



McAlester City Council

NOTICE OF MEETING

Regular Meeting Agenda

Tuesday, January 9, 2018 – 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

RECOGNITION AND AWARDS

The Oklahoma Municipal League and the City of McAlester would like to recognize and express our appreciation to Michael Beard for 25 years of service in municipal government.

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 November 14, 2017, Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- B. Approval of the Minutes from the November 28, 2017, Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- C. Approval of Claims for December 20, 2017 through January 2, 2018. *(Toni Ervin, Chief Financial Officer)*
- D. Consider and act upon, ratification of the Code of Conduct for the City of McAlester originally adopted October 27, 2009. (There have been no changes to the document.) *(Cora Middleton, City Clerk)*

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. Presentation and update on the activities of McAlester Defense Support Association/McAlester Defense Support Services. *(Kevin Priddle, MDSA/MDSS, Kirk Ridenour, Economic Development Director)*

Executive Summary
Presentation.

2. Consider and act upon, accepting the bid amount of \$51,144.65 from KATCON, Inc., and authorizing the Mayor to sign the Notice of Award for the Cardinal Lane Curb and Gutter Improvements Project. *(Robert Vaughan, Infrastructure Solutions Group)*

Executive Summary

The recommendation is to accept the bid from KATCON, Inc. for a total of \$51,144.65 and authorize the Mayor to sign the Notice of Award for the Cardinal Lane Curb and Gutter Improvements Project.

3. **POSTPONED FROM THE DECEMER 12TH, 2017 MEETING;** Consider and act upon, an ordinance amending Chapter 62, Land Development Code, of the McAlester City Code by creating Section 62-274, Cottage House Development Overlay District; repealing all conflicting ordinances and declaring an emergency. *(Jayme Clifton, Community and Economic Development Director)*

Executive Summary

Motion to act upon and approve the above ordinance amending Chapter 62, Land Development Code, of the McAlester City Code by creating Section 62-274, Cottage House Development Overlay District; repealing all conflicting ordinances and declaring an emergency and authorizing the Mayor to sign the ordinance.

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 December 26, 2017, Regular Meeting of the McAlester Airport Authority. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item C, regarding claims ending January 2, 2018. *(Toni Ervin, Chief Financial Officer)*

- Confirm action taken on City Council Agenda Item D, ratification of the Code of Conduct for the City of McAlester originally adopted October 27, 2009. (There have been no changes to the document.) *(Cora Middleton, City Clerk)*

ADJOURN MAA

CONVENE AS McALESTER PUBLIC WORKS AUTHORITY

Majority of a Quorum required for approval

- Approval of the Minutes from the December 26, 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 January 2, 2018. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item D, ratification of the Code of Conduct for the City of McAlester originally adopted October 27, 2009. (There have been no changes to the document.) *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item 2, acceptance of the bid amount of \$51,144.65 from KATCON, Inc., and authorization for the Mayor to sign the Notice of Award for the Cardinal Lane Curb and Gutter Improvements Project. *(Robert Vaughan, Infrastructure Solutions Group)*

ADJOURN MPWA

RECONVENE COUNCIL MEETING

EXECUTIVE SESSION

Recess into Executive Session in compliance with Section Title 25 Section 307 B.2 et.seq. Oklahoma Statutes, to wit:

- Proposed Executive Session pursuant to Title 25, Sec. 307 (B) (1), to discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee: City Manager, Peter Stasiak

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on this _____ day of _____ 2018 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

The McAlester City Council met in a Regular session on Tuesday, November 14, 2017, at 6:00 P.M. after proper notice and agenda was posted, November 13, 2017 at 10:52 A.M.

Call to Order

Mayor Browne called the meeting to order.

Boy Scout Troop #404 gave the invocation and led the Pledge of Allegiance.

Roll Call

Council Roll Call was as follows:

Present: Weldon Smith, Cully Stevens, Robert Karr, Buddy Garvin, Jason Barnett & John Browne

Absent: Travis Read

Presiding: John Browne, Mayor

Staff Present: Peter J. Stasiak, City Manager; David Horinek, Public Works Director; Toni Ervin, CFO; Gary Wansick, Police Chief; William J. Ervin, City Attorney and Cora Middleton, City Clerk

Recognition and Awards

Mayor Browne recognized the members of the Swift Water Rescue Team that took part in the Hurricane Harvey Search and Rescue operation on August 28, 2017.

Each of the members received a flashlight and a Certificate of appreciation.

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.

Bobby Day 1811 Cardinal Lane, addressed the Council expressing his concerns regarding the amount of pigeons that were in the Down Town area. He asked if there was anything that could be done to address the problem.

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 September 26, 2017, Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- B. Approval of the Minutes from the October 10, 2017, Workshop Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- C. Approval of Claims for October 18, 2017 through November 7, 2017. *(Toni Ervin, Chief Financial Officer)* In the following amounts: General Fund - \$123,756.65; Nutrition - \$1,140.56; Landfill Res./Sub-Title D - \$7,988.85; Tourism Fund - \$14,526.75; SE Expo Center - \$10,202.40; E-911 - \$8,406.73; Economic Development - \$22,259.08; Grants & Contributions - \$3,004.54; CDBG Grants Fund - \$12,494.10; Fleet Maintenance - \$16,357.01; Worker's Compensation - \$941.68; CIP Fund - \$78,151.00; Technology Fund - \$6,927.91 and Stormwater Fund - \$15,884.13.
- D. Consider and act upon, a Resolution allowing the Oklahoma Department of Transportation (ODOT) to select one of ODOT's prequalified engineering firms to provide engineering services to the City of McAlester for compliance with National Bridge Inspection Standards. *(David Horinek, Public Works Director)* Resolution No. 17-18
- E. Concur with the Mayor's appointment of Kelsey Flynn to the McAlester Housing Authority Board for a term to expire in July, 2021. *(John Browne, Mayor)*
- F. Accept and place on file the Pride in McAlester First Quarter Performance Report for FY 2017-2018. *(Stephanie Giacomo, Executive Director)*
- G. Accept and place on file the final accounting of expenditures for the 2017 Wild West Festival held October 7-8th, 2017. *(Brenda Baxter, Chairperson Old Town Association)*
- H. Consider and act upon, a request from Kiamichi Technology Center, to waive the deposit fee in the amount of \$200.00 for use of the Fox-Sheehan Memorial Firing range on December 15th & 16th for a Private Security Phase IV Firearms class. *(Gary Wansick, Chief of Police)*
- I. Consider and act upon, a request from Kiamichi Technology Center, to waive the student fees maximum amount of \$300.00 for use of the Fox-Sheehan Memorial Firing range on December 15th & 16th for a Private Security Phase IV Firearms class. *(Gary Wansick, Chief of Police)*
- J. **TABLED FROM OCTOBER 24TH MEETING:** Concur with the Mayor's appointment of Kristen Lloyd as an at-large members of the McAlester Downtown Area Reinvestment Review Committee. *(John Browne, Mayor)*

Councilman Smith requested that item "F" be removed for individual consideration and Vice-Mayor Karr asked that item "J" be removed to individual consideration.

A motion to approve Consent Agenda items “A through E and G, H and I” was made by Vice-Mayor Karr and seconded by Councilman Stevens. There was no discussion, and the vote was taken as follows:

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

NAY: None

Mayor Browne declared the motion carried.

Items Removed from Consent Agenda

F. Accept and place on file the Pride in McAlester First Quarter Performance Report for FY 2017-2018. (*Stephanie Giacomo, Executive Director*)

Councilman Smith stated that Pride continues to do a good job for the community and he wanted to remind everyone of all that the organization did.

A motion to accept and place on file the Pride in McAlester First Quarter Performance Report for FY 2017-2018 was made by Councilman Smith and seconded by Councilman Garvin. There was no discussion, and the vote was taken as follows:

AYE: Councilman Smith, Garvin, Barnett & Stevens

NAY: Vice-Mayor Karr

ABSTAIN: Councilman Stevens (counted as a no vote)

Mayor Browne declared the motion carried and asked if the Council understood that this item had been for the Pride in McAlester quarterly report.

J. **TABLED FROM OCTOBER 24TH MEETING:** Concur with the Mayor’s appointment of Kristen Lloyd as an at-large members of the McAlester Downtown Area Reinvestment Review Committee. (*John Browne, Mayor*)

Vice-Mayor Karr inquired about why the appointment of Ms. Lloyd was tabled.

There was a brief discussion among the Council including Attorney Ervin concerning a possible conflict of interest since Ms. Lloyd owns property in the downtown area that could be included in a TIF, that at this time there was no conflict, and the TIF committee being an advisory committee only.

There was no further discussion, and a motion to concur with the Mayor’s appointment of Kristen Lloyd as an at-large member of the McAlester Downtown Area Reinvestment Review Committee was made by Councilman Garvin. The motion was seconded by Councilman Smith and the vote was taken as follows:

AYE: Councilman Garvin, Smith, Barnett & Stevens

NAY: Vice-Mayor Karr

ABSTAIN: Councilman Stevens (counted as a no vote)

Mayor Browne declared the motion carried.

A motion to open a Public Hearing to discuss the redistricting criteria and the process used to define the proposed Ward boundaries in accordance with section 6.04 of the City of McAlester City Charter was made by Vice-Mayor Karr. The motion was seconded by Councilman Garvin and the vote was taken as follows:

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

NAY: None

Mayor Browne declared the motion carried and the Public Hearing was opened at 6:25 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.

PUBLIC HEARING TO DISCUSS THE REDISTRICTING CRITERIA AND THE PROCESS USED TO DEFINE THE PROPOSED WARD BOUNDARIES, IN ACCORDANCE WITH SECTION 6.04 OF THE CITY OF MCALESTER CITY CHARTER.

Evans McBride, 1100 Preakness Ave. addressed the Council as the Chairman of the Ward Redistricting Committee. He reminded the Council of the past redistricting in 2011 and the restriction of including the prison population. He explained that since then, the citizens of McAlester had approved an amendment to the Charter allowing the exclusion of the prison population. Mr. McBride informed the Council that the Committee had worked with Dr. Gregory Plumb. He added that Dr. Plumb had been the individual the Committee had worked with in 2011 and the reason was that Dr. Plumb would be unbiased. Mr. McBride reviewed the criteria that Dr. Plumb had been asked to follow and explained that this was the final step before Council approval of the proposed boundaries.

Vice-Mayor Karr and Councilman Garvin expressed their appreciation of the work that the Committee had done.

Mayor Browne also expressed his appreciation for the work that had been done by the Ward Redistricting Committee.

There were no further comments from the Council or audience and a motion to close the Public Hearing was made by Councilman Smith. The motion was seconded by Vice-Mayor Karr, and the vote was taken as follows:

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

NAY: None

Mayor Browne declared the motion carried and the Public Hearing was closed at 6:31 P.M.

Scheduled Business

1. Discussion and presentation of the annual mandatory Ethics Training and the McAlester Code of Conduct Policy. (*Jimmy Williams, Chairperson, Ethics Board*)

Executive Summary

Discussion and presentation on the importance of annual Ethics Training and the purpose of the City of McAlester Code of Conduct Policy.

Jimmy Williams, 803 Village Blvd. addressed the Council as Chairman of the Ethics Board reporting the activities of the current year. He stated that the Board had established quarterly meetings, and mandatory Ethics training for all City of McAlester employees. He explained that he had reviewed the training and found that it meets the requirements of the Board. He asked that the Council participate in the training also. He recognized Missy Garrett for the efforts she has made to move the training forward and stated that the Board would be working with the City's IT department to make the training interactive.

Councilman Smith thanked Mr. Williams for providing the training. Mayor Browne thanked Mr. Williams and the Ethics Board for the work they were doing. He commented that it was a good group of people for the Board.

There was no vote on this item.

2. Presentation of Financial Reporting Under GSB Statements (Actuarial Report) for the City of McAlester Defined Benefit Retirement Plan and Trust as of July 1, 2017. (*Bruce Nordstrom, Senior Consultant, McQueary Henry Bowles Troy, LLP*)

Executive Summary

Motion to accept and place on file the Actuarial Report for period ending July 1, 2017.

Bruce Nordstrom, Senior Consultant, McQueary Henry Bowles Troy, LLP addressed the Council presenting the Actuarial Report as of July 1, 2017 for the City of McAlester's Defined Benefit Retirement Plan and Trust. He briefly reviewed the annual required funding for fiscal year 2017 commenting that it was approximately \$50,000.00 less than the previous year's required funding. He then compared the current year's valuation to the 2012 valuations.

Vice-Mayor Karr inquired about the time when the City would be fully funded with this plan. Mr. Nordstrom commented that possibly seven (7) to fifteen (15) years. He add that a lot of factors could affect the funding of the plan. He also stated that this was a good story for this plan and the City had taken great steps toward getting it into the position it was currently in.

There was no vote on this item.

3. Consider and act upon, accepting the bid amount of \$41,749.50 from R & D Maintenance and Repair, LLC, and authorizing the Mayor to sign the Notice of Award for the Water Treatment Plant Concrete Clearwell Joint and Crack Sealing. (*Robert Vaughan, Infrastructure Solutions Group*)

Executive Summary

The recommendation is to accept the bid from R & D Maintenance and Repair, LLC, in the amount of \$41,749.50 and authorize the Mayor to sign the Notice of Award for Water Treatment Plant Concrete Clearwell Joint and Crack Sealing.

Robert Vaughan, P.E. Infrastructure Solutions Group, LLC Branch Manager addressed the Council briefly reviewing the history of this item. He explained that what had originally been thought to be a relatively small problem had turned into a major repair when a closer look had been taken. He stated that bids had been received and opened at 2:00 p.m. on October 24, 2017 with the City receiving one (1) bid. He informed the Council that he had worked R&D Maintenance and Repair, LLC and the bid of \$41,749.50 had come under the Engineer's estimate.

Councilman Stevens asked if this was the only contractor to submit a bid. Mr. Vaughan informed the Council that five (5) contractors had attended the pre-bid conference but only R&D Maintenance and Repair, LLC had elected to submit a bid.

A motion was made by Councilman Smith and seconded by Councilman Garvin to accept the bid of \$41,749.50 from R & D Maintenance and Repair, LLC, and authorize the Mayor to sign the Notice of Award for the Water Treatment Plant Concrete Clearwell Joint and Crack Sealing.

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

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

NAY: None

Mayor Browne declared the motion carried.

4. Consider and act upon, declaring certain vehicles and equipment surplus property in accordance with the Code of Ordinances Sec 2-410 and authorize the City Manager to sell them in accordance with the Code of Ordinances Sec 2-411. *(Toni Ervin, Chief Financial Officer, Sheila Norman, Purchasing Fixed Assets)*

Executive Summary

Motion to declare certain vehicles and equipment surplus property and authorize the sale of said vehicles and equipment.

Manager Stasiak addressed the Council explaining that the list of vehicles and equipment the City as wanting to surplus were no longer of any use.

There was no further discussion, and Councilman Stevens moved to declare certain vehicles and equipment surplus property in accordance with the Code of Ordinances Sec 2-410 and authorize the City Manager to sell them in accordance with the Code of Ordinances Sec 2-411. The motion was seconded by Councilman Smith and the vote was taken as follows:

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

NAY: None

Mayor Browne declared the motion carried.

5. Consider and act upon, a Resolution adopting a Records Retention Policy for the City of McAlester; amending Resolution 12-21 pertaining to the recordkeeping and disposal of public records. *(Cora Middleton, City Clerk)*

Executive Summary

Motion to pass and approve the Resolution adopting a records retention policy for the City of McAlester; amending Resolution 12-21 pertaining to the recordkeeping and disposal of public records.

City Clerk Middleton addressed the Council explaining that the City had adopted Resolution No. 12-21 in December of 2012 that established retention terms for documents that were not regulated by State Statute. She commented that a formal retention policy had never been adopted by the City and State Statute was not always clear on its regulations. She stated that Melissa Garrett, the City's Paralegal had taken the project on and had been able to complete the document that was presented for the Council's consideration. She added that this document was more in depth and provided a clearer explanation of State Statute.

There was a brief discussion concerning the development of the retention policy, who has reviewed the policy, extending the retention of some documents and insuring that any documents involved in litigation were retained.

A motion to approve RESOLUTION NO. 17-19, adopting a Records Retention Policy was made by Vice-Mayor Karr. The motion was seconded by Councilman Smith, and the vote was taken as follows:

AYE: Councilman Karr, Smith, Garvin, Barnett, Stevens & 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 stated that he had distributed a memorandum addressing the events on November 3, 2017. He briefly reviewed the water line break that had left the City with little to no water pressure. He thanked all of the employees that had been involved in handling the calls and repairing the broken water line.

Dale Burke, P.E. President Infrastructure Solutions Group, LLC updated the Council on the status of the pumps at the water plant.

There was a brief discussion concerning the repairs to the water plant and the difficulties in locating the valves.

Remarks and Inquiries by City Council

Each of the Councilmen thanked the employees involved in the repair of the broken water line and wished everyone a Happy Thanksgiving.

Mayor's Comments and Committee Appointments

Mayor Browne thanked all of the employees and thanked the citizens for their patience. He stated that a group from the City had been in Washington D.C. last week for the McAlester Stampede and updated everyone on the McAlester Army Ammunition Plant's hiring procedures.

Recess Council Meeting

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

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

NAY: None

Mayor Browne declared the motion carried and the meeting was recessed at 7:06 P.M.

Reconvene Council Meeting

The Regular Meeting was reconvened at 7:07 P.M.

Adjournment

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

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

NAY: None

Mayor Browne declared the motion carried, and the meeting was adjourned at 7:07 P.M.

ATTEST:

John Browne, Mayor

Cora Middleton, City Clerk

The McAlester City Council met in a Regular session on Tuesday, November 28, 2017, at 6:00 P.M. after proper notice and agenda was posted, November 22, 2017 at 1:45 P.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, Robert Karr, Buddy Garvin, Jason Barnett & John Browne
Absent: None
Presiding: John Browne, Mayor

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

Recognition and Awards

Mayor Browne recognized the individuals involved in the creation and completion of the Bomb display located at the south entrance of McAlester

Each of the members received a flashlight and a Certificate of appreciation.

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 from citizens.

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 October 10, 2017, Regular Meeting of the McAlester City Council. (Cora Middleton, City Clerk)

- B. Approval of Claims for November 8, 2017 through November 21, 2017. *(Toni Ervin, Chief Financial Officer)* In the following amounts: General Fund - \$131,803.52; Parking Authority - \$189.72; Nutrition - \$1,968.76; Employee Retirement - \$15,672.83; Police Grant Fund - \$738.00; State Forfeiture Fund - \$738.00; Tourism Fund - \$2,859.64; SE Expo Center - \$6,312.69; E-911 - \$6,807.87; Economic Development - \$729.00; CDBG Grants Fund - \$83,073.22; Fleet Maintenance - \$9,907.92; Worker's Compensation - \$941.68; CIP Fund - \$220,380.87; Technology Fund - \$16,481.21 and Stormwater Fund - \$17,899.99.
- C. Consider and act upon, approval of the Schedule of Council and Authorities 2018 Regular meeting dates. *(Cora Middleton, City Clerk)*

Councilman Read requested that item "C" be removed for individual consideration.

A motion to approve Consent Agenda items "A and B" was made by Councilman Smith and seconded by Vice-Mayor Karr. There was no discussion, and the vote was taken as follows:

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

Mayor Browne declared the motion carried.

Items Removed from Consent Agenda

- C. Consider and act upon, approval of the Schedule of Council and Authorities 2018 Regular meeting dates. *(Cora Middleton, City Clerk)*

Councilman Read commented that the last meeting date was on Christmas Day and he suggested changing that date while the Council was considering the item. He suggested changing the date to Wednesday, December 26, 2018.

A motion, to approve the Schedule of Council and Authorities 2018 Regular meeting dates with the suggested change, was made by Councilman Read and seconded by Councilman Smith. There was no discussion, and the vote was taken as follows:

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

Mayor Browne declared the motion carried.

Scheduled Business

1. Presentation of the McAlester Regional Health Center Audit for Fiscal Year 2017. *(Darryl Linnington, MRHC Chief Financial Officer)*

Executive Summary
Presentation.

David Keith, MRHC Chief Executive Officer and his staff presented the McAlester Regional Health Center Audit for Fiscal Year 2017. During the presentation the Fiscal Year 2017 Audit was reviewed and the Hospital's projects were highlighted.

There was no vote on this item.

2. Discussion and update on Financials. *(Toni Ervin, Chief Financial Officer)*
Executive Summary
Presentation.

CFO Ervin presented the financial update and status of the City of McAlester as of October 31, 2017. During her presentation Ms. Ervin explained that General Fund Revenues were above budget and the expenses were below budget. She then commented that the MPWA revenues were one percent (1%) above budget and the expenses were three percent (3%) below budget. She then reviewed the other reports that were included in the packet.

There was a brief discussion concerning the checks and balances that were in place to safe guard the City's finances, the processes that purchases went through for approval and the internal audits that had been performed.

There was no vote on this item.

3. Discussion and possible action for a pledge of funds for the construction and/or expansion of a Sports Complex in the City of McAlester. *(Aaron Heathcock, Sertoma Club)*
Executive Summary
Discussion and possible action.

Aaron Heathcock addressed the Council updating them on the status of the proposed expansion of a Sports Complex in the City of McAlester. He informed the Council that a couple of options had been looked at with locations that would be suitable for the project. He explained, of the two (2) locations, that Mike Deak would be the best location for the City. He added that during discussion with supporters the City's commitment was always inquired about and the felt that once the City made a definite commitment the other donors would step up.

There was discussion concerning the projected cost of the proposed complex, the funding that was available from the City, the survey not reaching many people, opposition to having this located at Mike Deak, and insuring that both male and female athletes were accommodated.

After discussion, Councilman Read moved to pledge \$350, 000.00 for the construction and/or expansion of a Sports Complex in the City of McAlester, to be released when the \$950,000.00 balance is raised. The motion was seconded by Mayor Browne.

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

AYE: Councilman Read, Karr, Garvin & Mayor Browne

NAY: Councilman Barnett, Smith & Stevens

Mayor Browne declared the motion carried.

4. Consider and act upon, authorizing the purchase of one new and unused 2018 Ford F-150 4 Wheel Drive Work Truck on State of Oklahoma Vehicle Contract SW35 pursuant to Section 2-382 of the McAlester City Code. *(Peter Stasiak, City Manager)*

Executive Summary

Motion to approve the purchase of one new and unused 2018 F-150 4 Wheel Drive Work Truck.

Manager Stasiak addressed the Council explaining that this vehicle was for the UTM Superintendent. He added that this vehicle would allow him to go into a variety of areas and situations.

A motion was made by Councilman Read and seconded by Councilman Smith to authorize the purchase of one new and unused 2018 Ford F-150 4 Wheel Drive Work Truck on State of Oklahoma Vehicle Contract SW35 pursuant to Section 2-382 of the McAlester City Code. There was no discussion, and the vote was taken as follows:

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

NAY: None

Mayor Browne declared the motion carried.

6. Consider and act upon, acceptance and authorize the Mayor to sign Change Order No. 1 from Allen Oilfield Electric, LLC for an additional 73 days for the completion of the High Service Pump Motor Control Center Replacement at the McAlester Water Treatment Plant. There is no increase/decrease in the contract value. *(David Horinek, Public Works Director)*

Executive Summary

Staff recommends acceptance and authorization for the Mayor to sign Change Order No. 1 from Allen Oilfield Electric, LLC for an additional 73 days on the High Service Pump Motor Control Center Replacement Contract.

Dale Burke, P.E. President Infrastructure Solutions Group, LLC addressed the Council explaining that the contractor had experienced a delay in the delivering of the equipment. He added that pumps three (3) and four (4) had been installed and the City was waiting to install pumps one (1) and two (2). Mr. Burke stated that this would extend the contract to December 26, 2017.

There was a brief discussion concerning the delay, how the pumps were running and the contractor staying at the water plant during the water line break to make sure that everything was working.

A motion was made by Councilman Smith and seconded by Councilman Read to accept and authorize the Mayor to sign Change Order No. 1 from Allen Oilfield Electric, LLC for an additional 73 days for the completion of the High Service Pump Motor Control Center

Replacement at the McAlester Water Treatment Plant. There is no increase/decrease in the contract value. There was no discussion, and the vote was taken as follows:

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

NAY: None

Mayor Browne declared the motion carried.

5. Discussion and possible action, on approval of an agreement with KEDDO to accept the release and transfer of one used semi-tractor and one used tanker. (*Brett Brewer, Fire Chief*)

Executive Summary

Motion to approve the agreement.

Manager Stasiak addressed the Council explaining that KEDDO had offered the City a used tanker and a semi-truck for use in the Fire Department's fleet.

There was a brief discussion concerning the condition of the equipment and what was needed to put them in use.

A motion was made by Councilman Smith and seconded by Councilman Read to approve an agreement with KEDDO to accept the release and transfer of one used semi-tractor and one used tanker. There was no further discussion, and the vote was taken as follows:

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

NAY: None

Mayor Browne declared the motion carried.

7. Discussion of public infrastructure/capital improvements sales tax proposal including scope, objectives, proposed language, and timeline. (*Peter Stasiak, City Manager*)

Executive Summary

Discussion.

Manager Stasiak addressed the Council explaining that the City needed direction on where the Council wanted to head with the sales tax issues that were expiring in 2018. He commented that the City had heard from many entities including the hospital and school district.

Attorney Ervin addressed the Council distributing sample documents and explaining documents that were needed to call and set a date for a Special Election.

There was discussion among the Council including Attorney Ervin concerning how the propositions would be worded, how this could affect the citizens, what the City's water sales were, looking at how the City maintained things, what the City's priority was, making the language of the propositions more specific and following the guidelines indicated by the survey that had been put out by the City.

Attorney Ervin stated that he would have the documents at the next meeting.

There was no vote on this item.

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 City would be offering Ethics classes on December 7th and 8th. He added that these classes would be extended to all committees and would be available online for all employees that could not make the live class.

Attorney Ervin added that the Ethics Board had requested that the City Council, City Attorney and the City Clerk also attend one of these classes.

Remarks and Inquiries by City Council

Councilman Stevens inquired about a water leak on 3rd Street. Manager Stasiak stated that the City would eventually get to the matter and repair the line.

Councilman Read commented about the new Emergency Management facility opening soon and asked if the 911 Dispatch was going to be in that facility. He also asked about the 911 funding from the County and asked if Manager Stasiak would check with the County about their intentions. Manager Stasiak stated that there had not been any discussions on moving 911, but there had been multiple discussions concerning the cost to move 911 to that facility and he would look into the County's intentions.

Councilman Barnett asked if ODOT could be contacted about information signage on the bypass. Manager Stasiak stated that he would get with ODOT to see where they were with the signs.

Councilman Smith, Karr and Garvin did not have any comments for the evening.

Mayor's Comments and Committee Appointments

Mayor Browne inquired about the process that Severn Trent, the company that managed the Water Treatment Plant, used to purchase the chemicals that were used at the Plant. He added that a national company that Severn Trent used had local employees. Manager Stasiak commented that the company was moving toward a new chemical that was supplied by a Pittsburg County company.

Mayor Browne stated that November 30, 2017, beginning at 6:00 P.M., the mockup of the Down Town Streetscape would be open to everyone. He commented that this would give everyone an idea of what the Down Town area could look like.

Recess Council Meeting

Councilman Smith moved to recess the Regular Meeting and convene the Authorities. The motion was seconded by Councilman Stevens.

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

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

NAY: None

Mayor Browne declared the motion carried and the meeting was recessed at 8:21 P.M.

Reconvene Council Meeting

The Regular Meeting was reconvened at 8:22 P.M.

Adjournment

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

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

NAY: None

Mayor Browne declared the motion carried, and the meeting was adjourned at 8:23 P.M.

ATTEST:

John Browne, Mayor

Cora Middleton, City Clerk

CLAIMS FROM

**December 20, 2017
Thru
January 2, 2017**

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1	MISC VENDOR					
	ROBBIE PATTON	I-201801030505	01 -5542207	CLOTHING ALLO ROBBIE PATTON:REIMB CLOTH ALLO	085919	150.00
	ALBERT SMITH	I-201801040510	01 -5548207	CLOTHING ALLO CLOTHING ALLOWANCE REIMB	085920	150.00
01-A00026	AT & T LONG DISTANCE					
		I-201712200472	01 -5215315	TELEPHONE UTI PHONE EXP-LONG DISTANCE	085872	48.52
01-A00154	PROPHET EQUITY II-B					
		I-PRI1536834	01 -5865312	EQUIPMENT REN OFFIC RENTAL-STREETS	085921	312.87
01-A00267	AIRGAS, INC					
		I-9070768474	01 -5542203	REPAIRS & MAI BOTTLE RENTAL-PARKS	085924	89.94
		I-9071001719	01 -5653213	SAFETY EXPENS MISC SAFETY SUPPLIES	085924	472.32
01-A00362	VYVE BROADBAND					
		I-201712200470	01 -5431328	INTERNET SERV INTERNET SVS-FIRE STAT 2	085873	62.95
		I-201712200470	01 -5431328	INTERNET SERV INTERNET SVS-NORTHSIDE FIRE ST	085873	62.95
01-A00751	ATWOODS					
		I-4150/9	01 -5865207	CLOTHING ALLO CLOTHING VOUCHER-STREETS	085928	149.66
		I-4151/9	01 -5865207	CLOTHING ALLO CLOTHING VOUCHER-STREETS	085928	149.95
		I-4152/9	01 -5865207	CLOTHING ALLO CLOTHING VOUCHER-STREETS	085928	146.89
		I-4156/9	01 -5865207	CLOTHING ALLO CLOTHING VOUCHER-STREETS	085928	89.93
		I-4174/9	01 -5865207	CLOTHING ALLO CLOTHING VOUCHER-STREETS	085928	150.00
		I-4175/9	01 -5865207	CLOTHING ALLO CLOTHING VOUCHER-STREETS	085928	150.00
		I-4195/9	01 -5865207	CLOTHING ALLO CLOTHING VOUCHER-STREETS	085929	45.98
		I-C52546/9	01 -5865207	CLOTHING ALLO CLOTHING VOUCHER-STREETS	085929	20.00
01-B00180	UNION IRON WORKS, INC.					
		I-S2042551.001	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	085932	256.00
01-B00503	BROKEN ARROW ELECTRIC S					
		I-S2272421.001	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	085934	66.62
		I-S2292908.001	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	085934	61.23
		I-S2294332.001	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	085934	349.61
01-C00149	CANON FINANCIAL SERVICE					
		I-18083397	01 -5215312	EQUIPMENT REN PRINTER LEASE-UB&C	085874	101.00
		I-18083397	01 -5321308	CONTRACTED SE COPIER LEASE-POL/CID	085874	629.50
01-C00245	CATHEY & ASSOCIATES, L.					
		I-43660	01 -5548316	REPAIRS & MAI GARAGE DOOR REPAIRS	085935	438.85
01-C00431	CHIEF SUPPLY CO					
		I-319284	01 -5321207	CLOTHING ALLO BADGES & GOLD BAR PLATES	085937	33.00
		I-327160	01 -5321207	CLOTHING ALLO BADGES & GOLD BAR PLATES	085937	63.00
01-C00469	CITY OF MCALESTER SPECI					
		I-OCT-DEC2017	01 -5210115	DEFERRED COMP DEFERRED COMPENSATION	085938	975.00

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-C00667	HESSEL HOLDING CO. dba					
	I-1728541	01 -5865218	STREET REPAIR CONCRETE SAW-STREETS		085939	892.52
01-D00402	DIAMOND TROPHY & ENGRAV					
	I-Wi20161632	01 -5431202	OPERATING SUP PLAQUE		085943	56.95
01-E00266	ERVIN & ERVIN ATTORNEYS					
	I-12272017	01 -5214302	CONSULTANTS LEGAL FEES/TIFF		085902	7,988.00
	I-JANUARY 2018	01 -5214302	CONSULTANTS MCONTRACT LEGAL SVS-JAN 2018		085905	3,233.33
01-F00015	FLEETCOR TECHNOLOGIES					
	I-201801030508	01 -5321212	FUEL EXPENSE FUEL EXP-POLICE		085947	7,257.16
	I-201801030508	01 -5431212	FUEL EXPENSE FUEL EXP-FIRE		085947	863.25
	I-201801030508	01 -5542212	FUEL EXPENSE FUEL EXP-PARKS		085947	1,132.20
	I-201801030508	01 -5547212	FUEL EXPENSE FUEL EXP-CEMETERY		085947	169.51
	I-201801030508	01 -5548212	FUEL EXPENSE FUEL EXP-FAC MAINT		085947	265.72
	I-201801030508	01 -5652212	FUEL EXPENSE FUEL EXP-CODES		085947	114.04
	I-201801030508	01 -5225212	FUEL EXPENSE FUEL EXP-IT		085947	51.01
	I-201801030508	01 -5322212	FUEL EXPENSE FUEL EXP-ANIMAL CTRL		085947	278.48
	I-201801030508	01 -5432212	FUEL EXPENSE FUEL EXP-AMBULANCE		085947	979.65
	I-201801030508	01 -5544212	FUEL EXPENSE FUEL EXP-SBC		085947	89.81
	I-201801030508	01 -5865212	FUEL EXPENSE FUEL EXP-STREETS		085947	2,863.21
	I-201801030508	01 -5653212	FUEL EXPENSE FUEL EXP-SAFETY		085947	53.15
01-F00112	FINLEY & COOK, PLLC					
	I-SI0025606	01 -5215301	AUDITING 2016-17 YRLY AUDIT FEES		085948	3,500.00
01-F00319	FULL SOURCE, LLC					
	I-F54144013-IN	01 -5542207	CLOTHING ALLO CLTHNG ALLOW-PARKS		085950	111.78
	I-F54144013-IN	01 -5547207	CLOTHING ALLO CLTHNG ALLOW-CEM		085950	54.80
	I-F54144013-IN	01 -5548207	CLOTHING ALLO CLTHNG ALLOW-FAC MAI		085950	75.58
	I-F54144013-IN	01 -5653207	CLOTHING ALLO CLTHNG ALLOW-SAFETY		085950	86.78
01-G00089	GFOA-GOVT FINANCE OFFIC					
	I-0123001-2018 DUES	01 -5211330	DUES & SUBSCR MEMBERSHIP RENEWAL-ERVIN		085951	190.00
01-I00049	IDEAL CLEANING					
	I-3396	01 -5548308	CONTRACTED SE MONTHLY CLEANING SVS		085956	1,895.00
01-I00110	IMPRESS OFFICE SUPPLY					
	I-1212	01 -5215202	OPERATING SUP OFFICE SUPPLIES		085957	101.00
01-I00140	INDIAN NATION WHOLESALE					
	I-6828006	01 -5544202	OPERATING SUP CONCESSION SUPPLIES		085958	8.06
01-J00121	JAMESCO ENTERPRISES, LL					
	I-17364	01 -5215202	OPERATING SUP JANITORIAL SUPPLIES		085960	213.90
01-L00325	LIBERTY FLAGS INC					

