

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: JUNE 10, 2024

AGENDA
WAR MEMORIAL PARK AUTHORITY
JUNE 12, 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., WAR MEMORIAL PARK, 3500 BATFISH ROAD,
MUSKOGEE, OKLAHOMA**

CALL TO ORDER

ROLL CALL

1. Consider approval to nominate and appoint Vice Chair James Gulley to serve as Chair of the War Memorial Trust Authority, or take other necessary action. (Trustee David Weston)
2. Discuss and take action to nominate and appoint a Vice Chair to the War Memorial Trust Authority. (Vice Chair James Gulley)
3. Consider approval of Minutes for May 15, 2024, or take other necessary action. (Vice Chair James Gulley)
4. Consider approval to receive financials for the month of April 2024, or take other necessary action. (Vice Chair James Gulley)
5. Receive update on the status of the FEMA Project for the U.S.S. Batfish, and take other necessary action. (Kelly Bolding)
6. Receive update from BKL, Inc., and take other necessary action. (Kelly Bolding/Stacy Loeffler)
7. Consider approval to authorize payment of invoice from BKL, Inc. in the amount of \$4,045.80, or take other necessary action. (Kelly Bolding)

8. Receive report from Museum Curator, James Erb, and take other necessary action. (James Erb)
9. Receive Chair's report, and take other necessary action. (Vice Chair James Gulley)
10. Citizens wishing to address the Board.

ADJOURN

War Memorial Trust Authority

1.

Meeting Date: 06/12/2024
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to nominate and appoint Vice Chair James Gulley to serve as Chair of the War Memorial Trust Authority, or take other necessary action. (Trustee David Weston)

BACKGROUND:

At the War Memorial Trust Authority meeting held on May 15, 2024, Trustee David Weston requested this item be placed on the next agenda for discussion and vote.

This position was previously held by Councilor Alex Reynolds who no longer serves on the Authority.

RECOMMENDED ACTION:

Consider approval.

Fiscal Impact

Attachments

No file(s) attached.

War Memorial Trust Authority

2.

Meeting Date: 06/12/2024
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Discuss and take action to nominate and appoint a Vice Chair to the War Memorial Trust Authority.
(Vice Chair James Gulley)

BACKGROUND:

This will fill the vacancy created by Vice Chair James Gulley if appointed as Chair of the War Memorial Trust Authority.

RECOMMENDED ACTION:

Discuss, nominate and approve.

Fiscal Impact

Attachments

No file(s) attached.

War Memorial Trust Authority

3.

Meeting Date: 06/12/2024
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Minutes for May 15, 2024, or take other necessary action. (Vice Chair James Gulley)

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

05152024 wmtamin

MINUTES

MUSKOGEE WAR MEMORIAL PARK AUTHORITY WEDNESDAY, MAY 15, 2024

The Board of Trustees of the Muskogee War Memorial Park Authority of the City of Muskogee, Oklahoma, met Wednesday, May 15, 2024, at 9:30 a.m., at Muskogee City Hall, 229 W. Okmulgee, 3rd Floor Council Chambers.

Meeting was called to order by Vice Chair James Gulley and the Secretary called the roll as follows:

Present: James Gulley, Vice Chair; Bo Highers, Trustee; Tracy Cole, Trustee; Ashley Davis, Trustee; Robert Gaddy, Trustee; David Weston, Trustee

Absent: Dave Davis, Trustee; Brad Hanselman, Trustee

Staff Present: Mike Miller, City Manager; Kelly Bolding, FEMA Liaison for the Authority; Tammy L. Tracy, City Clerk; Austin Witt, Deputy City Attorney

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

Motion was made by Trustee Tracy Cole, seconded by Trustee Ashley Davis to approve Minutes for Special Call April 8, 2024.

AYE: Vice Chair James Gulley, Trustee Bo Highers, Trustee Tracy Cole, Trustee Ashley Davis, Trustee Robert Gaddy, Trustee David Weston

Carried - Unanimously

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

Motion was made by Trustee Tracy Cole, seconded by Trustee Ashley Davis to approve to receive financials for the months of February and March, 2024.

