

**BOARD OF CITY COMMISSIONERS  
REGULAR MEETING**

**May 11, 2020**

**6:00 P.M.**

**Wheeler Event Center  
103 North Wheeler  
Sallisaw, OK**

**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 April 13, 2020 and Special Meetings of April 15, 2020, and April 23, 2020
  - (b) Acknowledge Invoice Paid Report for March 2020
  - (c) Acknowledge O.D.E.Q. Permit No. SL000068200066 for the Construction of 1,251 Linear Feet of Eight (8) Inch PCV Sanitary Sewer Line and all Appurtenances to serve the Sewer Improvements - Chickasaw Avenue/Creek Avenue/Port Arthur Avenue, Sequoyah County, Oklahoma
  - (d) Consider Approval to Cast Official Ballot for Pam Polk, City Manager, City of Collinsville, and Russ Meacham, Chief Financial Officer, City of Perry, for two (2) Positions on the Board of Trustees of the Oklahoma Municipal Assurance Group (OMAG); Each for Three (3) Year Terms Commencing on July 1, 2020
- 5. Consider any Item Removed from the Consent Agenda**

- 6. Discuss and Consider Approval of Resolution 2020-07; *A Resolution to Amend the Agreement Establishing the Oklahoma Municipal Assurance Group (OMAG)***
- 7. Discuss and Consider Items Related to the OMAG Recognition Program**
  - (a) Review the Municipal Liability Protection Plan Declarations Page and Explanation of Coverage
  - (b) Approval of Staff's Recommendation that No Amendments are Needed for the City Council Handbook
  - (c) Discuss and Consider Approval of Resolution 2020-08; A Resolution Authorizing Participation in the OMAG Recognition Program
- 8. Conduct Public Hearing for the Purpose of Receiving Questions and/or Comments Concerning the Possible Annexation of Property Owned by Ray D. Sparks and Thelma L. Sparks, Trustees of the Sparks Family Trust Dated the 8th April, 2004 and Geoffrey R. Sparks and Barbara Sparks**
- 9. Discuss and Consider Approval of Ordinance 2020-04; An Ordinance Providing for the Annexation to the City of Sallisaw, Oklahoma, Certain Property Hereinafter set out; and Declaring an Emergency**
- 10. Consider Approval of Resolution 2020-09; A Resolution Authorizing Execution of a Lease Purchase Agreement on Equipment; Landfill Compactor**
- 11. Consider Approval of Resolution 2020-10; A Resolution Authorizing Execution of a Lease Purchase Agreement on Equipment; Bucket Truck**
- 12. Discuss and Consider Approval of Purchase Order No. 80980, in an *Amount not to Exceed \$35,000.00*, to SignalTek of Oklahoma City, for the Installation of a 4-Camera Video Detection System for the Intersection of Ruth and Kerr (Hwy 59 South)**

- 13. Consider Approval of Purchase Order No. 80990, Issued to Stribling Equipment LLC, of Fort Smith, in the Amount of \$213,006.90, for the Purchase of One (1) John Deere 135G Excavator and One (1) Eager Beaver 20XPT Utility Trailer for the Street Department**
- 14. Discuss and Consider Approval of Staff's Request to Invest the General Fund Certificate of Deposit for 63 Days with Firstar Bank; the High Bidder**
- 15. Staff Update on COVID-19 Event and City Operations; Possible Direction to Staff**
- 16. Administrative Reports**
- 17. Adjourn**

**Posted: MAY 8, 2020**

**Time: 10:00 A.M.**

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**Dianna Davis**

**MINUTES**  
**BOARD OF CITY COMMISSIONERS**  
**REGULAR MEETING**  
**APRIL 13, 2020**

The Board of City Commissioners met in a regular meeting on April 13, 2020, in the Wheeler Event Center, 103 North Wheeler, Sallisaw. Notice of the meeting was given by e-mailing to Sequoyah County Times; by posting at city hall; by posting on the city's website and, by giving notice to the City Clerk.

**Members present:** Ernie Martens, Mayor  
Ronnie Lowe, Member, Ward 1  
Philip Gay, Member, Ward 2  
Shannon Vann, Member, Ward 4

**Members absent:** Julian Mendiola, Member, Ward 3

**Staff present:** Keith Skelton, City Manager  
Dianna Davis, City Clerk  
Robin Haggard, Finance Director  
Terry Franklin, Chief of Police  
Keith Miller, Building Development Director  
John Cripps, Municipal Judge

**Others present:** Elizabeth Brown, Associate District Judge; Colleen Franklin; Chris Franklin; Sarah Miller; Robert Morris; Roy Faulkenberry; Laura Brown.

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

**INSTALLATION OF ERNIE MARTENS, MAYOR, AND TERRY FRANKLIN, CHIEF OF POLICE**

Municipal Judge John Cripps came forward and administered the oath of office to Ernie Martens, Mayor. Associate District Judge Elizabeth Brown came forward and administered the oath of office to Terry Franklin, Chief of Police.

**REMOVAL OF ANY ITEM FROM THE CONSENT AGENDA**

None

## **CONSENT AGENDA**

(a) Consider Approval of Minutes of Regular Meeting of March 9, 2020

(b) Acknowledge Invoice Paid Report for March 2020

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

## **CONSIDER ANY ITEM REMOVED FROM THE CONSENT AGENDA**

None.

## **DISCUSS AND CONSIDER APPROVAL OF CHANGE ORDER NO. 1 FOR THE 2019 STREET OVERLAY PROJECT, IN THE AMOUNT OF \$30,000.00**

Staff reviewed the change order with council. Motion was made by Vann, seconded by Lowe, for approval. Vote: Vann aye; Lowe aye; Gay aye; Martens aye. Motion carried 4-0.

## **DISCUSS AND CONSIDER PLANNING COMMISSION CASE NO. 2019-21; REQUEST FOR REZONING FROM AGRICULTURE (A-1) TO RESIDENTIAL (R-1), BY CALVIN H. PILKINGTON REVOCABLE LIVING TRUST; AND, ORDINANCE 2020-03 WITH EMERGENCY CLAUSE**

Following discussion, motion was made by Lowe, seconded by Vann, for approval of Planning Commission Case No. 2019-21, request for rezoning from A-1 to R-1; Ordinance 2020-03. Vote: Lowe aye; Vann aye; Gay aye; Martens aye. Motion carried 4-0. Motion was made by Lowe, seconded by Vann, for approval of the emergency clause. Vote: Lowe aye; Vann aye; Gay aye; Martens aye. Motion carried 4-0

## **DISCUSS AND CONSIDER APPROVAL OF STAFF'S REQUEST TO REINVEST A GENERAL FUND CERTIFICATE OF DEPOSIT FOR 28 DAYS WITH NATIONAL BANK OF SALLISAW, THE HIGH BIDDER**

Motion was made by Lowe, seconded by Gay, for approval to reinvest a General Fund Certificate of Deposit for 28 days with National Bank of Sallisaw, the high bidder. Vote: Lowe aye; Gay aye; Vann abstain; Martens aye. Motion carried 3-1.

**DISCUSS AND CONSIDER RESCINDING RESOLUTION 2020-05,  
APPROVED MARCH 9, 2020**

The City Manager stated that, in light of the COVID-19 event, he felt we should rescind Resolution 2020-05 and not implement the electric rate increases. He stated we could look at this in several months and re-evaluate everything. Motion was made by Lowe, seconded by Gay, to rescind Resolution 2020-05. Vote: Lowe aye; Gay aye; Vann aye; Martens aye. Motion carried 4-0

**DISCUSS CURRENT COVID-19 EVENT AND THE EFFECT ON CITY  
OPERATIONS; POSSIBLE DIRECTION TO CITY STAFF**

The City Manager reviewed numbers for Oklahoma as of April 13. He reviewed the manner in which city crews were currently operating in an effort to keep employees healthy. He noted that the outside crews had been split, or were only working partial days. City hall continues to operate at full staff, as does the landfill. The landfill is closed Saturdays, until further notice. We are only allowing campers to utilize every other campsite at Brushy. He and Robin are monitoring the financials closely. DiamondNet has pushed new installs to mid-May so that employees do not have to enter a customer's home. Chief Franklin noted they have been using the new disinfectant and it seems to be working well. There have been no issues with the curfew. Safety supplies are limited, but all of his employees have it available to them. Domestic calls have picked up through this event. His department has remained healthy. When someone is arrested and booked into jail, they are quarantined and their temperature is taken every 2-3 hours and logged. Chief Armstrong noted that all of the firemen are healthy. Medical calls have decreased during this event. Currently, they are only running on life threatening calls. They have a good supply of N95 masks for the firefighters. Chief Armstrong had met with the county commissioners earlier that day. Mayor Martens noted that no decision had been made as to when the City of Sallisaw will start relaxing the requirements of the emergency proclamation. They will be meeting with the health department and the hospital. Chief Franklin thanked the city manager for the flow of information he has pushed out to employees during this event. It was also noted that DiamondNet had created a few hotspots in different areas of town, so that students without access to the internet would be able utilize any of those areas for school work.

