



# McAlester City Council

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## NOTICE OF MEETING

### Regular Meeting Agenda

Tuesday, June 26, 2018 – 6:00 pm  
McAlester City Hall – Council Chambers  
28 E. Washington

- John Browne ..... Mayor  
Weldon Smith ..... Ward One  
Cully Stevens, Interim Vice Mayor..... Ward Two  
Travis Read..... Ward Three  
James Brown..... 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**

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#### **ROLL CALL**

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## **RECOGNITION AND AWARDS**

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Employee of the Month for June, 2018 is Patrolman Jack Suter of the McAlester Police Department. *(John Browne, Mayor)*

## **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**

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*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 May 22, 2018, Regular Meeting of the McAlester City Council. *(Cora Middleton, City Clerk)*
- B. Approval of Claims for June 6, 2018 through June 19, 2018. *(Toni Ervin, Chief Financial Officer)*
- C. Consider and act upon, authorizing the Mayor to sign an Agreement between Oklahomans for Independent Living and the City of McAlester for funding in the amount of \$24,000. *(Pam Pulchny, Executive Director)*
- D. Consider and act upon, authorizing the Mayor to sign a contract between the City of McAlester and Pittsburg County Emergency Management for Fiscal Year 2018/2019 funding in the amount of \$50,000. *(Peter Stasiak, City Manager)*
- E. Consider and act upon, authorizing the Mayor to sign a contract between the City of McAlester and Pride-in-McAlester for funding in the amount of \$60,000. *(Stephanie Giacomo, Executive Director)*
- F. Consider and act upon, authorizing the Mayor to sign a contract between the City of McAlester and McAlester Main Street for funding for the 2018/2019 fiscal year in the amount of \$30,000 as per the approved 2018/2019 Budget and to authorize the Mayor to sign an amended contract showing this amount. *(Peter Stasiak, City Manager)*
- G. Consider and act upon, authorizing the Mayor to ratify and approve an Agreement between McAlester Public Works Authority and Inframark LLC (formerly known as Severn Trent Environmental Services, Inc.) to Manage, Operate and Maintain the Water Treatment Plant. *(Peter Stasiak, City Manager)*

- H. Consider and act upon, authorizing the Mayor to sign Public Works Project Contract(s) between the Oklahoma Department of Corrections and the City of McAlester. *(Mel Priddy, Community Services Director)*
- I. Consider and act upon, authorizing the Mayor to ratify and approve the annual Service Maintenance & License Agreement between the City of McAlester and CivicPlus for the City website. *(James Stanford, IT Computer Support Specialist)*
- J. Consider and act upon, authorizing the Mayor to ratify and approve an agreement between the City of McAlester and MegaPath for providing local and long distance calling services. *(James Stanford, IT Computer Support Specialist)*
- K. Consider and act upon, authorizing the Mayor to sign an Agreement between BizTel Communications, LLC and the City of McAlester to maintain and service Samsung OfficeServ 7100 Digital Telephone System and iDCS Telephone sets located at Main Fire Station, 607 Village Blvd. *(James Stanford, IT Computer Support Specialist)*
- L. Consider and act upon, authorizing the Mayor to sign an Agreement between BizTel Communications, LLC and the City of McAlester to maintain and service Samsung iDCS Digital and Analog Telephone sets located at City Hall. *(James Stanford, IT Computer Support Specialist)*
- M. Consider and act upon, authorizing the Mayor to sign an Agreement between BizTel Communications, LLC and the City of McAlester to maintain and service all 1 and 2 line non-system telephones and associated wiring owned by the City of McAlester within various locations of the City of McAlester. *(James Stanford, IT Computer Support Specialist)*
- N. Consider and act upon, authorizing the Mayor to sign an Agreement between BizTel Communications, LLC and the City of McAlester to maintain and service Samsung Telephone System KSU and IP Telephone sets Installed on 11/18/13. Warranty has expired. *(James Stanford, IT Computer Support Specialist)*
- O. Consider and act upon, authorizing the Mayor to sign an Agreement for the 2018 Junior Sunbelt Classic between McAlester Public Schools and the City of McAlester for funding in the amount of \$15,000. *(Peter Stasiak, City Manager)*
- P. Consider and act upon, approval of an additional seventeen (17) days of annual leave to be added to the leave balances of City Manager Peter J. Stasiak, retroactively effective as of June 14, 2018. *(John Browne, Mayor)*
- Q. Consider and act upon, authorizing the Mayor to sign the agreement for Excess Worker's Compensation Insurance coverage. *(Toni Ervin, Chief Financial Officer)*

- R. Consider and act upon, approval and authorization for the Mayor to sign a Contract for Services with the McAlester Defense Support Association (MDSA) and McAlester Defense Support Services, Inc. (MDSS) for the support of a full time office and Executive Director position for MDSS. This contract includes shared funding with the MDSA for FY 2018-2019. *(Kevin Priddle, MDSA)*

