

**BOARD OF CITY COMMISSIONERS
REGULAR MEETING**

September 12, 2022

6:00 P.M.

**Council Chambers
113 North Elm St
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 Regular Minutes of August 8, 2022
 - (b) Acknowledge Invoice Paid Report for August 2022
 - (c) Acknowledge Mayor's Reappointment of Devin Guthrie to the Airport Advisory Board, for a Three (3) year term expiring September 2025
- 5. Consider any Item Removed from the Consent Agenda**
- 6. Discuss and Consider Approval of Resolution 2022-24; A Resolution Approving Execution of Deed (Property on Farm Road)**
- 7. Discuss and Consider Approval of Agreement for Brushy Lake Camp Host, Between the City of Sallisaw and Lahoma Jones, For the Period of October 1, 2022 to June 30, 2023.**
- 8. Discuss and Consider Approval of Change Order No. 1, in the Amount of \$6,065.33, RW & Son Pipeline Construction, Inc; Sanitary Sewer System**

Improvements Project; Port Arthur to Turner Ave/ Hollywood Addition

- 9. Discuss and Acknowledge Purchase Orders 90021, 90022, 90023, and 90024 Issued to Ampco Electric in the Amount of \$59,001.86 for Emergency Repairs to Two Water Treatment Plant Electrical Generators.**
- 10. Discuss and Consider Approval of Resolution 2022-25; A Resolution Providing for Updates to the City of Sallisaw Master Fee Schedule.**
- 11. Discuss and Consider Approval of Staff's Request to Declare One (1) 2005 Dodge Pickup S15, VIN 1D7HA16DX5J621401, As Surplus for the Purpose of Selling**
- 12. Discuss and Consider Approval of Staff's Request to Declare One (1) 2009 Chevy Impala, VIN 2G1WS57M991235789, As Surplus for the Purpose of Selling, or Donation to Other Police Department.**
- 13. Receive Update on Current and Future Projects; Possible Direction to Staff.**
- 14. Receive Update on the Financial Status of the City and Activities of the Finance Department; Possible Direction to Staff**
- 15. Administrative Reports**
- 16. Adjourn**

Posted: SEPTEMBER 8, 2022

Time: 5:30 P.M.

KIM JAMISON

MINUTES
BOARD OF CITY COMMISSIONERS
REGULAR MEETING
AUGUST 8, 2022

The Board of Commissioners met in a regular meeting on August 8, 2022, in the Council Chambers, 113 N. Elm Street, Sallisaw. Notice of the meeting was given by emailing to Sequoyah County Times; by posting at city hall on August 4, 2022 at 11:30 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, Kristin Peerson,	Mayor Member, Ward 1 Member, Ward 2 Member, Ward 3 Member, Ward 4
Members absent:	None	
Staff present:	Keith Skelton, John R. Montgomery, Kim Jamison, Robin Haggard, Keith Miller, Terry Franklin, George Bormann, Christian Sizemore, Chris Carter, Randy Sizemore, Clint Smith, John Weber, Colton Burgess, Blakely Smith,	City Manager City Attorney City Clerk Director of Finance Building Development Director Chief of Police Economic Development Director Network Manager Senior Code Inspector Purchasing Agent Telecommunications Captain Patrolman Superintendent - Electric
Others present:	Lahoma Jones; Randy Jones; Lynn Adams; Norman Herrera; Margaret Perry; Others Unidentified.	

1. Meeting Called to Order

Meeting was called to order at 6:00 p.m.

2. Declaration of a Quorum

A quorum was declared present.

3. Presentation to Retiree Randy Jones and Retiree Scott Burgess

City Manager presented Retiree Randy Jones with a watch from the City of Sallisaw for his 20 years of service. He thanked him for his service and wished him the best. Retiree Scott Burgess was not able to make the meeting.

4. Removal of any Item from the Consent Agenda

None.

5. Consent Agenda

a Consider Approval of Minutes of Regular Meeting of July 11, 2022

b Acknowledge Invoice Paid Report fo July 2022

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

6. Consider any Item Removed from the Consent Agenda

None.

7. Discuss and Consider Approval of Staff's Request to Purchase Vehicles Using Up To \$326,000 in Funding Currently in the Capital Improvement Budget

Motion was made by Bailey, seconded by Mendiola, for approval of staff's request to purchase vehicles using up to \$326,000 in funding currently in the Capital Improvement Budget. Vote: Bailey aye; Mendiola aye; Lowe aye; Peerson aye; Martens aye. Motion carried 5-0.

8. Discuss and Consider Approval of Purchase Order No. 90361, Issued to Signal Tek of Oklahoma City, Oklahoma, For the Purchase of Twelve (12) Decorative Street Light Assemblies, *In an Amount Not to Exceed \$82,000.00*

Motion was made by Peerson, seconded by Bailey, for approval of Purchase Order No. 90361, issued to Signal Tek for the purchase of twelve (12) decorative street light assemblies in an amount not to exceed \$82,000.00. Vote: Peerson aye; Bailey aye; Lowe aye; Mendiola aye; Martens aye. Motion carried 5-0.

9. Discuss and Consider Approval of Purchase Order No. 90370, Issued to Stribling Equipment Company, of Fort Smith, Arkansas, in the Amount of \$27,471.00, for the Purchase of One (1) John Deere CP24E Cold Planer

Motion was made by Peerson, seconded by Bailey, for approval of Purchase Order No. 90370, issued to Stribling Equipment Company in the amount of \$27,471.00. Vote: Peerson aye; Bailey aye; Lowe aye; Mendiola aye; Martens aye. Motion carried 5-0.

10. Discuss and Consider Approval of Purchase Order No. 90372, to Kustom Signals, Inc., of Lenexa, Kansas, in an *Amount Not To Exceed \$30,000.00* for the Purchase of Five (5) In-Car Camera with Eye Portal for the Police Department

Motion was made by Mendiola, seconded by Peerson, for approval of Purchase Order No. 90372, issued to Kustom Signals, Inc. in an amount not to exceed \$30,000.00. Vote: Mendiola aye; Peerson aye; Lowe aye; Bailey aye; Martens aye. Motion carried 5-0.

11. Discuss and Consider Approval of Purchase Order No. 90371, Issued to Ditch Witch of Oklahoma, of Tulsa, Oklahoma, in the Amount of \$72,145.00, for the Purchase of One (1) Ditch Witch HX30 Vacuum Excavator.

Motion was made by Bailey, seconded by Mendiola, for approval of Purchase Order No. 90371, issued to Ditch Witch of Oklahoma in the amount of \$72,145.00. Vote: Bailey aye; Mendiola aye; Lowe aye; Peerson aye; Martens aye. Motion carried 5-0

12. Discuss and Consider Approval of Purchase Order No. 90373, Issued to Vermeer Great Plains, of Catoosa, Oklahoma, in the Amount of \$32,500.00, for the Purchase of One (1) 2022 Vermeer SPX25 Drop Plow with Reel Carrier and Boring Attachment.

Motion was made by Bailey, seconded by Mendiola, for approval of Purchase Order No. 90376, issued to Vermeer Great Plains in the amount of \$32,500.00. Vote: Bailey aye;

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

- 13. Discuss and Consider Approval of Purchase Order No. 90374, to Dell Financial Services L.L.C., for an *Amount of \$30,047.44* for the Lease of Thirty (30) Dell Latitude 7220's with 22 mounting bases, mounting kits, docking stations, and keyboards. This lease will also include Five (5) Dell Keyboards with kickstands and Five (5) Dell Docks WD19S for the Police Department.**

Motion was made by Mendiola, seconded by Bailey, for approval of Purchase Order No. 90374, issued to Dell Financial Services, LLC in the amount of \$30,047.44. Vote: Mendiola aye; Bailey aye; Lowe aye; Peerson aye; Martens aye. Motion carried 5-0.

- 14. Discuss and Consider Approval of Planning Commission Case No. PC 2022-005; Rezoning Request From Agriculture (A-1) to Residential (R-1) by Barry and Carolyn Spyres and Jimmy Blanton; Ordinance No. 2022-10, and Declaring an Emergency**

This item was stricken. No action necessary.

- 14. Discuss and Consider Approval of Planning Commission Case No. PC 2022-007; Plat Presentation of Behavioral Health Center by CREOKS Mental Health Services, Inc.**

Motion was made by Peerson, seconded by Mendiola, for approval of the Plat of Behavioral Health Center. Vote: Peerson aye; Mendiola aye; Lowe aye; Bailey aye; Martens aye. Motion carried 5-0.

- 15. Receive Update on Current and Future Projects; Possible Direction to Staff**

Keith Miller updated the board on the status of the City's projects. Electric North Substation: The final payment has been processed. Once we have confirmation that it has been received, we can start the process of closing the grant documents. This will free us up to apply for additional grants. Bar Screen Replacement: The bar screen is installed. Inflow and bypass gates are being set and secured for final installation. Sewer Projects: Project is almost complete. The contractor has poured concrete into the street cuts and will asphalt once cured. Crosswalk Project: Signal Tek will start on August 15th Main Street Light Project: Concrete has been cut and broken out. We will coordinate with Main Street and the Chamber to begin work in tandem with their contractors' schedule. Police Department: Storage containers have been delivered. We will be working with the Police Department for the work and layout of the containers. Alley Concrete: The contractor has completed the pour in the alley between the council chambers and fire

station. Court House Street Drain: The street crew has completed this project. Creating a new drainage slide and handicap accessibility ramp. Development: The new Local Bank has their temporary office in place. The new road that will go between Kerr Blvd and No Name, is under construction. They intend to name the road Chapman Avenue. Building Permits: 3 commercial and 10 residential permits have been issued. A total of 98 permits have been issued between January 1st and June 30th.

16. Receive Update on the Financial Status of the City and Activities of the Finance Department; Possible Direction to Staff

Robin Haggard addressed the council. Stating that the Finance Department has been busy closing the year end for FY 22 and getting the financial paperwork and data prepared for the auditors. They have been in contact with JoLynn Rains, electric rate consultant. They ran through some quick calculations with actual data to see a comparison of how our predictions used from the study are comparing with the actual numbers. We will continue to follow and monitor. Ms. Rains has also seen a growth in new commercial connects. Sue and I have been assisting Dave with Uptown Services with a lot of data for DiammondNet that is required to complete our annual federal reporting. There is new reporting being required for Broadband Data that has time-sensitive due dates and this has initiated unexpected workload for the Diamondnet crews, mapping, and finance staff. We are relying on Dave to ensure this reporting is submitted by the deadline. She reviewed the sales and use tax numbers. They continue to remain positive.

17. Administrative Reports

Keith Skelted noted that the Brushy Lake playground equipment installation is complete and the mulch will be put down on Thursday. We are working on tweaking our monthly service report. We were awarded the ODOT grant. The grant was in the amount of \$169,600.00. The City portion will be \$25,440.00. This will be used to purchase a bus for the nutrition center.

18. Adjourn

Motion was made by Lowe, seconded by Peerson to adjourn the meeting, there being no further business. Vote: Lowe aye; Peerson aye; Bailey aye; Mendiola aye; Martens aye. Motion carried 5-0. The meeting ended at 6:30 p.m.

Approved this **12th** day of **September, 2022**.

Ernie Martens, Mayor

ATTEST:

Kim Jamison, City Clerk

(SEAL)

AGENDA ITEM COMMENTARY

Meeting Date: September 12, 2022
Board: Board of City Commissioners
Subject: Resolution 2022-24;Quit Claim Deed

ITEM TITLE: Discuss and Consider Approval of Resolution 2022-24; A Resolution Approving Execution of Deed (Property on Farm Road)

INITIATOR: City Manager
City Clerk
City Attorney

STAFF INFORMATION SOURCE: City Attorney

BACKGROUND: The Board of City Commissioners declared this property as surplus during the July 11, 2022 meeting. Staff then advertised for sealed bids. At the time of the bid opening on August 31st one (1) bid was received. Said bid was from Danny Cox d.b.a. Cox Cattle and Farm LLC in the amount of \$4,110.00. Staff recommends approval of the transfer of this property to Mr. Cox. The City Attorney has prepared Resolution 2022-24 and Quit Claim Deed to Mr. Cox for Council's consideration.

EXHIBITS: 1. Resolution.22.24.Cox QCD.
2. Cox Danny.QCD.City to Cox.2022

KEY ISSUES: N/A

FUNDING SOURCE: N/A

RECOMMENDATION: Approval of Resolution 2022-24, approving the execution of Deed to Cox Cattle and Farm, LLC

RESOLUTION 2022-24

A RESOLUTION APPROVING EXECUTION OF DEED

WHEREAS, the City of Sallisaw has heretofore declared the following described property as “surplus” property, having advertised such for sale and taken bids, all in accordance to law, to-wit:

Part of the N½ S½ NE¼ Section 3, Township 11 North, Range 23 East, more particularly described as: Beginning 216.5 feet West of the NE corner of said N½ S½ NE¼ of said Section 3; thence South 660 feet; thence West 130 feet; thence North 660 feet; thence East 130 feet to the point of beginning, containing 2 acres, more or less, **LESS** and except the oil, gas and minerals rights; and

WHEREAS, the bid of Cox Cattle and Farm LLC was the highest bid received by the City of Sallisaw for said surplus real property; and

WHEREAS, the Board of Commissioners of the City of Sallisaw approves and authorizes the execution of a quit claim deed to transfer the above described surplus property to the high bidder, Cox Cattle and Farm LLC.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE CITY OF SALLISAW that the City of Sallisaw approves, authorizes and directs that a quit claim deed for the above described real property previously declared surplus by the City of Sallisaw, be executed granting, quit claiming and conveying all interest of City of Sallisaw, a municipal corporation, to Cox Cattle and Farm LLC, and further authorizing Ernie Martens, City Mayor, to execute such instrument granting transfer of title thereto.

PASSED AND APPROVED THIS 12th day of September, 2022.

