

The City of Muskogee encourages participation from all its citizens in public meetings. If participation is not possible due to a disability, notify the Planning Department, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made (ADA 28 CFR/36).

POSTING DATE: FEBRUARY 16, 2024

AGENDA
WAR MEMORIAL PARK AUTHORITY
FEBRUARY 21, 2024

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item.

When more information is needed to act on an item, the public body may refer the matter to Staff or back to Committee or the recommending body.

Under certain circumstances, items are deferred to a specific date or stricken from the agenda entirely.

REGULAR SESSION - 9:30 A.M., CITY HALL, THIRD FLOOR, 229 W. OKMULGEE AVE., MUSKOGEE, OKLAHOMA

CALL TO ORDER

ROLL CALL

1. Consider approval of Minutes for January 17, 2024, or take other necessary action.
2. Consider approval to receive financials for the months of December 2023 and January 2024, or take other necessary action.
3. Receive update on the status of the FEMA Project for the U.S.S. Batfish, and take other necessary action. (Kelly Bolding)
4. Consider approval to authorize payment of invoices from BKL, Inc., in the amounts of \$5,084.46 and \$2,000.00, totaling \$7,084.46, or take other necessary action. (Kelly Bolding)
5. Discuss and take possible action to solicit bids for lawn care maintenance for the War Memorial Park grounds. (Trustee Ashley Davis)
6. Discuss status of POS (point of sale) system and associated fees currently utilized at the War Memorial Park Museum, and take other necessary action. (Trustee Ashley Davis)
7. Discuss current phone and internet services utilized at the War Memorial Park Museum, and take other necessary action. (Trustee Ashley Davis)

8. Discuss the status of a current Paypal account in use by the War Memorial Park Museum, and take other necessary action. (Trustee Ashley Davis)
9. Discuss the possible creation of a Volunteer Roster, to be maintained by the War Memorial Museum curator, and take other necessary action. (Trustee Ashley Davis)
10. Discuss and take necessary action to remove all signors currently on the Firststar Bank account, with the exception of the following authorized signors: Chair Alex Reynolds, Trustee Ashley Davis, and Trustee Robert Gaddy. (Trustee Ashley Davis)
11. Discuss and take possible action regarding the process of submitting Requests for Proposal (RFP) for the relocation project of the U.S.S. Batfish. (Chair Alex Reynolds)
12. Receive report related to the operations and status of the War Memorial Park and Museum. (Chair Alex Reynolds)
13. Citizens wishing to address the Board.

ADJOURN

War Memorial Trust Authority

1.

Meeting Date: 02/21/2024

Submitted For: Tammy Tracy, City Clerk

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Minutes for January 17, 2024, or take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

01-17-2024 wmpamin

MINUTES

MUSKOGEE WAR MEMORIAL PARK AUTHORITY WEDNESDAY, JANUARY 17, 2024

The Board of Trustees of the Muskogee War Memorial Park Authority of the City of Muskogee, Oklahoma, met Wednesday, January 17, 2024, at 9:30 a.m., at City Hall, Third Floor, 229 W. Okmulgee Ave., Muskogee, OK.

Meeting was called to order by Chair Alex Reynolds and the Secretary called the roll as follows:

Present: Alex Reynolds, Chair; Bo Highers, Trustee; Tracy Cole, Trustee; Ashley Davis, Trustee; James Gulley, Trustee; David Weston, Trustee

Absent: Dave Davis, Trustee; Brad Hanselman, Trustee; Robert Gaddy, Trustee

Staff Mike Miller, City Manager; Katrina Bodenhamer, Attorney for the Authority; Tammy L. Present: Tracy, Secretary for the Authority; Kelly Bolding, FEMA Liaison for the Authority

- 1 Consider approval of Minutes for November 8, 2023, or take other necessary action. (Chair Alex Reynolds)

Motion was made by Trustee Ashley Davis, seconded by Trustee Tracy Cole to approve Minutes for November 8, 2023.

