

**NOTICE OF SPECIAL JOINT MEETING AND AGENDA
OF THE BOARD OF TRUSTEES OF THE
CUSHING HOSPITAL AUTHORITY and the
CUSHING INDUSTRIAL AUTHORITY**

December 18, 2023

5:45 PM CUSHING CITY HALL
100 JUDY ADAMS BLVD.

THE BOARD MAY DISCUSS, CONSIDER, AND VOTE ON ANY ITEM LISTED ON AGENDA IN ANY ORDER:

1. Call to Order

- a. Roll Call
- b. Declaration of Quorum

2. Consent Agenda

- a. Approve CIA claims totaling: \$8,333.33
- b. Approve minutes: November 20, 2023 (Special joint meeting of Cushing Hospital, Cushing Industrial Authority and Cushing Educational Facilities Authority)
- c. Amend the FY 2023-2024 CHA Fund Budget for the bookkeeping of grant award

3. Resolutions

- a. **CUSHING INDUSTRIAL AUTHORITY RESOLUTION NO. 07-2023:** A resolution declaring the East 8' of Lot 20, all of Lot 21, and the South 70' of Lots 22-24 in Block 52 of the South Addition to the City of Cushing, Payne County, Oklahoma according to the plat thereof (318 E. Cherry Street and 121 S. Steele Street) as surplus, and to authorize the City Manager to sell such property by sealed bid, subject to the right of those submitting a sealed bid to raise their bid at the time of the bid opening to obtain the highest bid on the property, or authorize the City Manager to donate such property as part of a Trustee approved economic development project, and authorize the Chairman of the Board of Trustees to sign the deed(s) and any other related documents relating to the sale or donation of the property.
- b. **CUSHING HOSPITAL AUTHORITY RESOLUTION NO. 11-2023:** A resolution authorizing the City Manager to execute an agreement between the Cushing Hospital Authority and CLS & Associates in an amount not to exceed \$6,400.00 for services outlined in their proposal to prepare the Recreational Trails Program Grant, and to authorize payment.

4. Executive Session

- a. Executive Session pursuant to 25 O.S. §307(C)(11) to discuss matters pertaining to economic development, including financial assistance to entice a business for community economic benefit. Presentation by Economic Development Director Bruce Johnson and EDF Board Member Curtis Bales
- b. Executive Session pursuant to 25 O.S. §307(C)(11) to discuss matters pertaining to economic development, including financial assistance to entice a business for community economic benefit. Presentation by Economic Development Director Bruce Johnson and EDF Board Member Curtis Bales
- c. Executive Session pursuant to 25 O.S. §307(B)(3) to discuss the purchase or appraisal of real property.

- d. Executive Session pursuant to 25 O.S. §307(B)(3) to discuss the purchase or appraisal of real property.

5. Adjournment

Filed in the office of City Clerk and posted on the main lobby entrance door of City Hall at 3:31 PM on December 14, 2023.



Terry Brannon, City Manager



Jerrida Worthy, City Clerk

IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW, THE AGENDA
WAS POSTED NOVEMBER 16, 2023, AT 3:10 P.M. AT THE CUSHING CITY HALL,
100 JUDY ADAMS BOULEVARD, CUSHING, OKLAHOMA

MINUTES OF THE SPECIAL JOINT MEETING
CUSHING HOSPITAL AUTHORITY,
CUSHING INDUSTRIAL AUTHORITY
And
CUSHING EDUCATIONAL FACILITIES AUTHORITY
HELD AT 100 JUDY ADAMS BLVD.
NOVEMBER 20, 2023
7:00 P.M.

**THE BOARD MAY DISCUSS, CONSIDER, AND VOTE ON ANY ITEM LISTED ON AGENDA
IN ANY ORDER:**

1. Call to Order
 - a. Roll Call
 - b. Declaration of Quorum

The Special Joint Meeting of the Cushing Hospital Authority, the Cushing Industrial Authority, and the Cushing Educational Facilities Authority was called to order on November 20, 2023, by Chairman Lofton.

