



McAlester City Council

NOTICE OF MEETING

Regular Meeting Agenda

Tuesday, July 11, 2017 – 6:00 pm
McAlester City Hall – Council Chambers
28 E. Washington

John Browne	Mayor
Weldon Smith	Ward One
Cully Stevens	Ward Two
Travis Read	Ward Three
Robert Karr, Vice Mayor	Ward Four
Buddy Garvin	Ward Five
Jason Barnett	Ward Six
Peter J. Stasiak	City Manager
William J. Ervin	City Attorney
Cora M. Middleton	City Clerk

This agenda has been posted at the McAlester City Hall, distributed to the appropriate news media, and posted on the City website: www.cityofmcalester.com within the required time frame.

The Mayor and City Council request that all cell phones and pagers be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to respond to a page or to conduct a phone conversation.

The McAlester City Hall is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Clerk's Office at 918.423.9300, Extension 4956.

CALL TO ORDER

Announce the presence of a Quorum.

INVOCATION & PLEDGE OF ALLEGIANCE

ROLL CALL

CITIZENS COMMENTS ON NON-AGENDA ITEMS

Residents may address Council regarding an item that is not listed on the Agenda. Residents must provide their name and address. Council requests that comments be limited to five (5) minutes.

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A. Approval of the Minutes from the June 13, 2017, Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- B. Approval of Claims for June 21, 2017 through July 5, 2017. *(Toni Ervin, Chief Financial Officer)*
- C. Consider and act upon, signing a lease with Miller Office Supply for lease of a copier for the Expo Office. *(Toni Ervin, Chief Financial Officer)*
- D. Consider and act upon, approval of a request from McAlester Public Schools to partner with them for the rental fee for the use of the Southeast Expo Center Room 103 for their "Back to School Kickoff" set for August 4, 2017 in the amount of \$315.00. *(Toni Ervin, Chief Financial Officer)*
- E. Consider and act upon, approval of a request from McAlester Public Schools to partner with them for the rental fee for the use of the Southeast Expo Center Expo Hall for their Technology Expo set for November 16 & 17, 2017 in the amount of \$1,500.00. *(Toni Ervin, Chief Financial Officer)*
- F. Concur with the Mayor's appointment of Helen Wheeler, 749 Tennessee Ave., to the Ethics Board for a term to expire February, 2020. *(John Browne, Mayor)*

ITEMS REMOVED FROM CONSENT AGENDA**PUBLIC HEARING**

All persons interested in any ordinance listed under Scheduled Business shall have an opportunity to be heard in accordance with Article 2, Section 2.12(b) of the City Charter.

SCHEDULED BUSINESS

- 1. Discussion of the ODOT Highway 270 (Carl Albert Parkway) Traffic Signal Project. *(John Browne, Mayor)*

Executive Summary

Discussion of the Signal Project being performed by ODOT along Carl Albert Parkway beginning at A Street and ending at Tandy Town.

- 2. Consider and act upon, approval and authorization for the Mayor to sign a Contract for Services with the McAlester Defense Support Association (MDSA) and McAlester

Defense Support Services, Inc. (MDSS) for the support of a full time office and Executive Director position for MDSS. This contract includes shared funding with the MDSA for FY 2017-2018. *(Kevin Priddle, MDSA/MDSS)*

Executive Summary

Motion to approve and authorize the Mayor to sign the Contract for Services with MDSA and MDSS.

3. **TABLED FROM THE JUNE 27, 2017 MEETING:** Consider and act upon, to approve the selection of Guernsey as the most suitable firm for the update of the City of McAlester Comprehensive Plan and to authorize staff to begin negotiations with Guernsey for the efforts of negotiating a contract for review, consideration, and approval by the Council. *(Jayme Clifton, Community & Economic Development)*

Executive Summary

Motion to approve the selection of Guernsey as the most suitable firm for the update of the City of McAlester Comprehensive Plan and to authorize staff to begin negotiations with Guernsey, for the efforts of negotiating a contract for review, consideration, and approval by the Council.

4. Consider and act upon, acceptance and authorization for the Mayor to sign the Change Order No. 2 for the Automatic Meter Reading System by Utility Technology Services, Inc. *(Toni Ervin, Chief Financial Officer, Sherri Swift, Accountant)*

Executive Summary

Staff recommends that the Council approve Change Order No. 2.

NEW BUSINESS

Any matter not known or which could not have been reasonably foreseen prior to the time of posting the Agenda in accordance with Sec. 311.9, Title 25, Oklahoma State Statutes

CITY MANAGER'S REPORT (Peter J. Stasiak)

- Report on activities for the past two weeks.

REMARKS AND INQUIRIES BY CITY COUNCIL

MAYORS COMMENTS AND COMMITTEE APPOINTMENTS

RECESS COUNCIL MEETING

CONVENE AS McALESTER AIRPORT AUTHORITY

Majority of a Quorum required for approval

- Approval of the Minutes from the June 27, 2017, Regular Meeting of the McAlester Airport Authority. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item B, regarding claims ending July 5, 2017. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item 3, approval of the selection of Guernsey as the most suitable firm for the update of the City of McAlester Comprehensive Plan and to authorize staff to begin negotiations with Guernsey for the efforts of negotiating a contract for review, consideration, and approval by the Council. *(Jayme Clifton, Community & Economic Development)*

ADJOURN MAA

CONVENE AS McALESTER PUBLIC WORKS AUTHORITY

Majority of a Quorum required for approval

- Approval of the Minutes from the June 27, 2017, Regular Meeting of the McAlester Public Works Authority. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item B, regarding claims ending July 5, 2017. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item 3, approval of the selection of Guernsey as the most suitable firm for the update of the City of McAlester Comprehensive Plan and to authorize staff to begin negotiations with Guernsey for the efforts of negotiating a contract for review, consideration, and approval by the Council. *(Jayme Clifton, Community & Economic Development)*
- Confirm action taken on City Council Agenda Item 4, acceptance and authorization for the Mayor to sign the Change Order No. 2 for the Automatic Meter Reading System by Utility Technology Services, Inc. *(Toni Ervin, Chief Financial Officer, Sherri Swift, Accountant)*

ADJOURN MPWA

RECONVENE COUNCIL MEETING

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on this _____ day of _____ 2017 at _____ a.m./p.m. as required by law in accordance with Section 303 of the Oklahoma Statutes and that the appropriate news media was contacted. As a courtesy, this agenda is also posted on the City of McAlester website: www.cityofmcalester.com.

Cora M. Middleton, City Clerk

Council Chambers
Municipal Building
June 13, 2017

The McAlester City Council met in a Regular session on Tuesday, June 13, 2017, at 6:00 P.M. after proper notice and agenda was posted, June 9, 2017 at 10:46 A.M.

Call to Order

Mayor Browne called the meeting to order.

William J. Ervin gave the invocation and led the Pledge of Allegiance.

Roll Call

Council Roll Call was as follows:

Present: Weldon Smith, Cully Stevens, Travis Read, Buddy Garvin, Jason Barnett & John Browne

Absent: Robert Karr

Presiding: John Browne, Mayor

Staff Present: Peter J. Stasiak, City Manager; David Horinek, Public Works Director; Jayme Clifton, Community Development Director; Toni Ervin, CFO; William J. Ervin, City Attorney and Cora Middleton, City Clerk

Citizens Comments on Non-Agenda Items

Residents may address Council regarding an item that is not listed on the Agenda. Residents must provide their name and address. Council requests that comments be limited to five (5) minutes.

There were no comments.

Consent Agenda

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

- A. Approval of the Minutes from the May 9, 2017, Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- B. Approval of Claims for May 17, 2017 through June 6, 2017. *(Toni Ervin, Chief Financial Officer)* In the following amounts: General Fund - \$130,648.44; Nutrition - \$1,602.06; Employee Retirement - \$12,608.61; State Forfeiture Fund - \$425.00; Tourism Fund - \$11,328.92; SE Expo Center - \$8,679.34; E-911 - \$9,477.08; Economic Development - \$9,835.76; Grants & Contributions - \$9,273.00; Fleet Maintenance -

\$11,677.07; CIP Fund - \$29,586.60; Technology Fund - \$7,452.84 and Stormwater Fund - \$37,042.30.

A motion was made by Councilman Smith and seconded by Councilman Read to approve the Consent Agenda. There was no discussion, and the vote was taken as follows:

AYE: Councilman Smith, Read, Stevens, Garvin, Barnett & Mayor Browne
NAY: None

Mayor Browne declared the motion carried.

Councilman Smith moved to open a Public Hearing to address three (3) Ordinances. The motion was seconded by Councilman Read and the vote was taken as follows:

AYE: Councilman Smith, Read, Stevens, Garvin, Barnett & Mayor Browne
NAY: None

Mayor Browne declared the motion carried and the Public Hearing was opened at 6:03 P.M.

Public Hearing

All persons interested in any ordinance listed under Scheduled Business shall have an opportunity to be heard in accordance with Article 2, Section 2.12(b) of the City Charter.

AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA, AMENDING ORDINANCE NO. 2568 WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2016-17; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND DECLARING AN EMERGENCY.

AN ORDINANCE OF THE CITY OF MCALESTER, OKLAHOMA, AMENDING CHAPTER 106, ARTICLE II, SECTION 106-28. METER INSTALLATION FEE AND CHAPTER 48 FEES, CHARGES AND SERVICE RATES, REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND ESTABLISHING AN EFFECTIVE DATE OF JULY 15, 2017.

CONSIDER AND ACT UPON AN ORDINANCE AMENDING MCALESTER CITY CODE CHAPTER 10, ANIMALS, ARTICLE I III, DIVISION 1, SECTION 10-22 96, DEFINITIONS; SECTION 10-23 97, PERMITTED NUMBER OF DOMESTIC FOWL; SECTION 10-24 98, ENCLOSURE REQUIREMENTS; AND PROVIDING FOR REPEALER AND SEVERABILITY.

There were no comments and Councilman Read moved to close the Public Hearing. The motion was seconded by Councilman Smith and the vote was taken as follows:

AYE: Councilman Read, Smith, Garvin, Barnett, Stevens & Mayor Browne
NAY: None

Mayor Browne declared the motion carried and the Public Hearing was opened at 6:03 P.M.

Scheduled Business

1. Consider and act upon, an Ordinance amending Ordinance No. 2568 which established the budget for fiscal year 2016-17; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. *(Toni Ervin, Chief Financial Officer)*

Executive Summary

Motion to approve the budget amendment ordinance.

CFO Ervin addressed the Council reviewing the exhibits for the Budget amendment. During her review, she explained that exhibits 1 and 2 dealt with the transfer of funds for under budgeted Dedicated Sales tax Revenue, exhibit 3 was appropriating fund for Bond Fund activity and carry over Capital Outlay, and exhibit 4 was to appropriate funds for additional Retiree payouts.

There was a brief discussion concerning the additional employee retirements.

CFO Ervin explained that exhibit 5 was to update the Gifts, Grants & Contributions Fund to reflect the money that had been donated.

ORDINANCE NO. 2602

AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA, AMENDING ORDINANCE NO. 2568 WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2016-17; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND DECLARING AN EMERGENCY.

A motion was made by Councilman Smith and seconded by Councilman Read to approve **ORDINANCE NO. 2602**, amending the fiscal year 2016/2017 Budget.

There was no discussion, and the vote was taken as follows:

AYE: Councilman Smith, Read, Garvin, Barnett, Stevens & Mayor Browne
NAY: None

Mayor Browne declared the motion carried.

Councilman Read moved to approve the EMERGENCY CLAUSE. The motion was seconded by Councilman Stevens, and the vote was taken as follows:

AYE: Councilman Read, Stevens, Garvin, Barnett, Smith & Mayor Browne
NAY: None

Mayor Browne declared the motion carried.

2. Consider and act upon, an Ordinance amending Chapter 106, Article II, Section 106-28. Meter Installation Fee and Chapter 48 Fees, Charges, and Service Rates; repealing all

conflicting ordinances; providing for a severability clause; and establishing an effective date. *(Toni Ervin, Chief Financial Officer)*

Executive Summary

Motion to approve the amendment of the ordinance.

CFO Ervin addressed the Council explaining that this section of the Code had not been updated since 1974. She stated that the cost of the meters and labor had been calculated and surrounding areas had been surveyed to see what their meter installation fee was. She added that she had worked with the Utility Maintenance Superintendent to gather the information and update the rate.

Dalton Carlton, Utility Maintenance Superintendent addressed the Council explaining the new meter set up and the cost associated with each part of the meter.

There was discussion concerning the cost of the meters, who would be charged this installation fee, when the installation fee would be charged, the rates of the surrounding communities and water districts, how this could affect developers, who would pay the installation fee at a rental unit if the meter had been pulled and the rate being excessive.

There was no further discussion, and a motion to approve the ordinance amending the installation fee of meters was made by Councilman Smith. The motion was seconded by Councilman Barnett and the vote was taken as follows:

AYE: Councilman Smith & Barnett

NAY: Councilman Stevens, Read, Garvin & Mayor Browne

Mayor Browne declared the motion failed.

3. Consider and act upon, an Ordinance amending the McAlester “Domestic Fowl” ordinance to remove geese from the definitions, include the prohibition of geese within the City of McAlester, and change the section numbers to reflect the new Code of Ordinances. *(Gary Wansick, Chief of Police)*

Executive Summary

Motion to approve an ordinance amending the McAlester “Domestic Fowl” ordinance to remove geese from the definitions, include the prohibition of geese within the City of McAlester, and change the section numbers to reflect the new Code of Ordinances.

Deputy Chief Miller addressed the Council concerning the “Domestic Fowl” ordinance explaining that the Ordinance had not addressed geese and a citizen had contacted the Police Department to report how bothersome geese were.

ORDINANCE NO. 2603

CONSIDER AND ACT UPON AN ORDINANCE AMENDING MCALESTER CITY CODE CHAPTER 10, ANIMALS, ARTICLE I III, DIVISION 1, SECTION 10-22 96, DEFINITIONS; SECTION 10-23 97, PERMITTED NUMBER OF DOMESTIC FOWL;

SECTION 10-24 98, ENCLOSURE REQUIREMENTS; AND PROVIDING FOR REPEALER AND SEVERABILITY.

A motion was made by Councilman Stevens and seconded by Councilman Read to approve **ORDINANCE NO. 2603**, amending Chapter 10 of the Code of Ordinances to prohibit domestic geese within the City limits.

There was no discussion, and the vote was taken as follows:

AYE: Councilman Stevens, Read, Smith, Garvin, Barnett & Mayor Browne

NAY: None

Mayor Browne declared the motion carried.

4. Consider and act upon, accepting Change Order #2 from KATCON Inc. for Weather Days only. There will be no increase or decrease in the contract amount, only an extension in days for the duration of the contract, and authorizing the Mayor to sign the Change Order to Katcon, Inc. for these weather days. *(Kevin Hardwick, Sr. Engineering Tech)*

Executive Summary

The recommendation is to accept the Change Order with Katcon, Inc. for the Weather Days, to repair a portion of Tributary "B" canal wall and floor.

David Horinek, Public Works Director addressed the Council explaining that this Change Order addressed the sixteen (16) days that the Contractor had not been able to work due to rain and drainage of the surrounding area that flowed into the canal. He added that there would not be any change in the cost and that the project would be finished.

A motion was made by Councilman Read and seconded by Councilman Stevens to accept and authorize the Mayor to sign the Change Order #2 to Katcon, Inc. for Weather days only. There was no discussion, and the vote was taken as follows:

AYE: Councilman Read, Stevens, Garvin, Barnett, Smith & Mayor Browne

NAY: None

Mayor Browne declared the motion carried.

5. Consider and act upon, Building Demolition & Site Clearance Contract with Henry Moss dba Moss Trucking in the sum of \$3,469.00 for 344 E Tyler Avenue. *(Jayme Clifton, George Estrada, Community & Economic Development)*

Executive Summary

Motion to award Building Demolition & Site Clearance Contracts with Henry Moss dba Moss Trucking in the sum of \$3,469.00 for 344 E Tyler Avenue and to authorize the Mayor to execute the respective Notice of Awards and Building Demolition & Site Clearance Contracts with Henry Moss dba Moss Trucking.

Jayme Clifton, Community Development Director addressed the Council explaining that this was the last property that had been condemned. She stated that this had been bid out, the City had received two (2) bids and Henry Moss had been the lowest bid.

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There was no discussion, and Councilman Stevens moved to award Building Demolition & Site Clearance Contracts with Henry Moss dba Moss Trucking in the sum of \$3,469.00 for 344 E Tyler Avenue and to authorize the Mayor to execute the respective Notice of Awards and Building Demolition & Site Clearance Contracts with Henry Moss dba Moss Trucking. The motion was seconded by Councilman Read, and the vote was taken as follows:

AYE: Councilman Stevens, Read, Smith, Garvin, Barnett & Mayor Browne

NAY: None

Mayor Browne declared the motion carried.

6. Consider and act upon, approval and acceptance of the proposal from LBR Inc. as Airport consultant for McAlester Regional Airport. (*George Marcangeli, Special Projects Engineer*)

Executive Summary

The City of McAlester Airport Consultant Selection Committee recommends that the City Council contract with LBR Inc., Stillwater, Oklahoma to provide airport consulting, professional engineering, construction management, project administration services and environmental services for the McAlester Regional Airport. These services are subject to FAA funding.

Public Works Director Horinek addressed the Council explaining that the Airport consultant agreement renewed every five (5) years and that LBR, Inc. had served the City well over the past fifteen (15) years. He explained that five (5) requests for proposal had been sent out and five (5) were received and opened on May 1, 2017. He added that the Airport Selection Committee reviewed all of the proposals and LBR, Inc. had received the highest rating.

There was a brief discussion concerning all of the proposals not being included in the packet and how the consultant was paid.

A motion to accept and approve the proposal from LBR, Inc. to provide airport consulting, professional engineering, construction management, project administration services and environmental services for the McAlester Regional Airport. These services are subject to FAA funding was made by Councilman Read and seconded by Councilman Smith.

There was no further discussion, and the vote was taken as follows:

AYE: Councilman Read, Smith, Stevens, Garvin, Barnett & Mayor Browne

NAY: None

Mayor Browne declared the motion carried.

New Business

Any matter not known or which could not have been reasonably foreseen prior to the time of posting the Agenda in accordance with Sec. 311.9, Title 25, Oklahoma State Statutes.

There was no new business.

City Manager's Report

- Report on activities for the past two weeks.

Manager Stasiak reported that the asphalt laydown machine had lost its' electronics and wiring harness while it was being moved last week. He stated that the machine was thirty-one (31) years old and a new smaller machine would cost about \$190,000.00. He added that staff would be reviewing this and bringing a proposal to the Council in the future. He reported that the MCC Controls replacement project at the Water Treatment plant was moving forward and that by the end of the summer all four (4) pumps should be available for use.

Manager Stasiak informed the Council that the employee to run the Residuals Handling program had been hired and the program was in use. He added that the boxes were working and material was being hauled to the landfill. He explained that the two (2) drying beds were being cleaned out and that material was also being taken to the landfill.

Manager Stasiak commented that he had been in touch with Mr. Heathcock and the item would be brought back in July with the requested information. He stated that concrete panel replacement project on "A" Street and V. Hubert Smith Drive had been completed and the contractor would be moving to 5th Street on the hill and would be there for one (1) to two (2) weeks. He then informed the Council that the drainage canal project by TH Rogers had been completed.

Councilman Read commented about the canal running into Walls, the potential flooding and mosquito issues and if there was anything that could be done.

Manager Stasiak stated that was part of the Stormwater plan and he would address the matter with Meshek and get Director Horinek involved and report back to the Council.

Mayor Browne inquired about the Stormwater Committee's recommendation for Mr. Patel's property and when that would be addressed.

Manager Stasiak informed the Council that bids for that project had been opened today and the contract would be brought to the next Council meeting.

Remarks and Inquiries by City Council

Councilman Stevens asked when the Economic Development and Education bonds were scheduled to expire and if there were any plans to address this.

Manager Stasiak stated that those would expire September 2018 and the goal was to start on that issue in July. It was the intention to get a program together to bring to the voters.

Councilman Garvin commented about a defective trash truck in the Fifth Ward that was leaving a mess and asked if the City could contact Allied about the problem.

Manager Stasiak stated that Allied had been contacted about the problem and they were addressing both the trucks and the cleaning of the streets.

Councilman Garvin commented about the number of people that are running stop signs around the City and he asked that everyone watch.

Mayor's Comments and Committee Appointments

Mayor Browne commented that he had put the Ball field matter on the Mayor's Facebook page to get the citizen's opinions and he would bring that information to the meeting when the ball fields were addressed. He stated that downtown this past weekend there was a fund raiser for a child that has cancer and they raised \$9,000.00. He added that a week from Thursday, Habitat for Humanity was having their trivia night and he encouraged everyone to participate in that.

Recess Council Meeting

Mayor Browne asked for a motion to recess the Regular Meeting to convene the Authorities. Councilman Smith moved to recess the Regular Meeting and convene the Authorities. The motion was seconded by Councilman Read. There was no discussion, and the vote was taken as follows:

AYE: Councilman Smith, Read, Garvin, Barnett, Stevens & Mayor Browne

NAY: None

Mayor Browne declared the motion carried and the meeting was recessed at 6:41 P.M.

Reconvene Council Meeting

The Regular Meeting was reconvened at 6:42 P.M.

A motion was made by Councilman Read and seconded by Councilman Smith to recess the Regular Meeting for an Executive Session in accordance with Title 25, Section 307.B.4, for Confidential communications between a public body and its attorney concerning pending investigations, claims, or actions. There was no discussion, and the vote was taken as follows:

AYE: Councilman Read, Smith, Garvin, Barnett, Stevens & Mayor Browne

NAY: None

Mayor Browne declared the motion carried, and the Regular Meeting was recessed at 6:42 P.M.

Executive Session

Recess into Executive Session in compliance with Section Title 25 Section 307 B.4 et.seq. Oklahoma Statutes, to wit:

- Proposed Executive Session pursuant to Title 25, Sec. 307 (B) (4) for Confidential communications between a public body and its attorney concerning pending investigations, claims, or actions.

Reconvene into Open Session

The Regular Meeting was reconvened at 7:19 P.M. Mayor Browne reported that the Council had recessed the Regular Meeting for an Executive Session in accordance with Title 25, Section 307.B. 4, for Confidential communications between a public body and its attorney concerning pending investigations, claims, or actions. Only those matters were discussed, no action was taken, and the Council returned to open session at 7:19 P.M., and this constituted the Minutes of the Executive Session.

Adjournment

There being no further business to come before the Council, Councilman Smith moved for the meeting to be adjourned. The motion was seconded by Vice-Mayor Karr. There was no discussion, and the vote was taken as follows:

AYE: Councilman Smith, Read, Garvin, Barnett, Stevens & Mayor Browne

NAY: None

Mayor Browne declared the motion carried, and the meeting was adjourned at 7:19 P.M.

ATTEST:

John Browne, Mayor

Cora Middleton, City Clerk

CLAIMS FROM

**June 21, 2017
Thru
July 5, 2017**

VENDOR	NAME	ITEM #	G/L	ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1	MISC VENDOR						
	CORA MIDDLETON	I-201706289950	01	-5212331	EMPLOYEE TRAV TRAVEL EXP-OMAG CONF	083703	163.31
	KEVIN AUSTIN	I-201706309955	01	-5431331	EMPLOYEE TRAV KEVIN AUSTIN: TRAVEL EXP	083705	112.57
01-A00026	AT & T LONG DISTANCE						
		I-201706219928	01	-5215315	TELEPHONE UTI PHONE EXP-LONG DISTANCE	083588	57.11
01-A00200	ADAM TRUE VALUE & AG SU						
		I-316090	01	-5544203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	083706	900.00
		I-317175	01	-5542203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	083706	144.00
01-A00267	AIRGAS, INC						
		I-9945383701	01	-5432202	OPERATING SUP OXYGEN & EMS SUPPLIES	083708	608.82
01-A00362	VYVE BROADBAND						
		I-201706219929	01	-5431328	INTERNET SERV INTERNET SVS-FIRE STATION #2	083589	62.95
		I-201706289949	01	-5547328	INTERNET SERV INTERNET SVS-OAKHILL CEMETERY	083613	62.22
		I-201706289949	01	-5865328	INTERNET SERV INTERNET SVS-CENTRAL GARAGE	083613	83.90
		I-201706289949	01	-5431328	INTERNET SERV INTERNET SVS-FIRE EMER RESP CO	083613	62.95
01-A00751	ATWOODS						
		I-3864/9	01	-5547202	OPERATING SUP MISC REPAIR & MAINT ITEMS	083714	79.39
		I-3876/9	01	-5542203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	083714	60.17
		I-3877/9	01	-5542203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	083714	50.47
		I-3892/9	01	-5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	083714	4.38
		I-3895/9	01	-5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	083714	8.76
01-B00180	UNION IRON WORKS, INC.						
		I-S2007764.001	01	-5542203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	083716	86.65
01-B00503	BROKEN ARROW ELECTRIC S						
		I-S2208102.001	01	-5542203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	083720	13.52
		I-S2211083.001	01	-5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	083720	278.86
		I-S2215081.001	01	-5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	083720	36.08
01-C00149	CANON FINANCIAL SERVICE						
		I-17456513	01	-5215312	EQUIPMENT REN MONTHLY COPIER LEASE	083615	873.50
01-C00320	CENTERPOINT ENERGY ARKL						
		I-201706289947	01	-5215314	GAS UTILITY GAS EXP-FIRE EMER RESP COM	083616	52.95
		I-201706289947	01	-5215314	GAS UTILITY GAS EXP-315 EAST KREBS	083616	23.78
01-C00443	CHRIS HEAROD						
		I-201707069970	01	-5544308	CONTRACT LABO UMPIRE FEES - 6 GAMES	083722	150.00
01-C00900	CYNTHIE CUMBIE dba CUST						
		I-048154	01	-5211207	CLOTHING ALLO CLOTHING ALLOW-FINAN	083724	120.00
		I-048155	01	-5211207	CLOTHING ALLO CLOTHING ALLOW-FINAN	083724	125.00
		I-048158	01	-5211207	CLOTHING ALLO CLOTHING ALLOW-FINAN	083724	125.00

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-C00900	CYNTHIE CUMBIE dba CUST	continued				
	I-048159	01 -5212207	CLOTHING ALLO	CLOTHING ALLOW-CLERK	083724	116.00
	I-048160	01 -5431207	CLOTHING ALLO	CLOTHING ALLOW-FIRE	083724	123.00
	I-048161	01 -5212207	CLOTHING ALLO	CLOTHING ALLOW-CLERK	083724	43.00
	I-048162	01 -5211207	CLOTHING ALLO	CLOTHING ALLOW-FINAN	083724	115.00
	I-048164	01 -5544202	OPERATING SUP	SOFTBALL LEAGUE AWARDS	083724	112.00
	I-581577	01 -5653207	CLOTHING ALLO	CLOTHING ALLOW-HR	083725	125.00
	I-581589	01 -5213207	CLOTHING ALLO	CLOTHING ALLOW-COURT	083726	125.00
	I-581591	01 -5652207	CLOTHING ALLO	CLOTHING ALLOW-CODES	083726	125.00
	I-581592	01 -5213207	CLOTHING ALLO	CLOTHING ALLOW-COURT	083726	125.00
	I-581593	01 -5320207	CLOTHING ALLO	CLOTHING ALLOW-CID	083726	125.00
	I-581594	01 -5321207	CLOTHING ALLO	CLOTHING ALLOW-POLIC	083726	120.00
	I-581595	01 -5213207	CLOTHING ALLO	CLOTHING ALLOW-COURT	083726	120.00
	I-581599	01 -5211207	CLOTHING ALLO	CLOTHING ALLOW-FINAN	083726	125.00
	I-581600	01 -5210207	CLOTHING ALLO	CLOTHING ALLOW-CITY	083726	120.00
01-D00143	DAVE'S FITNESS PLUS					
	I-17-00180	01 -5321330	DUES	MEMBERSHIP RENEWAL	083728	1,250.00
01-D00684	DR. JASON MCELYEA					
	I-201707059964	01 -5432308	CONTRACTED SE	CONTRACT EMS SVS-6/2017	083735	1,071.00
01-D00731	DUDE SOLUTIONS INC. DBA					
	I-INV-06646	01 -5225349	SOFTWARE MAIN	YEARLY SOFTWARE RENEWAL	083736	2,119.01
01-E00266	ERVIN & ERVIN ATTORNEYS					
	I-JULY 2017	01 -5214302	CONSULTANTS	CONTRACT LEGAL SVS-JULY 2017	083640	3,233.33
01-E00328	EVIDENT, INC					
	I-119509C	01 -5320202	OPERATING EXP	EVIDENCE SUPPLIES	083740	125.00
01-F00015	FLEETCOR TECHNOLOGIES					
	I-201707069968	01 -5321212	FUEL EXPENSE	JUNE FUEL EXP-POLICE	083741	5,050.97
	I-201707069968	01 -5431212	FUEL EXPENSE	JUNE FUEL EXP-FIRE	083741	1,325.20
	I-201707069968	01 -5542212	FUEL EXPENSE	JUNE FUEL EXP-PARKS	083741	1,713.22
	I-201707069968	01 -5547212	FUEL EXPENSE	JUNE FUEL EXP-CEMETERY	083741	312.83
	I-201707069968	01 -5548212	FUEL EXPENSE	JUNE FUEL EXP-FAC MAINT	083741	204.37
	I-201707069968	01 -5652212	FUEL EXPENSE	JUNE FUEL EXP-CODES	083741	220.70
	I-201707069968	01 -5225212	FUEL EXPENSE	JUNE FUEL EXP-IT	083741	55.63
	I-201707069968	01 -5322212	FUEL EXPENSE	JUNE FUEL EXP-ANIMAL CONT	083741	259.89
	I-201707069968	01 -5432212	FUEL EXPENSE	JUNE FUEL EXP-EMS	083741	583.41
	I-201707069968	01 -5544212	FUEL EXPENSE	JUNE FUEL EXP-SBC	083741	297.45
	I-201707069968	01 -5865212	FUEL EXPENSE	JUNE FUEL EXP-STREET	083741	2,821.63
	I-201707069968	01 -5653212	FUEL EXPENSE	JUNE FUEL EXP-SAFETY	083741	30.98
01-F00037	FASTENAL					
	I-OKMCA157090	01 -5542203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	083743	11.24
01-H00290	HUMPHREY PLUMBING, INC.					

