POSTING DATE: MAY 10, 2024

AGENDA WAR MEMORIAL PARK AUTHORITY MAY 15, 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, 3RD FLOOR, 229 W. OKMULGEE, MUSKOGEE, OKLAHOMA

CALL TO ORDER

ROLL CALL

- 1. Consider approval of Minutes for Special Call April 8, 2024, or take other necessary action.
- 2. Consider approval to receive financials for the months of February and March 2024, or take other necessary action. (Vice Chair James Gulley)
- 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 \$2,000.00 (April) and \$3,833.31 (May), totaling \$5,833.31, or take other necessary action. (Kelly Bolding)
- 5. Receive Chairman's report, and take other necessary action. (Vice Chair James Gulley)
- 6. Citizens wishing to address the Board.

ADJOURN

War Memorial Trust Authority

Meeting Date: 05/15/2024

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Minutes for Special Call April 8, 2024, or take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

4-8-2024 wmpamin

1.

SPECIAL CALL MINUTES

MUSKOGEE WAR MEMORIAL PARK AUTHORITY WEDNESDAY, APRIL 8, 2024

The Board of Trustees of the Muskogee War Memorial Park Authority of the City of Muskogee, Oklahoma, met in a Special Call meeting, Wednesday, April 8, 2024, at 9:30 a.m., at Muskogee City Hall, 229 W Okmulgee, 3rd Floor Council Chambers.

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

Present: Alex Reynolds, Chair; Bo Highers, Trustee; Ashley Davis, Trustee; James Gulley, Trustee;

David Weston, Trustee

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

Trustee

Staff Mike Miller, City Manager; Seth Campbell, Assistant City Attorney; Kelly Bolding,

Present: FEMA Liaison for the Authority; Kenna Terrell, Deputy City Clerk

1 Consider approval of Minutes for February 21, 2024, or take other necessary action. (Chair Alex Reynolds)

Motion was made by Trustee Ashley Davis, seconded by Trustee James Gulley to approve Minutes for February 21, 2024.

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

Carried - Unanimously

Discuss and consider appointing 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)

Kelly Bolding, FEMA Liaison, stated in January the Authority approved to negotiate and execute a contract amendment with Bison Civil. Ms. Bolding explained she is requesting the Authority to appoint a Trustee to negotiate and execute this contract, to allow Bison Civil to continue to work on the Relocation Phase of the U.S.S. Batfish.

Motion was made by Chair Alex Reynolds, seconded by Trustee Bo Highers to appoint James Gulley to negotiate and execute the contract amendment between Bison Civil and the War Memorial Trust Authority.

AYE: Chair Alex Reynolds, Trustee Bo Highers, Trustee Ashley Davis, Trustee James Gulley, Trustee David Weston Carried - Unanimously

3 Citizens wishing to address the Board.

Mark Hughes addressed the board regarding potential future board members.

Alex Reynolds announced this would be his last meeting since he is rotating off of City Council. He expressed his appreciation for the time he spent on the board.

ALEX REYNOLDS, CHAIR

KENNA TERRELL, ACTING SECRETARY

War Memorial Trust Authority

Meeting Date: 05/15/2024

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to receive financials for the months of February and March 2024, or take other necessary action. (Vice Chair James Gulley)

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

February 2024

March 2024

2.

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 February 29, 2024 and the related income statement for the month of February 29, 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.

<u>LeAnn Killman, EA</u> April 25, 2024

Financial Statements

of Muskogee War Memorial Park Trust Auth For the Period Ended February 29, 2024

Muskogee War Memorial Park Trust Auth Balance Sheet February 29, 2024

ASSETS

Current Assets Cash on Hand Cash in Bank - Firstar Inventory Asset	\$ 200.00 39,999.23 16,365.36	
Total Current Assets		\$ 56,564.59
Fixed Assets Buildings & Improvements Furniture & Fixtures Equipment Construction In Progress Land Improvements Submarine Improvements Submarine Batfish & Setup Acc Depr - Bldg Improvements Acc Depr - Furniture & Fixture Acc Depr - Equipment Acc Depr - Land Improvements Acc Depr - Submarine Improvem Acc Depr - Submarine Improvem Acc Depr - Submarine Setup	111,211.25 8,981.19 18,853.04 23,875.00 11,109.55 27,820.00 60,000.00 (66,690.22) (8,981.19) (18,853.04) (10,799.07) (27,820.00) (54,000.00)	
Total Fixed Assets		74,706.51
Total Assets		\$ 131,271.10

