

**SALLISAW MUNICIPAL AUTHORITY
REGULAR MEETING**

September 14, 2026

**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 August 10, 2026**
- 4. Discussion and possible action on Change Order No. 1 in the amount of
\$3,500.00 for the Water Treatment Plant Improvements Holding Pond
Liner Project; Weeks Farms, LLC dba Romaine Environmental, LLC**
- 5. Adjourn**

Posted: 09/10/26

Time: 11:30 A.M.

Kim Jamison

MINUTES

SALLISAW MUNICIPAL AUTHORITY

REGULAR MEETING

AUGUST 10, 2026

The Sallisaw Municipal Authority met in a regular meeting on August 10, 2026, in the Council Chambers, 113 North Elm, Sallisaw. Notice of the meeting was given by emailing Sequoyah County Times; by emailing KXXMX; by posting at city hall on August 6, 2026, at 3:55 p.m.; by posting on the city's website; and, by giving notice to the City Clerk.

Members present:	Marley Abell, Vacant, Josh Bailey, Julian Mendiola, Brad Hamilton,	Chairman Trustee, Ward 1 Trustee, Ward 2 Trustee, Ward 3 Trustee, Ward 4
Members absent:	None	
Staff present:	Brian Heverly, Jordan Pace, Kim Jamison, Robin Whitekiller, Keith Miller, Clint Smith, Chris Carter, Jacob Acker Gene Martin, John Owens,	General Manager City Attorney Secretary Director of Finance Community Development Director IT Manager Senior Code Inspector Computer Technician Director - Equipment Services Chief of Police

Others present: Jim Cheek; Sherry Cheek; Reece Bush; Richard Sanders; Joe Hardbarger; Kristie Hardbarger; Tara Mendiola; Bryan Caviness; Jennifer Doody; Mike Doody; Shawn Rolson; Kathy Rolston; Lisa Mannon; Ryan Hilgendorf; Others Unidentified.

Meeting called to order

Chairman Abell called the meeting to order. The meeting began at 6:32 p.m.

Declaration of a quorum

A quorum was declared present.

Possible action on minutes of regular meeting of July 13, 2026

Motion was made by Mendiola, seconded by Bailey, for approval of the minutes of July 13, 2026. Vote: Mendiola aye; Bailey aye; Hamilton aye; Abell aye. Motion carried 4-0.

Discussion and possible action on staff's request to reinvest a Sallisaw Municipal Authority Certificate of Deposit with Local Bank for 245 days at 4.09% interest

Motion was made by Hamilton, seconded by Bailey, for approval of staff's request to reinvest the Sallisaw Municipal Authority Certificate of Deposit with Local Bank for 245 days at 4.09% interest. Vote: Hamilton aye; Bailey aye; Mendiola aye; Abell aye. Motion carried 4-0.

Discussion and possible action on the Solid Waste Disposal Agreement with Town of Muldrow for use of the Sallisaw Municipal Landfill Facility

Motion was made by Hamilton, seconded by Bailey, for approval of Solid Waste Disposal Agreement with Town of Muldrow. Vote: Hamilton aye; Bailey aye; Mendiola aye; Abell aye. Motion carried 4-0.

Discussion and possible action on Lease Agreement with OK JRA for use of the rodeo grounds; and authorize the city attorney and city clerk to finalize details of insurance

Motion was made by Mendiola, seconded by Hamilton, for approval of Lease Agreement with Ok JRA for the use of the rodeo grounds. Vote: Mendiola aye; Hamilton aye; Bailey aye; Abell aye. Motion carried 4-0.

Discussion and possible action on Lease Agreement with Missed One Society Inc. for use of the rodeo grounds; and authorize the city attorney and city clerk to finalize details

Motion was made by Mendiola, seconded by Bailey, for approval of Lease Agreement with Missed One Society Inc. for use of the rodeo grounds. Vote: Mendiola aye; Bailey aye; Hamilton aye; Abell aye. Motion carried 4-0.

Discussion and possible action on Lease Agreement, Addendum No.1 with Sallisaw Lions Rodeo, Inc. for additional days of use in September and October

Motion was made by Mendiola, seconded by Hamilton, for approval of Lease Agreement, Addendum No. 1 with the Sallisaw Lions Club Rodeo. Vote: Mendiola aye; Hamilton aye; Bailey aye; Abell aye. Motion carried 4-0.

Discussion and possible action on Purchase Order No. 109634, issued to AriesPro Utilities Solution, in the amount of \$28,857.00 for a Customer Portal

Motion was made by Hamilton, seconded by Bailey, for approval of Purchase Order No. 109634 issued to AriesPro in the amount of \$28,857.00. Vote: Hamilton aye; Bailey aye; Mendiola aye; Abell aye. Motion carried 4-0.

