

**NOTICE OF REGULAR MEETING AGENDA  
OF THE BOARD OF TRUSTEES  
CUSHING MUNICIPAL AUTHORITY  
MONDAY, JUNE 16, 2025  
7:00 PM CUSHING CITY HALL  
100 JUDY ADAMS BLVD.**

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*All items on this agenda, including but not limited to any agenda item concerning the adoption of any ordinance, resolution, contract, agreement, or any other item of business, are subject to amendment, including additions and/or deletions. This rule will apply to every individual agenda item without providing this same amendment language with respect to each individual agenda item. Such amendments should be rationally related to the topic of the agenda item, or the governing body will be advised to continue the item. The governing body may adopt, approve, ratify, deny, defer, recommend, amend, strike, refer to committee or subcommittee, or continue any agenda item. When more information is needed to act on item, the governing body may refer to the matter to its Municipal Government/Trust manager, Attorney or the recommending Board, Commission or Committee.*

**1. CALL TO ORDER AND ROLL CALL**

- a. Roll Call
- b. Declaration of Quorum

**2. PUBLIC INPUT AND UNSCHEDULED PERSONAL APPEARANCES**

*Citizens wishing to give Public Input may do so by signing up to make comments until 6:50 pm on the day of the meeting in the City Manager's office. All comments are limited to three (3) minutes in length and must address a current agenda item. Comments must also meet basic rules of decorum (no personal attacks, foul language, disruptive behavior, etc.). Commentors must include their full name, address, and the agenda item being addressed on the sign-up form in order to speak. Comments that do not adhere to the rules will not be allowed. The purpose of this agenda item is to provide citizens with an opportunity to comment on specific agenda items. Commissioners and staff will not engage in discussion or offer input during Public Input. Responses to comments, if any, will occur under the appropriate agenda time or in follow-up communication.*

**3. CONSENT AGENDA**

*All matters listed under the Consent Agenda are considered to be routine by the Board and will be enacted by one motion. There will not be separate discussions of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.*

- a. Approve claims and payroll totaling: \$1,063,268.57
- b. Approve minutes:     May 5, 2025 (Annual Organizational Meeting)  
                              May 8, 2025 (Special Joint Meeting with the Board of  
  Trustees of the CMA, CHA, CIA and CEFA)  
                              May 19, 2025 (Regular Meeting)
- c. Approve budget amendment: Amend FY 2024-2025 Cushing Municipal Authority budget.



- d. Authorize the purchase of diesel fuel for the Power Plant and expend up to \$25,000.00.
- e. Authorize the write-off of 138 delinquent utility accounts totaling \$51,901.94 for the 12-month period of 7/01/2022 through 6/30/2023.
- f. Authorize the City Manager to execute all documents necessary and issue payment for the Cushing Municipal Authority's portion for the total Annual Premium to the Oklahoma Municipal Assurance Group (OMAG) in the amount up to \$44,574.26 for renewal of the Workers' Compensation Plan for the Fiscal Year 2025-2026. (To be paid from the FY 2025-2026 budgeted funds).
- g. Approve payment to Oklahoma Municipal Assurance Group (OMAG) in the amount up to \$257,645.88 for the Cushing Municipal Authority's portion of the insurance premium for the renewal of the Fiscal Year 2025-2026 OMAG Property Protection Plan and Liability Protection Plan. (To be paid from FY 2025-2026 budgeted funds).
- h. Authorize the Chairman, Board of Trustees, to execute an audit engagement letter with CBEW Professional Group, LLP to perform the FY 2025-2026 audit.
- i. Authorize the City Manager to issue a purchase order to Wiley Transformer Company, Inc., in an amount up to \$8,250.00 for the reconditioning and rewind of three (3) 100k va pole-mount transformers for Electric Distribution, and to authorize payment.
- j. Authorize the City Manager to issue a purchase order to Wiley Transformer Company, Inc in an amount up to \$21,925.00 for transformer repairs for Electric Distribution, and to authorize payment.
- k. Authorize the City Manager to issue a purchase order to Water Tech, Inc. in an amount up to \$11,000.00 for the purchase of a polymer pump for the Wastewater Treatment Plant and to authorize payment.
- l. Recognize non-pay utility report for City operations and public facilities for 5/31/25 billing period.
- m. Recognize statement of cash and investments as of May 31, 2025.

#### **4. ITEMS REMOVED FROM CONSENT AGENDA**

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#### **5. SCHEDULED BUSINESS**

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- a. Discussion, consideration and possible action on approving a Right of Way Agreement with CentraNet. LLC and/or Central Rural Electric Cooperative to allow a fiber network to be installed in the City's Right of Way for the purpose providing service to Cushing.
- b. Discussion, consideration and possible action to execute work order 25-02 with Professional Engineering Consultants (PEC) for professional services related to replacement and integrity testing of select piping at the Water Treatment Plant and authorize payment.
- c. Discussion, consideration and possible action to execute work order 25-03 with Professional Engineering Consultants (PEC) for professional services related to repair of the make-up air (MAU) system at the Water Treatment Plant and authorize payment.
- d. Discussion, consideration and possible action to execute work order 25-04 with Professional Engineering Consultants (PEC) for professional services related to replacement of valve actuators, wiring and lighting within the pipe gallery of the Water Treatment Plant and authorize payment.



6. **NEW BUSINESS**

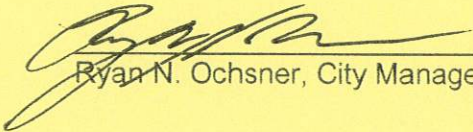
*Any matter not known or which could not have been reasonably foreseen prior to the time of posting the agenda in accordance with Title 25, Sec. 311.9 Oklahoma Statutes.*

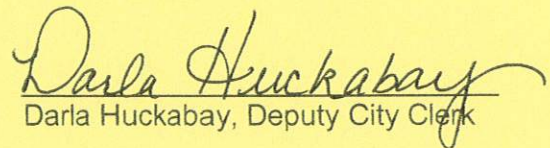
7. **RESOLUTIONS**

- a. **RESOLUTION NO. 09-2025:** A resolution to adopt the Fiscal Year 2025-2026 budget for the Cushing Municipal Authority.

8. **ADJOURNMENT**

Posting Notice: I certify that this Notice was posted on this 13th day of June at 3:00 PM as required by law in accordance with Title 25 OS Sec. 311 of the Oklahoma Statutes.

  
Ryan N. Ochsner, City Manager

  
Darla Huckabay, Deputy City Clerk

## MAY 2025 CLAIMS

### CUSHING MUNICIPAL AUTHORITY

OPERATING FUND (250)	\$660,897.97
ADDED TO CLAIMS (250)	\$230.00
POSTAGE FOR UTILITY BILLS (250)	\$1,948.60
CAPITAL IMPROVEMENT FUND (252)	\$155,177.61
ADDED TO CLAIMS (252)	\$0.00
	<hr/>
<b>TOTAL</b>	<b>\$818,254.18</b>

6/09/2025 10:46 AM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 33

PACKET : 25006 25007  
VENDOR SNT: Mult  
FUND : 250 CMA OPERATING FUND  
DEPARTMENT: 00 CMA OPERATING FUND  
BUDGET TO USE: CB-CURRENT BUDGET

BANK: Multi

VF	NAME	ITEM #	G/I. ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0875	GRAND RIVER DAM AUTHORE	I-73,021	250-500-0394	DEBT SERVICE/ AME-REIMBURSEMENT	044671	19,085.98
DEPARTMENT 00 CMA OPERATING FUND					TOTAL:	19,085.98

6/09/2025 10:46 AM  
PACKET : 25006 25007  
VENDOR SET: Mult  
FUND : 250 CMA OPERATING FUND  
DEPARTMENT: 01 BILLING & COLLECTION  
BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 34

BANK: Multi

V	NAME	ITEM #	G/I, ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0479	D & L PRINTING, LLC					
		I-5664	250-501-3440	OFFICE SUPPLI DEPOSIT BOOKS,ARRANGEMENT	044663	1,024.00
		I-5672	250-501-3450	POSTAGE/FREIG PERMIT STAMPED ENVELOPES	044663	458.00
01-2250	B & C BUSINESS PRODUCTS					
		I-AR87371	250-501-3342	EQUIPMENT CON CONTRACT LEASE CHARGE	044650	226.84
		I-AR87372	250-501-3342	EQUIPMENT CON CONTRACT BASE RATE CHARGE	044650	62.50
01-2512	PITNEY BOWES RESERVE AC					
		I-06/2025	250-501-3450	POSTAGE/FREIG RESERVE POSTAGE	044684	4,000.00
01-2808	DELTA DENTAL OF OKLAHOM					
		I-213	250-501-1050	MEDICAL/LIFE BILLINGS & COLLECTIONS	044664	326.64
01-3608	AMERICAN MUNICIPAL SERV					
		I-622249	250-501-3501	AMS FEES DALTON LONG	044643	41.78
01-4550	TEJADOC HEALTH, INC.					
		I-3303253 CMA	250-501-1050	MEDICAL/LIFE BILLINGS & COLLECTIONS	044705	28.25
				DEPARTMENT 01 BILLING & COLLECTION	TOTAL:	6,168.01

5/28/2025 9:19 AM  
PACKET: 24916 UTILITY  
VENDOR SET: 01 CITY OF CUSHING  
SEQUENCE : ALPHABETIC  
DUE TO/FROM ACCOUNTS SUPPRESSED

A/P Direct Item Register

PAGE: 1

---	---ID---	ITEM DATE	BANK CODE	-----DESCRIPTION-----	GROSS DISCOUNT	P.O. # G/L ACCOUNT	--ACCOUNT NAME--	DISTRIBUTION
01-1246	U.S. POST OFFICE							
I-20250528	5/28/2025	U.S. POST OFFICE			1,948.60			
	2	DUE: 5/29/2025 DISC: 5/28/2025				1099: N		
		U.S. POST OFFICE				250 501-3450	POSTAGE/FREIGHT	1,948.60
		=== VENDOR TOTALS ===			1,948.60			
		=== PACKET TOTALS ===			1,948.60			

6/09/2025 10:46 AM  
 PACKET : 25006 25007  
 VENDOR SET: Mult  
 FUND : 250 CMA OPERATING FUND  
 DEPARTMENT: 02 GENERAL GOVERNMENT  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 35

BANK: Multi

VF	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0479	D & I, PRINTING, LLC	I-5887	250-502-3440	OFFICE SUPPLI WINDOW ENVELOPES 6 BOXES	044663	428.00
01-0631	AT&T MOBILITY	I-X06032025A	250-502-3490	TELEPHONE EXP ACCT#287301630651	044647	1,490.52
01-0909	STEER INN, INC.	I-05/15/25	250-502-3510	MISCELLANEOUS COMMISTONER MEAL	044699	200.00
01-2250	B & C BUSINESS PRODUCTS	I-AR86007	250-502-3342	EQUIPMENT CON CONTRACT BASE RATE	044650	181.25
		I-AR86007	250-502-3342	EQUIPMENT CON CONTRACT LEASE CHARGE	044650	178.00
		I-AR87522	250-502-3342	EQUIPMENT CON CONTRACT BASE RATE	044650	181.25
		I-AR87522	250-502-3342	EQUIPMENT CON COPY USAGE	044650	107.95
		I-AR87522	250-502-3342	EQUIPMENT CON CONTRACT LEASE CHARGE	044650	178.00
01-2663	VISA	I-05/2025 GG	250-502-3341	EQUIPMENT PAR ADOBE MAY	044709	19.99
		I-05/25 CITY MGR	250-502-3540	MISCELLANEOUS CHAIR, CITY MANAGER- LUNCH	044709	46.37
01-2840	AMERICAN DOCUMENT SHRED	I-190411	250-502-3440	OFFICE SUPPLI CONSOLE SHREDDING	044642	120.00
01-2885	SCHATZ WINDOW WASHING	I-31364	250-502-3320	CONTRACT LABO OUTSIDE ALL, HALLWAY I/O	044696	86.00
01-4550	TELADOC HEALTH, INC.	I-3303253 CMA	250-502-1050	MEDICAL/LIFE GENERAL GOVT/RETIREE	044705	92.84
01-4934	FEATHER STORES	I-06/2025	250-502-3322	CUSTODIAL SUP CLEANING FOR JUNE	044701	1,200.00
			DEPARTMENT 02	GENERAL GOVERNMENT	TOTAL:	4,510.17



6/03/2025 3:40 PM DIRECT PAYABLES DEPARTMENT PAYMENT REGISTER  
VENDOR SET: 01 CITY OF CUSHING  
PACKET: 25015 STILLWATER MED CTR 06/09/  
FUND : 250 CMA OPERATING FUND  
DEPARTMENT: 02 GENERAL GOVERNMENT

PAGE: 1  
ITEMS PRINTED: PAID, UNPAID  
BANK: 2

VENDOR	NAME	ITEM #	G/L ACCOUNT	DESCRIPTION	CHECK#	AMOUNT
01	STILLWATER MEDICAL CENT	1-03/2025 V.ROBINSON	250-502-3343	PRE EMPLY PHYSICAL/DRUG SCREE	044511	230.00
DEPARTMENT 02 GENERAL GOVERNMENT TOTAL:						230.00
FUND 250 CMA OPERATING FUND TOTAL:						230.00
REPORT GRA TOTAL:						230.00

6/09/2025 10:46 AM  
PACKET : 25006 25007  
VENDOR SET: Mult  
FUND : 250 CMA OPERATING FUND  
DEPARTMENT: 03 I.T. ADMINISTRATOR  
BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 36

BANK: Multi

VENDOR	NAME	ITEM #	G/I, ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-2029	INTERWORKS, INC.	I-263493	250-503-3320	CONSULTING SE MICROSOFT VSIO PLAN 1	044675	4.90
01-2898	DELTA DENTAL OF OKLAHOM	I-213	250-503-1050	MEDICAL/LIFE IT ADMIN	044664	46.38
01-4550	TELEDOC HEALTH, INC.	I-3303253 CMA	250-503-1050	MEDICAL/LIFE IT ADMIN	044705	4.02
DEPARTMENT 03 I.T. ADMINISTRATOR					TOTAL:	55.30

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REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 37

PACKET : 25006 25007

VENDOR SET: Multi

FUND : 250 CMA OPERATING FUND

DEPARTMENT: 04 ENGINEERING

BANK: Multi

BUDGET TO USH: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/I ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-1111	CONTINGENT FUND					
		I-24239	250-504-3540	MISCELLANEOUS FILING FOR LOST TITLE FOR	044659	14.00
01-2368	DEREK GRIFFETH					
		I-05/2025	250-504-3362	AUTO ALLOWANC AUTO ALLOWANCE	044672	450.00
01-2808	DELTA DENTAL OF OKLAHOM					
		I-213	250-504-1050	MEDICAL/LIFE ENGINEERING	044664	93.41
01-3505	PROFESSIONAL ENGINEEREN					
		I-534606	250-504-3320	CONTRACT/CONS WORK ORDER#23-18	044689	2,475.00
		I-534607	250-504-3320	CONTRACT/CONS GIS GENERAL SERVICES	044690	337.50
		I-534609	250-504-3320	CONTRACT/CONS ETINAL ON LEAD & COPPER	044691	4,999.12
01-4324	MELISSA GAUNDER					
		I-05/2025	250-504-3540	MISCELLANEOUS REIMBURSEMENT	044669	14.00
01-4418	AMAZON CAPITAL SERVICES					
		I-1R66-CIW4-GNKO	250-504-3440	OFFICE SUPPLI 2 STORAGE METAL CABINETS	044641	170.54
01-4550	TELADOC HEALTH, INC.					
		I-3303253 CMA	250-504-1050	MEDICAL/LIFE ENGINEERING	044705	8.11
				DEPARTMENT 04 ENGINEERING	TOTAL:	8,561.68



PACKET : 25006 25007  
 VENDOR SET: Mult  
 FUND : 250 CMA OPERATING FUND  
 DEPARTMENT: 05 ELECTRIC DISTRIBUTION  
 BUDGET TO USE: CB-CURRENT BUDGET