AYE: Vice Chair James Gulley, Trustee Bo Highers, Trustee Tracy Cole, Trustee Ashley Davis, Trustee Robert Gaddy, 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)

Ms. Kelly Bolding explained she has been working with the new FEMA contact, bringing her up to speed on the project. A site visit had been scheduled. However, due to weather impacts in other areas of the State, the visit was canceled.

Ms. Bolding stated FEMA is in the process of reviewing all the submitted documents and has no indication as to how long the review will take.

Discussion followed.

- 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)

Ms. Bolding stated the invoices from BKL, Inc. are for the months of April and May. She explained she had originally stated the work was FEMA reimbursable. However, this was necessary work related to the moving of the U.S.S. Batfish and is not FEMA reimbursable.

Discussion followed.

Motion was made by Trustee Ashley Davis, seconded by Trustee Tracy Cole to approve 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.

AYE: Vice Chair James Gulley, Trustee Bo Highers, Trustee Tracy Cole, Trustee Ashley Davis, Trustee Robert Gaddy, Trustee David Weston

Carried - Unanimously

- 5 (No Action) Receive Chairman's report, and take other necessary action. (Vice Chair James Gulley)

Vice Chair James Gulley explained he had met with BKL, Bison Civil, and Kelly Bolding to discuss the project. He explained he was brought up-to-date on the past events of the project and feels he has a good understanding overall. Mr. Gulley also stated, with the Authority's authorization, he has executed the contract extension with Bison Civil. He discussed the selection process implemented with the selection of Bison Civil and feels the subcommittee made well-informed decisions in their selection.

Hayes Reynolds, Bison Civil, provided the current status of the project and future steps that will be taken to continue with the success of the relocation project of the U.S.S. Batfish.

Discussion followed.

6 (None) Citizens wishing to address the Board.

JAMES GULLEY, VICE CHAIR

TAMMY L. TRACY, SECRETARY

War Memorial Trust Authority

4.

Meeting Date: 06/12/2024
Initiator: Tammy Tracy, City Clerk
Department: City Clerk
Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to receive financials for the month of April 2024, or take other necessary action. (Vice Chair James Gulley)

BACKGROUND:

RECOMMENDED ACTION:

Approve financials

Fiscal Impact

Attachments

April 2024

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 April 30, 2024 and the related income statement for the month of April 30, 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

May 13, 2024

Financial Statements

**of
Muskogee War Memorial Park Trust Auth
For the Period Ended April 30, 2024**

Muskogee War Memorial Park Trust Auth
Balance Sheet
April 30, 2024

ASSETS

Current Assets

Cash on Hand	\$	200.00
Cash in Bank - Firststar		37,327.75
Inventory Asset		<u>16,365.36</u>

Total Current Assets \$ 53,893.11

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 \$ 128,599.62

Muskogee War Memorial Park Trust Auth
Balance Sheet
April 30, 2024

LIABILITIES AND EQUITY

Current Liabilities

Federal Unemployment Payable	\$	42.00
Sales Tax Payable		<u>99.84</u>

Total Current Liabilities \$ 141.84

Equity

Retained Earnings	101,697.41
Current Income (Loss)	<u>26,760.37</u>

Total Equity 128,457.78

Total Liabilities & Equity \$ 128,599.62

Muskogee War Memorial Park Trust Auth
Income Statement
For the Period Ended April 30, 2024

