



McAlester City Council

NOTICE OF MEETING

Regular Meeting Agenda

Tuesday, March 13, 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

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 February 13, 2018, Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- B. Approval of Claims for February 21, 2018 through March 6, 2018. *(Toni Ervin, Chief Financial Officer)*
- C. Concur with the Mayor's appointment of Ira Brinlee to the Pittsburg County Regional Expo Authority Board for a term to expire on June 30, 2020. *(John Browne, Mayor)*
- D. Consider and act upon, authorizing the Mayor to sign an Annual Engagement Letter with Crawford & Associates, P.C. for consultant services for the period of July 1, 2018 through June 30, 2019. *(Toni Ervin, Chief Financial Officer)*
- E. Consider and act upon, authorizing the Mayor to sign the attached "Outlay Report and Request for Reimbursement for Construction Programs" for Project 3-40-0057-015-2017 "Rehabilitate Runway 2/20 and Connecting Taxiways (Design Only)". *(David Horinek, Public Works Director)*
- F. Consider and act upon, approval of a Resolution to extend the term of the Cable Television Permit with Vyve Broadband A, LLC. *(Joe Ervin, City Attorney)*
- G. Consider and act upon, authorization for the Mayor to sign the application for Voya Annuity Company for administration and investment of employee matching funds for our 457(b) plan. *(Toni Ervin, Chief Financial Officer)*

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.

**AN ORDINANCE OF THE CITY OF MCALESTER, OKLAHOMA;
AMENDING MCALESTER CITY CODE CHAPTER 62, LAND
DEVELOPMENT, PLANNING, ZONING AND SUBDIVISIONS,
ARTICLE IV, DIVISION 2, SECTION 62-256, R-1B SINGLE-FAMILY**

RESIDENTIAL DISTRICT, SECTION 62-258, R-2 TWO-FAMILY DWELLING (DUPLEX) DISTRICT, AND SECTION 62-259, R-3 MULTIPLE-FAMILY DWELLING DISTRICT; REPEALING ALL CONFLICTING ORDINANCES, AND PROVIDING FOR SEVERABILITY.

AN ORDINANCE AMENDING CHAPTER 22, BUSINESSES, OF THE McALESTER CITY CODE, CREATING ARTICLE VIII, MOBILE FOOD VENDORS; AMENDING CHAPTER 48, FEES, CHARGES AND SERVICE RATES, CREATING ARTICLE VIII, MOBILE FOOD VENDORS; REPEALING ALL CONFLICTING ORDINANCES, AND PROVIDING FOR SEVERABILITY.

SCHEDULED BUSINESS

1. Discussion and update on water project and concerns. *(Dalton Carlton, Utility Maintenance, Walt Herring, Inframark, Robert Vaughan, Infrastructure Solutions Group)*

Executive Summary
Discussion.

2. Consider and act upon, an ordinance amending McAlester City Code Chapter 62, Land Development, Planning, Zoning and Subdivisions, Article IV, Division 2, Section 62-256, R-1B Single-family residential district, Section 62-258, R-2 Two-family dwelling (duplex) district, and Section 62-259, R-3 Multiple-family dwelling district; repealing all conflicting ordinances, and providing for severability. *(Jayme Clifton, Community and Economic Development Director)*

Executive Summary

Motion to act upon and approve the above ordinance amending McAlester City Code Chapter 62, Land Development, Planning, Zoning and Subdivisions, Article IV, Division 2, Section 62-256, R-1B Single-family residential district, Section 62-258, R-2 Two-family dwelling (duplex) district, and Section 62-259, R-3 Multiple-family dwelling district; repealing all conflicting ordinances, and providing for severability, and authorizing the Mayor to sign the ordinance.

3. Consider and act upon, an ordinance amending Chapter 22, Businesses, of the McAlester City Code by creating Article VIII, Mobile Food Vendors; amending Chapter 48, Fees, Charges and Service Rates, creating Article VIII, Mobile Food Vendors; repealing all conflicting ordinances, and providing for severability. *(Jayme Clifton, Community and Economic Development Director)*

Executive Summary

Motion to act upon and approve the above ordinance amending Chapter 22, Businesses, of the McAlester City Code by creating Article VIII, Mobile Food Vendors; amending Chapter 48, Fees, Charges and Service Rates, by creating Article VIII, Mobile Food Vendors, repealing all conflicting ordinances, providing for severability, and authorizing the Mayor to sign the ordinance.

4. Consider and act upon, authorizing the Mayor to sign Change Order # 1 from KATCON Inc., in the amount of \$1,424.05 for the addition of removing and replacing failed and heaved pavement at two locations adjacent to the Cardinal Lane Curb and Gutter Improvements project. The failures were noticed as repair work began. The first location is at 2009 Cardinal Lane and the second location is at 2001 Cardinal Lane. *(Robert Vaughan, Infrastructure Solutions Group)*

Executive Summary

The recommendation is to authorize the Mayor to sign Change Order # 1 from KATCON Inc., in the amount of \$1,424.05 for the addition of removing and replacing failed and heaved pavement at two locations adjacent to the Cardinal Lane Curb and Gutter Improvements project. The failures were noticed as repair work began. The first location is at 2009 Cardinal Lane and the second location is at 2001 Cardinal Lane.

5. Submission, and Presentation of the 5-Year Capital Improvements Plan for FY 2018/19-2022/23. *(Peter Stasiak, City Manager)*

Executive Summary

Presentation.

6. Consider and act upon, to accept the resignation of Councilman Weldon Smith as Chairman of the McAlester Southside Area Reinvestment Review Committee and to confirm the Mayor's appointment as replacement to the Chairperson.

Executive Summary

Confirm the Mayor's appointment as Chairperson of the Southside Area Reinvestment Review Committee.

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 February 27, 2018, Regular Meeting of the McAlester Airport Authority. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item B, regarding claims ending March 6, 2018. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item D, authorization for the Mayor to sign an Annual Engagement Letter with Crawford & Associates, P.C. for consultant services for the period of July 1, 2018 through June 30, 2019. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item E, authorization for the Mayor to sign the attached "Outlay Report and Request for Reimbursement for Construction Programs" for Project 3-40-0057-015-2017 "Rehabilitate Runway 2/20 and Connecting Taxiways (Design Only)". *(David Horinek, Public Works Director)*
- Confirm action taken on City Council Agenda Item G, authorization for the Mayor to sign the application for Voya Annuity Company for administration and investment of employee matching funds for our 457(b) plan. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item 5, the submission and presentation of the 5-Year Capital Improvements Plan for FY 2018/19-2022/23. *(Peter Stasiak, City Manager)*

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CONVENE AS McALESTER PUBLIC WORKS AUTHORITY

Majority of a Quorum required for approval

- Approval of the Minutes from the February 27, 2018, Regular Meeting of the McAlester Public Works Authority. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item B, regarding claims ending March 6, 2018. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item D, authorization for the Mayor to sign an Annual Engagement Letter with Crawford & Associates, P.C. for consultant services for the period of July 1, 2018 through June 30, 2019. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item G, authorization for the Mayor to sign the application for Voya Annuity Company for administration and investment of employee matching funds for our 457(b) plan. *(Toni Ervin, Chief Financial Officer)*

- Confirm action taken on City Council Agenda Item 4, authorization for the Mayor to sign Change Order # 1 from KATCON Inc., in the amount of \$1,424.05 for the addition of removing and replacing failed and heaved pavement at two locations adjacent to the Cardinal Lane Curb and Gutter Improvements project. The failures were noticed as repair work began. The first location is at 2009 Cardinal Lane and the second location is at 2001 Cardinal Lane. *(Robert Vaughan, Infrastructure Solutions Group)*
- Confirm action taken on City Council Agenda Item 5, the submission and presentation of the 5-Year Capital Improvements Plan for FY 2018/19-2022/23. *(Peter Stasiak, City Manager)*

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RECONVENE COUNCIL MEETING

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, February 13, 2018, at 6:00 P.M. after proper notice and agenda was posted, February 12, 2018 at 3:00 A.M.

Call to Order

Mayor Browne called the meeting to order.

Councilman Garvin 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 & John Browne
Absent: Jason Barnett
Presiding: John Browne, Mayor

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

Recognition and Awards

Mayor Browne presented Kelly Jo London as January Employee of the Month. Ms. London received a Certificate of Appreciation and a personal planner.

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 citizens' comments.

Consent Agenda

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

- A. Approval of the Minutes from the December 26, 2017, Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- B. Approval of the Minutes from the January 9, 2018, Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*

- C. Approval of Claims for January 17, 2018 through February 6, 2018. *(Toni Ervin, Chief Financial Officer)* General Fund - \$133,547.28; Nutrition - \$2,868.27; Tourism Fund - \$8,857.28; SE Expo Center - \$12,839.59; E-911 - \$16,226.73; Economic Development - \$14,283.70; CDBG Grants Fund - \$42,152.31; Fleet Maintenance - \$13,728.19; Worker's Compensation - \$941.68; CIP Fund - \$52,981.78; Technology Fund - \$29,692.31 and Stormwater Fund - \$3,284.13.
- D. Accept and place on file the Pride in McAlester Second Quarter Performance Report for FY 2017-2018. *(Stephanie Giacomo, Executive Director)*
- E. Concur with the Mayor's appointment of Dr. Raymond Dixon to replace Dr. Leroy Milton on the Hospital Board for a term to expire on February 28, 2024. *(John Browne, Mayor)*
- F. Consider and act upon, a request from Savanna High School, to partner with them for the rental fee for the use of the McAlester Expo Center for the ACT testing for students, set for February 23rd, 2018 & April 3rd, 2018 in the amount of \$250.00. *(Billy Sumner, Expo Manager)*

Councilman Smith requested that item "E" be removed for individual consideration.

A motion to approve Consent Agenda items "A through D and F" was made by Councilman Read and seconded by Councilman Stevens. There was no discussion, and the vote was taken as follows:

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

NAY: None

Mayor Browne declared the motion carried.

Items Removed from Consent Agenda

- E. Concur with the Mayor's appointment of Dr. Raymond Dixon to replace Dr. Leroy Milton on the Hospital Board for a term to expire on February 28, 2024. *(John Browne, Mayor)*

Councilman Smith commented that he felt this item should have a separate vote since it was connected to the Hospital.

There was no further discussion and a motion to approve Consent Agenda item "E" was made by Councilman Read. The motion was seconded by Councilman Stevens, and the vote was taken as follows:

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

NAY: None

ABSTAIN: Councilman Smith (counted as a no vote)

Mayor Browne declared the motion carried.

A motion to open a Public Hearing to address two (2) CDBG Grant projects and three (3) ordinances 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, Karr, Garvin, Stevens & Mayor Browne

NAY: None

Mayor Browne declared the motion carried and then Public Hearing was opened at 6:07 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.

A PUBLIC HEARING ON FY2015 CDBG GRANT; WATERLINE REPLACEMENTS PROJECT, FINAL PERFORMANCE REPORT. A PUBLIC HEARING ON CDBG 2015 WATERLINE REPLACEMENTS PROJECT, SHORT STONEWALL, COURT AVENUE, AND N. 14TH STREET AREAS.

A PUBLIC HEARING ON FY2016 CDBG GRANT; WATERLINE REPLACEMENTS PROJECT. A PUBLIC HEARING ON CDBG 2016 WATERLINE REPLACEMENTS PROJECT, CRISSLER AVENUE AND ALLEY SOUTH OF CARL ALBERT PARKWAY BETWEEN E STREET AND D STREET AREAS.

AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA, AMENDING ORDINANCE NO. 2604 WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2017-18; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND DECLARING AN EMERGENCY.

AN ORDINANCE AMENDING THE GENERAL ZONING ORDINANCE AND ACCOMPANYING MAP THERETO KNOWN AS GENERAL ZONING ORDINANCE No. 1843 (1989), BY CHANGING THE CLASSIFICATION OF THE ZONING DISTRICT FOR A TRACT OF LAND IN BLOCK 15, IN CONNALLY ADDITION, TO THE CITY OF McALESTER, PITTSBURG COUNTY, STATE OF OKLAHOMA, FROM I-2 HEAVY INDUSTRIAL DISTRICT TO C-5 HIGHWAY COMMERCIAL AND COMMERCIAL RECREATION DISTRICT.

AN ORDINANCE AMENDING THE GENERAL ZONING ORDINANCE AND ACCOMPANYING MAP THERETO KNOWN AS GENERAL ZONING ORDINANCE No. 1843 (1989), BY CHANGING THE CLASSIFICATION OF THE ZONING DISTRICT FOR A TRACT OF LAND IN LOT 9 IN TOWNSITE ADDITION No. 5 TO PITTSBURG COUNTY, STATE OF OKLAHOMA, FROM A-1 AGRICULTURAL DISTRICT TO C-5 HIGHWAY COMMERCIAL AND COMMERCIAL RECREATION DISTRICT.

There were no comments or inquiries made on the CDBG Grant projects or the proposed ordinances and a motion to close the Public Hearing was made by Councilman Read. The motion was seconded by Vice-Mayor Karr, and the vote was taken as follows:

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

NAY: None

Mayor Browne declared the motion carried and the Public Hearing was closed at 6:07 P.M.

Scheduled Business

1. Consider and act upon, authorizing the Mayor to sign the Contractor's Final Pay Estimate No. 3 and the close out documents for the contract with KATCON, Inc. for construction of the 2015 CDBG Water Improvements Phase III and accept the project as completed. *(Robert Vaughan, Infrastructure Solutions Group)*

Executive Summary

Motion to authorize the Mayor to sign the Contractor's Final Pay Estimate No. 3 of \$3,268.60 and the close-out documents for the construction of the 2015 CDBG Water Improvements Phase III located along Court Avenue and North 14th Street and accept the project as completed.

Robert Vaughan, P.E. Infrastructure Solutions Group, LLC Branch Manager addressed the Council explaining that the Contractor had completed all work on the 2015 CDBG Water Improvements Phase III project.

Councilman Smith moved to authorize the Mayor to sign the Contractor's Final Pay Estimate No. 3 of \$3,268.60 and the close-out documents for the construction of the 2015 CDBG Water Improvements Phase III located along Court Avenue and North 14th Street, and approve RESOLUTION NO. 18-03, accepting the project as completed. The motion was seconded by Vice-Mayor Karr. There was no further discussion, and the vote was taken as follows:

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

NAY: None

Mayor Browne declared the motion carried.

2. Consider and act upon, authorizing the Mayor to sign the Contractor's Final Pay Estimate No. 3 and the close out documents for the contract with KATCON, Inc. for construction of the 2016 CDBG Water Improvements and accept the project as completed. *(Robert Vaughan, Infrastructure Solutions Group)*

Executive Summary

Motion to authorize the Mayor to sign the Contractor's Final Pay Estimate No. 3 of \$31,948.71 and the close-out documents for the construction of the 2016 CDBG Water Improvements located along Crisler Avenue and the alley south of Carl Albert Parkway between "E" Street and "D" Street and accept the project as completed.

Robert Vaughan, P.E. Infrastructure Solutions Group, LLC addressed the Council explaining that the Contractor had completed all work on the 2016 CDBG Water Improvements project.

There was no further discussion, and a motion was made by Councilman Smith and seconded by Councilman Garvin to authorize the Mayor to sign the Contractor's Final Pay Estimate No. 3 of \$31,948.71 and the close-out documents for the construction of the 2016 CDBG Water Improvements located along Crisler Avenue and the alley south of Carl Albert Parkway between "E" Street and "D" Street and approve RESOLUTION NO. 18-04, accepting the project as completed.

The vote was taken as follows:

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

NAY: None

Mayor Browne declared the motion carried.

3. Consider and act upon, the final invoice from Millie Vance Inc. for administrative services on FY-2016 CDBG Waterline Replacements Project. (*Millie Vance, Millie Vance Inc.*)

Executive Summary

Motion to authorize payment on final invoice from Millie Vance Inc. for administrative services on FY-2016 CDBG Waterline Replacements Project.

Millie Vance addressed the Council stating that both the 2015 and the 2016 CDBG projects were completed and this was the final step in the process. She added that the City would be eligible to apply in July for the next CDBG grant.

A motion was made by Councilman Read and seconded by Councilman Smith to authorize the payment on the final invoice from Millie Vance, Inc. for administrative serviced on FY-2016 CDBG Waterline Replacements Project. There was no discussion, and the vote was taken as follows:

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

NAY: None

Mayor Browne declared the motion carried

4. Discussion by the Bureau of Land Management regarding the recent surface and subsurface mining activity. Representatives will be present to answer questions and provide explanations. (*John Browne, Mayor*)

Executive Summary

Discussion.

Robert Pawelak, Patrick Rich, Allen Holubec and April Crawley of the Bureau of Land Management addressed the Council concerning letters that had been received by citizens of the City of McAlester regarding surface mining for coal.

There was a brief discussion concerning the type of mining that could occur, where that mining would be allowed, how the Federal Government had acquired mineral rights to property and how any allowed mining could affect citizens.

There was no vote on this item.

5. Consider and act upon, an Ordinance amending Ordinance No. 2604 which established the budget for fiscal year 2017-2018; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. *(Toni Ervin, Acting City Manager)*

Executive Summary

Motion to approve the budget amendment ordinance.

CFO Ervin addressed the Council reviewing the exhibits of the fiscal year 2017/2018 Budget amendment. During this review CFO Ervin explained that the amendment would appropriate funds for partnerships, the Walkability study signs and installation project, part of the Streetscape design and the project at First Street and Choctaw Avenue. It would also appropriate additional funds for the Comprehensive Plan and Bullet Proof vests and mobile radios for Patrol.

ORDINANCE NO. 2617

AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA, AMENDING ORDINANCE NO. 2604 WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2017-18; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND DECLARING AN EMERGENCY.

A motion was made by Councilman Smith and seconded by Councilman Read to approve **ORDINANCE NO. 2617**, amending fiscal year 2017/2018 Budget. There was no discussion, and the vote was taken as follows:

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

NAY: None

Mayor Browne declared the motion carried.

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

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

NAY: None

Mayor Browne declared the motion carried.

6. Consider and act upon, an Ordinance amending the general zoning ordinance and accompanying map thereto known as General Zoning Ordinance No. 1843 (1989), by changing the classification of the zoning district for a Tract of Land in Block 15, in Connally Addition, to the City of McAlester, Pittsburg County, State of Oklahoma, from

I-2 Heavy Industrial District to C-5 Highway Commercial and Commercial Recreation District. *(Jayme Clifton, Community Development Director)*

Executive Summary

Motion to act upon and approve the above Ordinance changing the classification of the zoning district for the property identified in the Ordinance from I-2 Heavy Industrial District to C-5 Highway Commercial and Commercial Recreation District and authorizing the Mayor to sign the ordinance.

Director Clifton addressed the Council regarding the rezoning Ordinance. She stated that the Planning and Zoning Commission had voted seven (7) to zero (0) to recommend the applicant's request during their January 16, 2018 meeting. She added that this was property located on east Electric Avenue and the applicant wanted to make the property conforming to its' use.

ORDINANCE NO. 2618

AN ORDINANCE AMENDING THE GENERAL ZONING ORDINANCE AND ACCOMPANYING MAP THERETO KNOWN AS GENERAL ZONING ORDINANCE NO. 1843 (1989), BY CHANGING THE CLASSIFICATION OF THE ZONING DISTRICT FOR A TRACT OF LAND IN BLOCK 15, IN CONNALLY ADDITION, TO THE CITY OF MCALESTER, PITTSBURG COUNTY, STATE OF OKLAHOMA, FROM I-2 HEAVY INDUSTRIAL DISTRICT TO C-5 HIGHWAY COMMERCIAL AND COMMERCIAL RECREATION DISTRICT.

A motion was made by Councilman Stevens and seconded by Councilman Smith to approve **ORDINANCE NO. 2618**, changing the zoning of a tract of land in Block 15 from I-2 Heavy Industrial District to C-5 Highway Commercial and Commercial Recreation District. There was no further discussion, and the vote was taken as follows:

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

NAY: None

Mayor Browne declared the motion carried.

7. Consider and act upon, an Ordinance amending the general zoning ordinance and accompanying map thereto known as General Zoning Ordinance No. 1843 (1989), by changing the classification of the zoning district for a Tract of Land in Lot 9 in Townsite Addition No. 5 to Pittsburg County, State of Oklahoma, from A-1 Agricultural District to C-5 Highway Commercial and Commercial Recreation District. *(Jayme Clifton, Community Development Director)*

Executive Summary

Motion to act upon and approve the above Ordinance changing the classification of the zoning district for the property identified in the Ordinance from A-1 Agricultural District to C-5 Highway Commercial and Commercial Recreation District and authorizing the Mayor to sign the ordinance.

Director Clifton addressed the Council regarding the rezoning Ordinance. She stated that the Planning and Zoning Commission had voted seven (7) to zero (0), during its' January 16, 2018 meeting to recommend the applicant's request. She added that this was in the same area as the previous item.

ORDINANCE NO. 2619

AN ORDINANCE AMENDING THE GENERAL ZONING ORDINANCE AND ACCOMPANYING MAP THERETO KNOWN AS GENERAL ZONING ORDINANCE NO. 1843 (1989), BY CHANGING THE CLASSIFICATION OF THE ZONING DISTRICT FOR A TRACT OF LAND IN LOT 9 IN TOWNSITE ADDITION NO. 5 TO PITTSBURG COUNTY, STATE OF OKLAHOMA, FROM A-1 AGRICULTURAL DISTRICT TO C-5 HIGHWAY COMMERCIAL AND COMMERCIAL RECREATION DISTRICT.

Councilman Stevens moved to approve **ORDINANCE NO. 2619** changing the zoning of a tract of land in lot 9 in Townsite addition 5 from A-1 Agricultural District to C-5 Highway Commercial and Commercial Recreation District. The motion was seconded by Vice-Mayor Karr and the vote was taken as follows:

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

NAY: None

Mayor Browne declared the motion carried.

8. Consider and act upon, a resolution amending the City's Non-Uniform Pay Plan. *(Toni Ervin, Chief Financial Officer)*

Executive Summary

Staff recommends motion to approve a resolution amending the City's Non-Uniform Pay Plan.

CFO Ervin addressed the Council explaining that the Police and Fire pay scales had been negotiated in the past two (2) years to add steps to the top of their pay scales. She stated that this resolution would add six (6) steps to the top of each of the City's Non-Uniform pay grades. She added that this would also add pay grade 137 for the Assistant City Manager's position.

After discussion concerning the Assistant City Manager's position, when the position had been approved and the pay scale, a motion was made by Councilman Read and seconded by Councilman Garvin to approve RESOLUTION NO. 18-05, adding steps to the Non-Uniform pay grades 107 through 140 and excluding pay grade 137. There was no further discussion, and the vote was taken as follows:

AYE: Councilman Read, Garvin, Karr, Smith, 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.

CFO/Acting City Manager Ervin reported that the thirty inch (30") line at the Water Plant had been replaced and the pumps were working to fill the tanks. CFO/Acting City Manager Ervin informed the Council that during the night the Variable Speed Drivers had quit working but one was currently working with the other three (3) expected to be delivered Thursday. She added that Staff would most likely be coming back to Council for more repairs on the thirty inch (30") line.

Remarks and Inquiries by City Council

Councilman Stevens asked if the City had looked into what a new water plant would cost. He also commented on the excellent job that the employees do.

CFO Ervin stated that she thought they had and would get that information to him.

Councilman Garvin thanked the Police Department for patrolling the bypass.

Councilmen Smith, Read and Karr did not have any comments or inquiries for the evening.

Mayor's Comments and Committee Appointments

Mayor Browne commented that through the tremendous work that had been done by Eddie Gray, the Puterbaugh Foundation had given the City a grant of \$125,000.00 for the Streetscape Project. He also thanked the employees for the job they do.

Recess Council Meeting

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

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

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

NAY: None

Mayor Browne declared the motion carried and the meeting was recessed at 6:58 P.M.

Reconvene Council Meeting

The Regular Meeting was reconvened at 6:59 P.M.

A motion was made by Councilman Smith and seconded by Councilman Garvin to recess the Regular Meeting for an Executive Session in accordance with Title 25, Sec. 307 (B) (4) for

Confidential communications between a public body and its attorney concerning pending investigations, claims, or actions.

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

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

NAY: None

Mayor Browne declared the motion carried and the Regular Meeting was recessed at 6:59 P.M.

Executive Session

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

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

Return to Open Session

The Regular Meeting was reconvened at 7:48 P.M. Mayor Browne reported that the Council had recessed the Regular Meeting for an Executive Session in accordance with Title 25, Sec. 307 (B) (4) for Confidential communications between a public body and its attorney concerning pending investigations, claims, or actions. Only that matter was discussed, no action was taken, and the Council returned to open session at 7:48 P.M., and this constituted the Minutes of the Executive Session.

Adjournment

There being no further business to come before the Council, Councilman Smith moved for the meeting to be adjourned. The motion was seconded by Councilman Read.

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

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

NAY: None

Mayor Browne declared the motion carried, and the meeting was adjourned at 7:48 P.M.

ATTEST:

John Browne, Mayor

Cora Middleton, City Clerk

CLAIMS FROM

**February 21, 2018
Thru
March 6, 2018**

PACKET : 16271 16277 16288 16291 16300

VENDOR SET: Mult

FUND : 01 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1	MISC VENDOR					
	KEVIN AUSTIN	I-201803050672	01 -5432331	EMPLOYE TRAVE TRAVEL EXP-COUNSELING/EVAL	086628	147.15
01-A00026	AT & T LONG DISTANCE					
		I-201802210636	01 -5215315	TELEPHONE UTI PHONE UTIL-LONG DISTANCE	086583	49.21
01-A00154	PROPHET EQUITY II-B					
		I-PR11567056	01 -5865312	EQUIPMENT REN OFFIC RENTAL-STREETS	086631	318.87
01-A00200	ADAM TRUE VALUE & AG SU					
		I-326663	01 -5542203	REPAIRS & MAI REPAIR & MAINT ITEMS	086633	5.00
		I-327265	01 -5542203	REPAIRS & MAI REPAIR & MAINT ITEMS	086633	45.00
		I-327391	01 -5542203	REPAIRS & MAI REPAIR & MAINT ITEMS	086633	36.00
		I-339090	01 -5542203	REPAIRS & MAI REPAIR & MAINT ITEMS	086633	50.00
		I-339196	01 -5542203	REPAIRS & MAI REPAIR & MAINT ITEMS	086633	560.00
01-A00202	ADT SECURITY SERVICES					
		I-653201952	01 -5542308	CONTRACTED SE MO. SECURITY MONITORING	086634	46.79
01-A00267	AIRGAS, INC					
		I-9072744139	01 -5542203	REPAIRS & MAI BOTTLE RENTAL PARKS	086637	141.33
		I-9073140648	01 -5432202	OPERATING SUP EMS OXYGEN & SUPPLIES	086637	175.85
01-A00362	VYVE BROADBAND					
		I-201802210637	01 -5431328	INTERNET SERV INTERNET SVS-FIRE STATION 2	086584	62.95
		I-201802280655	01 -5547328	INTERNET SERV INTERNET SVS-OAK HILL	086596	62.80
		I-201802280655	01 -5865328	INTERNET SERV INTERNET SVS-CENT GARAGE	086596	88.90
		I-201802280655	01 -5431328	INTERNET SERV INTERNET SVS-CENT GARAGE	086596	62.95
01-A00500	AMERICAN MUNICIPAL SERV					
		I-JAN2018	01 -2105	COLLECTION AG COLLECTIONS PAYABLE	086639	9,069.83
01-A00751	ATWOODS					
		I-4305/9	01 -5544203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086641	17.99
		I-4313/9	01 -5544203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086641	7.96
		I-4334/9	01 -5542203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086641	31.84
01-B00180	UNION IRON WORKS, INC.					
		I-S2047700.001	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086644	250.68
		I-S2055004.001	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086644	18.39
		I-S2057612.001	01 -5542203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086644	19.49
01-B00478	BRENDA PETTY UNLIMITED,					
		I-18-06	01 -5431202	OPERATING SUP DOCUMENT EXAMINATION	086645	395.00
01-B00503	BROKEN ARROW ELECTRIC S					
		I-S2318813.001	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINTENANCE	086646	37.68
		I-S2319081.001	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINTENANCE	086646	55.27
		I-S2320234.001	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINTENANCE	086646	83.37

PACKET : 16271 16277 16288 16291 16300

VENDOR SET: Mult

FUND : 01 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-B00503	BROKEN ARROW ELECTRIC S	continued				
		I-S2320234.002	01 -5548203	REPAIRS & MAI MISC REPAIRS & MAINT ITEM	086646	11.79
		I-S2320437.001	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINTENANCE	086646	299.82
01-B00642	CAPITOL INFORMATION GRO					
		I-NBEFF12	01 -5653330	DUES & SUBSCR HR SPECIALIST SUBSCRIPTIO	086647	149.00
01-C00320	CENTERPOINT ENERGY ARKL					
		I-201802280656	01 -5215314	GAS UTILITY GAS UTILITY-315 E KREBS	086599	25.14
		I-201802280656	01 -5215314	GAS UTILITY GAS UTILITY-EMER RESP CTR	086599	817.37
01-C00667	HESSEL HOLDING CO. dba					
		I-1803997	01 -5865218	STREET REPAIR FILTER FABRIC	086651	2,077.08
01-C00840	CRAWFORD & ASSOCIATES P					
		I-11281	01 -5215302	CONSULTANTS CONSULTING FEES	086652	480.00
01-D00097	DASH MEDICAL GLOVES, IN					
		I-INV1094460	01 -5432202	OPERATING SUP MEDICAL SUPPLIES	086653	384.50
		I-INV1095140	01 -5653213	SAFETY EXPENS MEDICAL GLOVES	086653	197.70
01-D00540	DOLESE BROTHERS					
		I-AG18013171	01 -5865218	STREET REPAIR 1 1/2" CRUSHER RUN	086658	1,370.91
		I-AG18015277	01 -5865218	STREET REPAIR 1 1/2" CRUSHER RUN	086658	195.70
		I-AG18017214	01 -5865218	STREET REPAIR 1 1/2" CRUSHER RUN	086658	553.20
		I-AG18017605	01 -5865218	STREET REPAIR 1 1/2" CRUSHER RUN	086658	572.44
		I-AG18017606	01 -5865218	STREET REPAIR 1 1/2" CRUSHER RUN-1000TN	086658	770.47
		I-AG18018626	01 -5865218	STREET REPAIR 1 1/2" CRUSHER RUN-1000TN	086658	387.13
		I-AG18019079	01 -5865218	STREET REPAIR 1 1/2" CRUSHER RUN-1000TN	086658	1,501.31
01-E00266	ERVIN & ERVIN ATTORNEYS					
		I-MARCH 2018	01 -5214302	CONSULTANTS CONTRACT LEGAL SVS-MAR 2018	086606	3,233.33
01-G00010	G C RENTAL CENTER, INC					
		I-50878	01 -5865218	STREET REPAIR EQUIPMENT RENTAL FEE	086663	27.00
01-G00490	GRISSOM IMPLEMENT INC					
		I-670602	01 -5542339	VEHICLE/EQUIP REPAIR PARTS	086664	58.13
01-I00049	IDEAL CLEANING					
		I-3417	01 -5548308	CONTRACTED SE MONTHLY CLEANING SERVICE	086666	1,835.00
01-I00120	TYLER TECHNOLOGIES					
		I-025-215275	01 -5213336	FEES MONTHLY SUPPORT FEES-COURT	086667	200.00
		I-025-215275	01 -5225349	SOFTWARE MAIN MONTHLY SUPPORT FEES-IT	086667	220.50
01-I00140	INDIAN NATION WHOLESALE					
		I-6868876	01 -5544202	OPERATING SUP CONCESSION SUPPLIES	086668	631.66

