

**REGULAR MEETING NOTICE AND AGENDA**

**Sand Springs Municipal Authority  
March 27, 2023 – Following City Council  
Sand Springs Municipal Building  
100 East Broadway – Council Chambers, First Floor  
Sand Springs, OK 74063  
[www.sandspringsok.org](http://www.sandspringsok.org)**

1. **Call to Order** Time \_\_\_\_\_

2. **Roll Call**

Ward 1-Worrell \_\_\_\_\_ Ward 2-Barnett \_\_\_\_\_ Ward 3-Burdge \_\_\_\_\_  
Ward 4-Riley \_\_\_\_\_ Ward 5-Wilson \_\_\_\_\_ Ward 6-Jackson \_\_\_\_\_  
At Large-Spoon \_\_\_\_\_

3. **Consent Agenda (A-D)**

All matters listed under “Consent” are considered by the Trustees to be routine and will be enacted by one motion. Any Trustee may, however, remove an item from the Consent Agenda by request.

A) Approval, denial, amendment, or revision of the minutes of the February 27, 2023, regular Municipal Authority meeting. (City Clerk)

B) Approval, denial, amendment, or revision of a Transfer of Appropriations within the Municipal Authority Water Utility Fund for an Increase to the Transfers Out-MA Short Term Capital in the amount of \$50,000 and a Decrease to Expense-Skiatook RWS-Other Fees and Charges in the amount of \$50,000; and within the Municipal Authority Short Term Capital Fund for an Increase to the Transfers In – MA Water Utility Fund in the amount of \$50,000 and the Expense-Skiatook RWS-Autos and Trucks in the amount of \$50,000. (Public Works – SRWCS)

C) Approval, denial, amendment, or revision of the purchase of a new work truck for Skiatook RWS Maintenance and Operation. (Public Works – SRWCS)

D) Approval, denial, amendment, or revision of the amended Special Event Permitting fees. (Parks-Marketing/Special Events)

Motion \_\_\_\_\_ Second \_\_\_\_\_

4. **Presentation and Public Hearing – Fiscal Year 2024 Proposed Budget (A-B)**

A) Presentation

Trustees will be provided a presentation regarding the Fiscal Year 2024 Proposed Budget for the Sand Springs Municipal Authority. (Presented by: Deputy Finance Director/Budget Officer Arlena Barnes)

This item is for informational purposes only.

B) Public Hearing

Chairman Spoon will declare a Public Hearing for the purpose of receiving citizen input concerning the Fiscal Year 2024 Proposed Budget for the Sand Springs Municipal Authority.

This item is for informational purposes only.

5. **Financial Report**

The regular monthly Financial Reports and Sales and Use Tax updates will be provided to Trustees for their review and information. (Presented by: Deputy Finance Director/Budget Officer Arlena Barnes)

This item is for informational purposes only.

6. **Correspondence (A)**

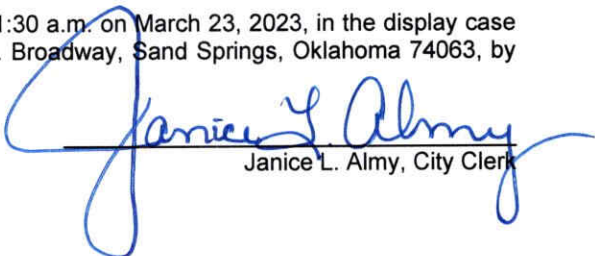
The following correspondence is provided to Trustees for their review and information:

A) Regular monthly bills (Finance)

7. **Adjournment** Time \_\_\_\_\_

IF YOU REQUIRE SPECIAL ACCOMMODATIONS PURSUANT TO THE AMERICANS WITH DISABILITIES ACT, PLEASE NOTIFY CITY OF SAND SPRINGS AT 918-246-2575.

This agenda was filed in the office of the City Clerk and posted at 11:30 a.m. on March 23, 2023, in the display case at the front entrance of the Sand Springs Municipal Building, 100 E. Broadway, Sand Springs, Oklahoma 74063, by Janice L. Almy, City Clerk.

  
Janice L. Almy, City Clerk



# City of Sand Springs Agenda Form

**Meeting Date:** MAR 27 2023

**Agenda:** CC & MA

**Item:** Consent

**Signature Items:** Yes

**Presented by:** City Clerk Janice L. Almy

**Subject:** CC/MA2023-02-27 Regular Meeting Minutes

**Item #:** **M3A**

**Cost:** \_\_\_\_\_

**Recommendation:** Approval

## **Synopsis:**

Requesting approval, denial, amendment, or revision of the minutes of the CC/MA2023-02-27 Regular meeting.

## **Details:**

Requesting approval, denial, amendment, or revision of the minutes of the CC/MA2023-2-27 Regular meeting.

**MINUTES**  
**Sand Springs Municipal Authority**  
**February 27, 2023 – Following City Council**  
**Sand Springs Municipal Building**  
**100 East Broadway Street – Council Chambers, First Floor**  
**Sand Springs, Oklahoma 74063**  
[www.sandspringsok.org](http://www.sandspringsok.org)

**MEMBERS PRESENT:** Chairman Jim Spoon (10-0)  
Vice Chairman Beau Wilson (8-2)  
Trustee Matt Barnett (8-2)  
Trustee Cody Worrell (10-0)  
Trustee Mike Burdge (10-0)  
Trustee Nancy Riley (9-1)  
Trustee Brian Jackson (9-1)

**ALSO PRESENT:** City Manager Michael S. Carter  
City Attorney David Weatherford  
Secretary Janice L. Almy

**ABSENT:** None

The Sand Springs Municipal Authority met in regular session on February 27, 2023, in the Council Chambers of the Sand Springs Municipal Building pursuant to the regular meeting notice and agenda filed with the City Clerk's office and posted at 11:00 a.m. on February 23, 2023, on the display board located at the front entrance of the Sand Springs Municipal Building (City Hall), 100 East Broadway Street, Sand Springs, Oklahoma 74063.

