahoma City, Oklahoma, according to the terms of a certain lease purchase agreement for a term of forty-eight months, and renewable thereafter, with a purchase price of \$338,497.20 set forth therein, one (1), 2024 Freightliner Side Load Automated Sanitation Truck

BE IT FURTHER RESOLVED THAT THE SAID BOARD OF COMMISSIONERS OF THE CITY OF SALLISAW, OKLAHOMA, finds, determines and declares that Ernie Martens, Mayor of the City of Sallisaw, be and he is hereby authorized and directed to execute said lease purchase agreement for the City of Sallisaw, Oklahoma.

PASSED AND APPROVED this 14th day of October, 2024.

CITY OF SALLISAW, OKLAHOMA

ERNIE MARTENS, Mayor

ATTEST:

KIM JAMISON, City Clerk

(SEAL)

AGENDA ITEM COMMENTARY

Meeting Date: October 14, 2024
Board: Board of City Commissioners
Subject: Report Back System

ITEM TITLE: Possible Action on Purchase Order No. 103001, Issued to Storm Sirens, Inc. of Norman, Oklahoma, in the amount of \$14,750.00 for the purchase of a CD&F Report Back System with two-way capability of the new and converted sirens and utilized fiber optic lines to report the siren status back to a central user

INITIATOR: Economic Development Director
IT Manager

STAFF INFORMATION SOURCE: Storm Sirens Inc

BACKGROUND: The CD&F Report Back System will build on the two-way capabilities of the new and converted sirens and utilize fiber optic lines to report the siren status back to a central user. It eliminates the need for a physical presence at the siren site to verify the function. When polled, the central control station will receive data from each siren indicating whether there is power, a sound failure or an intrusion into the decoder box.

EXHIBITS: 1. Sallisaw, OK 2024 Prop Report Back

KEY ISSUES: Utilizing GRDA Sponsorship Dollars to purchase this unit.

FUNDING SOURCE: GL# 102-601-57901

RECOMMENDATION: Staff recommends acknowledgment of Purchase Order No. 103001 in the amount of \$14,750.00 to Storm Siren, Inc.

Storm Sirens, Inc.

3801 Harrogate Drive

Norman, Ok 73072

1-800-527-6375

stormsirens@aol.com

September 23, 2024

George Bormann, Director
Sallisaw Economic Development
115 East Choctaw
Sallisaw, Oklahoma 74955

Regarding: Storm Warning Siren

Dear Mr. Boremann:

Sentry Siren, Inc. manufactures 11 different storm warning sirens. As the regional representative for Sentry, my company has over 30 years of experience designing, installing, and maintaining storm warning systems. We have sold nearly 2000 sirens regionally and over 400 sirens in the State of Oklahoma, including 3 of the City's current sirens.

In regard to our recent telephone conversation, you will find below a revised proposal on the CD&F Report Back System.

The CD&F Report Back System would build on the two-way capabilities of the new and converted sirens and utilized fiber optic lines to report the siren status back to a central user. It eliminates the need for physical presence at the siren site to verify function. When polled, the central control station will receive data from each siren indicating whether there is power, a sound failure or an intrusion into the decoder box.

From the central control station, you would be able to:

- a. Activate all sirens from one button (**one step activation**).
- b. Activate or poll one, a group or all of the sirens and retain polling information until the system is polled again.
- c. Print and save polling data
- d. Display siren status:
 - a) Poll Failure, indicating that the signal was blocked or that the site has a problem such as no power.
 - b) Sound or Sound Failure, indicated on the display by either a green or red light.
 - c) Intrusion, reported immediately.

Storm Sirens, Inc.

3801 Harrogate Drive

Norman, Ok 73072

1-800-527-6375

stormsirens@aol.com

If the City is able to supply and set up the PC, touch screen, mouse, keyboard and printer (optional) at the central control point, the only hardware that will need to be installed will be the PC-LAN interface; in addition, the labor for the central control station will be reduced.

Normally, a system is only set up to poll from the central station even if it has a secondary control point. This is done mainly to keep the cost of labor and equipment down. However, if the City would also like to supply and set up a PC, touch screen, mouse and keyboard to the secondary site, that site can also be set up to poll the system and receive data. There would be no additional charge for the software or labor.

Qty. 1	Central Control Station	
	PC-LAN Interface	\$1,910.00
	Software & Programming	\$9,690.00
	Labor	\$1,240.00
Qty. 1	2 nd Control Point (Redundancy)	
	PC-LAN Interface	\$1,910.00
	Software & Programming	\$00.00
	Labor	\$00.00
Qty. 5	Upgrade Decoder to Two-Way	\$00.00
Qty. 5	Additional Labor per Siren Site	\$00.00
Total Cost, Complete & Installed (Turn-Key)		\$14,750.00

Since the new sirens will be installed with two-way capability and the existing sirens will be given two-way capability when they are converted to fiber optic line, there is no additional material or labor needed at any of the siren sites.

If you have any questions, please contact us by phone at 1 (800) 527-6375 or by e-mail at stormsirens@aol.com.

Sincerely,

Cynthia E. Engelbrecht

Cynthia E. Engelbrecht
Vice-President & COO

CEE:st

AGENDA ITEM COMMENTARY

Meeting Date: October 14, 2024
Board: Board of City Commissioners
Subject: Temporary Pay Increase

ITEM TITLE: Discussion and possible action to give a temporary pay increase to the Interim City Manager

INITIATOR: Commissioner Hamilton

STAFF INFORMATION SOURCE: Commissioner Hamilton
Policies
Previous Agenda/Minutes

BACKGROUND: On 6/17/24, the BOCC voted to accept the separation agreement of current City Manager Keith Skelton (see attached minutes). At that time, Robin Haggard was appointed the Interim City Manager, as evidenced by the attached minutes from the 6/27/24 meeting.

According to Administrative Policy 1.003.00; Section 2-C, the BOCC should establish the length of appointment and the pay where the pay does not exceed the amount the employee would receive if regularly appointed to that position.

I am requesting since Ms. Haggard, for all intents and purposes, is and has been the City Manager since 6/17/24, an item be created for a temporary pay increase in the amount of \$1,000.00 per pay period and retroactive to 6/17/24.

The amount is supported by the Wage Adjustments section budget packet provided during the FY 2025 Budget Retreat and precedent set by BOCC meeting on 1/4/18 (see attached document 010918.pdf pg. 11-15).

EXHIBITS:

1. MINUTES 06.17.2024 BOCC SPECIAL
2. MINUTES 06.27.24 BOCC SPECIAL
3. 1.003.00 JOB EVALUATION AND SALARY ADMINISTRATION
4. 010918

KEY ISSUES:

FUNDING SOURCE:

RECOMMENDATION: Approval of temporary pay increase for Interim City Manager, Robin Haggard, in the amount of \$1,000.00 per pay period and retroactive to June 17, 2024.

MINUTES
BOARD OF CITY COMMISSIONERS
SPECIAL MEETING
JUNE 17, 2024

The Board of City Commissioners met in a special meeting on June 17, 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 June 12, 2024 at 11:00 a.m.; by posting on the city's website; and, by giving notice to the City Clerk.

Members present:	Ernie Martens, Ronnie Lowe, Josh Bailey, Julian Mendiola, Brad Hamilton,	Mayor Member, Ward 1 Member, Ward 2 Member, Ward 3 Member, Ward 4
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Members absent:	None
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Staff present:	Keith Skelton, John R. Montgomery, Kim Jamison, Robin Haggard, Kayle Griffin, Keith Miller, Gene Martin, Daniel Emerson Necole Emerson, Terry Franklin, Tucker Martens, Jeff Craghead,	City Manager City Attorney City Clerk Director of Finance Chief Accountant Building Development Director Superintendent - Equipment Services Locate Tech Admin Clerk Chief of Police Lieutenant Patrolman
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Others present:	Lynn Adams; Jeannie Richardson; Herman Skelton; Sean Buckner; Stephanie Goad; Matt Whitekiller; Lenora Skelton; Rhonda Merrill; Others Unidentified.
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1. Meeting called to order

Mayor Martens called the meeting to order. The meeting began at 12:00 p.m.

2. Declaration of a quorum

A quorum was declared present.

3. Discussion and possible action to convene in Executive Session for the purpose of discussing performance of City Manager, contract agreement and/or separation agreement with City Manager, as authorized by Title 25 O.S., § 307(B)(1,2)

The City Attorney recommended moving to Executive Session. Motion was made by Mendiola, seconded by Bailey, to move to Executive Session. Vote: Mendiola aye; Bailey aye; Lowe aye; Hamilton aye; Martens aye. Motion carried 5-0. The time was 12:01 p.m.

4. Possible action to reconvene to Regular Session

Motion was made by Mendiola, seconded by Bailey, to return to Regular Session. Vote: Mendiola aye; Bailey aye; Lowe aye; Hamilton aye; Martens aye. Motion carried 5-0. Time 12:41 p.m.

5. Possible action or direction pursuant to Executive Session regarding performance of City Manager, contract agreement and/or separation agreement of City Manager

Motion was made by Bailey, seconded by Mendiola, as per the request of the City Manager to enter into a separation agreement. Vote: Bailey aye; Mendiola aye; Lowe aye; Hamilton aye; Martens aye;. Motion carried 5-0.

