

AGENDA
SHAWNEE MUNICIPAL AUTHORITY
APRIL 17, 2023 AT 6:00 PM
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body. Under certain circumstances, items are deferred to a future date or stricken from the agenda entirely.

CALL TO ORDER

DECLARATION OF QUORUM

1. Consider approval of Consent Agenda:
 - a. Minutes from the March 20, 2023 regular meeting.
2. Consideration of a budget amendment for Fiscal Year 2022-2023 – Fund 501 – Shawnee Municipal Authority Fund to fund repairs to a damaged truck with insurance recovery funds for \$13,036.00, the replacement of a damaged truck with insurance recovery funds for \$21,761.00, and an increase in expense for Utility Billing printing with Water Sales for \$10,000.00.
3. New Business
4. Adjournment

Respectfully submitted,

Lisa Lasyone, CMC, City Clerk

The City of Shawnee encourages participation from its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting, and necessary accommodations will be made. (ADA 28 CFR 36)

DRAFT

SHAWNEE MUNICIPAL AUTHORITY PROCEEDINGS

MARCH 20, 2023 AT 6:00 PM

The Shawnee Municipal Authority of the City of Shawnee, County of Pottawatomie, State of Oklahoma, met in Regular Session in the Commission Chambers at City Hall, 16 West 9th Street, Shawnee, Oklahoma on, Monday, March 20, 2023 at 6:00 PM, pursuant to notice duly posted as prescribed by law at 6:18 p.m. on Thursday, March 16, 2023. Chairman Bolt presided and called the meeting to order. Upon roll call, the following members were in attendance.

Ed Bolt
Chairman

Daniel Matthews
Trustee Ward 1

Cami Engles
Trustee Ward 2

Travis Flood
Trustee Ward 3

Darren Rutherford
Trustee Ward 4

Mark Sehorn
Trustee Ward 5

Lauren Richter
Trustee Ward 6

ABSENT: None

CALL TO ORDER

DECLARATION OF QUORUM

1. Consider approval of Consent Agenda:

- a. Minutes from the February 21, 2023 regular meeting.

A motion was made by Trustee Engles, seconded by Trustee Rutherford, to approve Consent Agenda Item No. 1(a). Motion Carried 7-0-0.

AYE: Engles, Rutherford, Sehorn, Richter, Matthews, Flood, Bolt

NAY: None

ABSTAIN: None

2. Confirm action taken by the City Commission on Agenda Item No. 4 that an emergency exists pursuant to 61 O.S. § 130 and authorization for an emergency repair of the wastewater main on Chicago Street, between Broadway Avenue and Bell Avenue, in an amount not to exceed \$72,400.00.

Public Works Director Brad Schmidt advised that this item is confirmation to City Commission Agenda Item No. 4 previously addressed.

A motion was made by Trustee Matthews, seconded by Trustee Engles, to confirm action taken by the City Commission on Agenda Item No. 4 that an emergency exists pursuant to 61 O.S. § 130 and authorization for an emergency repair of the wastewater main on Chicago Street, between Broadway Avenue and Bell Avenue, in an amount not to exceed \$72,400.00. Motion Carried 7-0-0.

AYE: Matthews, Engles, Flood, Bolt, Sehorn, Richter, Rutherford

NAY: None

ABSTAIN: None

3. Confirm action taken by the City Commission on Agenda Item No. 7 with respect to a resolution updating the City Fee Schedule by: (1) setting the water rates for residential and commercial use, both inside and outside the city limits, pursuant to Subsections (a) and (b), Section 26-26, Article II, Chapter 26 of the City Code; and (2) setting the sanitary sewer rates for residential and commercial use, both inside and outside the city limits, pursuant to Subsections (b) and (c), Section 26-27, Article II, Chapter 26 of the Code of the City of Shawnee; and amend residential deposit rates in Section 26-132(a), Article III, Division 2, Subdivision II of Chapter 26 of the City Code.

City Clerk Lisa Lasyone advised that this item is confirmation to City Commission Agenda Item No. 7 previously addressed.

A motion was made by Trustee Engles, seconded by Trustee Sehorn, to confirm action taken by the City Commission on Agenda Item No. 7 with respect to a resolution updating the City Fee Schedule by: (1) setting the water rates for residential and commercial use, both inside and outside the city limits, pursuant to Subsections (a) and (b), Section 26-26, Article II, Chapter 26 of the City Code; and (2) setting the sanitary sewer rates for residential and commercial use, both inside and outside the city limits, pursuant to Subsections (b) and (c), Section 26-27, Article II, Chapter 26 of the Code of the City of Shawnee; and amend residential deposit rates in Section 26-132(a), Article III, Division 2, Subdivision II of Chapter 26 of the City Code. Motion Carried 6-1-0.