PACKET : 16271 16277 16288 16291 16300

VENDOR SET: Mult

FUND : 01 GENERAL FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-J00121	JAMESCO ENTERPRISES, LL					
		I-17666	01 -5865218	STREET REPAIR JANITORIAL SUPPLIES	086670	52.00
		I-17672	01 -5215202	OPERATING SUP JANITORIAL SUPPLIES	086670	116.10
01-J00155	JERED L WEEKS DBA REDIR					
		I-18-04	01 -5432316	REPAIRS & MAI RADIO REPAIRS	086671	245.00
01-J00338	JOB CONSTRUCTION CO INC					
		I-34614	01 -5865218	STREET REPAIR ASPHALT FOR STREET REPAIR	086672	1,091.55
01-J00501	JUSTIN R BUCKNER DBA JB					
		I-120612	01 -5865218	STREET REPAIR HAULING FEE	086675	4,045.63
01-K00205	KIAMICHI AUTOMOTIVE WHO					
		I-062287	01 -5431203	REPAIRS & MAI MISC REPAIR PARTS	086676	9.96
01-K00226	CROWNOVER VETERINARY db					
		I-186068	01 -5321208	CANINE UNIT S BOARDING & SHOTS FOR K9	086677	92.50
01-L00067	COMPLIANCE RESOURCE GRO					
		I-43670	01 -5653348	DRUG TESTING/ RANDOM DRUG TESTING	086678	50.00
		I-43671	01 -5653348	DRUG TESTING/ RANDOM DRUG TESTING	086678	52.00
01-L00419	LORMAN EDUCATION SERVIC					
		I-3261889-1	01 -5652331	EMPLOYEE TRAV PCD TRAINING	086680	249.00
01-L00428	LOWE'S CREDIT SERVICES					
		C-12262	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086681	3.60-
		I-02233	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086681	17.86
		I-02379	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086681	112.79
		I-02780	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086681	7.70
		I-06010	01 -5544203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086681	11.23
		I-07714	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086681	27.51
		I-07873	01 -5321202	OPERATING SUP SUPPLIES AS NEEDED	086681	132.14
		I-08794	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086681	18.09
		I-901655	01 -5544203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086681	79.80
		I-902153	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086681	25.00
		I-902470	01 -5544203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086681	108.68
		I-907155	01 -5544203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086681	27.52
		I-9902626	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086682	241.41
		I-9906934	01 -5548203	REPAIRS & MAI MISC REPAIR & MAINT ITEMS	086682	41.52
01-M00101	SOUTH CANADIAN FLOORS (
		I-001311	01 -5542316	REPAIRS & MAI REFINISH GYM FLOOR	086683	1,700.00
01-M00280	MEGAPATH CLOUD COMPANY,					
		I-201802280662	01 -5215315	TELEPHONE UTI PHONE UTILITY-LONG DISTANCE	086600	410.65
01-M00480	MILLER GLASS COMPANY, I					

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-M00480	MILLER GLASS COMPANY, I	continued				
	I-19899	01 -5542203	REPAIRS & MAI	DOOR CLOSURE HARDWARE	086686	464.00
01-M00487	MILLER OFFICE EQUIPMENT					
	I-MCA403747	01 -5215312	EQUIPMENT REN	MONTHLY COPIER SVS	086687	537.35
	I-MCA403910	01 -5215312	EQUIPMENT REN	MONTHLY COPIER SVS	086687	107.18
01-M00570	MOORE MEDICAL CORP.					
	I-99787287	01 -5432202	OPERATING SUP	MEDICAL SUPPLIES	086688	75.79
	I-99804108	01 -5432202	OPERATING SUP	MEDICAL SUPPLIES	086688	859.96
01-MC0146	PITTSBURG COUNTY EMERGE					
	I-201803050674	01 -5101353	PITTSBURG EME	FEB EMER MNGT SVS	086691	4,166.67
01-N00250	MCLESTER NEWS CAPITAL					
	I-300018647	01 -5212317	ADVERTISING &	COUNCIL PUBLICATIONS	086692	63.25
	I-300018648	01 -5212317	ADVERTISING &	COUNCIL PUBLICATIONS	086692	67.90
	I-300018649	01 -5212317	ADVERTISING &	COUNCIL PUBLICATIONS	086692	14.35
01-N00343	NORTHERN SAFETY CO INC					
	I-902821077	01 -5653213	SAFETY EXPENS	RUF-FLEX GLOVES	086695	403.46
01-O00039	OCCUPATIONAL MEDICINE					
	I-2/10/2018	01 -5653348	DRUG TESTING/	PHYSICAL AGILITY TESTING	086696	196.00
01-O00075	O'REILLY AUTO PARTS					
	I-0230-125506	01 -5431203	REPAIRS & MAI	MISC REPAIR PARTS	086697	20.99
	I-0230-136862	01 -5431203	REPAIRS & MAI	MISC REPAIR PARTS	086697	97.35
01-O00121	OK FIRE, LLC					
	I-1119	01 -5431204	SMALL TOOLS	DRIP TORCH-1.25 GAL	086698	163.00
01-O00160	OKLA ASSOC. CHIEF/POLIC					
	I-2018 TRNG CONF	01 -5321331	EMPLOYEE TRAV	ANNUAL TRAINING CONFERENC	086700	265.00
01-O00290	OKLA FIRE CHIEFS ASSOC.					
	I-17-18 DUES	01 -5431330	DUES & SUBSCR	FIRE CHIEF DUES	086703	36.00
01-O00358	OKLA ST DEPT OF HEALTH					
	I-2018 LIC RENEW	01 -5432202	OPERATING SUP	RENEW AMBULANCE LICENSE	086704	320.00
01-O00410	OKLA STATE UNIVERSITY					
	I-1601	01 -5432202	OPERATING SUP	CPR CARDS	086705	30.00
01-O00520	OIL-OK INDEPENDENT LIVI					
	I-022018-2015-2016	01 -5101355	OIL-OK FOR IN	CONTRACT-OK FOR INDEPENDENT LI	086706	2,000.00
01-O00530	OML-OK MUNICIPAL LEAGUE					
	I-BEAUTIFIC. WKSHP	01 -5652331	EMPLOYEE TRAV	BEAUTIFICATION WORKSHOP	086707	170.00

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-000556	OMAG-OK MUNICIPAL ASSUR					
	I-2/15/18 4TH QTR	01 -5215322	LIABILITY INS	PROPERTY INS PREMIUM	086709	13,817.75
01-P00340	PITTS. COUNTY ELEC. BOA					
	I-2/13/18 ELECTION	01 -5101350	ELECTIONS	FEB2018 SPEC ELECTION	086710	2,456.42
	I-PRE-ELECTION EXP	01 -5101350	ELECTIONS	APR2018 COUNCIL ELECTION	086710	1,484.06
01-P00510	PRO-KIL, INC					
	I-172207	01 -5548203	REPAIRS & MAI	PEST CONTROL-CITY BL	086712	550.00
01-P00560	PUBLIC SERVICE/AEP					
	I-201802210638	01 -5215313	ELECTRIC UTIL	ELECTRIC UTIL-STREET LIGHTS	086585	13,647.92
	I-201802280659	01 -5215313	ELECTRIC UTIL	ELECTRIC UTILITY-1699 CARL ALB	086601	24.78
01-R00412	RPM STAFFING PROFESSION					
	I-92651	01 -5865308	CONTRACT SERV	TEMP EMPLOYEE-STREETS	086714	845.28
	I-92734	01 -5865308	CONTRACT SERV	TEMP EMPLOYEE-STREETS	086714	1,127.04
01-S00010	SADLER REFRIGERATION					
	I-6307	01 -5548316	REPAIRS & MAI	ICE MACHINE MAINT FEE	086718	123.00
01-S00190	SECURITY SYS. & ENG. IN					
	I-31768	01 -5548316	REPAIRS & MAI	ALARM MONIT FEE-LIBRARY	086719	60.00
	I-31771	01 -5544308	CONTRACT LABO	SECURITY MONITORING FEE	086719	60.00
	I-31778	01 -5547308	CONTRACTED SE	SECURITY MONITORING FEE	086719	120.00
	I-31779	01 -5547308	CONTRACTED SE	SECURITY MONITORING FEE	086719	120.00
01-S00329	SHRED-IT US JV LLC dba					
	I-8124137642	01 -5212308	CONTRACTED SE	MONTHLY SHRED SERVICE	086720	77.44
01-S00445	PACKAGING SOLUTIONS, LL					
	I-21158	01 -5215202	OPERATING SUP	COPY PAPER-ALL OFFICES	086721	689.36
01-S00726	STAPLES ADVANTAGE					
	I-3368591061	01 -5215202	OPERATING SUP	OFFICE SUPPLIES	086722	4.99
	I-3368591067	01 -5215202	OPERATING SUP	OFFICE SUPPLIES	086722	309.86
	I-3368591068	01 -5215202	OPERATING SUP	OFFICE SUPPLIES	086722	148.54
	I-3369230012	01 -5215202	OPERATING SUP	OFFICE SUPPLIES	086722	24.69
	I-3369230013	01 -5215202	OPERATING SUP	OFFICE SUPPLIES	086722	59.99
	I-3369230014	01 -5215202	OPERATING SUP	OFFICE SUPPLIES	086722	153.71
	I-3369788122	01 -5321332	COMMUNITY SER	OPERATING SUPPLIES	086722	176.35
01-T00010	T. H. ROGERS LUMBER CO.					
	I-548214	01 -5865218	STREET REPAIR	TRAILER FLOORING	086723	213.94
	I-548226	01 -5865218	STREET REPAIR	TRAILER FLOORING	086723	63.10
	I-548248	01 -5542203	REPAIRS & MAI	MISC REPAIR & MAINT ITEMS	086723	126.13
	I-548350	01 -5865218	STREET REPAIR	FORMING MATERIALS	086723	14.75
01-T00058	BIZTEL COMMUNICATIONS					

3/07/2018 10:10 AM
PACKET : 16271 16277 16288 16291 16300
VENDOR SET: Mult
FUND : 01 GENERAL FUND

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 6

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-T00058	BIZTEL COMMUNICATIONS	continued				
	I-7573	01 -5321202	OPERATING SUP PHONE FOR JAIL AREA	086725	120.00	
01-T00185	DOUGHTERY'S PHARMACY MC					
	I-2/14/18	01 -5653213	SAFETY EXPENS POISON IVY PREVENTATIVE	086726	250.00	
01-T00598	TULSA ASPHALT LLC					
	I-17729	01 -5865218	STREET REPAIR ASPHALT FOR EASY STREET	086727	5,861.90	
01-T00630	TWIN CITIES READY MIX,					
	I-159969	01 -5865218	STREET REPAIR CONCRETE-STREET REPAIRS	086729	1,582.00	
	I-160044	01 -5865218	STREET REPAIR CONCRETE-STREET REPAIRS	086729	2,090.50	
01-U00128	UNITED PACKAGING & SHIP					
	I-221243	01 -5321202	OPERATING SUP SHIPPING FEES	086732	17.75	
	I-222274	01 -5321202	OPERATING SUP SHIPPING FEES	086732	8.03	
	I-222324	01 -5321202	OPERATING SUP SHIPPING FEES	086732	13.85	
	I-223025	01 -5431202	OPERATING SUP SHIPPING FEES	086732	25.49	
	I-223393	01 -5865203	REPAIR & MAIN SHIPPING FEES	086732	25.82	
	I-223412	01 -5653202	OPERATING SUP SHIPPING FEES	086732	20.69	
01-W00040	WALMART COMMUNITY BRC					
	I-02701	01 -5320202	OPERATING EXP MISC OPERATING SUPPLIES	086733	26.00	
	I-06429	01 -5544202	OPERATING SUP MISC REPAIR & MAINT ITEMS	086733	29.31	
	I-08221	01 -5431202	OPERATING SUP MISC OPERATING SUPPLIES	086733	282.82	
	I-09563	01 -5431202	OPERATING SUP MISC OPERATING SUPPLIES	086733	111.70	
01-W00193	HTW ENTERPRISES INC dba					
	I-70567	01 -5321316	REPAIRS & MAI UNIT #S - 73, 104, 105	086735	90.00	
			FUND 01 GENERAL FUND	TOTAL:	93,914.73	

PACKET : 16271 16277 16288 16291 16300

VENDOR SET: Mult

FUND : 02 MPWA

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-A00154	PROPHET EQUITY II-B					
	I-PR11564415	02	-5864312	EQUIPMENT REN TRAILER RENTAL-LANDFILL	086631	328.78
01-A00768	AT&T CORP DBA ACC BUSIN					
	I-201802280657	02	-5267315	TELEPHONE UTI INTERNET SVS-CITY HALL	086597	942.36
01-B00503	BROKEN ARROW ELECTRIC S					
	I-S2299149.001	02	-5973203	REPAIRS & MAI TIME MARK PUMP CONTROLLER	086646	1,000.00
01-C00320	CENTERPOINT ENERGY ARKL					
	I-201802280656	02	-5267314	GAS UTILITY GAS UTILITY-CENT GARAGE	086599	752.86
01-D00158	DAVID T HARDGRAVE					
	I-4-1808	02	-5973302	CONSULTANTS (CONSULTANT FEES	086654	1,800.00
01-F00037	FASTENAL					
	I-OKMCA162902	02	-5973203	REPAIRS & MAI MISC MAINT & REPAIR ITEMS	086660	105.76
01-H00016	CORE & MAIN LP					
	I-I433759	02	-5975209	UTILITY MAINT WATERLINE REPAIR ITEMS	086665	636.74
	I-I445143	02	-5975209	UTILITY MAINT WATERLINE REPAIR ITEMS	086665	944.74
01-I00120	TYLER TECHNOLOGIES					
	I-025-215275	02	-5216336	FEES MONTHLY SUPPORT FEES-UB&C	086667	293.16
01-I00188	INFRASTRUCTURE SOLUTION					
	I-MC-18-01-01	02	-5871302	CONSULTANTS GENERAL SERVICES	086669	1,280.00
	I-MC-18-02-02	02	-5871302	CONSULTANTS OKIE LOCATES	086669	3,596.00
01-L00428	LOWE'S CREDIT SERVICES					
	I-9901448	02	-5975209	UTILITY MAINT MISC REPAIR & MAINT ITEMS	086681	82.07
	I-9902470	02	-5975209	UTILITY MAINT MISC REPAIR & MAINT ITEMS	086681	33.91
01-O00075	O'REILLY AUTO PARTS					
	I-0230-132652	02	-5975209	UTILITY MAINT HOSES FOR FLUSH TRUCK	086697	12.51
	I-0230-136359	02	-5973203	REPAIRS & MAI LIFT STATION REPAIR ITEMS	086697	49.92
01-O00275	OKLA DEPT OF COMMERCE					
	I-032018-#8908	02	-5267521	CDBG LOAN #89 CDBG - EDIF #8908	086702	1,145.83
01-O00556	OMAG-OK MUNICIPAL ASSUR					
	I-2/15/18 4TH QTR	02	-5267322	LIABILITY INS PROPERTY INS PREMIUM	086709	5,027.25
01-R00412	RPM STAFFING PROFESSION					
	I-92652	02	-5975308	CONTRACTED SE TEMP EMPLOYEE-UTM	086714	1,857.94
	I-92653	02	-5973308	CONTRACT SERV TEMP EMP-WASTEWATER	086714	1,629.60
	I-92735	02	-5975308	CONTRACTED SE TEMP EMPLOYEE-UTM	086714	1,488.06
	I-92736	02	-5973308	CONTRACT SERV TEMP EMP-WASTEWATER	086714	1,629.60

PACKET : 16271 16277 16288 16291 16300

VENDOR SET: Mult

FUND : 02 MPWA

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-T00052	TECHNICAL PROGRAMMING S					
		I-100877	02 -5216336	FEES	UB&C MAILING FEE	086724 869.43
		I-100877	02 -5216317	POSTAGE	UB&C MAILING FEE-POSTAGE	086724 1,338.41
01-U00051	UTILITY SUPPLY CO., INC					
		I-112360	02 -5975209	UTILITY MAINT SUPPLIES FOR WTR LINE REP	086730	475.80
		I-112361	02 -5975209	UTILITY MAINT SUPPLIES FOR WTR LINE REP	086730	286.61
		I-112362	02 -5975209	UTILITY MAINT SUPPLIES FOR WTR LINE REP	086730	102.35
		I-112363	02 -5975230	SEWER MAIN RE SEWER LINE REPAIR ITEMS	086730	34.00
		I-112364	02 -5975209	UTILITY MAINT SUPPLIES FOR WTR LINE REP	086730	70.36
		I-112366	02 -5216202	OPERATING SUP METER READER SUPPLIES	086730	458.65
		I-112367	02 -5975209	UTILITY MAINT SUPPLIES FOR WTR LINE REP	086730	103.74
		I-112368	02 -5975230	SEWER MAIN RE SEWER LINE REPAIR ITEMS	086730	27.30
		I-112547	02 -5975209	UTILITY MAINT SUPPLIES FOR WTR LINE REP	086730	125.30
		I-112548	02 -5975230	SEWER MAIN RE SEWER LINE REPAIR ITEMS	086730	98.35
		I-112549	02 -5975209	UTILITY MAINT SUPPLIES FOR WTR LINE REP	086730	244.01
		I-112550	02 -5975209	UTILITY MAINT SUPPLIES FOR WTR LINE REP	086730	600.78
		I-122365	02 -5975209	UTILITY MAINT WATERLINE REPAIR ITEMS	086730	147.82
01-U00052	UTILITY TECHNOLOGY SERV					
		I-S102431900.001	02 -5975209	UTILITY MAINT METER TRANSMITTERS	086731	2,700.00
		I-S102484253.001	02 -5975211	WATER METERS METER TRANSMITTERS	086731	6,000.00
		I-S102411996.001	02 -5975209	UTILITY MAINT METER TRANSMITTERS	086731	878.65
01-V00072	VERIZON WIRELESS SERVIC					
		I-201802280661	02 -5216328	INTERNET SERV INTERNET SVS-AMI BASE STATIONS	086603	50.04
01-W00082	WASTE & RECYCLING PLAST					
		I-9409	02 -5866230	RECYCLING CEN 2YD FRONT LOAD DUMPSTER	086734	650.00
			FUND 02 MPWA	TOTAL:		39,898.69

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FUND : 03 AIRPORT AUTHORITY

VENDOR	NAME	ITEM #	G/L	ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT	
01-C00320	CENTERPOINT ENERGY ARKL	I-201802280656	03	-5876314	GAS UTILITY	GAS UTILITY-AIRPORT	086599	51.38
01-F00170	FIRST NATIONAL BANK	I-032018-#119817	03	-5876511	FNB LOAN #119	LOAN #119817 - AIRPORT AUTH	086661	5,020.00
01-F00220	FLIGHT LIGHT INC	I-0062280-IN	03	-5876203	REPAIRS & MAI	PARTS FOR RUNWAY LIGHTS	086662	97.10
01-J00404	JOHN OR LUCILLE WHETSEL	I-032018-LEASE PMT	03	-5876501	OUTER MARKER	AIRPORT OUTERMARKER LEASE	086674	225.00
01-000556	OMAG-OK MUNICIPAL ASSUR	I-2/15/18 4TH QTR	03	-5876322	INSURANCE/BON	PROPERTY INS PREMIUM	086709	2,356.50
					FUND	03 AIRPORT AUTHORITY	TOTAL:	7,749.98

VENDOR	NAME	ITEM #	G/L	ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-A00324	ALISHA RAE HOWELL						
		I-201803060677	08	-5549308	CONTRACT SERV MEAL DEL-10 DAYS	086638	150.00
		I-201803060678	08	-5549308	CONTRACT SERV REIMB MILEAGE-MEAL DEL	086638	107.91
01-D00405	DIANE CHADSEY						
		I-201803060676	08	-5549308	CONTRACT SERV REIMB MILEAGE-MEAL DEL	086656	78.48
01-E00207	EMMA E. BELLIS						
		I-201803060679	08	-5549308	CONTRACT SERV REIMB MILEAGE-MEAL DEL	086659	93.20
01-R00412	RPM STAFFING PROFESSION						
		I-92650	08	-5549308	CONTRACT SERV TEMP EMP-NUTRITION	086714	306.18
		I-92733	08	-5549308	CONTRACT SERV TEMP EMP-NUTRITION	086714	209.79
01-S00580	AT & T						
		I-201802280658	08	-5549315	TELEPHONE UTI PHONE UTILITY-NUTRITION	086602	304.01
			FUND	08	NUTRITION	TOTAL:	1,249.57

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REGULAR DEPARTMENT PAYMENT REGISTER

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PACKET : 16271 16277 16288 16291 16300

VENDOR SET: Mult

FUND : 20 CEMETERY CARE FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-J00400	DEERE & COMPANY	I-05314982	20 -5211401	CAPITAL OUTLA MOWER FOR CEMETERY	086673	8,650.18
			FUND	20 CEMETERY CARE FUND	TOTAL:	8,650.18

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-A00172	ADAM GRONWALD DBA HAPPY	I-55	27 -5655308	CONTRACT SERV DIGITAL MEDIA MGMT SVS	086632	1,200.00
01-C00149	CANON FINANCIAL SERVICE	I-18331861	27 -5655318	PRINTING MONTHLY COPIER LEASE	086598	71.00
01-C00469	CITY OF MCALESTER SPECI	I-MEGAFEST2018	27 -5655214	TOURISM EXPEN INCENTIVE-MEGA FEST	086649	750.00
01-MC0134	MCALESTER MAIN STREET	I-022018-2015-2016	27 -5655353	MAIN STREET P CONTRACT- MCALESTER MAIN ST	086690	1,250.00
01-000137	OKLA TOURISM/RECREATION	I-2018ROADSHOWBOOTH	27 -5655214	TOURISM EXPEN ROADSHOW BOOTH RENT	086699	175.00
01-P00450	PRIDE IN MCALESTER	I-022018-2015-2016	27 -5655352	MISC PRIDE IN CONTRACT-PRIDE IN MCALESTER	086711	2,500.00
01-S00726	STAPLES ADVANTAGE	I-3368591062	27 -5655202	OPERATING SUP OFFICE SUPPLIES	086722	25.91
01-T00500	TRACY PARROTT, DBA PARR	I-201803050675	27 -5655340	OFFICE RENT OFFICE RENT-MAR 2018	000000	1,292.50
				FUND 27 TOURISM FUND	TOTAL:	7,264.41

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1	MISC VENDOR					
	IVY FANT	I-201803060680	29 -5324207	CLOTHING ALLO IVY FANT:CLOTHING ALLOWANCE	086629	92.76
	IVY FANT	I-201803060681	29 -5324207	CLOTHING ALLO IVY FANT:SHOE ALLOWANCE	086630	83.71
01-W00392	WINDSTREAM CORPORATION					
		I-201802280660	29 -5324315	TELEPHONE UTI 911 COUNTY TRUNK LINE	086604	457.19
				FUND 29 E-911	TOTAL:	633.66

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PACKET      : 16271 16277 16288 16291 16300
VENDOR SET: Mult
FUND        : 30      ECONOMIC DEVELOPMENT

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VENDOR	NAME	ITEM #	G/L	ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-C00149	CANON FINANCIAL SERVICE	I-18331861	30	-5652202	OPERATING SUP MONTHLY COPIER LEASE	086598	28.00
01-M00277	MDSS MCALESTER DEFENSE	I-201803050673	30	-5652343	2016 OSMPC GR CHAMBER ADMIN SPACE-FEB 2018	086684	1,750.00
01-MC0134	MCALESTER MAIN STREET	I-022018-2015-2016	30	-5211353	MAIN STREET P CONTRACT- MCALESTER MAIN ST	086690	1,250.00
01-000275	OKLA DEPT OF COMMERCE	I-032018-#12248	30	-5211510	CDBG / EDIF D CDBG - EDIF CONT #12248	086701	282.50
01-P00450	PRIDE IN MCALESTER	I-022018-2015-2016	30	-5211352	MISC PRIDE IN CONTRACT-PRIDE IN MCALESTER	086711	2,500.00
					FUND 30 ECONOMIC DEVELOPMENT	TOTAL:	5,810.50

PACKET : 16271 16277 16288 16291 16300

VENDOR SET: Mult

FUND : 33 CDBG GRANTS FUND

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-I00188	INFRASTRUCTURE SOLUTION					
	I-MC-17-08-03	33 -5971519	2017 CDBG PRO CONSULTANT FEE-CDBG		086669	1,750.00
			FUND	33 CDBG GRANTS FUND	TOTAL:	1,750.00

PACKET : 16271 16277 16288 16291 16300

VENDOR SET: Mult

FUND : 35 FLEET MAINTENANCE

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-A00154	PROPHET EQUITY II-B					
		I-PRI1567057	35 -5862312	EQUIPMENT REN OFFICE RENTAL-FLEET MAINT	086631	318.87
01-A00215	ADVANCE AUTO PARTS					
		C-8117735370757	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086635	20.71-
		I-8117802471420	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086635	194.00
		I-8117802471425	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086635	25.74
		I-8117802571444	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086635	22.98
		I-8117802971476	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086635	12.58
		I-8117803071500	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086635	128.63
		I-8117803271540	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086635	15.39
		I-8117803948489	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086635	34.12
		I-8117804439949	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086635	36.21
		I-8117804471698	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086635	22.22
		I-8117804471699	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086635	11.29
		I-8117804471706	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086635	6.30
		I-8117804471716	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086635	35.25
		I-8117804671775	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086635	25.90
		I-8117804671792	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086636	5.52
		I-8117804730056	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086636	22.87
		I-8117804730057	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086636	15.63
		I-8117805271894	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086636	32.19
		I-8117805271897	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086636	2.69
		I-8117805385889	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086636	3.91
01-B00150	BEALES GOODYEAR TIRES					
		I-1-46090	35 -5862203	REPAIRS & MAI MISC TIRE REPAIRS/ALIGN	086643	29.90
		I-1-GS46063	35 -5862203	REPAIRS & MAI TIRES FOR UTM-12	086643	729.80
		I-1-GS46065	35 -5862203	REPAIRS & MAI TIRES FOR WW-6	086643	729.80
01-C00148	KEVIN HARRIS dba CAR BO					
		I-280670	35 -5862203	REPAIRS & MAI MISC AUTO PARTS	086648	40.00
01-D00448	DISCOUNT STEEL					
		I-19112	35 -5862203	REPAIRS & MAI METAL FOR MISC REPAIRS	086657	107.00
01-K00205	KIAMICHI AUTOMOTIVE WHO					
		I-061912	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	086676	168.30
		I-062188	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	086676	126.71
		I-062190	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	086676	345.39
		I-062290	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	086676	17.62
		I-062462	35 -5862317	EMERGENCY VEH BATTERY TENDER-ENGIN	086676	556.00
01-M00590	MOSS WRECKER SERVICE					
		I-002000	35 -5862203	REPAIRS & MAI WRECKER FEE S-54 TO DEALE	086689	500.00
01-N00270	NIX AUTO CENTER, INC.					
		I-149200	35 -5862203	REPAIRS & MAI MISC AUTO REPAIRS	086693	46.36

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PACKET      : 16271 16277 16288 16291 16300
VENDOR SET: Mult
FUND       : 35      FLEET MAINTENANCE

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VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-N00271	FREEDOM FORD INC					
		I-186773	35 -5862203	REPAIRS & MAI MISC PARTS & SERVICE	086694	69.45
		I-187227	35 -5862203	REPAIRS & MAI MISC PARTS & SERVICE	086694	42.95
01-000075	O'REILLY AUTO PARTS					
		C-0230-131199	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	086697	49.00-
		C-0230-133149	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	086697	35.00-
		C-0230-134721	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	086697	8.54-
		I-0230-133392	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	086697	136.36
		I-0230-133459	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	086697	16.19
		I-0230-134448	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	086697	11.01
		I-0230-134630	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	086697	43.02
		I-0230-134662	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	086697	48.17
		I-0230-134668	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	086697	28.10
		I-0230-134720	35 -5862203	REPAIRS & MAI MISC AUTO REPAIR PARTS	086697	326.75
01-R00471	ROBERT ROGERS DBA ROBER					
		I-28893	35 -5862203	REPAIRS & MAI 17" STEEL WHEEL FOR S-7	086715	100.00
01-R00480	ROGER KEY EQUIPMENT					
		I-96601	35 -5862203	REPAIRS & MAI PARTS FOR PK-60 MOWER	086716	1,087.30
01-T00612	ATC FREIGHTLINER GROUP,					
		I-12603176	35 -5862316	REPAIRS & MAI REPAIRS ON S-54	086728	1,304.18
01-W00480	WYLIE SPRAYERS OF OKLA.					
		I-419001	35 -5862203	REPAIRS & MAI REPAIR KIT-PARKS CHE	086737	29.73
				FUND 35 FLEET MAINTENANCE	TOTAL:	7,499.13

VENDOR	NAME	ITEM #	G/L	ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====							
01-A00712	ARVEST BANK dba ARVEST						
		I-032018-002	41	-5862401	CAPITAL OUTLA VEHICLE LEASE 800-1503001-002	086640	2,485.55
		I-032018-1503001-3	41	-5865510	LEASE PAYMENT EQUIP LEASE -800-1503001-003	086640	1,326.45
		I-032018-800150300	41	-5862401	CAPITAL OUTLA VEHICLE LEASE 800-1503001-001	086640	3,210.15
01-D00217	DEERE CREDIT, INC.						
		I-032018-0063527-0	41	-5865510	LEASE PAYMENT LEASE PMT-JD 624K LOADER	086655	1,821.57
01-F00170	FIRST NATIONAL BANK						
		I-032018-#135002	41	-5974501	MCC CONTROLS LOAN #135002-MCC CONTROLS	086661	4,709.36
		I-032018-LN#134438	41	-5975510	UTM LOAN PAYM AMI LOAN PAYMENT LOAN #134438	086661	18,395.29
01-O00538	OKLA TRAILER SALES						
		I-024220	41	-5863401	CAPITAL OUTLA TRAILER FOR TRAF CONT	086708	1,934.00
01-W00194	WELCH STATE BANK						
		I-032018-55766	41	-5865510	LEASE PAYMENT LEASE PMT-2015 DUMP TRUCK	086736	1,517.90
		I-032018-55820	41	-5865510	LEASE PAYMENT LEASE PMT-2015 DUMP TRUCK	086736	2,555.73
				FUND	41 CIP FUND	TOTAL:	37,956.00

FUND : 44 TECHNOLOGY FUND

VENDOR	NAME	ITEM #	G/L	ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-I00120	TYLER TECHNOLOGIES						
		I-025-213691	44	-5225401	TECHNOLOGY UP ECITATIONS EQUIP/TRAINING	086667	20,000.00
		I-030-13714	44	-5225401	TECHNOLOGY UP TICKET PRINTERS	086667	2,500.00
01-M00304	MESHEK & ASSOC., PLC						
		I-5345	44	-5225402	SOFTWARE & TE GPS TRAINING FEE	086685	1,157.50
01-S00726	STAPLES ADVANTAGE						
		C-3368591064	44	-5225402	SOFTWARE & TE MISC HARDWARE & SOFTWARE	086722	89.99-
		C-3368591066	44	-5225402	SOFTWARE & TE MISC HARDWARE & SOFTWARE	086722	29.99-
		I-3368591065	44	-5225402	SOFTWARE & TE MISC HARDWARE & SOFTWARE	086722	69.98
		I-3369230010	44	-5225402	SOFTWARE & TE MISC HARDWARE & SOFTWARE	086722	33.98
				FUND	44 TECHNOLOGY FUND	TOTAL:	23,641.48