BANK: Multi

VP	NAME	ITEM #	G/I ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0039	ALTEC INDUSTRIES, INC.	I-13002303	250-505-3489	SYSTEM MAINT SEAL KITS, SEALS, FILTERS	044640	821.67
01-0108	ARKANSAS ELECTRIC COOP	I-03147039	250-505-3323	CONST/MAINT ( 15KV PARKING BUSHINGS	044645	1,993.75
		I-03147039	250-505-3323	CONST/MAINT ( 15KV BUSHING CAPS	044645	1,268.75
		I-03148457	250-505-3323	CONST/MAINT ( 15KV BUSHING CAPS	044645	543.75
01-0111	SUMMIT UTILITIES OKLAHO	I-05/2025 ELEC DIST	250-505-3310	BUILDING MAIN ACCT#210100290434	044703	52.49
01-0135	JOHN DEERE FINANCIAL (A	I-P51396	250-505-3489	SYSTEM MAINT BATTERY, GLOVES	044648	202.97
		I-P59369	250-505-3328	CHEMICALS WELD KILLER/SUBSTATION	044648	449.97
		I-P59372	250-505-3489	SYSTEM MAINT RATCHET STRAP, ARMORALL	044648	101.13
01-0464	CUSHING LUMBER COMPANY	I-10957	250-505-3310	BUILDING MAIN 5-24"X10' SOND TUBE	044662	980.00
01-0680	SOONER RUBBER PRODUCTS	I-784332	250-505-3489	SYSTEM MAINT FITTINGS FOR UNIT 5	044697	17.56
01-1099	STUART C IRBY CO	I-S014196833.001	250-505-3323	CONST/MAINT ( 2 SINGLE PHASE ENCLOSURE	044702	3,326.00
		I-S014256553.001	250-505-3323	CONST/MAINT ( 15KV PRIMARY CAPS W/DRAIN	044702	1,520.00
		I-S014256553.001	250-505-3323	CONST/MAINT ( PIPE STAND-OFF 24"	044702	391.40
		I-S014256553.001	250-505-3323	CONST/MAINT ( 2" PIPE STRAPS	044702	168.75
		I-S014256553.001	250-505-3483	STREET/SECUR PHOTO EYE	044702	1,020.00
01-1186	TRAFFIC SIGNALS INC	I-17527	250-505-3489	SYSTEM MAINT REPAIR LIGHT BASE	044707	5,590.00
01-1332	WILEY TRANSFORMER CO. I	I-13278	250-505-3497	TRANSFORMERS 50-25 KVA TRANSFORMER	044712	7,125.00
		I-13304	250-505-3497	TRANSFORMERS REWIND 3-75 KVA	044712	7,350.00
01-1381	LOWE'S	I-73236	250-505-3341	EQUIPMENT FAR 55 PC 3/8 INDR MECH SET	044678	56.98
01-1434	MESO	I-03-13461	250-505-3491	TRAINING/TRAV 2025 MESO CONFERENCE	044679	1,750.00
01-1582	OTA PIKEPASS CENTER	I-20250593734	250-505-3491	TRAINING/TRAV PIKE PASS-UNIT 003 & 021	044683	12.66
01-2663	VISA					

6/09/2025 10:46 AM

## REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 39

PACKET : 25006 25007

VENDOR SET: Mult

FUND : 250 CMA OPERATING FUND

DEPARTMENT: 05 ELECTRIC DISTRIBUTION

BANK: Multi

BUDGET TO USE: CB-CURRENT BUDGET

VP	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-2663	VISA	continued				
		I-05/2025 ABBOTT	250-505-3491	TRAINING/TRAV CLASS FOR LICENSE	044709	50.00
01-2781	ANIXTER INC.					
		I-6407211-00	250-505-3524	WIRE #2 15KV PRIMARY WIRE	044644	11,650.00
		I-6407323-00	250-505-3524	WIRE 1/0 AL TRIPLEX WIRE	044644	1,620.00
		I-6408321-00	250-505-3323	CONST/MAINT ( 2/0 COPPER RHH/RHW	044644	4,400.00
		I-6408340-00	250-505-3524	WIRE 4/0 COPPER WIRE	044644	6,730.00
01-2808	DELTA DENTAL OF OKLAHOM					
		I-213	250-505-1050	MEDICAL/LIFE ELEC DISTRIBUTION	044664	466.43
01-3245	CHRIS FINLEY MOBILE SER					
		I-2516	250-505-3341	EQUIPMENT PAR YRLY DIALECTICAL TESTENG	044656	2,340.00
01-3704	BROKEN ARROW ELECTRIC S					
		C-83352248.001	250-505-3458	POLE HDWR/ELE CREDIT-RACO BOX/COVER	044651	13.62-
		I-83344630.001	250-505-3491	TRAINING/TRAV FLUKE 376 METER	044651	721.71
		I-83344630.002	250-505-3458	POLE HDWR/ELE BATTERY PACK,MIDGET/FUSE	044651	370.02
		I-83344944.001	250-505-3458	POLE HDWR/ELE 3-PORT CONN 100/BOX	044651	51.23
		I-83347249.001	250-505-3483	STREET/SECURI SECURITY LIGHTS	044651	4,956.74
		I-83351061.001	250-505-3458	POLE HDWR/ELE RACO BOXES,RACO COVERS	044651	13.62
		I-83352812.001	250-505-3458	POLE HDWR/ELE STEEP DRILL BIT	044651	39.87
		I-83352818.001	250-505-3458	POLE HDWR/ELE MIDGET TD FUSE,DRILL BIT	044651	79.54
01-4223	TALLMAN EQUIPMENT CO. I					
		I-3432926	250-505-3345	EQUIPMENT/TOO GRDING CHAINS/LAY OUT ARM	044704	1,551.44
01-4389	C & H SALES AND SERVICE					
		I-012254	250-505-3429	SYSTEM MAINTN TCA/TASA TESTING ON ALL	044653	3,535.00
01-439	AMAZON CAPITAL SERVICES					
		I-1LD7-YNK3-39WY	250-505-3491	TRAINING/TRAV WINDOW DEFLECTORS,EARPLUG	044641	177.36
		I-1MPV-VCCG-1TLE	250-505-3345	EQUIPMENT/TOO TOOL BAG	044641	254.95
01-4436	SOUTHERN TIRE MART, LLC					
		I-3600167452	250-505-3341	EQUIPMENT PAR LEFT REAR TIRE FOR UNIT	044698	236.63
01-4550	TEADOC HEALTH, INC.					
		I-3303253 CMA	250-505-1050	MEDICAL/LIFE ELEC DISTRIBUTION	044705	40.36
01-4995	NIC'S PROPANE					
		I-000015	250-505-3341	EQUIPMENT PAR PROPANE FOR FORKLIFT	044681	60.00
DEPARTMENT 05 ELECTRIC DISTRIBUTION					TOTAL:	74,426.30

6/09/2025 10:46 AM  
 PACKET : 25006 25007  
 VENDOR SET: Mult  
 FUND : 250 CMA OPERATING FUND  
 DEPARTMENT: 06 ELECTRIC PRODUCTION  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 40

BANK: Multi

VF	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0045	AIR HYGIENE INTERNATIONAL	I-17833	250-506-3315	CONTRACTUAL S STACK EMISSIONS TESTING	044638	25,425.00
01-0111	SUMMIT UTILITIES OKLAHO	I-05/2025 PWR PLANT	250-506-3361	GAS ACCT#210100212287	044703	2,451.99
01-0135	JOHN DEERE FINANCIAL (A	I-P50848	250-506-3341	EQUIPMENT PAR FR CLOTHING, FLANGE JACK	044648	207.96
		I-P50933	250-506-3341	EQUIPMENT PAR INNER TUBE, MATTING	044648	25.98
		I-P51278	250-506-3341	EQUIPMENT PAR BULK GRADE 2	044648	4.31
		I-P54295	250-506-3341	EQUIPMENT PAR FITTINGS, CLAMPS, HOSE	044648	81.00
		I-P54324	250-506-3341	EQUIPMENT PAR CROSS NOZZLE, CLAMPS	044648	25.47
01-0347	CHARLTON'S HEATING & AI	I-67791	250-506-3489	SYSTEM MAINTN AC REPLACEMENT	044655	6,398.00
01-0464	CUSHING LUMBER COMPANY	I-6691	250-506-3341	EQUIPMENT PAR DRILL BITS, FASTENERS	044662	95.76
01-0804	MECHNER PUMP & SUPPLY I	I-1449692	250-506-3341	EQUIPMENT PAR RAGS, BELL REDUCER, NIPPLES	044668	305.14
01-0875	GRAND RIVER DAM AUTHORI	I-73,021	250-506-3369	GRDA (POWER P MAY ELECTRIC BILL	044671	364,452.97
01-1028	HARBOR FREIGHT COMMERCY	I-063896	250-506-3341	EQUIPMENT PAR AIR HOSE, WRENCH, BITS	044673	187.95
01-1293	WALMART	I-02803	250-506-3341	EQUIPMENT PAR PRINTER CARTRIDGES, CABLE	044711	189.00
01-2308	DELTA DENTAL OF OKLAHOM	I-213	250-506-1050	MEDICAL/LIFE POWER PLANT	044664	420.05
01-3038	ROOT'S HOMETOWN FURNITU	I-54279	250-506-3345	EQUIPMENT/TOO NEW RAG WASHER	044694	1,164.05
01-3704	BROKEN ARROW ELECTRIC S	I-S3347714.001	250-506-3341	EQUIPMENT PAR 8-BACK LIT LUMENS	044651	488.55
		I-S3354666.001	250-506-3341	EQUIPMENT PAR LIGHTING UPGRADES	044651	382.58
01-4550	TELADOC HEALTH, INC.	I-3303253 CMA	250-506-1050	MEDICAL/LIFE POWER PLANT	044705	36.35
01-4559	HARD HAT SAFETY AND GLO	I-IN-0078851	250-506-3540	MISC. SUPPLY CREW SHIRTS	044674	480.00
01-5215	JC SUPPLY	I-1895-13	250-506-3341	EQUIPMENT PAR SOLVENT CHEMICALS	044676	461.86



5/09/2025 10:46 AM

REGULAR DEPARTMENT PAYMENT REGISTER

PAGE: 41

PACKET : 25006 25007

VENDOR SET: Mult

FUND : 250 CMA OPERATING FUND

DEPARTMENT: 06 ELECTRIC PRODUCTION

BANK: Multi

BUDGET TO USE: CB-CURRENT BUDGET

VP	NAME	ITEM #	G/I ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-5215	JC SUPPLY		continued			
		I-1895-14	250-506-3341	EQUIPMENT PAR DEGREASER	044676	461.99
		I-1895-15	250-506-3341	EQUIPMENT PAR SOLVENT CHEMICALS	044676	341.02
			DEPARTMENT 06	ELECTRIC PRODUCTION	TOTAL:	404,086.98

6/09/2025 10:46 AM  
 PACKET : 25006 25007  
 VENDOR SET: Mult  
 FUND : 250 CMA OPERATING FUND  
 DEPARTMENT: 07 WATER PRODUCTION  
 BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

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BANK: Multi

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0017	ACCURATE ENVIRONMENTAL					
		I-HH13059	250-507-3328	CHEMICALS 2ND SOC OF 2025	044637	2,505.00
		I-HH21150	250-507-3328	CHEMICALS FLUORIDE	044637	40.00
		I-HH21151	250-507-3328	CHEMICALS TOTAL COLIFORM P/A	044637	140.00
		I-HH29042	250-507-3328	CHEMICALS TOTAL COLIFORM P/A	044637	175.00
		I-S039069	250-507-3413	LAB SUPPLIES VARIOUS SOLUTIONS	044637	496.93
01-0135	JOHN DEERE FINANCIAL (A					
		I-D60333	250-507-3328	CHEMICALS BULK GRADE 2 & 8	044648	89.02
		I-P51279	250-507-3328	CHEMICALS PATIO BLOCK, AERATOR	044648	72.47
		I-P56239	250-507-3328	CHEMICALS TARPS	044648	71.97
		I-P59723	250-507-3328	CHEMICALS SHIRTS, SPRAYER, SHOVEL	044648	106.96
01-0347	CHARLTON'S HEATING & AI					
		I-67794	250-507-3328	CHEMICALS AHV REPAIRS	044655	565.00
01-0631	AT&T MOBILITY					
		I-X06082025	250-507-3328	CHEMICALS ACCT#287352617680	044646	68.24
01-0874	GRAINGER INC					
		I-9502602056	250-507-3328	CHEMICALS BUSHING	044670	50.39
		I-9516795102	250-507-3345	EQUIPMENT/TOO COMBINATION VISE	044670	371.74
		I-9522628731	250-507-3328	CHEMICALS CONCRETE COMPOUND	044670	329.90
01-1293	WALMART					
		I-03106	250-507-3328	CHEMICALS BROOM, FAUCET, DAWN	044711	108.59
		I-09794	250-507-3328	CHEMICALS COFFEE, SCISSORS, LIGHT	044711	123.89
01-2808	DELTA DENTAL OF OKLAHOM					
		I-213	250-507-1050	MEDICAL/LIFE WATER TREATMENT PLAN	044664	186.84
01-3704	BROKEN ARROW ELECTRIC S					
		I-S3347182.001	250-507-3550	WELL MAINTENA CONDUIT-3/4 GALV STEEL	044651	322.36
		I-S3347182.002	250-507-3550	WELL MAINTENA COUPLINGS	044651	74.05
		I-S3349375.001	250-507-3550	WELL MAINTENA WATERPROOF COVER	044651	5.90
01-4550	TELADOC HEALTH, INC.					
		I-3303253 CMA	250-507-1050	MEDICAL/LIFE WATER TREATMENT PLAN	044705	16.13
01-5127	STEWART TANK CONSULTING					
		I-1259	250-507-3550	WELL MAINTENA GST #1 & 2 INSPECTION	044700	3,900.00
				DEPARTMENT 07 WATER PRODUCTION	TOTAL:	9,820.38

PACKET : 25006 25007

VENDOR SET: Mult

FUND : 250 CMA OPERATING FUND

DEPARTMENT: 03 WATER MAINTENANCE

BANK: Multi

BUDGET TO USE: CB-CURRENT BUDGET

VF	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0135	JOHN DEERE FINANCIAL (A					
		I-51323	250-508-3341	EQUIPMENT PAR BULK GRADE 2 & 3	044648	2.46
		I-P53145	250-508-3341	EQUIPMENT PAR EXTENSION CORD	044648	39.99
		I-P54644	250-508-3341	EQUIPMENT PAR 2 GALLON SPRAYER, SPRAY	044648	120.96
		I-P54841	250-508-3341	EQUIPMENT PAR 2 GALLON SPRAYER	044648	26.99
		I-P62046	250-508-3341	EQUIPMENT PAR FEED SCOOP, POLY BUCKET	044648	21.98
		I-P62049	250-508-3341	EQUIPMENT PAR QUICK COUPLER	044648	18.98
01-0464	CUSHING LUMBER COMPANY					
		I-10063	250-508-3341	EQUIPMENT PAR COUPLINGS	044662	3.98
		I-11306	250-508-3341	EQUIPMENT PAR NIPPLES, PUTTY, LAV POP-UP	044662	25.77
		I-9528	250-508-3341	EQUIPMENT PAR GRAVEL MIX	044662	49.90
01-0804	FECHNER PUMP & SUPPLY I					
		I-1449345	250-508-3352	FITTINGS SPRAY PAINT	044668	85.80
		I-1449643	250-508-3341	EQUIPMENT PAR PARTS & MATERIALS	044668	515.05
01-1293	WALMART					
		I-00056	250-508-3540	MISCELLANEOUS BINDERS	044711	5.34
		I-03466C	250-508-3540	MISCELLANEOUS BOUNTY, TOILET PAPER, SOAP	044711	102.43
		I-05/2025 WATER	250-508-3379	HYDRANTS & PA 55 GAL BRUTE, MERCHANDISE	044711	93.22
		I-07057	250-508-3540	MISCELLANEOUS PENS, DIVIDING TABS	044711	11.91
		I-07739	250-508-3540	MISCELLANEOUS BOUNTY, LYSOL, HANDSOAP	044711	78.32
01-1381	LOWE'S					
		I-99321	250-508-3310	BUILDING MAIN FITTINGS FOR ICE MACHINE	044678	423.19
01-1987	CORE & MAIN LP					
		I-CNV1000002536	250-508-3341	EQUIPMENT PAR 2 HYMAX	044660	517.00
		I-CNV1000002548	250-508-3326	CLAMPS SMITH BLAIR SADDLE	044660	110.00
		I-CNV1000003109	250-508-3326	CLAMPS CLAMPS	044660	200.99
		I-CNV1000003189	250-508-3326	CLAMPS MARKING PAINT, FLAGS	044660	478.80
		I-CNV1000003480	250-508-3326	CLAMPS CLAMP	044660	373.47
		I-CNV1000003951	250-508-3379	HYDRANTS & PA FITTINGS/WILSON PROJECT	044660	6,158.49
01-2608	DELTA DENTAL OF OKLAHOM					
		I-213	250-508-1050	MEDICAL/LIFE WATER MAINTENANCE	044664	233.22
01-3438	ROOT'S HOMETOWN FURNITU					
		I-54306	250-508-3330	DOES/MEMBERSH WASHER	044695	519.00
01-3704	BROKEN ARROW ELECTRIC S					
		C-S3344309.001	250-508-3341	EQUIPMENT PAR CREDIT-LIGHT FIXTURES	044651	40.00-
		I-S3344284.001	250-508-3341	EQUIPMENT PAR LIGHT FIXTURES	044651	378.28
01-4550	TELMADOC HEALTH, INC.					
		I-3303253 CMA	250-508-1050	MEDICAL/LIFE WATER MAINTENANCE	044705	20.21
01-4624	CATES SUPPLY, INC					



