

REGULAR MEETING OKEMAH CITY COUNCIL

WHEN: MONDAY, MARCH 25, 2024 @6:00 P.M.

PLACE: OKEMAH CITY HALL, 502 WEST BROADWAY, OKEMAH, OK

AGENDA:

- 1) FLAG SALUTE AND ROLL CALL**
- 2) MEETING CALLED TO ORDER AND DECLARATION OF QUORUM.**
- 3) APPROVAL OF MINUTES.**
- 4) APPROVAL OF PURCHASE ORDERS.**
- 5) PUBLIC APPEARANCES.**
- 6) TRUE NORTH MAPPING PRESENTATION.**
- 7) CONSIDER AND TAKE NECESSARY ACTION TO REVOKE, TERMINATE OR CANCEL THE FRANCHISE WITH VYVE BROADBAND IN ACCORDANCE WITH THE PROCEDURES SET FORTH IN SECTION 7(2) OF THE 2016 ORDINANCE.**
- 8) DISCUSSION AND TAKE POSSIBLE ACTION TO APPROVE A CONTRACT FOR AUDITING SERVICES WITH HSPG & ASSOCIATES, PC FOR FISCAL YEAR 2024.**
- 9) DISCUSSION AND TAKE POSSIBLE ACTION TO APPROVE AN AGREEMENT WITH CRAWFORD AND ASSOCIATES FOR FISCAL YEAR 2024-2025 FINANCIAL SERVICES.**
- 10) CONSIDER AND TAKE NECESSARY ACTION TO APPROVE DELTA AIRPORT CONSULTANTS, INC. INVOICE NO. 5 IN THE AMOUNT OF \$12,476.63 FOR THE AIRPORT IMPROVEMENT PROJECT.**
- 11) DISCUSSION AND TAKE POSSIBLE ACTION TO APPROVE ODAA GRANT PARTIAL PAYMENT REQUEST NO. 2 IN THE AMOUNT OF \$12,476.63.**
- 12) DISCUSSION AND TAKE POSSIBLE ACTION TO APPROVE OKLAHOMA CONSERVATION COMMISSION CERTIFICATE OF SUBSTANTIAL COMPLETION FOR THE ASH STREET DRAINAGE PROJECT.**
- 13) DISCUSSION AND TAKE POSSIBLE ACTION TO APPROVE OKLAHOMA CONSERVATION COMMISSION CERTIFICATE OF CONTRACT COMPLETION FOR THE ASH STREET DRAINAGE PROJECT.**
- 14) DISCUSSION AND TAKE POSSIBLE ACTION TO APPROVE OKLAHOMA CONSERVATION COMMISSION INVOICE NO.1000 IN THE AMOUNT OF \$176,433.00 FOR THE ASH STREET DRAINAGE PROJECT.**

15) DIAMOND MAPS PRESENTATION BY OKLAHOMA ALLIANCE CONSULTANT.

16) PROPOSED EXECUTIVE SESSION FOR THE PURPOSE OF CONFIDENTIAL COMMUNICATIONS BETWEEN THE CITY COUNCIL AND THE CITY ATTORNEY CONCERNING THE PENDING CLAIM OF TIM MADER PURSUANT TO 25 O.S. SEC. 307(B)(4).

17) CONSIDER AND TAKE POSSIBLE ACTION TO CONVENE IN EXECUTIVE SESSION.

18) CONSIDER AND TAKE NECESSARY ACTION TO ACKNOWLEDGE THE RETURN TO OPEN SESSION.

19) MAYOR'S EXECUTIVE SESSION STATEMENT.

20) CONSIDER AND TAKE POSSIBLE ACTION ON THE PENDING CLAIM OF TIM MADER.

21) DISCUSSION OF THE STATUS AND PROGRESS OF THE FOLLOWING PROJECTS:

- **STREET OVERLAY.**
- **SIGNAGE.**
- **WPADITCH.**
- **AIRPORT**

22) CITY MANAGERS COMMENT.

23) COMMENTS AND INQUIRIES FROM BOARD MEMBERS.

- **RONNIELUCAS-WARD I**
- **MIKE ISHMAEL-WARD II**
- **BRANDON ANDERSON-WARD III**
- **RON GOTT-WARD IV**
- **WAYNE BACON-AT-LARGE**

24) ADJOURNMENT.

This agenda was posted in public view at the Okemah City Hall, 502 West Broadway, Okemah, OK prior to 6:00 p.m. on March 22nd, 2024.

Relena Haddox

Relena Haddox, City Clerk

MINUTES REGULAR MEETING OKEMAH CITY COUNCIL

WHEN: MONDAY, MARCH 11, 2024@6:00 P.M.

PLACE: OKEMAH CITY HALL, 502 WEST BROADWAY, OKEMAH, OK

PRESENT: Ron Gott, Ronnie Lucas, Brandon Anderson, Wayne Bacon

ABSENT: Mike Ishmael

ALSO PRESENT: Kristy Lesley, City Manager; Relena Haddox, City Clerk/Treasurer

FLAG SALUTE AND ROLL CALL

- **Ron Gott** initiated the meeting with the Pledge of Allegiance and confirmed the presence of a quorum.

MEETING CALLED TO ORDER AND DECLARATION OF QUORUM.

- Relena Haddox completed roll call confirmed attendance.
- Ron Gott called the meeting to order, confirming a quorum was present.

APPROVAL OF MINUTES.

- **Motion:** Approve minutes.
 - **Proposed by:** Ronnie Lucas
 - **Seconded by:** Wayne Bacon
 - **Discussion:** None
 - **Vote:** Unanimous approval

APPROVAL OF PURCHASE ORDERS.

- **Motion:** Approve purchase orders
 - **Proposed by:** Brandon Anderson
 - **Seconded by:** Ronnie Lucas
 - **Discussion:** None
 - **Vote:** Unanimous approval

PUBLIC APPEARANCES.

- No public appearances were noted for the meeting.

PUBLIC HEARING ON THE PROPOSED ANNEXATION INTO THE CITY OF OKEMAH, OKLAHOMA, THE FOLLOWING DESCRIBED REAL PROPERTY:

COMMENCING AT THE NORTHEAST CORNER (NEIC) OF SECTION SEVENTEEN (17), TOWNSHIP ELEVEN (11) NORTH, RANGE TEN (10) EAST, OKFUS(EE COUNTY, OKLAHOMA; THENCE S01°05'36"E 1346.74 FEET TO THE POINT OF BEGINNING; THENCE S01°05'36"E 1291.79 FEET; THENCE S89°00'11"W 2637.33 FEET; THENCE N01°10'06"W 1298.59 FEET; THENCE N74°10'27"E 2137.46 FEET; THENCE N86°43'07"E 202.79 FEET; THENCE N75°49'39"E 282.91 FEET; THENCE S06°25'23"W 528.73 FEET; THENCE S12°32'28"E 102.03 FEET; THENCE N88°54'24"E 24.75 FEET TO THE POINT OF BEGINNING,

AND,

THE SOUTH 71.71 FEET OF THE FOLLOWING DESCRIBED PROPERTY: A PARCEL OF LAND LOCATED IN GOVERNMENT LOT 3 OF SECTION EIGHTEEN (18), TOWNSHIP ELEVEN (11) NORTH, RANGE TEN (10) EAST, SAID PARCEL MORE PARTICULARLY

DESCRIBED AS COMMENCING AT THE NW/C OF LOT 3; THENCE SOUTH ALONG THE WESTLINE OF LOT 3 A DISTANCE OF 683.27 FEET; THENCE EAST 60 FEET TO THE POINT OF BEGINNING; THENCE EAST 208.71 FEET; THENCE SOUTH 208.71 FEET; THENCE WEST 208.71 FEET; THENCE NORTH 208.71 FEET TO THE POINT OF BEGINNING, SAID PARCEL LYING EAST OF THE EAST RIGHT OF WAYLINE OF HIGHWAY 27,

AND,

THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER (NW/4 NE/4) OF SECTION NINETEEN (19), TOWNSHIP ELEVEN (11) NORTH, RANGE TEN (10) EAST OF THE INDIAN BASE AND MERIDIAN, LESS AND EXCEPT A 1.5 ACRE TRACT DESCRIBED AS BEGINNING AT THE NORTHWEST CORNER OF THE NORTH HALF OF THE NORTHEAST QUARTER (N/2 NW/4); THENCE EAST A DISTANCE OF 50 FEET; THENCE SOUTH A DISTANCE OF 1320 FEET; THENCE WEST A DISTANCE OF 50 FEET; THENCE NORTH A DISTANCE OF 1320 FEET TO THE POINT OF BEGINNING, OKFUSKEE COUNTY, OKLAHOMA.

- The annexation of certain properties into the city of Okemah was discussed, with all property owners consenting to be part of the TIF district.

CONSIDER AND TAKE POSSIBLE ACTION TO ENACT ORDINANCE NO. 2024-1 ANNEXING TERRITORY INTO THE CITY OF OKEMAH, SAID TERRITORY WITH THE WRITTEN CONSENT OF THE OWNERS OF MORE THAN A MAJORITY OF THE ACRES TO BE ANNEXED AND SUBSEQUENT TO PROVIDING ALL NOTICES REQUIRED BY LAW; PROVIDING THAT FROM AND AFTER THE EFFECTIVE DATE OF THE ANNEXATION, ALL OF THIS TERRITORY SHALL BE A PART OF THE CITY OF OKEMAH, OKLAHOMA, AND ALL PERSONS WITHIN SUCH TERRITORY SHALL BE SUBJECT TO THE JURISDICTION, CONTROL, LAWS AND ORDINANCES OF THE CITY OF OKEMAH, OKLAHOMA, AND ALL RESPECTS AND PARTICULARS; PROVIDING WHICH CITY COUNCIL WARDS THE TERRITORY SHALL BE INCLUDED WITHIN, UPON ANNEXATION; AND DECLARING AN EMERGENCY:

COMMENCING AT THE NORTHEAST CORNER (NE/C) OF SECTION SEVENTEEN (17), TOWNSHIP ELEVEN (11) NORTH, RANGE TEN (10) EAST, OKFUSKEE COUNTY, OKLAHOMA; THENCE S01°05'36"E 1346.74 FEET TO THE POINT OF BEGINNING; THENCE S01°05'36"E 1291.79 FEET; THENCE S89°00'11"W 2637.33 FEET; THENCE N01°10'06"W 1298.59 FEET; THENCE N74°10'27"E 2137.46 FEET; THENCE N86°43'07"E 202.79 FEET; THENCE N75°49'39"E 282.91 FEET; THENCE S06°25'23"W 528.73 FEET; THENCE S12°32'28"E 102.03 FEET; THENCE N88°54'24"E 24.75 FEET TO THE POINT OF BEGINNING,

