

**MINUTES**  
Of the  
**CHECOTAH PUBLIC WORKS AUTHORITY**  
Immediately Following  
**CHECOTAH CITY COUNCIL**  
**MONDAY, JANUARY 9, 2017**  
City Hall  
414 W. Gentry, Checotah, Ok. 74426

---

1. Call to order – *Chairman Tarkington called the meeting to order at 6:35 p.m.*
2. Roll Call – *Members present were Trustee’s Greenleaf, Key, Myers, Pouncil, Tarkington, Underhill, Wiles.*  
*Trustee Reynolds was absent.*
3. Discuss and/or take action on approval of minutes of PWA meeting December 12, 2016, as presented or amended.  
*Motion was moved by Trustee Pouncil and seconded by Trustee Underhill to approve minutes of PWA meeting December 12, 2016 as presented.*  
*Motion carried unanimously with Trustee’s Greenleaf, Key, Myers, Pouncil, Tarkington, Underhill and Wiles voting yes.*  
*Trustee Reynolds was absent.*
4. Reports of Committees, Boards and Departments:
  - a. Discuss and/or take action on the Financial Report as presented or as amended.  
*Motion was moved by Trustee Pouncil and seconded by Trustee Underhill to Approve Financial Report as presented.*  
*Motion carried unanimously with Councilmen Key, Myers, Pouncil, Wiles, Trustee Greenleaf and Underhill voting yes.*  
*Trustee Reynolds was absent.*
    - i. Estimated salaries for February in the amount of **\$55,000.00.**
    - ii. Actual Salaries for December in the amount of **\$53,963.82.**
    - iii. Expenditures for December in the amount of **\$262,767.49.**
5. Utility Department Report
6. Discuss and/or take action on budget for FY 2017-2018 and setting date for department head meeting.  
*Motion was moved by Trustee Greenleaf and seconded by Trustee Myers to approve all budget information be turned in to Shauna Smith Finance Administrator on or before February 15, 2017, also setting department head meetings with Council to present their budgets February 27, 2017 at 6:00 p.m.*  
*Motion carried unanimously with Councilmen Key, Myers, Pouncil, Wiles, Councilwomen Trustee Greenleaf and Underhill voting yes.*  
*Trustee Reynolds was absent.*

***Trustee Reynolds arrived at 6:50 p.m.***

7. Discuss and/or take action on amount of monies to be spent from sinking fund for Sports Complex and how the sinking fund will be reimbursed.  
***Motion was moved by Trustee Pouncil and seconded by Trustee Reynolds to approve \$200,000.00 be spent out of sinking fund for lighting and fencing at Sports Complex.***  
***Motion carried unanimously with Councilmen Key, Myers, Pouncil, Reynolds, Wiles, Trustee Greenleaf and Underhill voting yes.***

***Motion was moved by Trustee Reynolds and seconded by Trustee Wiles to agree that all profits be put back into sinking fund from Sports Complex.***  
***Motion carried unanimously with Councilmen Key, Myers, Pouncil, Trustee Reynolds, Wiles, Trustee Greenleaf and Underhill voting yes.***

8. Discuss and/or take action on revision of employee handbook pertaining to compensatory time-off in lieu of overtime pay effective February 1, 2017.  
***Motion was moved by Trustee Wiles and seconded by Trustee Greenleaf to approve revision of employee handbook pertaining to compensatory time-off in lieu of overtime pay effective February, 1, 2017.***  
***Motion carried unanimously with Councilmen Key, Myers, Pouncil, Wiles, Trustee Greenleaf and Underhill voting yes.***

9. Remarks and inquiries by governing body.

10. Adjournment –

---

LouAnn Moore, Assistant Secretary

---

Daniel Tarkington, Chairman