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PACKET : 25006 25007

VENDOR SET: Mult

FUND : 250 CMA OPERATING FUND

DEPARTMENT: 08 WATER MAINTENANCE

BANK: Multi

BUDGET TO USE: CB-CURRENT BUDGET

VP	NAME	ITEM #	G/I, ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-4624	CATES SUPPLY, INC	continued				
	I-589994		250-508-3352	FITTINGS 3" X-THICK GASKET	044634	2.92
			DEPARTMENT 08	WATER MAINTENANCE	TOTAL:	10,578.65

6/09/2025 10:46 AM  
 PACKET : 25006 25007  
 VENDOR SET: Multi  
 FUND : 250 CMA OPERATING FUND  
 DEPARTMENT: 09 SEWER PLANT  
 BUDGET TO USE: CB-CURRENT BUDGET

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BANK: Multi

VF	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0017	ACCURATE ENVIRONMENTAL					
		I-HE01069	250-509-3344	ENGINEERING TABLE II, III, IV TEST FEE	044637	3,585.00
		I-HE06042	250-509-3344	ENGINEERING AMMONIA, BOD5 TEST FEES	044637	180.00
		I-HE13021	250-509-3344	ENGINEERING AMMONIA, BOD5 TEST FEES	044637	180.00
		I-HE20007	250-509-3344	ENGINEERING AMMONIA, BOD5 TEST FEES	044637	180.00
		I-HE27019	250-509-3344	ENGINEERING AMMONIA, BOD5 TEST FEES	044637	180.00
01-0135	JOHN DEERE FINANCIAL (A					
		I-B39911	250-509-3489	SYSTEM MAINTN TOOL BOX, HOSE, GLOVES	044648	312.96
		I-B39939	250-509-3489	SYSTEM MAINTN GROUNDCLEAR, ROUND UP	044648	83.98
01-0275	REPUBLIC SERVICES #789					
		I-0789-000438454	250-509-3475	SLUDGE MANAGE SLUDGE HANDLING FEE	044692	970.19
01-0464	CUSHING LUMBER COMPANY					
		I-10880	250-509-3310	BUILDING MAIN VARIOUS PLUMBING FITTINGS	044662	131.37
01-0700	OKLA DEPT OF ENVIRONMEN					
		I-25040470002	250-509-3344	ENGINEERING NEW PERMIT FEE	044682	676.15
01-1028	HARBOR FREIGHT COMMERC					
		I-068736	250-509-3372	HARDWARE FLUX WELDER	044673	249.97
01-1293	WALMART					
		I-00049A	250-509-3540	MISCELLANEOUS LABEL MAKER	044711	35.48
		I-02218A	250-509-3540	MISCELLANEOUS WATER, BATTERIES, TAPE	044711	125.61
01-1377	LOCKE SUPPLY					
		I-55515587-00	250-509-3456	PLANT IMPROVE COUPLINGS	044677	33.67
		I-55515685-00	250-509-3456	PLANT IMPROVE HEAT SHRINK	044677	8.73
01-1381	LOWE'S					
		I-85391	250-509-3345	EQUIPMENT/TOO 35X72 CABINET	044678	179.55
01-2523	EXCELSIOR BLOWER SYSTEM					
		I-0920945-TN	250-509-3475	SLUDGE MANAGE BLOWER FANS & SILENCER	044667	4,035.80
01-2803	DRJTA DENTAL OF OKLAHOM					
		I-213	250-509-1050	MEDICAL/LIFE SEWER PLANT	044664	186.84
01-3704	BROKEN ARROW ELECTRIC S					
		I-S3355405.001	250-509-3489	SYSTEM MAINTN OUTLET BOXES, SWITCH PLATE	044651	6.59
01-4550	TRIADOC HEALTH, INC.					
		I-3303253 CMA	250-509-1050	MEDICAL/LIFE SEWER PLANT	044705	16.13
01-4587	COVE ENVIRONMENTAL, LLC					
		I-39-2-25	250-509-3475	SLUDGE MANAGE QUARTERLY TEST FEES	044661	1,600.00

VT	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-4616	WALLS MECHANICAL LLC					
		I-05/2025 SEWER PLT	250-509-3341	EQUIPMENT PAR A/C REPAIR	044710	504.00
		I-05/25 SEWER PLT	250-509-3341	EQUIPMENT PAR REPLACED FAN MOTOR	044710	582.00
		I-5/2025 SEWER PLT	250-509-3341	EQUIPMENT PAR LAB A/C REPAIR	044710	1,345.00
01-5026	CLAYTON'S LAND SERVICES					
		I-8329	250-509-3310	BUILDING MAIN MOWING SERVICES	044657	2,675.00
DEPARTMENT 09 SEWER PLANT					TOTAL:	18,064.02

PACKET : 25006 25007

VENDOR SET: Malt

FUND : 250 CMA OPERATING FUND

DEPARTMENT: 10 SEWER MAINTENANCE

BANK: MALL

BUDGET TO USE: CB-CURRENT BUDGET

VENDOR	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0790	EWING ELECTRIC MOTOR LL	I-0092180	250-510-5612	INFILTRATION LIFT STATION MOTOR	044666	1,921.09
01-1269	UTILITY SUPPLY CO	I-139653	250-510-3345	EQUIPMENT/TOO PIPE TONG 8"	044708	90.00
01-2437	DITCH WITCH OF OKLAHOMA	I-P46063	250-510-3326	SEWER CAMERA 200 GALLON TANK, FITTINGS	044665	847.21
		I-W14291	250-510-3341	EQUIPMENT PAR INSTALLED NEW TANK	044665	1,422.54
01-2663	VISA	I-96101	250-510-3345	EQUIPMENT/TOO COMMERCIAL ICE MAKER	044709	1,399.99
01-2808	DELTA DENTAL OF OKLAHOM	I-213	250-510-1050	MEDICAL/LIFE SEWER MAINTENANCE	044664	280.25
01-4550	TELADOC HEALTH, INC.	I-3303253 CMA	250-510-1050	MEDICAL/LIFE SEWER MAINTENANCE	044705	24.23
01-4849	CLEAN UNIFORM COMPANY	I-05/2025 CMA	250-510-3500	UNIFORMS UNIFORMS-SEWER	044658	73.09
			DEPARTMENT 10	SEWER MAINTENANCE	TOTAL:	6,058.40

6/09/2025 10:46 AM  
PACKET : 25006 25007  
VENDOR SET: Mult

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FUND : 250 CMA OPERATING FUND  
DEPARTMENT: 11 REFUSE  
BUDGET TO USE: CB-CURRENT BUDGET

BANK: Multi

VY	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT
01-0275	REPUBLIC SERVICES 4789	I-789000438488	250-511-3320	CONTRACTUAL MAY 2025 SERVICES	044693	99,480.10
DEPARTMENT 11 REFUSE					TOTAL:	99,480.10
FUND 250 CMA OPERATING FUND					TOTAL:	660,897.97

5/09/2025 10:46 AM  
PACKET : 25006 25007  
VENDOR SET: Mult  
FUND : 252 CMA-CAPITAL IMPROVEMENT  
DEPARTMENT: 00 CMA-CAPITAL IMPROVEMENT  
BUDGET TO USE: CB-CURRENT BUDGET

REGULAR DEPARTMENT PAYMENT REGISTER

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BANK: Multi

7/1/2025	NAME	ITEM #	G/L ACCOUNT NAME	DESCRIPTION	CHECK#	AMOUNT	
01-0055	ALLGEER, MARTIN & ASSO						
		I-60040302-1-425	252-500-5555	HARMONY SUBST HARMONY SUB RELAY SETTING	044639	7,435.76	
		I-60040302-2-425	252-500-5555	HARMONY SUBST HARMONY CLOSE OUT & DRAWL	044639	3,375.88	
		I-60040302-3-425	252-500-5555	HARMONY SUBST TRANSFORMER RESTORATION	044639	365.13	
01-2696	MICROCOMM INC						
		I-20254	252-500-5498	WELL ELECTRIC WELL 9 ELECT & VRD	044680	21,505.00	
01-3505	PROFESSIONAL ENGINEERING						
		I-534802	252-500-5488	CDBG PROJECT CDBG PROJECT 4	044685	700.00	
		I-534803	252-500-5496	S.H.18 WATER HWY 18 WATER LINE	044686	2,887.50	
		I-534804	252-500-5497	S.H.18 SEWER SH-18 SANITARY SEWER	044687	2,337.50	
		I-534805	252-500-5499	SH18 ELECTRIC ELEC RELOCATION HWY 18	044688	2,550.00	
01-5239	TESCO-THE EASTERN SPECI						
		I-214797	252-500-5493	AMI ELECTRIC AMI METER 8,9 & 16S POLY	044706	69,042.70	
		I-214889	252-500-5493	AMI ELECTRIC AMI METER 8,9 & 16S POLY	044706	2,779.24	
		I-215188	252-500-5493	AMI ELECTRIC AMI METER 8,9 & 16S POLY	044706	42,198.93	
			DEPARTMENT 00	CMA-CAPITAL IMPROVEMENT	TOTAL:	155,177.61	
			FUND	252	CMA-CAPITAL IMPROVEMENT	TOTAL:	155,177.61
					REPORT GRAND TOTAL:	964,787.93	



## MAY 2025 PAYROLL

### CUSHING MUNICIPAL AUTHORITY

**\*\* MAY 15, 2025 \*\***

REGULAR PAYROLL

\$121,460.97

TOTAL

\$121,460.97

**\*\* MAY 30, 2025 \*\***

REGULAR PAYROLL

\$123,553.42

TOTAL

\$123,553.42

**TOTAL CMA PAYROLL FOR MONTH OF MAY 2025**

**\$245,014.39**

IN ACCORDANCE WITH OKLAHOMA MEETING LAW, THE AGENDA  
WAS POSTED APRIL 30, 2025, AT 9:00 A.M. AT THE CUSHING CITY HALL,  
100 JUDY ADAMS BOULEVARD, CUSHING, OKLAHOMA

MINUTES OF THE ANNUAL ORGANIZATIONAL MEETING  
CUSHING MUNICIPAL AUTHORITY  
HELD AT 100 JUDY ADAMS BLVD.  
MAY 5, 2025  
10:00 A.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 Annual Organizational Meeting of the Cushing Municipal Authority was called to order on May 5, 2025, by Trustee Roberson.

PRESENT: ROBERSON, BRANYAN, LOFTON, BEASLEY, LAMB  
ABSENT: NONE

2. Election of Officers.
  - a. Chair

MOTION: A MOTION WAS MADE BY TRUSTEE BRANYAN TO ELECT B.J. ROBERSON AS CHAIR OF THE CUSHING MUNICIPAL AUTHORITY. THE MOTION WAS SECONDED BY TRUSTEE BEASLEY AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

AYES: ROBERSON, BRANYAN, LOFTON, BEASLEY, LAMB  
NAYS: NONE

- b. Vice-Chair

MOTION: A MOTION WAS MADE BY TRUSTEE BRANYAN TO ELECT GEOFFREY BEASLEY AS VICE CHAIR OF THE CUSHING MUNICIPAL AUTHORITY. THE MOTION WAS SECONDED BY TRUSTEE LOFTON AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

AYES: ROBERSON, BRANYAN, LOFTON, BEASLEY, LAMB  
NAYS: NONE

3. Adjournment.

MOTION: A MOTION WAS MADE BY TRUSTEE LOFTON TO ADJOURN THE MAY 5, 2025, ANNUAL ORGANIZATIONAL MEETING OF THE CUSHING MUNICIPAL AUTHORITY AT 10:15 A.M. THE MOTION WAS SECONDED BY TRUSTEE BRANYAN AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

AYES: ROBERSON, BRANYAN, LOFTON, BEASLEY, LAMB  
NAYS: NONE

( S E A L )

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B.J. ROBERSON, CHAIR  
CUSHING MUNICIPAL AUTHORITY

ATTEST:

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JERRICA WORTHY, SECRETARY

IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW, THE AGENDA,  
WAS POSTED MAY 5, 2025, AT 2:30 P.M. AT THE CUSHING CITY HALL,  
100 JUDY ADAMS BOULEVARD, CUSHING, OKLAHOMA

MINUTES OF THE SPECIAL JOINT MEETING  
CUSHING CITY COMMISSION,  
CUSHING MUNICIPAL AUTHORITY,  
CUSHING HOSPITAL AUTHORITY,  
CUSHING INDUSTRIAL AUTHORITY,  
AND CUSHING EDUCATIONAL FACILITIES AUTHORITY  
HELD AT 100 JUDY ADAMS BLVD.  
MAY 8, 2025  
5:30 P.M.

THE BOARD MAY DISCUSS, CONSIDER AND VOTE ON ANY ITEMS LISTED ON AGENDA  
IN ANY ORDER.

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

The Special Joint Meeting of the Cushing City Commission, Cushing Municipal Authority, Cushing Hospital Authority, Cushing Industrial Authority, Cushing Educational Facilities Authority was called to order by Chair Roberson.

PRESENT: BRANYAN, LAMB, BEASLEY, LOFTON, ROBERSON  
ABSENT: NONE

2. Consent Agenda
3. Items Removed from the Consent Agenda
4. General Business
  - a. Discussion and possible action to approve Right of Way Use Agreement with Vero Fiber Networks, LLC, to allow a fiber line to be installed in the City's Right of Way for the purpose of providing fiber service to Cushing Public Schools' facilities.

MOTION: A MOTION WAS MADE BY COMMISSIONER LOFTON TO APPROVE RIGHT OF WAY USE AGREEMENT WITH VERO FIBER NETWORKS, LLC, TO ALLOW A FIBER LINE TO BE INSTALLED IN THE CITY'S RIGHT OF WAY FOR THE PURPOSE OF PROVIDING FIBER SERVICE TO CUSHING PUBLIC SCHOOLS' FACILITIES. THE MOTION WAS SECONDED BY COMMISSIONER BRANYAN AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

AYES: BRANYAN, LAMB, BEASLEY, LOFTON, ROBERSON  
NAYS: NONE

**5. Workshop to discuss the FY 2025-26 budgets for the City of Cushing, Cushing Municipal Authority, Cushing Hospital Authority, Cushing Industrial Authority and Cushing Educational Facilities Authority.**

Finance Director Jerrica Worthy gave a presentation of FY 2025-26 budget for the City of Cushing, Cushing Municipal Authority, Cushing Hospital Authority, Cushing Industrial Authority, and the Cushing Educational Facilities Authority.

Human Resources Director Tracie Rose spoke about employee health care benefits.

General discussion among the commissioners about various budget items.