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
=====						
01-A00712	ARVEST BANK dba ARVEST					
		I-032018-004	46 -5871501	LOAN PAYMENTS LOAN PMT-SWEEPER 1503001-004	086640	3,284.13
01-M00304	MESHEK & ASSOC., PLC					
		I-5317	46 -5871404	MASTER DRAIN MASTER DRAINAGE PLAN	086685	14,500.00
				FUND 46 STORMWATER FUND	TOTAL:	17,784.13
					REPORT GRAND TOTAL:	275,438.45

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
2017-2018	01 -2105	COLLECTION AGENCY 25% (COU	9,069.83						
	01 -5101350	ELECTIONS	3,940.48	14,000	533,19-	Y			
	01 -5101353	PITTSBURG EMERGENCY MGMT	4,166.67	50,000	12,499.97				
	01 -5101355	OIL-OK FOR INDEPENDENT LIV	2,000.00	24,000	8,000.00				
	01 -5212308	CONTRACTED SERVICES	77.44	3,580	527.50				
	01 -5212317	ADVERTISING & PRINTING	145.50	2,500	796.35				
	01 -5213336	FEES	200.00	3,000	1,200.00				
	01 -5214302	CONSULTANTS	3,233.33	70,000	15,877.53				
	01 -5215202	OPERATING SUPPLIES	1,507.24	35,000	6,280.34				
	01 -5215302	CONSULTANTS	480.00	35,000	4,420.00				
	01 -5215312	EQUIPMENT RENTALS	644.53	27,000	621.97-	Y			
	01 -5215313	ELECTRIC UTILITY	13,672.70	318,725	108,442.37				
	01 -5215314	GAS UTILITY	842.51	25,200	6,147.41				
	01 -5215315	TELEPHONE UTILITY	459.86	38,000	6,401.38				
	01 -5215322	LIABILITY INSURANCE/BONDS	13,817.75	132,000	10,402.07-	Y			
	01 -5225349	SOFTWARE MAINTENANCE	220.50	72,000	3,732.11				
	01 -5320202	OPERATING EXPENSE	26.00	2,850	2,383.39				
	01 -5321202	OPERATING SUPPLIES	291.77	11,875	9,671.26				
	01 -5321208	CANINE UNIT SUPPLIES	92.50	3,800	3,253.50				
	01 -5321316	REPAIRS & MAINTENANCE	90.00	2,850	1,591.67				
	01 -5321331	EMPLOYEE TRAVEL & TRAININ	265.00	9,500	4,664.95				
	01 -5321332	COMMUNITY SERVICES PROGRAM	176.35	7,500	3,257.16				
	01 -5431202	OPERATING SUPPLIES	815.01	15,100	3,439.02				
	01 -5431203	REPAIRS & MAINT SUPPLIES	128.30	7,075	899.18				
	01 -5431204	SMALL TOOLS	163.00	3,400	1,510.90				
	01 -5431328	INTERNET SERVICE	125.90	2,351	840.20				
	01 -5431330	DUES & SUBSCRIPTIONS	36.00	8,000	3,376.48				
	01 -5432202	OPERATING SUPPLIES	1,846.10	25,600	3,118.39				
	01 -5432316	REPAIRS & MAINTENANCE	245.00	5,700	4,754.60				
	01 -5432331	EMPLOYE TRAVEL & TRAINING	147.15	3,500	2,212.90				
	01 -5542203	REPAIRS & MAINT SUPPLIES	1,478.79	38,850	13,057.82				
	01 -5542308	CONTRACTED SERVICES	46.79	13,500	6,423.32				
	01 -5542316	REPAIRS & MAINTENANCE	1,700.00	4,000	2,300.00				
	01 -5542339	VEHICLE/EQUIP. MAINTENANCE	58.13	45,000	12,760.10				
	01 -5544202	OPERATING SUPPLIES	660.97	16,245	7,178.84				
	01 -5544203	REPAIRS & MAINTENANCE SUPP	253.18	9,806	7,481.04				
	01 -5544308	CONTRACT LABOR	60.00	15,000	7,022.43				
	01 -5547308	CONTRACTED SERVICES	240.00	4,320	600.00-	Y			
	01 -5547328	INTERNET SERVICE	62.80	750	247.62				
	01 -5548203	REPAIRS & MAINTENANCE SUPP	1,795.28	36,500	6,749.48				
	01 -5548308	CONTRACTED SERVICES-CLEANI	1,835.00	22,000	7,060.00				
	01 -5548316	REPAIRS & MAINTENANCE	183.00	20,900	643.87-	Y			
	01 -5652331	EMPLOYEE TRAVEL & TRAININ	419.00	3,600	766.15				
	01 -5653202	OPERATING SUPPLIES	20.69	713	588.01				
	01 -5653213	SAFETY EXPENSE	851.16	25,500	11,254.38				

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL	BUDGET	OVER	ANNUAL	BUDGET	OVER
				BUDGET	AVAILABLE	BUDG	BUDGET	AVAILABLE	BUDG
01	-5653330	DUES & SUBSCRIPTIONS	149.00	500	306.00				
01	-5653348	DRUG TESTING/PHYSICALS	296.00	8,000	1,597.30				
01	-5865203	REPAIR & MAINT-TRAFFIC CON	25.82	37,220	6,117.24				
01	-5865218	STREET REPAIRS & MAINTENAN	22,470.61	258,750	47,699.26				
01	-5865308	CONTRACT SERVICES	1,972.32	0	11,996.21-	Y			
01	-5865312	EQUIPMENT RENTALS	318.87	3,755	0.56				
01	-5865328	INTERNET SERVICE	88.90	1,920	511.74				
02	-5216202	OPERATING SUPPLIES	458.65	10,450	3,934.06				
02	-5216317	POSTAGE	1,338.41	32,000	10,993.98				
02	-5216328	INTERNET SERVICE	50.04	1,350	200.91				
02	-5216336	FEES	1,162.59	24,100	6,126.86				
02	-5267314	GAS UTILITY	752.86	8,312	1,501.99				
02	-5267315	TELEPHONE UTILITY	942.36	112,320	36,392.34				
02	-5267322	LIABILITY INSURANCE/BONDS	5,027.25	36,785	11,836.82-	Y			
02	-5267521	CDBG LOAN #8908	1,145.83	13,750	3,437.53				
02	-5864312	EQUIPMENT RENTALS	328.78	3,946	0.64				
02	-5866230	RECYCLING CENTER EXPENSE	650.00	2,300	5.08-	Y			
02	-5871302	CONSULTANTS	4,876.00	100,000	25,907.10				
02	-5973203	REPAIRS & MAINT SUPPLIES	1,155.68	45,500	661.69-	Y			
02	-5973302	CONSULTANTS (IND. PRETREAT	1,800.00	21,600	0.00				
02	-5973308	CONTRACT SERVICES	3,259.20	8,000	15,036.80-	Y			
02	-5975209	UTILITY MAINTENANCE SUPP.	7,445.39	118,500	8,076.08-	Y			
02	-5975211	WATER METERS	6,000.00	43,000	0.26-	Y			
02	-5975230	SEWER MAIN REPAIR	159.65	22,000	9,999.51				
02	-5975308	CONTRACTED SERVICES	3,346.00	5,000	17,331.61-	Y			
03	-5876203	REPAIRS & MAINT SUPPLIES	97.10	1,900	1,909.05-	Y			
03	-5876314	GAS UTILITY	51.38	607	299.60				
03	-5876322	INSURANCE/BONDS	2,356.50	11,523	1,129.33				
03	-5876501	OUTER MARKER LEASE PAYMENT	225.00	2,700	675.00				
03	-5876511	FNB LOAN #119817 PAYMENTS	5,020.00	60,240	15,060.00				
08	-5549308	CONTRACT SERVICES	945.56	15,500	927.83-	Y			
08	-5549315	TELEPHONE UTILITY	304.01	4,610	1,584.31				
20	-5211401	CAPITAL OUTLAY	8,650.18	9,000	349.82				
27	-5655202	OPERATING SUPPLIES	25.91	2,500	2,365.09				
27	-5655214	TOURISM EXPENSE	925.00	34,500	825.94				
27	-5655308	CONTRACT SERVICES	1,200.00	13,200	0.00				
27	-5655318	PRINTING	71.00	15,000	11,100.00				
27	-5655340	OFFICE RENT	1,292.50	15,510	3,877.50				
27	-5655352	MISC PRIDE IN MCALESTER	2,500.00	30,000	10,000.00				
27	-5655353	MAIN STREET PROGRAM	1,250.00	15,000	5,000.00				
28	-5654202	OPERATING SUPPLIES	77.00	4,400	1,541.66				
28	-5654203	REPAIR & MAINT SUPPLIES	3,455.06	19,600	2,066.46				
28	-5654210	CONCESSION SUPPLIES	2,286.96	25,000	5,597.66				
28	-5654308	CONTRACT SERVICES	1,031.36	15,500	3,899.36				
28	-5654313	ELECTRIC UTILITY	7,105.61	68,400	14,228.31				

** G/L ACCOUNT TOTALS **

YEAR	ACCOUNT	NAME	AMOUNT	=====LINE ITEM=====			=====GROUP BUDGET=====		
				ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG	ANNUAL BUDGET	BUDGET AVAILABLE	OVER BUDG
	28 -5654322	LIABILITY INSURANCE/BONDS	6,521.00	33,768	4,124.19				
	28 -5654328	INTERNET SERVICE	659.00	7,920	1,795.13				
	29 -5324207	CLOTHING ALLOWANCE	176.47	2,500	1,209.84				
	29 -5324315	TELEPHONE UTILITY	457.19	98,015	33,687.94				
	30 -5211352	MISC PRIDE IN MCALESTER	2,500.00	30,000	10,000.00				
	30 -5211353	MAIN STREET PROGRAM	1,250.00	15,000	5,000.00				
	30 -5211510	CDBG / EDIF DURALINE LOAN	282.50	3,390	847.50				
	30 -5652202	OPERATING SUPPLIES	28.00	4,000	3,562.88				
	30 -5652343	2016 OSMPC GRANT-DEFENSE D	1,750.00	151,641	96,031.06				
	33 -5971519	2017 CDBG PROJECT	1,750.00	183,872	152,017.00				
	35 -5862203	REPAIRS & MAINTENANCE SUPP	5,320.08	210,965	61,969.96				
	35 -5862312	EQUIPMENT RENTALS	318.87	0	3,754.44-		Y		
	35 -5862316	REPAIRS & MAINTENANCE	1,304.18	30,000	20,615.41				
	35 -5862317	EMERGENCY VEHICLES	556.00	45,000	1,646.59-		Y		
	38 -5215520	AGENT FEES	500.00	7,000	0.00				
	41 -5862401	CAPITAL OUTLAY	5,695.70	66,985	15,723.70				
	41 -5863401	CAPITAL OUTLAY TRAFFIC CON	1,934.00	0	6,871.30-		Y		
	41 -5865510	LEASE PAYMENTS	7,221.65	128,650	21,655.55				
	41 -5974501	MCC CONTROLS - WTP	4,709.36	56,513	14,128.76				
	41 -5975510	UTM LOAN PAYMENTS	18,395.29	220,745	55,187.39				
	44 -5225401	TECHNOLOGY UPGRADES	22,500.00	362,273	5,692.44				
	44 -5225402	SOFTWARE & TECHNOLOGY UPDA	1,141.48	66,730	17,397.14				
	46 -5871404	MASTER DRAINAGE	14,500.00	272,440	0.00				
	46 -5871501	LOAN PAYMENTS-STREET SWEEP	3,284.13	39,420	9,862.83				
	** 2017-2018 YEAR TOTALS **		275,438.45						

NO ERRORS

** END OF REPORT **

FUND	PERIOD	AMOUNT
01	3/2018	93,914.73
02	3/2018	39,898.69
03	3/2018	7,749.98
05	3/2018	0.00
08	3/2018	1,249.57
09	3/2018	0.00
11	3/2018	0.00
14	3/2018	0.00
16	3/2018	0.00
20	3/2018	8,650.18
24	3/2018	0.00
26	3/2018	0.00
27	3/2018	7,264.41
28	3/2018	21,135.99
29	3/2018	633.66
30	3/2018	5,810.50
32	3/2018	0.00
33	3/2018	1,750.00
35	3/2018	7,499.13
36	3/2018	0.00
38	3/2018	500.00
41	3/2018	37,956.00
42	3/2018	0.00
44	3/2018	23,641.48
46	3/2018	17,784.13
		275,438.45
		275,438.45



McAlester City Council

AGENDA REPORT

Meeting Date: March 13, 2018 **Item Number:** Consent Agenda C
Department: _____
Prepared By: John Browne, Mayor **Account Code:** _____
Date Prepared: March 7, 2018 **Budgeted Amount:** _____
Exhibits: 1

Subject

Concur with the Mayor's appointment of Ira Brinlee to the Pittsburg County Regional Expo Authority Board for a term to expire on June 30, 2020.

Recommendation

Motion to approve the Mayor's appointment of Ira Brinlee to the Pittsburg County Regional Expo Authority Board for a term to expire on June 30, 2020

Discussion

Approved By

Initial

Date

Department Head

City Manager

P. Stasiak



Ira Brinlee
Shelter Insurance Company
918 E. Wyandotte
McAlester, OK 74501
Office 918-423-8840
Fax 918-916-8089
ibrinlee@shelterinsurance.com

To Whom It May Concern:

My name is Ira Brinlee. I grew up in Holdenville, OK on a small farm where we raised cattle and pigs. After graduating high school I attended Eastern Oklahoma State College where I received my associate's degree in Agriculture Sciences. From there I attended Oklahoma State University where I graduated with a bachelor's degree in Agriculture Education.

I then moved to Hartshorne, Ok where I took my first teaching job. I followed a former teacher who had been there for 30 year, so needless to say I had big shoes to fill. Throughout my time at Hartshorne I was fortunate enough to have some of the hardest working students and families that I have ever seen. Their willingness to succeed and helping our FFA program to succeed were second none. During my 15 years of teaching FFA at Hartshorne I had 1 National Speaking winner, 58 State FFA Degree Recipients, and numerous judging and livestock show winners. But the greatest thing I have done so far in my career is helping kids to become lawyers, doctors, dentists, and construction workers. The greatest feeling as an educator is seeing a child succeed or reach their goals.

Approximately 6 years ago I finished my Master's Degree at East Central University. I had the opportunity the last year and a half to take over as Hartshorne Middle School principal. It was a very rewarding job that was filled with new endeavors each day. We have put so much pressure on students to pass a test that we have forgotten some of the basic skills they need in life. I felt it my duty as principal to make sure that every student that walked through that door knew we cared about them and wanted to see them succeed at what they wanted to be in life.

I decided to make career change in January 2018. I'm currently the new Shelter Insurance Agent here in McAlester. I took the place of Mr. Don Nichols after he passed away a few months ago. I look forward to meeting everyone and working in the community to help make things better for our younger generation. Hopefully I can live up to the standards Mr. Nichols has set forth in this business.

Thanks,

Ira Brinlee
Shelter Insurance
918 E. Wyandotte
McAlester, OK 74501



McAlester City Council

AGENDA REPORT

Meeting Date:	<u>March 13, 2018</u>	Item Number:	<u>Consent Agenda D</u>
Department:	<u>Finance</u>	Account Code:	<u></u>
Prepared By:	<u>Toni Ervin, CFO</u>	Budgeted Amount:	<u></u>
Date Prepared:	<u>March 5, 2018</u>	Exhibits:	<u>1</u>

Subject

Consider and act upon, authorizing the Mayor to sign an Annual Engagement Letter with Crawford & Associates, P.C. for consultant services for the period of July 1, 2018 through June 30, 2019.

Recommendation

Motion to authorize the Mayor to sign an Annual Engagement Letter with Crawford & Associates, P.C.

Discussion

Approved By

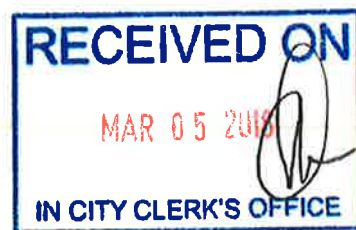
Initial

Date

Department Head

City Manager

P. Stasiak



March 1, 2018

Honorable Mayor and Members of the City Council
City of McAlester
P.O. Box 578
McAlester, OK 74502-0578

To the Honorable Mayor and Members of the City Council:

Crawford & Associates, P.C. is pleased that the City of McAlester (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued long and successful relationship as an integral financial management resource to the City of McAlester management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of McAlester contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the City of McAlester are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

Initial Services Requested

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance

Services Related to the Preparation of Annual Financial Statements

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of McAlester, Oklahoma as of and for the year ended June 30, 2018. Such financial statements will include:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

Crawford & Associates' Responsibilities

The objective of our engagement is to prepare the annual financial statements in accordance with accounting principles generally accepted in the United States of America based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with accounting principles generally accepted in the United States of America. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARs:

- a. The selection of accounting principles generally accepted in the United States of America as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements

e. To provide us with:

- i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
- iii. Unrestricted access to persons within the City of McAlester, Oklahoma, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Requested and Available Services

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the financial statement preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm Chairman \$250
- Firm President \$250
- Shareholders \$165
- Consulting Managers \$150
- Consulting Staff \$110
- Clerical Staff \$45

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we will be glad to provide you with an estimated range of fees and expenses upon request.

The term of this engagement is a period from July 1, 2018 through June 30, 2019. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of McAlester.

Respectfully submitted and agreed to by,



Frank Crawford
Crawford and Associates, P.C.

Accepted and agreed to for the City of McAlester:

By: _____

Title: _____

Date: _____



McAlester City Council

AGENDA REPORT

Meeting Date:	March 13, 2018	Item Number:	Consent Agenda E
Department:	Public Works		
Prepared By:	David Horinek	Account Code:	
Date Prepared:	February 27, 2018	Budgeted Amount:	
		Exhibits:	2

Subject

Consider and act upon, authorizing the Mayor to sign the attached "Outlay Report and Request for Reimbursement for Construction Programs" for Project 3-40-0057-015-2017 "Rehabilitate Runway 2/20 and Connecting Taxiways (Design Only)"

Recommendation

Motion to approve and authorize the withdrawal of FAA grant funds to be used toward the payment of LBR invoice 5210. This invoice is for the preliminary design and field survey of the airport runway and taxiways

Discussion

In August 2017, the City secured an FAA Airport Grant (Design Only) for the rehabilitation of Runway 220 and the connecting taxiways at the McAlester Airport. The project was approved by the council on August 22, 2017. Field surveys of the runway and taxiways have been conducted and the preliminary design work is complete and ready for submission to FAA for review. Once the FAA has reviewed the design and any suggested changes are addressed; the design will be finalized and readied to go out for bid.

The FAA grant will provide funding for ninety percent of this project's expenditures. This invoice (5210) is for \$205,300. The FAA Grant will reimburse the City \$184,770.

Approved By

Initial

Date

Department Head

D.

Horinek

City Manager

P. Stasiak

OUTLAY REPORT AND REQUEST FOR REIMBURSEMENT FOR CONSTRUCTION PROGRAMS <i>(See Instructions on back)</i>		Approved by Office of Management and Budget, No. 80-R0181		PAGE 1 OF 1 PAGES	
3. FEDERAL SPONSORING AGENCY AND ORGANIZATIONAL ELEMENT TO WHICH THIS REPORT IS SUBMITTED Federal Aviation Administration		1. TYPE OF REQUEST <input type="checkbox"/> FINAL <input checked="" type="checkbox"/> PARTIAL		2. BASIS OF REQUEST <input checked="" type="checkbox"/> CASH <input type="checkbox"/> ACCRUAL	
6. EMPLOYER IDENTIFICATION NUMBER 73-6005314		7. RECIPIENT ACCOUNT OR OTHER IDENTIFYING NUMBER		4. FEDERAL GRANT OR OTHER IDENTIFYING NUMBER ASSIGNED BY FEDERAL AGENCY AIP 3-40-0057-015-2017	
9. RECIPIENT ORGANIZATION Name City of McAlester No. And Street P. O. Box 578 City, State and Zip Code McAlester, Oklahoma 74502		10. PAYEE (If there check should be sent if different than item 9) Name (same) No. And Street City, State and Zip Code		5. PARTIAL PAYMENT REQUEST NO. One	
PERIOD COVERED BY THIS REPORT					
FROM (Month, day, year) 8/23/17		TO (Month, day, year) 2/16/18			
STATUS OF FUNDS					
CLASSIFICATION		PROGRAMS - FUNCTIONS - ACTIVITIES			TOTAL
		(a) Grant Amount	(b) Previous Requests	(c) Current Request	
Grant Amount \$275,940.00					
a. Administrative Expense (Grant Administration)		8,800.00	0.00	0.00	0.00
b. Preliminary expense - (Bidding)		8,400.00	0.00	0.00	0.00
c. Land, Structures, Right-of-Way (Field Survey)		12,000.00	0.00	12,000.00	12,000.00
d. Architectural engineering basic fees (Prelim Design)		193,300.00	0.00	193,300.00	193,300.00
e. Other architectural engineering fees (Final Design)		77,900.00	0.00	0.00	0.00
f. Project inspection fees (RSA Evaluations)		6,200.00	0.00	0.00	0.00
g. Land development					\$
h. Relocation expense					\$
i. Relocation payments to individuals & businesses					\$
j. Demolition and removal					\$
k. Construction and project improvement cost					\$
l. Equipment					\$
m. Miscellaneous cost					\$
n. Total cumulative to date (sum of lines a thru m)		306,600.00	0.00	205,300.00	205,300.00
o. Less Ineligible Exclusions (Insurance)					
p. Net cumulative to date (line n minus line o)					205,300.00
q. Federal share to date		275,940.00	0.00	184,770.00	184,770.00
r. Rehabilitation grants (100% reimbursement)					
s. Total Federal share (sum of lines q and r)					184,770.00
t. Federal payment previously requested					0.00
u. Amount requested for reimbursement		\$	\$	\$	\$ 184,770.00
v. Percentage of physical completion of project		%	%	%	67%
12. CERTIFICATION I certify that to the best of my knowledge and belief the billed costs or disbursements are in accordance with the terms of the project and that the reimbursement represents the Federal share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award		a. RECIPIENT John Browne, Mayor		SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL TYPED OR PRINTED NAME AND TITLE John Browne, Mayor	
b. Representative certifying to line 11v. Tyler McDonald, Airport Consultant		SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL TYPED OR PRINTED NAME AND TITLE Tyler McDonald, Airport Consultant		DATE REPORT SUBMITTED 918 / 423-2500 DATE SIGNED 2/16/18 TELEPHONE (Area code, number and extension) 405/377-8276	

Summary of Sponsor Invoice #1

Grant # 3-40-0057-015-2017

Contractor/Consultant Name	Inv #	Inv Date	Billed Amount	AIP Costs	Non-AIP Costs	Worksite Name	Short Summary of Billing
LBR Inc.	5210	2/16/2018	\$205,300.00	\$184,770.00	\$20,530.00	McAlester Regional	Plans and Specs, FAR's, and Env for Rotating Beacon Proje
Total Requested:				\$184,770.00			

**LBR Inc. Airport Consultants**1802 West Wright Drive
Tel 405-377-8276Stillwater, Oklahoma 74075
Fax 405-377-329774075
WWW.LBROK.COM**INVOICE****Number 5210****The City of McAlester**Attn: David Horinek
P. O. Box 578
McAlester, Oklahoma 74502

February 16, 2018

AIP Project No 3-40-0057-015-2017

Project Description: For Airport Consulting Services to provide Field Survey, Preliminary Design, Final Design, Bidding, and Grant Administration Service for "Rehabilitate Runway 2/20 and Connecting Taxiways (Design Only)," at McAlester Regional Airport in accordance with our Agreement for Professional Airport Consulting Services dated June 27, 2017, Amendment No. 1 dated August 8, 2018, and Amendment No. 2 dated August 22, 2018.

Lump Sum Services		Contract Amount	Percent Complete	Earned To Date	Less Previous Payments	Due This Invoice
Amnd. No. 1 - 1A.	Field Survey	\$12,000.00	100%	\$12,000.00	\$0.00	\$12,000.00
Amnd. No. 1 - 1B.	Preliminary Design	\$193,300.00	100%	\$193,300.00	\$0.00	\$193,300.00
Amnd. No. 1 - 1C.	Final Design	\$77,900.00	0%	\$0.00	\$0.00	\$0.00
Amnd. No. 1 - 1D.	Bidding Services	\$8,400.00	0%	\$0.00	\$0.00	\$0.00
Amnd. No. 1 - 1E.	Grant Administration	\$8,800.00	0%	\$0.00	\$0.00	\$0.00
Amnd. No. 2 - 1A.	RSA Evaluation	\$6,200.00	0%	\$0.00	\$0.00	\$0.00
SUBTOTAL		\$306,600.00		\$205,300.00	\$0.00	\$205,300.00

Cost-Plus Services		Actual Cost	Fixed Fee	Earned To Date	Less Previous Payments	Due This Invoice
SUBTOTAL		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Hourly Services		Cost Per Hour	Number of Hours	Earned To Date	Less Previous Payments	Due This Invoice
SUBTOTAL				\$0.00	\$0.00	\$0.00

TOTAL	AMOUNT DUE THIS INVOICE	\$205,300.00
--------------	--------------------------------	---------------------

Authorized By

McAlester Municipal

Regional Business Airport

n
opment Objective (ODO) of the proposed is
way 02/20. and connecting taxiways. The
detailed cost estimate will be determined by
ary engineering study.

ary engineering report.
ded Design Only.
ct ODO.

on
pavement management system forecasts a
r runway 02/20 for year 2016 . The runway
fferent pavement sections and is exhibiting
n slabs, shatter slabs, corner breaks, corner
nd L/T cracks. Due to the distresses, the
porating rapidly and generates a significant

on
ss Airport
1 (1 jet)
5,602' x 100'

gement: 52
e Pavement 67
PCI > 65



Fiscal Year	FY 2017	FY 2018	FY 2019	Total
			\$176,216	\$176,216



McAlester City Council

AGENDA REPORT

Meeting Date:	<u>March 13, 2018</u>	Item Number:	<u>Consent Agenda F</u>
Department:	<u></u>	Account Code:	<u></u>
Prepared By:	<u>Joe Ervin, City Attorney</u>	Budgeted Amount:	<u></u>
Date Prepared:	<u>March 7, 2018</u>	Exhibits:	<u>2</u>

Subject

Consider and act upon, approval of a Resolution to extend the term of the Cable Television Permit with Vyve Broadband A, LLC.

Recommendation

Motion to pass and approve a Resolution to extend the term of the Cable Television Permit with Vyve Broadband A, LLC.

Discussion

Vyve Broadband A, LLC has requested the City of McAlester grant a temporary extension of the Cable Television Permit for an additional period of sixty (60) days until the new franchise is formally approved by the City.

Approved By

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

RESOLUTION NO. _____

A RESOLUTION TO EXTEND THE TERM OF THE CABLE TELEVISION PERMIT

WHEREAS, Vyve Broadband A, LLC (“Vyve”), as assignee of Allegiance Communications, LLC, currently holds a cable permit with the City of McAlester, Oklahoma (“CITY”); and

WHEREAS, The City enacted Ordinance No. 2074 (“Ordinance”) providing for the construction and operation of a cable system; and

WHEREAS, the Ordinance, under Section 100-59(b) thereof, allows a Permit to establish the term thereof; and

WHEREAS, the City granted a Permit to Allegiance, as successor in interest, by that certain Permit Agreement dated October 28, 1997 (“Permit”); and

WHEREAS, the Permit was for a period of five (5) years, with an automatic five (5) year extension upon certain requirements which Allegiance complied with; and

WHEREAS, the Permit was extended for an additional five (5) years to October 28, 2017; and

WHEREAS, Vyve and City extended the Permit for one hundred fifty (150) days, as allowed by the Ordinance; and

WHEREAS, it was in the public interest to extend the Permit for one hundred fifty (150) days so that cable service to the public would not be interrupted;

NOW, THEREFORE, in consideration of the foregoing, Vyve and City agree as follows:

Section 1: The term of the Permit is hereby extended for an additional sixty (60) days so as not to interrupt the cable service to the public, and will now expire on May 13, 2018.

Section 2: All other terms and conditions of the Permit shall continue in full force and effect, subject to applicable law.

PASSED AND APPROVED this 13th day of March, 2018.

CITY OF MCALESTER, OKLAHOMA
A Municipal Corporation

By: _____
John Browne, Mayor

Cora Middleton, City Clerk



March 7, 2018

City of McAlester
28 E. Washington Avenue
P.O. Box 578
McAlester, OK 74502
Attn: Ms. Toni Ervin, Chief Financial Officer

Re: Request to Temporarily Extend Franchise

Dear Ms. Ervin,

Vyve Broadband A, LLC ("Vyve"), as assignee of Allegiance Communications, LLC, is currently providing video communications services to the City of McAlester (the "City") pursuant to the terms and conditions of Resolution No. 12-08, dated June 12, 2012 (as amended, the "Permit"). As you know, the Permit expired on October 28, 2017 and was temporarily extended until March 27, 2018 (the "Expiration Date"). It is our understanding that the public hearing and council meeting required to consider and approve Vyve's new franchise will not be held before such Expiration Date.

In light of the foregoing, we are hereby requesting that the City grant Vyve a further temporary extension of the Permit until May 31, 2018, or the earlier date when the new franchise is formally approved by the City. Please acknowledge the City's agreement to such extension by signing this letter agreement in the space provided below and returning an executed copy to my attention at your earliest convenience.

Thank you for your prompt attention to this matter. If you have any questions regarding this temporary extension, please feel free to contact me at 914.234.8321. The employees of Vyve take pride in providing cable services to your residents and we look forward to continuing to service your community.

Sincerely,

A handwritten signature in blue ink that reads "Edward J. Bennett".

Edward J. Bennett, Associate General Counsel
Vyve Broadband A, LLC

Acknowledged and agreed:

City of McAlester

By: _____

Name:

Title:



McAlester City Council

AGENDA REPORT

Meeting Date:	March 13, 2018	Item Number:	Consent Agenda G
Department:	Finance		
Prepared By:	Toni Ervin	Account Code:	
Date Prepared:	March 6, 2018	Budgeted Amount:	
		Exhibits:	1

Subject

Consider and act upon, authorization for the Mayor to sign the application for Voya Annuity Company for administration and investment of employee matching funds for our 457(b) plan.

Recommendation

Motion to approve.

Discussion

Currently, the employee funds for the 457(b) plan are held by John Hancock and administered by Armanino, LLP out of Dallas. By applying for Voya to administer and hold these investments, it will add many advantages for our employees. This company is recommended by OMRF and has local representatives. Employees will have improved education and access to their funds. Since the matching funds that the City deposits for our Defined Contribution Plan are deposited through OMRF to accounts that Voya administers and holds the investments, employees will have one log in online to see balances in both employee contributions and city matching contributions.

Approved By

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

Voya Retirement Insurance and Annuity Company

PO Box 990063

Hartford, CT 06199-0063



As used on this form, the term "Voya," "VRIAC," "Company," "we," "us" or "our" refers to your plan's funding agent and/or services provider. That entity is VRIAC. Contact us for more information.

