

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

**JULY 17, 2023**

**7:00 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 CHA claims totaling: \$ 67,133.14
- c. Approve minutes: June 20, 2023 (Special joint meeting of Cushing Hospital Authority, Cushing Industrial Authority and Cushing Educational Facilities Authority)
- d. Approve budget amendment: Amend the FY 2023/2024 CIA Fund Budget for Cushing Pride
- e. Authorize the Chairman of the Board of Trustees to execute Change Order No. 2 to increase the contract by \$65,182.00 with J Lee Enterprises for the Memorial Park Walking Trail, and to authorize payment.

**3. Adjournment**

Filed in the office of City Clerk and posted on the main lobby entrance door of City Hall at 2:50 PM on July 13, 2023.



Terry Brannon, City Manager



Jerrica Worthy, City Clerk

## JUNE 2023 CLAIMS

### CUSHING INDUSTRIAL AUTHORITY

OPERATING FUND (475)	\$8,333.33
OPERATING FUND (475) 23-24 BUDGET	\$0.00
TOTAL	\$8,333.33

11/11/2023 3:25 PM  
PACKET: 21384 CIA 07/2023  
VENDOR SET: 01  
FUND : 475 CUSHING INDUSTRIAL AUTH.  
DEPARTMENT: 00 NON-DEPARTMENTAL  
BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

BANK: 6

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
06	CUSHING ECONOMIC DEVELO	I-69	475-500-3420	CONTRACT - CE JULY CEDF	001826	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

## JUNE 2023 CLAIMS

### CUSHING HOSPITAL AUTHORITY

OPERATING FUND (370)	\$956.00
OPERATING FUND (370) 23-24 BUDGET	\$66,177.14
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TOTAL	\$67,133.14

PACKET: 21365 CHA 06/2023  
 VENDOR SET: 01  
 FUND : 370 CUSHING HOSPITAL AUTH.  
 DEPARTMENT: 00 NON-DEPARTMENTAL  
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: CHA

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
0	4	STRYKER INSTRUMENTS				
		I-9203940947	370-500-3540	MISCELLANEOUS SYSTEM 9 LARGE BATTERY	002053	956.00
				DEPARTMENT 00 NON-DEPARTMENTAL	TOTAL:	956.00
			FUND	370 CUSHING HOSPITAL AUTH.	TOTAL:	956.00
				REPORT GRAND TOTAL:		956.00

VENDOR SET: 01 CITY OF CUSHING  
 PACKET: 21400 J LEE ENTERP 2/21/23 COM  
 FUND : 370 CUSHING HOSPITAL AUTH.  
 DEPARTMENT: 00 NON-DEPARTMENTAL

PAGE: 1  
 ITEMS PRINTED: PAID, UNPAID

BANK: CHA

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01	J LEE ENTERPRISES LLC	I-PAY APP#4	370-500-5621	MEMORIAL PARK TRAIL PHASE II	002054	66,177.14
					DEPARTMENT 00 NON-DEPARTMENTAL	TOTAL: 66,177.14
					FUND 370 CUSHING HOSPITAL AUTH.	TOTAL: 66,177.14
					REPORT GRA TOTAL:	66,177.14

IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW, THE AGENDA WAS  
POSTED JUNE 15, 2023, AT 3:20 P.M. AT THE CUSHING CITY HALL,  
100 JUDY ADAMS BOULEVARD, CUSHING, OKLAHOMA

MINUTES OF THE SPECIAL MEETING  
CUSHING HOSPITAL AUTHORITY,  
CUSHING INDUSTRIAL AUTHORITY  
AND THE  
CUSHING EDUCATIONAL FACILITIES AUTHORITY  
HELD AT 100 JUDY ADAMS BLVD.  
JUNE 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, Cushing Industrial Authority and the Cushing Educational Facilities Authority was called to order on June 20, 2023, by Chairman Lofton.

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

2. **Consent Agenda**
  - a. **Approve CIA claims totaling: \$8,333.33**
  - b. **Approve minutes: May 1, 2023 (CEFA Annual Organizational Meeting)  
May 15, 2023 (Special joint meeting of Cushing Hospital and  
Cushing Industrial Authority)**
  - c. **Approve budget amendment: Amend the FY 2022-2023 Cushing Hospital  
Authority budget, Cushing Industrial Authority budget and the Cushing  
Educational Facilities Authority Budget**
  - d. **Authorize the Chairman, Board of Trustees of the Cushing Hospital Authority,  
Cushing Industrial Authority and Cushing Educational Facilities Authority to  
execute an audit engagement letter with CBEW Professional Group, LLP to  
perform the FY 2022-2023 audit.**

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. **General Business**
  - a. **Hospital update from CEO Jonathan Schell.**

Jonathan Schell gave an update.