AYE: Chair Alex Reynolds, Trustee Bo Highers, Trustee Tracy Cole, Trustee Ashley Davis, Trustee James Gulley, Trustee David Weston

Carried - Unanimously

- 2 Consider approval to receive financials for the months of October 2023 and November 2023, or take other necessary action. (Chair Alex Reynolds)

Motion was made by Trustee Ashley Davis, seconded by Trustee Tracy Cole to approve to receive financials for the months of October 2023 and November 2023.

AYE: Chair Alex Reynolds, Trustee Bo Highers, Trustee Tracy Cole, Trustee Ashley Davis, Trustee James Gulley, Trustee David Weston

Carried - Unanimously

- 3 (No Action) Receive update on the status of the FEMA Project for the U.S.S. Batfish, and take other necessary action. (Kelly Bolding)

Kelly Bolding explained at the War Memorial Trust meeting held on November 8, 2023, the Authority approved withdrawing the submission of historical memorabilia for reimbursement from the FEMA project, and this step has been completed. She stated she has been involved in numerous conversations with FEMA in an effort to answer all of their questions. She is currently waiting to receive photographs of the damaged mattresses, so those can be submitted for reimbursement. Once that is completed, FEMA will begin their final review.

Discussion followed.

- 4 Discuss and take appropriate action to rescind the motion made on November 8, 2023, authorizing payment of an invoice from Bison Civil, in the amount of \$9,214.88, or take other necessary action. (Kelly Bolding)

Attorney Katrina Bodenhamer explained at the meeting held on November 8, 2023, an invoice for Bison Civil was presented and approved for payment. Due to a personal conflict, one of the Trustees should have abstained from the vote, however, inadvertently failed to do so.

This action will rescind the motion and correct the mistake.

Motion was made by Trustee James Gulley, seconded by Trustee Bo Highers to approve to rescind the motion made on November 8, 2023, authorizing payment of an invoice from Bison Civil, in the amount of \$9,214.88.

AYE: Trustee Bo Highers, Trustee Tracy Cole, Trustee Ashley Davis, Trustee James Gulley, Trustee David Weston

Other: Chair Alex Reynolds (ABSTAIN)

Carried

- 5 Consider approval to authorize payment of invoice from Bison Civil, in the amount of \$9,214.88, or take other necessary action. (Kelly Bolding)

Motion was made by Trustee James Gulley, seconded by Trustee David Weston to approve to authorize payment of an invoice from Bison Civil, in the amount of \$9,214.88.

AYE: Trustee Bo Highers, Trustee Tracy Cole, Trustee Ashley Davis, Trustee James Gulley, Trustee David Weston

Other: Chair Alex Reynolds (ABSTAIN)

Carried

- 6 Discuss and take appropriate action to rescind the motion made on November 8, 2023, awarding a contract between Bison Civil and the War Memorial Trust Authority, as it relates to the Relocation Phase of the U.S.S. Batfish, or take other necessary action. (Kelly Bolding)

Attorney Katrina Bodenhamer explained at the meeting held on November 8, 2023, a motion was made and approved for the Chair to negotiate and execute a contract between Bison Civil and the War Memorial Trust Authority. Due to a personal conflict, the Chair is unable to negotiate a contract. Also, the Chair inadvertently failed to abstain from the motion.

This action will rescind the motion and correct the mistake.

Motion was made by Trustee James Gulley, seconded by Trustee David Weston to approve to rescind the motion made on November 8, 2023, awarding a contract between Bison Civil and the War Memorial Trust Authority, as it relates to the Relocation Phase of the U.S.S. Batfish.