**ITEMS REMOVED FROM CONSENT AGENDA**

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**PUBLIC HEARING**

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*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 STRUCTURES DEEMED BY CITY STAFF TO BE DILAPIDATED BY REASON OF DETERIORATION, AGE OR OBSOLESCENCE, INADEQUATE PROVISION OF VENTILATION, LIGHT, AIR OR SANITATION, NEGLIGENCE, NEED OF REPAIR, OR ACCUMULATION OF DEBRIS, WHERE THE SAME CONSTITUTES A DANGER TO THE SAFETY OF THE NEIGHBORHOOD.**

**SCHEDULED BUSINESS**

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- 1. Consider and act upon, adopting the Citizen’s Participation Plan for the FY-2018 CDBG Project. *(Millie Vance, Grant Writer)*

Executive Summary

Motion to approve Citizen’s Participation Plan for FY-2018 CDBG Project.

- 2. Consider and act upon, adopting a Resolution to apply for FY-2018 CDBG Grant. *(Millie Vance, Grant Writer)*

Executive Summary

Motion to adopt a Resolution to apply for FY-2018 CDBG Grant.

- 3. Consider and act upon, adopting a Resolution on Leveraged/Matching funds for the FY-2018 CDBG Projects. *(Millie Vance, Grant Writer)*

Executive Summary

Motion to adopt a Resolution on Leveraged/Matching funds for FY-2018 CDBG Projects..

- 4. Consider and act upon, adopting a Residential Anti-Displacement Plan for the FY-2018 CDBG Sewer Line Replacement Project. *(Millie Vance, Grant Writer)*

## Executive Summary

Motion to adopt a Residential Anti-Displacement Plan for FY-2018 CDBG Sewer Line Replacement Project.

5. Approval and Reading of the 2018 Fair Housing Proclamation. (*Millie Vance, Grant Writer*)

## Executive Summary

Motion to approve the 2018 Fair Housing Proclamation.

6. Consider and act upon, approval and authorizing the Mayor to sign a Contract with Millie Vance Incorporated to prepare the FY-2018 CDBG grant application and to administer the project. (*Millie Vance, Grant Writer*)

## Executive Summary

Motion to approve and authorize the Mayor to sign a Contract with Millie Vance Incorporated to prepare FY-2018 CDBG grant application and administer project.

7. Final Training item for the Oklahoma Municipal Assurance Group's OMAG Municipal Liability Protection Plan (MLPP) **Recognition Program**. (*Cora Middleton, City Clerk*)

## Executive Summary

Watch OMAG video of review of Insurance Declarations page.

8. Consider and act upon, approval of resolution requesting participation in the OMAG Recognition Program. (*Cora Middleton, City Clerk*)

## Executive Summary

Motion to approve resolution requesting participation in the OMAG Recognition Program.

9. Consider and act upon, to authorize the execution of a Professional Services Agreement with The Spectrum Group to provide technical and logistical assistance to establish the goals, objectives, and timing of the 2018 Annual Stampede Event and to provide Legislative/Department of Defense monitoring and advocacy services. (*Kirk Ridenour, Economic Development Director*)

## Executive Summary

Staff recommends approval of a FY19 Professional Services Agreement with The Spectrum Group.

10. Consider and act upon, a resolution declaring certain structures as dilapidated and detrimental to the health, safety, or welfare of the general public. (*Jayme Clifton, Director, George Estrada, Building Inspector*)

## Executive Summary

Motion to approve a resolution declaring certain structures as dilapidated and detrimental to the health, safety, or welfare of the general public.

11. Consider and act upon, authorizing the Mayor to sign Change Order # 1 from Built Right Construction, LLC in the amount of \$2,660.32 and an additional 3 days. The additional work is to add 4 linear feet of Concrete Canal Wall and Footing for the Canal Wall Repair, Kiowa Avenue and 8<sup>th</sup> Street Project. *(Robert Vaughan, Infrastructure Solutions Group)*

**Executive Summary**

Motion to authorize the Mayor to sign Change Order #1 from Built Right Construction, LLC in the amount of \$2,660.32 and an additional 3 days. The additional work is to add 4 linear feet of Concrete Canal Wall and Footing for the Canal Wall Repair, Kiowa Avenue and 8<sup>th</sup> Street Project.

12. Consider and act upon, authorizing the Mayor to sign the Contractor's Final Pay Estimate No. 1 - Final and Certificate of Substantial Completion for the contract with Built Right Construction, LLC for the Canal Wall Repair, 703 S. 12<sup>th</sup> Street 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. 1 - Final in the amount of \$21,275.00 and the Certificate of Substantial Completion for the contract with Built Right Construction, LLC for the Canal Wall Repair, 703 S. 12<sup>th</sup> Street and accept the project as completed.