PRESENT: ROBERSON, BRANYAN, DOWELL, ORTON, LOFTON
ABSENT: NONE

2. Consent Agenda
 - a. Approve CIA claims totaling: \$8,343.03
 - b. Approve minutes: October 16, 2023 (Special joint meeting of Cushing Hospital, Cushing Industrial Authority and Cushing Educational Facilities Authority)
 - c. Approval of the following payments to CBEW Professional Group, LLP for the FY 2022-2023 audit:
 - 1) Cushing Hospital Authority \$ 1,250.00
 - 2) Cushing Industrial Authority \$ 1,250.00
 - 3) Cushing Educational Facilities Auth. \$ 3,000.00

MOTION: A MOTION WAS MADE BY TRUSTEE ROBERSON TO APPROVE THE CONSENT AGENDA AS PRESENTED. THE MOTION WAS SECONDED BY VICE-CHAIRMAN ORTON AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

AYES: ROBERSON, BRANYAN, DOWELL, ORTON, LOFTON
NAYS: NONE

3. Adjournment

MOTION: A MOTION WAS MADE BY TRUSTEE ROBERSON TO ADJOURN THE NOVEMBER 20, 2023, SPECIAL JOINT MEETING OF THE CUSHING HOSPITAL AUTHORITY, THE CUSHING INDUSTRIAL AUTHORITY AND THE CUSHING EDUCATIONAL FACILITIES AUTHORITY AT 7:40 P.M. THE MOTION WAS SECONDED BY TRUSTEE BRANYAN AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

AYES: ROBERSON, BRANYAN, DOWELL, ORTON, LOFTON
NAYS: NONE

RICKEY LOFTON, CHAIRMAN
CUSHING HOSPITAL AUTHORITY,
CUSHING INDUSTRIAL AUTHORITY,
AND THE
CUSHING EDUCATIONAL FACILITIES
AUTHORITY

(S E A L)

ATTEST:

JERRICA WORTHY, SECRETARY

NOVEMBER 2023 CLAIMS

CUSHING INDUSTRIAL AUTHORITY

** CLAIMS **

OPERATING FUND (475)
ADDED TO CLAIMS (475)

\$ 8,333.33
-

TOTAL **\$8,333.33**

PACKET: 22125 CIA 11/2023
 VENDOR SET: 01
 FUND : 475 CUSHING INDUSTRIAL AUTH.
 DEPARTMENT: 00 NON-DEPARTMENTAL
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: 6

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
0	6	CUSHING ECONOMIC DEVELO I-74	475-500-3420	CONTRACT - CE DECEMBER CEDF	001834	8,333.33
					DEPARTMENT 00 NON-DEPARTMENTAL TOTAL:	8,333.33
					FUND 475 CUSHING INDUSTRIAL AUTH. TOTAL:	8,333.33
					REPORT GRAND TOTAL:	8,333.33

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE CITY COMMISSION / TRUSTEES OF
THE CUSHING MUNICIPAL AUTHORITY / TRUSTEES OF THE CUSHING HOSPITAL AUTHORITY

Date of Meeting: December 18, 2023

Agenda Item No: 2C

Subject: Amend FY 23/24 CHA Fund Budget for the bookkeeping of Grant Award

Staff Resources: Jerrica Worthy, Finance Director

I. Summary

Staff is submitting a 2024 grant applicational for a recreation trails grant. The project proposal covers the detail of the work. This budget amendment allows for the funds to cover the design fee proposal. Staff is proposing an expense amendment totaling \$6,400.00.

Staff recommends the following budget amendment.

II. Fiscal Impact

Account 370-500-5625: CAPITAL IMPROVEMENT - WELLNESS TRAIL (2024)

Original Budget: \$0.00

Amended Budget: \$6,400.00

*Increase budget by \$6,400.00

III. Recommended Action

Suggested Motion: Motion to approve budget amendment.

The City of
Cushing | Agenda Item Cover Sheet
OKLAHOMA

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE CITY COMMISSION / TRUSTEES OF
THE CUSHING MUNICIPAL AUTHORITY / TRUSTEES OF THE CUSHING HOSPITAL AUTHORITY

Date of Meeting: December 18, 2023 **Agenda Item No:** 3A

Subject: Declaration of Surplus Property – 121 S. Steele Street and 318 E. Cherry Street (Joint Lots)

Staff Resources: Terry Brannon, City Manager

Summary:

The Cushing Industrial Authority (CIA) acquired adjoining vacant lots situated at 114 S. Steele Street and 318 E. Cherry (northwest corner of Cherry and Steele Streets). David and Kerri Harris donated the property to the CIA in 2022. The previous structure on the property was razed by the City and the lots were cleared. The CIA does not have a designated purpose for the lots, and these are additional lots that we must maintain.