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-H00290	HUMPHREY PLUMBING, INC.	continued				
	I-3931	01 -5548316	REPAIRS & MAI	REPAIR PARTS FOR A/C UNIT	083748	350.00
01-I00049	IDEAL CLEANING					
	I-3049	01 -5548308	CONTRACTED SE	MONTHLY CLEANING SVS-JUNE 2017	083749	1,895.00
01-I00061	RICOH USA, INC.					
	I-5049122032	01 -5321308	CONTRACTED SE	COPIER MAINT FEES-CID	083750	72.50
01-I00099	IKON OFFICE SOLUTIONS					
	I-200314113	01 -5321308	CONTRACTED SE	COPIER LEASE-POLICE DEPT	083751	269.80
01-I00120	TYLER TECHNOLOGIES					
	I-025-190023	01 -5225349	SOFTWARE MAIN	ANNUAL SUPPORT FEES	083752	66,438.56
	I-025-193385	01 -5213336	FEES	MONTHLY SUPPORT FEES-COURT	083752	200.00
	I-025-193385	01 -5225349	SOFTWARE MAIN	MONTHLY SUPPORT FEES-UB&C	083752	220.50
	I-045-191428	01 -5225349	SOFTWARE MAIN	TIME CLOCK SUPPORT FEES	083752	5,500.00
01-I00140	INDIAN NATION WHOLESALE					
	I-6718943	01 -5544202	OPERATING SUP	CONCESSION SUPPLIES	083753	208.45
	I-6723882	01 -5544202	OPERATING SUP	CONCESSION SUPPLIES	083753	1,112.98
	I-6728357	01 -5544202	OPERATING SUP	CONCESSION SUPPLIES	083753	960.24
01-J00121	JAMESCO ENTERPRISES, LL					
	I-16186	01 -5542203	REPAIRS & MAI	JAMITORIAL SUPPLIES	083756	1,318.62
01-J00137	JAMES WILSON					
	I-409293	01 -5432316	REPAIRS & MAI	LABOR & MAT TO PAINT SEMI	083757	1,340.00
01-J00338	JOB CONSTRUCTION CO INC					
	I-034264	01 -5865218	STREET REPAIR	ASPHALT FOR STREET REPAIR	083759	6,285.83
	I-034265	01 -5865218	STREET REPAIR	ASPHALT FOR STREET REPAIR	083759	742.71
01-J00340	JIM WOOD REFRIGERATION					
	I-17-19009	01 -5548316	REPAIRS & MAI	REPAIRS TO ICE MACHINE	083760	355.00
01-K00005	K-BAR CO CONSTRUCTION					
	I-14428	01 -5544203	REPAIRS & MAI	RIP RAP FOR BERM AT SBC	083762	2,000.00
01-L00380	LOCKE SUPPLY CO.					
	I-31615442-00	01 -5543203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	083767	0.32
	I-31615575-00	01 -5542203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	083767	19.37
	I-31620079-00	01 -5542203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	083767	28.82
	I-31735194-00	01 -5548203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	083767	40.32
	I-31742805-00	01 -5548203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	083767	19.16
	I-31758230-00	01 -5542203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	083767	27.37
01-L00428	LOWE'S CREDIT SERVICES					
	I-02248	01 -5865218	STREET REPAIR	MISC REPAIR & MAINT ITEMS	083768	17.02

PACKET : 15458 15470 15477 15493 15512
 VENDOR SET: Mult
 FUND : 01 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-L00428	LOWE'S CREDIT SERVICES	continued				
		I-02843	01 -5865218	STREET REPAIR MISC REPAIR & MAINT ITEMS	083768	4.16
		I-07455	01 -5865218	STREET REPAIR MISC REPAIR & MAINT ITEMS	083768	3.02
01-M00480	MILLER GLASS COMPANY, I					
		I-19265	01 -5548316	REPAIRS & MAI GLASS REPAIRS @ S FIRE	083774	57.50
01-M00487	MILLER OFFICE EQUIPMENT					
		I-MCA395152	01 -5215312	EQUIPMENT REN MONTHLY COPIER LEASE	083775	631.20
01-M00570	MOORE MEDICAL CORP.					
		I-99519851	01 -5432202	OPERATING SUP MISC SUPPLIES	083777	427.00
01-M00590	MOSS WRECKER SERVICE					
		I-00063	01 -5652319	DEMOLITION DEMOLOTION CONTRACT	083778	3,469.00
01-MC0146	PITTSBURG COUNTY EMERGE					
		I-JULY 2017	01 -5101353	PITTSBURG EME JULY EMER MGMT FEE	083782	4,166.67
01-MC0200	MCALESTER SCOTTISH RITE					
		I-700627	01 -5548311	PARKING RENTA PARKING LOT RENTAL FEE	083783	485.00
01-N00028	NATHAN R OSBORNE DBA SO					
		I-1	01 -5652318	ABATEMENTS CONTRACT ABATEMENT MOWING	083785	1,055.00
01-N00250	MCALESTER NEWS CAPITAL					
		I-300013890	01 -5652317	ADVERTISING & PUBLICATION FEES	083786	43.20
		I-300014426	01 -5652317	ADVERTISING & PUBLICATION FEES	083786	60.79
		I-300014848	01 -5652317	ADVERTISING & PUBLICATION FEES	083786	47.80
01-O00427	OKLA UNIFORM BUILDING C					
		I-MAY FEES 2017	01 -5652336	FEES BUILDING PERMIT FEES	083592	92.00
01-O00511	JOHNSON OPTICAL DISPENS					
		I-2895	01 -5653213	SAFETY EXPENS RX SAFETY GLASSES	083793	150.00
01-O00520	OIL-OK INDEPENDENT LIVI					
		I-062017-2015-2016	01 -5101355	OIL-OK FOR IN CONTRACT-OK FOR INDEPENDENT LI	083794	2,000.00
01-P00023	P & K EQUIPMENT, INC					
		I-2572852	01 -5544203	REPAIRS & MAI TINES FOR GRASS SWEEPER	083796	186.00
01-P00210	PEPSI COLA					
		I-1795442	01 -5544202	OPERATING SUP CONCESSION SUPPLIES	083797	160.00
		I-1795465	01 -5544202	OPERATING SUP CONCESSION SUPPLIES	083797	41.00
01-P00337	PITTS COUNTY CRIMINAL J					
		I-201706289953	01 -5213335	COUNTY INCARC INCARCERATION FEES-MAY 2017	083798	13,552.00

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-P00421	POLICE LEGAL SCIENCES,					
	I-7764	01 -5324331	EMPLOYEE TRAV COMMUNICATIONS TRAINING	083800	480.00	
01-P00451	PURCHASE POWER / PITNEY					
	I-1389093-06/08/2017	01 -5215317	POSTAGE POSTAGE FOR POSTAGE MACH.	083802	770.99	
01-P00560	PUBLIC SERVICE/AEP					
	I-201706289948	01 -5215313	ELECTRIC UTIL ELECTRIC EXP-1099 E WYANDOTTE	083617	22.64	
01-Q00007	QFS, LLC					
	I-8480	01 -5432316	REPAIRS & MAI FIRE EXTINGUISHER SVS	083803	80.00	
	I-8505	01 -5653213	SAFETY EXPENS FIRE INSP KITCHEN SYSTEM	083803	114.00	
01-R00519	ROSS SHAWN ROGERS					
	I-061320171	01 -5215250	CONTINGENCY - GRANT PREPARATION FEE	083805	2,000.00	
01-S00329	SHRED-IT US JV LLC dba					
	I-8122546080	01 -5212308	CONTRACTED SE MO. SHREDDING SERVICE	083808	77.44	
01-S00360	SIMPLEXGRINNELL LP					
	I-83785580	01 -5432308	CONTRACTED SE REPAIRS TO FIRE ALARM	083809	1,265.68	
01-S00726	STAPLES ADVANTAGE					
	I-3342857173	01 -5431202	OPERATING SUP MISC OFFICE SUPPLIES	083811	14.98	
	I-3342857178	01 -5214202	OPERATING SUP MISC OFFICE SUPPLIES	083811	229.99	
	I-3343455080	01 -5215202	OPERATING SUP MISC OFFICE SUPPLIES	083811	56.45	
	I-3343455081	01 -5215202	OPERATING SUP MISC OFFICE SUPPLIES	083811	163.42	
	I-3343455082	01 -5215202	OPERATING SUP MISC OFFICE SUPPLIES	083811	36.89	
	I-3343455083	01 -5215202	OPERATING SUP MISC OFFICE SUPPLIES	083811	449.48	
01-T00010	T. H. ROGERS LUMBER CO.					
	I-538039	01 -5865218	STREET REPAIR FORMING SUPPLIES	083812	56.68	
	I-538414	01 -5865218	STREET REPAIR FORMING SUPPLIES	083812	55.24	
	I-538424	01 -5865218	STREET REPAIR FORMING SUPPLIES	083812	21.54	
01-T00056	TED ALEXANDER					
	I-201707069965	01 -5544308	CONTRACT LABO UMPIRE FEES - 6 GAMES	083814	150.00	
01-T00320	THYSSENKRUPP ELEVATOR C					
	I-3003271877	01 -5548318	ELEVATOR MAIN ELVATOR MAINT CONTRACT	083815	545.80	
	I-3003274227	01 -5548318	ELEVATOR MAIN ELVATOR MAINT CONTRACT	083815	563.53	
01-T00541	TREY STRANGE/TCS DISTRI					
	I-2415290	01 -5544202	OPERATING SUP CONCESSION SUPPLIES	083816	216.00	
01-T00598	TULSA ASPHALT LLC					
	I-17200	01 -5865218	STREET REPAIR ASPHALT FOR REPAI	083817	5,435.10	
01-T00630	TWIN CITIES READY MIX,					

PACKET : 15458 15470 15477 15493 15512
VENDOR SET: Mult
FUND : 01 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-T00630	TWIN CITIES READY MIX,	continued				
	I-146405	01	-5865218	STREET REPAIR CONCRETE-STREET REPAIRS	083818	817.50
	I-146575	01	-5865404	STREET REPAIR CONCRETE-14TH ST PROJECT	083818	1,579.50
	I-146576	01	-5865218	STREET REPAIR CONCRETE-STREET REPAIRS	083818	1,053.00
	I-146659	01	-5865404	STREET REPAIR CONCRETE-14TH ST PROJECT	083818	1,170.00
	I-146770	01	-5865404	STREET REPAIR CONCRETE-14TH ST PROJECT	083818	1,638.00
	I-146771	01	-5865218	STREET REPAIR CONCRETE-STREET REPAIRS	083818	468.00
	I-147033	01	-5865404	STREET REPAIR CONCRETE-14TH ST PROJECT	083818	1,170.00
	I-147034	01	-5865218	STREET REPAIR CONCRETE-STREET REPAIRS	083818	468.00
	I-147136	01	-5865404	STREET REPAIR CONCRETE-14TH ST PROJECT	083818	2,574.00
	I-147231	01	-5865218	STREET REPAIR CONCRETE-STREET REPAIRS	083818	468.00
	I-147316	01	-5865218	STREET REPAIR CONCRETE-STREET REPAIRS	083818	218.00
01-W00040	WALMART COMMUNITY BRC					
	I-01402	01	-5542203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	083823	4.97
	I-03465	01	-5321202	OPERATING SUP MISC OPERATING SUPPL	083823	26.00
01-W00193	HTW ENTERPRISES INC dba					
	I-69712	01	-5432316	REPAIRS & MAI GRAPHICS FOR FIRE VEHICLE	083824	59.75
01-W00195	WELDON PARTS INC.					
	I-1908827-00	01	-5431202	OPERATING SUP MISC PARTS	083826	100.85
01-X00039	XL CONSTRUCTION LLC					
	I-2166	01	-5652319	DEMOLITION DEMOLITION CONTRACT	083828	8,400.00
	I-2167	01	-5652319	DEMOLITION DEMOLITION CONTRACT	083828	4,400.00
	I-2168	01	-5652319	DEMOLITION DEMOLITION CONTRACT	083828	7,900.00
FUND 01 GENERAL FUND					TOTAL:	188,026.53

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-A00423	ALLIED WASTE SERVICES O					
	I-375-000394994	02	-5866306	CONTRACTED RE WASTE SERVICE FEES-JUNE 2017	083710	147,557.05
	I-375-000394994	02	-5866306	CONTRACTED RE CREDIT FOR BAD DEBT WRITE OFF	083710	897.04-
01-A00768	AT&T CORP DBA ACC BUSIN					
	I-171628851	02	-5267315	TELEPHONE UTI INTERNET SVS-CITY HALL	083614	942.36
01-B00180	UNION IRON WORKS, INC.					
	I-S2005541.001	02	-5973203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	083716	220.00
01-C00320	CENTERPOINT ENERGY ARKL					
	I-201706289947	02	-5267314	GAS UTILITY GAS EXP-CENTRAL GARAGE	083616	38.80
01-C00840	CRAWFORD & ASSOCIATES P					
	I-10673	02	-5267302	CONSULTANTS CONSULTANT FEES	083723	1,116.25
01-C00900	CYNTHIE CUMBIE dba CUST					
	I-048152	02	-5216207	CLOTHING ALLO CLOTHING ALLOW-WATER	083724	125.00
	I-048153	02	-5216207	CLOTHING ALLO CLOTHING ALLOW-WATER	083724	121.00
	I-048156	02	-5871207	CLOTHING ALLO CLOTHING ALLOW-ENG	083724	115.00
	I-048157	02	-5216207	CLOTHING ALLO CLOTHING ALLOW-WATER	083724	125.00
	I-048163	02	-5871207	CLOTHING ALLO CLOTHING ALLOW-ENG	083724	115.00
	I-581578	02	-5216207	CLOTHING ALLO CLOTHING ALLOW-WATER	083725	125.00
	I-581579	02	-5216207	CLOTHING ALLO CLOTHING ALLOW-WATER	083725	123.00
	I-581587	02	-5216207	CLOTHING ALLO CLOTHING ALLOWANCE	083725	60.00
01-D00010	D & R ELECTRIC, INC					
	I-5322	02	-5973316	REPAIRS & MAI ELECTRICAL REPAIRS	083727	1,397.25
	I-5323	02	-5973316	REPAIRS & MAI ELECTRICAL REPAIRS	083727	915.65
01-D00322	DEPT. OF ENVIR. QUALITY					
	I-170601 66469	02	-5975329	DEQ FEES LICENSE RENEWAL FEE	083730	46.00
	I-170601 67638	02	-5975329	DEQ FEES LICENSE RENEWAL FEE	083731	46.00
	I-170601 67955	02	-5975329	DEQ FEES LICENSE RENEWAL FEE	083732	92.00
	I-61013561	02	-5864329	DEQ FEES QTRLY RPT FEE-LANDFL	083733	39.69
01-E00238	ENVIRONMENTAL RESOURCE					
	I-38425	02	-5973304	LAB TESTING TESTING FEES	083738	5,100.00
01-E00321	EVANS ENTERPRISES, INC.					
	I-15375	02	-5973203	REPAIRS & MAI ASSEMBLY-WEST PLANT	083739	3,158.25
01-F00015	FLEETCOR TECHNOLOGIES					
	I-201707069968	02	-5871212	FUEL EXPENSE JUNE FUEL EXP-ENGINEERING	083741	17.56
	I-201707069969	02	-5216212	FUEL EXPENSE JUNE FUEL EXP-UB&C	083742	444.03
	I-201707069969	02	-5864212	FUEL EXPENSE JUNE FUEL EXP-LANDFILL	083742	153.27
	I-201707069969	02	-5866212	FUEL EXPENSE JUNE FUEL EXP-SANITATION	083742	426.40
	I-201707069969	02	-5871212	FUEL EXPENSE JUNE FUEL EXP-ENGINEERING	083742	89.80
	I-201707069969	02	-5973212	FUEL EXPENSE JUNE FUEL EXP-WWM	083742	601.23

VENDOR	NAME	ITEM #	G/L	ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-F00015	FLEETCOR TECHNOLOGIES	continued					
		I-201707069969	02	-5975212	FUEL EXPENSE JUNE FUEL EXP-UTM	083742	1,634.57
01-F00037	FASTENAL						
		I-OKMCA157217	02	-5973203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	083743	16.44
01-H00016	HD SUPPLY WATERWORKS, L						
		I-H236283	02	-5975209	UTILITY MAINT WATER LINE REPAIR SUPPLIE	083746	1,228.12
		I-H288921	02	-5975209	UTILITY MAINT WATER LINE REPAIR SUPPLIE	083746	622.63
		I-H290504	02	-5975209	UTILITY MAINT WATER LINE REPAIR SUPPLIE	083746	2,350.14
		I-H295751	02	-5975209	UTILITY MAINT WATER LINE REPAIR SUPPLIE	083746	930.00
		I-H327975	02	-5975209	UTILITY MAINT WATER LINE REPAIRS ITEMS	083746	218.16
01-H00100	HAYNES EQUIPMENT, LLC						
		I-8117217-IN	02	-5973316	REPAIRS & MAI CALIBRATE FLOW METER	083747	337.00
01-I00120	TYLER TECHNOLOGIES						
		I-025-193385	02	-5216336	FEES MONTHLY SUPPORT FEES-UB&C	083752	293.16
01-I00188	INFRASTRUCTURE SOLUTION						
		I-MC-17-01-05	02	-5871302	CONSULTANTS CONSULTANT FEES-OKIE LOCA	083754	3,280.00
		I-MC-17-02-06	02	-5871302	CONSULTANTS CONSULTANT FEES-OKIE LOCA	083754	4,854.71
01-J00121	JAMESCO ENTERPRISES, LL						
		I-16210	02	-5267202	OPERATING SUP JANITORIAL SUPPLIES	083756	332.36
01-K00210	KIAMICHI ELECTRIC COOP.						
		I-201706219930	02	-5267313	ELECTRIC UTIL ELECTRIC EXP-HEREFORD LN	083591	534.29
01-K00225	KI BOIS COMMUNITY ACTIO						
		I-04/30/2017	02	-5866307	CONTRACTED RE RECYCLING CNTR-LABOR	083766	1,710.00
		I-05/31/2017	02	-5866307	CONTRACTED RE RECYCLING CNTR-LABOR	083766	1,980.00
		I-06-30-2017	02	-5866307	CONTRACTED RE RECYCLING CNTR-LABOR	083766	1,980.00
01-L00428	LOWE'S CREDIT SERVICES						
		C-909970 CR	02	-5975209	UTILITY MAINT MISC REPAIR ITEMS	083768	89.72-
		I-02580	02	-5975209	UTILITY MAINT MISC REPAIR ITEMS	083768	91.92
		I-02660	02	-5975209	UTILITY MAINT MISC REPAIR ITEMS	083768	7.40
		I-9002389	02	-5975209	UTILITY MAINT MISC REPAIR ITEMS	083768	3.78
		I-901027	02	-5973203	REPAIRS & MAI REPAIRS & MAINT ITEMS	083768	284.05
		I-909971	02	-5975209	UTILITY MAINT MISC REPAIR ITEMS	083768	89.72
		I-909972	02	-5975209	UTILITY MAINT MISC REPAIR ITEMS	083768	149.98
01-M00532	CWL. INC.						
		I-110694	02	-5866230	RECYCLING CEN WATER FOR RECYCLE CNTR	083776	14.75
01-O00275	OKLA DEPT OF COMMERCE						
		I-72017-#8908	02	-5267521	CDBG LOAN #89 CDBG - EDIF #8908	083792	1,145.83

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-S00710	STANDARD MACHINE LLC					
	I-249907	02 -5973210	RESIDUAL HAND HOSES FOR SLUDGE REMOVAL		083810	95.42
01-T00052	TECHNICAL PROGRAMMING S					
	I-99358	02 -5216336	FEEES	UB&C MAILING FEE	083813	884.62
	I-99358	02 -5216317	POSTAGE	UB&C POSTAGE FEE	083813	1,355.78
01-T00630	TWIN CITIES READY MIX,					
	I-146523	02 -5975218	STREET REPAIR CONCRETE-WATER BREAKS		083818	656.00
01-U00051	UTILITY SUPPLY CO., INC					
	I-105180	02 -5216202	OPERATING SUP METER READER SUPPLIES		083819	249.50
	I-105495	02 -5975209	UTILITY MAINT VALUE PARTS @ BERRY PLAST		083819	529.41
	I-105496	02 -5975209	UTILITY MAINT VALUE PARTS @ BERRY PLAST		083819	105.25
	I-105497	02 -5975209	UTILITY MAINT VALUE PARTS @ BERRY PLAST		083819	1,019.82
	I-105498	02 -5975209	UTILITY MAINT VALUE PARTS @ BERRY PLAST		083819	175.00
	I-105509	02 -5975209	UTILITY MAINT VALUE PARTS @ BERRY PLAST		083819	130.77
	I-105510	02 -5975209	UTILITY MAINT VALUE PARTS @ BERRY PLAST		083819	15.70
01-U00052	UTILITY TECHNOLOGY SERV					
	I-S102103069.002	02 -5975211	WATER METERS NEW METERS		083820	9,845.00
	I-S1021299643.001	02 -5975211	WATER METERS METERS		083820	23,000.00
01-U00128	UNITED PACKAGING & SHIP					
	I-206411	02 -5973203	REPAIRS & MAI SHIPPING FEES-WWM		083822	32.48
	I-208416	02 -5973203	REPAIRS & MAI SHIPPING FEES-WWM		083822	37.21
01-V00072	VERIZON WIRELESS SERVIC					
	I-9787494656	02 -5216308	CONTRACTED SE INTERNET SVS-AMI BASE STATIONS		083619	50.04
			FUND 02 MPWA	TOTAL:		224,594.84

PACKET : 15458 15470 15477 15493 15512
VENDOR SET: Mult
FUND : 03 AIRPORT AUTHORITY

VENDOR	NAME	ITEM #	G/L	ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-C00320	CENTERPOINT ENERGY ARKL	I-201706289947	03	-5876314	GAS UTILITY GAS EXP-AIRPORT	083616	30.32
01-F00015	FLEETCOR TECHNOLOGIES	I-201707069969	03	-5876212	FUEL EXPENSE JUNE FUEL EXP-AIRPORT	083742	135.61
01-F00170	FIRST NATIONAL BANK	I-72017-#119817	03	-5876511	FNB LOAN #119 LOAN #119817 - AIRPORT AUTH	083744	5,020.00
01-J00404	JOHN OR LUCILLE WHETSEL	I-72017-LEASE PMT	03	-5876501	OUTER MARKER AIRPORT OUTERMARKER LEASE	083761	225.00
			FUND	03	AIRPORT AUTHORITY	TOTAL:	5,410.93

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-A00324	ALISHA RAE HOWELL					
		I-201707059959	08 -5549308	CONTRACT SERV CONTRACT MEAL DELIVERY	083709	150.00
		I-201707059960	08 -5549308	CONTRACT SERV REIMB MILEAGE FOR MEAL DEL	083709	117.70
01-C00900	CYNTHIE CUMBIE dba CUST					
		I-581580	08 -5549207	CLOTHING ALLO CLOTHING ALLOW-NUTRI	083725	125.00
		I-581581	08 -5549207	CLOTHING ALLO CLOTHING ALLOW-NUTRI	083725	122.00
		I-581582	08 -5549207	CLOTHING ALLO CLOTHING ALLOW-NUTRI	083725	125.00
		I-581583	08 -5549207	CLOTHING ALLO CLOTHING ALLOW-NUTRI	083725	111.00
		I-581584	08 -5549207	CLOTHING ALLO CLOTHING ALLOW-NUTRI	083725	111.00
		I-581585	08 -5549207	CLOTHING ALLO CLOTHING ALLOW-NUTRI	083725	112.00
		I-581586	08 -5549207	CLOTHING ALLO CLOTHING ALLOW-NUTRI	083725	120.00
01-E00207	EMMA E. BELLIS					
		I-201707059961	08 -5549308	CONTRACT SERV REIMB MILEAGE FOR MEAL DEL	083737	101.65
01-F00015	FLEETCOR TECHNOLOGIES					
		I-201707069968	08 -5549212	FUEL EXPENSE JUNE FUEL EXP-NUTRITION	083741	601.10
01-M00279	MEGAN TODD					
		I-201707059962	08 -5549308	CONTRACT SERV CONTRACT MEAL DELIVERY	083772	150.00
		I-201707059963	08 -5549308	CONTRACT SERV REIMB MILEAGE FOR MEAL DEL	083772	85.60
01-S00580	AT & T					
		I-201706289944	08 -5549315	TELEPHONE UTI PHONE EXP-NUTRITION	083618	302.60
			FUND 08 NUTRITION	TOTAL:		2,334.65

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-B00244	BIG MAC TANK TRUCKS, LL	I-MID00014140	09 -5864327	SUB TITLE D E LEACH WATER REMOVAL	083717	5,460.00
			FUND	09 LANDFILL RES./SUB-TITLE D	TOTAL:	5,460.00

PACKET : 15458 15470 15477 15493 15512

VENDOR SET: Mult

FUND : 27 TOURISM FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-B00490	BRIGGS PRINTING					
		I-64860-2	27 -5655317	ADVERTISING TOURISM BROCHURES	083719	3,524.00
		I-65003-4	27 -5655318	PRINTING BROCHURES & POSTERS	083719	1,000.00
01-C00149	CANON FINANCIAL SERVICE					
		I-17415554	27 -5655318	PRINTING MO. COPIER LEASE TOU	083590	71.00
01-M00078	STEVEN RICE DBA MAP INC					
		I-16-02079	27 -5655317	ADVERTISING TOURISM BROCHURES	083771	2,519.00
01-MC0134	MCALESTER MAIN STREET					
		I-062017-2015-2016	27 -5655353	MAIN STREET P CONTRACT- MCALESTER MAIN ST	083781	1,250.00
01-P00339	PITTCO YOUTH SPORTS					
		I-137	27 -5655214	TOURISM EXPEN TOURISM HOST FEE	083799	500.00
01-P00450	PRIDE IN MCALESTER					
		I-062017-2015-2016	27 -5655352	MISC PRIDE IN CONTRACT-PRIDE IN MCALESTER	083801	2,500.00
01-T00500	PARROTT COMPANY, LLC					
		I-201707059958	27 -5655340	OFFICE RENT TOURISM OFFICE RENT-JULY 2017	000000	1,292.50
01-W00040	WALMART COMMUNITY BRC					
		I-05410	27 -5655202	OPERATING SUP MISC OFFICE SUPPLIES	083823	137.63
			FUND	27 TOURISM FUND	TOTAL:	12,794.13

PACKET : 15458 15470 15477 15493 15512

VENDOR SET: Mult

FUND : 28 SE EXPO CENTER

VENDOR	NAME	ITEM #	G/L	ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1	MISC VENDOR						
	DELONA JONES	I-201706289951	28	-5654480	CONTINGENCY (REIMB OFFICE EXP	083704	61.98
01-A00710	ARTS ELECTRIC						
		I-004621	28	-5654401	CAPITAL OUTLA LABOR TO INSTALL LIGHTS	083712	680.00
01-A00768	AT&T CORP DBA ACC BUSIN						
		I-171647803	28	-5654328	INTERNET SERV INTERNET EXP-EXPO	083614	659.00
01-B00177	BELNICK INC., DBA STACK						
		I-4505164	28	-5654480	CONTINGENCY (REPLACEMENT CHAIRS-EXPO	083715	6,778.07
01-C00900	CYNTHIE CUMBIE dba CUST						
		I-048151	28	-5654207	CLOTHING ALL CLOTHING ALLOWANCE-EXPO	083724	119.00
		I-048165	28	-5654207	CLOTHING ALL CLOTHING ALLOWANCE-EXPO	083725	104.00
		I-048166	28	-5654207	CLOTHING ALL CLOTHING ALLOWANCE-EXPO	083725	120.00
		I-581596	28	-5654207	CLOTHING ALL CLOTHING ALLOWANCE-EXPO	083726	103.00
		I-581598	28	-5654207	CLOTHING ALL CLOTHING ALLOWANCE-EXPO	083726	103.00
01-D00402	DIAMOND TROPHY & ENGRAV						
		I-Wi20161489	28	-5654401	CAPITAL OUTLA LOBBY IMPROVEMENTS	083734	527.60
01-F00015	FLEETCOR TECHNOLOGIES						
		I-201707069968	28	-5654212	FUEL EXPENSE JUNE FUEL EXP-EXPO	083741	173.07
01-J00110	JACKIE BRANNON CORR. CT						
		I-201710	28	-5654308	CONTRACT SERV INMATE FEES	083755	135.70
01-L00428	LOWE'S CREDIT SERVICES						
		I-06244	28	-5654203	REPAIR & MAIN MISC REPAIR & MAINT ITEMS	083768	1,021.08
		I-14655	28	-5654203	REPAIR & MAIN MISC REPAIR & MAINT ITEMS	083768	163.70
		I-907483	28	-5654203	REPAIR & MAIN MISC REPAIR & MAINT ITEMS	083768	523.27
		I-909940	28	-5654203	REPAIR & MAIN MISC REPAIR & MAINT ITEMS	083768	169.10
		I-914580	28	-5654203	REPAIR & MAIN MISC REPAIR & MAINT ITEMS	083769	41.25
01-M00077	MANN'S FLOWER SHOP						
		I-111158	28	-5654401	CAPITAL OUTLA LOBBY IMPROVEMENTS	083770	154.50
01-MC0040	MC CLENDON'S						
		I-370135	28	-5654401	CAPITAL OUTLA LANDSCAPING FOR EXPO	083780	56.00
		I-370138	28	-5654316	REPAIRS & MAI LANDSCAPING SUPPLIES	083780	35.00
		I-432621	28	-5654401	CAPITAL OUTLA LANDSCAPING FOR EXPO	083780	61.00
01-O00273	OKLA DEPT OF HEALTH						
		I-LIC #61-74575 2017	28	-5654210	CONCESSION SU FOOD SERVING LICENSES	083790	100.00
01-P00560	PUBLIC SERVICE/AEP						
		I-201706289948	28	-5654313	ELECTRIC UTIL ELECTRIC EXP-EXPO	083617	6,660.39
		I-201706289948	28	-5654313	ELECTRIC UTIL ELECTRIC EXP-RV PARK @ EXPO	083617	33.82

PACKET : 15458 15470 15477 15493 15512
VENDOR SET: Mult
FUND : 28 SE EXPO CENTER

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-S00009	SADLER PAPER CO					
		I-114603	28 -5654203	REPAIR & MAIN MAINT SUPPLIES	083806	315.25
01-S00092	SCHOOL OUTFITTERS LLC					
		I-INV12281127	28 -5654480	CONTINGENCY (ROOM IMPROVEMENTS-EXPO	083807	578.01
01-T00320	THYSSENKRUPP ELEVATOR C					
		I-3003271876	28 -5654316	REPAIRS & MAI ELVATOR MAINT CONTRACT	083815	563.53
01-W00040	WALMART COMMUNITY BRC					
		I-03468	28 -5654210	CONCESSION SU CONCESSION SUPPLIES	083823	57.50
		I-03469	28 -5654203	REPAIR & MAIN MISC REPAIR & MAINT ITEMS	083823	354.35
		I-04091	28 -5654203	REPAIR & MAIN MISC REPAIR & MAINT ITEMS	083823	229.92
		I-04309	28 -5654203	REPAIR & MAIN MISC REPAIR & MAINT ITEMS	083823	2.84
		I-04366	28 -5654203	REPAIR & MAIN MISC REPAIR & MAINT ITEMS	083823	2.84
		I-05573	28 -5654203	REPAIR & MAIN MISC REPAIR & MAINT ITEMS	083823	105.10
01-W00193	HTW ENTERPRISES INC dba					
		I-69685	28 -5654401	CAPITAL OUTLA SIGN FOR EXPO BUILDING	083824	343.00
		I-69692	28 -5654401	CAPITAL OUTLA SIGN FOR EXPO BUILDING	083824	3,350.00
		I-69692	28 -5654480	CONTINGENCY (SIGN FOR EXPO BUILDING	083824	483.00
		I-69714	28 -5654480	CONTINGENCY (RELETTER ENTRANCE SIGN	083824	805.61
01-W00197	WEBSTAUARANT STORE					
		I-25209737	28 -5654401	CAPITAL OUTLA LOBBY & EVENT ROOM IMPROV	083827	1,107.75
		I-25209737	28 -5654480	CONTINGENCY (LOBBY & EVENT ROOM IMPROV	083827	720.16
						35
FUND 28 SE EXPO CENTER				TOTAL:	27,602.39	