Applicant Name (Employer/Contract Holder) City of McAlester

Address 28 E. Washington

City McAlester State OK ZIP 74502

Tax Identification # 73-6005314

Full Legal Plan Name City of McAlester Eligible Deferred Compensation Plan☒ Governmental Organization

- ☒ State, local, county, municipality
☐ Healthcare
☐ Public School
 ☐ K-12
 ☐ High Education

- ☐ For Profit Organization
- ☐ Corporation
- ☐ Unincorporated (e.g. *partnerships, self-employed & S Corporations*)

- ☐ Tax-exempt Organization (includes churches, healthcare organizations and private education organizations)

- ☐ 501(c)(3) Organization (IRS tax-exempt status letter required to be submitted for organizations formed after 10/9/69)

- ☐ Church, qualified and non-qualified church controlled organizations
- ☐ Healthcare
- ☐ Education

- ☐ 501(c)() Organization. Type of Entity _____

- ☐
- Other (specify) _____

403(b) Plan

- ☐ 403(b) Non-ERISA public schools and ERISA exempt 501(c)(3) organizations
- ☐ 403(b) ERISA (generally, 501(c)(3) organization sponsoring a 403(b) with employer and/or employee contributions)

☐ 401(a)
☐ 401(k) - employee salary deferral plan

☒ Governmental 457(b) (including public schools)

- ☐ Tax-exempt 457(b) top hat (for select management and/or highly compensated employees)
- ☐ Tax-exempt 457(b) (only non-qualified church controlled organizations)

Other (specify) _____

☐ Voya Custom Choice II

- ☐ Voya Retirement Choice II (Fixed Plus Account III)

- ☐
- RetireFlex - MF

- ☒
- RetireFlex - SA

- ☐
- Other (specify) _____

Is this Plan subject to ERISA Title I? ☐ Yes ☒ No

If "Yes," indicate the Plan Anniversary (Month/Day) (required) _____

3. IMPORTANT NOTICES

Below are notices that apply only in certain states. Please read the following carefully to see if any apply in your state.

Alaska, Maine: Information provided by the applicant are representations and not warranties.

Alabama: Any person who knowingly presents a false or fraudulent claim for payment of a loss or benefit or who knowingly presents false information in an application for insurance is guilty of a crime and may be subject to restitution fines or confinement in prison, or any combination thereof.

California Reg. 789.8: The sale or liquidation of any stock, bond, IRA, certificate of deposit, mutual fund, annuity, or other asset to fund the purchase of this product may have tax consequences, early withdrawal penalties, or other costs or penalties as a result of the sale or liquidation. You or your agent may wish to consult independent legal or financial advice before selling or liquidating any assets and prior to the purchase of any life or annuity products being solicited, offered for sale, or sold.

Colorado: It is unlawful to knowingly provide false, incomplete, or misleading facts or information to an insurance company for the purpose of defrauding or attempting to defraud the company. Penalties may include imprisonment, fines, denial of insurance and civil damages. Any insurance company or agent of an insurance company who knowingly provides false, incomplete, or misleading facts or information to a policyholder or claimant for the purpose of defrauding or attempting to defraud the policyholder or claimant with regard to a settlement or award payable from insurance proceeds shall be reported to the Colorado division of insurance within the department of regulatory agencies.

Kentucky: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance containing any materially false information or conceals, for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime.

Louisiana, New Mexico, Rhode Island, and West Virginia: Any person who knowingly and willfully presents a false or fraudulent claim for payment of a loss or benefit or who knowingly and willfully presents false information in an application for insurance is guilty of a crime and may be subject to fines and confinement in prison.

New Jersey: Any person who includes any false or misleading information on an application for an annuity is subject to criminal and civil penalties.

Ohio: Any person who, with intent to defraud or knowing that he is facilitating a fraud against an insurer, submits an application or files a claim containing a false or deceptive statement is guilty of insurance fraud.

Oklahoma: WARNING - Any person who knowingly, and with intent to injure, defraud or deceive any insurer, makes any claim for the proceeds of an insurance policy containing any false, incomplete or misleading information is guilty of a felony.

Pennsylvania: Any person who knowingly and with intent to defraud any insurance company or other person files an application for insurance or statement of claim containing any materially false information or conceals for the purpose of misleading, information concerning any fact material thereto commits a fraudulent insurance act, which is a crime and subjects such person to criminal and civil penalties.

Virginia, Washington: It is a crime to knowingly provide false, incomplete, or misleading information to an insurance company for the purpose of defrauding the company. Penalties include imprisonment, fines, and denial of insurance benefits.

Washington D.C.: WARNING - It is a crime to provide false or misleading information to an insurer for the purpose of defrauding the insurer or any other person. Penalties include imprisonment and/or fines. In addition, an insurer may deny insurance benefits if false information materially related to a claim was provided by the applicant.

Arkansas, Maine, and Tennessee: Any person who knowingly and with intent to injure, defraud or deceive any insurance company, submits an application for insurance containing any materially false, incomplete, or misleading information, or conceals for the purpose of misleading, any material fact, is guilty of insurance fraud, which is a crime and in certain states, a felony. Penalties may include imprisonment, fine, denial of benefits, or civil damages.

4. CONTRACT HOLDER SIGNATURE AND AUTHORIZATION

By signing this form, I understand that:

- I am selecting an annuity product to fund a tax-deferred arrangement;
- the tax laws provided for deferral of taxation of earnings on participant account balances; and
- although the annuity provides features and benefits that may be of value to participants, it does not provide any additional deferral of taxation beyond that provided by the tax-deferred arrangement itself.

Additionally, I acknowledge that the pre-filled information, as well as the information I have provided is complete and accurate. I further understand that the Company is entitled to rely exclusively on Information provided on this form.

All payments and values provided by the group Contract, when based on the investment experience of the Separate Account, are variable and are not guaranteed as to fixed dollar amount. Amounts allocated to the Guaranteed Accumulation Account, if available and withdrawn before a guaranteed term maturity date, and/or amounts allocated to the Fixed Account, if applicable, may be subject to a market value adjustment. The market value adjustment may result in an increase, or a decrease, in a participant's account value.

I acknowledge receipt of the current annuity prospectus for the group annuity contract or contract disclosure booklet, as well as current fund prospectuses for each of the variable investment options. **I HAVE ATTACHED A COPY OF PROSPECTUS RECEIPT TO THIS APPLICATION** (required for registered contracts only). The Effective Date of the Contract is the Contract Holder's date of signature below.

Contract Holder Signature *Peta Stuseak* Date *3-1-18*

Title *City Manager* City/Town and State Where Signed *McAlester Oklahoma*

Witness Signature *Sheila Maldonado* Date *3-1-18*

5. PRODUCER SIGNATURE

Producer Name *Paul Smith* License # (if applicable) *104-061*

Producer Signature *Paul Smith* Date *3/1/18*

PLAN SPONSOR SUBMISSION INFORMATION
RetireFlex-SA for Governmental 457(b) and Non-ERISA 401 Plans
A Mutual Fund and Group Fixed Annuity retirement plan product



Please mail or Fax to:

Voya Financial®, Attn: Dawn Mazzola, One Orange Way, A3-S, Windsor, CT 06095-4774

Fax: (515) 698-3036

In this form, Voya Retirement Insurance and Annuity Company (VRIAC), Voya Financial Partners, LLC and Voya Financial Advisors, Inc. may be referred to as Voya®. The term contract refers to a group annuity contract and an administrative services agreement. A Master Application must be submitted along with this completed Plan Sponsor Submission Information Form.

Good order is receipt at the designated location of this form accurately and **entirely** completed, and includes all necessary signatures. If this form and any additional required documentation are not received in good order, as we determine, it may be returned to you for correction which may result in delays in the installation of your Plan.

PLAN SPONSOR INFORMATION

Employer Name City of McAlester		
Address 28 E. Washington		PO Box (if applicable) 578
City/Town McAlester	State (JOI) OK	ZIP 74502
Primary Employer Contact Name Toni Ervin	Phone (918) 423-9300	E-mail toni.ervin@cityofmcalester.com
Payroll Contact Name Ladana DeTello	Phone 918-423-9300	E-mail Ladana.DeTello@cityofmcalester.com
Tax I.D. Number 73-6005314		Fiscal Year End (ex. 6/30) 6-30

PLAN INFORMATION – Check all applicable plan types and complete requested information

457(b) Governmental Plan Specific Information		<input checked="" type="checkbox"/> Available	<input type="checkbox"/> Not Available
Full Legal Plan Name City of McAlester Eligible Deferred Compensation Plan			
Abbreviated Plan Name (Statements allow for 25 Characters. Please provide your preferred abbreviated plan name.) City of McAlester 457		Is plan subject to Title I of ERISA? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Original Plan Effective Date (ex: mm/dd/yyyy) 04/01/2004	Plan Year End (ex: 12/31) 12/31		
Please list current plan providers with plan assets Nationwide & John Hancock		Will all current plan assets be transferring to Voya? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	
401(a) Plan Specific Information		<input type="checkbox"/> Available	<input type="checkbox"/> Not Available
Full Legal Plan Name N/A			
Abbreviated Plan Name (Statements allow for 25 Characters. Please provide your preferred abbreviated plan name.)		Is plan subject to Title I of ERISA? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Original Plan Effective Date (ex: mm/dd/yyyy)	Plan Year End (ex: 12/31)		
Please list current plan providers with plan assets		Will all current plan assets be transferring to Voya? <input type="checkbox"/> Yes <input type="checkbox"/> No	
401(k) Plan* Specific Information		<input type="checkbox"/> Available	<input type="checkbox"/> Not Available
Full Legal Plan Name N/A			
Abbreviated Plan Name (Statements allow for 25 Characters. Please provide your preferred abbreviated plan name.)		Is plan subject to Title I of ERISA? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Original Plan Effective Date (ex: mm/dd/yyyy)	Plan Year End (ex: 12/31)		
Please list current plan providers with plan assets		Will all current plan assets be transferring to Voya? <input type="checkbox"/> Yes <input type="checkbox"/> No	

*If the Plan Sponsor is a governmental or municipal employer, the employer understands and acknowledges that the 401(k) plan must have been in existence on May 6, 1986.

Employer Name City of McAlesterProduct Name RetireFlex-SA

Money Sources	457(b)	401(a)	401(k)	Check box if Source Closed to
Employee Pre-Tax	<input checked="" type="checkbox"/> 457(b)	<input type="checkbox"/> 401(a)	<input type="checkbox"/> 401(k)	<input type="checkbox"/> Closed
414(h) Pickup Contribution	<input type="checkbox"/> 457(b)	<input type="checkbox"/> 401(a)	<input type="checkbox"/> 401(k)	<input type="checkbox"/> Closed
ER Matching ¹ - see notation	<input type="checkbox"/> 457(b)	<input type="checkbox"/> 401(a)	<input type="checkbox"/> 401(k)	<input type="checkbox"/> Closed
ER Discretionary ¹ - see notation	<input type="checkbox"/> 457(b)	<input type="checkbox"/> 401(a)	<input type="checkbox"/> 401(k)	<input type="checkbox"/> Closed
ER Non-Discretionary ¹ - see notation	<input type="checkbox"/> 457(b)	<input type="checkbox"/> 401(a)	<input type="checkbox"/> 401(k)	<input type="checkbox"/> Closed
Transfer Account	<input type="checkbox"/> 457(b)	<input type="checkbox"/> 401(a)	<input type="checkbox"/> 401(k)	<input type="checkbox"/> Closed
Rollover	<input checked="" type="checkbox"/> 457(b) RO <input checked="" type="checkbox"/> Non-457(b) RO	<input type="checkbox"/> 401(a)	<input type="checkbox"/> 401(k)	N/A
Roth	<input checked="" type="checkbox"/> 457(b)	N/A	<input type="checkbox"/> 401(k)	<input type="checkbox"/> Closed
Roth Rollover	<input checked="" type="checkbox"/> 457(b) Roth RO <input type="checkbox"/> Non-457 Roth RO	N/A	N/A	N/A
Roth Non-457 Rollover or Roth Rollover	<input type="checkbox"/> 457(b)	N/A	<input type="checkbox"/> 401(k)	N/A
Employee Post-Tax (not Roth)	N/A	<input type="checkbox"/> 401(a)	<input type="checkbox"/> 401(k)	<input type="checkbox"/> Closed
In Plan Roth Rollover (distributable)	<input type="checkbox"/> 457(b)	N/A	<input type="checkbox"/> 401(k)	N/A

MISCELLANEOUS CONTRIBUTION PROVISIONS and SERVICES**Catch-up Provisions**

Are Age 50 Plus Catch-up Contributions Permitted

457(b)

☒ Yes ☐ No

401(a)

N/A

401(k)

☐ Yes ☐ No

Are Special 457 Catch Up Contributions Permitted

☒ Yes ☐ No

N/A

NA

Will ER Match Catch-up Contributions

☐ Yes ☒ No

N/A

☐ Yes ☐ No**Non Routine Contributions**

457(b)

401(a)

401(k)

Are Plan-to-Plan Transfers into the Plan Permitted

☒ Yes ☐ No☐ Yes ☐ No☐ Yes ☐ No**Contribution Rate Changes**

Voya will maintain participant contribution rate elections under the Plan (if employee pre-tax and/or Roth contributions are allowed) unless the Employer opts out.

☐ Employer elects not to use Voya's contribution rate change service

If the Voya contribution rate change service is elected identify the type of election permitted (check all that applies):

☒ **Percentage-based elections.** The minimum will be 0%. The maximum will be as permitted by law.☒ **Dollar-based elections.** The minimum will be \$0. The maximum will be as permitted by law.

If the Voya contribution rate change service is elected and hardship or unforeseeable emergency withdrawals are permitted under the Plan, complete the following:

Are contributions to be suspended following such a withdrawal?
 If applicable, the contribution suspension period will be 6 months.
 Contribution rate will not be reinstated at end of suspension period.

457(b)

☒ Yes ☐ No

401(a)

N/A

401(k)

☐ Yes ☐ No**ENROLLMENT PROVISIONS AND SERVICES**

It will be assumed that the Plan requires the participant to voluntarily enroll into the Plan unless the Employer indicates otherwise

Default Enrollment process is allowed in☐ 457(b) plan☐ 401(a) plan☐ 401(k) plan

If a default enrollment process is allowed, a default investment option must be identified by the Plan Sponsor within the Investment Selection Section included with this form.

Will Independent Contractors be allowed to participate in the Plan (applicable to 457(b) plans only)

☐ Yes☒ No☐ N/A¹ Do **not** check if Employer Contributions are co-mingled and remitted as Employee Pre-Tax contributions

Employer Name City of McAlesterProduct Name RetireFlex-SA**VESTING****457(b) Governmental Vesting Information**

ER Match (pick one)

ER Discretionary (pick one)

ER Non-Discretionary
(pick one)

- ☒ N/A – No Employer Contributions
☒ Full and Immediate
☐ 3-year cliff
☐ 4-year graded: 25% per year
☐ 5-year graded: After 1 year of service 20% per year
☐ 6-year graded: 20% after 2 years of service; plus
20% per year after

- N/A
☐ ER Match
☐ ER Match
☐ ER Match
☐ ER Match
☐ ER Match

- N/A
☐ ER Discretionary
☐ ER Discretionary
☐ ER Discretionary
☐ ER Discretionary
☐ ER Discretionary

- N/A
☐ ER Non-Discretionary
☐ ER Non-Discretionary
☐ ER Non-Discretionary
☐ ER Non-Discretionary
☐ ER Non-Discretionary

Vesting Computation Period (pick one)

- ☐ Elapsed Time Method ☐ General Method (1000 hours equals one year of service)

Accelerated Vesting: Participant will become 100% vested (check all that apply)

- ☐ At Normal Retirement Age – age _____
(insert age) ☐ Upon Participant Disability ☐ Upon Participant Death ☐ At Early Retirement Age – age _____
(insert age)

Forfeiture Release Provision

- ☐ Immediate Release (upon distribution) ☐ 5 year break-in-service with full termination distribution

401(a) Vesting Information

ER Match (pick one)

ER Discretionary (pick one)

ER Non-Discretionary
(pick one)

- ☐ N/A – No Employer Contributions
☐ Full and Immediate
☐ 3-year cliff
☐ 4-year graded: 25% per year
☐ 5-year graded: After 1 year of service 20% per year
☐ 6-year graded: 20% after 2 years of service; plus
20% per year after

- N/A
☐ ER Match
☐ ER Match
☐ ER Match
☐ ER Match
☐ ER Match

- N/A
☐ ER Discretionary
☐ ER Discretionary
☐ ER Discretionary
☐ ER Discretionary
☐ ER Discretionary

- N/A
☐ ER Non-Discretionary
☐ ER Non-Discretionary
☐ ER Non-Discretionary
☐ ER Non-Discretionary
☐ ER Non-Discretionary

Vesting Computation Period (pick one)

- ☐ Elapsed Time Method ☐ General Method (1000 hours equals one year of service)

Accelerated Vesting: Participant will become 100% vested (check all that apply)

- ☐ At Normal Retirement Age – age _____
(insert age) ☐ Upon Participant Disability ☐ Upon Participant Death ☐ At Early Retirement Age – age _____
(insert age)

Forfeiture Release Provision

- ☐ Immediate Release (upon distribution) ☐ 5 year break-in-service with full termination distribution

401(k) Vesting Information

ER Match (pick one)

ER Discretionary (pick one)

ER Non-Discretionary
(pick one)

- ☐ N/A – No Employer Contributions
☐ Full and Immediate
☐ 3-year cliff
☐ 4-year graded: 25% per year
☐ 5-year graded: After 1 year of service 20% per year
☐ 6-year graded: 20% after 2 years of service; plus
20% per year after

- N/A
☐ ER Match
☐ ER Match
☐ ER Match
☐ ER Match
☐ ER Match

- N/A
☐ ER Discretionary
☐ ER Discretionary
☐ ER Discretionary
☐ ER Discretionary
☐ ER Discretionary

- N/A
☐ ER Non-Discretionary
☐ ER Non-Discretionary
☐ ER Non-Discretionary
☐ ER Non-Discretionary
☐ ER Non-Discretionary

Vesting Computation Period (pick one)

- ☐ Elapsed Time Method ☐ General Method (1000 hours equals one year of service)

Accelerated Vesting: Participant will become 100% vested (check all that apply)

- ☐ At Normal Retirement Age – age _____
(insert age) ☐ Upon Participant Disability ☐ Upon Participant Death ☐ At Early Retirement Age – age _____
(insert age)

Forfeiture Release Provision

- ☐ Immediate Release (upon distribution) ☐ 5 year break-in-service with full termination distribution

DISTRIBUTIONS/WITHDRAWALS - Governmental 457(b) Plans

In-Service Withdrawal Options - The following in-service withdrawal options *will* be established under the Plan unless the Employer opts out by checking the applicable box. The Plan Sponsor will be required to approve all allowed in-service distribution options available under the Plan; such approval will be evidenced by the signature of an authorized Plan Sponsor representative on the applicable withdrawal request form provided by VRIAC. There shall be no restrictions on the frequency in which a distribution/withdrawal may be requested.

- **Unforeseeable Emergency** ☐ Not Allowed
- **Withdrawal of Rollover Contribution Source(s)** ☐ Not Allowed
- **457(b) Deminimus** ☐ Not Allowed
- **Withdrawal and Transfer of Governmental Defined Benefit Service Credit** ☐ Not Allowed

The following in-service withdrawal options *will not* be established under the Plan unless the Employer opts in by checking applicable box.

- **Age-based Withdrawal** ☒ Allowed – indicate age 70.5
- **Normal Retirement Age Withdrawal** ☐ Allowed – indicate age _____
- **Withdrawal and Transfer for Health Insurance and Long Term Care** ☐ Allowed

Separation from Service Distribution Options – In addition to direct rollovers, the following distribution options after a participant has separated from service *will* be established under the Plan unless the Employer opts out by checking the applicable box.

- **Full Cash Withdrawal** ☐ Not Allowed
- **Partial Cash Withdrawal** ☐ Not Allowed
- **Installment payments** ☐ Not Allowed
- **Annuity payments** ☐ Not Allowed
- **Plan to Plan Transfers to another plan of the same plan type** ☐ Not Allowed
- **Combination or split payment elections** ☐ Not Allowed

VRIAC will provide ongoing review and processing of participant-initiated benefit payment requests (including annuity payments, if permitted, and death benefits) due to participant's separation from service or death, on behalf of the Plan Sponsor. In the case of death benefits, in those individual circumstances where VRIAC does not have a beneficiary designation from the participant on file, VRIAC will seek written direction from the Plan Sponsor as to who to make payment to pursuant to the Plan. The Plan Sponsor is responsible for providing VRIAC with any and all participant termination data in the mutually agreed upon electronic format, within a reasonable time period following the participant's separation from service or death. VRIAC will not make the applicable benefit payment request transaction and/or paperwork available to the participant until the termination data is received from the Plan Sponsor.

Spousal Consent Requirements - Does the Plan require a participant's spouse to provide spousal consent of participant's withdrawal or distribution election? ☐ Yes ☒ No

DISTRIBUTIONS/WITHDRAWALS – 401(a) Plans

In-Service Withdrawal Options - The following in-service withdrawal options *will* be established under the Plan unless the Employer opts out by checking the applicable box. The Plan Sponsor will be required to approve all allowed in-service distribution options available under the Plan; such approval will be evidenced by the signature of an authorized Plan Sponsor representative on the applicable withdrawal request form provided by VRIAC. There shall be no restrictions on the frequency in which a distribution/withdrawal may be requested.

- **Withdrawal of Rollover Contribution Source(s)** ☐ Not Allowed
- **Withdrawal and Transfer of Governmental Defined Benefit Service Credit** ☐ Not Allowed

The following in-service withdrawal options *will not* be established under the Plan unless the Employer opts in by checking applicable box.

- **Age-based Withdrawal** ☐ Allowed – indicate age _____
- **Normal Retirement Age Withdrawal** ☐ Allowed – indicate age _____
- **Withdrawal and Transfer for Health Insurance and Long Term Care** ☐ Allowed

Separation from Service Distribution Options – In addition to direct rollovers, the following distribution options after a participant has separated from service *will* be established under the Plan unless the Employer opts out by checking the applicable box.

- **Full Cash Withdrawal** ☐ Not Allowed
- **Partial Cash Withdrawal** ☐ Not Allowed
- **Installment payments** ☐ Not Allowed
- **Annuity payments** ☐ Not Allowed
- **Plan to Plan Transfers to another plan of the same plan type** ☐ Not Allowed
- **Combination or split payment elections** ☐ Not Allowed

VRIAC will provide ongoing review and processing of participant-initiated benefit payment requests (including annuity payments, if permitted, and death benefits) due to participant's separation from service or death, on behalf of the Plan Sponsor. In the case of death benefits, in those individual circumstances where VRIAC does not have a beneficiary designation from the participant on file, VRIAC will seek written direction from the Plan Sponsor as to who to make payment to pursuant to the Plan. The Plan Sponsor is responsible for providing VRIAC with any and all participant termination data in the mutually agreed upon electronic format, within a reasonable time period following the participant's separation from service or death. VRIAC will not make the applicable benefit payment request transaction and/or paperwork available to the participant until the termination data is received from the Plan Sponsor.

Spousal Consent Requirements - Does the Plan require participants to waive right to a joint and survivor annuity and participant's spouse to consent to participant's waiver (commonly referred to as "QJSA waiver with spousal consent")? ☐ Yes ☐ No

Employer Name City of McAlesterProduct Name RetireFlex-SA**DISTRIBUTIONS/WITHDRAWALS - 401(k) Plans**

In-Service Withdrawal Options - The following in-service withdrawal options **will** be established under the Plan unless the Employer opts out by checking the applicable box. The Plan Sponsor will be required to approve all allowed in-service distribution options available under the Plan; such approval will be evidenced by the signature of an authorized Plan Sponsor representative on the applicable withdrawal request form provided by VRIAC. There shall be no restrictions on the frequency in which a distribution/withdrawal may be requested.

- **Hardship Withdrawal** ☐ Not Allowed
- **Age 59½ Withdrawal** ☐ Not Allowed
- **Withdrawal of Rollover Contribution Source(s)** ☐ Not Allowed

The following in-service withdrawal options **will not** be established under the Plan unless the Employer opts in by checking applicable box.

- **Age-based Withdrawal** ☐ Allowed – indicate age _____
- **Normal Retirement Age Withdrawal** ☐ Allowed – indicate age _____
- **Withdrawal and Transfer for Health Insurance and Long Term Care** ☐ Allowed
- **Withdrawal and Transfer of Governmental Defined Benefit Service Credit** ☐ Allowed

Separation from Service Distribution Options – In addition to direct rollovers, the following distribution options after a participant has separated from service **will** be established under the Plan unless the Employer opts out by checking the applicable box.

- **Full Cash Withdrawal** ☐ Not Allowed
- **Partial Cash Withdrawal** ☐ Not Allowed
- **Installment payments** ☐ Not Allowed
- **Annuity payments** ☐ Not Allowed
- **Plan to Plan Transfers to another plan of the same plan type** ☐ Not Allowed
- **Combination or split payment elections** ☐ Not Allowed

VRIAC will provide ongoing review and processing of participant-initiated benefit payment requests (including annuity payments, if permitted, and death benefits) due to participant's separation from service or death, on behalf of the Plan Sponsor. In the case of death benefits, in those individual circumstances where VRIAC does not have a beneficiary designation from the participant on file, VRIAC will seek written direction from the Plan Sponsor as to who to make payment to pursuant to the Plan. The Plan Sponsor is responsible for providing VRIAC with any and all participant termination data in the mutually agreed upon electronic format, within a reasonable time period following the participant's separation from service or death. VRIAC will not make the applicable benefit payment request transaction and/or paperwork available to the participant until the termination data is received from the Plan Sponsor.

Spousal Consent Requirements - Does the Plan require participants to waive right to a joint and survivor annuity and participant's spouse to consent to participant's waiver (commonly referred to as "QJSA waiver with spousal consent")? ☐ Yes ☐ No

MANDATORY DISTRIBUTIONS FOR TERMINATED PARTICIPANTS

	457(b)	401(a)	401(k)
Are mandatory distributions under the Plan required (<i>Note: mandatory distributions over \$1,000 are not permitted under non-governmental 457(b) plans.</i>)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
If mandatory distributions are required, indicate the applicable limit	<input checked="" type="checkbox"/> \$1,000 limit <input type="checkbox"/> \$5,000 limit*	<input type="checkbox"/> \$1,000 limit <input type="checkbox"/> \$5,000 limit*	<input type="checkbox"/> \$1,000 limit <input type="checkbox"/> \$5,000 limit*

* Accounts that have balances less than or equal to \$1,000 will be cashed out. Participants with account balances greater than \$1,000 and at or below \$5,000 will be rolled into an IRA to be established by the Employer. Additional paperwork may be required if the Voya Rollover IRA is used. If a non-Voya Rollover IRA is to be used, provide the following information:

Name of IRA Provider _____ Contact Name _____
Street Address _____ City/State/Zip _____

If mandatory distributions are required, rollover balances (if any) will be excluded when determining if account balance meets the limit unless otherwise elected ☐ Include rollover balances. Note any exception by plan, e.g., 401(a) _____

Employer Name City of McAlesterProduct Name RetireFlex-SA**LOAN PROVISIONS**Loans **will not** be established under the Plan unless the Employer opts in by checking applicable box

(Note: loans are not permitted under non-governmental 457(b) plans.)

- **General Purpose Loans**
- **Residential Loans**

457(b)

- ☒
- Allowed
-
- ☒
- Allowed

401(a)

- ☐
- Allowed
-
- ☐
- Allowed

401(k)

- ☐
- Allowed
-
- ☐
- Allowed

Loan Repayment MethodIf loans are permitted, indicate the method loans will be repaid (**only one method may be selected**)

- ☒ Payroll deduction. Loan payments will not be permitted after Participant has separated from service.
- ☐ ACH debit to the Participant's bank account. Loan payments will continue after the Participant has separated from service until a full termination distribution has been processed from the Participant's account.

If loans are permitted under the Plan, the following rules will apply.

- The maximum number of outstanding loans at any time will be ☒ one ☐ two, regardless of loan type. There shall be no restrictions on the frequency in which a loan may be requested.
- General Purpose loans will have a maximum duration of 57 months and Residential loans will have a maximum duration of 120 months.
- The minimum loan amount will be \$1,000 regardless of loan type.
- The loan interest rate will be determined by Voya based on the Prime Interest Rate published in the WSJ on the last business day of each month plus an adjustment factor of 1%.
- Loan requests will be authorized by the Plan Sponsor. If all existing plan assets will be transferred as indicated on page 1, loan requests will be authorized by Voya.
- Spousal consent requirements will mirror those requirements indicated within the Distribution/Withdrawals section above.

NOTE: Distributions, Withdrawals and Loans will be withdrawn using Voya's standard sequence of employee pre-tax contribution sources followed by employer contribution sources, then rollover and transfer sources, if permitted. If Roth is available under the Plan, the Roth contribution source followed by Roth-related rollover sources will go after the employee and employer contribution sources noted above. Roth and Roth-related rollover sources may not be used to fund a loan disbursement but may be included when determining the maximum loan amount available. Non-Roth after tax money source, if available will be at the end of the source sequence. Employer contribution sources are not available for Hardship Withdrawals.

MISCELLANEOUS PLAN PROVISIONS**Beneficiary Designations**

Voya will maintain beneficiary designations under the Plan(s) unless the Employer opts out.

- ☐ Employer elects not to use Voya's service

If the Voya beneficiary maintenance service is elected, Voya will allow participants and the account holders shown below to name a beneficiary unless the Employer opts out by checking the applicable box.

- **Beneficiary account holder**
- **Alternate payee account holder**

457(b)

- ☐
- Not Allowed
-
- ☐
- Not Allowed

401(a)

- ☐
- Not Allowed
-
- ☐
- Not Allowed

401(k)

- ☐
- Not Allowed
-
- ☐
- Not Allowed

Please indicate spousal consent requirements of a beneficiary designation under the Plan below.

- **Spousal Consent required**
- **Community Property edit (see below)**

457(b)

- ☐
- Yes
- ☒
- No
-
- ☐
- Yes
- ☒
- No

401(a)

- ☐
- Yes
- ☐
- No
-
- ☐
- Yes
- ☐
- No

401(k)

- ☐
- Yes
- ☐
- No
-
- ☐
- Yes
- ☐
- No

For those plans where spousal consent requirement does not apply, the Employer elects to require consent if the participant / Account holder resides in a community property state

Domestic Relations Orders ("DROs")

Voya will presume the Plan recognizes and permits DROs unless the Employer opts out.

457(b)

- ☐
- Not Allowed

401(a)

- ☐
- Not Allowed

401(k)

- ☐
- Not Allowed

Employer Name City of McAlesterProduct Name RetireFlex-SA**OPTIONAL SERVICES**The following optional services *will not* be established for the Plan unless the Employer opts in by checking applicable box

	457(b)	401(a)	401(k)
• Self-Directed Brokerage Account	<input type="checkbox"/> Permitted	<input type="checkbox"/> Permitted	<input type="checkbox"/> Permitted
• Investment Advisory Services	<input type="checkbox"/> Permitted	<input type="checkbox"/> Permitted	<input type="checkbox"/> Permitted
• Asset Allocation Made Easier Services	<input type="checkbox"/> Permitted	<input type="checkbox"/> Permitted	<input type="checkbox"/> Permitted
• Expense reimbursement arrangement	<input type="checkbox"/> Permitted	<input type="checkbox"/> Permitted	<input type="checkbox"/> Permitted

If optional plan services are elected, the following rules will apply.