6. Adjourn

Motion was made by Lowe, seconded by Mendiola, to adjourn the meeting. Vote: Lowe aye; Mendiola aye; Bailey aye; Hamilton aye; Martens aye. Motion carried 5-0. The meeting ending at 12:42 p.m.

Approved this 8th day of July 2024.

Ernie Martens, Mayor

ATTEST:

Kim Jamison, City Clerk

(SEAL)

MINUTES
BOARD OF CITY COMMISSIONERS
SPECIAL MEETING
JUNE 27, 2024

The Board of City Commissioners met in a special meeting on June 27, 2024, in the Council Chambers, 113 N. Elm Street, Sallisaw. Notice of the meeting was given by emailing to Sequoyah County Times; emailing KXXM; by posting at city hall on June 24, 2024, at 3:45 p.m.; by posting on the city's website; and, by giving notice to the City Clerk.

Members present:	Ernie Martens, Josh Bailey, Julian Mendiola, Brad Hamilton,	Mayor Member, Ward 2 Member, Ward 3 Member, Ward 4
Members absent:	None	
Staff present:	John R. Montgomery, Kim Jamison, Robin Haggard, Kayle Griffin, Keith Miller, Ben Spyres, Terry Franklin, Nick Stock, Colton Burgess, Joshua Rogers, John Weber,	City Attorney City Clerk Interim City Manager/Director of Finance Chief Accountant Building Development Director Computer Technician Police Chief Patrolman Patrolman Lieutenant Captain
Others present:	Lynn Adams; Pamela Gay; Philip Gay; Sean Buckner; Ron Durbin; Susan Pack; Others Unidentified.	

1. Meeting called to order

Mayor Martens called the meeting to order. The meeting began at 5:00 p.m.

2. Declaration of a quorum

A quorum was declared present.

3. Consider Convening in Executive Session with Attorney for Discussion of the following Pending Litigation: Watie v City of Sallisaw, et al. Eastern District of OK Case No. 20-CV-415-RAW, as Authorized by Title 25 O.S., § 307 (B) (4)

The City Attorney recommended Executive Session. Motion was made by Mendiola, seconded by Bailey, to convene in Executive Session. Vote: Mendiola aye; Bailey aye; Hamilton aye; Martens aye. Motion carried 4-0. Time 5:00 p.m.

4. Possible Action to Reconvene to Regular Session

Motion was made by Mendiola, seconded by Hamilton; to reconvene to Regular Session. Vote: Mendiola aye; Hamilton aye; Bailey aye; Martens aye. Motion carried 4-0. Time 5:46 p.m. Mayor Martens stated for the record that no votes were taken in Executive Session.

5. Possible action or direction pursuant to Executive Session

Motion was made by Mendiola, seconded by Hamilton, to proceed with summary jury trial as discussed in Executive Session. Vote: Mendiola aye; Hamilton aye; Bailey aye; Martens aye. Motion carried 4-0.

6. Discussion and possible action on Change Order No. 2, in the amount of \$32,766.15, RW & Son Pipeline Construction, Inc.; Sanitary System Improvements - Country Club

The Building Development Director updated the council on the project and the need for the change order. Motion was made by Hamilton, to not approve Change Order No. 2 in the amount of \$32,766.15, the motion died for lack of a second. Motion was made by Mendiola, seconded by Bailey, to approved Change Order No. 2 in the amount of \$32,766.15. Vote: Mendiola aye; Bailey aye; Hamilton nay; Martens aye. Motion carried 3-1.

7. Possible action on acceptance of resignation of Ward 1 Commissioner, Ronnie Lowe; and discussion and possible direction on filling unexpired term

Motion was made by Bailey, seconded by Hamilton, to accept the resignation of Commissioner Ronnie Lowe, Ward 1. Vote: Bailey aye; Hamilton aye; Mendiola aye; Martens aye. Motion carried 4-0. Motion was made by Bailey, seconded by Hamilton, to hear presentations, from those interested in the position, and make a decision at the July 8th meeting. Vote: Bailey aye; Hamilton aye; Mendiola aye; Martens aye. Motion carried 4-0.

8. Adjourn

Motion made by Bailey, seconded by Mendiola, to adjourn the meeting. Vote: Bailey aye; Mendiola aye; Hamilton aye; Martens aye. Motion carried 4-0. The meeting ended at 6:04 p.m.

Approved this **8th** day of **July 2024**.

Ernie Martens, Mayor

ATTEST:

Kim Jamison, City Clerk

(SEAL)

CITY OF SALLISAW ADMINISTRATIVE POLICY		Policy Number:	1.003.00	Revision	2
		Effective Date	November 15, 2018		
Subject:	Job Evaluation and Salary Administration				
Department(s):	Administration				

Background

This policy establishes a program of job evaluation and salary administration for City of Sallisaw employees. The purpose of this policy is to ensure a competitive pay plan linked to individual performance and the City's policies and goals based on knowledge, problem solving and accountability. This policy applies to all employees unless otherwise addressed in collective bargaining agreements.

Responsibilities: The City Manager shall be responsible for the daily administration of this policy. The City Manager, or his designee(s), shall perform periodic reviews of all job descriptions and pay scales to ensure they remain equitable for all employees.

Section 1: Employee Compensation

A. Initial Hiring and Probation

- 1) Each position with the City will be paid within the established salary grade of the position.
- 2) New full-time employees will be hired at the minimum (Step A) rate for the position; however, if the employee brings considerable previous experience and/or qualifications to the position for which they are hired, the starting salary may be set by the City Manager not to exceed Step D of the salary grade range. If a salary higher than Step D is recommended, the job description shall be re-evaluated.
- 3) All newly hired employees will be placed on a six (6) month probation beginning on their date of employment. At the end of the probation period, the employee will be evaluated as to their performance. At the end of the six (6) month probationary period, if the employee is evaluated as meeting the required standards of the position or higher, the employee will be eligible for advancement to the next pay step of their respective grade.

B. Movement in the Pay Plan & Types of Pay Adjustments

- 1) Employees shall be able to move through the pay plan as follows.
 - a) Employees hired at Step A of their respective pay grade: Upon the employees hire date, they shall be placed at Step A of their respective pay grade. Upon passing of six (6) month probation, they shall move to

Step B. After 12 full months of employment from hire date, they shall move to Step C. Merit date is established at the end of 12 months. In cases of extended probation, merit dates will be adjusted accordingly.

- b) Employees hired and placed at Step B or higher: Upon passing probation, employee will move to the next step. Merit date is established at the end of six (6) months. In cases of extended probation, merit dates will be adjusted accordingly. For the employee, the effect of starting an employee higher than Step A of their pay grade is the employee will top out in their respective pay grade sooner.
- 2) Cost of Living Adjustment (COLA): COLA increases will be based on area economic factors and the availability of funds in the city budget as approved by the Board of City Commissioners. COLA adjustments will increase the pay steps of each salary grade by the COLA percentage. COLA increases will be implemented as approved by the Board of City Commissioners.
 - 3) Annual Pay Step Merit Increases.
 - a) Full time employees will be eligible for an annual merit increase based on their most recent performance evaluation (See Section 4) and the availability of approved budget funds. A passing score of 2.0 must be achieved to receive the annual merit increase.
 - b) The amount of the annual merit increase will be based on the next available pay step in the employee's respective pay grade.
 - 4) Promotion to a new position (See Section 2 for details).
 - 5) Compensation actions will not be processed while employees are on an approved leave of absence as defined in the personnel policies. Any approved increases during the duration of an approved leave of absence will be implemented immediately upon the employee's return.

C. Longevity Pay

Eligibility: Employees who are classified as regular, full-time employees shall be eligible for longevity benefits. To be eligible for longevity pay, employees must be employed for 96 consecutive months as of December 1 of each calendar year. Employees must be employed on December 1 to receive longevity pay. Longevity pay shall be paid at the rate of \$4.00 per month and shall be based on the number of months employed on December 1 of each year. City Manager, City Attorney and Municipal Judge shall not be eligible for longevity pay.

Longevity pay shall be paid annually between December 1 and December 15. The City may choose to pay longevity on a check separate from an employee's regular pay check.

Section 2: Promotions, Acting Assignments and Extra Duty

- A) When an employee is promoted to a new position, the employee's pay shall be based on the current grade of their new position, not to exceed the maximum salary step of the position. Upon promotion to their new position, the employee will be on probation for six (6) months. The employee's merit date will be established on the first day they occupy their new position. Employee will not be eligible for a merit increase until the completion of twelve (12) months in the new position.
- B) Extra Pay for Acting Appointments (Interim Pay). When an employee is requested to serve in an "Acting" role in a position that represents a higher pay grade, a supplemental increase may be paid as allowed for in the personnel policies. Acting appointments typically occur when a critical position is vacant, and the vacancy is expected to last longer than 30 days. Acting appointments must be a minimum of 30 days and should not exceed 6 months unless approved by the City Manager. The temporary pay shall not exceed the amount of increase the employee would receive if regularly promoted into the position.
- C) Interim City Manager. In the case of an Interim City Manager, the Board of City Commissioners shall establish the pay and length of appointment. The temporary pay shall not exceed the amount of increase the employee would receive if regularly promoted into the position.

Section 3: Salary Decreases

- 1) There are two types of demotions that may result in a decrease in salary. They are:
 - a) An employee demoted due to poor performance and/or disciplinary action. In this case the City Manager will determine the salary, job title and new pay grade classification.
 - b) An employee demoted due to organizational re-adjustments or a voluntary demotion. Employee's new position will be based on the positions pay grade and the years of service of the employee.