AND,

THE SOUTH 71.71 FEET OF THE FOLLOWING DESCRIBED PROPERTY: A PARCEL OF LAND LOCATED IN GOVERNMENT LOT 3 OF SECTION EIGHTEEN (18), TOWNSHIP ELEVEN (11) NORTH, RANGE TEN (10) EAST, SAID PARCEL MORE PARTICULARLY DESCRIBED AS COMMENCING AT THE NW/C OF LOT 3; THENCE SOUTH ALONG THE WESTLINE OF LOT 3 A DISTANCE OF 683.27 FEET; THENCE EAST 60 FEET TO THE POINT OF BEGINNING; THENCE EAST 208.71 FEET; THENCE SOUTH 208.71 FEET; THENCE WEST 208.71 FEET; THENCE NORTH 208.71 FEET TO THE POINT OF BEGINNING, SAID PARCEL LYING EAST OF THE EAST RIGHT OF WAYLINE OF HIGHWAY 27,

AND,

THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER (NW/4 NE/4) OF SECTION NINETEEN (19), TOWNSHIP ELEVEN (11) NORTH, RANGE TEN (10) EAST OF THE INDIAN BASE AND MERIDIAN, LESS AND EXCEPT A 1.5 ACRE TRACT DESCRIBED AS BEGINNING AT THE NORTHWEST CORNER OF THE NORTH HALF OF THE NORTHEAST QUARTER (N/2 NW/4); THENCE EAST A DISTANCE OF 50 FEET; THENCE SOUTH A DISTANCE OF 1320 FEET; THENCE WEST A DISTANCE OF 50 FEET; THENCE NORTH A DISTANCE OF 1320 FEET TO THE POINT OF BEGINNING, OKFUSKEE COUNTY, OKLAHOMA.

- Ordinance number 2024-1 was enacted to annex territory into the city of Okemah, with one abstention.
- An emergency was declared regarding the annexation, with one abstention.
- **Motion:** Approve ordinance
 - **Proposed by:** Wayne Bacon
 - **Seconded by:** Ronnie Lucas
 - **Discussion:** None
 - **Vote:**
 - Yes: Ronnie Lucas, Ron Gott, Wayne Bacon
 - No: None
 - Abstained: Brandon Anderson
- **Motion:** Approve emergency
 - **Proposed by:** Ron Gott
 - **Seconded by:** Ronnie Lucas
 - **Discussion:** None
 - **Vote:**
 - Yes: Ronnie Lucas, Ron Gott, Wayne Bacon
 - No: None
 - Abstained: Brandon Anderson

CONSIDER AND TAKE NECESSARY ACTION TO APPOINT MEMBERS TO THE PLANNING AND ZONING COMMISSION.

- **Motion:** Approve Carol Brown
 - **Proposed by:** Ron Gott
 - **Seconded by:** Brandon Anderson
 - **Discussion:** None
 - **Vote:** Unanimous approval

DISCUSSION AND TAKE POSSIBLE ACTION TO APPROVE A COLLECTION CONTRACT WITH ABERDEEN ENTERPRISES II, INC.

- **Motion:** Approve contract
 - **Proposed by:** Ron Gott
 - **Seconded by:** Brandon Anderson
 - **Discussion:** None
 - **Vote:** Unanimous approval

DISCUSSION AND TAKE POSSIBLE ACTION TO APPROVE A COLLECTION CONTRACT WITH RS2 SOLUTION, LLC.

- **Motion:** Approve contract
 - **Proposed by:** Brandon Anderson
 - **Seconded by:** Wayne Bacon
 - **Discussion:** None
 - **Vote:** Unanimous approval

DISCUSSION AND TAKE POSSIBLE ACTION TO DIRECT THE CITY MANAGER TO SUBMIT AN APPLICATION TO THE PLANNING COMMISSION FOR THE CLOSURE OF THE ALLEY REFERRED TO AS SHAWNA RUSSELL WAY.

- **Motion:** Submit application
 - **Proposed by:** Wayne Bacon
 - **Seconded by:** Ronnie Lucas
 - **Discussion:** None
 - **Vote:** Unanimous approval

DISCUSSION AND TAKE POSSIBLE ACTION TO APPROVE A RIGHT OF WAY ACCESS AGREEMENT WITH DOBSON TECHNOLOGIES, INC.

- **Motion:** Approve agreement
 - **Proposed by:** Ron Gott
 - **Seconded by:** Wayne Bacon
 - **Discussion:** None
 - **Vote:** Unanimous approval

DISCUSSION OF THE STATUS AND PROGRESS OF THE FOLLOWING PROJECTS:

- Updates were provided on several city projects, signage, airport work, and the ditch completion.

TREASURERS REPORT.

- **Relena Haddox** reported on March tax deposits.

CITY MANAGERS COMMENT.

- **Kristy Lesley** reported on the upcoming mapping initiatives and Pioneer Day.

COMMENTS AND INQUIRIES FROM BOARD MEMBERS.

- **Ronnie Lucas** raised concerns from citizens about the installation of trees on Main Street.
- **Wayne Bacon** announced the Easter egg hunt was for Saturday at 9 o'clock in the park.

ADJOURNMENT.

Meeting was adjourned at 6:15pm by Mayor Ron Gott.

Relena Haddox, City Clerk

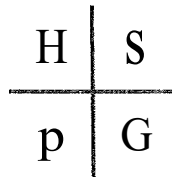
Ron Gott, Mayor

P,O,#	VENDOR#	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 01 ADMINISTRATION						
24-0709	01-1031	CRAWFORD & ASSOCIATES, P,C	PROF SVC THRU 3/15/24	3/2024	18210	70.00
24-0701	01-1068	OKEMAH NEWS LEADER	PRE PRINTED ENVELOPES	3/2024	3298	75.63
24-0690	01-1114	UPWARD TECHNOLOGY, LLC	CITY HALL, ID, MEDIA CNTR	3/2024	20240055	35.00
24-0682	01-1128	DOLLAR GENERAL #00159	TISSUE, DAWN, DUSTER	3/2024	1001302527	5.00
24-0692	01-1463	DON'S COPIERS	2/13/24-3/12/24 LEASE	3/2024	187597	37.06
24-0699	01-1501	BANKCARD CENTER, INC (VISA)	SECURITY CREDIT CARD SYS	3/2024	02272024-GODADDY	20.00
24-0684	01-1917	AMAZON CAPITAL SERVICES	SUPPLIES	3/2024	19QX-C6MR-JQHG	73.27
24-0705	01-2031	WHAT BUGS YA?	MONTHLY SPRAYING	3/2024	5270	8.12
DEPARTMENT TOTAL:						324.08
DEPARTMENT: 02 POLICE						
24-0662	01-1044	FUELMAN (FLEETCOR TECHNOLOG	FUEL 3/4/24-3/10/24	3/2024	NP66088032	513.88
24-0679	01-1044	FUELMAN (FLEETCOR TECHNOLOG	FUEL 3/11/24-3/17/24	3/2024	NP66112118	665.92
24-0701	01-1068	OKEMAH NEWS LEADER	PRE PRINTED ENVELOPES	3/2024	3298	27.50
24-0690	01-1114	UPWARD TECHNOLOGY, LLC	CITY HALL, ID, MEDIA CNTR	3/2024	20240055	70.00
24-0682	01-1128	DOLLAR GENERAL #00159	TISSUE, DAWN, DUSTER	3/2024	1001302527	4.00
24-0692	01-1463	DON'S COPIERS	2/13/24-3/12/24 LEASE	3/2024	187597	146.44
24-0699	01-1501	BANKCARD CENTER, INC (VISA)	SECURITY CREDIT CARD SYS	3/2024	02272024-GODADDY	20.00
24-0684	01-1917	AMAZON CAPITAL SERVICES	SUPPLIES	3/2024	19QX-C6MR-JQHG	16.14
24-0687	01-1917	AMAZON CAPITAL SERVICES	LED SPOTLIGHTS, HANDLE	3/2024	1WML-GLJT-4RP4	231.91
24-0705	01-2031	WHAT BUGS YA?	MONTHLY SPRAYING	3/2024	5270	32.50
24-0638	01-2032	TOP TIER TACTICAL, SURVIVAL	UNIFORM SHIRTS, PATCHES	3/2024	3047-A	412.50
24-0691	01-2048	SEMINOLE FORD	REPAIRS 2013 FORD	3/2024	FOCS184212	3,077.18
DEPARTMENT TOTAL:						5,217.97
DEPARTMENT: 03 CITY FIRE						
24-0692	01-1463	DON'S COPIERS	2/13/24-3/12/24 LEASE	3/2024	187597	6.27
DEPARTMENT TOTAL:						6.27
DEPARTMENT: 04 POLICE DISPATCH						
24-0684	01-1917	AMAZON CAPITAL SERVICES	SUPPLIES	3/2024	19QX-C6MR-JQHG	8.09
DEPARTMENT TOTAL:						8.09