AYE: Engles, Sehorn, Flood, Matthews, Bolt, Rutherford

NAY: Richter

ABSTAIN: None

4. Confirm action taken by the City Commission on Agenda Item No. 8 with

respect to a resolution updating the City Fee Schedule by setting the monthly rates and fees for solid waste services pursuant to Subsections (a), Section 23-38, Article II, Chapter 23 of the City Code.

City Clerk Lisa Lasyone advised that this item is confirmation to City Commission Agenda Item No. 8 previously addressed.

A motion was made by Trustee Engles, seconded by Trustee Matthews, to confirm action taken by the City Commission on Agenda Item No. 8 with respect to a resolution updating the City Fee Schedule by setting the monthly rates and fees for solid waste services pursuant to Subsections (a), Section 23-38, Article II, Chapter 23 of the City Code. Motion Carried 6-1-0.

AYE: Engles, Matthews, Flood, Bolt, Sehorn, Rutherford

NAY: Richter

ABSTAIN: None

5. Consideration of a Sponsorship Agreement between the Shawnee Municipal Authority and the Pottawatomie County Development Authority (PCDA).

Public Works Director Brad Schmidt gave a Staff report. He advised that the proposed Sponsorship Agreement outlines responsibility for Shawnee Municipal Authority (SMA) and Pottawatomie County Development Authority (PCDA) concerning the PCDA Wetland Project at Wes Watkins Lake.

A motion was made by Trustee Rutherford, seconded by Trustee Engles, to approve a Sponsorship Agreement between the Shawnee Municipal Authority and the Pottawatomie County Development Authority (PCDA). Motion Carried 7-0-0.

AYE: Rutherford, Engles, Flood, Matthews, Bolt, Sehorn, Richter

NAY: None

ABSTAIN: None

6. New Business

There was no new business.

7. Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (9:30 p.m.)

ED BOLT, CHAIRMAN

LISA LASYONE, CMC, CITY CLERK
SECRETARY



Finance Department
16 W. 9th St.
Shawnee, OK 74801
ShawneeOK.org

Date: April 17, 2023
To: Shawnee Municipal Authority
From: Lindsey McNabb-Fox, Finance Director
Subject: Consideration of a budget amendment for Fiscal Year 2022-2023 – Fund 501 – Shawnee Municipal Authority Fund to fund repairs to a damaged truck with insurance recovery funds for \$13,036.00, the replacement of a damaged truck with insurance recovery funds for \$21,761.00, and an increase in expense for Utility Billing printing with Water Sales for \$10,000.00.

Background: There have been two recent vehicle incidents in the Public Works department. One vehicle had repairable damage and the City received \$13,036 to make the repairs. The second vehicle was a total loss and the City received \$21,761 to contribute to the replacement of the truck. The Shawnee Municipal Authority has receipted these funds, but a budget amendment is necessary to authorize the expenditures. The amount for appropriations is as follows:

- \$13,036 - Repairs & Maintenance - Vehicles - Water Distribution
- \$21,761 - Capital Outlay - Equipment - Water Distribution

The Utility Billing department has experienced an increase in printing costs for utility bills that have exceeded budget estimates by approximately \$10,000. This amendment will give them the additional authority needed and is funded by water sales exceeding budget estimates. The amount for appropriations is as follows:

- \$10,000 - Other Contractual Services - Utility Billing

Financial Impact: See Budget Amendment

Attachments: Budget Amendment - 501 - Shawnee Municipal Authority

Staff Recommendation: Approval of the item

City of Shawnee
2022-2023 Budget Amendment
Shawnee Municipal Authority

Estimated Revenue, Fund Balance, or Transfers IN

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
501	48040			Insurance Recovery	-	34,797.00	34,797.00
501	45010			Water Sales	7,619,292.00	10,000.00	7,629,292.00
				Total	7,619,292.00	44,797.00	7,664,089.00

Appropriations

Fund Number	Account Number	Project Code	Line Item	Description	Balance Before Amendment	Amount of Amendment Increase (Decrease)	Balance After Amendment
501	5-1040-53040			Repairs & Maintenance	-	13,036.00	13,036.00
501	5-0310-53390			Other Contractual Services	-	10,000.00	10,000.00
501	5-1040-54500			Capital Outlay - Equipment	402,924.00	21,761.00	424,685.00
					-		-
							-
							-
					-	-	-
					402,924.00	44,797.00	447,721.00

Approved by the City Commission this

Explanation of Budget Amendment:

To fund repairs to a damaged truck with insurance recovery funds, the replacement of a damaged truck with insurance recovery funds and an increase in expense for Utility Billing printing with Water Sales.

Approved:

Mayor _____

Attest: _____

City Clerk _____

Posted By _____ Date _____ BA# _____ Pkt.# _____