**ADMINISTRATIVE REPORTS**

Mr. Skelton noted that, due to rain, the wastewater treatment plant and walking trail projects were on hold for a bit. Recent retirements: Leo Farmer, Blaine Wilson and Jim Alderson. Due to the pandemic, we have not been able to have any type of celebration for them, but we will when we are able to get everyone back together. We are in the process of replacing the main data switch at the headend. At this time the landfill remains open to the public. The library project is coming along. Council thanked the employees for continuing to provide essential services to the community.

**ADJOURN**

Motion was made by Lowe, seconded by Gay, to adjourn the meeting there being no further business. Vote: Lowe aye; Gay aye; Vann aye; Martens aye. Motion carried 4-0. The meeting adjourned at 6:46 p.m.

**APPROVED** the 11<sup>th</sup> day of MAY 2020.

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**Ernie Martens, Mayor**

**ATTEST:**

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**Dianna Davis, City Clerk**

**(SEAL)**

**MINUTES**  
**BOARD OF CITY COMMISSIONERS**  
**SPECIAL MEETING**  
**APRIL 15, 2020**

The Board of City Commissioners met in a special meeting on April 15, 2020, via teleconference. Notice of the meeting and instructions for both council and the public to join the teleconference meeting was given by e-mailing to Sequoyah County Times; by posting at city hall; by posting on the city's website; and, by giving notice to the City Clerk.

**Board of City Commissioners participated via teleconference.**

|                                       |                |
|---------------------------------------|----------------|
| <b>Members present:</b> Ernie Martens | Mayor          |
| Ronnie Lowe,                          | Member, Ward 1 |
| Philip Gay,                           | Member, Ward 2 |
| Julian Mendiola,                      | Member, Ward 3 |
| Shannon Vann,                         | Member, Ward 4 |

**Staff participated via teleconference.**

|                                      |              |
|--------------------------------------|--------------|
| <b>Staff present:</b> Keith Skelton, | City Manager |
| Dianna Davis,                        | City Clerk   |

**Public participated via teleconference.**

**Others present:** Scott Neel; Pam Gay

Mayor Martens called the meeting to order at 2:01p.m. and declared a quorum was present.

**Discuss and Consider Approval of Items Related to the Creek Avenue, Chickasaw Avenue, and Port Arthur Avenue Sanitary Sewer System Improvements**

**(a) Accept Bids Received**

Motion was made by Lowe, seconded by Gay, to accept the bids received. Vote: Lowe aye; Gay aye; Vann aye; Mendiola aye; Martens aye. Motion carried 5-0.

**(b) Award of Contract to RW & Sons Pipeline Construction, Inc., of Fort Smith, Arkansas, in the amount of \$172,497.75, the apparent low bidder**

Motion was made by Lowe, seconded by Mendiola, to award and approve contract with RW & Sons Pipeline Construction, Inc., of Fort Smith, in the amount of \$172,497.75; apparent low bidder. Vote: Lowe aye; Mendiola aye; Gay aye; Vann aye; Martens aye. Motion carried 5-0.

**Administrative Reports**

None.

**Adjourn**

Motion was made by Lowe, seconded by Gay, to adjourn the meeting there being no further business. Vote: Lowe aye; Gay aye; Vann aye; Mendiola aye; Martens aye. Motion carried 5-0. The meeting adjourned at 2:04 p.m.

**APPROVED** the 11<sup>th</sup> day of MAY 2020.

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**Ernie Martens, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Dianna Davis, City Clerk**

**(SEAL)**

**MINUTES**  
**BOARD OF CITY COMMISSIONERS**  
**SPECIAL MEETING**  
**APRIL 23, 2020**

The Board of City Commissioners met in a special meeting on April 23, 2020, via teleconference. Notice of the meeting and instructions for both council and the public to join the teleconference meeting was given by e-mailing to Sequoyah County Times; by posting at city hall; by posting on the city's website; and, by giving notice to the City Clerk.

**Board of City Commissioners participated via teleconference.**

**Members present:** Ernie Martens, Mayor  
Ronnie Lowe, Member, Ward 1  
Philip Gay, Member, Ward 2  
Shannon Vann, Member, Ward 4

**Members absent:** Julian Mendiola, Member, Ward 3

**Staff participated via teleconference.**

**Staff present:** Keith Skelton, City Manager  
John R. Montgomery, City Attorney  
Dianna Davis, City Clerk  
Robin Haggard, Director of Finance  
Sue Reed, Chief Accountant

**Public participated via teleconference.**

**Others present:** Pam Gay; Laura Brown, KXXM; Chris Byrum; Greg Nieto

Mayor Martens called the meeting to order at 3:01p.m. and declared a quorum was present.

**Consider and Discuss Financing Capital Improvements and Refinancing Existing Indebtedness of The Sallisaw Municipal Authority**

Council had reviewed information provided concerning this item. It was noted they had no questions for either the city manager, or the financial advisor.

**Consider and Adopt a Resolution Approving the Incurring of Indebtedness by The Sallisaw Municipal Authority, Consenting to the Issuance of the Bonds Evidencing the Same; and Waiving Competitive Bidding Thereon**

The City Attorney stated that he had reviewed the information provided, as well as the resolution, and approved. Mr. Nieto noted that interest rates are still low. Approval of this resolution would allow them to proceed with the refinancing. City Clerk noted the resolution number would be 2020-06.

Motion was made by Vann, seconded by Gay, for approval of Resolution 2020-06. Vote: Vann aye; Gay aye; Lowe aye; Martens aye. Motion carried 4-0.

### **Administrative Reports**

The City Manager noted that Mayor Martens had signed a new, amended emergency proclamation earlier this day. The new amendments follow Governor Stitt's plan. The same was posted and sent out to the media.

### **Adjourn**

Motion was made by Lowe, seconded by Gay, to adjourn the meeting there being no further business. Vote: Lowe aye; Gay aye; Vann aye; Martens aye. Motion carried 4-0. The meeting adjourned at 3:07 p.m.

**APPROVED** the 11<sup>th</sup> day of MAY 2020.

\_\_\_\_\_  
**Ernie Martens, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Dianna Davis, City Clerk**

**(SEAL)**



SCOTT A. THOMPSON  
Executive Director

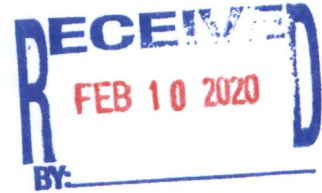
OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

*May 11, 2020  
Agenda*

KEVIN STITT  
Governor

January 31, 2020

Mr. Keith Skelton, City Manager  
City of Sallisaw  
PO Box 525  
Sallisaw, Oklahoma 74955



Re: Permit No. SL000068200066  
Sewer Improvements - Chickasaw Ave/ Creek Ave/ Port Arthur Ave  
Facility No. S-20204

Dear Mr. Skelton:

Enclosed is Permit No. SL000068200066 for the construction of 1,251 linear feet of eight inch (8") PVC sanitary sewer line and all appurtenances to serve the Sewer Improvements - Chickasaw Ave/ Creek Ave/ Port Arthur Ave, Sequoyah County, Oklahoma.

The project authorized by this permit should be constructed in accordance with the plans approved by this Department on January 31, 2020. Any deviations from the approved plans and specifications affecting capacity, flow or operation of units must be approved, in writing, by the Department before changes are made.

Receipt of this permit should be noted in the minutes of the next regular meeting of the City of Sallisaw, after which it should be made a matter of permanent record.

We are returning one (1) set of the approved plans to you, one (1) set to your engineer and retaining one (1) set for our files.

Respectfully,

Isaac Cornelson, E.I.  
Construction Permit Section  
Water Quality Division

IC/RC/md

Enclosure

c: Paul Douglas Harvell, P.E., Neel, Harvell & Associates





SCOTT A. THOMPSON  
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

KEVIN STITT  
Governor

PERMIT No. SL000068200066

SEWER LINES

FACILITY No. S-20204

PERMIT TO CONSTRUCT

January 31, 2020

Pursuant to O.S. 27A 2-6-304, the City of Sallisaw is hereby granted this Tier I Permit to construct 1,251 linear feet of eight inch (8") PVC sanitary sewer line and all appurtenances to serve the Sewer Improvements - Chickasaw Ave/ Creek Ave/ Port Arthur Ave, located in NW/4, Section 5, T-11-N, R-24-E, Sequoyah County, Oklahoma, in accordance with the plans approved January 31, 2020.

