

**SAPULPA MUNICIPAL AUTHORITY MEETING**  
CITY HALL - 425 EAST DEWEY AVENUE  
COUNCIL CHAMBERS, 2ND FLOOR  
7:00 P.M., MONDAY, JULY 17, 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 July 3, 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 \$325,197.71.  
(Refer to: Purchase Order Claims Register with City Agenda.)
  - B. Consider approving Maintenance Agreement with Commercial Power Solutions, Inc. for maintenance services related to the generator located at the City Hall Annex.
6. **PUBLIC HEARINGS.**
7. **ADMINISTRATION.**
  - A. Discussion and possible action regarding single bid received for electrical renovation of west water pump station for 2M gallon water tank, and authorization to rebid.

8. NEW BUSINESS.

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

A. Status Report from Tetra Tech for 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 14<sup>th</sup> day of July, 2017 at 3:00 o'clock p.m., at the Sapulpa City Hall, 425 East Dewey, Sapulpa, Oklahoma.

Name: A. J. Gife

Title: Adm. CLK.



**AGENDA ITEM**

**Municipal Authority Regular**

**3.A.**

**Meeting Date:** July 17, 2017

**Submitted By:** Shirley Burzio, City Clerk

**Department:** City Clerk

**Presented By:**

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**SUBJECT:**

Consider approving the minutes of July 3, 2017, regular Municipal Authority meeting.

**BACKGROUND:**

**RECOMENDATION:**

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**Attachments**

minutes.07-03-2017 sma

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# DRAFT

**SAPULPA MUNICIPAL AUTHORITY**  
TRUST PROCEEDINGS  
Meeting of July 3, 2017

The Board of Trustees of the Sapulpa Municipal Trust Authority met in regular session Monday, July 3, 2017, at 7:00 o'clock P.M. in the City Hall Council Chambers, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Present: Reg Green, Chairman  
Louis Martin, Vice-Chairman  
John Anderson  
Wes Galloway  
Alan Jones  
Charles Stephens

Absent: Marty Cummins  
Craig Henderson  
Hugo Naifeh  
Carla Stinnett

Staff Present: Joan Riley, Trust Manager; David Widdoes, Trust Attorney; Shirley Burzio, Secretary

**1. MINUTES, CONSENT ITEMS, AND ADMINISTRATION:**

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

- A. Approve the minutes of the June 19, 2017, regular Municipal Authority meeting;
- B. Approve claims in the amount of \$101,804.00;
- C. Approve the sewer easement agreement with Praise Center Ministries, Inc., for the property located at 5672 Hwy 117, Sapulpa, Oklahoma;
- D. Approve the renewal of an agreement with S2 Engineering, PLLC, for engineering services relative to management of the City's Industrial Pretreatment Program;
- E. Approve the agreement with Daris Contractors, LLC, for Pipeline Fittings Rehabilitation on the Skiatook Raw Water Conveyance System Project in the amount of \$14,558.40;

- F. Approve Change Order #3 to the agreement with T-G Excavating, Inc., for operations and maintenance of the jointly owned Skiatook Raw Water Conveyance System in the amount of \$3,282.00;
- G. Approve the close-out of the Bird Avenue Improvements from North Main Street to Highway 97 with H & H Frame, Inc., and pay request in the amount of \$43,113.57, which includes all retainage withheld; approve all other close-out documents related thereto; and establishing the warranty date effective May 23, 2017, through May 22, 2018;
- H. Approve the adoption of an Ordinance of the City of Sapulpa, Oklahoma amending the Master Fee Schedule to the Sapulpa City Code Appendix A, Sections 17.17-511, by providing for Rates for Refuse Collection and Charges; providing for an effective date; repealing all ordinances or parts of ordinances in conflict with this ordinance; and providing that if any part or parts of this ordinance are held invalid or ineffective, the remaining portions shall not be affected; and declaring an emergency.

ROLL CALL: AYE-John Anderson, Wes Galloway, Reg Green, Alan Jones, Louis Martin, Charles Stephens. NAY-None. Motion carried 6-0.

**2. PUBLIC COMMENTS:**

There were no public comments made to the council.

**3. ADJOURNMENT.**

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

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Chairman

Attest:

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Secretary



**AGENDA ITEM**

**Consent Agenda 5.B.**

**Municipal Authority Regular**

**Meeting Date:** July 17, 2017

**Submitted By:** Latrisha Carr, Purchasing/Contract Management

**Department:** Purchasing/Contract Management

**Presented By:** LaTrisha Carr

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**SUBJECT:**

Consider approving Maintenance Agreement with Commercial Power Solutions, Inc. for maintenance services related to the generator located at the City Hall Annex.

**BACKGROUND:**

Maintenance inspections will be done on the equipment two (2) times per year. Oil changes/filters will be replaced once per year and oil samples will be taken. The City will be supplied with an annual report that reflects all areas serviced by the technician. The cost to the City is \$500.00 annually.

**RECOMENDATION:**

Staff recommends the Mayor and City Councilors approve the action as stated.

