

SAPULPA MUNICIPAL AUTHORITY MEETING

CITY HALL - 425 EAST DEWEY AVENUE

COUNCIL CHAMBERS, 2ND FLOOR

7:00 P.M., MONDAY, JUNE 5, 2017

MEETING PROCEDURE: Comments from the public are welcome at two different times during the course of the meeting. A Sign in Sheet is located at the back of the room. Those wishing to address the Municipal Authority are to sign in prior to the start of the meeting and identify the item(s) they wish to address. Comments concerning items scheduled on the Agenda will be heard immediately following the presentation by staff or petitioner and Comments concerning items not scheduled on the Agenda will only be heard under the Public Comments section. The Municipal Authority will act on an Item after all comments have been heard.

PLEASE COME TO THE PODIUM WHEN THE CHAIRMAN CALLS YOUR NAME

- AGENDA -

1. **CALL TO ORDER.**
2. **ROLL CALL.**
3. **MINUTES.**
 - A. Consider approving the minutes of the May 15, 2017 regular Municipal Authority meeting.
4. **APPOINTMENTS, AWARDS, PRESENTATIONS, AND PROCLAMATIONS.**
5. **CONSENT ITEMS:** All matters under "Consent" are considered by the Municipal Authority to be routine and will be enacted by one motion. Any Municipal Authority Trustee may, however, remove an item from consent by request.
 - A. Consider approving Claims in the amount of \$115,904.52.
(Refer to: Purchase Order Claims Register with City Agenda.)
6. **PUBLIC HEARINGS.**

7. **ADMINISTRATION.**

- A. Discussion and possible action regarding a resolution of the Board of Trustees of the Sapulpa Municipal Authority, Sapulpa, Oklahoma, adopting and appending a budget for the Sapulpa Municipal Authority, Sapulpa, Oklahoma, for the year beginning July 1, 2017, and Ending June 30, 2018.

8. **NEW BUSINESS.**

9. **INFORMATIONAL ITEMS FROM CHAIRMAN, BOARD OF TRUSTEES, TRUST MANAGER, OR TRUST ATTORNEY.**

- A. Project Status Report from Tetra Tech on various City and Authority projects.

- 10. **PUBLIC COMMENTS:** The purpose of the Public Comments Section of the Agenda is for members of the public to speak to the Municipal Authority on any subject not scheduled on the Regular Agenda. The Municipal Authority shall make no decision or action, except to direct the Trust Manager to take action, or to schedule the matter for Municipal Authority discussion at a later date.

Please come to the podium when the Chairman calls your name and keep your comments as brief as possible.

11. **ADJOURNMENT.**

Posted this _____ day of _____, 2017 at _____ o'clock p.m., at the Sapulpa City Hall, 425 East Dewey, Sapulpa, Oklahoma.

Name: _____

Title: _____



Oklahoma's Most Connected City
425 EAST DEWEY AVENUE
P.O. BOX 1130•SAPULPA, OK 74067

AGENDA ITEM

Municipal Authority Regular

3.A.

Meeting Date: June 5, 2017

Submitted By: Shirley Burzio, City Clerk

Department: City Clerk

Presented By:

SUBJECT:

Consider approving the minutes of the May 15, 2017 regular Municipal Authority meeting.

SUMMARY:

RECOMENDATION:

Attachments

minutes.05-15-2017 sma

SAPULPA MUNICIPAL AUTHORITY
TRUST PROCEEDINGS
Meeting of May 15, 2017

The Board of Trustees of the Sapulpa Municipal Trust Authority met in regular session Monday, May 15, 2017, at 7:00 o'clock P.M. in the City Hall Council Chambers, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Trustees Present: Reg Green, Chairman
 Louis Martin, Jr., Vice-Chairman
 John Anderson
 Marty Cummins
 Wes Galloway
 Craig Henderson
 Alan Jones
 Hugo Naifeh
 Charles Stephens

Trustee Absent: Carla Stinnett

BUSINESS:

Motion was made by Vice-Chairman Louis Martin, seconded by Trustee Charles Stephens, to approve the following items of business:

1. Approve the minutes of the May 1, 2017, regular municipal authority meeting;
2. Approve claims in the amount of \$652,880.28;
3. Approve the contract with Garrow Construction, in the amount of \$139,955.66, for the Waterline Extension Project at the Sapulpa Youth Sports Park, and authorizing the mayor to sign all documents related thereto. Said project will be paid from the General Obligation Bond Fund.
4. Approve the close-out of the Sahoma Lake Dam Improvements Phase 2 Spillway Rehabilitation Contract 1; approve Change Order No. 1 with Circle B Underground; deducting the amount of \$657.00; approve Final Pay Estimate No. 5 in the amount of \$57,947.75, which includes all retainage withheld; approve all other close-out documents; and establishing the warranty date to be effective March 23, 2017, through March 22, 2018;

ROLL CALL: AYE-John Anderson, Marty Cummins, Wes Galloway, Reg Green, Craig Henderson, Alan Jones, Louis Martin, Hugo Naifeh, Charles Stephens. NAY-None. Motion carried 9-0.

SAPULPA MUNICIPAL AUTHORITY
TRUST PROCEEDINGS
Meeting of May 15, 2017

INFORMATIONAL ITEMS FROM CHAIRMAN, BOARD OF TRUSTEES, TRUST MANAGER OR TRUST ATTORNEY:

The project status report from Tetra Tech, Inc., was presented for discussion. No action was taken by the board.

PUBLIC COMMENTS:

No comments were made to the board.