- Self-directed brokerage account is available for plans with \$1 million or more in total plan assets.
- Additional agreements will be required. Additional charges may apply as reflected in Schedule D of the Administrative Services Agreement.
- Availability of Asset Allocation Made Easier Services is subject to Company approval.
- Availability of Portfolio Blueprint® is subject to Company approval.

Employer Name City of McAlesterProduct Name RetireFlex-SA**LICENSED REPRESENTATIVE**

Voya designates the following individual(s) to serve as its licensed representatives with respect to this Agreement. Licensed representatives are designated as one of the following:

Agent, including Career Agent – Appointed with Voya Retirement Insurance and Annuity Company, registered representative of Voya Financial Advisors, Inc. and receives commission based compensation.

Broker – (Non Voya FA Only) – Appointed with Voya Retirement Insurance and Annuity Company, but affiliated with a broker-dealer other than Voya Financial Advisors, Inc. and receives commission based compensation.

Salaried Enroller – Voya Retirement Insurance and Annuity Company employees who will not receive commission based salary and are registered representatives of Voya Financial Advisors, Inc.

Representative 1 ☒ Agent ☐ Broker ☐ Salaried Enroller

Representative Name Paul M Smith Last 4 Digits SSN 7896

Broker Dealer Affiliation Voya Financial Advisors

Office Code 104 Rep # 061 % Participation 100 %

Representative 2 ☐ Agent ☐ Broker ☐ Salaried Enroller

Representative Name Last 4 Digits SSN

Broker Dealer Affiliation

Office Code Rep # % Participation

Representative 3 ☐ Agent ☐ Broker ☐ Salaried Enroller

Representative Name Last 4 Digits SSN

Broker Dealer Affiliation

Office Code Rep # % Participation

Licensed representatives identified above will be able to access Voya customer service representatives upon providing recognized access code. Licensed representative may obtain account information, make profile changes and/or request paperwork on behalf of a participant.

Registered Representatives of distributors who solicit sales of the contract typically receive a portion of the compensation paid to the distributor in the form of commissions or other compensation, depending upon the agreement between the distributor and the registered Representative. This compensation as well as other incentives or payments, is not paid directly by contract holders or account holders, but instead is paid by us through Voya Financial Partners, LLC. We intend to recoup this compensation and other sales expenses paid to distributors through fees and charges imposed under the contract. Some personnel may receive various types of non-cash compensation as special sales incentives, including trips, and we may also pay for some personnel to attend educational and/or business seminars. Any such compensation will be paid in accordance with SEC and FINRA Rules.

Employer Name City of McAlesterProduct Name RetireFlex-SA**COMMISSION AND FEE SCHEDULE**

Assumptions for Your Plan	Number of Participating Employees	First Year Contribution Amount	Transferred Asset Amount in the First Year
---------------------------	-----------------------------------	--------------------------------	--

Compensation Structure

- ☐ Flat Salary ☐ \$ _____
- ☒ Commission Schedule ☐ Case Level ☐ Participant Level
- 1.00 % of Contributions in the first Case Year
- 0.00 % of Contributions in the Renewal Case Year
- 0.00 % of Increase Contributions in the Renewal Case Years
- 1.00 % of Transferred Assets in ☐ the First Case Year ☒ All Years
- 0.10 % of Assets Beginning ☒ Month 1 ☐ Month 13

Supplemental Bonus Compensation: No

Daily Asset Charge (DAC)

The Daily Asset Charge (DAC) is factored into the current value of each of the variable investment options. The DAC is a function of the number of participants, assets, and compensation paid in connection with the contract. It is reviewed annually, therefore, the DAC may decrease or increase as assets or the average participant account balance changes. Based on the previously stated assumptions and compensation option selected, the estimated initial DAC applicable during the first contract year and the DAC schedule are noted below.

Daily Asset Charge 0.15 %**Fund Management Fees**

Fund management fees and other fund operating expenses will apply. Fees depend on the investment option chosen. Please refer to the individual Fund prospectuses for fund fee information. A portion of that fee may be paid to Voya as a form of revenue sharing. Please see the information booklet for additional information.

Additional Services/Recordkeeping Fees

Please refer to Schedule D or the Administrative Services Agreement.

Employer Name City of McAlesterProduct Name RetireFlex-SA

INVESTMENT SELECTION SECTION

Please select the investment options that will be available in your Plan.

These investment options are not insured by the Federal Deposit Insurance Corporation, are not deposits or obligations for Voya Institutional Trust Company or any of its affiliates, and are not guaranteed by the U.S. Government or its agencies or instrumentalities.

These investment options include investment risks including possible loss of principal amount invested and companies that are affiliated with Voya Institutional Trust Company will earn fees, which are disclosed in the prospectuses, for providing these services to the Plan.

Plan Sponsor acknowledges receipt of the fund prospectuses for each of the available investment options.

INVESTMENT OPTION SELECTION MENU

Please place an X to indicate the investment options chosen. Once the Investment Selection has been submitted to Voya®, the addition or deletion of investments choices prior to the installation must be in writing. Any change in the investment lineup during installation can affect transition timelines.

Stability of Principal	
<input type="checkbox"/> 003 Voya Money Market Portfolio - Class I*	<input checked="" type="checkbox"/> 4301 Voya Fixed Account- 457/401 II ² *

Bonds	
<input type="checkbox"/> 3418 AllianceBernstein Global Bond Fund - Class K*	<input type="checkbox"/> 3986 MFS® Emerging Markets Debt Fund - Class R3
<input type="checkbox"/> 3548 AllianceBernstein High Income Fund - Class K	<input type="checkbox"/> 6390 Neuberger Berman High Income Bond Fund - Class A
<input type="checkbox"/> 1001 American Century Investments Inflation-Adjusted Bond - Investor	<input type="checkbox"/> 6237 Oppenheimer Senior Floating Rate Fund - Class Y
<input type="checkbox"/> 1482 American Century Investments Short Duration Inflation Protectn Bond Inv	<input type="checkbox"/> 8029 PIMCO High Yield Fund - Administrative Class
<input type="checkbox"/> 2632 BlackRock High Yield Bond Portfolio - Investor A Shares	<input checked="" type="checkbox"/> 6389 PIMCO Income Fund - Administrative Class
<input type="checkbox"/> 2458 BlackRock Inflation Protected Bond Pt - Investor A Shares	<input type="checkbox"/> 8052 PIMCO Real Return Fund - Administrative Class
<input type="checkbox"/> 6223 Cohen & Steers Preferred Securities and Income Fund - CI A	<input type="checkbox"/> 683 PIMCO Total Return Fund - Administrative Class
<input type="checkbox"/> 7357 Delaware Extended Duration Bond Fund - Class A	<input type="checkbox"/> 1583 Pioneer Strategic Income Fund - Class Y Shares
<input type="checkbox"/> 2000 Eaton Vance Global Macro Absolute Return Fund - Class A	<input type="checkbox"/> 2482 Prudential High Yield Fund - Class Z
<input type="checkbox"/> 1848 Federated Prudent Bear Fund - Class A Shares	<input type="checkbox"/> 7646 Prudential Total Return Bond Fund - Class Z
<input type="checkbox"/> 3837 Franklin U.S. Government Securities Fund - Advisor Class*	<input type="checkbox"/> 3350 Putnam U.S. Government Income Trust - Class Y*
<input type="checkbox"/> 9251 Goldman Sachs Emerging Markets Debt Fund - Class A	<input type="checkbox"/> 1041 TCW Total Return Bond Fund - Class N
<input type="checkbox"/> 2870 Hotchkis and Wiley High Yield Fund - Class I	<input type="checkbox"/> 3375 TCW Core Fixed Income Fund - Class N
<input type="checkbox"/> 2899 Invesco Floating Rate Fund - Class R5	<input type="checkbox"/> 5050 Templeton Global Bond Fund - Advisor Class
<input type="checkbox"/> 2421 Ivy High Income Fund - Class Y	<input type="checkbox"/> 422 Voya Global Bond Portfolio - Initial Class
<input type="checkbox"/> 7732 JPMorgan Government Bond Fund - Select Class Shares	<input type="checkbox"/> 240 Voya GNMA Income Fund - Class I*
<input type="checkbox"/> 2441 Legg Mason BW Global Opportunities Bond Fund - Class A	<input checked="" type="checkbox"/> 238 Voya Intermediate Bond Fund - Class I
<input type="checkbox"/> 2540 Loomis Sayles Investment Grade Bond Fund - Class A	<input type="checkbox"/> 1554 Voya U.S. Bond Index Portfolio - Class I
<input type="checkbox"/> 1471 Loomis Sayles Strategic Income Fund - Class A	<input checked="" type="checkbox"/> 2707 Wells Fargo Advantage Real Return Fund - Administrator Class
<input type="checkbox"/> 7576 Metropolitan West Total Return Bond Fund - Class M Shares	<input type="checkbox"/> 1634 Western Asset Core Plus Bond Fund - Class FI
<input type="checkbox"/> 3261 MFS® Bond Fund - Class R3	<input type="checkbox"/> 1635 Western Asset Emerging Markets Debt Fund - Class I

Asset Allocation	
<input type="checkbox"/> 2724 American Century Investments One Choice SM 2020 Portfolio - Investor CI	<input type="checkbox"/> 2828 MFS® Aggressive Growth Allocation Fund - Class R3
<input type="checkbox"/> 2200 American Century Investments One Choice SM 2025 Portfolio - Investor CI	<input type="checkbox"/> 2673 MFS® Conservative Allocation Fund - Class R3
<input type="checkbox"/> 2725 American Century Investments One Choice SM 2030 Portfolio - Investor CI	<input type="checkbox"/> 2810 MFS® Growth Allocation Fund - Class R3
<input type="checkbox"/> 2201 American Century Investments One Choice SM 2035 Portfolio - Investor CI	<input type="checkbox"/> 2809 MFS® Moderate Allocation Fund - Class R3

² The Voya Fixed Account-457/401 II is not a mutual fund, but it is a fixed interest option offered through the Group Annuity Contract issued by Voya Retirement Insurance and Annuity Company. This investment option is required to be included in the fund menu selected.

*Considered a Competing Investment Option

Employer Name City of McAlesterProduct Name RetireFlex-SA

Asset Allocation			
<input type="checkbox"/>	2726 American Century Investments One Choice SM 2040 Portfolio - Investor Cl	<input type="checkbox"/>	2189 T. Rowe Price Retirement 2005 Fund - Advisor Class
<input type="checkbox"/>	2202 American Century Investments One Choice SM 2045 Portfolio - Investor Cl	<input type="checkbox"/>	2179 T. Rowe Price Retirement 2010 Fund - Advisor Class
<input type="checkbox"/>	2727 American Century Investments One Choice SM 2050 Portfolio - Investor Cl	<input type="checkbox"/>	2180 T. Rowe Price Retirement 2015 Fund - Advisor Class
<input type="checkbox"/>	2891 American Century Investments One Choice SM 2055 Portfolio - Investor Cl	<input type="checkbox"/>	2181 T. Rowe Price Retirement 2020 Fund - Advisor Class
<input type="checkbox"/>	2203 American Century Investments One Choice SM Income Port- Investor Cl	<input type="checkbox"/>	2182 T. Rowe Price Retirement 2025 Fund - Advisor Class
<input type="checkbox"/>	7125 American Century Investments Strategic Allocation: Aggressive Fund Inv	<input type="checkbox"/>	2186 T. Rowe Price Retirement 2030 Fund - Advisor Class
<input type="checkbox"/>	7124 American Century Investments Strategic Allocation: Conservative Inv	<input type="checkbox"/>	2184 T. Rowe Price Retirement 2035 Fund - Advisor Class
<input type="checkbox"/>	7123 American Century Investments Strategic Allocation: Moderate Fund Inv	<input type="checkbox"/>	2185 T. Rowe Price Retirement 2040 Fund - Advisor Class
<input type="checkbox"/>	9220 American Funds 2010 Target Date Retirement Fund [®] - R-4	<input type="checkbox"/>	2183 T. Rowe Price Retirement 2045 Fund - Advisor Class
<input type="checkbox"/>	9221 American Funds 2015 Target Date Retirement Fund [®] - R-4	<input type="checkbox"/>	2187 T. Rowe Price Retirement 2050 Fund - Advisor Class
<input type="checkbox"/>	9222 American Funds 2020 Target Date Retirement Fund [®] - R-4	<input type="checkbox"/>	2188 T. Rowe Price Retirement 2055 Fund - Advisor Class
<input type="checkbox"/>	9223 American Funds 2025 Target Date Retirement Fund [®] - R-4	<input type="checkbox"/>	2178 T. Rowe Price Retirement Income Fund - Advisor Class
<input type="checkbox"/>	9224 American Funds 2030 Target Date Retirement Fund [®] - R-4	<input checked="" type="checkbox"/>	1536 Voya Index Solution 2015 Portfolio - Initial Class
<input type="checkbox"/>	9225 American Funds 2035 Target Date Retirement Fund [®] - R-4	<input checked="" type="checkbox"/>	1539 Voya Index Solution 2025 Portfolio - Initial Class
<input type="checkbox"/>	9226 American Funds 2040 Target Date Retirement Fund [®] - R-4	<input checked="" type="checkbox"/>	1542 Voya Index Solution 2035 Portfolio - Initial Class
<input type="checkbox"/>	9227 American Funds 2045 Target Date Retirement Fund [®] - R-4	<input checked="" type="checkbox"/>	1545 Voya Index Solution 2045 Portfolio - Initial Class
<input type="checkbox"/>	9228 American Funds 2050 Target Date Retirement Fund [®] - R-4	<input checked="" type="checkbox"/>	1161 Voya Index Solution 2055 Portfolio - Initial Class
<input type="checkbox"/>	1872 American Funds 2055 Target Date Retirement Fund [®] - R-4	<input checked="" type="checkbox"/>	1548 Voya Index Solution Income Portfolio - Initial Class
<input type="checkbox"/>	1861 JPMorgan SmartRetirement [®] 2015 Fund - Select Class	<input type="checkbox"/>	746 Voya Solution 2015 Portfolio - Initial Class
<input type="checkbox"/>	1862 JPMorgan SmartRetirement [®] 2020 Fund - Select Class	<input type="checkbox"/>	790 Voya Solution 2025 Portfolio - Initial Class
<input type="checkbox"/>	1863 JPMorgan SmartRetirement [®] 2025 Fund - Select Class	<input type="checkbox"/>	761 Voya Solution 2035 Portfolio - Initial Class
<input type="checkbox"/>	1864 JPMorgan SmartRetirement [®] 2030 Fund - Select Class	<input type="checkbox"/>	764 Voya Solution 2045 Portfolio - Initial Class
<input type="checkbox"/>	1865 JPMorgan SmartRetirement [®] 2035 Fund - Select Class	<input type="checkbox"/>	1166 Voya Solution 2055 Portfolio - Initial Class
<input type="checkbox"/>	1866 JPMorgan SmartRetirement [®] 2040 Fund - Select Class	<input type="checkbox"/>	3829 Voya Solution Aggressive Portfolio - Initial Class
<input type="checkbox"/>	1867 JPMorgan SmartRetirement [®] 2045 Fund - Select Class	<input type="checkbox"/>	1610 Voya Solution Balanced Portfolio - Initial Class
<input type="checkbox"/>	1868 JPMorgan SmartRetirement [®] 2050 Fund - Select Class	<input type="checkbox"/>	1876 Voya Solution Conservative Portfolio - Initial Class
<input type="checkbox"/>	3868 JPMorgan SmartRetirement [®] 2055 Fund - Select Class	<input type="checkbox"/>	767 Voya Solution Income Portfolio - Initial Class
<input type="checkbox"/>	1869 JPMorgan SmartRetirement [®] Income Fund - Select Class	<input type="checkbox"/>	1920 Voya Solution Moderately Aggressive Portfolio - Initial Cl
<input type="checkbox"/>	1806 Manning & Napier Fund, Inc. Pro-Blend [®] Cons Term Series - S	<input type="checkbox"/>	1609 Voya Solution Moderately Conservative Portfolio - Initial Cl
<input type="checkbox"/>	7118 Manning & Napier Fund, Inc. Pro-Blend [®] Ext Term Series - S	<input type="checkbox"/>	033 Voya Strategic Allocation Conservative Portfolio - Class I
<input type="checkbox"/>	7116 Manning & Napier Fund, Inc. Pro-Blend [®] Max Term Series - S	<input type="checkbox"/>	031 Voya Strategic Allocation Growth Portfolio - Class I
<input type="checkbox"/>	7115 Manning & Napier Fund, Inc. Pro-Blend [®] Mod Term Series - S	<input type="checkbox"/>	032 Voya Strategic Allocation Moderate Portfolio - Class I

★ Per client request, Please add "Voya Index Solution" 2020, 2030, 2040, 2050, 2060

Balanced			
<input type="checkbox"/>	984 American Century Investments Balanced Fund - Investor Class	<input type="checkbox"/>	8656 JPMorgan Diversified Fund - Select Class Shares
<input checked="" type="checkbox"/>	823 American Funds American Balanced Fund - Class R-4	<input type="checkbox"/>	3590 MFS [®] Total Return Fund - Class R3
<input type="checkbox"/>	1005 American Funds The Income Fund of America - Class R-4	<input type="checkbox"/>	193 Pax World Balanced Fund - Individual Investor Class
<input type="checkbox"/>	6465 Columbia Balanced Fund - Class R4 Shares	<input type="checkbox"/>	008 Voya Balanced Portfolio - Class I
<input type="checkbox"/>	1623 Invesco Equity and Income Fund - Class Y	<input checked="" type="checkbox"/>	1257 VY T. Rowe Price Capital Appreciation Portfolio - Institutional Class
<input type="checkbox"/>	2420 Ivy Balanced Fund - Class Y		

Large Cap Value			
<input type="checkbox"/>	3104 AllianceBernstein Growth and Income Fund - Class K	<input type="checkbox"/>	3757 JPMorgan Value Advantage Fund - Select Class Shares
<input type="checkbox"/>	7136 American Beacon Large Cap Value Fund - Investor Class	<input type="checkbox"/>	1468 QS Batterymarch S&P 500 Index Fund - Class A
<input type="checkbox"/>	1250 American Century Investments Equity Growth Fund - Investor	<input checked="" type="checkbox"/>	2876 MFS [®] Value Fund - Class R3
<input type="checkbox"/>	9229 American Funds American Mutual Fund [®] - Class R-4	<input type="checkbox"/>	3194 Nuveen Dividend Value Fund - Class I
<input type="checkbox"/>	1208 American Funds Fundamental Investors SM - Class R-4	<input type="checkbox"/>	2228 Parnassus Core Equity Fund SM - Investor Shares
<input type="checkbox"/>	8504 American Funds The Investment Company of America [®] - R-4	<input type="checkbox"/>	1332 Pioneer Equity Income Fund - Class Y Shares
<input type="checkbox"/>	819 American Funds Washington Mutual Investors Fund SM - R-4	<input type="checkbox"/>	3112 Putnam Equity Income Fund - Class Y
<input type="checkbox"/>	6296 Columbia Contrarian Core Fund - Class R4 Shares	<input type="checkbox"/>	2886 RidgeWorth Large Cap Value Equity Fund - Class I Shares
<input type="checkbox"/>	6467 Columbia Dividend Opportunity Fund - Class R4 Shares	<input type="checkbox"/>	3155 T. Rowe Price Dividend Growth Fund - Advisor Class
<input type="checkbox"/>	3912 Delaware Value [®] Fund - Class A	<input type="checkbox"/>	220 T. Rowe Price Value Fund - Advisor Class
<input type="checkbox"/>	3171 Diamond Hill Large Cap Fund - Class A	<input type="checkbox"/>	3436 Voya Corporate Leaders 100 Fund - Class I
<input type="checkbox"/>	8496 Eagle Growth & Income Fund - Class A	<input type="checkbox"/>	001 Voya Growth and Income Portfolio - Class I
<input type="checkbox"/>	209 Fidelity VIP Contrafund Portfolio - Service Class 2	<input type="checkbox"/>	035 Voya Index Plus LargeCap Portfolio - Class I

Employer Name City of McAlesterProduct Name RetireFlex-SA**Large Cap Value**

<input checked="" type="checkbox"/> 8485 Fidelity Advisor Large Cap Fund - Class A	<input type="checkbox"/> 3764 Voya Large Cap Value Fund - Class I
<input type="checkbox"/> 7172 Invesco Charter Fund - Class R5	<input type="checkbox"/> 1557 Voya Russell™ Large Cap Index Portfolio - Class I
<input type="checkbox"/> 8354 Invesco Comstock Fund - Class Y	<input type="checkbox"/> 2709 Voya Russell™ Large Cap Value Index Portfolio - Class I
<input type="checkbox"/> 8654 JPMorgan U.S. Large Cap Core Plus Fund - Select Class	<input type="checkbox"/> 622 VY T. Rowe Price Equity Income Portfolio - Institutional Class

Large Cap Growth

<input type="checkbox"/> 3105 AllianceBernstein Large Cap Growth Fund - Class K	<input type="checkbox"/> 3153 Principal LargeCap Growth I Fund - R-4 Class Shares
<input type="checkbox"/> 3154 American Century Investments Disciplined Growth Fund - Investor	<input type="checkbox"/> 3598 Prudential Jennison Growth Fund - Class Z
<input type="checkbox"/> 1002 American Funds AMCAP Fund® - Class R-4	<input type="checkbox"/> 1379 T. Rowe Price Blue Chip Growth Fund - Advisor Class
<input checked="" type="checkbox"/> 572 American Funds The Growth Fund of America - Class R-4	<input type="checkbox"/> 8166 T. Rowe Price Growth Stock Fund - Advisor Class
<input type="checkbox"/> 1006 American Funds The New Economy Fund® - Class R-4	<input type="checkbox"/> 1791 T. Rowe Price New America Growth Fund - Advisor Class
<input type="checkbox"/> 1304 ClearBridge Aggressive Growth Fund - Class I	<input type="checkbox"/> 1605 Thornburg Core Growth Fund - Class R4
<input type="checkbox"/> 1600 Fidelity Advisor New Insights Fund - Institutional Class	<input type="checkbox"/> 243 Voya Growth Opportunities Fund - Class I
<input type="checkbox"/> 3767 Franklin DynaTech Fund - Advisor Class	<input type="checkbox"/> 742 Voya Large Cap Growth Portfolio - Institutional Class
<input type="checkbox"/> 8792 Harbor Capital Appreciation Fund - Investor Class	<input type="checkbox"/> 2713 Voya Russell™ Large Cap Growth Index Portfolio - Class I
<input type="checkbox"/> 2987 MFS® Growth Fund - Class R3	<input type="checkbox"/> 111 VY T. Rowe Price Growth Equity Portfolio - Initial Class
<input type="checkbox"/> 2927 Neuberger Berman Socially Responsive Fund - Class A	

Small/Mid/Specialty

<input type="checkbox"/> 8511 AllianceBernstein Discovery Growth Fund, Inc. - Class K	<input type="checkbox"/> 3263 MFS® New Discovery Fund - Class R3
<input type="checkbox"/> 9151 American Beacon Mid-Cap Value Fund - Investor Class	<input type="checkbox"/> 8546 MFS® Utilities Fund - Class R3
<input type="checkbox"/> 9165 American Beacon Small Cap Value Fund - Investor Class	<input type="checkbox"/> 3618 Neuberger Berman Long Short Fund - Class A
<input type="checkbox"/> 1824 American Century Investments Heritage Fund - Investor Class	<input type="checkbox"/> 1487 Northern Funds Small Cap Value Fund
<input type="checkbox"/> 7601 AMG Managers Real Estate Securities Fund	<input type="checkbox"/> 3445 Oppenheimer Gold & Special Minerals Fund - Class Y
<input type="checkbox"/> 1475 AMG Managers Special Equity Fund - Service Class	<input type="checkbox"/> 3818 Oak Ridge Small Cap Growth Fund - Class Y Shares
<input type="checkbox"/> 456 Ariel Appreciation Fund - Investor Class	<input type="checkbox"/> 1908 PIMCO CommodityRealReturn Strategy Fund® - Admin Class
<input type="checkbox"/> 920 Baron Growth Fund - Retail Shares	<input type="checkbox"/> 3170 Prudential Global Real Estate Fund - Class Z
<input type="checkbox"/> 1135 Baron Small Cap Fund - Retail Shares	<input type="checkbox"/> 2905 Prudential Jennison Natural Resources Fund, Inc. - Class Z
<input type="checkbox"/> 2893 BlackRock Health Sciences Opportunities Port - Inst Shares	<input type="checkbox"/> 6454 Prudential Mid Cap Value Fund - Class Z
<input type="checkbox"/> 8522 BlackRock Mid Cap Value Opportunities Fund - Inst Shares	<input type="checkbox"/> 2290 RidgeWorth Mid-Cap Value Equity Fund - Class I Shares
<input type="checkbox"/> 1446 BlackRock Natural Resources Trust - Institutional Shares	<input type="checkbox"/> 8119 Royce Opportunity Fund - Service Class
<input type="checkbox"/> 8020 BlackRock Small Cap Growth Equity Portfolio - Inst Shares	<input type="checkbox"/> 8116 Royce Total Return Fund - Service Class
<input type="checkbox"/> 1172 Cohen & Steers Realty Shares, Inc.	<input type="checkbox"/> 8342 RS Small Cap Growth Fund - Class A
<input type="checkbox"/> 6474 Columbia Seligman Global Technology Fund - Class R4	<input type="checkbox"/> 2670 RS Technology Fund - Class A
<input type="checkbox"/> 6475 Columbia Small Cap Core Fund - Class R4 Shares	<input type="checkbox"/> 3824 Schwab Financial Services Fund™
<input type="checkbox"/> 6477 Columbia Global Technology Growth Fund - Class R4 Shares	<input type="checkbox"/> 229 T. Rowe Price Science and Technology Fund - Advisor Class
<input type="checkbox"/> 457 CRM Mid Cap Value Fund - Investor Shares	<input type="checkbox"/> 8707 The Gabelli Small Cap Growth Fund - Class AAA
<input type="checkbox"/> 2594 Davis Financial Fund - Class A	<input type="checkbox"/> 2656 USAA Precious Metals and Minerals Fund - Adviser Shares
<input type="checkbox"/> 2495 Delaware Small Cap Value Fund - Class A	<input type="checkbox"/> 2798 Victory Established Value Fund - Class A
<input type="checkbox"/> 2300 Diamond Hill Small Cap Fund - Class A	<input type="checkbox"/> 695 Victory Integrity Small-Cap Value Fund - Class Y Shares
<input type="checkbox"/> 1039 Deutsche Gold & Precious Metals Fund - Class A	<input type="checkbox"/> 1628 Victory Small Company Opportunity Fund - Class A
<input type="checkbox"/> 8524 Deutsche Health and Wellness Fund - Class A	<input type="checkbox"/> 1256 Voya Global Resources Portfolio - Institutional Class
<input type="checkbox"/> 1182 Eagle Small Cap Growth Fund - Class A	<input type="checkbox"/> 053 Voya Index Plus MidCap Portfolio - Class I
<input type="checkbox"/> 1607 Fidelity® VIP Mid Cap Portfolio - Service Class 2	<input type="checkbox"/> 052 Voya Index Plus SmallCap Portfolio - Class I
<input type="checkbox"/> 2667 Franklin Gold and Precious Metals Fund - Advisor Class	<input type="checkbox"/> 081 Voya MidCap Opportunities Portfolio - Class I
<input type="checkbox"/> 2928 Franklin Natural Resources Fund - Advisor Class	<input type="checkbox"/> 293 Voya Real Estate Fund - Class I
<input type="checkbox"/> 1240 Franklin Small Cap Value Fund - Advisor Class	<input type="checkbox"/> 2716 Voya Russell™ Mid Cap Growth Index Portfolio - Class I
<input type="checkbox"/> 073 Franklin Small Cap Value VIP Fund - Class 2	<input checked="" type="checkbox"/> 1560 Voya Russell™ Mid Cap Index Portfolio - Class I
<input checked="" type="checkbox"/> 2830 Goldman Sachs Commodity Strategy Fund - Class A Shares	<input checked="" type="checkbox"/> 1563 Voya Russell™ Small Cap Index Portfolio - Class I
<input type="checkbox"/> 3416 Invesco American Value Fund - Class R5	<input type="checkbox"/> 042 Voya Small Company Portfolio - Class I
<input type="checkbox"/> 3415 Invesco Endeavor Fund - Class R5	<input type="checkbox"/> 080 Voya SmallCap Opportunities Portfolio - Class I
<input type="checkbox"/> 2897 Invesco Energy Fund - Class R5	<input type="checkbox"/> 434 VY American Century Small-Mid Cap Value Portfolio - Initial Class
<input type="checkbox"/> 969 Invesco Global Health Care Fund - Investor Class	<input type="checkbox"/> 430 VY Baron Growth Portfolio - Initial Class
<input checked="" type="checkbox"/> 1964 Invesco Global Real Estate Fund - Class R5	<input type="checkbox"/> 1613 VY Clarion Global Real Estate Portfolio - Institutional Class
<input type="checkbox"/> 1101 Invesco Mid Cap Core Equity Fund - Class R5	<input type="checkbox"/> 1217 VY Columbia Small Cap Value II Portfolio - Initial Class
<input type="checkbox"/> 2827 Invesco Real Estate Fund - Class Y	<input type="checkbox"/> 780 VY JPMorgan Small Cap Core Equity Portfolio - Institutional Class

Employer Name City of McAlesterProduct Name RetireFlex-SA

Small/Mid/Specialty	
<input type="checkbox"/> 2423 Ivy Mid Cap Growth Fund - Class Y	<input type="checkbox"/> 3101 Wells Fargo Advantage Opportunity Fund - Administrator
<input type="checkbox"/> 1043 Ivy Science and Technology Fund - Class Y	<input type="checkbox"/> 2027 Wells Fargo Advantage Special Mid Cap Value - Admin Cl
<input type="checkbox"/> 6231 JPMorgan Small Cap Core Fund - Select Class Shares	<input type="checkbox"/> 2277 William Blair Small-Mid Cap Growth Fund - Class N Shares
<input type="checkbox"/> 5057 Lazard U.S. Small-Mid Cap Equity Portfolio - Open Shares	
<input type="checkbox"/> 6234 MFS® Mid Cap Value Fund - Class R3	

Global / International	
<input type="checkbox"/> 3914 American Century Investments International Opportunities - Investor	<input type="checkbox"/> 8547 MainStay ICAP International Fund - Class R1
<input type="checkbox"/> 2227 American Funds Capital Income Builder® - Class R-4	<input type="checkbox"/> 1173 Manning & Napier Fund, Inc. World Opportunities Series - A
<input type="checkbox"/> 1004 American Funds Capital World Growth & Income SM - R-4	<input type="checkbox"/> 8549 MFS® Global Equity Fund - Class R3
<input checked="" type="checkbox"/> 573 American Funds EuroPacific Growth Fund - Class R-4	<input type="checkbox"/> 3789 MFS® International Diversification Fund - Class R3
<input type="checkbox"/> 818 American Funds New Perspective Fund - Class R-4	<input type="checkbox"/> 9203 MFS® International Growth Fund - Class R3
<input checked="" type="checkbox"/> 3202 American Funds New World Fund® - Class R-4	<input type="checkbox"/> 9206 MFS® International Value Fund - Class R3
<input type="checkbox"/> 1445 American Funds SMALLCAP World Fund - Class R-4	<input type="checkbox"/> 3987 MFS® International New Discovery Fund - Class R3
<input type="checkbox"/> 3897 Artisan Global Opportunities Fund - Investor Class	<input type="checkbox"/> 1486 Morgan Stanley Institutional Fund International Equity Portfolio - A
<input type="checkbox"/> 3896 Artisan Global Value Fund - Investor Class	<input type="checkbox"/> 3265 Oppenheimer Global Opportunities Fund - Class Y
<input type="checkbox"/> 1252 Artisan International Fund - Investor Shares	<input type="checkbox"/> 3333 Oppenheimer International Growth Fund - Class Y
<input type="checkbox"/> 1622 BlackRock International Index Fund - Institutional Shares	<input type="checkbox"/> 1520 Oppenheimer International Small Company Fund - Class Y
<input type="checkbox"/> 3204 BlackRock International Opportunities Pt - Inst Shares	<input type="checkbox"/> 8732 Parametric Emerging Markets Fund - Investor Class
<input type="checkbox"/> 211 Fidelity® VIP Overseas Portfolio - Service Class 2	<input type="checkbox"/> 7959 Templeton Foreign Fund - Advisor Class
<input type="checkbox"/> 1420 First Eagle Global Fund - Class A	<input type="checkbox"/> 6337 Templeton World Fund - Advisor Class
<input type="checkbox"/> 2686 Harbor International Fund - Investor Class	<input type="checkbox"/> 3647 The Hartford International Opportunities Fund - Class R4
<input type="checkbox"/> 8501 Ivy Asset Strategy Fund - Class Y	<input type="checkbox"/> 2470 Thornburg International Growth Fund - Class R4
<input type="checkbox"/> 1967 Ivy International Core Equity Fund - Class Y	<input type="checkbox"/> 1551 Voya International Index Portfolio - Class I
<input type="checkbox"/> 8659 JPMorgan Emerging Markets Equity Fund - Select Class	<input type="checkbox"/> 2176 Voya Multi-Manager International Small Cap Fund - Class I
<input type="checkbox"/> 8663 JPMorgan International Value Fund - Select Class Shares	<input type="checkbox"/> 1123 VY JPMorgan Emerging Markets Equity Portfolio - Institutional Class
<input type="checkbox"/> 5055 Lazard International Equity Portfolio - Open Shares	<input checked="" type="checkbox"/> 432 VY Oppenheimer Global Portfolio - Initial Class
	<input type="checkbox"/> 769 VY T. Rowe Price International Stock Portfolio - Institutional Class

The Voya Fixed Account – 457/401 II is a fixed interest investment option available through a group fixed annuity contract. The Voya Fixed Account – 457/401 II guarantees* a minimum rate of interest, which, once credited, becomes a part of the principal and the investment grows through compound interest. All assets invested in this account, which are invested in Voya Retirement Insurance and Annuity Company's general account, are credited with a portfolio rate.