Discussion and possible action on Purchase Order No. 109669, issued to Logic Networks LLC, in the amount of \$22,500.00 for the purchase of 100 Calix GigaSpires and Optics for the telecommunications division

Motion was made by Hamilton, seconded by Mendiola, for approval of Purchase Order No. 109669 issued to Logic Networks LLC in the amount of \$22,500.00. Vote: Hamilton aye; Mendiola aye; Bailey aye; Abell aye. Motion carried 4-0.

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

Staff presented the Youth League Annual Report for the 2025–2026 season, including operations, costs, participation, and capital improvements at the Sallisaw Sports Complex. The report noted 280 athletes in the fall and 753 in the spring across baseball, softball, and soccer, with more than 480 games and 16 tournaments held during the year. The City’s expenditures were \$81,331, while the Youth League’s capital improvement fund had approximately \$35,000. Significant projects were concession stand windows, bathroom doors, gutters on buildings, sod for fields, and HVAC upgrades. Staff also acknowledged the need for additional maintenance of the practice soccer fields and outlined plans to address the issue. The report was provided as an informational briefing.

Discussion and possible action on Sallisaw Sports Complex Operations Agreement with the Sallisaw Youth League, Inc. for operation and use of the Sports Complex

Motion was made by Mendiola, seconded by Hamilton, for approval of the Sallisaw Sports Complex Operations Agreement with the Sallisaw Youth League. Vote: Mendiola aye; Hamilton aye; Bailey aye; Abell aye. Motion carried 4-0.

Discussion and possible action on Oklahoma Tourism and Recreation Department Land and Water Conservation Fund Project Agreement for construction of Sallisaw Soccer Fields at the Sports Complex

Motion was made by Hamilton, seconded by Mendiola, for approval of the Oklahoma Tourism and Recreation Department Land and Water Conservation Fund Project Agreement. Vote: Hamilton aye; Mendiola aye; Bailey aye; Abell aye. Motion carried 4-0.

Adjourn

Motion was made by Mendiola, seconded by Bailey, to adjourn the meeting. Vote: Mendiola aye; Bailey aye; Hamilton aye; Abell aye. Motion carried 4-0. The meeting ended at 7:06 p.m.

Approved this 14th day of September 2026.

Secretary to the Authority

(SEAL)

AGENDA ITEM COMMENTARY

Meeting Date: September 14, 2026
Board: Sallisaw Municipal Authority
Subject: Change Order No. 1; Holding Pond Liner Project

ITEM TITLE: Discussion and possible action on Change Order No. 1 in the amount of \$3,500.00 for the Water Treatment Plant Improvements Holding Pond Liner Project; Weeks Farms, LLC dba Romaine Environmental, LLC

INITIATOR:

STAFF INFORMATION SOURCE:

BACKGROUND: An existing 18" drain line was discovered by the contractor. This required excavating existing sludge and mud away from the pipe. The Contractor assisted with pouring concrete to plug pipe and wet well. The concrete was paid for by the City. The contractor compacted and backfilled the area with clay material (15 extra loads at 25 tons each).

Original Contract - \$245,591.61
Change Order - \$ 3,500.00
New Contract Total - \$249,091.61

EXHIBITS: 1. PO 108869 Weeks Farms LLC_Changer Order

KEY ISSUES:

FUNDING SOURCE: GL #030-701-57730 - \$500,000.00 budgeted

RECOMMENDATION: Acknowledge Change Order No. 1 in the amount of \$3,500.00 Weeks Farms, LLC dba Romaine Enviromental, LLC.

*

CITY OF SALLISAW - PURCHASE ORDER

PO NUMBER

VENDOR NAME

VENDOR NUMBER

108869

WEEKS FARMS LLC

7496

SHIP TO: CITY OF SALLISAW
P.O. BOX 525
115 EAST CHOCTAW
SALLISAW OK 74955
918-775-6241
Fax: 918-775-4194
Email: rsizemore@sallisawok.org

05/13/2026

ISSUED TO: WEEKS FARMS LLC
DBA ROMAINE ENVIROMENTAL LLC
67408 N 2230 RD
TALOGA OK 73667

COPY

I hereby approve the issuance and encumbrance of this purchase order.

PURCHASING OFFICER

Randy Squire

I hereby certify that the amount of this encumbrance has been entered against the designated appropriation accounts and that this encumbrance is withi

ENCUMBERING OFFICER

Randy Squire

ORDER DATE	QUANTITY	DESCRIPTION	UNIT PRICE	TOTAL	GL ACCOUNT
05/13/2026	1.00	WATER TREATMENT PLANT IMPROVEMENTS HOLDING POND LINER PROJECT APPROVED BY COUNCIL 5/11/2026	245,591.61	245,591.61	030-701-57730 030-701-57730 030-701-57730

8/11/26 Change Order #1 \$3,500.00 Balance Remaining = \$249,091.61
Part # 1 8/11/26 \$249,091.61 Balance Remaining = 0

COPY

TOTAL 245,591.61

I hereby certify that the merchandise and/or services described above have been satisfactorily received and that this purchase order is now a true just debt of the city. This purchase order is therefore approved for consideration for payment by the governing board.