By acceptance of this permit, the permittee agrees to operate and maintain the facilities in accordance with the "Oklahoma Pollutant Discharge Elimination System Standards - OPDES" (OAC 252:606) rules and to comply with the state certification laws, Title 59, Section 1101-1116 O.S. and the rules and regulations adopted thereunder regarding the requirements for certified operators.

This permit is issued subject to the following provisions and conditions.

- 1) That the recipient of the permit is responsible that the project receives supervision and inspection by competent and qualified personnel.
- 2) That construction of all phases of the project will be started within one year of the date of approval or the phases not under construction will be resubmitted for approval as a new project.
- 3) That no significant information necessary for a proper evaluation of the project has been omitted or no invalid information has been presented in applying for the permit.
- 4) That wherever water and sewer lines are constructed with spacing of 10 feet or less, sanitary protection will be provided in accordance with OAC 252:656-5-4(c)(3) of the standards for Water Pollution Control Facility Construction.
- 5) That tests will be conducted as necessary to insure that the construction of the sewer lines will prevent excessive infiltration and that the leakage will not exceed 10 gallons per inch of pipe diameter per mile per day.
- 6) That the Oklahoma Department of Environmental Quality shall be kept informed of occurrences which may affect the eventual performance of the works or that will unduly delay the progress of the project.
- 7) That the permittee will take steps to assure that the connection of house services to the sewers is done in such a manner that the functioning of the sewers will not be impaired and that earth and ground water will be excluded from the sewers when the connection is completed.





SCOTT A. THOMPSON  
Executive Director

OKLAHOMA DEPARTMENT OF ENVIRONMENTAL QUALITY

KEVIN STITT  
Governor

PERMIT No. SL000068200066

SEWER LINES

FACILITY No. S-20204

PERMIT TO CONSTRUCT

- 8) That any deviations from approved plans or specifications affecting capacity, flow or operation of units must be approved by the Department before any such deviations are made in the construction of this project.
- 9) That the recipient of the permit is responsible for the continued operation and maintenance of these facilities in accordance with rules and regulations adopted by the Environmental Quality Board, and that this Department will be notified in writing of any sale or transfer of ownership of these facilities.
- 10) The issuance of this permit does not relieve the responsible parties of any obligations or liabilities which the permittee may be under pursuant to prior enforcement action taken by the Department.
- 11) That the permittee is required to inform the developer/builder that a DEQ Storm Water Construction Permit is required for a construction site that will disturb one (1) acre or more in accordance with OPDES, 27A O.S. 2-6-201 *et. seq.* For information or a copy of the GENERAL PERMIT (OKR10) FOR STORM WATER DISCHARGES FROM CONSTRUCTION ACTIVITIES, Notice of Intent (NOI) form, Notice of Termination (NOT) form, or guidance on preparation of a Pollution Prevention Plan, contact the Storm Water Unit of the Water Quality Division at P.O. Box 1677, Oklahoma City, OK 73101-1677 or by phone at (405) 702-8100.
- 12) That all manholes shall be constructed in accordance with the standards for Water Pollution Control Facility Construction (OAC 252:656-5-3), as adopted by the Oklahoma Department of Environmental Quality.
- 13) That when it is impossible to obtain proper horizontal and vertical separation as stipulated in Water Pollution Control Facility Construction OAC 252:656-5-4(c)(1) and OAC 252:656-5-4(c)(2), respectively, the sewer shall be designed and constructed equal to water pipe, and shall be pressure tested using the ASTM air test procedure with no detectable leakage prior to backfilling, in accordance with the standards for Water Pollution Control Facility Construction OAC 252:656-5-4(c)(3).

Failure to appeal the conditions of this permit in writing within 30 days from the date of issue will constitute acceptance of the permit and all conditions and provisions.

Rocky Chen, P.E., Engineering Manager, Construction Permit Section  
Water Quality Division



BALLOT

OKLAHOMA MUNICIPAL ASSURANCE GROUP  
2020 Election of Three Trustees

The biographical sketch on the next page for each nominee was written by the person(s) who made the nomination. YOU MAY VOTE FOR THREE (3) NOMINEES.

- \_\_\_\_\_ PAM POLK, City Manager, City of Collinsville (Incumbent)
- \_\_\_\_\_ DANIEL TARKINGTON, Mayor, City of Checotah (Incumbent)
- \_\_\_\_\_ JUSTIN BATTLES, Assistant City Manager, City of Mustang
- \_\_\_\_\_ JOHN DEAN, City Manager, City of Durant
- \_\_\_\_\_ ERNEST (Ernie) LEE DOWDELL, Councilmember, City of Clinton
- \_\_\_\_\_ LINDSEY GRIGG, City Clerk, City of El Reno
- \_\_\_\_\_ GERALD HAURY, Town Administrator, Town of Mannford
- \_\_\_\_\_ TIM LYON, City Manager, City of Midwest City
- \_\_\_\_\_ RUSS MEACHAM, Chief Financial Officer, City of Perry
- \_\_\_\_\_ STEPHEN MILLS, City Manager, City of Lindsay
- \_\_\_\_\_ KIM PETERSON, Vice-Mayor, City of Guymon
- \_\_\_\_\_ MARK WHINNERY, City Manager, City of Drumright
- \_\_\_\_\_ SCOTTY WHITE, Mayor, City of Poteau

SIGN AND ATTEST

Ballot cast for the governing body of the municipality of

\_\_\_\_\_

Signed: \_\_\_\_\_  
Mayor

Attested: \_\_\_\_\_ Date: \_\_\_\_\_, 2020  
Clerk

PLEASE BE ADVISED THAT THE FAILURE TO PROPERLY SUBMIT THIS BALLOT  
WILL INVALIDATE THE BALLOT!

Your Ballot must be received by the Oklahoma Municipal Assurance Group, 3650 S.  
Boulevard, Edmond, OK 73013 no later than *May 31, 2020*, by:

- (1) sending a facsimile of the ballot to OMAG at (405) 657-1401;
- (2) emailing the ballot to [elections@omag.org](mailto:elections@omag.org); or
- (3) sending the ballot to OMAG by certified mail.

SEE REVERSE FOR BIOGRAPHICAL SKETCHES

## BIOGRAPHICAL SKETCHES

**PAM POLK (Incumbent)** Polk is city manager in Collinsville. She holds a BS in Business Administration and an MBA. Pam is the only Oklahoma female city manager to be credentialed through the ICMA organization. She was City Manager of the Year in 2017. Polk also serves on the OML Board of Directors. **(The City of Collinsville participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan and the Workers' Compensation Plan.)**

**DANIEL TARKINGTON (Incumbent)** Daniel is currently serving on the OMAG Board. Daniel has 14 years Municipal government experience. Daniel believes maintaining one's integrity is a privilege that should be closely guarded and serving others should be our goal. Daniel serves on many boards in the Community. **(Checotah participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

**JUSTIN BATTLES** Justin is Mustang's Assistant City Manager, employed with Mustang for 18 years. Justin is a member of the Oklahoma City Manager's Association, International City Manager's Association, and Oklahoma Recreation and Parks Society. Justin has experience with tort claims, manages City infrastructure, and oversees capital projects. **(Mustang participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)**

**JOHN DEAN** John retired from US Army Special Forces. He has been in city management since 2007. John holds a Master of Arts degree in Human Resources Management and Master of Public Administration degree. He earned the ICMA Credentialed Manager designation and Certified Municipal Official designation from the Oklahoma Municipal League. **(Durant participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)**

**ERNIE LEE DOWDELL** Born and graduated high school in Clinton. 1998 graduate University of Oklahoma. Moved back to Clinton to family car business. Married in September 1999. We have three children. I currently own and operate three businesses that employ twenty-five people. I won my city council seat in November 2018. **(Clinton participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

**LINDSEY GRIGG** Lindsey is the City Clerk for the City of El Reno, employed with the city for 12 years. She is a member of OMCTFOA, OAPT, GFOAO and serves on the OMCTFOA and OAPT State boards. Lindsey oversees insurance procedures for the City of El Reno. **(El Reno participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)**

**GERALD HAURY** A Town Administrator for Mannford, Gerald manages the Town's natural gas and electric distribution and senior housing operations. Gerald believes in the OMAG model using OMAG's programs and training for his employees. Gerald supports these programs and will work to ensure OMAG stays a strong partner for cities and towns. **(Mannford participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

**TIM LYON** Tim Lyon has over 35 years of local government experience specializing in Risk Management, an M.A. in Political Science, and is an accredited City Manager. For the past 20 years, he has served Midwest City as the Human Resources Director, Assistant City Manager, and now as the City Manager. **(Midwest City participates in the Municipal Liability Protection Plan and the Municipal Property Protection Plan.)**