**1. Call to Order**

Chairman Spoon called the meeting to order at the noted time of 6:39 p.m.

**2. Roll Call**

Chairman Spoon called for an individual roll call with members replying in the following manner:

Trustee Jackson, here; Trustee Barnett, here; Trustee Burdge, here; Chairman Spoon, here; Vice Chairman Wilson, here; Trustee Riley, here; Trustee Worrell, here.

**3. Consent Agenda (A-C)**

Chairman Spoon informed Trustees that all matters listed under Consent Agenda to be considered by Trustees are to be routine and will be enacted by one motion. Consent Agenda items are vetted through various committees prior to consideration by Trustees.

Chairman Spoon noted that questions or clarification on the Consent Agenda item may be addressed prior to taking action. Chairman Spoon requested if Trustees had questions or needed clarification on the Consent Agenda item or whether any item needed to be considered separately.

There being none, Chairman Spoon called for a motion regarding Consent Agenda Items No. 3A through 3C.

A motion was made by Vice Chairman Wilson and seconded by Trustee Barnett to approve Consent Agenda Items No. 3A through 3C:

- A) The minutes of the January 23, 2023, regular Municipal Authority meeting.
- B) Transfer of Appropriations in the Municipal Authority Water Utility Fund for an Increase in Transfers Out-MASTCF in the amount of \$90,000 and a Decrease in Expense line item Engineering-Regular Salary and Wages in the amount of \$90,000; in the Municipal Short Term Capital Fund for an Increase in Transfers In-MA Water Utility Fund in the amount of \$90,000 and an Increase in the Expense line item Public Works-Autos and Trucks in the amount of \$90,000 for the purchase of two (2) new work trucks.
- C) The purchase of two (2) new works trucks.

Chairman Spoon called for the vote recorded as follows:

Trustee Worrell, aye; Trustee Riley, aye; Vice Chairman Wilson, aye; Chairman Spoon, aye; Trustee Burdge, aye; Trustee Barnett, aye; Trustee Jackson, aye.

The motion carried 7-0-0.

**4. Financial Report**

The regular monthly Financial Reports and Sales Tax and Use Tax updates for all funds were provided to Trustees for their review and information.

This item was for informational purposes only.

5. **Correspondence (A)**

The following correspondence was provided to Trustees for their review and information:

A) Regular monthly bills.

6. **Adjournment**

The meeting adjourned at the noted time of 6:40 p.m.

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Janice L. Almy, Secretary

DRAFT



# City of Sand Springs Agenda Form

**Meeting Date:** MAR 27 2023

**Agenda:** Municipal Authority

**Item:** Consent

**Signature Items:** No

**Presented by:** Derek Campbell or Frank Weigle

**Subject:** Transfer of Appropriations and Purchase of one (1) New Work Truck - Skiatook Raw Water System

**Item #:** **M3B-C**

**Cost:** \$50,000.

**Recommendation:** Approval

## **Synopsis:**

1) Trustees may consider approval of a transfer of appropriations as follows: In the Municipal Authority Water Utility Fund Increase Transfers Out-MA Short Term Capital Of \$50,000 and Decrease Expense-Skiatook RWS-Other Fees & Charges of \$50,000: In the Municipal Authority Short Term Capital Fund Increase Transfers In-MA Water Utility Fund of \$50,000 and line Item Expense-Skiatook RWS-Autos & Trucks in the Amount of \$50,000.

2) Trustees may consider approval of the purchase of a new work truck for Skiatook RWS Maintenance & Operation.

## **Details:**

In order to assure adequate access to the remote Skiatook Raw Water Conveyance System by the dedicated Operator/Maintenance Employee, Public Works will need to order and provide a proper dedicated work truck.





# City of Sand Springs Agenda Form

**Meeting Date:** MAR 27 2023

**Agenda:** CC & MA

**Item:** Regular

**Signature Items:** No

**Presented by:** Budget Officer Arlena Barnes

**Subject:** Presentation and Public Hearing - Fiscal Year 2024 Proposed Budget

**Item #:** **C8A-B/M4A-B** **Cost:** \_\_\_\_\_

**Recommendation:** Information Only

## **Synopsis:**

A) Council/Trustees will be provided a presentation regarding the Fiscal Year 2024 Proposed Budget for the City of Sand Springs and Sand Springs Municipal Authority.

B) Mayor/Chairman Spoon will declare a Public Hearing for the purpose of receiving citizen input concerning the Fiscal Year 2024 Proposed Budget for the City of Sand Springs and Sand Springs Municipal Authority.

## **Details:**

According to the Municipal Budget Act (11 O.S. §§ 17-201 through 17-216) at least one public hearing must be held no later than 15 days prior to July 1.

This agenda item will satisfy this public hearing requirement, allowing for citizen input on the upcoming FY2024 Proposed Budget.





# City of Sand Springs Agenda Form

**Meeting Date:** MAR 27 2023

**Agenda:** CC & MA

**Item:** Correspondence

**Signature Items:** No

**Presented by:** \_\_\_\_\_

**Subject:** Monthly Bills \_\_\_\_\_

**Item #:** **M6A** \_\_\_\_\_

**Cost:** \_\_\_\_\_

**Recommendation:** Information Only \_\_\_\_\_

## **Synopsis:**

The regular monthly bills for all funds are provided for Council/Trustees for their review and information.

This item is for informational purposes only.

## **Details:**

Attachment: Monthly Bills