	1 Month Ended Apr. 30, 2024	Pct	10 Months Ended Apr. 30, 2024	Pct
Revenue				
Income - Admissions	\$ 1,405.02	57.63	\$ 8,405.80	10.39
Income - Merchandise Sales	991.36	40.66	4,895.14	6.05
Income - Interest received	41.56	1.70	215.96	0.27
Funding - City of Muskogee	0.00	0.00	67,357.00	83.29
Total Revenue	2,437.94	100.00	80,873.90	100.00
Cost of Sales				
Total Cost of Sales	0.00	0.00	0.00	0.00
Gross Profit	2,437.94	100.00	80,873.90	100.00
Operating Expenses				
Accounting & Legal	0.00	0.00	5,240.00	6.48
Bank Charges	0.00	0.00	160.00	0.20
Credit Card Fees	193.82	7.95	1,505.85	1.86
Cash (Over) & Short	(213.36)	(8.75)	(1,473.49)	(1.82)
Dues & Subscriptions	200.00	8.20	495.00	0.61
Insurance - Other	0.00	0.00	3,402.60	4.21
Interest Expense	7.87	0.32	25.59	0.03
Office Supplies	0.00	0.00	549.00	0.68
Repairs & Maint - Bldg/ Ground	180.00	7.38	10,349.00	12.80
Repairs & Maint - Equipment	0.00	0.00	150.00	0.19
Payroll	2,100.00	86.14	23,100.00	28.56
Taxes - Payroll	181.66	7.45	2,012.06	2.49
Telephone	123.50	5.07	903.00	1.12
Utilities - Gas	0.00	0.00	648.94	0.80
Utilities - Electric	389.61	15.98	6,948.39	8.59
Penalties	18.60	0.76	97.59	0.12
Total Operating Expenses	3,181.70	130.51	54,113.53	66.91
Operating Income	(743.76)	(30.51)	26,760.37	33.09
Total Other Income	0.00	0.00	0.00	0.00
Net Income (Loss)	\$ (743.76)	(30.51)	\$ 26,760.37	33.09

Muskogee War Memorial Park Trust Auth
Statement of Cash Flows
For the Period Ended April 30, 2024
INCREASE (DECREASE) IN CASH OR CASH EQUIVALENTS

	<u>1 Month Ended</u> <u>Apr. 30, 2024</u>	<u>10 Months Ended</u> <u>Apr. 30, 2024</u>
Cash Flow from Operating Activities		
Net Income (Loss)	\$ (743.76)	\$ 26,760.37
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	<u>85.38</u>	<u>(23.73)</u>
Total Adjustments	<u>85.38</u>	<u>(3,224.27)</u>
Cash Provided (Used) by Operations	(658.38)	23,536.10
Cash Flow From Investing Activities		
Sales (Purchases) of Assets		
Cash Flow From Financing Activities		
Cash (Used) or provided by:		
Opening Bal Equity	<u>0.00</u>	<u>(672.79)</u>
Cash Provided (Used) by Financing	<u>0.00</u>	<u>(672.79)</u>
Net Increase (Decrease) in Cash	(658.38)	22,863.31
Cash at Beginning of Period	<u>38,186.13</u>	<u>10,988.07</u>
Cash at End of Period	\$ <u><u>37,527.75</u></u>	\$ <u><u>33,851.38</u></u>

War Memorial Trust Authority

7.

Meeting Date: 06/12/2024

Submitted For: Kelly Bolding, Emergency Management

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to authorize payment of invoice from BKL, Inc. in the amount of \$4,045.80, or take other necessary action. (Kelly Bolding)

BACKGROUND:

This is for the moving of the U.S.S. Batfish. It is not REMA reimbursable.

RECOMMENDED ACTION:

Approve payment

Fiscal Impact

Attachments

BKL No. 27



BKL, Incorporated
 1623 East 6th Street
 Tulsa, Oklahoma 74120
 918-835-9588
www.bklinc.com

June 1, 2024

THE MUSKOGEE WAR MEMORIAL PARK
 Attn: Kelly Bolding
 3500 Batfish Road
 Muskogee, OK 74403

INVOICE NO. 27 – 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	27	6/1/2024					
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:						
	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 Location 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	4,045.80
	BKL	68,379.00	9,879.11	14.45%	58,499.89	5,833.51	4,045.80
	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 Services	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
	Total	501,728.42	159,980.37		341,829.53	156,147.06	4,045.80
	**\$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

\$4045.80

BKL, Inc.

Stacy Loeffler, PE, Principal