PACKET : 16089 16099 16103 16109 16111 16119
VENDOR SET: Mult
FUND : 01 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-L00325	LIBERTY FLAGS INC		continued			
	I-83854	01	-5542203	REPAIRS & MAI FLAGS FOR PARKS	085964	123.00
01-L00380	LOCKE SUPPLY CO.					
	I-33179023-00	01	-5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	085965	3.65
	I-33256848-00	01	-5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	085965	73.38
01-M00280	MEGAPATH CLOUD COMPANY,					
	I-8536041	01	-5215315	TELEPHONE UTI PHONE EXP-LONG DISTANCE	085892	408.02
01-M00480	MILLER GLASS COMPANY, I					
	I-19746	01	-5321316	REPAIRS & MAI REPAIR WINDSHIELD-P92	085968	35.00
01-M00487	MILLER OFFICE EQUIPMENT					
	I-MCA401550	01	-5215312	EQUIPMENT REN MONTHLY COPIER SVS	085969	596.15
01-MC0098	MCAFFEE & TAFT					
	I-527687	01	-5210302	CONSULTANTS/L LEGAL FEES	085974	725.00
	I-527689	01	-5210302	CONSULTANTS/L LEGAL FEES	085974	1,350.00
	I-527838	01	-5214302	CONSULTANTS LEGAL FEES	085974	228.50
01-MC0146	PITTSBURG COUNTY EMERGE					
	I-DEC2017	01	-5101353	PITTSBURG EME DEC EMER MNGT SVS	085976	4,166.67
01-N00250	MCALESTER NEWS CAPITAL					
	I-300017659	01	-5212317	ADVERTISING & COUNCIL PUBLICATIONS	085977	190.35
	I-300017660	01	-5212317	ADVERTISING & COUNCIL PUBLICATIONS	085977	140.40
	I-300017662	01	-5212317	ADVERTISING & COUNCIL PUBLICATIONS	085977	137.10
	I-300017664	01	-5212317	ADVERTISING & COUNCIL PUBLICATIONS	085977	142.05
	I-300017665	01	-5212317	ADVERTISING & COUNCIL PUBLICATIONS	085977	21.75
01-N00343	NORTHERN SAFETY CO INC					
	I-902735181	01	-5865203	REPAIR & MAIN CAUTION TAPE	085981	594.06
01-O00124	OK SHERIFF'S & PEACE OF					
	I-2018 CONF-D MILLER	01	-5321331	EMPLOYEE TRAV TRAINING CONF-D MILLER	085984	125.00
01-O00427	OKLA UNIFORM BUILDING C					
	I-201801123	01	-5652331	EMPLOYEE TRAV IBC/IEBC TRAINING	085989	115.65
	I-2018012303	01	-5652331	EMPLOYEE TRAV IBC/IEBC TRAINING	085989	79.65
	I-NOV2017	01	-5652336	FEES BUILDING PERMIT FEES	085875	36.00
01-O00520	OIL-OK INDEPENDENT LIVI					
	I-122017-2015-2016	01	-5101355	OIL-OK FOR IN CONTRACT-OK FOR INDEPENDENT LI	085991	2,000.00
01-P00337	PITTS COUNTY CRIMINAL J					
	I-NOV2017	01	-5213335	COUNTY INCARC INCARCERATION FEE	085994	6,699.40
01-P00340	PITTS. COUNTY ELEC. BOA					

PACKET : 16089 16099 16103 16109 16111 16119
VENDOR SET: Mult
FUND : 01 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-P00340	PITTS. COUNTY ELEC. BOA	continued				
		I-12/19/2017	01 -5101350	ELECTIONS FEB2018 SPEC ELECTION	085995	2,584.60
01-P00451	PURCHASE POWER / PITNEY					
		I-12/20/17	01 -5215317	POSTAGE POSTAGE FOR METER	085998	1,500.00
01-P00514	PROCORE FUEL SOLUTIONS,					
		I-37733	01 -5865218	STREET REPAIR FUEL TANK REPAIR	085999	1,111.00
01-Q00007	QFS, LLC					
		I-8800	01 -5431202	OPERATING SUP RECHARGE EXTINGUISHERS	086000	83.00
01-Q00035	QUILL OFFICE SUPPLIES,					
		I-3388462	01 -5215202	OPERATING SUP OFFICE SUPPLIES	086001	363.68
01-S00013	SAF-T-GLOVE INC					
		I-858738-00	01 -5653213	SAFETY EXPENS MISC SAFETY SUPPLIES	086006	234.00
		I-858743-00	01 -5653213	SAFETY EXPENS MISC SAFETY SUPPLIES	086006	585.75
01-S00329	SHRED-IT US JV LLC dba					
		I-8123731598	01 -5212308	CONTRACTED SE MONTHLY SHRED SERVICE	086007	77.44
01-S00726	STAPLES ADVANTAGE					
		I-3362748486	01 -5215202	OPERATING SUP OFFICE SUPPLIES	086009	354.15
		I-3362748495	01 -5215202	OPERATING SUP OFFICE SUPPLIES	086009	22.89
		I-3363308641	01 -5215202	OPERATING SUP OFFICE SUPPLIES	086009	550.61
		I-3363308643	01 -5215202	OPERATING SUP OFFICE SUPPLIES	086009	183.31
01-T00010	T. H. ROGERS LUMBER CO.					
		I-546065	01 -5865218	STREET REPAIR FORMING MATERIALS	086010	121.29
		I-546287	01 -5548203	REPAIRS & MAI FORMING MATERIALS	086010	3.22
01-T00320	THYSSENKRUPP ELEVATOR C					
		I-3003644315	01 -5548318	ELEVATOR MAIN ELVATOR MAINT CONTRACT	086012	545.80
		I-3003644599	01 -5548318	ELEVATOR MAIN ELVATOR MAINT CONTRACT	086012	563.53
FUND 01 GENERAL FUND					TOTAL:	64,625.71

PACKET : 16089 16099 16103 16109 16111 16119
VENDOR SET: Mult
FUND : 02 MPWA

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1	MISC VENDOR					
	MAGGIE COOK	I-201801030503	02 -5216202	OPERATING SUP REIMB OFFICE REMODEL EXPS	085918	179.16
01-A00154	PROPHET EQUITY II-B					
		I-PRI1534578	02 -5864312	EQUIPMENT REN TRAILER RENTAL-LANDFILL	085921	328.78
01-A00751	ATWOODS					
		I-4154/9	02 -5973207	CLOTHING ALLO CLOTHING VOUCHER-WWT	085928	142.95
		I-4158/9	02 -5973207	CLOTHING ALLO CLOTHING VOUCHER-WWT	085928	46.00
		I-4161/9	02 -5973207	CLOTHING ALLO CLOTHING VOUCHER-WWT	085928	150.00
		I-4165/9	02 -5973207	CLOTHING ALLO CLOTHING VOUCHER-WWT	085928	149.93
		I-4166/9	02 -5973207	CLOTHING ALLO CLOTHING VOUCHER-WWT	085928	150.00
		I-4167/9	02 -5973207	CLOTHING ALLO CLOTHING VOUCHER-WWT	085928	22.00
		I-4170/9	02 -5975207	CLOTHING ALLO CLOTHING VOUCHER-UTM	085928	94.00
		I-4176/9	02 -5975207	CLOTHING ALLO CLOTHING VOUCHER-UTM	085928	125.09
		I-4177/9	02 -5975207	CLOTHING ALLO CLOTHING VOUCHER-UTM	085929	147.66
		I-4192/9	02 -5973207	CLOTHING ALLO CLOTHING VOUCHER-WWT	085929	78.96
		I-4194/9	02 -5975207	CLOTHING ALLO CLOTHING VOUCHER-UTM	085929	139.95
		I-4198/9	02 -5216202	OPERATING SUP METER READER SUPPLIES	085929	59.97
		I-4206/9	02 -5973207	CLOTHING ALLO CLOTHING VOUCHER-WWT	085929	68.94
		I-4210/9	02 -5975207	CLOTHING ALLO CLOTHING VOUCHER-UTM	085929	148.65
		I-4212/9	02 -5973207	CLOTHING ALLO CLOTHING VOUCHER-WWT	085929	80.00
		I-4217/9	02 -5975207	CLOTHING ALLO CLOTHING VOUCHER-UTM	085929	148.90
		I-4220/9	02 -5975207	CLOTHING ALLO CLOTHING VOUCHER-UTM	085929	150.00
01-B00180	UNION IRON WORKS, INC.					
		I-S2043171.001	02 -5975209	UTILITY MAINT MISC REPAIR ITEMS	085932	22.79
01-B00503	BROKEN ARROW ELECTRIC S					
		I-S2293786.001	02 -5973203	REPAIRS & MAI ELECTRICAL REPAIR ITEMS	085934	19.11
01-C00840	CRAWFORD & ASSOCIATES P					
		I-11146	02 -5267302	CONSULTANTS CONSULTING FEES	085940	13,060.00
01-D00322	DEPT. OF ENVIR. QUALITY					
		I-61013563	02 -5864329	DEQ FEES QUARTERLY REPORT FEE	085942	20.14
01-E00238	ENVIRONMENTAL RESOURCE					
		I-41560	02 -5973304	LAB TESTING YRLY SLUDGE TEST FEE	085945	1,490.00
01-F00015	FLEETCOR TECHNOLOGIES					
		I-201801030507	02 -5216212	FUEL EXPENSE FUEL EXP-UTIL BILLING	085946	443.42
		I-201801030507	02 -5864212	FUEL EXPENSE FUEL EXP-LANDFILL	085946	39.58
		I-201801030507	02 -5866212	FUEL EXPENSE FUEL EXP-SANITATION	085946	691.12
		I-201801030507	02 -5871212	FUEL EXPENSE FUEL EXP-ENGINEERING	085946	89.55
		I-201801030507	02 -5973212	FUEL EXPENSE FUEL EXP-WWT	085946	443.58
		I-201801030507	02 -5975212	FUEL EXPENSE FUEL EXP-UTM	085946	1,473.29
01-F00112	FINLEY & COOK, PLLC					

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-F00112	FINLEY & COOK, PLLC	continued				
	I-S10025606	02	-5267301	AUDITING 2016-17 YRLY AUDIT FEES	085948	4,000.00
01-F00319	FULL SOURCE, LLC					
	I-F54144013-IN	02	-5864207	CLOTHING ALLO CLTHNG ALLOW-INDFLL	085950	73.79
01-G00255	GENESIS ENVIRONMENTAL S					
	I-64542	02	-5974302	CONSULTANTS TANK TIGHTNESS/CP TESTING	085952	1,252.00
01-H00016	CORE & MAIN LP					
	I-I217186	02	-5975235	WATER MAIN RE WATERLINE REPAIR ITEMS	085954	1,707.81
	I-I219098	02	-5975235	WATER MAIN RE WATERLINE REPAIR ITEMS	085954	1,167.04
01-H00181	HI-LINE TOOL CO.					
	I-525732	02	-5975209	UTILITY MAINT HYDRAULIC POWER SAW	085955	3,715.43
01-I00188	INFRASTRUCTURE SOLUTION					
	I-MC-16-22-09	02	-5871302	CONSULTANTS CONSULT FEE-MCC CONT. PJT	085959	960.00
	I-MC-17-01-10	02	-5871302	CONSULTANTS GENERAL CONSULTANT SVS	085959	3,440.00
	I-MC-17-02-12	02	-5871302	CONSULTANTS OKIE LOCATES	085959	3,565.49
01-L00428	LOWE'S CREDIT SERVICES					
	C-10209	02	-5975209	UTILITY MAINT MISC MAINT & REPAIR ITEMS	085966	10.82-
	I-01150	02	-5975209	UTILITY MAINT MISC MAINT & REPAIR ITEMS	085966	124.74
	I-902610	02	-5975209	UTILITY MAINT MISC MAINT & REPAIR ITEMS	085966	5.77
01-O00275	OKLA DEPT OF COMMERCE					
	I-012018-#8908	02	-5267521	CDBG LOAN #89 CDBG - EDIF #8908	085987	1,145.83
01-O00519	OKLA INDIAN NATIONS CHA					
	I-WEP18-06	02	-5864331	EMPLOYEE TRAV WASTE EXCLUSION TRAINING	085990	90.00
01-O00556	OMAG-OK MUNICIPAL ASSUR					
	I-CLAIM#204201-ME	02	-5267323	DAMAGES DEDUCTIBLE-SEWER BACKUP	085992	1,000.00
01-P00420	POSTMASTER					
	I-2018BOXRENT907	02	-5267202	OPERATING SUP 2018 BOX RENT - BOX 907	085996	490.00
01-R00412	RPM STAFFING PROFESSION					
	I-91792	02	-5975101	FULL-TIME PAY TEMP EMPLOYEE-UTM	086003	1,783.11
	I-91793	02	-5973308	CONTRACT SERV TEMP EMP-WASTE WATER	086003	1,140.72
	I-91868	02	-5975101	FULL-TIME PAY TEMP EMPLOYEE-UTM	086003	1,091.82
	I-91869	02	-5973308	CONTRACT SERV TEMP EMP-WASTE WATER	086003	1,629.60
	I-91940	02	-5975101	FULL-TIME PAY TEMP EMPLOYEE-UTM	086003	1,408.82
	I-91941	02	-5973308	CONTRACT SERV TEMP EMP-WASTE WATER	086003	1,466.64
01-T00052	TECHNICAL PROGRAMMING S					
	I-100460	02	-5216336	FEES UB&C MAILING FEE	086011	877.10
	I-100460	02	-5216317	POSTAGE UB&C MAILING FEE-POSTAGE	086011	1,333.99

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-T00630 TWIN CITIES READY MIX,						
		I-157741	02 -5975218	STREET REPAIR CONCRETE-WATER BREAKS	086014	1,344.00
		I-157892	02 -5975218	STREET REPAIR CONCRETE-WATER BREAKS	086014	1,762.50
01-U00051 UTILITY SUPPLY CO., INC						
		I-110270	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086015	243.84
		I-110271	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086015	430.00
		I-110272	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086015	167.82
		I-110273	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086015	22.53
		I-110274	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086015	237.00
		I-110275	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086015	33.00
		I-110276	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086015	309.76
		I-110277	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086015	426.24
		I-110278	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086015	220.61
		I-110279	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086015	138.92
		I-110280	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086015	2,330.43
		I-110281	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086015	493.24
		I-110697	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086015	174.00
		I-110698	02 -5216202	OPERATING SUP METER READER SUPPLIES	086015	11.30
		I-110699	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086016	244.20
		I-110700	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086016	33.00
		I-110701	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086016	90.23
		I-110905	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086016	156.15
		I-110906	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086016	276.89
		I-110907	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086016	45.68
		I-110908	02 -5975209	UTILITY MAINT WATERLINE REPAIR PARTS	086016	67.72
01-U00128 UNITED PACKAGING & SHIP						
		I-219947	02 -5973203	REPAIRS & MAI SHIPPING FEES	086019	29.43
01-V00072 VERIZON WIRELESS SERVIC						
		I-201712270478	02 -5216308	CONTRACTED SE INTERNET SVS-AMI BASE STATIONS	085895	50.06
FUND 02 MPWA TOTAL:						63,000.95

PACKET : 16089 16099 16103 16109 16111 16119
VENDOR SET: Mult
FUND : 03 AIRPORT AUTHORITY

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-F00015	FLEETCOR TECHNOLOGIES					
		I-201801030507	03 -5876212	FUEL EXPENSE FUEL EXP-AIRPORT	085946	50.33
01-F00170	FIRST NATIONAL BANK					
		I-012018-#119817	03 -5876511	FNB LOAN #119 LOAN #119817 - AIRPORT AUTH	085949	5,020.00
01-G00490	GRISSOM IMPLEMENT INC					
		I-664367	03 -5876203	REPAIRS & MAI MOWER MAINT SUPPLIES	085953	129.38
01-J00404	JOHN OR LUCILLE WHETSEL					
		I-012018-LEASE PMT	03 -5876501	OUTER MARKER AIRPORT OUTERMARKER LEASE	085962	225.00
01-U00082	UNDERGROUND SERVICE CO.					
		I-636055	03 -5876203	REPAIRS & MAI MANDATORY ANNUAL TESTS	086018	350.00
			FUND 03	AIRPORT AUTHORITY	TOTAL:	5,774.71

PACKET : 16089 16099 16103 16109 16111 16119
VENDOR SET: Mult
FUND : 08 NUTRITION

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-A00324	ALISHA RAE HOWELL					
		I-201801020490	08 -5549308	CONTRACT SERV MEAL DEL-8 DAYS	085925	120.00
		I-201801020491	08 -5549308	CONTRACT SERV REIMB MILEAGE-MEAL DEL	085925	82.39
01-C00278	CELENA C. ARDESE					
		I-201801020492	08 -5549308	CONTRACT SERV MEAL DEL-9 DAYS	085936	135.00
		I-201801020493	08 -5549308	CONTRACT SERV REIMB MILEAGE-MEAL DEL	085936	68.48
01-E00207	EMMA E. BELLIS					
		I-201801020489	08 -5549308	CONTRACT SERV REIMB MILEAGE-MEAL DEL	085944	81.32
01-F00015	FLEETCOR TECHNOLOGIES					
		I-201801030508	08 -5549212	FUEL EXPENSE FUEL EXP-NUTRITION	085947	336.49
01-R00412	RPM STAFFING PROFESSION					
		I-91791	08 -5549308	CONTRACT SERV TEMP EMPLOYEE-NUTRITION	086003	328.86
		I-91867	08 -5549308	CONTRACT SERV TEMP EMPLOYEE-NUTRITION	086003	328.86
		I-91939	08 -5549308	CONTRACT SERV TEMP EMPLOYEE-NUTRITION	086003	328.86
01-S00580	AT & T					
		I-201712270481	08 -5549315	TELEPHONE UTI PHONE EXP-NUTRITION	085894	302.49
				FUND 08 NUTRITION	TOTAL:	2,112.75

PACKET : 16089 16099 16103 16109 16111 16119

VENDOR SET: Mult

FUND : 09 LANDFILL RES./SUB-TITLE D

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-B00244	BIG MAC TANK TRUCKS, LL	I-MID00058150	09 -5864327	SUB TITLE D E LEACHATE REMOVAL	085933	4,085.00
				FUND 09 LANDFILL RES./SUB-TITLE DTOTAL:		4,085.00

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-C00149	CANON FINANCIAL SERVICE					
		I-18112640	28 -5654202	OPERATING SUP MONTHLY COPIER LEASE	085891	87.00
01-F00015	FLEETCOR TECHNOLOGIES					
		I-201801030508	28 -5654212	FUEL EXPENSE FUEL EXP-EXPO	085947	43.61
01-P00560	PUBLIC SERVICE/AEP					
		I-201712200471	28 -5654313	ELECTRIC UTIL ELECTRIC EXP-EXPO	085876	5,769.31
		I-201712270480	28 -5654313	ELECTRIC UTIL ELECTRIC EXP-EXPO RV PARK	085893	64.09
01-R00412	RPM STAFFING PROFESSION					
		I-91790	28 -5654308	CONTRACT SERV TEMP EMPLOYEE-EXPO	086003	689.67
		I-91866	28 -5654308	CONTRACT SERV TEMP EMPLOYEE-EXPO	086003	536.64
01-T00320	THYSSENKRUPP ELEVATOR C					
		I-3003644013	28 -5654316	REPAIRS & MAINT ELVATOR MAINT CONTRACT	086012	563.53
				FUND 28 SE EXPO CENTER	TOTAL:	7,753.85

PACKET : 16089 16099 16103 16109 16111 16119
VENDOR SET: Mult
FUND : 29 E-911

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-F00015	FLEETCOR TECHNOLOGIES					
		I-201801030508	29 -5324212	FUEL EXPENSE FUEL EXP-E911	085947	26.41
01-000276	OKLA DEPT OF PUBLIC SAF					
		I-01-1801224	29 -5324308	CONTRACTED SE TELETYPE RENTAL	085988	350.00
01-W00392	WINDSTREAM CORPORATION					
		I-201712270479	29 -5324315	TELEPHONE UTI 911 COUNTY TRUNK LINE	085896	457.17
			FUND 29 E-911	TOTAL:		833.58

FUND : 30 ECONOMIC DEVELOPMENT

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-A00731	ASSOC OF DEFENSE COMMUN	I-18MW-299913	30 -5652330	DUES & SUBSCR 2018 ANNUAL MEMBERSHIP	085927	240.00
01-C00149	CANON FINANCIAL SERVICE	I-18112640	30 -5652202	OPERATING SUP MONTHLY COPIER LEASE	085891	38.00
01-M00304	MESHEK & ASSOC., PLC	I-5151	30 -5652350	BUSINESS DEVE GPS LOCATION SYSTEM	085967	5,000.00
01-MC0134	MCALESTER MAIN STREET	I-122017-2015-2016	30 -5211353	MAIN STREET P CONTRACT- MCALESTER MAIN ST	085975	1,250.00
01-O00133	OKLAHOMA SOUTHEAST, INC	I-77813	30 -5652330	DUES & SUBSCR MEMBERSHIP 2018	085985	400.00
01-O00275	OKLA DEPT OF COMMERCE	I-012018-#12248	30 -5211510	CDBG / EDIF D CDBG - EDIF CONT #12248	085986	282.50
01-P00450	PRIDE IN MCALESTER	I-122017-2015-2016	30 -5211352	MISC PRIDE IN CONTRACT-PRIDE IN MCALESTER	085997	2,500.00
01-R00260	RETAIL ATTRACTIONS LLC	I-0628	30 -5652302	CONSULTANTS CONSULTING FEES	086002	2,500.00
		I-0652	30 -5652302	CONSULTANTS CONSULTING FEES	086002	2,500.00
			FUND	30 ECONOMIC DEVELOPMENT	TOTAL:	14,710.50

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-I00188	INFRASTRUCTURE SOLUTION					
		I-MC-15-05-06	33 -5971517	2015 CDBG PRO 2015 CDBG	085959	915.00
		I-MC-16-11-07	33 -5971518	2016 CDBG PRO 2016 CDBG	085959	2,505.00
=====						
01-M00488	MILLIE VANCE INC					
		I-2015 CDBG 12/2017	33 -5971517	2015 CDBG PRO 2015 CDBG ADMIN SVS	085970	5,320.00
=====						
			FUND	33 CDBG GRANTS FUND	TOTAL:	8,740.00

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-A00154	PROPHET EQUITY II-B					
		I-PR11536835	35 -5862312	EQUIPMENT REN OFFICE RENTAL-FLEET MAINT	085921	312.87
01-A00215	ADVANCE AUTO PARTS					
		I-8117734937467	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	085923	10.11
		I-8117735270728	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	085923	101.83
		I-8117735470780	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	085923	24.36
01-A00771	AUTOMOTIVE SOLUTIONS					
		I-1606	35 -5862203	REPAIRS & MAI REPAIRS TO POLICE VEH	085930	140.00
01-B00150	BEALES GOODYEAR TIRES					
		I-1-44827	35 -5862203	REPAIRS & MAI MISC TIRE REPAIRS	085931	89.95
		I-1-GS44587	35 -5862203	REPAIRS & MAI TIRES FOR S-53	085931	1,290.68
		I-1-GS44588	35 -5862203	REPAIRS & MAI TIRES FOR C-40	085931	264.30
		I-1-GS44818	35 -5862317	EMERGENCY VEH TIRES FOR MED-3	085931	330.90
01-F00015	FLEETCOR TECHNOLOGIES					
		I-201801030508	35 -5862212	FUEL EXPENSE FUEL EXP-FLEET MAINT	085947	483.92
01-F00319	FULL SOURCE, LLC					
		I-F54144013-IN	35 -5862207	CLOTHING ALLO CLTHNG ALLOW-FLEET	085950	69.79
01-J00143	JAMES SUPPLIES, LLC					
		I-04176627-00	35 -5862203	REPAIRS & MAI WELDING SUPPLIES	085961	53.07
01-K00205	KIAMICHI AUTOMOTIVE WHO					
		I-059188	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	085963	22.97
		I-059375	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	085963	75.00
		I-059429	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	085963	7.49
		I-059463	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	085963	23.61
		I-059485	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	085963	77.25
		I-059517	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	085963	4.69
		I-059763	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	085963	14.98
		I-059807	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	085963	275.05
		I-059836	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	085963	126.65
		I-059904	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	085963	50.88
01-M00543	MONTAGE ENTERPRISES INC					
		I-59843	35 -5862203	REPAIRS & MAI PARTS FOR PK-3/PK-60	085971	832.44
		I-59996	35 -5862203	REPAIRS & MAI PARTS FOR PK-3/PK-60	085971	316.90
01-M00590	MOSS WRECKER SERVICE					
		I-001571	35 -5862317	EMERGENCY VEH WRECK CALL-FIRE ENG 1	085972	200.00
01-MC0045	MCCRAYS MANUFACTURING					
		I-8013	35 -5862203	REPAIRS & MAI TRAILER PARTS	085973	42.50
		I-8015	35 -5862203	REPAIRS & MAI TRAILER PARTS	085973	48.50

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-N00270	NIX AUTO CENTER, INC.					
		I-313381	35 -5862203	REPAIRS & MAI MISC AUTO REPAIRS	085978	120.18
01-N00271	FREEDOM FORD INC					
		I-184665	35 -5862203	REPAIRS & MAI MISC PARTS AND SERVICE	085979	52.90
		I-185634	35 -5862203	REPAIRS & MAI MISC PARTS AND SERVICE	085979	45.95
		I-185748	35 -5862203	REPAIRS & MAI MISC PARTS AND SERVICE	085979	45.95
		I-185777	35 -5862203	REPAIRS & MAI MISC PARTS AND SERVICE	085979	45.95
		I-185791	35 -5862203	REPAIRS & MAI MISC PARTS AND SERVICE	085979	67.39
		I-185793	35 -5862203	REPAIRS & MAI MISC PARTS AND SERVICE	085979	52.90
01-N00340	BLUE TARP FINANCIAL, IN					
		I-39397583	35 -5862203	REPAIRS & MAI PARTS FOR ST SWEEPER	085980	589.99
01-000050	OCT EQUIPMENT, INC.					
		I-P18410	35 -5862203	REPAIRS & MAI PARTS FOR S-33 SKID STEER	085982	408.70
01-000075	O'REILLY AUTO PARTS					
		C-0230-110915	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	085983	105.89-
		C-0230-119981	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	085983	38.19-
		C-0230-120408	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	085983	165.57-
		I-0230-118759	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	085983	105.89
		I-0230-120379	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	085983	165.57
		I-0230-120953	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	085983	102.70
		I-0230-121082	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	085983	43.46
		I-0230-121306	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	085983	14.60
		I-0230-121812	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	085983	29.21
		I-0230-122670	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	085983	23.87
		I-0230-122929	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	085983	146.72
01-P00134	PATRIOT AUTO GROUP LLC					
		I-63416/1	35 -5862203	REPAIRS & MAI MISC AUTO REPAIRS	085993	46.11
01-R00471	ROBERT ROGERS DBA ROBER					
		I-28811	35 -5862317	EMERGENCY VEH WHEELS FOR POLICE	086004	175.00
01-R00653	RUSH TRUCK CENTERS OF O					
		I-3008871903	35 -5862317	EMERGENCY VEH PARTS FOR ENGINE 4	086005	101.36
01-S00384	MOWER PARTS, INC.					
		I-849701	35 -5862203	REPAIRS & MAI SMALL ENGINE PARTS	086008	103.13
01-T00612	ATC FREIGHTLINER GROUP,					
		I-125218128	35 -5862203	REPAIRS & MAI REPAIR PARTS FOR TRUCKS	086013	211.12
		I-125218396	35 -5862203	REPAIRS & MAI REPAIR PARTS FOR TRUCKS	086013	56.23
01-W00195	WELDON PARTS INC.					
		I-2005065-00	35 -5862203	REPAIRS & MAI MISC TRUCK REPAIR PARTS	086021	192.10
		I-2005482-00	35 -5862203	REPAIRS & MAI MISC TRUCK REPAIR PARTS	086021	241.64

PACKET : 16089 16099 16103 16109 16111 16119

VENDOR SET: Mult

FUND : 35 FLEET MAINTENANCE

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-W00195	WELDON PARTS INC.		continued			
	I-2008495-00		35 -5862317	EMERGENCY VEH PARTS FOR FIRE ENG 1	086021	670.00
				FUND 35 FLEET MAINTENANCE	TOTAL:	8,839.66

PACKET : 16089 16099 16103 16109 16111 16119

VENDOR SET: Mult

FUND : 41 CIP FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-A00712	ARVEST BANK dba ARVEST					
		I-012018-002	41 -5862401	CAPITAL OUTLA VEHICLE LEASE 800-1503001-002	085926	2,485.55
		I-012018-1503001-3	41 -5865510	LEASE PAYMENT EQUIP LEASE -800-1503001-003	085926	1,326.45
		I-012018-800150300	41 -5862401	CAPITAL OUTLA VEHICLE LEASE 800-1503001-001	085926	3,210.15
01-D00217	DEERE CREDIT, INC.					
		I-012018-0063527-0	41 -5865510	LEASE PAYMENT LEASE PMT-JD 624K LOADER	085941	1,821.57
01-F00170	FIRST NATIONAL BANK					
		I-012018-#135002	41 -5974501	MCC CONTROLS LOAN #135002-MCC CONTROLS	085949	4,709.36
		I-012018-LN#134438	41 -5975510	UTM LOAN PAYM AMI LOAN PAYMENT LOAN #134438	085949	18,395.29
01-U00061	UTILITY SERVICES CO., I					
		I-438792	41 -5975401	WATER TOWER C WATER TWR MAINT CONTRACT	086017	44,406.14
		I-438793	41 -5975401	WATER TOWER C WATER TWR MAINT CONTRACT	086017	67,580.92
		I-438794	41 -5975401	WATER TOWER C WATER TWR MAINT CONTRACT	086017	92,637.23
		I-438795	41 -5975401	WATER TOWER C WATER TWR MAINT CONTRACT	086017	44,425.67
		I-438796	41 -5975401	WATER TOWER C WATER TWR MAINT CONTRACT	086017	43,934.77
		I-438797	41 -5975401	WATER TOWER C WATER TWR MAINT CONTRACT	086017	31,766.26
01-W00194	WELCH STATE BANK					
		I-012018-55766	41 -5865510	LEASE PAYMENT LEASE PMT-2015 DUMP TRUCK	086020	1,517.90
		I-012018-55820	41 -5865510	LEASE PAYMENT LEASE PMT-2015 DUMP TRUCK	086020	2,555.73
			FUND 41	CIP FUND	TOTAL:	360,772.99

PACKET : 16089 16099 16103 16109 16111 16119
VENDOR SET: Mult
FUND : 44 TECHNOLOGY FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-M00304	MESHEK & ASSOC., PLC	I-5151	44 -5225402	SOFTWARE & TE GPS TRAINING FEE	085967	1,090.00
			FUND	44 TECHNOLOGY FUND	TOTAL:	1,090.00

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-A00712	ARVEST BANK dba ARVEST					
		I-012018-004	46 -5871501	LOAN PAYMENTS LOAN PMT-SWEEPER 1503001-004	085926	3,284.13
01-I00188	INFRASTRUCTURE SOLUTION					
		I-MC-17-12-01	46 -5871401	CAPITAL OUTLA CONSULT FEE-CANAL WALL	085959	2,205.00
		I-MC-17-15-01	46 -5871401	CAPITAL OUTLA SURVEY & DRAINAGE STUDY	085959	2,500.00
01-M00304	MESHEK & ASSOC., PLC					
		I-5170	46 -5871404	MASTER DRAINA MASTER DRAINAGE PLAN	085967	7,980.00
		I-5172	46 -5871401	CAPITAL OUTLA CONSULTANT FEE	085967	1,407.26
			FUND 46	STORMWATER FUND	TOTAL:	17,376.39
					REPORT GRAND TOTAL:	566,129.99

*** G/L ACCOUNT TOTALS ***

				=====LINE ITEM=====			=====GROUP BUDGET=====		
YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG		ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	
2017-2018	01 -5101350	ELECTIONS	2,584.60	5,000	9,000.00-	Y			
	01 -5101353	PITTSBURG EMERGENCY MGMT	4,166.67	50,000	20,833.31				
	01 -5101355	OIL-OK FOR INDEPENDENT LIV	2,000.00	24,000	12,000.00				
	01 -5210115	DEFERRED COMPENSATION-CONT	975.00	3,900	975.00				
	01 -5210302	CONSULTANTS/LABOR RELATION	2,075.00	45,000	35,000.00				
	01 -5211330	DUES & SUBSCRIPTIONS	190.00	1,200	335.00				
	01 -5212308	CONTRACTED SERVICES	77.44	3,580	527.50				
	01 -5212317	ADVERTISING & PRINTING	631.65	2,500	1,296.35				
	01 -5213335	COUNTY INCARCERATION EXPEN	6,699.40	48,000	10,267.40-	Y			
	01 -5214302	CONSULTANTS	11,449.83	70,000	22,344.19				
	01 -5215202	OPERATING SUPPLIES	1,789.54	35,000	8,341.99				
	01 -5215301	AUDITING	3,500.00	20,000	2,000.00				
	01 -5215312	EQUIPMENT RENTALS	697.15	27,000	1,493.00				
	01 -5215315	TELEPHONE UTILITY	456.54	38,000	13,336.25				
	01 -5215317	POSTAGE	1,500.00	12,000	4,729.01				
	01 -5225212	FUEL EXPENSE	51.01	1,000	501.42				
	01 -5321207	CLOTHING ALLOWANCE	96.00	36,615	23,349.00				
	01 -5321212	FUEL EXPENSE	7,257.16	75,000	32,561.89				
	01 -5321308	CONTRACTED SERVICES	629.50	7,000	2,041.83				
	01 -5321316	REPAIRS & MAINTENANCE	35.00	2,850	2,188.50				
	01 -5321331	EMPLOYEE TRAVEL & TRAININ	125.00	9,500	5,630.12				
	01 -5322212	FUEL EXPENSE	278.48	3,895	2,139.30				
	01 -5431202	OPERATING SUPPLIES	139.95	15,100	7,414.30				
	01 -5431212	FUEL EXPENSE	863.25	12,929	5,714.99				
	01 -5431328	INTERNET SERVICE	125.90	2,351	1,217.90				
	01 -5432212	FUEL EXPENSE	979.65	6,500	954.82				
	01 -5542203	REPAIRS & MAINT SUPPLIES	212.94	40,850	19,544.35				
	01 -5542207	CLOTHING ALLOWANCE	261.78	2,750	94.22				
	01 -5542212	FUEL EXPENSE	1,132.20	16,500	5,279.02				
	01 -5544202	OPERATING SUPPLIES	8.06	16,245	9,347.87				
	01 -5544212	FUEL EXPENSE	89.81	2,070	751.78				
	01 -5547207	CLOTHING ALLOWANCE	54.80	1,250	248.20				
	01 -5547212	FUEL EXPENSE	169.51	6,789	5,066.87				
	01 -5548203	REPAIRS & MAINTENANCE SUPP	813.71	36,500	15,385.11				
	01 -5548207	CLOTHING ALLOWANCE	225.58	750	151.58-	Y			
	01 -5548212	FUEL EXPENSE	265.72	3,000	1,451.85				
	01 -5548308	CONTRACTED SERVICES-CLEANI	1,895.00	22,000	10,730.00				
	01 -5548316	REPAIRS & MAINTENANCE	438.85	20,900	326.63				
	01 -5548318	ELEVATOR MAINTENANCE AGREE	1,109.33	6,200	0.00				
	01 -5652212	FUEL EXPENSE	114.04	3,525	2,338.78				
	01 -5652331	EMPLOYEE TRAVEL & TRAININ	195.30	3,600	1,673.81				
	01 -5652336	FEES	36.00	1,800	993.00				
	01 -5653207	CLOTHING ALLOWANCE	86.78	500	248.22				
	01 -5653212	FUEL EXPENSE	53.15	1,100	781.65				
	01 -5653213	SAFETY EXPENSE	1,292.07	25,500	12,731.22				