Section 4: Performance Evaluations

For annual merit increases, all full time city employees will be evaluated on their past year's performance. The evaluation period will be based on the employee's merit increase date. At the time the performance evaluation is due the Human Resources (HR) Department will distribute evaluation forms to the department supervisors. Evaluations will be completed and returned to the HR Department by the due date specified.

- A) The evaluation form shown in *Attachment A* will be utilized. The HR Department will distribute evaluation forms as needed.

- B) Supervisors, or their designated evaluator are required to meet with each employee to review the performance evaluation. If a designated evaluator reviews the employee, the supervisor is required to review and approve the evaluation before it is submitted to the HR Department.
- C) All personnel are subject to supplemental evaluation of their job performance at any time during the year as circumstances dictate.
- D) The department supervisor and the employee must sign the evaluation forms. If an employee refuses to sign their evaluation form, the supervisor shall make note on the form as to the reason, if known. Employees may request to discuss their evaluation further with the HR Department.
- E) After evaluations are complete, the HR Department will review the evaluation and distribute a copy of the employee's evaluation to the employee. If further review of the evaluation is needed, the HR Department may further review the evaluation with the City Manager, supervisor and employee. The original copy of the evaluation will be placed in the employee's personnel file.

Section 5: Administration of the Job Evaluation Program

- A. A job evaluation committee will be established that will be responsible for establishing grade ranges for each job description. The Job Evaluation Committee shall consist of the City Manager, or his designee, City Clerk, Deputy City Clerk and the Director of Finance. When evaluating a job, the department supervisor directly supervising that position may be present to answer any questions and offer any input needed on the grading of the position.
- B. The City will maintain a job description for each position in the City's service. Each description will describe the essential job duties, items of accountabilities, working relationships, physical and mental requirements and other pertinent data about the position. New positions will not be filled until a proper job description has been approved by the City Manager and the salary range has been established. The job descriptions will be utilized to conduct appraisal and counseling functions, selection of employees for promotion, determine training needs and to formulate training goals. Job descriptions will be written in a standard format as prescribed by the Human Resources Department
- C. The committee will meet as needed to evaluate new positions and to re-evaluate existing positions where the job duties have changed.
- D. The City Manager may direct that certain job descriptions be re-evaluated at any time based on needs of the City.
- E. Department supervisors will be responsible for ensuring the job descriptions of their employees fully support the type of work their employees perform. If a position's duties change significantly, the department supervisor may request the position be re-evaluated.

- E. When reviewing job descriptions, the Job Committee will focus on various factors required of the position. These factors include, but are not limited to, experience, education, initiative, mental demand, analytical ability, problem solving, responsibilities, operations of machinery, hazardous working conditions, accountability and physical demands required of the position.
- F. Update of Salary Surveys. At least once every five years the Job Evaluation Committee shall update outside salary surveys used to establish the City of Sallisaw pay scale. These surveys shall be used to update the pay grades as needed to ensure compensation is commensurate with other outside agencies similar in nature to the City of Sallisaw.
- G. The City Manager shall have final approval on all job descriptions and placement of the positions into the pay scale. All final job descriptions shall be signed by the City Manager.

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

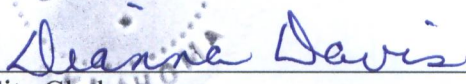
Date: 11/14/18



City Manager, City of Sallisaw

Date: 11/14/18

Attest



City Clerk

Date: 11/14/18

Revision History

Revision 2, November 15, 2018

Attachments

A. Employee Evaluation Form

Attachment A: Employee Evaluation Form

Employee		Due Date	
Title		Annual	
Department		Probation	
Review Period	to	Supplemental	
Supervisor		Date of Hire	

Rating Criteria

- (4) **Exceptional:** Able to operate independently, performs assigned tasks in an excellent manner, shows initiative to complete assigned tasks, eager to learn, consistently exceeds requirements of the job.
- (3) **Exceeds Expectations:** Requires little to no supervision, performs assigned tasks well, routinely exceeds expectations of job.
- (2) **Progressing:** Requires some supervision. Employee is actively progressing and shows willingness to learn and perform job well.
- (1) **Poor:** Employee requires constant supervision, quality of work is poor, does not work well with co-workers, needs improvement.
- (0) **Unacceptable:** Employee requires constant supervision, lacks initiative and ability to perform tasks in an acceptable manner. Poor attitude, continual absences, at times can be disruptive to the working environment, does not follow direction.

Criteria	Exceptional	Exceeds Expectations	Progressing	Poor	Unacceptable	Total Points
1. Knowledge of Work	4	3	2	1	0	
2. Motivation / Initiative / Attitude	4	3	2	1	0	
3. Quality of Work	4	3	2	1	0	
4. Quality of Skills/Use of Equipment	4	3	2	1	0	
5. Cooperation	4	3	2	1	0	
6. Problem Solving	4	3	2	1	0	
7. Productivity	4	3	2	1	0	
8. Dependability / Attendance	4	3	2	1	0	
9. Safety	4	3	2	1	0	
10. Appearance	4	3	2	1	0	
11. Communication Skills	4	3	2	1	0	
12. Working with Public / Co-workers	4	3	2	1	0	
					Total Points	
Total Points / 12 = Rating						

1. **Knowledge of Work:** Demonstrates required knowledge and skills in all phases of the job.
2. **Motivation/Initiative/Attitude:** Originates or develops constructive ideas; contributes to good moral; willing to learn new skills.
3. **Quality of Work:** Work is done correctly with little supervision, minimal errors.
4. **Quality of Skills/ Use of Equipment:** Employee has skills necessary to complete tasks assigned. Able to use tools and equipment in an acceptable safe manner.
5. **Cooperation:** Works well with supervisor and all co-workers toward the best interest of all.
6. **Problem Solving:** Ability to solve problems and make prompt and sound decisions. Good use of common sense.
7. **Productivity:** Gets things done; makes good use of time while maintaining work standards.
8. **Dependability:** Able to complete tasks with minimum supervision; takes care of tasks promptly; informs supervisor of issues or potential problems; shows up as scheduled and on time for work.

9. **Safety:** Able to work in a safer manner, maintains safe working environment, aware of hazards, knows limitations of job. Proper use of safety techniques and equipment.
10. **Appearance:** Dresses appropriately for position; maintains personal cleanliness and grooming.
11. **Communication Skills:** Able to communicate with supervisors, co-workers and public in a professional manner; Expresses ideas clearly in speech or writing. Ability to listen.
12. **Working with Public/Co-workers:** Able to effectively communicate with co-workers, citizens and customers; maintains self-control; shows tact and positive.

***This Section for Evaluation of Supervisors and Department Crew Leaders Only
To Be Completed by Evaluator Only***

Supervisor Rating	Excellent	Good	Fair	Poor	Notes
Supervisory Skills					
Leadership Ability					
Training of Employees					
Scheduling and Use of Employees					
Completion of Tasks Timely Manner					

Supervisor / Evaluator Comments

Supervisor / Evaluator Signature: _____ Date: _____

Employee Comments

I have reviewed my performance evaluation with my supervisor for the period noted.

I (☐ do) (☐ do not) wish to discuss rating further with Human Resources.

Employee Signature: _____ Date: _____

City Manager / Human Resource Review: _____ Date: _____

Review Notes:

**BOARD OF CITY COMMISSIONERS
REGULAR MEETING**

**TUESDAY, JANUARY 9, 2018
6:00 P.M.**

**City Council Chambers
111 North Elm Street
Sallisaw, Oklahoma**

A G E N D A

- 1. Meeting called to order**
- 2. Declaration of a quorum**
- 3. Removal of any item from the Consent Agenda**
- 4. Consent Agenda**
 - (a) Consider Approval of Minutes of Regular Meeting of December 11, 2017 and Special Meetings of December 18, 2017 and January 4, 2018 (Pages 3-13)
 - (b) Discuss and Acknowledge *Invoice Paid* Report for December 2017
- 5. Consider any Item Removed from the Consent Agenda**
- 6. Discussion with City Attorney Concerning Rural Water District 4 and Their Intent to Annex Certain Property, some of which is Served by the City of Sallisaw and some of which is Inside the City Limits; and, Provide Direction to City Attorney (Page 14)**
- 7. Discuss and Consider Approval of Staff's Request to Reinvest the General Fund Certificate of Deposit for 91 Days with Firststar Bank; the High Bidder (Page 15)**
- 8. Discuss and Provide Guidance to Staff Concerning Recruitment of City Manager**

9. Discuss and Consider Approval of Date for Special Meeting
10. City Manager's Administrative Reports
11. New business
12. Adjourn

Posted: January 5, 2018

Time: 2:10 P.M.

Dianna Davis

MINUTES
BOARD OF CITY COMMISSIONERS
REGULAR MEETING
DECEMBER 11, 2017

The Board of City Commissioners met in a regular meeting on December 11, 2017, in the city council chambers, located at 111 North Elm. Notice of the meeting was given by e-mailing to Sequoyah County Times; by posting at city hall; and, by giving notice to the City Clerk.