PACKET : 15458 15470 15477 15493 15512
VENDOR SET: Mult
FUND : 29 E-911

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-F00015	FLEETCOR TECHNOLOGIES					
		I-201707069968	29 -5324212	FUEL EXPENSE JUNE FUEL EXP-E-911	083741	67.68
01-P00421	POLICE LEGAL SCIENCES,					
		I-7764A	29 -5324331	EMPLOYEE TRAV COMMUNICATIONS TRAINING	083800	1,200.00
01-U00100	UNIFIRST HOLDINGS, L.P.					
		I-824 1388898	29 -5324207	CLOTHING ALLO E-911 UNIFORMS	083821	45.59
		I-824 1388899	29 -5324207	CLOTHING ALLO E-911 UNIFORMS	083821	41.18
01-W00040	WALMART COMMUNITY BRC					
		I-08829	29 -5324202	OPERATING SUP OFFICE SUPPLIES	083823	112.44
01-W00392	WINDSTREAM CORPORATION					
		I-201706289945	29 -5324315	TELEPHONE UTI INTERNET SVS-911 CTY TRUNK LN	083620	456.08
				FUND 29 E-911	TOTAL:	1,922.97

PACKET : 15458 15470 15477 15493 15512
VENDOR SET: Mult
FUND : 30 ECONOMIC DEVELOPMENT

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-C00149	CANON FINANCIAL SERVICE	I-17415554	30 -5652202	OPERATING SUP MO. COPIER LEASE-ECON DEV	083590	28.00
01-F00015	FLEETCOR TECHNOLOGIES	I-201707069968	30 -5652212	FUEL EXPENSE JUNE FUEL EXP-ECON DEV	083741	70.35
01-MC0134	MCALESTER MAIN STREET	I-062017-2015-2016	30 -5211353	MAIN STREET P CONTRACT- MCALESTER MAIN ST	083781	1,250.00
01-O00275	OKLA DEPT OF COMMERCE	I-72017-#12248	30 -5211510	CDBG / EDIF D CDBG - EDIF CONT #12248	083791	282.50
01-P00450	PRIDE IN MCALESTER	I-062017-2015-2016	30 -5211352	MISC PRIDE IN CONTRACT-PRIDE IN MCALESTER	083801	2,500.00
				FUND 30 ECONOMIC DEVELOPMENT	TOTAL:	4,130.85

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REGULAR DEPARTMENT PAYMENT REGISTER

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PACKET : 15458 15470 15477 15493 15512

VENDOR SET: Mult

FUND : 32 GRANTS & CONTRIBUTIONS

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-B00312	BINDER LIFT LLC					
		I-17205	32 -5215218	EMS GRANT EMS LIFT DEVICES	083718	3,554.75
			FUND	32 GRANTS & CONTRIBUTIONS	TOTAL:	3,554.75

PACKET : 15458 15470 15477 15493 15512
VENDOR SET: Mult
FUND : 35 FLEET MAINTENANCE

VENDOR	NAME	ITEM #	G/L	ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====							
01-A00215	ADVANCE AUTO PARTS						
		I-8117717176594	35	-5862203	REPAIRS & MAI MISC PARTS	083707	5,70
		I-8117717276622	35	-5862203	REPAIRS & MAI MISC PARTS	083707	51,25
		I-8117717276657	35	-5862203	REPAIRS & MAI MISC PARTS	083707	57,75
		I-8117717330546	35	-5862203	REPAIRS & MAI MISC PARTS	083707	9,19
		I-8117717876802	35	-5862203	REPAIRS & MAI MISC PARTS	083707	14,29
		I-8117717876814	35	-5862203	REPAIRS & MAI MISC PARTS	083707	77,60
		I-8117717876815	35	-5862203	REPAIRS & MAI MISC PARTS	083707	14,00
		I-8117717943460	35	-5862203	REPAIRS & MAI MISC PARTS	083707	52,79
		I-8117718030841	35	-5862203	REPAIRS & MAI SMALL AUTO PARTS	083707	82,74
		I-8117718030844	35	-5862203	REPAIRS & MAI SMALL AUTO PARTS	083707	10,76
		I-8117718176903	35	-5862203	REPAIRS & MAI SMALL AUTO PARTS	083707	15,64
		I-8117718176931	35	-5862203	REPAIRS & MAI SMALL AUTO PARTS	083707	100,73
01-A00709	ARROWHEAD TRUCK EQUIPME						
		I-10637	35	-5862203	REPAIRS & MAI PARTS FOR WINCH-WW7	083711	252,00
01-F00015	FLEETCOR TECHNOLOGIES						
		I-201707069968	35	-5862212	FUEL EXPENSE JUNE FUEL EXP-FLEET MAINT	083741	108,31
01-G00490	GRISSOM IMPLEMENT INC						
		I-627817	35	-5862203	REPAIRS & MAI MISC REPAIR PARTS	083745	25,50
		I-627844	35	-5862203	REPAIRS & MAI MISC REPAIR PARTS	083745	81,22
		I-630620	35	-5862203	REPAIRS & MAI REPAIR PARTS FOR AP-3	083745	275,45
		I-631440	35	-5862203	REPAIRS & MAI REPAIR PARTS FOR AP-3	083745	102,94
		I-631512	35	-5862203	REPAIRS & MAI MISC REPAIR PARTS	083745	17,50
01-J00121	JAMESCO ENTERPRISES, LL						
		I-16198	35	-5862202	OPERATING SUP JANITORIAL SUPPLIES	083756	202,23
01-J00310	JET TIRE SERVICE						
		I-118444	35	-5862203	REPAIRS & MAI MISC TIRE REPAIRS	083758	53,95
01-K0003	K & S FIELD TESTING INS						
		I-2623	35	-5862316	REPAIRS & MAI BUCKET TRUCK TESTING	083763	550,00
01-K00190	YELLOWHOUSE MACHINERY C						
		I-249132	35	-5862203	REPAIRS & MAI MISC REPAIR PARTS	083764	99,53
		I-249517	35	-5862203	REPAIRS & MAI MISC REPAIR PARTS	083764	106,54
01-K00205	KIAMICHI AUTOMOTIVE WHO						
		C-36564	35	-5862203	REPAIRS & MAI MISC PARTS	083765	47,43-
		I-047841	35	-5862203	REPAIRS & MAI MISC PARTS	083765	25,35
		I-048175	35	-5862203	REPAIRS & MAI MISC PARTS	083765	11,99
		I-048525	35	-5862203	REPAIRS & MAI MISC PARTS	083765	25,98
		I-048549	35	-5862203	REPAIRS & MAI MISC PARTS	083765	8,49
		I-048752	35	-5862203	REPAIRS & MAI MISC PARTS	083765	12,99
		I-048918	35	-5862203	REPAIRS & MAI MISC PARTS	083765	106,56
		I-048942	35	-5862203	REPAIRS & MAI MISC PARTS	083765	22,00

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-K00205	KIAMICHI AUTOMOTIVE WHO	continued				
		I-048982	35 -5862203	REPAIRS & MAI MISC PARTS	083765	91.94
		I-049052	35 -5862203	REPAIRS & MAI MISC PARTS	083765	11.37
01-MC0210	MCCULLARS MOTOR SPORTS					
		I-011634	35 -5862317	EMERGENCY VEH REPAIRS TO FIRE SUPPORT	083784	2,991.51
01-N00271	FREEDOM FORD INC					
		I-180501	35 -5862203	REPAIRS & MAI OIL CHANGES & MISC PARTS	083787	103.82
		I-180889	35 -5862203	REPAIRS & MAI OIL CHANGES & MISC PARTS	083787	67.48
		I-180944	35 -5862203	REPAIRS & MAI OIL CHANGES & MISC PARTS	083787	46.18
		I-180947	35 -5862203	REPAIRS & MAI OIL CHANGES & MISC PARTS	083787	42.95
		I-180948	35 -5862203	REPAIRS & MAI OIL CHANGES & MISC PARTS	083787	52.90
		I-180977	35 -5862203	REPAIRS & MAI OIL CHANGES & MISC PARTS	083787	103.82
		I-180987	35 -5862203	REPAIRS & MAI OIL CHANGES & MISC PARTS	083787	62.44
		I-181015	35 -5862203	REPAIRS & MAI OIL CHANGES & MISC PARTS	083787	69.39
01-000075	O'REILLY AUTO PARTS					
		C-0230-479042 CR	35 -5862203	REPAIRS & MAI SMALL AUTO PARTS	083788	49.80-
		I-0230-476246	35 -5862203	REPAIRS & MAI SMALL AUTO PARTS	083788	233.48
		I-0230-477724	35 -5862203	REPAIRS & MAI SMALL AUTO PARTS	083788	45.43
		I-0230-478076	35 -5862203	REPAIRS & MAI SMALL AUTO PARTS	083788	72.27
		I-0230-478185	35 -5862203	REPAIRS & MAI SMALL AUTO PARTS	083788	8.91
		I-0230-478191A	35 -5862203	REPAIRS & MAI SMALL AUTO PARTS	083788	30.22
		I-0230-478308	35 -5862203	REPAIRS & MAI SMALL AUTO PARTS	083788	37.98
		I-0230-478948	35 -5862203	REPAIRS & MAI SMALL AUTO PARTS	083788	49.80
		I-0230-479016	35 -5862203	REPAIRS & MAI SMALL AUTO PARTS	083788	52.48
		I-0230-479034	35 -5862203	REPAIRS & MAI SMALL AUTO PARTS	083788	55.08
		I-0230-479220	35 -5862203	REPAIRS & MAI SMALL AUTO PARTS	083788	89.24
		I-0230-479390	35 -5862203	REPAIRS & MAI SMALL AUTO PARTS	083788	4.92
01-000121	OK FIRE, LLC					
		I-1093	35 -5862317	EMERGENCY VEH SERVICE-FIRE BRUSH 1	083789	501.40
01-000700	OX BODIES, INC.					
		I-FA00058321	35 -5862203	REPAIRS & MAI TARP PIVOT ARMS FOR S-54	083795	284.99
01-R00405	RIVERSIDE AUTOPLEX, L.L					
		I-CHCS177155	35 -5862203	REPAIRS & MAI MISC AUTO REPAIRS	083804	38.95
		I-CHCS177611	35 -5862203	REPAIRS & MAI MISC AUTO REPAIRS	083804	38.95
01-S00710	STANDARD MACHINE LLC					
		I-249921	35 -5862203	REPAIRS & MAI PARTS FOR FLUSH TRUCK	083810	553.70
		I-249951	35 -5862203	REPAIRS & MAI PARATS FOR PK-3 AND AP-3	083810	4.00
FUND 35 FLEET MAINTENANCE TOTAL:						8,229.34

FUND : 36 WORKER'S COMPENSATION

FUND	36	WORKER'S COMPENSATION	TOTAL:	1,883.36
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FUND : 41 CIP FUND

VENDOR	NAME	ITEM #	G/L	ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-A00712	ARVEST BANK dba ARVEST						
	I-72017-002	41	-5862401	CAPITAL OUTLA	VEHICLE LEASE 800-1503001-002	083713	2,485.55
	I-72017-1503001-3	41	-5865510	LEASE PAYMENT	EQUIP LEASE -800-1503001-003	083713	1,326.45
	I-72017-800150300	41	-5862401	CAPITAL, OUTLA	VEHICLE LEASE 800-1503001-001	083713	3,210.15
01-D00217	DEERE CREDIT, INC.						
	I-72017-#0063527	41	-5865510	LEASE PAYMENT	LEASE PMT #0063527-EXCAVATOR	083729	1,140.15
	I-72017-0063527-0	41	-5865510	LEASE PAYMENT	LEASE PMT-JD 624K LOADER	083729	1,821.57
01-F00170	FIRST NATIONAL BANK						
	I-72017-#135002	41	-5974501	MCC CONTROLS	LOAN #135002-MCC CONTROLS	083744	4,709.36
	I-72017-LN#134438	41	-5975510	UTM LOAN PAYM	AMI LOAN PAYMENT LOAN #134438	083744	18,395.29
01-I00188	INFRASTRUCTURE SOLUTION						
	I-MC-16-22-06	41	-5974501	MCC CONTROLS	CONSULT FEE-WTP CONTROLS	083754	965.00
01-U00052	UTILITY TECHNOLOGY SERV						
	I-S102229134.001	41	-5975411	AMI SYSTEM	PARTS FOR AMI PROJECT	083820	813.30
01-W00194	WELCH STATE BANK						
	I-72017-55766	41	-5865510	LEASE PAYMENT	LEASE PMT-2015 DUMP TRUCK	083825	1,517.90
	I-72017-55820	41	-5865510	LEASE PAYMENT	LEASE PMT-2015 DUMP TRUCK	083825	2,555.73
				FUND	41 CIP FUND	TOTAL:	38,940.42

PACKET : 15458 15470 15477 15493 15512

VENDOR SET: Mult

FUND : 44 TECHNOLOGY FUND

VENDOR	NAME	ITEM #	G/L	ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-C00046	C D W GOVERNMENT, INC						
		I-JFT1710	44	-5225402	SOFTWARE & TE FIREWALL UPDATE & SVS	083721	774.56
01-I00120	TYLER TECHNOLOGIES						
		I-045-185677	44	-5225480	CONTINGENCY EXECUTIME TRAINING	083752	1,700.00
				FUND	44 TECHNOLOGY FUND	TOTAL:	2,474.56

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-A00712	ARVEST BANK dba ARVEST					
		I-72017-004	46 -5871501	LOAN PAYMENTS LOAN PMT-SWEEPER 1503001-004	083713	3,284.13
01-M00304	MESHEK & ASSOC., PLC					
		I-4738	46 -5871404	MASTER DRAIN MASTER DRAINAGE PLAN	083773	16,210.00
		I-4754	46 -5871401	CAPITAL OUTLA CONSULTANT FEE-STORMWATER	083773	7,228.28
			FUND 46	STORMWATER FUND	TOTAL:	26,722.41
					REPORT GRAND TOTAL:	554,082.16

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL	BUDGET	OVER	ANNUAL	BUDGET	OVER
				BUDGET	AVAILABLE	BUDG	BUDGET	AVAILABLE	BUDG
2016-2017	01 -5101355	OIL-OK FOR INDEPENDENT LIV	2,000.00	24,000		0.00			
	01 -5210207	CLOTHING ALLOWANCE	120.00	250		130.00			
	01 -5211207	CLOTHING ALLOWANCE	610.00	625		15.00			
	01 -5212207	CLOTHING ALLOWANCE	159.00	250		91.00			
	01 -5212308	CONTRACTED SERVICES	77.44	1,560		505.48			
	01 -5212331	EMPLOYEE TRAVEL & TRAININ	163.31	3,000		81.27-	Y		
	01 -5213207	CLOTHING ALLOWANCE	370.00	375		5.00			
	01 -5213335	COUNTY INCARCERATION EXPEN	13,552.00	92,500		34,792.00-	Y		
	01 -5214202	OPERATING SUPPLIES	229.99	1,000		435.04			
	01 -5215202	OPERATING SUPPLIES	706.24	34,441		10.28			
	01 -5215250	CONTINGENCY - (CTY MGR)	2,000.00	20,842		18,842.00			
	01 -5215312	EQUIPMENT RENTALS	1,504.70	27,205		118.97-	Y		
	01 -5215313	ELECTRIC UTILITY	22.64	314,522		3,736.88			
	01 -5215314	GAS UTILITY	76.73	28,200		4,750.24			
	01 -5215315	TELEPHONE UTILITY	57.11	38,000		1,939.03-	Y		
	01 -5215317	POSTAGE	770.99	10,000		2,627.85-	Y		
	01 -5225212	FUEL EXPENSE	55.63	1,000		93.04			
	01 -5320202	OPERATING EXPENSE	125.00	2,850		137.00			
	01 -5320207	CLOTHING ALLOWANCE	125.00	6,125		120.00			
	01 -5321202	OPERATING SUPPLIES	26.00	11,875		120.19-	Y		
	01 -5321207	CLOTHING ALLOWANCE	120.00	39,115		2,601.10			
	01 -5321212	FUEL EXPENSE	5,050.97	75,000		1,299.88			
	01 -5321308	CONTRACTED SERVICES	72.50	7,000		1,336.72			
	01 -5322212	FUEL EXPENSE	259.89	3,895		770.42			
	01 -5431202	OPERATING SUPPLIES	115.83	14,251		1,054.43			
	01 -5431207	CLOTHING ALLOWANCE	123.00	29,025		1,024.98			
	01 -5431212	FUEL EXPENSE	1,325.20	15,211		737.71-	Y		
	01 -5431328	INTERNET SERVICE	125.90	2,351		84.80			
	01 -5431331	EMPLOYEE TRAVEL & TRAININ	112.57	10,000		2,454.57			
	01 -5432202	OPERATING SUPPLIES	1,035.82	25,600		2,991.39-	Y		
	01 -5432212	FUEL EXPENSE	583.41	8,000		434.39-	Y		
	01 -5432308	CONTRACTED SERVICES	2,336.68	70,500		4,043.39			
	01 -5432316	REPAIRS & MAINTENANCE	1,479.75	5,700		2,514.70			
	01 -5542203	REPAIRS & MAINT SUPPLIES	1,765.20	40,850		4,054.36			
	01 -5542212	FUEL EXPENSE	1,713.22	15,000		3,217.71-	Y		
	01 -5543203	REPAIRS & MAINT SUPPLIES	0.32	28,900		1,273.63			
	01 -5544202	OPERATING SUPPLIES	2,810.67	17,100		1,672.56			
	01 -5544203	REPAIRS & MAINTENANCE SUPP	3,086.00	13,480		211.37			
	01 -5544212	FUEL EXPENSE	297.45	2,070		24.41			
	01 -5544308	CONTRACT LABOR	300.00	15,000		1,841.15			
	01 -5547202	OPERATING SUPPLIES	79.39	570		280.18			
	01 -5547212	FUEL EXPENSE	312.83	7,543		1,619.64			
	01 -5547328	INTERNET SERVICE	62.22	740		6.70-	Y		
	01 -5548203	REPAIRS & MAINTENANCE SUPP	387.56	36,500		1,547.31-	Y		
	01 -5548212	FUEL EXPENSE	204.37	2,480		325.36-	Y		

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
01	-5548308	CONTRACTED SERVICES-CLEANI	1,895.00	22,000	2,385.00				
01	-5548316	REPAIRS & MAINTENANCE	762.50	21,900	28.06				
01	-5652207	CLOTHING ALLOWANCE	125.00	750	25.07-	Y			
01	-5652212	FUEL EXPENSE	220.70	3,525	1,219.45				
01	-5652317	ADVERTISING & PRINTING	151.79	2,300	446.50				
01	-5652318	ABATEMENTS	1,055.00	15,000	9,454.00				
01	-5652319	DEMOLITION	24,169.00	77,600	18,594.00				
01	-5652336	FEES	92.00	1,800	494.00				
01	-5653207	CLOTHING ALLOWANCE	125.00	500	131.00				
01	-5653212	FUEL EXPENSE	30.98	1,100	539.99				
01	-5653213	SAFETY EXPENSE	264.00	25,500	2,017.91				
01	-5865212	FUEL EXPENSE	2,821.63	26,114	7,088.47-	Y			
01	-5865218	STREET REPAIRS & MAINTENAN	16,113.80	341,000	18,783.99				
01	-5865328	INTERNET SERVICE	83.90	1,910	67.63				
01	-5865404	STREET REPAIR PROJECT	8,131.50	214,047	21,749.53				
02	-5216202	OPERATING SUPPLIES	249.50	10,100	6,994.43				
02	-5216207	CLOTHING ALLOWANCE	679.00	1,625	155.31-	Y			
02	-5216212	FUEL EXPENSE	444.03	11,250	4,642.09				
02	-5216308	CONTRACTED SERVICES	50.04	500	20.15				
02	-5216317	POSTAGE	1,355.78	32,000	918.74				
02	-5216336	FEES	884.62	24,100	507.63				
02	-5267202	OPERATING SUPPLIES	332.36	12,500	413.12				
02	-5267302	CONSULTANTS	1,116.25	27,521	1,686.00				
02	-5267313	ELECTRIC UTILITY	534.29	423,835	17,216.88				
02	-5267314	GAS UTILITY	38.80	8,000	1,397.20				
02	-5267315	TELEPHONE UTILITY	942.36	109,575	4,470.16-	Y			
02	-5864212	FUEL EXPENSE	153.27	6,327	2,516.06				
02	-5864329	DEQ FEES	39.69	1,000	471.05				
02	-5866212	FUEL EXPENSE	426.40	7,850	2,852.49				
02	-5866230	RECYCLING CENTER EXPENSE	14.75	2,300	600.00				
02	-5866306	CONTRACTED REFUSE SERVICES	146,660.01	1,801,388	23,255.61				
02	-5866307	CONTRACTED RECYCLE SERVICE	5,670.00	23,000	845.00				
02	-5871207	CLOTHING ALLOWANCE	230.00	875	395.50				
02	-5871212	FUEL EXPENSE	107.36	1,100	181.14				
02	-5871302	CONSULTANTS	8,134.71	149,000	8,740.38-	Y			
02	-5973203	REPAIRS & MAINT SUPPLIES	3,748.43	46,200	2,455.56				
02	-5973210	RESIDUAL HANDLING-CHEMICAL	95.42	43,998	19,699.73				
02	-5973212	FUEL EXPENSE	601.23	9,200	544.12				
02	-5973304	LAB TESTING	5,100.00	32,100	4,961.37-	Y			
02	-5973316	REPAIRS & MAINTENANCE	2,649.90	29,200	2,587.98				
02	-5975209	UTILITY MAINTENANCE SUPP.	7,578.08	104,500	4,413.25-	Y			
02	-5975211	WATER METERS	32,845.00	53,000	5,145.19				
02	-5975212	FUEL EXPENSE	1,634.57	22,500	220.57-	Y			
02	-5975218	STREET REPAIRS & MAINTENAN	656.00	120,000	23,558.57				
02	-5975329	DEQ FEES	184.00	2,000	998.00				

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
03	-5876212	FUEL EXPENSE	135.61	2,400	598.14		
03	-5876314	GAS UTILITY	30.32	450	3.73-	Y	
08	-5549207	CLOTHING ALLOWANCE	826.00	1,750	102.61		
08	-5549212	FUEL EXPENSE	601.10	6,366	271.07		
08	-5549308	CONTRACT SERVICES	604.95	15,500	348.97-	Y	
08	-5549315	TELEPHONE UTILITY	302.60	4,610	105.65-	Y	
09	-5864327	SUB TITLE D EXPENSE	5,460.00	80,000	47,177.50		
27	-5655202	OPERATING SUPPLIES	137.63	2,500	1,552.81		
27	-5655214	TOURISM EXPENSE	500.00	24,400	961.44-	Y	
27	-5655317	ADVERTISING	6,043.00	21,000	6,527.48		
27	-5655318	PRINTING	1,071.00	20,000	10,157.36		
27	-5655352	MISC PRIDE IN MCALESTER	2,500.00	30,000	0.00		
27	-5655353	MAIN STREET PROGRAM	1,250.00	15,000	0.00		
28	-5654203	REPAIR & MAINT SUPPLIES	2,928.70	20,000	3,761.63		
28	-5654207	CLOTHING ALLOWANCE	549.00	1,625	491.00		
28	-5654210	CONCESSION SUPPLIES	157.50	30,000	3,351.90		
28	-5654212	FUEL EXPENSE	173.07	1,450	404.96		
28	-5654308	CONTRACT SERVICES	135.70	3,000	1,512.94		
28	-5654313	ELECTRIC UTILITY	6,694.21	72,000	1,789.14		
28	-5654316	REPAIRS & MAINTENANCE	35.00	35,000	9,289.55		
28	-5654328	INTERNET SERVICE	659.00	4,884	3.97		
28	-5654401	CAPITAL OUTLAY	6,279.85	20,000	102.14		
28	-5654480	CONTINGENCY (CITY MGR)	9,426.83	18,667	9,240.17		
29	-5324202	OPERATING SUPPLIES	112.44	5,000	989.74		
29	-5324207	CLOTHING ALLOWANCE	86.77	2,500	1,210.75		
29	-5324212	FUEL EXPENSE	67.68	1,449	34.48-	Y	
29	-5324315	TELEPHONE UTILITY	456.08	98,015	1,444.36		
30	-5211352	MISC PRIDE IN MCALESTER	2,500.00	30,000	0.00		
30	-5211353	MAIN STREET PROGRAM	1,250.00	15,000	0.00		
30	-5652202	OPERATING SUPPLIES	28.00	4,000	3,146.78		
30	-5652212	FUEL EXPENSE	70.35	3,700	3,195.98		
32	-5215218	EMS GRANT	3,554.75	6,108	2,553.25		
35	-5862202	OPERATING SUPPLIES	202.23	950	656.77		
35	-5862203	REPAIRS & MAINTENANCE SUPP	3,875.89	214,513	36,827.20		
35	-5862212	FUEL EXPENSE	108.31	1,871	47.88-	Y	
35	-5862316	REPAIRS & MAINTENANCE	550.00	16,300	4,081.71		
35	-5862317	EMERGENCY VEHICLES	3,492.91	65,000	33.93		
36	-5215315	THIRD PARTY ADM FEES	1,883.36	11,300	0.00		
41	-5974501	MCC CONTROLS - WTP	965.00	66,000	241,993.03-	Y	
41	-5975411	AMI SYSTEM	813.30	1,010,803	218,518.72		
44	-5225402	SOFTWARE & TECHNOLOGY UPDA	774.56	50,000	13,705.44		
44	-5225480	CONTINGENCY	1,700.00	21,000	18,001.00		
46	-5871401	CAPITAL OUTLAY	7,228.28	330,584	198,996.80		
46	-5871404	MASTER DRAINAGE	16,210.00	337,000	270,759.40		
** 2016-2017 YEAR TOTALS **			418,141.16				

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2017-2018	01 -5101353	PITTSBURG EMERGENCY MGMT	4,166.67	50,000	45,833.33				
	01 -5213336	FEES	200.00	3,000	2,800.00				
	01 -5214302	CONSULTANTS	3,233.33	70,000	60,766.67				
	01 -5225349	SOFTWARE MAINTENANCE	74,278.07	72,000	9,223.14-	Y			
	01 -5321308	CONTRACTED SERVICES	269.80	7,000	4,820.00				
	01 -5321330	DUES	1,250.00	1,250	0.00				
	01 -5324331	EMPLOYEE TRAVEL & TRAINING	480.00	1,800	1,320.00				
	01 -5548311	PARKING RENTAL	485.00	5,820	0.00				
	01 -5548318	ELEVATOR MAINTENANCE AGREE	1,109.33	6,200	0.00				
	02 -5216336	FEES	293.16	24,100	23,806.84				
	02 -5267521	CDBG LOAN #8908	1,145.83	13,750	12,604.17				
	03 -5876501	OUTER MARKER LEASE PAYMENT	225.00	2,700	2,475.00				
	03 -5876511	FNB LOAN #119817 PAYMENTS	5,020.00	60,240	55,220.00				
	27 -5655340	OFFICE RENT	1,292.50	15,510	14,217.50				
	28 -5654316	REPAIRS & MAINTENANCE	563.53	34,000	31,106.47				
	29 -5324331	EMPLOYEE TRAVEL & TRAININ	1,200.00	5,200	4,000.00				
	30 -5211510	CDBG / EDIF DURALINE LOAN	282.50	3,390	3,107.50				
	41 -5862401	CAPITAL OUTLAY	5,695.70	66,985	61,289.30				
	41 -5865510	LEASE PAYMENTS	8,361.80	128,650	120,288.20				
	41 -5974501	MCC CONTROLS - WTP	4,709.36	56,513	51,803.64				
	41 -5975510	UTM LOAN PAYMENTS	18,395.29	220,745	202,349.71				
	46 -5871501	LOAN PAYMENTS-STREET SWEEP	3,284.13	39,420	36,135.87				
** 2017-2018 YEAR TOTALS **			135,941.00						

NO ERRORS

** END OF REPORT **

FUND	PERIOD	AMOUNT
01	7/2017	188,026.53
02	7/2017	224,594.84
03	7/2017	5,410.93
05	7/2017	0.00
08	7/2017	2,334.65
09	7/2017	5,460.00
11	7/2017	0.00
14	7/2017	0.00
16	7/2017	0.00
24	7/2017	0.00
26	7/2017	0.00
27	7/2017	12,794.13
28	7/2017	27,602.39
29	7/2017	1,922.97
30	7/2017	4,130.85
32	7/2017	3,554.75
33	7/2017	0.00
35	7/2017	8,229.34
36	7/2017	1,883.36
38	7/2017	0.00
41	7/2017	38,940.45
42	7/2017	0.00
44	7/2017	2,474.56
46	7/2017	26,722.41
		554,082.16
		554,082.16



McAlester City Council

AGENDA REPORT

Meeting Date: July 11, 2017
Department: Finance
Prepared By: Toni Ervin / Sheila Norman
Date Prepared: June 27, 2017

Item Number: Consent Agenda C
Account Code: _____
Budgeted Amount: _____
Exhibits: 1

Subject

Consider and act upon, signing a lease with Miller Office Supply for lease of a copier for the Expo Office.

Recommendation

Motion to approve signing a lease with Miller Office Supply for lease of a copier for the Expo Office.

Discussion

The Expo is in need of a more efficient multifunction copier. Staff recommends a lease verses a purchase. The estimated initial cost of purchasing a copier is \$430.00 and the yearly toner cartridge cost is estimated at \$1,200.00. This lease is \$924.00 per year.

Approved By

	<i>Initial</i>	<i>Date</i>
Department Head	TE	June 27, 2017
City Manager	P. Stasiak	



CANON FINANCIAL SERVICES, INC. ("CFS")
Remittance address: 14904 Collections Center Drive
Chicago, Illinois 60693 (800) 220-0200

MUNICIPAL FINANCE AGREEMENT

CFS-1045 (03/15)

AGREEMENT NUMBER				
PHONE ("Customer") 918-421-4980				
CITY MCALESTER	COUNTY PITTSBURG	STATE OK	ZIP 74502	
EQUIPMENT ADDRESS	CITY	COUNTY	STATE	ZIP

EQUIPMENT INFORMATION		NUMBER AND AMOUNT OF PAYMENTS	
Quantity	Serial Number	Make/Model/Description	Total Payment *
1		CANON IMR-C255IF COPIER SYSTEM	\$77.00
		Term (In months) 60	* Plus Applicable Taxes
		Payment Frequency	
		<input checked="" type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Other:	

THIS AGREEMENT IS EFFECTIVE ONLY UPON SIGNING BY BOTH PARTIES. THIS AGREEMENT IS NON-CANCELABLE BY CUSTOMER EXCEPT AS DESCRIBED IN THE FISCAL FUNDING PROVISION HEREIN. CUSTOMER REPRESENTS THAT ALL ACTION REQUIRED TO AUTHORIZE THE EXECUTION OF THIS AGREEMENT ON BEHALF OF CUSTOMER BY THE FOLLOWING SIGNATORIES HAS BEEN TAKEN.