- b. Authorize the Chairman, Board of Trustees, to execute an employment agreement with Jonathan Huseman for the position of City Attorney for the Cushing Hospital Authority, Cushing Industrial Authority and the Cushing Educational Facilities Authority.**

MOTION: A MOTION WAS MADE BY TRUSTEE DOWELL TO AUTHORIZE THE CHAIRMAN, BOARD OF TRUSTEES, TO EXECUTE AN EMPLOYMENT AGREEMENT WITH JONATHAN HUSEMAN FOR THE POSITION OF CITY ATTORNEY FOR THE CUSHING HOSPITAL AUTHORITY, CUSHING INDUSTRIAL AUTHORITY AND THE CUSHING EDUCATIONAL FACILITIES AUTHORITY. THE MOTION WAS SECONDED BY TRUSTEE ROBERSON AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

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

#### **4. Resolutions**

- a. CUSHING HOSPITAL AUTHORITY RESOLUTION NO. 09-2023: A resolution to adopt the FY 2023-2024 Cushing Hospital Authority budget.**

MOTION: A MOTION WAS MADE TRUSTEE ROBERSON TO APPROVE RESOLUTION NO. 09-2023 AS PRESENTED. THE MOTION WAS SECONDED BY TRUSTEE DOWELL AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

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

- b. CUSHING INDUSTRIAL AUTHORITY RESOLUTION NO. 04-2023: A resolution to adopt the FY 2023-2024 Cushing Industrial Authority budget.**

MOTION: A MOTION WAS MADE BY TRUSTEE ROBERSON TO APPROVE RESOLUTION NO. 04-2023 AS PRESENTED. THE MOTION WAS SECONDED BY TRUSTEE DOWELL AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

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

- c. CUSHING EDUCATIONAL FACILITIES AUTHORITY RESOLUTION NO. 02-2023: A resolution to adopt the FY 2023-2024 Cushing Educational Facilities Authority budget.**

MOTION: A MOTION WAS MADE BY TRUSTEE ROBERSON TO APPROVE RESOLUTION NO. 02-2023 AS PRESENTED. THE MOTION WAS SECONDED BY TRUSTEE DOWELL AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

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

#### **5. Executive Session**

- a. Executive Session pursuant to 25 O.S. §307(B)(1) to discuss and take possible action concerning the employment of City Attorney.**



- 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.**

MOTION: A MOTION WAS MADE BY TRUSTEE ROBERSON TO ENTER INTO EXECUTIVE SESSION FOR THE PURPOSE OF DISCUSSING EXECUTIVE SESSION ITEMS 5A AND 5B. THE MOTION WAS SECONDED BY VICE-CHAIRMAN ORTON AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

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

EXECUTIVE SESSION: ENTERED INTO EXECUTIVE SESSION AT 8:18 P.M. RETURNED FROM EXECUTIVE SESSION AT 9:18 P.M.

**6. Adjournment**

MOTION: A MOTION WAS MADE BY TRUSTEE ROBERSON TO ADJOURN THE JUNE 20, 2023, SPECIAL JOINT MEETING OF THE CUSHING HOSPITAL AUTHORITY, CUSHING INDUSTRIAL AUTHORITY AND THE CUSHING EDUCATIONAL FACILITIES AUTHORITY AT 9:19 P.M. THE MOTION WAS SECONDED BY TRUSTEE DOWELL AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

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

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

( S E A L )

ATTEST:

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JERRICA WORTHY, SECRETARY

TO THE HONORABLE CHAIRMAN AND TRUSTEES OF THE CUSHING INDUSTRIAL AUTHORITY

**Date of Meeting:** July 17, 2023

**Agenda Item No:** 2 D

**Subject:** Amend FY 23/24 CIA Fund Budget for Cushing Pride

**Staff Resources:** Jerrica Worthy, Finance Director

### **I. Summary**

The Cushing Industrial Authority received \$830.86 from Replenish for the time period of April – June 2023. These deposits were placed in the Cushing Pride revenue line item. Staff proposes amending the FY 23/24 CIA Fund Budget to allow for the expenditure of the Replenish deposit.

### **II. Fiscal Impact**

Account 475-500-3482: CUSHING PRIDE EXPENSE

Original Budget: \$10,000.00

Proposed Amended Budget: \$10,831.00

\*Increase budget by \$831.00

\*Note: Accounting staff round up to the nearest dollar for purposes of balancing formula driven spreadsheets.