P.O.#	VENDOR#	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 05		CITY PUBLIC WORKS				
24-0670	01-1001	OKEMAH ACE HARDWARE & SUPPL	MATERIAL & SUPPLIES	3/2024	13368	3.99
24-0662	01-1044	FUELMAN (FLEETCOR TECHNOLOG	FUEL 3/4/24-3/10/24	3/2024	NP66088032	262.37
24-0679	01-1044	FUELMAN (FLEETCOR TECHNOLOG	FUEL 3/11/24-3/17/24	3/2024	NP66112118	77.48
24-0680	01-1554	INDUSTRIAL OILS UNLIMITED,	TUBS OF GREASE	3/2024	2024-85216-00	67.47
24-0694	01-1917	AMAZON CAPITAL SERVICES	LIGHT BAR	3/2024	1FV4-D94Y-11W7	45.99
DEPARTMENT TOTAL:						457.30
DEPARTMENT: 06		ANIMAL CONTROL				
24-0662	01-1044	FUELMAN (FLEETCOR TECHNOLOG	FUEL 3/4/24-3/10/24	3/2024	NP66088032	39.38
24-0679	01-1044	FUELMAN (FLEETCOR TECHNOLOG	FUEL 3/11/24-3/17/24	3/2024	NP66112118	83.05
24-0699	01-1501	BANKCARD CENTER, INC (VISA)	SECURITY CREDIT CARD SYS	3/2024	02272024-GODADDY	20.00
DEPARTMENT TOTAL:						142.43
DEPARTMENT: 07		CEMETERY				
24-0662	01-1044	FUELMAN (FLEETCOR TECHNOLOG	FUEL 3/4/24-3/10/24	3/2024	NP66088032	75.75
24-0679	01-1044	FUELMAN (FLEETCOR TECHNOLOG	FUEL 3/11/24-3/17/24	3/2024	NP66112118	20.19
24-0701	01-1068	OKEMAH NEWS LEADER	PRE PRINTED ENVELOPES	3/2024	3298	13.75
24-0699	01-1501	BANKCARD CENTER, INC (VISA)	SECURITY CREDIT CARD SYS	3/2024	02272024-GODADDY	20.00
DEPARTMENT TOTAL:						129.69
DEPARTMENT: 08		PARKS & RECREATION				
24-0685	01-1001	OKEMAH ACE HARDWARE & SUPPL	FAUCETS FOR RESTROOMS	3/2024	13347	162.31
DEPARTMENT TOTAL:						162.31
DEPARTMENT: 09		LIBRARY				
24-0700	01-1001	OKEMAH ACE HARDWARE & SUPPL	BUILDING/GROUNDS MAINT	3/2024	13563	25.98
24-0703	01-1020	BENSON'S TRUE VALUE HARDWAR	BUILDING/GROUNDS MAINT	3/2024	209856	126.03
24-0701	01-1068	OKEMAH NEWS LEADER	PRE PRINTED ENVELOPES	3/2024	3298	27.50
24-0690	01-1114	UPWARD TECHNOLOGY, LLC	CITY HALL, ED, MEDIA CNTR	3/2024	20240055	35.00
24-0475	01-1248	BIBLIONIX	APOLLO SOFTWARE1/24-1/25	3/2024	9669	1,870.00
24-0549	01-1274	LIBRARICA, LLC	2/2/24-2/1/25 CASSIE SUPP	3/2024	203866-11OR	179.10
24-0699	01-1501	BANKCARD CENTER, INC (VISA)	SECURITY CREDIT CARD SYS	3/2024	02272024-GODADDY	20.00
24-0504	01-1794	OVERDRIVE, INC.	11/23-10/24 VIRTUAL LIBR	3/2024	H-0099968	1,500.00
DEPARTMENT TOTAL:						3,783.61

P.O.#	VENDOR#	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 10 EMERGENCY MANAGEMENT						
24-0706	01-1065	NAPA AUTO PARTS	FILTERS, OIL	3/2024	557466	149.95
24-0701	01-1068	OKEMAH NEWS LEADER	PRE PRINTED ENVELOPES	3/2024	3298	13.75
24-0684	01-1917	AMAZON CAPITAL SERVICES	SUPPLIES	3/2024	19QX-C6MR-JQHG	2.02
24-0705	01-2031	WHAT BUGS YA?	MONTHLY SPRAYING	3/2024	5270	16.25
DEPARTMENT TOTAL:						181.97
DEPARTMENT: 14 CITY POOL						
24-0699	01-1501	BANKCARD CENTER, INC	(VISA)SECURITY CREDIT CARD SYS	3/2024	02272024-GODADDY	20.00
DEPARTMENT TOTAL:						20.00
DEPARTMENT: 15 CODE ENFORCEMENT						
24-0662	01-1044	FUELMAN (FLEETCOR TECHNOLOG	FUEL 3/4/24-3/10/24	3/2024	NP66088032	43.66
24-0701	01-1068	OKEMAH NEWS LEADER	PRE PRINTED ENVELOPES	3/2024	3298	27.50
24-0692	01-1463	DON'S COPIERS	2/13/24-3/12/24 LEASE	3/2024	187597	12.55
24-0699	01-1501	BANKCARD CENTER, INC	(VISA)SECURITY CREDIT CARD SYS	3/2024	02272024-GODADDY	20.00
24-0678	01-1691	BOBBY DILDAY	DEMO & REMOVAL 225 N 4TH	3/2024	1024	9,800.00
24-0684	01-1917	AMAZON CAPITAL SERVICES	SUPPLIES	3/2024	19QX-C6MR-JQHG	2.02
DEPARTMENT TOTAL:						9,905.73
DEPARTMENT: 19 MEDIA CENTER						
24-0701	01-1068	OKEMAH NEWS LEADER	PRE PRINTED ENVELOPES	3/2024	3298	13.75
24-0690	01-1114	UPWARD TECHNOLOGY, LLC	CITY HALL, ID, MEDIA CNTR	3/2024	20240055	35.00
24-0682	01-1128	DOLLAR GENERAL #00159	TISSUE, DAWN, DUSTER	3/2024	1001302527	58.00
24-0699	01-1501	BANKCARD CENTER, INC	(VISA)SECURITY CREDIT CARD SYS	3/2024	02272024-GODADDY	20.00
DEPARTMENT TOTAL:						126.75
FUND TOTAL:						20,466.20

P.O.#	VENDOR#	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
<hr/>						
DEPARTMENT: 24		SEWER COLLECTION				
24-0601	01-1724	NEWPORT ELECTRIC	AMOS #2 LIFT STATION	3/2024	328	355.00
DEPARTMENT TOTAL:						355.00
FUND TOTAL:						355.00



March 13, 2024

To the City Council and management of
The City of Okemah, Oklahoma

We are pleased to confirm our understanding of the services we are to provide for the City of Okemah, Oklahoma (the "City") for the year ended June 30, 2024.

Audit Scope and Objectives

We will audit the modified cash basis financial statements of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information, including the disclosures, which collectively comprise the basic financial statements, of the City as of and for the year ended June 30, 2024.

We have also been engaged to report on supplementary information that accompanies the City's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with generally accepted auditing standards ("GAAS"), and we will provide an opinion on it in relation to the financial statements as a whole in a separate written report accompanying our auditor's report on the financial statements or in a report combined with our auditor's report on the financial statements.

- 1) Schedule of expenditures of federal award (modified cash basis)
- 2) Nonmajor government funds combining statements (modified cash basis)

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Management's discussion and analysis
- 2) Budgetary comparison information (modified cash basis)

The objectives of our audit are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and issue an auditor's report that includes our opinions about whether your financial statements are fairly presented, in all material respects, in conformity with the modified cash basis of accounting and report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with GAAS and *Government Auditing Standards* will always detect a material misstatement when it exists. Misstatements, including omissions, can arise from fraud or error and are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment of a reasonable user made based on the financial statements.

HSPG & ASSOCIATES, PC

5400 N Grand Blvd, Suite 330 • Oklahoma City, Oklahoma 73112 • Phone: 405,844,9995 • Fax: 405,844,9975

The objectives also include reporting on:

- Internal control over financial reporting and compliance with provisions of laws, regulations, contracts, and award agreements, noncompliance with which could have a material effect on the financial statements in accordance with *Government Auditing Standards*.
- If necessary, internal control over compliance related to major programs and an opinion (or disclaimer of opinion) on compliance with federal statutes, regulations, and the terms and conditions of federal awards that could have a direct and material effect on each major program in accordance with the Single Audit Act Amendments of 1996 and Title 2 U.S. Code (U.S. Code) / *Federal Regulations* (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance).

Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit

We will conduct our audit in accordance with GAAS; the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and if necessary, the Single Audit Act Amendments of 1996; and the provisions of the Uniform Guidance, and will include tests of accounting records, a determination of major program(s) in accordance with Uniform Guidance, and other procedures we consider necessary to enable us to express such opinions. As part of an audit in accordance with GAAS and *Government Auditing Standards*, we exercise professional judgment and maintain professional skepticism throughout the audit.

We will evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management. We will also evaluate the overall presentation of the financial statements, including the disclosures, and determine whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation. We will plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of waste and abuse is subjective, *Government Auditing Standards* do not expect auditors to perform specific procedures to detect waste or abuse in financial audits nor do they expect auditors to provide reasonable assurance of detecting waste or abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is an unavoidable risk that some material misstatements or noncompliance may not be detected by us, even though the audit is properly planned and performed in accordance with GAAS and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements or on major programs. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential. If necessary, we will include such matters in the reports required for a Single Audit. Our responsibility as auditors is limited to the period covered by our audit and does not extend to any later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts and direct confirmation of receivables and certain assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We may also request written representations from your attorneys as part of the engagement.

We have identified the following significant risk(s) of material misstatement as part of our audit planning:

- Revenue recognition
- Management override of controls

Our audit of financial statements does not relieve you of your responsibilities.

Audit Procedures-Internal Control

We will obtain an understanding of the government and its environment, including internal control relevant to the audit, sufficient to identify and assess the risks of material misstatement of the financial statements, whether due to error or fraud, and to design and perform audit procedures responsive to those risks and obtain evidence that is sufficient and appropriate to provide a basis for our opinions. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentation, or the override of internal control. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

As required by the Uniform Guidance, we will, if necessary, perform tests of controls over compliance to evaluate the effectiveness of the design and operation of controls that we consider relevant to preventing or detecting material noncompliance with compliance requirements applicable to each major federal award program. However, our tests will be less in scope than would be necessary to render an opinion on those controls and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to the Uniform Guidance.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. Accordingly, we will express no such opinion. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards, *Government Auditing Standards*, and the Uniform Guidance.

Audit Procedures-Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of the City's compliance with provisions of applicable laws, regulations, contracts, and agreements, including grant agreements. However, the objective of those procedures will not be to provide an opinion on overall compliance, and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

If a single audit is necessary, the Uniform Guidance requires that we also plan and perform the audit to obtain reasonable assurance about whether the auditee has complied with federal statutes, regulations, and the terms and conditions of federal awards applicable to major programs. Our procedures will consist of tests of transactions and other applicable procedures described in the *OMB Compliance Supplement* for the types of compliance requirements that could have a direct and material effect on each of the City's major programs. For federal programs that are included in the Compliance Supplement, our compliance and internal control procedures will relate to the compliance requirements that the Compliance Supplement identifies as being subject to audit. The purpose of these procedures will be to express an opinion on the City's compliance with requirements applicable to each of its major programs in our report on compliance issued pursuant to the Uniform Guidance.