**6. Adjournment**

MOTION: A MOTION WAS MADE BY COMMISSIONER BRANYAN TO ADJOURN THE SPECIAL JOINT MEETING OF THE CUSHING CITY COMMISSION, CUSHING MUNICIPAL AUTHORITY, CUSHING HOSPITAL AUTHORITY, CUSHING INDUSTRIAL AUTHORITY, AND THE CUSHING EDUCATIONAL FACILITIES AUTHORITY AT 7:35 P.M. THE MOTION WAS SECONDED BY COMMISSIONER LAMB AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

AYES: BRANYAN, LAMB, BEASLEY, LOFTON, ROBERSON

NAYS: NONE

( S E A L )

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B.J. ROBERSON, CHAIR  
CUSHING CITY COMMISSION,  
CUSHING MUNICIPAL AUTHORITY,  
CUSHING HOSPITAL AUTHORITY,  
CUSHING INDUSTRIAL AUTHORITY,  
AND THE  
CUSHING EDUCATIONAL FACILITIES  
AUTHORITY

ATTEST:

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JERRICA WORTHY, CITY CLERK  
AND SECRETARY

IN ACCORDANCE WITH THE OKLAHOMA OPEN MEETING LAW, THE AGENDA  
WAS POSTED MAY 15, 2025, AT 9:00 A.M. AT THE CUSHING CITY HALL,  
100 JUDY ADAMS BOULEVARD, CUSHING, OKLAHOMA

MINUTES OF THE REGULAR MEETING  
CUSHING MUNICIPAL AUTHORITY  
HELD AT 100 JUDY ADAMS BLVD.  
MAY 19, 2025  
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 Regular Meeting of the Cushing Municipal Authority was called to on May 19, 2025, by Chair Roberson.

PRESENT: BRANYAN, LAMB, BEASLEY, LOFTON, ROBERSON  
ABSENT: NONE

2. Public Input and Unscheduled Personal Appearances  
Citizens wishing to give Public Input may do so by signing up to make comments until 6:50 pm on the day of the meeting in the City Manager's office. All comments are limited to three (3) minutes in length and must address a current agenda item. Comments must also meet basic rules of decorum (no personal attacks, foul language, disruptive behavior, etc.). Commentors must include their full name, address, and the agenda item being addressed on the sign-up form in order to speak. Comments that do not adhere to the rules will not be allowed. The purpose of this agenda item is to provide citizens with an opportunity to comment on specific agenda items. Commissioners and staff will not engage in discussion or offer input during Public Input. Responses to comments, if any, will occur under the appropriate agenda time or in follow-up communication.
3. Consent Agenda
  - a. Approve claims and payroll totaling: \$967,390.59.
  - b. Approve minutes: April 21, 2025 (Regular)
  - c. Authorize the purchase of diesel fuel for the Power Plant and expend up to \$25,000.00.
  - d. Authorize the City Manager to issue a purchase order to Anixter in an amount up to \$15,000.00 for the purchase of #2 underground primary wire for the Electric Distribution Department, and to authorize payment.
  - e. Recognize non-pay utility report for City operations and public facilities for 4/30/25 billing period.
  - f. Recognize statement of cash and investments as of April 30, 2025.

MOTION: A MOTION WAS MADE BY TRUSTEE LAMB TO APPROVE THE CONSENT AGENDA AS PRESENTED. THE MOTION WAS SECONDED BY TRUSTEE BRANYAN AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

AYES: BRANYAN, LAMB, BEASLEY, LOFTON, ROBERSON  
NAYS: NONE



**4. General Business**

- a. Discussion and possible action to approve a pole attachment agreement with CentraNet for the fees established within the agreement.**

City Manager Ochsner gave a brief explanation of the agreement.

Mark Prather, President of CentraNet, spoke of the proposed agreement.

MOTION: A MOTION WAS MADE BY TRUSTEE LOFTON TO APPROVE A POLE ATTACHMENT AGREEMENT WITH CENTRANET FOR THE FEES ESTABLISHED WITHIN THE AGREEMENT. THE MOTION WAS SECONDED BY TRUSTEE BRANYAN AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

AYES: BRANYAN, LAMB, LOFTON, ROBERSON

NAYS: BEASLEY

(TRUSTEE BEASLEY ABSTAINED)

**5. Items Removed from Consent Agenda**

None.

**6. Resolutions**

- a. Resolution No. 08-2025: A resolution declaring certain Municipal Authority owned personal property to be obsolete or surplus; authorizing and directing the City Manager to sell or otherwise dispose of such obsolete or surplus property; and providing for notice of sale.**

MOTION: A MOTION WAS MADE BY TRUSTEE LAMB TO APPROVE RESOLUTION NO. 08-2025 AS PRESENTED. THE MOTION WAS SECONDED BY TRUSTEE BRANYAN AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

AYES: BRANYAN, LAMB, BEASLEY, LOFTON, ROBERSON

NAYS: NONE

- 7. Other New Business, if any, which has arisen since the posting of the Agenda and could not have been anticipated prior to the time of the posting (25 O.S. §311 (9)).**

None.

**8. Adjournment**

MOTION: A MOTION WAS MADE BY TRUSTEE LOFTON TO ADJOURN THE MAY 19, 2025, REGULAR MEETING OF THE CUSHING MUNICIPAL AUTHORITY AT 8:39 P.M. THE MOTION WAS SECONDED BY TRUSTEE LAMB AND RESULTED IN THE FOLLOWING ROLL CALL VOTE.

AYES: BRANYAN, LAMB, BEASLEY, LOFTON, ROBERSON

NAYS: NONE

( S E A L )

\_\_\_\_\_  
B.J. ROBERSON, CHAIR  
CUSHING MUNICIPAL AUTHORITY

ATTEST:

JERRICA WORTHY, SECRETARY

# CITY OF CUSHING

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE CITY COMMISSION

Date of Meeting: June 16, 2025 Agenda Item No: 3e

Subject: To authorize the write-off of 138 delinquent utility accounts totaling \$51,901.94 for the 12 month period of 07/01/2022 through 06/30/2023.

Staff Resources: Diane Barnett and Jerrica Worthy

## Summary:

Staff recommends the following write-off in order to more accurately reflect the utility receivable balances by reducing said balances to reflect those occurring within the last 24 months. The total billed for the 12 month period of 07/01/2022 through 06/30/2023 was \$16,404,786.41. The \$51,901.94 represents approximately .32% of the total amount billed for that 12 month period. The summary of the write-offs has been included to provide detail of the allocation across revenues. The accounts for these referenced time periods have been removed from our accounting books and no longer show up as a receivable; however, the City still tries to continue to collect these accounts.

Suggested Motion: A motion to approve the write off of 138 delinquent utility accounts totaling \$51,901.94 for the 12 month period of 07/01/2022 through 06/30/2023.



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:** June 16, 2025

**Agenda Item No:** 3f

**Subject:** Renewal of the 2025-2026 Workers' Compensation Participation  
Agreement with the Oklahoma Municipal Assurance Group

**Staff Resources:** Tracie Rose, Human Resource Director

**I. Summary**

Staff is seeking authorization to execute the FY 2025-26 Workers' Compensation Plan Renewal Participation Agreement with the Oklahoma Municipal Assurance Group (OMAG) and approve use of the escrow balance to be applied to the premium.

**II. Fiscal Impact:**

\$227,457.00 has been allocated in the FY 25-26 budget, less \$94,089.88, which is currently in the escrow credit reduction account. Each department has a Tier I expense line-item that includes personnel costs, which include the City, CMA and Airport.

**III. Recommended Action**

Authorize the City Manager to execute all necessary documents and to issue payment for the total Annual Premium to the Oklahoma Municipal Assurance Group (OMAG) in the amount up to \$133,367.12 for renewal of the Workers' Compensation Plan for FY 25-26.

City of Cushing-	66.58%	\$88,792.86
Cushing Municipal Authority-	33.42%	\$44,574.26



3650 S. Boulevard • Edmond, OK 73013 • omag.org  
405.657.1400 • 800.234.9461 • FAX 405.657.1401

Date of Invoice: 5/28/2025

## INVOICE-Workers' Compensation Aggregate Deductible Plan

Mail To: City of Cushing P.O. Box 311 Cushing, OK 74023-0311	Insured: City of Cushing Policy No.: WCV140006309 Effective Date: 7/1/2025 Expiration Date: 7/1/2026
---	---

Inst. No.	Date	Transaction Type	Amount
1	7/1/2025	Renewal	\$56,864.25

Est. Annual Premium: 99,760.00 Loss Fund Aggregate Ded. Amt: 99,764.00 OMAG Admin. Fee: 27,933.00 Total Premium: 227,457.00 Total Policy Balance Before Payment: \$227,457.00	Current Amount Due: \$56,864.25  Payment Due By: 7/1/2025
---	---

**Thank you for your business. If you have questions about your account, please  
call 1-800-234-9461 or 405-657-1400.**

Detach along the perforation below. Keep top portion for your records.

Return bottom portion with your remittance.

Policy Number: WCV140006309 Insured Name: City of Cushing Invoice Number: 27899	Amount Due: \$56,864.25 Payment Due By: 7/1/2025
---	---

PLEASE REMIT PAYMENT TO:

OMAG

P. O. Box 3091

Edmond, OK 73083



3650 S. Boulevard • Edmond, OK 73013 • omag.org  
405.657.1400 • 800.234.9461 • FAX 405.657.1401  
AGGREGATE DEDUCTIBLE PLAN

2025-2026 Escrow Use Form for City of Cushing

This form indicates the Escrow Balance in your account. Any interest that has accrued has been added to the Escrow Balance. Use this form to indicate if escrow is to be applied to premium. If Escrow is being used, please include a copy of board/council minutes with this form.

**ESCROW** (including any interest credit) . . . . . \$ 94,089.88

Select and initial the appropriate box below and enter the dollar amount to be applied to premium (if one appears).

- x   1. We will use \$ 94,089.88 of our Escrow Credit to reduce our 2025-2026 premium for the Workers' Compensation renewal. NOTE: A copy of the board/council minutes is required.
2. We will not use our Escrow Credit to reduce our 2025-2026 premium for the Workers' Compensation renewal.

If you choose to not use Escrow to reduce your premium, the premium shall be due and payable on or before the first day of the agreement period or within thirty (30) days of the date of invoice, whichever is later. OMAG offers three payment plans: annual, semi-annual, and quarterly.

Failure to pay or for OMAG to receive the premium due on the above stated dates shall result in cancellation and non-coverage for you for the period in which the premium was due, or any extension thereof as a result of your decision to make the installment payments.

6-16-2025

Date

\_\_\_\_\_  
Signature of Authorized Representative

Ryan Ochsner City Manager

Printed Name and Title

**NOTE: THIS FORM MUST BE SIGNED AND RETURNED TO OMAG.**

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: June 16, 2025

Agenda Item No: 39

**Subject:** Authorization of payment for the renewal of the Fiscal Year 2025-2026 Oklahoma Municipal Assurance Group (OMAG) Property Protection Plan (MPPP) and Liability Protection Plan (MLPP) for the City and CMA

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

**I. Summary**

Staff are seeking the authorization of payments for the renewal of the Fiscal Year 2025-2026 Oklahoma Municipal Assurance Group (OMAG) Property Protection Plan (MPPP) and Liability Protection Plan (MLPP) for the City (\$219,476.12) and CMA (\$257,645.88)

**II. Fiscal Impact:**

Staff have allocated adequate budgetary funds in the FY 25-26 budgets to cover the property and fleet insurances costs. Staff propose making payments in full for the renewal of both policies. The City's calculated payment is \$219,476.12 and CMA's calculated payment is \$257,645.88.

**III. Recommended Action**

Approval to issue payments to the Oklahoma Municipal Assurance Group (OMAG) in amounts up to \$219,476.12 (City) and \$257,645.88 (CMA) for the renewal of the Fiscal Year 2025-2026 Oklahoma Municipal Assurance Group (OMAG) Property Protection Plan (MPPP) and Liability Protection Plan (MLPP).





Jerrica A. Worthy, C.P.A., Finance Director/City Clerk

P.O. Box 311, Cushing, Oklahoma 74023-0311  
Ph: 918-225-1625 - Fax: 918-223-2917  
E-mail: cityclerk@cityofcushing.org

June 5, 2025

Re: OMAG Insurance for 2025-2026 Fiscal Year

City Manager Ochsner –


Please find attached copies of the invoices for the City's and CMA's insurance for the FY 2025/2026 term. Staff proposes paying the full policy balances listed as of the invoice date. This request for payment should be placed on June 16, 2025, Consent Dockets for both City and CMA for proper approval of payment out of the FY 2025/2026 budgets. City approval for payment to OMAG for \$219,476.12 and CMA approval for payment to OMAG for \$257,645.88. Note that the FY 2025/2026 proposed budgets are pending approval at the June 16, 2025, meeting. The proposed budgets will need to be approved prior to authorization of the requested insurance expenditure.

Please note there will be additional insurance expenses as we take possession of new capital outlay items purchased during the upcoming fiscal year. We also pay bond premiums for the commissioners and staff out of these budgetary funds. The remaining budgetary balance is estimated to be adequate in covering the noted expenditures.

I make the following suggestion for allocation of payment of the premiums:

PREMIUM DESCRIPTION	CMA	CITY
FY 2025/2026 BUDGET	270,000.00	235,000.00
PROPERTY, BLDGS, MACHINERY, LAND	149,333.76	127,210.24
GENERAL LIAB. & FLEET	108,312.12	92,265.88
SUBTOTAL:	257,645.88	219,476.12
TOTAL FY 2025/2026 PAYABLE TO OMAG:	477,122.00	

Please feel free to contact me if you need further information from me.

Thank You,  
  
Jerrica Worthy  
Finance Director & City Clerk



3650 S. Boulevard • Edmond, OK 73013 • omag.org  
405.657.1400 • 800.234.9461 • FAX 405.657.1401

Date of Invoice: 5/8/2025

## INVOICE

Mail To: City of Cushing P.O. Box 311 Cushing, Oklahoma 74023-0311	Insured: City of Cushing Policy No.: PRO140043609 Policy Type: Property Effective Date: 7/21/2025 Expiration Date: 7/21/2026
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Inst. No.	Date	Transaction Type	Amount	Running Total
1	7/21/2025	Renewal	\$69,136.00	\$69,136.00
Total Policy Balance Before Payment: \$276,544.00			Current Amount Due	\$69,136.00
			Payment Due By	7/21/2025

Thank you for your business. If you have questions about your account,  
please call 1-800-234-9461 or 405-657-1400.

If not paid within 45 days of due date, policy will be cancelled.

If you are interested in being able to make this payment via ACH, please contact Matt Jacobson at (405) 657-1429.

Detach along the perforation above. Keep top portion for your records. Return bottom portion with your remittance.

Policy No.: PRO140043609 Insured: City of Cushing	Amount Due: \$69,136.00 Payment Due By: 7/21/2025
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PLEASE REMIT PAYMENT TO:

OMAG  
P.O. Box 3091  
Edmond, OK 73083



3650 S. Boulevard • Edmond, OK 73013 • omag.org  
405.657.1400 • 800.234.9461 • FAX 405.657.1401

Date of Invoice: 5/5/2025

## INVOICE

<b>Mail To:</b> City of Cushing P.O. Box 311 Cushing, Oklahoma 74023-0311	<b>Insured:</b> City of Cushing <b>Policy No.:</b> GLA140046609 <b>Policy Type:</b> General Liability/Auto <b>Effective Date:</b> 7/21/2025 <b>Expiration Date:</b> 7/21/2026
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Inst. No.	Date	Transaction Type	Amount	Running Total
1	7/21/2025	Renewal	\$50,144.50	\$50,144.50
Total Policy Balance Before Payment: \$200,578.00			Current Amount Due	\$50,144.50
			Payment Due By	7/21/2025

Thank you for your business. If you have questions about your account,  
please call 1-800-234-9461 or 405-657-1400.

If not paid within 45 days of due date, policy will be cancelled.

If you are interested in being able to make this payment via ACH, please contact Matt Jacobson at (405) 657-1429.

Detach along the perforation above. Keep top portion for your records. Return bottom portion with your remittance.

