



McAlester City Council

NOTICE OF MEETING

Regular Meeting Agenda

Tuesday, November 14, 2017 – 6:00 pm
McAlester City Hall – Council Chambers
28 E. Washington

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

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

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

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

CALL TO ORDER

Announce the presence of a Quorum.

INVOCATION & PLEDGE OF ALLEGIANCE

ROLL CALL

RECOGNITION AND AWARDS

The Mayor and Council would like to recognize the Swift Water Rescue Team that took part in the Hurricane Harvey Search and Rescue operation.

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 September 26, 2017, Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- B. Approval of the Minutes from the October 10, 2017, Workshop Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- C. Approval of Claims for October 18, 2017 through November 7, 2017. *(Toni Ervin, Chief Financial Officer)*
- D. Consider and act upon, a Resolution allowing the Oklahoma Department of Transportation (ODOT) to select one of ODOT's prequalified engineering firms to provide engineering services to the City of McAlester for compliance with National Bridge Inspection Standards. *(David Horinek, Public Works Director)*
- E. Concur with the Mayor's appointment of Kelsey Flynn to the McAlester Housing Authority Board for a term to expire in July, 2021. *(John Browne, Mayor)*
- F. Accept and place on file the Pride in McAlester First Quarter Performance Report for FY 2017-2018. *(Stephanie Giacomo, Executive Director)*
- G. Accept and place on file the final accounting of expenditures for the 2017 Wild West Festival held October 7-8th, 2017. *(Brenda Baxter, Chairperson Old Town Association)*
- H. Consider and act upon, a request from Kiamichi Technology Center, to waive the deposit fee in the amount of \$200.00 for use of the Fox-Sheehan Memorial Firing range on December 15th & 16th for a Private Security Phase IV Firearms class. *(Gary Wansick, Chief of Police)*
- I. Consider and act upon, a request from Kiamichi Technology Center, to waive the student fees maximum amount of \$300.00 for use of the Fox-Sheehan Memorial Firing range on December 15th & 16th for a Private Security Phase IV Firearms class. *(Gary Wansick, Chief of Police)*
- J. **TABLED FROM OCTOBER 24TH MEETING:** Concur with the Mayor's appointment of Kristen Lloyd as an at-large members of the McAlester Downtown Area Reinvestment Review Committee. *(John Browne, Mayor)*

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.

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

SCHEDULED BUSINESS

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

Executive Summary

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

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

Executive Summary

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

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

Executive Summary

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

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

Executive Summary

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

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

Executive Summary

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

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 October 24, 2017, Regular Meeting of the McAlester Airport Authority. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item C, regarding claims ending November 7, 2017. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item 5, a Resolution adopting a Records Retention Policy for the City of McAlester; amending Resolution 12-21 pertaining to the recordkeeping and disposal of public records. *(Cora Middleton, City Clerk)*

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CONVENE AS McALESTER PUBLIC WORKS AUTHORITY

Majority of a Quorum required for approval

- Approval of the Minutes from the October 24, 2017, Regular Meeting of the McAlester Public Works Authority. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item C, regarding claims ending November 7, 2017. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item D, a Resolution allowing the Oklahoma Department of Transportation (ODOT) to select one of ODOT's prequalified engineering firms to provide engineering services to the City of McAlester for compliance with National Bridge Inspection Standards. *(David Horinek, Public Works Director)*
- Confirm action taken on City Council Agenda Item 3, acceptance of the bid amount of \$41,749.50 from R & D Maintenance and Repair, LLC, and authorization for the Mayor to sign the Notice of Award for the Water Treatment Plant Concrete Clearwell Joint and Crack Sealing. *(Robert Vaughan, Infrastructure Solutions Group))*
- Confirm action taken on City Council Agenda Item 4, the declaration of certain vehicles and equipment as surplus property in accordance with the Code of Ordinances Sec 2-410 and authorization for the City Manager to sell them in accordance with the Code of Ordinances Sec 2-411. *(Toni Ervin, Chief Financial Officer, Sheila Norman, Purchasing Fixed Assets)*
- Confirm action taken on City Council Agenda Item 5, a Resolution adopting a Records Retention Policy for the City of McAlester; amending Resolution 12-21 pertaining to the recordkeeping and disposal of public records. *(Cora Middleton, City Clerk)*

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RECONVENE COUNCIL MEETING

ADJOURNMENT

CERTIFICATION

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

Cora M. Middleton, City Clerk