Muskogee War Memorial Park Trust Auth Balance Sheet February 29, 2024

LIABILITIES AND EQUITY

Current Liabilities Federal Unemployment Payable Sales Tax Payable	\$ 42.00 27.87	
Total Current Liabilities		\$ 69.87
Equity		
Retained Earnings	101,697.41	
Current Income (Loss)	29,503.82	
Total Equity		131,201.23
Total Liabilities & Equity		\$ 131,271.10

Muskogee War Memorial Park Trust Auth Income Statement For the Period Ended February 29, 2024

	_	1 Month Ended Feb. 29, 2024	Pct	 8 Months Ended Feb. 29, 2024	Pct
Revenue					
Income - Admissions	\$	210.00	0.63	\$ 6,715.98	8.61
Income - Merchandise Sales		276.73	0.83	3,760.24	4.82
Income - Interest received		38.63	0.12	129.46	0.17
Funding - City of Muskogee		32,928.50	98.43	67,357.00	86.40
Total Revenue		33,453.86	100.00	77,962.68	100.00
Cost of Sales					
Total Cost of Sales		0.00	0.00	0.00	0.00
Gross Profit		33,453.86	100.00	77,962.68	100.00
Operating Expenses					
Accounting & Legal		1,340.00	4.01	4,840.00	6.21
Bank Charges		0.00	0.00	160.00	0.21
Credit Card Fees		126.97	0.38	1,182.70	1.52
Cash (Over) & Short		(553.68)	(1.66)	(423.02)	(0.54)
Dues & Subscriptions		0.00	0.00	295.00	0.38
Insurance - Other		0.00	0.00	3,402.60	4.36
Interest Expense		11.78	0.04	17.72	0.02
Office Supplies		0.00	0.00	549.00	0.70
Repairs & Maint - Bldg/ Ground		1,031.00	3.08	10,169.00	13.04
Repairs & Maint - Equipment		0.00	0.00	150.00	0.19
Payroll		2,100.00	6.28	18,900.00	24.24
Taxes - Payroll		181.66	0.54	1,648.74	2.11
Telephone		233.52	0.70	779.50	1.00
Utlilities - Gas		648.94	1.94	648.94	0.83
Utilities - Electric		487.73	1.46	6,059.69	7.77
Penalties		15.50	0.05	78.99	0.10
Total Operating Expenses		5,623.42	16.81	48,458.86	62.16
Operating Income		27,830.44	83.19	29,503.82	37.84
Total Other Income		0.00	0.00	0.00	0.00
Net Income (Loss)	\$	27,830.44	83.19	\$ 29,503.82	37.84

Muskogee War Memorial Park Trust Auth Statement of Cash Flows For the Period Ended February 29, 2024 INCREASE (DECREASE) IN CASH OR CASH EQUIVALENTS

	_	1 Month Ended Feb. 29, 2024	 8 Months Ended Feb. 29, 2024
Cash Flow from Operating Activities			
Net Income (Loss)	\$	27,830.44	\$ 29,503.82
Adjustments to Reconcile Cash Flow			
Decrease (Increase) in Current Assets			
Increase (Decrease) in Current Liabilities			
Federal Withholding Payable		(1,026.41)	(2,200.28)
FICA Tax Payable		(1,767.26)	(803.26)
State Withholding Payable		(496.00)	(155.00)
Federal Unemployment Payable		0.00	10.50
State Unemployment Payable		155.00	(52.50)
Sales Tax Payable		(6.77)	(95.70)
Total Adjustments		(3,141.44)	(3,296.24)
Cash Provided (Used) by Operations		24,689.00	26,207.58
Cash Flow From Investing Activities			
Sales (Purchases) of Assets			
Cash Flow From Financing Activities			
Cash (Used) or provided by:			
Opening Bal Equity		(672.79)	(672.79)
Cash Provided (Used) by Financing		(672.79)	(672.79)
Net Increase (Decrease) in Cash		24,016.21	25,534.79
Cash at Beginning of Period		14,240.38	10,988.07
Cash at End of Period	\$	38,256.59	\$ 36,522.86

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 March 31, 2024 and the related income statement for the month of March 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.