Policy No.: GLA140046609 Insured: City of Cushing	Amount Due: \$50,144.50 Payment Due By: 7/21/2025
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PLEASE REMIT PAYMENT TO:

OMAG  
P.O. Box 3091  
Edmond, OK 73083



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:** June 16, 2025

**Agenda Item No:** 3h

**Subject:** Audit Engagement Letter for FY 2024-2025 Audit

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

### **I. Summary**

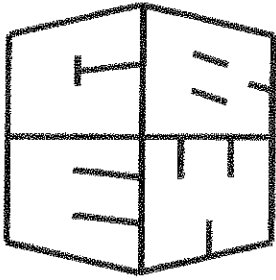
This is the authorization that is signed each year for CBEW Professional Group, LLP to perform the annual audit for the City of Cushing, Cushing Municipal Authority, Cushing Hospital Authority, Cushing Industrial Authority and the Cushing Educational Facilities Authority. The proposed engagement letter has been reviewed, and it has been determined that the total of the proposed fee appears to be the same as last year. Staff propose approval of the audit engagement, including proposed fees.

### **II. Fiscal Impact**

Audit fee expenses will be adopted in the upcoming FY 25/26 budget. There are no additional fees projected at this time.

### **III. Recommended Action**

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



## **CBEW Professional Group, LLP**

Certified Public Accountants

P.O. Box 790

Cushing, OK 74023

918-225-4216 FAX 918-225-4315

Charles E. Crooks, Jr., CPA – Trisha J. Rieman, CPA – Gabrielle Conchola, CPA

March 13, 2025

Ryan Ochsner, City Manager  
Honorable Mayor and City Council  
And those charged with governance  
City of Cushing  
P.O. Box 311  
Cushing,

OK

74023

RE: Financial Audit for the Fiscal Year Ended June 30, 2025

Dear Mr. Ochsner:

Thank you for allowing CBEW Professional Group, LLP to perform auditing services for your City. This letter sets forth our understanding of the arrangements to conduct an audit of your financial statements and outlines the nature and scope of the services we will provide to you.

### **Audit Scope and Objectives**

We will audit the financial statements of the governmental activities, the business-type activities, each major fund and the aggregate remaining fund information, which collectively comprise the basic financial statements of the City of Cushing (City) as of and for the fiscal year ended June 30, 2025. Accounting standards generally accepted in the United States provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement the City's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to the City's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subject to certain limited procedures, but will not be audited:

1. Management's Discussion and Analysis.
2. Budgetary Comparison Schedules.
3. Pension Schedules.

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### **Audit Scope and Objectives (Continued)**

We have also been engaged to report on supplementary information other than RSI 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 auditing standards generally accepted in the United States of America and will provide an opinion on it in relation to the financial statements taken as a whole:

1. Schedule of Expenditures of Federal Awards, if applicable.
2. Combining Fund Financial Statements.

The funds and Public Trusts encompassed in the audit scope of services will include all of those activities defined as a part of the City in accordance with the guidelines of the National Council on Government Accounting (NCGA) and the Governmental Accounting Standards Board (GASB). Therefore, the audit will encompass the financial statements of the Cushing Municipal Authority, Cushing Hospital Authority, Cushing Industrial Authority and the Cushing Educational Facilities Authority for the same period. Such information will be presented as blended component units, debt service funds or special revenue funds as appropriate within the financial statements however separate audit reports will not be issued for those entities. Community Development Block Grants (CDBG), Airport Grants and other grants will be included in the financial statements as applicable based on the requirements of GASB Statement No. 34. If determined necessary, a separate audit report will be issued for specific airport grants based on the applicable requirements.

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 GAAP, 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. 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*.
- 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 of 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; 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. 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.

We will also conclude, based on the audit evidence obtained, whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the government's ability to continue as a going concern for a reasonable period of time.

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



### **Auditor's Responsibilities for the Audit of the Financial Statements and Single Audit (Continued)**

We have identified the following significant risk(s) of material misstatement as part of our audit planning: management override of controls and improper revenue recognition due to fraud.

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 opinion. 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 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*.

### **Other Services**

We will also assist in preparing the financial statements, schedule of expenditures of federal awards, and related notes of the City in conformity with accounting principles generally accepted in the United States of America and the Uniform Guidance based on information provided by you. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in accordance with *Government Auditing Standards*. We will perform the services in accordance with applicable professional standards. The other services are limited to the financial statements, schedule of expenditures of federal awards, and related notes services previously defined. We, in our sole professional judgment, reserve the right to refuse to perform any procedure or take any action that could be construed as assuming management responsibilities.

You agree to assume all management responsibilities for the financial statements, schedule of expenditures of federal awards, and related notes, and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements, the schedule of expenditures of federal awards, and related notes and that you have reviewed and approved the financial statements, the schedule of expenditures of federal awards, and related notes prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, with suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Upon completion of the audit we will file the Annual Survey of City and Town Finances (form SA&I 2643), described in Section 17-105.1 of the Oklahoma Statutes as prepared by your consultant. We will submit a copy of the audit to the Oklahoma State Auditor and Inspector (with the required \$100 fee). Further, we will be available to answer questions throughout the year. This regulatory filing is a nonaudit service and does not constitute an audit under *Government Auditing Standards*. We will perform these services in accordance with applicable professional standards.

### **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 accounting principles generally accepted in the United States of America; and for compliance with applicable laws and regulations (including federal statutes), rules, and the provisions of contracts and grant agreements (including award agreements).

### **Responsibilities of Management for the Financial Statements and Single Audit (Continued)**

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; (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.

**Responsibilities of Management for the Financial Statements and Single Audit (Continued)**

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, such as lost revenues, if applicable) in conformity with the Uniform Guidance. 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 OR make the audited financial statements readily available to intended users of the schedule of expenditures of federal awards no later than the date the schedule of expenditures of federal awards is issued with 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 U.S. generally accepted accounting principles (GAAP). 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 OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with 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 GAAP; (2) you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (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 will schedule the engagement based in part on deadlines, working conditions, and the availability of your key personnel. We understand that your consultant will prepare all cash, accounts receivable, or other confirmations we request and will locate any documents selected by us for testing. We will plan the engagement based on the assumption that your personnel will cooperate and provide assistance by performing tasks such as preparing requested schedules and retrieving supporting documents. If, for whatever reason, your personnel are unavailable to provide the necessary assistance in a timely manner, it may substantially increase the work we have to do to complete the engagement within the established deadlines, resulting in an increase in fees over our original fee estimate.

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 CBEW Professional Group, LLP 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 Oklahoma State Auditor and Inspector (with the required \$100 fee), 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 CBEW Professional Group, LLP 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 the Oklahoma State Auditor and Inspector. 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.

### **Engagement Administration, Fees, and Other (Continued)**

We will perform these services as expeditiously as possible in order to meet the time requirements of the engagement. Chuck Crooks is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them. We expect to begin our fieldwork as soon as practical. It is understood that you will prepare necessary end of year adjusting entries, convert the accounting records from a modified cash basis to GAAP, as applicable, prepare working trial balances, and provide back-up documentation to us as auditors. Additionally, your consultants and your accounting personnel would be available to answer questions and to provide assistance in locating records and any documents selected by us for testing, and to prepare schedules and analyses as may be necessary. A list of such schedules will be furnished to you shortly before or after we begin the engagement.

Every effort will be taken to keep that fee to a minimum consistent with the requirements of the engagement. Our fee for these services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will be addressed in Exhibit 1. Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered at the conclusion of the audit. The above fee is 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. This engagement does not include any services not specifically stated in this letter. You may request that we perform additional services not contemplated by this engagement letter. If this occurs, we will communicate with you the scope of the additional services and the estimated fees.

We also may issue a separate engagement letter covering the additional services. In the absence of any other written communication from us documenting such additional services, our services will continue to be governed by the terms of this engagement letter. Additional services of a significant nature, which you may request, will be billed separately.

### **Reporting**

We will issue written reports upon completion of our Single Audit. Our reports will be addressed to the Honorable Board of City Commissioners of the City of Cushing. 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.

### **Reporting (Continued)**

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. 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.

### ***Our Privacy Policy—Your Privacy is Important to Us***

Preserving your trust is a core value of our practice and the accounting profession. CBEW Professional Group, LLP recognizes that you expect us to protect the information you provide to us and to use it responsibly. We highly value your trust and confidence in us, and we want to assure you that any personal information obtained during our audit is kept confidential and secure. We are strongly committed to fulfilling the trust that is the foundation of your expectations.

We follow standard industry practices to actively protect the confidentiality, security, and integrity of your information. We retain records relating to professional services that we provide so that we are better able to assist you with your professional needs and, in some cases, to comply with professional guidelines. We also maintain physical, electronic, and procedural safeguards that comply with our professional standards. In so doing, we restrict access to your personal information to those employees who need to know that information to provide services to you. Additionally, our employees are bound by strict internal confidentiality policies.

The audit documentation (working papers) for this engagement is the property of CBEW Professional Group, LLP and constitutes confidential information. However, pursuant to authority given by law or regulation, we may be requested to make certain documentation available to a Federal or State agency providing direct or indirect funding or its designee or to the U.S. Government Accountability Office for purpose 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 documentation will be provided under the supervision of our personnel. Furthermore, upon request, we may provide photocopies of selected 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 a Cognizant Agency, Oversight Agency for Audit, or Pass-through Entity. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying any audit documentation.

City of Cushing  
March 13, 2025  
Page 11

In the event we are requested or authorized by you or are required by government regulation, subpoena, or other legal process to produce our documents or our personnel as witnesses with respect to our engagement, you will, so long as we are not part to the proceeding in which the information is sought, reimburse us for our professional time and expenses, as well as the fees and expenses of our counsel, incurred in responding to such requests.

#### **Other**

Our firm, as well as other accounting firms, participates in the AICPA's peer review program covering our audit and accounting practice. This is also a requirement of *Government Auditing Standards*. Under this program, our system of quality control is subjected to a peer review by a team of certified public accountants approved by the state administering entity. As part of this peer review, the team will review a sample of our work. It is possible that the work performed for you may be selected for their review. If it is, the peer review team is bound by professional standards to keep all information confidential.

*Government Auditing Standards* (Yellow Book) require that we provide you with a copy of our most recent external peer review report. Our 2022 peer review report accompanies this letter.

We are confident that CBEW Professional Group, LLP can continue to meet your current and ongoing needs. If you have any questions, please contact us at 918-225-4216. We appreciate the opportunity to be of service to you and believe this letter accurately summarizes the significant terms of our engagement.

If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,  
**CBEW PROFESSIONAL GROUP, LLP**  
Certified Public Accountants

*Chuck E. Crooks*

Chuck E. Crooks, CPA  
Partner and Audit Department Coordinator



**ACKNOWLEDGMENT:**

The foregoing letter fully describes the services required and is accepted by us.

**CITY OF CUSHING**

\_\_\_\_\_  
By \_\_\_\_\_ Date \_\_\_\_\_

**CUSHING MUNICIPAL AUTHORITY**

\_\_\_\_\_  
By \_\_\_\_\_ Date \_\_\_\_\_

**CUSHING HOSPITAL AUTHORITY**

\_\_\_\_\_  
By \_\_\_\_\_ Date \_\_\_\_\_

**CUSHING INDUSTRIAL AUTHORITY**

\_\_\_\_\_  
By \_\_\_\_\_ Date \_\_\_\_\_

**CUSHING EDUCATIONAL FACILITIES AUTHORITY**

\_\_\_\_\_  
By \_\_\_\_\_ Date \_\_\_\_\_

## EXHIBIT 1

### AUDIT FEES

Our fees as calculated below represents our estimate of the amount of fees to be charged annually based on the current scope of services set forth in the engagement letter.

1. Conduct annual audits of the financial statements of the City of Cushing and its component units in conformity with AICPA Standards, <i>Governmental Auditing Standards</i> and continuing requirements of GASB #34. The fee also includes preparation of the Management letter and SA&I Form 2643.	\$ 7,750.00
2. Audit of the Cushing Municipal Authority.	7,750.00
3. Audit of Cushing Hospital Authority.	1,250.00
4. Audit of Cushing Industrial Authority.	1,250.00
5. Audit of Cushing Educational Facilities Authority.	<u>3,000.00</u>
Total Audit Fee	<u>\$ 21,000.00</u>

We will also bill for the \$100 filing fee with the Oklahoma State Auditor and Inspector.

Estimate of additional fees that might be incurred based up certain changes in scope:

1. Additional requirements of the Single Audit Act and the Uniform Guidance ( <u>only if applicable</u> ).	2,500.00
2. Separate Airport Program audit ( <u>only if applicable and required</u> ).	2,000.00

COPY OF PEER REVIEW REPORT

Our firm is a member of the American Institute of Certified Public Accountants (AICPA), the national professional organization of CPA's and the Division for CPA Firms of the AICPA which is a voluntary self-regulatory organization established to foster quality performance. Member firms must complete "Peer Reviews" of their accounting and auditing practices every three in order to retain membership in the AICPA. Peer reviews are also a requirement of *Government Auditing Standards*. Our firm has successfully completed thirteen independent peer reviews of its accounting and auditing practice over the past 40 years. The reviews concluded that our firm complies with the stringent quality control standards set by the AICPA. *Our last seven peer reviews resulted in no letter of comments or deficiencies which ranks our firm in the top 10% of reviewed firms nationally.* A copy of our latest peer review report is attached which covers the year ended December 31, 2021.



6025 SOUTH QUEBEC ST, SUITE 260  
CENTENNIAL, COLORADO 80111  
303-792-3020 (o) | 303-792-5153 (f)  
WWW.WCRCPA.COM

## REPORT ON THE FIRM'S SYSTEM OF QUALITY CONTROL

June 21, 2022

To the Partners of CBEW Professional Group, LLP  
and the Peer Review Committee of the Oklahoma Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of CBEW Professional Group, LLP (the firm) in effect for the year ended December 31, 2021. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at [www.aicpa.org/prsummary](http://www.aicpa.org/prsummary). The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

### Firm's Responsibility

The firm is responsible for designing and complying with a system of quality control to provide the firm with reasonable assurance of performing and reporting in conformity with the requirements of applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported on in conformity with the requirements of applicable professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

### Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review.

### Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

### **Opinion**

In our opinion, the system of quality control for the accounting and auditing practice of CBEW Professional Group, LLP in effect for the year ended December 31, 2021 has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. CBEW Professional Group, LLP has received a peer review rating of *pass*.

*Watson Coon Ryan, LLC*

Watson Coon Ryan, LLC



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:** June 16<sup>th</sup>, 2025

**Agenda Item No:** 31

**Subject:** Recondition of (3)- 100 Kva Pole-mount Transformers

**Staff Resources:** Ryan Ochsner, City Manager  
Derek Griffith, Assistant City Manager  
Mike Starks, Electric Distribution Superintendent

### **I. Summary**

The Electric Distribution division solicited bids for rewind and recondition of three (3) 100 KVA single phase, 277-480-volt pole-mount transformers. These transformers are specifically for a line rebuild project in the rear of the Summit Ridge shopping center that will serve multiple businesses. The current line was built around the time of construction for the facility and is beginning to fail in several areas, dictating the need for repairs.

A total of (3) quotes were received, and they are listed in the bid tab below along with the anticipated lead time for delivery.

Vendor	Quote	Delivery Time
Wiley Transformer	\$8,250.00	2 Weeks
T&R Electric	\$9,570.00	30-32 weeks
Sunbelt Solomon	\$16,500.00	7-8 Weeks

### **II. Fiscal Impact:**

There is adequate funding within the FY 24/25 Electric Distribution Departmental budget to complete the purchase. (250-505-3489) *System Maintenance*

### **III. Recommendation:**

Authorize the City Manager to issue a purchase order to Wiley Transformer Company, Inc. in an amount up to \$8,250.00 for the reconditioning and rewind of three (3) 100Kva pole-mount transformers for Electric Distribution, and to authorize payment.

## Michael Starks

---

**From:** Kieth Wiley <kieth.wiley@gmail.com>  
**Sent:** Friday, June 6, 2025 8:32 AM  
**To:** Michael Starks  
**Subject:** Quote

The following is the quote you requested.

3-100 KVA SINGLE PHASE POLE MOUNT TRANSFORMERS  
7200/12470Y PRIMARY  
REWIND SECONDARY FROM 240/480 TO 277/480Y  
TAPS ABOVE AND BELOW

COST-\$2750.00 EACH (\$8250.00 TOTAL)

Kieth Wiley  
WTC, Inc.



