
AUGUST 21, 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, Frank Groom, Judd Johns, Tanya Langley, Brian Peters and Randy Witty. Trustee Absent: Jeff Roberts.

Motion was made by Roberts with a second by Church approving the Municipal Authority Regular Meeting Minutes: August 7, 2023. A roll call was had with the following members present voting as follows: Church, Aye; Fletcher, Aye; Groom, Aye; Johns, Aye; Langley, Aye; Peters, Aye; and Witty, Aye. Motion passed.

Motion was made by Johns with a second by Peters approving the Consent Agenda:

- a. Approval of Paid Claims in the amount of \$898.66.
- b. Approval of Building Fund Claims in the amount of \$6,193.42.
- c. Approval of Actual Payroll Claims in the amount of \$19,497.56, for pay period ending August 18, 2023.
- d. Approval of Estimated Payroll Claims in the amount of \$19,320.31, for pay period ending September 1, 2023.
- e. Approval of a budgeted transfer in the amount of \$50,000.00 from the Municipal Authority General Fund to the City General Fund.
- f. Approval of Claims #20756 to KBC Construction, Inc. in the amount of \$187,669.65 for Construction at the WWTP. (paid from OWRB Loan).
- g. Approval of Claims #20757 Interstate Electric Corp in the amount of \$3,595.00 for Construction at the WWTP. (paid from OWRB Loan).
- h. Approval of Claim #20758 to CMT Consultants, Inc. in the amount of \$4,392.40 for Construction at the WWTP (paid from OWRB Loan).
- i. Approval of Claim #20759 to Holloway, Updike & Bellen, Inc. in the amount of \$11,017.50, for Construction at the WWTP. (paid from OWRB Loan).

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

Motion was made by Langley with a second by Peters taking action on Water billing process, application, month-end reporting and fees.

1. Paper Application Forms are used when a new customer comes to City Hall to start their utility services.

**BRISTOW MUNICIPAL AUTHORITY MEETING CONT.
AUGUST 21, 2023 (MONDAY)**

PAGE 2

2. Recommendation: The 6% late fee goes to 10% after the 15th of the month starting January 1,2024.
3. Recommendation: The \$30 service fee go to \$50 on the 25th of Month, effective January 1, 2024.
4. Recommendation: That after Three (3) cutoffs in a 12-month period, there will be an additional Deposit added on top of the current Deposit that was already in place.

A homeowner will pay an additional \$75.00 on each home.

A renter will pay an additional \$100.00 on each home.

A commercial account will pay an additional \$100.00 each business.

(Current deposits are, owner \$75.00, Renter \$200.00 and Business \$250.00).

5. Recommendation: Keeping all deposits as they are now, effective now.
 - 5a. Owners will pay \$75.00 for each property.
 - 5b. Owners are prohibited from allowing renters to receive utility services that are not in the renter's name, regardless of family relationship.
 - 5c. Immediately upon occupancy, a renter must have utilities transferred into their name and pay all required fees and deposits.
 - 5d. When the account changes from owner to renter, the owner may elect to have their \$75 deposit applied to their final bill, or they may pay their final bill and request the city keep ahold on to their deposit. When renter moves out and closes their account, the owner simply calls the City and asks for the account to be put back in their name. The owner does not have to make a visit to City Hall for this to occur.

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

Motion was made by Church 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; Groom, Aye; Johns, Aye; Langley, Aye; Peters, Aye; and Witty, Aye. Motion passed.