** G/L ACCOUNT TOTALS **

				=====LINE ITEM=====			=====GROUP BUDGET=====		
YEAR	ACCOUNT	NAME	AMOUNT	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	01 -5865203	REPAIR & MAINT-TRAFFIC CON	594.06	37,220	8,092.02				
	01 -5865207	CLOTHING ALLOWANCE	902.41	3,438	1,160.59				
	01 -5865212	FUEL EXPENSE	2,863.21	22,962	5,984.71				
	01 -5865218	STREET REPAIRS & MAINTENAN	2,124.81	308,750	133,132.63				
	01 -5865312	EQUIPMENT RENTALS	312.87	3,755	0.56				
	02 -5216202	OPERATING SUPPLIES	250.43	10,450	4,408.38				
	02 -5216212	FUEL EXPENSE	443.42	8,437	5,350.53				
	02 -5216308	CONTRACTED SERVICES	50.06	0	0.00				
	02 -5216317	POSTAGE	1,333.99	32,000	15,601.05				
	02 -5216336	FEES	877.10	24,100	10,468.51				
	02 -5267202	OPERATING SUPPLIES	490.00	12,500	10,763.69				
	02 -5267301	AUDITING	4,000.00	20,518	4,518.00				
	02 -5267302	CONSULTANTS	13,060.00	27,521	1,482.25				
	02 -5267323	DAMAGES	1,000.00	7,000	5,194.34				
	02 -5267521	CDBG LOAN #8908	1,145.83	13,750	5,729.19				
	02 -5864207	CLOTHING ALLOWANCE	73.79	563	313.21				
	02 -5864212	FUEL EXPENSE	39.58	6,700	6,483.77				
	02 -5864312	EQUIPMENT RENTALS	328.78	3,946	0.64				
	02 -5864329	DEQ FEES	20.14	1,000	352.29				
	02 -5864331	EMPLOYEE TRAVEL & TRAINING	90.00	200	110.00				
	02 -5866212	FUEL EXPENSE	691.12	7,850	4,771.41				
	02 -5871212	FUEL EXPENSE	89.55	1,100	532.65				
	02 -5871302	CONSULTANTS	7,965.49	100,000	34,028.56				
	02 -5973203	REPAIRS & MAINT SUPPLIES	48.54	40,500	11,539.55				
	02 -5973207	CLOTHING ALLOWANCE	888.78	3,000	511.22				
	02 -5973212	FUEL EXPENSE	443.58	10,950	6,738.61				
	02 -5973304	LAB TESTING	1,490.00	32,100	11,090.90				
	02 -5973308	CONTRACT SERVICES	4,236.96	0	4,000.00-	Y			
	02 -5974302	CONSULTANTS	1,252.00	1,219,976	573,673.72				
	02 -5975101	FULL-TIME PAYROLL	4,283.75	329,924	195,494.40				
	02 -5975207	CLOTHING ALLOWANCE	954.25	2,750	891.75				
	02 -5975209	UTILITY MAINTENANCE SUPP.	9,999.17	84,000	5,564.86-	Y			
	02 -5975212	FUEL EXPENSE	1,473.29	22,500	11,354.01				
	02 -5975218	STREET REPAIRS & MAINTENAN	3,106.50	96,000	18,472.67				
	02 -5975235	WATER MAIN REPAIR	2,874.85	40,000	32,725.96				
	03 -5876203	REPAIRS & MAINT SUPPLIES	479.38	1,900	208.05				
	03 -5876212	FUEL EXPENSE	50.33	2,400	1,289.84				
	03 -5876501	OUTER MARKER LEASE PAYMENT	225.00	2,700	1,125.00				
	03 -5876511	FNB LOAN #119817 PAYMENTS	5,020.00	60,240	25,100.00				
	08 -5549212	FUEL EXPENSE	336.49	5,730	2,928.69				
	08 -5549308	CONTRACT SERVICES	1,473.77	15,500	4,342.98				
	08 -5549315	TELEPHONE UTILITY	302.49	4,610	2,273.44				
	09 -5864327	SUB TITLE D EXPENSE	4,085.00	80,000	56,216.15				
	27 -5655212	FUEL EXPENSE	40.40	537	383.02				
	27 -5655308	CONTRACT SERVICES	1,250.00	0	13,200.00-	Y			

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====		=====GROUP BUDGET=====	
				ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG	ANNUAL BUDGET	BUDGET OVER AVAILABLE BUDG
27	-5655318	PRINTING	81.00	15,000	11,100.00		
27	-5655340	OFFICE RENT	1,292.50	15,510	6,462.50		
27	-5655352	MISC PRIDE IN MCALESTER	2,500.00	30,000	15,000.00		
27	-5655353	MAIN STREET PROGRAM	1,250.00	15,000	7,500.00		
28	-5654202	OPERATING SUPPLIES	87.00	2,400	304.34-	Y	
28	-5654212	FUEL EXPENSE	43.61	1,450	1,128.29		
28	-5654308	CONTRACT SERVICES	1,226.31	3,000	2,070.59-	Y	
28	-5654313	ELECTRIC UTILITY	5,833.40	68,400	27,739.67		
28	-5654316	REPAIRS & MAINTENANCE	563.53	34,000	20,500.93		
29	-5324212	FUEL EXPENSE	26.41	1,449	1,050.24		
29	-5324308	CONTRACTED SERVICES	350.00	36,800	31,741.50		
29	-5324315	TELEPHONE UTILITY	457.17	98,015	48,767.95		
30	-5211352	MISC PRIDE IN MCALESTER	2,500.00	30,000	15,000.00		
30	-5211353	MAIN STREET PROGRAM	1,250.00	15,000	7,500.00		
30	-5211510	CDBG / EDIF DURALINE LOAN	282.50	3,390	1,412.50		
30	-5652202	OPERATING SUPPLIES	38.00	4,000	3,562.88		
30	-5652302	CONSULTANTS	5,000.00	115,000	30,000.00-	Y	
30	-5652330	DUES & SUBSCRIPTIONS	640.00	8,500	7,860.00		
30	-5652350	BUSINESS DEVELOPMENT EXPEN	5,000.00	24,600	17,861.06		
33	-5971517	2015 CDBG PROJECT	6,235.00	233,694	169,572.71		
33	-5971518	2016 CDBG PROJECT	2,505.00	173,398	22,008.93		
35	-5862203	REPAIRS & MAINTENANCE SUPP	6,495.82	210,965	96,429.68		
35	-5862207	CLOTHING ALLOWANCE	69.79	1,250	1.79-	Y	
35	-5862212	FUEL EXPENSE	483.92	1,871	675.35		
35	-5862312	EQUIPMENT RENTALS	312.87	0	3,754.44-	Y	
35	-5862317	EMERGENCY VEHICLES	1,477.26	45,000	17,144.45		
41	-5862401	CAPITAL OUTLAY	5,695.70	66,985	27,115.10		
41	-5865510	LEASE PAYMENTS	7,221.65	128,650	36,098.85		
41	-5974501	MCC CONTROLS - WTP	4,709.36	56,513	23,547.48		
41	-5975401	WATER TOWER CAPITAL PROJEC	324,750.99	325,000	249.01		
41	-5975510	UTM LOAN PAYMENTS	18,395.29	220,745	91,977.97		
44	-5225402	SOFTWARE & TECHNOLOGY UPDA	1,090.00	66,730	18,855.81		
46	-5871401	CAPITAL OUTLAY	6,112.26	291,706	127,247.73		
46	-5871404	MASTER DRAINAGE	7,980.00	272,440	0.00		
46	-5871501	LOAN PAYMENTS-STREET SWEEP	3,284.13	39,420	16,431.09		
** 2017-2018 YEAR TOTALS **			566,129.99				

NO ERRORS

** END OF REPORT **

FUND	PERIOD	AMOUNT
01	1/2018	64,625.71
02	1/2018	63,000.95
03	1/2018	5,774.71
05	1/2018	0.00
08	1/2018	2,112.75
09	1/2018	4,085.00
11	1/2018	0.00
14	1/2018	0.00
16	1/2018	0.00
24	1/2018	0.00
26	1/2018	0.00
27	1/2018	6,413.90
28	1/2018	7,753.85
29	1/2018	833.58
30	1/2018	14,710.50
32	1/2018	0.00
33	1/2018	8,740.00
35	1/2018	8,839.66
36	1/2018	0.00
38	1/2018	0.00
41	1/2018	360,772.99
42	1/2018	0.00
44	1/2018	1,090.00
46	1/2018	17,376.39
		566,129.99
		566,129.99



McAlester City Council

AGENDA REPORT

Meeting Date: January 9, 2018 Item Number: Consent Agenda D
Department: _____
Prepared By: _____ Account Code: _____
Date Prepared: January 3, 2018 Budgeted Amount: _____
Exhibits: 1

Subject

Consider and act upon, ratification of the Code of Conduct for the City of McAlester originally adopted October 27, 2009. (There have been no changes to the document.)

Recommendation

Motion to ratify the Code of Conduct adopted by the City of McAlester October 27, 2009.

Discussion

Approved By

Initial

Date

Department Head

City Manager

P. Stasiak

City of McAlester

Code of Conduct and Ethics Governance Information



January 2018





January 2018

Ethics and proper governance of our City is of great importance.

In 2008, the citizens passed a new City Charter which created the Board of Ethics and outlined the framework for a Code of Conduct, details regarding conflicts of interest and other vitally important areas concerning corporate governance.

The principles outlined in the City Charter apply to all employees of the City as well as all elected individuals and appointees on City Boards.

This booklet provides each individual with the guidelines as established by the City Charter as well as the Code of Conduct which was passed by the McAlester City Council in October of 2009.

This framework provides our citizens, employees, elected and appointed individuals a common basis to understanding the importance and value of proper ethics in all matters dealing with our City government.



Table of Contents

Section 1—Code of Conduct

	Page
1. Purpose	2
2. Definitions	2
3. The Code	3-5
4. Compliance With This Code	6
5. Disciplinary Actions	6
6. Reporting Suspected Non-Compliance Who May Report Duty To Report	6 6 6
7. False Reports	7
8. Declaring a Possible Conflict of Interest	7
9. Investigation Procedures	8
10. Confidentiality and Whistle-Blower Protection Confidentiality Protection Against Retaliation	9 9 9
11. Communication of This Code	9
12. Recommendations	9
Appendix A To the Code of Conduct	10

Section 2—Codification

Section 2—Emergency Clause

City Charter—Section 7.01

12-13

City of McAlester Code of Conduct

1 - PURPOSE

The purpose of this Code is to establish guidelines for ethical conduct that govern all City employees, full or part time, Elected Officials, persons serving on City Boards or Commissions, and Volunteers in performing their duties. All the above are covered by this code and must subscribe to this Code, understand its meaning, and follow it.

Ethics inquiries are considered "personnel issues" and are protected from mandatory disclosure by the Oklahoma Open Records Act.

Nothing in this Code creates any right to employment with the City.

2 - DEFINITIONS

Personnel – Any person personnel of the City, full or part time. All Elected officials, persons serving on City boards or commissions, and volunteers are included in this definition.

Code of Conduct Advisor – The person in each department, appointed by the Department Head who is the liaison with the City Clerk's Office regarding conduct issues. Responsibilities include:

- Facilitating the complaint process
- Answering questions regarding ethics and this Code
- Training employees on ethical guidelines

3 - THE CODE

The City of McAlester's Code of Conduct outlines expected behaviors for personnel. The City will conduct its business fairly, impartially, in an ethical manner, and in full compliance with all applicable laws, policies and regulations. Personnel will not engage in conduct that raises questions about the City's honesty, impartiality and reputation.

The following Code of Conduct standards are examples, not meant to cover all possible situations:

A. I am ethical in all activities.

- I put the public's interest above my own.
- I do not allow personal biases to dictate my job behavior.
- I make impartial decisions, free of bribes, unlawful gifts, and personal interests.
- I do not make work decisions based on any personal relationship.
- I admit when I am wrong and try to remedy the situation.
- I use my official title only when conducting City business.
- I avoid exceeding, or appearing to exceed, my authority.
- I do not improperly use or permit the improper use of confidential information.

B. I am financially responsible.

- I manage City resources entrusted to me in a

prudent and responsible manner.

- I do not misuse public funds for personal gain or for unintended purposes.
- I report any improper behavior regarding City resources as specified in this Code.

C. I use public property properly.

- I use City vehicles only for official City business, according to my department's guidelines.
- I do not use a City purchasing card for personal use.
- I do not show favoritism in allowing the use of public property.
- I do not grant the use of public property for political or commercial uses. (Non-profit charitable use must be approved by management at the Department Director or higher level.)
- I do not falsify, or inappropriately destroy, reports or records.

D. I follow appropriate practices regarding gifts.

- I do not use my official position to solicit gifts, donations, discounts or services for personal gain.
- If a gift, donation, discount or service is offered to me, I do not accept it if I believe, or it appears, that the item offered could influence my behavior in favor of the person or organization offering it.
- An occasional non-monetary item of nominal value is not considered a "gift," such as food at

a reception generally open to employees or the public, as long as it does not present any appearance of a conflict of interest. "Nominal value" means \$100 or less on any occasion or in total from one person or organization during a consecutive twelve-month period.

- If I receive a gift (such as food, seasonal decorations, etc.) from vendors or City business partners, I make it available to my work group.
- I do not accept travel, meals, or refreshments from persons doing business with the City, unless the refreshments or meals are furnished as an incidental part of my appearance at a public event in an official capacity, as hospitality extended for a purpose unrelated to the City's official business, or if travel, meals and lodging are provided in connection with teaching, a speaking engagement, participation on a professional or civic panel, or conference attendance in an official capacity.
- If my work group or I give a gift to a vendor in recognition of good service, the value will be less than \$25.

E. I set an example for ethical behavior.

- I inform my department's Ethics Advisor, or the Ethics Board, if I personally witness a violation of this Code.
- I do not pressure others to break this Code or any other rules, regulations or policies.
- I understand that if I have questions or concerns regarding this Code, I will ask my supervisor or my department's Code of Conduct Advisor.

4 - COMPLIANCE WITH THIS CODE

Personnel are responsible for understanding and following this Code, and are expected to perform their work with honesty and integrity in any areas not specifically addressed. A violation of this Code may result in disciplinary action, up to and including termination, upon completion of due process.

5 - DISCIPLINARY ACTIONS

The Code of Conduct will be strictly enforced, and City employees found to be in violation will be promptly disciplined, in compliance with the City's Human Resources Policy or the appropriate bargaining unit memorandum of understanding.

6 - REPORTING SUSPECTED NON-COMPLIANCE

Who May Report?

Any City employee, elected official, and/or Citizen of McAlester may file a complaint alleging unethical conduct.

Duty to Report

Personnel must promptly report any suspected violations of this Code. If an employee suspects a violation of applicable laws, rules or regulations by any employee, he/she will report it to any department's Code of Conduct Advisor or directly to the Ethics Board.

The City encourages employees to identify themselves when reporting suspected violations because this will better enable the City to investigate. However, the City recognizes that employees may want to remain anonymous. The employee must still include enough information so that an investigation can be conducted. Information must include the names of the individual(s) involved, and the action(s) believed to violate this Code,

along with verifiable documentation.

7 - FALSE REPORTS

The City recognizes that false accusations can have serious effects on innocent individuals. False accusations occur when an individual fabricates an incident. An employee who deliberately makes false accusations will be subject to the same disciplinary actions noted in Section 5... "No-cause" or "questionable-cause" findings do not constitute false accusations.

8 - DECLARING A POSSIBLE CONFLICT OF INTEREST

City personnel are subject to requirements of the State of Oklahoma and the City Code provisions regarding conflict of interest. These cover situations in which personnel and/or personnel's spouse have a "substantial interest" (as defined by the Act) in a "business" (as defined by the Act), and the personnel and/or spouse are in a position to exercise power or authority or perform a duty that affects that business.

Personnel must be sensitive to any relationship that has or may have a connection to City business. This includes influencing others to make decisions that could have direct financial impact on themselves, a family member, personal relationship, or business entity with which the employee, a family member or person affiliated in some other way is involved.

Personnel, who believe they may have a conflict of interest based on this guideline, will inform their Ethics Advisor or the Ethics Board, who will review the situation and make a determination regarding the presence of a conflict. If a conflict of interest exists, the personnel will file the Personnel Conflict of Interest Statement with his/her department, the Human Resources department, and the City Clerk, as re-

quired by statute.

9 - INVESTIGATION PROCEDURES

The City will investigate all reports of suspected violations of this Code, including anonymous reports, to the extent possible. Personnel will cooperate in these investigations.

Procedure for Resolving Ethics Complaints

The complainant must complete and submit a complaint form to the City Ethics Board within three months of the alleged occurrence.

The Ethics Board will, within a reasonable amount of time, begin a confidential investigation.

At the end of the investigation, the Ethics Board will notify the complainant (if known) that the matter has been addressed. If the complainant is anonymous the city manager will be notified. The Ethics Board will notify the accused personnel and his/her Department Director (if applicable) of the decision and recommendations.

Investigation and prosecution of potential criminal activity will proceed independently and be conducted by the appropriate officials.

10 - CONFIDENTIALITY AND WHISTLE-BLOWER PROTECTION

Confidentiality

No City employee will disclose the identity of anyone who reports a suspected violation or who participates in a related investigation, unless such disclosure is required by law, regulation or legal process.

Records regarding complaints will be filed in the City Clerk's Office and remain confidential. All records will be kept in a locked file cabinet. Only the Ethics Board will have access.

Protection Against Retaliation

It is a violation of this Code to retaliate in any form against an individual who, in good faith, reports a violation of this Code, or assists in the investigation of a reported violation. An employee who retaliates will be subject to disciplinary action, up to and including termination.

11 - COMMUNICATION OF THIS CODE

This Code will be reviewed with new employees during orientation in Human Resources. A signed acknowledgement of the review and receipt of the Code will be retained in each employee's file.

12 - RECOMMENDATIONS

The Ethics Board may make recommendations to amend this Code with the final approval being the City Council.

APPENDIX A

Warning Signs of an Ethical Problem

Below is a sample of phrases that may signal an ethical problem:

- "No one will ever know."
- "I can still be objective."
- "I deserve it."
- "They owe it to me."
- "Let's keep this under our hats."
- "Oh, don't be such a prude."
- "They'll never miss it."
- "They had it coming."
- "I'm just fighting fire with fire."
- "I'll return it when I'm finished."
- "Don't tell me. I don't want to know."
- "It's OK if I don't gain personally."
- "I'm just doing what I'm told."
- "Technically, it's legal."
- "Everybody does it."
- "It's our department's way of doing business."
- "This won't affect my work."

SECTION TWO: Codification

This ordinance shall be codified in the McAlester Code of Ordinances as Chapter 2, Article III, Section 2-70

SECTION THREE: Emergency Clause

That an emergency is hereby declared to exist for the preservation of the public peace, health and safety, by reason whereof it is necessary that this act take effect and be in full force from and after passage and approval.

Approved by the City Council: *October 27, 2009

*** Ratification of Ordinance 2336. December 14, 2010.**

City Charter Information

ARTICLE 7. GENERAL PROVISIONS

Section 7.01. Conflicts of Interest, Board of Ethics, and Code of Conduct.

(a) **Conflicts of Interest.** The use of public office for private gain is prohibited. The City Council shall implement this prohibition by ordinance, the terms of which shall include, but not be limited to: acting in an official capacity on matters in which the official has a private financial interest clearly separate from that of the general public; the acceptance of gifts and other things of value; acting in a private capacity on matters dealt with as a public official; the unethical or illegal use of confidential information; and appearances by City officials before other City agencies on behalf of private interests. This ordinance shall include a statement of purpose and shall provide for reasonable public disclosure of finances by City officials with major decision-making authority over monetary expenditures and contractual and regulatory matters and, insofar as permissible under state law, shall provide for fines and imprisonment for violations.

(b) **Board of Ethics.** The City Council shall, by ordinance, establish an independent Board of Ethics to administer and enforce the conflict of interest and financial disclosure ordinances. No member of the Board may hold elective or appointed office under the City or any other government or hold any political party office. Insofar as possible under state law, the City Council shall authorize the Board to issue binding advisory opinions, conduct investigations on its own initiative and on referral or complaint from officials or citizens, subpoena witnesses and documents, refer cases for prosecution, impose administrative fines, and to hire independent counsel, subject to notification to the City Council. The City Council shall appropriate sufficient funds to the Board of Ethics to enable it to perform the duties assigned to it and to provide annual training and education of City officials and employees, including candidates for public office, regarding the Code of Ethics. All City

boards and committees shall promptly report in writing any findings of unethical activity by an elected or appointed official to the Board of Ethics.

(c) **Code of Conduct.**

- (1) The City Council shall create and approve a written Code of Conduct for the City of McAlester. This Code shall describe, in general terms, ethical and unethical behavior and shall give examples of specific acts or failures to act that shall be considered violations of this policy, while not precluding non-specified items. This Code shall be reviewed at least annually, amended as necessary, and re-approved by the Council.
- (2) All City Council members, City officers, and employees shall be supplied with a copy of the Code of Conduct upon taking office or being employed by the City and at least annually thereafter. After each receipt of the Code, they shall certify in writing that they have read and understand the Code, have adhered to the Code, and are not aware of any violation of the Code by any Council member or City employee. Any exceptions shall be noted in writing. These certifications will be maintained in the City's administrative and personnel files.
- (3) City officers and employees who violate any provision of the Code of Conduct shall be subject to disciplinary action up to and including dismissal. Persons who violate the Code may also be subject to prosecution under State or Federal Law.



ACKNOWLEDGMENT OF RECEIPT
OF THE
CITY OF MCALESTER

CODE OF CONDUCT

I, _____ hereby
acknowledge that I have received a copy of the *City of McAlester Code of Conduct and
Ethics Governance Information*.

I understand that it is my responsibility to read all policies, procedures, and
memorandums. And, if I have any questions about the City of McAlester Code of
Conduct and Ethics Governance Information, policies, procedures, and/or memorandums,
I should direct them to the *City of McAlester Human Resources Office or the City
Manager*.

I understand that this *City of McAlester's Code of Conduct and Ethics Governance
Information* serves only as a guide and that the City of McAlester reserves the right to
change any of its provisions and/or procedures at any time for any reason.

Signature:

Employee Name (Please Print Name Clearly)

Employee Signature

Date



McAlester City Council

AGENDA REPORT

Meeting Date: January 9, 2018 Item Number: 1
Department: Kevin Priddle,
MDSA/MDSS; Kirk
Ridenour, Economic
Prepared By: Development Director Account Code: _____
Date Prepared: January 3, 2018 Budgeted Amount: _____
Exhibits: _____

Subject

Presentation and update on the activities of McAlester Defense Support Association/McAlester Defense Support Services.

Recommendation

Discussion

Approved By

Initial

Date

Department Head
City Manager

P. Stasiak

PJS

1-4-18

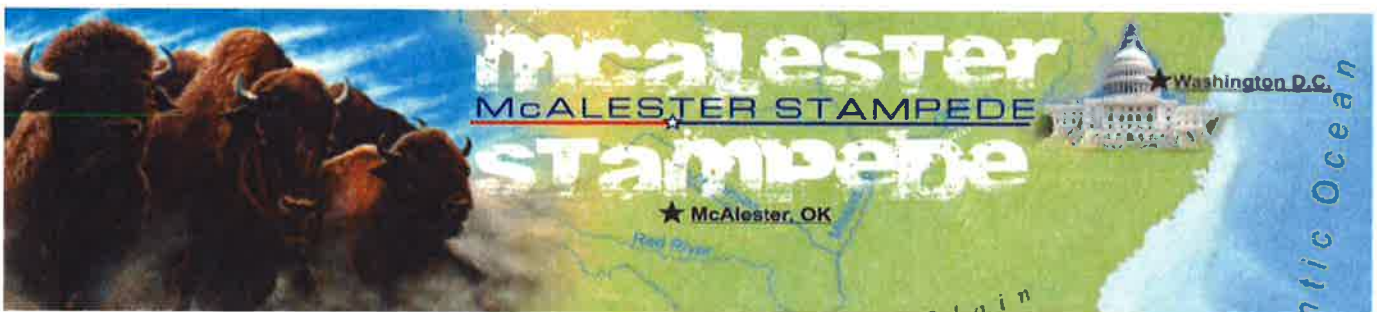


Report to City Council – December 2017

MDSA/MDSS has been extremely busy the last few months. With the renewed enthusiasm from our federal government for our military, there have been lot of opportunities to help McAAP and the people of SE Oklahoma.

A brief recap of some of the events/work which MDSA/MDSS have been involved with recently are:

- Multiple visits from military officials from the Pentagon, with some of the highest levels represented.
 - Our base and personnel are always extremely impressive when they get to conduct these tours.
 - These visits are part of our ongoing strategy to continue to ensure that not only the day to day operational personnel at the Pentagon know and appreciate McAAP but also Generals at the highest level as well.
- Coordinated tours of individuals from Sen. Inhofe and other congressional delegation offices to help with legislative efforts
- Coordinated multiple tours by medical professionals interested in base operations and possibly partnering with the base on health related issues.
- Many conference calls and items dealing with issues of importance to the base – I.E. possible BRAC (Congressional Base Realignment and Closure)
- Coordinated and completed the “2017 McAlester Stampede” trip to Washington, D.C.
 - Without a doubt our most successful Stampede ever.
 - Fourteen individuals from Oklahoma participated in the Stampede with representatives from:



- McAlester Army Ammunition Plant (including Colonel Blanding)
 - City of McAlester
 - Choctaw Nation
 - Chickasaw Nation
 - Higher education including Eastern Oklahoma State College and Kiamichi Vo-Tech
 - Individuals from private businesses around SE Oklahoma and
 - MDSA/MDSS
- Thanks to the great coordination between MDSA/MDSS and the Spectrum Group, items of concern were submitted to the Pentagon and congressional leadership. We met with individuals who not only knew the concerns but who could help solve the problems/concerns. As a result-our visits with both the Pentagon and Congressional delegation were extremely effective.
 - The reception hosted by Sen. Inhofe for the Stampede was well attended by high ranking Pentagon officials and the interaction between them and our delegation was excellent.
 - On Tuesday, October 24th while our advance party was reviewing all plans for the week we received notification that the “direct hire” directives had just been released from the Pentagon.
 - This was an item which MDSA/MDSS have been working on for some time. It allows the base to hire individuals directly without going through the usajobs.gov website which is extremely cumbersome and whose design extends the length of time it takes to hire an individual out to over 125 days.
 - Direct hire will allow the base to hire within normal time frames of 30 days or less.
 - Although we perceived that it was coincidental that the direct hire authority was released the day before we were scheduled to be at the Pentagon, Military Liason’s from our congressional offices confirmed to us two days later that both the Pentagon and military liason’s worked together to get it done before our Pentagon visits on October 25th.
 - Proving very clearly that getting in front of the Pentagon and



Congressional people as a group is a powerful force.

- Between McAAP having gotten 200 jobs “unfrozen” and direct hire – it has been an outstanding last few months.
- It should be noted that Kirk Ridenour from the City did an outstanding job working and coordinating with Don Fix from the Spectrum Group all of the Stampede activities and functions.
- As a result of work with the Pentagon, prior to and while at the Stampede, we are currently working in coordination with the base on an enhanced use lease for a section of the ground in front of the main gate to accommodate interested businesses which complement the base and its work force.

Our Executive Director resigned effective August 31st so a majority of the above work was accomplished without the help or cost of an Executive Director. Our board decided to wait until after the Stampede to begin our search for our new Executive Director and we have received multiple resumes and are working through the search process at the present time.

It has been a very successful fall/early winter at MDSA/MDSS and we are all working extremely hard to insure that we have an even better spring!





McAlester City Council

AGENDA REPORT

Meeting Date: January 9, 2018 Item Number: 2

Department: Robert Vaughan,

Prepared By: Infrastructure Solutions Account Code: _____

Date Prepared: Group Budgeted Amount: _____

Exhibits: 3

Subject

Consider and act upon, accepting the bid amount of \$51,144.65 from KATCON, Inc., and authorizing the Mayor to sign the Notice of Award for the Cardinal Lane Curb and Gutter Improvements Project.

Recommendation

The recommendation is to accept the bid from KATCON, Inc. for a total of \$51,144.65 and authorize the Mayor to sign the Notice of Award for the Cardinal Lane Curb and Gutter Improvements Project.

Discussion

This project has been recommended for construction by the Stormwater Committee and will be funded by stormwater fees.

Approved By

		Initial	Date
Department Head			
City Manager	P. Stasiak	<u>PJS</u>	<u>1-4-18</u>



January 2, 2018

City of McAlester
Attn: Pete Stasiak
28 East Washington
McAlester, OK 74501

Re: Cardinal Lane Curb and Gutter Improvements
Letter of Recommendation; Notice of Award

Dear Mr. Stasiak:

The above referenced project was bid at 2:00 p.m., on January 2, 2018 at the McAlester City Hall. Five (5) contractors had received plans and specifications for this project and Four (4) elected to submit a bid. Enclosed for your information please find a copy of the Bid Tabulation. KATCON, Inc. was the apparent low bidder with a bid of \$51,144.65.

We recommend that the City of McAlester award the contract to KATCON, Inc. in the amount of \$51,144.65.

Enclosed please find two (2) copies of the Notice of Award. Please place approval of the Notice of Award on the agenda of your next meeting. Upon approval please sign both copies of the Notice of Award and return to our offices for further processing. We will get the required bonds and insurance from the contractor and will coordinate a Pre-Construction Conference, where the Notice to Proceed will be issued.

Thank you and if you have any questions concerning any of the above, please do not hesitate to call us at (918) 420-5500.

Sincerely,

Infrastructure Solutions Group, LLC

Robert Vaughan, P.E.
Branch Manager

RV/dv
Enclosures

Project # MC-17-11

NOTICE OF AWARD

TO: KATCON, Inc.
1047 Collins Road
McAlester, OK 74501

Project Description: Cardinal Lane Curb and Gutter Improvements

The OWNER has considered the BID submitted by you for the above described WORK in response to its Advertisement for Bids dated December 3rd and 10th, 2017 and Information for Bidders.

You are hereby notified that your BID has been accepted for items in the amount of:
\$ 51,144.65.

You are required by the Information for Bidders to execute the Agreement and furnish the required CONTRACTOR'S PERFORMANCE BOND, STATUTORY BOND, MAINTENANCE BOND and certificate of insurance within ten (10) calendar days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said Bonds within ten (10) days from the date of this Notice, said OWNER will be entitled to consider all your rights arising out of the OWNER'S acceptance of your BID as abandoned and as a forfeiture of your BID BOND. The OWNER will be entitled to such other rights as may be granted by law.

You are required to return an acknowledged copy of the NOTICE OF AWARD to the OWNER.

Dated this _____ day of _____, 20.

City of McAlester
OWNER

By: _____

Title: Mayor

ACCEPTANCE OF NOTICE

Receipt of the above NOTICE OF AWARD is hereby acknowledged by KATCON, Inc. this _____ day of _____, 20.

By: _____

Title: _____

CITY OF MCALESTER
CARDINAL LANE CURB & GUTTER IMPROVEMENTS
TUESDAY, JANUARY 2, 2018 @ 2:00 p.m.

BID TABULATION

BASE BID				KATCON, Inc. 1047 Collins Road McAlester, OK 74501		B&S Construction & Trucking 707 East Main Street Stigler, OK 74462		Collins WaterWorks, LLC 4607 SE Hwy 63 Muskogee, OK 74402		H&G Paving Contractors 2401 S. 6th Street West Muskogee, OK 74401	
ITEM	DESCRIPTION	QTY	UNIT	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE	UNIT PRICE	TOTAL PRICE
1	Concrete Curb and Gutter	544	LF	\$ 40.40	\$ 21,977.60	\$ 48.13	\$ 26,182.72	\$ 75.00	\$ 40,800.00	\$ 50.00	\$ 27,200.00
2	Concrete Driveway	79	Sq. Yards	\$ 114.90	\$ 9,077.10	\$ 161.99	\$ 12,797.21	\$ 125.00	\$ 9,875.00	\$ 125.00	\$ 9,875.00
3	Aggregate Base, ODOT Type A	285	Cubic Yards	\$ 34.70	\$ 9,889.50	\$ 34.52	\$ 9,838.20	\$ 45.00	\$ 12,825.00	\$ 100.00	\$ 28,500.00
4	Asphalt Paving	51	Tons	\$ 152.95	\$ 7,800.45	\$ 225.50	\$ 11,500.50	\$ 125.00	\$ 6,375.00	\$ 155.00	\$ 7,905.00
5	Solid Slab Sodding	400	Sq. Yards	\$ 6.00	\$ 2,400.00	\$ 6.20	\$ 2,480.00	\$ 10.00	\$ 4,000.00	\$ 10.00	\$ 4,000.00
	TOTAL AMOUNT OF BASE BID				\$ 51,144.65		\$ 62,798.63		\$ 73,875.00		\$ 77,480.00

Infrastructure Solutions Group, LLC

Certified as True and Correct



Robert Vaughan, P.E.
Branch Manager
RV/dv MC-17-05



McAlester City Council

AGENDA REPORT

POSTPONED FROM THE DECEMBER 12, 2017 MEETING

Meeting Date:	January 9, 2018	Item Number:	3
Department:	Community & Economic Development	Account Code:	N/A
Prepared By:	Jayne Clifton, Director	Budgeted Amount:	N/A
Date Prepared:	January 4, 2018	Exhibits:	Five

Subject

Consider and act upon, an ordinance amending Chapter 62, Land Development Code, of the McAlester City Code by creating Section 62-274, Cottage House Development Overlay District; repealing all conflicting ordinances and declaring an emergency.

Recommendation

Motion to act upon and approve the above ordinance amending Chapter 62, Land Development Code, of the McAlester City Code by creating Section 62-274, Cottage House Development Overlay District; repealing all conflicting ordinances and declaring an emergency and authorizing the Mayor to sign the ordinance.