Members present:	Jim Hudgens,	Mayor (not acting due to injunction)
	Ronnie Lowe,	Member, Ward 1
	Ro Poindexter,	Member, Ward 2
	Julian Mendiola,	Member, Ward 3
	Daryl Legg,	Member, Ward 4

Members absent: (None)

Staff present:	Clayton E. Lucas II,	City Manager
	Keith Skelton,	Assistant City Manager
	John R. Montgomery,	City Attorney
	Dianna Davis,	City Clerk
	Sam Randolph,	Street Superintendent
	Robin Haggard,	Chief Accountant
	Randy Sizemore,	Purchasing Director
	Lisa Gabbert,	Administrative Clerk
	Terry Franklin,	Chief of Police
	Beau Gabbert,	Police Captain
	Jeff Murray,	Police Captain
	Keith Miller,	Building Development Director
	Blakely Smith, Jr.	Electric Superintendent
	Clint Smith,	Telecommunications
	Randy Jones,	Wastewater Treatment Supt.
	Anthony Armstrong,	Fire Chief
	Tucker Martens,	Patrolman
	John Weber,	Patrol
	Austin Carrigan,	Tree Trimming Supervisor
	Dandra Randolph,	Customer Service Supervisor
	Danny Keith,	Telecommunications Supt.
	Debby Keith,	Grants Administrator
	David Chandler,	Equipment Services
	Ted Capps,	Water/Wastewater Superintendent
	Willie Downs,	Sanitation

Jamie Phillips,
Lee Risley,

City Services Superintendent
Parks Superintendent

Others present: Roy Faulkenberry; Sally Maxwell; Robert Morris; Joanne Hudgens; Shannon and Cheryl Vann; Sandra Downs; Tiffany Murray; Laci Gabbert.

Commissioner Mendiola called the meeting to order at 6:00 p.m. and declared a quorum was present.

REMOVAL OF ANY ITEM FROM THE CONSENT AGENDA

None.

CONSENT AGENDA

(a) Consider Approval of Minutes of Regular Meeting of November 13, 2017 and Special Meetings of November 20 and 27, 2017

(b) Discuss and Acknowledge Invoice Paid Report for November 2017

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

CONSIDER ANY ITEM REMOVED FROM CONSENT AGENDA

None.

CONSIDER CONVENING IN EXECUTIVE SESSION TO DISCUSS CITY MANAGER (CLAYTON E. LUCAS II) EMPLOYMENT; AS AUTHORIZED BY TITLE 25 O.S., §307(B)(4)

Motion was made by Legg, seconded by Lowe, to convene in executive session. Vote: Legg aye; Lowe aye; Poindexter aye; Mendiola aye. Motion carried 4-0. Executive session began at 6:01 p.m.

Motion was made by Lowe, seconded by Legg, to reconvene in regular session. Vote: Lowe aye; Legg aye; Poindexter aye; Mendiola aye. Motion carried 4-0. Executive session ended at 8:05 p.m.

POSSIBLE ACTION OR DIRECTION PURSUANT TO EXECUTIVE SESSION

Motion was made by Legg, seconded by Poindexter, to accept the resignation of Clayton E. Lucas II, City Manager, with conditions as follows: Resignation is effective at 8:00 a.m., Tuesday, December 12, 2017; Mr. Lucas will be paid on December 15, 2017, his regular salary through

December 26, 2017, plus all accrued, unused vacation time; and, on or before January 10, 2018, Mr. Lucas will receive a lump sum payment in the amount equal to his current salary from December 27, 2017 through May 15, 2018, plus the total cost of COBRA for all family health insurance, which includes health, dental, vision and APL for that same time period. Vote: Legg aye; Poindexter aye; Lowe aye; Mendiola aye. Motion carried 4-0.

CONSIDER APPROVAL OF REGULAR MEETING DATES FOR 2018

Commissioner Legg suggested that the regular January meeting be scheduled for Tuesday, January 9th instead of January 8th. Following discussion, motion was made by Legg, seconded by Lowe, that all regular meetings for 2018 be scheduled for the second Monday of each month at 6:00 p.m., with the exception of January, which will be scheduled for Tuesday, January 9th, 6:00 p.m. Vote: Legg aye; Lowe aye; Poindexter aye; Mendiola aye. Motion carried 4-0.

DISCUSS AND CONSIDER ACCEPTANCE AND APPROVAL OF FY 2017 AUDIT

The FY 2017 audit was presented during the November regular meeting. Staff noted that the purpose of this item was for formal acceptance. Motion was made by Legg, seconded by Lowe, to accept and approve the FY 2017 audit. Vote: Legg aye; Lowe aye; Poindexter aye; Mendiola aye. Motion carried 4-0.

DISCUSS AND CONSIDER SETTLEMENT AND APPROVAL OF ITEMS RELATED TO THE SETTLEMENT AGREEMENT CONCERNING MIKE CARPENTER V. CITY OF SALLISAW; CASE NO. CIV-17-42-SPS

- (a) Consider Approval of Resolution 2017-24; A Resolution Providing Approval and Acceptance for Settlement Relating to Case No. CIV-17-42-SPS, in the United States District Court in and for the Eastern District of Oklahoma and Providing Authorization for Execution of General Release and Settlement Agreement

Motion was made by Lowe, seconded by Legg, for approval of Resolution 2017-24. Vote: Lowe aye; Legg aye; Poindexter aye; Mendiola aye. Motion carried 4-0.

- (b) Consider approval of Purchase Order 73055, issued to Armstrong & Vaught, PLC of Tulsa, Oklahoma, in the amount of \$44,988.48

Motion was made by Lowe, seconded by Legg, for approval of Purchase Order 73055 in the amount of \$44,988.48 to Armstrong & Vaught, PLC. Vote: Lowe aye; Legg aye; Poindexter aye; Mendiola aye. Motion carried 4-0.

- (c) Consider approval of Purchase Order 73064, issued to Mike Carpenter of Sallisaw, Oklahoma, in the amount of \$40,011.52.

Motion was made by Lowe, seconded by Legg, for approval of Purchase Order 73064 in the amount of \$40,011.52 to Mike Carpenter. Vote: Lowe aye; Legg aye; Poindexter aye; Mendiola aye. Motion carried 4-0.

CONSIDER AND TAKE ACTION WITH RESPECT TO A RESOLUTION OF THE BOARD OF COMMISSIONERS OF CITY OF SALLISAW, OKLAHOMA, APPROVING THE INCURRING OF INDEBTEDNESS BY THE TRUSTEES OF THE SEQUOYAH COUNTY – CITY OF SALLISAW HOSPITAL AUTHORITY TO BE ACCOMPLISHED BY THE ISSUANCE OF PROMISSORY NOTE TO BE SECURED BY A SECURITY AGREEMENT AND MORTGAGE ON REAL PROPERTY OF THE SEQUOYAH COUNTY - CITY OF SALLISAW HOSPITAL AUTHORITY, ASSIGNMENT OF SALES TAX, IN AN AGGREGATE PRINCIPAL AMOUNT OF NOT TO EXCEED \$4,000,000.00 TO PROVIDE FUNDS FOR FINANCING DEBT FOR ACQUIRING EQUIPMENT, FOR CASH FLOW AND FOR ANY EMERGENCIES OF THE SEQUOYAH COUNTY - CITY OF SALLISAW HOSPITAL AUTHORITY; APPROVING SALES TAX AGREEMENT; WAIVING COMPETITIVE BIDDING; AND DECLARING AN EMERGENCY

Following review, motion was made by Legg, seconded by Poindexter, for approval of Resolution 2017-25. Vote: Legg aye; Poindexter aye; Lowe aye; Mendiola aye. Motion carried 4-0.

RECEIVE PRESENTATION FROM REPRESENTATIVES OF RURAL WATER DISTRICT NO. 4 AND DISCUSSION CONCERNING THE SAME

There were no representatives from Rural Water District present. The City Attorney briefly reviewed what they are wanting to do.

DISCUSS AND CONSIDER ACCEPTANCE OF A COPS HIRING PROGRAM GRANT #2017UMWX0090 AND AUTHORIZE EXECUTION OF CONTRACT AND RELATED DOCUMENTS

Staff noted this is a three (3) year grant which pays 75% of an officer's salary and benefits. It was noted that the person must be retained for one year following completion of the grant. Motion was made by Lowe, seconded by Poindexter, to accept the COPS Hiring Program Grant #2017UMWX0090. Vote: Lowe aye; Poindexter aye; Legg aye; Mendiola aye. Motion carried 4-0. Motion was then made by Legg, seconded by Lowe, to authorize the Chief of Police, Terry Franklin, to sign the contract and related documents for this grant. Vote: Legg aye; Lowe aye; Poindexter aye; Mendiola aye. Motion carried 4-0.

DISCUSSION AND POSSIBLE ACTION CONCERNING REQUEST TO INCREASE THE BUDGETED NUMBER OF EMPLOYEES FOR THE LANDFILL

The City Manager was requesting to increase the budgeted number of employees at the landfill by one (1). Commissioner Lowe stated he would rather look at this after the payout on the Carpenter settlement. Other commissioners concurred with Commissioner Lowe. No action was taken on this item.

DISCUSS AND CONSIDER APPROVAL OF STAFF'S REQUEST TO REINVEST THE SALLISAW RESERVE CERTIFICATE OF DEPOSIT FOR 364 DAYS WITH FIRSTAR BANK; THE HIGH BIDDER

Motion was made by Legg, seconded by Lowe, to reinvest the Sallisaw Reserve Certificate of Deposit for 364 days with Firstar Bank, the high bidder. Vote: Legg aye; Lowe aye; Poindexter aye; Mendiola aye. Motion carried 4-0.

