

**ADMINISTRATION & FINANCE  
COMMITTEE MEETING**

SAPULPA CITY HALL - 425 EAST DEWEY  
2<sup>nd</sup> FLOOR CONFERENCE ROOM  
MONDAY, JANUARY 29, 2018- 6:00 P.M.

Notice is hereby given that the Administration and Finance Committee of the City of Sapulpa, Oklahoma will meet in regular session at 6:00 p.m. on the 29th day of January, 2018, in the 2<sup>nd</sup> floor Conference Room of the Sapulpa City Hall, located at 425 E Dewey Avenue in said city, with the agenda for said meeting as follows:

**AGENDA**

1. CALL TO ORDER.
2. ROLL CALL.
3. CONSIDER APPROVAL OF MINUTES OF THE ADMINISTRATION AND FINANCE COMMITTEE MEETING OF DECEMBER 4, 2017.
4. ADMINISTRATION
  - A. Discuss status of the Oklahoma Nursing Home UPL Program.
  - B. Discuss financing capital needs for improvement at the Wastewater Plant and sewer extension to City property at 81st Street and Frankhoma Road.
5. NEW BUSINESS. (Items that were not know about at the time of posting the Agenda.)
6. ADJOURNMENT.

Posted this 25th day of January, 2018 at or before 5:00 o'clock p.m., at the Sapulpa City Hall, 425 East Dewey, Sapulpa, Oklahoma.

Name: \_\_\_\_\_

Title: \_\_\_\_\_



**AGENDA ITEM**

**Administration and Finance Committee**

**3.**

**Meeting Date:** 01/29/2018

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

**Department:** City Clerk

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**Attachments**

minutes.12-04-2017 adm & finance

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# DRAFT

**CITY OF SAPULPA, OKLAHOMA**  
**ADMINISTRATION AND FINANCE COMMITTEE PROCEEDINGS**  
Meeting of December 4, 2017

The Administration and Finance Committee of Sapulpa, Oklahoma, met in regular session Monday, December 4, 2017, at 5:00 o'clock P.M. in the 2nd Floor Conference Room, 425 East Dewey Avenue, Sapulpa, Oklahoma.

Present: Reg Green, Chairman  
Alan Jones, Member  
Louis Martin, Jr., Member  
Hugo Naifeh, Member

Staff Present: Joan Riley, City Manager  
Rick Rumsey, Assistant City Manager  
Pam Vann, City Treasurer / Finance Director  
David Widdoes, City Attorney  
Shirley Burzio, City Clerk

**1. CALL TO ORDER.**

Chairman Reg Green called the meeting to order.

**2. MINUTES.**

Motion was made by Mr. Louis Martin, seconded by Mr. Hugo Naifeh, to approve the following minutes:

- A.** Approve the minutes for the May 17, 2017, Administration and Finance meeting;
- B.** Approve the minutes for the October 26, 2017, Administration and Finance meeting.

Motion carried by the following vote:

AYE: Reg Green, Alan Jones, Louis Martin, Hugo Naifeh. NAY-None.

Motion carried 4-0.

**3. ADMINISTRATION.**

- A.** Discuss financing options with Municipal Finance Services, Inc., regarding the Wastewater Plant facility upgrades and sewer infrastructure.

According to City Manager Joan Riley, the Wastewater Plant is needing new blowers, belt press and other miscellaneous parts at an estimated cost of \$4,700,000.00. In addition, the plant is currently inadequate for serving any new housing additions or sewer line extensions.

The city has been notified of two possible housing additions being considered for development. One housing development is for 200 homes near Frankoma Road, and the other is near Hickory Hill Road with 137 houses. Both developments will need city sewer lines. The cost for the sewer line extension to the addition near Frankoma Road will cost approximately \$2,700,000.00 and the addition near Hickory Hill Road will be approximately \$1,700,000.00.

Mr. Alan Brooks with Public Finance Law Group, PLLC, and Mr. Jon Wolff representing Municipal Finance Services, Inc., discussed various funding options.

Motion was made by Mr. Louis Martin, seconded by Mr. Alan Jones, that a city council study session be held on Monday, December 11, 2017, to discuss funding.

Motion carried by the following vote:

AYE-Reg Green, Alan Jones, Hugo Naifeh, Louis Martin. NAY-None. Motion carried 4-0.

- B.** Discuss an ordinance amending the city code to provide a licensing process for the use of the public ways in connection with the sale of transport gas.

City Attorney David Widdoes presented the committee with a draft of an ordinance for the sale of transport gas.

No action was taken by the committee.

**4. EXECUTIVE SESSION.**

**A.** Consider entering into Executive Session for the purpose of discussing:

- 1.** The purchase and/or acquisition of real property located at or about 8810 W 100th Street South, Sapulpa, Oklahoma, in relation to the Animal Shelter Project. [25 O.S. Section 307 (B) (3)]

No action was taken by the committee. No executive session was convened.

**B.** Consider action in open session regarding matters discussed in Executive Session.

No action was taken by the committee.

**5. ADJOURNMENT.**

Motion was made by Mr. Louis Martin, seconded by Mr. Hugo Naifeh, to adjourn the meeting. Motion carried unanimously.



**AGENDA ITEM**

**Administration and Finance Committee**

**4.A.**

**Meeting Date:** 01/29/2018

UPL Program status

**Submitted For:** David Widdoes, City Attorney

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

**Department:** Legal

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**AGENDA ITEM**

**Administration and Finance Committee**

**4.B.**

**Meeting Date:** 01/29/2018

Wastewater plant needs and sewer expansion to Frankhoma Rd.

**Submitted For:** Joan Riley, City Manager

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

**Department:** City Manager

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