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**Fiscal Impact**

**Amount:** \$250.00

**To be paid from:** Non Dept/SMA Maintenance of Equipment Fund

**Account number:** 10-590-351

**Amount:** \$250.00

**To be paid from:** Non Dept/SMA Maintenance of Equipment Fund

**Account number:** 20-590-351

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**Attachments**

Maint Agreement





308 South Main Street ♦ Owasso, OK 74055  
Phone 918-376-9130

### Scheduled Maintenance Agreement

This agreement is between Commercial Power Solutions, LLC and **City of Sapulpa** for the scheduled maintenance of the emergency power system(s) located at **425 E Dewey Ave Sapulpa, OK 74067**  
The following equipment is covered by this agreement:

**Generator make: Generac: model:97-A0147-S , and serial number 2033842**

This agreement shall be in effect for a term of one (1) year from the date of the customer's signature below and will be subject to the following:

1. The Customer shall remit the full amount of \$ **500.00, plus any applicable taxes**, payable upon receipt of invoice from Commercial Power Solutions, LLC.
2. Commercial Power Solutions will perform scheduled maintenance inspections of the above equipment **2 time per year.**
3. All items on the attached inspection form that are applicable to the above equipment will be inspected during each maintenance visit. A copy of the completed form will be provided to the customer. Any problems or issues with the equipment will be noted on the form and a Commercial Power Solutions service consultant will contact the customer to discuss possible courses of action.
4. The following items shall be performed one time per year: Replacing the engine oil, oil filter(s) and fuel filter(s) as applicable. Independent laboratory analysis of a sample of the used oil.
5. Coolant maintenance will be performed during scheduled maintenance visits. This only includes testing for freeze point and inhibitor levels. Conditioners will be added as needed. If additional coolant is required, it will be billed in addition to the Agreement amount.
6. Air filters will be inspected at each visit and replaced as needed. The cost of the air filter will be billed in addition the Agreement amount.
7. The Customer authorizes Commercial Power Solutions, at the time of the maintenance visit, to make repairs needed for proper operation of the equipment as long as the cost of the repairs does not exceed \$\_\_\_\_\_. Any repair made will be noted on the inspection form.
8. This agreement does not include any parts and services not specifically mentioned in this agreement. Return visits to make repairs are not included in this agreement. All parts and services not covered by this agreement will be billed at Commercial Power Solutions' prevailing rates.
9. Commercial Power Solutions warrants its work for a period of sixty (60) days from the date of service. This warranty is limited to failure as a result of workmanship and does not include failures resulting from repairs made by someone other than Commercial Power Solutions, misuse, negligence, accident, over-loading, over-speeding, fire, flood, vandalism, theft or any other acts beyond the control of Commercial Power Solutions.
10. Failure of any new parts installed by Commercial Power Solutions during the course of maintenance service shall be covered by the warranty provided by the manufacturer of those parts.
11. Commercial Power Solutions' liability under this agreement, if any, shall be limited to the contract amount of this agreement. In no event shall Commercial Power Solutions be liable for any consequential, incidental or exemplary damages, including, but not limited to, loss of profits or down time.
12. This agreement may be cancelled by either party with a thirty (30) day written notice.

Commercial Power Solutions, LLC and *Customer* have agreed to the above on this day.

By: Carol Reed  
Commercial Power Solutions, LLC

By: \_\_\_\_\_  
*Customer*

Date: July 10-2017

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



**AGENDA ITEM**

**Administration 7.A.**

**Municipal Authority Regular**

**Meeting Date:** July 17, 2017

**Submitted By:** Amy Hoehner, Legal Assistant

**Department:** Legal

**Presented By:** Rick Rumsey

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**SUBJECT:**

Discussion and possible action regarding single bid received for electrical renovation of west water pump station for 2M gallon water tank, and authorization to rebid.

**BACKGROUND:**

Recently only one (1) bid was received for the electric wiring renovation for the west side pump GO bond project. The bid from Daris Construction was for \$486,560.00 which exceeds the project funds by \$51,960.00. The bid received also exceeded the engineers estimate of \$410,813.00.

**RECOMENDATION:**

After consulting with the project engineer, Lee & Browne Engineering staff recommends the single bid be rejected and the project be resubmitted for bids.

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**Attachments**

Tabulation of Bids - Elec Reno

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TABULATION OF BIDS

PROJECT: ELECTRICAL RENOVATIONS - WATER PUMP STATION  
 OWNER: CITY OF SAPULPA  
 ENGINEER: LEE AND BROWNE CONSULTING ENGINEERS, INC.  
 BID OPENING DATE: JUNE 14 at 10:00 a.m.

Description of Work	Engineer's Estimate	Daris Contractors
<i>Bid Items</i>		
BASE BID	\$410,813	\$486,560
ADD ALTERNATE G1 - SITE WORK FOR GENERATOR	\$123,918	\$64,380
ADD ALTERNATE E1 - GENERATOR	\$289,195	\$122,400
ADD ALTERNATE E2 - AUTOMATIC TRANSFER SWITCH	\$109,417	\$29,300
ADD ALTERNATE E3 - SOFT STARTER FOR PUMP HS#2 INSTEAD OF REUSE VFD	None Provided	\$13,215
<b>Total with all alternates</b>	<b>\$933,343.00</b>	<b>\$715,855.00</b>



**AGENDA ITEM**

**Municipal Authority Regular**

**9.A.**

**Meeting Date:** July 17, 2017

**Submitted By:** Anna Jo Fife, City Manager Assistant

**Department:** City Manager

**Presented By:**

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**SUBJECT:**

Status Report from Tetra Tech for various City and Authority projects.

**BACKGROUND:**

**RECOMENDATION:**

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**Attachments**

tt s rpt 7-17-17

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

TETRA TECH, INC.  
 PROJECT STATUS REPORT  
 SAPULPA, OKLAHOMA  
 JULY 17, 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, P.E.	C		Construction underway. Water sampling tests of new pipeline 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.
5. CMOM	Josh Muskopf, P.E.	E		Tetra Tech is currently reviewing a draft CMOM plan. Will review with City staff in July 2017.	None.
6. SeneGence/ Westside Sewer Plan	Josh Muskopf, P.E.	E		Preliminary Engineering Report delivered to INCOG on June 6, 2017. Tetra Tech is currently preparing a Final Preliminary Design Report for City comments and review.	Approve second half of contract amount.