DISCUSS AND CONSIDER APPROVAL OF STAFF'S REQUEST TO REINVEST THE CEMETERY FUND CERTIFICATE OF DEPOSIT FOR 364 DAYS WITH FIRSTAR BANK; THE HIGH BIDDER

Motion was made by Legg, seconded by Lowe, to reinvest the Cemetery Fund Certificate of Deposit for 364 days with Firstar Bank, the high bidder. Vote: Legg aye; Lowe aye; Poindexter aye; Mendiola aye. Motion carried 4-0.

CONVENE IN EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING NEGOTIATIONS CONCERNING EMPLOYEES AND REPRESENTATIVES OF EMPLOYEE GROUPS; AS AUTHORIZED BY TITLE 25 O.S., § 307(B)(2)

Motion was made by Poindexter, seconded by Legg, to convene in executive session. Vote: Poindexter aye; Legg aye; Lowe aye; Mendiola aye. Motion carried 4-0. Executive session began at 8:24 p.m.

Motion was made by Poindexter, seconded by Legg, to reconvene in regular session. Vote: Poindexter aye; Legg aye; Lowe aye; Mendiola aye. Motion carried 4-0. Executive session ended at 8:43 p.m.

POSSIBLE ACTION OR DIRECTION PURSUANT TO EXECUTIVE SESSION

Motion was made by Poindexter, seconded by Legg, for approval of the Collective Bargaining Agreement between the City of Sallisaw and the Fraternal Order of Police Lodge #148. Vote: Poindexter aye; Legg aye; Lowe aye; Mendiola aye. Motion carried 4-0.

CITY MANAGER'S ADMINISTRATIVE REPORTS

The City Manager reported the cell 8 liner project should be finished within the next month. He noted that city crews will begin cleaning out the right-of-way along I-40 around SLPT. He noted that Diamondnet will be all digital in the near future.

NEW BUSINESS

None.

Motion was made by Lowe, seconded by Legg, to adjourn the meeting there being no further business. Vote: Lowe aye; Legg aye; Poindexter aye; Mendiola aye. Motion carried 4-0. The meeting adjourned at 8:51 p.m.

APPROVED the 9th day of January 2018.

James R. Hudgens, Mayor

ATTEST:

Dianna Davis, City Clerk

(SEAL)

MINUTES
BOARD OF CITY COMMISSIONERS
SPECIAL MEETING
DECEMBER 18, 2017

The Board of City Commissioners met in a special meeting on December 18, 2017, in the city council chambers located at 111 North Elm. Notice of the meeting was given by e-mailing to Sequoyah County Times; by posting at city hall; and, by giving notice to the City Clerk.

Members present: Jim Hudgens, Mayor (not acting due to injunction)
Ronnie Lowe, Member, Ward 1
Ro Poindexter, Member, Ward 2
Julian Mendiola, Member, Ward 3
Daryl Legg, Member, Ward 4

Members absent: (none)

Staff present: Keith Skelton, Assistant City Manager
John R. Montgomery, City Attorney
Dianna Davis, City Clerk
Robin Haggard, Chief Accountant
Randy Sizemore, Purchasing Director
Jamie Phillips, City Services Superintendent
Terry Franklin, Chief of Police
Anthony Armstrong, Fire Chief
Lee Risley, Parks Superintendent
Sam Randolph, Streets Superintendent
Debby Keith, Grants Administrator
Ted Capps, Water/Wastewater Superintendent
Randy Jones, Wastewater Treatment Supt.

Others present: Roy Faulkenberry; Sally Maxwell; Robert Morris.

Commissioner Mendiola, acting in absence of the Mayor, called the meeting to order at 6:00 p.m. and declared a quorum was present.

CONSIDER AND TAKE POSSIBLE ACTION ON APPOINTMENT OF AN ACTING CITY MANAGER

Following discussion, motion was made by Lowe, seconded by Legg, to appoint Keith Skelton as the acting city manager. Vote: Lowe aye; Legg aye; Poindexter aye; Mendiola aye. Motion carried 4-0.

CONSIDER APPROVAL OF DATE AND LOCATION FOR SPECIAL MEETING

Staff proposed the date of January 4, 2018, 6:00 p.m. Motion was made by Lowe, seconded by Legg, to set a special meeting for Thursday, January 4, 2018, at 6:00 p.m. Vote: Lowe aye; Legg aye; Poindexter aye; Mendiola aye. Motion carried 4-0.

DISCUSSION CONCERNING 2018 MOWING; AND, PROVIDE DIRECTION TO STAFF

Commissioner Lowe stated that he had received numerous complaints on the mowing and felt it should go back to the city crew. Commissioner Legg agreed. Keith Skelton presented cost estimates to get the parks crew re-equipped and re-staffed to take back over the mowing. He noted that two new mowers would need to be purchased, as the newest the city currently has are 2012 models, and two employees would need to be added. Estimated cost is approximately \$86,000.00, plus two employees.

Motion was made by Lowe, seconded by Poindexter, to do the mowing in-house, which includes two employees and purchase of equipment. Vote: Lowe aye; Poindexter aye; Legg aye; Mendiola aye. Motion carried 4-0.

STAFF UPDATE CONCERNING THE STATUS OF VARIOUS CITY PROJECTS

Keith Skelton noted that he would be asking council for a special meeting in the near future in order to review, in depth, several city projects. He briefly discussed the north sub-station, splash pad and walking trail. He anticipates the landfill project will be finished by the end of January. He stated that the wastewater treatment plant flow basin project will be starting soon. The Highway 59 water and sewer relocation projects are proceeding. Electric plans for this project have been submitted to ODOT. Cost is estimated at \$800,000.00.

Motion was made by Lowe, seconded by Legg, to adjourn the meeting there being no further business. Vote: Lowe aye; Legg aye; Poindexter aye; Mendiola aye. Motion carried 4-0. The meeting adjourned at 6:12 p.m.

APPROVED the 9th day of January 2018.

James R. Hudgens, Mayor

ATTEST:

Dianna Davis, City Clerk

(SEAL)

MINUTES
BOARD OF CITY COMMISSIONERS
SPECIAL MEETING
JANUARY 4, 2018

The Board of City Commissioners met in a special meeting on January 4, 2018, in the city council chambers located at 111 North Elm. Notice of the meeting was given by e-mailing to Sequoyah County Times; by posting at city hall; and, by giving notice to the City Clerk.

Members present: Jim Hudgens, Mayor
Ronnie Lowe, Member, Ward 1
Ro Poindexter, Member, Ward 2
Julian Mendiola, Member, Ward 3
Daryl Legg, Member, Ward 4

Members absent: (none)

Staff present: Keith Skelton, Interim City Manager
John R. Montgomery, City Attorney
Dianna Davis, City Clerk
Robin Haggard, Chief Accountant
Randy Sizemore, Purchasing Director
Keith Miller, Building Development Director
Jamie Phillips, City Services Superintendent
Terry Franklin, Chief of Police
Jeff Murray, Police Captain
Lee Risley, Parks Superintendent
Sam Randolph, Streets Superintendent
Blakely Smith, Electric Superintendent
Steven Armstrong, Electric Crew Leader
Todd Brewer, Street
Clint Smith, Telecommunications
Doug Martin, Telecommunications
Dandra Randolph, Customer Service Supervisor
Jarod Vinson, Water Treatment Superintendent
Ted Capps, Water/Wastewater Superintendent
Randy Jones, Wastewater Treatment Supt.
Billy Oliver, Police
Devin Harriman, Police

Others present: Roy Faulkenberry; Jonathan Richardson; Blair Johanson; Seth Smith.

Mayor Hudgens, called the meeting to order at 6:00 p.m. and declared a quorum was present.

**RECEIVE PRESENTATION CONCERNING 2017 PAY PLAN STUDY;
AND, PROVIDE DIRECTION TO STAFF**

Blair Johanson, with Johanson Consulting, reviewed the history of Sallisaw's pay studies, noting he has worked with the City of Sallisaw since 2004. He reviewed the study criteria, scoring and results. He noted the new proposed starting wage was \$11.10 per hour. The cost to implement the new pay plan for non-uniformed personnel, not including taxes and retirement, would be approximately \$87,625.00. He reviewed the proposed pay plan for uniformed personnel. With both studies he noted that our pay scales are behind. He then reviewed the proposed longevity plan, which would apply to more personnel at less cost. Keith Skelton reviewed the new pay scale for non-uniformed personnel. He noted the scale provides for 50 pay grades with 2.5% difference between grades and 3% between steps. He stated that staff proposes going back to steps within the pay grades, as opposed to the current minimum, mid, maximum ranges. He then reviewed the proposed longevity plan. Mayor Hudgens noted that council needs to see the positions in the scale. Mr. Skelton stated that staff has been working on getting all positions worked into the new scale and it is almost complete. He noted that he will be asking council to set another special meeting for later in January to bring the final documents to them. Council requested they receive the final version as soon as possible so they have adequate time for review prior to that meeting. Mr. Skelton asked for their thoughts on the longevity plan and if they would want to see "triggers" for increases at 10, 20 years, etc. Council indicated that they would like to look at that. Mr. Skelton stated that he would get the final version to them as soon as possible. He thanked council for their time.