Discussion

The new district is intended to be an overlay zoning district and the regulations and permitted uses imposed by such district shall be in addition to the regulations and permitted uses of the underlying zoning district applicable to the subject property(s). In general the provisions of the new overlay district will also allow detached single-family dwelling units, containing a maximum first floor area of 1,500 square feet and a maximum dwelling size of 2,100 square feet of gross floor area, of at least four and no more than ten houses oriented to a courtyard or common open space area and located on no less than one-half acre, and providing certain other provisions, definitions, and restrictions.

The following documents are attached for your reference:

1. Draft Ordinance to create the Cottage House Development Overlay District
2. Exhibit showing the Cottage House Development Overlay District
3. Sample Developments
4. Property Owners within 300 feet
5. Proof of Notice to Property Owners
6. Proof of Publication of Notice in Newspaper
7. Agendas & Minutes of November 21st, September 19th & July 18th Planning Commission Meetings
8. Model & Sample Zoning Ordinances

Approved By

		Initial	Date
Department Head	J. Clifton		01/04/2018
City Manager	P. Stasiak	<i>PJS</i>	01/04/2018

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 62, LAND DEVELOPMENT CODE, OF THE McALESTER CITY CODE BY CREATING SECTION 62-274, COTTAGE HOUSE DEVELOPMENT OVERLAY DISTRICT; REPEALING ALL CONFLICTING ORDINANCES AND DECLARING AN EMERGENCY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF McALESTER, OKLAHOMA, that

SECTION 1. That Chapter 62, Land Development Code, of the McAlester City Code is hereby amended to create Section 62-274, Cottage House Development Overlay District to read as follows:

62-274. Cottage House Development Overlay District

- (a) Creation. There is hereby created the Cottage House Development Overlay District ("Cottage District").
- (b) Purpose. The planning commission and city council find conditions and purposes within the Cottage House Development Overlay District that merit special consideration in order to protect the health, safety, and general welfare of the city. The cottage house development regulations of this zoning code are intended to provide opportunities for individual ownership of small houses oriented around a courtyard or common open area and to promote the variety of housing choices to meet the needs of a population diverse in age, income, household composition, and individual needs. The cottage house development regulations support the growth management goal of more efficient use of residential land that encourages creation of more useable space for residents of the development through flexibility in density and lot standards. Cottage house developments are subject to the lot and building regulations that apply to detached houses in the subject zoning district, except as expressly modified by the cottage house development regulations of this section. It shall be the purpose of these regulations to provide guidelines for the application of a special regulation created to assure conformity with objectives of good planning and zoning practices.
- (c) General Provisions and Descriptions. The Cottage District and its regulations may be applied to property located within the general boundaries of the district as described below:
 - (1) West side of A Street to East side of West Street from South side of Cherokee Avenue to Kiowa Avenue, West side of Elm Street to East side of West Street from North side of Seneca Avenue to Kiowa Avenue.
 - (2) More particularly the area as described includes the following platted lots and blocks of the original plat of the city:
 - a. all of Blocks 434, 435, 436, 437, 438, 439, 440, 441, 481A, 481B, 482, 483, 484, 523, 525, 526, 527, 528, 529, 530, 531, 533, 534, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 612, 613, 614, 615, 616 and 617, all in South McAlester.
 - b. Lots 3, 4, 5, 6, 7, and 8 in Block 432; lots 2, 3, 4, 5, 6, 7, 8, and 9 in Block 442; Lots 1, 2, 3, 4, and 5 in Block 485; Lots 1, 3, 4, 5, and 6 in Block 524; and Lots 1, 2, 3, 4, 5, 6, 8, 9, and 10 in Block 532, all in South McAlester.

The Cottage District regulations and permitted uses may be applied to the above described properties even though, and at the same time, the property is under the regulations of the R-1B Single-family residential district or R-2 Two-family residential district.

The Cottage District is intended to be an overlay zoning district and its regulations may be applied to the described properties even though, and at the same time, the property is under the regulations and permitted uses of the underlying zoning district applicable to the subject property when developed in the underlying property zoning classifications.

- (d) *Development Standards.* A cottage house is a detached, single-family dwelling unit containing a maximum first floor area of 1,500 square feet and a maximum dwelling size of 2,100 square feet of gross floor area. A site plan for the proposed cottage house development shall be reviewed and found by the planning department to be in compliance with all applicable requirements of this section and this zoning code prior to the issuance of building permits for new construction within the development.
- (1) *Orientation.* Cottage houses must be oriented to, and have a main entry onto a courtyard or common open space area that is accessible by all residents in the cottage house development, provided that cottage houses on lots abutting minor streets must have their front building elevation facing the street, including a building entrance, with a second entrance facing a courtyard or common open space area.
 - a. Required courtyards and common open space areas must have cottage houses abutting on at least 2 sides.
 - b. All cottage houses must be located within 75 feet walking distance of a required courtyard or common open space area.
 - (2) *Development size.* Cottage house developments must contain at least four and no more than ten houses arranged around at least two sides of a courtyard or common open space, located on no less than one-half acre.
 - (3) *Common elements.* A unified, contiguous courtyard or common open space must be provided as the focal point of the cottage house development. The courtyard or common open space area must contain at least 250 square feet of common open space per cottage house.
 - (4) *Building setbacks.* All buildings within a cottage house development must comply with the minimum building setbacks that apply to detached houses in the subject zoning district, except that no building setback is required from an alley.
 - (5) *Building separation.* Buildings within a cottage house development must be separated by a minimum distance of 10 feet.
 - (6) *Building coverage.* Individual cottage houses are subject to a maximum first floor area of 1,500 square feet and a maximum dwelling size of 2,100 square feet. Attached garages are counted in the calculation of first floor area, but covered porches and detached accessory buildings are not counted.
 - (7) *Vehicular access and parking.* Vehicular access to parking areas serving cottage houses within the development may come from the street, an alley or a private drive.
 - a. Required parking may be provided on each cottage house lot or in a shared parking area located within commonly owned space or in a combination of the two. Parking

- may not be located in street yards or in the required courtyard or common open space area.
- b. Common parking areas containing 4 or more spaces must be screened from view of abutting residentially zoned lots in accordance with the screening fence or wall standards of 62-459.
- (8) Street-facing facades. The facades of buildings facing the street contribute to the neighborhood by including attractive design details such as windows, front doors and porches, siding and trim. All street facing facades of dwellings shall avoid blank walls and include a covered porch of at least 60 square feet, with a minimum dimension of six feet on any side, and one more of the following:
- a. Windows, including bay windows
- b. Dormers
- c. Changes in exterior siding material or paint color
- (9) Screening requirements. Boundaries between cottage dwellings and neighboring properties shall be screened with landscaping or fence not to exceed 36 inches in height to reduce the appearance of bulk or intrusion onto adjacent properties. Screening shall also be required to screen dumpsters and other trash receptacles from public streets and adjoining residential properties.
- (10) Maintenance. The applicant shall prove to the City that there will be a suitable legally-binding system in place, such as a homeowner association agreements, to ensure proper maintenance and funding of shared facilities, such as shared parking areas, common open spaces, drives, alleys, and other improvements.

SECTION 2. That all other ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of any such conflict or inconsistency and all other ordinances not in conflict herewith shall remain in full force and effect.

SECTION 3: That an emergency is hereby declared to exist, and for the provision of the public peace, health and safety, by reason whereof it is necessary that all acts take effect immediately and be in full force and effect from, and after the passage and approval.

PASSED and the EMERGENCY CLAUSE ruled on separately this _____ day of _____
_____ 2017.

CITY OF McALESTER, OKLAHOMA
A Municipal Corporation

ATTEST:

By: _____
John Browne, Mayor

Cora Middleton, City Clerk

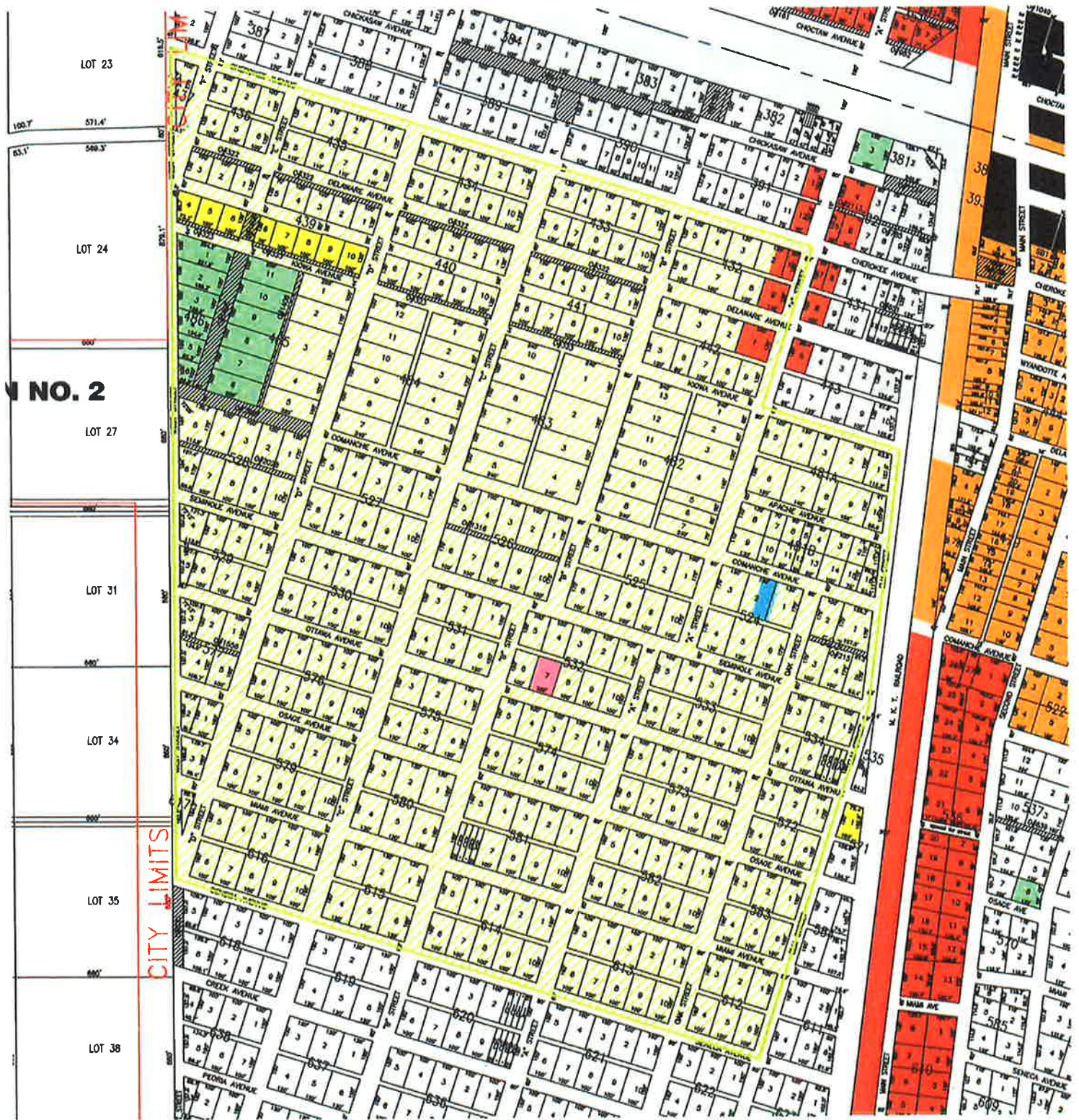
Approved as to form and legality this _____ day of _____ 2017.

By: _____

Ordinance No. _____

Page **4** of **4**

William J. Ervin, City Attorney



LOT 23

LOT 24

NO. 2

LOT 27

LOT 31

LOT 34

LOT 35

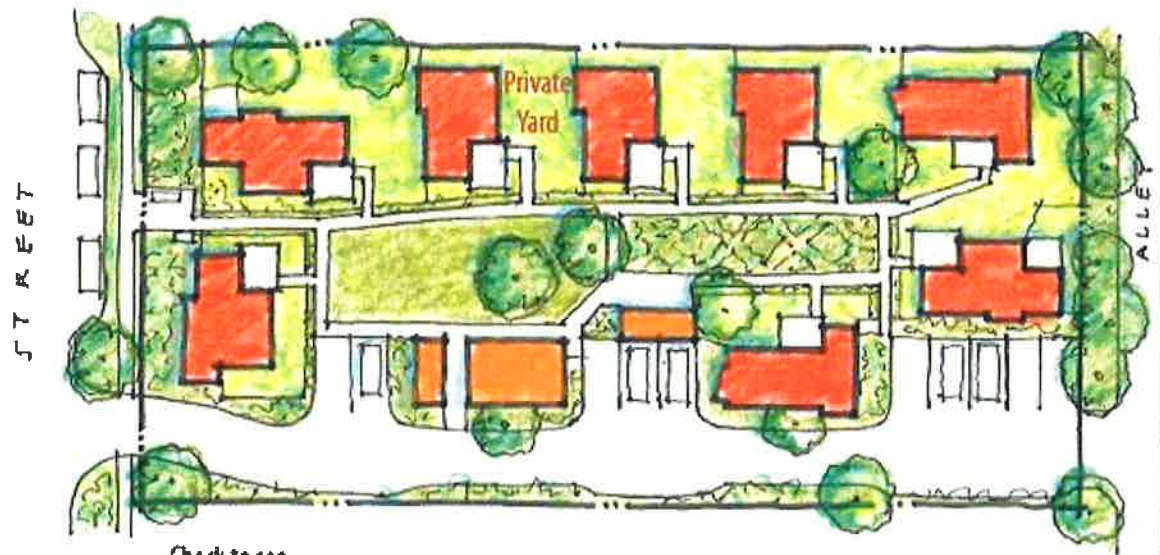
LOT 38

CITY LIMITS





Single Cluster 1



Check to see
☐ Neighborhood Elements





City of McAlester

Community & Economic Development

1st & Washington • P.O. Box 578 • McAlester, OK 74502 • (918) 423-9300

December 21, 2018

Dear Property Owner:

The City Council is considering an ordinance amending Chapter 62, Land Development Code, of the McAlester City Code to create Section 62-274, Cottage House Development Overlay District. The ordinance will be presented to the City Council on **Tuesday, January 9, 2018 at 6:00 p.m.** in the City Council Chambers, Municipal Building, located at 28 E. Washington Avenue. At that time, you may submit your views on the matter in person or by representative. You may also write to the Community and Economic Development Department prior to the Public Hearing. **Written responses should be received by Tuesday, January 2, 2018.**

The new district is an overlay zoning district and the regulations and permitted uses imposed by such district shall be in addition to the regulations and permitted uses of the underlying zoning district applicable to the subject property(s), such as the R-1B Single-family residential and R-2 Two-family residential. In general the provisions of the new overlay district will allow special consideration to detached single-family dwelling units, containing a maximum first floor area of 1,500 square feet and a maximum dwelling size of 2,100 square feet of gross floor area, of at least four and no more than ten houses oriented to a courtyard or common open space and located on no less than one-half acre, and providing certain other provisions, definitions, and restrictions. The Cottage House Development Overlay District will include the proposed area described as follows:

LOCATION: West side of A Street to East side of West Street, from South side of Cherokee Avenue to Kiowa Avenue, West side of Elm Street to East side of West Street, from North side of Seneca Avenue to Kiowa Avenue.

LEGAL: All of Blocks 434, 435, 436, 437, 438, 439, 440, 441, 481A, 481B, 482, 483, 484, 523, 525, 526, 527, 528, 529, 530, 531, 533, 534, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 612, 613, 614, 615, 616 and 617, all in South McAlester; Lots 3, 4, 5, 6, 7, and 8 in Block 432; lots 2, 3, 4, 5, 6, 7, 8, and 9 in Block 442; Lots 1, 2, 3, 4, and 5 in Block 485; Lots 1, 3, 4, 5, and 6 in Block 524; and Lots 1, 2, 3, 4, 5, 6, 8, 9, and 10 in Block 532, all in South McAlester.

If you know of any interested property owner who, for any reason, has not received a copy of this letter, it would be appreciated if you would inform them of the time and place of the meeting and the proposed ordinance amendment.

Sincerely,

Jayme Clifton

Community Development Director

Attachment(s): Cottage House Development Overlay District Map

cc: John Browne, Mayor
Travis Read, Third Ward Councilman

Jayme Clifton - Community Development Director
(918) 423-9300 ext 4951

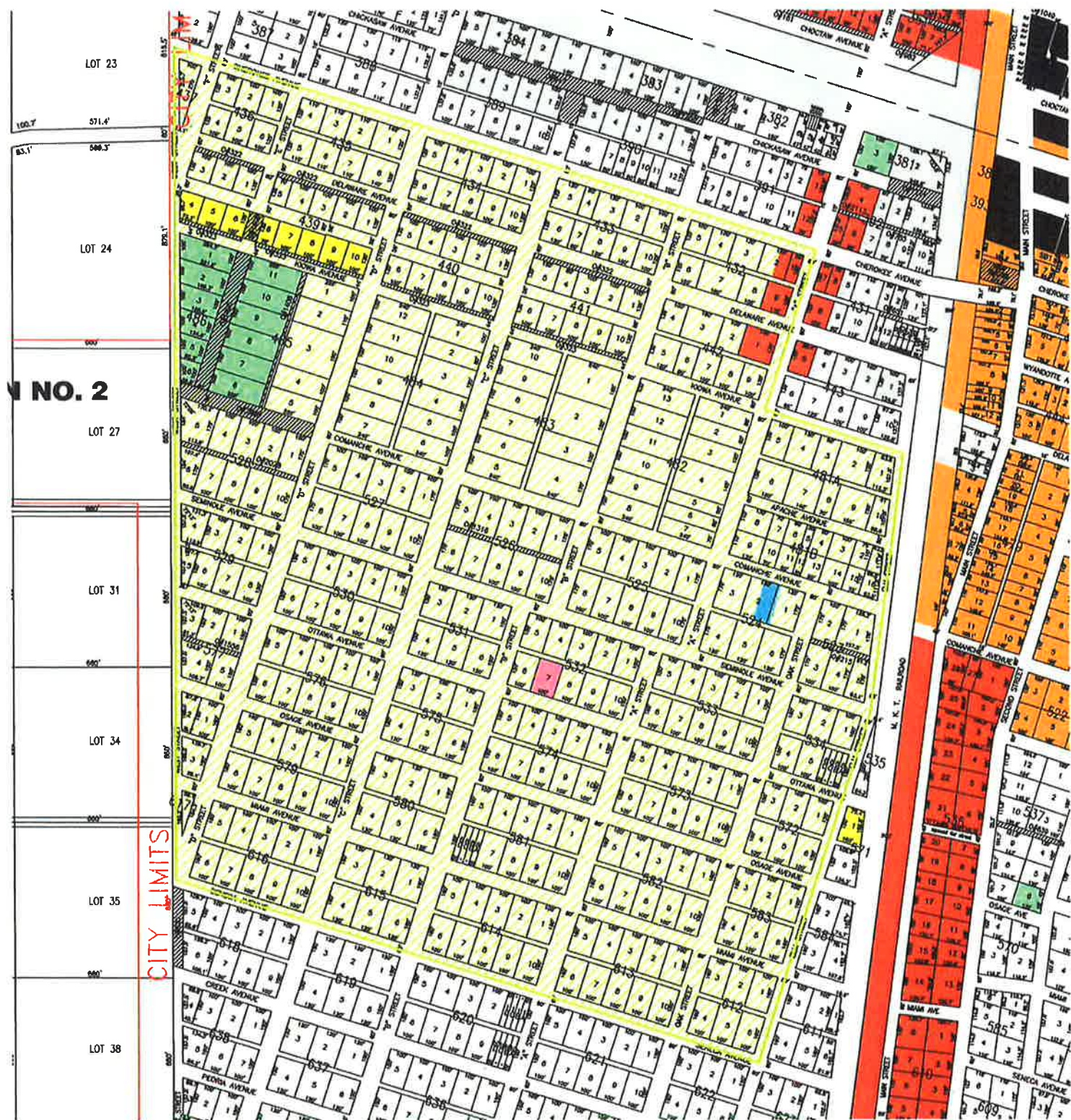
Kirk Ridenour - Economic Development Director
(918) 423-9300 ext 4982

Samantha Perry - Executive Asst /Planning Tech
(918) 423-9300 ext 4984

Tobetha Howell - Codes Enforcement
(918) 423-9300 ext 4986

George Estrada - Building Inspector
(918) 423-9300 ext 4985

Jim Roberts - Plumbing/Electrical Inspector
(918) 423-9300 ext 4987



Name a **CITY OF McALESTER**
Codes Department
P. O. BOX 578
McALESTER, OK. 74502

Check type of mail or service:

Certified
COD
Delivery Confirmation
Express Mail
Insured

Registered
Return Receipt for Merchandise
Signature Confirmation

Attach Stamp Here
(If issued as a
certificate of mailing
or for additional
copies of this bill)
Postmark and
Date of Receipt

Article Number

Fee
Charge

Postage

Addressee (Name, Street, City, State, & ZIP Code)

1. LAQUETTA MCCARTOR & IVA TURMAN
EASTER DRUMHELLER
220 W CHEROKEE AVE
McALESTER, OK 74501
PATRICK & LORETTA M REAMY
PO BOX 1082
McALESTER, OK 74502
\$0.46
2. GERALD P HEATHCOCK
1478 W ST HWY 31
McALESTER, OK 74501
\$0.46
3. RICK ROBERTS
1216 E OSAGE AVE
McALESTER OK 74501
\$0.46
4. MARION J FIELDS
JOHN SEPE
PO BOX 1073
KREBS, OK 74554
NEMAN M MILLER
1107 E PIERCE AVE
McALESTER OK 74501
\$0.46
5. BRANDIE L EVANS & JACOB C HOWE
PO BOX 36
KREBS OK 74554
\$0.46
6. ROBERT HEATHCOCK
4072 KREBS LAKE RD
McALESTER, OK 74501
\$0.46

Total Number of Pieces
Listed by Sender 8

Postmaster, Print Name of receiving employee

\$0.46

See Privacy Act Statement on Reverse



Name and Address of Sender
CITY OF MCALESTER
Codes Department
P. O. BOX 578
MCALESTER, OK. 74502

Check type of mail or service

Certified
COD
Delivery Confirmation
Express Mail
Insured

Recorded Delivery (International)
Registered
Return Receipt for Merchandise
Signature Confirmation

Article Number

Addressee (Name, Street, City, State, & ZIP Code)

Fee

Handling
Charge

Actual Value
if Registered

Insured
Value

Due Sender
COD

DC
Fee

SC
Fee

SH
Fee

RD
Fee

RR
Fee

1. ROBERT & EULA NASH
% H3 EQUITY LLC
3810 MEDICAL PKWY STE 256
AUSTIN TX 78756

\$0.46

2. BRIAN L GANN
800 W 4TH ST
CANON SD 57013

\$0.46

3. STEFANIE WINLOCK
512 W CHEROKEE AVE
MCALESTER OK 74501

\$0.46

4. JOSH KIOUS
524 W CHEROKEE AVE
MCALESTER OK 74501

\$0.46

5. IVA L CARGILL
214 W CHEROKEE AVE
MCALESTER OK 74501

\$0.46

6. HERMAN FARIES
224 W CHEROKEE AVE
MCALESTER OK 74501

\$0.46

7. JEAN L MOORE (ET AL)
PO BOX 671304
CHUGIAK AK 99567

\$0.46

8. DENLO DEVELOPMENT LLC
1119 PASTUR RD
MCALESTER OK 74501

\$0.46

Total Number of Pieces
Listed by Sender

8

Postmaster, Per (Name of receiving employee)

[Signature]

USPS
DEC 1 2017
MCALESTER OK 74501

See Privacy Act Statement on Reverse

Complete by Typewriter, Ink, or Ball Point Pen

PS Form 3877, February 2002 (Page 1 of 2)

3

CITY OF McALESTER
Codes Department
P. O. BOX 578
McALESTER, OK. 74502

Check type of mail or service

Certified
 COD
 Delivery Confirmation
 Express Mail
 Insured

Recorded Delivery (International)
 Registered
 Return Receipt for Merchandise
 Signature Confirmation

Affix Stamp Here
 (If issued as a
 certificate of mailing
 or for additional
 copies of this bill)
 Postmark and
 Date of Receipt

Article Number

Addressee (Name, Street, City, State, & ZIP Code)

Postage

Actual Value
 if Registered

Insured
 Value

Due Sender
 if COD

DC
 Fee

SC
 Fee

Sh
 Fee

RD
 Fee

RR
 Fee

1. JOHN SEPE & SANDRA HEATH
 ANGELA BROWN
 412 W CHEROKEE AVE
 McALESTER OK 74501

\$0.46

2. JIMMY & FAYE EVANS
 PO BOX 36
 KRESS OK 74554

\$0.46

3. GAIL STINNETT
 30 W CAMANCHE AVE
 McALESTER OK 74501

\$0.46

4. CHARITY CLAYTON (CONT)
 %FREDDIE & BRENDA WEEDEN
 2856 FRANK RD
 McALESTER OK 74501

\$0.46

5. CHERYL D CONNER AND ELDON CRAIG
 514 W CHEROKEE AVE
 McALESTER OK 74501

\$0.46

6. ROBERT L JOHNSON
 STEPHANIE JOHNSON
 528 W DELAWARE AVE
 McALESTER OK 74501

\$0.46

7. FANNIE T WHITTAGER
 %CHRIS WHITTAGER
 14109 GLEN OAKS PLACE
 EDMOND OK 73013

\$0.46

8. S L GIDDINGS
 %JIMMIE W HILL
 PO BOX 234
 HARTSHORNE OK 74547

\$0.46

Total Number of Pieces
 Listed by Sender 8

Total Number of Pieces
 Received at Post Office

Postmaster, Per (Name of receiving employee)

See Privacy Act Statement on Reverse



(4)

RR
-ee

Complete by Typewriter, Ink, or Ball Point Pen

5

Name and Address of Sender
CITY OF McALESTER
Codes Department
P. O. BOX 578
McALESTER, OK. 74502
Article Number:

Check type of mail or service:

Certified
COD
Delivery Confirmation
Express Mail
Insured
Recorded Delivery (international)
Registered
Return Receipt for Merchandise
Signature Confirmation

Addressee (Name, Street, City, State, & ZIP Code)

YOLANDA DAVIS & COZY CORRALES

806 W CHEROKEE AVE

McALESTER OK 74501

CHESTER & JOSEPHINE GIDDINGS

203 SOUTH F ST

McALESTER OK 74501

MONICA EL WELL
& ALAN WADE

606 W DELAWARE AVE

McALESTER OK 74501

EFFIE MAE HOWARD (ET AL)

% JIMMIE HILL

PO BOX 234

HARTSHORNE OK 74547

JAMES R HENDRIX

1000 N WEST ST

McALESTER OK 74501

TSD PROPERTIES LLC

26 COLONIAL CIR

McALESTER OK 74501

GARY BECK

302 W DELAWARE

McALESTER OK 74501

LEON & JUANITA MAGGARD

615 E MORRIS

McALESTER OK 74501

Total Number of Pieces
Listed by Sender 9

Postmaster, Per (Name of receiving employee)

[Signature]

PS Form 3877, February 2002 (Page 1 of 2)

Complete by Typewriter, Ink, or Ball Point Pen

See Privacy Act Statement on Reverse

Fix Stamp Here
(If issued as a
certificate of mailing,
or for additional
copies of this bill)
Postmark and
Date of Receipt

Fee
Insurance
Charge

Insured
Value

Due Sender
if COD

DC
Fee

SC
Fee

SH
Fee

RD
Fee

RR
Fee



16

74502
MCALESTER, OK.

Complete by Typewriter Ink, or Ball Point Pen

Name and Address of Sender
CITY OF MCALESTER
Codes Department
P. O. BOX 578
MCALESTER, OK. 74502

Check type of mail or service:

Certified
COD
Delivery Confirmation
Express Mail
Insured

Recorded Delivery (International)
Registered
Return Receipt for Merchandise
Signature Confirmation

Affix Stamp Here
(If issued as a
certificate of mailing,
or for additional
copies of this bill)
Postmark and
Date of Receipt

Address (Name, Street, City, State, & ZIP Code)

Postage

Actual Value
if Registered

Insured
Value

Due Sender
if COD

DC Fee

SC Fee

SH Fee

RD Fee

RR Fee

1. LAWRENCE NORMAN
& KATHLEEN & SHANNON & CINDY D BARKLEY
304 W DELAWARE AVE
MCALESTER OK 74501

\$0.46

2. SHAWN MURRAY
330 W DELAWARE AVE
MCALESTER OK 74501

\$0.46

3. KENNETH STEPHENSON & VALORA MAE STEPHENSON
228 W KIOWA AVE
MCALESTER OK 74501

\$0.46

4. CARA LEE ROBERTS
30828 WCR 1315
KINTA OK 74552

\$0.46

5. MARY JANE BISHOP & MARIE & FINNIS STANLEY
229 W DELAWARE AVE
MCALESTER OK 74501

\$0.46

6. GEORGE MCKENZIE & FAYE REAGAN
5721 NALE RD
INDIANOLA OK 74442

\$0.46

7. PAMELA J HERRING NOBLES
28 W KIOWA AVE
MCALESTER OK 74501

\$0.46

8. MATTHEW STEPHAN & RALPH K STEPHAN
500 SOUTH A ST
MCALESTER OK 74501

\$0.46

Total Number of Pieces
Listed by Sender

8

Postmaster, Per (Name of receiving employee)

Matthew Stephan

PS Form 3877, February 2002 (Page 1 of 2)

Complete by Typewriter, Ink, or Ball Point Pen

See Privacy Act Statement on Reverse



Name **CITY OF McALESTER**
Codes Department
P. O. BOX 578
McALESTER, OK. 74502

Check type of mail or service:

☐ Certified
☐ COD
☐ Delivery Confirmation
☐ Express Mail
☐ Insured

☐ Registered
☐ Return Receipt for Merchandise
☐ Signature Confirmation

☐ Recorded Delivery (International)

Attach Stamp Here
(If issued as a
certificate of mailing,
or for additional
copies of this bill)
Postmark and
Date of Receipt

Article Number:

Addressee (Name, Street, City, State, & ZIP Code)

Postage

Fee

Handling
Charge

Actual Value
if Registered

Insured
Value

Due Sender
if COD

DC
Fee

SH
Fee

RJ
Fee

RR
Fee

1.

JAMES THOMAS HEDON
41 W APACHE AVE
McALESTER OK 74501

\$0.46

2.

MARINA ZUNIGA MONREAL
39 W APACHE AVE
McALESTER OK 74501

\$0.46

3.

LOWE PROP & MANAGEMENT LLC
PO BOX 1591
McALESTER OK 745014

\$0.46

4.

NANCY JANE SNOW-LOANDRY & JASON LANE ROUTLEDGE
1401 COMPELUBE RD
McALESTER OK 74501

\$0.46

5.

WILLIAM BAILEY ZACHARY
10 W APACHE AVE
McALESTER OK 74501

\$0.46

6.

ALMA ROSA ALVARADO & ESMERALDA RUIZ
542 SOUTH A ST
McALESTER OK 74501

\$0.46

7.

BILL D & DELORIS D STONE
238 W DELAWARE AVE
McALESTER OK 74501

\$0.46

8.