Staff is recommending the properties be declared surplus as one, listed for sale by sealed bid subject to the right of those submitting a sealed bid to raise their bid at the time of the bid opening to obtain the highest bid on the properties, and the City Manager be authorized to sell such properties, or authorize the City Manager to donate the properties as part of a Trustee approved economic development project. Staff does not intend to have the properties appraised unless directed to do so by the Commission prior to listing the properties and soliciting sealed bids. The Payne County Assessor has assessed the combined property value at \$7,160.00.

Recommendation:

Declare the East 8' of lot 20 and all of lot 21, and South 70' of lots 22 – 24 in block 52 of the South Addition to the City of Cushing, Payne County, Oklahoma according to the plat thereof (318 E. Cherry Street and 121 S. Steele Street) as surplus, and to authorize the City Manager sell such properties by sealed bid as one property, subject to the right of those submitting a sealed bid to raise their bid at the time of the bid opening to obtain the highest bid on the properties, or authorize the City Manager to donate such properties as part of a Trustee approved economic development project, and authorize the Chairman of the Board of Trustees to sign the deeds and any other related documents relating to the sale or donation of the properties.

Payne County Oklahoma Assessor's Office

600002736
121 S Steele Ave

Cushing Industrial Authority
100 Judy Adams Blvd
Cushing OK 74023-3305

2023 Market Value
\$4,160

KEY INFORMATION

Parcel ID	17N05E-04-1-CS610-052-0023	Land Unit	Lot
Land Size	1.50000	School District	Cushing Downtown TIF
Class	CI	Section	04
Exemption	-	Range	05E
Township	17N		
2023 Taxes	\$0		
Neighborhood	Cushing Town S of Hwy 33		
Legal Description	SOUTH ADD BLK 52 S-70 LOTS 22-24		

2023 APPRAISAL DETAILS

Land Value	\$3,000
Building Value	\$0
Misc Imp Value	\$1,160
Total Market Value	\$4,160

SALES

SALE DATE	SALE PRICE	DEED BOOK	DEED PAGE	INSTRUMENT TYPE	GRANTOR
12/28/2021	\$0	2671	681	Warranty Deed	Harris, David & Kerri
07/29/2019	\$0	2519	24	Affadavit	Lake, Kenneth L Life Est
07/08/2019	\$0	2521	172	Quit Claim Deed	Major, Joy L
07/05/2007	\$0	1727	657	Affadavit	RAYSON, PAUL & MARY ANN

BUILDING DETAILS

MISC IMPROVEMENTS

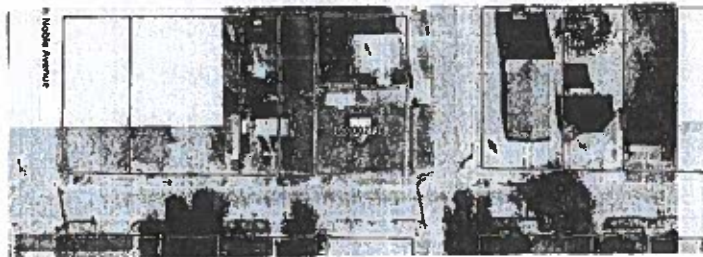
IMPROVEMENT TYPE	UNITS/SQ FT	EST YEAR BUILT
Detached Garage	200	1901

YARD ITEMS

DESCRIPTION	TOTAL UNITS	YEAR BUILT	LENGTH	WIDTH	HEIGHT
Detached Garage	200	1901	10	20	10

LAND

UNITS	USE CODE	WIDTH	DEPTH	DESCRIPTION	USE VALUE
1.00000	Lot	75	70	Res N Cherry/2nd, W of Little	\$3,000