<u>LeAnn Killman, EA</u> April 25, 2024

Financial Statements

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

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

ASSETS

Current Assets		
Cash on Hand	\$ 200.00	
Cash in Bank - Firstar	37,986.13	
Inventory Asset	16,365.36	
Total Current Assets		\$ 54,551.49
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	(54,000.00)	
Total Fixed Assets		74,706.51
Total Assets		\$ 129,258.00

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

LIABILITIES AND EQUITY

Current Liabilities Federal Unemployment Payable Sales Tax Payable	\$ 42.00 14.46	
Total Current Liabilities		\$ 56.46
Equity		
Retained Earnings	101,697.41	
Current Income (Loss)	27,504.13	
Total Equity		129,201.54
Total Liabilities & Equity		\$ 129,258.00

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

	_	1 Month Ended Mar. 31, 2024	Pct		9 Months Ended Mar. 31, 2024	Pct
Revenue						
Income - Admissions	\$	284.80	60.18	\$	7,000.78	8.93
Income - Merchandise Sales		143.54	30.33	·	3,903.78	4.98
Income - Interest received		44.94	9.50		174.40	0.22
Funding - City of Muskogee		0.00	0.00		67,357.00	85.88
Total Revenue		473.28	100.00		78,435.96	100.00
Cost of Sales						
Total Cost of Sales		0.00	0.00		0.00	0.00
Gross Profit		473.28	100.00		78,435.96	100.00
Operating Expenses						
Accounting & Legal		400.00	84.52		5,240.00	6.68
Bank Charges		0.00	0.00		160.00	0.20
Credit Card Fees		129.33	27.33		1,312.03	1.67
Cash (Over) & Short		(837.11)	(176.87)		(1,260.13)	(1.61)
Dues & Subscriptions		0.00	0.00		295.00	0.38
Insurance - Other		0.00	0.00		3,402.60	4.34
Interest Expense		0.00	0.00		17.72	0.02
Office Supplies		0.00	0.00		549.00	0.70
Repairs & Maint - Bldg/ Ground		0.00	0.00		10,169.00	12.96
Repairs & Maint - Equipment		0.00	0.00		150.00	0.19
Payroll		2,100.00	443.71		21,000.00	26.77
Taxes - Payroll		181.66	38.38		1,830.40	2.33
Telephone		0.00	0.00		779.50	0.99
Utlilities - Gas		0.00	0.00		648.94	0.83
Utilities - Electric		499.09	105.45		6,558.78	8.36
Penalties		0.00	0.00		78.99	0.10
Total Operating Expenses		2,472.97	522.52		50,931.83	64.93
Operating Income		(1,999.69)	(422.52)		27,504.13	35.07
Total Other Income		0.00	0.00		0.00	0.00
Net Income (Loss)	\$	(1,999.69)	<u>(422.52</u>)	\$	27,504.13	35.07

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

	_	1 Month Ended Mar. 31, 2024	 9 Months Ended Mar. 31, 2024
Cash Flow from Operating Activities			
Net Income (Loss)	\$	(1,999.69)	\$ 27,504.13
Adjustments to Reconcile Cash Flow			
Decrease (Increase) in Current Assets			
Increase (Decrease) in Current Liabilities			
Federal Withholding Payable		0.00	(2,200.28)
FICA Tax Payable		0.00	(803.26)
State Withholding Payable		0.00	(155.00)
Federal Unemployment Payable		0.00	10.50
State Unemployment Payable		0.00	(52.50)
Sales Tax Payable		(13.41)	(109.11)
Total Adjustments		(13.41)	(3,309.65)
Cash Provided (Used) by Operations		(2,013.10)	24,194.48
Cash Flow From Investing Activities			
Sales (Purchases) of Assets			
Cash Flow From Financing Activities			
Cash (Used) or provided by:			
Opening Bal Equity		0.00	(672.79)
Cash Provided (Used) by Financing		0.00	(672.79)
Net Increase (Decrease) in Cash		(2,013.10)	23,521.69
Cash at Beginning of Period		40,199.23	10,988.07
Cash at End of Period	\$	38,186.13	\$ 34,509.76

