



Municipal Authority of the City of Bristow

The Woodland Queen
EST. 1898

JUNE 5, 2023 MINUTES

The Meeting of the Bristow Municipal Authority Meeting was called to order in the Council Chambers of the Municipal Building at 7:00 P.M. A roll call was had with the following members present Chairman Kris Wyatt, Trustees: Joe Church, Jeryn Fletcher, Judd Johns, Brian Peters, Jeff Roberts and Randy Witty. Absent: Trustee Tanya Langley and Randy Witty.

Motion was made by Church with a second by Roberts approving the Minutes of May 15, 2023, Meeting. A roll call was had with the following members present voting as follows: Church, Aye; Fletcher, Aye; Johns Aye; Peters, Aye; and Roberts, Aye. Motion passed.

Motion was made by Church with a second by Roberts approving the Consent Agenda:

- a. Approval of Maintenance Claims in the amount of \$100,210.71.
- b. Approval of Paid Claims in the amount of \$1,345.68.
- c. Approval of Un-Paid Claims in the amount of \$10.37.
- d. Approval of Actual Payroll Claims in the amount of \$ 17,363.93, for pay period ending May 26, 2023.
- e. Approval of Estimated Payroll Claims in the amount of \$18,257.78, for pay period ending June 9, 2023.
- f. Approval of Claim #20735 to Holloway, Updike & Bellen in the amount of \$41,750.00, for the Northside Water and Sewer Extension (paid from Capital Improvement Sewer).
- g. Approval of Claims #20736 to KBC Construction, Inc. in the amount of \$309,433.00 for Construction at the WWTP. (paid form OWRB Loan).
- h. Approval of Claims #20737 to Aqua-Aerobic Systems, Inc. in the amount of \$370,114.04 for Construction at the WWTP. (paid form OWRB Loan).
- i. Approval of Claims #20738 to Aqua-Aerobic Systems, Inc. in the amount of \$217,464.14 for Construction at the WWTP. (paid form OWRB Loan).
- j. Approval of Claims #20739 to Aqua-Aerobic Systems, Inc. in the amount of \$98,970.00 for Construction at the WWTP. (paid form OWRB Loan).
- k. Approval of Claims #20740 to Russell's Welding Inc. in the amount of \$21,970.00 for Construction at the WWTP. (paid form OWRB Loan).
- l. Approval of Claims #20741 to Independent Material Co. in the amount of \$1,998.67 for Construction at the WWTP. (paid form OWRB Loan).
- m. Approval of Claims #20742 to Independent Material Co. in the amount of \$109.95 for Construction at the WWTP. (paid form OWRB Loan).

BRISTOW MUNICIPAL AUTHORITY MEETING CONT.

JUNE 5, 2023 (MONDAY)

PAGE 2

- n. Approval of Claims #20743 to Independent Material Co. in the amount of \$87.80 for Construction at the WWTP. (paid form OWRB Loan).
- o. Approval of Claims #20744 to Independent Material Co. in the amount of \$2,137.90 for Construction at the WWTP. (paid form OWRB Loan).
- p. Approval of Claims #20745 to Midwest Block & Brick in the amount of \$27,659.58 for Construction at the WWTP. (paid form OWRB Loan).
- q. Approval of Claims #20746 to Midwest Block & Brick in the amount of \$7,986.04 for Construction at the WWTP. (paid form OWRB Loan).
- r. Approval of Claims #20747 to Midwest Block & Brick in the amount of \$7,341.60 for Construction at the WWTP. (paid form OWRB Loan).
- s. Approval of Claims #20748 to KBC Construction, Inc. in the amount of \$56,240.00 for Construction at the WWTP. (paid form OWRB/CDBG Loan).
- t. Approval of Claims #20749 to Holloway, Updike & Bellen, Inc. in the amount of \$9,657.50 for Construction at the WWTP. (paid form OWRB Loan).
- u. Approval of Claims #20750 to CMT Consultant, Inc. in the amount of \$6,672.30 for Construction at the WWTP. (paid form OWRB Loan).

A roll call was had with the following members present voting as follows: Church, Aye; Fletcher, Aye; Johns Aye; Peters, Aye; and Roberts, Aye. Motion passed.

Presentation, discussion, and possible action pertaining to utility billing practices, including, but not limited to mailing cutoff notices with a longer-than-24-hour notice, increasing late fees, increasing the fee to resume service, requiring new customers to provide email or cell numbers and moving towards electronic notification, requiring customers with recent history of two or more cutoffs to pay an additional \$100-200 deposit. Tina Fortney, Water Billing Supervisor, spoke to the Trustees on the Water Billing Practice. Tina stated that most of the hand delivered 24 hours cutoff notices are usually for the repeat offenders, not the elderly. There are about 300 to 400 hand delivered notices every month. There were several discussions between the Trustees and Tina. The Trustees would like City Attorney Beth Anne to draft something and bring it back to the Trustees.

Discussion with Steven Bell on Water line. Mayor Kris Wyatt spoke to Steven on putting in a water line. If the City purchases the material, he is willing to put in about 600 ft of water line and then the City will be able to connect to it.

Motion was made by Johns with a second by Church approving to take the same action that was taken on the City side. Motion was as follows: Motion was made by Johns with a second by Church approving Health Insurance Benefits for City/Municipal Employees for the 2023-2024 Fiscal Year (Renewal Rates). Insurance is as follows: A roll call was had with the following members present voting as follows: Church, Aye; Fletcher, Aye;

Johns, Aye; Peters, Aye and Roberts, Aye. Motion passed.
BRISTOW MUNICIPAL AUTHORITY MEETING CONT.
JUNE 5, 2023 (MONDAY)

PAGE 3

Motion was made by Roberts with a second by Church approving to open the Public Hearing for the purpose of discussing the 2023-2024 Proposed Budget. A roll call was had with the following members present voting as follows: Church, Aye; Fletcher, Aye; Johns, Aye; Peters, Aye and Roberts, Aye. Motion passed.

Treasurer Janet Hamel presented the Budget to the Trustees. There were several discussions between the Trustees and Janet on the Budget.

Motion was made by Roberts with a second by Peters approving to Close the Public Hearing on the 2023-2024 Proposed Budget. A roll call was had with the following members present voting as follows: Church, Aye; Fletcher, Aye; Johns, Aye; Peters, Aye and Roberts, Aye. Motion passed.

Motion was made by Roberts with a second by Peters approving to adopt a Resolution approving the Proposed Budget for the 2023-2024 Fiscal Year. A roll call was had with the following members present voting as follows: Church, Aye; Fletcher, Aye; Johns, Aye; Peters, Aye and Roberts, Aye. Motion passed. This is Resolution #R1306-060523.

Motion was made by Johns with a second by Church approving a budgeted transfer in the amount of \$50,000.00 from the Municipal Authority General Fund to the City General Fund. A roll call was had with the following members present voting as follows: Church, Aye; Fletcher, Aye; Johns, Aye; Peters, Aye and Roberts, Aye. Motion passed.

Motion was made by Roberts with a second by Peters approving to Adjourn. A roll call was had with the following members present voting as follows: Church, Aye; Fletcher, Aye; Johns, Aye; Peters, Aye and Roberts, Aye. Motion passed.

SABRINA MOUNCE, SECRETARY

KRIS WYATT, CHAIRMAN