CITY OF SALLISAW, OKLAHOMA

By:

ERNIE MARTENS, Mayor

ATTEST:

KIM JAMISON, City Clerk
[S E A L]

Mailing Address:
Cox Cattle and Farm LLC
P.O. Box 1462
Sallisaw, OK 74955
Exemption: Okla. Stat. tit. 68, §3202(11)

QUIT CLAIM DEED

THIS INDENTURE, Made this ____ day of September, 2022, between City of Sallisaw, a municipal corporation, of Sallisaw, Sequoyah County, State of Oklahoma, party of the first part, and Cox Cattle and Farm LLC, of P.O. Box 1462, Sallisaw, Sequoyah County, Oklahoma, party of the second part, **WITNESSETH** that said party of the first part, in consideration of the sum of ONE THOUSAND FIVE HUNDRED AND NO/100'S DOLLARS to it in hand paid, receipt of which is hereby acknowledged, does hereby quitclaim, grant, bargain, sell and convey unto the said party of the second part all its right, title, interest, estate, and every claim and demand, both at law and in equity, in and to all the following described property situate in Sequoyah County, State of Oklahoma, to-wit:

Part of the N $\frac{1}{2}$ S $\frac{1}{2}$ NE $\frac{1}{4}$ Section 3, Township 11 North, Range 23 East, more particularly described as: Beginning 216.5 feet West of the NE corner of said N $\frac{1}{2}$ S $\frac{1}{2}$ NE $\frac{1}{4}$ of said Section 3; thence South 660 feet; thence West 130 feet; thence North 660 feet; thence East 130 feet to the point of beginning, containing 2 acres, more or less, **LESS** and except the oil, gas and minerals rights;

together with all and singular the hereditaments and appurtenances thereunto belonging.

TO HAVE AND TO HOLD the above described premises unto the said Cox Cattle and Farm LLC, its successors and assigns forever, so that neither grantor, the said City of Sallisaw, a municipal corporation, nor any person in it's name and behalf, shall or will hereafter claim or demand any right or title to the said premises or any part thereof; but they and everyone of them shall by these presents be excluded and forever barred.

IN WITNESS WHEREOF, the said party of the first part has hereunto set it's hand and day the day and year first above written.

CITY OF SALLISAW, OKLAHOMA

By: _____

ERNIE MARTENS, Mayor

ATTEST:

KIM JAMISON, City Clerk

[SEAL]

STATE OF OKLAHOMA)
)
COUNTY OF SEQUOYAH) SS ACKNOWLEDGMENT

Before me, on this ____ day of September, 2022, personally appeared to me Ernie Martens, Mayor of the City of Sallisaw, Oklahoma, known to be the identical person who executed the within and foregoing instrument, and acknowledged to me that he executed the same as his free and voluntary act and deed for the uses and purposes therein set forth.

(S E A L)

Notary Public

Commission Expires: _____

Commission Number: _____

AGENDA ITEM COMMENTARY

Meeting Date: September 12, 2022
Board: Board of City Commissioners
Subject: Brushy Lake Camp Host

ITEM TITLE: Discuss and Consider Approval of Agreement for Brushy Lake Camp Host, Between the City of Sallisaw and Lahoma Jones, For the Period of October 1, 2022 to June 30, 2023.

INITIATOR: City Manager

STAFF INFORMATION SOURCE: City Manager

BACKGROUND: Mrs. Jones is the current camp host at Brushy Lake. The current agreement started on April 1, 2022 and ends on September 30, 2022. Our relationship with Mrs. Jones and her husband acting as our camp host has worked very well. They have done an excellent job keeping the park clean and taking care of the campers. They have developed a relationship with many campers, many who say they will use the park throughout the winter.

Staff would like to keep the camp host throughout the winter, into next summer. We would like to enter into a new agreement that would run from October 1, 2022 through June 30, 2023. We would then look at a full 12-month agreement beginning July 1, 2023.

EXHIBITS: 1. 10.1.2022.Camphost Agreement.Sallisaw.final

KEY ISSUES:

- With the camp host staying throughout the winter, we will ensure the park will remain clean and will be notified of any maintenance issues that need repair.
- This agreement will increase the monthly compensation from \$500.00, to \$650.00 per month. The total compensation for nine months would be \$5,850.00.

FUNDING SOURCE: General Fund

RECOMMENDATION: Staff recommends approval of the agreement.

**AGREEMENT
BRUSHY LAKE CAMP HOST**

This Agreement made and entered into this 12th day of September, 2022, by and between the **City of Sallisaw**, hereinafter referred to as the **CITY**, and **LaHoma Jones, 1100 Fullbright Road #5, Sallisaw, OK 74955**, hereinafter referred to as **HOST**.

TERMS AND CONDITIONS

WHEREAS, Brushy Lake Park is owned and operated by the City of Sallisaw for public use and Brushy Lake access, and;

WHEREAS, the **CITY** of Sallisaw wishes to contract with a Camp Host, to assist with upkeep of the park and provide services to all users of the park.

NOW THEREFORE, in consideration of the mutual promise, covenants and conditions herein stated the parties have agreed and do hereby agree as follows:

SECTION 1. TERM, RENEWAL AND COMPENSATION

1. **CITY** hereby contracts with **HOST** to act as Camp Host for Brushy Lake Park for the period of October 1, 2022 (Effective Date), through June 30, 2022 (Ending Date).
2. At any time, this agreement may be terminated prior to the **Ending Date** by either party upon a thirty (30) day notification to either party.
3. Although the **CITY** may approach the **HOST** about extending this Agreement, nothing in this agreement shall constitute a requirement of the **CITY** to renew the agreement after the **Ending Date** noted above.
4. To perform the duties hereinafter described, the **HOST** shall be paid six hundred and fifty dollars (\$650.00) monthly. Payment shall be processed on or before the last day of each month. Being a contractor, **CITY** shall not withhold taxes from pay and shall issue the **HOST** a 1099 form at the end of the calendar year. **HOST** shall be required to complete a W9 Form.

SECTION 2. GENERAL CONDITIONS AND HOST RESPONSIBILITIES

1. **HOST** is required to provide their own recreational vehicle(RV) or camping trailer, which shall be placed on a designated site chosen by **CITY**. Camping trailer shall be presentable. The **CITY** reserves the right to reject the recreational vehicle or camping trailer.
2. **HOST** must provide cell phone contact number to the **CITY**. In addition, **HOST** must monitor email address provided by the **CITY**.
3. **HOST** shall notify **CITY** when they will be away from the park for more than 24 continuous hours, with beginning date and time and return date and time.
4. While performing the duties of Camp Host, **HOST** is expected to perform the following tasks:
 - a. Represent the **CITY**, greet and treat park users in a friendly professional manner.
 - b. Assist campers with camp site selection and answer all general questions regarding the park and park rules.
 - c. Enforce and address violation of park rules in a professional manner. If required, the **HOST** shall notify law enforcement of any issues.
 - d. **HOST** is expected to maintain their camp site in an orderly fashion and shall not accumulate trash or junk around the site.
 - e. Ensure campers have paid for camp spaces as required by **CITY** policy.
 - f. Daily trash pickup of the park area.
 - g. Emptying trash cans as needed. Trash bags shall be taken to a designated area. Ensure all trash is properly bagged and secure.
 - h. Clean restroom and shower facilities as needed, but at minimum, once each day. Replenish facilities with needed supplies.
 - i. Inspect the park areas daily for any issues. Perform minor maintenance within the park if within the abilities of the **HOST**.
 - j. Notify **CITY** of needed repairs and/or issues at the park.
 - k. Occasionally, schedule activities for campers utilizing the park.

1. Maintain a cell phone, check email address provided by the **CITY**, and respond as needed, on a daily basis.
5. Time Commitment. Although the **HOST** shall be available at any time during the term of this AGREEMENT, **HOST** shall commit a minimum of four (4) hours daily for the required tasks noted above.

SECTION 3. CITY RESPONSIBILITIES

1. Provide a designated camp site with electric and water connections.
2. Provide **HOST** with a golf cart or ATV for use inside the park area.
3. Provide **HOST** with a contact person with the city. During the term of this Agreement, the **HOST** shall report to the city Parks Superintendent.
4. Provide needed maintenance at the park, including mowing and trimming tasks.
5. Provide trash pickup as needed.
6. Provide additional trash bags, toilet paper and other supplies for the park as needed.
7. Provide **HOST** with a city email address to use while serving as **HOST**.
8. Respond to questions of the **HOST**.
9. Provide other needed services outside the scope of the **HOST**.
10. Handle all money from the payment Kiosk.

SECTION 4. FORCE MAJEURE

Neither Party shall be held liable for any loss, damage, delay or failure to perform any part of this Agreement caused by anything beyond its control and without its negligent or intentional act or omission, such as acts of God, acts of civil or military authority, government regulations, eminent domain, embargoes, labor stoppage, epidemics, war, police actions, terrorist acts, riots, insurrections, fires, explosions, earthquakes, nuclear accidents, floods, power blackouts, severe weather conditions, inability to secure facilities.

SECTION 5. NOTICES

1. All notices and other communications required or permitted hereunder shall be in writing and shall be mailed by certified or registered mail (return receipt requested), overnight courier (charges prepaid), facsimile (with electronic answer back) or in person to the following individuals at the following addresses.
2. Notice to **HOST**: LaHoma Jones, 1100 Fullbright Road #5, Sallisaw, OK 74955.
3. Notice to **CITY**: City of Sallisaw, City Manger, P.O. Box 525, 115 East Choctaw, Sallisaw, OK 74955.

SECTION 6. GOVERNING LAW

This Agreement and any issues arising out of or in relation hereto shall be governed by the laws of the State of Oklahoma, without regard to its choice-of-law provisions.

IN WITNESS WHEREOF, the Parties have executed this Agreement as of the Effective Date and the persons signing covenant and warrant that they are duly authorized to sign for and on behalf of the Parties.

City of Sallisaw

Keith Skelton, City Manager

(Seal)

ATTEST:

Kim Jamison, City Clerk

HOST

Host Name: LaHoma Jones

Approved as to form: _____

John Robert Montgomery, City Attorney

AGENDA ITEM COMMENTARY

Meeting Date: September 12, 2022
Board: Board of City Commissioners
Subject: Change Order No. 1 - Sewer Improvements Project

ITEM TITLE: Discuss and Consider Approval of Change Order No. 1, in the Amount of \$6,065.33, RW & Son Pipeline Construction, Inc; Sanitary Sewer System Improvements Project; Port Arthur to Turner Ave/ Hollywood Addition

INITIATOR: Scott Neel; Neel, Harvell & Associates

STAFF INFORMATION SOURCE: Scott Neel; Neel, Harvell & Associates
Building Development Director

BACKGROUND: This change order provides for additional sewer taps that were required during the project. The original contract amount is \$215,487.45. Approval of Change Order No. 1 will bring the approved contract total to \$221,552.78. Keith Miller will review this item in detail with the council.

EXHIBITS: 1. Change Order #1

KEY ISSUES: None.

FUNDING SOURCE: Infrastructure Improvement Fund 092-704-57701

RECOMMENDATION: Approval of Change Order No. 1 in the amount of \$6,065.33.

CONTRACT CHANGE ORDER

ORDER NO. 1

DATE August 24, 2022

CONTRACT FOR: City of Sallisaw - Sanitary Sewer System Improvements

STATE Oklahoma

Port Arthur to Turner Ave / Hollywood Addition

COUNTY Sequoyah

OWNER: City of Sallisaw

Job No: 21 - 6800

TO: RW & Son Pipeline Construction, Inc. 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
Items	Description				
New Item					
#4	8" PVC Sewer Pipe (SDR-35)	13 LF @ \$ 18.66/LF	(Increase)		\$ + 242.58
#5	4" PVC Sewer Line (Sch 40)	320 LF @ \$ 11.00/LF	(Decrease)	\$ - 3,520.00	
#9	Trenching 0' - 12'	13 LF @ \$ 14.00/LF	(Increase)		\$ + 182.00
#15	8" x 4" Wyes	12 EA @ \$285.00/EA	(Increase)		\$ + 3,420.00
#16	Cut & Replace Asphalt Surfaces	25.51 SY @ \$ 325.00/SY	(Increase)		\$ + 8,290.75
#18	Removal & Disposal of Existing Manholes	2 EA @ \$ 1,275.00/EA	(Decrease)	\$ - 2,550.00	
Net Increases					\$ + 12,135.33
Net Decreases				\$ - 6,070.00	
NET CHANGE IN CONTRACT					\$ + 6,065.33

JUSTIFICATION:

ORIGINAL CONTRACT PRICE \$ 215,487.45

CHANGE ORDER #1 \$ 6,065.33

NEW CONTRACT PRICE \$ 221,552.78

The amount of the Contract will be (Decreased) (Increased) By The Sum Of

Six Thousand Sixty Five Dollars and 33/100 (\$ 6,065.33)

The Contract Total including this and previous Change Orders Will Be:

Two Hundred Twenty One Thousand Five Hundred Fifty Two and 78/100 (\$ 221,552.78)

The Contract Period Provided for Completion Will Be (Increased) (Decreased) (Unchanged): 0 days

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

Requested [Signature]
(Owner)

8/30/2022
(Date)

Recommended [Signature]
(Project Manager)

8-30-2022
(Date)

Accepted [Signature]
(Contractor)

8/30/22
(Date)

AGENDA ITEM COMMENTARY

Meeting Date: September 12, 2022
Board: Board of City Commissioners
Subject: Water Treatment Plant Generator Repair

ITEM TITLE: Discuss and Acknowledge Purchase Orders 90021, 90022, 90023, and 90024 Issued to Ampco Electric in the Amount of \$59,001.86 for Emergency Repairs to Two Water Treatment Plant Electrical Generators.

INITIATOR: Purchasing Agent
Director of Finance
City Manager

STAFF INFORMATION SOURCE: Purchasing Agent
Ampco Electric

BACKGROUND: During a storm in May, two generators at the water treatment plant suffered damage due to lightning strikes. The City employed Ampco Electric to perform emergency repairs to these generators in order to have them operational as quickly as possible. At the time the damage was being evaluated, it was unknown what the cost would be for repair. The final cost of the repairs totaled \$59,001.86. This cost includes replacement of circuit boards and other needed parts, technician time, and also time charged by Caterpillar technicians.