AYE: Trustee Bo Highers, Trustee Tracy Cole, Trustee Ashley Davis, Trustee James Gulley, Trustee David Weston

Other: Chair Alex Reynolds (ABSTAIN)

Carried

- 7 Discuss and consider approval to authorize a War Memorial Trust Authority Trustee to negotiate and execute the contract amendment between Bison Civil and the War Memorial Trust Authority, as it relates to the Relocation Phase of the U.S.S. Batfish, or take other necessary action. (Kelly Bolding)

Secretary Tammy L. Tracy called the roll for vote and stated the motion had failed. However, it was discovered that Trustee Bo Highers' name was not called, nor did he vote. Therefore, a second roll call vote was taken.

After the second vote was taken, Attorney Katrina Bodenhamer explained the Trust Indenture for the Authority is silent as to whether an abstention vote is an "aye" or "nay." Per state statute, if the Trust Indenture is silent, and the city is a charter city, the Authority looks to the charter. The charter states if a member abstains from a vote without stating the reason, such as a personal interest, etc., the vote is recorded as an "aye." If the member abstains and states the qualified reason on the record, the vote is recorded as a "nay."

Due to the fact Chair Alex Reynolds did not state his reason for abstention, his vote is counted as an "aye."

Motion was made by Trustee James Gulley, seconded by Trustee Bo Highers to approve to authorize a War Memorial Trust Authority Trustee to negotiate and execute the contract amendment between Bison Civil and the War Memorial Trust Authority, as it relates to the Relocation Phase of the U.S.S. Batfish.

AYE: Trustee Bo Highers, Trustee James Gulley, Trustee David Weston

NAY: Trustee Tracy Cole, Trustee Ashley Davis

Other: Chair Alex Reynolds (ABSTAIN)

Carried

- 8 Discuss and take necessary action to appoint an additional authorized representative and signor to the Firststar Bank account for Park financial business. (Vice Chair James Gulley)

Vice Chair James Gulley recommended the addition of a third signor to the War Memorial Trust Authority bank account held at Firststar Bank in an effort to prevent the delay of processing of payments for expenses incurred at the Museum.

Discussion followed.

Motion was made by Chair Alex Reynolds, seconded by Trustee James Gulley to appoint Trustee Robert Gaddy as a third authorized representative and signor for the Firststar Bank account for Park financial business.

AYE: Chair Alex Reynolds, Trustee Bo Highers, Trustee Tracy Cole, Trustee Ashley Davis, Trustee James Gulley, Trustee David Weston

Carried - Unanimously

- 9 Receive report related to the operations and status of the War Memorial Park and Museum. (Chair Alex Reynolds)

Chair Alex Reynolds stated Mr. Blake Simmons, currently serving in the United States Navy has expressed his desire to assist the War Memorial Trust Authority with the relocation project. The possibility of appointing Mr. Blake Simmons as an Honorary Board Member was discussed.

Discussion followed.

- 10 Citizens wishing to address the Board.

Mark Hughes expressed his concern regarding Trustees whose terms have expired and are still serving on the Authority.

Traci McGee expressed her concerns regarding the contract between Bison Civil and the War Memorial Trust Authority.

ALEX REYNOLDS, CHAIR

TAMMY L. TRACY, SECRETARY

War Memorial Trust Authority

2.

Meeting Date: 02/21/2024
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to receive financials for the months of December 2023 and January 2024, or take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

December 2023 Financials
January 2024 Financials

Preparer's Compilation Report

To the Members
Muskogee War Memorial Park Trust Auth

We have compiled the accompanying balance sheet of Muskogee War Memorial Park Trust Auth for December 31, 2023 and the related income statement for the month of December 31, 2023. We have not audited, examined, or reviewed the accompanying financial statements and accordingly do not express an opinion or provide any assurance about whether the financial statements are in accordance with the income tax basis of accounting. The financial statements have been prepared on the accounting basis used by the Company for Federal income tax purposes, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the income tax basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the income tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's assets, liabilities, equity, income and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