No Photo Available



600002739
E Cherry St

Cushing Industrial Authority
100 Judy Adams Blvd
Cushing OK 74023-3305

2023 Market Value
\$3,000

KEY INFORMATION

Parcel ID	17N05E-04-1-CS610-052-0020	Land Unit	Lot
Land Size	1.32000	School District	Cushing Downtown TIF
Class	C1	Section	04
Exemption	-	Range	05E
Township	17N		
2023 Taxes	\$0		
Neighborhood	Cushing Town S of Hwy 33		
Legal Description	SOUTH ADD BLK 52 E-8' LOT 20 & ALL LOT 21		

2023 APPRAISAL DETAILS

Land Value	\$3,000
Building Value	\$0
Misc Imp Value	\$0
Total Market Value	\$3,000

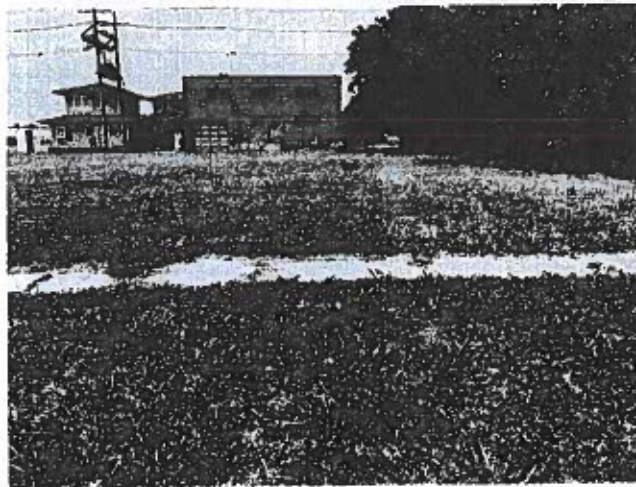
SALES

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07/05/2007	\$0	1727	657	Affadavit	RAYSON, PAUL & MARY ANN
07/05/2007	\$0	1729	258	Warranty Deed	LAKE, MARY ANN (RAYSON)

BUILDING DETAILS

BUILDING (1) - E CHERRY ST

Type	-	Style	-
Finished Living Area	-	Basement	-
Quality	-	Condition	Average
Year Built	-	Exterior Walls	-
Bedrooms	0	Roof Cover	-
Full Bath	0	HVAC	-
Half Bath	0	Garage Type	-



MISC IMPROVEMENTS

IMPROVEMENT TYPE	UNITS/SQ FT	EST YEAR BUILT
No items to display		

YARD ITEMS

DESCRIPTION	TOTAL UNITS	YEAR BUILT	LENGTH	WIDTH	HEIGHT
No items to display					

LAND

UNITS	USE CODE	WIDTH	DEPTH	DESCRIPTION	USE VALUE
1.00000	Lot	33	140	Res N Cherry/2nd. W of Little	\$3,000

The City of
Cushing | Agenda Item Cover Sheet
OKLAHOMA

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE CITY COMMISSION / TRUSTEES OF
THE CUSHING MUNICIPAL AUTHORITY / TRUSTEES OF THE CUSHING HOSPITAL AUTHORITY

Date of Meeting: December 18, 2023 Agenda Item No: 3B

Subject: **Authorize Landscape Architectural Services Agreement for
Recreational Trails Grant Application**

Staff Resources: Terry Brannon, City Manager
Derek Griffith, Assistant City Manager
Jerrica Worthy, Finance Director

I. Summary

Grant applications are now being accepted for the Recreational Trails Program through the Oklahoma Tourism and Recreation Department. Application deadline is March 31, 2024. This is the same grant program that funded the Memorial Park Wellness Trail improvements.

We have been in discussions with CLS & Associates about the grant program. CLS is the firm that completed the most recent trail head in Memorial Park and helped us develop our Recreational Master Plan for the City of Cushing. CLS recently helped Cushing Public Schools obtain their recent TSET grant.

They have submitted a proposal for landscape architectural services in the amount of \$6,400.00 to prepare and submit the grant application to make additional improvements to the Tiger Trail, a Cushing Public School's project, which will encompass a portion of the Cushing Sports Complex.