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: June 16<sup>th</sup>, 2025

Agenda Item No: 30

Subject: **Transformer Repairs**

Staff Resources: Ryan Ochsner, City Manager  
Derek Griffith, Assistant City Manager  
Michael Starks, Electric Distribution Superintendent

### **I. Summary**

Over the course of normal activities, the Electric Distribution division has replaced several transformers for various reasons (overheated, leaking, burnt up, etc.). While not functional the transformers were still salvageable and able to be repaired. Wiley Transformers, a trusted vendor, has been utilized to inspect and perform the repair work. These transformers are sent for repair periodically as they are taken out of service and are picked up in batches as they are completed.

When possible, repairs provide for a much more cost-effective option to maintain our transformer stock versus purchasing new.

### **II. Fiscal Impact**

Adequate funding was included within the FY 24/25 electric distribution departmental budget to complete the project. (250-505-3497) *Transformers*

### **III. Recommended Action**

Authorize the City Manager to issue a purchase order to Wiley Transformer Company, Inc in an amount up to \$21,925.00 for transformer repairs for Electric Distribution, and to authorize payment.



Wiley Transformer Co., Inc.

P.O. Box 1448  
Cushing, OK 74023

# Invoice

Date	Invoice #
5/20/2025	13279

Bill To
CITY OF CUSHING 100 JUDY ADAMS BLVD. CUSHING, OK 74023 ATTN:ACCOUNTS PAYABLE

Ship To
ELECTRIC DEPT.

P.O. Number	Terms	Rep	Ship	Via	F.O.B.	Project
	Net 30		5/20/2025			
Quantity	Item Code	Description			Price Each	Amount
1	PADMOUNT	37.5 KVA, 7200/12470Y-120/240, CP, SN:7205295 (3683), REW.			2,000.00	2,000.00
1	PADMOUNT	50 KVA, 7200/12470Y-120/240, CP, SN:76L360144 (0356), REW.			2,350.00	2,350.00
1	POLEMOUNT	5 KVA, 7200/12470Y-120/240, CT, SN:0427922 (3669-1), REC.			400.00	400.00
2	POLEMOUNT	10 KVA, 7200/12470Y-120/240, CT, SN:0404864 (3678), 1128907 (3678-1), REC.			450.00	900.00
1	POLEMOUNT	10 KVA, 2400X7200-120/240, DV, SN:K986650Y73AA (3682), REW.			650.00	650.00
1	POLEMOUNT	15 KVA, 7200/12470Y-120/240, CT, SN:0517848 (3669), REC.			500.00	500.00
1	POLEMOUNT	15 KVA, 2400X7200-120/240, DV, SN:032809-16 (3236), REC.			500.00	500.00
1	POLEMOUNT	25 KVA, 7200/12470Y-120/240, CT, SN:0520913 (3680-1), REC.			550.00	550.00
1	POLEMOUNT	25 KVA, 7200/12470Y-120/240, CT, SN:0521842 (3681-1), REW.			850.00	850.00
1	POLEMOUNT	25 KVA, 2400X7200-120/240, DV, SN:1026951 (0498), REC.			550.00	550.00
1	POLEMOUNT	25 KVA, 2400X7200-120/240, DV, SN:6145987 (0530), REW.			850.00	850.00
1	POLEMOUNT	37.5 KVA, 7200/12470Y-120/240, CT, SN:0616773 (3680), REC.			650.00	650.00
2	POLEMOUNT	37.5 KVA, 7200/12470Y-120/240, CT, SN:5740151 (3179), 0422776 (0671), REW.			1,225.00	2,450.00
1	POLEMOUNT	50 KVA, 7200/12470Y-120/240, BT, SN:0514905 (3681), REC.			750.00	750.00
1	POLEMOUNT	75 KVA, 7200/12470Y-120/240, CT, SN:1114899 (0761), REW.			2,425.00	2,425.00
1	POLEMOUNT	75 KVA, 2400X7200-120/240, DV, SN:0814966 (023), REC.			1,050.00	1,050.00
3	POLEMOUNT	100 KVA, 7200/12470Y-240/480, BT, SN:0331897 (1047-2), 0331898 (1016-3), 0331899 (1017-3), REC.			1,500.00	4,500.00
ALL UNITS CONTAIN NON PCB OIL AT TIME OF MANUFACTURE					Total	\$21,925.00

*[Handwritten Signature]* 5-20-25  
*[Handwritten Signature]*

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:** June 16<sup>th</sup>, 2025

**Agenda Item No:** 3K

**Subject:** Purchase of one (1) Continental Pump and Assembly for the  
Polymer System at the WWTP

**Staff Resources:** Ryan Ochsner, City Manager  
Derek Griffith, Assistant City Manager  
Timothy Ervin, Wastewater Plant Superintendent

**I. Summary**

The Wastewater Treatment Plant utilizes a polymer mixing and delivery system to dewater the residual sludge required for removal and disposal at a landfill. The current mixing pump has failed, and needs replaced. Staff is recommending the company, Water Tech, Inc., to complete the replacement. They are the vendor capable of providing the necessary equipment and installation for replacement in a time frame that meets our needs. Staff would also request an overage beyond the attached quoted price to cover shipping costs which have not been determined.

**II. Fiscal Impact**

Adequate funding exists within the departmental budget for the WWTP to facilitate the purchase. (250-509-3475) *Sludge Management*

**III. Recommended Action**

Authorize the City Manager to issue a purchase order to Water Tech, Inc. in an amount up to \$11,000.00 for the purchase and installation of one (1) polymer pump for the Wastewater Treatment Plant, and to authorize payment.





7215 Highway 271 South · Fort Smith, AR 72908 · 479-649-7447 · 800-488-7451 · FAX 479-649-7557 · equipment@watertechinc.net

QUOTE# JL25E185

DATE: May 19, 2025

FOR: City of Cushing Water Reclamation

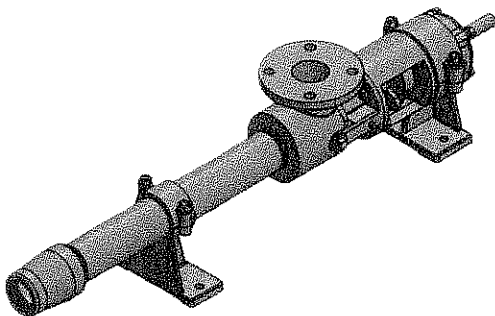
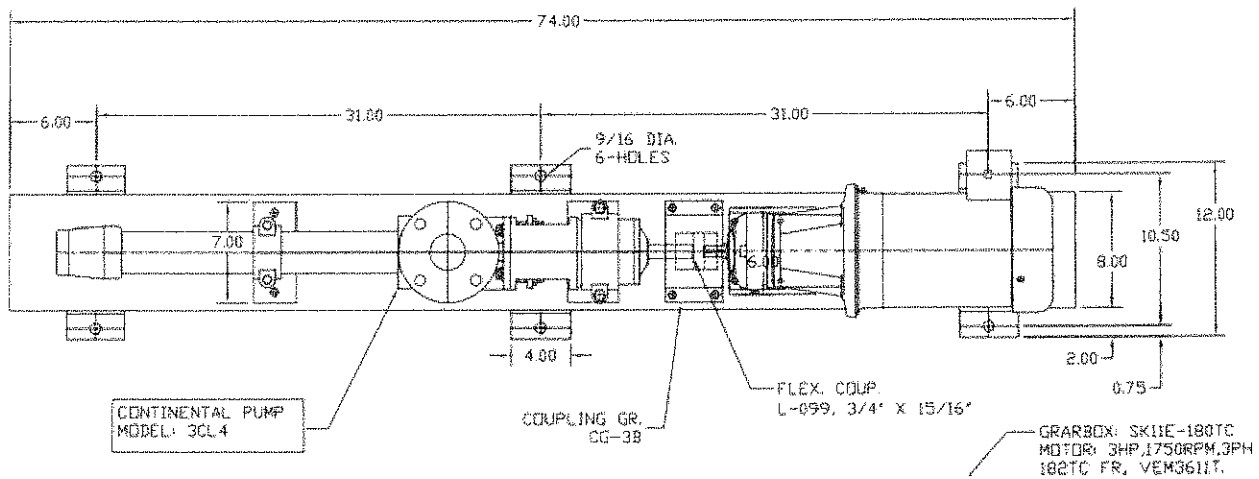
DELIVERY: 2-3 WEEKS ARO

ATTN:

VALIDITY: 30 DAYS FROM DATE

RE: Polymer Pump Assembly

	UNIT PRICE	EXT. PRICE
1 Continental Pump Assembly Model: 3CL4-CSQ Continental 3CL4 Pump, Inline Gear Box Reduced, 2 HP DC 180V 60HZ Baldor Reliance Motor, Coupling Guard, Shims, On Custom Steel Base		\$9,885.42



FOB: ORIGIN

TERMS: NET 15 DAYS

Thank you for this opportunity

*Justin Lewelling*  
Equipment Services Division - Inside Sales

## Statement Summary

CITY OF CUSHING  
PO BOX 311  
CUSHING OK 74023-0311

Statement ID CITY  
Statement Date 05/31/2025  
Total Due \$ 63,670.80  
Total Due After 06/16/2025 \$ 67,530.88

CM CITY HALL  
PO BOX 311  
CUSHING OK 07000-0000

## Account Summary

Account	Name	Property	Total Due	After 06/16/2025
01-1200-00	CLM BENEHILL PARK	N CENTRAL	15.50	17.08
02-0250-00	CLM TRAFFIC LIGHT	419 E MAIN 1/2	77.62	85.38
02-0455-00	CLM STREET LIGHT	745 E MAIN 1/2	170.00	187.00
02-0770-00	CLM TRAFFIC LIGHT	MAIN & HIGHLAND	126.48	139.13
03-0125-00	CLM STREET LIGHTS	LITTLE & WALNUT	82.06	90.27
05-0230-02	CM FIRE DEPT TRAINING	CE218 W MAPLE	47.08	51.80
05-0275-00	CM CUSHING PS SAFETY CEN	111 N CENTRAL TOWER	6.85	7.32
05-0287-01	CM PUBLIC SAFETY CENTER	211 W MAIN	4,421.43	4,421.45
05-1158-07	CLM SAFETY CENTER LIGHTS	211 W MAIN	92.00	92.50
05-1158-07	CM POWER PLANT COOLING	T100 N DEPOT	19.24	43.06
05-1158-07	CM POWER PLANT	314 N DEPOT	90.89	98.98
05-0400-00	CM POWER PLANT	314 N DEPOT	6.00	6.60
05-0410-00	CM POWER PLANT	314 N DEPOT	5,774.47	6,351.92
05-0420-00	CM POWER PLANT	314 N DEPOT	5,678.79	6,242.27
05-0430-00	CM ELECTRIC SHOP	314 N DEPOT	226.46	249.11
05-0690-00	CM POWER PLANT CONTROL	R300 N SEAY	180.11	198.12
05-0770-00	CLM TRAFFIC LIGHT	MOSES & CLEVELAND	59.87	65.86
05-1150-00	CLM TRAFFIC LIGHT	102 E BROADWAY	6.46	7.11
05-1170-00	CLM DECORATIVE LIGHTS	100 N CLEVELAND	216.80	238.48
05-1190-00	CLM DOWNTOWN INTERSECTION	BROADWAY & MOSES	149.36	164.30
05-1630-00	CLM DECORATIVE LIGHTS	100 S CLEVELAND	308.64	339.50
05-1640-00	CLM DOWNTOWN INTERSECTION	BROADWAY & CHERRY	260.65	286.72
06-0160-00	CM LIBRARY	215 N STEELE	1,162.13	1,278.34
06-0800-00	CM WATER WREN #4	1245 E ASH	6.00	6.80
06-1380-00	CM FIRE DEPT.	323 N HARRISON	439.65	483.62
06-1490-00	CM CITY HALL	100 E OAK	2,118.14	2,329.95
06-1500-00	CM CITY HALL COMPUTER	100 E OAK	47.01	51.71
07-0170-00	CM OLD BUS DEPOT	114 N HARRISON	37.77	41.54
07-0180-00	CLM PARKING LOT	N HARRISON	28.91	31.80
08-0190-00	CLM TRAFFIC LIGHT	BROADWAY & HARRISON	6.96	7.66
08-2115-01	CM DOWNTOWN WATERING	105 E BROADWAY	11.25	12.38
08-1210-00	CLM STREET LIGHTS	1000 E CHERRY	78.00	85.89
09-2190-00	CM SENIOR CITIZENS	203 E CHERRY	1,073.21	1,188.53
10-0190-00	CLM BALL FIELD (BOWL)	MEMORIAL PARK (BCWL)	134.39	147.83
10-0200-00	CLM T BALL FIELD MEMORIAL	MEMORIAL PARK	22.80	25.09
10-0500-00	CM STORM SIREN	E SECOND & WILSON	6.22	6.84
10-1140-02	CITY OF CUSHING	1102 E SECOND A	42.45	42.45
10-1510-02	CM ARMORY	500 E SECOND	31.08	31.08
11-0400-00	CM BEI TRANSFER STATION	515 N LUSSELL	16.54	17.97
11-1810-00	CM DOG POUND	500 W CHERRY	8.00	8.80
11-1820-00	CM SERVICE CENTER	514 W CHERRY	513.04	564.35
11-1830-00	CM TRUCK BARN	514 W CHERRY BARN	35.97	39.57

## Statement Summary

CITY OF CUSHING  
PO BOX 311  
CUSHING OK 74023-0311

Statement ID	CITY
Statement Date	05/31/2025
Total Due	\$ 63,670.80
Total Due After 06/16/2025	\$ 67,530.88

CM CITY HALL  
PO BOX 311  
CUSHING OK 74023-0311

## Account Summary

Account	Name	Property	Total Due	After 06/16/2025
11-1835-00	CM WATER DEPT	518 W CHERRY	15.78	17.36
11-1840-00	CM SWEEPER BAPN	514 W CHERRY	12.18	13.40
11-1860-01	CM STREET DEPT. OFFICE	514 W CHERRY	170.39	197.43
11-1870-00	CM PARKS DEPT.	514 W CHERRY	364.92	491.41
11-1880-00	CM WELDING SHOP	514 W CHERRY	16.30	17.93
11-1910-00	CM GAS PUMPS	BUCKETT ST	18.73	29.83
11-1920-00	CLM UNMETERED SEC LTS	BUCKETT ST	6.69	7.35
11-1940-00	CM WATER DEPT.	508 W MOSES	87.64	96.40
12-1740-00	CM YOUTH CENTER	800 S LITTLE	1,753.22	1,328.55
12-1750-00	CM BATTING CAGES AT PARK	800 S LITTLE	6.00	6.60
12-1760-00	CM CUSHING DAY CARE	802 S LITTLE	32.90	32.90
12-1770-00	CM CUSHING DAY CARE	802 S LITTLE	6.00	6.60
12-1780-00	CM AMPHITHEATER	CITY PARK	40.51	44.57
12-1790-00	CM FESTIVAL IN THE PARK	MEMORIAL PARK	6.89	7.58
12-1800-00	CLM TENNIS CT. S. MEMORIAL	MEMORIAL PARK	6.00	6.60
12-1810-00	CITY OF CUSHING	612 S LITTLE FOLE	7.14	7.14
12-1820-00	CM AQUATIC CENTER	MEMORIAL PARK	155.35	170.93
12-1830-00	CM PICNIC GROUNDS	MEMORIAL PARK	113.36	124.79
12-1840-00	CLM E. PAVILLION MEMORIAL	MEMORIAL PARK	24.80	27.28
12-1850-00	CLM STREET LIGHTS	FIFTH & LITTLE	88.55	97.41
12-1860-00	CM SEWER LIFT PUMP	403 S LITTLE	6.06	6.67
13-0035-00	CM WATER WELL # 2	CITY PARK	397.26	397.26
14-0080-00	CLM STREET LIGHT	S HOWERTON & NINTH	56.45	62.10
14-0090-00	CM 9TH ST SUBSTATION	1100 E NINTH	22.00	22.00
14-0100-00	CM ROTARY PARK GAZEBO	11100 E NINTH	6.00	6.60
14-0110-00	CLM STREET LIGHT	E NINTH & THOMPSON	54.41	59.85
14-0120-00	CM STORM SIREN	1400 S LITTLE	16.56	16.56
14-0130-00	CLM LIONS PARK	1320 S LINWOOD	63.64	70.00
14-0140-00	CM ELECTRIC DISTRIBUTION	101 N HARMONY RD	885.22	885.22
14-0150-00	CM ELECTRIC DISTRIBUTION	101 N HARMONY RD GATE	6.55	6.55
14-0160-00	CM ELECTRIC DISTRIBUTION	101 N HARMONY RD	11.25	11.25
14-0170-00	CM EMPIRE TRIBUTE	220 S HARMONY DR	35.40	35.40
14-0180-00	CM CUSHING SPORTS COMPLE	220 S HARMONY RD	467.88	467.88
14-0190-00	CM CUSHING SPORTS COMPLE	220 S HARMONY GPN	16.82	16.82
14-0200-00	CM CUSHING SPORTS COMPLE	220 S HARMONY RD	11.25	11.25
14-0210-00	CM STORM SIREN	206 S HARMONY RD	17.07	17.07
14-0220-00	CM WATER WELL # 97-4	823 S HARMONY RD	1,679.78	1,647.73
14-0230-00	CLM SCHOOL FLASHING LIGH	1600 S HARMONY RD	6.34	6.34
14-0240-00	CM AIRPORT GATE	AIRPORT RD & LITTLE	18.05	18.05
14-0250-00	CM AIRPORT HANGER	2500 TOM MALONEY DR	17.07	17.07
14-0260-00	CM CITY OF CUSHING	2512 TOM MALONEY DR	123.05	123.05
14-0270-00	CM CITY OF CUSHING	2406 TOM MALONEY DR	17.71	19.49

