



# McAlester City Council

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## NOTICE OF MEETING

### Regular Meeting Agenda

Tuesday, February 9, 2016 – 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](http://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

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*Announce the presence of a Quorum.*

### INVOCATION & PLEDGE OF ALLEGIANCE

### ROLL CALL

### CITIZENS COMMENTS ON NON-AGENDA ITEMS

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*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 January 12, 2016, Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- B. Approval of the Minutes from the January 26, 2016, Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- C. Approval of Claims for January 20, 2016 through February 2, 2016. *(Toni Ervin, Chief Financial Officer)*
- D. Accept and place on file, the McAlester Main Street Second Quarter Report for Fiscal Year 2015-2016. *(Lacey Sudderth, Executive Director)*
- E. **TABLED FROM THE JANUARY 26<sup>TH</sup> MEETING:** Concur with Oklahoma Municipal Assurance Group denial of Claim No. 201398-LR. *(Cora Middleton, City Clerk)*
- F. Consider and act upon, ratification of Supplemental Agreement Change Order #2 to Bronze Oak, LLC for the Airport Drainage Project in the amount of \$12,318.95 and adding 10 additional work days. *(Peter Stasiak, City Manager)*
- G. Consider and act upon, ratification of Change Order #6 to Carstensen Contracting for CIP#4 South Sixth Street in the amount of (\$27,112.36). *(Peter Stasiak, City Manager)*
- H. Consider and act upon, authorization of payment to Infrastructure Solutions Group, LLC; dba Mehlburger Brawley, Invoice # MC-15-02-05, in the amount of \$ 13,045.00, for Professional Services related to Washington Avenue Pavement Reconstruction and funded through the McAlester Public Works Authority Construction Fund Series 2014 Project Account. *(Peter Stasiak, City Manager)*
- I. Consider and act upon, authorization of payment to Infrastructure Solutions Group, LLC; dba Mehlburger Brawley, Invoice # MC-16-02-02, in the amount of \$2,580.00, for Engineering Services related to CIP#4 Final Quantity Audit and funded through the McAlester Public Works Authority Construction Fund Series 2014 Project Account. *(Peter Stasiak, City Manager)*
- J. Consider and act upon, authorization of payment to Infrastructure Solutions Group, LLC; dba Mehlburger Brawley, Invoice # MC-16-03-01, in the amount of \$17,227.15, for Engineering Services and Construction Testing related to CIP#4A 6<sup>th</sup> Street and funded through the McAlester Public Works Authority Construction Fund Series 2014 Project Account. *(Peter Stasiak, City Manager)*

- K. Consider and act upon, authorization of payment to Carstensen Construction, Inc., Contractor's Application for Payment #5, in the amount of \$209,610.14, for Construction Services related to CIP#4 6<sup>th</sup> Street and funded through the McAlester Public Works Authority Construction Fund Series 2014 Project Account. *(Peter Stasiak, City Manager)*
- L. Consider and act upon, authorization of payment to T. McDonald Construction, Inc., Contractor's Application for Payment #15, in the amount of \$31,886.17, for the construction of road and infrastructure improvements related to CIP#3 and funded through the McAlester Public Works Authority Construction Fund Series 2014 Project Account. *(Peter Stasiak, City Manager)*
- M. Consider and act upon, a request by the "OETA Ready to Learn Program" to partner with them for the rental fee for the use of the Southeast Expo Center for the "Stories Around the Campfire" in the amount of \$125.00. *(Jerry Lynn Wilson, Expo Center)*
- N. Concur with Oklahoma Municipal Assurance Group denial of Claim No. 201478-LR. *(Cora Middleton, City Clerk)*

## **ITEMS REMOVED FROM CONSENT AGENDA**

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### **PUBLIC HEARING**

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

### **SCHEDULED BUSINESS**

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1. Presentation of the Mayor's Annual State of the City Address. *(Steve Harrison, Mayor)*

Executive Summary  
Presentation.