**RUSS MEACHAM** Russ Meacham, CPA, has served as the CFO for the City of Perry since June 2008. Russ also serves as a consultant to over 40 municipalities across the state, assisting them with their financial needs. Russ's career began at Deloitte & Touche after graduation from the University of Oklahoma. **(Perry participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

**STEPHEN MILLS** Stephen is a retired Army Officer with extensive leadership and public service experience. He has a degree in Public Administration and has been in municipal government since 2010. He feels a strong sense of duty to represent rural Oklahoma and their particular issues and challenges. **(Lindsay participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan and the Workers' Compensation Plan.)**

**KIM PETERSON** Kim Peterson currently serves as Vice-Mayor. He previously served as Mayor for 6 years. Peterson, a graduate of OPSU has served on the OPSU Board of Directors, Mayors Council of Oklahoma, OML, OEDA, Guymon Industrial Foundation, Chamber of Commerce, Rodeo Board, Convention and Tourism Board, Kids Inc., United Way. **(Guymon participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan and the Workers' Compensation Plan.)**

**MARK WHINNERY** Mark Whinnery became Drumright's City Manager in 2012. He's a retired Air Force Colonel with 25 years of service. Mark has a Bachelor's in Communication, a Master's in Human Resources, and a Master's of Military Operational Art and Science. Mark was also an Air Force Fellow at the Rand Corporation. **(Drumright participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

**SCOTTY WHITE** Scotty was elected Mayor in April 2019. Prior, Scotty held a management position with a major oil and gas operator in Texas and Oklahoma. Scotty is a life-long resident of Poteau with his wife Sarah and two children. Scotty would serve OMAG well and be an asset to the team. **(Poteau participates in the Municipal Liability Protection Plan, the Municipal Property Protection Plan, and the Workers' Compensation Plan.)**

## **AGENDA ITEM COMMENTARY**

**Meeting Date:** May 11, 2020  
**Board:** Board of City Commissioners  
**Subject:** Amendment to Agreement Establishing OMAG

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**ITEM TITLE:** Discuss and Consider Approval of Resolution 2020-07; *A Resolution to Amend the Agreement Establishing the Oklahoma Municipal Assurance Group (OMAG)*

**INITIATOR:** City Clerk

**STAFF INFORMATION SOURCE:** City Clerk  
OMAG

**BACKGROUND:** When OMAG was established in 1977, as a Title 74 Interlocal Agency, the term of the Agreement was set at 50 years. They would like to extend the term of the Agreement, establishing OMAG in perpetuity. This would allow them to continue to provide liability, property, and workers comp coverage, as well as the various grants, training and other value added services they offer their members. OMAG was created for the benefit of Oklahoma Cities and Towns. They have always had strong leadership and excellent staff who remain up to date on matters that can affect their members. They are always available when we need them, offering sound advice and defending our interests. They have been an invaluable resource for the City of Sallisaw over the years. Staff fully supports their request to amend the agreement.

**EXHIBITS:** 1. 2020-07 OMAG

**KEY ISSUES:** None.

**FUNDING SOURCE:** N/A

**RECOMMENDATION:** Approve Resolution 2020-07.

## **RESOLUTION 2020-07**

### **A Resolution to Amend The Agreement Establishing the Oklahoma Municipal Assurance Group (OMAG)**

The Municipality agrees to the following amendment to The Agreement Establishing OMAG, Article III:

*The effective date of this agreement shall be June 1, 1977 and shall continue in perpetuity.*

Municipality: City of Sallisaw

Approved this 11<sup>th</sup> day of May, 2020

**CITY OF SALLISAW, OKLAHOMA**

\_\_\_\_\_  
**Ernie Martens, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Dianna Davis, City Clerk**

**(SEAL)**

## **AGENDA ITEM COMMENTARY**

**Meeting Date:** May 11, 2020  
**Board:** Board of City Commissioners  
**Subject:** OMAG Recognition Program

---

**ITEM TITLE:** Discuss and Consider Items Related to the OMAG Recognition Program

**INITIATOR:** City Clerk

**STAFF INFORMATION SOURCE:** City Clerk

**BACKGROUND:** The OMAG Recognition Program is available to members with active coverage through the OMAG Municipal Liability Protection Plan (MLPP). The OMAG Recognition Program seeks to strengthen municipal governance and reduce claims through education and self-assessment. Members who gain OMAG Recognition are awarded a check in an amount that is based on the member's premium charged for the current plan year. The City of Sallisaw has participated in this program since its launch a few years ago. Council has completed the required assessments and online training. Staff and the City Attorney have reviewed the council handbook and found that no amendments are required. Once approved, the City Clerk will submit the resolution to OMAG, certifying our participation.

**EXHIBITS:** 1. OMAG LIABILITY COVERAGE

**KEY ISSUES:** None

**FUNDING SOURCE:** N/A

**RECOMMENDATION:**

- Review and Acknowledge Liability Protection Plan.
- Acknowledge that no amendments are required for the council handbook.
- Approve Resolution 2020-08.



3650 S. Boulevard • Edmond, OK 73013 • omag.org  
405.657.1400 • 800.234.9461 • FAX 405.657.1401

## Municipal Liability Protection Plan Declarations Page

1. PLAN MEMBER CITY OF SALLISAW AGREEMENT NUMBER  
and Mailing Address P.O. BOX 525 GLA 1400328 04  
SALLISAW OK 74955-0525

2. Plan Period From 12:01 A.M. Central Standard Time at the address of the Plan Member  
From 11/01/2019 to 11/01/2020

3. The Plan Member is a(n) MUNICIPALITY

4. The Coverage afforded by this agreement is only with respect to the following coverages as are indicated by specific limits of coverage, for which a premium is charged.

### COVERAGE

### PREMIUM

#### GENERAL LIABILITY (PARTS I, IV, V, AND VI)

- A. Bodily Injury B. Property Damage  
C. Personal Injury D. Errors and Omissions  
I. Pollution Damage J. Defense Reimbursement  
K. Cyber / Data Breach L. Uncovered Employment Defense  
☐ Prior Acts Coverage

**\$58,549**

Coverages A,B,C,D,I,J,K,L

#### AUTOMOBILE LIABILITY (PART II)

- E. Bodily and Personal Injury F. Property Damage

**\$18,008**

Coverages E,F

☒ Hired and Non-owned Automobile Coverage

**\$61**

Hired and Non-owned

#### AUTOMOBILE & EQUIPMENT PHYSICAL DAMAGE (PART III)

##### G. Automobile Physical Damage

1. Comprehensive  
2. Specified Perils  
3. Collision

Per fleet schedule

☒ Hired Auto Physical Damage Limit: **\$150,000**

**\$27,600**

Coverages G

##### H. Equipment Physical Damage - Per equipment schedule

☐ Mobile Equipment Leased/Rented Limit: **\$0**

Included  
Hired Auto Physical Damage

**\$2,352**

Coverages H

**\$0**

Mobile Leased/Rented

#### 5. LIMITS OF LIABILITY, except for Coverages G,H,I,J,L

##### Losses subject to the OKLAHOMA GOVERNMENTAL TORT CLAIMS ACT:

\$ 25,000 Each Property Damage Loss Per Occurrence, including Fire Legal

\$ 125,000 Each Other Loss Per Occurrence

\$ 1,000,000 Aggregate Per Occurrence

##### Losses not subject to the OKLAHOMA GOVERNMENTAL TORT CLAIMS ACT:

\$ 10,000 Medical Payments for Volunteers Per Loss

\$ 1,000,000 Each Other Loss Per Occurrence

Cyber Coverage: See Limits on Cyber / Data Breach Declaration Page

##### Annual Aggregate

\$ 2,000,000 Coverages C,D

\$ 10,000 Coverage J

**\$106,278**

Total Premium

(This is not an invoice)

#### 6. DEDUCTIBLES

Coverages A,B,E,F,L: No Deductible, except for sanitary sewer overflows and electrical disruptions, which are subject to the deductible of coverages C & D.