Responsibilities of Management for the Financial Statements and Single Audit

Our audit will be conducted on the basis that you acknowledge and understand your responsibility for (1) designing, implementing, establishing, and maintaining effective internal controls relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error, including internal controls over federal awards, and for evaluating and monitoring ongoing activities to help ensure that appropriate goals and objectives are met; (2) following laws and regulations; (3) ensuring that there is reasonable assurance that government programs are administered in compliance with compliance requirements; and (4) ensuring that management and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles; for the preparation and fair presentation of the financial statements, schedule of expenditures of federal awards, and all accompanying information in conformity with the modified cash basis of accounting and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements). Your responsibilities also include identifying significant contractor relationships in which the contractor has responsibility for program compliance and for the accuracy and completeness of that information.

You are also responsible for making drafts of financial statements, schedule of expenditures of federal awards, all financial records, and related information available to us and for the accuracy and completeness of that information (including information from outside of the general and subsidiary ledgers). You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, such as records, documentation, identification of all related parties and all related-party relationships and transactions, and other matters; (2) access to personnel, accounts, books, records, supporting documentation, and other information as needed to perform an audit under the Uniform Guidance if required; (3) additional information that we may request for the purpose of the audit; and (4) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence. At the conclusion of our audit, we will require certain written representations from you about the financial statements; schedule of expenditures of federal awards; federal award programs; compliance with laws, regulations, contracts, and grant agreements; and related matters.

Your responsibilities include adjusting the financial statements to correct material misstatements and confirming to us in the management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements of each opinion unit taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants. You are also responsible for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts, and grant agreements that we report. Additionally, as required by the Uniform Guidance, it is management's responsibility to evaluate and monitor noncompliance with federal statutes, regulations, and the terms and conditions of federal awards; take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings; promptly follow up and take corrective action on reported

audit findings; and prepare a summary schedule of prior audit findings and a separate corrective action plan.

You are responsible for identifying all federal awards received and understanding and complying with the compliance requirements and for the preparation of the schedule of expenditures of federal awards (including notes and noncash assistance received, and COVID-19-related concepts, such as lost revenues, if applicable) in conformity with the Uniform Guidance if necessary. You agree to include our report on the schedule of expenditures of federal awards in any document that contains, and indicates that we have reported on, the schedule of expenditures of federal awards.

You also agree to include the audited financial statements with any presentation of the schedule of expenditures of federal awards that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the schedule of expenditures of federal awards in accordance with the Uniform Guidance; (2) you believe the schedule of expenditures of federal awards, including its form and content, is stated fairly in accordance with the Uniform Guidance; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the schedule of expenditures of federal awards.

You are also responsible for the preparation of the other supplementary information, which we have been engaged to report on, in conformity with the modified cash basis of accounting. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with the modified cash basis of accounting; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with the modified cash basis of accounting; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying and providing report copies of previous financial audits, attestation engagements, performance audits, or other studies related to the objectives discussed in the Audit Scope and Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or studies. You are also responsible for providing management's views on our ~~CURRENT~~ findings, conclusions, and recommendations, as well as your planned corrective actions for the report, and for the timing and format for providing that information.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing.

If required, at the conclusion of the engagement, we will complete the appropriate sections of the Data Collection Form that summarizes our audit findings. It is management's responsibility to electronically submit the reporting package (including financial statements, schedule of expenditures of federal awards, summary schedule of prior audit findings, auditor's reports, and corrective action plan) along with the Data Collection Form to the federal audit clearinghouse. We will coordinate with you the electronic submission and certification.

The Data Collection Form and the reporting package must be submitted within the earlier of 30 calendar days after receipt of the auditor's reports or nine months after the end of the audit period.

We will provide copies of our reports to the City; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of HSPG & Associates and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of HSPG & Associates personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of five years after the report release date or for any additional period requested by an outside regulator. If we are aware that a federal awarding agency, pass-through entity, or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

Patrick Hollingsworth is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. Andy Cromer will be your primary contact.

Our fee for the financial statement audit will be \$16,650. If a single audit is required, our fee will be \$5,500 to \$8,500 for each major program. These fees include our miscellaneous charges, such as travel and meals. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the engagement. If significant additional time is necessary, we will keep you informed of any problems we encounter and our fees will be adjusted accordingly.

Reporting

We will issue written reports upon completion of our audit. Our reports will be addressed to the City Council and management of the City. Circumstances may arise in which our report may differ from its expected form and content based on the results of our audit. Depending on the nature of these circumstances, it may be necessary for us to modify our opinions, add a separate section, or add an emphasis-of-matter or other-matter paragraph to our auditor's report, or if necessary, withdraw from this engagement. If our opinions are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or we may withdraw from this engagement.

The *Government Auditing Standards* report on internal control over financial reporting and on compliance and other matters will state that (1) the purpose of the report is solely to describe the scope of testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance, and (2) the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. If required, the Uniform Guidance report on internal control over compliance will state that the purpose of the report on internal control over compliance is solely to describe the scope of testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Both reports will state that the report is not suitable for any other purpose.

We appreciate the opportunity to be of service to the City and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign a copy of this letter and return it to us.

Sincerely,

HSPG & Associates, P.C.

HSPG & Associates, P.C.

RESPONSE:

This letter correctly sets forth the understanding of the City of Okemah, Oklahoma .

Management signature: _____

Title: _____

Governance signature: _____

Title: _____



March 4, 2024

Honorable Mayor and Members of the City Council
City of Okemah
502 W Broadway
Okemah, OK 74859-2400

To the Honorable Mayor and Members of the City Council:

Crawford & Associates, P.C. is pleased that the City of Okemah (the City) continues to express its confidence in our firm and our state and local government expertise. We look forward to a continued long and successful relationship as an integral financial management resource to the City of Okemah management and governing body.

We are prepared to provide a full range of accounting and consulting services to the City of Okemah contingent upon approval of your management and/or governing body. The purpose of this engagement letter is to identify the scope of available services from Crawford & Associates, the specific initial services requested at this time, and to confirm the terms, objectives, and limitations of our engagement services.

Scope of Services

The scope of professional services that are available and can be provided to the City of Okemah are outlined below under the heading *Scope of Available Services*. While this listing includes a range of services available from Crawford & Associates, the specific initial services requested to be provided at the current time are separately identified under the heading *Initial Services Requested*. Any additional services that are available from Crawford & Associates beyond these initially requested services can be provided upon subsequent specific request and agreement.

Scope of Available Services

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance
- Budget Preparation and Amendment Assistance
- Capital Asset Records and Accounting Assistance
- Information Technology System Assistance
- Internal Control Policies and Procedures Assistance
- Labor Relations Consulting
- Laws and Regulations Compliance Assistance
- Investigation of Allegations or Concerns
- Tax and Other Regulatory Report Assistance

Initial Services Requested

- Preparation of Annual Financial Statements
- General Accounting and Advisory Assistance

Services Related to the Preparation of Annual Financial Statements

You have requested that we prepare the annual financial statements of the financial reporting entity of the City of Okemah, Oklahoma as of and for the year ended June 30, 2024. Such financial statements will include the following to the extent they apply to the applicable financial reporting framework defined below:

- a. Basic Financial Statements, including notes to the financial statements
- b. Required Supplementary Information
- c. Supplementary Information (to the extent management elects to include)
- d. Other Information (to the extent management elects to include)

Crawford & Associates' Responsibilities

The objective of our engagement is to prepare the annual financial statements in accordance with *a modification of the cash basis of accounting which is a special purpose financial reporting framework other than accounting principles generally accepted in the United States of America*, based on information provided by you. We will conduct our engagement in accordance with Statements on Standards for Accounting and Review Services (SSARSs) promulgated by the Accounting and Review Services Committee of the AICPA and comply with the AICPA's Code of Professional Conduct, including the ethical principles of integrity, objectivity, professional competence, and due care.

We are not required to, and will not, verify the accuracy or completeness of the information you will provide to us for the engagement or otherwise gather evidence for the purpose of expressing an opinion or a conclusion. Accordingly, we will not express an opinion or a conclusion or provide any assurance on the financial statements.

Our engagement cannot be relied upon to identify or disclose any financial statement misstatements, including those caused by fraud or error, or to identify or disclose any wrongdoing within the entity or noncompliance with laws and regulations.

Management Responsibilities

The engagement to be performed is conducted on the basis that management acknowledges and understands that our role is to prepare financial statements in accordance with the applicable financial reporting framework defined above. Management has the following overall responsibilities that are fundamental to our undertaking the engagement to prepare your financial statements in accordance with SSARSs:

- a. The selection of the modified cash basis of accounting as the financial reporting framework to be applied in the preparation of the financial statements
- b. The prevention and detection of fraud
- c. To ensure that the entity complies with the laws and regulations applicable to its activities
- d. The accuracy and completeness of the records, documents, explanations, and other information, including significant judgments, you provide to us for the engagement to prepare financial statements

e. To provide us with:

- i. Documentation, and other related information that is relevant to the preparation and presentation of the financial statements,
- ii. Additional information that may be requested for the purpose of the preparation of the financial statements, and
- iii. Unrestricted access to persons within the City of Okemah, Oklahoma, of whom we determine necessary to communicate.

The financial statements will not be accompanied by a report. However, you agree that the financial statements will clearly indicate that no assurance is provided on them.

Other Requested and Available Services

In conjunction with the other requested and available services (other than the preparation of the annual financial statements) as identified in the Scope of Services section of this letter, Crawford & Associates will be responsible for providing such services upon request in accordance with the applicable professional standards of the AICPA. It is anticipated that most if not all of these other services will be performed in accordance with the standards applicable to consulting services as prescribed by the AICPA.

Crawford & Associates, is not obligated to, but may report or otherwise communicate to management any recommendations, it determines necessary, resulting from the professional services provided.

Management and the governing body will be responsible for establishing the scope of our other professional services to be provided and for providing the necessary resources allocated to the work; such responsibility includes determining the nature, scope, and extent of the services to be performed, providing sufficient appropriation for the estimated cost of these services, providing overall direction and oversight for each service, and reviewing and accepting the results of the work.

Access to Working Papers and Reports

Any working papers prepared by Crawford & Associates in connection with performing the financial statement preparation and other professional services are the property of Crawford & Associates. Upon request, copies of any or all working papers and reports that we consider to be nonproprietary will be provided to management. Management may make such copies available to its external auditors and to certain regulators in the exercise of their statutory oversight responsibilities. Such copies may not be made available to any other third party without the prior written consent from Crawford & Associates.