### **III. Recommended Action**

Suggested Motion: Motion to approve budget amendment as part of the consent agenda.

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: July 17<sup>th</sup>, 2023

Agenda Item No: 2E

Subject: Memorial Park Walking Trail – Trail Head No. 2 – Change Order  
No. 2

Staff Resources: Terry Brannon, City Manager  
Derek Griffith, Assistant City Manager  
Brent Youngman, Street Services Director

### I. Summary

This proposed change is being made to address several modifications and additions to the project.

- (1) Addresses the bridge and roadway on the West end of the park directly south of the bowl and East of the Aquatic Center. The original design closed vehicle traffic over the bridge and after review staff felt it would be prudent to leave single lane access for vehicle traffic to allow traffic flow through the park. (See attachment for design)
- (2) Add Alternate 1 for the parking area on the East side of the park near 5<sup>th</sup> and Thompson.
- (3) Add Alternate 3 for the parking area located in the North end of the park near 3<sup>rd</sup> and High.
- (4) The request would also reconcile the project to actual final quantities for completion.

This will be the final request for changes and will provide a clear path to completion.

### II. Fiscal Impact:

\$829,750.00 was set aside for this project. The contract costs breakdown as follows:

The original Contract Sum was .....	\$829,750.00
The Contract Sum was increased by Change Order No. 1 in the amount of .....	\$ 14,532.00
<b>The contract sum will be increased by Change Order No. 2 in the amount of.....</b>	<b>\$ 65,182.00</b>
The new Contract Sum will be .....	\$909,464.00

Trustees approved \$82,975.00 as a contingency for this project so the change order will not create a negative budget impact.

### III. Recommended Action:

Authorize the Chairman of the Board of Trustees to execute Change Order No. 2, and to authorize payment.

PROJECT: MEMORIAL PARK TRAILS PHASE II Change Request 2  
 OWNER: CUSHING HOSPITAL AUTHORITY / CITY OF CUSHING  
 100 JUDY ADAMS BLVD  
 CUSHING, OK 74023

CONTRACTOR: J LEE ENTERPRISES Change Request Date 7/10/2023  
 11633 PIAZZA WAY, ALCADIA, OK 73007

PROJECT ARCHITECT CLS & ASSOC  
 825 NORTH BROADWAY AVE, STE 315  
 OKC, OK 73102

VERSION: Request for Contract Modification  
 Description:

This Change Order is being Requested to Reconcile the Project to Final Quantities at Completion.  
 This Change Order will Allow the West End Roadway to Remain open for Future Park Activities  
 and Add Alternate 3 Parking at North End of Park Area 3rd and High  
 and Install New Parking Area, New Light and New Walk In Add Alternate 1

	As Bid	Unit Price	Total	New Total	Unit Price	New Total	Qty Over / Under	Over / Under
Remove Concrete and								
5 Asphalt Pavement	SY	5600 \$	12.00 \$	67,200.00	5886 \$	12.00 \$	286	\$ 3,432.00
11 Remove Curb and Gutter	LF	45 \$	15.00 \$	675.00	20 \$	15.00 \$	-25	\$ (375.00)
12 Natural Concrete 4" Thick	SY	1755 \$	68.00 \$	119,340.00	1995 \$	12.00 \$	240	\$ 2,880.00
13 Natural Concrete 6" Thick	SY	326 \$	72.00 \$	23,472.00	1071 \$	72.00 \$	745	\$ 53,640.00
14 Curb and Gutter	LF	53 \$	30.00 \$	1,590.00	24 \$	30.00 \$	-29	\$ (870.00)
18 Parking Blocks	EA	3 \$	160.00 \$	480.00	13 \$	160.00 \$	10	\$ 1,600.00
19 4" Wide Parking Stripe	LF	4 \$	50.00 \$	200.00	144 \$	50.00 \$	140	\$ 7,000.00
20 Rec Trail Sign	EA	1 \$	550.00 \$	550.00	0 \$	550.00 \$	-1	\$ (550.00)
25 Pipe Bollards	EA	5 \$	550.00 \$	2,750.00	18 \$	550.00 \$	13	\$ 7,150.00
Flashing Light	EA	0	0	0	1 \$	6,500.00 \$	1	\$ 6,500.00
33 New LED New Poles	EA	21 \$	5,075.00 \$	106,575.00	18 \$	5,075.00 \$	-3	\$ (15,225.00)
<b>NET CHANGE</b>								<b>\$ 65,182.00</b>