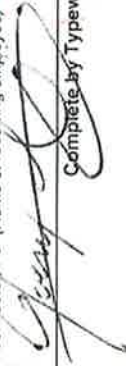
MICHAEL W BROOKS
2710 N MCKAY
McALESTER OK 74501

\$0.46

Total Number of Pieces
Listed by Sender **8**

Total Number of Pieces
Received at Post Office

Postmaster/Per (Name of receiving employee)



See Privacy Act Statement on Reverse

5

Affix Stamp Here
(If issued as a
certificate of mailing
or for additional
copies of this bill)
**Postmark and
Date of Receipt**

Article Number:

911 NORTH C ST
MCALISTER OX 74501

\$0.46

JESSIE THOMPSON
8010 W HWY 270
MCLESTER OK 74501

\$0.46

JOSEPH W HUTTEN
1544 BUGTUSSEL RD
MCLESTER OK 74501

\$0.46

JIM & JOHNATHAN MULLINS
37 W APACHE AVE
MCALISTER OK 74501

\$0.46

BUREL THOMAS EDWARDS & JUDY KATHLEEN EDWARDS
11 W APACHE AVE
MCALETER KO 74501

\$0.46

CHAD SCOTT
904 NORTH C ST
MCLESTER OK 74501

\$0.46

MIGUAL & MAG ZUNIGA
30 W APACHE AVE
MCALESTER OK 74501

\$0.46

J L WELCH
42 W APACHE AVE
MCALISTER OK 74501

\$0.46

Postmaster: Per (Name of receiving employee)

See Privacy Act Statement on Reverse

PS Form 3877, February 2002 (Page 1 of 2)

~~Complete by Typewriter, Ink, or Ball Point Pen~~

②

Check type of mail or service:

Attach Stamp Here
(If issued as a
certificate of mailing,
or for additional
copies of this bill)
**Postmark and
Date of Receipt**

Certified
COD
Delivery Confirmation
Express Mail
Recorded Delivery (International)
Registered
Return Receipt for Merchandise
Signature Confirmation

Article Number

Addressee (Name, Street, City, State, & ZIP Code)

Postage

Actual Value Insured

Due Sender: DC

RD
ST α

OW & KAREN ROBERTS
218 WANDERING TRAIL
MCALISTER OK 74501

\$0.46

KENNETH HAWS
2016 NORTH 3 ST
CALESTER OX 745

\$0.46

MARCOS SANCHEZ & JEANA MARIE WALDRIP
34 W KIOWA AVE
MCA, ESTER OK 74501

\$0.46

KARN FOTI
1736 N CORONA
ONTARIO CA 91

\$0.46

DEE ANN MOORE
514 SOUTH A ST
MCALISTER OK 74501

\$0.46

BONNIE D OSAKO
PO BOX 1116
KREBS OK 74554

\$0.46

MICHAEL L GRIEVES
3 W APACHE AVE
MCALISTER OK 74501

\$0.46

GILBERT B FRAZIER (ET AL)
8 W APACHE AVE
MCALISTER OK 74501

\$0.46

Total Number of Pieces Listed by Sender	Total Number of Pieces Received at Post Office
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10
11	11
12	12
13	13
14	14
15	15
16	16
17	17
18	18
19	19
20	20
21	21
22	22
23	23
24	24
25	25
26	26
27	27
28	28
29	29
30	30
31	31
32	32
33	33
34	34
35	35
36	36
37	37
38	38
39	39
40	40
41	41
42	42
43	43
44	44
45	45
46	46
47	47
48	48
49	49
50	50
51	51
52	52
53	53
54	54
55	55
56	56
57	57
58	58
59	59
60	60
61	61
62	62
63	63
64	64
65	65
66	66
67	67
68	68
69	69
70	70
71	71
72	72
73	73
74	74
75	75
76	76
77	77
78	78
79	79
80	80
81	81
82	82
83	83
84	84
85	85
86	86
87	87
88	88
89	89
90	90
91	91
92	92
93	93
94	94
95	95
96	96
97	97
98	98
99	99
100	100

Postmaster: ~~Per (Name of recording employee)~~Total Number of Pieces
Received at Post Office

See Privacy Act Statement on Reverse

PS Form 3877, February 2002 (Page 1 of 2)

Complete by ~~Typewriter, Ink, or Ball Point Pen~~



Name **CITY OF McALESTER**
Codes **Department**
P. O. BOX 578
McALESTER, OK. 74502

Check type of mail or service

Certified
COD
Delivery Confirmation
Express Mail
Insured
Recorded Delivery (International)
Registered
Return Receipt for Merchandise
Signature Confirmation

Postage
Postmark and
Date of Receipt
Fee
Charge

Actual Value
if Registered
Insured
Value
Due Sender
if COD
SC Fee
SH Fee
RD Fee
RR Fee

Article Number

1. MICHAEL DAVID HENRY & VICTORIA ANN HENRY
38 W APACHE AVE
McALESTER OK 74501 \$0.46

2. EGIDIA RODRIGUEZ & BERTIN SUAREZ & EFRAIN SUAREZ
7055 8TH ST
McALESTER OK 74501 \$0.46

3. JAY DEAN GILBERTSON
% PAT LAYDEN
PO BOX 1871
McALESTER OK 74502 \$0.46

4. THEODORE WENDELL FREDERICK
PO BOX 218
McALESTER OK 74502 \$0.46

5. EFREN SOTO GONZALEZ & FRANCIS GARCIA MENDEZ NEL & CAROL BLOOD
PO BOX 3543
McALESTER OK 74502 \$0.46

6. VIRGINIA ROSE WALKER & EARL L WALKER
603 SOUTH A ST
McALESTER OK 74501 \$0.46

7. VANESSA J TILLERY
226 W KIOWA AVE
McALESTER OK 74501 \$0.46

8. WILLARD W KREIMEIER
525 E CREEK AVE
McALESTER OK 74501 \$0.46

Total Number of Pieces
Listed by Sender

Postmaster, Print (Name of receiving employee)

Total Number of Pieces
Received at Post Office

8

See Privacy Act Statement on Reverse

PS Form 3877, February 2002 (Page 1 of 2)

Complete by Typewriter, Ink or Ball Point Pen

121

Free

McALESTER, OK. 74502

See Privacy Act Statement on Reverse

~~Complete by Typewriter, Ink, or Ball Point Pen~~

~~Complete by Typewriter, Ink, or Ball Point Pen~~

Name: **CITY OF McALESTER**
Codes Department
P. O. BOX 578
McALESTER, OK. 74502

Check type of mail or service:

Certified
COD
Delivery Confirmation
Express Mail
Insured

Recorded Delivery (International)
Registered
Return Receipt for Merchandise
Signature Confirmation

Attach Stamp Here
(If issued as a
certificate of mailing
or for additional
copies of this bill)
Postmark and
Date of Receipt

Addressee (Name, Street, City, State, & ZIP Code)

Postage

Actual Value
if Registered

Insured
Value

Due Sender
if COD

DC Fee

SC Fee

SH Fee

RD Fee

RR Fee

1. VALORIA BLANKS
228 W KIOWA AVE
McALESTER OK 74501
\$0.46
2. JOSH LAYMAN
515 SOUTH B ST
McALESTER OK 74501
\$0.46
3. DWIGHT S MULLINS ET AL
512 SOUTH C ST
McALESTER OK 74501
\$0.46
4. TIMOTHY W ROBERTS
1442 ETCHISON RD
QUINTON OK 74561
\$0.46
5. CHAN LEE
CATRINIA LEE
513 SOUTH D ST
McALESTER OK 74501
\$0.46
6. FRANCIS I DIBBLE & JAMES GREATHOUSE
600 S OAK ST
McALESTER OK 74501
\$0.46
7. GARY L & A EARLINE WHITFIELD
2373 HAYWOOD RD
McALESTER OK 74501
\$0.46
8. FAYE GRAYSON HOUSE & NADA LYNN HOUSE
810 W COMPTON BLVD UNITY 10
COMPTON CA 90220
\$0.46

Total Number of Pieces
Listed by Sender 8

Total Number of Pieces
Received at Post Office

Postmaster: Per (Name of receiving employee)

PS Form 3877, February 2002 (Page 1 of 2)

See Privacy Act Statement on Reverse

Complete by Typewriter, Ink, or Ball Point Pen

(15)

Name and Address of Sender
CITY OF McALESTER
Codes Department
P. O. BOX 578
McALESTER, OK. 74502

Check type of mail or service:

Certified
COD
Delivery Confirmation
Express Mail
Insured
Recorded Delivery (International)
Registered
Return Receipt for Merchandise
Signature Confirmation

Artix Stamp Here
(If issued as a
certificate of mailing
or for additional
copies of this bill)
**Postmark and
Date of Receipt**

Handling
Charge

Actual Value
if Registered

Due Sender
if COD

DC Fee

SC Fee

Sh Fee

RD Fee

RR Fee

1. **RONNYE BANNISTER**
9610 VARUS PLACE
UPPER MARLBORO MD 20772
\$0.46
2. **LINDA SNEAD & CARROL WAYNE**
PO BOX 1512
KREBS OK 74554
\$0.46
3. **DERICK & MELINA PENROD**
308 W KIOWA AVE
McALESTER OK 74501
\$0.46
4. **CHARLES W GILBERTSON & RICHARD J & JOHN GILBERTSON**
431 S 4 CORNERS
McALESTER OK 74501
\$0.46
5. **RUSSELL T NASH & MELANIE A NASH**
481 LIGHTNING C ARENA RD
McALESTER OK 74501
\$0.46
6. **MARY SUSAN BRITTINGHAM & HOWARD BRITTINGHAM**
506 SOUTH C ST
McALESTER OK 74501
\$0.46
7. **RAYMOND ALLSUP**
533 SOUTH D ST
McALESTER OK 74501
\$0.46
8. **DEWELL R JENSON**
4283 ANDERSON RD
McALESTER OK 74501
\$0.46

Total Number of Pieces
Listed by Sender **8**

Postmaster, Per (Name of receiving employee)



See Privacy Act Statement on Reverse

Completed by Typewriter, Ink, or Ball Point Pen

by Typewriter, Ink, or Ballpoint Pen

CITY OF MCALESTER
Codes Department
P. O. BOX 578
MCALESTER, OK. 74502

Check type of mail or service:

Certified
CO
Delivery Confirmation
Express Mail
Insured
Recorded Delivery (international)
Registered
Return Receipt for Merchandise
Signature Confirmation

Addressee (Name, Street, City, State, & ZIP Code)

Article Number

Actual Value
if Registered
Value
Insured
Value
Due Sender
if COD
Fee
DC
Fee
SC
Fee
SH
Fee
RD
Fee
RR
Fee

Postage
Fee
Handling
Charge
Date of Receipt
Postmark and
copies of this bill;
or for additional
certificate of mailing
if issued as a
registered letter

1. HEALION E AMASON
TAMARA R ORR
505 W CTTAWWA AVE
MCALESTER OK 74501
\$0.46

2. SHAWNA L & DIANE ROBERTSON
% DIANE BROWNLEE
12139 E 36TH ST
TULSA OK 74146
\$0.46

3. TERESA & JOHNNY GRAY
714 W POLK AVE
MCALESTER OK 74501
\$0.46

4. LARRY GENE PARTAIN & KRISTI E PARTAIN
425 E WYANDOTTE AVE
MCALESTER OK 74501
\$0.46

5. PATSY MOORE & LISA D GLEN
96746 NO 3820 RD
OKEMAH OK 74859
\$0.46

6. RUNNING M RESIDENTIAL
PROPERTIES LLC
5103 N 387 RD
STUART OK 74570
\$0.46

7. YOLANDA HELM % LARRY TRINIDAD
PO BOX 1671
MCALESTER OK 74502
\$0.46

8. DOUGLAS E SIMS
RICKEY J SIMS
211 W BLAIR
WILBURTON OK 74578
\$0.46

Total Number of Pieces
Listed by Sender 8

Postmaster: Per (Name of receiving employee)

See Privacy Act Statement on Reverse

PS Form 3877, February 2002 (Page 1 of 2)

Complete by Typewriter, Ink, or Ball Point Pen

17

Name and Address of Sender
CITY OF McALESTER
Codes Department
P. O. BOX 578
McALESTER, OK. 74502
Article Number

Check type of mail or service:

Certified
COD
Delivery Confirmation:
Express Mail
Insured

Recorded Delivery (International)
Registered
Return Receipt for Merchandise
Signature Confirmation

Affix Stamp Here
(If issued as a
certificate of mailing,
or for additional
copies of this bill,
Postmark and
Date of Receipt

Postage
Fee
Insurance
Value
Actual Value
if Registered

Due Sender
if COD

DC Fee
SC Fee
SH Fee
RD Fee
RR Fee

1. JOSH ROLLINS
502 W SEMINOLE AVE
McALESTER OK 74501
\$0.46
2. JAMES R HENDRIX
508 W SEMINOLE AVE
McALESTR OK 74501
\$0.46
3. COBY RIDGWAY
692 VOCA ROAD
CANEY OK 74533
\$0.46
4. RONALD SLAWSON
700 KINKEAD ROAD
McALESTER OK 74501
\$0.46
5. 970 S COLD SPRINGS RDRAYMOND SWIFT
ATOKA OK 74525
\$0.46
6. JOHN A BROWNE
36 W SEMINOLE AVE
McALESTER OK 74501
\$0.46
7. ELAINE GREEN
226 W COMANCHE AVE
McALESTER OK 74501
\$0.46
8. JOHN E & MICHELLE I RAUNIKER
800 HUNNINGTON RD
McALESTR OK 74501
\$0.46

Total Number of Pieces
Listed by Sender

8

Postmaster, Per (Name of receiving employee)

Complete by Typewriter, Ink, or Ball Point Pen

See Privacy Act Statement on Reverse



Name: **CITY OF MCALESTER**
Codes: **Department**
P. O. BOX 578
MCALESTER, OK. 74502

Check type of mail or service:

Certified
COD
Delivery Confirmation
Express Mail
Insured

Recorded Delivery (International)
Registered
Return Receipt for Merchandise
Signature Confirmation

Postage
Postmark and
Date of Receipt

Addressee (Name, Street, City, State, & ZIP Code)

Actual Value
if Registered

Insured
Value

Due Sender:
if COD

DC
Fee

SC
Fee

SH
Fee

RD
Fee

RR
Fee

Article Number

1. LEWIS DEAN HALL
2120 N HALL RD
WARDVILLE OK 74576

\$0.46

2. CONNIE BALCOM
311 W OTTAWA AVE
MCALESTER OK 74501

\$0.46

3. ANTHONY LEON SPARKS SR
301 W OTTAWA AVE
MCALESTER OK 74501

\$0.46

4. DARLENE CHASE
230 W SEMINOLE AVE
MCALESTER OK 74501

\$0.46

5. HARRISON PROPERTIES OF MCALESTER LLC
PO BOX 3635
MCALESTER OK ~~74501~~ 74502

\$0.46

6. JOHNNY M BALL
BARBARA J BALL
315 W SHAWNEE AVE
MCALESTER OK 74501
ANGELA Y WANECEK
65 W PTTAWA AVE
CALESTR PL 74501

\$0.46

\$0.46

8. DONALD DEAN BROWNLEE
MONICA BROWNLEE
302 OKLAHOMA AVE
MCALESTER OK 74501

\$0.46

Total Number of Pieces
Listed by Sender 8

Postmaster, Per (Name of receiving employee)

Actual Value
if Registered

Insured
Value

Due Sender:
if COD

DC
Fee

SC
Fee

SH
Fee

RD
Fee

RR
Fee

See Privacy Act Statement on Reverse

PS Form 3877, February 2002 (Page 1 of 2)

Complete by Typewriter, Ink, or Ball Point Pen

Name: **CITY OF McALESTER**
Codes Department
P. O. BOX 578
McALESTER, OK. 74502

Check type of mail or service

Certified
COD
Delivery Confirmation
Express Mail
Insured

Recorded Delivery (International)
Registered
Return Receipt for Merchandise
Signature Confirmation

Article Number

Addressee (Name, Street City, State, & ZIP Code)

Postage

Fee

Actual Value
if Registered

Insured
Value

Due Sender
if COD

DC Fee

SC Fee

SH Fee

RD Fee

RR Fee

1. BRADY D MAHONEY
MELANIE D MAHONEY
82 FALCON LANE
EUFAULA OK 74432

\$0.46

2. KYLE S HALE
DENISE A HALE
PO BOX 556
KRESS OK 74554

\$0.46

3. MICAH AVERY % CONNIE DAVIS
717 S 2ND ST
McALESTER OK 74501

\$0.46

4. JOSHUA PALAROAN
307 W OTTAWA AVE
McALESTER OK 74501

\$0.46

5. JAMES FLETCHER
% IDA M JOHNSON WHITE
216 W SEMINOLE AVE
McALESTER OK 74501

\$0.46

6. MAYBELLE PATTERSON
232 W SEMINOLE AVE
McALESTER OK 74501

\$0.46

7. KENNETH D SYKES & KENDRA D TURNER
715 SOUTH A ST
McALESTER OK 74501

\$0.46

8. ELSIE HEIRICH HARDY
% BRENT MILLER
201 S 3RD ST
McALESTER OK 74501

\$0.46

Total Number of Pieces
Listed by Sender

Postmaster, Print Name of receiving employee(s)

Total Number of Pieces
Received at Post Office

8

See Privacy Act Statement on Reverse

PS Form 3877, February 2002 (Page 1 of 2)

Complete by Typewriter, Ink, or Ball Point Pen



21

Name and Address of Sender
CITY OF McALESTER
Codes Department
P. O. BOX 578
McALESTER, OK. 74502

Article Number

Check type of mail or service:

Certified
CO
Delivery Confirmation
Express Mail
Insured
Recorded Delivery (international)
Registered
Return Receipt for Merchandise
Signature Confirmation

Addressee (Name, Street, City, State, & ZIP Code)

CHRISTOPHER D GIBSON

1408 ASPEN RD

McALESTER OK 74501

NORMAN D TANNERHILL

416 W SEMINOLE AVE

McALESTER OK 74501

ASHTON WEEKS

427 W OTTAWA AVE

McALESTER OK 74501

VICKY CHASE

302 W SEMINOLE AVE

McALESTER OK 74501

JOHNNIE SUE KEMP

324 W SEMINOLE AVE

McALESTER OK 74501

SHARON J WILSON & WINTER ACKERMAN

305 W OTTAWA AVE

McALESTER OK 74501

WANETTA TARRON

161 E HILLTOP RD

McALESTER OK 74501

TIMMY R & SIDNEY R HARRIS

HC 64 BOX 2490

TUSKAHOMA OK 74574

Total Number of Pieces
Listed by Sender 8

Postmaster Per (Name of receiving employee)



PS Form 3877, February 2002 (Page 1 of 2)

See Privacy Act Statement on Reverse

Complete by Typewriter, Ink, or Ball Point Pen

Box Stamp Here
(If issued as a
certificate of mailing
or for additional
copies of this bill)
Postmark and
Date of Receipt

Insured Value
Actual Value
if Registered
Handling
Charge
Due Sender
if COD
DC Fee
SC Fee
SH Fee
RD Fee
RR Fee

Postage

\$0.46

\$0.46

\$0.46

\$0.46

\$0.46

\$0.46

\$0.46

\$0.46



McALESTER
McALESTER, OK. 74502
P. O. BOX 578

Check type of mail or service

Certified
 COD
 Delivery Confirmation
 Express Mail
 Insured

Recorded Delivery (International)
 Registered
 Return Receipt for Merchandise
 Signature Confirmation

Article Number

Addressee (Name, Street, City, State, & ZIP Code)

Postage

Actual Value
 if Registered

Insured
 Value

Due Sender
 if COD

DC Fee

SC Fee

RD Fee

RR Fee

Attach Stamp Here
 (If issued as a
 certificate of mailing
 or for additional
 copies of this bill)
 Postmark and
 Date of Receipt

Hand - g
 Charge

1. LORANNA T LONG
 KENNETH C LONG
 717 SOUTH A ST
 MCALISTER OK 74501
 \$0.46
2. JOHN R R. DEVORE
 716 SOUTH ST
 MCALISTER OK 74501
 \$0.46
3. TERESA HAMILTON
 115823 S 4197 RD
 CHECOTAH OK 74426
 \$0.46
4. CHRISTOPHER GRANT TESTA
 MARY ELLEN TESTA
 49 W OTTAWA AVE
 MCALISTER OK 74501
 \$0.46
5. GUZTAVO & SAIN MONREAL
 AYALA TENORIO
 122 N GAIL
 DALLAS TX 75211
 DANIEL E RAY
 700 S OAK ST
 MCALISTER OK 74501
 \$0.46
6. GORDON M FRAMPTON
 JULIE ANN FRAMPTON
 216 S SWALLOW DR
 MCALISTER OK 74501
 \$0.46
7. RODNEY C & VIRGINIA SANDERS
 26 W OTTAWA AVE
 MCALISTER OK 74501
 \$0.46

Total Number of Pieces
 Listed by Sender

Postmaster, Per (Name of receiving employee)

Total Number of Pieces
 Received at Post Office

8

See Privacy Act Statement on Reverse

PS Form 3877, February 2002 (Page 1 of 2)

Complete by Typewriter, Ink, or Ball Point Pen

23

Name and Address of Sender
CITY OF McALESTER
Codes Department
P. O. BOX 578
McALESTER, OK. 74502

Check type of mail or service

Certified
COD
Delivery Confirmation
Express Mail
Insured
Recorded Delivery (International)
Registered
Return Receipt for Merchandise
Signature Confirmation

Article Number

1. HILDA CLUBB
31 W OSAGE AVE
McALESTER OK 74501
\$0.46

2. JAMES W UTTERBACK
JAMES V UTTERBACK
2923 N MAIN ST
McALESTER OK 74501
\$0.46

3. BENJAMIN G POE
40 W OTTAWA AVE
McALESTER OK 74501
\$0.46

4. TEN POINT PROPERTIES LLC
1865 HAYWOOD RD
McALESTER OK 74501
\$0.46

5. DONALD JAMES AND LINDA PARENT
64 W OTTAWA AVE
McALESTER OK 74501
\$0.46

6. ROBERT WILLIAMSON
45 W OTTAWA AVE
McALESTER OK 74501
\$0.46

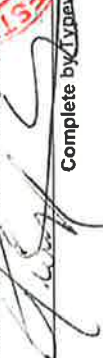
7. MP & KATHRYN CRABB
% TOM OR ANN CRABB
6112 PROSPECT HILL DR
GRANBURY TX 76049
\$0.46

8. VICKY NUNNELEE
32 W OTTAWA AVE
McALESTER OK 74501
\$0.46

Total Number of Pieces
Listed by Sender 8

Total Number of Pieces
Received at Post Office

Postmaster, Per: (Name of receiving employee)



PS Form 3877, February 2002 (Page 1 of 2)

Complete by Typewriter, Ink, or Ball Point Pen

See Privacy Act Statement on Reverse

Attach Stamp Here
(If issued as a
certificate of mailing,
or for additional
copies of this bill)
Postmark and
Date of Receipt

Actual Value
if Registered

Insured
Value

Due Sender
if COD

DC Fee

SC Fee

SH Fee

RD Fee

RR Fee

24

Name and Address of Sender
CITY OF McALESTER
Codes Department
P. O. BOX 578
McALESTER, OK. 74502

Check type of mail or service:

Certified
COD
Delivery Confirmation
Express Mail
Insured
Recorded Delivery (International)
Registered
Return Receipt for Merchandise
Signature Confirmation

Postage
Actual Value
if Registered
Handling
Charge
Fee
Date of Receipt
Postmark and
Date of Receipt

Due Sender
if COD
DC
Fee
SC
Fee
SH
Fee
RD
Fee
RR
Fee

Insured
Value

Actual Value
if Registered

Handling
Charge

Fee

Postage

Addressee (Name, Street, City, State, & ZIP Code)

1. RANDY L & KIMBOUY GROSS

8 W OTTAWA AVE

McALESTER OK 74501

\$0.46

2. NATHANIAL J MCORE

DELANA L MOORE

28 W OTTAWA AVE

McALESTER OK 74501

\$0.46

3. PEGGY J CRABTREE

1104 S A ST

McALESTER OK 74501

\$0.46

4. JOHN T NEWPORT & JUDY L & PAUL W NEWPORT

823 S ELM ST

McALESTER OK 74501

\$0.46

5. BRIAN L ANDERSON

MARY R ANDERSON

42 W OTTAWA AVE

McALESTER OK 74501

\$0.46

6. MARLIN STEINSIEK

1307 E ILLINOIS AVE

McLESTER OK 74501

\$0.46

7. MELANIE J WARD & GAGE D WARD

PO BOX 409

KREBS OK 74554

\$0.46

8. CARRON S MCMAHAN

1516 REDBUD LN

McALESTER OK 74501

\$0.46

Total Number of Pieces
Listed by Sender

Postmaster, P.E. (Name of receiving employee)

Total Number of Pieces
Received at Post Office

8

See Privacy Act Statement on Reverse

PS Form 3877, February 2002 (Page 1 of 2)

Complete by Typewriter, Ink, or Ball Point Pen

Name and Address of Addressee
CITY OF McALESTER
Codes Department
P. O. BOX 578
McALESTER, OK. 74502

Check type of mail or service:

Certified
COD
Delivery Confirmation
Express Mail
Insured
Recorded Delivery (International)
Registered
Return Receipt for Merchandise
Signature Confirmation

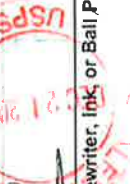
Attach Stamp Here
(If issued as a
certificate of mailing
or for additional
copies of this bill)
Postmark and
Date of Receipt

Address (Name, Street, City, State & ZIP Code)
Postage
Insured Value
Actual Value
if Registered
if Registered
Due Sender
if COD
DC Fee
SC Fee
Sh Fee
RD Fee
RR Fee

1. CARL RAY & MATTHEW
& JASON CALDWELL
411 E WELLS
TYLER TX 75701
S & S ZEAL
PO BOX 51
McALESTER OK ~~74502~~ 74502 \$0.46
2. ANGEL A D GASCA
PO BOX 921
KRESS OK 74554 \$0.46
3. ERIC & LESLIE COLE
1215 DOUGLAS RD
McALESTER OK 74501 \$0.46
4. AUDREY DIANE HUEY
38 GEORGETOWN CIR
McALESTER OK 74501 \$0.46
5. URETTA M LEWIS
38 W OTTAWA AVE
McALESTER OK 74501 \$0.46
6. STEVEN DAVIDSON
101 LIBERTY CIR
McALESTER OK 74501 \$0.46
7. PAIN PHARMACY GROUP LLC
1383 OREN RD
PAGOSA SPRINGS CO 81147 14501 \$0.46

Total Number of Pieces
Listed by Sender 8

Postmaster, per (Name of receiving employee)



See Privacy Act Statement on Reverse

PS Form 3877, February 2002 (Page 1 of 2)

20

CITY OF McALESTER
Name and Address: Department
P. O. BOX 578
McALESTER, OK. 74502

Check type of mail or service		Recorded Delivery (International) Registered Return Receipt for Merchandise Signature Confirmation		Postage		Attach Stamp Here (If issued as a certificate of mailing or for additional copies of this bill) Postmark and Date of Receipt		Insured Value		Due Sender if COD		SC Fee		SH Fee		RD Fee	
Certified COD	Delivery Confirmation Express Mail	Insured	Address (Name, Street, City, State, & ZIP Code)	Postage	Fee	Charge	Actual Value if Registered	Insured Value	Due Sender if COD	SC Fee	SH Fee	RD Fee					
1. TIMOTHY WAYNE TANNER PO BOX 148 McALESTER OK 74502 \$0.46																	
2. DONNA GREEN PO BOX 7488 ANTLERS OK 74523 \$0.46																	
3. MASON REGISTERED LIMOUSINS INC 452 E PRATHER RD WARDVILLE OK 07576 \$0.46																	
4. JEAN DONNELL TREAT 208 W OTTAWA AVE McALESTER OK 74501 \$0.46																	
5. JAMES L PITTS 810 S B ST McALESTER OK 74501 \$0.46																	
6. BILD CORP 24 RIVER OAKS McALESTER OK 74501 \$0.46																	
7. JOH & EVERLYN RENFRO RENFRO FAMILY TRUST 520 OKLAHOMA AVE McALESTER OK 74501 \$0.46																	
8. NANCY RODGERS 821 W MITCHELL RD McALESTER OK 74501 \$0.46																	

Total Number of Pieces
Listed by Sender 8

Postmaster: Per (Name of receiving employee)

Complete by Typewriter, Ink, or Ball Point Pen

See Privacy Act Statement on Reverse

CITY OF MCALESTER
Address: 306 S. 1st St.
Codes Department
P. O. BOX 578
MCALESTER, OK. 74502

Check type of mail or service

Certified
COD
Delivery Confirmation
Express Mail
Insured

Recorded Delivery (international)
Registered
Return Receipt for Merchandise
Signature Confirmation

Article Number

Addressee (Name, Street, City, State, & ZIP Code)

Postage

Fee

Actual Value
if Registered

Insured
Value

Due Sender
if COD

DC
Fee

SC
Fee

SH
Fee

RD
Fee

RR
Fee

1.

BRIAN B POPE
106 S BYRD ST
COALGATE OK 74538

\$0.46

CATHRYNE S GODWIN & MICHELLE W SHROPSHIRE & ANGELI & CATHRYNE SIZEMORE

2.

427 W OSAGE
MCALESTER OK 74501

\$0.46

3.

JERRY G & BRENDA K BURNSIDE
10 COTTONWOOD
MCALESTER OK 745014

\$0.46

4.

DAVID & DAWN TIMMONS
PO BOX 3458
MCALESTER OK 74502

\$0.46

5.

ARNOLD L & JESSIE M LONG
204 W OTTAWA AVE
MCLESTER OK 74501

\$0.46

6.

ANGELA DUVALL
218 W OTTAWA AVE
MCALESTE ROK 74501

\$0.46

7.

EFRAIN SUAREZ
IRMA GONZALEZ
705 S 8TH ST

\$0.46

MCALESTER OK 74501

8.

LARRY COOPER
1121 SWAN RD
MCALESTER OK 74501

\$0.46

Total Number of Pieces
Listed by Sender

Postmaster, Per (Name of receiving employee)

Complete by Typewriter, Ink, or Ball Point Pen

See Privacy Act Statement on Reverse

PS Form 3877, February 2002 (Page 1 of 2)

Name and Address of Sender

CITY OF MCALESTER
Codes Department
P. O. BOX 578
MCALESTER, OK. 74502
Article Number:

Check type of mail or service

Certified
COD
Delivery Confirmation
Express Mail
Insured
Registered
Return Receipt for Merchandise
Signature Confirmation

Addressee (Name, Street, City, State, & ZIP Code)

EARL W & ERIC W MARKLAND

1612 S 5TH ST

MCALESTER OK 74501

STEVE W ADAMS

801 SOUTH C ST

MCALESTER OK 74501

DUSTIN WILLIAMS

PO BOX 648

KREBS OK 74554

WILLARD W KREIMEIER

525 E CREEK AVE

MCALESTER OK 74501

JACKIE RIDENOUR

PO BOX 1112

KREBS OK 74554

KENNETH A WHITE

37 W OSAGE AVE

MCALESTER OK 74501

JOSEPHINE PATTERSON

206 W OTTAWA AVE

MCALESTER OK 74501

PAUL D DICKENS

225 W OSAGE AVE

MCALESTER OK 74501

1.

2.

3.

4.

5.

6.

7.

8.

Total Number of Pieces
Listed by Sender

8

Total Number of Pieces
Received at Post Office

Postmaster, Pay (Name of receiving employee)

PS Form 3877, February 2002 (Page 1 of 2)

Complete by Typewriter, Ink, or Ball Point Pen

See Privacy Act Statement on Reverse

Affix Stamp Here
(If issued as a
certificate of mailing
or for additional
copies of this bill)
Postmark and
Date of Receipt

Insured
Value
Actual Value
if Registered
Fee
Handling
Charge

Due Sender
if COD

DC
Fee

SC
Fee

Sh
Fee

RD
Fee

RR
Fee



CITY OF McALESTER

Codes Department

P. O. BOX 578

McALESTER, OK. 74502

Check type of mail or service

Certified
COD
Delivery Confirmation
Express Mail
Insured

Recorded Delivery (International)
Registered
Return Receipt for Merchandise
Signature Confirmation

Affix Stamp Here
(if issued as a
certificate of mailing
or for additional
copies of this bill)
Postmark and
Date of Receipt

Article Number

Addressee (Name, Street, City, State, & ZIP Code)

Postage

Insured
Value

DC
Fee

SC
Fee

SH
Fee

RR
Fee

1.

DANNY & SHERRY GIACOMO
PO BOX 1882
McALESTER OK 74502

\$0.46

2.

DIANE TYLER
7466 SW 1014TH AVE
WILBURTON OK 74578

\$0.46

3.

BILLIE JO TODD
315 W OSAGE AVE
McALESTER OK 74501

\$0.46

4.

JOHN W & EDITH C MCCLELLAND
% STEVE ADAMS
801 SOUTH C ST
McALESTER OK 74501

\$0.46

5.

JAMES CUMMINS
PO BOX 186
McALESTER OK 74502

\$0.46

6.

JENNY A SNIDER
500 W OTTAWA AVE
McALESTER OK 74501

\$0.46

7.

LESLIE N WHITE
506 W OTTAWA AVE
McALESTER OK 74501

\$0.46

8.