ACCEPTED	AUTHORIZED CUSTOMER SIGNATURE
CANON FINANCIAL SERVICES, INC.	By: X _____ Title: _____
By: _____	Printed Name: _____
Title: _____	By: X _____ Title: _____
Date: _____	Printed Name: _____

To: Canon Financial Services, Inc. ("CFS")

ACCEPTANCE CERTIFICATE

Customer certifies that (a) the Equipment referred to in this Agreement has been received, (b) installation has been completed, (c) the Equipment has been examined by Customer and is in good operating order and condition and is, in all respects, satisfactory to Customer, and (d) the Equipment is irrevocably accepted by Customer for all purposes under this Agreement. Accordingly, Customer hereby authorizes billing under this Agreement.

Signature: _____ Printed Name: _____

Title (if any): _____ Date: _____

TERMS AND CONDITIONS

- 1. AGREEMENT:** CFS leases to Customer, a MCALESTER, CITY OF [state name or political subdivision or agency] of OKLAHOMA [State name] with its chief executive office at PO BOX 578 MCALESTER OK 74501, and Customer leases from CFS, with its place of business at 158 Gaither Drive, Suite 200, Mount Laurel, New Jersey 08054, all the equipment described above, together with all replacement parts and substitutions for and additions to all such equipment (the "Equipment"), upon the terms and conditions set forth in this Municipal Finance Agreement ("Agreement"). The amount of each Payment is based on the supplier's best estimate of the cost of the Equipment. Such Payments will be adjusted upward or downward if the actual total cost of the Equipment including any sales or use tax, is more or less than the estimate and, in that event, Customer authorizes CFS to adjust such Payments by up to fifteen percent (15%).
- 2. AGREEMENT PAYMENTS:** Customer agrees to pay to CFS, as invoiced, during the term of this Agreement, (a) the Payments specified (i) under "Number and Amount of Payments" above and/or (ii) on Schedule 1 attached hereto and (b) such other amounts permitted hereunder as invoiced by CFS (all such amounts, the "Payments").
- 3. APPLICATION OF PAYMENTS:** All Payments received by CFS from Customer under this Agreement will be applied to amounts due and payable hereunder chronologically, based on the date of CFS' charge shown on the invoice for each such amount and among amounts having the same date in such order as CFS, in its discretion, may determine.
- 4. TERM OF AGREEMENT:** The term of this Agreement shall commence on the date the Equipment is delivered to Customer, provided Customer executes CFS' Acceptance Certificate or otherwise accepts the Equipment as specified in this Agreement. The term of this Agreement shall end, unless sooner terminated (i) by CFS after an event of default or (ii) pursuant to Paragraph 6 (Fiscal Funding), when all amounts required to be paid by Customer under this Agreement have been paid in full. Except as set forth herein, Customer has no right to return the Equipment to CFS.
- 5. NO CFS WARRANTIES:** CUSTOMER ACKNOWLEDGES THAT CFS IS NOT A MANUFACTURER, DEALER, OR SUPPLIER OF THE EQUIPMENT. CUSTOMER AGREES THAT THE EQUIPMENT IS LEASED "AS IS" AND IS OF A SIZE, DESIGN AND CAPACITY SELECTED BY CUSTOMER. CFS HAS MADE NO REPRESENTATION OR WARRANTY WITH RESPECT TO THE SUITABILITY OR DURABILITY OF THE EQUIPMENT, THE ABSENCE OF ANY CLAIM OF INFRINGEMENT OR THE LIKE, OR ANY OTHER REPRESENTATION OR WARRANTY, EXPRESS OR IMPLIED, WITH RESPECT TO THE EQUIPMENT INCLUDING, WITHOUT LIMITATION, THE IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE. Any warranty with respect to the Equipment made by the supplier, dealer, or manufacturer is separate from, and is not a part of, this Agreement and shall be for the benefit of CFS, Customer, and CFS' purchaser or assignee, if any. So long as Customer is not in breach or default of this Agreement, CFS assigns to Customer, solely for the purpose of making and prosecuting any such claim, the rights if any, which CFS may have against the supplier, dealer, or manufacturer for breach of warranty or other representation respecting any term of Equipment; provided that the scope and limitations of any such warranty shall be solely as set out in any agreement between Customer and such supplier, dealer or manufacturer or as otherwise specified in warranty materials from such supplier, dealer or manufacturer and shall not include any implied warranties arising solely from CFS' acquisition of the Equipment. CUSTOMER ACKNOWLEDGES AND AGREES THAT NEITHER THE SUPPLIER NOR ANY DEALER IS AUTHORIZED TO WAIVE OR ALTER ANY TERM OF THIS AGREEMENT, OR MAKE ANY REPRESENTATION OR WARRANTY WITH RESPECT TO THIS AGREEMENT OR THE EQUIPMENT ON BEHALF OF CFS.
- 6. FISCAL FUNDING:** The Customer warrants that it has funds available to pay Payments payable pursuant to this Agreement until the end of its current appropriation period and warrants that it presently intends to make Payments in each appropriation period from now until the end of this Agreement. The officer of the Customer responsible for preparation of Customer's annual budget shall request from its legislative body or funding authority funds to be paid to CFS under this Agreement. If notwithstanding the making in good faith of such request in accordance with appropriate procedures and with the exercise of reasonable care and diligence, such legislative body or funding authority does not appropriate funds to be paid to CFS for the Equipment, Customer may, upon prior written notice to CFS, effective upon the exhaustion of the funding authorized for the then current appropriation period, return the Equipment to CFS, at Customer's expense and in accordance with this Agreement, and thereupon, Customer shall be released of its obligation to make Payments to CFS due thereafter and title in the Equipment shall be vested in CFS, provided: (1) the Equipment is returned to CFS as provided for in the Agreement; (2) the above described notice states the failure of the legislative body or funding authority to appropriate the necessary funds as the reason for cancellation; (3) such notice is accompanied by payment of all amounts then due to CFS under this Agreement; and (4) Customer executes a bill of sale and other documents requested by CFS to evidence the return of title in the Equipment to CFS. In the event Customer returns the Equipment pursuant to the terms of this Agreement, CFS shall retain all sums paid by Customer. Customer's Payment obligations under this Agreement in any fiscal year shall constitute a current expense of Customer for such fiscal year, and shall not constitute indebtedness or a multiple fiscal year obligation of Customer under Customer's state constitution, state law or home rule charter. Nothing in this Agreement shall constitute a pledge by Customer of any taxes or other monies, other than as appropriated for a specific fiscal year for this Agreement and the Equipment.
- 7. ACCEPTANCE; DELIVERY:** Customer's execution of the Acceptance Certificate, or Customer's provision to CFS of other confirmation of its acceptance of the Equipment, shall conclusively establish that the Equipment has been delivered to and accepted by Customer for all purposes of this Agreement and Customer may not for any reason revoke that acceptance; however, if Customer has not, within ten (10) days after delivery of the Equipment, delivered to CFS written notice of non-acceptance of any of the Equipment, specifying the reasons therefore and specifically referencing this Agreement, Customer shall be deemed to have irrevocably accepted the Equipment. CFS is the lessor and Customer is the lessee of the Equipment under this Agreement. As between CFS and Customer only, this Agreement shall supersede any Customer purchase order in its entirety. Customer agrees to waive any right of specific performance of this Agreement and to hold CFS harmless from damages if for any reason the Equipment is not delivered as ordered, if the Equipment is unsatisfactory or if CFS does not execute this Agreement. Customer agrees that any delay in delivery of the Equipment shall not affect the validity of this Agreement.
- 8. LOCATION; LIENS; NAMES; OFFICES:** Customer shall not move the Equipment from the location specified herein except with the prior written consent of CFS. Customer agrees that it will keep the Equipment free and clear of all claims and liens other than those created as a result of this Agreement. Customer's legal name (as set forth in its constituent documents filed with the appropriate governmental office or agency) is set forth herein. Upon request, Customer will deliver to CFS certified constituent documents. The chief executive office of Customer is located at the address set forth herein. Customer will not change its name or the location of its chief executive office unless CFS has been given at least 30 days prior written notice thereof and Customer has executed and delivered to CFS such financing statements and other instruments required or appropriate.
- 9. USE; FINANCING STATEMENTS:** Customer shall comply with all laws or regulations relating to the use or maintenance of the Equipment. Customer shall put the Equipment only to the use contemplated by the manufacturer of such Equipment. Customer authorizes CFS (and any third party filing service designated by CFS) to execute and file, (a) financing statements evidencing the interest of CFS in the Equipment, (b) continuation statements in respect thereof, and (c) amendments (including forms containing a broader description of the Equipment than the description set forth herein) and Customer irrevocably waives any right to notice thereof.
- 10. INDEMNITY:** Customer agrees to reimburse CFS for and to defend CFS against any claim for losses or injury caused by the Equipment. This Section shall survive termination of this Agreement.

CFS-1045 (03/15)

SEE REVERSE SIDE FOR ADDITIONAL TERMS AND CONDITIONS



McAlester City Council

AGENDA REPORT

Meeting Date:	July 11, 2017	Item Number:	Consent Agenda D
Department:	Expo – Community Services	Account Code:	
Prepared By:	Ann J. Wilson, Expo Mgr.	Budgeted Amount:	
Date Prepared:	May 2, 2017	Exhibits:	1

Subject

Consider and act upon, approval of a request from McAlester Public Schools to partner with them for the rental fee for the use of the Southeast Expo Center Room 103 for their “Back to School Kickoff” set for August 4, 2017 in the amount of \$315.00.

Recommendation

Consider approving a partnership with McAlester Public Schools in the amount of \$315.00 for the use of the Expo Hall of the Expo Center for one day.

Discussion

The Southeast Expo Center Rental Policy and Procedure, which was adopted by the McAlester City Council on January 8, 2008 via Resolution No. 08-04. Clause 13 of the Rules and Regulations states: “Waiver of Rental Fees – The City of McAlester will not waive any rental fees to any organizations. The City will consider partnering with organizations for educational and economic development projects if the project is open to the residents of the City of McAlester and no fee is charged to the residents of the City of McAlester. Any request for partnering must be made to the City of McAlester.”

Approved By

	<i>Initial</i>	<i>Date</i>
Department Head	M. Priddy	
City Manager	P. Stasiak	



"Engaging Minds, Inspiring Hearts, Pursuing Excellence"

City of McAlester

RE: Southeast Expo Center

Greetings! We are writing to request a partnership for the use of the Southeast Expo Center on August 4th, 2017 for the McAlester Public Schools "Back to School Kickoff" event. The 4th is the date of the event with activities scheduled from 7:00 a.m. through 12:00 p.m.

Our annual "Back to School Kickoff" is one of our district's days of both celebration and learning. We reconvene on this day to unify our purpose, to celebrate our McAlester school family, and to engage in professional learning that will improve teacher efficacy and student outcomes. This year, in addition to all of McAlester's teachers, we are also hosting several of the other area school districts from Pittsburg, McIntosh, and Latimer Counties. We are pleased to be bringing Ron Clark as the keynote for the event. Ron Clark is known to many as "America's Educator." He was named the 2000 Disney American Teacher of the Year, is a two-time New York Times Bestselling author, the subject of a television movie and the founder of The Ron Clark Academy. Ron is regularly featured on network and cable television and was dubbed by Oprah Winfrey as her first "Phenomenal Man." MPS Back to School Kickoff is going to be a great event for educators in this region Oklahoma.

The steering committee responsible for planning this event is comprised of McAlester educators, area superintendents, and MHS Student Council leaders. We anticipate an attendance of close to 600 educators from the area, which will positively benefit the City of McAlester as these individuals patronize our restaurants and shops during their visit on that day.

Thank you for your consideration of our request. We look forward to hearing from you and would certainly be happy to provide any further information you might need.

Best,

Stephanie Holt

Director of Secondary Education

McAlester Public Schools

sholt@mcalester.k12.ok.us

Janice Parrott

Director of Elementary Education

McAlester Public Schools

jparrott@mcalester.k12.ok.us

EXPO PARTNERSHIPS FY 2017/2018

Budget - \$15,000						
	Business	Event	Event Date	Amount	Balance	Submitted Approved
1	McAlester Schools	Back to School Kickoff	08/04/2017	\$315.00	\$14,685.00	07/11/2017
2	McAlester Schools	Technology Expo	11/16-17/2017	\$1,500.00	\$13,185.00	07/11/2017
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McAlester City Council

AGENDA REPORT

Meeting Date:	July 11, 2017	Item Number:	Consent Agenda E
Department:	Expo – Community Services	Account Code:	
Prepared By:	Ann J. Wilson, Expo Mgr.	Budgeted Amount:	
Date Prepared:	May 2, 2017	Exhibits:	2

Subject

Consider and act upon, approval of a request from McAlester Public Schools to partner with them for the rental fee for the use of the Southeast Expo Center Expo Hall for their Technology Expo set for November 16 & 17, 2017 in the amount of \$1,500.00.

Recommendation

Consider approving a partnership with McAlester Public Schools in the amount of \$1,500.00 for the use of the Expo Hall of the Expo Center for two days.

Discussion

The Southeast Expo Center Rental Policy and Procedure, which was adopted by the McAlester City Council on January 8, 2008 via Resolution No. 08-04. Clause 13 of the Rules and Regulations states: "Waiver of Rental Fees – The City of McAlester will not waive any rental fees to any organizations. The City will consider partnering with organizations for educational and economic development projects if the project is open to the residents of the City of McAlester and no fee is charged to the residents of the City of McAlester. Any request for partnering must be made to the City of McAlester."

Approved By

		Initial	Date
Department Head	M. Priddy		
City Manager	P. Stasiak		



"Engaging Minds, Inspiring Hearts, Pursuing Excellence"

City of McAlester

RE: Southeast Expo Center

Greetings! We are writing to request a partnership for the use of the Southeast Expo Center on November 16th and 17th, 2017 for the McAlester Public Schools Technology Expo. The 16th is the date of the event and the 17th will be a day of clean up. We are requesting the use of the Mezzanine and Expo Hall. Our first event, Tech Expo 15, was enthusiastically received by our community and attended by more than 2000 people. It is our hope that we can capitalize on the success of that event and continue hosting the Tech Expo on a biennial basis.

The MPS TechExpo17 will provide hands-on learning experiences and exposure to the classroom integration of technology within the McAlester Public Schools. The event will bring together members of business, industry, public and higher education to showcase the integration and use of technology in our classrooms, but also to highlight the need for technological literacy and a high tech skillset within the McAlester business community. This type of skill set is necessary for the development of a competent and competitive workforce within the McAlester community, and critical to the economic development of the area.

The steering committee responsible for planning this event is comprised of members from McAlester Public Schools, as well as our partners in higher education, career tech, and the McAlester business community. We anticipate the active involvement of more than 100 educators and 200 students who will create booths that bring the classroom to the Expo. We want parents and community members to see the creative and innovative applications of technology that are occurring in our schools today and also be exposed to the professions requiring high levels of technological literacy.

With budgetary cutbacks it is difficult to host a community event of this caliber. The monetary costs of this event will exceed \$6,000, but it is an investment we believe in. We hope that you also see the worth in this endeavor and will partner with us in providing a unique educational opportunity to the citizens of McAlester and the patrons of the McAlester Public Schools.

Thank you for your consideration of our request. We look forward to hearing from you and would certainly be happy to provide any further information you might need.

Best,

Stephanie Holt 
Director of Secondary Curriculum

McAlester Public Schools

sholt@mcalester.k12.ok.us

Janice Parrott 
Director of Elementary Curriculum

McAlester Public Schools

jparrott@mcalester.k12.ok.us

EXPO PARTNERSHIPS FY 2017/2018

					Budget - \$15,000		
	Business	Event	Event Date	Amount	Balance	Submitted	Approved
1	McAlester Schools	Back to School Kickoff	08/04/2017	\$315.00	\$14,685.00	07/11/2017	
2	McAlester Schools	Technology Expo	11/16-17/2017	\$1,500.00	\$13,185.00	07/11/2017	
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McAlester City Council

AGENDA REPORT

Meeting Date: July 11, 2017
Department: _____
Prepared By: John Browne, Mayor
Date Prepared: July 6, 2017

Item Number: Consent Agenda F
Account Code: _____
Budgeted Amount: _____
Exhibits: _____

Subject

Concur with the Mayor's appointment of Helen Wheeler, 749 Tennessee Ave., to the Ethics Board for a term to expire February, 2020.

Recommendation

Concur with the Mayor's appointment of Helen Wheeler to the Ethics Board to fill the position left open due to the resignation of Theresa Smith.

Discussion

Approved By

Initial

Date

Department Head

City Manager

P. Stasiak



McAlester City Council

AGENDA REPORT

Meeting Date: July 11, 2017

Department: City Council

Prepared By: _____

Date Prepared: July 5, 2017

Item Number: 1

Account Code: _____

Budgeted Amount: _____

Exhibits: 2

Subject

Discussion of the ODOT Highway 270 (Carl Albert Parkway) Traffic Signal Project.

Recommendation

Discussion of the Signal Project being performed by ODOT along Carl Albert Parkway beginning at A Street and ending at Tandy Town.

Discussion

Approved By

Initial

Date

Department Head

City Manager

P. Stasiak

PJS

7-6-17

RESOLUTION NO. 16-02

**A RESOLUTION APPROVING PARTICIPATION WITH THE STATE OF OKLAHOMA
DEPARTMENT OF TRANSPORTATION IN A TRAFFIC SIGNAL PROJECT.**

WHEREAS, the Oklahoma Department of Transportation has completed a traffic study along US 270 (Carl Albert Parkway), at the intersections of "A" Street, US 69B (Main Street), 1st Street, 2nd Street, 3rd Street, 5th Street, 6th Street, Strong Boulevard, and Tandy Town in the City of McAlester, Oklahoma; and,

WHEREAS, the City of McAlester agrees to remove unwarranted traffic signals along US 270 (Carl Albert Parkway) at the intersections of "A" Street, 1st Street, 2nd Street, 3rd Street, and 5th Street; and,

WHEREAS, the City of McAlester agrees to upgrade remaining traffic signals along US 270 (Carl Albert Parkway) at the intersections of US 69B (Main Street), 6th Street, Strong Boulevard, and Tandy Town; and,

WHEREAS, the City of McAlester agrees to install two new mid-block pedestrian signals on US 270 (Carl Albert Parkway) between 2nd Street and 3rd Street, and between 3rd Street and 5th Street; and,

WHEREAS, the City of McAlester agrees to install directional median islands along US 270 (Carl Albert Parkway) at the intersections of "A" Street, 1st Street, 2nd Street, 3rd Street, and 5th Street; and,

WHEREAS, the City of McAlester agrees to provide any additional right-of-way necessary for construction, to move or have moved any utilities that are necessary for the completion of the project and,

WHEREAS, the Department of Transportation agrees that Federal-aid program project funds shall be used to provide 80% of the total estimated project costs for signal upgrades along US 270 (Carl Albert Parkway) at the intersections of Strong Boulevard and Tandy Town; the new pedestrian signals between 2nd Street and 3rd Street, and between 3rd Street and 5th Street; and, the directional median islands at "A" Street, 1st Street, 2nd Street, 3rd Street, and 5th Street. The City of McAlester agrees that local funds shall be used to provide their obligation of 20% of the total estimated project costs for these locations; and,

WHEREAS, the Department of Transportation agrees that Federal-aid program project funds shall be used to provide 50% of the total estimated project cost for signal upgrades along US 270 (Carl Albert Parkway) at the intersections of US 69B (Main Street), and 6th Street. The City of McAlester agrees that local funds shall be used to provide their obligation of 50% of the total estimated project costs for this location.

WHEREAS, the total estimated project cost is Five Hundred Ninety Thousand Dollars (\$ 590,000), of which the Department of Transportation's estimated share is Four Hundred Ten Thousand Five Hundred Dollars (\$ 410,500), and The City of McAlester's estimated share is One Hundred Seventy Nine Thousand Five Hundred Dollars (\$ 179,500) based upon the participation rates above.

WHEREAS, the City agrees to provide any additional matching funds required to satisfy their agreed participation share of the final project costs after auditing, as outlined in the maintenance agreement between the City and the Department and,

WHEREAS, the City further agrees to deposit with the Oklahoma Department of Transportation the matching funds required prior to the advertisement for bids and,

WHEREAS, the Oklahoma Department of Transportation agrees to prepare the necessary engineering plans for the project in accordance with the Department of Transportation policies, standards and specifications and,

WHEREAS, the City of McAlester agrees to execute a maintenance agreement to maintain the traffic signal devices to a level of service acceptable to the Oklahoma Department of Transportation and pay all utility expenses associated with the operation of the traffic signal devices.

NOW, THEREFORE, BE IT RESOLVED that the Oklahoma Department of Transportation is hereby requested to concur in the selection of this project for construction, and to submit same to the Federal Highway Administration for their approval.

PASSED AND APPROVED at a regular meeting of the City Council of the City of McAlester and duly signed by the Mayor this 26th day of January, 2016.

THE CITY OF McALESTER, OKLAHOMA

By: _____

Steve Harrison, Mayor

ATTEST;


Cora Middleton, City Clerk



McAlester City Council

AGENDA REPORT

Meeting Date: September 27, 2016
Department: _____
Prepared By: _____
Date Prepared: September 20, 2016

Item Number: 11
Account Code: _____
Budgeted Amount: _____
Exhibits: 1

Subject

Consider and act upon, authorizing the Mayor to sign the Federal-Aid Program Project Number HSIP-261A (064-065)TR Project Agreement (maintenance agreement) between the Oklahoma Department of Transportation and the City of McAlester for the installation of traffic signals along Carl Albert Parkway.

Recommendation

Motion to approve and authorize the Mayor to sign the agreement between the Oklahoma Department of Transportation and the City of McAlester for the installation of traffic signals along Carl Albert Parkway.

Discussion

Approved By

Department Head
City Manager

P. Stasiak

Initial

P. Stasiak

Date

9/22/16



PROJECT AGREEMENT

FOR

FEDERAL-AID PROGRAM

PROJECT NUMBER HSIP-261A(064 & 065)TR

JOB PIECE NO. 32563(04 & 05)

FOR THE INSTALLATION OF TRAFFIC SIGNALS

ALONG THE INTERSECTION OF US-270 AT US-69B/MAIN ST., 6TH ST., A ST., 1ST ST., 3RD
ST., 5TH ST., STRONG BLVD. & TANDY TOWN

IN THE CITY OF MCALESTER

PITTSBURG COUNTY

BY AND BETWEEN

THE CITY OF MCALESTER

AND

THE OKLAHOMA DEPARTMENT OF TRANSPORTATION

AGREEMENT

This AGREEMENT, made the day and year last written below, by and between the City of McAlester, hereinafter referred to as the CITY, and the Department of Transportation of the State of Oklahoma, hereinafter referred to as the DEPARTMENT, for the following intents and purposes and subject to the following terms and conditions, to wit:

WITNESSETH:

THAT the CITY proposes to make certain traffic improvements as directed by the Oklahoma Transportation Commission at their meeting of October 2016, authorizing State apportioned Federal-aid Project funds for participation in the project for multiple Traffic Signals in the City of McAlester designated as Federal-aid Project HSIP-261A(064 & 065)TR, JP# 32563(04 & 05) consisting of the actual traffic improvements as follows:

1. Installation of Traffic Signals along the intersections of US-270 at US-69B/Main St., 6th St., A St., 1st St., 3rd St., 5th St., Strong Blvd. and Tandy Town, in the City of McAlester, Pittsburg County.

All construction is to be in accordance with the plans and by reference made a part of this AGREEMENT. Such plans are to be in accordance with the Oklahoma Standard Specifications for Highway Construction, Edition of 2009 and current updates.

It is the policy of the Oklahoma Department of Transportation to assure compliance with Title VI of the Civil Rights Act of 1964, and the CITY hereby agrees that as a condition to receiving any Federal financial assistance it will comply with Title VI of the Civil Rights Act of 1964 which requires that no person in the United States shall on the grounds of race, color, religion, sex, disability, or national origin, be excluded from the participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which Federal Financial Assistance is received.

NOW, THEREFORE, the parties hereto mutually agree as follows:

1. The CITY agrees to provide the plans, specifications, and construction cost estimates for this project.
2. The DEPARTMENT shall require the contractor who may be awarded the project to meet all Oklahoma Department of Environmental Quality (ODEQ) requirements for storm water runoff on this project. It is agreed that the project plans and specifications, required schedules for accomplishing the temporary and permanent erosion control work, the storm water management plan (SWMP) sheet, and appropriate USGS topographic map contained in the plans constitute the storm water management plan for the project described previously in this document. Further, if required, the DEPARTMENT shall require the contractor to file a Notice of Intent (NOI) for Storm Water Discharges Associated with CONSTRUCTION ACTIVITY under the OPDES General Permit with the Oklahoma Department of Environmental Quality which authorizes the storm water discharges associated with construction activity from the construction site and to develop if required a Stormwater Pollution Prevention Plan (SWPPP).
3. That prior to the DEPARTMENT's advertising for bids or otherwise authorizing work on said project, the CITY agrees to furnish without cost to the DEPARTMENT all rights-of-way needed for the construction of said project, free and clear of all obstructions and encumbrances of whatsoever nature, which would interfere with construction of the project, including but not limited to utility poles, pipelines, buildings, signs and other facilities above or below the surface of the ground.

The CITY further agrees that it shall cause the adjustment or relocation of public or private utility facilities occupying the rights-of-way for said project, provided the adjustment or relocation of same is needed to accommodate construction of the project; the CITY further agrees that it shall accomplish said utility adjustment or relocation at the sole

expense of the CITY, except in those cases in which the owner of said utility facility is required by law to assume the cost thereof.

4. The CITY agrees to acquire legal title to said rights-of-way in the name of the CITY; that all such acquisition of rights-of-way shall be carried out and evidenced by written instruments, such as deeds, written easements, condemnation orders or judgements and that the same shall be recorded in the Office of the County Clerk as provided by law. The CITY shall furnish the DEPARTMENT's Office of Land Acquisition with true and correct copies of all written right-of-way instruments and each copy of such instrument shall be certified by the County Clerk as true and correct copy thereof and shall bear the book and page number showing where the same is recorded and the exact date and time of recording thereof. The CITY shall convey to the DEPARTMENT, by deed or easement, all right-of-way acquired for a project located on the State Highway System. The CITY shall defend the title in and to all of such rights-of-way at the sole expense of the CITY; and the CITY hereby agrees to indemnify and save harmless the DEPARTMENT from any and all claims, demands, suits or causes of action, whether the same be at law or in equity, for damages or just compensation or otherwise, arising from or in any way connected with the CITY's acquisition or failure to acquire said lands, or arising from or connected with the construction of the project by the DEPARTMENT upon said lands.
5. The DEPARTMENT agrees that Federal-aid Safety Transportation Program Project Funds shall be used to provide 50% and 80% of the total estimated costs of Job Piece Nos. 32563(04) and 32563(05), respectively. The CITY agrees that local funds shall be used to provide their obligation of 50% and 20% of the total estimated costs of Job Piece Nos. 32563(04) and 32563(05), respectively, which shall be deposited with the DEPARTMENT prior to the advertisement for bids and prior to the end of the current fiscal year.

6. Upon approval of this AGREEMENT and the plans, specifications, and estimates by the Federal Highway Administration, the DEPARTMENT shall agree to advertise and let the contract for this project in the usual and customary manner. It is agreed that the project herein contemplated is proposed to be financed as previously described, and that this AGREEMENT, all plans, specifications, estimate of costs, acceptance of work, payments, and procedure in general hereunder is subject in all things at all times to all Federal laws, regulations, orders, approvals as may be applicable hereto.
7. The CITY and DEPARTMENT agree that final adjustments in the final cost will be made upon completion of the project.
8. The DEPARTMENT shall appoint competent supervision of the construction work to the end of obtaining work strictly in accordance with the approved plans and specifications.
9. The CITY shall by resolution, duly authorize the execution of this AGREEMENT by proper officials, and attach copies of such resolution to this AGREEMENT.
10. It is understood and agreed that the roadway improvements and all devices specified herein shall not be altered, removed, or cease to be operative without mutual written consent of the DEPARTMENT and the CITY.
11. The CITY agrees that upon completion of construction of said project, final inspection, and acceptance of the project by the DEPARTMENT, the CITY will be responsible for the maintenance and cost of operation of all traffic signal equipment erected and installed pursuant to this agreement and all devices appurtenant thereto and of all street lighting located on the project site.
12. The CITY hereby agrees to periodically review the adequacy of the aforesaid

- (a) In the event that the CITY desires total ownership of the equipment, the CITY shall reimburse the DEPARTMENT for 80% of the original equipment costs only, amortized for a ten (10) year service life for the traffic signal, interest ignored, and assuming straight line of depreciation.
- (b) In the event the CITY does not desire total ownership of the equipment, the CITY shall sell the equipment at public auction to the highest bidder. The CITY shall reimburse the DEPARTMENT 80% of the proceeds of such sale.
15. Upon completion of the aforesaid project, the CITY hereby specifically agrees that the CITY assumes any and all financial obligation for the operation of the aforesaid project.
16. If the CITY should fail to fulfill its responsibilities under this AGREEMENT, such a failure will disqualify the CITY from future Federal-aid participation on any Federal-aid project. Federal funds are to be withheld until such time as a traffic engineering staff, satisfactory to the DEPARTMENT has been properly established and functioning, deficiencies in regulations have been corrected, or the traffic operations improvements to be installed under this Agreement are brought to a satisfactory condition of maintenance.
17. The Department agrees that the plans prepared for the construction of this project are fully compliant with the requirements of the Americans with Disabilities Act, (ADA) (29 USC 794). The Department's responsibility for the City's compliance with the ADA shall be limited to this project and other similar projects whose construction plans are furnished by the Department. Integrated compliance planning as required of recipient by 49 CFR § 27.11 for city streets and sidewalks is the exclusive responsibility of the City. Proposed improvements for state highways continued

through the corporate limits of the city may be included in the City's comprehensive compliance plans.

IN WITNESS WHEREOF, the Chief Engineer of the Department of Transportation, pursuant to authority vested in him by the Transportation Commission, has hereunto subscribed his name as Chief Engineer of the Department of Transportation, and the CITY has executed same pursuant to authority prescribed by law.

The CITY on the 27th day of September, 2016, and the STATE on the 12th day of October, 2016.