LeAnn Killman, EA
February 6, 2024

Financial Statements

**of
Muskogee War Memorial Park Trust Auth
For the Period Ended December 31, 2023**

Muskogee War Memorial Park Trust Auth
Balance Sheet
December 31, 2023

ASSETS

Current Assets

Cash on Hand	\$	200.00
Cash in Bank - Firstar		1,234.39
Inventory Asset		<u>16,365.36</u>

Total Current Assets \$ 17,799.75

Fixed Assets

Buildings & Improvements		111,211.25
Furniture & Fixtures		8,981.19
Equipment		18,853.04
Construction In Progress		23,875.00
Land Improvements		11,109.55
Submarine Improvements		27,820.00
Submarine Batfish & Setup		60,000.00
Acc Depr - Bldg Improvements		(66,690.22)
Acc Depr - Furniture & Fixture		(8,981.19)
Acc Depr - Equipment		(18,853.04)
Acc Depr - Land Improvements		(10,799.07)
Acc Depr - Submarine Improvem		(27,820.00)
Acc Depr - Submarine Setup		<u>(54,000.00)</u>

Total Fixed Assets 74,706.51

Total Assets \$ 92,506.26

Muskogee War Memorial Park Trust Auth
Balance Sheet
December 31, 2023

LIABILITIES AND EQUITY

Current Liabilities

Federal Withholding Payable	\$	1,026.41
FICA Tax Payable		1,767.26
State Withholding Payable		496.00
Federal Unemployment Payable		42.00
State Unemployment Payable		7.20
Sales Tax Payable		<u>2.52</u>

Total Current Liabilities \$ 3,341.39

Equity

Opening Bal Equity	672.79
Retained Earnings	99,754.77
Current Income (Loss)	<u>(11,262.69)</u>

Total Equity 89,164.87

Total Liabilities & Equity \$ 92,506.26

Muskogee War Memorial Park Trust Auth
Income Statement
For the Period Ended December 31, 2023

	1 Month Ended Dec. 31, 2023	Pct	6 Months Ended Dec. 31, 2023	Pct
Revenue				
Income - Admissions	\$ 133.60	82.79	\$ 6,155.64	22.51
Income - Merchandise Sales	24.98	15.48	3,139.55	11.48
Income - Interest received	2.79	1.73	87.44	0.32
Funding - City of Muskogee	<u>0.00</u>	<u>0.00</u>	<u>17,964.25</u>	<u>65.69</u>
Total Revenue	161.37	100.00	27,346.88	100.00
Cost of Sales				
Total Cost of Sales	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Gross Profit	161.37	100.00	27,346.88	100.00
Operating Expenses				
Accounting & Legal	400.00	247.88	3,500.00	12.80
Credit Card Fees	130.08	80.61	924.68	3.38
Cash (Over) & Short	(272.98)	(169.16)	(350.54)	(1.28)
Dues & Subscriptions	195.00	120.84	295.00	1.08
Insurance - Other	0.00	0.00	3,402.60	12.44
Interest Expense	5.94	3.68	5.94	0.02
Office Supplies	0.00	0.00	549.00	2.01
Repairs & Maint - Bldg/ Ground	0.00	0.00	9,138.00	33.42
Repairs & Maint - Equipment	0.00	0.00	150.00	0.55
Payroll	2,100.00	999.00	13,650.00	49.91
Taxes - Payroll	181.66	112.57	1,201.79	4.39
Telephone	60.89	37.73	507.65	1.86
Utilities - Electric	456.12	282.65	5,571.96	20.38
Penalties	<u>63.49</u>	<u>39.34</u>	<u>63.49</u>	<u>0.23</u>
Total Operating Expenses	<u>3,320.20</u>	<u>999.00</u>	<u>38,609.57</u>	<u>141.18</u>
Operating Income	<u>(3,158.83)</u>	<u>(999.00)</u>	<u>(11,262.69)</u>	<u>(41.18)</u>
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	\$ <u><u>(3,158.83)</u></u>	<u><u>(999.00)</u></u>	\$ <u><u>(11,262.69)</u></u>	<u><u>(41.18)</u></u>