**DISCUSS AND CONSIDER TEMPORARY PAY INCREASE FOR ACTING
CITY MANAGER**

Council discussed this matter, and it was noted that Mr. Skelton is the city manager at this time and is performing those duties. Following a brief discussion, motion was made by Legg, seconded by Lowe, to approve a temporary pay increase for the acting city manager in the amount of \$800.00 per pay period, retroactive to December 12, 2017. Vote: Legg aye; Lowe aye; Poindexter aye; Mendiola naye; Hudgens aye. Motion carried 4-1.

Motion was made by Lowe, seconded by Poindexter, to adjourn the meeting there being no further business. Vote: Lowe aye; Poindexter aye; Legg aye; Mendiola aye; Hudgens aye. Motion carried 5-0. The meeting adjourned at 6:50 p.m.

APPROVED the 9th day of January 2018.

James R. Hudgens, Mayor

ATTEST:

Dianna Davis, City Clerk

(SEAL)

(47,680) Published in the Sequoyah County Times, Dec. 22 and 29, 2017
BEFORE THE BOARD OF COUNTY COMMISSIONERS OF SEQUOYAH COUNTY, OKLAHOMA
PETITION FOR ANNEXATION OF LAND TO RURAL WATER, SEWER, AND SOLID WASTE MANAGEMENT

Case No.:

DISTRICT NO. 4, SEQUOYAH COUNTY, OKLAHOMA
NOTICE OF HEARING UPON PETITION FOR ANNEXATION OF LAND INTO RURAL WATER, SEWER, & SOLID WASTE MANAGEMENT DISTRICT NO. 4, SEQUOYAH COUNTY

TO: ALL PERSONS RESIDING OR OWNING PROPERTY WITHIN THE PROPOSED AREA TO BE ANNEXED INTO RURAL WATER, SEWER, & SOLID WASTE MANAGEMENT DISTRICT NO. 4, SEQUOYAH COUNTY, OKLAHOMA
YOU AND EACH OF YOU are hereby notified that on the 20th day of December, 2017, a Petition was filed with the Board of County Commissioners of said Sequoyah County praying that certain territory as described in said Petition be annexed into Rural Water, Sewer, & Solid Waste Management District No. 4, Sequoyah County, Oklahoma (District No. 4), and requesting a public hearing on said Petition before said Board of County Commissioners
Annex, County Commissioners Meeting Room, 117 S. Oak, Sallisaw, Oklahoma, on the 22nd day of January 2018, at 10:00 o'clock A.M.

The territory to be annexed into District No. 4, is more particularly described as follows:

See attached Exhibit "A"

All persons residing or owning property within the area proposed to be annexed into District No. 4, Sequoyah County, are hereby notified that they may appear upon the date and at the time and place of said hearing to show cause, if any there be, why said Petition should not be granted.

The County Clerk shall give Notice of said hearing by legal publication for two (2) consecutive weeks in a newspaper of general circulation in the county and by notification to Petitioners by Certified Mail at least ten (10) days before the date fixed for said hearing.

/s/ Julie Haywood
COUNTY CLERK
Exhibit "A"

All property hereinafter described and located in T11N, R23E, Sequoyah County, Oklahoma:

- a. All that part of the SE/4 of Sec. 3 lying east of Big Sallisaw Creek and south of the south ROW line of Interstate 40;
- b. The NE/4 of the NE/4 and all that part of the NW/4 of the NE/4 of Sec. 10 lying east of Big Sallisaw Creek;
- c. All that part of the SW/4 of NE/4 and all that part of the SE/4 of the NE/4 of Sec. 10 lying east of Big Sallisaw Creek;
- d. All that part of the E/2 of the SE/4 of Sec. 10 lying east of Big Sallisaw Creek;
- e. All of Sec. 11, all that part of Sec. 14 lying east of Big Sallisaw Creek and all that part of the E/2 of the NE/4 of Sec. 15 lying east of Big Sallisaw Creek;

f. S/2 of the NW/4 of the S W/4; the S/2 of the S W/4; the S/2 of the NE/4 and the SE/4 of Sec. 12;

g. All of Sec. 13;

h. All that part of Sec. 23 lying east of Big Sallisaw Creek and north of Little Sallisaw Creek;

i. Less and except any territory within the current city limits of the City of Sallisaw.

AND;

All property hereinafter described and located in T11N, R24E, Sequoyah County, Oklahoma:

j. The NW/4 of the NW/4 and the S W/4 of the NW/4 and the W/2 of the NE/4 of the NW/4, and the W/2 of the SE/4 of the NW/4 of Sec. 18;

k. The N/2 of the NW/4 of the NE/4 of the S W/4; and the N/2 of the NE/4 of the NW/4 of the SW/4; and the W/2 of the NW/4 of the SW/4 of Sec. 18;

l. The SW/4 of the SW/4, less and except the NE/4 thereof; and the S/2 of the SE/4 of the SW/4 of Sec. 18 lying west of the west ROW line of US Hwy 59;

m. Sections 15 and 16, T11N R24E;

n. That part of the SE/4 of Sec. 18 lying south of Little Sallisaw Creek;

o. The N/2 of the NE/4; and the NW/4 of Sec. 19;

p. That part of Sec. 17 lying south of Little Sallisaw Creek;

q. Less and except any territory within the current city limits of the City of Sallisaw.

Riffe & Associates
Attorneys at Law
Exchange Center East
4606 S. Garnett, Ste. 300
Tulsa, Oklahoma 74146
918-251-2889

BOARD OF CITY COMMISSIONERS

REDEPOSIT
OF
TEMPORARILY IDLE FUNDS

JANUARY 9, 2018

<u>Fund</u>	<u>Amount</u>	<u>Days</u>
General Fund	\$101,461.98	35

<u>Firststar</u>	<u>National</u>	<u>Armstrong</u>	<u>Arvest</u>
<u>.30%</u>	<u>.47%</u>	<u>No Bid</u>	<u>.25%</u>

<u>Firststar</u>	<u>National</u>	<u>Days</u> 91	<u>Armstrong</u>	<u>Arvest</u>
<u>.60%</u>	<u>.52%</u>		<u>No Bid</u>	<u>.30%</u>

AGENDA ITEM COMMENTARY

Meeting Date: October 14, 2024
Board: Board of City Commissioners
Subject: Condemnation of Dilapidated Structure

ITEM TITLE: Conduct Public Hearing to determine if the property located at 701 North Main Street is a Public Nuisance; Case #10-24-1C, Condemnation of Dilapidated Structure

INITIATOR: Building Development

STAFF INFORMATION SOURCE: Building Development

BACKGROUND: The structure on this property is vacant with several points of egress allowing entry of pests, vermin, and feral animals. Attempts to have the owner secure or remove the structure have gone unanswered. This is a safety concern for the children in that area. It is the Building Developments opinion that this structure is far beyond repair and should be removed.

EXHIBITS:

1. notice
2. Map
3. propinfo
4. propinfo2
5. Sequoyah County Report
6. PICTS 701 N MAIN
7. Deed

KEY ISSUES: The structure is vacant and presents a safety hazard to children and the surrounding community.

FUNDING SOURCE: N/A

RECOMMENDATION: Recommend that Case No. 10-24-1C be declared a public nuisance and direct staff to abate nuisance.

**NOTICE FOR
CONDEMNATION OF DILAPIDATED BUILDING
110.S. 22-112**

**TO: Jorge A Lopez Ramos
701 N Washington
Sallisaw, OK 74955**

Case #24-000119

You are hereby notified in accordance with 11 Oklahoma Statutes 22-112 and amendments thereto, that a hearing will be held before the Board of Commissioners of the City of Sallisaw, Sequoyah County, Oklahoma to determine if the property is dilapidated and has caused the property to become detrimental to the health, benefit and welfare of the general public and the community, or if said property creates a fire hazard to other property.

Upon a finding by the Commission that the condition of the property constitutes a detriment or hazard, and that the property would be benefited by the removal of such conditions, the City will enter on the property to cause the dilapidated building to be torn down and removed and perform the necessary duties as a governmental function of the City.

In the event the City performs such services, a statement for the actual cost of said services will be forwarded to you for payment. If said statement is not paid in accordance to 11 O.S. 22-112, the City of Sallisaw shall cause a notice of lien to be filed with the County Clerk against said property for cost due and owing the city.

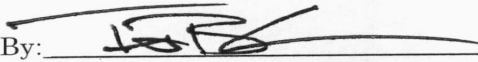
Your cooperation in correcting this matter prior to the hearing date is requested. Inspection of the property will be made within twenty-four (24) hours prior to the hearing date and time. If this matter is corrected prior to the below hearing date, the action will be dismissed. Please attempt to correct the situation so as to avoid incurring an assessment by the City.

Hearing before the Board of Commissioners to be at 6:00 o'clock p.m. on October 14th, 2014, in the Sallisaw Municipal Complex for the following described real property:

701 N Main, SALLISAW, OKLAHOMA 74955

Legal Description: S2 OF LOTS 11 & 12, BLOCK 14 BEASLEY #1 TO THE CITY OF SALLISAW, SEQUOYAH COUNTY, OKLAHOMA

This notice issued, posted and mailed on 26 September 2024.