Fees and Costs

Fees and out-of-pocket expenses for this engagement will be billed as the work progresses and payable upon receipt of our invoices. Out-of-pocket expenses include such costs incurred by Crawford & Associates in providing the services including travel, lodging, telecommunications, printing, document reproduction, and the like. Our fees for these services will be billed at our standard hourly rates, as follows, for the individual performing such services based on the actual number of hours of work, including travel time, performed by that individual.

Standard Hourly Rates:

- Firm President \$265
- Shareholders \$180
- Senior Managers \$160
- Managers \$140
- Senior Professional Staff \$120
- Professional Staff \$80
- Clerical Staff \$50

Because Crawford & Associates has no direct control over the type and amount of services requested by the management or the governing body during the term of this engagement, nor does Crawford & Associates have direct control over the quality of your accounting system or records, potential turnover of your staff, or your staffing levels, resources, or capabilities, it is impractical for us to provide an accurate amount of hours that will be required for the services requested or a not-to-exceed limit on fees and expenses charged. We will rely on you to provide us with a copy of approved purchase orders, containing estimated fees and expenses, monitor the cumulative fees and expenses charged, and notify us if and when the cumulative amount approaches the total appropriated level estimated. You also agree to provide sufficient appropriation for all services requested prior to the services being performed. For purposes of purchase order preparation, we will be glad to provide you with an estimated range of fees and expenses upon request. In the event we complete FY 2024 prior to the end of FY 2025, we may begin interim preparations in the spring of 2025 to facilitate a more timely issuance of FY 2025's financial statements.

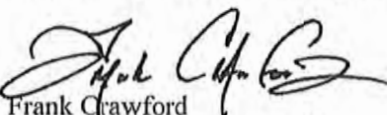
The term of this engagement is a period from July 1, 2024 through June 30, 2025. Crawford & Associates may perform additional services upon receipt of a formal request from management or the governing body with terms and conditions that are acceptable to both parties.

The agreements and undertakings contained in this engagement letter, shall survive the completion or termination of this engagement.

Acceptance

Please indicate your acceptance of this agreement by signing in the space provided below and returning this engagement letter to us. A duplicate copy of this engagement letter is provided for your records. We look forward to continuing our professional relationship with the City of Okemah.

Respectfully submitted and agreed to by,


Frank Crawford
Crawford and Associates, P.C.

Accepted and agreed to for the City of Okemah:

By: _____

Title: _____

Date: _____



Invoice Remittance Address:
Delta Airport Consultants, Inc.
P.O. Box 63237
Charlotte, NC 28263-3237
EIN: 54-1214032
TERMS: NET 30

Invoice Total \$12,476.631

Relena Haddox, City Clerk
City of Okemah
502 West Broadway
Okemah, OK 74859

March 1, 2024
Project No: 21044
Invoice No: 5

Project 21044 F81-Construct Apron & Taxilane Pavement
Professional Services through February 25, 2024

Phase 105 Design Repackaging & Bidding
Task Order No. Three (3), dated 9/14/23
Budget \$10,000 (UP+FF)

Fee

Total Fee	1,184.00			
Percent Complete	100.00	Total Earned	1,184.00	
		Previous Fee Billing	1,184.00	
		Current Fee Billing	0.00	
		Total Fee		0.00

Billing Limits

	Current	Prior	To-Date	
Fees	0.00	1,184.00	1,184.00	
Limit			1,184.00	
Labor	0.00	8,816.00	8,816.00	
Limit			8,816.00	
		Total this Phase		0.00

Billings to Date

	Current	Prior	Total
Fee	0.00	1,184.00	1,184.00
Labor	0.00	8,816.00	8,816.00
Totals	0.00	10,000.00	10,000.00

Phase 106 Construction Administration
Task Order No. Three (3), dated 9/14/23
Budget \$130,000 (UP+FF)

Fee

Total Fee	14,316.00			
Percent Complete	5.00	Total Earned	715.80	
		Previous Fee Billing	0.00	
		Current Fee Billing	715.80	
		Total Fee		715.80

Professional Personnel

	Hours	Rate	Amount	
Principal	3.50	280.00	980.00	
Project Manager/Registered Prof.	15.00	247.00	3,754.36	
Design Professional	22.50	159.00	3,637.05	
Project Production	26.00	129.00	3,389.42	
Totals	67.00		11,760.83	
Total Labor				11,760.83

Project	21044	F81-Construct Apron & Taxilane Pavement	Invoice	5
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Billing Limits	Current	Prior	To-Date	
Total Billings	12,476.63	0.00	12,476.63	
Limit			130,000.00	
Remaining			117,523.37	
		Total this Phase		\$12,476.63

Billings to Date	Current	Prior	Total	
Fee	715.80	0.00	715.80	
Labor	11,760.83	0.00	11,760.83	
Totals	12,476.63	0.00	12,476.63	
		Total this Invoice		<u>\$12,476.63</u>

ODAA Grant Partial Payment Request

Sponsoring Agency to which this report is being submitted: Oklahoma Department of Aerospace & Aeronautics		Partial Payment Request 2	ODAA Grant No. F81-24-S		
Sponsor Share	Department Share	FAA Share		Total Project Cost	
\$0.00	\$867,390.00	\$0.00		\$867,390.00	
Airport Name: Okemah Municipal Airport		Period covered by this request: From To (Month, day, year) 1/29/2024 to 2/25/2024			
Recipient Organization (Name, No., and Street, City, State and Zip Code) City of Okemah 502 West Broadway Okemah, OK 74859 918-623-1050		Project Description Construct new taxiways *Sponsor has already paid 100% of design/task order 2; ODAA will pay 100% project costs and determine balance owed at end so that it is a 95/5 split; ODAA max share \$824,020.50, Sponsor \$43,369.50			
Status of Funds					
Classification - Please list line items as stated on B-2 in columns a. through o. below	Grant Amount	Previous Requests	Current Request	Ineligible Amount	Total Project Cost
a. Advertising	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00
b. Engineering	\$110,000.00	\$19,481.83	\$0.00	\$0.00	\$19,481.83
c. Construction Admin/Grant Admin	\$140,000.00	\$10,000.00	\$12,476.63	\$0.00	\$22,476.63
d. RPR Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
e. Testing	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
f. Other: IFE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
g. Other:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
h. Other:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
i. Construction: Base Bid	\$617,190.00	\$0.00	\$0.00	\$0.00	\$0.00
j. Construction: Alternate 1	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
k. Construction: Alternate 2	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
l. Construction: Alternate 3	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
m. Other	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
n. Other:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
o. Total Eligible Project Cost (sum of lines a thru n minus ineligible amount)	\$867,390.00	\$29,481.83	\$12,476.63	\$0.00	\$41,958.46
p. ODAA share (and amount requested for reimbursement)	\$867,390.00	\$29,481.83	\$12,476.63	\$0.00	\$41,958.46
q. Sponsor Share	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
r. FAA Share	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
s. Percentage of financial completion of project		3.40%	1.44%		4.84%
ODAA Percentage of Project	100.0%	Sponsor	Signature of Authorized Certifying Official		Date
Sponsor Percentage of Project	0.0%		Typed or Printed Name and Title		Telephone
FAA Percentage of Project	0.0%				
Certification <small>I certify that to the best of my knowledge and belief that billed costs or disbursements represents the share due which has not been previously requested and that an inspection has been performed and all work is in accordance with the terms of the award.</small>		Engineer	Signature of Authorized Certifying Official <i>Reid Yerrigan</i>		Date 3/6/24
			Typed or Printed Name and Title Reid Yerrigan, P.E., Project Manager		Telephone 405-754-5428



OKLAHOMA

Certificate of Substantial Completion

Office of Management & Enterprise Services ■ Capital Assets Management ■ Construction and Properties

DATE OF (☐ PARTIAL) SUBSTANTIAL COMPLETION is the 13 day of February in the year 2024.

OWNER:

State of Oklahoma
OMES/CAM/CAP
P.O. Box 53448
Oklahoma City, OK 73152-3448
cap@omes.ok.gov

PROJECT:

CAP# 000749
(CAP Project Number)
Okemah WPA Ditch Replacement and Restoration
(CAP Project Name)
Ash Street - Okemah, OK
(Address/Location)

Oklahoma Conservation Commission

(Using Agency)

A.O. Inc

(Contractor/Construction Manager/Design-Builder Company Name)

(Owner's Representative)

The Work identified below has been reviewed and found, to the Owner's Representative's, best knowledge, information and belief, to be substantially complete. Substantial Completion is the state in the progress of the Work when the Work or designated portion is sufficiently complete in accordance with the Construction Documents so that the Using Agency can occupy or utilize the Work for its intended use. The date of Substantial Completion of the Project or portion designated below is the date indicated above.

289 LF of 9' wide open concrete box with underdrain as specified in plans.

Warranties.

The date of Substantial Completion of the Project or portion(s) designated above is also the date of commencement of applicable warranties required by the Contract Documents, except as stated below:

None

Work to be Corrected or Completed.

A comprehensive list of items (Punch List) to be completed or corrected is attached hereto, or transmitted as agreed upon by the parties, and identified as follows:

Broadcast Seed

The failure to include any items on such list does not alter the responsibility of the Contractor/Construction Mgr./Design-Builder to complete all Work in accordance with the Contract Documents. Unless otherwise agreed to in writing, the date of commencement of warranties for items listed on the attached list will be the date of issuance of the final Certificate of Payment or the date of final payment, whichever occurs first. The Contractor/Construction Mgr./Design-Builder will complete or correct the Work on the list of items attached hereto within Twenty-One (21) calendar days from the above date of Substantial Completion.

Except as noted above, warranties related to the Work to which this Certificate of Substantial Completion applies, commence on the date of Substantial Completion.