Coverages C,D: **\$1,000** Per Occurrence

Coverages G,H: Per Schedule or Endorsement

Coverage I: **\$1,000** Per Pollution Incident

Coverage J: **\$5,000** SIR

Coverage K: Per Applicable Cyber / Data Breach Deductible

#### 7. This agreement is composed of this Declaration Page, Schedules, Forms and Endorsements, if any.

*Jonathan D. Woods*

OMAG Representative

01/22/2020  
Date



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405.657.1400 • 800.234.9461 • FAX 405.657.1401

## **Municipal Liability Protection Plan**

### **ADDITIONAL NAMED PLAN MEMBERS**

SALLISAW MUNICIPAL AUTHORITY  
SALLISAW ELECTRIC SYSTEM



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## Municipal Liability Protection Plan

City/Town :CITY OF SALLISAW

### Mortgagee, Loss Payee and/or Additional Interest Schedule

OKLAHOMA CONSTRUCTION INDUSTRIES BOARD  
C/O BONDS AND INSURANCE DIVISION  
2401 N. W. 23RD ST., STE. 5  
OKLAHOMA CITY OK 73107

**Certificate Category**  
Certificate Holder

BANCFIRST  
C/O CORPORATE TRUST DEPT.  
P.O. BOX 26883  
OKLAHOMA CITY OK 73126-0833

**Certificate Category**  
Certificate Holder

OKLAHOMA WATER RESOURCES BOARD  
3800 N. CLASSEN BLVD.  
OKLAHOMA CITY OK 73118

**Certificate Category**  
Certificate Holder

INDIAN CAPITOL TECHNOLOGY CENTER  
2403 N 41ST STREET E  
MUSKOGEE OK 74403

**Certificate Category**  
Certificate Holder

ARMSTRONG BANK OF SALLISAW  
P.O. BOX 909  
SALLISAW OK 74955

**Certificate Category**  
Loss Payee

**As Respects**  
FREIGHTLINER 122SD  
GR0787

ARMSTRONG BANK OF SALLISAW  
P.O. BOX 909  
SALLISAW OK 74955

**Certificate Category**  
Loss Payee

**As Respects**  
MACK MRU613  
M018491

ARMSTRONG BANK OF SALLISAW  
P.O. BOX 909  
SALLISAW OK 74955

**Certificate Category**  
Loss Payee

**As Respects**  
DOZIER

NATIONAL BANK OF SALLISAW  
P.O. BOX 549  
SALLISAW OK 74955

**Certificate Category**  
Loss Payee

**As Respects**  
EXCAVATOR



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405.657.1400 • 800.234.9461 • FAX 405.657.1401

### **Municipal Liability Protection Plan**

FIRSTAR BANK  
1720 E. CHEROKEE  
SALLISAW OK 74955

**Certificate Category**  
Loss Payee

**As Respects**  
FREIGHTLINER M2-106 BUCKET TRK  
KG7560

---

FIRSTAR BANK  
1720 E. CHEROKEE  
SALLISAW OK 74955

**Certificate Category**  
Loss Payee

**As Respects**  
FREIGHTLINER M2106 4D GRAPPLE  
JY4638

---

NATIONAL BANK OF SALLISAW,A DIVISION OF FIRST  
1000 S. KERR BLVD.  
SALLISAW OK 74955

**Certificate Category**  
Loss Payee

**As Respects**  
KENWORTH T370 /CHASSIS/PAC BOD  
288480

---

NATIONAL BANK OF SALLISAW,A DIVISION OF FIRST  
1000 S. KERR BLVD.  
SALLISAW OK 74955

**Certificate Category**  
Loss Payee

**As Respects**  
LOADER/BACKHOE

---

## **AGENDA ITEM COMMENTARY**

**Meeting Date:** May 11, 2020  
**Board:** Board of City Commissioners  
**Subject:** Sparks Property Annexation

---

**ITEM TITLE:** Conduct Public Hearing for the Purpose of Receiving Questions and/or Comments Concerning the Possible Annexation of Property Owned by Ray D. Sparks and Thelma L. Sparks, Trustees of the Sparks Family Trust Dated the 8th April, 2004 and Geoffrey R. Sparks and Barbara Sparks

**INITIATOR:** Sparks Family

**STAFF INFORMATION SOURCE:** Building Development Director  
City Attorney

**BACKGROUND:** The Sparks are requesting their property located on Shiloh Road and Drake Road, which adjoins the Sallisaw city limits, be annexed and the boundaries of the City of Sallisaw be extended to include said property. The purpose of the public hearing is to receive any questions and/or comments concerning annexation of this property.

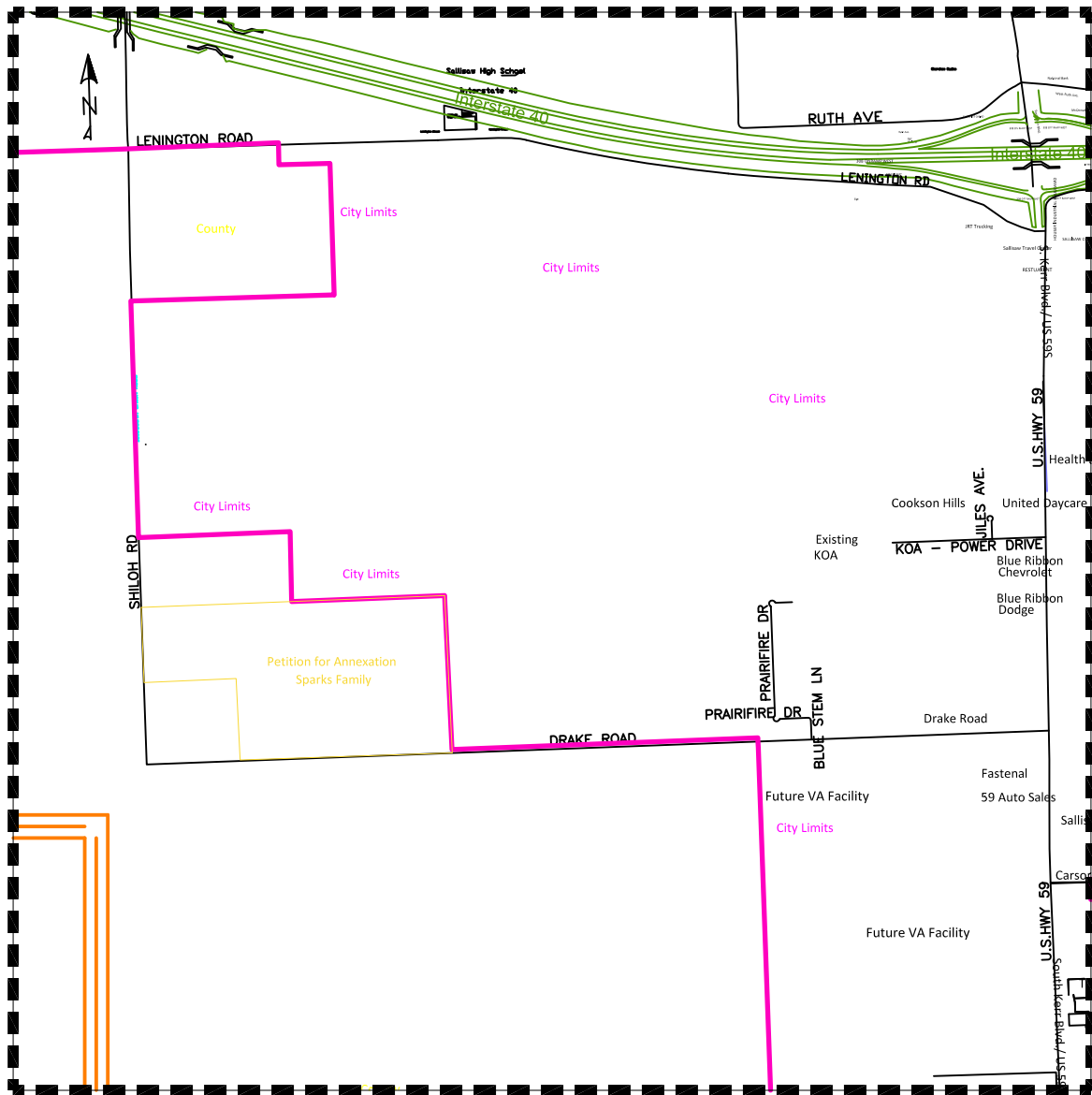
**EXHIBITS:**

1. Sparks Annex Newspaper Map
2. SPARKS - NOTICE
3. SPARKS - PETITION FOR ANNEXATION
4. SPARKS ANNEXATION - PROOF OF PUBLICATION

**KEY ISSUES:** None

**FUNDING SOURCE:** N/A

**RECOMMENDATION:** Conduct Public Hearing



# CITY OF SALLISAW

## PETITION FOR ANNEXATION

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

S1/2 SW1/4 LESS the SW1/4 SW1/4 SW1/4, all in Section 12, Township 11 North, Range 23 East.

Owners: Ray D. Sparks and Thelma L. Sparks, Trustees of the Sparks Family Trust dated the 8<sup>th</sup> April, 2004 and Geoffrey R. Sparks and Barbara Sparks.