Special guidelines apply to the amount of assets that can be withdrawn from the Voya Fixed Account – 457/401 II Account or transferred from the Voya Fixed Account – 457/401 II to other investment options in this program. For complete details please refer to the RetireFlex Information Booklet.

Based on the previously stated assumptions for your Plan, the credited interest rate for your contract is currently 1.50%. The credited interest rate is subject to change at any time, but is guaranteed not to fall below 1.00% through December 31, 2018. In addition, a minimum contract guaranteed rate applies to this product.

*Guarantee is based on the claims paying ability of the Voya Retirement Insurance and Annuity Company.

Group annuities are long-term investments designed for retirement purposes. Early withdrawals from 401(a)/(k) plans prior to age 59½ will be subject to a 10% premature distribution penalty tax, unless an exception applies. Money taken from the annuity will be taxed as ordinary income in the year the money is distributed. Account values fluctuate with market conditions, and when surrendered the principal may be worth more or less than its original amount invested. An annuity does not provide any additional tax deferral benefit, as tax deferral is provided by the plan. Annuities may be subject to additional fees and expenses to which other tax-qualified funding vehicles may not be subject. However, an annuity does provide other features and benefits, such as lifetime income payments and death benefits, which may be valuable to you.

You should consider the investment objectives, risks, and charges and expenses of the investment options offered through a retirement plan, carefully before investing. The fund prospectuses and RetireFlex Information Booklet containing this and other information can be obtained by contacting your local representative. Please read the information carefully before investing.

Product Name	RetireFlex-SA
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[illegible]

- If transferred assets are received prior to participant data, Voya will invest the transferred assets at a plan level according to the mapping instructions provided above in Option 2. The transferred assets will be invested as of the date the wire is received by Voya if a plan level breakdown by fund is provided in good order. If no instructions are received, the transferred assets will be deposited into the Voya Money Market Fund until a plan level breakdown is received and in good order.
- Transferred assets will be allocated to participant accounts on the same day that allocation instructions are received if instructions are received in good order and prior to the close of the New York Stock Exchange ("NYSE").
- Any interest earned pending allocation instructions will be posted to participant accounts on a pro-rata basis unless other instructions are provided.
- Allocation instructions must be received in a secure manner and meet the Voya file format and good order requirements. Voya is authorized to obtain the required information from the prior provider or the authorized Plan Sponsor Representative.
- Instructions received in good order and after the close of the NYSE or on a non-business day will be processed the next business day.

Employer Name City of McAlesterProduct Name RetireFlex-SA**AUTHORIZED PLAN SPONSOR REPRESENTATIVE**

Voya is hereby authorized to act upon the directions, instructions, and any information provided by any of the Authorized Plan Sponsor Representatives listed below. These signatures will be accepted until Voya is notified of a change in writing. The following person(s) have the authority under the Plan to provide direction to Voya with respect to administration of the Plan including any benefit sensitive financial transactions permitted under the Plan and requests for contribution refunds. In the event that a Plan Sponsor Representative is removed or replaced, Voya must be notified immediately in writing - please contact Voya's designated Plan Manager to request the applicable administrative form to complete.

1.	Name (please type or print) <u>Peter Stasiak</u>	Title <u>City Manager</u>
	Agency, Division or Location Name and Code (if applicable)	
	Authorized Plan Sponsor Representatives Signature <u>Peter Stasiak</u>	
2.	Name (please type or print) <u>Toni Ervin</u>	Title <u>CFO</u>
	Agency, Division or Location Name and Code (if applicable)	
	Authorized Plan Sponsor Representatives Signature <u>Toni Ervin</u>	
3.	Name (please type or print) <u>Sheila maldonado</u>	Title <u>HR Coordinator / Benefits Admin.</u>
	Agency, Division or Location Name and Code (if applicable)	
	Authorized Plan Sponsor Representatives Signature <u>Sheila maldonado</u>	

ACKNOWLEDGMENTS, SIGNATURES AND AUTHORIZED REPRESENTATIVES ACKNOWLEDGMENT

I have read and understand this form and I am authorized to sign this form and any applicable Addendum on behalf of the Plan. The Effective Date is the Employer's date of signature below.

☐ A copy of the Employer's 501(c)(3) letter is attached. Requirement is waived for any public education institution.

Employer Signature Peter Stasiak Date (mm/dd/yyyy) 3-1-2018

Signor's Name (Please type or print) Peter Stasiak Signor's Title City Manager

This Section to be filled out by Voya Product Management (prior to provision of form)

Master Group (if applicable)	Link to Existing C- Client, If applicable list C-Client Number	
Market Indicator 05	Product Code 40812	
Product Manager	DAC Margin Code See Fee Schedule	Fixed Margin Code 900
Field Office Contact Name	Field Office City	Field Office State

This Section to be filled out by Voya Implementation Manager (after receipt of form):

Plan Number(s)	Same as Source		
Plan Manager	Implementation Manager		
Trust Services <input type="checkbox"/> Voya Institutional Trust Company Custodial Agreement <input type="checkbox"/> Voya Institutional Trust Company Trust Agreement	Rep Access Code Rep 1 _____ Rep 2 _____ Rep 3 _____		



McAlester City Council

AGENDA REPORT

Meeting Date: March 13, 2018 **Item Number:** 1

Department: Dalton Carlton, Utility Maintenance; Walt Herring, Inframark; Robert Vaughan, Infrastructure Solutions

Prepared By: Infrastructure Solutions **Account Code:** _____

Date Prepared: March 7, 2018 **Budgeted Amount:** _____

Exhibits: _____

Subject

Discussion and update on water projects and concerns.

Recommendation

Discussion.

Discussion

1. Update on MCC Control Panels
2. Update on 20" water line bypass
3. Update on the raw water pumps at Lake McAlester to include 30" raw water line plant
4. Odor and Taste Concerns

Approved By

Department Head
City Manager

P. Stasiak

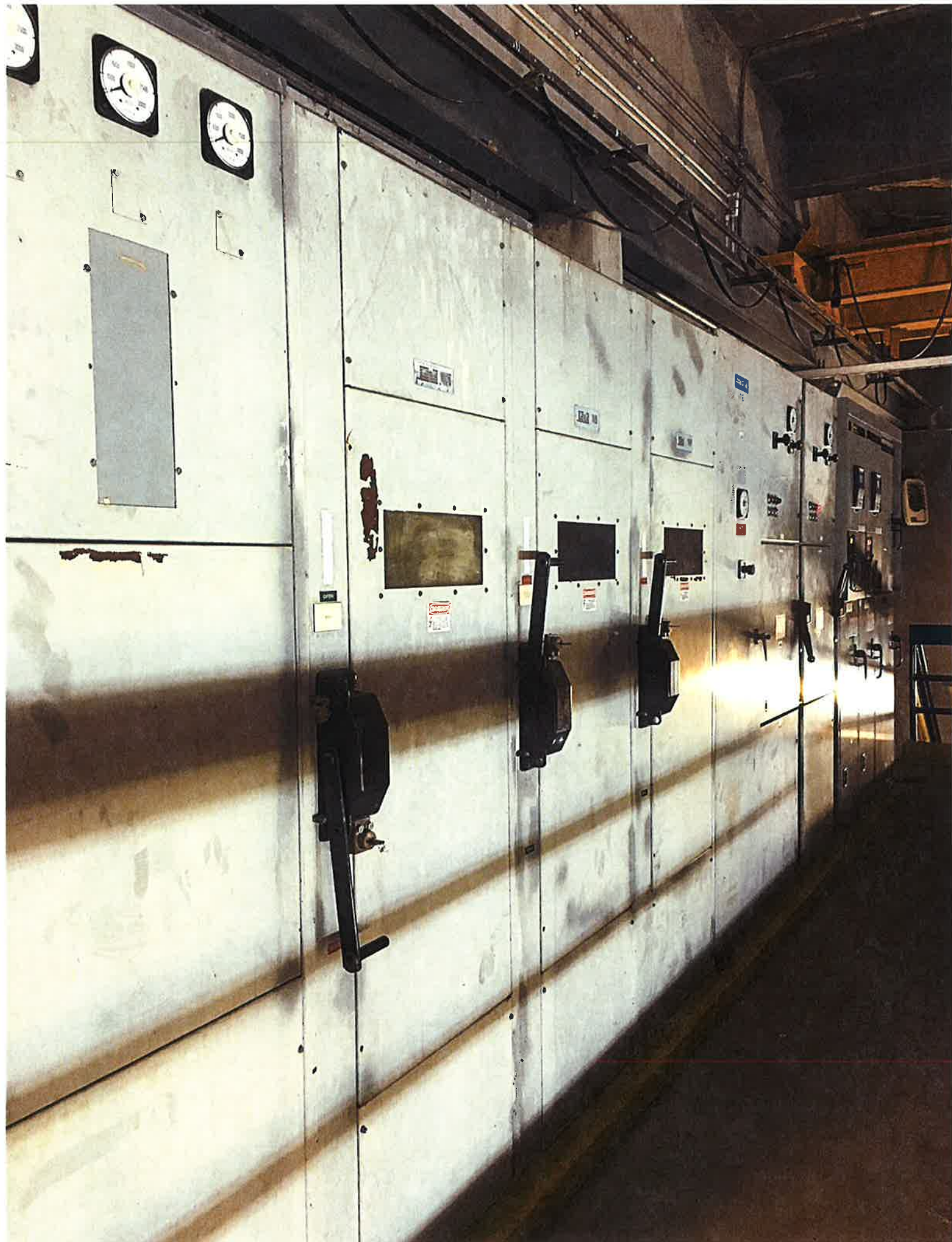
Initial

PJS

Date

3-8-18

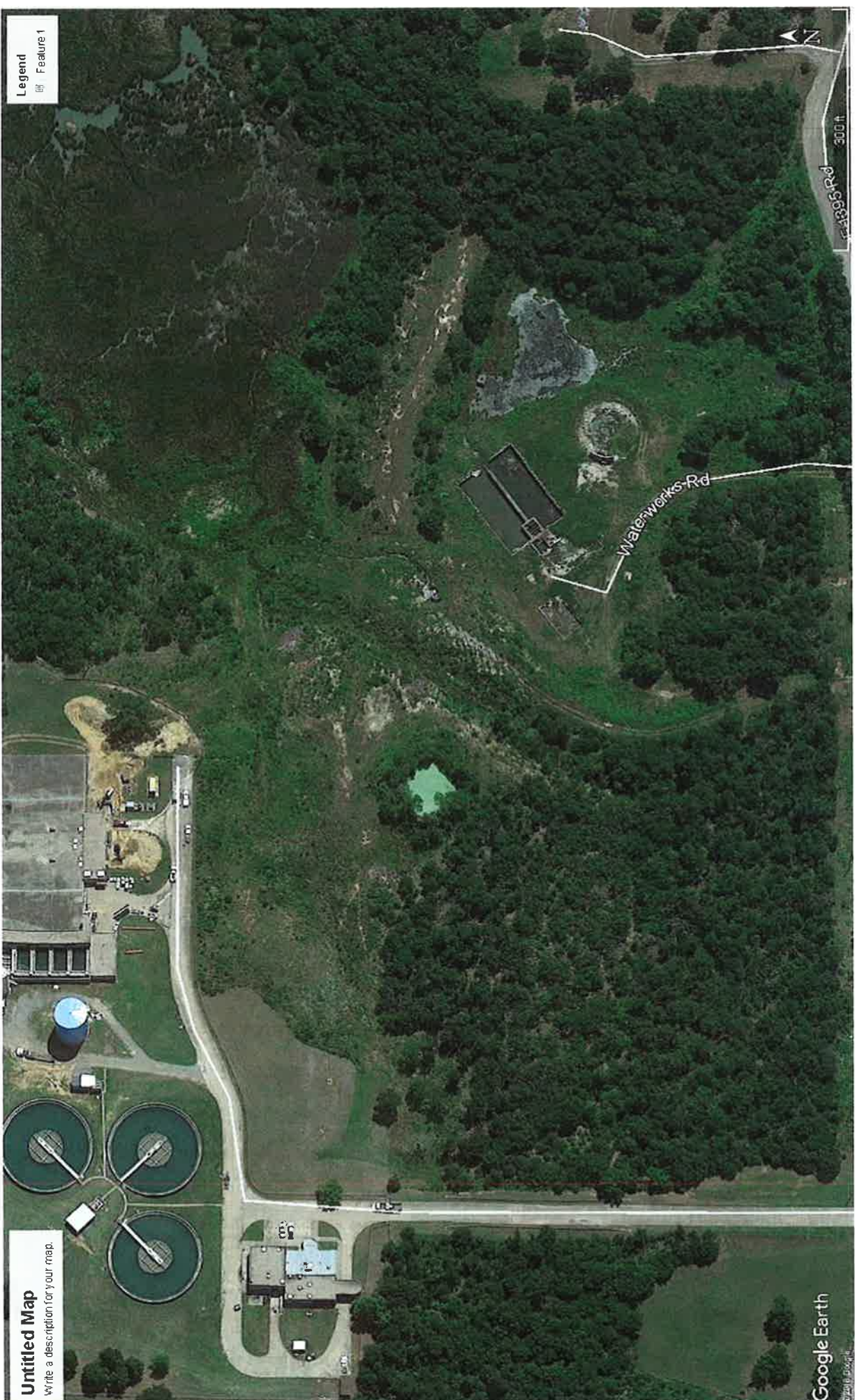












Legend
Feature 1

Untitled Map
Write a description for your map.

Google Earth
Copyright 2016 Google







McAlester City Council

AGENDA REPORT

Meeting Date:	March 13, 2018	Item Number:	2
Department:	Community & Economic Development	Account Code:	N/A
Prepared By:	Jayne Clifton, Director	Budgeted Amount:	N/A
Date Prepared:	March 6, 2018	Exhibits:	5

Subject

Consider and act upon, an ordinance amending McAlester City Code Chapter 62, Land Development, Planning, Zoning and Subdivisions, Article IV, Division 2, Section 62-256, R-1B Single-family residential district, Section 62-258, R-2 Two-family dwelling (duplex) district, and Section 62-259, R-3 Multiple-family dwelling district; repealing all conflicting ordinances, and providing for severability.

Recommendation

Motion to act upon and approve the above ordinance amending McAlester City Code Chapter 62, Land Development, Planning, Zoning and Subdivisions, Article IV, Division 2, Section 62-256, R-1B Single-family residential district, Section 62-258, R-2 Two-family dwelling (duplex) district, and Section 62-259, R-3 Multiple-family dwelling district; repealing all conflicting ordinances, and providing for severability, and authorizing the Mayor to sign the ordinance.

Discussion

McAlester has existing small lots that have been part of our development patterns, which predate the local zoning code initially adopted in 1968, that fail to meet minimum lot size requirements. The lots were then considered nonconformities and have been "grandfathered". Many of the lots either continue to sit as vacant lots or have existing structures on them that are unoccupied and in disrepair. In both of these cases, owners must meet all zoning codes before they can build anything new or modify the existing structures—which creates financial and practical challenges for redevelopment or renovation and impacts infill development. Challenges are also present for small lots with occupied structures that may wish to market and sell the property.

At their February 20, 2018 regular meeting, the Planning Commission voted unanimously to recommend to the City Council to amend Chapter 62, Land Development Code, of the McAlester City Code by amending area regulations, specifically the minimum lot areas of single-family residential lots, of Sections 62-256, 62-258 and 62-259. The recommendation is to amend the minimum lot area from 6,000 square feet to 4,500 square feet.

The following documents are attached for your reference:

1. Draft Ordinance to Amend Area Regulations in R-1B, R-2 and R-3 Districts.
2. Minutes from the February 20, 2018 Planning Commission Meeting.
3. Minutes from the January 16, 2018 Planning Commission Meeting
4. Affidavit of Publication
5. Staff Report

Approved By

	<i>Initial</i>	<i>Date</i>
Department Head	J. Clifton	03/06/2018
City Manager	P. Stasiak	3-8-18

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF MCALESTER, OKLAHOMA; AMENDING MCALESTER CITY CODE CHAPTER 62, LAND DEVELOPMENT, PLANNING, ZONING AND SUBDIVISIONS, ARTICLE IV, DIVISION 2, SECTION 62-256, R-1B SINGLE-FAMILY RESIDENTIAL DISTRICT, SECTION 62-258, R-2 TWO-FAMILY DWELLING (DUPLEX) DISTRICT, AND SECTION 62-259, R-3 MULTIPLE-FAMILY DWELLING DISTRICT; REPEALING ALL CONFLICTING ORDINANCES, AND PROVIDING FOR SEVERABILITY.

BE IT ORDAINED BY THE MAYOR AND 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 by amending Sections 62-256, 62-258 and 62-259 pertaining to the minimum lot area requirements for single-family residential dwellings as follows:

- Amend Sec. 62-256. R-1B single-family residential district; (d) Area regulations as follows:

(d) *Area regulations.* The following requirements shall apply to all permitted uses. All lots shall comply with the specific lot definition and specific yard (front, side, rear) definition found in section 62-1.

(1) *Minimum lot area.* The following requirements shall apply:

- a. Minimum will be ~~6,000~~ 4,500 square feet, except as specifically shown for churches; i.e., maximum percentage of possible building coverage, plus required off-street parking for that maximum building coverage, equals the minimum lot area required. No dwelling or use shall be constructed or commenced in an R-1B district which does not conform to the minimum lot size requirements.

- Amend Sec. 62-258. R-2 two-family dwelling (duplex) district; (d) Area regulations as follows:

(d) *Area regulations.*

(1) *Minimum lot area and use intensity.* The following requirements shall apply:

- a. For each single-family dwelling and accessory building, there shall be a lot area of no less than ~~6,000~~ 4,500 square feet.

- Amend Sec. 62-259. R-3 multiple-family dwelling district; (d) Area regulations as follows:

(d) *Area regulations.* The following requirements shall apply to all permitted uses. All lots shall comply with the specific lot definition and yard definition found in section 62-1.

(1) *Minimum lot area and use intensity.* The following requirements shall apply:

- a. There shall be a lot area of not less than ~~6,000~~ 4,500 square feet for a single-family dwelling, no less than 8,000 square feet for a two-family dwelling, and no less than 8,000 square feet plus an additional area of no less than 2,000 square feet for each family that is more than two, occupying a dwelling.

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: The provisions of this Ordinance are severable, and if any part or provision hereof shall be adjudged invalid by any court of competent jurisdiction, such adjudication shall not affect or impair any of the remaining parts or provisions hereof.

PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF MCALESTER, OKLAHOMA ON THIS _____ DAY OF _____, 2018.

CITY OF MCALESTER, OKLAHOMA
A Municipal Corporation

ATTEST:

By: _____
John Browne, Mayor

Cora Middleton, City Clerk

Ordinance No. _____

Page 2 of 2

Approved as to form and legality this _____ day of _____ 2018.

By: _____
William J. Ervin, City Attorney

McAlester Planning Commission Minutes
Tuesday, February 20, 2018 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: 8

Steve Cox	Frank Phillips	Tony Korp	Carl Gullick
Mark Emmons	Justin Few	Karen Stobaugh	

Commissioners Absent: 3

Primus Moore	Chris Taylor	Karl Scifres	Susan Kanard
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Susan Kanard was present at 6:31 P.M., after roll was taken.

Item 2

Approval of the Minutes from January 16, 2018

A motion made by Commissioner Cox was seconded by Commissioner Phillips to approve the January 16, 2018 Regular Meeting Minutes. The vote was taken.

The vote was 8-0

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

NAY: None

The motion carried.

GENERAL BUSINESS:

Item 3

Public Hearing: Discussion and action to amend Chapter 62, Land Development Code, of the McAlester City Code by amending Sections 62-256 R-1B single-family residential district, 62-258 R-2 two-family dwelling (duplex) district and 62-259 R-3 multiple-family dwelling district pertaining to the minimum lot area requirements for single-family residential dwellings.

Chairman Emmons opened the item for public hearing at 6:31 P.M. Jayme Clifton Community Development Director commenced to starting the discussion by stating that the presented documentation was based off of the previous planning commission meeting. She clarified that the suggested minimum lot size is 4500 square feet. The supported documentation was referenced to show how many lots in McAlester, Ok that are considered under 6000 square feet. Commissioner Emmons spoke on the problem of houses and building being demolished or destroyed and the issue arising that the lot would then be considered nonconforming leaving said lot vacant and in some cases becomes abandoned and in abatement due to high grass and neglect. Mr. Emmons did however state that there are a lot of interest in having smaller properties accompanied by smaller footprints on said lots. Commissioner Korp clarified that by bringing the minimum lot size down to 4500 square feet it would bring 173 vacant lots into compliance and 58 would remain under the 4500 square feet lot size and in noncompliance. Mark Emmons stated in the case of smaller lot sizes such as the remaining 58 that an applicant could easily bring a variance before the Board of Adjustments to bring their lot into compliance if within reason. Emmons called for public comment but none were present. Jayme Clifton clarified that the setbacks have not been changed. The maximum lot coverage still applies. Frank Phillips asked if there was anything preventing a property owner from placing a smaller home next to a homeowners whose home was significantly larger. Mrs. Clifton stated that there was no such provision in place as of presently and was not added into any such documentation for the subject and purpose of this meeting. Commissioner Gullick inquired of Jayme Clifton of existing

structures being grandfathered in as far as setback requirements. Mrs. Clifton elucidated that as long as the property owner did not make any new improvements over a certain amount. However, if fire or any other such destruction came to the home destroying it. The home would not be eligible for rebuild without getting a variance. It would be considered noncompliant. Commissioner Gullick motioned to approve to amend the land development code to bring the minimum lot size to 4500 square feet, Commissioner Cox seconded the motion. Commissioner Emmons closed discussion on the matter at 6:40 P.M. Roll was called.

The vote was 8-0

AYE: Tony Korp, Carl Gullick, Frank Phillips, Susan Kanard, Justin Few, Karen Stobaugh, Mark Emmons, Steve Cox

NAY: None

The motion carried

Item 4

Discussion and recommendation on an Ordinance to amend the McAlester City Code, Chapter 22 Mobile Food Vendors, creating Article VIII, Mobile Food Vendors, to allow mobile and temporary food vending activities within the appropriate areas of the city.

Chairman Emmons opened the item for public hearing at 6:41 P.M. Jayme Clifton presented a draft ordinance put together based on previous meetings and recommendations. Currently, food trucks are permitted to park and operate in commercially zoned parking lots with the permission of the owner. They cannot sell from the street onto the sidewalk. This recommended ordinance would allow for vendors to sell from the street onto the sidewalks in commercially zoned areas. Also, this includes them parking in the parallel parking that would allow for the trucks to park down town near Choctaw Ave along 2nd and 3rd streets. The potential downtown park would also be a good candidate to allow food truck parking in that vicinity. She stated she is open to suggestion for improvements on this ordinance. Mrs. Clifton went with a simpler aspect of this ordinance such as Broken Arrow and Bixby for example. These two examples are not as complex as the Tulsa Food Truck Ordinance which is what was presented previously to the Board in prior meetings. Jayme stated that this would allow for entrepreneurship in the City of McAlester. If it is for a special event, the vendor would not have to get the permit to operate. Permit license is for operation hours for normal business days not including special events. A question was raised to Mrs. Clifton, will they be required to have the million dollar policy whether they are a vendor or not? She replied that this was based on other ordinances in Oklahoma have and that this would be based on the Councils decision. Karen Stobaugh stated that she is required to have insurance's when she travels to different areas with her business. Permits, temporary license, proof of insurance etc. was stated by Mrs. Stobaugh to be requirements for her. Mark Emmons stated that he thought the parallel parking was a good idea, in terms of making it easier to handle situations concerning current businesses and the food vendors. Mrs. Kanard asked a question regarding the license requirements. Mrs. Clifton responded that license is a requirement through the city. She did not have a price set for licensing yet but did suggest that there be a seasonal license consisting of 180 days and an annual license. Price suggestions include low costs such as \$50 - \$100 for annual and maybe 50% - 60% of the annual price set for the seasonal. There was discussion of the distances between the brick and mortar and the food truck parking. Tony Korp asked if we had a weekend license incorporated. Jayme Clifton said not at this time. Mark Emmons stated that he thought the 2 tier license was a good idea to avoid any hassle. Vendors shall not be within 150 feet of any special event without permission from the event organizer. Karen Stobaugh asked how many food trucks can park on one block at a time. Mrs. Clifton did not include a restriction on this matter. Zoning and parking was brought to the attention of the commissioners. Jayme replied by stating the food trucks are a good idea to increase pedestrians to constitute

shopping among the brick and mortar buildings.

Christina Hermsmeyer, with McAlester Main Street, stated that her organization had quite a few ideas for the farmers market in which Karen Stobaugh had previously suggested would be a good place for mobile food vendors to congregate. Mark Emmons stated that this ordinance will not be set in stone forever and it's a starting point. He stated that Jayme Clifton did very well creating this ordinance. Jayme Clifton stated the reasoning for the sidewalk side service only was for the safety of the pedestrians to prevent them from walking into the street to order. It should be served towards the sidewalk side unless at a special event and permitted by the event organizer. Mr. Cox asked if this is addressed towards everyday sales or for special events and Jayme spoke and stated that it was to address everyday mobile food vendors. Justin Few expressed his concern about parking and asked if stall parking could be changed later from the parallel. Questions about electricity were addressed. Jayme Clifton stated that there cannot be any obstruction of the sidewalks. Karen Stobaugh stated that most mobile food vendors have generators.

Jeremy Beaver, a downtown business owner and property owner, stated he liked food trucks. He continued by stating that he didn't think creating a barrier for food vendors to come in was a good idea. He specifically pointed out the million dollar insurance policy requirement as a huge barrier and stated that it would hinder or detour a lot of the vendors. Understandably, adding more restrictions to the ordinance would cause the vendors to converse among themselves and would not actively bring business to McAlester if we have a reputation of being difficult to get into. Mr. Beaver also addressed parking and agreed with the presented ordinance. The \$500.00 fine was a concern to him and stated that it should be easier to obtain the license for the vendors. First time offenders should get a warning. Jayme Clifton said the penalty is the same listed in Chapter 1 for all penalties of a violation but that it could be reviewed. The commissary was addressed and explained to him as to ensure that mobile food vendors cannot stay for extended periods of time. The health department requires them to go back to their main location for certain amounts of time. He stated that the vendors would encourage the loft apartment living and residential. Cully Stevens, a downtown property owner, was also in favor of the ordinance. He addressed entrepreneurship in our community. He stated most of younger generations will not return after college to McAlester because there isn't anything going on downtown and requested to make changes that did create hurdles for people to start. The business and vendors enjoy going to places that aren't difficult to start. Claremore, OK is the only city that asked for proof of insurance to make sure the truck itself had insurance. His fear is the new rules are so restrictive that we will not see any growth and encouraged the commissioners to design it so it fostered growth.

Rashonda Hutchings, Choctaw Nation's Small Business Advisor, spoke as well. Mrs. Hutchings stated that she is housed out of Kiamichi Technology Center. KTC and Poteau's culinary program is wanting to buy a food truck along with a few other individuals associated with the program. They are all waiting on this ordinance to be created and pass to be able to start their businesses. McAlester does not offer a variety of foods such as Korean or Tai. She stated that these would be sales taxes generated for this community. Susan Kanard asked how this food would be eaten standing up. Karen Stobaugh replied and stated that the food presentation is in such a way to make it easy to consume on the go. Some people get it to go as well or find a place to be seated as well such as benches or tables. Kirk Ridenour stated he is sympathetic to the foresight needed for this ordinance. Downtowns are adaptable and we can't foresee every problem at first. We can always come back and address problems as they arise. Karen Stobaugh expressed interest in having her own truck in front of her business. An idea to serve her customers as a quick solution instead of only offering a sit down environment. Mrs. Clifton replied that new language would need to be

incorporated for where her stores located. Christina Hermismeyer stated that they would be able to mark off a few parking spots to accommodate that idea.

Mark Emmons asked if there was any additional discussion. Karen Stobaugh stated that we could approve this and address what comes up later if any does. Justin Few stated as well that if the parking and such becomes an issue we can address it as it comes. Karen Stobaugh stated that if the vendors are serious about their business, they will have general liability insurance and other supporting documentation at time of application. Mark Emmons concurred with the others and stated that we can address upcoming issues as they arise. Steve Cox stated that they should comply with our application process, the health department and the liability insurance requirements. Jayme Clifton suggested changes in the language to be similar to the recently adopted sidewalk café permits. Justin Few agreed the insurance requirements needed modification. Commissioner Few motioned to approve the proposed Mobile Food Vendors ordinance with amendment to show proof of liability insurance. Frank Phillips seconded the motion. Commissioner Emmons closed discussion on the matter at 7:51 P.M. Roll was called.