Muskogee War Memorial Park Trust Auth
Statement of Cash Flows
For the Period Ended December 31, 2023
INCREASE (DECREASE) IN CASH OR CASH EQUIVALENTS

	1 Month Ended Dec. 31, 2023	6 Months Ended Dec. 31, 2023
Cash Flow from Operating Activities		
Net Income (Loss)	\$ (3,158.83)	\$ (11,262.69)
Adjustments to Reconcile Cash Flow		
Decrease (Increase) in Current Assets		
Increase (Decrease) in Current Liabilities		
Federal Withholding Payable	0.00	(1,173.87)
FICA Tax Payable	0.00	964.00
State Withholding Payable	0.00	341.00
Federal Unemployment Payable	0.00	10.50
State Unemployment Payable	(171.30)	(45.30)
Sales Tax Payable	(52.77)	(121.05)
Total Adjustments	(224.07)	(24.72)
Cash Provided (Used) by Operations	(3,382.90)	(11,287.41)
Cash Flow From Investing Activities		
Sales (Purchases) of Assets		
Cash Flow From Financing Activities		
Cash (Used) or provided by:		
Net Increase (Decrease) in Cash	(3,382.90)	(11,287.41)
Cash at Beginning of Period	4,817.29	10,988.07
Cash at End of Period	\$ 1,434.39	\$ (299.34)

Preparer's Compilation Report

To the Members
Muskogee War Memorial Park Trust Auth

We have compiled the accompanying balance sheet of Muskogee War Memorial Park Trust Auth for January 31, 2024 and the related income statement for the month of January 31, 2024. We have not audited, examined, or reviewed the accompanying financial statements and accordingly do not express an opinion or provide any assurance about whether the financial statements are in accordance with the income tax basis of accounting. The financial statements have been prepared on the accounting basis used by the Company for Federal income tax purposes, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with the income tax basis of accounting and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with the income tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the company's assets, liabilities, equity, income and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

LeAnn Killman, EA
February 8, 2024

Financial Statements

**of
Muskogee War Memorial Park Trust Auth
For the Period Ended January 31, 2024**

Muskogee War Memorial Park Trust Auth
Balance Sheet
January 31, 2024

ASSETS

Current Assets

Cash on Hand	\$	200.00
Cash in Bank - Firstar		14,040.38
Inventory Asset		<u>16,365.36</u>

Total Current Assets \$ 30,605.74

Fixed Assets

Buildings & Improvements		111,211.25
Furniture & Fixtures		8,981.19
Equipment		18,853.04
Construction In Progress		23,875.00
Land Improvements		11,109.55
Submarine Improvements		27,820.00
Submarine Batfish & Setup		60,000.00
Acc Depr - Bldg Improvements		(66,690.22)
Acc Depr - Furniture & Fixture		(8,981.19)
Acc Depr - Equipment		(18,853.04)
Acc Depr - Land Improvements		(10,799.07)
Acc Depr - Submarine Improvem		(27,820.00)
Acc Depr - Submarine Setup		<u>(54,000.00)</u>

Total Fixed Assets 74,706.51

Total Assets \$ 105,312.25

Muskogee War Memorial Park Trust Auth
Balance Sheet
January 31, 2024

LIABILITIES AND EQUITY

Current Liabilities

Federal Withholding Payable	\$	1,026.41
FICA Tax Payable		1,767.26
State Withholding Payable		496.00
Federal Unemployment Payable		42.00
State Unemployment Payable		(155.00)
Sales Tax Payable		<u>34.64</u>

Total Current Liabilities \$ 3,211.31

Equity

Opening Bal Equity	672.79
Retained Earnings	99,754.77
Current Income (Loss)	<u>1,673.38</u>

Total Equity 102,100.94

Total Liabilities & Equity \$ 105,312.25

Muskogee War Memorial Park Trust Auth
Income Statement
For the Period Ended January 31, 2024