13. Consider and act upon, a resolution amending the City's Fire, Police, and Non-Uniform pay scale to reflect a 3% increase for Fiscal Year 2018-2019. *(Toni Ervin, Chief Financial Officer)*

**Executive Summary**

Staff recommends motion to approve resolution amending the City's Fire, Police, and Non-Uniform Pay scale to increase 3% for Fiscal Year 2018-2019.

14. Discussion on Monthly Financial update. *(Toni Ervin, Chief Financial Officer)*

**Executive Summary**

Discussion

**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**

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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 June 12, 2018, Regular Meeting of the McAlester Airport Authority. *(Cora Middleton, City Clerk)*
- Confirm action taken on City Council Agenda Item B, regarding claims ending June 19, 2018. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item Q, authorizing the Mayor to sign the agreement for Excess Worker's Compensation Insurance coverage. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item 13, a resolution amending the City's Fire, Police, and Non-Uniform pay scale to reflect a 3% increase for Fiscal Year 2018-2019. *(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 June 12, 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 June 19, 2018. *(Toni Ervin, Chief Financial Officer)*
- Confirm action taken on City Council Agenda Item G, authorization for the Mayor to ratify and approve an Agreement between McAlester Public Works Authority and Inframark LLC (formerly known as Severn Trent Environmental Services, Inc.) to Manage, Operate and Maintain the Water Treatment Plant. *(Peter Stasiak, City Manager)*
- Confirm action taken on City Council Agenda Item Q, authorizing the Mayor to sign the agreement for Excess Worker's Compensation Insurance coverage. *(Toni Ervin, Chief Financial Officer)*

- Confirm action taken on City Council Agenda Item 1, adoption of the Citizen's Participation Plan for the FY-2018 CDBG Project. (*Millie Vance, Grant Writer*)
- Confirm action taken on City Council Agenda Item 2, adoption of a Resolution to apply for FY-2018 CDBG Grant. (*Millie Vance, Grant Writer*)
- Confirm action taken on City Council Agenda Item 3, adoption of a Resolution on Leveraged/Matching funds for the FY-2018 CDBG Projects. (*Millie Vance, Grant Writer*)
- Confirm action taken on City Council Agenda Item 4, adoption of a Residential Anti-Displacement Plan for the FY-2018 CDBG Sewer Line Replacement Project. (*Millie Vance, Grant Writer*)
- Confirmation action taken on City Council Agenda Item 5, approval and reading of the 2018 Fair Housing Proclamation. (*Millie Vance, Grant Writer*)
- Confirm action taken on City Council Agenda Item 6, approval and authorization for the Mayor to sign a Contract with Millie Vance Incorporated to prepare the FY-2018 CDBG grant application and to administer the project. (*Millie Vance, Grant Writer*)
- Confirm action taken on City Council Agenda Item 11, authorization for the Mayor to sign Change Order # 1 from Built Right Construction, LLC in the amount of \$2,660.32 and an additional 3 days. The additional work is to add 4 linear feet of Concrete Canal Wall and Footing for the Canal Wall Repair, Kiowa Avenue and 8<sup>th</sup> Street Project. (*Robert Vaughan, Infrastructure Solutions Group*)
- Confirm action taken on City Council Agenda Item 12, authorizing the Mayor to sign the Contractor's Final Pay Estimate No. 1 - Final and Certificate of Substantial Completion for the contract with Built Right Construction, LLC for the Canal Wall Repair, 703 S. 12<sup>th</sup> Street and accept the project as completed. (*Robert Vaughan, Infrastructure Solutions Group*)
- Confirm action taken on City Council Agenda Item 13, a resolution amending the City's Fire, Police, and Non-Uniform pay scale to reflect a 3% increase for Fiscal Year 2018-2019. (*Toni Ervin, Chief Financial Officer*)

#### ADJOURN MPWA

#### **CONVENE AS MCALESTER RETIREMENT TRUST AUTHORITY**

*Majority of a Quorum required for approval*



- Approval of the Minutes from the May 22, 2018 Regular Meeting of the McAlester Retirement Trust Authority. *(Cora Middleton, City Clerk)*
- Approval of Retirement Benefit Payments for the Period of June, 2018. *(Toni Ervin, Chief Financial Officer)*

ADJOURN MRTA

**EXECUTIVE SESSION**

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

- Consider and Act to convene in executive session pursuant to Title 25 O.S. § 307(B)(4) for confidential communications between a public body and its attorney concerning a pending investigation, claim, or action, more particularly claim # 203169.
- Consider and Act to convene in executive session pursuant to Title 25 O.S. § 307(B)(1) for confidential communications between a public body and its attorney to discuss the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, more particularly City Clerk, Cora Middleton.

**RECONVENE INTO OPEN SESSION**

- Consider and Act regarding claim # 203169.

**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](http://www.cityofmcalester.com).*

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**Cora M. Middleton, City Clerk**