SALLISAW MUNICIPAL AUTHORITY
REGULAR MEETING

November 10, 2025

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

Council Chambers
113 North Elm Street
Sallisaw, Oklahoma

A G E N D A

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

1. **Meeting called to order**

2. **Declaration of a quorum**

3. **Possible action on minutes of regular meeting of October 13, 2025**

4. **Discussion concerning loan closing documents and presentation of a check by the Oklahoma Water Resources Board (OWRB) for a 100% loan forgiveness CWSRF loan in the amount of $1,457,142.85 to be utilized for the planning and design of a new Wastewater Treatment Plant, and possible action**

5. **Discussion and possible action on the 2026 Calendar Year Schedule of Regular Meeting Dates**

6. **Possible action to convene in Executive Session as Authorized by Title 25 O.S.,§ 307(B)(3) for discussion concerning the potential purchase of real property**

7. **Action to reconvene to Regular Session**

8. **Possible action or direction pursuant to Executive Session regarding the purchase of real property**

9. **Adjourn**

Posted: NOVEMBER 6, 2025
Time: 5:15 P.M.

Kim Jamison

MINUTES

SALLISAW MUNICIPAL AUTHORITY

REGULAR MEETING

OCTOBER 13, 2025

The Sallisaw Municipal Authority met in a regular meeting on October 13, 2025, in the Council Chambers, 113 North Elm, Sallisaw. Notice of the meeting was given by emailing Sequoyah County Times; by emailing KXMX; by posting at city hall on October 10, 2025, at 9:15 a.m.; by posting on the city's website; and, by giving notice to the City Clerk.

Members present:	Ernie Martens,	Chairman
	Kenny Moody,	Trustee, Ward 1
	Josh Bailey,	Trustee, Ward 2
	Julian Mendiola,	Trustee, Ward 3
	Brad Hamilton,	Trustee, Ward 4
Members absent:	None	
Staff present:	Brian Heverly,	General Manager
	Kim Jamison,	Secretary
	Robin Haggard,	Director of Finance
	Keith Miller,	Building Development Director
	Clint Smith,	IT Manager
	Chris Carter,	Senior Code Inspector
	Ben Spyres,	Computer Technician
	Gene Martin,	Director - Equipment Services
	Jamie Phillips,	Director - Solid Waste
	Caleb Dotson,	Patrolman
Others present:	Lynn Adams; Tim A. Foote; Patty McHenry; Ty McHenry; Tyler Davis; Jennifer Jones; Denise Kostka; Ryan Hilgendorf; Daryl Jones; Others Unidentified.	

Meeting called to order

Chariman Martens called the meeting to order. The meeting began at 7:22 p.m.

Declaration of a quorum

A quorum was declared present.

Possible action on minutes of regular meeting of September 8, 2025

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

Presentation of End-of-Season Financial Overview from Sallisaw Youth League Representative

The end-of-season financials and an update on league operations were discussed. The City Manager advised that the Youth League had invested approximately $10,000 in new sod and assisted city staff with installation to improve field quality. Additional work remains on two softball fields, and the League continues to partner with the City to maintain and enhance the multi-million-dollar sports complex.

Staff noted the goal of establishing a amended Youth Operations Agreement to ensure the facility's continued upkeep and sustainability. The League's representatives emphasized their commitment to reinvesting in the complex and maintaining it to high standards for the community's youth programs. An annual financial report was provided in the council packet outlining revenues, expenses, and reinvestments. Council expressed appreciation for the League's efforts and collaboration.

Discussion and possible action on amending the Sallisaw Sports Complex Operations Agreement between the Sallisaw Youth League and The Sallisaw Municipal Authority

Option 1. Exclusive Use.
Option 2. Non-Exclusive Use.

Staff and Youth League representatives discussed proposed updates to the Sports Complex Operations Agreement, presenting two options: **Option 1 – Exclusive Use** by the Youth League, and **Option 2 – Non-Exclusive Use**, which would allow other organizations to coordinate field use through the City when not in season.

Staff explained that under both options, the Youth League retains primary use from February through November, with coordination required for any outside events to ensure facility protection and field maintenance. The League expressed strong preference for **exclusive use**, citing concerns that outside rentals could lead to field damage, excessive wear, and loss of control over facility upkeep. Council discussion included insurance requirements, scheduling coordination, and maintaining public access while preserving facility quality.

Motion was made by Mendiola, seconded by Bailey, for approval of Option 1 of the amended agreement showing exclusive use. Vote: Mendiola aye; Bailey aye; Moody aye; Hamilton nay;

Martens aye. Motion carried 4-1.

Discussion and possible action on proposed Sallisaw Sports Complex User Agreement, and authorizing the General Manager to execute agreement as necessary

Motion was made by Bailey, seconded by Moody, for approval of the Sports Complex User Agreement and authorized the General Manager to execute the agreement (as necessary). Vote: Bailey aye; Moody aye; Mendiola aye; Hamilton aye; Martens aye. Motion carried 5-0.

Discussion and possible action on Solid Waste Disposal Agreement with Leflore County Solid Waste Authority for a 3-year term ending October 31, 2028

Motion was made by Moody, seconded by Hamilton, for approval of the Solid Waste Disposal Agreement with Leflore County Solid Waste Authority. Vote: Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

Discussion and possible action on amended Contract for Engineer Services with Neel, Harvell and Associates, P.C. in the amount of $2,400.00; Water System - N. Badger Dr, East to Maple, South to Pinto

Motion was made by Mendiola, seconded by Bailey, for approval of the amended Contract for Engineer Services with Neel, Harvell and Associates in the amount of $2,400.00. Vote: Mendiola aye; Bailey aye; Moody aye; Hamilton aye; Martens aye. Motion carried 5-0.

Consider and adopt a Resolution (2025-07) providing for the sale of a forgivable Promissory Note of the Authority to the Oklahoma Water Resources Board to provide funds for the planning and designing of wastewater treatment plant improvements for the sanitary sewer system of the City of Sallisaw, Oklahoma

Motion was made by Moody, seconded by Hamilton, for approval of Resolution No. 2025-07 approving the sale of a forgivable Promissory Note. Vote: Moody aye; Hamilton aye; Bailey aye; Mendiola aye; Martens aye.

Consider and adopt a Resolution (2025-08) designating and employing The Baker Group LP, Oklahoma City, Oklahoma, to proceed as Financial Advisor and Johanning & Byrom, PLLC, Oklahoma City, Oklahoma, as Financial Legal Counsel to the Authority, respectively, with respect to financing the Authority's sanitary sewer system project

Motion was made by Hamilton, seconded by Moody, for approval of Resolution No. 2025-08, designating and employing The Baker Group LP and Johanning and Byrom. Vote: Hamilton aye; Moody aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0.

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 7:48 p.m.

Approved this **10th** day of N**ovember 2025.**

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Secretary to the Authority

(SEAL)

AGENDA ITEM COMMENTARY

Meeting Date:	November 10, 2025
Board:	Sallisaw Municipal Authority
Subject:	2026 Regular Meeting Dates

ITEM TITLE: Discussion and possible action on the 2026 Calendar Year Schedule of Regular Meeting Dates

INITIATOR: City Clerk

STAFF INFORMATION SOURCE: City Clerk

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

EXHIBITS:

KEY ISSUES:

FUNDING SOURCE: N/A

RECOMMENDATION: Approval of 2026 Regular Meeting Dates as presented.