By: 
Travis Buchanan, Code Enforcement Officer

**CITY OF SALLISAW
PO BOX 525
SALLISAW, OK 74955**

**If the property has recently been sold or you feel that this notice is in error please
contact the City of Sallisaw Building Development at 918-775-6241.**

Standard Advanced Addressing Assessor Emergency Mgmt Planning Redistricting

Road & Bridge Water & Sewer

  Full Extent  Print  Measure... 

Google Location Search

 Google 



Property Owner

Name: RAMOS, JORGE A. LOPEZ

Property Information

Physical Address: 701 N MAIN

Mailing Address: 701 N WASHINGTON
SALLISAW, OK 74955-0000

Subdivision: BEASLEY #1 32-12-24

Block / Lot: 0014 / 0011

Type: (RI) Res. Improv.

S-T-R: N/A

Tax Dist: (201) Sallisaw City

Size (Acres): 0.000

Extended Legal: S2 OF LOTS 11 & 12, BLOCK 14 BEASLEY #1 TO THE CITY OF SALLISAW

Market and Assessed Values:

	Fair Cash	Taxable Fair Cash	Full Assessed (11.00% Market Value)
Land:	\$21,000	\$11,204	\$1,232
Building:	18,359	854	94
Total:	\$39,359	\$12,058	\$1,326

Land:

Land Use	Size	Units
LOT AREA	7000.00	Lot

Deed Transfers:

Date	Book	Page	Deed Type	Stamps	Est. Sale	Grantor	Code	Type
7/24/2015	1372	827	Warr. Deed	7.50	\$5,000	SYKES, JENNIFER BIRDTAIL	21	
11/1/2008	1188	796	Warr. Deed	0.00	\$0	MATHIS, ANDREW JACKSON JR	04	
5/9/2007	1178	387	Warr. Deed	0.00	\$0	MATHIS, J. D.	04	
5/9/2001	912	44	FT	0.00	\$0	HARRELL, M H U & J D MATHIS		

Not a Legal Document.

Subject to terms and conditions.
www.actdatascout.com

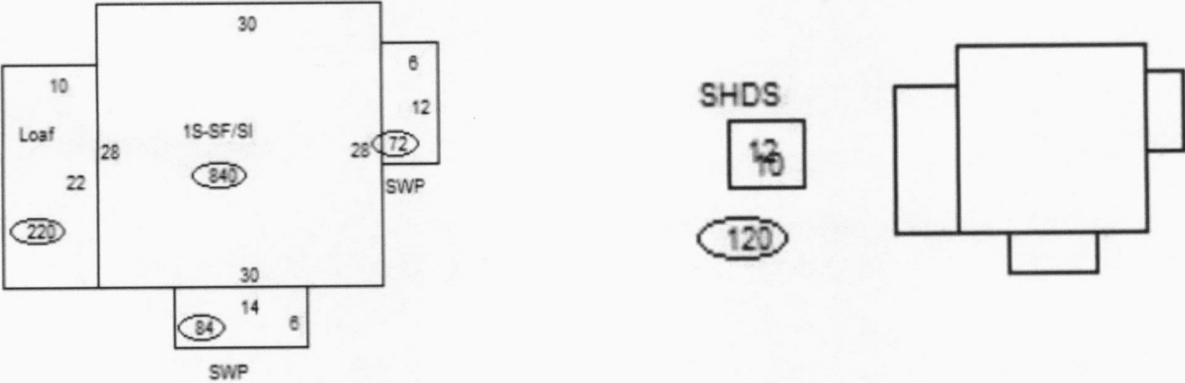
Details for Residential Card 1:

Occupancy	Story	Construction	Total Liv	Grade	Year Built	Age	Condition	Beds
Single Family	ONE	Frame, Plywood or Hardboard	840	1	1945	80	Good	
Exterior Wall: Frame, Plywood			Roof Cover: Composition Shingle					
Heat / Cool:			Year Remodeled:					

Outbuildings and Yard Improvements:

Item	Size/Dim	Quality	Age
Shed - Small	120	L	98
Lean To - Attached	220		
Enclosed Porch - Solid Wall	84		
Enclosed Porch - Solid Wall	72		

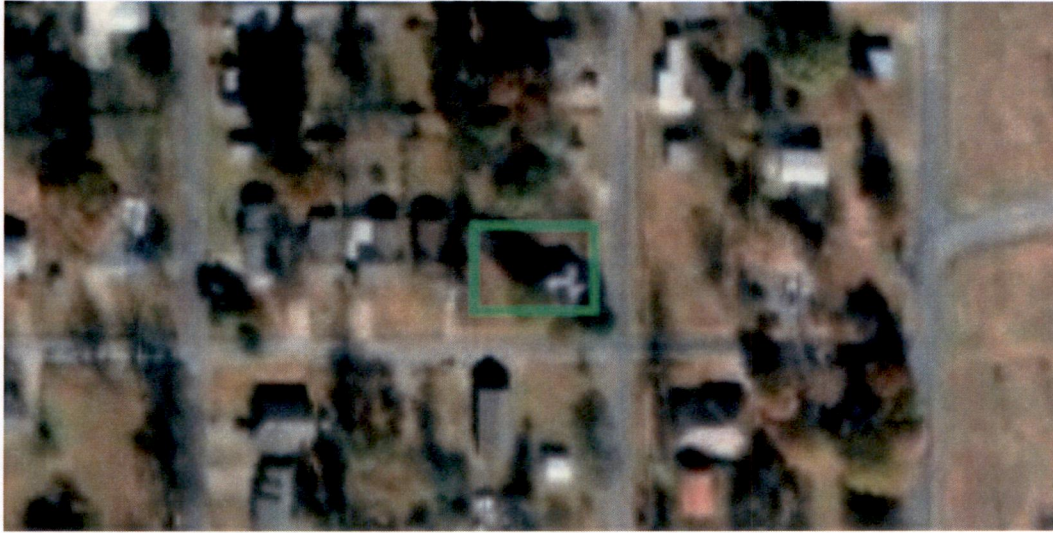
Sketches



Photos



Map:













This Space Reserved For Filing

1-2015-004616 Book 1372 Pg 827
07/24/2015 10:04 am Pg 0827-0828
Fee \$ 15.00 Doc \$ 7.50
Julie Haywood - Sequoyah County Clerk
State of Oklahoma
M

WARRANTY DEED

(Statutory Form - Individual)

KNOW ALL MEN BY THESE PRESENTS:

That Jennifer Sykes (now Birdtail)
P.O. Box 1253, Sallisaw, OK 74955

part ies of the first part, in consideration of
the sum of Five Thousand and ⁰⁰/₁₀₀ dollars, and other valuable considerations, in hand paid, the receipt
of which is hereby acknowledged, do Jennifer Sykes (now Birdtail) hereby grant, bargain, sell
and convey unto Jorge A Lopez Ramos, 701 N. Washington St.
Sallisaw, OK 74955

part y of the second part, the following described
real property and premises situate in Sequoyah County, State of Oklahoma, to-wit:

701 N. Main

The ¹/₂ of Lots 11 and 12 in Block 14 in
the Brasley Addition to the City of Sallisaw, Oklahoma

Documentary Stamp Tax 7.50
Exemption No. _____
Date 7-24-15 Purchase Price 5,000.00
Claimant Signature JL

together with all the improvements thereon and the appurtenances thereunto belonging, and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said part Jennifer Birdtail of the
second part Jorge A Lopez Ramos heirs and assigns forever, free, clear and discharged of and from all
former grants, charges, taxes, judgments, mortgages and other liens and incumbrances of whatsoever nature.

Signed and delivered this 24 day of July, 2015
Jennifer Birdtail

To Acknowledge See Reverse Side of Form

AGENDA ITEM COMMENTARY

Meeting Date: October 14, 2024
Board: Board of City Commissioners
Subject: Condemnation of Dilapidated Structure

ITEM TITLE: Conduct Public Hearing to Determine if the Property Located at 415 West Creek Avenue is a Public Nuisance; Case #10-24-2C, Condemnation of Dilapidated Structure

INITIATOR: Building Development

STAFF INFORMATION SOURCE: Building Development

BACKGROUND: The structure on the property has been vacant for several years. The owner lives in another state. It has several points of egress, allowing entry of pests, vermin, and feral animals. The structure has also been frequented by transients leaving trash, debris, and their personal items behind. There is a safety concern for the children residing in that area and the public in general. The property owner has expressed interest in selling the property to the city. It is Building Developments opinion that this structure is far beyond repair and should be removed.

EXHIBITS:

1. Notice
2. map
3. 415 W Creek Ave
4. Sequoyah County Report
5. county rep2
6. county report
7. deed

KEY ISSUES: The structure is vacant and presents a safety hazard to children and the surrounding community.

FUNDING SOURCE: N/A

RECOMMENDATION: Recommend that Case No. 10-24-2C be declared a public nuisance and direct staff to abate nuisance.

**NOTICE FOR
CONDEMNATION OF DILAPIDATED BUILDING
11O.S. 22-112**

**TO: David Weldon Elrod
2802 N Creekwood Dr
Grapevine TX 46051**

Case #24-000060

You are hereby notified in accordance with 11 Oklahoma Statutes 22-112 and amendments thereto, that a hearing will be held before the Board of Commissioners of the City of Sallisaw, Sequoyah County, Oklahoma to determine if the property is dilapidated and has caused the property to become detrimental to the health, benefit and welfare of the general public and the community, or if said property creates a fire hazard to other property.