	1 Month Ended Jan. 31, 2024	Pct	7 Months Ended Jan. 31, 2024	Pct
Revenue				
Income - Admissions	\$ 350.34	2.04	\$ 6,505.98	14.62
Income - Merchandise Sales	343.96	2.00	3,483.51	7.83
Income - Interest received	3.39	0.02	90.83	0.20
Funding - City of Muskogee	<u>16,464.25</u>	<u>95.93</u>	<u>34,428.50</u>	<u>77.35</u>
Total Revenue	17,161.94	100.00	44,508.82	100.00
Cost of Sales	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	17,161.94	100.00	44,508.82	100.00
Operating Expenses				
Accounting & Legal	0.00	0.00	3,500.00	7.86
Bank Charges	160.00	0.93	160.00	0.36
Credit Card Fees	131.05	0.76	1,055.73	2.37
Cash (Over) & Short	481.20	2.80	130.66	0.29
Dues & Subscriptions	0.00	0.00	295.00	0.66
Insurance - Other	0.00	0.00	3,402.60	7.64
Interest Expense	0.00	0.00	5.94	0.01
Office Supplies	0.00	0.00	549.00	1.23
Repairs & Maint - Bldg/ Ground	0.00	0.00	9,138.00	20.53
Repairs & Maint - Equipment	0.00	0.00	150.00	0.34
Payroll	3,150.00	18.35	16,800.00	37.75
Taxes - Payroll	272.49	1.59	1,467.08	3.30
Telephone	38.33	0.22	545.98	1.23
Utilities - Electric	0.00	0.00	5,571.96	12.52
Penalties	<u>0.00</u>	<u>0.00</u>	<u>63.49</u>	<u>0.14</u>
Total Operating Expenses	<u>4,233.07</u>	<u>24.67</u>	<u>42,835.44</u>	<u>96.24</u>
Operating Income	<u>12,928.87</u>	<u>75.33</u>	<u>1,673.38</u>	<u>3.76</u>
Total Other Income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Net Income (Loss)	<u>\$ 12,928.87</u>	<u>75.33</u>	<u>\$ 1,673.38</u>	<u>3.76</u>

Muskogee War Memorial Park Trust Auth
Statement of Cash Flows
For the Period Ended January 31, 2024
INCREASE (DECREASE) IN CASH OR CASH EQUIVALENTS

	<u>1 Month Ended</u> <u>Jan. 31, 2024</u>	<u>7 Months Ended</u> <u>Jan. 31, 2024</u>
Cash Flow from Operating Activities		
Net Income (Loss)	\$ 12,928.87	\$ 1,673.38
Adjustments to Reconcile Cash Flow		
Decrease (Increase) in Current Assets		
Increase (Decrease) in Current Liabilities		
Federal Withholding Payable	0.00	(1,173.87)
FICA Tax Payable	0.00	964.00
State Withholding Payable	0.00	341.00
Federal Unemployment Payable	0.00	10.50
State Unemployment Payable	(155.00)	(207.50)
Sales Tax Payable	<u>32.12</u>	<u>(88.93)</u>
Total Adjustments	<u>(122.88)</u>	<u>(154.80)</u>
Cash Provided (Used) by Operations	12,805.99	1,518.58
Cash Flow From Investing Activities		
Sales (Purchases) of Assets		
Cash Flow From Financing Activities		
Cash (Used) or provided by:		
Net Increase (Decrease) in Cash	12,805.99	1,518.58
Cash at Beginning of Period	<u>1,434.39</u>	<u>10,988.07</u>
Cash at End of Period	\$ <u><u>14,240.38</u></u>	\$ <u><u>12,506.65</u></u>

War Memorial Trust Authority

3.