BRENDA SCHOGGINS
DEBRA SCHOGGINS
823 SOUTH D ST
McALESTER OK 74501

\$0.46

Total Number of Pieces
Listed by Sender 8

Postmaster, Print (Name of receiving employee)

See Privacy Act Statement on Reverse

PS Form 3877, February 2002 (Page 1 of 2)

Complete by Typewriter, Ink, or Ball Point Pen

50

CITY OF McALESTER
Codes Department
P. O. BOX 578
McALESTER, OK. 74502

Check type of mail or service

Certified
COD
Delivery Confirmation
Express Mail
Insured
Recorded Delivery (International)
Registered
Return Receipt for Merchandise
Signature Confirmation

Article Number

Addressee (Name, Street, City, State & ZIP Code)

Postage

Fee

Actual Value
if Registered

Insured
Value

Due Sender
COD

DC Fee

SC Fee

SH Fee

RR Fee

1. WILLIAM KELLEY BYRD
PO BOX 3893
McALESTER OK 74502

\$0.46

2. LUTHER E & GEORGIA E SIMS
423 W MIAMI AVE
McALESTER OK 74501

\$0.46

3. JOYCE ANN CELAYA
PO BOX 3182
McALESTER OK 74502

\$0.46

4. RICARDO MARTINEZ-BARRON
606 HICKORY RIDGE DR
McALESTER OK 74501

\$0.46

5. DAVID LAUGHLIN
323 SHAW DRIVE
McALESTER OK 74501

\$0.46

6. RHONDA KELLEY
223 W MIAMI AVE
McALESTER OK 74501

\$0.46

7. CARLOS & FLOR K MERCADO
PO BOX 115
KREBS OK 74554

\$0.46

8. DAVID & JANET SHELTON
PO BOX 26
KINTA OK 74552

\$0.46

Total Number of Pieces
Listed by Sender

8

Postmaster, Ref: (Name of receiving employee)

[Signature]

PS Form 3877, February 2002 (Page 1 of 2)

Complete by Typewriter, Ink, or Ball Point Pen

See Privacy Act Statement on Reverse

31

Name of Addressee of Service
CITY OF McALESTER
Codes Department
P. O. BOX 578
McALESTER, OK. 74502

Article Number:

Check type of mail or service:

Certified
COD
Delivery Confirmation
Express Mail
Insured

Recorded Delivery (international)
Registered
Return Receipt for Merchandise
Signature Confirmation

Postage
Actual Value
if Registered
Insured
Value
Due Sender
if COD
DC
Fee
SC
Fee
SM
Fee
RR
Fee

Address (Name, Street, City, State, & ZIP Code)
Postage
Actual Value
if Registered
Insured
Value
Due Sender
if COD
DC
Fee
SC
Fee
SM
Fee
RR
Fee

1. GEORGE MCAUSLAND
917 OAK ST
McALESTER OK 74501

2. GERALD GRAY
825 SOUTH D ST
McALESTER OK 74501

3. VINCENT TRIPP
4113 S 34TH WEST AVE
TULSA OK 74107

4. PHILLIS J DEW
415 W MIAMI AVE
McALESTER OK 74501

5. PATRICK WALLING
917 S MAIN ST
McALESTER OK 74501

6. LAVENA BETH STACEY
318 W OSAGE AVE
McALESTER OK 74501

7. CAROLYN CUMMINS & CARRIE BRISTER
307 W MIAMI AVE
McALESTER OK 74501

8. BETTY NEAL
KELLEY SCHUELER
215 W MIAMI AVE
McALESTER OK 74501

Total Number of Pieces
Listed by Sender 8

Total Number of Pieces
Received at Post Office

Postmaster, Per Name of receiving employee

McALESTER OK 74501

\$0.46

See Privacy Act Statement on Reverse

PS Form 3877, February 2002 (Page 1 of 2)

Complete by Typewriter, Ink, or Ball Point Pen

CITY OF MCALESTER
Codes Department
P. O. BOX 578
MCALESTER, OK. 74502

Check type of mail or service:

Certified
 COD
 Delivery Confirmation
 Express Mail
 Insured

Recorded Delivery (alternatives),
 Registered
 Return Receipt for Merchandise
 Signature Confirmation

Affix Stamp Here
 (If issued as a
 certificate of mailing
 or for additional
 copies of this bill)
 Postmark and
 Date of Receipt

Addressee (Name, Street, City, State & ZIP Code)

Actual Value
 if Registered

Due Sender
 if COD

Sh Fee
 RD Fee
 RR Fee

Fee

Postage

JIMMY DALE GIACOMO
 PO BOX 29
 ALDERSON OK 74522

\$0.46

ALAN HOOVER
 PO BOX 3065
 MCALESTER OK 74502

\$0.46

JAN DENISE ARDESE
 901 S ELM ST
 MCALESTER OK 74501

\$0.46

LOIS M CLAYBORN
 DELBERT WAYNE DELBERT
 524 W OSAGE AVE
 MCALESTER OK 74501

\$0.46

DOUGLAS LEE KIRKLAND JR & AUDRA KIRKLAND
 410 W OSAGE AVE
 MCALESTER OK 74501

\$0.46

DORIS L CANTRELL & RONNIE R POGUE & TRENT J R POG
 411 W MIAMI AVE
 MCALESTER OK 74501

\$0.46

TIMMIE D COLBERT JR
 502 N 14TH ST
 HARTSHORNE OK 74547

\$0.46

CRYSTIE L WESLEY
 320 W OSAGE AVE
 MCALESTER OK 74501

\$0.46

Total Number of Pieces
 Listed by Sender **8**

Postmaster, Per (Name of receiving employee)

[Signature]
 Complete by Type writer, Ink, or Ball Point Pen

See Privacy Act Statement on Reverse

33

CITY OF McALESTER
Codes Department
P. O. BOX 578
McALESTER, OK. 74502

Check type of mail or service

Certified
 Registered
 Delivery Confirmation
 Excess Mail
 Insured
 Recorded Delivery (International)
 Return Receipt for Merchandise
 Signature Confirmation

Attach Stamp Here
 (If issued as a
 certificate of mailing
 or for additional
 copies of this bill)
 Postmark and
 Date of Receipt

Actual Value
 if Registered
 Insured
 Value
 Due Sender
 if COD
 DC
 Fee
 SC
 Fee
 SH
 Fee
 RD
 Fee
 RR
 Fee

Article Number

Postage

Fee

Handling
 Charge

CHRISTOPHER F MORRIS & BEVERLY A MORRIS

PO BOX 862

McALESTER OK 74502

\$0.46

WILLIAM RAY JAMES

601 SHORT STONEWALL

McALESTER OK 74501

\$0.46

THOMAS L BLEVINS

501 S WEST ST

McALESTER OK 74501

\$0.46

WILLIAM Z SMITH & PATTY J MASTERS & TAMMIE L KOL

75 W MIAMI AVE

McALESTER OK 74501

\$0.46

REBA HAMILTON

32 W OSAGE AVE

McALESTER OK 74501

\$0.46

LUCILLE & JOHN E WHETSEL

814 E 8TH ST

KIOWA OK 74553

\$0.46

DONNIE CLEMENTS

24 W MIAMI AVE

McALESTER OK 74501

\$0.46

OPAL B OLIVER & JUDY THOMPSON

720 S 3RD ST

McALESTER OK 74501

\$0.46

Postmaster, Per (Name of receiving employee)

Total Number of Pieces
 Listed by Sender

Total Number of Pieces
 Received at Post Office

See Privacy Act Statement on Reverse

PS Form 3877, February 2002 (Page 1 of 2)

Complete by Typewritten Ink or Ball Point Pen

16

Name: **CITY OF MCALESTER**
Codes Department
P. O. BOX 578
MCALESTER, OK. 74502

Article Number

Check type of mail or service:

Certified
COD
Delivery Confirmation
Express Mail
Insured

Recorded Delivery (International)
Registered
Return Receipt for Merchandise
Signature Confirmation

Affix Stamp Here
(If issued as a
certificate of mailing
or for additional
copies of this bill)
Postmark and
Date of Receipt

Addressee (Name, Street, City, State, & ZIP Code)

Actual Value
if Registered

Due Sender
if COD

DC
Fee

SC
Fee

SH
Fee

RD
Fee

RR
Fee

Insurance
Value

Postage

\$0.46

1. TSD PROPERTIES LLC
218 W CARL ALBERT PKWY
MCALISTER OK 74501

\$0.46

2. TOMMY BRENT WALKER
1000 S OAK ST
MCALISTER OK 74501

\$0.46

3. LENA L BURCH
74 W MIAMI AVE
MCALISTER OK 74501

\$0.46

4. GLORIA SILVA
61 W SENECA AVE
MCALISTER OK 74501

\$0.46

5. BETTY HARRIS
205 W SENECA AVE
MCALISTER OK 74501

\$0.46

6. JUSTIN R ADAMS & JUDY S BOND
PO BOX 714
WILBURTON OK 74578

\$0.46

7. ROGER DEGRAFFENRIED
% JAMIE LYNN HOLBIRD
1021 SOUTH A ST
MCALISTER OK 74501

\$0.46

8. MERLIN BLOOD
2803 S EVERETT ST
KENNEWICK WA 99337

Total Number of Pieces
Listed by Sender

Total Number of Pieces
Received at Post Office

Postmaster, Per: (Name of receiving employee)

See Privacy Act Statement on Reverse

PS Form 3877, February 2002 (Page 1 of 2)

Complete by Typewriter, Ink, or Ball Point Pen

(5)

Name and Address of Sender:

CITY OF MCALESTER
Codes Department
P. O. BOX 578
MCALESTER, OK. 74502

Check type of mail or service:

Certified
COD
Registered
Delivery Confirmation
Express Mail
Insured
Recorded Delivery (International)
Return Receipt for Merchandise
Signature Confirmation

Addressee (Name, Street, City, State, & ZIP Code)
WILLIAM HAWKINS JR & AMBER HAWKINS
224 W MIAMI AVE
MCALESTER OK 74501

MIGUEL AYALA HERNANDEZ
811 E TYLER AVE
MCALESTER OK 74501

ROBERT L COON & PATRICIA L COON
1003 SOUTH C ST
MCALESTER OK 74501

Postmark and Date of Receipt

Postage
Insured Value
Actual Value if Registered
Handling Charge
Due Sender if COD
DC Fee
SC Fee
SH Fee
RD Fee
RR Fee

1. \$0.46
2. \$0.46
3. \$0.46
4. \$0.46
5. \$0.46
6. \$0.46
7. \$0.46
8. \$0.46

Total Number of Pieces Listed by Sender

8

Total Number of Pieces Received at Post Office

Postmaster, Per (Name of receiving employee)

[Signature]



Complete by Typewriter, Ink, or Ball Point Pen

See Privacy Act Statement on Reverse

[Handwritten initials]



Firm Mailing Book For Accountable Mail

Name and Address of Sender

CITY OF MCALESTER
Community Development
PO Box 578
McAlester OK 74502

Check type of mail or service

- ☐ Adult Signature Required
☐ Adult Signature Restricted Delivery
☐ Certified Mail
☐ Certified Mail Restricted Delivery
☐ Collect on Delivery (COD)
☐ Insured Mail
☐ Priority Mail
☐ Priority Mail Express
☐ Registered Mail
☐ Return Receipt for Merchandise
☐ Signature Confirmation
☐ Signature Confirmation Restricted Delivery

Affix Stamp Here
(if issued as an international
certificate of mailing or for
additional copies of this receipt)
Postmark with Date of Receipt

USPS Tracking Article Number	Addressee (Name, Street, City, State & ZIP Code SM)	Postage (Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee
1.	JAYES & ALANNA RALLS 413 W. MIAMI AVE MCALESTER, OK 74501												
2.	TN HOLDER INVESTMENTS LLC 2700 E ST HWY 31 MCALESTER, OK 74501												
3.	ROBBIE BOURLAND 40 W COMANCHE AVE MCALESTER, OK 74501												
4.	DIANNA WILLIAM & CAROLYN COX & ERNIE DRUMGO 508 W LARK CT DESOTO, TX 75115												
5.	DANIEL GIANINI 514 W CHICKASAW AVE MCALESTER, OK 74501												
6.	MELISSA SMITH & MINNIE BELLE SMITH PO BOX 352 KREBS, OK 74554												
7.	HESTER GARDNER C/O KATHRYN YOUNG 505 W CHEROKEE AVE MCALESTER, OK 74501												
8.	LUIS MEDINA PO BOX 331 HARTSHORNE, OK 74547												

Total Number of Pieces
Listed by Sender
8

Total Number of Pieces
Received at Post Office

Postmaster, Per (Name of receiving employee)

[Signature]
Complete



Privacy Notice: For more information on USPS privacy policies, visit usps.com/privacypolicy.



Firm Mailing Book For Accountable Mail

Name and Address of Sender		Check type of mail or service		Affix Stamp Here (if issued as an international certificate of mailing or for additional copies of this receipt) Postmark with Date of Receipt														
CITY OF MCALESTER Community Development PO Box 578 McAlester OK 74502		<input type="checkbox"/> Adult Signature Required <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery (COD) <input type="checkbox"/> Insured Mail <input type="checkbox"/> Priority Mail		<input type="checkbox"/> Priority Mail Express <input type="checkbox"/> Registered Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation Restricted Delivery		Postage	(Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee
USPS Tracking/Article Number		Addressee (Name Street City State & ZIP Code™)																
1.		TERRY JEVINS 700 S SWEET GUM AVE BROKEN ARROW, OK 74012																
2.		DEBORAH H LEWIS 319 W CHEROKEE AVE MCALESTER, OK 74501																
3.		FRANK E TADLOCK & ROZELLA C C/O JENNIE BIERMAN 478 W PASTURE RD MCALESTER, OK 74501																
4.		SHIRLEY L INSEY 1025 SOUTH C ST MCALESTER, OK 74501																
5.		DIANAH D CUZALINA 714 E SOUTH AVE MCALESTER, OK 74501																
6.		CATHY W HALLIBURTON & SAMANTHA C HALLIBURTON 4 SOUTH F ST MCALESTER, OK 74501																
7.		LEVI MCCOY & OCTAVIA H C/O DON MCCOY 11298 STRATFORD DR OKLAHOMA CITY, OK 73120																
8.		ANTHONY R NAIL & DARLENE L NAIL 1267 N BACHE RD MCALESTER, OK 74501																

Total Number of Pieces Listed by Sender: 8

Total Number of Pieces Received at Post Office: 8

Postmaster: Per (Name of receiving employee) *[Signature]* **Complete in Ink**

PS Form 3877, April 2015 (Page 1 of 2)

PSN 7530-02-000-9098

Privacy Notice: For more information on USPS privacy policies, visit usps.com/privacypolicy.



Firm Mailing Book For Accountable Mail

Name and Address of Sender CITY OF MCALESTER Community Development PO Box 578 McAlester OK 74502		Check type of mail or service <input type="checkbox"/> Adult Signature Required <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery (COD) <input type="checkbox"/> Insured Mail <input type="checkbox"/> Priority Mail <input type="checkbox"/> Priority Mail Express <input type="checkbox"/> Registered Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Signature Confirmation Restricted Delivery		Affix Stamp Here <i>(if issued as an international certificate of mailing or for additional copies of this receipt)</i> Postmark with Date of Receipt.									
USPS Tracking/Article Number	Addressee (Name Street City State & ZIP Code SM)	Postage	(Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee
1.	WILLIAM E & ROSIE L PIERCE 419 W CHEROKEE AVE MCALESTER, OK 74501												
2.	JAMES FLETCHER 417 W CHEROKEE AVE MCALESTER, OK 74501												
3.	DARRELL COZAD, ET AL 214 W CHEROKEE AVE MCALESTER, OK 74501												
4.	JAMES F & ARMELLA M HICKS 10 GEORGETOWN CIR MCALESTER, OK 74501												
5.	ROBERT & KATIE UTTERBACK 407 W SENECA AVE MCALESTER, OK 74501												
6.	CACS PROPERTIES LLC 508 GARDEN LANE MCALESTER, OK 74501												
7.	JAMES H BARTON 219 SOUTH A ST MCALESTER, OK 74501												
8.	BRUCE R CARTER & DANA A CARTER 101 SOUTH D ST MCALESTER, OK 74501												

Total Number of Pieces Listed by Sender 8	Total Number of Pieces Received at Post Office	Postmaster: Per (Name of receiving employee) <i>[Signature]</i> Complete in ink	Postmark MCALESTER, OK 74501 DEC 21 2015
PS Form 3877, April 2015 (Page 1 of 2) PSN 7530-02-000-9098			Privacy Notice: For more information on USPS privacy policies, visit usps.com/privacypolicy .



Firm Mailing Book For Accountable Mail

Name and Address of Sender CITY OF MCALESTER Community Development PO Box 578 McAlester OK 74502		Check type of mail or service <input type="checkbox"/> Adult Signature Required <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery (COD) <input type="checkbox"/> Insured Mail <input type="checkbox"/> Priority Mail		<input type="checkbox"/> Priority Mail Express <input type="checkbox"/> Registered Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Signature Confirmation Restricted Delivery		Affix Stamp Here (if issued as an international certificate of mailing or for additional copies of this receipt) Postmark with Date of Receipt									
USPS Tracking/Article Number	Addressee (Name Street City State & ZIP Code TM)	Postage (Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	Sh Fee		
1.	JOHN RILEY 518 W CHEROKEE AVE MCALESTER, OK 74501														
2.	GEORGE COTTON 501 W CHEROKEE AVE MCALESTER, OK 74501														
3.	ARTHUR ROMO & JANICE ROMO 431 W CHEROKEE AVE MCALESTER, OK 74501														
4.	RICK & MELENDIA EDWARDS 407 W CHEROKEE AVE MCALESTER, OK 74501														
5.	JACOB & JODI FILLPOT 327 W CHEROKEE AVE MCALESTER, OK 74501														
6.	BRIDGET MURRAY PO BOX 628 MCALESTER, OK 74502														
7.															
8.															

Total Number of Pieces Listed by Sender	6	Total Number of Pieces Received at Post Office	
Postmaster: Per (Name of receiving employee) <i>[Signature]</i> Complete in Ink			
PS Form 3877, April 2015 (Page 1 of 2) PSN 7530-02-000-9098			

Privacy Notice: For more information on USPS privacy policies, visit usps.com/privacypolicy.



Firm Mailing Book For Accountable Mail

Name and Address of Sender CITY OF MCALESTER Community Development PO Box 578 McAlester OK 74502		Check type of mail or service <input type="checkbox"/> Adult Signature Required <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery (COD) <input type="checkbox"/> Insured Mail <input type="checkbox"/> Priority Mail		Check type of mail or service <input type="checkbox"/> Priority Mail Express <input type="checkbox"/> Registered Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Signature Confirmation Restricted Delivery		Affix Stamp Here (if issued as an international certificate of mailing or for additional copies of this receipt) Postmark with Date of Receipt.								
USPS Tracking/Article Number	Addressee (Name, Street, City, State, & ZIP Code TM)	Postage	Extra Service Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee
1.	ALEX PIPPINS 301 W CHEROKEE AVE MCALESTER, OK 74501													
2.	FLOYD & PHYLLIS GANN 4310 MCALESTER LAKE RD MCALESTER, OK 74501													
3.	DALTON K KINNAMON & DEE ANNA KINNAMON 3015 N 6TH ST MCALESTER, OK 74501													
4.	DAMON S & KRISTIA THOMPSON PO BOX 1812 MCALESTER, OK 74502													
5.	CHARLES D DUNN 216 W CHICKASAW AVE MCALESTER, OK 74501													
6.	WILLIAM E SCOTT 737 S 8TH ST MCALESTER, OK 74501													
7.	PENELOPE & FLOYD WILSON 215 W CHEROKEE AVE MCALESTER, OK 74501													
8.	ANTHONY SALYERS & KEVIN HARRIS 779 BLANCO RD MCALESTER, OK 74501													

Total Number of Pieces Listed by Sender	8
Total Number of Pieces Received at Post Office	
Postmaster: Per (Name of receiving employee) <i>[Signature]</i> Complete in Ink	

Privacy Notice: For more information on USPS privacy policies, visit usps.com/privacypolicy.



Firm Mailing Book For Accountable Mail

Name and Address of Sender CITY OF MCALESTER Community Development PO Box 578 McAlester OK 74502		Check type of mail or service <input type="checkbox"/> Adult Signature Required <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery (COD) <input type="checkbox"/> Insured Mail <input type="checkbox"/> Priority Mail		Priority Mail Express <input type="checkbox"/> Registered Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Signature Confirmation Restricted Delivery		Affix Stamp Here (if issued as an international certificate of mailing or for additional copies of this receipt) Postmark with Date of Receipt							
USPS Tracking/Article Number	Address (Name Street City State & ZIP Code™)	Postage (Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee
1.	ROBERT C WOOLMAN 307 S MAIN ST MCALESTER, OK 74501												
2.	JARED C HITCHCOCK 501 E WASHINGTON AVE MCALESTER, OK 74501												
3.	E-Z PROPERTIES 1909 NIGHTINGALE MCALESTER, OK 74501												
4.	SOCORRO BARNETT & FREDERICK BARNETT PO BOX 941 KREBS, OK 74554												
5.	MARY ISABELL PERTEET 302 OKLAHOMA AVE MCALESTER, OK 74501												
6.	ANTONIO GOMEZ MARIA MAJALCA 1022 E GRAND PRAIRIE RD GRAND PRAIRIE, TX 75051												
7.	DANIEL MUNOZ ESPINOZA & ASHLI MARIE MUNOZ 64 PELICAN ST HARTSHORNE, OK 74547												
8.	DAVID J LAWSON & LORI LAWSON 425 HICKORY SHADE DR MCALESTER, OK 74501												

Total Number of Pieces Listed by Sender	8	Total Number of Pieces Received at Post Office	
Postmaster: Per (Name of receiving employee) <i>[Signature]</i> Complete in Ink			
PS Form 3877, April 2015 (Page 1 of 2) PSN 7530-02-000-9098			

Privacy Notice: For more information on USPS privacy policies, visit usps.com/privacypolicy.





Firm Mailing Book For Accountable Mail

Name and Address of Sender CITY OF MCALESTER Community Development PO Box 578 McAlester OK 74502		Check type of mail or service <input type="checkbox"/> Adult Signature Required <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery (COD) <input type="checkbox"/> Insured Mail <input type="checkbox"/> Priority Mail		<input type="checkbox"/> Priority Mail Express <input type="checkbox"/> Registered Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Signature Confirmation Restricted Delivery		Affix Stamp Here (if issued as an international certificate of mailing or for additional copies of this receipt) Postmark with Date of Receipt.							
USPS Tracking/Article Number:	Address (Name, Street, City, State & ZIP Code TM)	Postage (Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee
1.	TH ROGERS LUMBER COMPANY PO BOX 5770 MCALESTER OK 74502												
2.	KEVIN HARRIS 1810 S MAIN ST MCALESTER OK 74501												
3.	DARRIN WEDDLE 18 W CHEROKEE AVE MCALESTER, OK 74501												
4.	MARILYN J THOMAS & WILLIAM E THOMAS JR 1 CRINKLEROOT CT THE WOODLANDS, TX 77380												
5.	AMY MCNEELIS & TAMMY BENSON 312 W CHEROKEE AVE MCALESTER, OK 74501												
6.	NAOMI RUTH BUTLER 336 W CHEROKEE AVE MCALESTER, OK 74501												
7.	ORETTA LAY & RANOL RAY LAY 311 W DELAWARE AVE MCALESTER, OK 74501												
8.	LUCIO & KATIE HERNANDEZ 145 LVMHE DR EUFAULA, OK 74432												

Total Number of Pieces Listed by Sender 8	Total Number of Pieces Received at Post Office	Postmaster: Per (Name of receiving employee) <i>[Signature]</i> Complete in Ink
----------------------------------------------	------------------------------------------------	---------------------------------------------------------------------------------------

PS Form 3877, April 2015 (Page 1 of 2)
PSN 7530-02-000-9098

Privacy Notice: For more information on USPS privacy policies, visit usps.com/privacypolicy.





Firm Mailing Book For Accountable Mail

Name and Address of Sender CITY OF MCALESTER Community Development PO Box 578 McAlester OK 74502		Check type of mail or service <input type="checkbox"/> Adult Signature Required <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery (COD) <input type="checkbox"/> Insured Mail <input type="checkbox"/> Priority Mail		<input type="checkbox"/> Priority Mail Express <input type="checkbox"/> Registered Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Signature Confirmation Restricted Delivery		Affix Stamp Here (if issued as an international certificate of mailing or for additional copies of this receipt) Postmark with Date of Receipt.										
USPS Tracking/Article Number	Addressee (Name Street City State & ZIP Code™)			Postage	(Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee
1.	VERLON E COOK 238 W CHICKASAW AVE MCALESTER, OK 74501															
2.	STEVEN O & ELSA L BUTCHER 10 NITZEL RD EUFAULA, OK 74432															
3.	DAWNA LINDLEY 2899 BLANCO RD MCALESTER, OK 74501															
4.	STIPE INVESTMENTS LLC PO BOX 728 MCALESTER, OK 74502															
5.	ANESTELLE GEORGE BRITTON C/O DONALD J BRITTON 5420 EQUESTRIAN DR GRANBURY TX 76049 RANDY PAUL KELLEY 220 SOUTH A ST MCALESTER, OK 74501															
6.																
7.	JOHN BRYANT 5586 HARDY SPRINGS RD MCALESTER, OK 74501															
8.	JIMMY & LISA ANN HODGES 25 W KIOWA AVE MCALESTER, OK 74501															
Total Number of Pieces Listed by Sender 8		Total Number of Pieces Received at Post Office		Postmaster, Per (Name of receiving employee) <i>[Signature]</i> Complete in Ink												





Firm Mailing Book For Accountable Mail

Name and Address of Sender

CITY OF MCALESTER
Community Development
PO Box 578
McAlester OK 74502

Check type of mail or service

- ☐ Adult Signature Required ☐ Priority Mail Express
☐ Adult Signature Restricted Delivery ☐ Registered Mail
☐ Certified Mail ☐ Return Receipt for Merchandise
☐ Certified Mail Restricted Delivery ☐ Signature Confirmation
☐ Collect on Delivery (COD) ☐ Signature Confirmation
☐ Insured Mail ☐ Restricted Delivery
☐ Priority Mail

Affix Stamp Here
(if issued as an international
certificate of mailing or for
additional copies of this receipt)
Postmark with Date of Receipt.

USPS Tracking/Article Number	Addressee (Name, Street, City, State, & ZIP Code™)	Postage	(Extra Services) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee
1.	GARY & MONICA FORD PO BOX 549 MCALESTER, OK 74502													
2.	G LOUIS BOLLENBACH C/O KAREN BOLLENBACH 17579 BLANTON VIEW AVE PURCELL, OK 73080													
3.	LLOYD FILEDS 3749 N PINE HOLLOW RD MCALESTER, OK 74501													
4.	GEORGIA ANN JAMES 705 S 2ND ST MCALESTER, OK 74501													
5.	ASHLEY SEWELL 638 S MAIN ST MCALESTER, OK 74501													
6.	SHERMAN DODD & STEVEN DODD 805 MCARTHUR LN MCALESTER, OK 74501													
7.	MAIN STREET APARTMENTS 30 E CHOCTAW AVE MCALESTER, OK 74501													
8.	JOSEPHINE MANOS 1012 S ELM ST MCALESTER, OK 74501													

Total Number of Pieces Listed by Sender 8

Postmaster, Per (Name of receiving employee)

Complete in Ink



Check type of mail to service:

- ☐ Adult Signature Required
- ☐ Adult Signature Restricted Delivery
- ☐ Certified Mail
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery (COD)
- ☐ Insured Mail
- ☐ Priority Mail
- ☐ Registered Mail
- ☐ Registered Mail Restricted Delivery
- ☐ Signature Confirmation
- ☐ Signature Confirmation Restricted Delivery

Affix Stamp Here
(if issued as an international
certificate of mailing or for
additional copies of this receipt)
Postmark with Date of Receipt.

Total Number of Pieces Listed by Sender	Total Number of Pieces Received at Post Office	Postmaster Per (Name of receiving employee)
8		

Completed in Ink

Privacy Notice: For more information on USPS privacy policies, visit usps.com/privacypolicy.



Firm Mailing Book For Accountable Mail

Name and Address of Sender CITY OF MCALESTER Community Development PO Box 578 McAlester OK 74502		Check type of mail or service <input type="checkbox"/> Adult Signature Required <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery (COD) <input type="checkbox"/> Insured Mail <input type="checkbox"/> Priority Mail		<input type="checkbox"/> Priority Mail Express <input type="checkbox"/> Registered Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Signature Confirmation Restricted Delivery		Affix Stamp Here (if issued as an international certificate of mailing or for additional copies of this receipt) Postmark with Date of Receipt.										
USPS Tracking/Article Number	Address (Name Street City State & ZIP Code TM)			Postage	(Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee
1.	RENTA A & CECIL D DAY 739 BLANCO RD MCALESTER, OK 74501															
2.	CLYDEENA GAYE BURROWS NICHOLS 16 W SENECA AVE MCALESTER, OK 74501															
3.	DONETTA LEWIS 11 W KIWIA AVE MCALESTER, OK 74501															
4.	S & C RENTALS LLC 460 S MAIN ST MCALESTER, OK 74501															
5.	BRIAN WEST 428 S MAIN ST MCALESTER, OK 74501															
6.	C.R.S. EMERGENCY VEHICLES 1310 E MIAMI AVE MCALESTER, OK 74501															
7.	DAVID MILLER 601 MILLER DR MCALESTER, OK 74501															
8.	RONALD ALLFORD PO BOX 1850 MCALESTER, OK 74502															

Total Number of Pieces Listed by Sender	8	Total Number of Pieces Received at Post Office	
Postmaster, Per (Name of receiving employee)  Complete in ink			
PS Form 3877, April 2015 (Page 1 of 2) PSN 7530-02-000-9098			

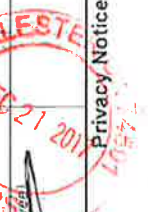


Privacy Notice: For more information on USPS privacy policies, visit usps.com/privacypolicy.



Firm Mailing Book For Accountable Mail

Name and Address of Sender CITY OF MCALESTER Community Development PO Box 578 McAlester OK 74502		Check type of mail or service <input type="checkbox"/> Adult Signature Required <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery (COD) <input type="checkbox"/> Insured Mail <input type="checkbox"/> Priority Mail <input type="checkbox"/> Priority Mail Express <input type="checkbox"/> Registered Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Signature Confirmation Restricted Delivery		Affix Stamp Here <i>(if issued as an international certificate of mailing or for additional copies of this receipt)</i> Postmark with Date of Receipt									
USPS Tracking/Article Number	Addressee (Name, Street, City, State & ZIP Code SM)	Postage (Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender # COD	ASR Fee	ASPD Fee	RD Fee	RR Fee	SC Fee	SCD Fee	SH Fee
1.	REV. MYERS 354 TAYNE-HILL LOOP MCALESTER, OK 74501												
2.	MCCLURE INVESTMENTS LLC 5 WOODLAKE DR BUENA PARK, CA 90621												
3.	MARILYN B TIMMONS & DAVID A TIMMONS & MICHELE 4 W MIAMI AVE MCALESTER, OK 74501												
4.	RICHARD & SARAH EARP KREBS OKLAHOMA LLC 18 W SENECA AVE MCALESTER, OK 74501												
5.	JACK A WAGONER C/O DUSTIN SUIT 20 W SENECA AVE MCALESTER, OK 74501												
6.	LAWRENCE NICHOLAS FINAMORE REVOCABLE TRUST PO BOX 211 KREBS, OK 74554												
7.	CLAUDINE ADAMS C/O STEVE ADAMS 801 SOUTH C ST MCALESTER, OK 74501												
8.	ALLAN HINTON PO BOX 238 MCALESTER, OK 74502												



Postmaster, Per (Name of receiving employee)
[Signature]
Complete index

Total Number of Pieces Listed by Sender: 8
Total Number of Pieces Received at Post Office: 8



UNITED STATES
POSTAL SERVICE

Firm Mailing Book For Accountable Mail

Name and Address of Sender CITY OF MCALESTER Community Development PO Box 578 McAlester OK 74502		Check type of mail or service <input type="checkbox"/> Adult Signature Required <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery (COD) <input type="checkbox"/> Insured Mail <input type="checkbox"/> Priority Mail <input type="checkbox"/> Priority Mail Express <input type="checkbox"/> Registered Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Signature Confirmation Restricted Delivery		Affix Stamp Here (if issued as an international certificate of mailing or for additional copies of this receipt) Postmark with Date of Receipt.										
USPS Tracking/Article Number	Addressee (Name, Street, City, State & ZIP Code TM)	Postage	(Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee
1.	KEITH & VIVIAN COULTER REV TRUST 3426 N 3TH ST MCALESTER OK 74501													
2.	LEE REALTY LLC 388 STEWART RD STIGLER OK 74462													
3.	LELAND J JAMES (LTE) & GLORIA F JAMES (LTE) 1316 W MAPLE AVE SKIATOOK, OK 74070													
4.	BOBBY & CARLA OXFORD ATTIA D SPROUSE PO BOX 64 MCALESTER, OK 74502													
5.	MICHAEL D SIMPSON C/O VICKIE STEIDLEY 64 FALLOW AVE MCALESTER, OK 74501													
6.	L G VANDERSALL, ET AL C/O SHERIA STRONG, ADM 1234 S EVERGLADE SANTA ANA, CA 92704													
7.	CHELSIE VAUGHN PO BOX 226 ALDERSON, OK 74522													
8.	DARTHULA MOTON 1106 SOUTH A ST MCALESTER, OK 74501													

Total Number of Pieces Listed by Sender	8	Total Number of Pieces Received at Post Office	
Postmaster, Per (Name of receiving employee) <i>Ray</i> Complete in Ink			
PS Form 3877, April 2015 (Page 1 of 2) PSN 7530-02-000-9098			

Privacy Notice: For more information on USPS privacy policies, visit usps.com/privacypolicy.



Firm Mailing Book For Accountable Mail

Name and Address of Sender CITY OF MCALESTER Community Development PO Box 578 McAlester OK 74502		Check type of mail or service <input type="checkbox"/> Adult Signature Required <input type="checkbox"/> Adult Signature Restricted Delivery <input type="checkbox"/> Certified Mail <input type="checkbox"/> Certified Mail Restricted Delivery <input type="checkbox"/> Collect on Delivery (COD) <input type="checkbox"/> Insured Mail <input type="checkbox"/> Priority Mail		<input type="checkbox"/> Priority Mail Express <input type="checkbox"/> Registered Mail <input type="checkbox"/> Return Receipt for Merchandise <input type="checkbox"/> Signature Confirmation <input type="checkbox"/> Signature Confirmation Restricted Delivery		Affix Stamp Here (if issued as an international certificate of mailing or for additional copies of this receipt) Postmark with Date of Receipt.										
USPS Tracking/Article Number	Addressee (Name Street City State & ZIP Code™)			Postage (Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee	
1	HOWARD E. FUGGITT & VALARIE BRINGGOGG 49 W CREEK AVE MCALESTER, OK 74501															
2	TOMMIE S FUGGITT PO BOX 879 MCALESTER, OK 74502															
3	LECINDA BLEICHROTH RHONE 505 DOVE DR MCALESTER, OK 74501															
4	ERNEST & CYNTHIA JACKSON C/O LENARD RHONE 317 N MAIN ST MCALESTER, OK 74501															
5	ROSE MARIE BREWER 9 W CREEK AVE MCALESTER, OK 74501															
6	GLENDA J TURMAN 68 W SENECA AVE MCALESTER, OK 74501															
7	MARVIN BRIGGS 1809 NIGHTINGALE MCALESTER, OK 74501															
8	GARY & GLENDA F DISMUKE 59 W CREEK AVE MCALESTER, OK 74501															

Total Number of Pieces Listed by Sender	8	Total Number of Pieces Received at Post Office	
-----------------------------------------	---	------------------------------------------------	--

Postmaster, Per (Name of receiving employee)
[Signature]
Complete in Ink

PS Form 3877, April 2015 (Page 1 of 2)
PSN 7530-02-000-9098

Privacy Notice: For more information on USPS privacy policies, visit usps.com/privacypolicy.



Firm Mailing Book For Accountable Mail

Name and Address of Sender

CITY OF MCALESTER
Community Development
PO Box 578
McAlester OK 74502

Check type of mail or service

- ☐ Adult Signature Required
☐ Adult Signature Restricted Delivery
☐ Certified Mail
☐ Certified Mail Restricted Delivery
☐ Collect on Delivery (COD)
☐ Insured Mail
☐ Priority Mail
- ☐ Priority Mail Express
☐ Registered Mail
☐ Return Receipt for Merchandise
☐ Signature Confirmation
☐ Signature Confirmation Restricted Delivery

Affix Stamp Here
(if issued as an international
certificate of mailing or for
additional copies of this receipt)
Postmark with Date of Receipt

USPS Tracking/Article Number	Addressee (Name, Street, City, State & ZIP Code TM)	Postage	(Extra Service) Fee	Handling Charge	Actual Value if Registered	Insured Value	Due Sender if COD	ASR Fee	ASRD Fee	RD Fee	RR Fee	SC Fee	SCRD Fee	SH Fee
1.	DANNY BUCKLEY & MIKE BUCKLEY C/O GARY DISVUKE 55 W CREEK AVE MCALESTER, OK 74501													
2.	ROY PAUL RODGERS 821 W MITCHELL RD MCALESTER, OK 74501													
3.	ARVEL JOHNSON 1218 W PEORIA AVE MCALESTER, OK 74501													
4.														
5.														
6.														
7.														
8.														

Total Number of Pieces Listed by Sender 3

Total Number of Pieces Received at Post Office

Postmaster, Per (Name of receiving employee)

PS Form 3877, April 2015 (Page 1 of 2)

PSN 7530-02-000-9098

Complete in Ink

Privacy Notice: For more information on USPS privacy policies, visit usps.com/privacypolicy.