Per Section II.11 of Administrative Policy 2.004.00 (City of Sallisaw Purchasing Manual), city staff has documented all required invoices and documents related to the emergency repairs.

EXHIBITS: 1. AMPCO.Water Plant Generator Repair

KEY ISSUES: NA

FUNDING SOURCE: General Fund 10, GL # 010-701-54402

RECOMMENDATION: Acknowledgment of the emergency repairs and purchase orders.

CITY OF SALLISAW - PURCHASE ORDER

PQ NUMBER

VENDOR NAME

VENDOR NUMBER

90021

AMPCO ELECTRIC

6667

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

06/30/2022

ISSUED TO: AMPCO ELECTRIC
3433 W. CHEROKEE AVE.
SALLISAW OK 74955
918-812-7822

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

PURCHASING OFFICER



I hereby certify that the amount of this encumbrance has been entered against the designated appropriation accounts and that this encumbrance is within the authorized available balance of the said appropriation accounts.

ENCUMBERING OFFICER



<u>ORDER DATE</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>	<u>GL ACCOUNT</u>
06/30/2022	1.00	WTP GENERATOR 3456 / 500KE REPAIRS BELOW HILL PUMPSTATION LOCATION	16,799.14	16,799.14	010-701-54402 010-701-54402

90021 5/26 16799.14

TOTAL 16,799.14

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

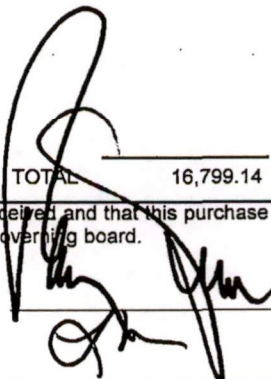
WARRANT DATE

PURCHASING OFFICER

112742

2/21

ACCTS PAYABLE



Randy Sizemore

From: Randy Sizemore
Sent: Tuesday, July 19, 2022 9:30 AM
To: 'David Palmer'
Subject: FW: City of Sallisaw - Water Treatment Plant Generator Repairs

David,

After discussing with our finance director, what we really need on our end is to get all the invoices related to this project ASAP and dated prior to June, 30 2022. This is due to the fact we are currently in the process of closing our last fiscal year which ended June 30, and all this work being done during last fiscal year, we need to make the invoice gets booked in the fiscal year the work was done in. If you can get the remaining invoices to me as soon as you can I will get them processed. I just need them dated prior to June 30th. I will going ahead and processing these first two this week while I still have access to June (last fiscal year) postings.

Thank you,
Randy Sizemore | Purchasing Agent | City of Sallisaw
P.O. Box 525 | 115 E. Choctaw Ave. | Sallisaw OK 74955
Desk: 918-790-7123
rsizemore@sallisawok.org | www.sallisawok.org



From: Randy Sizemore
Sent: Monday, July 18, 2022 1:06 PM
To: David Palmer <ampcoelectricinc@yahoo.com>
Cc: Jarod Vinson <jvinson@sallisawok.org>; Keith Miller <kmiller@sallisawok.org>; Gene Martin <gmartin@sallisawok.org>; Keith Skelton <kskelton@sallisawok.org>; Robin Haggard <robin@sallisawok.org>
Subject: RE: City of Sallisaw - Water Treatment Plant Generator Repairs

Okay.

Please make sure the invoices are separated by what work was done on each of the two generators. We do have a in-house system of tracking repairs and amount spent each year on all of the city generators. We use this data to help keep us informed and up to date on any work done on any of our generators and it helps us determine the useful life of each unit.

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P.O. Box 525 | 115 E. Choctaw Ave. | Sallisaw OK 74955
Desk: 918-790-7123
rsizemore@sallisawok.org | www.sallisawok.org



From: David Palmer <ampcoelectricinc@yahoo.com>
Sent: Monday, July 18, 2022 11:22 AM
To: Randy Sizemore <rsizemore@sallisawok.org>
Subject: Re: City of Sallisaw - Water Treatment Plant Generator Repairs

Also keep in mind that all info that I send you is line itemized materials with part numbers representing what was used. So if there is any confusion or someone doesn't understand what was replaced, feel free to ask me questions and I'll get you an answer. But I am being as thorough as possible, please ask me what you have a question about when concerning a part or what was done. This may get a bit technical because you may ask questions that will need extreme amount of explanation just for a thermal overload current detection CT? You may ask questions like this and I can tell you that it's the mechanism that helps trip a primary breaker. So see I have listed already what we used and will put together the Warren invoices and the other gen tester company, and will get them to you this week. Thanks again and ask away, God bless, and we appreciate your business, David

Sent from Yahoo Mail on Android

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<ampcoelectricinc@yahoo.com> wrote:

I have not sent you all of that yet. That is on separate billing, what you have received is mainly electrical repairs done on unit and is due at this time, is itemized, and Warren cats will be on this week's billing concerning the engine work, ECM, etc. I will have it all line itemized my hem as well as they are being processed. Thanks again and we will make sure you are taken care of. David

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Could you please forward me some itemized information regarding the costs associated with Warren Cat?

We need this documentation for auditing purposes and hope to get these invoices processed as soon as all documentation have been obtained.

Thank you,

Randy Sizemore | Purchasing Agent | City of Sallisaw

P.O. Box 525 | 115 E. Choctaw Ave. | Sallisaw OK 74955

Desk: 918-790-7123

rsizemore@sallisawok.org | www.sallisawok.org



This email has been scanned for spam and viruses by Proofpoint Essentials. Click [here](#) to report this email as spam.

Randy Sizemore

From: Jarod Vinson
Sent: Monday, July 11, 2022 9:32 AM
To: Randy Sizemore
Subject: Fwd: Ampco Invoice needs PO

Jarod Vinson

Sallisaw Water Treatment
Superintendent

918-775-4124 Plant
918-776-4682 Cell
jvinson@sallisawok.org

Begin forwarded message:

From: David Palmer <ampcoelectricinc@yahoo.com>
Date: July 8, 2022 at 8:16:42 PM CDT
To: Jarod Vinson <jvinson@sallisawok.org>
Subject: Re: Ampco Invoice needs PO
Reply-To: David Palmer <ampcoelectricinc@yahoo.com>

How do you want me to go about this large invoice for all this generator work? I have a total here and need to get a PO#, so I was going to get a PO# for it, put the PO# on this one first, then send it over so that it is total good to go and no if ans or butts about it.

? Just let me know ? The total on these combined for all the generator work is \$ 63,984.56, you know that it took alot to get all of this up and running, the only positive thing I can say is that at least we did not have to replace them, that would have been 250K or more.

Also if your boss's want me to? I can go ahead and put together pricing on replacement generators because guys, these are getting to pretty old know and are due to be replaced anytime know. I guess what I am saying is, let me quote you Generac, Cummins, my Taylors' that I told you was a real saving leader, and maybe another generator manufacturer, I will see. Please let me know what all you want to do and thanks again, David

Ampco Electric, Heat, Air, & Refrigeration, Inc.

Sallisaw Branch Location:
3433 West Cherokee Ave.
Sallisaw, OK 74955

Randy Sizemore

From: Jarod Vinson
Sent: Friday, July 15, 2022 8:57 AM
To: Randy Sizemore
Subject: Fwd: Ampco Invoice
Attachments: Sallisaw Invoice may3rd 2022_0001.pdf

Jarod Vinson

Sallisaw Water Treatment
Superintendent

918-775-4124 Plant
918-776-4682 Cell
jvinson@sallisawok.org

Begin forwarded message:

From: David Palmer <ampcoelectricinc@yahoo.com>
Date: July 14, 2022 at 10:38:10 PM CDT
To: Jarod Vinson <jvinson@sallisawok.org>
Subject: Ampco Invoice
Reply-To: David Palmer <ampcoelectricinc@yahoo.com>

Jarod, when you get a PO# for this can you please just write in in at the top of my invoices and go ahead and turn it in for me? I am heading out of town for the next 11 days and won't be able to type it in at the top of the pages. I really need these paid asap. So if you want to turn one here and there, like one, then another a few days later, so on and so forth, I am cool with it. I am dividing these up into smaller ones to keep them happy with these repairs. Please be aware that this will be 3 to 4 bills, all smaller. Please write in the po at the top and all I ask is to do this for me, scan a copy, and send me a copy back for my records with the good po # on it. Please see what you can do for me as to which this will help me out big time, get it processed and paid next week, and just help me out alot.

Thanks again my friend, you have been a blessing. I will get with you when I get back, but please make sure these get sent in and processed, shoot me a copy with po# on it, and you can hand write the po# on each invoice at the top. Thanks again and if you need someone, please call the Ampco Office and Kylie can get someone dispatched to get you taken care of. Thanks again my man, David

PS: Invoice is in the attachment, David



OK ELEC LICENSE # 77296
AR ELEC LICENSE # M-8294
OK HVAC & REFRIG # 168744

Page 1
3433 W. Cherokee Ave
Sallisaw, Ok 74955
Office: (918) 775-3281
Website: ampcoelectricinc.com
Email: ampcoelectricinc@yahoo.com

PO#

DATE: 5/20/2022

Job Location: Sallisaw Water Treatment Plant
Superintendent: Jarod Vinson

BILL City of Sallisaw
TO: (Sallisaw Water Treatment Plant)
115 East Choctaw
Sallisaw, OK 74955 PH# 918-775-6241

Invoice Description

We sent (2) HVAC techs out to diagnose and trouble shoot generator and all its issues on the hill, the main Generator, and the generator at the lower section, Models 3412 750KE and Generator 3456 500KE. Upon initial inspection generators would not produce any voltage and the generators themselves would not run correctly. This is on different billings as we made repairs and all damages were due to age of the units being 15plus years old and a power surge that had hit the units. Upon inspection of unit 3456-500KE we found that the unit had burned up a thermal overload to the primary breaker and the adjustment switches were also badly damaged, we replaced all of these components and found that the motherboard was also burned up, auxiliary relays controlling the motor activation, fuses low volt to lower voltage electronics, transfer switch motherboard, transformer, charging system for the battery backup, all associated electronics when concerning the voltage output of the generator itself. The only thing that was not burned up was the generator windings themselves and this was the only thing salvageable at this time. ~~This was the exact same thing that was wrong with the other generator at this site, both of these were doing almost the exact same thing, got hit by a lightning strike and then not running right, we basically have two different sizes of units, not much difference in size that got hit by a surge or strike, then due to their age just are not running right. This is the best explanation we can give ya for these issues. We are replacing basically the same thing, but a smaller unit. This invoice is due at this time and~~ thank-you again for your time and business. David

QTY	MATERIAL DESCRIPTION
1	Primary motherboard: \$ 997.20, automatic transfer switch guys replacement from generac: \$ 2,578.23, (4) auxiliary relays: \$ 245.86, (6) fuses: \$ 145.81, (1) Charging system for primary battery: \$ 230.24, (4) Thermal overloads: \$ 200.40, Primary and secondary breaker rebuild kits: \$ 455.56, 1 roll SO cord: \$ 32.31, (6) SO Cord Connectors: \$ 38.97
1	Secondary Transformer: \$ 145.22, (8)-8amp fuses: \$ 78.31, Terminal Connection kit: \$ 14.99
1	GFCI recep, box, conn. And cover: \$ 32.88, Transfer rod kit: \$ 279.45, (1) Wirenuts: \$ 59.99
3	#12 THHN: \$ 156.34, (1) Cat6E: \$ 215.65, (4) colored labeling tape: \$ 10.97
1	Oxidized inhibitor: \$ 39.98, (3) CT sensor voltage: \$ 368.32, (3) high limit sw: \$ 189.25
3	3phase voltage arrestors: \$ 665.80, (2) grounding lugs 500 mccm: \$ 216.78
	Material Total: \$ 7,98.51
	Tax Exempt-----
	Invoice continued on Page 2-----



OK ELEC LICENSE # 77296
AR ELEC LICENSE # M-8294
OK HVAC & REFRIG # 168744

Page 2
3433 W. Cherokee Ave
Sallisaw, Ok 74955
Office: (918) 775-3281
Website: ampcoelectricinc.com
Email: ampcoelectricinc@yahoo.com

PO#

DATE: 5/20/2022

Job Location: Sallisaw Water Treatment Plant
Superintendent: Jarod Vinson

BILL City of Sallisaw
TO: (Sallisaw Water Treatment Plant)
115 East Choctaw
Sallisaw, OK 74955 PH# 918-775-6241

Invoice Description

Labor:

(2) Electricians/Generator Certified Techs @ \$ 75.00 per hr each X 60 Hrs = \$ 9,000.00
Service Call Fee (Fuel, Travel, Office Expense): \$75.00—Trip Charge
Delivery/Shipping(Parts from all over the country, fedex, ups, usps, etc.): \$ 325.63

Invoice Total: \$ 16,799.14

Invoice is due at this time. Please send payment within 30 days of the above date to avoid any fees associated with collections. All work has been installed & completed. Thank you again for your time & business.
David Palmer---President/CEO



Start With Trust

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Check us out with your BBB®

CITY OF SALLISAW - PURCHASE ORDER

PO NUMBER

VENDOR NAME

VENDOR NUMBER

90022

AMPCO ELECTRIC

6667

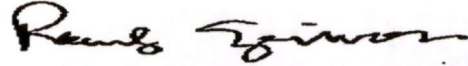
SHIP TO: CITY OF SALLISAW
P.O. BOX 525
115 EAST CHOCTAW
SALLISAW OK 74955
918-775-6241
Fax: 918-775-4194
Email: rsizemore@sallisawok.org

06/30/2022

ISSUED TO: AMPCO ELECTRIC
3433 W. CHEROKEE AVE.
SALLISAW OK 74955
918-812-7822

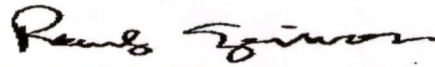
I hereby approve the issuance and encumbrance of this purchase order.