Meeting Date: 02/21/2024

Submitted For: Kelly Bolding, Emergency
Management

Initiator: Tammy Tracy, City
Clerk

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

Receive update on the status of the FEMA Project for the U.S.S. Batfish, and take other necessary action.
(Kelly Bolding)

BACKGROUND:

RECOMMENDED ACTION:

Receive update

Fiscal Impact

Attachments

No file(s) attached.

War Memorial Trust Authority

4.

Meeting Date: 02/21/2024

Submitted For: Kelly Bolding, Emergency Management

Initiator: Tammy Tracy, City Clerk

Department: Emergency Management

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to authorize payment of invoices from BKL, Inc., in the amounts of \$5,084.46 and \$2,000.00, totaling \$7,084.46, or take other necessary action. (Kelly Bolding)

BACKGROUND:

The attached invoices from BKL, Inc. are for the months of December 2023 and February 2024.

RECOMMENDED ACTION:

Approve to authorize payment.

Fiscal Impact

Attachments

Invoice 2

Invoice 1



BKL, Incorporated

1623 East 6th Street
Tulsa, Oklahoma 74120

918-835-9588

www.bklinc.com

February 1, 2024

THE MUSKOGEE WAR MEMORIAL PARK

Attn: Kelly Bolding
3500 Batfish Road
Muskogee, OK 74403

INVOICE NO. 24 – Phase 2

PROFESSIONAL SERVICES IN CONNECTION WITH:

Provide plans, specifications and estimate for stabilizing the USS Batfish, in her current position, and for re-grading the park site, permanent erosion repair and control and pedestrian access to the boat.

BKL PROJECT NO. 747 – Phase 2.

Invoice	24	2/1/2024					
Phase	Description	Contract Amount	Total Billed	Percent Complete	Remaining	Prior Billed	Current Billed
Phase 2 - PS&E		104,416.00	72,181.36		32,234.64	72,181.36	0.00
	BKL w/Amdment 1	59,790.00	42,891.00	71.74%	16,899.00	42,891.00	0.00
	Guy Engineering w/ Amdmt 1	39,626.00	27,396.48	69.14%	12,229.52	27,396.48	0.00
	Submarine Consultant (Amdmt 2)	5,000.00	1,893.88	37.88%	3,106.12	1,893.88	0.00
Phase 2 - Amendment No 3		18,408.42	31,211.98		-12,803.56	31,211.98	0.00
	BKL:						
	Interior Repairs	6,476.00	6,476.00	100.00%	0.00	6476.00	0.00
	Emergency Repair Coordination	6,717.00	6,717.00	100.00%	0.00	6717.00	0.00
	Berm Design	2,280.00	2,280.00	100.00%	0.00	2280.00	0.00
	Guy Engineering - Site Design	10,139.42	9,906.48	97.70%	232.94	9906.48	0.00
	PEC - Interior Repairs	5,000.00	4,400.00	88.00%	600.00	4400.00	0.00
	Construction Documents	-16,899.00	0.00	0.00%	-16,899.00	0.00	0.00
	Terracon:						
	Interior Repairs	1,100.00	0.00	0.00%	1,100.00	0.00	0.00
	Berm Design	3,595.00	1,432.50	39.85%	2,162.50	1,432.50	0.00
New Location Study - Amendment No 4		77,250.00	50,753.72		26,496.28	48,753.72	2,000.00
	BKL **	77,250.00	50,753.72	65.70%	26,496.28	48,753.72	2,000.00
	Guy Engineering - Survey **	0.00	0.00	0.00%	0.00	0.00	0.00
	Guy Engineering - Site Grading	0.00	0.00	0.00%	0.00	0.00	0.00
	Geotechnical Services	0.00	0.00	0.00%	0.00	0.00	0.00
	Total	200,074.42	154,147.06		45,927.36	152,147.06	2,000.00
**\$10,000 added to BKL Contract Amount and taken from Guy Engineering Survey Contract Amount per Board vote 9/21/22.							

TOTAL AMOUNT NOW DUE

\$2000.00

BKL, Inc.