CITY OF McALESTER
Name and Address of Sender
Codes Department
P. O. BOX 578
McALESTER, OK. 74502

Check type of mail or service:

☐ Certified
☐ COD
☐ Delivery Confirmation
☐ Express Mail
☐ Insured
☐ Registered
☐ Return Receipt for Merchandise
☐ Signature Confirmation

Attach Stamp Here
(if issued as a
certificate of mailing,
or for additional
copies of this bill)
Postmark and
Date of Receipt

Addressee (Name, Street, City, State, & ZIP Code)

Article Number

Postage

Fee

Actual Value
if Registered

Insured
Value

Due Sender
if COD

DC Fee

SC Fee

SH Fee

RD Fee

RR Fee

1. SHAWN MURRAY
330 W DELAWARE
McALESTER OK 74501 \$0.46

2. DON & SANDRA TROUSSEL
507 W SEMINOLE AVE
McALESTER OK 74501 \$0.46

3. TRAVIS READ
104 SAUNIER WAY
McALESTER OK 74501 \$0.46

4. JOHN BROWNE
36 W SEMINOLE
McALESTER OK 74501 \$0.46

5. \$0.46

6. \$0.46

7. \$0.46

8. \$0.46

Total Number of Pieces
Listed by Sender 4

Postmaster, Per (Name of receiving employee)

Total Number of Pieces
Received at Post Office

[Signature]

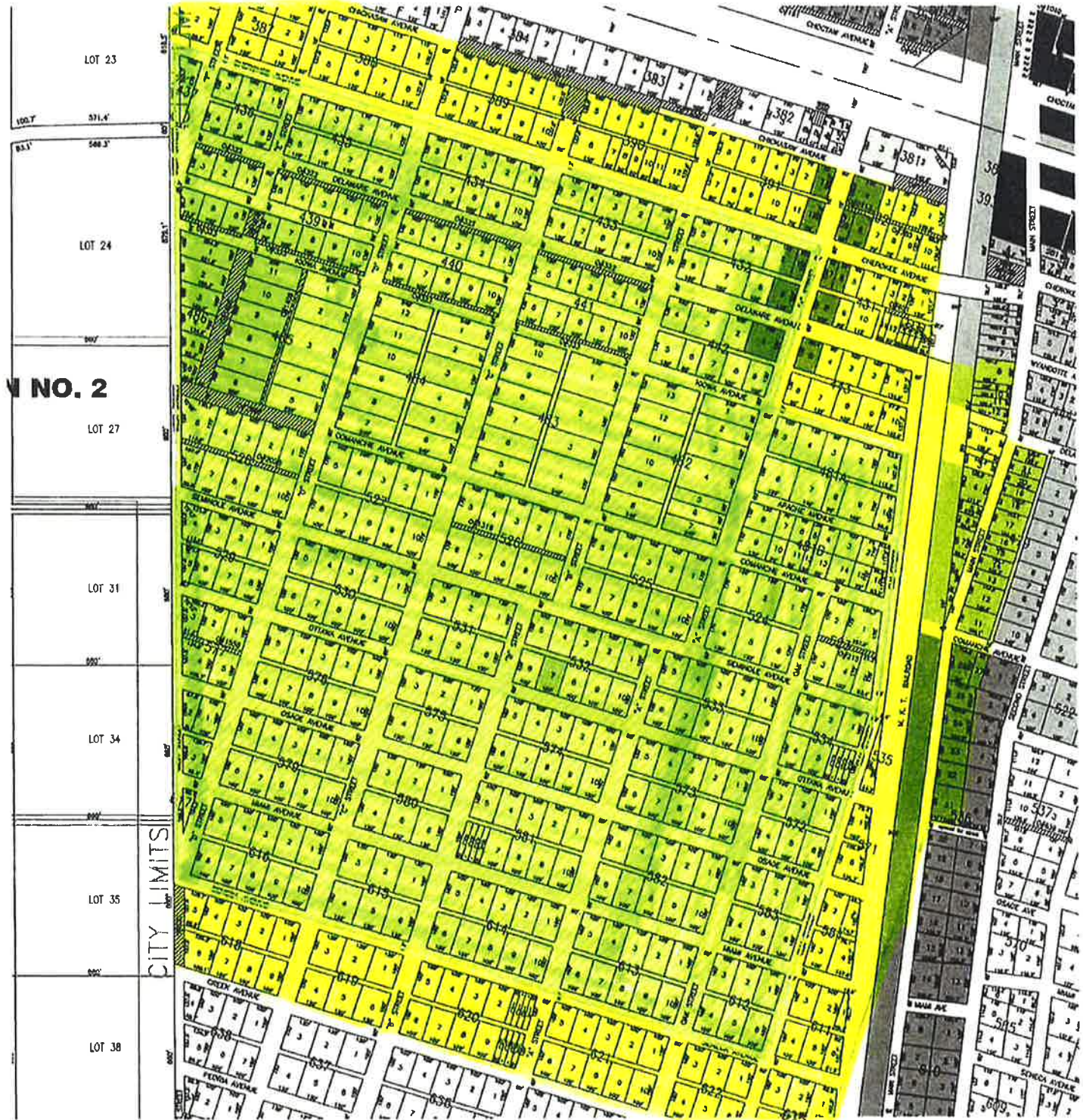
Complete by Typewriter, Ink, or Ballpoint Pen

See Privacy Act Statement on Reverse

545

Parcels included in Overlay, plus within 300 feet

413 Total



AFFP

COTTAGE PK ZON. ORD. \$63.35

McAlester News-Capital

Affidavit of Publication

STATE OF OKLAHOMA }
COUNTY OF PITTSBURG } SS

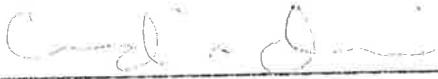
Cindi Irvin, being duly sworn, says:

That she is Sales Representative of the McAlester News-Capital, 500 S 2nd in McAlester, OK, a daily newspaper of general circulation, printed and published in , Pittsburg County, Oklahoma; that the publication, a copy of which is attached hereto, was published in the said newspaper on the following dates:

November 05, 2017

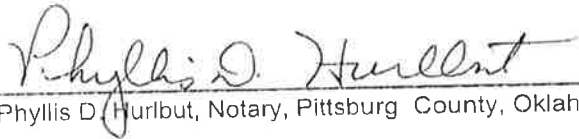
That said newspaper was regularly issued and circulated on those dates.

SIGNED:



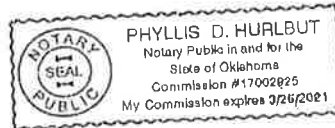
Sales Representative

Subscribed to and sworn to me this 5th day of November 2017.



Phyllis D. Hurlbut, Notary, Pittsburg County, Oklahoma

My commission expires: March 26, 2021



03100051 00018755

MCALESTER, CITY OF (LI)
PO Box 578
MCALESTER, OK 74502

(Published in the McAlester News-Capital October 29th & November 5th, 2017.)
CITY OF MCALESTER

NOTICE OF
HEARING ON
PROPOSED
ZONING

ORDINANCE AMENDMENT

NOTICE IS HEREBY GIVEN to all property owners and residents of the City of McAlester, that a Public Hearing will be held before the McAlester Planning Commission on Tuesday, November 21, 2017 at 6:30 p.m. concerning a proposed ordinance amendment for Cottage House Development District in designated areas located within the general boundaries of the district as described.

The Cottage District includes the proposed area defined by the West side of A Street to East side of West Street from South side of Cherokee Avenue to Kiowa Avenue, West side of Elm Street to East side of West Street from North side of Seneca Avenue to Kiowa Avenue.

More particularly the proposed area as described includes the following platted lots and blocks of the original plat of the city:

All of Blocks 434, 435, 436, 437, 438, 439, 440, 441, 481A, 481B, 482, 483, 484, 523, 525, 526, 527, 528, 529, 530, 531, 533, 534, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 612, 613, 614, 615, 616 and 617; Lots 3, 4, 5, 6, 7, and 8 in Block 432; lots 2, 3, 4, 5, 6, 7, 8, and 9 in Block 442; Lots 1, 2, 3, 4, and 5 in Block 485; Lots 1, 3, 4, 5, and 6 in Block 524; and Lots 1, 2, 3, 4, 5, 6, 8, 9, and 10 in Block 532, all in South McAlester.

Any person wishing to appear in support or opposition to the proposed Zoning Ordinance Regulation Amendment may do so in the Council Chambers, Municipal Building, located at 28 E. Washington Avenue, McAlester, Oklahoma, at the above date and time.

FURTHER NOTICE IS HEREBY GIVEN to all property owners and residents of the City of McAlester, that if the Tuesday, November 21, 2017 Planning Commission meeting is canceled due to any reason such as but not limited to adverse weather conditions, lack of a quorum, etc., the above mentioned meeting will be continued to a new specific date and time as announced at the meeting to conduct the above public hearing or the public hearing will automatically be rescheduled and placed on the agenda for the Tuesday, December 19, 2017 McAlester Planning Commission meeting at 6:30 p.m.

/S/Cori Middleton,

City Clerk

Date: 10/26/17



City of McAlester

Community & Economic Development

1st & Washington • P.O. Box 578 • McAlester, OK 74502 • (918) 423-9300

TO: McAlester Planning Commission Members
FROM: Jayme Clifton, Community Development Director
DATE: November 14, 2017



November 21, 2017 Regular Planning Commission Meeting Agenda

There will be a Meeting of the McAlester Planning Commission on Tuesday, November 21, 2017 at 6:30 p.m. in the City Council Chambers, Municipal Building.

1. Call to order and roll call.
2. Approval of minutes from September 19, 2017 regular meeting.

GENERAL BUSINESS:

Staff report on each item of general business shall be presented by staff prior to applicant's discussion with Planning Commission.

3. Public Hearing: Discussion and action on U.P. #063, a "Use Permitted After Review in the Wade Watts Corridor Development" application filed for the following described property:
LEGAL: The Westerly 68' of Lot 7, in Block 451, City of McAlester, formerly South McAlester, Pittsburg County, State of Oklahoma.
LOCATION: 817 E Delaware Avenue McAlester, OK 74501
PROPOSED USE: Barber and/or Beauty Shop
4. Discussion and action for an Ordinance to amend the McAlester City Code, Chapter 62 Land Development, Planning, Zoning and Subdivisions to allow Cottage Neighborhood Community Development, cluster home developments using small cottage housing on infill lots.
5. New Business.
6. Staff Report.
7. Commission Report.
8. Adjournment.

Jayme Clifton - Community Development Director
(918) 423-9300 ext 4951

Kirk Ridenour - Economic Development Director
(918) 423-9300 ext 4982

Samantha Perry - Executive Asst /Planning Tech
(918) 423-9300 ext. 4984

Tabetha Howell - Codes Enforcement
(918) 423-9300 ext. 4986

George Estrada - Building Inspector
(918) 423-9300 ext 4985

Jim Roberts - Plumbing/Electrical Inspector
(918) 423-9300 ext 4987

McAlester Planning Commission Minutes
Tuesday, November 21, 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 6:30 P.M. Roll was called and a quorum was present.

Commissioners Present: 7

Steve Cox	Mark Emmons	Carl Gullick	Susan Kanard
Primus Moore	Karen Stobaugh	Chris Taylor	

Commissioners Absent: 4

Frank Phillips	Tony Korp	Justin Few	Karl Scifres
----------------	-----------	------------	--------------

Item 2 Approval of the Minutes from September 19, 2017

A motion made by Commissioner Kanard was seconded by Commissioner Gullick to approve the September 19, 2017 Regular Meeting Minutes. The vote was taken.

The vote was 7-0

AYE: Taylor, Cox, Emmons, Moore, Stobaugh, Kanard, Gullick

NAY: None

The motion carried.

GENERAL BUSINESS:

Item 3 Public Hearing: Discussion and action on U.P. #063, a "Use Permitted After Review in the Wade Watts Corridor Development" application filed for the property described as The Westerly 68' of Lot 7, in Block 451, City of McAlester, formerly South McAlester, Pittsburg County, State of Oklahoma, located at 817 E Delaware Avenue, for "barber and/or beauty shop".

Chairman Emmons opened the item for public hearing at 6:32 P.M. Jayme Clifton, Community Development Director, noted the applicant was not ready to move forward and requested to continue application. Chairman Emmons asked if the applicant wanted to table it or be ready by the next meeting. Samantha Perry, Planning Technician, stated the applicant would like to table the item until the January 16, 2018 meeting. Chairman Emmons closed discussion on the matter at 6:33 P.M. Commissioner Moore motioned to table applicants request for a use permit after review for a barber and/or beauty shop until the January 16, 2018 meeting. The motion was seconded by Commissioner Gullick. Roll was called.

The vote was 7-0

AYE: Gullick, Taylor, Moore, Emmons, Stobaugh, Kanard, Cox

NAY: None

The motion carried.

Item 4 Public Hearing: Discussion and action for an Ordinance to amend the McAlester City Code, Chapter 62 Land Development, Planning, Zoning and Subdivisions to allow Cottage Neighborhood Community Development, cluster home developments using small cottage housing on infill lots.

Chairman Emmons opened the item for public hearing at 6:34 P.M. Mrs. Clifton presented

the draft ordinance for review and approval and reviewed previous Commission discussions of an ordinance that would encourage greater efficiency of land use by allowing compact infill development while stimulating new housing in similar scale and character to the surrounding residential areas. Mrs. Clifton provided a supplemental handout of similar ordinances in other cities in Oklahoma. She noted her concerns with existing area regulations, the overlay area identified, site plan review versus subdivision standards, and any possible conflicts with the current Land Development Code.

Chairman Emmons stated he believed a site plan must be required and could see no reason why the development could go through a subdivision review to look at items such as public safety and utilities. Commissioners Stobaugh and Gullick discussed the setbacks still included in the underlying zoning and if the development ordinance addressed infill of houses or houses around a common area. Commissioner Cox answered cottage developments are typically six, eight, or twelve houses on a common area and the ordinance should not address the area regulations, which he felt should be separate due to its application to lots city wide. He agreed with the overlay area and noted the projected area had few one acre or more parcels. Cox shared he believed the ordinance should restrict development to a maximum of one acre and minimum of a half-acre, and that restriction would make it separate from Planned Unit Developments and group housing. Commissioner Stobaugh inquired about the maintenance of the common space and home owners associations. Commissioner Cox shared that there are two ways cottage homes are generally conducted, either treated like condo units where the owner buys the house but not the land underneath it or buy the house and the land, but either way a home owner's association is required with the shared common space. He then noted site plans were required by any permitted development in the city, the same would be needed in cottage developments, and disagreed a cottage development should be treated as a subdivision for its lack of roads, drainage systems, and utility easements. Chairman Emmons and Commissioner Cox discussed how over complicated requirements could prevent development.

Chairman Emmons asked if any others wished to speak for or against the ordinance. Pete Stasiak inquired of the maximum and minimum acres required. Mrs. Clifton noted the items in the draft ordinance. Commissioners Stobaugh and Cox discussed the density of twelve houses per acre and 250 square feet of common space per house, with about three to four houses on a half-acre. Mr. Stasiak asked if a cottage house could go between two existing homes on a 7,000 square foot lot. Cox answered it could not be done with the density rules in the proposed cottage development ordinance. Discussion continued fencing, open space, boundaries and potential financial benefits for areas zoned for cottage homes.

Chairman Emmons asked if any others wished to speak. There was none. Chairman Emmons closed the hearing at 7:13 PM and asked if there was a motion. Commissioner Stobaugh motioned to approve the ordinance with an addition of a site plan review requirement to the ordinance as written. The motion was seconded by Commissioner Moore. Chairman Emmons asked if there was further discussion. There was none. Roll was called.

The vote was 6-0

AYE: Taylor, Stobaugh, Gullick, Moore, Kanard, Emmons

NAY: None

ABSTAIN: Cox

The motion carried.

Item 5

New Business

There was no new business.

Item 6 Staff Report

Mrs. Clifton reported she had been working with Guernsey for the next Comprehensive Planning meeting sometime in late January, and that city staff continued efforts with Meshek converting maps and data from CAD into GIS software. Mrs. Clifton also shared information on Main Street's Downtown Streetscape event on November 30th.

Item 7 Commission Reports

There was no report

Item 8 Adjournment

A motion made by Commissioner Taylor was seconded by Commissioner Cox to adjourn the meeting at 7:20 p.m. There was no objection.

The vote was 7-0

AYE: Kanard, Stobaugh, Moore, Gullick, Emmons, Taylor, Cox

NAY: None

The motion carried.

Approved:

Planning Commission Chairman

Date

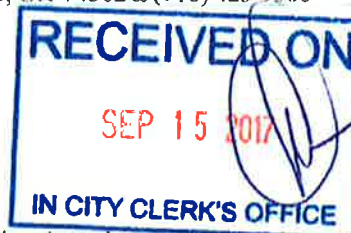


City of McAlester

Community & Economic Development

1st & Washington • P.O. Box 578 • McAlester, OK 74502 • (918) 423-9300

TO: McAlester Planning Commission Members
FROM: Jayme Clifton, Community Development Director *JC*
DATE: September 15, 2017



September 19, 2017 Regular Planning Commission Meeting Agenda

There will be a Meeting of the McAlester Planning Commission on Tuesday, September 19, 2017 at 6:30 p.m. in the City Council Chambers, Municipal Building.

1. Call to order and roll call.
2. Approval of minutes from August 15, 2017 regular meeting.

GENERAL BUSINESS:

Staff report on each item of general business shall be presented by staff prior to applicant's discussion with Planning Commission.

3. Introduce Tabetha Howell, Code Enforcement Officer
4. Public Hearing: Discussion and action on U.P. #063, a "Use Permitted After Review in the Wade Watts Corridor Development" application filed for the following described property:
LEGAL: The Westerly 68' of Lot 7, in Block 451, City of McAlester, formerly South McAlester, Pittsburg County, State of Oklahoma.
LOCATION: 817 E Delaware Avenue McAlester, OK 74501
PROPOSED USE: Barber and/or Beauty Shop
5. Continued discussion of an Ordinance to amend the McAlester City Code, Chapter 62 Land Development, Planning, Zoning and Subdivisions to allow Pocket Neighborhood Community Development, cluster home developments using small cottage housing on infill lots.
6. Discussion and action to recommend member(s) of the Planning Commission to the mayor for appointment to serve on the Downtown McAlester Area Reinvestment Review Committee and/or the Southside McAlester Area Reinvestment Review Committee for the proposed McAlester Area Reinvestment Project Plans and Tax Increment Districts.
7. New Business.
8. Staff Report.
9. Commission Report.
10. Adjournment.

Jayme Clifton - Community Development Director
(918) 423-9300 ext 4951

Kirk Ridenour - Economic Development Director
(918) 423-9300 ext 4982

Samantha Perry - Executive Asst /Planning Tech
(918) 423-9300 ext 4984

Tabetha Howell - Codes Enforcement
(918) 423-9300 ext 4986

George Estrada - Building Inspector
(918) 423-9300 ext 4985

Jim Roberts - Plumbing/Electrical Inspector
(918) 423-9300 ext 4987

McAlester Planning Commission Minutes
Tuesday, September 19, 2017 Meeting
City Council Chambers
6:30 PM

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: 6

Mark Emmons Carl Gullick Susan Kanard Frank Phillips Steve Cox Chris Taylor

Commissioners Absent: 5

Tony Korp Justin Few Primus Moore Karl Scifres Karen Stobaugh

Item 2 Approval of the Minutes from August 15, 2017

A motion made by Commissioner Cox was seconded by Commissioner Phillips to approve the August 15, 2017 Regular Meeting Minutes. The vote was taken.

The vote was 6-0

AYE: Gullick, Kanard, Cox, Phillips, Taylor, Emmons

NAY: None

The motion carried.

GENERAL BUSINESS:

Item 3 Introduction of Tabettha Howell, Code Enforcement Officer

Tabetha Howell, Code Enforcement Officer, was introduced to the Planning Commission by Jayme Clifton, Community Development Director.

Item 4 Public Hearing: Discussion and action on U.P. #063, a "Use Permitted After Review in the Wade Watts Corridor Development" application filed for the property described as The Westerly 68' of Lot 7, in Block 451, City of McAlester, formerly South McAlester, Pittsburg County, State of Oklahoma, located at 817 E Delaware Avenue, for "barber and/or beauty shop".

Chairman Emmons opened the item for public hearing at 6:32 P.M. Mrs. Clifton noted the applicant was not ready to move forward and requested to continue application to the next meeting. Chairman Emmons asked if any others wanted to speak for or against the application. No one came forward. Chairman Emmons closed discussion on the matter at 6:34 P.M. Commissioner Phillips motioned to table applicants request for a use permit after review for a barber and/or beauty shop. The motion was seconded by Commissioner Cox. Roll was called.

The vote was 6-0

AYE: Cox, Gullick, Taylor, Phillips, Kanard, Emmons

NAY: None

The motion carried.

Item 5 Discussion of an Ordinance to amend the McAlester City Code, Chapter 62 Land Development, Planning, Zoning and Subdivisions to allow Pocket Neighborhood

Community Development, cluster home developments using small cottage housing on infill lots.

Mark Emmons continued discussion at 6:34 p.m. and Mrs. Clifton briefly reviewed the information included in the packets. She provided a supplemental handout that included a draft ordinance started by the Community Development Department's intern Christine Hermsmeyer. Feedback and review from the Commissioners was requested by Mrs. Clifton concerning items such as the area regulations and the overlay area in mind for small housing or cottage homes. Frank Phillips questioned the origin of the examples included. Mrs. Clifton responded they were examples or guides taken from other cities with small cottage housing found by Ms. Hermsmeyer.

Shirley Donaldson, local realtor, spoke in favor of small housing neighborhoods and utilized examples on nonconforming structures and housing needs to support her concern for the city of McAlester and surrounding areas. Cully Steven commented he was also in favor of pocket neighborhoods as well. Mr. Stevens also spoke about lot sizes, building community, marketing for new residents to move into our area and cleaning up and utilizing old lots. Discussion continued with Ms. Hermsmeyer detailing her research for the new ordinance, examples from surrounding areas, and the difference between tiny homes, small cottage homes and pocket neighborhoods. Resident Lyn Edwards stated he was also in favor of smaller housing and lot sizes. His concern was housing for the elderly. He also stated the lower maintenance and upkeep for mowing and yard work was favorable for elderly generations and would make independent living more successful for senior citizens. Mrs. Clifton stated she would take the information and further develop of a draft ordinance.

Chairman Emmons requested Mrs. Clifton to provide a draft ordinance for review, consideration, and action. Chairman Emmons asked if there was any other comments or discussion and there was none. Discussion closed at 7:08 P.M.

Item 6 Discussion and action to recommend member(s) of the Planning Commission to the mayor for appointment to serve on the Downtown McAlester Area Reinvestment Review Committee and/or the Southside McAlester Area Reinvestment Review Committee for the proposed McAlester Area Reinvestment Project Plans and Tax Increment Districts.

Chairman Emmons opened the item for discussion at 7:09 P.M. Mark Emmons and Carl Gullick was recommended to be appointed to the committees. Commissioner Emmons stated his interest in the Southside TIF District committee. It was discussed that Commissioner Gullick had past experience in TIF Districts and was thereby recommended for the Downtown TIF District committee. Chairman Emmons asked if there was any other discussion and there was none. He closed discussion at 7:13 P.M. and called for a motion. Commissioner Phillips motioned, and Commissioner Taylor seconded the motion, recommending Mark Emmons as member to the Southside McAlester Area Reinvestment Review Committee and Carl Gullick as member to the Downtown McAlester Area Reinvestment Review Committee. Chairman Emmons asked if there were any comments from the Commission. There were none, and roll was called.

The vote was 6-0

AYE: Taylor, Phillips, Kanard, Cox, Gullick, Emmons

NAY: None

The motion carried.

Item 7 New Business

There was no new business.

Item 8 Staff Report

Mrs. Clifton reported the Guernsey Master Agreement and Task Order had been approved and the Comprehensive Plan update would be moving forward soon. She also reported that Planning Commission and Board of Adjustment agendas and minutes were added to the city website and staff would work to have previous two years of archived minutes and agendas added as well.

Item 9 Commission Reports

There was no report

Item 10 Adjournment

A motion made by Commissioner Phillips was seconded by Commissioner Cox to adjourn the meeting at 7:16 PM. There was no objection.

The vote was 6-0

AYE: Gullick, Kanard, Cox, Phillips, Taylor, Emmons

NAY: None

The motion carried.

Approved:

Mark Emmers

11-21-17

Planning Commission Chairman

Date _____

McAlester Planning Commission Minutes

Tuesday, July 18, 2017 Meeting

City Council Chambers

6:30 PM

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: 7

Mark Emmons

Justin Few

Carl Gullick

Susan Kanard

Karen Stobaugh

Frank Phillips

Steve Cox

Commissioners Absent: 4

Karl Scifres

Primus Moore

Chris Taylor

Tony Korp

Item 2 Approval of the Minutes from April 18, 2017

A motion made by Commissioner Cox was seconded by Commissioner Gullick to approve the April 18, 2017 Regular Meeting Minutes. The vote was taken.

The vote was 7-0

AYE: Few, Gullick, Kanard, Cox, Phillips, Emmons, Stobaugh

NAY: None

The motion carried.

Approval of the Minutes from May 16, 2017

A motion made by Commissioner Phillip was seconded by Commissioner Gullick to approve the May 16, 2017 Regular Meeting Minutes. The vote was taken.

The vote was 7-0

AYE: Few, Gullick, Kanard, Cox, Phillips, Emmons, Stobaugh

NAY: None

The motion carried.

GENERAL BUSINESS:

Item 3 Introduction of Samantha Perry, Executive Assistant/Planning Technician

Samantha Perry, Executive Assistant and Planning Technician was introduced to the Planning Commission.

Item 4 Public Hearing: Discussion and action on U.P. #061, a "Use Permitted After Review in the Wade Watts Corridor Development" application filed for the property described as Lot 8, in Block 416, City of McAlester, formerly South McAlester, Pittsburg County, State of Oklahoma, located at 1415 E Wade Watts Avenue, for "professional offices".

Chairman Emmons opened the item for public hearing at 6:33 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. Mrs. Clifton presented information on definitions of clinics versus professional offices within the Code of Ordinances, and the application would be considered for professional office. The plans had been received and included in the packet, the applicants were present for questions, and staff recommended approval of the use permitted after review application. Commissioner Phillips stated he would abstain on this particular case due to his personal and professional relationship with the clients.

Speaking on behalf of the applicants, Todd and Ashley Monks, was Andrew Scherman of Scherman Engineering, PLLC. Mr. Scherman provided a summary of the building construction and plans. He noted that it was a 2,500 square foot wood frame building with brick veneer, having a store front entry with windows across the front. Chairman Emmons requested the elevation plans and inquired if the site would meet the landscaping requirements. Mr. Scherman stated they would meet the requirements with two beds and additional vegetation applied to property. The applicants Todd and Ashley Monks shared their opinion the office would benefit the City of McAlester. Mrs. Monks stated she currently worked for Rite Care, a nonprofit organization that provided speech therapy for children in the area. She said once her office was established Rite Care would continue providing the funding through scholarships to children to receive services for speech therapy and reading difficulties. Chairman Emmons asked if anyone else wished to speak for or against the application. No one else came forward.

Chairman Emmons closed discussion on the matter at 6:45 P.M. and called for a motion. Commissioner Gullick motioned to approve the applicants request for a use permit after review for professional offices be granted. The motion was seconded by Commissioner Few. Roll was called.

The vote was 6-0-1

AYE: Stobaugh, Cox, Few, Gullick, Kanard, Emmons

NAY: None

ABSTAIN: Phillips

The motion carried.

(Item 4 appeared twice on the agenda, in error, and was noted)

Item 5

Public Hearing: Discussion and action on U.P. #062, a "Use Permitted After Review in the Wade Watts Corridor Development" application filed for the property described as Lot 2 and Lot 7, in Block 457, City of McAlester, formerly South McAlester, Pittsburg County, State of Oklahoma, located on E Wade Watts Avenue, for a "car wash."

Chairman Emmons opened the item for public hearing at 6:47 P.M. Mrs. Clifton presented the staff report to the Commission and it is hereby incorporated in the minutes by reference. She noted the car wash was nearly a mile from preexisting car wash on Wyandotte and was of a different type. Staff recommended the approval of the use permitted after review application.

The applicant Cody Knight spoke on behalf of the application and described the automatic car wash and building. Chairman Emmons stated it would be a higher end carwash compared to what already exists in the area. Mr. Knight explained the hours of 8:00 a.m. to 9:00 p.m., average pricing of \$9 to \$15 and employees would be present for pre-inspection of vehicles, suggestion of wash needs, and direction of traffic. Chairman Emmons requested the elevation plans and inquired if the site would meet exterior standards. Mr. Knight answered the building was a CFI building with stucco finish and had a metal roof but that no rendering was provided due to corrections made to the initial planned roof and siding. He stated that he would have them soon so that he could meet his time frame of an open business in three to four months. Chairman Emmons asked if anyone else wished to speak for or against the application. No one else came forward.

Chairman Emmons asked if anyone had anything else to discuss. Commissioner Cox expressed concern of the professional offices on both sides and had just approved another

professional office across the street from proposed property. Chairman Emmons inquired if Mr. Knight had purchased the property. Mr. Knight answered that he had. Chairman Emmons closed discussion on the matter at 6:55 P.M. and suggested a continuance until the elevations for the car wash was provided. Commissioner Gullick motioned to table the item until the next meeting and Commissioner seconded the motion. Chairman Emmons asked if there was any other discussion from the Commission. There was none, and roll was called.

The vote was 7-0

AYE: Stobaugh, Cox, Phillips, Few, Gullick, Kanard, Emmons

NAY: None

The motion carried

Item 6 Discussion of an Ordinance to amend the McAlester City Code, Chapter 62 Land Development, Planning, Zoning and Subdivisions to allow Pocket Neighborhood Community Development, cluster home developments using small cottage housing on infill lots.

Chairman Emmons opened discussion at 6:58 P.M. Mrs. Clifton briefly reviewed the information included in the packets and requested Commissioner Steven Cox to provide more detailed explanation on the item based on the information he had provided for the item. Commissioner Cox communicated that he had found millennials and seniors like the pocket neighborhood concept because of less yard work, sense of community, closer neighbors, and common areas in neighborhoods with 600 to 700 square foot homes that were 1.5 to 2 story with a cottage feel.

Commissioner Phillips inquired about the Guernsey group incorporating pocket neighborhoods into the Comprehensive Plan. Commissioner Cox answered that it may be a process prolonged and noted interested developers had suggested the pocket neighborhood concept as upcoming projects in the near future and discussed 3rd ward as an ideal area. Mrs. Clifton asked if a pocket neighborhood development could be accomplished with the Planned Unit Development (PUD) or as an overlay district. Chairman Emmons said he felt a PUD could make the process more complicated than it needed to be and agreed with the possibility of an overlay for specific areas as discussed. Commissioner Phillips and Mr. Monks asked about utility hookups, such as with AEP/PSO. Commissioner Cox stated that as he understood the poles could run from the inside of the shared properties and the back of the houses faced the street and designed in such a way they looked like the front of the house.

Chairman Emmons asked if there was any other comments or discussion and there was none. Discussion closed at 7:14 P.M. Chairman Emmons requested Mrs. Clifton to provide a draft ordinance for review, consideration, and action.

Item 7 New Business
There was no new business.

Item 8 Staff Report
Mrs. Clifton provided a summary on the Comprehensive Plan Update and shared the selection of Guernsey was approved by the City Council on July 11th. She noted the contract for Guernsey would then be presented to the City Council for approval in August and that she would keep the Planning Commission informed for their continued involvement.

Item 9 Commission Report
There was no commission report.

Item 10

Adjournment

A motion made by Commissioner Few was seconded by Commissioner Gullick to adjourn the meeting at 7:17 PM. There was no objection.

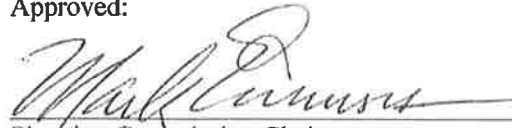
The vote was 7-0

AYE: Cox, Phillips, Few, Gullick, Kanard, Stobaugh, Emmons

NAY: None

The motion carried.

Approved:


Planning Commission Chairman

8/15/17
Date

POCKET NEIGHBORHOOD COMMUNITY DEVELOPMENT ZONING ORDINANCE

DRAFT 1505 © 2015 Ross Chapin, FAIA

ross@rosschapin.com • (360) 221 2373 • PO Box 230, Langley, WA 98260

This model zoning ordinance is intended to offer a strategy for residential development of larger sites that builds on patterns of sociability and privacy among nearby neighbors.

For more information on Pocket Neighborhoods, go to www.pocket-neighborhoods.com

Definitions

"Pocket Neighborhood Cluster". A clustered group of 4-12 dwellings oriented around a common open space.

"Pocket Neighborhood Community Development". Multiple pocket neighborhood clusters and porch-fronted dwellings amalgamated into a larger, coherent pedestrian-oriented development.

"Common Open Space". The central space used by all occupants of a pocket neighborhood cluster. The common area shall be outside of ponds, wetlands, streams, and sensitive area buffers and on slopes of 10 percent or less and developed and maintained so it is usable for active or passive recreation activities.

"Carriage Unit". A single-family dwelling unit, not to exceed 850 square feet in gross floor area, located above a garage structure.

"Live/Work Unit". A single unit (e.g., studio, loft, or one bedroom), not to exceed 1200 square feet gross floor area, consisting of both a commercial studio/office and a residential component that is occupied by the same resident. The live/work unit shall be the primary dwelling of the occupant. Refer to ¹Live/work Provisions below for more criteria.

A. Purpose

1. The purpose of Pocket Neighborhood Community Development design is to:
 - a. Encourage a stronger sense of community and security among nearby neighbors, while preserving personal privacy;
 - b. Promote a variety of housing choices to meet the needs of a population diverse in age, income, household composition and individual needs; especially small households (one to three-person households);
 - c. Encourage affordability, innovation and variety in housing design and site development while ensuring compatibility with surrounding land uses;
 - d. Encourage the creation of more usable open space for residents of the development through flexibility in density and lot standards;
 - e. Maximize resident- and pedestrian-oriented outdoor spaces, and minimize impact of automobile traffic and parking.

B. Development Configuration

1. The primary development configuration of a Pocket Neighborhood Community Development shall be Pocket Neighborhood Clusters.
2. Secondary configurations may be street-oriented porch-front dwellings with access alleyway parking, and carriage and live-work dwellings along access alleyways. Where there is no reasonable alternative, dwellings may have driveways located off of streets, provided all conditions of this amendment are met.

C. Allowed Uses

1. The allowed uses within a Pocket Neighborhood Community Development shall be: single family detached dwellings, twin dwellings, rowhouses/townhouses, carriage houses¹, live/work units², community buildings, temporary real estate sales office/model home, and vehicle parking lots and garages. Each of these uses shall be permitted by right, if the requirements for a Pocket Neighborhood Community Development are met.
 - a. A maximum of 10 percent of the dwelling units may be carriage house units.
 - b. A maximum of 10 percent of the dwelling units may be live/work units, in compliance with xxx.xx. (note: see below for live/work provisions)

Note: on some sites a neighborhood commercial use may be appropriate – such as a café or coffee shop, child care center, and home office. These would need to meet requirements for parking, noise, etc. Refer to the website www.missingmiddlehousing.com for reasoning and exploration of appropriate mixes of building types and uses.