## Statement Summary

CITY OF CUSHING  
PO BOX 311  
CUSHING OK 74023-0311

Statement ID CITY  
Statement Date 05/31/2025  
Total Due \$ 63,670.80  
Total Due After 06/16/2025 \$ 67,530.88

CM CITY HALL  
PO BOX 311  
CUSHING OK 07000-0000

## Account Summary

Account	Name	Property	Total Due	After 06/16/2025
18-0615-01	CM CITY OF CUSHING	2408 TOM MALONEY DR	17.47	17.47
18-0627-02	CM AIRPORT INCUBATOR	2414 TOM MALONEY DR	251.48	251.48
18-0628-01	CM CUSHING MUNICIPAL AIR	2414 TOM MALONEY DR	30.16	30.16
18-0630-03	CM CUSHING MUNICIPAL AIR	2420 TOM MALONEY DR	75.23	75.23
18-0635-02	CM CITY OF CUSHING	3 W AIRPORT RD	6.00	6.00
18-0670-03	CM AIRPORT HANGER	2521 TOM MALONEY DR	28.32	28.32
18-0695-00	CM AIRPORT PLAYGROUND	AIRPORT	11.25	11.25
18-0750-00	CM MUNICIPAL AIRPORT	AIRPORT	316.60	316.60
18-0750-00	CLM AIRPORT LIGHT	AIRPORT	103.89	103.89
18-0750-00	CM WATER WELL # 97-6	2515 E ESECO RD	825.42	825.42
18-0750-00	CM SEWER DISPOSAL PLANT	2701 E ESECO RD	30.00	30.00
18-1008-01	CM SEWER DISPOSAL PLANT	2701 E ESECO RD	17,898.21	17,898.21
18-1010-03	CM SEWER DISPOSAL PLANT	2701 E ESECO RD	6.00	6.00
18-1040-00	CM WATER WELL # 97-7	2406 S NORFOLK RD	907.48	907.48
18-1110-00	CM WATER WELL # 97-8	2401 S EUGENE VALLEY RD	1,305.48	1,305.48
18-1200-00	CM WATER WELL # 97-5	912 S NORFOLK RD	604.65	604.65
18-1570-00	CLM STREET LIGHT	1327 E MAIN 1/2	153.90	153.90
18-1570-00	CLM SCHOOL FLASHING LIGHT	1513 E MAIN 1/2	137.47	137.47
18-1940-00	CLM SOFTBALL FIELD	1513 E MAIN 1/2	166.30	166.30
18-1970-00	CM WATER WELL # 97-1	1500 E PINE	1,749.94	1,749.94
18-1990-00	CLM FOOTBALL FIELD LIGHT	1700 E WALNUT	126.56	126.56
18-2000-00	CM FOOTBALL FIELD SCORER	FOOTBALL FIELD	11.92	11.92
18-2020-00	CM CHS FOOTBALL LIGHTS	E1700 E WALNUT	97.07	97.07
18-2071-01	CLM HIGH SCHOOL PKG LOT	1700 E WALNUT	49.62	49.62
18-2072-01	CLM HIGH SCHOOL PKG LOT	1700 E WALNUT	68.18	68.18
18-2125-00	CLM STREET LIGHTS	1737 E MAIN	77.39	77.39
18-2300-00	CLM STREET LIGHTS	MAIN & STEWART	121.84	121.84
18-2421-00	CLM TRAFFIC LIGHT	2331 E MAIN	87.41	87.41
18-2458-00	CLM WALMART TRAFFIC LIGHT	2905 E MAIN	48.43	48.43
18-2470-00	CLM PIPELINE CROSSROADS	2405 E MAIN	6.46	6.46
18-2490-00	CM WATER WELL # 56-9	2826 S MAIN A	165.83	165.83
18-2518-00	CM SEWER LIFT STATION	3206 E MAIN	43.73	43.73
18-2520-00	CM WATER WELL # 97-3	3540 E MAIN	35.89	35.89
18-3020-00	CM WATER PLANT	1175 MAITLEN	5,700.56	5,700.56
18-3925-00	CM ANIMAL SHELTER	1150 MAITLEN DR	245.35	245.35
19-1773-00	CM STORM STREN	1000 E GRANDSTAFF	15.40	15.40
19-2100-00	CM N. DISPOSAL PLANT	2114 N EDGEWOOD CIR	964.97	964.97
19-2256-00	CM BARBECUE & BLURS	213 E GRANDSTAFF WA	18.88	18.88
19-3090-00	CLM PIPELINE CROSSROADS	N HWY 19 & DEEP ROCK	21.33	21.33
20-1870-00	CM WATER PL. HOUSE # 3	W OF CITY	8.00	8.00
20-1950-00	CM LAKE BOAT HOUSE	W OF WATER PLANT	20.00	20.00
20-2470-00	CLM PIPELINE CROSSROADS	W HWY 33	12.18	12.18

## Statement Summary

CITY OF CUSHING  
PO BOX 311  
CUSHING OK 74023-0311

Statement ID	CITY
Statement Date	05/31/2025
Total Due	\$ 63,670.80
Total Due After 06/16/2025 \$ 67,530.88	

CM CITY HALL  
PO BOX 311  
CUSHING OK 07000-0000

## Account Summary

Account	Name	Property	Total Due	After 06/16/2025
20-2640-00	CM RESERVOIR	201 S KINGS HWY	32.10	35.31
20-2650-00	CM RESERVOIR	201 S KINGS HWY	131.32	144.45
20-2660-00	CM WEATHER TOWER	201 S KINGS HWY	108.37	108.37
20-2670-00	CM RESERVOIR RADIO REPEATER	201 S KINGS HWY	40.62	54.52
20-2800-00	CM RESERVOIR	201 S KINGS HWY	122.65	134.92
20-3100-01	CM PISTOL RANGE	3700 S KINGS HWY	25.20	25.28
Total Due			63,670.80	67,530.88
18-2440-00	CM WATER WELL # 97-2	2319 E MAIN	7,732.89-	7,732.89-
Total Credit Balances			7,732.89-	7,732.89-

## SALES TAX REPORT 2022 - 2023

DATE RECEIVED	MONTH REPORTED	SALES TAX MONTH	SALES TAX 1 CENT	SALES TAX 4 CENTS	LIBRARY 1/10 CENT	SPORTS COMPLEX 1/10 CENT	2009 SALES TAX FUND 8/10 CENTS	BALANCE OF 4 CENTS (3.0 CENTS)
8/6/2022	7/2022	6/2022	140,596.76	562,387.04	14,059.68	14,059.68	112,477.41	421,790.28
9/9/2022	8/2022	7/2022	141,106.42	564,425.68	14,110.64	14,110.64	112,885.14	423,319.26
10/7/2022	9/2022	8/2022	136,940.98	547,763.91	13,694.10	13,694.10	109,552.78	410,822.93
11/9/2022	10/2022	9/2022	128,967.13	516,866.52	12,896.71	12,896.71	103,173.70	386,901.39
12/9/2022	11/2022	10/2022	140,675.07	562,700.26	14,067.51	14,067.51	112,540.05	422,026.20
1/9/2023	12/2022	11/2022	140,889.95	563,659.79	14,088.99	14,088.99	112,711.96	422,669.84
2/9/2023	1/2023	12/2022	134,588.17	538,352.69	13,458.82	13,458.82	107,670.54	403,764.52
3/9/2023	2/2023	1/2023	127,968.08	511,872.31	12,796.81	12,796.81	102,374.46	383,904.23
4/10/2023	3/2023	2/2023	123,980.49	496,921.97	12,398.05	12,398.05	99,194.39	371,941.48
5/8/2023	4/2023	3/2023	142,829.01	571,316.03	14,282.90	14,282.90	114,263.21	428,487.02
6/9/2023	5/2023	4/2023	119,826.57	479,306.29	11,982.66	11,982.66	96,861.26	359,479.72
7/10/2023	6/2023	5/2023	139,228.94	556,914.55	13,922.86	13,922.86	111,382.91	417,686.91
			1,617,597.26	6,470,389.04	161,759.73	161,759.73	1,294,077.81	4,852,791.78

## SALES TAX REPORT 2023 - 2024

DATE RECEIVED	MONTH REPORTED	SALES TAX MONTH	SALES TAX 1 CENT	SALES TAX 4 CENTS	LIBRARY 1/10 CENT	SPORTS COMPLEX 1/10 CENT	2009 SALES TAX FUND 8/10 CENTS	BALANCE OF 4 CENTS (3.0 CENTS)
8/9/2023	7/2023	6/2023	138,462.93	553,851.71	13,846.29	13,846.29	110,770.34	415,386.78
9/8/2023	8/2023	7/2023	127,708.49	510,833.95	12,770.85	12,770.85	102,166.79	383,125.45
10/6/2023	9/2023	8/2023	131,550.51	526,202.02	13,155.05	13,155.05	105,240.40	384,651.52
11/9/2023	10/2023	9/2023	127,421.97	509,687.88	12,742.20	12,742.20	101,937.58	382,265.91
12/8/2023	11/2023	10/2023	137,782.51	551,130.05	13,778.25	13,778.25	110,226.01	413,347.54
1/8/2024	12/2023	11/2023	130,504.14	522,016.55	13,050.41	13,050.41	104,403.31	391,612.41
2/9/2024	1/2024	12/2023	133,343.22	533,372.88	13,334.32	13,334.32	108,674.58	400,029.66
3/8/2024	2/2024	1/2024	119,809.00	479,235.99	11,980.90	11,980.90	95,847.20	359,426.89
4/8/2024	3/2024	2/2024	126,733.83	506,935.32	12,673.38	12,673.38	101,387.06	380,201.49
5/9/2024	4/2024	3/2024	133,156.83	532,623.33	13,316.58	13,316.58	106,524.67	399,467.50
6/10/2024	5/2024	4/2024	125,634.64	502,538.57	12,563.46	12,563.46	100,607.71	376,903.93
7/8/2024	6/2024	5/2024	136,055.18	540,220.71	13,605.52	13,605.52	108,044.14	405,165.53
			1,567,162.24	6,268,648.96	156,716.22	156,716.22	1,283,729.79	4,701,486.72

## SALES TAX REPORT 2024 - 2025

DATE RECEIVED	MONTH REPORTED	SALES TAX MONTH	SALES TAX 1 CENT	SALES TAX 4 CENTS	LIBRARY 1/10 CENT	SPORTS COMPLEX 1/10 CENT	2009 SALES TAX FUND 8/10 CENTS	BALANCE OF 4 CENTS (3.0 CENTS)
8/9/2024	7/2024	6/2024	127,682.57	510,730.27	12,768.26	12,768.26	102,146.05	383,047.70
9/9/2024	8/2024	7/2024	127,597.68	510,360.73	12,759.77	12,759.77	102,076.15	382,793.05
10/9/2024	9/2024	8/2024	134,272.74	537,090.95	13,427.27	13,427.27	107,418.19	402,818.21
11/8/2024	10/2024	9/2024	122,910.60	491,642.38	12,291.06	12,291.06	98,328.48	366,731.79
12/9/2024	11/2024	10/2024	142,897.55	571,590.19	14,289.75	14,289.75	114,318.04	428,692.64
1/9/2025	12/2024	11/2024	142,784.57	571,138.27	14,278.46	14,278.46	114,227.65	428,335.70
2/10/2025	1/2025	12/2024	127,978.37	511,813.48	12,797.84	12,797.84	102,382.70	383,935.11
3/10/2025	2/2025	1/2025	119,879.36	479,517.45	11,987.94	11,987.94	96,903.49	359,638.09
4/9/2025	3/2025	2/2025	126,518.42	506,076.67	12,651.84	12,651.84	101,214.73	379,556.25
5/9/2025	4/2025	3/2025	136,842.77	547,371.08	13,684.28	13,684.28	109,474.22	410,528.31
6/9/2025	5/2025	4/2025	136,747.21	542,988.83	13,674.72	13,674.72	108,597.77	407,241.62
			1,445,111.83	5,780,447.30	144,511.18	144,511.18	1,156,089.46	4,335,335.48



## 2022 - 2023 USE TAX

DATE RECEIVED	MONTH REPORTED	TAX MONTH	TOTAL AMOUNT
8/8/2022	7/2022	6/2022	83,160.58
8/9/2022	8/2022	7/2022	74,286.16
10/7/2022	9/2022	8/2022	84,577.07
11/9/2022	10/2022	9/2022	57,972.19
12/9/2022	11/2022	10/2022	75,048.43
2/9/2023	12/2022	11/2022	76,690.09
3/9/2023	1/2023	12/2022	109,433.45
4/10/2023	2/2023	1/2023	71,287.05
5/8/2023	3/2023	2/2023	87,330.76
6/9/2023	4/2023	3/2023	81,822.17
7/10/2023	5/2023	4/2023	95,048.11
	6/2023	5/2023	64,104.31
TOTAL USE TAX			960,570.37

## 2022 - 2023 TOBACCO TAX

DATE RECEIVED	MONTH REPORTED	TAX MONTH	TOTAL AMOUNT
8/8/2022	7/2022	6/2022	2,889.83
8/13/2022	8/2022	7/2022	4,110.10
10/11/2022	9/2022	8/2022	4,289.02
11/14/2022	10/2022	9/2022	3,436.08
12/13/2022	11/2022	10/2022	4,141.73
2/11/2023	12/2022	11/2022	4,520.78
3/13/2023	1/2023	12/2022	3,236.54
4/12/2023	2/2023	1/2023	3,002.50
5/10/2023	3/2023	2/2023	3,415.41
6/12/2023	4/2023	3/2023	3,429.86
7/12/2023	5/2023	4/2023	3,922.93
	6/2023	5/2023	3,336.45
TOTAL TOBACCO TAX			43,731.23

## 2022 - 2023 HOTEL TAX

DATE RECEIVED	TAX MONTH	TOTAL AMOUNT
8/15/2022	7/2022	9,488.79
9/15/2022	8/2022	10,695.80
10/15/2022	9/2022	9,156.57
11/15/2022	10/2022	7,090.35
12/15/2022	11/2022	5,521.83
1/15/2023	12/2022	5,369.78
2/15/2023	1/2023	6,124.48
3/15/2023	2/2023	6,030.60
4/15/2023	3/2023	6,895.19
5/15/2023	4/2023	6,662.04
6/15/2023	5/2023	7,460.20
7/15/2023	6/2023	7,433.66
TOTAL HOTEL TAX		87,929.30

## 2023 - 2024 USE TAX

DATE RECEIVED	MONTH REPORTED	TAX MONTH	TOTAL AMOUNT
8/9/2023	7/2023	6/2023	106,137.08
9/9/2023	8/2023	7/2023	129,448.38
10/9/2023	9/2023	8/2023	78,001.62
11/9/2023	10/2023	9/2023	83,250.09
12/8/2023	11/2023	10/2023	68,536.43
1/8/2024	12/2023	11/2023	92,753.64
2/9/2024	1/2024	12/2023	120,603.48
3/8/2024	2/2024	1/2024	76,235.71
4/8/2024	3/2024	2/2024	56,490.54
5/9/2024	4/2024	3/2024	67,960.52
6/10/2024	5/2024	4/2024	67,301.11
7/8/2024	6/2024	5/2024	96,172.13
TOTAL USE TAX			1,042,890.73