Cost Estimate of Work to be completed or corrected (at 150%): \$400.00

The responsibilities of the State (Owner and/or Using Agency) and Contractor/Construction Mgr./Design-Builder pending final payment, if not otherwise stated in the Contract Documents, are as follows:

State: ☐ Security ☐ Maintenance ☐ Utilities ☐ Insurance; GC/CM/DB: ☐ Security ☐ Maintenance ☐ Utilities ☐ Insurance

All parties indicated below, accept the responsibilities assigned to them in this Certificate of Substantial Completion:

Issued by OWNER:

**Accepted by CONTRACTOR/CONSTRUCTION MANAGER/
DESIGN-BUILDER:**

Druey Hall

Digitally signed by Druey Hall
Date: 2024.03.13 09:12:57 -05'00'

(CAP Authorized Representative Signature)

3/13/24
(Date signed)

Druey Hall

(CAP Authorized Representative Printed Name)

Certified by OWNER'S REPRESENTATIVE:

Willard L. White

Digitally signed by Willard L. White
Date: 2024.03.07 16:42:30 -05'00'

(Authorized Representative Signature)

(Date signed)

Willard White

(Authorized Representative Printed Name)

Accepted by USING AGENCY

Valerie R

Digitally signed by Valerie R
On: 03.13.24 09:12:57 -05'00'
Email: Valerie.Rogers@ok.gov

(Using Agency Authorized Representative Signature)

(Date signed)

Valerie Rogers

(Using Agency Authorized Representative Printed Name)

(Authorized Representative Signature)

(Date signed)

(Authorized Representative Printed Name)



Office of Management & Enterprise Services ■ Capital Assets Management ■ Construction and Properties

DATE OF FINAL COMPLETION is the 27 day of February in the year 2024.

OWNER:

State of Oklahoma
OMES/CAM/CAP
P.O. Box 53448
Oklahoma City, OK 73152-3448
cap@omes.ok.gov

PROJECT:

000749
(CAP Project Number)
Okemah WPA Ditch Replacement and Restoration
(CAP Project Name)
Ash Street Okemah, OK
(Address/Location)
9/18/2023 \$ 176,433.00
(Date of Agreement) (Final Contract Amount)

Oklahoma Conservation Commission

(Using Agency)

A.O. Inc

(Contractor/Construction Manager/Design-Builder Company Name)

(Owner's Representative-Consultant/Supervisory Official)

Description of Work, or designated area(s), being certified for Final Completion:

289 LF of 9' wide open concrete box and underdrain as specified in plans.

The above-described Work has been reviewed and found to be complete in accordance with the Contract, except as noted below:

None

Contractor, Construction Manager, or Design-Builder's Certification of Payment of Debts and Claims

The undersigned Contractor, Construction Manager, or Design-Builder hereby certifies and solemnly swears or affirms, under penalty of perjury, that, except as listed below, payment has been made in full and all obligations have otherwise been satisfied for all materials and equipment furnished, for all Work, labor and services performed, and for all known indebtedness and claims against the Contractor, Construction Manager, or Design-Builder for damages arising in any manner in connection with the performance of the Contract referenced above for which the Owner, Using Agency or Using Agency's property might in any way be held responsible.

Exceptions:

None

Contractor, Construction Manager, or Design-Builder's Certification of Release of Liens

The undersigned Contractor, Construction Manager, or Design-Builder hereby further certifies and solemnly swears or affirms, under penalty of perjury, that to the best of his/her knowledge, information and belief, except as noted below, the Release or Waivers of Lien attached hereto included the Contractor, Construction Manager, or Design-Builder, all Sub-contractors, all suppliers of materials and equipment, and all performers of Work, labor or services who have or may have liens or encumbrances or the right to assert liens or encumbrances against property of the Owner arising in any manner out of performance of the Contract referenced above.

Exceptions

None

The undersigned Contractor, Construction Manager, or Design-Builder hereby further certifies and solemnly swears or affirms, under penalty of perjury, that all Work under the Contract referenced above, inclusive of all amendments and change orders thereto, have been completed in accordance with the requirements of said Contract; that all Worker's Compensation claims covered by Worker's Compensation Insurance as required by law; that all public liability claims are adequately covered by insurance; that I, acting for the Contractor, Construction Manager, or Design-Builder, shall save, protect, defend, indemnify, and hold the State of Oklahoma harmless from and against all claims which arise as a direct or indirect result of any transaction, event or occurrence related to performance of the Work included under said Contract.

CONTRACTOR/CONSTRUCTION MANAGER/DESIGN-BUILDER:

Willard L. White

Digitally signed by Willard L. White
Date: 2024.03.07 16:43:40 -0600

(Authorized Representative Signature)

(Date signed)

Willard White

the (Authorized Representative Printed Name)

President

(Authorized Representative Title)

Supporting Documents attached hereto:

- ☒ CAP Form G707 Consent of Surety to Final Payment
- ☐ Separate Releases or Waivers of Liens from Sub-contractors and material and equipment suppliers, to the extent required by Owner, accompanied by a list thereof.



Office of Management & Enterprise Services ■ Capital Assets Management ■ Construction and Properties

Certification by Owner's Representative (Consultant) / Supervisory Official:

The undersigned Owner's Representative / Supervisory Official certifies and solemnly swears or affirms, under penalty of perjury, that, as of the date stated above, Final Completion of the above-described Work has been achieved under the terms of the Agreement with the Contractor, Construction Manager, or Design-Builder; that the Project has been approved for occupancy; that the Contractor, Construction Manager, or Design-Builder has submitted all required documents and have been accepted as compliant with Contract requirements.

OWNER'S REPRESENTATIVE / SUPERVISORY OFFICIAL:

Druey Hall

Digitally signed by Druey Hall
Date: 2024.03.13 09:15:39 -05'00'

3/13/24

(Authorized Representative Signature)

(Date Signed)

Druey Hall

(Authorized Representative Printed Name)

Project Manager

(Authorized Representative Printed Title)

Project Data:

Notice to Proceed (NTP) Date:

10/20/2023

Contract Substantial Completion (SC) Date:

2/13/2024

Actual Substantial Completion (SC) Date:

2/13/2024

Days ☐ short / ☐ in excess of Contract SC:

0

Acceptance by Using Agency:

The undersigned Using Agency hereby certifies and solemnly swears or affirms, under penalty of perjury, that (s)he has reviewed and agrees to have found the Work performed by the Contractor, Construction Manager, or Design-Builder, to the best of their knowledge, information and belief, to be complete for occupancy, operation, and maintenance, subject to exceptions noted herein.

USING AGENCY:

Valerie R Rogers

Digitally signed by Valerie R Rogers
DN: cn=Valerie R Rogers, o=Oklahoma Construction
Commission, ou=Land Management Division,
c=US, email=VRogers@okcc.com, postalCode=73105,
serial=301818151, cn=Valerie R Rogers

(Authorized Representative Signature)

(Date Signed)

Valerie Rogers

(Authorized Representative Printed Name)

OCC-Land Management Engineer

(Authorized Representative Printed Title)

Approval by Owner:

The undersigned Owner agrees that, to the best of his/her knowledge, Final Completion of the above-described Work has been achieved as of the date stated above. Signing of this Certificate of Final Completion by the Owner in no way alters the responsibility of the Contractor, Construction Manager, or Design-Builder under the Agreement and the Contract Documents including, without limitation, all warranties and guarantees.

The Using Agency is authorized to make Final Payment.

OWNER:

(Authorized Representative Signature)

(Date signed)

(Authorized Representative Printed Name)

(Authorized Representative Title)



OKLAHOMA

Contractor Invoice

Office of Management & Enterprise Services ■ Capital Assets Management ■ Department of Real Estate Services ■ Construction and Properties

To Owner:
State of Oklahoma OMES/CAM
DRES/Construction & Properties
2401 N Lincoln Blvd. Suite 212
Oklahoma City, OK 73105
Attn:
Via Owner's Representative (Consultant):
Project No.:
OCC-Land Management Division
trampas.tripp@conservation.ok.gov

From Contractor:
Project No.:
A.O. Inc
P.O. Box 563
Okemah, OK 74859
ao_inc@hotmail.com
For Project:
CAP Project No.: CAP-000749
Okemah WPA Ditch Replacement
and Restoration - Ash Street
Okemah, OK

3
(Application Number)
2/13/2024
(Application Date)
1/1/2024
(Period from)
2/13/2024
(Period to)
(Purchase Order No.)



APPLICATION	
Progress Payment?	<input type="checkbox"/>
Final Payment?	<input checked="" type="checkbox"/>
SCHEDULE	
NTP Date:	10/20/2023
Substantial Completion:	2/13/2024
Contract Time:	116 days
Contract Time Remaining:	days
Contract Funds to Finish:	1%
Project Duration Progress:	100% Complete

AMENDMENTS / CHANGE ORDERS	ADDITIONS	DEDUCTIONS
Changes approved in previous months:	\$ 4,000.00	
Changes approved this month:		
Totals:	\$ 4,000.00	\$ -
Net Changes To Contract Price:	\$	4,000.00

CONTRACTOR'S INVOICE AND CERTIFICATION

I hereby certify and solemnly swear or affirm, under penalty of perjury, that (A) the Work performed and the materials stored on site, as shown herein, represent the actual value of performance on Project under the terms of the Agreement (and all authorized changes thereto) between the undersigned and the Owner; (B) that payments, less applicable retention, have been made through the period covered by previous payments received from the Owner, to (1) all Subcontractors and (2) for all materials and labor used in the performance of the Agreement; and (C) that I have complied with Federal, State and local tax laws, including Social Security laws, Unemployment Compensation laws, and Worker's Compensation laws insofar as applicable to the performance of the Agreement.

1. Original Contract sum: \$ 172,433.00
2. Net change by Change Orders: \$ 4,000.00
(from Net changes by Change Order above)
3. Contract Sum to date: \$ 176,433.00
(Line 1 plus line 2)
4. Total Completed and Stored to date: \$ 176,433.00
(Column G total on G703)
5. Retainage: 5% of 50% of Completed Work, then 2.5% of Remaining Work \$ -
(Column D+E +F on G703)
6. Total earned less Retainage: \$ 176,433.00
(Line 4 less line 5)
7. Less Previous Application for Payment: \$ 98,664.59
(Line 6 from previous Application for Payment)
8. Current Payment requested: \$ 77,768.41
(Line 6 less line 7)
9. Balance to finish, including Retainage: \$ -
(Line 3 less line 6)

Willard White

(Authorized Representative Printed Name)

Willard L. White

Digitally signed by Willard L. White
Date: 2024.02.28 14:28:41 -06'00'

(Authorized Representative Signature)

(Date signed)

OWNER'S REPRESENTATIVE / SUPERVISORY OFFICIAL CERTIFICATION

In accordance with the Contract Documents, including but not limited to the plans and specifications, based on on-site observations and the data comprising this application, the Owner's Representative/Supervisory Official hereby certify and solemnly swear or affirm, under penalty of perjury, to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the Amount Certified/Due.