ADJOURNMENT:

There being no further business, motion was made by Vice-Chairman Louis Martin, seconded by Trustee Hugo Naifeh, to adjourn the meeting. Motion carried unanimously.



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AGENDA ITEM

Administration 7.A.

Municipal Authority Regular

Meeting Date: June 5, 2017

Submitted By: Pam Vann, Finance Director

Department: Finance

Presented By:

SUBJECT:

Discussion and possible action regarding a resolution of the Board of Trustees of the Sapulpa Municipal Authority, Sapulpa, Oklahoma, adopting and appending a budget for the Sapulpa Municipal Authority, Sapulpa, Oklahoma, for the year beginning July 1, 2017, and Ending June 30, 2018.

SUMMARY:

The Administration and Finance Committee met May 18, 2017 and discussed the budget as proposed. The budget is balanced and does meet the requirements of the Sapulpa Municipal Authority for the proper and sustained operation of the services of the Authority

RECOMENDATION:

Staff recommends that the Chairman and Board of Trustees adopt the Resolution.

Attachments

FY 17/18 SMA budget resolution

RESOLUTION NO. _____

**A RESOLUTION OF THE BOARD OF TRUSTEES OF THE
SAPULPA MUNICIPAL AUTHORITY, SAPULPA, OKLAHOMA,
ADOPTING AND APPENDING A BUDGET FOR THE SAPULPA
MUNICIPAL AUTHORITY, SAPULPA, OKLAHOMA, FOR THE
YEAR BEGINNING JULY 1, 2017, AND ENDING JUNE 30, 2018.**

WHEREAS, a budget for the fiscal year beginning July 1, 2017, and ending June 30, 2018, has been prepared by the Trust Manager; and

WHEREAS, said budget has been presented by the Trust Manager to the City, as beneficiary, for their approval in compliance with Title 60 of the Oklahoma Statutes and is hereby submitted to the Trustees for their approval as required by Article VIII of the Trust Indenture; and

WHEREAS, this proposed budget has been filed with the Trust Secretary and will be filed with the State Auditor and Inspector and County Excise Board after a public hearing has been held and the budget duly adopted by the Trustees; and

WHEREAS, the legal level of control established by the Council by Resolution regarding budget adoption, transfers, budget amendments and financial policies shall also apply to the Trust Authority operations; and

WHEREAS, the provisions of the Oklahoma Municipal Budget Act, as adopted by the City Council also apply to the Trust with the exception that all powers conferred to Title 60 Public Trusts under the applicable state statutes and all provisions contained in the Sapulpa Municipal Authority indenture are hereby recognized and not abridged thereby; and

WHEREAS, after full and final consideration, the public hearing has been held on said budget and it is in the opinion of the Chairman and Board of Trustees that this budget, as filed, is balanced and does meet the requirements of the Sapulpa Municipal Authority for the proper and sustained operation of the services of the Authority; and should be approved as presented.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE SAPULPA MUNICIPAL AUTHORITY, SAPULPA, OKLAHOMA, THAT:

Section 1. The Budget Summary, Fund Summaries and departmental expenditures as shown by object code classification totals for all Trust Authority Enterprise Fund operations be adopted as the FY 17/18 Operating Budget of the Sapulpa Municipal Authority.

Section 2. That the City Treasurer is authorized to invest any funds not needed for current use, whether operating funds or bond funds, in accordance with Oklahoma Statutes, Title 62, Section 348.1

Section 3. All appropriations shall lapse at the end of the fiscal year.

DULY PASSED AND APPROVED BY THE BOARD OF TRUSTEES OF THE SAPULPA MUNICIPAL AUTHORITY, SAPULPA, OKLAHOMA, BY A VOTE _____ TO _____ ON THIS _____ OF _____, 2017.

APPROVED:

Reg Green, Chairman

ATTEST:

Shirley Burzio, Secretary

APPROVED AS TO FORM:

David Widdoes, Trust Attorney



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AGENDA ITEM

Municipal Authority Regular

9.A.

Meeting Date: June 5, 2017

Submitted By: Anna Jo Fife, City Manager Assistant

Department: City Manager

Presented By:

SUBJECT:

Project Status Report from Tetra Tech on various City and Authority projects.

SUMMARY:

RECOMENDATION:

Attachments

tt status 6-1-17

STATUS
 O = Operations
 P = Planning
 E = Engineering Design
 C = Construction

TETRA TECH, INC.
PROJECT STATUS REPORT
SAPULPA, OKLAHOMA
JUNE 5, 2017

PROJECT	TETRA TECH CONTACT	STATUS	FUNDING	COMMENTS	RECOMMENDED ACTION
1. Water Atlas Creation	Ryan Mittasch, P.E.	P		Tetra Tech is waiting for atlas markups from city staff to document facilities that were not in the plans previously provided.	City to review draft atlas and provide updated information to Tetra Tech for data entry.
2. N02-N04 Lift Station, Force Main, and Gravity	Ryan Mittasch, P.E.	E		Design was completed and submitted for ODEQ approval on March 1, 2017. Easement exhibits were provided for ROW acquisition.	Acquire the necessary right-of-way for construction.
3. Youth Sports Complex PH1A Waterline Design	Josh Muskopf	E		Construction underway.	None.
4. Dewey Ave. Sewer Connection	Ryan Mittasch, P.E.	E		Plans and specs have been approved by ODEQ. There is an ONG gas line in conflict with proposed construction that must be relocated by ONG.	Prepare to advertise for construction once the gas line has been moved.