D. Site Requirements Chart

Density & Use		<i>Note: Densities of 7-12 units per acre will likely result when the buildings are single family + some townhouses. Given the requirements of open space, parking and these house types, the density will find its maximum. This code is also applicable for higher densities using a higher proportion of attached townhouses or stacked apartments. Given this, setbacks and height restrictions listed below may need to change.</i>
Pocket Neighborhood Cluster size		Minimum 4 dwellings; maximum 12 dwellings per cluster. No limit to number of clusters.
Minimum Setbacks		
Property adjacent to development site	10'	
Adjacent Buildings	10', except setbacks from garages may be 5', provided fire separation requirements are met.	
Front Yard	5' to porches; 5' to buildings of maximum of 18 feet in width; 10' to portions of buildings wider than 18 feet.	In a pocket neighborhood cluster, the front yard shall be the side to the common open space. Where a dwelling in a cluster also has a face to the street, it shall be considered as a front yard.
Side Yard	5', except setbacks for attached dwellings may be zero feet, provided fire separation requirements are met. For corner lot locations, one side may be designated as a side yard.	
Rear Yard	10', or 5' provided that privacy between dwellings (see above) is maintained.	
Access Alleyway	3', provided that adequate turning radius into garages can be demonstrated.	
Maximum Height	25' to eave, 30' measure to average roof height. (note: review as appropriate for setting, and slope conditions)	
Maximum Coverage for		

All Impervious Surfaces	No maximum, provided that stormwater engineering and all other requirements are met.
Maximum Dwelling Size	2000 square feet, and 3 bedrooms
	<i>Note: review this dimension; what about the lower level walkout? And how it is size measured – exterior or interior? Scale must be appropriate to the setting, and to encouraging neighborliness.</i>

E. Design Parameters

1. **Pocket Neighborhood Size.** Each cluster shall contain a minimum of four and a maximum of twelve dwellings to encourage a sense of community, located on no less than one-half acre.
2. **Common Open Space in Pocket Neighborhood Clusters**
 - a. **Intent.** Open space that is commonly owned and managed by all residents of a pocket neighborhood is a key feature in fostering community. It is intended that it be adequately sized and centrally located with individual dwelling entrances oriented towards the open space.
 - i. **Size.** A minimum of 400 square feet per dwelling unit of common open space is required in each pocket neighborhood cluster. Buildings serving all residents in a pocket neighborhood cluster main be included in the required area. Parking areas, yard setbacks, spaces between buildings of 15 feet or less in width, private open space, and driveways do not qualify as common open space.
 - ii. **Proximity to Common Open Space.** At least 75 percent of the dwelling units of a pocket neighborhood shall abut a common open space; and all of the dwelling units shall be within 60 feet walking distance measured from the nearest entrance of the dwelling along the shortest safe walking route to the nearest point of the common open space. The common open space shall have dwellings abutting at least two sides.
3. **Private Open Space.**
 - a. **Intent.** A sense of community requires the right balance of personal privacy. Private open space is an essential component of this balance. A 'front' yard creates a buffer between public and private spaces, while a 'side' or 'back' yard offers increased seclusion.
 - b. **Location.** Private open space shall separate the main entrance to the dwelling from the common open space or street by a hedge or fence not to exceed 36 inches in height. Private open space may be located in the side and rear yards as well.
 - c. **Size.** Each residential unit shall be provided with a minimum of 200 square feet of usable private open space, with no dimension less than 10 feet. Such open space requirements may be met with a combination of front, side or rear yard locations.
 - i. **Carriage and Live-Work Units** may be omitted from this requirement, provided they meet the requirements for Front Porch, below.
4. **Front Porch.**
 - a. **Intent.** A covered front porch is a key element in fostering neighborly connections, providing a human scale to a dwelling, and offering surveillance of public space. Its placement, size, relation to interior and public spaces, and the height of railings are all factors in achieving these intents.
 - b. **Location.** Every dwelling shall have a covered entry porch oriented toward the common open space or street. This porch shall be open on at least two sides, and shall not be enclosed.

- i. Exception: Live-work units may have covered entry porches located off of an access alley lane.
 - c. Size. The covered porch shall be greater than 70 square feet in area, with a minimum of dimension of 6 feet.
 - i. Exception: Dwellings less than 700 square feet in size may have a porch greater than 50 square feet in area and 5 feet minimum dimension.
 - d. Use. Front Porches are intended as supplementary living space, not storage space, as well as shelter from the weather for entering and exiting the dwelling; therefore, overnight storage of bicycles, tricycles shall not be allowed.
5. Eyes on Public Space.
- a. Intent. The first line of defense for personal and community security is a strong network of neighbors who know and care for one another. When the active dwelling spaces look onto public space, a stranger is noticed. As well, nearby neighbors can see if daily patterns are askew next door or be called upon in an emergency.
 - b. Common Open Spaces, Streets and Access Alley Lanes shall have a minimum of one residential dwelling window providing clear surveillance of public and semi-public space.
6. Street-Facing Facades.
- a. Intent. The facades of buildings facing the street contribute to the neighborhood by including attractive design details such as windows, front doors and porches, siding and trim.
 - b. All street-facing facades of dwellings shall avoid blank walls or appear to “turn their backs” to the street. Such facades shall include one or more of the following:
 - i. Porches;
 - ii. Windows, including bay windows;
 - iii. Dormers;
 - iv. Changes in exterior siding material or paint color;
 - v. Building modulation with a depth measuring at least one foot.
7. Privacy Between Dwellings.
- a. Intent. Having a next-door house or apartment peering into your own can be uncomfortable and claustrophobic; therefore, arrange openings to preserve privacy.
 - b. Dwellings shall be designed so that no window peers into the living space of adjacent dwellings closer than 30 feet apart. This may be accomplished by:
 - i. ‘Nesting’ dwellings with open and closed sides: the open side may have windows facing its own side or rear yard, while the closed side may have high windows, translucent windows, or skylights to bring in ample light while preserving privacy;
 - ii. Zero lot line dwellings (duplex or rowhouses) with no side windows;
 - c. The side yard of a dwelling may be fully usable to the face of the neighboring building through landscape easements or other means.
8. Community Buildings and Elements.
- a. Intent. Common buildings and shared elements are direct amenities of living in a pocket neighborhood. Beyond these benefits, these common facilities foster connections among neighbors and strengthen their sense of community.

- b. Every Pocket Neighborhood Cluster shall contain at least two of the following elements shared and managed by residents of that cluster:
 - i. Barbeque, pizza oven, campfire circle, or outdoor terrace;
 - ii. Picnic shelter;
 - iii. Tool and general storage shed;
 - iii. Heated commons building, with optional bathroom and kitchenette, for meetings, card games, movie nights, potlucks, exercise, etc.
 - iv. Kitchen garden or flower garden.
- c. The larger Pocket Neighborhood Community may include more significant common buildings or elements for the benefit of all the residents of the community, including those listed above, and/or such facilities as:
 - i. woodworking shop;
 - iii. community kitchen/dining room, living room, library;
 - ii. child care room and/or playground;
 - iv. community garden.

9. Parking.

- a. Intent. Nearly everyone has a car; but cars do not need to dominate our pedestrian spaces. Parking areas should be located so their visual presence is minimized, and associated noise or other impacts do not intrude into public spaces.
- b. Parking requirements:
 - i. Dwellings under 900 square feet: 1 space per unit
 - ii. Dwellings between 901 – 1,500 square feet: 1.5 spaces per unit
 - iii. Dwellings over 1,500 square feet: 2 spaces per unit.
- c. Parking requirements shall be considered on the scale of the overall development, rather than on lot-by-lot basis. Parking requirements may be met onsite on residential lots, along access alleyways, and along streets as parallel parking.
 - i. Required parking for each dwelling shall be located within 150 feet of the entry door.
- d. Each dwelling shall have one designated parking space; additional required parking spaces shall be undesignated to allow for flexible use, and located on access alleyways and/or streets within or adjacent to the development.
- e. The primary strategy for designated parking shall be along access alleyways. Driveways off of streets are discouraged; where there is no reasonable alternative, such driveways shall be minimized.
 - i. Detached garages serving multiple dwellings shall be located off of an access alleyway, and limited to five single-car bays with doors up to 10 feet wide.
 - ii. In a Pocket Neighborhood cluster, consider locating parking so that residents and guests walk through the shared open space rather than entering the dwelling through an attached garage. This arrangement increases the opportunities for neighbor-to-neighbor contacts.
 - iii. Where dwellings must have garages located off of a street, such garages must be set back from the front façade of the dwelling by a minimum of one foot, and have a maximum of one garage door up to 10 foot wide.

- h. Storage of items within a garage that precludes the use of vehicle parking is prohibited.
- i. Head-in surface parking areas for more than two cars shall be:
 - i. prohibited in the front yard setback area;
 - ii screened from public streets and adjacent residential uses by landscaping or architectural screening.

10. Storage.

- a. Intent. Every household has storage needs for items such as bicycles, camping gear, hand tools, snow tires, suit cases and the like. When there is inadequate space, these items move to the porch or the garage.
- b. Every dwelling shall have a minimum of 40 square feet of covered storage space outside the heated living area. This space may be located in a garage if it does not preclude vehicle parking, or in a storage shed.

11. Refuse & Recycling.

- a. Intent. Garbage and recycling is a necessary element in residential living. Storage of these containers shall be located so their visual and odorous impact on adjacent properties is minimized.
- b. Refuse and recycling containers shall be screened from view by landscaping or architectural screening, and shall not be located in the front setback area, or where smells may be offensive to adjacent properties.

12. Fences.

- a. Intent. Fences can define and express personal space, and add to the quality of public space; but fences can also be offensive barriers.
- b. Fence height requirements:
 - i. Front yard: maximum 36 inch; 24 inch recommended;
 - ii. Side yard: maximum 36 inches from property line to face of dwelling, and maximum 72 inches behind the face of dwelling;
 - iii. Rear yard: maximum 72 inches

13. Pedestrian Network.

- a. Intent. The quality of life in residential neighborhoods is often reported to be high where there is a network of walkable pedestrian ways.
- b. Pocket Neighborhood Community Developments shall provide a network of pedestrian pathways, including sidewalks along at least one side of streets, mid-block walkways, and shared local streets and access alleyways. Connections to the wider neighborhood shall be made where appropriate and allowed. All such pathways shall be accessible by the general public, except that walkways into and through the Pocket Neighborhood clusters may be limited to residents and their guests.

14. Maintenance.

- a. The applicant shall prove to the City, based upon review by the City Solicitor's Office, that there will be a suitable legally-binding system in place, such as homeowner association agreements, to ensure proper maintenance and funding of shared facilities, such as shared parking areas, common open spaces, alleys and other improvements.

F. Administrative

The Planning Director may approve other methods provided the intent of this section is met.

¹ Live/work provisions

1. The commercial component of live/work units are intended for use by the following occupations: accountants; architects; artists and artisans; attorneys, computer software and multimedia related professionals; consultants; engineers; fashion, graphic, interior and other designers; hair stylists; home-based office workers, insurance, real estate and travel agents; one-on-one instructors; photographers, and similar occupations;
2. In addition to the permitted uses above, the planning director may authorize other uses using reasonable discretion, as long as such other uses are not otherwise precluded by law;
3. The residential and the commercial space must be occupied by the same tenant, and no portion of the live/work unit may be rented or sold separately;
4. Residential areas are permitted above the commercial component, to the side or in back of the business component;
5. The residential component as designated on the floor plan approved through the special development permit shall remain residential and cannot be converted to commercial use;
6. The commercial component shall be restricted to the unit and shall not be conducted in the yard, garage or any accessory structure;
7. The commercial component shall not detract from, or otherwise be a nuisance to, the residential character or appearance of the dwelling units;
8. Signage intended to promote on-site commercial uses shall be restricted to two square foot signs permanently affixed to door or wall of the business component;
9. Access to the commercial component of each live/work unit shall be clearly separate from the common walkways or entrances to the other residential units within the development;
10. The commercial use shall not generate vehicular traffic, in excess of normal residential traffic, which will interfere with residential traffic circulation or shall not cause more than three vehicles including vehicles used by customers, vendors, or delivery services to visit the premises per day;
11. No more than one employee (excluding residents of the dwelling unit) shall work or report to work on the premises;
12. The commercial use shall not generate external noise, odor, glare, vibration or electrical interference detectable to the normal sensory perception by adjacent neighbors;
13. No explosive, toxic, combustible or flammable materials in excess of what would be allowed incidental to normal residential use shall be stored or used on the premises.

Example 1



Example 2



Example 3



Example 4



Reunion Homes^(/)

RESIDENTIAL (/) NEIGHBORHOODS (/NEIGHBORHOODS.HTML) COMMERCIAL (/COMMERCIAL.HTML)



So why a pocket neighborhood? A pocket neighborhood such as the McLish Cottages is a desirable, infill redevelopment alternative to the standard 6,000 SF lots that are required through the City of Ardmore Unified Development Code. The McLish Cottages pocket neighborhood offers much larger than 6,000 SF of space for your home, lawn, garage, etc.--but it's allocated differently. In this pocket neighborhood, each home sits on roughly a 4,500 SF lot and shares the commons green, which covers 1/3 of the two acres. It's the best of both worlds: A single family home with yard, porches, and privacy... and a park to share with your neighbors!

The site plan below shows that by opting not to build the pocket neighborhood through the Planned Unit Development, we can work within the Unified Development Code for major subdivisions, and build eight single family homes with garages on H Street and McLish Avenue. And we waste 21,176 of unusable residential space in the heart of our community. No one can live

there, through the UDC, because it's on an alley. And no one will take care of it because they don't own it. We don't want to do that. We rather to build something that our neighbors and citizens will be proud to live in and around.

The City of Ardmore Unified Development Code allows for this today:

By considering the highest and best use of the land, we can house more people and create a more usable landscape. And we create more off street parking!



McLish Cottages: Single Family Homes in Southwest Ardmore



Reserve your home now in this unique pocket neighborhood in Southwest Ardmore! Downtown Ardmore is experiencing a steady rebirth of vibrant shops, fantastic restaurants, and unique watering holes. It's only natural that we want to live near the action!

The McLish Cottages concept is a 2-acre redevelopment of an abandoned 1-acre estate lot on McLish Avenue SW, the home next door - a 1930's home with a beautiful, but underutilized and fragmented lawn, a 1920's brick duplex with private parking, and a large corner lot on the corner of McLish and "I" SW.

There's a national trend taking hold, and we've not met a soul who doesn't agree:

commuting isn't all its cracked up to be

they're not making any more land

neighbors aren't that bad after all

Two years ago, when Amy still ordered books on Amazon, she found her long lost soul in [Pocket Neighborhoods](#), by Ross Chapin. Adorable houses, inviting front porches, green grass, tall trees, kids playing kickball, dads on the grill, and moms walking from one family's kitchen to the next. Heaven on Earth! Or Mayberry. Or Ardmore, Oklahoma. A blend of the fence-free freedom she grew up with in Dickson with a handful of country kids...and the blocks of neighbors she always wanted, the ones like her friends who lived near Lincoln Elementary experienced.

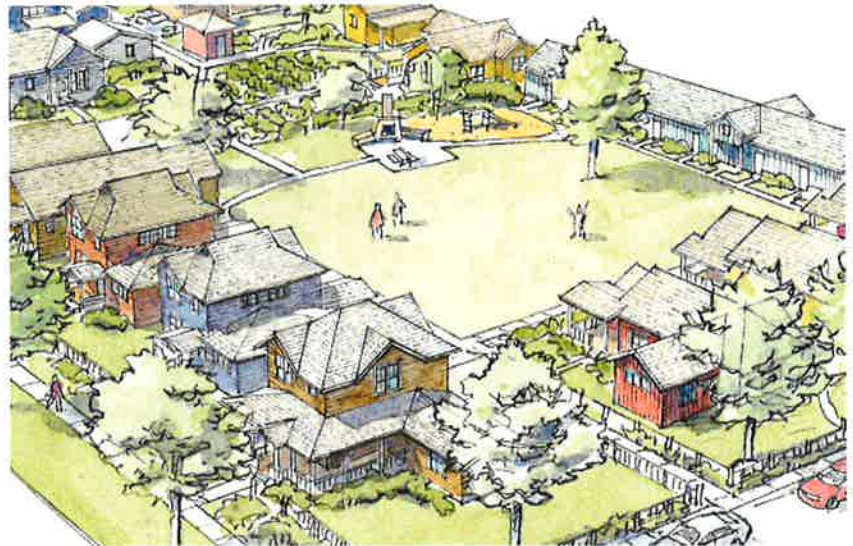
If you'd like to smile, check out Pocket Neighborhoods website. You'll see why we fell hook, line, and sinker for Ross Chapin. Ross is designing our concept for McLish Cottages, and will also design most of the homes there.

AARP Magazine, which has the world's highest readership, recognized the pocket neighborhood trend in 2012. You can read the article [here](#),

USA Today recognizes the porch problem in this [article](#).

Take a look at the concept for McLish Cottages, which include:

- standard UDC lot dimensions, positioned efficiently
- front yards with porches
- private back yards with porches
- nested house concept, meaning you have a spacious side yard instead of two tiny side yards
- covered, off-street parking
- common lawn space
- landscaping
- barbecue terrace
- tornado shelter
- tool shed





Joel Wisian
580.222.5222
email: jwisian@gmail.com

Amy Wisian
580.222.5221
email: amywisian@gmail.com

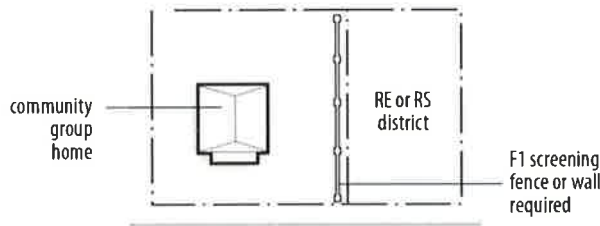


ing this special exception, the board of adjustment must specifically consider the following factors:

1. Traffic and parking congestion given the capacity of nearby streets;
2. The likelihood that any other applicable group home use will impact traffic and parking congestion;
3. Traffic hazards;
4. Availability of off-street parking;
5. Availability of public transit and the likelihood of its use;
6. Feasibility of traffic mitigation measures; and
7. Impacts on public utilities, including water and sanitary sewer capacities.

40.100-E When a community group home is located on a lot abutting an RE- or RS-zoned lot, a screening wall or fence must be provided along the common lot line in accordance with the F1 screening fence or wall standards of [§65.060-C2](#).

Figure 40-4: Screening of Community Group Home Abutting RE or RS District



Section 40.110 Cottage House Developments

Cottage house developments are subject to the lot and building regulations that apply to detached houses in the subject zoning district, except as expressly modified by the cottage house development regulations of this section.

40.110-A Purpose

The cottage house development regulations of this zoning code are intended to provide opportunities for individual ownership of small houses oriented around a courtyard or common open area.

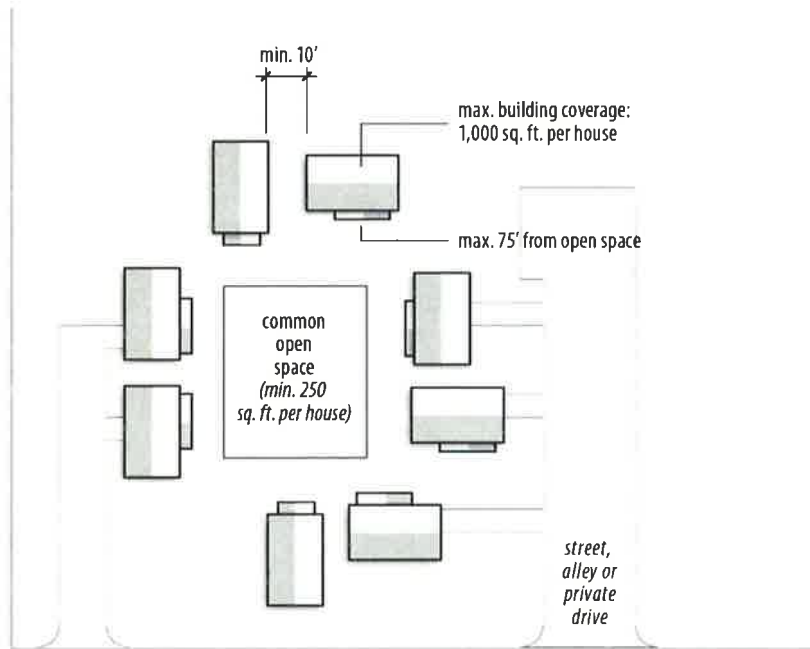
40.110-B Development Size

Cottage house developments must contain at least 4 and no more than 10 houses arranged around at least 2 sides of a courtyard or common open space.

40.110-C Orientation of Cottage Houses

1. Cottage houses must be oriented to, and have a main entry onto a courtyard or common open space area that is accessible by all residents in the cottage house development, provided that cottage houses on lots abutting minor streets must have their front building elevation facing the street, including a building entrance, with a second entrance facing a courtyard or common open space area.
2. Required courtyards and common open space areas must have cottage houses abutting on at least 2 sides.
3. All cottage houses must be located within 75 feet walking distance of a required courtyard or common open space area.

Figure 40-5: Cottage House Developments



40.110-D Open Space

A unified, contiguous courtyard or common open space must be provided as the focal point of the cottage house development. The courtyard or common open space area must contain at least 250 square feet of common open space per cottage house.

40.110-E Building Setbacks and Separation

All buildings within a cottage house development must comply with the minimum building setbacks that apply to detached houses in the subject zoning district, except that no building setback is required from an alley. Buildings within a cottage house development must be separated by a minimum distance of 10 feet.

40.110-F Building Coverage

Individual cottage houses are subject to a maximum first floor area of 1,000 square feet. Attached garages are counted in the calculation of first floor area, but covered porches and detached accessory buildings are not counted.

40.110-G Vehicular Access and Parking

1. Vehicular access to parking areas serving cottage houses within the development may come from the street, an alley or a private drive.
2. Required parking may be provided on each cottage house lot or in a shared parking area located within commonly owned space or in a combination of the two. Common parking areas containing 4 or more spaces must be screened from view of abutting R-zoned lots in accordance with the F1 screening fence or wall standards of [§65.060-C2](#). Parking may not be located in street yards or in the required courtyard or common open space area.

40.110-H Platting

A cottage house development is permitted only if a subdivision plat incorporating the provisions and requirements of this section ([Section 40.110](#)) is approved in accordance

with the subdivision regulations and filed of record in the office of the county clerk of the county in which the property is located.

Section 40.120 Day Cares

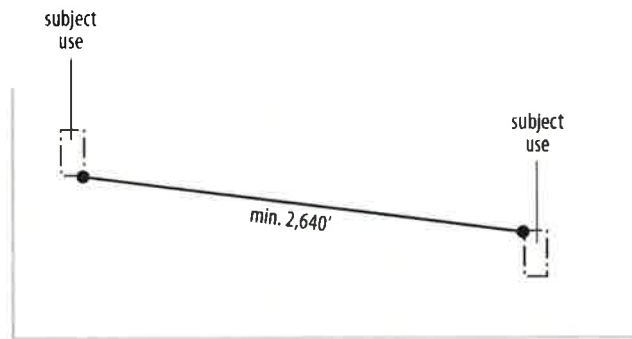
Day camps require a minimum lot area of one acre in AG, RE and RS zoning districts. See also the (accessory use) family child care home regulations of [Section 45.070](#).

Section 40.130 Dispersal Standards for Specified Land Uses

40.130-A The supplemental use regulations of this section apply to all detention and correctional facilities, emergency and protective shelters, homeless centers, residential treatment centers and transitional living center uses.

40.130-B To avoid over-concentration, all detention and correctional facilities, emergency and protective shelters, homeless centers, residential treatment centers and transitional living center uses must be separated from one another by a minimum distance of 2,640 feet, as measured in a straight line from the nearest point on the lot line of the property occupied by one of these uses to the nearest point on a lot line of the other property occupied by one of the subject uses (see [Figure 40-6](#)). The separation distance requirements of this subsection may be reduced if approved through the special exception approval process.

Figure 40-6: Dispersal Standards Measurement



Section 40.140 Fraternal Organizations

Fraternal organizations require a minimum lot area of one acre in AG, RE and RS zoning districts.

Section 40.150 Funeral Homes

Funeral homes may be approved as a special exception in any cemetery with a land area of 10 acres or more, provided that special exception approval is not required for a funeral home use if the use is permitted as of right in the subject zoning district.

Section 40.160 Group Living Uses

Whenever any group living use is located on a lot abutting an RE- or RS- zoned lot, a screening wall or fence must be provided along the common lot line in accordance with the F1 screening fence or wall standards of [§65.060-C2](#).

Section 40.170 Hotel or Motel

Whenever a hotel or motel use is located on a lot abutting an R-zoned lot, a screening wall or fence must be provided along the common lot line in accordance with the F1 screening fence or wall standards of [§65.060-C2](#).

Topic:	Clustering & Cluster Development
Resource Type:	Regulations
State:	Oklahoma
Jurisdiction Type:	Municipal
Municipality:	City of Oklahoma City
Year (<i>adopted, written, etc.</i>):	1981
Community Type – applicable to:	Urban; Suburban
Title:	Oklahoma City Cluster Housing Regulations
Document Last Updated in Database:	March 2, 2016

Abstract

This ordinance is a subsection zoning ordinance regulating Planned Unit Development. Cluster zoning allows for a higher density of housing units to be developed in a given area to protect more contiguous open space in another section of the development. The overall density of housing units cannot exceed the limits for the zoning class the development sits in.

Resource

§ 59-5300. Cluster housing regulations.

5300.1. Cluster Housing Defined. Cluster housing is a form of planned development whereby residential units are grouped or bunched together through a density transfer in order to provide an improved design, more efficient construction techniques, community green or open space, shared parking or access, and other amenities that might not be obtainable through conventional development.

5300.2. Purpose and Intent. The purpose of this section is to provide a mechanism that permits more flexible housing development and design within residentially zoned property and within zoning districts that permit residential uses. The intent of this regulation is to allow deviations from the development regulations of a zoning district without increasing the overall permitted density to provide the owner/applicant with a variety of housing types and design alternatives. It is also the intent of this regulation to encourage construction of infill housing by providing for more innovative methods of housing design and construction.

5300.3. General Provisions. When utilized, these cluster housing regulations shall be permitted to modify the provisions of the zoning district regulations applicable to the subject parcel. Cluster housing shall be authorized in either of the three following situations:

A. Use Permitted by Administrative Review. The following types of cluster housing development proposals may be authorized by the Director upon application and administrative review of all requirements of these regulations:

(1) All proposed cluster housing development in the R-4, O-2, C-3 and C-4 zoning districts.

B. Use Permitted Through Creation of an Overlay Zoning District:

(1) In the R-2 and R-3 zoning districts, the City Council of The City may designate areas, tracts, or sites for cluster housing development by creation of an overlay zoning district through amendment of the Official Zoning Districts Map.

(2) Application, public hearing, review, and approval procedures shall be conducted in the same manner prescribed in this chapter for a change on the Official Zoning Districts Map of the zoning district classification of a parcel, subject to the additional requirements contained in this section.

(3) Areas, tracts, or sites approved through the rezoning process for cluster housing shall be identified on the Official Zoning Districts Map by the suffix "CH" which shall follow the underlying zoning district classification. For example, a parcel in the R-2 district which has been approved for a cluster housing project shall be designated R-2-CH, and the development of said property shall be subject to the provisions of this section and to the approved site plan.

C. Development and Sale of Individual Dwelling Units in Multiple-Unit Structures Permitted. These cluster housing regulations shall permit the sale of individual dwelling units which are attached by a party wall to one or more similar dwelling units which are part of a larger structure constructed in conformance with the use and development regulations of this chapter, provided:

(1) The original parcel to be subdivided will have an identifiable lot and is part of an approved subdivision plat which has been filed of record.

(2) The original parcel being subdivided conforms to all development regulations of the zoning district in which it is located.

(3) The individual parcels being created have a size no smaller than the minimum density requirement for a dwelling unit in the applicable zoning district. If individual parcel size is

to be smaller for purposes of creating common open space an application for cluster housing review shall be required in accordance with other provisions in these regulations.

(4) Each dwelling unit shall have individual utility connections.

(5) The subdivision approval for each parcel shall be conducted by either of the following methods:

(a) The subdivision plat to be approved and filed of record shall show proposed property lines for each parcel to be created; or

(b) Where a plat has been approved without said property lines, administrative deed approval may be granted regardless of the number of parcels being granted.

5300.4. Cluster Housing Application Requirements.

A. Administrative Review. Application for administrative review of a cluster housing development, as permitted in the zoning districts specified herein, shall be accompanied by the payment of the required fee and submission of the following information:

(1) A site plan drawn to scale containing:

(a) All proposed structures, including walls and fences, as they will be located on the parcel;

(b) Location of all proposed driveways, sidewalks, and utility easements;

(c) A detailed landscaping and open space plan including a statement covering the method of continuing future maintenance.

(2) Drawings of the building elevations as seen from the street and all abutting properties.

(3) Supporting information, including but not necessarily limited to:

(a) Location of all existing driveways and sidewalks.

(b) Location and yard areas of all structures not in the development area which are abutting on the side and on the rear.

(c) Calculation of total density.

(d) A description of all interior yard areas proposed to be modified.

B. Public Hearing Review. Application for public hearing review of a cluster housing development, as permitted in the zoning districts specified herein, shall be accompanied by the payment of the required fee and submission of the following information:

(1) All items required under Subsection A. above;

(2) A list of all property owners within 300 feet of the parcel in conformance with the regular provisions of this chapter for an application for rezoning.

C. Establishment of Underlying Zoning. Where the underlying zoning must be changed in order to establish a district that would permit a cluster housing development, the application of rezoning and the cluster housing application may be filed and heard concurrently.

5300.5. Cluster Housing Review Guidelines. Administrative or public body review and approval of a cluster housing development should be based on a minimum of the following elements:

A. General Standards:

(1) The proposal conforms to the spirit, intent and guidelines of the Comprehensive Plan.

(2) The proposed density conforms to the underlying zoning district.

(3) The development design is at a scale that will keep the development in harmony with existing or proposed development in the area.

(4) Access, parking, and provisions of open space, sidewalks, and other amenities are adequate to guarantee a development that will be more of a contributor to the stability of a neighborhood than a conventional development.

B. Specific Standards:

(1) Uses Permitted. A cluster housing development shall be subject to the district use regulations of the zoning district in which it is located.

(2) Development Regulations:

(a) Intensity of Use. The permitted residential density shall not exceed a maximum number of dwelling units computed as follows:

Maximum number of permitted dwelling units = Gross area of residential property located within the zoning district divided by minimum land area per dwelling unit permitted in the applicable district.

(b) Minimum Lot Size Requirements:

1. R-4, O-2, C-3, and C-4 Districts: See minimum lot size and intensity of use requirements in the individual zoning district.

2. R-2 District: To be eligible for a cluster housing development in the R-2 zoning district, a parcel shall conform to the following standards:

(i) Minimum lot size:

1 unit structures--5,000 square feet per structure

2 units--6,000 square feet

3 or 4 units--12,000 square feet

5 or 6 units--18,000 square feet

7 or more units--21,000 square feet plus an additional 3,000 square feet of lot area for each dwelling unit.

(ii) Maximum number of units per structure. A cluster housing design in the R-2 zoning district shall provide for a maximum of six units attached by a common wall, roof, or other structural element. Where the intensity of use regulations in (i) above permit it, multiple groupings of structures containing six or less units should be permitted.

(c) R-3 District. To be eligible for a cluster housing development in the R-3 zoning district, a parcel shall conform to the following minimum standards:

(i) Minimum lot size:

1 unit structures--5,000 square feet per structure

2 units--5,000 square feet

3 or 4 units--7,000 square feet

5 or 6 units--10,500 square feet

7 or more units--12,250 square feet plus an additional 1,750 square feet of lot area for each dwelling unit.

(ii) Maximum number of units per structure. A cluster housing design in the R-3 zoning district shall provide for a maximum of eight units attached by a common wall, roof, or other structural element. Where the intensity of use regulations in (i) above permit, multiple groupings of structures containing eight or less units should be permitted.

(d) Yard Requirements:

1. Front Yard Setback: 25 feet for that part of a development abutting a street; provided that a 20-foot front yard shall be permitted in new residential areas where there is no existing platted 25-foot building line or where there is no greater setback established by existing construction in same frontage of the block.

2. Side Yard Abutting Adjacent Property: Five feet.

3. Side Yard Abutting a Street: 15 feet.

4. Rear Yard Abutting Adjacent Property: Ten feet.

5. Rear Yard Abutting Street with Access to Street: Same as front yard requirement.

6. Minimum Separation Between Buildings: Ten feet.

(e) Building Heights. Cluster housing shall not exceed the height provisions permitted under the development regulations of the zoning district in which the site is located.

C. Common Ownership. Where property within a cluster housing development is to be held in common ownership, such development shall comply with provision in Subsection 5300.6 below.

D. Accessory Buildings. Accessory buildings shall be subject to the regulations of the zoning district in which the parcel is located.

E. Parking, Loading and Access. Cluster housing development shall comply with all applicable provisions of the parking, loading and access regulations; provided further that each cluster dwelling unit shall be required to provide a minimum of two off-street parking spaces per unit. Garages may be included in the calculation of this requirement where there is a group facility, where there is a common driveway access for more than one unit, and where sidewalks or pathways are provided for pedestrian access on the perimeter of the development.

5300.6. Common Open Space and Common Improvement Regulations. A property owners' association shall be created if other satisfactory arrangements have not been made for improving, operating, and maintaining common facilities, including private streets, drives, services and parking areas; private recreation and open space areas; and any accessory structures designed for joint use.

(Ord. No. 16333, 8-11-81; Ord. No. 16422, § 1, 10-20-81; Ord. No. 16423, § 2, 10-20-81)

Council Chambers
Municipal Building
December 26, 2017

The McAlester Airport Authority met in Regular session on Tuesday December 26, 2017, at 6:00 P.M. after proper notice and agenda was posted December 21, 2017.

Present: Buddy Garvin, Cully Stevens, Jason Barnett, Travis Read, Weldon Smith, Robert Karr & John Browne
Absent: None
Presiding John Browne, Chairman

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

- Approval of the Minutes from the December 12, 2017, Regular Meeting of the McAlester Airport Authority. (*Cora Middleton, City Clerk*)
- Confirm action taken on City Council Agenda Item B, regarding claims ending December 19, 2017. (*Toni Ervin, Chief Financial Officer*) in the amount of \$ 859.88.
- Confirm action taken on City Council Agenda Item 3, acceptance of the annual City of McAlester Audited Financial Statements and Independent Auditor's Report for Fiscal Year ending June 30, 2017. (*Toni Ervin, Chief Financial Officer*)

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

AYE: Trustees Garvin, Stevens, Karr, Smith, Barnett, Read & Chairman Browne
NAY: None

Chairman Browne declared the motion carried.

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

AYE: Trustees Smith, Barnett, Stevens, Karr, Garvin, Read & Chairman Browne
NAY: None

Chairman Browne declared the motion carried.

John Browne, Chairman

ATTEST:

Cora Middleton, Secretary

Council Chambers
Municipal Building
December 26, 2017

The McAlester Public Works Authority met in Regular session on Tuesday December 26, 2017, at 6:00 P.M. after proper notice and agenda was posted December 21, 2017.

Present: Jason Barnett, Cully Stevens, Buddy Garvin, Weldon Smith, Travis Read & Robert Karr, & John Browne
Absent: None
Presiding: John Browne, Chairman

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

- Approval of the Minutes from the December 12, 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 December 19, 2017. (*Toni Ervin, Chief Financial Officer*) in the amount of \$ 467,462.57.
- Confirm action taken on City Council Agenda Item 3, acceptance of the annual City of McAlester Audited Financial Statements and Independent Auditor's Report for Fiscal Year ending June 30, 2017. (*Toni Ervin, Chief Financial Officer*)

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

AYE: Garvin, Barnett, Stevens, Karr, Smith, Read & Chairman Browne.
NAY: None

Chairman Browne declared the motion carried.

There being no further business to come before the Authority. Mr. Smith 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 Garvin, Stevens, Barnett, Karr, Smith, Read & Chairman Browne.
NAY: None

Chairman Browne declared the motion carried.

ATTEST:

John Browne, Chairman

Cora Middleton, Secretary