THE CITY OF MCALESTER

BY: [Signature]

Mayor

APPROVED AS TO FORM AND LEGALITY

BY: [Signature]

City Attorney

STATE OF OKLAHOMA

DEPARTMENT OF TRANSPORTATION

By: [Signature]

Division Engineer

By: [Signature]

Chief Engineer

APPROVED AS TO FORM AND LEGALITY

BY: [Signature]

General Counsel

ATTEST:

[Signature]
City Clerk

Title

project to insure the safety of the traveling public and should the CITY determine that further modification or improvement be required, the CITY shall take such actions as are necessary to make such modification or improvement. When maintenance and/or operational modifications are required which in the opinion of the DEPARTMENT exceed the capabilities of the CITY's staff, the CITY agrees to retain, at the sole expense of the CITY, competent personnel for the purpose of bringing the improvement up to the proper standard of operation.

13. In the event that any hardware installed hereunder is no longer needed for the purposes designated herein, then the hardware installed hereunder shall not be removed by the CITY to any point other than that which is approved by the DEPARTMENT prior to such removal.

14. In the event there is no mutually agreed location for reinstallation, the CITY will assume complete ownership of the equipment following removal if the traffic signal installation is ten (10) years old or older. If the installation is less than ten years old:

For JP No. 32563(04):

- (a) In the event that the CITY desires total ownership of the equipment, the CITY shall reimburse the DEPARTMENT for 50% of the original equipment costs only, amortized for a ten (10) year service life for the traffic signal, interest ignored, and assuming straight line of depreciation.

- (b) In the event the CITY does not desire total ownership of the equipment, the CITY shall sell the equipment at public auction to the highest bidder. The CITY shall reimburse the DEPARTMENT 50% of the proceeds of such sale.

For JP No. 32563(05)

City of McAlester
Utility and Encroachment
Affidavit

I, Peter Stasiak, City (title) Manager for City of McAlester, hereby Certify the following statements to be true and correct by initialing each statement that applies regarding the utilities and encroachments status.

UTILITIES

PJS There are NO utilities in conflict, with construction of this project.

 All utilities have been relocated and are completely clear of construction on this project.

 All utilities will be clear of construction on or before day of , 20 ,

ENCROACHMENTS

PJS There are NO encroachments in conflict with the construction of this project.

 All encroachments have been removed and will clear of construction on this project.

 All encroachments will clear construction on or before day of , 20 ,

 There are no property owner(s) or tenant(s) being displaced.

I understand initialing next to any statement above, I am certifying that it is true and correct. I also agree, if the contractors begin construction activities and there are any utilities or encroachments that were not relocated as stated, the City will be responsible for any and all damages and or down time claims that may arise.

Peter Stasiak
Authorized City Official

Date 9-16-16

Subscribed and sworn to before me this 16th day of September 2016.

Jana Oliver
Notary Public

My Commission Expires: 10/19/19
Commission No.: 15009722



MDSA/MDSS Budget (7-1-17)**City/MDSS/MDSA Partnership Agreement**

FY2017-2018												12	Months
(July 1, 2017 thru June 30, 2018)													
Budget by Funding Source													
Budget Activity	Detail	Notes	City		2017 OSMPC		MDSA		Total				
► MDSA Coordinator Operational Budget													
MDSA/ MDSS Executive Director	Salary and Wages	\$5,000 per mo w/o Insurance	\$29,210	49%	\$0		\$30,790	51%	\$60,000				
Payroll taxes	FICA/ Medicare/Unemployment/W.C.	8.45%	\$1,860	37%	\$0		\$3,210	67%	\$5,070				
Insurance	Health Insurance	Provided by Exec Dir.	\$0	0%	\$0		\$0	0%	\$0				
MDSS-Third Party - Office	Office Space, Administrative Support	\$1750 per month-flat	\$21,000	100%	\$0		\$0	0%	\$21,000				
Postage	Included in Third Party Contract	Est \$40 per month	\$0		\$0		\$0		\$0				
Office Supplies	Included in Third Party Contract	Est \$ 80 per month	\$0		\$0		\$0		\$0				
Administrative/Accounting Services	Included in Third Party Contract	Est \$1130 per month	\$0		\$0		\$0		\$0				
Office Rent \$400+ \$100 equip	Included in Third Party Contract	Est \$500 per month	\$0		\$0		\$0		\$0				
Dues and Subscriptions	Association of Defense Communities	\$240 Annually	\$0		\$0		\$240	100%	\$240				
Conference Fees	Various ADC and similar conferences		\$1,100	100%	\$0		\$0		\$1,100				
Conference Travel	Hotel, airfare, rental car, meals								\$0				
Annual ADC Summit in DC	June (Association of Defense Communities)		\$3,495	100%	\$0		\$0	0%	\$3,495				
Undesignated Event TBD	TBD (Not Included in FY2016-2017 Budget)		\$3,495	100%	\$0		\$0	0%	\$3,495				
Travel Allowance	Executive Director	\$250	\$3,000	100%	\$0		\$0	0%	\$3,000				
Cell phone allowance	Executive Director	\$100	\$1,200	100%	\$0		\$0	0%	\$1,200				
Community Membership Events	Annual Briefings, Updates		\$0	0%	\$0		\$900	100%	\$900				
Hosted Events, VIP and Briefings	As requested and scheduled	MLA/Cong & Staff/VIP	\$2,250	82%	\$0		\$500	18%	\$2,750				
Miscellaneous Expenses	Unbudgeted necessities	\$100	\$0	\$0	\$0		\$1,200	\$100	\$1,200				
MDSA Coordinator Operational Total			\$66,610	64%	\$0		\$36,840	36%	\$103,450				
► McAlester Stampede													
Travel-Staff	Hotel, Airfare, travel to AP, Storage, Meals		\$3,100		\$0		\$0		\$3,100				
Supplies & Misc	Name tags, Supplies, Local Trans, Printing		\$650	100%	\$0		\$0	0%	\$650				
VIP Congressional Reception	Food, space,		\$7,000	100%	\$0		\$0	0%	\$7,000				
Meetings, Catering	Space and refreshments		\$775	100%	\$0		\$0	0%	\$775				
Dinners with Oklahoma Delegation	Delegation and local participants	2 Senators/ 1 Congressman	\$3,250	100%	\$0		\$0	0%	\$3,250				
Congressional Staff Reception	Food, space,		\$1,000	80%	\$0		\$250	20%	\$1,250				
Miscellaneous Contingencies	Cost Increases for Stampede		\$5,000	\$100	\$0		\$0	\$0	\$5,000				
McAlester Stampede Total			\$20,775	99%	\$0		\$250	\$0	\$21,025				
► The Spectrum Group Services- Base Agreement													
Legislative/DOD Monitoring & Advocacy			\$10,000	24%	\$32,000	76%	\$0	0%	\$42,000				
MDSA Stampede (September)			\$0	0%	\$8,000	44%	\$10,000	56%	\$18,000				
Travel Expense			\$4,000	100%	\$0	0%	\$0	0%	\$4,000				
The Spectrum Group Services Total			\$14,000	22%	\$40,000	63%	\$10,000	16%	\$64,000				
¹ \$100,000 of 2016 OSMPC Incentive Fund Grant was budgeted for Year 2 & 3 Supplemental & Follow-up Services through the Professional Services Agreement with The Spectrum Group/The Principi Group (TSG/TPG) for the development of a multifaceted Defense Sector Strategic Plan to protect and grow McAlester Army Ammunition Plant and the defense and homeland security segment of the Southeast Oklahoma Economy.													
► TOTAL EXPENSES			\$101,385	54%	\$40,000	21%	\$47,090	25%	\$188,475				

**CONTRACT FOR SERVICES
THE CITY OF McALESTER
THE McALESTER DEFENSE SUPPORT SERVICES, INC.
AND
THE McALESTER DEFENSE SUPPORT ASSOCIATION**

This Agreement, effective this 1st day of July, 2017, is by and between the City of McAlester (City), the McAlester Defense Support Services Inc. (MDSS) and the McAlester Defense Support Association (MDSA).

WHEREAS, nationally, and within the Department of Defense (DOD), a local community's active support for its defense industry is a key measurement in the evaluation of the viability of the community and defense facility. Envisioned here, the three parties to this agreement, McAlester Defense Support Association, McAlester Defense Support Services, Inc., and the City of McAlester, working in conjunction with the McAlester Chamber of Commerce would utilize their available respective resources to increase synergy to that end and to facilitate maximum and full employment in Defense.

In 2009, the community organized a non-profit association, the McAlester Defense Support Association, (MDSA), which has been granted a Non-Profit Status by the IRS. Since that time, membership drives have been held and defense sector enhancement activities have been undertaken. Several mutual projects and contracts have been undertaken by the City of McAlester and the MDSA. Recognizing the significant impact of McAlester Army Ammunition Plant (McAAP) and the defense industry on the area's economy, efforts of the MDSA, the City of McAlester, the McAlester Army Ammunition Plant (McAAP), consultants, and volunteers have increased every year.

Historically, funds raised by membership and the efforts of community and business volunteers, along with City staff, have been the source of budget and manpower requirements. With the increase in the activities of the McAlester Defense Support Association, it is becoming evident that the area would benefit from a full time Executive Director employed to act as the Community's primary contact point and as a resource to the City and McAlester Defense Support Association in the Defense Sector efforts of each. To accomplish this, the McAlester Defense Support Services, Inc. has been created as a 501(c)6 organization. To create and enable this organization and employment of an Executive Director, funding from the McAlester Defense Support Association membership and the City of McAlester is desirable and included herein.

NOW THEREFORE, in consideration of the mutual promises in the WORKING AGREEMENT (Exhibit B) and BUDGET 2017-2018 (Exhibit A), attached hereto and made a part of, the parties mutually agree as follows:

ARTICLE I. CHARACTER AND EXTENT OF SERVICES

- A. The **City** agrees, to the best of its abilities, to provide the services identified in the attached WORKING AGREEMENT under the City of McAlester and funding reflected on the attached Budget. (Exhibit A)
- B. The **MDSS** agrees, to the best of its abilities, to provide the services identified in the attached WORKING AGREEMENT under the McAlester Defense Support Services, Inc.
- C. The **MDSA** agrees, to the best of its abilities, to provide the services identified in the attached WORKING AGREEMENT and the funding reflected on the attached Budget. (Exhibit A)

ARTICLE II. BILLING AND PAYMENTS

- A. The **City** agrees to pay McAlester Defense Support Services Inc. the amount of one thousand seven hundred fifty dollars (\$1,750.00) per month beginning JULY 1, 2017 through June 30, 2018 (\$21,000 for the contract period). Such services shall be for administrative support, office space, and accounting services of McAlester Defense Support Services Inc. as reflected in the WORKING AGREEMENT. In addition, it is agreed that the City shall reimburse the expenses defined in the attached BUDGET which shall not exceed the maximum total of \$66,610.00 for the contract period. Total Contract shall not exceed, 87,385.00.
- B. The **City** agrees to the reimbursement of City budgeted expenses which will be made on the basis of itemized statements submitted by McAlester Defense Support Services Inc. each month end. These statements will include appropriate receipts/statements as evidence of payment due. Payment to McAlester Defense Support Services Inc. is due within thirty (30) days after receipt of the invoice.
- C. The **McAlester Defense Support Association** agrees to the reimbursement of McAlester Defense Support Association budgeted expenses which will be made on the basis of itemized statements submitted by McAlester Defense Support Services Inc., each month end. These statements will include appropriate receipts/statements as evidence of payment due. Payment to the McAlester Defense Support Services Inc. is due within 30 days after receipt of the invoice.
- D. Recognizing the need for operating funds, **McAlester Defense Support Association** agrees, at the beginning of the agreement, to advance McAlester Defense Support Services Inc. an agreed upon amount for operation of the office while awaiting reimbursements.

ARTICLE III. PERIOD OF PERFORMANCE

- A. This AGREEMENT will be in effect through June 30, 2018. However, this AGREEMENT may be terminated by any of the parties with thirty (30) days written notice, and may be extended, or renewed upon written agreement by all parties.
- B. The parties hereto shall consider a BUDGET 90 days prior to the fiscal year July 1-June 30 each year. It is to be determined 60 days in advance of expiration of the AGREEMENT whether to continue the relationship.
 - 1) The BUDGET for office and administration expenses, as well as funding sources, is to be approved by all parties.
 - 2) The BUDGET shall be developed by the Executive Director of MDSA/MDSS and approved by all parties as consistent with their respective Defense Sector plans.
- C. Any party, hereto, has the right to suspend support and participation at the end of each funding year if, in their view, the relationship or resources are inadequate.
- D. In the event of one party's failure to implement this AGREEMENT, any aggrieved party may withdraw their support and participation by providing a 30 day notice to the other parties.

ARTICLE IV. NOT A WARRANTY

All parties, hereto, agree to use their best efforts in furtherance of the work described. It is mutually agreed, however, that the parties do not guarantee or warrant any particular results of the work to any party.

ARTICLE V. ENFORCEMENT

It is mutually understood and agreed that this AGREEMENT shall be governed by and construed in accordance with the laws of the State of Oklahoma. Any action at law or in equity, or judicial proceedings for the enforcement of this AGREEMENT, or any provision, thereof, shall be resolved by a court of Law having jurisdiction.

ARTICLE VI. ENTIRE AGREEMENT

This document and the attached WORKING AGREEMENT and BUDGET is incorporated herein and embodies the entire AGREEMENT between the City of McAlester, McAlester Defense Support Association, and McAlester Defense Support Services, Inc. There are no promises, terms, conditions, or obligations of either party other than those contained herein.

This AGREEMENT shall supersede all previous correspondence, representations, or agreements, either written or oral between the parties.

IN WITNESS WHEREOF, the City of McAlester, McAlester Defense Support Association, and McAlester Defense Support Services Inc. do hereby place their signatures.

CITY OF MCALESTER

By _____ Date _____
John Browne, Mayor

Attest: _____
Cora Middleton, City Clerk

MCALESTER DEFENSE SUPPORT ASSOCIATION

By _____ Date _____

MCALESTER DEFENSE SUPPORT SERVICES, INC.

By _____ Date _____

MDSS PARTNERSHIP COSTS

2016/2017

	Total to Date	Submitted Budget	(over)/under
Contract Administration & Office Space	\$10,500.00	\$10,500.00	\$0.00
Executive Director Payroll			
Salary	\$12,260.10	\$18,750.00	\$6,489.90
Taxes/Insurance	\$345.56	\$4,584.00	\$4,238.44
Conference Fees	\$595.00	\$1,100.00	\$505.00
Miscellaneous	\$120.44		(\$120.44)
Travel	\$2,494.56	\$4,745.00	\$2,250.44
Cell Phone	\$300.00	\$500.00	\$200.00
Hosted Events/VIP Briefings		\$2,250.00	\$2,250.00
TOTALS	\$26,615.66	\$42,429.00	\$15,813.34



McAlester City Council

AGENDA REPORT

TABLED FROM THE JUNE 27, 2017 MEETING:

Meeting Date:	July 11, 2017	Item Number:	3
Department:	Community & Economic Development		
Prepared By:	Jayne Clifton	Account Code:	N/A
Date Prepared:	June 16, 2017	Budgeted Amount:	N/A
		Exhibits:	3

Subject

Consider and act upon, to approve the selection of Guernsey as the most suitable firm for the update of the City of McAlester Comprehensive Plan and to authorize staff to begin negotiations with Guernsey for the efforts of negotiating a contract for review, consideration, and approval by the Council.

Recommendation

Motion to approve the selection of Guernsey as the most suitable firm for the update of the City of McAlester Comprehensive Plan and to authorize staff to begin negotiations with Guernsey, for the efforts of negotiating a contract for review, consideration, and approval by the Council.

Discussion

A Request for Proposal (RFP) was issued by the City of McAlester on January 25, 2017. The scope of services requested in the RFP was developed by City staff from reviewing other communities. The updated Comprehensive Plan is envisioned as both a physical plan and policy guide for staff and decision makers regarding future development in McAlester over the next 15 years. The project timeframe developed for the Comprehensive Plan Update was as follows:

January 25, 2017	RFP Released
February 17, 2017	Questions due to the City
March 17, 2017	Deadline for submission of RFP Responses
April 2017	Proposal Evaluation and Interviews
May 2017	Contract Negotiations and Contract Award by City Council
June 2017	Kick Off Meeting on Planning Effort
August 2018/November 2018	Target date for Completion (15 to 18 Months)

City staff contacted the Oklahoma Municipal League (OML) and the Oklahoma Chapter of the American Planning Association (OKAPA), in addition to a thorough search of planning firms that had developed comprehensive plans in various other comparable cities throughout Oklahoma. The goal was to develop a target list of planning firms that had experience in comprehensive planning of which to send an invitation to the RFP. City staff sent out 19 invitations and had the APA and OKAPA place an announcement about our RFP on their website. In all, the RFP was requested by and distributed to 20 professional firms that had the qualifications and experience to develop a Comprehensive Plan. The City received a total of five RFP responses in February 2017, including those from Crafton Tull, Freese & Nichols, Inc., C.H. Guernsey & Company, Half Associates,

Inc., and Institute for Building Technology & Safety (IBTS).

A Selection Committee was organized to manage and oversee the review of the proposals and the selection of a firm. The make-up of the Selection Committee consisted of five members from the City of McAlester Planning Commission—Mark Emmons, Primus Moore, Carl Gullick, Steve Cox, and Frank Phillips.

The committee reviewed the five RFP responses received by utilizing a selection criterion matrix on the evaluation criteria set forth in the RFP document and evaluating the fee statement structures proposed by the respondents. Initially, the committee narrowed the list of consultants to three firms. After further review, the committee determined to invite one firm to McAlester for a visit. Guernsey visited with the Selection Committee and City Staff in May 2017, and provided a formal presentation of their RFP response which was then followed by a question and answer session with the Selection Committee and City Staff.

Based on the project approach, documents provided, analysis of the qualifications, and cost-effectiveness through the input received the Selection Committee recommended Guernsey to the Planning Commission at the regular meeting on May 18, 2017. The Planning Commission approved the recommendation with a unanimous vote (8 Yes 0 No) for the selection of Guernsey as the most suitable firm for the update of the City of McAlester Comprehensive Plan.

The City of McAlester has budgeted for FY 2017-2018 the following:

- Planning Consultants (01-5652302) - \$45,000.00
- Economic Development Consultants (30-5652302) - \$115,000

Attachments:

1. Summary of Scope of Work from the Comprehensive Plan Update RFP
2. Table of Responses to RFP & Fee Statements
3. Excerpts from Guernsey's Comprehensive Plan Update RFP Response

Approved By

Initial

Date

Department Head	J. Clifton		
City Manager	P. Stasiak		7-6-17

McAlester Planning Commission Minutes
Tuesday, May 16, 2017 Meeting
City Council Chambers
6:30 PM

DRAFT

Item 1

Call to Order and Roll Call

Chairman Emmons called the meeting to order at 6:31 P.M. Roll was called and a quorum was present.

Commissioners Present: 8

Mark Emmons
Tony Korp

Justin Few
Frank Phillips

Carl Gullick
Karl Scifres

Susan Kanard
Karen Stobaugh

Commissioners Absent: 3

Steve Cox

Primus Moore

Chris Taylor

Item 2

Approval of the Minutes from April 18, 2017

Minutes from April 18, 2017 were not yet provided to the Commission for approval.

GENERAL BUSINESS:

Item 3

Public Hearing: Discussion and action on V. E. #151, a request to close the easement that lies in the Northerly 30 feet of Lot 92; and The Easterly 30 feet of Lot 92 lying North of U.S. Highway No. 69; and the Southerly 30 feet of Lot 68; and The Easterly 30 feet of the Southerly 182.39 feet of Lot 68; and The Westerly 30 feet of the Southerly 180.99 feet of Lot 68; In Townsite Addition No. 4, in Pittsburg County, State of Oklahoma.

Chairman Emmons opened the item for discussion at 6:32 P.M. Jayme Clifton, Director of Community Development, presented the staff report to the Commission and it is hereby incorporated in the minutes by reference. AEP/Public Service Company of Oklahoma and AT&T responded in writing that they had no objection to the closure. Both the City of McAlester Engineering/Public Works Department and CenterPoint reported they had utilities in the easement and both requested, by prescriptive easement, that the utility easements remain accessible for future maintenance. Mrs. Clifton pointed out that two property owners had submitted their objections in writing. Staff recommended at minimum that the applicants request to close the easement that lies in the Westerly 30 feet of the Southerly 180.99 feet of Lot 68, be granted subject to a special condition that a utility easement was maintained for existing utilities. She requested the Commission determine the appropriate action concerning the Easterly 30 feet of the Southerly 182.39 feet of Lot 68; The Westerly 30 feet of the Southerly 180.99 feet of Lot 68.

Blake Lynch of Wagner & Lynch, counsel for the applicant Choctaw Nation of Oklahoma, provided a summary of the Nation's property ownership in the area and anticipated expansion of existing services. Mr. Lynch stated there was no objection to easements for the existing utilities. He stated for property owners in opposition, the requested closing would not affect access to their property because 30 feet of the total 60 feet easement would remain open, the application was for the 30 feet adjoining Choctaw Nation's property. Mr. Lynch pointed out that narrow roadways were common in the described area and that additional access from other directions were available for Lot 66 and Lot 70. He accounted previous corrective action Choctaw Nation took to remedy problems with storm water runoff and maintained the same could be done for future developments, though consideration for it was not included in the application to close but would be in later building processes. Commissioners Korp, Gullick, and Few requested clarification of the surrounding property owned by Choctaw Nation. Mr. Lynch answered them with descriptions of property

previously owned and property recently purchased from Union Ironworks. There were no other comments or questions for Mr. Lynch. Chairman Emmons asked if anyone else wished to speak in favor of or in opposition the item.

Randel Manry of 1000 Berrypatch Lane and Jerry Matthews of 1001 Berry Patch Lane, came forward and expressed concerns about the zoning of commercial property adjoining residential. Mrs. Clifton verified the property was zoned commercially as C-5. Chairman Emmons stated his belief the property had been zoned C-5 for 12 to 15 years due to the previous developer's plans to improve with residential neighborhood and a shopping center.

Kendall Young, 2508 Hardy Springs Road, stated he had concerns with drainage and with access to his property he co-owned with Al Horton. Chairman Emmons explained required drainage plans during the building permitting process. He then requested clarification on the location of the driveway. Mr. Young described 4-5 feet of water in his backyard and provided the developments of his driveway that neighbors Mr. Manry's house.

Jimmy Camp came forward, on behalf of his father-in-law Al Horton, and stated Mr. Horton's concerns were the same as stated by Mr. Young. Mr. Camp stated the access and maintenance of their road was shared with Mr. Young. He maintained that if Mr. Young sold his property that Mr. Horton would then be required to extend a road from Ten Springs Avenue to the property in the road easement. After discussion between Chairman Emmons, Mr. Lynch, Mr. Camp and Mr. Young about the driveway location, Mr. Lynch then announced he and the property owners discovered closing of Westerly 30 feet of Lot 68 would not affect the driveway used by the property owners in Lot 66 and the remaining 30 feet would allow room for the driveway to be extended should Mr. Young sell his property. Chairman Emmons inquired if Manry's driveway was affected. Mr. Manry confirmed his paved drive did not extend south of their fence or property line.

Chairman Emmons asked if any others wished to speak. Commissioners Few and Phillips inquired about the Easterly portions and the Key's concerns. Chairman Emmons said it was the same situation as the Westerly portion and the property owners would still have 30 feet beginning from either Cobblestone Lane or the highway service road. Chairman Emmons asked if anyone else wished to speak in favor of or in opposition the item.

Chairman Emmons closed discussion on the matter at 6:35 P.M. and called for a motion. Commissioner Gullick motioned to approve the applicants request to close subject to a special condition an easement be maintained for existing utilities. The motion was seconded by Commissioner Korp. Chairman Emmons asked if there were any comments from the Commission. There were none, and roll was called.

The vote was 8-0

AYE: Scifires, Stobaugh, Phillips, Few, Gullick, Kanard, Korp, Emmons

NAY: None

The motion carried.

Item 4

Discussion and action on the Comprehensive Plan Update Subcommittee's recommendation as to the proposals received in response to the RFP and to make recommendations to the McAlester City Council.

Chairman Emmons opened the item for discussion and action at 7:10 P.M. and briefly discussed the need for a Comprehensive Plan every ten years. He then described the Selection Committee's process of choosing a firm from the five proposals received in the RFP process. Commissioner Phillips described the individual scoring of the proposals

performed by the Selection Committee members, interpreted the scoring process, and that Guernsey stood out from the other firms. Mrs. Clifton detailed the reference checks performed and the subsequent visit by Guernsey.

Chairman Emmons then imparted the Selection Committee's recommendation of Guernsey and requested the Commission make recommendation of the same to the City Council. There was discussion on the importance of the Planning Commission being closely involved and engaged in the process once it began. Commissioner Stobaugh requested a timeline. Mrs. Clifton referenced a timeline from Guernsey that showed 15 to 18 months. Chairman Emmons recounted experiences from the 1996 Comprehensive Plan, the abrupt passing of the project manager, and then shared the many resources Guernsey proposed to use. He then explained McAlester's unique items that were addressed by Guernsey in their proposals. Mrs. Clifton clarified Guernsey's submission of City of Enid's and City of Moore's Comprehensive Plans because of the similarities to McAAP and Downtown/Old Town. Chairman Emmons asked if anyone else wished to speak on the matter. No one else came forward.

Chairman Emmons closed discussion on the matter at 7:25 P.M. and called for a motion. Commissioner Scifres motioned to recommended Guernsey to the City Council for the Comprehensive Plan Update. The motion was seconded by Commissioner Kanard. Chairman Emmons asked if there were any comments from the Commission. There were none, and roll was called.

The vote was 8-0

AYE: Scifres, Stobaugh, Phillips, Few, Gullick, Kanard, Korp, Emmons

NAY: None

The motion carried

Item 5 New Business

There was no new business.

Item 6 Staff Report

Mrs. Clifton reported her promotion to Director of Community Development, and the available Planning Technician position had been posted.

Item 7 Commission Report

There was no Commission Report.

Item 8 Adjournment

A motion made by Commissioner Few was seconded by Commissioner Gullick to adjourn the meeting at 7:32 PM. There was no objection.

The vote was 8-0

AYE: Stobaugh, Phillips, Few, Gullick, Kanard, Korp, Scifres, Emmons

NAY: None

The motion carried.

Approved:

Planning Commission Chairman

Date

II. Questions and Addenda

If you intend to submit a Proposal, please provide notice of your intention to Jayme Clifton via email (jayme.clifton@cityofmcalester.com) so that you may receive all future notices for this solicitation.

All questions regarding this RFP must be submitted in writing to Mrs. Clifton via e-mail (jayme.clifton@cityofmcalester.com). Please do not contact the City by telephone. Questions must be received no later than 4:00 P.M. U.S. Central Standard Time, on Friday, February 17, 2017. All questions must cite the particular RFP section, if applicable. The City will not be responsible for any oral instruction or clarification. Responses to any substantive questions, if issued, will be provided in writing to all known recipients that have documented their intent to respond to the RFP.

If a respondent discovers any ambiguity, conflict, discrepancy, omission or other error in this RFP, notification should be sent immediately to Mrs. Clifton via e-mail (jayme.clifton@cityofmcalester.com) requesting written clarification or modification to the RFP. Should the City find it necessary, addenda or modification to the RFP will be provided in writing to all known recipients that have documented their intent to respond to the RFP.

III. Scope of Work

A. Objective

The City of McAlester, Oklahoma is requesting proposals from qualified consulting firms with experience in community development, land use planning, long range planning, GIS mapping, demographic and economic analysis, and citizen outreach to provide professional planning services to update the City's 1996 McAlester Comprehensive Plan. The updated Comprehensive Plan is envisioned as both a physical plan and policy guide for staff and decision makers regarding future development in McAlester over the next 15 years.

The consultant shall review, update and revise the contents of the 1996 Comprehensive Plan, and also update the maps, supporting data, technical components and visual quality of the plan. Updates are to reflect existing conditions, future trends and desired community vision as well as establish specific, feasible actions and policies.

The planning analysis shall address the suitability of existing land use regulations, public/private facilities, and services to meet the growing and changing needs of the population in the city. The Plan shall also explore where public and/or private initiatives shall be necessary to maintain and improve services and facilities.

The City of McAlester has established the plan elements identified herein to serve as a general guide for the plan's development. Many of the elements listed will require substantial review and revisions while some plan components from the City's 1996 Comprehensive Plan will require only minor review or minor revisions and/or integration with the updated Plan. The elements serve as a guide for the plan's development and planning firms responding to this RFP are welcome to suggest creative or innovative addition/modifications to these elements. Such suggestions should be listed and explained in their submitted proposal.

B. General Requirement

Staff from the selected firm will be expected to visit the City of McAlester and familiarize themselves with the area.

C. Community Engagement

Citizen participation is paramount to the development of the Plan. This project will require a large amount of community engagement and participation in the planning process. The City would like to utilize a variety of engagement formats including traditional public meetings as well as online and social media tools to include the broadest range of constituents within the city. The process should “build them in” or ensure a general feeling of community ownership of the plan through active support and involvement in implementation.

D. Boundary of Plan

The boundary of the updated Comprehensive Plan will be the corporate limits of the City of McAlester and its immediate environs, inclusive of any areas proposed for future annexation. It shall also consider any potential impacts that McAlester’s future development might have on the military readiness and defense capabilities of the nearby McAlester Army Ammunition Plant (McAAP).

E. Community SWOT Analysis (strengths, weaknesses, opportunities, and threats)

A comprehensive assessment of all of the existing conditions, trends, and opportunities and challenges – physical, economic, and social – shall be completed in a SWOT Analysis format.

- a. Identify community strengths, inclusive of assets that attract residents and business & provide recommendations on how to develop and maintain these strengths/assets.
- b. Identify community detractors and/or weaknesses & provide recommendations to address the community’s weaknesses.
- c. Identify future opportunities & provide recommendations on how to position the community to take full advantage of those future opportunities.
- d. Identify threats and provide recommendations on how to mitigate those threats.

The topic areas inclusive of but not limited to those identified below shall be addressed as part of the SWOT Analysis assessment:

- Land Use
- Population, Household and Labor Force Characteristics and Trends
- Employment and Economic Characteristics and Trends
- Quality of Life: Worksite/Community Wellness, Community Gardens, Gathering Places, etc.
- Transportation System and Circulation
- Natural and Cultural Resources
- Community Facilities
- City Services, Permitting and Regulations

F. Community Identity & Vision

The Visioning Phase is a vital early stage of the planning process. The consultant must identify or create a community identity and vision shaped by area residents that will then be used to enhance future growth and redevelopment and create a sense of place for existing and future residents. The vision statement shall provide the foundation for comprehensive plan goals and objectives and will ultimately shape future decision making in McAlester.

G. Elements of Comprehensive Plan Update

The following is a general overview of the consultant's required tasks.

a. Executive Summary

An executive summary is expected to be developed that outlines the vision, detailed goals and objectives, and policy statements that are laid out in the Comprehensive Plan. This executive summary will be used as a guide for decision making and as a means to inform the citizenry of the community. It is expected that the executive summary will be located within the Comprehensive Plan document but should also be usable as a stand-alone document in a form that is suitable for easy distribution.

b. Community Profile Development

A complete inventory, review and analysis of existing conditions is required. The community profile needs to be developed which includes at least the following: community history, existing land uses, natural environment elements, thoroughfares and transportation, community facilities, and other relevant topics. Demographic, socio-economic, and population analysis using the latest data available will need to be prepared as well. A comprehensive land use survey and database shall be prepared resulting in a current land use plan which may be used to develop the future land use plan.