Oklahoma Conservation Commission

(Owner's Representative Firm/Supervisory Official's Using Agency Printed Name)

Valerie R Rogers

(Authorized Representative Printed Name)

Valerie R
Rogers

Digitally signed by Valerie R Rogers
DN: cn=Valerie R Rogers, o=Oklahoma
Conservation Commission, ou=Land
Management Division
Email=valerie.rogers@conservation.ok.gov, c=US
Date: 2024.02.28 10:34:02 -06'00'

(Authorized Representative Signature)

(Date signed)

AMOUNT CERTIFIED/DUE: \$ 77,768.41

(If Amount Certified/Due is less than Current Payment requested, line 8 above, provide explanation via attachment or notation(s) and notify Contractor within 7-days.)

APPROVED

By Druey Hall at 9:03 am, Mar 13, 2024



Contractor Invoice (Continuation - Schedule of Values)

Office of Management & Enterprise Services ■ Capital Assets Management ■ Department of Real Estate Services ■ Construction and Properties

CAP Form G702 *Contractor Invoice*, containing Contractor's signed Certification and Owner's Representative/Supervisory Official's Certification is required to be attached and completed fully to be considered Proper Invoice.

**Okemah WPA Ditch Replacement
and Restoration - Ash Street
Okemah, OK**

CAP-000749

3

(CAP Project No.)

(Application No.)

2/13/2024

*Mark "Excluded" column with an "x" if line is to be excluded from Retainage calculations.

(Project Name)

(Purchase Order No.)

(Application Date)

A Item	B Description Of Work	C Scheduled Value	D Work Completed		F Materials Presently Stored (Not In D Or E)	G Total Completed And Stored To Date (D+E+F)	H % (G÷C)	I Balance To Finish (C- G)	J Excluded
			From Previous Application (D+E)	This Period					
1	Mobilization	\$ 12,400.00	\$ 8,680.00	\$ 3,720.00		\$ 12,400.00	100.0%	\$ -	x
2	Open Concrete Box (9' Bottom)	\$ 134,963.00	\$ 70,050.00	\$ 64,913.00		\$ 134,963.00	100.0%	\$ -	x
3	Aggregate Base	\$ 8,000.00	\$ 8,000.00			\$ 8,000.00	100.0%	\$ -	x
4	4" Underdrain	\$ 8,670.00	\$ 8,670.00			\$ 8,670.00	100.0%	\$ -	x
5	Removal of Existing Structure	\$ 8,000.00	\$ 8,000.00			\$ 8,000.00	100.0%	\$ -	x
6	Seeding	\$ 400.00		\$ 400.00		\$ 400.00	100.0%	\$ -	x
7	Additional Wall Height	\$ 4,000.00		\$ 4,000.00		\$ 4,000.00	100.0%	\$ -	x
8						\$ -		\$ -	
9						\$ -		\$ -	
10						\$ -		\$ -	
11						\$ -		\$ -	
12						\$ -		\$ -	
13						\$ -		\$ -	
14						\$ -		\$ -	
15						\$ -		\$ -	
16						\$ -		\$ -	
17						\$ -		\$ -	
18						\$ -		\$ -	
19						\$ -		\$ -	
20						\$ -		\$ -	
21						\$ -		\$ -	
22						\$ -		\$ -	
23						\$ -		\$ -	
24						\$ -		\$ -	
25						\$ -		\$ -	
26						\$ -		\$ -	
27						\$ -		\$ -	
28						\$ -		\$ -	
29						\$ -		\$ -	
30						\$ -		\$ -	
31						\$ -		\$ -	
Totals		\$ 176,433.00	\$ 103,400.00	\$ 73,033.00	\$ -	\$ 176,433.00	100.0%	\$ -	



OKLAHOMA

Consent of Surety to Final Payment

Office of Management & Enterprise Services ■ Capital Assets Management ■ Department of Real Estate Services ■ Construction and Properties

Any singular reference to Principal, Surety, Owner, or other part shall be considered plural where applicable. This document may not be altered or modified.

OWNER (Obligee): State of Oklahoma OMES/CAM/DRES Construction and Properties P.O. Box 53448 Oklahoma City, OK 73152-3448 <u>cap@omes.ok.gov</u>	PROJECT: 000749 <i>(CAP Project Number)</i> Okemah WPA Ditch Replacement and Restoration <i>(CAP Project Name)</i> Ash Street Okemah, OK <i>(Address/Location)</i>
PRINCIPAL (Contractor/Construction Manager/Design-Build): A.O. Inc. <i>(Company Name)</i> P.O. Box 563 <i>(Address)</i> Okemah, OK 74859 <i>(City, State, Zip)</i> ao_inc@hotmail.com <i>(Email address)</i>	SURETY: A.O., Inc. <i>(Company Name)</i> PO BOX 563 <i>(Address)</i> Okemah, OK. 74859 <i>(City, State, Zip)</i> ao_inc@hotmail.com <i>(Email address)</i>
STANDARD AGREEMENT: 10/20/2023 <i>(Dated)</i> \$172,433.00 <i>(Amount)</i>	BOND No(s): LFB2016763 <i>(If bond number is different for each bond, indicate bond type associated with number)</i>

In accordance with the provisions of the Agreement between the Owner, and the Principal, the Surety on the bond(s) of Principal hereby approves of the release of final payment to Principal. The Surety also agrees that final payment to Principal shall not relieve the Surety of any of its obligations to Owner as set forth in the Surety's bond(s) for this Project.

In Witness Whereof, the Surety Company has hereunto set its hand

DATED this 5th day of March, 2024

SURETY: Old Republic Surety Company
 235 N. Executive Dr. #270
 Brookfield, WI 53005

(Surety Company Name)

(Attorney-in-Fact Signature)

David Faust,

(Attorney-in-Fact Printed Name)

918 337 4100

(Surety Telephone No.)

(Attach Power of Attorney)



ATTEST: Matthew Pavlich

(Notary Printed Name)

(Notary Signature)

MATTHEW A. PAVLICH
 NOTARY PUBLIC - STATE OF OKLAHOMA
 MY COMMISSION EXPIRES MAR. 16, 2024
 COMMISSION # 20003130

AGENT/BROKER:

BondPro, Inc.

(Company Name)

1429 Valley Rd.

(Address)

Bartlesville, OK 74003

(City, State, Zip)

Dave@thebondpro.com

(Email address)

OWNER REPRESENTATIVE (Consultant or Other Party):

(Company Name)

(Address)

(City, State, Zip)

(Email address)

J. KEVIN STITT
GOVERNOR

MATT PINNELL
LIEUTENANT GOVERNOR



TREY LAM
EXECUTIVE DIRECTOR

LISA KNAUF OWEN
ASSISTANT DIRECTOR



INVOICE

BILL TO
The City of Okemah 502 West Broadway Okemah, OK 74859 citymanager@okemahok.gov

INVOICE #	DATE	TOTAL DUE	DUE
1000	March 18, 2024	\$176,433.00	Net 30 Days

ITEM	AMOUNT
Okemah WPA Ditch Restoration Project - Ash Street	\$ 176,433.00

Please remit your payment to:

Oklahoma Conservation Commission
2800 N. Lincoln Blvd., Suite 200
Oklahoma City, OK 73105

EIN No.: 736017987

Contact:

Trampas Tripp
trampas.tripp@conservation.ok.gov
918-441-2582

05 505 540108

REGULAR MEETING OKEMAH ECONOMIC DEVELOPMENT AUTHORITY

WHEN: MONDAY, MARCH 25, 2024 @6:15 P.M.

PLACE: OKEMAH CITY HALL, 502 WEST BROADWAY, OKEMAH, OK

AGENDA:

- 1) FLAG SALUTE AND ROLL CALL**
- 2) MEETING CALLED TO ORDER AND DECLARATION OF QUORUM.**
- 3) APPROVAL OF MINUTES.**
- 4) APPROVAL OF PURCHASE ORDERS.**
- 5) PUBLIC APPEARANCES.**
- 6) ECONOMIC UPDATE.**
- 7) CITY MANAGERS COMMENT.**
- 8) COMMENTS AND INQUIRIES FROM BOARD MEMBERS.**
 - RONNIE LUCAS-WARD I**
 - MIKE ISHMAEL-WARD II**
 - BRANDON ANDERSON-WARD III**
 - RON GOTT-WARD IV**
 - WAYNE BACON-AT-LARGE**
- 9) ADJOURNMENT.**

This agenda was posted in public view at the Okemah City Hall, 502 West Broadway, Okemah, OK prior to 6:15 p.m. on March 22nd, 2024.

Relena Haddox

Relena Haddox, City Clerk

MINUTES REGULAR MEETING OKEMAH ECONOMIC DEVELOPMENT AUTHORITY

WHEN: MONDAY, FEBRUARY 26, 2024@6:15 P.M.

PLACE: OKEMAH CITY HALL, 502 WEST BROADWAY, OKEMAH, OK

PRESENT: Ron Gott, Ronnie Lucas, Brandon Anderson, Wayne Bacon, Mike Ishmael

ABSENT: None

ALSO PRESENT: Kristy Lesley, City Manager; Jack Cadenhead, City Attorney; Relena Haddox, City Clerk/Treasurer

MEETING CALLED TO ORDER AND DECLARATION OF QUORUM.

- Relena Haddox confirmed attendance.
- Ron Gott called the meeting to order, confirming a quorum was present.

APPROVAL OF MINUTES.

- **Motion:** Approve minutes
 - **Proposed by:** Wayne Bacon
 - **Seconded by:** Ron Gott
 - **Discussion:** None
 - **Vote:** Unanimous approval

APPROVAL OF PURCHASE ORDERS.

- **Motion:** Approve purchase orders
 - **Proposed by:** Wayne Bacon
 - **Seconded by:** Ron Gott
 - **Discussion:** None
 - **Vote:** Unanimous approval

PUBLIC APPEARANCES.

- **Public Appearances:** None noted

ECONOMIC UPDATE.

- **Update by Kristy Lesley:**
 - Review committee for economic development being formed.
 - Meeting scheduled for Wednesday or Thursday at 10 a.m. at City Hall.
 - Discussion on whether all members can attend without violating city rules.
 - Decision to post an agenda to allow attendance if desired.

COMMENTS AND INQUIRIES FROM BOARD MEMBERS.

Next Steps

- Economic development review committee meeting to be held and properly agendized.

ADJOURNMENT.

Meeting was adjourned at 7:06pm by Chairman Ron Gott.