PURCHASING OFFICER



I hereby certify that the amount of this encumbrance has been entered against the designated appropriation accounts and that this encumbrance is within the authorized available balance of the said appropriation accounts.

ENCUMBERING OFFICER



<u>ORDER DATE</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>	<u>GL ACCOUNT</u>
06/30/2022	1.00	WTP GENERATOR 3412 / 750KE REPAIRS BESIDE CHEMICAL BLDG LOCATION	17,974.37	17,974.37	010-701-54402 010-701-54402

90022 5/3 17974.37

TOTAL 17,974.37

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

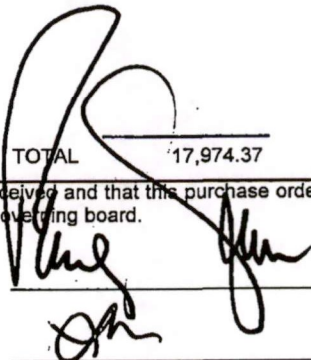
WARRANT DATE

PURCHASING OFFICER

112742

2/4

ACCTS PAYABLE



CITY OF SALLISAW
PURCHASE REQUISITION / PURCHASE ORDER
 NOT VALID UNLESS PURCHASE ORDER NUMBER HAS BEEN ISSUED

PO Number 90022 6/30
 PO Date

Vendor # _____ Department: 701

Vendor Name: Ampro

Address: _____

City: _____ State: _____ Zip: _____

Merchant, Mail Invoices to:

City of Sallisaw
 PO Box 525
 Sallisaw, OK 74955
 Attn: Purchasing
NOTE PO NUMBER ON INVOICE

Ph: (918) 775-6241 x 305
 Fax: (918) 775-4194
 Email: purchasing@sallisawok.org
 www.sallisawok.org

Contact:		Phone/Cell:	/
Email:		Fax:	
		Grant Funds	Y N

Item #	Item Description/Catalog #	GL Acct	Quant	Unit Cost	Total Est. Cost
1	Generator 3412 750KE Repair (Top of hill Chemical Building) Invoice 5/3/22	701-402			17,974.37

Comments, Note grant information if applicable:

Freight/Other

Total Cost \$17,974.37

Requestor: [Signature]

Date: 6/30/22

Purchasing Approval: [Signature]

Date: 6/30/22

PRIORITY: HIGH MED LOW

Dept Need Date: _____

Order Date/By: _____

Est. Delivery: _____

Randy Sizemore

From: Randy Sizemore
Sent: Tuesday, July 19, 2022 9:30 AM
To: 'David Palmer'
Subject: FW: City of Sallisaw - Water Treatment Plant Generator Repairs

David,

After discussing with our finance director, what we really need on our end is to get all the invoices related to this project ASAP and dated prior to June, 30 2022. This is due to the fact we are currently in the process of closing our last fiscal year which ended June 30, and all this work being done during last fiscal year, we need to make the invoice gets booked in the fiscal year the work was done in. If you can get the remaining invoices to me as soon as you can I will get them processed. I just need them dated prior to June 30th. I will going ahead and processing these first two this week while I still have access to June (last fiscal year) postings.

Thank you,
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P.O. Box 525 | 115 E. Choctaw Ave. | Sallisaw OK 74955
Desk: 918-790-7123
rsizemore@sallisawok.org | www.sallisawok.org



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Sent: Monday, July 18, 2022 1:06 PM
To: David Palmer <ampcoelectricinc@yahoo.com>
Cc: Jarod Vinson <jvinson@sallisawok.org>; Keith Miller <kmiller@sallisawok.org>; Gene Martin <gmartin@sallisawok.org>; Keith Skelton <kskelton@sallisawok.org>; Robin Haggard <robin@sallisawok.org>
Subject: RE: City of Sallisaw - Water Treatment Plant Generator Repairs

Okay.

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P.O. Box 525 | 115 E. Choctaw Ave. | Sallisaw OK 74955

Desk: 918-790-7123

rsizemore@sallisawok.org | www.sallisawok.org



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Randy Sizemore

From: Jarod Vinson
Sent: Monday, July 11, 2022 9:32 AM
To: Randy Sizemore
Subject: Fwd: Ampco Invoice needs PO

Jarod Vinson

Sallisaw Water Treatment
Superintendent

918-775-4124 Plant
918-776-4682 Cell
jvinson@sallisawok.org

Begin forwarded message:

From: David Palmer <ampcoelectricinc@yahoo.com>
Date: July 8, 2022 at 8:16:42 PM CDT
To: Jarod Vinson <jvinson@sallisawok.org>
Subject: Re: Ampco Invoice needs PO
Reply-To: David Palmer <ampcoelectricinc@yahoo.com>

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Ampco Electric, Heat, Air, & Refrigeration, Inc.

Sallisaw Branch Location:
3433 West Cherokee Ave.
Sallisaw, OK 74955

Randy Sizemore

From: Jarod Vinson
Sent: Friday, July 15, 2022 8:57 AM
To: Randy Sizemore
Subject: Fwd: Ampco Invoice
Attachments: Sallisaw Invoice may3rd 2022_0001.pdf

Jarod Vinson

Sallisaw Water Treatment
Superintendent

918-775-4124 Plant
918-776-4682 Cell
jvinson@sallisawok.org

Begin forwarded message:

From: David Palmer <ampcoelectricinc@yahoo.com>
Date: July 14, 2022 at 10:38:10 PM CDT
To: Jarod Vinson <jvinson@sallisawok.org>
Subject: Ampco Invoice
Reply-To: David Palmer <ampcoelectricinc@yahoo.com>

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PS: Invoice is in the attachment, David



OK ELEC LICENSE # 77296
AR ELEC LICENSE # M-8294
OK HVAC & REFRIG # 168744

Page 1
3433 W. Cherokee Ave
Sallisaw, Ok 74955
Office: (918) 775-3281
Website: ampcoelectricinc.com
Email: ampcoelectricinc@yahoo.com

PO#

DATE 5/8/2022

Job Location: Sallisaw Water Treatment Plant
Superintendent: Jarod Vinson

BILL City of Sallisaw
TO: (Sallisaw Water Treatment Plant)
115 East Choctaw
Sallisaw, OK 74955 PH# 918-775-6241

Invoice Description

We sent (2) HVAC techs out to diagnose and trouble shoot generator and all its issues on the hill, the main Generator, and the generator at the lower section, Models 3412 750KE and Generator 3456 500KE. Upon initial inspection generators would not produce any voltage and the generators themselves would not run correctly. This is on different billings as we made repairs and all damages were due to age of the units being 15plus years old and a power surge that had hit the units. Upon inspection of unit 3412-750KE we found that the unit had burned up a thermal overload to the primary breaker and the adjustment switches were also badly damaged, we replaced all of these components and found that the motherboard was also burned up, auxiliary relays controlling the motor activation, fuses low volt to lower voltage electronics, transfer switch motherboard, transformer, charging system for the battery backup, all associated electronics when concerning the voltage output of the generator itself. The only thing that was not burned up was the generator windings themselves and this was the only thing salvageable at this time. We ordered all parts listed below, came installed everything and repaired all the electric charging system, voltage regulation part, to the input/output primary breakers to this unit to make safe. We fired unit up and now the unit is having issues staying running. So all electrical components were outputting all correct voltages, but know the cat engine will not stay running, we contacted Caterpillar and they will be on site next week to assist in finishing unit up. This invoice is due at this time and thank you again for your time and business. David

QTY	MATERIAL DESCRIPTION
1	Primary motherboard: \$ 1,284.90, automatic transfer switch guys replacement from generac: \$ 2,894.52, (4) auxillary relays: \$ 265.88, (6) fuses: \$ 156.98, (1) Charging system for primary battery: \$ 245.71, (4) Thermal overloads: \$ 212.41, Primary and secondary breaker rebuild kits: \$ 482.64, 1 roll- SO cord: \$ 376.24, (6) SO Cord Connectors: \$ 38.97
1	Secondary Transformer: \$ 156.78, (8)-8amp fuses: \$ 78.31, Terminal Connection kit: \$ 14.99
1	GFCI recep, box, conn. And cover: \$ 32.88, Transfer rod kit: \$ 279.45, (1) Wirenuts: \$ 59.99
3	#12 THHN: \$ 156.34, (1) Cat6E : \$ 215.65, (4) colored labeling tape: \$ 10.97
1	Oxidized inhibitor: \$ 39.98, (3) CT sensor voltage: \$ 368.32, (3) high limit sw: \$ 189.25
3	3phase voltage arrestors: \$ 665.80, (2) grounding lugs 500 mccm: \$ 216.78
	Material Total: \$ 8,443.74
	Tax Exempt-----
	Invoice continued on Page 2-----



OK ELEC LICENSE # 77296
AR ELEC LICENSE # M-8294
OK HVAC & REFRIG # 168744

Page 2
3433 W. Cherokee Ave
Sallisaw, Ok 74955
Office: (918) 775-3281
Website: ampcoelectricinc.com
Email: ampcoelectricinc@yahoo.com

PO#

DATE: 5/3/2022

Job Location: Sallisaw Water Treatment Plant
Superintendent: Jarod Vinson

BILL City of Sallisaw
TO: (Sallisaw Water Treatment Plant)
115 East Choctaw
Sallisaw, OK 74955 PH# 918-775-6241

Invoice Description

Labor:

(2) Electricians/Generator Certified Techs @ \$ 75.00 per hr each X 60 Hrs = \$ 9,000.00
Service Call Fee (Fuel, Travel, Office Expense): \$75.00-Trip Charge
Delivery/Shipping(Parts from all over the country, fedex, ups, usps, etc.): \$ 455.63

Invoice Total: \$ 17,974.37

Invoice is due at this time. Please send payment within 30 days of the above date to avoid any fees associated with collections. All work has been installed & completed. Thank you again for your time & business.
David Palmer---President/CEO



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CITY OF SALLISAW - PURCHASE ORDER

P.O. NUMBER

VENDOR NAME

VENDOR NUMBER

90023

AMPCO ELECTRIC

6667

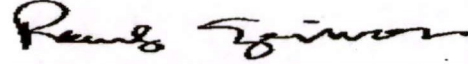
SHIP TO: CITY OF SALLISAW
P.O. BOX 525
115 EAST CHOCTAW
SALLISAW OK 74955
918-775-6241
Fax: 918-775-4194
Email: rsizemore@sallisawok.org

06/30/2022

ISSUED TO: AMPCO ELECTRIC
3433 W. CHEROKEE AVE.
SALLISAW OK 74955
918-812-7822

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

PURCHASING OFFICER



I hereby certify that the amount of this encumbrance has been entered against the designated appropriation accounts and that this encumbrance is within the authorized available balance of the said appropriation accounts.

ENCUMBERING OFFICER



<u>ORDER DATE</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>	<u>GL ACCOUNT</u>
06/30/2022	1.00	WTP GENERATOR 500KE / 750KE REPAIRS	12,309.24	12,309.24	010-701-54402

90023 3/25 12309.24

TOTAL 12,309.24

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

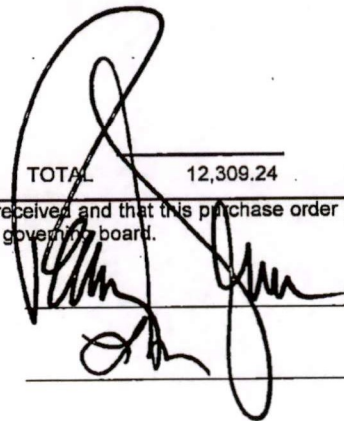
WARRANT DATE

PURCHASING OFFICER

112825

8/5

ACCTS PAYABLE





OK ELEC LICENSE # 77296
AR ELEC LICENSE # M-8294
OK HVAC & REFRIG # 168744

Page 1
3433 W. Cherokee Ave
Sallisaw, Ok 74955
Office: (918) 775-3281
Website: ampcoelectricinc.com
Email: ampcoelectricinc@yahoo.com

010-701-54402
PO# 90023 6/30

DATE: 5/25/2022

Job Location: Sallisaw Water Treatment Plant
Superintendent: Jarod Vinson

BILL TO: City of Sallisaw
(Sallisaw Water Treatment Plant)
115 East Choctaw
Sallisaw, OK 74955 PH# 918-775-6241

Invoice Description

We sent (2) Electricial techs out and power generator specialist at Corely to double check the windings on the generators and to ensure that nothing on the primary generator generation part of these units and to ensure that they are in perfect working order now that we have replaced all of the components that control all of this. Both generators are still running rough, and we will call out Warren/Caterpillar next week to check the engines out next., Models 3412 750KE and Generator 3456 500KE. We had them clean, give the main unit a tune up, and make sure all was good to go. All main units were pulled, gone thru, tested, put back together after we torn down, and reinstalled. We assisted in helping with this due to these guys coming from out of state and originally requesting a couple of weeks to do all of this, we advised them that we would do all the hard labor and only took us 3 days. In order to do this, they brought out special testing meegers, equipment, etc. to put unit under a load, test the insulation to the units, and any deterioration of these units due to the age. All tested out in perfect working order, and now as for the electrical part of both these units, all is good to go. Invoice has been completed and is due at this time. Thanks again and we appreciation your business, David.

QTY	MATERIAL DESCRIPTION
1	407-RC testing equipment Rental, 6- mechanical lug taps, 500mcm-DLO cable, colored wrap
1	High temp tape, cambian voltage wrap, wire insulation resin, terminal connection taps
	Material Total: \$ 2,684.24
	Tax Exempt-----

Invoice Description

Labor:

(2) Electricians/Generator Certified Techs @ \$ 75.00 per hr each X 30 Hrs = \$ 4,500.00

(2) Corely Techs/Generator Testing Specialist @ \$ 75.00 per h rea X 30 Hrs = \$ 4,500.00

Service Call Fee (Fuel, Travel, Office Expense): \$75.00-Trip Charge

Corely Charged Mileage Trip for coming out of state for 3 days (This is at our price, no mark up, you guys are getting these guys at our contractors price, which is heavily discounted to help you out) : \$ 550.00

Invoice Total: \$ 12,309.24

* All Work Complete for Jarod.
* OKAY TO PROCESS & PAY. Per Robin.