Prepare population and socioeconomic estimates and projections on the City and County. Using the year 2010 as a base year, estimates should be forecast for 2020, 2025, and 2030. Identify areas of the City that are likely to experience the projected growth.

The Community Inventory shall include but not be limited to:

- Identification of critical facilities
- Public facilities (including parks & schools)
- Public utilities
- Infrastructure analysis
- Determine if existing facilities are capable of handling future growth
- Identify deficiencies in community facilities & recommend changes

c. Development of Goals, Objectives, and Policies

The goals, objectives and policies of the Comprehensive Plan should be developed with significant public participation in order to develop an acceptable and viable vision and guide for the community regarding future development and re-development. The development of goals must also identify current gaps or conflicts between current codes and ordinances and the new Comprehensive Plan developed.

d. Future Land Use Plan and Map

- Analyze existing land use & recommend changes
- Update future land use map

Realistic population projections and build-out scenarios are expected to be developed regarding preferred land-use patterns. The build-out scenarios shall include projections of uses, infrastructure improvements required, estimated cost of infrastructure, and projection of future city sales tax revenue. The build out scenarios shall be presented to City Council, City Staff, and the public in order to allow them to evaluate the cost benefit analysis and return on investment (ROI) of various development and re-development scenarios.

Define all land use categories and establish criteria to be used in determining the location of various uses to accommodate the population projections and build-out scenarios. Identify locations for future open space, recreation, residential, commercial, industrial, community and education areas, and provide a land use map that reflects these land use assumptions. It should also address the need to preserve lands for future targeted development and to avoid piecemeal development that would yield a less positive fiscal and economic impact. Recommend a management process to be implemented by the City that will guide land development, monitor development trends and define procedures to revise the plan as needed in the future.

e. Annexation Strategies

Prepare a schedule and map showing potential areas of annexation. Provide a methodology, which includes an appropriate cost-benefit analysis for determining when and where to initiate annexation proceedings. This section should also take into account adjacent rural water districts. Topography of the potential areas of annexation should be studied to determine if sewer service is feasible for these areas.

f. Transportation

All transportation needs and modes should be considered and accommodated, including pedestrian modes and identifying opportunities for bicycle lanes.

Identify current and future significant transportation corridors within the City and recommend development standards for such corridors. Standards should address appropriate land use, architectural considerations, historic preservation where applicable, and appropriate signage (including way finding signage). Corridors should include but not be limited to State Highways.

g. Stormwater Plan

Incorporate goals, objectives and policies recommended in the City's Stormwater Master Plan. In addition, integrate the recommendations regarding flood plain and watershed protection into all pertinent components of the Comprehensive Plan.

h. Infrastructure Element

Review existing plans related to water supply and sanitary sewer facilities and recommend any future modifications to those plans that will be required in order to achieve the overall community vision or to support the projected build-out scenarios for future land use mixes.

i. Technology Infrastructure

Make recommendations as to best practices for encouraging the advancement of the community's technology infrastructure.

j. Economic Development/Redevelopment

The Plan should include an economic analysis of the community to help drive the goals of the planning effort. Review and analyze local, state and regional factors that influence the future development and redevelopment opportunities in McAlester.

h. Parks, Trails and Open Space

Develop implementation strategies that provide a cohesive and consistent means to build a park, trail and open space system in the community.

i. Housing

- A Housing Market Analysis should be provided that measures present and projected housing and population trends.
- Community character – provide methods to ensure a cohesive, complimentary mix of residential, commercial, agricultural and industrial uses for current and future residents.
- Forecast future housing trends & demands for all types of housing over the next 5, 10, and 15 years.

Review and incorporate recommendations and strategies to encourage a variety of housing types and sizes, including addressing the increased demand for urban-style multi-family housing options.

Include a discussion of types of housing, present and future demand, condition of current housing stock, location of various types of housing, growth trends and patterns, housing values, home ownership, housing density, vacancy rates, rental rates, neighborhood revitalization and a discussion of major housing issues. Make recommendations for new neighborhood interconnectivity, and traditional neighborhood design, where appropriate.

j. Community design guidelines

Development that is out of scale, poorly designed, or of low quality can undermine the character of the community. Too often, site planning and building design of new developments do not adequately take into consideration a project's setting within the community and its contribution to the urban streetscape.

Draft design guidelines to promote structures, urban spaces and landscapes that are enjoyable to view, inhabit and experience. The Community Design Guidelines should provide design professionals, property owners, commissioners, staff, and residents with a clear and common understanding of the City's expectations for the planning, design, and review of development proposals in McAlester, and to increase the community's awareness and appreciation of design considerations.

k. Neighborhood Revitalization

Identification of areas within the community that are in need of innovative redevelopment strategies. Provide recommendations on redevelopment strategies for implementation.

l. Downtown/Old Town Vitality

The Plan shall provide strategies and guidance for enhancing the downtown and old town to revitalize and maintain the areas, and to help define their role in the community.

m. Sustainability

Integrate the latest measures the City should pursue and policies that are recommended to achieve a sustainable community. The plan should ensure that all elements of the built environment work together to provide sustainable places to live, work, and recreate while maintaining a high quality of life. The plan shall also address new topics such as community health and wellness, environmental stewardship, and economic resiliency.

n. Healthy Community

Incorporate healthy communities' principles into all pertinent recommendations of the Comprehensive Plan. In particular principles regarding safe, accessible active lifestyles for all populations and a clean natural environment should be integrated within the major components of the Plan.

- o. Resiliency
The consultant should provide the latest research and recommendations for developing a resilient community. (A community that is prepared to deal with natural and man-made disasters as well as economic shifts.) The current emergency operations plan and hazard mitigation plan should be reviewed and integrated with this element of the plan. Any gaps that may exist should be identified.
 - p. Special Planning Areas
Evaluate development patterns in the city to determine if there are areas in the city with special conditions that require further study or policies.
 - q. Community Character and Urban Design
The Plan, through community input and review of existing plans, shall have a set of policies that address community image and preservation of community attributes and character. The consultant should consider density, aesthetic design guidelines, sign regulations, building types and transportation corridors.
 - r. Implementation Plan
To include recommendations for implementation strategies. Benchmarks should be established for the Plan.
- H. McAlester Code of Ordinances- Chapter 62 Land Development Code Update
The consultant shall review the current Land Development Code in its entirety to identify gaps or conflicts with the updated Comprehensive Plan's recommendations. Consultant shall prepare the appropriate ordinances for consideration of the Planning Commission and City Council to address these gaps or conflicts, as well as any outdated provisions of the Code as well.
- Key Components of Chapter 62 Land Development Code to be addressed shall include but not be limited to:
- a. Article V- Zoning Ordinance of the City of McAlester- Portions of the current zoning codes for the City are outdated. The Plan shall include updates or further exploration into the current zoning ordinance and recommend updates to the existing code.
 - b. Article VI- Subdivision Regulations
 - c. Article VII- Sign Ordinance
- I. Ensure that all recommendations are consistent with applicable laws, ordinances, etc.
The consultant shall ensure all of their recommendations are consistent with:
- a. State and local statutes
 - b. Federal requirements including but not limited to; FEMA, DEQ, EPA, ADA & DOT
 - c. McAlester Municipal Code of Ordinances
 - d. Hazard Mitigation Plan
 - e. Community Vision
- J. Comprehensive Plan & Ordinance Adoption
The consultant team will participate in public hearings, Planning Commission, and City Council Meetings as needed, leading to adoption of the final SWOT Analysis, Community Identity & Vision, Comprehensive Plan Update and Amendments to the Chapter 62 Land Development Code. The consultant team will present summary overviews of the proposed documents and be available to respond to questions and concerns that may arise during the hearings/meetings. At the conclusion of the hearings/meetings, the consultant team will make any needed revisions to the ordinance documents to reflect revisions necessitated by the public hearings/meetings and adoption process.

Response to Comprehensive Plan Update RFP

Fee Schedules

Submitting Firm	Community SWOT Analysis	Community Identity & Vision	Comprehensive Plan Update	Chapter 62 Land Development Code	Any Travel, Overhead, Miscellaneous, Etc.	TOTAL COST
Crafton Tull & Associates, Inc. 214 East Main Oklahoma City, OK 73104	\$15,000	\$10,000	\$60,000 - \$65,000	\$60,000 - \$65,000	\$5,000	\$150,000 - \$160,000
Freese and Nichols 6303 North Portland Avenue Oklahoma City, OK 73112	\$197,000			\$183,000		\$380,000
Guernsey 5500 North Grand Boulevard Oklahoma City, OK 73112	\$56,300	\$39,400	\$54,400	\$9,300	Included	\$159,400
Halff 435 North Walker Avenue Oklahoma City, OK 73102	\$150,000 - \$235,000			\$100,000 - \$140,000	\$10,000 - \$15,000	\$260,000 - \$390,000
Institute for Building Technology & Safety (IBTS) 45207 Research Place Ashburn, VA 20147	\$70,864.84	\$38,563.92	\$12,429.69	\$38,407.74	\$8,650.95	\$168,917.14



March 17, 2017

Community & Economic Development Department
City of McAlester
28 E. Washington Avenue
McAlester, OK 74502

RE: Comprehensive Plan RFP Response

Dear Selection Committee:

Community planning is a necessity and requires vision, passion, intensity, urgency, and commitment. The fabric of a community is defined by its people, culture, businesses, and the region in which it is located. The future plan results when the intangible characteristics identified above align with the community fabric to formulate a future that creates value on many levels and a sustainable and better quality of life for citizens in the community and region.

Guernsey has assembled a team of qualified professionals eager to assist the City of McAlester (City) with the update of the Comprehensive Plan. **Guernsey** has been in business since 1928 and has since worked extensively with municipalities, government entities, and private companies. Our 89-year history as a planning, architecture, and engineering firm in Oklahoma is testament to our strong capabilities and company stability. Based on our experience and understanding of the scope of work, we would be an excellent choice to perform this project. Our Team includes:

- Nealon Planning
- Butzer Architects and Urbanization
- Duncan Associates

The **Guernsey** Team has extensive experience with community vision and strategy, comprehensive planning and plan implementation. The Team has a good understanding of the City and the priorities the City is looking to achieve. **Guernsey**, and select **Guernsey** staff, have previous experience with the City on previous or proposed projects. Our Team supports the comprehensive resources required to address the needs of this project and has a thorough understanding of the many requirements associated with this type of endeavor. Our principal contact is Ken Senour, Sr. Vice President, 5500 N. Grand Blvd, Oklahoma City, OK, 73112.

We are very interested in assisting McAlester with this project and appreciate the opportunity to demonstrate our capabilities. Please direct any questions or comments to Ken Senour (405.416.8140) or e-mail: ken.senour@guernsey.us.

We look forward to continuing discussions.

Sincerely,
Guernsey

Ken Senour, CEP, QEP
Sr. Vice President

PROJECT UNDERSTANDING

Our Team has reviewed the Comprehensive Plan 1996-2006. The key part of the plan identifies the Vision for the City. That Vision included the following:

- Provide a framework for sustainable community development to ensure proper growth management
- Assure economic development in McAlester will enhance and enrich the quality of life
- Develop a central business district which financially benefits the citizens of McAlester and the surrounding trade area
- Evaluate housing in all residential areas and establish a method to ensure a variety of types that are also safe, healthy, served by all public utilities and have appropriate connectivity to public facilities, schools, and commercial areas
- Provide well designed and maintained transportation in McAlester which ensures safety and ease of movement for all McAlester
- Provide and plan for public utilities that adequately serve the population; allow for growth; promote and attract economic development; and encourage efficient use of land and fiscal resources
- Provide land area, facilities, and activities to service the recreation needs of McAlester
- Provide sufficient land area and facilities to serve the education and cultural needs of all persons in the community and assure that facilities are conveniently accessible
- Provide a complete range of public services to the community
- Implement the comprehensive plan as a working document to guide the future growth and development of McAlester

In addition to a future land use plan that promotes a market-realistic development pattern, the process to develop the comprehensive plan must include an examination of its valuable natural resources, thoroughfares and transportation, emergency and community services, infrastructure, and resiliency for each to ensure the City remains on the right path to make sound decisions in order to maximize opportunities along the way. The process must engage the public in a meaningful discourse as the City seeks answers to several thought-provoking and idea-generating questions.

The following may be among those questions:

- HOW WILL THIS GROWTH SHAPE MCALESTER'S IDENTITY OVER THE LONG TERM?
- WHAT BOLD MOVES CAN THE CITY MAKE TO ENSURE THAT THE COMMUNITY CHARACTER REMAINS WHILE PROVIDING FOR NEW RESIDENTS TO JOIN THE COMMUNITY?
- HOW CAN THE CITY CONTINUE TO SUPPORT STRONG AND SAFE NEIGHBORHOODS AND THRIVING BUSINESSES?
- WHAT DOES IT TAKE TO POSITION MCALESTER FOR CONTINUED SUCCESS?
- WHAT CHANGES CAN BE MADE TO ENSURE A RESILIENT FUTURE?



These are all important questions that deserve careful thought. The Team has had the privilege of working with many high growth, similarly situated communities. We understand the impacts that growth places on the built and natural systems that determine a community's quality of life. Through the planning process, the Team will work with the community to answer these and similar questions, develop a widely-supported vision and identify the investments and strategic initiatives needed to realize that future. Our detailed approach aligns well with the requirements of the Comprehensive Plan Update.

PHASE 1: PROJECT INITIATION

1.1 PROJECT COORDINATION PLAN

The consultant team will develop a simple Project Coordination Plan (PCP) to ensure optimal coordination among project partners (consultant team members, City staff, and key stakeholders). In addition, the PCP will identify points of contact within the consultant team for certain project-related tasks, describe regular project management activities, and outline the delivery of work products.

1.2 COMMUNITY ENGAGEMENT PLAN (PEP) AND IMPLEMENTATION

In order to educate, inform, and engage community members during this planning process, the consultant team can work with project partners to develop a customized strategy that draws from a menu of public involvement options ranging from innovative social media techniques to traditional community meetings. Working with City staff, the consultant team has the ability to develop an approach that engages a variety of stakeholders including property owners, business interests, community groups, institutions, and the general public.



Stakeholder Interviews - Stakeholder interviews will be conducted on an as-needed basis to provide important insights that may not be immediately apparent from a review of existing plans and data. Stakeholders may include key staff from city departments; elected and appointed officials; representatives from the Community Development Department, Convention and Visitors Bureau, Chamber of Commerce, McAlester Army

Ammunition Plant representatives, higher education, and institutional stakeholders such as the McAlester school district. Stakeholders will be asked a series of questions, as well as be engaged in a conversation that identifies key issues and opportunities. Information gathered may include the development climate, perceived and real obstacles, community and business concerns, and available financial and organizational resources.

Project Website - A website should educate, inform, and engage the community in the planning process. The **Guernsey** Team will utilize Mindmixer (or equivalent) to enhance the engagement efforts by recreating the in-person meeting online.



Community Survey - Surveys are a powerful tool in gaining community feedback regarding particular issues, and they have the positive secondary effect of increasing public awareness of the planning process. The overall objective of this survey will be to confirm issues and gain consensus on emerging themes as perceived by the community. The Team will work with the City to further define the variables that are of greatest concern to the community, as revealed during the planning process, and to determine the appropriate survey questions. The survey will be made available through the project website.

Project Brand - Developing a targeted branding strategy for the project will bolster current efforts to communicate the future vision for the City as well as the unique history, character, and features that define McAlester. The first step will be to formally develop a unique custom identity that will become the consistent visual representation of both the process and resulting Plan. This approach will also identify specific actions

and tools that will facilitate the highest levels of public awareness during Plan development and implementation processes.

1.3 KICKOFF MEETING WITH STAFF/CITY TOUR

This will be an informal gathering to kick-off the project Team's upfront work, provide an opportunity for planning staff and the Team to become better acquainted, review the project schedule and potential meeting dates, and discuss data to be acquired. The Team will initiate a discussion of the group's initial thoughts regarding issues and opportunities followed by a discussion of project goals and expectations.

A focused session in which the project partners examine the study area through the project lens is an effective way to get all the parties simultaneously engrossed in the project and to forge a productive working relationship. A tour of the area will strengthen the Team's grasp of the existing conditions and stimulate the generation of ideas to explore during the planning process. This tour should include the City staff and others with knowledge of the local development patterns and issues. This sharing of insights will expose those important local conditions and issues that might not be immediately apparent. Team members will observe conditions, receive input from City staff on key locations/challenges, record observations, and take photos. Minutes of the kick-off meeting and site tour will be provided.

PHASE 2: CITY ASSESSMENT

2.1 DATA COLLECTION

At project initiation, the Team will gather data to be utilized in the course of developing the Plan. The **Guernsey** Team will prepare a data inventory, which will include any data contained in the database currently, as well as any outstanding data needs. The inventory will also identify the types and formats of data required. GIS data acquired will be used to prepare existing-conditions maps to be used in the early stages of the project.

In addition to data, our Team will collect and review adopted plans and studies to gain a better understanding of the policies in place that are shaping growth and influencing development, redevelopment, investments, and other types of changes in the study area including the City's current 1996-2006 Comprehensive Plan and other documents.



City of McAlester staff and other project partners can provide valuable input at this stage of the process because they are the most familiar with the issues and opportunities. At this point in the process, the **Guernsey** Team will provide staff with an inventory of information that can be utilized to identify the key issues and opportunities and summarize supporting information. From this, the Team can quickly grasp these issues and opportunities, help clarify the goals for the study area, and ensure the priorities are understood so the planning effort can focus on addressing them.

2.2 ADDITIONAL ANALYSIS & CITY ASSESSMENT REPORT

The **Guernsey** Team will augment the information provided by the City in 2.1 with supplemental research. The Team will prepare a document that describes the existing conditions in the City and the findings of the assessment. Included in this document will be maps and infographics that further convey the most salient points associated with the key issues and opportunities.

2.2.1 DEMOGRAPHICS AND SOCIOECONOMICS

As part of our initial analysis, the Team will reflect on the evolution of McAlester as the City it is today. The Team will weave the story of McAlester's growth and development throughout its history into the planning process to provide context to Plan elements and recommendations. Included in our initial assessment will be a thorough demographic analysis, an understanding of the composition today as well as the likely population increases by age cohorts by 2030. Overall growth projections will be forecasted in 5-year increments (2020, 2025, and 2030).

2.2.2 LAND USE

The primary purpose of the land use analysis is to answer questions that are critical to the creation of a vision for the future of the City, such as *how suitable is available land for new housing*, and *where is the greatest development pressure likely to be?* In this task, the Team will examine the existing development pattern and the likely distribution of new development to assess the issues and opportunities.



The Team will examine the existing development pattern, employing GIS data and aerial photography. The primary purpose of this step is to examine the diversity of development in terms of uses, design character and density/intensity. From this examination, we will define a set of generalized land use categories. This analysis will result in a map of existing land use which will be used in subsequent tasks.

2.2.3 COMMUNITY CHARACTER AND URBAN DESIGN

Through a qualitative assessment of development characteristics in the study area, the Team will identify the features that, in combination, contribute to the character of subareas. The Team will identify those features that distinguish one area from another, such as the mixture of uses, heights of buildings and scale of public spaces and streets. For example, though both contain commercial-use facilities, the traditional downtown area differs from suburban commercial corridors in terms of the types of tenants and buildings, building orientation and arrangement, location of parking, scale of streets, signage, etc. The areas identified will be described using a combination of text, imagery and diagrams. The definition of these areas will allow for a categorization by type. Initially, the Team will assign each character area type to one or more subareas to graphically describe the character of each as they exist today.



The types of character areas may be expanded to include some types that do not exist today but represent what the community has expressed as desirable types to encourage in the future. The full range of definitions will be refined later in Phase 3 and incorporated into the concept plan.

Unlike conventional land use plans, the future vision for McAlester will depict a set of character areas that go beyond future land use. This

vision will show the distribution of existing and future land uses in context. Retail uses in Old Town, for example, will be distinguished from retail uses elsewhere in the City based on the differences in character areas assigned to various locations. With this approach, the vision will illustrate a more realistic representation of the future opportunities and preferences.

2.2.4 HOUSING AND NEIGHBORHOODS

As part of this initial analysis, the Team will assess the City's existing housing stock in terms of occupancy, supply, affordability, and quality. Furthermore, based on demographic projections, we will analyze the size and growth of the market by income, household type, tenure, and other key metrics. This analysis will consider housing as a key component of successful neighborhood development and redevelopment. The analysis will reveal areas to promote targeted revitalization and redevelopment interventions. The analysis will include 5-, 10- and 15-year projects.



2.2.5 TRANSPORTATION

A complete understanding of the transportation network is critical to developing a sound, resilient plan for the future of development in McAlester. As part of the initial analysis, the Team will evaluate the City's existing transportation systems to understand the existing connectivity among roadway, bicycle and pedestrian, transit and freight networks throughout the City. The Guernsey Team will use current data available from ODOT, Pittsburg County, and the City to evaluate existing transportation conditions along major roadways. This analysis will inform the transportation component of the concept plan in that it will help define future circulation patterns for all modes.

2.2.6 ECONOMIC DEVELOPMENT

An economic framework ultimately seeks to enhance a community's standard of living and opportunities for self-empowerment through improved access to development of skills and attraction of talent and capital, as well as the means to connect to the outside world. This involves an evaluation of what is possible in the physical environment—an analysis of housing, retail, office, hospitality and industrial uses, but also its economic systems—its talent pool, access to capital, and its creativity and ingenuity in adapting and evolving as economic shifts occur.

2.2.6.1 MARKET ANALYSIS

Market analysis will be conducted to determine the specific scope of opportunities, for housing and retail that exist to supply unmet demand to different consumer groups and residents. Analysis will include:



- Market and Trade Area Definition
- Demand and market segmentation analysis: market segmentation and consumer group analysis will be undertaken to identify demand for different development products. Retail demand analysis will make use of retail demand gap and buying power analysis for retail to determine if certain retail segments are missing in the market.
- Supply analysis: market metrics will be provided, including achievable rents, lease rates, and sale prices; absorption and achievable velocities of development; and achievable amounts of development.

2.2.7 PARKS AND OPEN SPACES

A comprehensive system of public and private spaces for recreation—passive and active—are critical to livability and sense of place. The Team will inventory existing facilities to understand the system of parks and recreation currently available to residents in McAlester. As the City continues to grow and the population diversifies, park and recreation facilities will become increasingly important to maintain the community's quality of life.



2.2.8 PUBLIC FACILITIES, SERVICES AND INFRASTRUCTURE

As development consistent with this Plan occurs, specific infrastructure improvements will be needed to support, and even facilitate such development. An understanding of existing utility system capacity and the potential impacts of implementing the Plan will

raise questions that will shape the land use discussion later in the process. Therefore, in this step, the **Guernsey** Team will review infrastructure plans to reveal where new development can be supported easily in the short term and where water and wastewater service limits future development. The Team will review water, drainage and wastewater plans for the community to determine related impacts on future land use and growth and integrate the study information into the planning process.

We will assess the current state of technology used by the community to operate various systems and ascertain the security in place to protect and sustain those systems. **Guernsey** has extensive experience in the performance of planning and design for transportation, water and wastewater, and storm water systems. Our understanding of these systems is comprehensive and will allow us to integrate our analysis into the fabric of the comprehensive plan.

The need for community facilities, such as schools and libraries, will also increase with additional population growth. The Team will prepare an analysis of existing public facilities to determine deficiencies and make recommendations for public improvements that will accommodate projected growth and development. Following a review of relevant plans, the Team will discuss the adequacy of existing and planned facilities with City staff and representatives of each service provider so that an inventory can be confirmed and any existing deficiencies in the systems can be better understood.

2.2.9 COMMUNITY HEALTH AND QUALITY OF LIFE

The **Guernsey** Team will make a deliberate effort to address community health and quality of life in the Plan. However, based on previous experience, implementing improvements to community structure to facilitate better health and enhance the quality of the places within which people live, work and recreate are best addressed in connection with all of the other plan elements. Therefore, rather than creating a separate plan element, the Team will help formulate pertinent goals, objectives, and policies within the other elements to advance goals and objectives aimed at bring about measurable results. As a starting point, we will review the County's Community Health Assessment, and determine ways in which the issues described in it can be addressed through development design, conservation, infrastructure, parks, open space, housing quality, jobs, education, food access, and community services. Combined with programs focused on health promotion, tailored interventions can be defined



specifically for McAlester for improved health outcomes and overall improved well-being.

2.2.10 SWOT ANALYSIS

Having reviewed and synthesized information about the existing conditions of McAlester and trends affecting the area, the Team will conduct a SWOT analysis to identify the primary opportunities and challenges to ensure the focus of the process and the resulting plan specifically address these opportunities and challenges. The presentation to the Steering Committee and public will highlight the findings as input is solicited. It is anticipated that this analysis will consider any potential impacts that McAlester's future development might have on the military readiness and defense capabilities of the nearby McAAP as well as McAlester's opportunities related to its position in the region and any assets that distinguish it from other communities in the region, such as infrastructure, technology, recreational amenities, history, and culture.

2.3 STEERING COMMITTEE MEETING & COMMUNITY WORKSHOP 1: MCALESTER TODAY

The first community workshop will bring together a diverse group of stakeholders including local elected officials, community leaders, and members of the general public for a public meeting to develop an initial vision of the future for McAlester and determine a set of sound, community-supported goals. Based on the findings of the City Assessment, the agenda will take attendees from the big-picture view of the City through a focused look at subareas with a discussion of the opportunities and challenges, as determined through the SWOT analysis. The meeting will culminate in an interactive session to confirm the opportunities and challenges, and to update, refine and prioritize the goals through an expression of values, which will inform the direction of the plan.



PHASE 3: CONCEPT PLAN DEVELOPMENT

3.1 COMMUNITY IDENTITY AND VISION

3.1.1 INITIAL CONCEPT

Based on the results of Phase 2 and community values as expressed in the goals and objectives, a Concept Plan will be developed to initially depict an alternative policy direction. To build on previous community-supported efforts, this concept will incorporate recent plans. This will be the first concept and will be used as a starting point in Community Meeting 2. Up to two alternatives to this initial concept will be developed in this phase to arrive at a future vision for McAlester.

3.1.2 ALTERNATIVE GROWTH AND DEVELOPMENT SCENARIOS

To fully appreciate the potential impacts of future growth, the community must consider possible land use patterns that could emerge over time given different policy directions. Through modeling of various scenarios, the Team can help inform the selection of a

preferred future vision. The build-out scenarios can include projections of uses, infrastructure improvements required, estimated cost of infrastructure, and projection of future city sales tax revenue.

3.1.3 SPECIAL PLANNING AREAS

In many cases, one of the most helpful ways of communicating the spirit of the overall plan is by demonstrating the results of putting it into action. To this end, the team will also prepare up to three conceptual subarea plans. Each subarea plan will conceptually illustrate development design at that specific location. At this level of detail, the team can graphically express more specific ideas pertaining to building form, mixture of uses, infill development approaches, street pattern and streetscape, parks and open space, etc. In addition to Old Town, the Team will illustrate two areas defined with input from staff and the Steering Committee.

3.2 STEERING COMMITTEE MEETING & COMMUNITY WORKSHOP 2: SHAPING MCALESTER'S FUTURE

The purpose of this community workshop is to simultaneously examine all of the plan elements and gain an understanding of the interrelationship of the elements; explore the many choices within the land use concepts; understand the manner in which the land use concepts address the issues, opportunities, and constraints; and evaluate the land use concepts by judging the performance of each relative to the goals (using results of task 3.1.2). The end product will be a preferred future land use vision with supporting concepts.

PHASE 4: DIRECTION

4.1 POLICY FRAMEWORK & IMPLEMENTATION STRATEGIES

Based on goals, objectives, and the details of the Future Land Use Plan, the Team will draft a set of policy recommendations and strategies (including resiliency) tailored to meet the needs and expectations of the City. The Team will refer to precedents throughout Oklahoma and the U.S. for best practices and lessons learned to ensure a policy framework that is up-to-date yet meaningful for this region given its unique circumstances. Each part of this plan will consider proactive resiliency strategies and tools for responding to the short and long term stresses that often impact Oklahoma communities.

The array of policies to be addressed will include but not be limited to:

- Economic development
- Housing location and neighborhood revitalization
- Community design (basis for guidelines and to inform the code amendments); multimodal transportation
- Natural resource protection
- Infill development and redevelopment
- Community health and well-being
- Sustainability and resiliency



One of the key elements of the toolbox will be a series of regulatory recommendations to Chapter 62 of the City's Land Development Code (LDC). The recommendations developed at this stage will inform the scope of work to be undertaken following plan adoption. Refer to Phase 6.

The recommended policies will be supported by an updated set of implementation strategies documented in the form of a "toolbox," which will provide a menu of techniques to be considered as the City moves into the plan implementation stage. The toolbox will include an assortment of regulatory and incentive-based tools, capital needs, funding options, model ordinance provisions, programs that foster local government collaboration, and programs that attract private investment, particularly catalyst projects.

Following staff review of the policy framework and implementation strategies, **Guernsey Team** will conduct a day-long work session with the City to discuss, refine and prioritize recommendations and implementation strategies.

4.2 ACTION PLAN

The Team will further assist the City by creating an action plan that identifies the implementation strategies to be implemented in the short term, and indicating possible time frames for the remaining strategies to be undertaken in the long term. The action plan will provide specific strategies on critical needs regarding updates to various plans and zoning, subdivision regulations, design guidelines, and recommended enforcement provisions, as well as a listing of potential design- and market-based incentives appropriate for the City. The Team will name the types of entities that would be best suited to execute each strategy listed, so that responsibilities can be assigned (or assumed) at the local and regional levels. The worksheet will serve as an effective tool in not only guiding the implementation activities but in monitoring progress and recording successes.

Within the action plan will be the identification of up to five major strategic initiatives to be led by the City. The initiatives will be selected conferring with City staff and elected and appointed officials. The initiatives will focus on critical needs regarding capital improvements, modifications to existing regulations, and potential design- and market-based incentives appropriate for the City. The **Guernsey** Team will refer to precedents regionally and throughout the US to ensure the action steps related to these initiatives take into account best practices and lessons learned.

4.3 STEERING COMMITTEE MEETING AND COMMUNITY MEETING #3: PUTTING THE PLAN INTO ACTION

The third and final community meeting will be held to present to the community the Future Land Use Plan map with supporting illustrations, and draft recommendations and implementation strategies. Special attention will be given to the major strategic initiatives. Attendees will be engaged in a dialogue about the menu of tools to be employed at the local level as well as opportunities for regional coordination, private sector participation, and opportunities for area agencies and organizations to advance implementation. A key takeaway will be the timeframe for implementation. By engaging the public in a discussion about short-, mid-, and long-term action steps, the City can better manage the community's expectations regarding the timing of investments and corresponding changes. The support garnered at this meeting will be crucial to the successful recruitment of champions that will help maintain momentum after the plan is adopted.