General Location: 2825 West Drake Road

has filed with the City of Sallisaw, Oklahoma, a written application pursuant to Title 11 OS, Section 21-105 of Article 11, Part 1, to ANNEX THE ABOVE NOTED PROPERTY INTO THE CORPORATE LIMITS OF THE CITY OF SALLISAW, OKLAHOMA.

The undersigned will present said application to the Board of City Commissioners of the City of Sallisaw, Oklahoma, at their first official meeting following the expiration of the publication requirement as provided for by law. The Board of City Commissioners will conduct a public hearing on said application, and all interested persons are entitled to be heard and are invited to attend.

Notice published this 22<sup>nd</sup> and 29<sup>th</sup> day of April, 2020.

### Owner(s):

By: Ray D. Sparks and Thelma L. Sparks,  
Trustees of the Sparks Family Trust  
dated the 8<sup>th</sup> of April, 2004 and  
Geoffrey R. Sparks and Barbara Sparks

### City of Sallisaw

By: DIANNA DAVIS,  
City Clerk

### Bill To:

City of Sallisaw  
PO Box 525  
Sallisaw, OK 74955-0525

BOARD OF COMMISSIONERS

PETITION FOR ANNEXATION

Application is hereby made to the Sallisaw City Commissioners for recommendation to the City Council for the annexation of the following described property :

General Location 2825 WEST DRAKE RD - + surrounding 60 Acres  
Legal Description \_\_\_\_\_  
(Street Address or Attach exhibits)

Present Use of Property Agriculture

Proposed Use of Property House + Agriculture

Record Owner of Property Groffrey + Barbara Sparks, Ray Sparks

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

☐ agent for, \_\_\_\_\_ ☐ other \_\_\_\_\_

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

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

Signed Ray Sparks, Barbara Sparks Address 2750 West Drake Rd

Phone 479-774-4165

Ray Sparks - 479-650-9236

APPLICANT - DO NOT WRITE BELOW THIS LINE

Received by: 4-3-2020 KM Date: 4-3-2020

Fee Receipt: — Zoning: Ag

Ordinance No.: \_\_\_\_\_ Requested: —

PC Action: — CC Action: \_\_\_\_\_

Date: \_\_\_\_\_ Date: \_\_\_\_\_

PROOF OF PUBLICATION  
Cookson Hills Publishers, Inc.  
Dba *Sequoyah County Times*  
111 N. Oak Street  
Sallisaw, OK 74955  
918-775-4433

SEQUOYAH COUNTY  
**TIMES**

Shown as published in SCT

See the attached document  
49,404 Petition f/Annexation  
W. Drake Rd. w/map  
City of Sallisaw

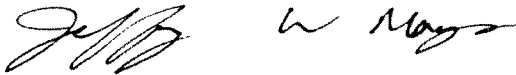
I, Jeff W. Mayo, am the authorized representative of Cookson Hills Inc., Publisher of the Sequoyah County Times, newspaper of Sequoyah County, State of Oklahoma and knows the facts herein set out: that said newspaper is being published semi-weekly in the City of Sallisaw in said County and has a paid circulation in said County and State and with entrance into the United States mails as second class mail matter and published in the County where delivered to the United States mail; that said newspaper has been continuously and uninterruptedly printed and published in said County during the period of 104 weeks consecutively, prior to the first publication of the notice, a true copy of which is hereto attached and made a part hereof; and that said notice was duly published in each Issue of, and not in a supplement,

**Sequoyah County Times on the following date(s);**

April 22 and 29, 2020

Affiant further states that said newspapers carrying said notice, advertisement or publication comes within all the prescriptions and requirements of Section 1 of Senate Bill No. 47 of the 19th Legislature effective April 13, 1943; House Bill No. 327 Session Laws 1941; being an act amending section 54. Compiled Oklahoma Statutes, 1931, as amended by Article 1, Chapter 1, Session Laws 1935.

Affiant further states that said newspaper meets all the requirements of the laws of the state of Oklahoma with references to legal publications.



(Signature) Jeff W. Mayo, General Manager

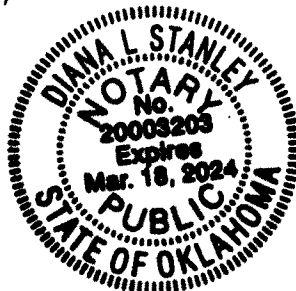
Subscribed and sworn to me before this  
29th day of April, 2020



Notary Public

Publication Fee \$127.46

Legal #: 49,404



(49,404) Published in the Sequoyah County Times April 22 & 29, 2020

**CITY OF SALLISAW  
PETITION FOR ANNEXATION**

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

**S1/2 SW1/4 LESS the SW1/4 SW1/4 SW1/4, all in Section 12, Township 11 North, Range 23 East.**

**Owners: Ray D. Sparks and Thelma L. Sparks, Trustees of the Sparks Family Trust dated the 8th April, 2004 and Geoffrey R. Sparks and Barbara Sparks.**

**General Location: 2825 West Drake Road**

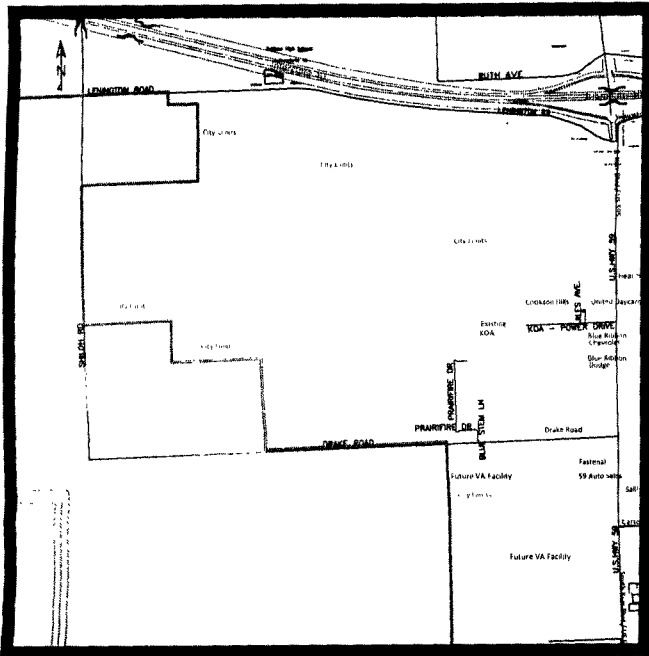
Has filed with the City of Sallisaw, Oklahoma, a written application pursuant to Title 11 OS, Section 21-105 of Article 11, Part 1, to **ANNEX THE ABOVE NOTED PROPERTY INTO THE CORPORATE LIMITS OF THE CITY OF SALLISAW, OKLAHOMA.**

The undersigned will present said application to the Board of City Commissioners of the City of Sallisaw, Oklahoma, at their first official meeting following the expiration of the publication requirement as provided for by law. The Board of City Commissioners will conduct a public hearing on said application, and all interested persons are entitled to be heard and are invited to attend.

Notice is published this 22nd and 29th day of April 2020.

**Owner(s):**

**By: Ray D. Sparks and Thelma L. Sparks,  
Trustees of the Sparks Family Trust dated the 8th of  
April, 2004 and Geoffrey R. Sparks and Barbara Sparks  
City of Sallisaw  
By: Dianna Davis  
City Clerk**



**ORDINANCE NO. 2020-04**

**AN ORDINANCE PROVIDING FOR THE ANNEXATION TO THE CITY OF SALLISAW, OKLAHOMA, CERTAIN PROPERTY HEREINAFTER SET OUT; AND DECLARING AN EMERGENCY.**

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

**SECTION 1** That Ray D. Sparks and Thelma L. Sparks, Trustees of the Sparks Family Trust dated the 8<sup>th</sup> of April, 2004 and Geoffrey R. Sparks and Barbara Sparks, husband and wife, are the owners of the following described real estate, to-wit:

The S $\frac{1}{2}$  SW $\frac{1}{4}$  LESS the SW $\frac{1}{4}$  SW $\frac{1}{4}$  SW $\frac{1}{4}$  of Section 12, Township 11 North, Range 23 East, Sequoyah County, Oklahoma;

and that said owners have petitioned for the Board of Commissioners of the City of Sallisaw, Oklahoma, to annex said property and to extend the boundaries of the City of Sallisaw to include said property, which property adjoins the city limits.

**SECTION 2** The above described real estate adjoins the city limits of the City of Sallisaw, Oklahoma, and the Board of Commissioners of Sallisaw, Oklahoma, finds that it is to the best interest of the said city that the above described real estate be annexed to the City of Sallisaw, Oklahoma, and that the boundaries of the City of Sallisaw, Oklahoma, be extended to include said real estate.