The vote was 8-0

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

NAY: None

The motion carried.

Item 5 New Business

There was no new business.

Item 6 Staff Report

Comprehensive Plan Progress.

Jayme Clifton updated the Commission on progress of the comprehensive plan, presenting information on how well the stakeholder meetings and public meetings went. She stated that Guernsey would advise of the next step after they took all the input and information collected and incorporated them into the project.

Item 7 Commission Reports

Mark Emmons reminded all commissioners up for reappointment they would need to resubmit biography information.

Item 8 Adjournment

A motion made by Commissioner Gullick was seconded by Commissioner Cox to adjourn the meeting at 7:55 p.m. There was no objection.

The vote was 8-0

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

NAY: None

The motion carried.

Approved:

Planning Commission Chairman

Date

McAlester Planning Commission Minutes
Tuesday, January 16, 2018 Meeting
City Council Chambers
6:30 PM

Item 1 Call to Order and Roll Call

Chairman Primus called the meeting to order at 6:30 P.M. Roll was called and a quorum was present.

Commissioners Present: 7

Steve Cox	Frank Phillips	Tony Korp	Susan Kanard
Primus Moore	Justin Few	Chris Taylor	

Commissioners Absent: 4

Karen Stobaugh	Carl Gullick	Karl Scifres	Mark Emmons
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Item 2 Approval of the Minutes from November 21, 2017

A motion made by Commissioner Taylor was seconded by Commissioner Cox to approve the November 21, 2017 Regular Meeting Minutes. The vote was taken.

The vote was 7-0

AYE: Few, Phillips, Korp, Kanard, Moore, Cox, Taylor

NAY: None

The motion carried.

Item 3 Discussion and recommendation on 2018 Planning Commission re-appointments.

Name	Term Expiration
Primus Moore, Vice Chairman	May 31, 2018
Carl Gullick	May 31, 2018
Karl Scifres	May 31, 2018
Karen Stobaugh	May 31, 2018

GENERAL BUSINESS:

Item 4 Public Hearing: Discussion and action on P. C. #411, a request to rezone the property described below from I-2 Heavy Industrial District and/or A-1 Agriculture District to C-5 Highway Commercial and Commercial Recreation District. LEGAL: A Tract of land in Block 15, in Connally Addition, to the City of McAlester, Pittsburg County, State of Oklahoma and A Tract of land in Lot 9 in Townsite Addition No. 5 to Pittsburg County State of Oklahoma. LOCATION: 1617 E Electric Avenue, and a portion of 1619 E Electric Avenue, all in McAlester, Oklahoma

Chairman Moore opened the item for public hearing at 6:34 P.M. Jayme Clifton, Community Development Director, noted the specific tracts of land and their addresses described above. She stated the multiple businesses that are already present on the property. Mrs. Clifton explained the intentions for this property and why the rezoning is necessary. She spoke to Joe Irvin on 1/16/18 and he replied that there was nothing prohibiting the rezoning. Samantha Perry, Planning Tech added that the only inquiry that had been presented to the Community Development Department was from the neighboring land owner to inquire if there would be any changes to his personal property, it was clarified that there would be none. Commissioner Cox motioned to approve the rezoning of P.C. #411, A request to rezone the property from I-2 Heavy Industrial District and/or A-1 Agriculture District to C-5 Highway Commercial and Commercial Recreation District. Chris Taylor

second the motion. Commissioner Moore closed discussion on the matter at 6:39 P.M. Roll was called.

The vote was 7-0

AYE: Few, Phillips, Korp, Kanard, Moore, Cox, Taylor

NAY: None

The motion carried.

Item 5 Discussion of amendments to area regulations of Section 62-256 R-1B Single-family residential district inclusive of, but not limited to, minimum lot area, minimum lot frontage, maximum percentage of coverage, and yard setbacks. No Action Requested.

Chairman Moore opened the item for public hearing at 6:40 P.M. Jayme Clifton presented the notion of changing the minimum lot sizes for the R-1B Single-family residential district. In changing the lot sizes, Mrs. Clifton stated that this would help with brining non-conforming lots into conforming. It would make it possible for land owners in city limits to be able to develop new construction on their lots and still be conforming to the city code of ordinance. She presented spreadsheets with supporting data showing the amounts of vacant lots and their lot sizes, that are in nonconforming state as of right now. Vacant lots that are owned by the city and county where excluded from these reports. Lynn Edwards Realtor, with Century 21/Shirley Donaldson spoke in favor of making lot size requirements smaller to accommodate owners of the empty lots so they may rebuild a conforming structure. Shirley reiterated that it is almost impossible to sell nonconforming homes because loan companies and insurance companies will not qualify them due to not being able to rebuild.

There was no motion needed at this time.

Item 6 New Business

There was no new business.

Item 7 Staff Report

Jayme Clifton stated February 1, 2018 a Stakeholder Meeting will be held at City Hall. There are about 8 different groups with about 8 people in each group. She also spoke about Meshec and the conversion of our CAD systems into the GIS systems to benefit the Guernsey group and their work towards the completion of the Comprehensive Plan. There was discussion concerning the street scape and needed improvements.

Item 8 Commission Reports

There was no report

Item 9 Adjournment

A motion made by Commissioner Phillips was seconded by Commissioner Korp to adjourn the meeting at 7:25 p.m. There was no objection.

The vote was 6-0

AYE: Phillips, Few, Moore, Korp, Kanard, Cox

NAY: None

Chris Taylor stepped out

The motion carried.

Approved:

 3-7-18
Planning Commission Chairman Date

AFFP
28 E Washington ZON ORD \$49.20

McAlester News-Capital

Affidavit of Publication

STATE OF OKLAHOMA }
COUNTY OF PITTSBURG } SS

I, Cindi Irvin, of lawful age, being duly sworn upon oath, deposes and says that I am the authorized representative of McAlester News-Capital, a daily publication that is a "legal newspaper" as that phrase is defined in 25 O.S. § 106, as amended to date, for the city of McAlester, for the county of Pittsburg, in the State of Oklahoma. The attachment hereto contains a true and correct copy of what was published in the regular edition of said newspaper, and not in a supplement, in consecutive issues on the following dates:

February 06, 2018

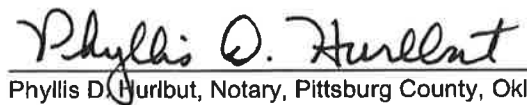
That said newspaper was regularly issued and circulated on those dates.

SIGNED:



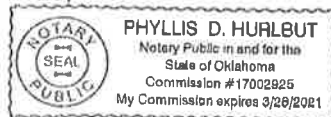
Sales Representative

Subscribed to and sworn to me this 6th day of February 2018.



Phyllis D. Hurlbut, Notary, Pittsburg County, Oklahoma

My commission expires: March 26, 2021



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

(Published in the McAlester News-Capital on February 6th, 2018.)

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, February 20, 2018 at 6:30 p.m. concerning an ordinance amending the McAlester City Code, Article IV. Zoning Districts and District Regulations; Division 2. Specific Districts, to modify Section 62-256 R-1 B single-family residential district (d) Area regulations (1) minimum lot area; Section 62-258 R-2 two family dwelling (duplex) district (d) Area regulations (1) minimum lot area and use intensity; Section 62-259. R-3 multiple-family dwelling district (d) area regulations (1) minimum lot area and use intensity. Specifically, to amend the minimum lot area for single-family residential from 6,000 square feet to 4,500 square feet.

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, February 20, 2018 Planning Commission meeting is canceled due to any reason such as but not limited to adverse weather conditions, lack of a quorum, etc., the February 20th Planning Commission Meeting will be adjourned to be continued to a new specific date and time as announced at the February 20th meeting to conduct the above Public Hearing, or the Public Hearing will automatically be rescheduled and placed on the agenda for the Tuesday, March 20, 2018 McAlester Planning Commission meeting at 6:30 p.m.

Date: 2/2/18

/S/Cora Middleton, City Clerk



City of McAlester

Community Development

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

PLANNING COMMISSION

DISCUSSION OF ZONING ORDINANCE AMENDMENT- AREA REGULATIONS

JANUARY 16, 2018

To: McAlester Planning & Zoning Commission
From: Jayme Clifton, Community Development Director
Date: January 10, 2018

General Description:

Discussion of amendments to area regulations of Section 62-256 R-1B Single-family residential district inclusive of, but not limited to, minimum lot area, minimum lot frontage, maximum percentage of coverage, and yard setbacks. Guidance is requested from the Planning Commission. No action is requested.

Background Information:

Staff and the Planning Commission received reports at previous meetings that through due diligence requirements in the real estate and lending industries, zoning and area regulations are increasingly relevant factors in the local housing market and of current issue within our community—more specifically the nonconforming lots smaller than the minimum lot area of 6,000 square feet. Lot availability is then an issue and may affect how our community can be developed.

Staff began gathering property information and analyzing data for lots without structures and lots with residential structures. Property information was gathered only for lots within North McAlester and South McAlester, omitting all other subdivisions, and found the following:

Vacant Lots, Omitting All City-owned & County-owned	
436	Number of Parcels Under 6,000 Sq. Ft. (Count)
4,306	Average Sq. Ft. of those Parcels (Mean/Average)
4,750	Median Sq. Ft. of those Parcels (Median)
189	Number of Parcels between 5,999-5,000 Sq. Ft.
244	Number of Parcels between 5,999-4,500 Sq. Ft.

Table 1. Vacant Lots, North McAlester & South McAlester

Table 1 includes all vacant lots within North McAlester and South McAlester that have had all city-owned and/or county-owned lots excluded. This was done by utilizing search engines provided by the county assessor's office, and selecting the criteria for vacant lots only within 1 square foot to 5,999 square feet.

As shown in the table there are approximately 436 lots that are under the minimum lot size requirement of 6,000 square feet. Data has been calculated for mean and median square footage of those 436 lots. In addition, counts of lots within the ranges of 5,999-6000 square feet and 5,999 to 4,500 square feet have been provided. Those ranges were based on previous Planning Commission discussions of possibly amending the minimum lots sizes to either 5,000 square feet or 4,500 square feet. As can be seen in Table 1, if such an amendment was to occur for either 5,000 square feet or 4,500 square feet, then

anywhere from 43% to 56% of vacant lots would then become conforming lots and available for future development.

Residential Lots	
216	Number of Parcels Under 6,000 Sq. Ft. (Count)
4796	Average Sq. Ft. of those Parcels (Mean/Average)
5000	Median Sq. Ft. of those Parcels (Median)
130	Number of Parcels between 5,999-5,000 Sq. Ft.
159	Number of Parcels between 5,999-4,500 Sq. Ft.

Table 2. Residential Lots, North McAlester & South McAlester

Table 2 includes all lots with residential structures reported to be on the lots, and all within North McAlester and South McAlester. Again, this was done by utilizing search engines provided by the county assessor's office, and selecting the criteria for lots with residential building types only and having 1 square foot to 5,999 square feet of land.

There are approximately 216 lots reported with residential structures that are under the minimum lot size requirement of 6,000 square feet. Data has been also been calculated for mean and median square footage. Counts of lots within the ranges of 5,999-6000 square feet and 5,999 to 4,500 square feet have also been provided. In summary, with an amendment anywhere from 60% to 74% of residential lots would then convert to conforming lots.

Vacant Lots		
Qty of Lots	Min Size	Max Size
96	5500	5999
93	5000	5499
52	4500	4999
34	4000	4499
50	3500	3999
43	3000	3499
16	2500	2999
27	2000	2499
6	1500	1999
8	1000	1499
8	500	999
3	0	500
436	Total	

Table 3. Vacant Lots by Range

Residential Lots		
Qty of Lots	Min Size	Max Size
64	5500	5999
66	5000	5499
28	4500	4999
15	4000	4499
15	3500	3999
14	3000	3499
5	2500	2999
6	2000	2499
2	1500	1999
0	1000	1499
1	500	999
0	0	500
216	Total	

Table 4. Residential Lots by Range

Tables 3 and 4 have been included to provide the Planning Commission an improved view of lots by a series of ranges in square footage so as to assess an appropriate minimum lot size and if any amendments should be made. Staff requests direction in any amendments to the zoning code in regard to area regulations including, but not limited to, minimum lot area, minimum lot frontage, maximum percentage of coverage, and yard setbacks.



McAlester City Council

AGENDA REPORT

Meeting Date:	<u>March 13, 2018</u>	Item Number:	<u>3</u>
Department:	<u>Community & Economic Development</u>	Account Code:	<u>N/A</u>
Prepared By:	<u>Jayne Clifton, Director</u>	Budgeted Amount:	<u>N/A</u>
Date Prepared:	<u>March 6, 2018</u>	Exhibits:	<u>3</u>

Subject

Consider and act upon, an ordinance amending Chapter 22, Businesses, of the McAlester City Code by creating Article VIII, Mobile Food Vendors; amending Chapter 48, Fees, Charges and Service Rates, creating Article VIII, Mobile Food Vendors; repealing all conflicting ordinances, and providing for severability.

Recommendation

Motion to act upon and approve the above ordinance amending Chapter 22, Businesses, of the McAlester City Code by creating Article VIII, Mobile Food Vendors; amending Chapter 48, Fees, Charges and Service Rates, by creating Article VIII, Mobile Food Vendors, repealing all conflicting ordinances, providing for severability, and authorizing the Mayor to sign the ordinance.

Discussion

The purpose of this article is to provide opportunity for mobile food vendors while regulating their activities in order to protect public health, safety, and welfare. The article may accommodate commercial uses in appropriate areas of the city that generally promote an active and social pedestrian environment.

The topic of mobile food vending had been brought before the McAlester Planning Commission in late 2015. Staff developed a draft ordinance, as previously requested. The Planning Commission met on February 20, 2018 and voted unanimously to recommend the Mobile Food Vending ordinance be approved.

The following documents are attached for your reference:

1. Draft Ordinance for Mobile Food Vendors.
2. Minutes from the February 20, 2018 Planning Commission Meeting.
3. Agendas and minutes from Planning Commission Meetings on September 15, 2015, October 20, 2015 and November 17, 2015.

Approved By

		<i>Initial</i>	<i>Date</i>
Department Head	J. Clifton		03/06/2018
City Manager	P. Stasiak	<u>PJS</u>	<u>3-8-18</u>

ORDINANCE NO. _____

AN ORDINANCE AMENDING CHAPTER 22, BUSINESSES, OF THE McALESTER CITY CODE, CREATING ARTICLE VIII, MOBILE FOOD VENDORS; AMENDING CHAPTER 48, FEES, CHARGES AND SERVICE RATES, CREATING ARTICLE VIII, MOBILE FOOD VENDORS; REPEALING ALL CONFLICTING ORDINANCES, AND PROVIDING FOR SEVERABILITY.

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

SECTION 1. That Chapter 22, Businesses, of the McAlester City Code is hereby amended to create Article VIII, Mobile Food Vendors to read as follows:

22-278. Definitions.

The following words and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Commissary means an approved facility that provides support services for specific required functions of a mobile food vendor. Any food establishment permitted or licensed by a regulatory agency, such as a catering operation, restaurant, grocery store or similar establishment or any otherwise approved facility in which food, containers or supplies are kept, handled, prepared, packaged or stored can be considered a commissary.

Farmers market means the designated area in which farmers, growers or producers from a defined region gather on a regularly scheduled basis to sell at retail non-potentially hazardous farm food products and whole shell eggs to the public. A portion of the raw food ingredients used by the individual vendor to produce a product must have been grown or raised by the vendor. This definition does not include individual farmers who grow and sell flowers, unprocessed fruit, vegetables, produce or plants grown on the property where the seller is located.

Food means all items designed for human consumption, including but not limited to ice cream, candy, gum, popcorn, hotdogs, sandwiches, peanuts, soft drinks, coffee and dairy products.

Mobile vendor means an outdoor seller, as defined herein, and any business operator or vendor who conducts business from or through use of a vehicle as defined herein.

Public way means a street, avenue, boulevard, lane, sidewalk or thoroughfare open or platted for public use.

Special events means an event whether indoors or outdoors, that is held on public property or streets, non-profit organization property, or non-residential property that can reasonably be expected to cause a public gathering not part of the normal course of business at the location. It may also be defined as any event where a large number of people are brought together to watch or participate. A public event such as a ballgame, parade, or festival that requires transportation planning, especially including roadway closure, and often a city permit in consequence.

Vehicle means a push cart, a trailer, a three-wheeled pedal carrier or like device or a motorized vehicle that is required to be registered and licensed by the Motor Vehicle Division of the Oklahoma Tax Commission.

22-279. Purpose.

The purpose of this article is to regulate mobile and temporary food vending activities in order to protect public health, safety, and welfare, while accommodating commercial uses that generally promote an active and social pedestrian environment within the appropriate areas of the city.

22-280. Mobile Food Vendor License Required.

It shall be unlawful and an offense for a mobile food vendor to engage in sales or to attempt to engage in sales within the City except when licensed as a mobile food vendor in compliance with the provisions of this chapter. It shall be the duty of any person to whom a license is issued under this article to post the same in a secure manner in some part of his mobile food vending vehicle where the license may be readily seen at all times. Licenses issued under this article shall be non-transferable.

22-281. Exemptions.

The following activities, businesses and/or persons, as such are commonly known, shall be exempt from coverage of this chapter, but this exemption shall not be construed to limit or restrict the application of other laws and regulations pertaining to such activities, businesses and/or persons:

- (a) Traditional neighborhood lemonade stands;
- (b) Stands used to sell or distribute flowers, fruit, vegetables, produce or plants grown on the property where the stand is located;
- (c) Delivery or distribution of food, goods or products ordered or purchased by customers from a source or point of sale other than a mobile vehicle operated for the purpose of soliciting customers while traveling or while located on City streets or property;
- (d) Delivery or distribution of food by or for any not-for-profit organization, governmental agency or other charitable organization, including without limitation Meals on Wheels and the Food Bank;
- (e) Special events that have been permitted and approved by the city
- (f) Farmers markets

22-282. Mobile Food Vendor License

(a) Application Requirements. Applicants for a mobile food vendor license shall file a verified application, which shall contain the following information:

- (1) The name or names, birth date, social security number, and address (street and mailing, if different) of the applicant or of an individual agent of the applicant if the applicant is a corporate entity;
- (2) Vehicle license number and description of all vehicles from which the applicant proposes to conduct business;
- (3) Description of the general type of food or non-food items to be sold;
- (4) The identity of the commissary, if applicable, its proprietor, its street and mailing address and phone number;
- (5) A document from the county health department, certifying that the mobile vending business has complied with all applicable state and local health department regulations;
- (6) Documentation showing the applicant is a vendor registered with the state tax commission, or other proof that sales tax has been or is being paid on the items sold or to be sold; or proof that the applicant or the applicant's employer is exempt from the payment of sales tax;
- (7) A certificate of adequate liability insurance coverage;
- (8) A signed statement by the applicant, certifying that the mobile food vendor agrees to abide by all applicable laws and ordinances of the city and to indemnify and hold the city harmless from any and all liability arising out of the use or condition of premises or operation of the mobile food vending business;
- (9) If applicable, a written notarized statement by the legal owner of any private land upon which any outdoor business operation shall be located authorizing the use of the land for the purposes desired by the applicant

(b) Fees. Charges shall be assessed for licenses and shall be paid to the city treasurer as provided in chapter 48. In the event that the licensee shall cease operation, either voluntarily or involuntarily, before the end of the period for which a license issued, no part of the license fee shall be refunded.

(c) Expiration of license. A license issued under this chapter shall expire June 30 each year, except for a seasonal license which shall expire 180 days from the date of issuance.

22-283. Health Regulations

All mobile vendors shall comply with all laws, rules and regulations regarding food handling, and all vehicles, equipment and devices used for the handling, storage, transportation and/or sale of food shall comply with all applicable laws, rules and regulations, as presently worded and as may be amended by law, in addition to any other rules and regulations as may be established by the county health department.

22-284. Mobile Food Vendor Standards and Restrictions

All mobile vendors licensed under this chapter shall conform to the following standards unless otherwise approved by the council

- (a) Specified Locations of Operations.
 - (1) Mobile food vendors may sell or vend from paved open public ways within commercial zoned areas, including C-1, C-2, C-3, C-4 or C-5 zoning districts, or within industrial

- zoned areas, including I-1 or I-2 districts, except the specified areas included in this article.
- (2) All mobile food vendors shall be located on paved surfaces at all times, unless expressly allowed or required by the city. Mobile vending trucks or trailers may occupy parallel parking spaces within commercial or industrial zoned areas. At any given time, at most two (2) parking spaces may be occupied at one time by a mobile food vehicle or trailer.
 - (3) Mobile food vendors may conduct business on any commercial or industrial zoned private property with the written permission of the property owner of record.
 - (4) Mobile food vendors shall not sell or vend in residentially zoned districts, except public parks with the expressed approval by the city. Mobile food vendors shall be limited to hard-surfaced areas of public parks.
 - (5) Mobile food vendors shall not sell or vend within one hundred fifty feet (150') of any city authorized special event, except with written permission by the special event organizer or permittee indicating that they waive the requirement of the affected area during their special event hours of operation.
- (b) Return for compliance. Mobile food vendors must physically return to their commissaries daily for Health Department compliance, including but not limited to wastewater disposal, maintenance, cleaning, etc.
 - (c) Compliance with traffic regulations. No mobile food vendor shall conduct business so as to violate any ordinance of the city regulating traffic and rights-of-way, as now in effect or hereafter amended.
 - (d) Obstruction Prohibited. No mobile vendor shall obstruct the passage of a sidewalk, street, avenue, alley or any other public place in a way that impedes pedestrian or vehicle circulation or causes a traffic hazard.
 - (e) Street side service prohibited. No customer shall be served on the street side of the mobile food vendor vehicle. All service must be on the curb side when the mobile unit is on or abutting a public street.
 - (f) Seating. Absolutely no seating shall be provided or permitted on any sidewalk, street, or public way as part of a mobile food vendor business as contemplated in this article.
 - (g) Drive thrus. No drive thru or drive by customer service shall be provided or permitted as part of a mobile vendor business as contemplated in this article.
 - (h) Garbage receptacles. All mobile food vendors shall provide garbage receptacles for customer use and shall be responsible for the removal of all refuse, including but not limited to, the public way surrounding his or her vehicle of all debris, trash and litter generated by the vendor's business activities.
 - (i) Fire extinguishers. All mobile food vendors preparing food by cooking, frying, or other means shall be equipped with at least one (1) appropriately rated fire extinguisher.

22-285. Violations and revocation.

- (a) Any person who violates any provision of this article or who applies for a permit with the intent to transfer, or attempt to transfer, the permit shall be guilty of an offense and, upon conviction thereof, shall be punished by a fine not exceeding \$500.00, plus costs. Each day of violation shall constitute a separate offense.
- (b) The city shall reserve the right to immediately revoke, with cause, any permitted mobile food vendor that does not comply with the regulations of this article. Those mobile food vendors which create public nuisances or hazards to the general welfare shall have their permit temporarily or permanently revoked.

SECTION 2. That Chapter 48, Fees, Charges and Service Rates, of the McAlester City Code is hereby amended to create Article VIII, Mobile Food Vendors to read as follows:

Code Section	Description	Amount
Chapter 22. Businesses		
<i>Article VIII. Mobile Food Vendors</i>		
22-282	Mobile Food Vendor License	
	Annual, per year	\$ 35.00
	Seasonal, per 180-days	\$ 20.00

SECTION 3. 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 4. The provisions of this Ordinance are severable, and if any part or provision hereof shall be adjudged invalid by any court of competent jurisdiction, such adjudication shall not affect or impair any of the remaining parts or provisions hereof.

PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF McALESTER, OKLAHOMA on
THIS _____ DAY OF _____, 2018.

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 _____ 2018.

By: _____
William J. Ervin, City Attorney

McAlester Planning Commission Minutes
Tuesday, February 20, 2018 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: 8

Steve Cox	Frank Phillips	Tony Korp	Carl Gullick
Mark Emmons	Justin Few	Karen Stobaugh	

Commissioners Absent: 3

Primus Moore	Chris Taylor	Karl Scifres	Susan Kanard
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Susan Kanard was present at 6:31 P.M., after roll was taken.

Item 2

Approval of the Minutes from January 16, 2018

A motion made by Commissioner Cox was seconded by Commissioner Phillips to approve the January 16, 2018 Regular Meeting Minutes. The vote was taken.

The vote was 8-0

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

NAY: None

The motion carried.

GENERAL BUSINESS:

Item 3

Public Hearing: Discussion and action to amend Chapter 62, Land Development Code, of the McAlester City Code by amending Sections 62-256 R-1B single-family residential district, 62-258 R-2 two-family dwelling (duplex) district and 62-259 R-3 multiple-family dwelling district pertaining to the minimum lot area requirements for single-family residential dwellings.

Chairman Emmons opened the item for public hearing at 6:31 P.M. Jayme Clifton Community Development Director commenced to starting the discussion by stating that the presented documentation was based off of the previous planning commission meeting. She clarified that the suggested minimum lot size is 4500 square feet. The supported documentation was referenced to show how many lots in McAlester, Ok that are considered under 6000 square feet. Commissioner Emmons spoke on the problem of houses and building being demolished or destroyed and the issue arising that the lot would then be considered nonconforming leaving said lot vacant and in some cases becomes abandoned and in abatement due to high grass and neglect. Mr. Emmons did however state that there are a lot of interest in having smaller properties accompanied by smaller footprints on said lots. Commissioner Korp clarified that by bringing the minimum lot size down to 4500 square feet it would bring 173 vacant lots into compliance and 58 would remain under the 4500 square feet lot size and in noncompliance. Mark Emmons stated in the case of smaller lot sizes such as the remaining 58 that an applicant could easily bring a variance before the Board of Adjustments to bring their lot into compliance if within reason. Emmons called for public comment but none were present. Jayme Clifton clarified that the setbacks have not been changed. The maximum lot coverage still applies. Frank Phillips asked if there was anything preventing a property owner from placing a smaller home next to a homeowners whose home was significantly larger. Mrs. Clifton stated that there was no such provision in place as of presently and was not added into any such documentation for the subject and purpose of this meeting. Commissioner Gullick inquired of Jayme Clifton of existing

structures being grandfathered in as far as setback requirements. Mrs. Clifton elucidated that as long as the property owner did not make any new improvements over a certain amount. However, if fire or any other such destruction came to the home destroying it. The home would not be eligible for rebuild without getting a variance. It would be considered noncompliant. Commissioner Gullick motioned to approve to amend the land development code to bring the minimum lot size to 4500 square feet, Commissioner Cox seconded the motion. Commissioner Emmons closed discussion on the matter at 6:40 P.M. Roll was called.

The vote was 8-0

AYE: Tony Korp, Carl Gullick, Frank Phillips, Susan Kanard, Justin Few, Karen Stobaugh, Mark Emmons, Steve Cox

NAY: None

The motion carried

Item 4

Discussion and recommendation on an Ordinance to amend the McAlester City Code, Chapter 22 Mobile Food Vendors, creating Article VIII, Mobile Food Vendors, to allow mobile and temporary food vending activities within the appropriate areas of the city.

Chairman Emmons opened the item for public hearing at 6:41 P.M. Jayme Clifton presented a draft ordinance put together based on previous meetings and recommendations. Currently, food trucks are permitted to park and operate in commercially zoned parking lots with the permission of the owner. They cannot sell from the street onto the sidewalk. This recommended ordinance would allow for vendors to sell from the street onto the sidewalks in commercially zoned areas. Also, this includes them parking in the parallel parking that would allow for the trucks to park down town near Choctaw Ave along 2nd and 3rd streets. The potential downtown park would also be a good candidate to allow food truck parking in that vicinity. She stated she is open to suggestion for improvements on this ordinance. Mrs. Clifton went with a simpler aspect of this ordinance such as Broken Arrow and Bixby for example. These two examples are not as complex as the Tulsa Food Truck Ordinance which is what was presented previously to the Board in prior meetings. Jayme stated that this would allow for entrepreneurship in the City of McAlester. If it is for a special event, the vendor would not have to get the permit to operate. Permit license is for operation hours for normal business days not including special events. A question was raised to Mrs. Clifton, will they be required to have the million dollar policy whether they are a vendor or not? She replied that this was based on other ordinances in Oklahoma have and that this would be based on the Councils decision. Karen Stobaugh stated that she is required to have insurance's when she travels to different areas with her business. Permits, temporary license, proof of insurance etc. was stated by Mrs. Stobaugh to be requirements for her. Mark Emmons stated that he thought the parallel parking was a good idea, in terms of making it easier to handle situations concerning current businesses and the food vendors. Mrs. Kanard asked a question regarding the license requirements. Mrs. Clifton responded that license is a requirement through the city. She did not have a price set for licensing yet but did suggest that there be a seasonal license consisting of 180 days and an annual license. Price suggestions include low costs such as \$50 - \$100 for annual and maybe 50% - 60% of the annual price set for the seasonal. There was discussion of the distances between the brick and mortar and the food truck parking. Tony Korp asked if we had a weekend license incorporated. Jayme Clifton said not at this time. Mark Emmons stated that he thought the 2 tier license was a good idea to avoid any hassle. Vendors shall not be within 150 feet of any special event without permission from the event organizer. Karen Stobaugh asked how many food trucks can park on one block at a time. Mrs. Clifton did not include a restriction on this matter. Zoning and parking was brought to the attention of the commissioners. Jayme replied by stating the food trucks are a good idea to increase pedestrians to constitute

shopping among the brick and mortar buildings.

Christina Hermsmeyer, with McAlester Main Street, stated that her organization had quite a few ideas for the farmers market in which Karen Stobaugh had previously suggested would be a good place for mobile food vendors to congregate. Mark Emmons stated that this ordinance will not be set in stone forever and it's a starting point. He stated that Jayme Clifton did very well creating this ordinance. Jayme Clifton stated the reasoning for the sidewalk side service only was for the safety of the pedestrians to prevent them from walking into the street to order. It should be served towards the sidewalk side unless at a special event and permitted by the event organizer. Mr. Cox asked if this is addressed towards everyday sales or for special events and Jayme spoke and stated that it was to address everyday mobile food vendors. Justin Few expressed his concern about parking and asked if stall parking could be changed later from the parallel. Questions about electricity were addressed. Jayme Clifton stated that there cannot be any obstruction of the sidewalks. Karen Stobaugh stated that most mobile food vendors have generators.

Jeremy Beaver, a downtown business owner and property owner, stated he liked food trucks. He continued by stating that he didn't think creating a barrier for food vendors to come in was a good idea. He specifically pointed out the million dollar insurance policy requirement as a huge barrier and stated that it would hinder or detour a lot of the vendors. Understandably, adding more restrictions to the ordinance would cause the vendors to converse among themselves and would not actively bring business to McAlester if we have a reputation of being difficult to get into. Mr. Beaver also addressed parking and agreed with the presented ordinance. The \$500.00 fine was a concern to him and stated that it should be easier to obtain the license for the vendors. First time offenders should get a warning. Jayme Clifton said the penalty is the same listed in Chapter 1 for all penalties of a violation but that it could be reviewed. The commissary was addressed and explained to him as to ensure that mobile food vendors cannot stay for extended periods of time. The health department requires them to go back to their main location for certain amounts of time. He stated that the vendors would encourage the loft apartment living and residential. Cully Stevens, a downtown property owner, was also in favor of the ordinance. He addressed entrepreneurship in our community. He stated most of younger generations will not return after college to McAlester because there isn't anything going on downtown and requested to make changes that did create hurdles for people to start. The business and vendors enjoy going to places that aren't difficult to start. Claremore, OK is the only city that asked for proof of insurance to make sure the truck itself had insurance. His fear is the new rules are so restrictive that we will not see any growth and encouraged the commissioners to design it so it fostered growth.