Invoice is due at this time. Please send payment within 30 days of the above date to avoid any fees associated with collections. All work has been installed & completed. Thank you again for your time & business.

David Palmer---President/CEO



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bbb.org
Check us out with your BBB®

CITY OF SALLISAW - PURCHASE ORDER

PO NUMBER

VENDOR NAME

VENDOR NUMBER

90024

AMPCO ELECTRIC

6667

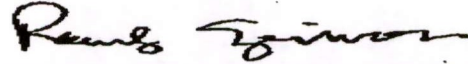
SHIP TO: CITY OF SALLISAW
P.O. BOX 525
115 EAST CHOCTAW
SALLISAW OK 74955
918-775-6241
Fax: 918-775-4194
Email: rsizemore@sallisawok.org

06/30/2022

ISSUED TO: AMPCO ELECTRIC
3433 W. CHEROKEE AVE.
SALLISAW OK 74955
918-812-7822

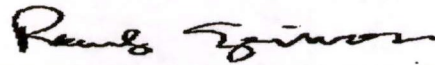
I hereby approve the issuance and encumbrance of this purchase order.

PURCHASING OFFICER



I hereby certify that the amount of this encumbrance has been entered against the designated appropriation accounts and that this encumbrance is within the authorized available balance of the said appropriation accounts.

ENCUMBERING OFFICER



<u>ORDER DATE</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>UNIT PRICE</u>	<u>TOTAL</u>	<u>GL ACCOUNT</u>
06/30/2022	1.00	WTP GENERATOR 500KE / 750KE REPAIRS	11,919.11	11,919.11	010-701-54402

90024 6/30 11919.11

TOTAL 11,919.11

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

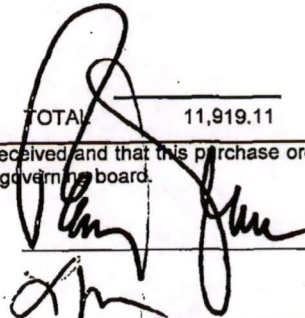
WARRANT DATE

PURCHASING OFFICER

112511

6/5

ACCTS PAYABLE



Randy Sizemore

From: Randy Sizemore
Sent: Thursday, August 4, 2022 8:58 AM
To: David Palmer
Cc: Robin Haggard; Jarod Vinson; Keith Skelton
Subject: RE: City of Sallisaw - Water Treatment Plant Generator Repairs

David,

The two invoices that you have already submitted has been processed and was mailed out on 7/22 to 3433 W. Cherokee, Sallisaw.

My finance director has advised me that we are in urgent need of these final invoices in order for to close out the fiscal year that ended June 30. If you can provide me with an amount or are able to get them to me as soon as you can would be greatly appreciated. We need to get these finalized for auditing purposes.

Also, please, in the future, do not start any work in regards to the city without providing and estimate of repairs and obtaining a purchase order from which ever supervisor you may be doing work for. The amounts that are coming in on these generator repairs have caught us completely off guard within our budget and we are working to identify the funds to get these paid.

Thank you,
Randy Sizemore | Purchasing Agent | City of Sallisaw
P.O. Box 525 | 115 E. Choctaw Ave. | Sallisaw OK 74955
Desk: 918-790-7123
rsizemore@sallisawok.org | www.sallisawok.org



From: David Palmer <ampcoelectricinc@yahoo.com>
Sent: Wednesday, August 3, 2022 7:50 PM
To: Randy Sizemore <rsizemore@sallisawok.org>
Subject: Re: City of Sallisaw - Water Treatment Plant Generator Repairs

I have been back since Monday, I am processing all these as requested, and will get this taken care of for ya. If ya could look, have you guys already processed the other invoices as you stated? I just want to let me account recievable know. Thanks again and sorry I was out of town, but I am sending over the last bit of these tonight. David

Ampco Electric, Heat, Air, & Refrigeration, Inc.

Sallisaw Branch Location:
3433 West Cherokee Ave.
Sallisaw, OK 74955

Tulsa Branch Location:
2436 North Lewis Ave.
Tulsa, OK 74110

Oklahoma City Branch Location:
Soon to be announced!!!!!!!!!!

ampcoelectricinc@yahoo.com

Office# (918) 812-7822 Fax# (918) 790-3345
Website: Ampcoelectricinc.com
Facebook: **@ampcoelectric**

**"Awarded Official Accredited Business of BBB Honor Roll for Excellence in Customer Service
13 yrs in a row! Voted #1 electrical contractor in the southeastern state of Oklahoma!"**

On Tuesday, July 19, 2022 at 09:30:03 AM CDT, Randy Sizemore <rsizemore@sallisawok.org> wrote:

David,

After discussing with our finance director, what we really need on our end is to get all the invoices related to this project ASAP and dated prior to June, 30 2022. This is due to the fact we are currently in the process of closing our last fiscal year which ended June 30, and all this work being done during last fiscal year, we need to make the invoice gets booked in the fiscal year the work was done in. If you can get the remaining invoices to me as soon as you can I will get them processed. I just need them dated prior to June 30th. I will going ahead and processing these first two this week while I still have access to June (last fiscal year) postings.

Thank you,

Randy Sizemore | Purchasing Agent | City of Sallisaw

P.O. Box 525 | 115 E. Choctaw Ave. | Sallisaw OK 74955

Desk: 918-790-7123

rsizemore@sallisawok.org | www.sallisawok.org



From: Randy Sizemore
Sent: Monday, July 18, 2022 1:06 PM
To: David Palmer <ampcoelectricinc@yahoo.com>
Cc: Jarod Vinson <jvinson@sallisawok.org>; Keith Miller <kmiller@sallisawok.org>; Gene Martin <gmartin@sallisawok.org>; Keith Skelton <kskelton@sallisawok.org>; Robin Haggard <robin@sallisawok.org>
Subject: RE: City of Sallisaw - Water Treatment Plant Generator Repairs

Okay..

Please make sure the invoices are separated by what work was done on each of the two generators. We do have a in-house system of tracking repairs and amount spent each year on all of the city generators. We use this data to help keep us informed and up to date on any work done on any of our generators and it helps us determine the useful life of each unit.

Thank you,

Randy Sizemore | Purchasing Agent | City of Sallisaw

P.O. Box 525 | 115 E. Choctaw Ave. | Sallisaw OK 74955

Desk: 918-790-7123



From: David Palmer <ampcoelectricinc@yahoo.com>
Sent: Monday, July 18, 2022 11:22 AM
To: Randy Sizemore <rsizemore@sallisawok.org>
Subject: Re: City of Sallisaw - Water Treatment Plant Generator Repairs

Also keep in mind that all info that I send you is line itemized materials with part numbers representing what was used. So if there is any confusion or someone doesn't understand what was replaced, feel free to ask me questions and I'll get you an answer. But I am being as thorough as possible, please ask me what you have a question about when concerning a part or what was done. This may get a bit technical because you may ask questions that will need extreme amount of explanation just for a thermal overload current detection CT? You may ask questions like this and I can tell you that it's the mechanism that helps trip a primary breaker. So see I have listed already what we used and will put together the Warren invoices and the other gen tester company, and will get them to you this week. Thanks again and ask away, God bless, and we appreciate your business, David

Sent from Yahoo Mail on Android

On Mon, Jul 18, 2022 at 12:15 PM, David Palmer

<ampcoelectricinc@yahoo.com> wrote:

I have not sent you all of that yet. That is on separate billing , what you have received is mainly electrical repairs done on unit and is due at this time, is itemized, and Warren cats will be on this week's billing concerning the engine work, ECM, etc. I will have it all line itemized my hem as well as they are being processed. Thanks again and we will make sure you are taken care of. David

Sent from Yahoo Mail on Android

On Mon, Jul 18, 2022 at 11:55 AM, Randy Sizemore

<rsizemore@sallisawok.org> wrote:

Mr. Palmer,

This email is being generated due to repairs completed to two generators at the water treatment plant. The invoices have raised some questions as to what was completed and the costs associated with the repairs. I realize the repairs to these are not cheap, but we must ensure that we all documentation of work performed to justify payment.

Could you please forward me some itemized information regarding the costs associated with Warren Cat?

We need this documentation for auditing purposes and hope to get these invoices processed as soon as all documentation have been obtained.

Thank you,

Randy Sizemore | Purchasing Agent | City of Sallisaw

P.O. Box 525 | 115 E. Choctaw Ave. | Sallisaw OK 74955

Desk: 918-790-7123

rsizemore@sallisawok.org | www.sallisawok.org



OK ELEC LICENSE # 77296
AR ELEC LICENSE # M-8294
OK HVAC & REFRIG # 168744

Page 1
3433 W. Cherokee Ave
Sallisaw, Ok 74955
Office: (918) 775-3281
Website: ampcoelectricinc.com
Email: ampcoelectricinc@yahoo.com

PO# 90024 6/30

DATE: 6/5/2022

Job Location: Sallisaw Water Treatment Plant
Superintendent: Jarod Vinson

BILL TO: City of Sallisaw
(Sallisaw Water Treatment Plant)
115 East Choctaw
Sallisaw, OK 74955 PH# 918-775-6241

Invoice Description

Both generators will not stay running, they are charging correctly now, but there is an issue with the engines themselves and they are proprietary with Caterpillar. The closest dealer for these in Warren/Cat out of Tulsa. We contacted them and requested they send a caterpillar Mechanic out to make sure that these are back running correctly and that we have had issues with power surges to burned up equipment on site. The following is what they did on site: Customer complained of active code and low frequency. They obtained a PSR and found an active code for loss of throttle signal. They brought out special equipment to test voltage, input speed, and idle or running control switches. They did an initial parameter program to run test, found the issues, and then ordered parts. They came back with a remanufactured unit due to this unit being as old as it was, no availability on some of the parts, so some are remained, and some are new parts that have been replaced. We also sent in cores to be exchanged and to ensure lower prices for the customer, replaced a control GP, replaced, and updated all software to both units, replaced brck speed controllers, had to replace and install new fuel regulators as well. While on site we changed the oil, all filters, and made sure that all base maintenance was done with the engines themselves. We pumped all the fluids out and replaced with fresh and new, we gave the units a full tune up with our mechanic's at Palmer Power Motorsports, Ampco Electric owns a mechanic shop south of Sallisaw as well and we were half price of Warren/Cat, this saved you several thousands of dollars and we told Warren / Cat that we would handle the maintenance and base tune up. We have included all Warren Invoices for their part with this invoice along with tune ups and oil changes that we provided as well. Thanks again and we appreciation your business, David.

QTY	MATERIAL DESCRIPTION
1	Invoiced TM15644: \$ 784.48 (1)-Invoiced TM15646: \$ 4,124.11
2	Barrels of Oil Rotella, filters, fuel filters, oil filters, air cleaners, antifreeze, belts, hoses, etc. : \$ 3,563.52
	Material Total: \$ 8,469.11
	Tax Exempt-----
	Invoice continued on page 2-----



OK ELEC LICENSE # 77296
AR ELEC LICENSE # M-8294
OK HVAC & REFRIG # 168744

Page 2
3433 W. Cherokee Ave
Sallisaw, Ok 74955
Office: (918) 775-3281
Website: ampcoelectricinc.com
Email: ampcoelectricinc@yahoo.com

PO#

DATE: 6/5/2022

Job Location: Sallisaw Water Treatment Plant
Superintendent: Jarod Vinson

BILL City of Sallisaw
TO: (Sallisaw Water Treatment Plant)
115 East Choctaw
Sallisaw, OK 74955 PH# 918-775-6241

Invoice Description

Labor:

(2) ASE Certified Mechanic Techs @ \$ 75.00 per hr each X 20 Hrs = \$ 3,000.00
(2) Warren/Cat Specialist: There billing is included on the Material Description and with the provided invoices. Nothing has been marked up and all is as cheap as we could do it for you guys.
Service Call Fee (Fuel, Travel, Office Expense): \$75.00-Trip Charge
Fluid Disposal Fee: \$ 375.00

** All work Complete
per Ticket.*

Invoice Total: \$ 11,919.11

** Okay to Process! Pay
per Return.*

Invoice is due at this time. Please send payment within 30 days of the above date to avoid any fees associated with collections. All work has been installed & completed. Thank you again for your time & business.
David Palmer---President/CEO



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AGENDA ITEM COMMENTARY

Meeting Date: September 12, 2022
Board: Board of City Commissioners
Subject: Master Fee Schedule

ITEM TITLE: Discuss and Consider Approval of Resolution 2022-25; A Resolution Providing for Updates to the City of Sallisaw Master Fee Schedule.

INITIATOR: City Manager

STAFF INFORMATION SOURCE: City Staff

BACKGROUND: This item provides changes to the Master Fee Schedule of the city. Items/Sections changed include:

Section 4, City Utility Rates and Fees:

- Added 10% to the cost of electrical connections due to increased cost of materials.
- Landfill Tip Fee: Increase to \$34.00 per ton. This is an increase from the current \$29.50 per ton. The minimum charge has also been increased to \$25.00.

Section 8, Animal Welfare and Shelter Fees: Increased various fees based on animal size and costs.

Section 9, Building Development Fees: Adjust various permit fees for the benefit of the contractors. These changes allow contractors to purchase all permits required for new construction. This is in lieu of the different trades acquiring their individual permits.