WARRANT NUMBER

WARRANT DATE

PURCHASING OFFICER

ACCTS PAYABLE

Randy Squire

PRIOR YEAR

CLOSE OUT

CONTRACT CHANGE ORDER

CONTRACT FOR: Sallisaw Water Treatment Plant Improvements

Holding Pond Liner

OWNER: Sallisaw Municipal Authority

TO Weeks Farms LLC, DBA Romaine Environmental You are hereby requested to comply

with the following changes from the contract plans and specifications:

Description of Changes (Supplemental Plans and Specifications Attached)		DECREASE in Contract Price	INCREASE in Contract Price
<u>Items</u>	<u>Description</u>		
New Item # 9	Excavated existing sludge and mud away from unknown 18 inch concrete drain pipe. Assisted in concrete pouring to plug pipe & wetwell. The City of Sallisaw paid for concrete. Contractor compacted and backfilled area with clay material. (15 extra loads of dirt at 25 tons a load.)		\$ + 3,500.00
NET CHANGE IN CONTRACT			\$ + 3,500.00

JUSTIFICATION: Contractor uncovered an existing 18" drain line that extended through the south berm was not shown on the construction drawings.

ORIGINAL CONTRACT PRICE

\$ 245,591.61

CHANGE ORDER #1

\$ 3,500.00

NEW CONTRACT PRICE

\$ 249,091.61

The amount of the Contract will be (Decreased) (Increased) By The Sum Of
Three Thousand, Five Hundred Dollars and 00/100 (\$ + 3,500.00)

The Contract Total including this and previous Change Orders Will Be:
Two Hundred Forty Nine Thousand, Ninety One Dollars and 61/100 (\$ 249,091.61)

The Contract Period Provided for Completion Will Be (Increased) (Decreased) (Unchanged):

This document will become a supplement to the contract and all provisions will apply hereto.

Requested [Signature] (Owner) 8/10/20 (Date)

Recommended [Signature] (Project Manager) 7-31-2026 (Date)

Accepted Brandon W. [Signature] (Contractor) 8/5/26 (Date)

COPY



REQUEST FOR PARTIAL PAYMENT

Check # / Fund
COPY

Date:

PURCHASE ORDER NUMBER: 108869

VENDOR NUMBER: 7496

VENDOR NAME: Week's FARMS LLC, DBA Remona Enviro

GENERAL LEDGER ACCOUNT NUMBER: 030-701-57730

PROJECT / JOB: WATER TREATMENT Holding Pond Liner

DATE OF REQUEST: 8/11/26 PAYMENT NUMBER: 1

TOTAL PAYMENT REQUESTED THIS PAYMENT: \$ 249,091.61

AMOUNT REMAINING ON PURCHASE ORDER: \$ 0

DEPT. SUPERVISOR: [Signature] DATE:
COPY

PURCHASING: [Signature] DATE: 8/11/26

ACCTS PAYABLE: DATE:

* Copy Pay App to Robin

* Copy Check to Robin



 COPY

Project Payment Approval

Fund # 30

Fund: CAP IMPROVE

Payee: WEEKS FARMS LLC, DBA ROMAINE ENV

Project: WATER PLANT LAGOON LINER

				PO#	108869
INVOICE	1-FINAL	AMOUNT	\$	249,091.61	030-701-57730
INVOICE		AMOUNT			
INVOICE		AMOUNT			
INVOICE		AMOUNT			
INVOICE		AMOUNT			

Amount: \$ \$ 249,091.61

Grant Funding

X	Copy check to Robin	Chk #	Paid Date
X	Copy Invoice/Pay Request/Purchase Order to Robin		
	Copy All to Grants Administrator		

Other _____

 COPY



8.10.26

Approved Finance

Date

NEEL, HARVELL & ASSOCIATES . P. C.