Rashonda Hutchings, Choctaw Nation's Small Business Advisor, spoke as well. Mrs. Hutchings stated that she is housed out of Kiamichi Technology Center. KTC and Poteau's culinary program is wanting to buy a food truck along with a few other individuals associated with the program. They are all waiting on this ordinance to be created and pass to be able to start their businesses. McAlester does not offer a variety of foods such as Korean or Tai. She stated that these would be sales taxes generated for this community. Susan Kanard asked how this food would be eaten standing up. Karen Stobaugh replied and stated that the food presentation is in such a way to make it easy to consume on the go. Some people get it to go as well or find a place to be seated as well such as benches or tables. Kirk Ridenour stated he is sympathetic to the foresight needed for this ordinance. Downtowns are adaptable and we can't foresee every problem at first. We can always come back and address problems as they arise. Karen Stobaugh expressed interest in having her own truck in front of her business. An idea to serve her customers as a quick solution instead of only offering a sit down environment. Mrs. Clifton replied that new language would need to be

incorporated for where her stores located. Christina Hermesmeyer stated that they would be able to mark off a few parking spots to accommodate that idea.

Mark Emmons asked if there was any additional discussion. Karen Stobaugh stated that we could approve this and address what comes up later if any does. Justin Few stated as well that if the parking and such becomes an issue we can address it as it comes. Karen Stobaugh stated that if the vendors are serious about their business, they will have general liability insurance and other supporting documentation at time of application. Mark Emmons concurred with the others and stated that we can address upcoming issues as they arise. Steve Cox stated that they should comply with our application process, the health department and the liability insurance requirements. Jayme Clifton suggested changes in the language to be similar to the recently adopted sidewalk café permits. Justin Few agreed the insurance requirements needed modification. Commissioner Few motioned to approve the proposed Mobile Food Vendors ordinance with amendment to show proof of liability insurance. Frank Phillips seconded the motion. Commissioner Emmons closed discussion on the matter at 7:51 P.M. Roll was called.

The vote was 8-0

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

NAY: None

The motion carried.

Item 5 New Business

There was no new business.

**Item 6 Staff Report
Comprehensive Plan Progress.**

Jayme Clifton updated the Commission on progress of the comprehensive plan, presenting information on how well the stakeholder meetings and public meetings went. She stated that Guernsey would advise of the next step after they took all the input and information collected and incorporated them into the project.

Item 7 Commission Reports

Mark Emmons reminded all commissioners up for reappointment they would need to resubmit biography information.

Item 8 Adjournment

A motion made by Commissioner Gullick was seconded by Commissioner Cox to adjourn the meeting at 7:55 p.m. There was no objection.

The vote was 8-0

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

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: Leroy Alsup, Community and Economic Development Director
DATE: September 9, 2015

YA

September 15, 2015 Planning Commission Meeting Agenda

There will be a meeting of the McAlester Planning Commission on Tuesday, September 15, 2015 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 27, 2015 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 P. C. #404, a request to rezone the property described below from R-1B Single-family Residential District to C-4 Restricted Commercial District:

LOCATION: 711 E Electric Avenue

LEGAL DESCRIPTION: Lot 6, in Block 32, McAlester Addition to the City of McAlester, Pittsburg County, State of Oklahoma.

4. Initial Discussion of an Ordinance to amend the McAlester City Code, Chapter 22 Businesses to add Article VII. Mobile Vendors (Food Trucks).
5. Discussion and action on an ordinance to amend the McAlester City Code, Division 3. Zoning Districts and District Regulations; Subdivision II. Specific Districts by deleting the existing Sections 62-612 Wyandotte Avenue Corridor Development and 62-213 Wade Watts Corridor Development and replaced with a new Section 62-212 Wyandotte/Wade Watts Avenue Corridor Development.
6. New Business
7. Staff Report
8. Commission Report
9. Adjournment

Leroy Alsup- Director
(918) 423-9300 ext.4951

James Schulz - Code Enforcement Inspector
(918) 423-9300 ext. 4986

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

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

Jayne Clifton- Executive Asst./Planning Technician
(918) 423-9300 ext. 4984

McAlester Planning Commission Minutes
Thursday, September 15, 2015 Meeting
City Council Chambers
6:30 PM

Item 1 Call to Order and Roll Call

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

Commissioners Present: 8

Harvey Bollinger	Mark Emmons	Justin Few	Carl Gullick
Susan Kanard	Primus Moore	Karl Scifres	Chris Taylor

Commissioners Absent: 3

Ross Eaton	Denise Lewis	Karen Stobaugh
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Item 2 Approval of Minutes

A motion made by Commissioner Gullick was seconded by Commissioner Scifres to approve the August 27, 2015 Regular Meeting Minutes.

The vote was 8-0

AYE: Taylor, Bollinger, Few, Gullick, Kanard, Moore, Scifres, Emmons

NAY: None

The motion carried.

GENERAL BUSINESS:

Item 3 Public Hearing: Discussion and action on P.C. #404, a request to rezone Lot 6, in Block 32, McAlester Addition to the City of McAlester, Pittsburg County, State of Oklahoma from R-1B Single-family Residential District to C-4 Restricted Commercial District.

Chairman Emmons opened the item for discussion at 6:32 P.M. Jayme Clifton, Planning Technician of the Community and Economic Development Department, presented the staff report to the Commission and it is hereby incorporated in the minutes by reference. The use of surrounding land is predominately commercial with adjoining and contiguous lots zoned as C-4 Restricted Commercial District. Staff recommended the approval of the applicants request to rezone the property to C-4 Restricted Commercial District.

Area regulations for C-4 Restricted Commercial District state that the minimum lot area for rezoning to a C-4 (restricted commercial district) shall not be less than 50,000 square feet. *[Past Practice has been that if the lot to be rezoned is contiguous to other lots already zoned C-4, the cumulative sq. ft. of the lot under consideration for rezoning plus the contiguous lots is used to satisfy this minimum standard. Back in 2000 (Ordinance No. 2114) when the lot next to this one, Lot 5, Block 32 (15,000 sq. ft.) was rezoned from R1B to C-4 this same rational was used.]*

Chairman Emmons asked if anyone for or against the application wished to speak. No one came forward. Chairman Emmons closed discussion on the matter at 6:35 PM and called for a motion. Commissioner Moore motioned to approve the applicants' request to rezone the property from R-1B Single-Family Residential District to C-4 Restricted Commercial District, and was seconded by Commissioner Few. Chairman Emmons asked if there were any comments from the Commission. There were none, and roll was called.

The vote was 8-0

AYE: Few, Gullick, Kanard, Moore, Scifres, Taylor, Bollinger, Emmons

NAY: None

The motion carried.

Item 4 Initial Discussion of an Ordinance to amend the McAlester City Code, Chapter 22 Businesses to add Article VII. Mobile Vendors (Food Trucks).

Chairman Emmons opened the item for discussion at 6:36 PM. Leroy Alsup, Director of Community and Economic Development, presented documentation and sample regulations to the Commission on Mobile Vendors (Food Trucks) from other select communities. Further, Mr. Alsup outline issues that had been identified by these other communities in regards to Mobile Vendors (Food Trucks).

Josh and Michelle Mabry, of Fit Feast to Go, spoke to the commission about their food truck business and their future plans. After discussion by the commission, the identified concerns for an ordinance included identifying differences between permitted and special events and clarifying parking and distance requirements for Downtown and Old Town. The commission also requested further exploration for an ordinance on a trial basis and then communication with ODOT concerning mobile vendors along Carl Albert Parkway, Main Street and George Nigh Expressway.

Chairman Emmons closed discussion on the matter at 7:36 PM and called for a motion. Commissioner Few motioned staff to draft an ordinance based on the Planning Commission's input and present a draft ordinance at a future meeting, Commissioner Taylor seconded. There were no other comments from the Commission and roll was called.

The vote was 8-0

AYE: Few, Gullick, Kanard, Moore, Scifres, Taylor, Bollinger, Emmons

NAY: None

The motion carried

Item 5 Discussion and action on an ordinance to amend the McAlester City Code, Division 3. Zoning Districts and District Regulations; Subdivision II. Specific Districts by deleting the existing Sections 62-612 Wyandotte Avenue Corridor Development and 62-213 Wade Watts Corridor Development and replace them with a new Section 62-212 Wyandotte/Wade Watts Avenue Corridor Development.

Commissioner Moore motioned to table the item to the next meeting and Commissioner Kanard seconded. No other motions were made. Roll was called.

The vote was 8-0

AYE: Gullick, Kanard, Moore, Scifres, Taylor, Bollinger, Few, Emmons

NAY: None

The motion carried.

Item 6 New Business

There was no New Business.

Item 7 Staff Report

There was no Staff Report.

Item 8 Commission Report

There was no Commission Report.

Item 9 Adjournment

A motion made by Commissioner Moore was seconded by Commissioner Scifres to adjourn the meeting at 7:38 PM. There was no objection. The motion carried.

Approved: 11-17-15
Date

By: Mark Emmons
Planning Commission Chairman



City of McAlester
Community & Economic Development

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



TO: McAlester Planning Commission Members
FROM: Leroy Alsup, Community and Economic Development Director
DATE: October 12, 2015

7A

October 20, 2015 Planning Commission Meeting Agenda

There will be a meeting of the McAlester Planning Commission on Tuesday, October 20, 2015 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 15, 2015 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 P. C. #405, a request to rezone the property from R-1B Single-family Residential District to C-2 Neighborhood Convenience District, and U.P. #57, an alternate request for a Use Permit After Review in the Wade Watts Corridor if the rezoning request is denied, for the property described below:

LOCATION: 1401 Wade Watts Avenue

LEGAL: Lot 5, in Block 416, City of McAlester, formerly South McAlester, Pittsburg County, State of Oklahoma.

4. Continued Discussion of an Ordinance to amend the McAlester City Code, Chapter 22 Businesses to add Article VII. Mobile Vendors (Food Trucks).
5. Discussion and action on an ordinance to amend the McAlester City Code, Division 3. Zoning Districts and District Regulations; Subdivision II. Specific Districts by deleting the existing Sections 62-612 Wyandotte Avenue Corridor Development and 62-213 Wade Watts Corridor Development and replaced with a new Section 62-212 Wyandotte/Wade Watts Avenue Corridor Development.
6. New Business
7. Staff Report
8. Commission Report
9. Adjournment

Leroy Alsup- Director
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Jayne Clifton- Executive Asst /Planning Technician
(918) 423-9300 ext. 4984

McAlester Planning Commission Minutes

Tuesday, October 20, 2015 Meeting

City Council Chambers

6:30 PM

Item 1 Call to Order and Roll Call

Due to the absence of the Chairman and Vice-Chairman, Leroy Alsup called the meeting to order at 6:43 P.M. Roll was called, and a quorum was present.

Commissioners Present: 6

Harvey Bollinger	Carl Gullick	Susan Kanard	Karl Scifres
Karen Stobaugh	Chris Taylor		

Commissioners Absent: 5

Mark Emmons	Ross Eaton	Justin Few	Denise Lewis
Primus Moore			

A motion was made by Commissioner Kanard second by Commissioner Scifres to appoint Commissioner Harvey Bollinger interim chairman. The vote was taken.

The vote was 6-0

AYE: Kanard, Scifres, Stobaugh, Taylor, Gullick, Bollinger

NAY: None

The motion carried.

Item 2 Approval of Minutes

A motion made by Commissioner Gullick was seconded by Commissioner Scifres to approve the September 15, 2015 Regular Meeting Minutes. The vote was taken.

The vote was 6-0

AYE: Kanard, Scifres, Stobaugh, Taylor, Gullick, Bollinger

NAY: None

The motion carried.

GENERAL BUSINESS:

Item 3 Public Hearing: Discussion and action on P.C. #405, a request to rezone Lot 6, in Block 32, McAlester Addition to the City of McAlester, Pittsburg County, State of Oklahoma from R-1B Single-family Residential District to C-2 Neighborhood Convenience District, and U.P. #57, an alternate request for a Use Permit After Review in the Wade Watts Corridor if the rezoning request is denied.

Commissioner Bollinger opened the item for discussion at 6:45 P.M. Leroy Alsup, Director of the Community and Economic Development Department, presented the staff report to the Commission and it is hereby incorporated in the minutes by reference. Staff recommended that the property at 1401 Wade Watts Avenue (Lot 5, in Block 416) be rezoned from R-1B Single-Family Residential District to C-2 Neighborhood Convenience District based on the following reasoning:

1. The Wade Watts Corridor is a transition area that is becoming a commercial corridor. The neighborhood no longer lends itself to new residential development. The property to the west and southwest are zoned C-2 Neighborhood Convenience District. Even, the property to south is developed commercially under a Use Permitted After Review.
2. The rezoning of 1401 Wade Watts Avenue (Lot 5, in Block 416) would be an extension of the existing C-2 Neighborhood Convenience District directly to the West and Southwest, therefore the 50,000 sq. ft. minimum lot area for rezoning to C-2 would not be satisfied (*precedent set by City Ordinance #2178 discussed in the staff report*).
3. The property at 1401 Wade Watts Avenue (Lot 5, in Block 416) would remain within the Wade Watts Corridor Development therefore the Exterior standards/visual appeal guidelines set forth in Sec 62-213 (g) would remain applicable to the property even after it was rezoned.

Further, staff recommended that if the Planning Commission determined they were not favorable to rezoning the property at 1401 Wade Watts Avenue (Lot 5, in Block 416) from R-1B Single-Family Residential District to C-2 Neighborhood Convenience District, then staff would recommend granting a Use Permitted After Review at 1401 Wade Watts Avenue for a barbershop and beauty shop.

Commissioner Bollinger asked if anyone for or against the application wished to speak. No one came forward. Commissioner Bollinger closed the public hearing on the matter at 6:53 PM and called for a motion. Commissioner Scifres motioned to approve the applicants' request to rezone the property from R-1B Single-Family Residential District to C-2 Neighborhood Convenience District, and was seconded by Commissioner Stobaugh.

Commissioner Bollinger asked for discussion by the Commission. There was discussion of topics such as another recently opened beauty salon on property just across from 1401 on Wade Watts Avenue that was already zoned C-2 commercial; the similar commercial use of other properties in the Wade Watts Corridor; the visual standards set for the Corridor, the transition of the Wade Watts Corridor from residential to commercial; and the similarities of permitted uses in both Wade Watts Corridor Development and C-2 Neighborhood Convenience District. There were no other comments. The vote was taken.

The vote was 5-1

AYE: Scifres, Stobaugh, Taylor, Kanard, Bollinger

NAY: Gullick

The motion carried.

Commissioner Stobaugh motioned to approve the applicants request for a Use Permit After Review for a beauty salon in the event the rezoning request was denied by City Council. Commissioner Scifres seconded the motion. No other motions were made. The vote was taken.

The vote was 6-0

AYE: Scifres, Stobaugh, Taylor, Gullick, Kanard, Bollinger

NAY: None

The motion carried

Item 4 Discussion of an Ordinance to amend the McAlester City Code, Chapter 22 Businesses to add Article VII. Mobile Vendors (Food Trucks).

Commissioner Scifres motioned to table the item to the next meeting and Commissioner Taylor seconded. No other motions were made and the vote was taken.

The vote was 6-0

AYE: Scifres, Stobaugh, Taylor, Gullick, Kanard, Bollinger

NAY: None

The motion carried

Item 5 Discussion and action on an ordinance to amend the McAlester City Code, Division 3. Zoning Districts and District Regulations; Subdivision II. Specific Districts by deleting the existing Sections 62-612 Wyandotte Avenue Corridor Development and 62-213 Wade Watts Corridor Development and replace them with a new Section 62-212 Wyandotte/Wade Watts Avenue Corridor Development.

Commissioner Scifres motioned to table the item to the next meeting and Commissioner Stobaugh seconded. No other motions were made and the vote was taken.

The vote was 6-0

AYE: Scifres, Stobaugh, Taylor, Gullick, Kanard, Bollinger

NAY: None

The motion carried.

Item 6 New Business

There was no New Business.

Item 7 Staff Report

There was no Staff Report.

Item 8 Commission Report

There was no Commission Report.

Item 9 Adjournment

A motion made by Commissioner Taylor was seconded by Commissioner Kanard to adjourn the meeting at 7:10 PM. There was no objection. The motion carried.

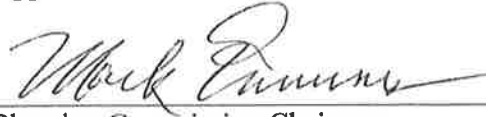
The vote was 6-0

AYE: Scifres, Stobaugh, Taylor, Gullick, Kanard, Bollinger

NAY: None

The motion carried.

Approved:



Planning Commission Chairman

11-17-15

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: Leroy Alsup, Community and Economic Development Director
DATE: November 12, 2015

LA

[Handwritten signature]

November 17, 2015 Planning Commission Meeting Agenda

There will be a meeting of the McAlester Planning Commission on Tuesday, November 17, 2015 at 6:30 p.m. in the City Council Chambers, Municipal Building.

1. Call to order and roll call.
2. Approval of Minutes from October 20, 2015 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 P. C. #406, a request to rezone the property described below from R-1B Single-family Residential District to C-4 Restricted Commercial District.

LOCATION: 1101 E Choctaw Avenue

LEGAL: Lot 4, in Block 340, City of McAlester, formerly South McAlester, Pittsburg County, State of Oklahoma.

4. Continued Discussion of an Ordinance to amend the McAlester City Code, Chapter 22 Businesses to add Article VII. Mobile Vendors (Food Trucks).
5. New Business
7. Staff Report
8. Commission Report
9. Adjournment

Leroy Alsup- Director
(918) 423-9300 ext. 4951

James Schulz - Code Enforcement Inspector
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(918) 423-9300 ext. 4985

Jayne Clifton- Executive Asst /Planning Technician
(918) 423-9300 ext. 4984

McAlester Planning Commission Minutes

Tuesday, November 17, 2015 Meeting

City Council Chambers

6:30 PM

Item 1 Call to Order and Roll Call

Chairman Mark Emmons called the meeting to order at 6:32 P.M. Roll was called, and a quorum was present.

Commissioners Present: 8

Harvey Bollinger	Mark Emmons	Justin Few	Carl Gullick
Susan Kanard	Denis Lewis	Primus Moore	Karen Stobaugh

Commissioners Absent: 3

Ross Eaton	Karl Scifres	Chris Taylor
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Item 2 Approval of Minutes

A motion made by Commissioner Gullick was seconded by Commissioner Stobaugh to approve the October 20, 2015 Regular Meeting Minutes. The vote was taken.

The vote was 8-0

AYE: Stobaugh, Bollinger, Few, Gullick, Kanard, Lewis, Moore, Emmons

NAY: None

The motion carried.

GENERAL BUSINESS:

Item 3 Public Hearing: Discussion and action on P.C. #406, a request to rezone Lot 4, in Block 340, City of McAlester, formerly South McAlester, Pittsburg County, State of Oklahoma from R-1B Single-family Residential District to C-4 Restricted Commercial District.

Chairman Emmons opened the item for discussion at 6:34 P.M.

Jayne Clifton, Planning Technician of the Community and Economic Development Department, presented the staff report to the Commission and it is hereby incorporated in the minutes by reference. Staff reported that the property north and to the west of Lot 4, Block 340 is already zoned C-4 Restricted Commercial District and has been developed commercially. Property to the southwest is zoned C-3 General Commercial District. The property is along Strong Boulevard, which is a major artery. The property to the west of Lot 4, Block 340 is zoned R-1B Single-Family Residential District and remains residential in character.

City Staff determined the property at 1101 E Choctaw Avenue (Lot 4, Block 340) meets all of the technical requirements to be rezoned from R-1B Single-Family Residential District to C-4 Restricted Commercial District.

Staff also noted that if the property at 1101 E Choctaw Avenue is rezoned from R-1B Single-Family Residential District to C-4 Restricted Commercial District,

the existing residential structure on the property would become a nonconforming structure and use pursuant to Subdivision III of the City's Zoning Ordinance.

Karen Factory, the applicant, spoke on plans to sell the property as commercial for continued development in the area of Strong Boulevard and Choctaw Avenue. She noted the vacant lot east of her property was owned by the City, and suggested both lots combined would allow adequate space for commercial development. Leroy Alsup, Director of Community and Economic Development, explained conditions in the Code of Ordinances when residential properties are rezoned commercial and uses are changed, noting the provisions of nonconforming structures and uses. Factory inquired on uses permitted, future development of the City owned vacant lot and development along Strong Boulevard and Choctaw Avenue. Mr. Alsup indicated the uses listed in the C-4 Restricted Commercial District. Chairman Emmons suggested likelihood of development along Strong Boulevard rather than Choctaw Avenue. Mrs. Factory expressed her beliefs the location was in line with development in the area and requested the commission to rezone the property and that she understood the rezoning action would make the current residence on the property a nonconforming use.

Chairman Emmons asked if anyone else for or against the application wished to speak. No one came forward. Chairman Emmons closed the public hearing on the matter at 6:46 PM and called for a motion. Commissioner Moore motioned to approve the applicants' request to rezone the property from R-1B Single-Family Residential District to C-4 Restricted Commercial District, and was seconded by Commissioner Gullick. Chairman Emmons asked for discussion by the Commission. There were no other comments. The vote was taken.

The vote was 8-0

AYE: Bollinger, Few, Gullick, Kanard, Lewis, Moore, Stobaugh, Emmons

NAY: None.

The motion carried.

Item 4 Continued discussion of an Ordinance to amend the McAlester City Code, Chapter 22 Businesses to add Article VII. Mobile Vendors (Food Trucks).

Chairman Emmons opened the item for discussion at 6:48 P.M. Leroy Alsup recounted details of the agenda item. Mr. Alsup stated an interim period of operating had occurred during ongoing research of a new ordinance and the individuals promoting the development of a mobile food vendor ordinance had returned for additional discussion with their feedback received from downtown and old town merchants.

Josh and Michelle Mabry, announced they were accompanied by supporters and provided written email responses from ten businesses and/or individuals who generally supported their mobile food vendor business. Mrs. Mabry requested an ordinance that allowed mobile food vendors at churches, schools and parks in residentially zoned areas. Rachel Summer expressed her support to the Commission and described her perceived opportunities food vendors offered to attract additional

patrons in downtown areas. John Titsworth, stated his support of a mobile vendor ordinance that provided opportunity to mobile food vendors with measures that also protect the community. Adam Gronwald communicated his support for an ordinance and requested that it provide a middle ground between mobile food vendors and downtown merchants so that young business owners with similar pursuits could return to or come to McAlester.

Commissioner Stobaugh expressed support and suggested finding areas that nurtured the mobile food vendor concept. Commissioner Few advised careful attention of requirements on private property owners to give expressed permission for use of public property. Commissioners Bollinger and Gullick supported development of the ordinance but also voiced concerns of the negative impacts on invested downtown and old town business property owners. Commissioner Few welcomed proposed ordinance language for review by the commission. Mr. Alsup agreed and noted he would try to have a draft ready for the Planning Commission Meeting in January. Chairman Emmons closed the item for discussion at 7:48 P.M.

Item 5 New Business

There was no New Business.

Item 6 Staff Report

There was no Staff Report.

Item 7 Commission Report

There was no Commission Report.

Item 8 Adjournment

A motion made by Commissioner Kanard was seconded by Commissioner Stobaugh to adjourn the meeting at 7:49 PM. There was no objection. The motion carried.

The vote was 6-0

AYE: Gullick, Kanard, Lewis, Moore, Stobaugh, Bollinger, Emmons

NAY: None

The motion carried.

Approved:

 2-16-16
 Planning Commission Chairman Date



McAlester City Council

AGENDA REPORT

Meeting Date: March 13, 2018 Item Number: 4

Department: Robert Vaughan,

Prepared By: Infrastructure Solutions Account Code: _____

Date Prepared: Group Budgeted Amount: _____

Exhibits: March 1, 2018 3

Subject

Consider and act upon, authorizing the Mayor to sign Change Order # 1 from KATCON Inc., in the amount of \$1,424.05 for the addition of removing and replacing failed and heaved pavement at two locations adjacent to the Cardinal Lane Curb and Gutter Improvements project. The failures were noticed as repair work began. The first location is at 2009 Cardinal Lane and the second location is at 2001 Cardinal Lane.

Recommendation

The recommendation is to authorize the Mayor to sign Change Order # 1 from KATCON Inc., in the amount of \$1,424.05 for the addition of removing and replacing failed and heaved pavement at two locations adjacent to the Cardinal Lane Curb and Gutter Improvements project. The failures were noticed as repair work began. The first location is at 2009 Cardinal Lane and the second location is at 2001 Cardinal Lane.

Discussion

Approved By

	Initial	Date
Department Head	D. Horinek	
City Manager	P. Stasiak	3-8-18



February 28, 2018

David Horinek, Public Works Director
City of McAlester
P.O. Box 578
McAlester, OK 74502

Re: Change Order No. One (1)
Cardinal Lane Curb and Gutter Improvements

Dear Mr. Horinek:

Enclosed for your review and execution are four (4) copies of Change Order No. One (1) for the referenced project.

The additional work in this change order is to repair the failed and heaved pavement at two locations adjacent to the curb and gutter work. First location is at 2009 Cardinal Lane with a 6 foot wide by 25 foot long failed area and the second location at 2001 Cardinal Lane with a 2.5 foot wide by 42 foot long failed area. These failures showed up after the project was bid. A field meeting was held on February 28, 2018 and it was determined by City Staff that it be best to include this extra pavement work with the concurrent curb and gutter project. The extra work includes aggregate base and asphalt paving and is a net addition of \$1,424.05. We recommend this Change Order be approved.

Please place this item on the agenda for approval at your next meeting and upon approval please have the Mayor sign all four (4) copies. Please return two (2) copies to our office located at 719 S. George Nigh Expressway, McAlester, OK 74501 for distribution. Retain two (2) copies for your records, (Engineering Office and City Clerk Office).

Should you have any questions, please do not hesitate to contact our office at (918) 420-5500.

Sincerely,
Infrastructure Solutions Group, LLC

Robert Vaughan, P.E.
Branch Manager

RV
Enclosures

Project No. MC-17-05

CHANGE ORDER**No. One (1)**Date of Issuance: 3/13/2018Effective Date: 3/13/2018

Project: Cardinal Lane Curb and Gutter Improvements	Owner: City of McAlester	Owners Contract No.: MC-17-05
Contract: Cardinal Lane Curb and Gutter Improvements	Date of Contract: February 13, 2018	
Contractor: KATCON, Inc		

The Contract Documents are modified as follows upon execution of this Change Order:

Description:

Item No. 3: Add 19 Cubic Yards of Aggregate Base, ODOT Type A @ \$34.70/CY for a total addition of \$659.30**Item No. 4:** Add 5 Ton of Asphalt Paving @ \$152.95 / Ton for a total addition of \$764.75

Attachments: (documents supporting change):

1. Itemized Unit Price Bid Spreadsheet

Change in Contract Price:	Change in Contract Times:
Original Contract Price:	Original Contract Time: Calendar Days
\$ 51,144.65	Substantial Completion: 30 days March 25, 2018
Increase from previously approved Change Orders No. ____ to No. ____.	Increase from previously approved Change Orders No. ____ to No. ____.
\$	Substantial Completion: 0 days
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$ 51,144.65	Substantial Completion: 30 days March 25, 2018
Increase of this Change Order:	Increase of this Change Order:
\$ 1,424.05	Substantial Completion: 14 days
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$ 52,568.70	Substantial Completion: 44 days April 8, 2018


Recommended:

Accepted:

Accepted:

 by: 
 ISG, LLC Project Manager
 Date: 3/13/18

 by: _____
 Owner (Authorized Signature) / Title
 Date: _____

 by: 
 Contractor (Authorized Signature) / Title
 Date: 3-13-18

City of McAlester**Cardinal Lane Curb & Gutter Improvements**

Item	Description	Qty	Unit	Unit Price	Total Price	Change Order # 1	Change Order # 1 Price	Updated Total Qty and Price	
1	Concrete Curb & Gutter	544	LF	\$40.40	\$21,977.60		\$0.00	544	\$21,977.60
2	Concrete Driveway	79	SY	\$114.90	\$9,077.10		\$0.00	79	\$9,077.10
3	Agg Base, ODOT Type A	285	CY	\$34.70	\$9,889.50	19	\$659.30	304	\$10,548.80
4	Asphalt Paving	51	Tons	\$152.95	\$7,800.45	5	\$764.75	56	\$8,565.20
5	Solid Slab Sodding	400	SY	\$6.00	\$2,400.00		\$0.00	400	\$2,400.00
Total Amount					\$51,144.65		\$1,424.05		\$52,568.70



McAlester City Council

AGENDA REPORT

Meeting Date: March 13, 2018 Item Number: 5
Department: _____
Prepared By: Peter Stasiak, City Manager Account Code: _____
Date Prepared: March 7, 2018 Budgeted Amount: _____
Exhibits: _____

Subject

Submission, and Presentation of the 5-Year Capital Improvements Plan for FY 2018/19-2022/23.

Recommendation

Presentation.

Discussion

Approved By

Department Head
City Manager

P. Stasiak

Initial

PJS

Date

3-8-18



McAlester City Council

AGENDA REPORT

Meeting Date: March 13, 2018
Department: Economic Development
Prepared By: Kirk Ridenour, Director
Date Prepared: March 8, 2018

Item Number: 6
Account Code: _____
Budgeted Amount: _____
Exhibits: _____

Subject

Consider and act upon, to accept the resignation of Councilman Weldon Smith as Chairman of the McAlester Southside Area Reinvestment Review Committee and to confirm the Mayor's appointment as replacement to the Chairperson.

Recommendation

Confirm the Mayor's appointment as Chairperson of the Southside Area Reinvestment Review Committee.

Discussion

Approved By

		<i>Initial</i>	<i>Date</i>
Department Head	K. Ridenour	KR	3/8/2018
City Manager	P. Stasiak	<i>PJS</i>	3-8-18

The McAlester Airport Authority met in Regular session on Tuesday February 27, 2018, at 6:00 P.M. after proper notice and agenda was posted February 26, 2018.

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

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

- Approval of the Minutes from the February 13, 2018, Regular Meeting of the McAlester Airport Authority. (*Cora Middleton, City Clerk*)
- Confirm action taken on City Council Agenda Item B, regarding claims ending February 20, 2018. (*Toni Ervin, Chief Financial Officer*) in the amount of \$ 2,711.16.

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

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

NAY: None

Chairman Browne declared the motion carried.

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

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

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

NAY: None

Chairman John Browne declared the motion carried.

John Browne, Chairman

ATTEST:

Cora Middleton, Secretary

The McAlester Public Works Authority met in Regular session on Tuesday February 27, 2018, at 6:00 P.M. after proper notice and agenda was posted February 26, 2018.

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

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

- Approval of the Minutes from the February 13, 2018, Regular Meeting of the McAlester Public Works Authority. (*Cora Middleton, City Clerk*)
- Confirm action taken on City Council Agenda Item B regarding claims ending February 20, 2018. (*Toni Ervin, Chief Financial Officer*) in the amount of \$ 221,243.15.

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

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

Chairman Browne declared the motion carried.

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

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

Chairman Browne declared the motion carried.

ATTEST:

John Browne, Chairman

Cora Middleton, Secretary