PHASE 5: PLAN DOCUMENTATION

5.1 UPDATED COMPREHENSIVE PLAN DOCUMENTS

The **Guernsey** Team will produce the plans and companion document to provide the City and others with a suite of products that will facilitate plan implementations.

5.1.1 FIRST DRAFT REPORT – CLIENT/STEERING COMMITTEE REVIEW

This report will present the plan in a single document with a detailed appendix that contains technical memos, maps, and other pertinent information gathered or produced during the process. The first draft will be intended for review by the City and Steering Committee.

5.1.2 SECOND AND FINAL DRAFT REPORT – PUBLIC REVIEW

A second draft of the full report will incorporate feedback on the First Draft and will be delivered to the City in electronic form for distribution via the web site. Following an adequate review period, the City will compile a single set of public review comments and deliver it to the **Guernsey** Team. The **Guernsey** Team will make a presentation to the Planning Commission and City Council in one joint meeting prior to the initiation of the formal adoption process. Once appropriate approval is gained, the Team will develop the third/final plan document.

5.1.3 PLAN PRESENTATION

A PowerPoint presentation will be prepared that gives an overview of the plans and highlights various sections contained within it. More importantly, the presentation will

generally explain the intended use of the document by the City and any others who will actively participate in the implementation of the plans. This presentation will be used by the Guernsey Team in making a presentation to the Planning Commission and City Council in one joint meeting as part of the formal adoption process (see 5.1.2).

5.2 EXECUTIVE SUMMARY

One key to the successful implementation of any plan is the effective communication of it after the planning process. Public education efforts designed to rally support for both plans are key to this communication effort. Therefore, a brief summary of the plan will be prepared. Our Team will design this illustrative piece so that it can be produced by the City in a cost-effective manner. The end product will serve as a marketing tool for the implementers of the plans, helping them “sell” others on the vision and methods for achieving it.

PHASE 6: CODE

6.1 CODE DEVELOPMENT

The Guernsey Team will work with the City to develop a set of land development regulations that are aimed at implementing the adopted Plan. Since the details of the Plan cannot be fully understood this stage, the effort cannot be adequately scoped. Therefore, the scope provided here should be re-evaluated, refined, and expanded at the conclusion of the planning process to ensure the updated land development codes (LDC) adequately address outdated provisions, gaps, and conflicts with the updated Comprehensive Plan’s recommendations. Tasks 6.1.1 through 6.1.5 provide a basic framework for the process of updating McAlester’s land development regulations.

6.1.1 CODE STRATEGY

Building on the assessment conducted during the planning process as well as the recommendations set forth in the adopted Plan, the Team will prepare a brief report describing the recommended approach to the LDC amendments to create of an effective set of regulations. The Articles of the LDC to be addressed shall include but not be limited to:

- Article V- Zoning Ordinance
- Article VI- Subdivision Regulations
- Article VII- Sign Ordinance



6.1.2 CODE DRAFTING

Based on an approved strategy, the Team will prepare proposed Code updates one chapter at a time. However, chapters will be grouped into sets, or “modules,” for ease of review by staff and Steering Committee. At least four modules (2+ for zoning, 1+ for subdivision, and 1+ for signs) will be presented sequentially for feedback. The Steering Committee will be engaged in the hands-on process to review, assess, and give feedback on one module prior to moving forward with the next module.

6.1.3 FIRST DRAFT CODE- CLIENT/STEERING COMMITTEE REVIEW

With input on each modules, the Team will refine the content of each chapter to produce an initial draft code suitable for staff and Steering Committee review. Following an adequate review period, the City will compile a single set of public review comments and deliver it to the **Guernsey** Team.

6.1.4 SECOND DRAFT CODE- PUBLIC REVIEW

A second draft of the full code will incorporate feedback on the First Draft and will be delivered to the City in electronic form for distribution via the web site. Following an adequate review period, the City will compile a single set of public review comments and deliver it to the **Guernsey** Team.

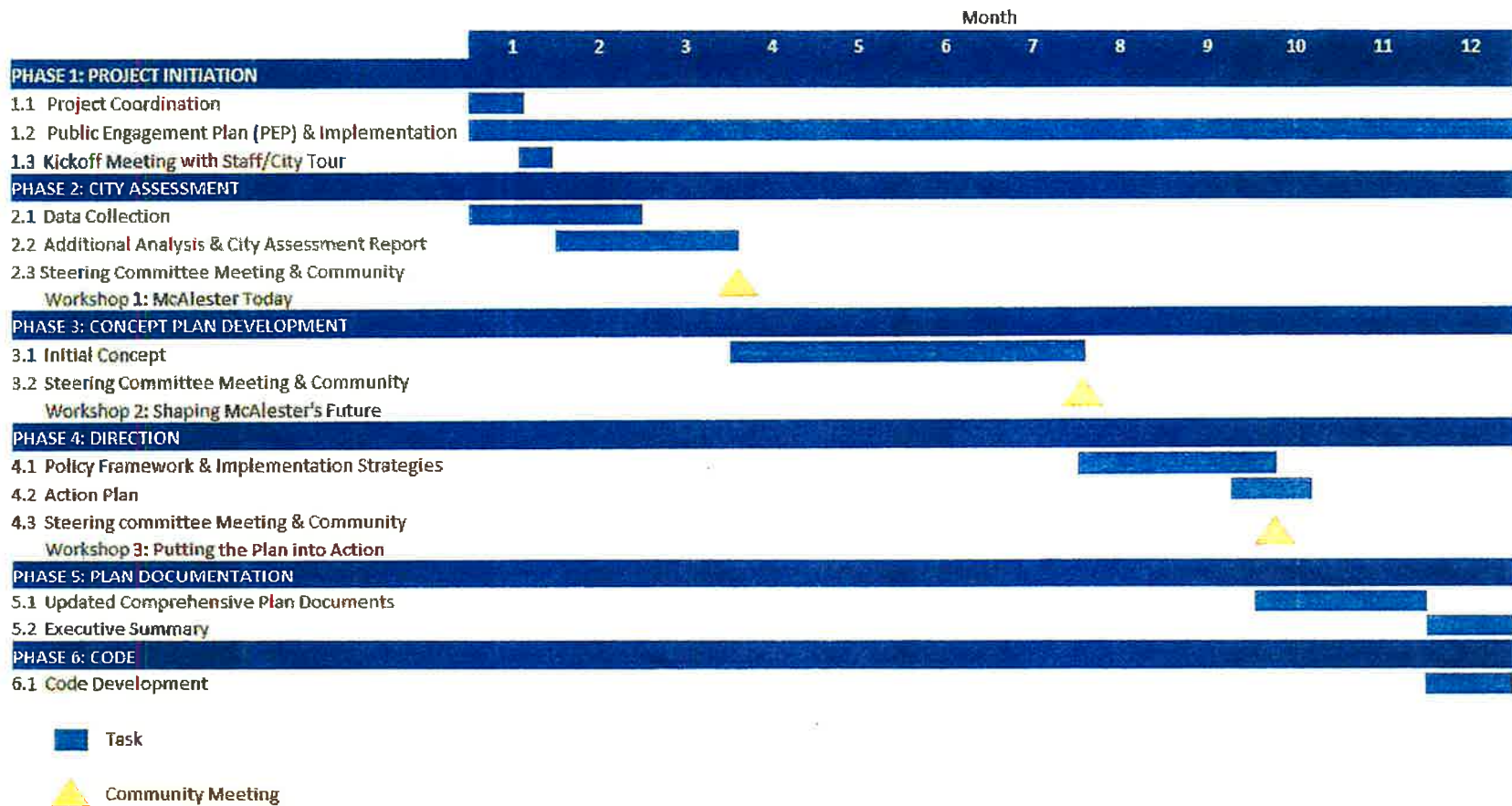
6.1.5 FINAL CODE DOCUMENT

The **Guernsey** Team will make a presentation to the Planning Commission and City Council in one joint meeting prior to the initiation of the formal adoption process. Once appropriate approval is gained, the Team will develop the third/final code document.

PROJECT SCHEDULE

The proposed project schedule indicates a series of logical steps from project initiation to preparation of the final report and presentation. It reflects a 12-month process. If necessary, the schedule may be adjusted to accommodate holidays, avoid regularly scheduled meetings, etc. Since this process is a collaborative effort, all phases of the project will involve regular communication to discuss progress and products of the work. The final schedule for the planning process will be established in the initial stage of the project and will be designed to meet the objectives discussed during contract negotiations.

City of McAlester
Comprehensive Plan Update - Schedule



FIRM DESCRIPTION



Guernsey is a mosaic of engineering, architectural, and consulting services. If you examine us closely, you might only see the component pieces. But if you look at the bigger picture, you see a unique, cohesive, employee-owned firm, capable of handling a wide array of projects, private or public, with a client's-first commitment.

We are a multi-discipline firm, employing engineers, architects, landscape architects, planners, consultants, environmental scientists, designers, analysts, accountants, and managers. Our clients include municipalities; federal; state; military entities; utilities; Native American tribes; universities; Fortune 500 companies; oil and gas companies; and more. Because we offer all these services under one roof, we are able to collaborate efficiently, giving you access to expert advice in a variety of disciplines and business sectors.

Guernsey is a well-established firm with 89 years' experience in PLANNING, engineering, architecture and consulting. We are employee-owned, client-focused, and community-oriented. We encourage our employees to commit to their projects with a persisting attitude of integrity and a focus on our client.

Services offered by **Guernsey** to support the proposed project include community/urban/land use planning, civil engineering, architecture, transportation planning, infrastructure analysis, environmental planning, and landscape architecture. Discipline specialists from these practice areas will support the project. Key disciplines/certifications supporting the project include:

- Urban/Community Planning (AICP)
- Landscape Architecture (RLA)
- Civil Engineering (PE)
- Electrical/Mechanical Engineering (PE)
- Transportation Engineering (PE)
- GIS Mapping (GLSP)
- Environmental Planning (CEP, QEP)



Guernsey has a long history of providing services to municipalities since 1928. We have a unique understanding and perspective of the processes and systems necessary for communities to function resiliently. We comprehend the big picture, but do not overlook the various components that must be sustainable.

Key elements of the process in which we have familiarity and experience include:

- Urban Planning
- Water
- Wastewater
- Transportation
- Drainage
- Infrastructure/Utilities
- Facilities
- Parks
- Land Use
- Zoning
- Sustainability
- Public Involvement
- Sustainable Practices
- Regional Collaboration

Guernsey supports the credentials locally to perform and implement the plan. In assessing the needs of the City of McAlester, we believe supplementing our Team with specialized partners will enhance the Team. Our Team includes the following:



Nealon Planning, LLC. Planning and urban design for public and private sector clients. Project types and services include planning for municipalities and multi-county regions (comprehensive plans, land use plans, corridor studies, open space plans, downtown and small area plans, land development codes, etc.), entitlements and public involvement. Sole proprietor, Meg Nealon, AICP, previously worked for Land Design, a nationally-recognized urban planning firm.



Butzer Architects and Urbanism. Butzer is a professional Oklahoma City-based architecture and urban design practice dedicated to improving communities through exceptional practice, teaching, and community service. Located in the historic Film Row District, Hans and Torrey Butzer lead a collaboration founded on research, common sense, and a distinguished design track record. The scale of projects undertaken by the practice is varies, proven by a portfolio that ranges from the design and fabrication of furniture to generations-impacting master planning. Inspired by the fields of architecture, landscape architecture, interior design, urban design/planning, engineering, construction, and industrial design, the work produced by BAU has received numerous architecture and landscape design awards. With an emphasis on integrity, professionalism, and sustainability, the partners' nearly 50 years of combined experience thrives on visioning and solving problems with eloquence and beauty. BAU provides a set of services for special projects, clients, and users.



Duncan Associates is a nationally-known, award-winning planning consulting firm that specializes in plan implementation services for cities, counties, regions, and states throughout the nation. The firm was founded in Fort Lauderdale in 1977 and now has offices in Austin, Texas and Chicago, Illinois. Over the past three decades, the firm as assisted over 300 public clients in more than 40 states with the preparation of their land development regulations, impact fee studies, and special studies. Their clients include many of the nation's largest and fastest growing communities including Tulsa and Pryor in Oklahoma, and Fort Worth, Plano, Arlington and Denton in North Texas. Projects that the firm has been involved with have received

awards from the Texas, Nevada, North Carolina, Georgia, Colorado, Louisiana and Florida chapters of the American Planning Association.

PROJECT TEAM

The **Guernsey** Project Team is presented on the organization chart on page 23. The Team is set up similarly to other teams we have established for previous comprehensive planning work. **Guernsey** is diversified and multidisciplinary in our approach to such projects. Our staff and teaming partners are well versed in performing these kinds of projects in an interactive and integrated approach.

The Team consists of urban planners, landscape architects, civil engineers, architects, and other professionals with skills and expertise in urban planning. This team generally has been involved in recent comprehensive plans and transportation plans for several communities including Edmond, Enid, Moore, Stillwater, and Owasso.

Highlights of key team members include:

1. **Principal/Partner-in-Charge (PIC):** Ken Senour, CEP, QEP, has over 40 years' experience performing regional, community, and military planning. He has been PIC for three comprehensive plans in Oklahoma for Edmond, Moore, and Enid, and several transportation plans. He also has served as PIC for water and wastewater master plans. The RFP requests that three references be provided for the PIC. Included are the following:
 - Comprehensive Plan, City of Moore, Elizabeth Jones, AICP, City Planner, 405.793.5053, ejones@cityofmoore.com
 - Various Projects, City of Oklahoma City, Eric Wenger, PE, Public Works Director, Oklahoma City, 405.297.2345, eric.wenger@okc.gov
 - Various Projects, Ryan Whaley Coldiron Jantzen, Peters & Webber, Steve Jantzen, Attorney at Law, 405.239.6040, sjantzen@ryanwhaley.com
2. **Project Manager (PM):** Karl Stickley, PE, has 40 years' experience as a civil engineer/planner for numerous community projects. He served as the project manager for the Comprehensive/Transportation Plan for Enid, Comprehensive Plan for Edmond, and transportation plans for Edmond, Stillwater, and Owasso. He is a highly recognized professional in Oklahoma for providing high quality planning and engineering services
3. **Urban Planning Lead:** Paul Ryckbost, PE, AICP, will provide key expertise in this role. Paul previously was an employee with the City of Oklahoma City working in both the Public Works Department and the Planning Department. He was involved in the comprehensive plan for Oklahoma City known as *planOKC* and has been actively involved with comprehensive plans for both Enid and Moore
4. **Lead Architect/Planner:** Chuck Knight, FAIA, LEED AP, CID, NCARB, Chuck is an architect fully engaged in executing socially and environmentally responsible plans that significantly improve the quality of life for communities. He has made meaningful impact on society and mixed cultures and has the experience to

bring ideas and people together to benefit a given community. He will assist with the development of strategic comprehensive plan that will provide for sustainable economic growth. He will assist with the development of initiatives for the community of McAlester and seek to connect, create and stimulate financing options through established partnerships.

5. **Urban Planning:** Meg Nealon, AICP, PLA, a community planner and landscape architect, has been assisting clients in the public and private sectors with complex planning and design efforts for 25 years. She combines her analytical capabilities, knowledge, and experience derived from a wide range of projects, which include plans that define sound public policies, establish regulatory frameworks, convey direction through scenario planning and conceptual design plans, initiate change with effective implementation strategies, and are based on inclusive public engagement programs
6. **Urban Design Architect/Code Strategy :** Hans Butzer, AIA, AK NW, LEED AP, Hans is a proponent of new urbanism and as an Architect has collaborated with municipalities on a common sense approach to urban master planning. He is known for his role in the design of key public sights in Oklahoma City and his civic engagement and advocacy. He designed the award winning Oklahoma City National Memorial, Maywood Park, John Rex Elementary School in downtown Oklahoma City and is an active member on **Guernsey's** Team for preparing the City of Moore's Comprehensive Plan, Envision Moore. 2040. Hans designs and participation lend to a community's sense of unity shared values and common ground over time.
7. **Lead Landscape Architect:** Darran Scott, RLA, has 15 years' experience regarding planning and urban design. Darran has past and current experience developing streetscapes for communities (Purcell, Oklahoma City), preparing comprehensive plans (Enid and Moore), preparing transportation plans (Owasso), and developing parks (Lawton, Piedmont), and a trails master plan (Piedmont). His involvement in the public engagement process with numerous municipal projects will bring added value to the process.

This Team is intact, cohesive, efficient, and effective. The Team has recent experience in preparing the comprehensive plans for Edmond, Moore and Enid. Our ability to get a jump start on the project will reflect our sense of urgency and knowledge of the process.



Principal-in-Charge
Ken Senour, CEP, QEP



Project Manager
Karl Stickley, PE
Urban Planning Leader
Paul Ryckbost, AICP, PE



Visioning/Public Engagement (SWOT Analysis)

- Darran Scott, RLA
- Paul Ryckbost, AICP, PE
- Meg Nealon, AICP

Socioeconomics, Land Use, Population

- Meg Nealon, AICP
- Darran Scott, RLA
- Leslie Novotny

Public Services/Infrastructure

- Karl Stickley, PE
- Larry Roach, PE

Transportation

- Karl Stickley, PE
- Ed Donwerth, PE
- Theron Smith, PE

Economic Development

- Chuck Knight, AIA
- Meg Nealon, AICP
- Hans Butzer, AIA, AK NW, LEED AP

Housing

- Hans Butzer, AIA, AK NW, LEED AP
- Chuck Knight, AIA

Downtown Redevelopment

- Paul Ryckbost, AICP, PE
- Chuck Knight, AIA
- Hans Butzer, AIA, AK NW, LEED AP
- Meg Nealon, AICP

Downtown/Old Town Vitality

- Chuck Knight, AIA
- Darran Scott, RLA
- Hans Butzer, AIA, AK NW, LEED AP
- Meg Nealon, AICP
- Paul Ryckbost, AICP, PE
- Darran Scott, RLA

Community (Urban) Design/Appearance/Historic Preservation

- Chuck Knight, AIA
- Darran Scott, RLA
- Hans Butzer, AIA, AK NW, LEED AP
- Meg Nealon, AICP

Parks & Recreation

- Darran Scott, RLA
- Leslie Novotny

Technology, Resiliency, Healthy Community

- Karl Stickley, PE
- Paul Ryckbost, AICP, PE
- Meg Nealon, AICP

Code of Ordinances, Design Guidelines

- Chuck Knight, AIA
- Hans Butzer, AIA, AK NW, LEED AP
- Kirk Bishop

**Comprehensive
Plan Development**
Darran Scott, RLA
Ken Senour, CEP, QEP
Meg Nealon, AICP

The chart below lists the project staff and their roles for the development of the plan. All members can be involved in public engagement activities as needed.

Firm	Team Member	Project Role
Guernsey	Ken Senour, CEP, QEP	Principal-in-Charge, Comprehensive Plan Development
	Karl Stickley, PE	Project Manager, Public Services & Infrastructure, Transportation, Technology, Resiliency, Healthy Community
	Paul Ryckbost, AICP, PE	Urban Planning Leader, Visioning/Public Engagement, Downtown Redevelopment, Downtown/Old Town Vitality, Technology, Resiliency, Healthy Community
	Chuck Knight, AIA	Economic Development, Housing, Downtown Redevelopment, Downtown/Old Town Vitality, Community Design/Appearance/Historic Preservation, Code of Ordinances Guidelines
	Darran Scott, RLA	Comprehensive Plan Development, Visioning/Public Engagement, Socioeconomics, Land Use, Population, Community Design/Appearance/Historic Preservation, Parks & Recreation, Downtown/Old Town Vitality
	Leslie Novotny	Socioeconomics, Land Use, Population, Parks & Recreation
	Larry Roach, PE	Public Services & Infrastructure
	Theron Smith, PE	Transportation
	Ed Donwerth, PE	Transportation
	Leslie Novotny	Land Use/Urban Design, Natural Resources/Parks & Recreation, Open Space Landscape Architect
Nealon Planning		
	Meg Nealon, AICP	Comprehensive Plan Development, Visioning/Public Engagement, Socioeconomics, Land Use, Population, Economic Development, Downtown Redevelopment, Downtown/Old Town Vitality, Technology, Resiliency, Healthy Community
BAU	Hans Butzer, AIA, AK NW, LEED AP	Housing, Community Design/Appearance/Historic Preservation, Economic Development, Housing, Downtown Redevelopment, Downtown/Old Town Vitality, Code of Ordinances, Design Guidelines

Duncan Associates	Kirk Bishop	Code of Ordinances, Design Guidelines
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The following pages present resumes of the key professionals involved in this project.



KEN SENOUR, CEP, QEP

Sr. Vice President; Principal-in-Charge

Mr. Senour is a Senior Vice President and Manager of the Engineering and Environmental (E&E) Group and is responsible for managing personnel, projects, contracts, and can align the resources necessary for the completion of a successful comprehensive plan. Ken has 44 years' experience and has a comprehensive background in planning/management. He was the project manager for the Arkansas River Master Plan. He has served as PIC for numerous projects including the City of Enid's Comprehensive Plan/Transportation Plan, the City of Moore's (Energy Efficiency Conservation Strategy), Drop-off Recycling Center, and Alternative Fuel Vehicle Transition and Fleet Management Plan; and the City of Chickasha's (Water & Wastewater Master Plan and Street and Drainage Inventory).

RELEVANT EXPERIENCE

Moore Comprehensive Plan, Moore, OK - Principal-in-Charge

Enid Comprehensive Plan & Master Transportation Plan, Enid, OK - Principal-in-Charge

Land Use Plan-Update, Edmond, OK - Principal-in-Charge
Master Transportation Plan, Edmond, OK - Principal-in-Charge

Stillwater Transportation Enhancement Plan (STEP), Stillwater, OK - Principal-in-Charge

Owasso Transportation Master Plan, Owasso, OK - Principal-in-Charge

Street and Drainage Inventory Master Plan, Chickasha, OK - Principal-in-Charge

Water Master Plan, Enid, OK - Principal-in-Charge

Wastewater Master Plan, Tuttle, OK - Principal-in-Charge

Trails Master Plan, Midwest City & Piedmont, OK - Principal-in-Charge

EDUCATION

BS, Biology & Geography,
Bowling Green State
University

CERTIFICATIONS

Certified Environmental
Professional (CEP)
Qualified Environmental
Professional (QEP)

REGISTRATIONS

OSHA/SARA Operations
Training Certification 40-hour





KARL STICKLEY, PE

Sr. Vice President, Project Manager

Mr. Stickley is a Senior Vice President of Guernsey and has a master's degree in transportation engineering. Karl has served as Project Manager for a variety of master planning projects, including the City of Enid's Comprehensive Plan/Transportation Plan (Co-Manager), the City of Enid's Water Master Plan; ACOG's Corridor Alternatives Analysis Study in Central Oklahoma, the City of Chickasha's (Water & Wastewater Master Plan, Street & Drainage Inventory); the City of Tuttle's Wastewater Treatment Feasibility Study; the City of Edmond's Edmond Land Use Plan, and numerous other municipal studies, analysis, and design projects. Many of his projects demand extensive public meeting efforts where presentations of concepts to focused committees and the general public are essential to the project's success. His familiarity with municipal projects and infrastructure will be critical to the process.

RELEVANT EXPERIENCE

Enid Comprehensive Plan and Transportation Master Plan, Enid, OK - Project Manager

Moore Comprehensive Plan-Transportation & Utilities Land Use Plan-Update, Edmond, OK - Project Manager

Sanitary Sewer Hydraulic Modeling, (consultant to Pipeline Analysis) Citywide, Ardmore, OK - Project Manager

Wastewater Treatment Plant Feasibility Study, Ardmore Airpark, Ardmore, OK - Project Manager

Dam Analysis/Condition Assessment at three Dams near Ardmore, OK - Project Manager

Master Transportation Plan, Edmond, OK - Project Manager

Stillwater Transportation Enhancement Plan (STEP), Stillwater, OK - Project Manager

Owasso Transportation Master Plan, Owasso, OK - Project Manager

Street and Drainage Inventory Master Plan, Chickasha, OK - Project Manager

Water Master Plan, Enid, OK - Project Manager

EDUCATION

MS, Traffic & Transportation Engineering, Kansas State University, 1976

BS, Civil Engineering, Kansas State University, 1975

REGISTRATION

Professional Engineer, OK, KS, TX, NM, AR, CO, UT, WY, FL





PAUL RYCKBOST, AICP, PE

Urban Planning Leader

Mr. Ryckbost is an Urban/Community Planner with over eight years' experience evaluating urban designs, creating comprehensive plans, managing capital improvement plans and construction, and strategic sourcing of utility systems. He formerly was an employee with Oklahoma City serving in the Public Works and Planning Departments. He will be responsible for the overall direction of the project and development of the plan. His familiarity with the comprehensive planning process and the relationship between municipal government and the public will be very valuable to the City. Paul served as a staff member for Oklahoma City's Green Infrastructure Task Force and focused on enhancing the use of low impact development and open space. Paul is the project manager for the City of Enid's Comprehensive Plan/Transportation Plan.

RELEVANT EXPERIENCE

Moore Comprehensive Plan - Project Manager
Enid Comprehensive Plan and Transportation Master Plan, Enid, OK - Urban Planner
PlanOKC (Oklahoma City Comprehensive Plan), Oklahoma City, OK - Lead Staff Member
Oklahoma State University (OSU), Stillwater, OK - Strategic Sourcing
Bricktown Strategic Plan (Bricktown, Stockyards City and Urban Design), Oklahoma City, OK - Design Review Staff
Oklahoma City Design Regulations and Guidelines, Oklahoma City, OK - Planner
Asian District Streetscape, Oklahoma City, OK - Contract and Construction Management
Phase I and Phase II NE 23rd Street Streetscape, Oklahoma City, OK - Construction Management
North Portland Avenue Sidewalk, Oklahoma City, OK - Design and Construction Management
Capitol-Medical Bicycle/Pedestrian Facility, Oklahoma City, OK - Project Designer
2007 General Obligation Bond Election, Oklahoma City, OK - Project Planner

EDUCATION

Master of Urban Planning
University of Michigan (2005)

Bachelor of Science, Civil Engineering
Calvin College (2003)

LICENSING

American Institute of Certified Planners, No. 24704
Oklahoma

Registered Professional Civil Engineer, No. 27244





CHARLES KNIGHT, FAIA, LEED AP, CID, NCARB

Sr. Vice President; Downtown Redevelopment, Community Design/Appearance/Historic Preservation

Mr. Knight brings relentless passion for communities together around a creative idea and technical solution. He constantly promotes the skill sets architects and engineers bring forward to initiate project viability. Working with community members to identify design opportunities and facilities that they need assistance i.e. programming, planning diagrams, imagery etc. He assists efforts to identify projects and parcels of land to meet the needs of each design. He provides thoughtful leadership to converge with innovative cultural – social ideas with community members and stake holders to strengthen day -to-day practices; reinforcing each community's core values to become even more aware of community wide reach and influence. Mr. Knight brings a broader creative awareness and appreciation for a community's diversity while looking toward new and recommissioned built environments where people can trust community values and a can do attitude with others.

RELEVANT EXPERIENCE

Master Plan, Cleveland State University, Cleveland, OK
New Economic Development Process, "Re-Generative Design" concept of "pay-it-forward", Maldives Islands – Founder (non-profit group)

New Economic Development, "Empowering Social Change Beyond Building" that looks at the impossible as merely an opportunity, Maldives Islands – Founder (non-profit group)

Sustainable Medical Facility Design, 1.7 million SF
Children's Hospice, Sri Lanka – Holistic business to create and stimulate financing opportunities for struggling cultures and societies

Community Life Commons, Northwestern College, St. Paul, MN

Great River Energy Headquarters, Maple Grove, MN

Developed programs to help underserved communities through Public, Private, Partnership, Cannon Design and Arizona State University, Pina County, AZ

EDUCATION

BA, Architecture, Oklahoma State University

MA, Architecture, University of Illinois

CERTIFICATIONS

National Council of
Architectural Registration
Boards (NCARB) Cert # 53974
LEED Accredited Professional

REGISTRATIONS

Registered Architect

Oklahoma

Illinois

Arkansas

Colorado

Fellow American Institute of
Architects





DARRAN SCOTT, RLA

Comprehensive Plan Development

Mr. Scott is landscape architect and has 11 years of experience implementing landscape architecture projects. Darran has worked on numerous types of projects to include: master planning, site layout and development, landscape & irrigation design for municipal, state, federal, and private entities. He has extensive experience in streetscape design, park master planning, and sustainable design. He is currently involved with urban planning projects for Enid, Chickasha, Owasso, Purcell, and others.

RELEVANT EXPERIENCE

Moore Comprehensive Plan, Moore OK-Landscape Architect

Trails Master Plan, Piedmont, OK - Project Manager

Enid Comprehensive Plan and Transportation Master Plan, Enid, OK - Project Landscape Architect

Owasso Transportation Master Plan, Owasso, OK-Project Landscape Architect

Community Parks Design, Lawton, OK - Project Manager

Wayfinding Plan Elements and Pilot Project, Norman, OK- Project Manager

63rd Street Enhancements Planning and Design, Oklahoma City, OK - Project Landscape Architect

Northern Oklahoma College Wayfinding Master Plan, Tonkawa, Enid and Stillwater, OK - Project Manager

Moore Downtown Streetscape, Moore, OK - Project Landscape Architect (while with another firm)

Green Avenue Streetscape, Planning, Landscape Architecture and Engineering Design, Purcell, OK - Project Manager

Waste Connections Oklahoma Landfill Expansion and Planning, Oklahoma City, OK - Project Manager

EDUCATION

BLA, Landscape Architecture,
Oklahoma State University, 2004

BS, Landscape Contracting,
Oklahoma State University, 2004

REGISTRATION

Licensed Landscape Architect, OK





LARRY ROACH, PE

Professional Engineer

Mr. Roach's experience spans over 40 years and includes major projects work for communities. His experience also includes public involvement, civil engineering, population projections, water system/water supply evaluations, and wastewater management and treatment. Mr. Roach specializes in the management and execution of capital projects. He has extensive experience in the planning, design, and construction administration of municipal work including water supply, water treatment plants, wastewater treatment plants, storm sewers, sanitary sewers, and water distribution systems. Larry's experience includes the City of Chickasha's Water and Wastewater Master Plan, the City of Enid's Water Master Plan, and the City of Tuttle's Wastewater Master Plan.