EXHIBITS: 1. BOCC.MFS.City Resolution

KEY ISSUES: NA

FUNDING SOURCE: NA

RECOMMENDATION:

RESOLUTION 2022-25

**A RESOLUTION AMENDING THE MASTER FEE SCHEDULE, ESTABLISHING
CERTAIN RATES AND FEES FOR THE CITY OF SALLISAW,
AND SUPERSEDING PREVIOUS RESOLUTIONS**

WHEREAS, certain rates and fees of the Master Fee Schedule have previously been adopted by the Board of City Commissioners in prior resolutions; and

WHEREAS, certain rates and fees now need to be adjusted or added to the Master Fee Schedule; and

WHEREAS, the City Manager has reviewed these rates and fees with the Board of City Commissioners, and the Board of City Commissioners have determined it is necessary to adopt these rates and fees; and

WHEREAS, the Board of City Commissioners may at any time adjust or amend all or portions of the Master Fee Schedule and set certain rates and fees in separate resolutions if needed.

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

Section 1: The amendment to the Master Fee Schedule, as provided in Exhibit “A” attached hereto and incorporated herein by reference, is hereby adopted and shall be amended in its entirety to reflect the new version as attached to this resolution.

Section 2: That all provisions of any resolution of the Board of City Commissioners of the City of Sallisaw in conflict with the provisions of this resolution be repealed, and all other provisions not in conflict with the provisions of this resolution shall remain in full force and effect.

Section 3: Effective Date. The rate and fee adjustments and amendments of this resolution shall become effective on October 1, 2022.

PASSED AND APPROVED by the Board of City Commissioners of the City of Sallisaw, Oklahoma on the 12th day of September 2022.

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

By: _____
ERNIE MARTENS, Mayor

ATTEST:

Kim Jamison, City Clerk
(SEAL)



CITY OF SALLISAW
MASTER FEE SCHEDULE
EFFECTIVE OCTOBER 1, 2022

As adopted on SEPTEMBER 12, 2022 by the
Board of City Commissioners
and the
Sallisaw Municipal Authority Board of Trustees

Master Fee Schedule Table of Contents

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Section 1. Administration and Business Related Fees

Administration and Business Related Fees	Rate	Rate Change	Note
Copy of requested records	\$0.25		Per page
Certified copy of records	\$1.00		Per page
Research/Compilation of Requested Records	City Cost		
Incident Reports- Fire and Police	\$5.00		Each
Video Reproduction	\$50.00		Per video
Copy of Municipal Code Book (must be ordered) City Ordinances Website Link: https://library.municode.com/ok/sallisaw/codes/code_of_ordinances	\$25.00 + city costs		All city ordinances are available at the city website
Copy of City Municipal Budget Document (Bound copy)	\$25.00		Each
Copy of Municipal Budget Document (Electronic copy) City Budget Documents Website Link: http://www.sallisawok.org/129/Budget-Information	NC		No charge. Current and past budget documents can be obtained on city web site.
Copy of Annual Audit Document (Bound copy)	\$15.00		Each
Copy of Annual Audit Document (Electronic copy) City Audits Website Link: http://www.sallisawok.org/131/Financial-Statements-Audits	NC		No charge. Current and past audits can be obtained on city web site.
Alcohol Occupation Tax Fees / Permits Medical Marijuana Fees / Permits	<i>*See applicable City Ordinance*</i>		
Coin Operated Amusement (Due on or before January 1 st each year)	\$30.00		Per unit per year
Adult Business License Fee	\$1,000.00		Per year
Transient Merchant/Itinerant Vendor License *Issued for a period not to exceed 14 days. *No more than one issuance every 90 days.	\$25.00		Per Day, Per Location Ordinance 2021-12 Sallisaw Code: Chapter 22, Article V, Sections 22-131 thru 22-180.

Section 2. Recreation and City Facility Rental Fees

Recreation and City Facility Rental Fees	Rate	Rate Change	Note
Civic Center Reservation Fee (Wheeler facility)	\$100.00		Per Event
McGee Park Picnic Shelter Reservation Fee	NC		No fee, reservation required
Sallisaw Creek Park Picnic Shelter Reservation Fee	NC		No fee, reservation required
Rodeo Arena Use Permit (no contract) (Requires certificate of liability insurance)	\$350.00		Per event
Rodeo Arena Use (Non Profit) Proof of insurance and non-profit status required	NC		No Fee, reservation required
Athletic field key to lights	\$25.00		Deposit, to be returned upon return of key
City Municipal Swimming Pool Admittance Fee	\$3.00		Per person

City Municipal Swimming Pool Season Pass –Single Person. NO REFUNDS	\$30.00		Per season
City Municipal Swimming Pool Season Pass. Maximum of four (4) family members. Additional fee added for each family member in excess of four (4)family members. NO REFUNDS	\$50.00 plus \$10.00 per person over four.		Per season
City Municipal Swimming Pool Private Parties *Subject to availability of pool manager and minimum of two lifeguards. Only available on Tuesday, Wednesday and Thursday from hours of 6:30 to 8:30. Must be scheduled minimum 14 days in advance.	\$250.00		Per event. Maximum event length 2 hours.
Brushy Lake Pavilion Use (Reserved)	\$50.00		Per day
Brushy Lake Camp Site (March 1 thru October 31)	\$20.00		Per night
Brushy Lake Camp Site (November 1 thru February 28 or 29.	\$15.00		Per night

Section 3. Utility Deposits

Residential Utility Deposits ¹	Rate	Rate Change	Note
Utility Deposit –Electric with or without other utility services	\$150.00		Per meter if multiple meters
Utility Deposit -Electric with or without other services and Online Utility Exchange Deposit Decision Red Light. (Online Utility Exchange red light identifies potential loss based on customer's previous credit history)	\$200.00		Per meter if multiple meters
Utility Deposit –Water, sewer, sanitation service only or combination of.	\$35.00		Per service
Utility Deposit –Water, sewer, sanitation service only or combination of and Online Utility Exchange Deposit Decision Red Light. (Online Utility Exchange red light identifies potential loss based on customer's previous credit history)	\$50.00		Per service
Utility Deposit –Vapor Light Service only (install fees still apply, refer to Section 4.1.1)	\$10.00		Per light

^{d1} Residential utility deposits may be waived or deferred based on customer payment history. Residential Deposits subject to be refunded based on approved city policy.

Deposits Commercial Services	Rate	Rate Change	Note
Minimum Commercial Utility Deposit –Commercial accounts	\$350.00		Minimum deposit for a commercial account

Commercial Deposits over \$350.00 Required Deposit: Deposit is equal to two (2) months bills based upon an estimated 12-month usage for the commercial establishment in question. History of prior occupancy of building may be used to estimate usage and determine deposit if business is of similar nature. If no history exists at location, deposit may be calculated based on other comparable customers or locations the city serves. This deposit may be adjusted up or down after a more accurate history has been recorded for a particular operation. Deposit may also be calculated based on the calculated electric load.	Maximum deposit: \$8,000.00		
Deposit - Commercial Water Service Only	Estimated monthly water costs x 2		Estimated water costs to be determined by city and customer. Deposit is subject to adjustment every 12 months based on usage.
Deposits Industrial Services			
Utility Deposit –Industrial Accounts	NA		Set by Contract
Deposits (Other)			
Residential Construction Poles/Temporary Use	\$150.00		Each
Commercial Construction Pole, Temporary Use	\$350.00		Each
Industrial Construction Pole, Temporary Use	\$500.00		Each

Section 4. City Utility Rates and Fees

Electric Services

Electric Rates	Rate	Rate Change	Note
Refer to separate adopted electric rate resolution			
Security(Vapor) Light Rental and Installation	Rate	Rate Change	Note
Rate codes 1503, 1504, 1513, 1514 for 100/175 Watt security light	\$8.50		Each per month
Rate codes 1501, 1502, 1511 for 100/175 Watt (Shared lights, applies only to existing customers under rate codes 1501, 1502 and 1511 installed prior to September 1, 2008	\$4.75		Each per month
Rate code 1516 Security Light 250 Watt	\$18.50		Each per month
Installation Charge, light only	\$125.00	\$135.00	Each, must be paid before installation
Installation charge for materials, light and pole	\$225.00	\$250.00	Each, must be paid before installation
Electric Connection Fees	Rate	Rate Change	Note

60-200 AMP CALCULATED LOAD, SINGLE PHASE ELECTRIC SERVICE (Self Contained)			
Commercial Underground	\$577.00	\$635.00	Each
Commercial Aerial	\$495.00	\$545.00	Each
Residential Underground	\$495.00	\$545.00	Each
Residential Aerial	\$467.00	\$515.00	Each
225-400 AMP CALCULATED LOAD, SINGLE PHASE ELECTRIC SERVICE (Self Contained)			
Self-Contained			
Commercial Underground	\$770.00	\$847.00	Each
Commercial Aerial	\$715.00	\$785.00	Each
Residential Underground	\$715.00	\$785.00	Each
Residential Aerial	\$660.00	\$725.00	Each
200-400 AMP CALCULATED LOAD, THREE(3) PHASE ELECTRIC SERVICE			
Commercial Underground	\$900.00	\$990.00	Each
Commercial Aerial	\$800.00	\$880.00	Each
3-Phase Transformer (Based on city cost)	Cost		Prepayment required based on cost of unit
400-1600 AMP CALCULATED LOAD, THREE(3) PHASE ELECTRIC SERVICE			
Commercial Underground	\$1,200.00	\$1,320.00	Each
Commercial Aerial	\$970.00	\$1,065.00	Each
3-Phase Transformer (Based on city cost)	Cost		Prepayment required based on cost of unit
Distributed Generation Application and Permit Fees			
Interconnecting A Generating Facility Application Fee	\$300.00		Non-refundable
Permit for Distributed Generation Facility (Permit will not be issued until the Interconnecting A Generating Facility Application is reviewed and approved)	\$100.00		

Sanitation Services

Sanitation Rates and Fees	Rate	Rate Change	Note
RSW-1, Residential Garbage per month	\$12.00		First container
RSW-1, Residential Garbage per month	\$6.00		Each additional container
CSW-1, Commercial Garbage per month	\$15.00		First container
CSW-1, Commercial Garbage per month	\$7.50		Each additional container

Damaged Poly Cart			Each
**CSW-3, Roll Off Container -20 CY (includes landfill fees, setting container, pick up and disposal of contents)	\$340.00		Per Setting, Prepaid
CSW-2, Dumpster Container	\$4.00		Per Cubic Yard, adjusted for number of times per week it is served

Commercial Dumpster Per Cubic Yard Charges-Per Month

Cubic Yards	Per week	Weeks Yr	Mths Year			
1	1	52	12			
		1 TIME	2 TIMES	3 TIMES	4 TIMES	5 TIMES
Current Rate	\$ 4.00	PER WEEK	PER WEEK	PER WEEK	PER WEEK	PER WEEK
1	1 Cubic Yard per month	\$ 17.33	\$ 34.67	\$ 52.00	\$ 69.33	\$ 86.67
2	2 Cubic Yards per month	\$ 34.67	\$ 69.33	\$ 104.00	\$ 138.67	\$ 173.33
4	4 Cubic Yards per month	\$ 69.33	\$ 138.67	\$ 208.00	\$ 277.33	\$ 346.67
6	6 Cubic Yards per month	\$ 104.00	\$ 208.00	\$ 312.00	\$ 416.00	\$ 520.00
8	8 Cubic Yards per month	\$ 138.67	\$ 277.33	\$ 416.00	\$ 554.67	\$ 693.33

Sanitation Rates and Fees. Grapple Truck	Rate	Rate Change	Note
Residential Curbside Pickup Minimum Charge	\$25.00		
Residential Curbside Pickup up to 10 CY CY= (Length x width x height)/27	\$25.00 per load		Size 10' length x 5' width x 5' tall
Residential Curbside Pickup 11 CY or More	\$25.00 plus \$3.00 per additional CY over 10		
Commercial Curbside Pickup	Minimum of \$35.00 plus \$5.00 per CY		

Landfill

Landfill Rates and Fees	Rate	Rate Change	Note
Municipal Solid Waste (MSW 1 & 10)	\$29.50	\$34.00	Per ton
Minimum Charge	\$20.00	\$25.00	Per load
Non Hazardous Industrial Waste (NHIW -15)	\$50.00		Per ton
NHIW-Minimum Charge	\$50.00		Per load
Contaminated Soil	\$45.00		Per ton
Contaminated Soil - Minimum Charge	\$45.00		Per load
Shingle Pull Off, using dozer	\$35.00		Dozer pull off (9)
Shingle Pull Off, using excavator	\$75.00		Excavator pull off (12)
Shingle Pull Off, using backhoe	\$45.00		Backhoe pull off

Dead Animals (14)	\$50.00		Per ton
Dead Animals - Minimum Charge	\$25.00		
Shredder Fluff (6)-No Contract	\$25.00	\$34.00	Per ton
Shredder Fluff - Minimum Charge	\$25.00		
Chicken Waste (8)	\$175.00		Per load
Chicken Waste - Minimum Charge	\$22.00	\$25.00	
Sludge Material from Wastewater Plants	\$22.00		Per ton
Sludge - Minimum Charge	\$15.00		
State of Oklahoma Solid Waste Fee (SSF). This fee is charged on solid waste when applicable.	\$1.25		Per ton. This fee charged on solid waste when applicable
Penalty for nonpayment of landfill invoices	10% of unpaid balance		Applied monthly
Landfill Facility Use Deposit (Contract Customer). Deposits may be required for certain customers who pose a payment risk.	Minimum of monthly tonnage costs x 2 or greater		
Copy of Landfill Invoices (outside what is provided with statements).	Minimum charge of \$10.00 + \$0.25 per page		
Tires and White Goods -- NO LONGER ACCEPTED			