**SECTION 3** That the real estate situated in Sequoyah County, State of Oklahoma, described as:

The S $\frac{1}{2}$  SW $\frac{1}{4}$  LESS the SW $\frac{1}{4}$  SW $\frac{1}{4}$  SW $\frac{1}{4}$  of Section 12, Township 11 North, Range 23 East, Sequoyah County, Oklahoma;

be and the same is hereby annexed to the City of Sallisaw, Oklahoma, and the boundaries of the City of Sallisaw, Oklahoma, are hereby extended to include said real estate.

**SECTION 4** **WHEREAS**, it being immediately necessary for the preservation of the peace, health, safety and protection of the citizens of Sallisaw and the inhabitants thereof that the provisions of this ordinance be put into full force and effect, an emergency is hereby declared to exist by reason whereof this ordinance shall take effect and be in full force from and after its passage, as provided by law.

**PASSED AND APPROVED** by the Board of Commissioners of the City of Sallisaw on this 11th day of May, 2020.

**BOARD OF COMMISSIONERS OF THE  
CITY OF SALLISAW, OKLAHOMA**

By: \_\_\_\_\_  
**ERNIE MARTENS, Mayor**

**ATTEST:**

\_\_\_\_\_  
**DIANNA DAVIS, City Clerk**

**[SEAL]**

## **AGENDA ITEM COMMENTARY**

**Meeting Date:** May 11, 2020  
**Board:** Board of City Commissioners  
**Subject:** Landfill Compactor Lease Purchase

---

**ITEM TITLE:** Consider Approval of Resolution 2020-09; A Resolution Authorizing Execution of a Lease Purchase Agreement on Equipment; Landfill Compactor

**INITIATOR:** Purchasing Agent

**STAFF INFORMATION SOURCE:** Purchasing Agent  
Solid Waste Superintendent

**BACKGROUND:** Council approved the purchase of a landfill compactor during the December 2019 meeting. At that time, staff was not anticipating delivery of the equipment until July or August; however, we have been informed that the equipment is almost ready for delivery. Approval of Resolution 2020-09 will enable staff to move forward with obtaining bank quotes for the lease purchase paperwork.

**EXHIBITS:** 1. Res. 2020-09 lease purchase landfill compactor

**KEY ISSUES:** N/A

**FUNDING SOURCE:** Capital Improvement Fund

**RECOMMENDATION:** Approval of Resolution 2020-09.

**RESOLUTION NO. 2020-09**

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

**WHEREAS**, the City of Sallisaw is in need of one (1), rebuilt core Aljon ADV525 Tier 2 Landfill Compactor, and

**WHEREAS**, the City of Sallisaw has an opportunity to enter into a lease purchase agreement on one (1), rebuilt core Aljon ADV525 Tier 2 Landfill Compactor with Tri-County Equipment and Repair of Pierson, MI, in the amount of \$545,000.00 and does not desire to purchase said equipment with cash.

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

That the City of Sallisaw, Oklahoma lease from Tri-County Equipment and Repair of Pierson, MI, according to the terms of a certain lease purchase agreement for a term of forty eight (48) months, and renewable thereafter, with a purchase price of \$ 545,000.00 set forth therein, one (1), rebuilt core Aljon ADV525 Tier 2 Landfill Compactor.

**BE IT FURTHER RESOLVED, THAT THE SAID BOARD OF CITY 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 11<sup>th</sup> day of May 2020.

**CITY OF SALLISAW, OKLAHOMA**

\_\_\_\_\_  
**Ernie Martens, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Dianna Davis, City Clerk**

**(SEAL)**

## **AGENDA ITEM COMMENTARY**

**Meeting Date:** May 11, 2020  
**Board:** Board of City Commissioners  
**Subject:** Bucket Truck Lease Purchase

---

**ITEM TITLE:** Consider Approval of Resolution 2020-10; A Resolution Authorizing Execution of a Lease Purchase Agreement on Equipment; Bucket Truck

**INITIATOR:** Purchasing Agent

**STAFF INFORMATION SOURCE:** Purchasing Agent  
Electric Superintendent

**BACKGROUND:** Council approved the purchase of a new aerial bucket truck during the March 9th meeting. We do not expect delivery until sometime in August or September, but want to be able to complete lease purchase paperwork should it be ready earlier than expected. Approval of Resolution 2020-10 will enable staff to move forward with obtaining bank quotes when necessary.

**EXHIBITS:** 1. Res. 2020-10 Lease Purchase Bucket Truck

**KEY ISSUES:** N/A

**FUNDING SOURCE:** Capital Improvement Fund

**RECOMMENDATION:** Approval of Resolution 2020-10.

**RESOLUTION NO. 2020-10**

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

**WHEREAS**, the City of Sallisaw is in need of one (1), insulated aerial bucket truck, and

**WHEREAS**, the City of Sallisaw has an opportunity to enter into a lease purchase agreement on one (1) insulated aerial bucket truck with Altec Industries, Inc., of St. Joseph, Missouri, in the amount of \$152,666.00 and does not desire to purchase said equipment with cash.

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

That the City of Sallisaw, Oklahoma lease from Altec Industries, Inc., of St. Joseph, Missouri, according to the terms of a certain lease purchase agreement for a term of thirty six (36) months, and renewable thereafter, with a purchase price of \$ 152,666.00 set forth therein, one (1), insulated aerial bucket truck.

**BE IT FURTHER RESOLVED, THAT THE SAID BOARD OF CITY 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 11<sup>th</sup> day of May 2020.

**CITY OF SALLISAW, OKLAHOMA**

\_\_\_\_\_  
**Ernie Martens, Mayor**

**ATTEST:**

\_\_\_\_\_  
**Dianna Davis, City Clerk**

**(SEAL)**

## **AGENDA ITEM COMMENTARY**

**Meeting Date:** May 11, 2020  
**Board:** Board of City Commissioners  
**Subject:** Upgrade traffic control system for Ruth and Kerr intersection.

---

**ITEM TITLE:** Discuss and Consider Approval of Purchase Order No. 80980, in an *Amount not to Exceed* \$35,000.00, to SignalTek of Oklahoma City, for the Installation of a 4-Camera Video Detection System for the Intersection of Ruth and Kerr (Hwy 59 South)

**INITIATOR:** Electric Superintendent

**STAFF INFORMATION SOURCE:** Electric Superintendent

**BACKGROUND:** Approval of this item will allow for the installation of a 4-camera video detection system for traffic control at Ruth and Kerr (Hwy. 59 South). The current traffic control system for this intersection is aged and the electric crew is experiencing more and more problems with it. There has been ongoing problems with the light not changing to allow east/west bound traffic to move. This problem is most likely due to a bad loop in one of the northbound lanes. Last month staff replaced the *conflict monitor* in the cabinet, due to a short. This is an extremely heavily traveled area and staff feels it is of the utmost importance to upgrade this intersection as soon as possible. There is \$35,000.00 appropriated for this repair in the current fiscal year budget.

**EXHIBITS:** 1. Quote - SignalTek

**KEY ISSUES:** Intersection is a major thoroughfare. Traffic control system needs to be upgraded.

**FUNDING SOURCE:** Street and Alley Fund; Fund 20; Budgeted Amount \$35,000.00

**RECOMMENDATION:** Approval of Purchase Order No. 80980 in an *amount not to exceed* \$35,000.00, to SignalTek of Oklahoma City.



P.O. Box 14788  
Oklahoma City, OK 73113  
(405) 524-1341

|                                                                     |                               |
|---------------------------------------------------------------------|-------------------------------|
| <b>To:</b> City Of Sallisaw                                         | <b>Contact:</b> Blakely Smith |
| <b>Address:</b> 115 E Choctaw Ave                                   | <b>Phone:</b> (918) 775-6241  |
| Sallisaw, OK 74955 UNITED STATES                                    | <b>Fax:</b>                   |
| <b>Project Name:</b> Sallisaw, US 59 (Kerr) & Ruth, Video Detection | <b>Bid Number:</b>            |
| <b>Project Location:</b> S Kerr Blvd & W Ruth Ave, Sallisaw, OK     | <b>Bid Date:</b> 4/24/2020    |

Please accept our quotation for the following items:

| Line # | Item Description             | Estimated Quantity | Unit | Unit Price  | Total Price |
|--------|------------------------------|--------------------|------|-------------|-------------|
| 01001  | (PL)DETECTION SYSTEM (VIDEO) | 1.00               | LS   | \$28,500.00 | \$28,500.00 |
| 01002  | CONSTRUCTION TRAFFIC CONTROL | 1.00               | LS   | \$1,200.00  | \$1,200.00  |
| 01003  | MOBILIZATION                 | 1.00               | LS   | \$1,300.00  | \$1,300.00  |

**Total Bid Price: \$31,000.00**

*\$ Amount not to exceed \$35,000.*

**Notes:**

- This quote includes all equipment, labor and materials to a 4 camera video detection system at this intersection.
- Submittal datasheets for video detection equipment are attached.
- All work will be done in accordance with City of Sallisaw and ODOT specifications.
- All traffic control will be performed in accordance with MUTCD standards.
- ~~\$~~ This quote assumes we can locate the pull boxes on the NE and SW corners using an air compressor and standard methods of installing the underground video detection cable. If the existing pull boxes or conduit are damaged or unuseable, then repair or replacement of these items will be at additional cost to be determined.
- This quotation is firm for 60 days.