II. Fiscal Impact

The Recreational Trails Program is a reimbursable grant, meaning the project sponsor must pay all project costs as they are incurred. Sponsors then may request reimbursement for 80 percent of eligible expenses. The maximum grant amount is \$300,000.00. TSET funds recently awarded to Cushing Public School's will count as part of our leverage so we will not be required to allocate any matching funds. We will apply for the maximum allowable grant amount.

Staff is recommending that funding for this project be allocated from the Cushing Hospital Authority since the proposed trail additions fit its purpose. One of the purposes of the CHA listed in its indenture is to "construct...maintain [and]...equip... related [training] facilities." The indenture also calls for the trust authority to be able to construct and maintain facilities operated by the municipality. The walking trail project fits within the purposes and goals of the CHA trust indenture and expenditure of CHA funds on such a project both makes sense and is allowable.

A budget amendment is necessary to cover the cost of the proposal from CLS and has been prepared by Finance Director Jerrica Worthy in a separate action. Staff is recommending funds be allocated from 370-500-5627, which does not create a negative budget impact.

III. Recommended Action

Authorize the City Manager to execute an agreement between the Cushing Hospital Authority and CLS & Associates for services outlined in their proposal to prepare the Recreational Trails Program grant.

**CUSHING HOSPITAL AUTHORITY
RESOLUTION NO. 11-2023**

A RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT BETWEEN THE CUSHING HOSPITAL AUTHORITY AND CLS & ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$6,400.00 FOR SERVICES OUTLINED IN THEIR PROPOSAL TO PREPARE THE RECREATIONAL TRAILS PROGRAM GRANT, AND TO AUTHORIZE PAYMENT

BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CUSHING HOSPITAL AUTHORITY, that the City Manager be and is hereby authorized to execute an agreement between the Cushing Hospital Authority and CLS & Associates in an amount not to exceed \$6,400.00 for services outlined in their proposal to prepare the Recreational Trails Program Grant, and to authorize payment.

PASSED AND APPROVED THIS 18th DAY OF DECEMBER, 2023.

**RICKY LOFTON, CHAIRMAN
BOARD OF TRUSTEES**

ATTEST:

JERRICA WORTHY, SECRETARY

APPROVED AS TO FORM AND LEGALITY:

**JONATHAN HUSEMAN
CITY ATTORNEY**



Landscape Architectural Services Proposal

Date: December 11, 2023
Project: Recreational Trails Grant Writing—2024 grant application
Site Visits: As needed

Landscape Architectural Services:

Prepare base maps from digital files and aerials
This project would add to the TSET High School, Sports Complex and Middle School sections

Work to include:

Visit site to photograph, measure, note site features and utilities and meet with Client
Attend public meeting to present the project and get feedback
Create base maps and location maps
Photograph the site
Prepare preliminary plans denoting location, length and width of trail, trail amenities
Write the application
Coordinate information required and consolidate all information and attachments NOTE: some letters of support and information will need to be provided by Cushing Public Schools and/or the City of Cushing
Prepare the cost estimate, final budget and schedules
Grant amount: \$300,000 with a \$75,000 match; total project amount \$375,000. TSET grant funds will be used for a match.
Application due: **March 31, 2024**

Total Design Fee Proposal **\$6,400.00**

Additional Services Includes major plan revisions after approval of final design.
Hourly rates for additional services: \$165.00/ hour Principal
\$150.00/ hour Landscape Architect

Exclusions *This proposal does not include*
• *verification of property lines or utilities*

Sincerely,

Connie Scothorn, ASLA, Owner

I agree to the above terms and conditions.
Signature

This proposal valid for 30 days.

RTP Eligible Trails Projects

The following are examples of eligible project costs:

- Materials required for trail work
- Equipment purchase or rental for development and maintenance of trails
- Direct labor costs or service contracts
- Directional, regulatory and interpretive signage
- Trail grading, surfacing and drainage
- Crossing structures, bridges, railings and ramps
- Bank stabilization and retaining structures
- Trail corridor revegetation and erosion control
- Functional trail lighting
- Trailhead development (parking, restrooms and related facilities)
- Trailside amenities (benches, lighting, fencing, exercise equipment)
- Trail maintenance and rehabilitation
- Acquisition of land or permanent easements essential to trail access
- Essential, site-specific engineering or professional design
- Required natural and cultural resource permits, surveys or clearances