



McAlester City Council

NOTICE OF MEETING

Regular Meeting Agenda

Tuesday, August 25, 2015 – 6:00 pm
McAlester City Hall – Council Chambers
28 E. Washington

- Steve Harrison Mayor
Weldon Smith Ward One
John Titsworth Ward Two
Travis Read, Vice Mayor..... Ward Three
Robert Karr 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

Captain Robert Daniels

ROLL CALL

CEREMONY AND AWARDS

Presentation and recognition of Achievement of Excellence in Financial Reporting to Toni Ervin, CFO, and the Finance Department of the City of McAlester from the Government Finance Officers Association. *(Steve Harrison, Mayor)*

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 August 11, 2015, Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- B. Approval of Claims for August 6, 2015 through August 18, 2015. *(Toni Ervin, Chief Financial Officer)*
- C. Ratify and approve an agreement between the City of McAlester and the American Red Cross for use of the JI Stipe Recreation Center as an Emergency Shelter. *(Cora Middleton, City Clerk)*
- D. Ratify and approve an agreement between the City of McAlester and the Oklahoma Tourism and Recreation Commission to help distribute promotional brochures for the City of McAlester. *(Cora Middleton, City Clerk)*
- E. Ratify and approve an agreement between the City of McAlester and American Municipal Services (AMS) for the collection of delinquent fines. *(Cora Middleton, City Clerk)*
- F. Consider and act upon, adoption of a corrected schedule for the Fire Fighter's Pay Scale. This is a correction to a scrivener's error and has no effect on the original resolution. The previous schedule, presented at the June 23rd Council Meeting, and the corrected one are attached. There will be no past or current effect to any employee's pay. *(Toni Ervin, Chief Financial Officer)*
- G. Consider and act upon, authorizing the Mayor to sign Customer Service Agreement with Unifirst for the purchase and rental of uniforms to be provided to the Non-Uniform employees of the City of McAlester. This is a new vendor. It is funded by the Clothing Allowance line item in each department. *(Toni Ervin, Chief Financial Officer)*
- H. Consider and act upon, authorization of payment to T. McDonald Construction, Inc. "Contractor's Application for Payment #9", in the amount of \$80,937.56, for the construction of road and infrastructure improvements related to CIP#3 and funded through

the McAlester Public Works Authority Construction Fund Series 2013 Project Account. *(John C. Modzelewski, P.E., CFM, City Engineer and Public Works Director)*

- I. Consider and act upon, authorization of payment to Carstensen Contracting, Inc. "Contractor's Application for Payment #3", in the amount of \$796,332.60, for the construction of road and infrastructure improvements related to CIP#4 and funded through the McAlester Public Works Authority Construction Fund Series 2013 Project Account. *(John C. Modzelewski, P.E., CFM, City Engineer and Public Works Director)*
- J. Consider and act upon, authorization of payment to Poe & Associates, Inc., Invoice # WIC 9608, in the amount of \$878.73, for engineering services related to CIP#4 and funded through the McAlester Public Works Authority Construction Fund Series 2013 Project Account. *(John C. Modzelewski, P.E., CFM, City Engineer and Public Works Director)*

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 ORDINANCE NO. 2501 WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2014-15; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND DECLARING AN EMERGENCY.**
- **AN ORDINANCE OF THE CITY OF McALESTER, OKLAHOMA, AMENDING ORDINANCE NO. 2538 WHICH ESTABLISHED THE BUDGET FOR FISCAL YEAR 2015-16; REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND DECLARING AN EMERGENCY.**

SCHEDULED BUSINESS

1. Presentation of Financial Reporting under GASB Statements (Actuarial Report) for the City of McAlester Defined Benefit Retirement Plan and Trust as of June 30, 2015. *(Bruce R. Nordstrom, FSA, EA, MAAA, Senior Consulting Actuary, MHBT Inc.)*

Executive Summary

Motion to accept and place on file the Actuarial Report for period ending June 30, 2015.

2. Accept and place on file, the FY 2015 Annual Report for the McAlester Public Works Authority's "Water System Operation and Maintenance Agreement" with Severn Trent

Environmental Services., Inc. (*John C. Modzelewski, P.E., CFM, City Engineer and Public Works Director*)

Executive Summary

Accept the FY 2015 Annual Report for the McAlester Public Works Authority's "Water System Operation and Maintenance Agreement" with Severn Trent Environmental Services., Inc. for the months July 2014 through June 2015..

3. Consider and act upon, an Ordinance amending Ordinance No. 2501 which established the budget for fiscal year 2014-2015; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. (*Toni Ervin, Chief Financial Officer*)

Executive Summary

Motion to approve the budget amendment ordinance.

4. Consider and act upon, an Ordinance amending Ordinance No. 2538 which established the budget for fiscal year 2015-16; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. (*Toni Ervin, Chief Financial Officer*)

Executive Summary

Motion to approve the budget amendment ordinance.

5. Consider and act upon, awarding the bid in the amount of \$74,800.00 to McCabe Crane & Sign, LLC, for a new digital marquee sign for the Southeast Expo. (*Jerry Lynn Wilson, Expo Center Manager*)

Executive Summary

Motion to approve the award bid to McCabe Crane & Sign, LLC.

6. Discussion and possible action, on approval of certain costs related to the Fire Department. Funds to be used from the City of McAlester's Fire Department's portion of the county quarter cent excise tax for fire services. (*Brett Brewer, Fire Chief*)

Executive Summary

Motion to approve the purchase of new Nomex Firefighting Hoods. The cost of the hoods not to exceed \$1,500.00. Purchase to be made with funds from the City of McAlester's Fire Department's portion of the county quarter cent excise tax for fire services.