J LEE ENTERPRISES

Janet McDonald  
JANET McDONALD, MEMBER MGR

ARCHITECT: APPROVED THIS 12 Day of July, 2023

CLSR ASSOC

Brian Patric

BY: Brian Patric, PLA

OWNER: APPROVED THIS \_\_\_\_\_ Day of \_\_\_\_\_, 2023

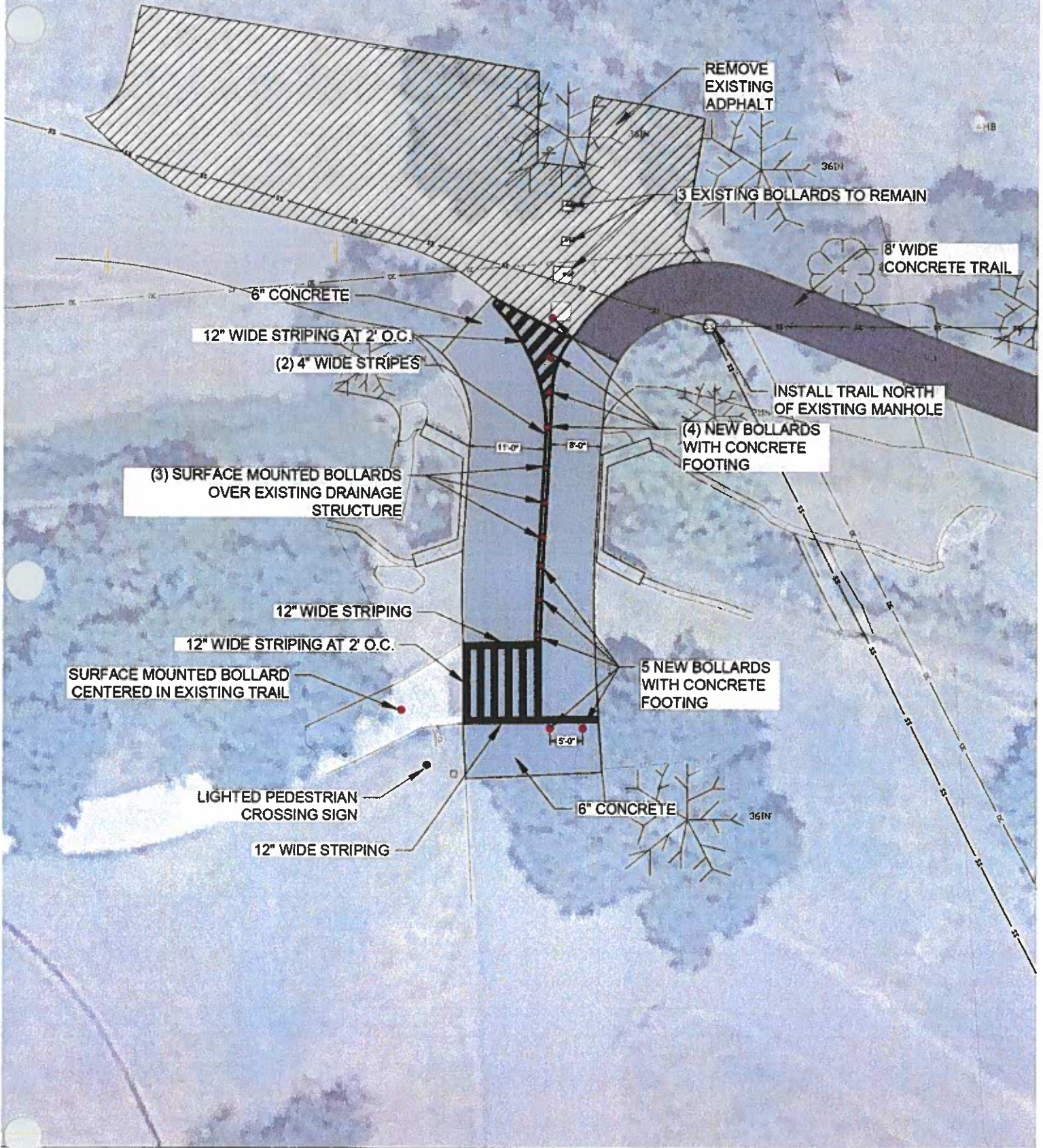
CITY / HOSPITAL AUTHORITY

BY: \_\_\_\_\_

**CLS Notes:**  
Refer exhibit A for a plan view of the changes requested at the existing pedestrian bridge to allow for one way vehicular traffic.



# Exhibit A



1 CHANGE ORDER #2  
SCALE 1"=20'

SCALE: 1" = 20'-0"  
0' 10' 20' 40' NORTH