War Memorial Trust Authority

Meeting Date: 05/15/2024

Initiator: Tammy Tracy, City Clerk

Department: City Clerk Staff Information Source: Kelly Bolding

Information

AGENDA ITEM TITLE:

Consider approval to authorize payment of invoices from BKL, Inc., in the amounts of \$2,000.00 (April) and \$3,833.31 (May), totaling \$5,833.31, or take other necessary action. (Kelly Bolding)

BACKGROUND:

Invoices are attached and are FEMA reimbursable work for Phase I of the Relocation Project.

RECOMMENDED ACTION:

Approve invoices.

Fiscal Impact

Attachments

April 2024

May 2024

4.



1623 East 6th Street Tulsa, Oklahoma 74120

918-835-9588

www.bklinc.com

THE MUSKOGEE WAR MEMORIAL PARK

Attn: Kelly Bolding 3500 Batfish Road Muskogee, OK 74403

INVOICE NO. 25 - 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	25	4/3/2024					
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 Enginering 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 Loc	cation Study - Amendment No 4	77,250.00	52,753.72		24,496.28	50,753.72	2,000.00
	BKL **	77,250.00	52,753.72	68.29%	24,496.28	50,753.72	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	156,147.06		43,927.36	154,147.06	2,000.00

TOTAL AMOUNT NOW DUE

\$2000.00

BKL, Inc.

Stacy Loeffler, PE, Principal



1623 East 6th Street Tulsa, Oklahoma 74120

918-835-9588

www.bklinc.com

THE MUSKOGEE WAR MEMORIAL PARK Attn: Kelly Bolding

3500 Batfish Road Muskogee, OK 74403

May 1, 2024

INVOICE NO. 26 - 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	26	5/1/2024					
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 Enginering 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:			ĺ			
	BKL Interior Repairs	6,476.00	6,476.00	100.00%	0.00	6476.00	0.00
	BKL Emergency Repair Coordination	6,717.00	6,717.00	100.00%	0.00	6717.00	0.00
	BKL 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
	BKL 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
	Terracon- Berm Design	3,595.00	1,432.50	39.85%	2,162.50	1,432.50	0.00
New Loc	ation Study - Amendment No 4	77,250.00	50,753.72		26,577.76	50,753.72	0.00
	BKL **	77,250.00	50,753.72	65.70%	26,577.76	50,753.72	0.00
Phase 2-	PS&E- Amendment No 5	301,654.00	5,833.31		295,820.69	2,000.00	3,833.31
	BKL	68,379.00	5,833.31	8.53%	62,545.69	2,000.00	3,833.31
	Guy Engineering - Survey	25,387.00	0.00	0.00%	25,387.00	0.00	0.00
	Guy Engineering - Civil Plans	66,900.00	0.00	0.00%	66,900.00	0.00	0.00
	Guy Engineering - Utility Survey	19,939.00	0.00	0.00%	19,939.00	0.00	0.00
	Guy Engineering - SUE	13,617.00	0.00	0.00%	13,617.00	0.00	0.00
	Guy Engineering - Utility Coordination	55,369.00	0.00	0.00%	55,369.00	0.00	0.00
	Guy Engineering - TEMP ROW Acquisition	19,853.00	0.00	0.00%	19,853.00	0.00	0.00
	Terracon	12,200.00	0.00	0.00%	12,200.00	0.00	0.00
	Algonquin	10,010.00	0.00	0.00%	10,010.00	0.00	0.00
	PEC	10,000.00	0.00	0.00%	10,000.00	0.00	0.00
	Tota	al 501,728.42	159.980.37		341,829.53	156,147.06	3,833.31

TOTAL AMOUNT NOW DUE

\$3833.31

BKL, Inc.

Stacy Loeffler, PE, Principal