7. Consider and act upon, awarding a bid in the amount of \$25,493.86 to John Vance Auto Group pursuant to Section 2-275 of the McAlester City Code, for 1 new and unused ½ Ton Truck. (*Gary Wansick, Chief of Police/Sheila Norman, Purchasing Fixed Assets*)

Executive Summary

Motion to approve award of bid to John Vance Auto Group.

8. Consider and act upon, authorizing the Mayor to sign a Professional Services Agreement with Infrastructure Solutions Group, LLC, dba Mehlburger Brawley, for the design of road improvements for a segment of Washington Avenue from Fifth Street to Eighth Street. (*John C. Modzelewski, P.E., CFM, City Engineer and Public Works Director*)

Executive Summary

Motion to approve authorizing the Mayor to sign a Professional Services Agreement with Infrastructure Solutions Group, LLC, dba Mehlburger Brawley, for the design of road improvements for a segment of Washington Avenue from Fifth Street to Eighth Street. The Fee Proposal is a lump sum amount of \$92,800.

9. Consider and act regarding the completion of CIP #1 – 17th Street. *(Peter Stasiak, City Manager)*

Executive Summary

Discussion and possible action regarding implementation of a plan for completion of CIP#1.

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 August 11, 2015, Regular Meeting of the McAlester Airport Authority. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item B, regarding claims ending August 18, 2015. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item G, authorizing the Mayor to sign Customer Service Agreement with Unifirst for the purchase and rental of uniforms to be provided to the Non-Uniform employees of the City of McAlester. This is a new vendor. It is funded by the Clothing Allowance line item in each department. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item 1, acceptance of the presentation of Financial Reporting under GASB Statements (Actuarial Report) for the City of McAlester

Defined Benefit Retirement Plan and Trust as of June 30, 2015. *(Bruce R. Nordstrom, FSA, EA, MAAA, Senior Consulting Actuary, MHBT Inc.)*

- Confirm action taken on City Council Agenda Item 3, an Ordinance amending Ordinance No. 2501 which established the budget for fiscal year 2014-2015; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item 4, an Ordinance amending Ordinance No. 2538 which established the budget for fiscal year 2015-16; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. *(Toni Ervin, Chief Financial Officer)*

ADJOURN MAA

CONVENE AS McALESTER PUBLIC WORKS AUTHORITY

Majority of a Quorum required for approval

- Approval of the Minutes from the August 11, 2015, Regular Meeting of the McAlester Public Works Authority. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item B, regarding claims ending August 18, 2015. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item G, authorizing the Mayor to sign Customer Service Agreement with Unifirst for the purchase and rental of uniforms to be provided to the Non-Uniform employees of the City of McAlester. This is a new vendor. It is funded by the Clothing Allowance line item in each department. *(Toni Ervin, Chief Financial Officer)*
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- Confirm action taken on City Council Agenda Item J, authorization of payment to Poe & Associates, Inc., Invoice # WIC 9608, in the amount of \$878.73, for engineering services related to CIP#4 and funded through the McAlester Public Works Authority Construction Fund Series 2013 Project Account. (*John C. Modzelewski, P.E., CFM, City Engineer and Public Works Director*)
- Confirm action taken on City Council Agenda Item 1, acceptance of the presentation of Financial Reporting under GASB Statements (Actuarial Report) for the City of McAlester Defined Benefit Retirement Plan and Trust as of June 30, 2015. (*Bruce R. Nordstrom, FSA, EA, MAAA, Senior Consulting Actuary, MHBT Inc.*)
- Confirm action taken on City Council Agenda Item 2, acceptance of the FY 2015 Annual Report for the McAlester Public Works Authority's "Water System Operation and Maintenance Agreement" with Severn Trent Environmental Services., Inc. (*John C. Modzelewski, P.E., CFM, City Engineer and Public Works Director*)
- Confirm action taken on City Council Agenda Item 3, an Ordinance amending Ordinance No. 2501 which established the budget for fiscal year 2014-2015; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. (*Toni Ervin, Chief Financial Officer*)
- Confirm action taken on City Council Agenda Item 4, an Ordinance amending Ordinance No. 2538 which established the budget for fiscal year 2015-16; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. (*Toni Ervin, Chief Financial Officer*)
- Confirm action taken on City Council Agenda Item 8, authorizing the Mayor to sign a Professional Services Agreement with Infrastructure Solutions Group, LLC, dba Mehlburger Brawley, for the design of road improvements for a segment of Washington Avenue from Fifth Street to Eighth Street. (*John C. Modzelewski, P.E., CFM, City Engineer and Public Works Director*)
- Confirm action taken on City Council Agenda Item 9, consideration and action regarding the completion of CIP #1 – 17th Street. (*Peter Stasiak, City Manager*)

ADJOURN MPWA

CONVENE AS MCALESTER RETIREMENT TRUST AUTHORITY

Majority of a Quorum required for approval

- Approval of the Minutes from the July 28, 2015 Regular Meeting of the McAlester Retirement Trust Authority. (*Cora Middleton, City Clerk*)
- Approval of Retirement Benefit Payments for the Period of August, 2015. (*Toni Ervin, CFO*)

ADJOURN MRTA

RECONVENE COUNCIL MEETING

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on this _____ day of _____ 2015 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