Relena Haddox, City Clerk

Ron Gott, Chairman

P.O.#	VENDOR#	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
<hr/>						
DEPARTMENT: 01		ADMINISTRATION				
24-0669	01-1341	OKEMAH CHAMBER OF COMMERCE	2024 LT GOV TURKEY HUNT	3/2024	2024-LTGOVTH	3,000.00
DEPARTMENT TOTAL:						3,000.00
FUND TOTAL:						3,000.00

P.O.#	VENDOR#	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
<hr/>						
DEPARTMENT: 01		ADMINISTRATION				
24-0709	01-1031	CRAWFORD & ASSOCIATES, P.C.		PROF SVC THRU 3/15/24	3/2024 18210	70.00
24-0696	01-1185	HOUSE OF TROPHIES & T-SHIRT		NAME PLATES TIF BOARD MBR	3/2024 19689	135.00
DEPARTMENT TOTAL:						205.00
FUND TOTAL:						205.00

SPECIAL MEETING OKEMAH UTILITIES AUTHORITY

WHEN: MONDAY, MARCH 25, 2024 @6:30 P.M.

PLACE: OKEMAH CITY HALL, 502 WEST BROADWAY, OKEMAH, OK

AGENDA:

- 1) MEETING CALLED TO ORDER AND FLAG SALUTE.**
- 2) ROLL CALL AND DECLARATION OF QUORUM.**
- 3) APPROVAL OF MINUTES.**
- 4) APPROVAL OF PURCHASE ORDERS.**
- 5) PUBLIC APPEARANCES.**
- 6) CONSIDER AND TAKE NECESSARY ACTION ON THE WATER TREATMENT PROJECT.**
- 7) DISCUSSION AND TAKE POSSIBLE ACTION TO APPROVE ITEMS AS SURPLUS.**
 - **2010 SEHU BOAT #LOH**
 - **2010 YAMA MOTOR #7232**
- 8) DISCUSSION OF THE STATUS AND PROGRESS OF THE FOLLOWING PROJECTS:**
 - **17TH STREET LIFT STATION.**
 - **3RD STREET WATERMAIN UPGRADE.**
 - **WATER TREATMENT PLANT.**
 - **SEWER LINE TO THE AIRPORT.**
- 9) CITY MANAGER COMMENTS.**
- 10) COMMENTS AND INQUIRIES FROM BOARD MEMBERS.**
 - **RONNIE LUCAS-WARD I**
 - **MIKE ISHMAEL-WARD II**
 - **BRANDON ANDERSON-WARD III**
 - **RON GOTT-WARD IV**
 - **WAYNE BACON-AT-LARGE**
- 11) ADJOURNMENT.**

This agenda was posted in public view at the Okemah City Hall, 502 West Broadway, Okemah, OK prior to 6:15 p.m. on March 22nd, 2024.

Relena Haddox

Relena Haddox, City Clerk

MINUTES REGULAR MEETING OKEMAH UTILITIES AUTHORITY

WHEN: MONDAY, MARCH 11, 2024@ 6:15 P.M.

PLACE: OKEMAH CITY HALL, 502 WEST BROADWAY, OKEMAH, OK

PRESENT: Ron Gott, Ronnie Lucas, Brandon Anderson, Wayne Bacon

ABSENT: Mike Ishmael

ALSO PRESENT: Kristy Lesley, City Manager; Relena Haddox, City Clerk/Treasurer

MEETING CALLED TO ORDER.

Ron Gott called the meeting to order

ROLL CALL AND DECLARATION OF QUORUM.

Relena Haddox called roll confirming a quorum was present.

APPROVAL OF MINUTES.

Motion: Approve minutes.

- **Proposed by:** Ronnie Lucas
- **Seconded by:** Ron Gott
- **Discussion:**
- **Vote:** Unanimous approval

APPROVAL OF PURCHASE ORDERS.

Motion: Approve purchase orders

- **Proposed by:** Ronnie Lucas
- **Seconded by:** Wayne Bacon
- **Discussion:** None
- **Vote:** Unanimous approval

PUBLIC APPEARANCES.

None

CONSIDER AND TAKE NECESSARY ACTION ON THE WATER TREATMENT PROJECT.

- All submissions for the water treatment project have been completed, waiting for the permit. The contractor pre-qualification process is underway.

DISCUSSION AND TAKE POSSIBLE ACTION TO ACCEPT THE QUOTATION AND APPROVE AN AGREEMENT WITH GREAT PLAINS CONSULTING FOR CONSTRUCTION INSPECTION SERVICES.

Motion: To take no action.

- **Proposed by:** Ron Gott
- **Seconded by:** Brandon Anderson
- **Discussion:** None
- **Vote:** Unanimous approval

CITY MANAGER COMMENTS.

- The city manager discussed the new campsite booking system, lake preparations, and the need for a side-by-side vehicle for lake management.
- A well that was plugged in 1954 is expected to be capped by the Corporation Commission.

COMMENTS AND INQUIRIES FROM BOARD MEMBERS.

- Board members had no additional comments or inquiries at the time of closing.

ADJOURNMENT.

Meeting was adjourned at 6:23pm by Chairman Ron Gott.

Relena Haddox, City Clerk

Ron Gott, Chairman

P.O.#	VENDOR#	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 11 ADMINISTRATION						
24-0709	01-1031	CRAWFORD & ASSOCIATES, P.C.	PROF SVC THRU 3/15/24	3/2024	18210	70.00
24-0701	01-1068	OKEMAH NEWS LEADER	PRE PRINTED ENVELOPES	3/2024	3298	75.62
24-0690	01-1114	UPWARD TECHNOLOGY, LLC	CITY HALL, ED, MEDIA CNTR	3/2024	20240055	35.00
24-0682	01-1128	DOLLAR GENERAL #00159	TISSUE, DAWN, DUSTER	3/2024	1001302527	5.00
24-0692	01-1463	DON'S COPIERS	2/13/24-3/12/24 LEASE	3/2024	187 597	57.06
24-0676	01-1501	BANKCARD CENTER, INC (VISA)	OMC&T CLASS R HADDOX	3/2024	2952-030424 SB	64.73
24-0699	01-1501	BANKCARD CENTER, INC (VISA)	SECURITY CREDIT CARD SYS	3/2024	02272024-GODADDY	269.99
24-0684	01-1917	AMAZON CAPITAL SERVICES	SUPPLIES	3/2024	19QX-C6MR-JQHG	20.28
24-0705	01-2031	WHAT BUGS YA?	MONTHLY SPRAYING	3/2024	5270	8.13
DEPARTMENT TOTAL:						605.81
DEPARTMENT: 20 WATER TREATMENT						
24-0675	01-1012	ACCURATE LABS & TRAINING	CECLASS D WATER/WASTE WTR	3/2024	S19375	247.50
24-0674	01-1038	DEQ - DEPT OF ENVIRONMENTAL	CLASS D WATER/WASTE	3/2024	OE 4549525	62.00
24-0662	01-1044	FUELMAN (FLEETCOR TECHNOLOG	FUEL 3/4/24-3/10/24	3/2024	NP66088032	15.42
24-0644	01-1461	HAWKINS INC.	FERRIC, POLYMER, SODIUM	3/2024	6705480	9,409.69
24-0574	01-1562	INTERSTATE ELECTRIC CORP.	BACKWASH POND PUMP	3/2024	179850	2,375.00
24-0612	01-1562	INTERSTATE ELECTRIC CORP.	REBUILT MOTOR PUMP #2	3/2024	179854	600.00
24-0661	01-1713	GLENN WHITE FEED & SEED	MICE & RAT POISON	3/2024	03042024	11.50
DEPARTMENT TOTAL:						12,721.11
DEPARTMENT: 21 WATER DISTRIBUTION						
24-0662	01-1044	FUELMAN (FLEETCOR TECHNOLOG	FUEL 3/4/24-3/10/24	3/2024	NP66088032	21.41
24-0679	01-1044	FUELMAN (FLEETCOR TECHNOLOG	FUEL 3/11/24-3/17/24	3/2024	NP66112118	94.91
24-0680	01-1554	INDUSTRIAL OILS UNLIMITED,	TUBS OF GREASE	3/2024	2024-85216-00	67.47
24-0681	01-2011	CORE & MAIN IP	1" CIS TEES	3/2024	U524060	148.00
DEPARTMENT TOTAL:						331.79
DEPARTMENT: 22 LAKE						
24-0672	01-1065	NAPA AUTO PARTS	GREASE, BATTERY, LIFT SUP	3/2024	557144	180.88
24-0688	01-1501	BANKCARD CENTER, INC (VISA)	PAINT FOR RESTROOMS	3/2024	8611-RCPT0000642	79.96
24-0699	01-1501	BANKCARD CENTER, INC (VISA)	SECURITY CREDIT CARD SYS	3/2024	02272024-GODADDY	20.00
DEPARTMENT TOTAL:						280.84

P.O.#	VENDOR#	NAME	SUMMARY DESCRIPTION	DATE	INVOICE	AMOUNT
DEPARTMENT: 23 WASTEWATER TREATMENT						
24-0675	01-1012	ACCURATE LABS & TRAINING	CECLASS D WATER/WASTE WTR	3/2024	S19375	247.50
24-0674	01-1038	DEQ - DEPT OF ENVIRONMENTAL	CLASS D WATER/WASTE	3/2024	OE 4549525	62.00
24-0689	01-1038	DEQ - DEPT OF ENVIRONMENTAL	DISCHARGE APP 12/19-11/24	3/2024	24022380005	649.52
24-0662	01-1044	FUELMAN (FLEETCOR TECHNOLOG	FUEL 3/4/24-3/10/24	3/2024	NP66088032	24.97
24-0643	01-1562	INTERSTATE ELECTRIC CORP.	PULL MIXER & AERATOR	3/2024	179868	4,678.00
24-0665	01-1713	GLENN WHITE FEED & SEED	KILLSALL WEED KILLER	3/2024	03062024-WWTP	240.00
24-0648	01-2080	CBI SUPPLY LLC DBA CBI TOOL	300' BRAIDED STEEL CABLE	3/2024	1566	465.00
DEPARTMENT TOTAL:						6,366.99
DEPARTMENT: 24 SEWER COLLECTION						
24-0662	01-1044	FUELMAN (FLEETCOR TECHNOLOG	FUEL 3/4/24-3/10/24	3/2024	NP66088032	21.41
24-0679	01-1044	FUELMAN (FLEETCOR TECHNOLOG	FUEL 3/11/24-3/17/24	3/2024	NP66112118	44.56
24-0680	01-1554	INDUSTRIAL OILS UNLIMITED,	TUBS OF GREASE	3/2024	2024-85216-00	67.46
DEPARTMENT TOTAL:						133.43
FUND TOTAL:						20,439.97