Water Services

Water Rates and Fees	Rate	Rate Change	Note
RW-1, Residential Water, effective April 1, 2022			
First 2, 000 gallons (minimum)	\$21.50		
Next 1,000 gallons	\$2.45		Per 1,000 gallons
Next 1,000 gallons	\$2.46		Per 1,000 gallons
Next 1,000 gallons	\$2.47		Per 1,000 gallons
6,001 to 12,000 gallons (+18%)	\$2.89		Per 1,000 gallons
Over 12,000 gallons (+25%)	\$3.61		Per 1,000 gallons
CW-1, Commercial Water, effective July 1, 2019			
First 2, 000 gallons (minimum)	\$24.00		
2,001 to 10,000 gallons	\$2.75		Per 1,000 gallons
10,001 to 18,000 gallons (+18%)	\$3.25		Per 1,000 gallons
Over 18,000 gallons (+25%)	\$4.06		Per 1,000 gallons
Water Service Tap Fees (All prices include tap and meter set)	Rate	Rate Change	Note
(Section Note: Last increase 3/14/2022)			
Three Quarter (3/4) inch water tap	\$532		Each
One (1) Inch Water Tap	\$661		Each
Two(2) Inch Water Tap	\$2,129		Each
Three (3) Inch Water Tap	\$5,407		Each
Four (4) Inch Water Tap	\$6,326		Each

Six (6) Inch Water Tap	\$9,105		Each
Eight (8) Inch Water Tap	\$14,072		Each
Fire Line Tap 4x3 tap with valve	\$1,159		Each
Fire Line Tap 6x3 tap with valve	\$1,200		Each
Fire Line Tap 6x4 tap with valve	\$1,193		Each
Fire Line Tap 8x4 tap with valve	\$1,342		Each
Fire Line Tap 8x6 tap with valve	\$1,478		Each
Fire Line Tap 10x4 tap with valve	\$1,725		Each
Fire Line Tap 10x6 tap with valve	\$1,844		Each
Fire Line Tap 10x8 tap with valve	\$2,064		Each
Fire Line Tap 12x4 tap with valve	\$2,158		Each
Fire Line Tap 12x6 tap with valve	\$2,424		Each
Fire Line Tap 12x8 tap with valve	\$2,698		Each
Fire Line Tap 12x10 tap with valve	\$3,397		Each
Fire Line Tap 4x4 tap and valve (extension only)	\$1,183		Each
Fire Line Tap 6x6 tap and valve (extension only)	\$1,269		Each
Fire Line Tap 8x8 tap and valve (extension only)	\$1,570		Each
Fire Line Tap 10x10 tap and valve (extension only)	\$2,139		Each
Fire Line Tap 12x12 tap and valve (extension only)	\$3,741		Each
Bulk Water Sale Rates and Fees	Rate	Rate Change	Note
Bulk Tank Fill –No meter	\$30.00		Minimum
Plus per 1,000 gallons	\$7.00		
Bulk water sale with fire hydrant meter (Requires billing application to be completed)	\$30.00		Minimum each billing period
Plus per 1,000 gallons	\$7.00		
Fire Hydrant Water Meter Deposit (Requires billing application to be completed)	\$1,250.00		Deposit required for each meter. Must be returned operable for deposit refund

Sewer Services

Sewer Rates and Fees	Rate	Rate Change	Note
RS-1, Residential Sewer, effective April 1, 2022			
(Based on residential water usage for months of November through March, recalculated on July 1 of each year)			
First 2,000 gallons (minimum)	\$15.00		Minimum
Next 1,000 gallons(3,000)	\$1.50		Per 1,000 gallons
Next 1,000 gallons (4,000)	\$1.50		Per 1,000 gallons

Next 1,000 gallons (5,000)	\$1.50		Per 1,000 gallons
Over 5,000 gallons	\$1.50		Per 1,000 gallons
CS-1, Commercial Sewer, effective July 1, 2019 (Based on actual water usage)			
First 2,000 gallons (minimum)	\$17.00		Minimum
Over 2,000 gallons	\$2.25		Per 1,000 gallons
Sewer Service Tap Fees	Rate	Rate Change	Note
Sanitary Sewer Tap Inspection Fee	\$35.00		Each tap. New or Replacement, Residential or Commercial.
Sanitary Sewer Tap Inspection Fee (Industrial)	\$50.00		Each tap
1. Private Sewage Disposal system Permit and Inspection Fee	\$75.00		Per system

Section 5. Utility Administration Fees

Utility Administration Fees	Rate	Rate Change	Note
REALTOR SHORT TERM CONNECT (RESIDENTIAL & SMALL COMMERCIAL REQUIRING METER INSTALL OR DISCONNECT AT METER CAN). 24 Hour electric and water connection (Applies to homes where utility connections are terminated and realtor wishes to show for sale)	\$35.00 per 24 hour period		Per 24 hour period not to exceed 5 days. No Account setup in UB. Requires signed service order
REALTOR SHORT TERM CONNECT (COMMERCIAL SERVICE REQUIRING POLE CONNECTION / DISCONNECTION). 24 Hour electric and water connection (Applies to commercial property where utility connections are terminated and realtor wishes to show for sale)	Base of \$250.00 plus \$40.00 per day		Base required for electric department mobilization for connection and disconnection at pole. No Account setup in UB. Requires signed service order
Utility Reconnect Fee during normal business hours -Residential (8 AM-5 PM, M-F) Electric and/or Water	\$40.00		Per occurrence
Utility Reconnect Fee after normal business hours, weekends & holidays – Residential Electric and/or Water	\$50.00		Per occurrence
Utility Reconnect Fee-Electric crew required during normal business hours (8 AM-5 PM, M-F)	\$150.00		Per occurrence
Utility Reconnect Fee- Electric crew required after normal business hours, weekends & holidays	\$300.00		Per occurrence
Utility Transfer Fee -Applies to transfer of utility account to new service address	\$20.00		Per account
Return Check Fee, applies to all checks written to city	\$25.00 each		Will be applied to all dishonored negotiable instruments given in payment of utility bills (checks, money orders, account drafts, etc.)

Penalty on Unpaid Utility Accounts (Utility only)	10% of balance		
Cut Electric Meter Seal	\$25.00 each		
Electric Meter Test	\$25.00 each		(Independent test at customer's request, no charge if meter is defective)
Utility Account Collection Fee (Collected only if a delinquent account has been sent to a collection agency, collected in addition to the amount due on the utility account)	35% of total sent to collections.		OK Title 11, Section 22-138. Includes unpaid utilities, unpaid fees, penalties, interest, court penalties, court costs, court fines.

Section 6. Cemetery Fees

Cemetery Fees	Rate	Rate Change	Note
Space Purchase	\$250.00		Per space
Columbarium	\$850.00		Per niche with lettering
Columbarium	\$625.00		Per niche without lettering
Grave Opening (Mon-Friday, 7:00 am to 4:00 pm)	\$300.00		
Grave Opening (Arriving after 4:00 pm M-F, or Saturday)	\$400.00		
Grave Opening (Sunday and Holiday)	\$550.00		
Cemetery Register (Paper Copy)	\$10.00		
Cemetery Register (Electronic pdf. file) Can be obtained from web site	NC		
Assist in Urn Burial Monday- Friday	NC		
Assist in Urn Burial Weekends and Holidays	\$50.00		
Set up of Chairs and Gazebo on Weekends & Holidays	\$100.00		

Section 7. Fire Department Response and Permit Fees

Fire Department Response and Permit Fees	Rate	Rate Change	Note
Rates apply to outside city limits non-assist responses or inside/outside city limits hazardous material response.			
Minimum emergency response charge –Class A response, minimum 2 hours	\$1,000.00	\$1,500.00	
Minimum emergency response charge –Requiring aerial truck, minimum 2 hours	\$1,750.00	\$2,000.00	
Class A Pumper –After 2 hours	\$400.00		Per hour
Aerial Pumper –After 2 hours	\$750.00		Per hour
Rescue Truck –After 2 hours	\$125.00		Per hour
Minim Pumper Truck –After 2 hours	\$200.00		Per hour

Class 9 Grass Truck –After 2 hours	\$150.00		Per hour
Service Truck –After 2 hours	\$100.00		Per hour
Cascade Trailer –After 2 hours	\$75.00		Per hour
Firefighter Personnel –per hour	\$40.00		Per hour
Firefighter Officer –After 2 hours	\$50.00		Per hour
Equipment Cleanup Charge	\$200.00		Per occurrence
Burn Permit-Agricultural zoned 10 acres or more.	No Charge		5-day Permit
Burn Permit -Non-Agricultural, 5 days	\$10.00		
Open Bon Fire –One (1) time permit per event	\$10.00		Per event

Section 8. Animal Welfare and Shelter Fees

Adoption and Redemption of Impounded Animals

Redemption of Impounded Animals	Rate	Rate Change	Note
Adoption fee for dog or cat. Includes neuter, spay, vaccination for each animal adopted.	\$50.00		Each. Completed prior to animal leaving facility.
Adoption small animal, fowl or domestic bird	\$5.00	\$20.00	Each
Altered dog or cat, first impoundment	NC		
Altered dog or cat, second impoundment	\$40.00		
Altered dog or cat, third or subsequent impoundment	\$80.00		
Unaltered dog or cat, first impoundment	\$30.00		
Unaltered dog or cat, second impoundment	\$60.00		
Unaltered dog or cat, third or subsequent impoundment (Mandatory neuter or spay required)	\$100.00		
Impoundment of livestock or other large animal	\$25.00	\$100.00	Per day plus actual cost of feed and other housing costs.
Boarding Fees (Fees include day of arrival and day of departure of impounded animals and is in addition to any other fees or deposits)	\$5.00	\$10.00 regular size \$25.00 large size animal	Per day per animal. Does not apply to dogs or cats being adopted
Dead animal pick up from residence, animal hospital or clinic. (dog or cat only)	\$25.00		Each
Dead animal pick up from residence of person over 65 years of age (dog or cat only)	NC		
Owner surrender of adoptable animal to animal shelter	\$40.00	\$50.00	Per animal

Animal Euthanasia and Cremation Services

EUTHANASIA AND CREMATION SERVICES			
Euthanasia of animal at animal shelter. At owner's request. Requires signed release.	\$45.00		Per animal
Cremation services up to 20 lbs.	\$100.00		Includes urn with engraved plate
Cremation services 21 to 60 lbs.	\$140.00		Includes urn with engraved plate
Cremation services 61 to 80 lbs.	\$160.00		Includes urn with engraved plate
Cremation services 81 to 100 lbs.	\$200.00		Includes urn with engraved plate
Cremation services 101 up to maximum of 250 lbs.	\$230.00		Includes urn with engraved plate

Animal Licenses and Permits

Licenses and Permits for Kennels Keeping Small Animals	Rate	Rate Change	Note
Kennel License (In zoned agriculture areas only)	\$50.00 plus \$10.00 per kennel	\$75.00	Per year
Permit for keeping small animals other than dog or cat	\$15.00	\$25.00	Per year
Bee Keeper License (In zoned agriculture areas only)	\$5.00	\$25.00	Per year

Licensing of Dogs and Cats	Rate	Rate Change	Note
LIFETIME LICENSE: Lifetime dog or cat license fee Requires Microchip. Includes registration of microchip.	\$30.00		Lifetime
YEARLY LICENSE: Dog or cat license fee, no microchip. Requires yearly renewal	\$75.00		Per year
Re-issue of lost or destroyed city animal tag	\$10.00		Each Tag
Dog or cat micro-chip Registration in lieu of annual tag, or until change in ownership	\$10.00		
Hobbyist Breeder Permit: A permit may be issued to hobbyist who are in compliance with city ordinances. Limit of four (4), not to exceed five (5) dogs, cats, or combination of. Each animal must have its own permit and location must be inspected by animal welfare and code enforcement.	\$60.00		Requires yearly renewal. In addition, each animal must have its own license.
LIFETIME LICENSE: License for each dog or cat, lifetime or change in ownership for persons over age of 65	Cost of Microchip		

Section 9. Building Development Permit, Inspection, Pan Review and Code Enforcement Fees

Building, Electrical, Mechanical and Plumbing Permits	Rate	Rate Change	Note
Commercial Building Permit and Inspections	\$125.00 plus \$.10 psf.		
Commercial Remodel		\$125.00 plus \$0.05 psf.	
Commercial Electrical, Mechanical and Plumbing Permit	\$50.00 plus \$.07 per psf		
Commercial All Inclusive (Building, electric, mechanical, plumbing, roof permits)		\$125.00 plus \$0.20 psf	
Residential Building Permit	\$50.00 plus \$.05 psf		
Residential Remodel		\$50.00 plus \$0.03 psf	
Residential All Inclusive (Building, electric, mechanical, plumbing, roof permits)		\$50.00 plus \$0.15 psf	
Residential Electrical, Mechanical and Plumbing Permit	\$40.00 plus \$.03 psf		
Manufacturing/Industrial Building Permit	\$300.00		Minimum
Plus per square foot	\$0.10		first 5,000 sf
Plus per square foot	\$0.05		next 20,000 sf
Plus per square foot	\$0.01		over 25,000K sf
Demolition and House Moving Permit	\$50.00		Each
Uniform Building Code Commission Fee \$4.00) + UBCC Administrative Fee (\$0.50)	\$4.50		Each unless permit excluded
Occupancy Permits	Rate	Rate Change	Note
Applies to change of occupants only where and when required			
Single Family	\$20.00		Each
Two Family and Multi-family	\$10.00		Per unit
Commercial	\$20.00 plus \$10.00 per floor		
Industrial	\$50.00		Each
Temporary Occupancy Permit	\$10.00		Each
Street Cut Permits	Rate	Rate Change	Note
*Contractor required to repair based on city specifications.			
Side Walk Replacement	\$20.00		Each
Curb Cut or Driveway Approach	\$25.00		Each
Asphalt Street or Alley Utility Cut	\$250.00		Each