Upon a finding by the Commission that the condition of the property constitutes a detriment or hazard, and that the property would be benefited by the removal of such conditions, the City will enter on the property to cause the dilapidated building to be torn down and removed and perform the necessary duties as a governmental function of the City.

In the event the City performs such services, a statement for the actual cost of said services will be forwarded to you for payment. If said statement is not paid in accordance to 11 O.S. 22-112, the City of Sallisaw shall cause a notice of lien to be filed with the County Clerk against said property for cost due and owing the city.

Your cooperation in correcting this matter prior to the hearing date is requested. Inspection of the property will be made within twenty-four (24) hours prior to the hearing date and time. If this matter is corrected prior to the below hearing date, the action will be dismissed. Please attempt to correct the situation so as to avoid incurring an assessment by the City.

Hearing before the Board of Commissioners to be at 6:00 o'clock p.m. on October 14th, 2014, in the Sallisaw Municipal Complex for the following described real property:

415 W Creek, SALLISAW, OKLAHOMA 74955

Legal Description: E.70' OF S.65' OF LOT 6, BLOCK 34, ORIG. TOWN OF SALLISAW, SEQUOYAH COUNTY, OKLAHOMA

This notice issued, posted and mailed on 26 September 2024.

By: 
Travis Buchanan, Code Enforcement Officer

**CITY OF SALLISAW
PO BOX 525
SALLISAW, OK 74955**

If the property has recently been sold or you feel that this notice is in error please contact the City of Sallisaw Building Development at 918-775-6241.

Standard Advanced Addressing Assessor Emergency Mgmt Planning Redistricting

Road & Bridge Water & Sewer

  Full Extent  Print  Measure... ▼

Google Location Search

 Google ▼

























Photos



Details for Residential Card 1:

Occupancy	Story	Construction	Total Liv	Grade	Year Built	Age	Condition	Beds
Single Family	ONE	Frame, Siding, Vinyl	672	1	1967	58	Low	2

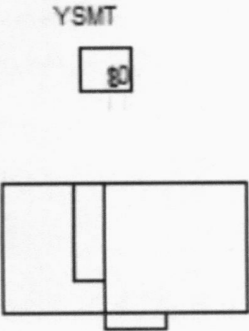
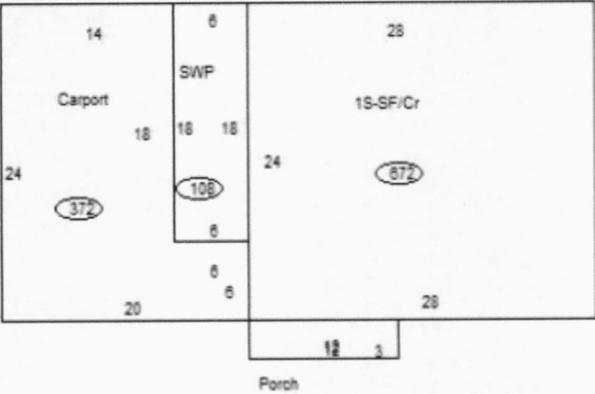
Exterior Wall: Frame, Siding,
Heat / Cool:

Roof Cover: Composition Shingle
Year
Remodeled:

Outbuildings and Yard Improvements:

Item	Size/Dim	Quality	Age
Yard Shed - Metal	80	F	30
Raised Slab Porch - Covered	36		
Enclosed Porch - Solid Wall	108		

Sketches



Property Owner

Property Information

Name: ELROD, DAVID WELDON

Mailing Address: 2802 N. CREEKWOOD DR
GRAPEVINE, TX 46051-

Type: (RI) Res. Improv.

Tax Dist: (201) Sallisaw City

Size (Acres): 0.000

Extended Legal: E.70' OF S.65' OF LOT 6, BLOCK 34, ORIG TOWN OF SALLISAW

Physical Address: 415 W CREEK

Subdivision: SALLISAW (ORIG. TOWN/AKA
BRUTON) 5&6-1

Block / Lot: 0034 / 0006

S-T-R: N/A

Market and Assessed Values:

	Fair Cash	Taxable Fair Cash	Full Assessed (11.00% Market Value)
Land:	\$12,500	\$7,303	\$803
Building:	15,370	8,510	937
Total:	\$27,870	\$15,813	\$1,740

Land:

Land Use	Size	Units
LOT AREA	4549.00	Lot

Deed Transfers:

Date	Book	Page	Deed Type	Stamps	Est. Sale	Grantor	Code	Type
2/28/2022	1597	527	Warr. Deed	4.50	\$3,000	PETERS, SAMMY &/OR JUDY	21	
10/9/1999	881	564	Warr. Deed	0.00	\$0	KEITH, DOLLIE	U	

Documentary Stamp Tax \$4.50
Exemption No. _____
Date 2/28/22 Purchase Price 30000
Claimant Signature _____

STATUTORY FORM

WARRANTY DEED
(INDIVIDUAL FORM)

42022-001480 Book 1567 Pg: 527
02/28/2022 3:54 pm Pg 0527-0527
Fee: \$ 18.00 Doc: \$ 4.50
Julie Haywood - Sequoyah County Clerk
State of Oklahoma

KNOW TO ALL MEN BY THESE PRESENTS:

THAT SAMMY C. PETERS AND JUDY A. PETERS, HUSBAND AND WIFE

Parties of the first part, in consideration of the sum of TEN AND NO/100 _____ dollars and other valuable considerations, in hand paid, the receipt of which is hereby acknowledged, does hereby grant, bargain, sell and convey unto

DAVID WELDON ELROD
(MAILING ADDRESS)

2802 N. Creekwood Dr. Grapevine, TX 76051

Party of the second part, the following described real property and premises situated in SEQUOYAH County, State of OKLAHOMA, to wit:

THE EAST 70 FEET OF THE SOUTH 65 FEET OF LOT 6, BLOCK 34, ORIGINAL CITY OF SALLISAW, SEQUOYAH COUNTY, OKLAHOMA.

LESS PUBLIC ROAD RIGHTS OF WAY AND SUBJECT TO EASEMENTS OF RECORD.

Together with all the improvements thereon and the appurtenances thereunto belonging and warrant the title to the same.

TO HAVE AND TO HOLD said described premises unto the said parties of the second part, their heirs and assigns forever free, clear and discharged of and from all former grants, charges, taxes judgments, mortgages and other liens and encumbrances of whatsoever nature.

Signed and delivered this 28th day of February, 2022

Sam Peters
SAMMY C PETERS

Judy Peters
JUDY A PETERS

STATE OF OKLAHOMA
COUNTY OF SEQUOYAH

INDIVIDUAL ACKNOWLEDGMENT
Oklahoma Form

Before me, the undersigned, a Notary Public in and for said County and State on this 28th day of February, 2022 personally appeared SAMMY C PETERS AND JUDY A PETERS to me known to be the identical persons who executed the within and foregoing instrument and acknowledged to me that THEY executed the same as THEIR free and voluntary act and deed for the uses and purposes set forth.

Given under my hand and seal the day and year last above written.

My commission expires:



Lauren Ashleigh Crockett
Notary Public

THIS DEED IS PREPARED AT THE WISHES OF GRANTOR AND GRANTEE. NO PROPERTY SEARCH WAS MADE AND NO ATTORNEY OPINION WAS REQUESTED OR GIVEN. GRANTOR AND GRANTEE ASSUME ALL RESPONSIBILITY FOR THE CONTENT CONTAINED HEREIN.

VLT

ADMINISTRATIVE REPORTS

Meeting Date:	October 14, 2024
Board:	Board of City Commissioners
Subject:	

Upcoming Events

- November 12th - Regular Meeting (Meeting on Tuesday due to the Veteran's holiday on Monday).
- December 9th-Regular Meeting

City Manager Reports

- AMI Water Meters-Materials should all be received by the end of October.
- Electric AMI Meters are not scheduled to be available until March 2025.
- Lift Station #2 rehabs have been made. These funds were budgeted.
- Drake/Lenington Water Loop (OWRB Grant)-Preconstruction Meeting on 10/8/24. NTP for Monday 10/14/24.
- S Cedar Electric-Clearing is complete. Waiting for Kiowa Line Builders to pull the wire.
- Received a response on the AJD from Corp of Engineers for the Landfill Expansion and still in discussions with Jodie on the next steps to move forward.
- Country Club Lift Station-getting ready to bid in the next couple of weeks.
- Storm Sirens are on order. Completion time is around 8 weeks from the date of order on 9/5/24. Hopefully functional by 1st week in November.
- Water line has been extended in front of Quik Trip. Eliminated having to bore under Quik Trip Drive at later date.
- PDG has layout and conceptual grading completed for soccer fields and have engaged a civil engineer for the parking lot design and any drainage items.
- Landfill Cell 8A- Clay liner has a 4 lift requirement and all are complete. ODEQ inspected and are waiting for the approval of the perm test to be able to proceed with the synthetic liner. The project was delayed approx 45 days for the removal of electric poles. Expected completion time to be end of November.

Finance Reports

- Financial Auditors are working on FY24 Audit.

City Projects

- LED Sign to be installed 3rd week of October

Other

- VA Center has 2 wings complete for viewing-arrangements can be made for a couple of tours if interested.