**123 North Oak Street
Sallisaw, Oklahoma 74955**

ESTIMATE NO. 1 (Final)
JOB NO: 25 - 6875

 **COPY**

JOB NAME Sallisaw Municipal Authority - Water Treatment Plant Improvements

Holding Pond Liner

LOCATION: Sallisaw, Sequoyah County, Oklahoma

CONTRACTOR: Weeks Farms LLC, DBA Romaine Environmental

CONTRACT DATE: May 11, 2026

NOTICE TO PROCEED (PCC): July 10, 2026

ESTIMATE PERIOD FROM: July 10, 2026 TO: July 30, 2026

ORIGINAL CONTRACT AMOUNT: \$ 245,591.61

ADJUSTED CONT AMT: \$ 3,500.00

WORK COMPLETED: \$ 249,091.61

NEW CONTRACT AMOUNT: \$ 249,091.61

MATERIALS STORED: \$ - 0 -

SUBTOTAL: \$ 249,091.61

START DATE: July 10, 2026

COMPLETION DATE: August 23, 2026

LESS RETAINED (10 %): \$ - 0 -

ORIGINAL CONTRACT TIME: 60 days

TOTAL DUE TO DATE: \$ 249,091.61

ADJUSTED TIME: _____

NEW CONTRACT TIME: _____

LESS PREVIOUS PMT: \$ - 0 -

NEW COMPLETION DATE: _____

% OF WORK TO DATE: 100 %

NET DUE THIS PMT: \$ 249,091.61

% OF TIME TO DATE: 100 %

DAYS LAPSED: 21 days

CHANGE ORDER #

 **COPY**

TIME (DAYS)

**** All Testing has been completed**

PROJECT: Sallisaw Municipal Authority - Water Treatment Plant Improvements
Holding Pond Liner
LOCATION: Sallisaw, Sequoyah County, Oklahoma
CONTRACTOR: Weeks Farms LLC, DBA Romaine Environmental

JOB NO. 25-6875 PAY ESTIMATE NO. (1) final
DATE: July 10, 2026 TO: July 30, 2026
PAGE NO. 2 OF 3

ITEM #	DESCRIPTION	Units	Total Quantity	Previous Periods	This Period	Units Placed	Units Price	% Complete	Earnings to Date
1	Mobilization, Bonds & Insurance	LS	1	0	1	1	\$ 45,000.00	100%	\$ 45,000.00
2	Construct Three (3) foot Earthen Basin on Sludge Site	CY	145	0	145	145	\$ 10.00	100%	\$ 1,450.00
3	Sludge Removal, Dewater, Relocate and Spread on North the Side	CY	3,538	0	3,538	3,538	\$ 20.00	100%	\$ 70,760.00
4	Remove Rock, Grade, and Compact Subgrade and Test	SF	47,759	0	47,759	47,759	\$ 0.79	100%	\$ 37,729.61
5	Locate & Expose Existing Utilities along South Berm	LS	1	0	1	1	\$ 15,000.00	100%	\$ 15,000.00
6	Locate Offsite Borrow Pit and Test Clay - Relocate to Construction Site	CY	1,828	0	1,828	1,828	\$ 24.00	100%	\$ 43,872.00
7	12" Compacted Clay Liner	CY	1,828	0	1,828	1,828	\$ 10.00	100%	\$ 18,280.00
8	Testing	LS	1	0	1	1	\$ 13,500.00	100%	\$ 13,500.00
9	New Item: Expose Existing 18" Drain line - Additional Excavation and Compaction	LS	1	0	1	1	\$ 3,500.00	100%	\$ 3,500.00
TOTAL AMOUNT DUE									\$ 249,091.61


COPY


COPY

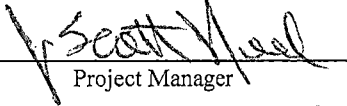
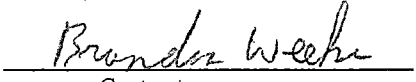
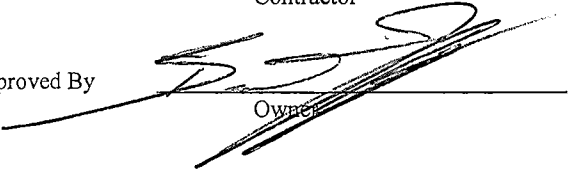
PROJECT: Sallisaw Municipal Authority - Water Treatment Plant Improvements
Holding Pond Liner
LOCATION: Sallisaw, Sequoyah County, Oklahoma
CONTRACTOR: Weeks Farms LLC, DBA Romaine Environmental

JOB NO. 25-6875 PAY ESTIMATE NO. (1) final
DATE: July 10, 2026 TO: July 30, 2026
PAGE NO. 3 OF 3

I hereby certify that all of the contract requirements as specified under the Labor standards have been complied with Weeks Farms LLC, DBA Romaine Environmental as principal contractor and by each subcontractor employing mechanics or laborers at the site of the work, or there is a substantial dispute with respect to the required provisions.

Total Amount Earned To Date	\$ 249,091.61
Stored Materials	\$ - 0 -

Total Due To Date	\$ 249,091.61
Percentage Retained This Estimate (10%)	\$ - 0 -
Less Previous Payments	\$ - 0 -
=====	
Total Amount Payable This Statement	\$ 249,091.61

Recommended By	<u></u>	<u>7-31-2026</u>
	Project Manager	Date
Approved By	<u></u>	<u>8/15/26</u>
	Contractor	Date
Approved By	<u></u>	<u>8/16/26</u>
	Owner	Date