2. **TABLED FROM THE JANUARY 26<sup>TH</sup> MEETING;** Consider and act upon, authorizing the Mayor to sign a service contract with ExecuTime Software, LLC for installation and maintenance of time entry software that interfaces with our Tyler Incode accounting software. *(Toni Ervin, Chief Financial Officer)*.

Executive Summary  
Staff recommends that the Council authorize the Mayor to sign ExecuTime Agreements.

3. Consider and act upon, authorizing the Mayor to sign a resolution allowing the execution of a license agreement in favor of Public Service Company of Oklahoma (PSO) for a temporary staging area during emergency conditions. *(Peter Stasiak, City Manager)*

## Executive Summary

Staff recommends authorizing the Mayor to sign the resolution and license agreement in favor of Public Service Company of Oklahoma (PSO).

4. Consider and act upon, authorizing the Mayor to sign the Engineer's Certificate of Completion and the Certificate of Substantial Completion for the 2014 CDBG Water Improvements. *(Peter Stasiak, City Manager)*

## Executive Summary

Staff recommends approval and authorization for the Mayor to sign the Engineer's Certificate of Completion and the Certificate of Substantial Completion accepting the project as complete.

5. Consider and act upon, authoring the Mayor to sign the Final and Contractor's Pay Estimate No. Three (3) for the 2014 CDBG Water Improvements with Collins Waterworks, LLC. *(Peter Stasiak, City Manager)*

## Executive Summary

Motion to approve final payment of \$12,797.29 for the 2014 CDBG Water Improvements to Collins Waterworks, LLC.

6. Consider and act upon, authorizing the Mayor to sign Change Order No. 3 to the contract with Katcon Inc. for Illinois Ave. Drainage Improvements. *(Peter Stasiak, City Manager)*

## Executive Summary

Motion to approve Change Order No. 3 to the contract with Katcon Inc. and authorizing the Mayor to sign Change Order No. 3 adding 11 rain days.

7. Consider and act upon, accepting the bid amount of \$134,682.30 from Katcon, Inc. to repair two (2) portions of the Sandy Creek canal wall, and authorizing the Mayor to sign the Notice of Award to Katcon, Inc., and the Agreement to complete the repair. *(Peter Stasiak, City Manager)*

## Executive Summary

The recommendation is to enter into an agreement with Katcon, Inc. for the Total Bid equal to \$134,682.30, to repair two (2) portions of the Sandy Creek canal wall.

8. Consider and act upon, accepting the bid amount of \$37,500.00 from Sunrise Construction, LLC to repair a portion of the Sandy Creek canal wall, and authorizing the Mayor to sign the Notice of Award to Sunrise Construction, LLC., and the Agreement to complete the repair. *(Peter Stasiak, City Manager)*

## Executive Summary

The recommendation is to enter into an agreement with Sunrise Construction, LLC. for the Total Bid equal to \$37,500.00, to repair a portion of the Sandy Creek canal wall.

## **NEW BUSINESS**

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*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)**

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- Report on activities for the past two weeks.

## **REMARKS AND INQUIRIES BY CITY COUNCIL**

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## **MAYORS COMMENTS AND COMMITTEE APPOINTMENTS**

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## **RECESS COUNCIL MEETING**

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## **CONVENE AS McALESTER AIRPORT AUTHORITY**

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*Majority of a Quorum required for approval*

- Approval of the Minutes from the January 26, 2016, Regular Meeting of the McAlester Airport Authority. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item C, regarding claims ending February 2, 2016. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item F, ratification of Supplemental Agreement Change Order #2 to Bronze Oak, LLC for the Airport Drainage Project in the amount of \$12,318.95 and adding 10 additional work days. *(Peter Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item 2, **TABLED FROM THE JANUARY 26<sup>TH</sup> MEETING**; Consider and act upon, authorizing the Mayor to sign a service contract with ExecuTime Software, LLC for installation and maintenance of time entry software that interfaces with our Tyler Incode accounting software. *(Toni Ervin, Chief Financial Officer)*

## **ADJOURN MAA**

## **CONVENE AS McALESTER PUBLIC WORKS AUTHORITY**

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*Majority of a Quorum required for approval*