**Payment Terms:**

Payment due NET 30 days from date of invoice.

|                                                                                                                                                                                                         |                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>ACCEPTED:</b><br>The above prices, specifications and conditions are satisfactory and are hereby accepted.<br><br><b>Buyer:</b> _____<br><b>Signature:</b> _____<br><b>Date of Acceptance:</b> _____ | <b>CONFIRMED:</b><br><b>SignalTek</b><br><br><b>Authorized Signature:</b> _____<br><br><b>Estimator:</b> Walter Floyd<br>(405) 524-1341    estimating@tlsokc.com |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|

## **AGENDA ITEM COMMENTARY**

**Meeting Date:** May 11, 2020  
**Board:** Board of City Commissioners  
**Subject:** Purchase of Excavator and Equipment Trailer for Street Department

---

**ITEM TITLE:** Consider Approval of Purchase Order No. 80990, Issued to Stribling Equipment LLC, of Fort Smith, in the Amount of \$213,006.90, for the Purchase of One (1) John Deere 135G Excavator and One (1) Eager Beaver 20XPT Utility Trailer for the Street Department

**INITIATOR:** Purchasing Agent  
Grants Administrator / Economic Development Director  
Street Superintendent

**STAFF INFORMATION SOURCE:** Purchasing Agent  
Grants Administrator / Economic Development Director

**BACKGROUND:** This equipment purchase, in the amount of \$213,006.90, will be funded via a 55/45 USDA grant; \$117,153.80 USDA grant, \$95,853.10 city match. The original budget for this grant was \$219,836.00.

Staff requested quotes for the excavator and trailer and, upon review, found that several did not meet spec's or the dealer could not provide an estimated delivery date. The two who met specifications and could provide estimated delivery times were Kirby-Smith Machinery of Tulsa and Stribling Equipment of Fort Smith. Even though Stribling is slightly higher (\$1,353.34), staff requests approval to purchase from them. The City has purchased from Stribling in the past and has no complaints, Also, Stribling has offered an additional 72 month extended warranty, and any needed service would only involve a trip to Fort Smith. Kirby-Smith did not offer an extended warranty and any service would require a trip to Springdale.

**EXHIBITS:** 1. QUOTES - EXCAVATOR \_ TRAILER

**KEY ISSUES:** None.

**FUNDING SOURCE:** City budget Fund 30; \$95,853.11  
USDA equipment grant in the amount of \$117,153.80

**RECOMMENDATION:** Approval of Purchase Order No. 80990, to Stribling Equipment LLC, of Fort Smith, in the amount of \$213,006.90, for the purchase of one (1) John Deere 135G excavator and one (1) Eager Beaver 20XPT utility trailer.

# BID TAB SHEET

Street Dept Excavator / Trailer

BID OPENING  
May 1, 2020

| COMPANY                                                                                                                                                                                 | BID AMOUNT    |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|
| Scott Equipment<br>Springdale, AR<br>Kobelco 140SRLC-7 / Interstate 40 DLA<br><b>City is not familiar with brand</b>                                                                    | \$ 164,280.00 |
| Scott Equipment<br>Springdale, AR<br>Kobelco 140SRLC-7 / Eager Beaver 20XPT<br><b>City is not familiar with brand</b>                                                                   | \$ 165,230.00 |
| OCT Equipment<br>Tulsa, OK<br>2018 Case CX145D SR / Non-specified trailer<br><b>Used - Trailer does not meet specs</b>                                                                  | \$ 173,365.57 |
| Scott Equipment<br>Springdale, AR<br>2020 Case CX145D SR / Interstate 40 DLA<br><b>Scott Equipment not able to provide a delivery date for Case excavator</b>                           | \$ 182,680.00 |
| Scott Equipment<br>Springdale, AR<br>2020 Case CX145D SR / Eager Beaver 20XPT<br><b>Scott Equipment not able to provide a delivery date for Case excavator</b>                          | \$ 183,630.00 |
| OCT Equipment<br>Tulsa, OK<br>2020 Case CX145D SR / Non-specified trailer<br><b>Trailer does not meet specs</b>                                                                         | \$ 189,258.82 |
| Kirby-Smith Machinery<br>Tulsa, OK<br>2020 Komatsu PC138USLC-11 / Trail King TKT40LP                                                                                                    | \$ 211,653.56 |
| Stribling Equipment LLC<br>Fort Smith, AR<br>2020 John Deere 135 G / Eager Beaver 20XPT<br><b>Offers Extended 72 month Warranty</b><br><b>Located in Ft. Smith / 30-60 day delivery</b> | \$ 213,006.90 |

BOARD OF CITY COMMISSIONERS

REDEPOSIT  
OF  
TEMPORARILY IDLE FUNDS

May 11, 2020

| <u>Fund</u>  | <u>Amount</u> |
|--------------|---------------|
| General Fund | \$104,928.09  |

| <u>Days</u> | <u>Firststar</u> | <u>National</u> | <u>Armstrong</u> | <u>Arvest</u> |
|-------------|------------------|-----------------|------------------|---------------|
| 28          | <u>.27%</u>      | <u>.25%</u>     | <u>/</u>         | <u>/</u>      |
| <u>Days</u> | <u>Firststar</u> | <u>National</u> | <u>Armstrong</u> | <u>Arvest</u> |
| 63          | <u>.27%</u>      | <u>.25%</u>     | <u>/</u>         | <u>/</u>      |



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

**TO: Firststar Bank**

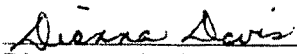
**April 30, 2020**

The City of Sallisaw requests quotes on time deposits of idle funds for the time specified beginning May 13, 2020:

| <u>FUND</u>  | <u>AMOUNT</u> | <u>DAYS</u> | <u>MATURITY</u> | <u>QUOTE</u> |
|--------------|---------------|-------------|-----------------|--------------|
| General Fund | \$104,928.09  | 28          | June 10, 2020   | <u>.27%</u>  |
|              |               | 63          | July 15, 2020   | <u>.27%</u>  |

Due to COVID-19 quotes will be received by the City Clerk via e-mail; [ddavis@sallisawok.org](mailto:ddavis@sallisawok.org). E-mail quotes must be received by **10:00 a.m., Wednesday, May 6, 2020**. Quotes will be reviewed by the City Clerk. Recommendation for award will be presented at the meeting of the Board of City Commissioners beginning at 6:00 p.m. on May 11, 2020.

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

  
Dianna Davis, City Clerk

Submitted by:

**Firststar Bank**

Date: 5-5-20

By: Em Kan



115 East Choctaw P.O. Box 525 Sallisaw, OK 74955  
918-775-6241 918-775-9350 Fax www.sallisawok.org

TO: National Bank of Sallisaw

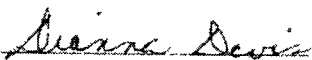
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|--------------|---------------|-------------|-----------------|--------------|
| General Fund | \$104,928.09  | 28          | June 10, 2020   | <u>0.25%</u> |
|              |               | 63          | July 15, 2020   | <u>0.25%</u> |

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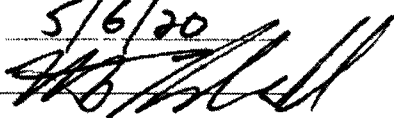
Submitted by:

National Bank of Sallisaw

Date:

5/6/20

By:



## **AGENDA ITEM COMMENTARY**

**Meeting Date:** May 11, 2020  
**Board:** Board of City Commissioners  
**Subject:** COVID-19 and City Operations

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**ITEM TITLE:** Staff Update on COVID-19 Event and City Operations; Possible Direction to Staff

**INITIATOR:** City Manager

**STAFF INFORMATION SOURCE:** Federal, State, Local Governments and Agencies

**BACKGROUND:** City Manager will provide an update on city operations related to the COVID-19 event.

**EXHIBITS:**

**KEY ISSUES:**

- Health of city employees
- City Operations
- Opening of City Hall
- Opening of Park areas
- Opening of swimming pool and splash pad
- Brushy Lake Park
- Disinfection of facilities

**FUNDING SOURCE:** NA

**RECOMMENDATION:** Provide guidance to staff if needed.