Concrete Street or Alley Utility Cut	\$250.00		Each
Mobile Home Permits	Rate	Rate Change	Note
Does not include electrical or plumbing permits			
Inside Mobile Home Park	\$40.00		Each
Outside Mobile Home Park	\$60.00		Each
Swimming Pool Permits	Rate	Rate Change	Note
Does not include electrical or plumbing permits			
Residential Swimming Pool	\$40.00		Each
Commercial, Multi-family	\$100.00		Each
Signage and Billboards	Rate	Rate Change	Note
Non-electric Signage: ground, pole, canopy, awning, wall, marquee and menu boards.	\$40.00 plus \$0.25 per square foot		
Electrical Signage: ground, pole, canopy, awning, wall, marquee and menu boards.	\$60.00 plus \$0.25 per square foot		
Temporary advertisement, banners and real estate signs	See Sign Ordinance		
Fuel Storage Tank Permits/Inspection Fees	Rate	Rate Change	Note
Fuel Storage Tanks	\$125.00		Each. Includes piping
Fuel Dispensing Pump	\$30.00		Each
Inspection Fees	Rate	Rate Change	Note
Re-Inspection Fee (Normal Hours, upon 2 nd and subsequent re-inspections	\$25.00		Per hour, 1 hour minimum
Inspection Fees Scheduled Outside Normal Business Hours and Weekends	\$50.00		Per hour, 1 hour minimum
Gas Line Test/Inspection Fee	\$25.00		Each, in addition to permit required
Sewer Tap Inspection Fee	\$25.00		Each, in addition to permit required
Other Permit Fees	Rate	Rate Change	Note
Sewage Tank Dumping Permit. <i>Allows dumping of sewage into sewer collection system at wastewater treatment plant.</i>	\$500.00		Per year.
Day Care Permit Fee (In Home Daycare)	\$25.00		
Garage Sale Permit Fee –Residential property, limit 4 per 12-month period, requires application and license for each sale.	NC		

Miscellaneous Permits (includes; storm shelters, awnings, firework stands, fences, tents, siding.(All items not listed but governed by construction codes)	\$20.00		Each
Roof Permit - Residential	\$40 plus \$1.00 per Square ft.		
Roof Permit - Commercial / Industrial	\$100 plus \$1.00 per Square ft.		
Communication Tower Permits and fees	See Ordinance		
Planning Commission	Rate	Rate Change	Note
Planning Commission Applications; All	\$200.00		Each
Administrative Plat Approval (Lot Splits, Small Plats)	\$125.00		Each
Special Use Permit (applicant pays for advertising)	\$200.00		Each
Administrative Zoning Clearance Permit	\$125.00		Each
Plan Reviews	Rate	Rate Change	Note
Preliminary Plan Review (Residential)	\$50.00		Each
Preliminary Plan Review (Commercial)	\$100.00		Each
Preliminary Plan Review (Industrial)	\$150.00		Each
Board of Adjustment	Rate	Rate Change	Note
Board of Adjustment Applications: All Applications.	\$200.00		Each
Appeals of Determination to the PC or BOA (Filed with City Clerk within 15 days)(City Ordinances)	\$100.00		
Board of Appeals (Construction Codes)Filed with City Clerk within 15 days	\$100.00		
Contractor Registration Fees	Rate	Rate Change	Note
As required by state law			
Contractor, first time registration	\$100.00 per license, plus \$50.00 for each Journeyman		
Contractor renewal registration	\$50.00 per license, plus \$25.00 for each Journeyman		
Maps	Rate	Rate Change	Note
11x17 map	\$2.50		Each
11 x 17 map with aerial image background	\$5.00		Each
18x24 map	\$5.00		Each
18 x 24 map with aerial image background	\$10.00		Each

24x36 map	\$10.00		Each
24 x 36 map with aerial image for background	\$15.00		Each
36X48 map	\$15.00		Each
36 x 48 map with aerial image for background	\$25.00		Each
Copies of Construction Documents (per page) NEW			
11x17 NEW B/W or Color	\$4.00		Each
18x24 NEW B/W or Color	\$5.00		Each
24x36 NEW B/W or Color	\$6.00		Each
36x48 NEW B/W or Color	\$7.00		Each
Floodplain Management Fees	Rate	Rate Change	Note
Floodplain Development Permit	\$200.00		Each
Inspection Fee	\$25.00		Per inspection

Section 10. Airport Fees and Permits

Airport Fees and Permits *All subject to requirements of Chapter 14 of the Sallisaw City Code of Ordinances *Per Section 14-82 (8), the Airport Manager may suspend, restrict or revoke any permit for all operations whenever such action is deemed necessary in the interest of public health, safety or welfare	Rate	Rate Change	Note
Permit for providing airport services (14-82). Applies to: • Aviation Flight School, 14-83 • Crop Dusting or Spraying of Agriculture chemicals, 14-84 • Aircraft Rental and Sales Operations, 14-85 • Aircraft maintenance services, 14-86 • Commercial Skydiving Operations, 14-82(19), 14-87 • Other aeronautical services as identified and allowed.	\$125.00		Per year for each service permitted.
Permit for Flying Clubs, 14-88	\$150.00		Per year
Permit for Advertising Signs Posted on Airport Property, 14-82 (10).	\$25.00		Per year, per sign
Permit for Advertising from Aircraft, 14-82 (11)	\$25.00		3-day permit
Permit for Special Events on Airport Property, 14-82 (17)	\$50.00		3-day event permit
Hangar Rental (City Owned). Based on contract or lease.	NA		
Airport facility land lease. Based on contract or lease.	NA		
Fuel cost. Calculated based on delivery cost of fuel and required city profit rate. Subject to daily, weekly or monthly adjustments.			

Section 11. City Labor and Equipment Fees

City Labor and Equipment Fees	Rate	Rate Change	Note
Mobilization fee for large equipment requiring permit for moving to location.	\$2,500	\$3,000.00	Per piece of equipment
Dozer	\$125.00		Per hour, 2 hour minimum charge
Large track hoe (excavator)	\$125.00		Per hour, 2 hour minimum charge
Small track hoe (excavator)	\$75.00		Per hour, 2 hour minimum charge
10 Wheeler Dump Truck	\$125.00		Per hour, 2 hour minimum charge
Road Grader	\$125.00		Per hour, 2 hour minimum charge
Grade-all Excavator	\$125.00		Per hour, 2 hour minimum charge
Front End Loader	\$125.00		Per hour, 2 hour minimum charge
Back-hoe	\$125.00		Per hour, 2 hour minimum charge
Grapple Truck	\$200.00		Per hour, 2 hour minimum charge
Street Sweeper	\$150.00		Per hour, 2 hour minimum charge
Large Tractor Mower	\$100.00		Per hour, 2 hour minimum charge
Small Tractor Mower	\$75.00		Per hour, 2 hour minimum charge
Riding Mower	\$35.00		Per hour, 2 hour minimum charge
Wood Chipper	\$60.00		Per hour, 2 hour minimum charge
Work Truck	\$50.00		Per hour, 2 hour minimum charge
Water Truck	\$75.00		Per hour, 2 hour minimum charge
Skid Steer Loader	\$75.00		Per hour, 2 hour minimum charge
Bucket Truck (Large) (Electric or Telecom)	\$225.00		Per hour, 2 hour minimum charge
Bucket Truck (Small) (Electric or Telecom)	\$200.00		Per hour, 2 hour minimum charge
Digger Derrick	\$175.00		Per hour, 2 hour minimum charge
Mini-Digger Derrick	\$125.00		Per hour, 2 hour minimum charge
Light Tower With Generator	\$50.00		Per hour, 2 hour minimum charge
Trencher	\$50.00		Per hour, 2 hour minimum charge
Cutting Torch, Weed Eater, DR Weed Eater, Chainsaw, Limb Saw	\$25.00		Per hour
Brush Truck	\$40.00		Per hour
Top Soil	\$80.00		Per load
Telecom: Fiber Splice Trailer	\$75.00		Per hour, 2 hour minimum charge
Telecom: Fusion Splicing	\$25.00		Per splice
Telecom: Splice Enclosure Replace Small	\$50.00		Each
Telecom: Splice Enclosure Replace Large	\$250.00		Each
Telecom: Fiber Optic Trunk -Fiber Replace	\$0.50		Per foot
Telecom: Fiber Optic Service Drop Fiber Replace	\$0.20		Per foot
Labor Per Hour Per Employee	Actual Hourly rate based on pay and benefits. May include overtime if applicable.		
Materials Used to Repair Damage to City Infrastructure	Cost of materials plus 15% restocking fee		

AGENDA ITEM COMMENTARY

Meeting Date: September 12, 2022
Board: Board of City Commissioners
Subject: Declare Vehicle Surplus

ITEM TITLE: Discuss and Consider Approval of Staff's Request to Declare One (1) 2005 Dodge Pickup S15, VIN 1D7HA16DX5J621401, As Surplus for the Purpose of Selling

INITIATOR: Police Captain
Police Chief

STAFF INFORMATION SOURCE: Captain Weber

BACKGROUND: This vehicle was obtained by a drug seizure. The vehicle is not being utilized. All proceeds will be deposited into the Police Drug Fund 93.

EXHIBITS:

KEY ISSUES: None

FUNDING SOURCE: N/A

RECOMMENDATION: Declare 2005 Dodge Pickup as Surplus for the purpose of selling.

AGENDA ITEM COMMENTARY

Meeting Date: September 12, 2022
Board: Board of City Commissioners
Subject: Surplus Vehicle

ITEM TITLE: Discuss and Consider Approval of Staff's Request to Declare One (1) 2009 Chevy Impala, VIN 2G1WS57M991235789, As Surplus for the Purpose of Selling, or Donation to Other Police Department.

INITIATOR: Police Chief
Police Captain

STAFF INFORMATION SOURCE: Captain Weber

BACKGROUND: This vehicle is not being utilized. Chief Franklin would like to donate or sell vehicle.

EXHIBITS:

KEY ISSUES: None

FUNDING SOURCE: N/A

RECOMMENDATION: Declare 2009 Chevy Impala as surplus for the purpose of selling or donating to another police department

AGENDA ITEM COMMENTARY

Meeting Date: September 12, 2022
Board: Board of City Commissioners
Subject: Current and Future Projects

ITEM TITLE: Receive Update on Current and Future Projects; Possible Direction to Staff.

INITIATOR: City Manager
Building Development Director

STAFF INFORMATION SOURCE: Building Development Director
City Staff

BACKGROUND: Keith Miller, Building Development Director, will give a brief update on current and future city projects.

EXHIBITS:

KEY ISSUES: NA

FUNDING SOURCE: NA

RECOMMENDATION: Receive update. Possible direction to staff, if needed.

AGENDA ITEM COMMENTARY

Meeting Date: September 12, 2022
Board: Board of City Commissioners
Subject: Financial Update

ITEM TITLE: Receive Update on the Financial Status of the City and Activities of the Finance Department; Possible Direction to Staff

INITIATOR: City Manager
Director of Finance

STAFF INFORMATION SOURCE: Director of Finance

BACKGROUND: Robin Haggard, Director of Finance, will give a brief update on city financial information and activities of the Finance Department.

EXHIBITS:

KEY ISSUES: NA

FUNDING SOURCE: NA

RECOMMENDATION: Receive update. Possible direction to staff, if needed.

ADMINISTRATIVE REPORTS

Meeting Date:	September 12, 2022
Board:	Board of City Commissioners
Subject:	

Upcoming Events

- Oklahoma Municipal League Conference, Tulsa: September 13-15
- Board of City Commissioners Meeting: October 10, 2023
- Women's Expo: October 13, 2022
- Sallisaw Chamber of Commerce Members Night Out: February 4, 2023

Administrative Reports

- The City is still researching CDL training. Currently, we are using a company out of Fort Smith, Arkansas to fulfill our needs. MESO is currently working on establishing a CDL program, so we are eager to see where MESO goes with this.
- The Street Department has been working on the landfill road. We have patched the worse parts of the road. The landfill crew is working on replacing three tin horns along the road. Once these are replaced, the street department will go back and perform more maintenance on the road.
- City staff recently met with representatives of the Sallisaw Youth League to discuss future improvements and operations of the sports complex.
- Staff recently met with the Chief of Police, Mayor and city attorney to discuss homeless issues within our community. This meeting was held due to many complaints and comments received related to this issue. Staff will continue to monitor this issue and look for any remedies.
- On September 7, 2022, city supervisors attended a MESO training class on "Expected Behaviours in the Workplace". This was an excellent class with very good participation among the group.
- The city has taken delivery of the new fire truck recently purchased. We will have the truck at the council chambers on September 12, allowing the city council and citizens to look at it.

Personnel

- The Police Department has filled all vacancies for patrol officers.
- We have completed the hiring process for a new network technician and the Information Services Department. This will allow us to move forward with many IT projects we have planned.
- The city is actively recruiting for a Utility Locate Technician and a Chief Accountant.

Grant Activity

- The City of Sallisaw has been awarded a grant to purchase a new senior citizens' van. The grant amount is \$144,160.00, with the city providing \$25,440 towards the new van. This grant is under the Federal Transit Administration Section 5310 program.
- The City of Sallisaw Police Department has been awarded a grant of \$15,000 from the Oklahoma Attorney General's Office. This grant will be used to purchase security cameras and monitoring equipment for the police dispatch area.

Purchase of Vehicles:

- With last month's approval of funding to purchase vehicles, staff purchased two used vehicles for use in Parks and Building Development. We purchased a used F350 cab and chassis that will be used by the Parks Department. We have a utility bed that will be placed on this truck. Parks will use it as their maintenance truck for the Maintenance Technician. We also purchased a used 2020 Dodge 3/4 ton with a utility bed on it. We found this truck in Tulsa. This unit will be used in the Building Development Department and will also be used to carry their tools.
- Ford opened their fleet sales for orders. We placed orders for three Ford Rangers, two transit vans (for telecommunications), and two F150 trucks.

Finance Reports

The FY 2022 utility report is almost complete. Staff will visit with the Council at a later date to possibly set up a special meeting to review the status of all our utility operations.

Staff continues to monitor the GRDA PCA and the national cost of natural gas.

City Projects

Acquatics Facility: On August 10, staff met with PDG to discuss the plans for the new pool. Soil testing and the boundary survey are complete. This will allow PDG to proceed with the design process. The next meeting will be set once the plans are 65% completed.

City staff is currently reviewing several projects for future planning purposes.