RELEVANT EXPERIENCE

Comprehensive Water Supply/Municipal Plans for the Cities of Shawnee, Enid, Oklahoma City, Guthrie, McAlester, Walters & Ardmore, OK

Water System Master Plan, Enid, OK - Sr. Project Engineer

Water/Wastewater/Storm Water Master Plan, Ardmore, OK - Project Manager

Wastewater System/Facility Feasibility Study, Tuttle, OK - Sr. Project Manager

Water and Wastewater System Master Plan, Chickasha, OK - Sr. Project Engineer

Water and Wastewater System Improvements, Chickasha, OK - Project Manager

Oklahoma Comprehensive Water Plan, USACE, Tulsa District and Oklahoma Water Resources Board, Statewide - Sr. Project Manager

Sunflower H2O Initiative, Regional Water System Study, Kansas and Oklahoma - Sr. Project Manager

Water Reuse and Water Non-Reuse Feasibility Study at Lake Thunderbird, Central Oklahoma -Sr. Project Manager

EDUCATION

Biological Science, Oklahoma State University, 1975

Bioenvironmental (Civil) Engineering, Oklahoma State University

REGISTRATION

Professional Engineer, OK





THERON SMITH, PE

Professional Engineer

Mr. Smith has over 35 years of experience as a civil engineer. His focus is transportation, utility, and water resources projects. Project types include engineering design, master planning, and site development for municipal, state, and federal governments and private entities. Additional experience includes: CAD/GIS development, engineering design for infrastructure improvements (roadway, grading, drainage, feasibility studies, water and sewer systems, permitting, etc.), and environmental concerns. Theron served as the Public Works Deputy Director and Engineering Division Manager for the City of Stillwater, Oklahoma where he was responsible for Engineering Design and

Program Management for \$32M in Transportation and Infrastructure Projects. He is thoroughly familiar with municipal engineering design projects.

RELEVANT EXPERIENCE

Moore Comprehensive Plan, Moore, OK - Sr. Project Engineer

Transportation Plan, Owasso, OK - Sr. Project Engineer

Freight Route Feasibility Study, Lawton, OK - Sr. Project Engineer

48" Water Line Design, Oklahoma City, OK - Sr. Project Engineer

Bank Stabilization/Permit Study, Braums near Tuttle, OK - Project Manager

Wichita Travel Plaza Water Line Design, Anadarko, OK - Sr. Project Engineer

Water Line and Sewer Line Replacements for Porter Avenue Widening, Norman, OK - Project Manager

New Facility Design, Planning, and Site Utilities, Confidential Client, Oklahoma City Area, OK - Sr. Project Engineer

Anderson Road Widening and Drainage Improvements, Oklahoma City, OK - Project Manager

12th Avenue Reconstruction and Sewer and Water Line Relocation and Improvements, Stillwater, OK - Project Manager

EDUCATION

BS, Agriculture (Forest Management), Oklahoma State University, 1979

AS, Life Sciences, St. Gregory College, 1977

REGISTRATION

Professional Engineer, OK





ED DONWERTH, PE

Civil Engineer

Mr. Donwerth has eight years' experience in the civil engineering field. He has provided engineering, technical advice and assisted in solutions for municipal, state, and federal clients. Mr. Donwerth is responsible for project coordination, sub consultant coordination and utility relocation coordination and engineering design. Ed's current projects include numerous ODOT roadway and bridge and approaches, City of Owasso's Master Transportation Plan, and Central Oklahoma Corridors Alternatives Analysis Study, Oklahoma

City Region, Association of Central Oklahoma Governments (ACOG). Municipal projects include 192nd Street Widening, 122nd & May to 112th and Miller Drainage Improvements, and 36th Avenue & Quail Drive Intersection Improvements & Drainage Study in Norman.

RELEVANT EXPERIENCE

Central Oklahoma Corridors Alternatives Analysis Study, Oklahoma City Region, Association of Central Oklahoma Governments (ACOG) – Project Engineer

192nd Street Widening (including drainage, drainage structures, sidewalk), Oklahoma City, OK – Project Engineer

36th Avenue NW at Quail Drive & Brookhollow Roadway and Intersection Improvements and Drainage Study, Norman, OK – Project Engineer

Pavement Analysis, Parking Lot Assessment, and Traffic Flow Analysis, Ft. Sill, Oklahoma, USACE, Tulsa District – Project Engineer/Site Evaluations

US-77 Roadway Widening, Resurfacing, Grading & Drainage, and Bridges, Cleveland County, South of Noble, OK, ODOT – Task Manager/Project Engineer

US-75 Realignment and Roadway Improvements, Hughes County, OK, ODOT – Task Manager/Project Engineer

Utility Relocation Coordination for Downtown Streetscape Project 180, Oklahoma City, OK – Task Manager/Project Engineer

EDUCATION

BS, Civil Engineering, University of Oklahoma, 1996

REGISTRATION

Professional Engineer, OK

Oklahoma City ADA Certified





LESLIE NOVOTNY

Landscape Architect Intern

Ms. Novotny has three years of experience as a landscape architect intern. Her experience includes: planning, urban design, and environmental disciplines. Additional experience includes municipal and private development projects from environmental assessments, planning, schematic design, to construction. Her objectives include integrating environmental stewardship with current design trends, technology, social and economic principles. Leslie is currently working on the City of Enid's Comprehensive Plan/Transportation

Plan, the City of Owasso's Transportation Plan, and the City of Purcell's Planning and Green Avenue Enhancement projects.

RELEVANT EXPERIENCE

Moore Comprehensive Plan, Moore OK - Technical Support

Trails Master Plan, Piedmont, OK - Technical Support

Enid Comprehensive Plan and Transportation Master Plan, Enid, OK - Project Landscape Architect Designer, Report Preparation, and Technical Support

Owasso Transportation Master Plan, Owasso, OK - Project Landscape Architect/Public Meetings/Report Preparation

Community Parks Design, Lawton, OK - Tech. Support

Wayfinding Plan Elements and Pilot Project, Norman, OK - Project Manager

Northern Oklahoma College Wayfinding Master Plan, Tonkawa, Enid and Stillwater, OK - Project Designer and Technical Support

Green Avenue Streetscape, Planning, Landscape Architecture and Engineering Design, Purcell, OK - Project Designer and Technical Support

Waste Connections Oklahoma Landfill Expansion and Planning, Oklahoma City, OK - Landscape Designer and Technical Support

Street and Drainage Inventory and Master Plan, Chickasha, OK - Reconnaissance Collection/On-Site Investigation and Technical Support

EDUCATION

MLA, Landscape Architecture, University of Oklahoma

BED, Environmental Design, University of Oklahoma

AA, Arts, Oklahoma City Community College





MEG NEALON, AICP, PLA

Comprehensive Plan Development, Visioning/Public Engagement

Meg Nealon, a community planner and landscape architect, has been assisting clients in the public and private sectors with complex planning and design efforts for 25 years. She combines her analytical capabilities, knowledge, and experience derived from a wide range of projects, which include plans that define sound public policies, establish regulatory frameworks, convey direction through scenario planning and conceptual design plans, initiate change with effective implementation strategies, and are based on inclusive public engagement programs. For most of her career, she was employed by a nationally recognized land planning and urban design firm. As a partner, she led the firm's public sector planning practice. She has also worked with developers, assisting with master planning, entitlements, and due diligence for large-scale mixed-use developments, and she brings this private sector perspective to planning projects. As the founder of Nealon Planning, she is focused on assisting communities to manage change while respecting the natural and cultural assets upon which their identities and economic opportunities are based

RELEVANT EXPERIENCE

Fuquay-Varina Comprehensive Plan, Fuquay-Varina, NC
 Envision Moore (Comprehensive Plan), Moore, OK
 Apex Comprehensive Plan, Apex, NC*
 Apex Comprehensive Plan Update, Apex, NC*
 Apex I-540/South Salem Street Small Area Plan, Apex, NC*
 Apex Western Area Plan, Apex, NC*
 Fort Mill Comprehensive Plan, Fort Mill, SC*
 Fort Mill Comprehensive Plan Update, Fort Mill, SC*
 Harrisburg Area Land Use Plan, Harrisburg, NC*
 Harrisburg Morehead West Area Plan, Harrisburg, NC
 Waynesboro Land Use Guide, Waynesboro, VA*
 Montreat Comprehensive Plan, Montreat, NC*
 Central Franklin Area Plan, Franklin, TN*
 Leander Comprehensive Plan, Leander, TX*
 Haslet Comprehensive Plan, Haslet, TX
 Devine Street/Ft. Jackson Boulevard Node Plan, Columbia, SC*
 University Research Park Area Plan, Charlotte, NC*
 Lake Lure Comprehensive Plan, Lake Lure, NC*
 Statesville Downtown & NC-115 Master Plan, Statesville, NC*
 Hickory Inspiring Spaces Plan, Hickory, NC*

* Project work completed while employed by LandDesign.

EDUCATION

Master of City & Regional Planning, University of North Carolina/1998

BS, Landscape Architect, University of Georgia, 1991

REGISTRATION

Landscape Architect, NC

Certified Planner

AFFILIATIONS

American Planning Assoc.

American Society of Landscape Architects

Urban Land Institute

NC Board of Landscape Architects

Charlotte-Mecklenburg

Historic District

Commission (2010-2013)





HANS E. BUTZER, AIA, LEED AP

Housing, Downtown Redevelopment, Community Design/Appearance/Historic Preservation

Together with his wife/partner, Has is best known as the co-designer of the internationally acclaimed Oklahoma City Natinal Memorial. Since the dedication of the Memorial in 2000, he remains active in the central Oklahoma community through his teaching, design practice and involvement on various community boards.

Hans continues to be deeply invloved with the design of projects in both Norman and Oklahoma City. He is co-designer of the Century Center Mixed-Use Redevelopment, the Oklahoma Skydance Bridge, and the award-winning SLIVR Archetecture and Engineering Center. The core intent of his work is fostering community through architectural and urban space.

<u>TITLE</u>	<u>AWARDS</u>
Principal	
Dean of Architecture	2016 AIA THOMAS JEFFERSON AWARD
A. Blaine Imel, Jr. Professor	
Mabrey Presidential Professor of Architecture and Urban Design	<u>SELECT CAREER EXPERIENCES</u>
The University of Oklahoma Division of Architecture	MAPS3 DOWNTOWN PARK
	Café, Stage, Boathouse, Play, and Skating Pavilions
	Oklahoma City, OK
<u>EDUCATION</u>	MOORE MASTER PLAN
B. ARCH (High Honors), The University of Texas at Austin, 1990	Moore, OK
M.A.RCH 2, Harvard University Graduate School of Design, 1999	YUKON URBAN GATEWAY SMART CODE
	Yukon, OK
<u>PROFESSIONAL LICENSE</u>	ROBINSON HILL MASTER PLAN
Architect, State of Oklahoma	Oklahoma City, OK
Architect, North-Rhine/Westphalia, Germany	
LEED AP, United States Green Building Council	
<u>PROFESSIONAL EXPERIENCE</u>	SLIVR CREATIVE LAB
Butzer Architects and Urbanism, 2015-Present	Oklahoma City, OK
Director	DOWNTOWN AIRPARK MASTER PLAN
Butzer Gardner Architects, 2008-2015	Oklahoma City, OK
Director	
TAParchitecture, 2004-2008	SKYDANCE BRIDGE
Principal of Design	(with S-X-L design consortium)
Butzer Design Partnership, 1990-2004	Oklahoma City, OK
Director	
Meyer-Ernst Partner, Berlin, Germany, 1995-1997	THE VILLAGE MASTER PLAN
Director of Design	Oklahoma City, OK
Clemenz und Partner, Berlin, Germany, 1994-1995	
Design Architect	MIDTOWN URBAN RENEWAL PLAN
J.S.K./Perkins & Will, Duesseldorf, Germany, 1992-1994	Oklahoma City, OK
Architect Intern	OKLAHOMA CITY NATIONAL MEMORIAL
	Oklahoma City, OK





KIRK BISHOP

Code of Ordinances, Design Guidelines

Kirk is a principal with Duncan Associates. During his 30 years with the firm he has served as a zoning and development code consultant to local governments throughout the U.S.

Kirk's substantial portfolio of work includes development ordinance revisions and code updates for dozens of local governments including several large cities such as Chicago, Philadelphia, Pittsburgh, Kansas City, Detroit, Tulsa, and Toledo. In recognition of his big city zoning experience, he was invited by Harvard University and the Lincoln Institute of Land Policy to serve on a three-member panel of zoning advisors for planning directors of the 25 largest U.S. cities.

Kirk's background also includes code rewrites for many smaller communities and counties, as well as specialized zoning assignments for state and regional agencies. He prepared two feedlot zoning handbooks for the Minnesota Department of Agriculture and recently completed a report for the Indian Nations Council of Government (OK) recommending zoning strategies for alternative fuel vehicle fueling stations.

Before joining Duncan Associates, Kirk was a senior research associate with the American Planning Association, where he served as principal researcher for studies, reports and training workshops. His examination of zoning strategies that enhance the visual quality and functional operation of road corridors was published as a Planning Advisory Service Report, *Designing Urban Corridors*.

Early in his career, Kirk worked as a senior planner with the City of Austin (TX), where he was responsible for zoning and subdivision case review, land-use studies, historic preservation and staff support for a council-appointed citizens' panel charged with reviewing amendments to the city's land development code.

Kirk is a frequent speaker at conferences and training workshops and a regular guest lecturer in the University of Illinois at Chicago's Urban Planning and Public Affairs program.

RELEVANT EXPERIENCE

Chicago, IL - Zoning Ordinance - Project Manager

Philadelphia, PA - Zoning Ordinance - Co-Project Manager

Pittsburgh, PA - Zoning Ordinance - Project Manager

Kansas City, MO - Zoning and Development Code - Principal Planner

Portland, OR - zoning and ordinance Assessment - Project planner

Tulsa, OK - Zoning Code - Project Manager

Toledo, OH - Zoning Code - Project Manager

EDUCATION

MA, Urban and Regional Planning, University of Iowa

BA, Political Science, University of Iowa

LIST OF WORK PERFORMED FOR PUBLIC ENTITIES IN THE LAST FIVE YEARS (include reasoning as to why you consider innovative or distinct)

Guernsey's roots remain firmly entrenched with Oklahoma municipalities and public agencies in developing, improving and upgrading infrastructure and communities. Today, our services are comprehensive and cover a wide spectrum of activities that are beneficial to communities of all sizes. **Guernsey** is a leader in the performance of a variety of planning and design services for Oklahoma communities. Our focus is to assist in the improvement of quality of life amenities. Communities for which we have provided these services include:

- Ardmore (water, wastewater)
- Altus (water, electrical)
- Ada (water)
- Broken Arrow (water, transportation)
- Chickasha (water, wastewater Streets, drainage)
- Davis (urban planning)
- Edmond (transportation, land use, water)
- Enid (water, comprehensive planning, transportation planning)
- Lawton (transportation, parks)
- Midwest City (parks, land use, trails)
- Moore (sustainability planning, comprehensive planning)
- Oklahoma City (utilities, sustainability, planning, transportation, water, wastewater, drainage, parks, urban design)
- Owasso (transportation planning)
- Ponca City (water)
- Purcell (transportation, landscape architecture)
- Stillwater (transportation planning, Water, wastewater)
- Tulsa (water transportation)
- Tuttle (wastewater)
- Central Oklahoma Master Conservancy Conservancy District (water-Norman, Midwest City, Del City)
- Central Oklahoma Water Resources Authority (water-Yukon, Mustang, El Reno, Okarche, Calumet)
- Foss Reservoir Master Conservancy District (water-Cordell, Hobart, Bessie)
- Association of Central Oklahoma Governments (ACOG) (wastewater-Union City, Minco, Mustang, Tuttle, Newcastle, Moore, OKC, Norman, Noble, Lexington, Purcell)
- US Army Corps of Engineers, Tulsa District - (river community master planning-Tulsa, Sand Springs, Jenks, Bixby, Broken Arrow)

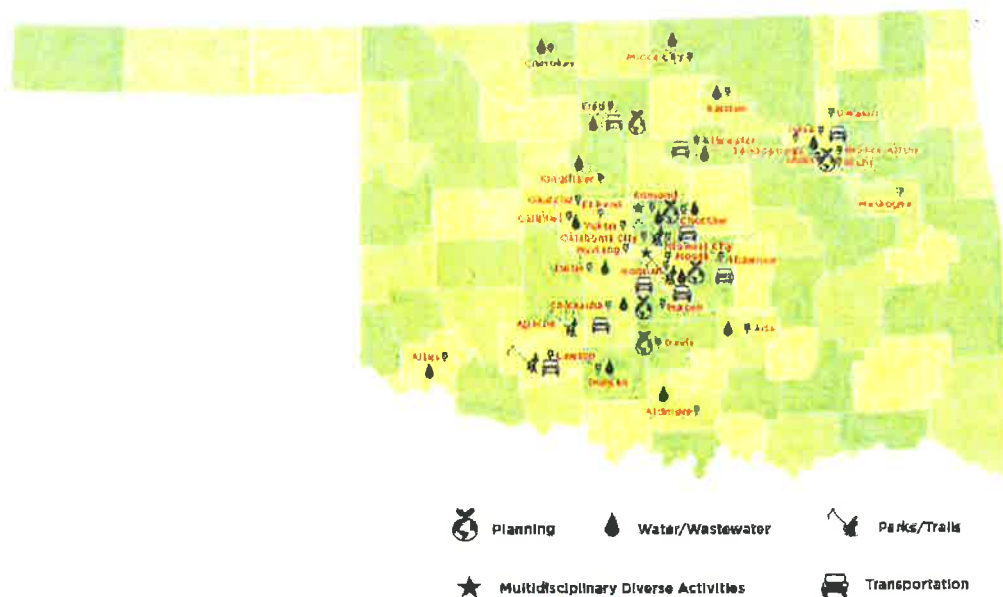
Guernsey has grown and built our staff to accommodate municipalities and communities. Municipalities require services from firms that support the disciplines and expertise to address their challenges. Multidisciplinary specialists are a necessity to accomplish needs. Specific municipal planning projects include:

- Comprehensive Plan/Transportation Plan, City of Enid
- Multi-Modal Transit Transfer Center Feasibility Study, City of Lawton

- Land Use Plan Update, City of Edmond
- Transportation Master Plan, City of Edmond
- Transportation Master Plan, City of Owasso
- Stillwater Transportation Enhancement Plan (STEP), City of Stillwater
- Arkansas River Corridor (42 miles) Master Plan, Tulsa County, OK
- Comprehensive Sustainability Plan & Implementation Study, City of OKC
- Community Trail Master Plan & Implementation, City of Midwest City
- Wayfinding Master Plan, City of Norman
- Wayfinding Master Plan, Northern Oklahoma College (Tonkawa, Enid, Stillwater)
- Water System Master Plan, City of Enid
- Water & Wastewater Master Plan, City of Chickasha
- Wastewater Master Plan, City of Tuttle
- Alternatives Analysis Corridor Study for Mass Transit (Edmond, OKC & Norman), ACOG, Central OK

The map below highlights Oklahoma communities and our involvement with them in a number of areas. As reflected, we have a great understanding of and experience with many communities regarding their challenges. The projects presented on the following pages are diversified, multidisciplinary, and comprehensive.

Projects performed by the **Guernsey** Team, performed in the last five years, fit the model and are specifically focused on McAlester's needs. Detailed descriptions of key projects follow. Key results, innovations and impacts (see the bottom of each project sheet) are highlighted for each project.



Below is our proposed estimated fee. The fee involves a number of factors/variables based on the scope of services/number of meetings, etc.

Planning Element	Not to Exceed Cost
Community SWOT Analysis (Includes Phases 1 & 2 of Scope)	\$56,300
Community Identity and Vision (Includes Phase 3 of Scope)	\$39,400
Comprehensive Plan Update (Includes Phase 4 & 5 of Scope)	\$54,400
*Chapter 62 Land Development Code <ul style="list-style-type: none"> • Article V – Zoning Ordinance • Article VI – Subdivision Regulations • Article VII – Sign Ordinance • 	\$9,300
Any Travel, Overhead, Miscellaneous, Etc. Cost not included above	Included in Elements Shown Above
TOTAL COST	\$159,400

*The cost included is to provide an assessment of needed code amendments. The actual amendments or new ordinances will be negotiated once the plan is nearing completion based on the recommendations of the plan.

We remain flexible regarding the scope and fee. These two pieces can be interpreted differently by the City and other consultants. We are open to further discussion regarding this topic.

The following estimate fee table is provided for convenience and correlates with the provided scope included in the proposal.

PHASE 1: PROJECT INITIATION	\$20,600
1.1 Project Coordination	
1.2 Public Engagement Plan and Implementation	
1.3 Kickoff Meeting with Staff/City Tour	
PHASE 2: CITY ASSESSMENT	\$35,700
2.1 Data Collection	
2.2 Additional Analysis and City Assessment Report	
2.3 Steering Committee Meeting and Community Workshop 1: McAlester Today	
PHASE 3: COMMUNITY IDENTITY AND VISION	\$39,400
3.1 Initial Concept	
3.2 Steering Committee Meeting and Community Workshop 2: Shaping McAlester's Future	
PHASE 4: DIRECTION	\$29,400
4.1 Policy Framework & Implementation Strategies	
4.2 Action Plan	
4.3 Steering Committee Meeting and Community Workshop 3: Putting the Plan into Action	
PHASE 5: PLAN DOCUMENTATION	\$25,000
5.1 Updated Comprehensive Plan Documents	
5.2 Executive Summary	
PHASE 6: CODE	\$9,300
*6.1 Code Development	
TOTAL COST	\$159,400

*The cost included is to provide an assessment of needed code amendments. The actual amendments or new ordinances will be negotiated once the plan is nearing completion based on the recommendations of the plan.



McAlester City Council

AGENDA REPORT

Meeting Date:	<u>July 11, 2017</u>	Item Number:	<u>4</u>
Department:	<u>Finance</u>	Account Code:	<u></u>
Prepared By:	<u>Sherri Swift/Toni Ervin</u>	Budgeted Amount:	<u></u>
Date Prepared:	<u>July 5, 2017</u>	Exhibits:	<u>2</u>

Subject

Consider and act upon, acceptance and authorization for the Mayor to sign the Change Order No. 2 for the Automatic Meter Reading System by Utility Technology Services, Inc.

Recommendation

Staff recommends that the council approve Change Order No. 2.

Discussion

The attached is a change order with \$0 change on the contract price. This change order is for 49 additional days for equipment delivery days and additional rain delays. Actual rain days were approximately 2. The remainder was due to the down time awaiting the exchange of $\frac{3}{4}$ " meters for the $\frac{1}{2}$ " meters. (See Agenda Item 3, March 14, 2017 Council Meeting.)

Approved By

	<i>Initial</i>	<i>Date</i>
Department Head	<u></u>	<u></u>
City Manager	<u>P. Stasiak</u>	<u></u>

CHANGE ORDER NO. 2

Project: Automatic Meter Reading System

Owner: City of McAlester, Oklahoma

Project Number: 15MCALAMR

Date: July 5, 2017

Contractor: Utility Technology Services, Inc.
4321 SW 21st
Oklahoma City, OK 73108

The following changes are hereby made to the Contract Documents and associated agreement dated August 23, 2016.

Original Contract Price	\$ 775,000.00
Change in Contract Price from Change Order No. 1	\$0.00
New Contract Price:	\$975,000.00

Change to Contract Time: 49 additional days for equipment delivery delay
New Completion Date: August 31, 2017

Approvals:

Submitted by:

Date:

Recommended by:

Dale Seaton
(Holloway, Updike & Bellen)

Date:

7/5/2017

Approved by:

Tracy Howell
(City of McAlester)

Date:

7/5/2017





McAlester City Council

AGENDA REPORT

Meeting Date:	March 14, 2017	Item Number:	3
Department:	Finance	Account Code:	
Prepared By:	Sherri Swift/Toni Ervin	Budgeted Amount:	
Date Prepared:	March 7, 2017	Exhibits:	1

Subject

Consider and act upon, acceptance and authorization for the Mayor to sign the Change Order No. One for the Automatic Meter Reading System by Utility Technology Services, Inc. for a deduction of 1100 5/8" x 3/4" Water meters and an addition of 1100 5/8" x 1/2" Water Meters. This is a net \$0 change to the contracted price.

Recommendation

Staff recommends that the Council approve Change Order No. One.

Discussion

The attached is a change order with \$0 change on the contract price. After the exact marking of the meter lids and sizing, it was assessed that we had 1,100 -5/8" x 1/2" water meters in the ground. Many more than we anticipated in the engineering estimate in the contract. The AMI project committee discussed the options. Instead of incurring additional costs to the City in installation and supplies to make the 5/8" x 3/4" water meters fit, we have opted for this change order solution. City Staff on the AMI Project committee, Dale Seaton, the engineer from Holloway, Updike, and Bellen, Inc. and Utility Technology Services, Inc. all agreed that this was the best solution.

Approved By

	Initial	Date
Department Head		
City Manager	P. Stasiak	

Council Chambers
Municipal Building
June 27, 2017

The McAlester Airport Authority met in Regular session on Tuesday June 27, 2017, at 6:00 P.M. after proper notice and agenda was posted June 26, 2017.

Present: Jason Barnett, Robert Karr, Travis Read, Buddy Garvin, Cully Stevens & John Browne
Absent: Weldon Smith
Presiding: John Browne, Chairman

A motion was made by Mr. Stevens and seconded by Mr. Read to approve the following:

- Approval of the Minutes from the June 13, 2017, Regular Meeting of the McAlester Airport Authority. (*Cora Middleton, City Clerk*)
- Confirm action taken on City Council Agenda Item C, regarding claims ending June 20, 2017. (*Toni Ervin, Chief Financial Officer*) in the amount of \$ 1,095.55.
- Confirm action taken on City Council Agenda Item P, authorization for the Mayor to sign agreement with Jordan Carris Insurance for Renewal of Excess Worker's Compensation Insurance coverage. (*Toni Ervin, Chief Financial Officer*)
- Confirm action taken on City Council Agenda Item Q, approval and authorization for the Mayor to sign a Professional Consulting Services Agreement with LBR Inc. for the McAlester Regional Airport. (*George Marcangeli, Special Projects Engineer*)
- Confirm action taken on City Council Agenda Item R, authorizing the Mayor to approve and sign a Business Customer Service Agreement between the City of McAlester and U.S. Cellular for wireless telecommunication services and equipment. (*James Stanford, IT Computer Support Specialist*)
- Confirm action taken on City Council Agenda Item 9, to approve the selection of Guernsey as the most suitable firm for the update of the City of McAlester Comprehensive Plan and to authorize staff to begin negotiations with Guernsey for the efforts of negotiating a contract for review, consideration, and approval by the Council. (*Jayme Clifton, Director, Community Development*)

There was no discussion, and the vote was taken as follows:

AYE: Trustees Barnett, Karr, Read, Garvin, Stevens & Chairman Browne

NAY: None

Chairman Browne declared the motion carried.

There being no further business to come before the Authority, Mr. Stevens moved for the meeting to be adjourned, seconded by Mr. Read.

There was no discussion and the vote was taken as follows:

AYE: Trustees Barnett, Karr, Read, Garvin, Stevens & Chairman Browne

NAY: None

Chairman John Browne declared the motion carried.

John Browne, Chairman

ATTEST:

Cora Middleton, Secretary

The McAlester Public Works Authority met in Regular session on Tuesday June 27, 2017, at 6:00 P.M. after proper notice and agenda was posted June 26, 2017.

Present: Cully Stevens, Travis Read, Buddy Garvin, Jason Barnett, Robert Karr & John Browne
Absent: Weldon Smith
Presiding: John Browne, Chairman

A motion was made by Mr. Karr and seconded by Mr. Garvin to approve the following:

- Approval of the Minutes from the June 13, 2017, Regular Meeting of the McAlester Public Works Authority. (*Cora Middleton, City Clerk*)
- Confirm action taken on City Council Agenda Item C, regarding claims ending June 20, 2017. (*Toni Ervin, Chief Financial Officer*) in the amount of \$ 251,681.46.
- Confirm action taken on City Council Agenda Item L, authorization for the Mayor to ratify and approve the Agreement between McAlester Public Works Authority and Severn Trent Environmental Services, Inc. to Manage, Operate and Maintain the Water Treatment Plant. (*David Horinek, Public Works Director*)
- Confirm action taken on City Council Agenda Item P, authorization for the Mayor to sign agreement with Jordan Carris Insurance for Renewal of Excess Worker's Compensation Insurance coverage. (*Toni Ervin, Chief Financial Officer*)
- Confirm action taken on City Council Agenda Item R, authorizing the Mayor to approve and sign a Business Customer Service Agreement between the City of McAlester and U.S. Cellular for wireless telecommunication services and equipment. (*James Stanford, IT Computer Support Specialist*)
- Confirm action taken on City Council Agenda Item 1, adoption of a Citizen's Participation Plan for FY-2017 CDBG Project. (*Millie Vance, Millie Vance Inc.*)
- Confirm action taken on City Council Agenda Item 2, adoption of a Resolution to apply for FY-2017 CDBG Grant. (*Millie Vance, Millie Vance Inc.*)
- Confirm action taken on City Council Agenda Item 3, adoption of a Resolution on Leveraged/Matching funds for FY-2017 CDBG Waterline Replacement Project. (*Millie Vance, Millie Vance Inc.*)

- Confirm action taken on City Council Agenda Item 4, adoption of a Residential Anti-Displacement Plan for FY-2017 CDBG Waterline Replacement Project. *(Millie Vance, Millie Vance Inc.)*
- Confirm action taken on City Council Agenda Item 5, approval and authorization for the Mayor to sign a Contract with Millie Vance Incorporated to prepare FY-2017 CDBG grant application and administer project. *(Millie Vance, Millie Vance Inc.)*
- Confirm action taken on City Council Agenda Item 6, an Ordinance to close the public ways and easements in the Northerly 30 feet of Lot 92; and The Easterly 30 feet of Lot 92 lying North of U.S. Highway No. 69; and the Southerly 30 feet of Lot 68; and The Easterly 30 feet of the Southerly 182.39 feet of Lot 68; and The Westerly 30 feet of the Southerly 180.99 feet of Lot 68; In Townsite Addition No. 4, in Pittsburg County, State of Oklahoma subject to the special condition that a utility easement be maintained for the City of McAlester's existing water and sewer mains within the easement to be closed. *(Jayme Clifton, Director, Community Development)*
- Confirm action taken on City Council Agenda Item 9, approval of the selection of Guernsey as the most suitable firm for the update of the City of McAlester Comprehensive Plan and to authorize staff to begin negotiations with Guernsey for the efforts of negotiating a contract for review, consideration, and approval by the Council. *(Jayme Clifton, Director, Community Development)*
- Confirm action taken on City Council Agenda Item 12, authorization for the Mayor to sign the Contractor's Final Pay Estimate No. 2 for the contract with KATCON, Inc. for construction of Tributary "B" Canal, 2017 Repair Project #1 and accept the project as completed. *(David Horinek, Public Works Director)*
- Confirm action taken on City Council Agenda Item 13, acceptance of the bid amount of \$48,300.00 from Gipson Construction to replace a portion of 36" Storm Water Drainage Pipe at 1510 S Main Street, and authorizing the Mayor to sign the Notice of Award and the Agreement to Gipson Construction. *(David Horinek, Public Works Director)*

There was no discussion, and the vote was taken as follows:

AYE: Barnett, Karr, Read, Garvin, Stevens & Chairman Browne.

NAY: None

Chairman Browne declared the motion carried.

There being no further business to come before the Authority. Mr. Karr moved for the meeting to be adjourned, and the motion was seconded by Mr. Garvin. There was no discussion and the vote was taken as follows:

AYE: Trustees Barnett, Karr, Read, Garvin, Stevens & Chairman Browne.

NAY: None

Chairman Browne declared the motion carried.

ATTEST:

John Browne, Chairman

Cora Middleton, Secretary