- Approval of the Minutes from the January 26, 2016, Regular Meeting of the McAlester Public Works Authority. *(Cora Middleton, City Clerk)*

- Confirm action taken on City Council Agenda Item C, regarding claims ending February 2, 2016. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item E, **TABLED FROM THE JANUARY 26<sup>TH</sup> MEETING**; Concur with Oklahoma Municipal Assurance Group denial of Claim No. 201398-LR. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item G, ratification of Change Order #6 to Carstensen Contracting for CIP#4 South Sixth Street in the amount of (\$27,112.36). *(Peter Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item H, authorization of payment to Infrastructure Solutions Group, LLC; dba Mehlburger Brawley, Invoice # MC-15-02-05, in the amount of \$ 13,045.00, for Professional Services related to Washington Avenue Pavement Reconstruction and funded through the McAlester Public Works Authority Construction Fund Series 2014 Project Account. *(Peter Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item I, authorization of payment to Infrastructure Solutions Group, LLC; dba Mehlburger Brawley, Invoice # MC-16-02-02, in the amount of \$2,580.00, for Engineering Services related to CIP#4 Final Quantity Audit and funded through the McAlester Public Works Authority Construction Fund Series 2014 Project Account. *(Peter Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item J, authorization of payment to Infrastructure Solutions Group, LLC; dba Mehlburger Brawley, Invoice # MC-16-03-01, in the amount of \$17,227.15, for Engineering Services and Construction Testing related to CIP#4A 6<sup>th</sup> Street and funded through the McAlester Public Works Authority Construction Fund Series 2014 Project Account. *(Peter Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item K, authorization of payment to Carstensen Construction, Inc., Contractor's Application for Payment #5, in the amount of \$209,610.14, for Construction Services related to CIP#4 6<sup>th</sup> Street and funded through the McAlester Public Works Authority Construction Fund Series 2014 Project Account.. *(Peter Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item L, authorization of payment to T. McDonald Construction, Inc., Contractor's Application for Payment #15, in the amount of \$31,886.17, for the construction of road and infrastructure improvements related to CIP#3 and funded through the McAlester Public Works Authority Construction Fund Series 2014 Project Account. *(Peter Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item N, concur with Oklahoma Municipal Assurance Group denial of Claim No. 201478-LR. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item 2, **TABLED FROM THE JANUARY 26<sup>TH</sup> MEETING**; Consider and act upon, authorizing the Mayor to sign a

service contract with ExecuTime Software, LLC for installation and maintenance of time entry software that interfaces with our Tyler Incode accounting software. *(Toni Ervin, Chief Financial Officer)*

- Confirm action taken on City Council Agenda Item 4, authorizing the Mayor to sign the Engineer's Certificate of Completion and the Certificate of Substantial Completion for the 2014 CDBG Water Improvements. *(Peter Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item 5, authorizing the Mayor to sign the Final and Contractor's Pay Estimate No. Three (3) for the 2014 CDBG Water Improvements with Collins Waterworks, LLC. *(Peter Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item 6, authorizing the Mayor to sign Change Order No. 3 to the contract with Katcon Inc. for Illinois Ave. Drainage Improvements. *(Peter Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item 7, accepting the bid amount of \$134,682.30 from Katcon, Inc. to repair two (2) portions of the Sandy Creek canal wall, and authorizing the Mayor to sign the Notice of Award to Katcon, Inc., and the Agreement to complete the repair. *(Peter Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item 8, accepting the bid amount of \$37,500.00 from Sunrise Construction, LLC to repair a portion of the Sandy Creek canal wall, and authorizing the Mayor to sign the Notice of Award to Sunrise Construction, LLC., and the Agreement to complete the repair. *(Peter Stasiak, City Manager)*

#### ADJOURN MPWA

#### RECONVENE COUNCIL MEETING

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#### ADJOURNMENT

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#### CERTIFICATION

*I certify that this Notice of Meeting was posted on this \_\_\_\_\_ day of \_\_\_\_\_ 2016 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](http://www.cityofmcalester.com).*

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**Cora M. Middleton, City Clerk**