Stacy Loeffler, PE, Principal



BKL, Incorporated

1623 East 6th Street
Tulsa, Oklahoma 74120

918-835-9588

www.bklinc.com

December 1, 2023

THE MUSKOGEE WAR MEMORIAL PARK

Attn: Kelly Bolding
3500 Batfish Road
Muskogee, OK 74403

INVOICE NO. 23 – Phase 2

PROFESSIONAL SERVICES IN CONNECTION WITH:

Provide plans, specifications and estimate for stabilizing the USS Batfish, in her current position, and for re-grading the park site, permanent erosion repair and control and pedestrian access to the boat.

BKL PROJECT NO. 747 – Phase 2.

Phase	Description	Contract Amount	Total Billed	Percent Complete	Remaining	Prior Billed	Current Billed
Phase 2 - PS&E		104,416.00	72,181.36		32,234.64	72,181.36	0.00
	BKL w/Amdmt 1	59,790.00	42,891.00	71.74%	16,899.00	42,891.00	0.00
	Guy Engineering w/ Amdmt 1	39,626.00	27,396.48	69.14%	12,229.52	27,396.48	0.00
	Submarine Consultant (Amdmt 2)	5,000.00	1,893.88	37.88%	3,106.12	1,893.88	0.00
Phase 2 - Amendment No 3		18,408.42	31,211.98		-12,803.56	31,211.98	0.00
	BKL:						
	Interior Repairs	6,476.00	6,476.00	100.00%	0.00	6476.00	0.00
	Emergency Repair Coordination	6,717.00	6,717.00	100.00%	0.00	6717.00	0.00
	Berm Design	2,280.00	2,280.00	100.00%	0.00	2280.00	0.00
	Guy Engineering - Site Design	10,139.42	9,906.48	97.70%	232.94	9906.48	0.00
	PEC - Interior Repairs	5,000.00	4,400.00	88.00%	600.00	4400.00	0.00
	Construction Documents	-16,899.00	0.00	0.00%	-16,899.00	0.00	0.00
	Terracon:						
	Interior Repairs	1,100.00	0.00	0.00%	1,100.00	0.00	0.00
	Berm Design	3,595.00	1,432.50	39.85%	2,162.50	1,432.50	0.00
New Location Study - Amendment No 4		77,250.00	48,753.72		28,496.28	43,669.26	5,084.46
	BKL **	77,250.00	48,753.72	63.11%	28,496.28	43,669.26	5,084.46
	Guy Engineering - Survey **	0.00	0.00	0.00%	0.00	0.00	0.00
	Guy Engineering - Site Grading	0.00	0.00	0.00%	0.00	0.00	0.00
	Geotechnical Services	0.00	0.00	0.00%	0.00	0.00	0.00
	Total	200,074.42	152,147.06		47,927.36	147,062.60	5,084.46
**\$10,000 added to BKL Contract Amount and taken from Guy Engineering Survey Contract Amount per Board vote 9/21/22.							

TOTAL AMOUNT NOW DUE

\$5084.46

BKL, Inc.

Stacy Loeffler, PE, Principal

War Memorial Trust Authority

10.

Meeting Date: 02/21/2024
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Discuss and take necessary action to remove all signors currently on the Firststar Bank account, with the exception of the following authorized signors: Chair Alex Reynolds, Trustee Ashley Davis, and Trustee Robert Gaddy. (Trustee Ashley Davis)

BACKGROUND:

Trustee Ashley Davis requested a formal action removing all previous, (now unauthorized) signors on the Firststar Bank account for the War Memorial Trust.

Secretary Tammy L. Tracy has confirmed with Firststar that Mr. John Martin, Mr. Andy Simmons, and Mr. Dan Hall still appear on the account as signors. This action is a housekeeping measure and will provide Firststar the necessary documentation to remove these individuals.

RECOMMENDED ACTION:

Approve to remove.

Fiscal Impact

Attachments

No file(s) attached.