## 2023 - 2024 TOBACCO TAX

DATE RECEIVED	MONTH REPORTED	TAX MONTH	TOTAL AMOUNT
8/10/2023	7/2023	6/2023	3,580.82
9/9/2023	8/2023	7/2023	3,338.91
10/10/2023	9/2023	8/2023	3,633.17
11/10/2023	10/2023	9/2023	3,083.49
12/11/2023	11/2023	10/2023	3,208.02
1/10/2024	12/2023	11/2023	3,675.86
2/13/2024	1/2024	12/2023	2,820.12
3/12/2024	2/2024	1/2024	2,755.89
4/10/2024	3/2024	2/2024	3,102.61
5/13/2024	4/2024	3/2024	3,126.85
6/12/2024	5/2024	4/2024	3,753.03
7/10/2024	6/2024	5/2024	2,883.10
TOTAL TOBACCO TAX			38,961.87

## 2023 - 2024 HOTEL TAX

DATE RECEIVED	TAX MONTH	TOTAL AMOUNT
8/15/2023	7/2023	6,088.32
9/15/2023	8/2023	5,935.21
10/15/2023	9/2023	5,631.31
11/15/2023	10/2023	6,481.84
12/15/2023	11/2023	7,532.42
1/15/2024	12/2023	6,732.34
2/15/2024	1/2024	6,331.33
3/15/2024	2/2024	5,721.56
4/15/2024	3/2024	6,866.02
5/15/2024	4/2024	7,619.14
6/15/2024	5/2024	9,524.08
7/15/2024	6/2024	7,179.17
TOTAL HOTEL TAX		81,642.76

## 2024 - 2025 USE TAX

DATE RECEIVED	MONTH REPORTED	TAX MONTH	TOTAL AMOUNT
8/9/2024	7/2024	6/2024	38,415.18
9/9/2024	8/2024	7/2024	74,067.42
10/9/2024	9/2024	8/2024	59,716.32
11/8/2024	10/2024	9/2024	105,865.38
12/9/2024	11/2024	10/2024	66,956.40
1/9/2025	12/2024	11/2024	91,176.02
2/10/2025	1/2025	12/2024	97,622.41
3/10/2025	2/2025	1/2025	63,043.36
4/9/2025	3/2025	2/2025	67,240.30
5/9/2025	4/2025	3/2025	72,076.07
6/9/2025	5/2025	4/2025	76,527.06
	6/2025	5/2025	
TOTAL USE TAX			812,709.91

## 2024 - 2025 TOBACCO TAX

DATE RECEIVED	MONTH REPORTED	TAX MONTH	TOTAL AMOUNT
8/13/2024	7/2024	6/2024	3,215.92
9/11/2024	8/2024	7/2024	3,548.17
10/11/2024	9/2024	8/2024	2,863.76
11/13/2024	10/2024	9/2024	3,205.46
12/11/2024	11/2024	10/2024	3,162.35
1/13/2025	12/2024	11/2024	3,079.36
2/12/2025	1/2025	12/2024	3,022.83
3/12/2025	2/2025	1/2025	2,409.96
4/10/2025	3/2025	2/2025	2,757.49
5/13/2025	4/2025	3/2025	3,436.60
6/11/2025	5/2025	4/2025	3,149.87
	6/2025	5/2025	
TOTAL TOBACCO TAX			33,851.81

## 2024 - 2025 HOTEL TAX

DATE RECEIVED	TAX MONTH	TOTAL AMOUNT
8/15/2024	7/2024	7,672.30
9/15/2024	8/2024	6,454.69
10/15/2024	9/2024	7,644.07
11/15/2024	10/2024	7,555.46
12/15/2024	11/2024	6,902.84
1/15/2025	12/2024	6,131.73
2/15/2025	1/2025	6,340.75
3/15/2025	2/2025	6,462.39
4/15/2025	3/2025	8,200.99
5/15/2025	4/2025	9,609.95
6/15/2025	5/2025	
TOTAL HOTEL TAX		72,965.17

-- Missing one or more tax payment at this time.

## SALES TAX COMPARISON

MONTH REPORTED	2021/2022	2022/2023	Difference	% +/-	SALES TAX MONTH
JULY	486,544.92	562,397.04	75,852.12	15.59%	JULY
AUGUST	488,648.66	564,425.86	75,777.20	15.51%	AUGUST
SEPTEMBER	500,930.98	541,763.91	-39,832.93	-7.95%	SEPTEMBER
OCTOBER	517,428.31	515,668.52	-1,759.79	-0.34%	OCTOBER
NOVEMBER	528,329.74	592,700.26	64,370.52	12.18%	NOVEMBER
DECEMBER	510,520.84	590,508.19	79,987.35	15.67%	DECEMBER
JANUARY	511,031.64	590,362.40	79,330.76	15.52%	JANUARY
FEBRUARY	510,520.84	511,362.40	861.56	0.17%	FEBRUARY
MARCH	510,520.84	511,362.40	861.56	0.17%	MARCH
APRIL	510,520.84	511,362.40	861.56	0.17%	APRIL
MAY	510,520.84	511,362.40	861.56	0.17%	MAY
JUNE	510,520.84	511,362.40	861.56	0.17%	JUNE
TOTALS	5,394,746.03	5,470,390.04	75,644.01	1.40%	TOTALS

## USE TAX COMPARISON

MONTH REPORTED	2021/2022	2022/2023	Difference	% +/-	SALES TAX MONTH
JULY	79,631.55	83,160.56	3,529.01	4.43%	JULY
AUGUST	82,391.45	74,298.16	-8,093.29	-9.82%	AUGUST
SEPTEMBER	66,761.83	64,537.07	-2,224.76	-3.33%	SEPTEMBER
OCTOBER	98,114.50	91,992.19	-6,122.31	-6.25%	OCTOBER
NOVEMBER	90,591.73	75,492.19	-15,099.54	-16.66%	NOVEMBER
DECEMBER	86,180.75	78,450.49	-7,730.26	-8.97%	DECEMBER
JANUARY	86,180.75	78,450.49	-7,730.26	-8.97%	JANUARY
FEBRUARY	86,180.75	78,450.49	-7,730.26	-8.97%	FEBRUARY
MARCH	86,180.75	78,450.49	-7,730.26	-8.97%	MARCH
APRIL	86,180.75	78,450.49	-7,730.26	-8.97%	APRIL
MAY	86,180.75	78,450.49	-7,730.26	-8.97%	MAY
JUNE	86,180.75	78,450.49	-7,730.26	-8.97%	JUNE
TOTALS	653,513.45	580,570.37	-72,943.08	-11.16%	TOTALS

## TOBACCO TAX COMPARISON

MONTH REPORTED	2021/2022	2022/2023	Difference	% +/-	SALES TAX MONTH
JULY	4,523.52	4,115.16	-408.36	-9.03%	JULY
AUGUST	4,277.46	4,284.02	6.56	0.15%	AUGUST
SEPTEMBER	3,723.51	4,284.02	560.51	15.05%	SEPTEMBER
OCTOBER	4,054.78	4,284.02	229.24	5.65%	OCTOBER
NOVEMBER	4,181.45	4,181.45	0.00	0.00%	NOVEMBER
DECEMBER	5,053.33	4,520.75	-532.58	-10.54%	DECEMBER
JANUARY	2,841.42	3,024.50	183.08	6.44%	JANUARY
FEBRUARY	3,411.42	3,024.50	-386.92	-11.34%	FEBRUARY
MARCH	4,123.62	3,024.50	-1,099.12	-26.63%	MARCH
APRIL	4,123.62	3,024.50	-1,099.12	-26.63%	APRIL
MAY	4,123.62	3,024.50	-1,099.12	-26.63%	MAY
JUNE	4,123.62	3,024.50	-1,099.12	-26.63%	JUNE
TOTALS	30,180.52	43,711.25	13,530.73	44.83%	TOTALS

TOTAL VTD TAXES 7,246,489.34 7,474,650.64 228,201.29 3.12%  
 TOTAL ALL TAXES 7,246,489.34 7,474,650.64 228,201.29 3.12%

## SALES TAX COMPARISON

MONTH REPORTED	2022/2023	2023/2024	Difference	% +/-	SALES TAX MONTH
JULY	562,397.04	531,811.71	-30,585.33	-5.44%	JULY
AUGUST	540,425.86	470,655.65	-69,770.21	-12.91%	AUGUST
SEPTEMBER	541,763.91	506,702.12	-35,061.79	-6.47%	SEPTEMBER
OCTOBER	515,668.52	520,730.48	5,061.96	0.98%	OCTOBER
NOVEMBER	592,700.26	590,362.40	-2,337.86	-0.39%	NOVEMBER
DECEMBER	590,508.19	590,362.40	-147.79	-0.02%	DECEMBER
JANUARY	590,362.40	590,362.40	0.00	0.00%	JANUARY
FEBRUARY	511,362.40	511,362.40	0.00	0.00%	FEBRUARY
MARCH	511,362.40	511,362.40	0.00	0.00%	MARCH
APRIL	511,362.40	511,362.40	0.00	0.00%	APRIL
MAY	511,362.40	511,362.40	0.00	0.00%	MAY
JUNE	511,362.40	511,362.40	0.00	0.00%	JUNE
TOTALS	6,470,390.04	6,259,615.95	-210,774.09	-3.26%	TOTALS

## USE TAX COMPARISON

MONTH REPORTED	2022/2023	2023/2024	Difference	% +/-	SALES TAX MONTH
JULY	83,160.56	106,127.09	22,966.53	27.62%	JULY
AUGUST	74,298.16	129,448.39	55,150.23	74.23%	AUGUST
SEPTEMBER	64,537.07	78,641.02	14,103.95	21.86%	SEPTEMBER
OCTOBER	91,992.19	83,254.08	-8,738.11	-9.49%	OCTOBER
NOVEMBER	75,492.19	66,524.08	-8,968.11	-11.88%	NOVEMBER
DECEMBER	78,450.49	66,524.08	-11,926.41	-15.20%	DECEMBER
JANUARY	78,450.49	66,524.08	-11,926.41	-15.20%	JANUARY
FEBRUARY	78,450.49	66,524.08	-11,926.41	-15.20%	FEBRUARY
MARCH	78,450.49	66,524.08	-11,926.41	-15.20%	MARCH
APRIL	78,450.49	66,524.08	-11,926.41	-15.20%	APRIL
MAY	78,450.49	66,524.08	-11,926.41	-15.20%	MAY
JUNE	78,450.49	66,524.08	-11,926.41	-15.20%	JUNE
TOTALS	653,513.45	1,047,480.73	393,967.28	60.29%	TOTALS

## TOBACCO TAX COMPARISON

MONTH REPORTED	2022/2023	2023/2024	Difference	% +/-	SALES TAX MONTH
JULY	4,115.16	3,358.42	-756.74	-18.39%	JULY
AUGUST	4,284.02	3,358.42	-925.60	-21.60%	AUGUST
SEPTEMBER	4,284.02	3,358.42	-925.60	-21.60%	SEPTEMBER
OCTOBER	4,284.02	3,358.42	-925.60	-21.60%	OCTOBER
NOVEMBER	4,181.45	3,358.42	-823.03	-19.68%	NOVEMBER
DECEMBER	4,520.75	3,358.42	-1,162.33	-25.71%	DECEMBER
JANUARY	3,024.50	2,560.12	-464.38	-15.35%	JANUARY
FEBRUARY	3,024.50	2,560.12	-464.38	-15.35%	FEBRUARY
MARCH	3,024.50	2,560.12	-464.38	-15.35%	MARCH
APRIL	3,024.50	2,560.12	-464.38	-15.35%	APRIL
MAY	3,024.50	2,560.12	-464.38	-15.35%	MAY
JUNE	3,024.50	2,560.12	-464.38	-15.35%	JUNE
TOTALS	43,711.25	34,811.87	-8,899.38	-20.36%	TOTALS

TOTAL VTD TAXES 7,474,650.64 7,550,501.56 75,850.92 1.03%  
 TOTAL ALL TAXES 7,474,650.64 7,550,501.56 75,850.92 1.03%

## SALES TAX COMPARISON

MONTH REPORTED	2023/2024	2024/2025	Difference	% +/-	SALES TAX MONTH
JULY	531,811.71	510,290.73	-21,520.98	-4.05%	JULY
AUGUST	470,655.65	481,844.22	11,188.57	2.38%	AUGUST
SEPTEMBER	506,702.12	531,844.22	25,142.10	4.96%	SEPTEMBER
OCTOBER	520,730.48	481,844.22	-38,886.26	-7.47%	OCTOBER
NOVEMBER	590,362.40	481,844.22	-108,518.18	-18.38%	NOVEMBER
DECEMBER	590,362.40	481,844.22	-108,518.18	-18.38%	DECEMBER
JANUARY	590,362.40	481,844.22	-108,518.18	-18.38%	JANUARY
FEBRUARY	511,362.40	481,844.22	-29,518.18	-5.77%	FEBRUARY
MARCH	511,362.40	481,844.22	-29,518.18	-5.77%	MARCH
APRIL	511,362.40	481,844.22	-29,518.18	-5.77%	APRIL
MAY	511,362.40	481,844.22	-29,518.18	-5.77%	MAY
JUNE	511,362.40	481,844.22	-29,518.18	-5.77%	JUNE
TOTALS	6,259,615.95	6,750,441.30	490,825.35	7.84%	TOTALS

## USE TAX COMPARISON

MONTH REPORTED	2023/2024	2024/2025	Difference	% +/-	SALES TAX MONTH
JULY	106,127.09	30,415.16	-75,711.93	-71.34%	JULY
AUGUST	129,448.39	42,415.16	-87,033.23	-67.24%	AUGUST
SEPTEMBER	78,641.02	30,415.16	-48,225.86	-61.33%	SEPTEMBER
OCTOBER	83,254.08	18,415.16	-64,838.92	-77.89%	OCTOBER
NOVEMBER	66,524.08	18,415.16	-48,108.92	-72.32%	NOVEMBER
DECEMBER	66,524.08	18,415.16	-48,108.92	-72.32%	DECEMBER
JANUARY	66,524.08	18,415.16	-48,108.92	-72.32%	JANUARY
FEBRUARY	66,524.08	18,415.16	-48,108.92	-72.32%	FEBRUARY
MARCH	66,524.08	18,415.16	-48,108.92	-72.32%	MARCH
APRIL	66,524.08	18,415.16	-48,108.92	-72.32%	APRIL
MAY	66,524.08	18,415.16	-48,108.92	-72.32%	MAY
JUNE	66,524.08	18,415.16	-48,108.92	-72.32%	JUNE
TOTALS	1,047,480.73	312,768.81	-734,711.92	-70.13%	TOTALS

## TOBACCO TAX COMPARISON

MONTH REPORTED	2023/2024	2024/2025	Difference	% +/-	SALES TAX MONTH
JULY	3,358.42	3,418.42	60.00	1.79%	JULY
AUGUST	3,358.42	3,418.42	60.00	1.79%	AUGUST
SEPTEMBER	3,358.42	3,418.42	60.00	1.79%	SEPTEMBER
OCTOBER	3,358.42	3,418.42	60.00	1.79%	OCTOBER
NOVEMBER	3,358.42	3,418.42	60.00	1.79%	NOVEMBER
DECEMBER	3,358.42	3,418.42	60.00	1.79%	DECEMBER
JANUARY	3,358.42	3,418.42	60.00	1.79%	JANUARY
FEBRUARY	3,358.42	3,418.42	60.00	1.79%	FEBRUARY
MARCH	3,358.42	3,418.42	60.00	1.79%	MARCH
APRIL	3,358.42	3,418.42	60.00	1.79%	APRIL
MAY	3,358.42	3,418.42	60.00	1.79%	MAY
JUNE	3,358.42	3,418.42	60.00	1.79%	JUNE
TOTALS	34,811.87	33,811.87	-1,000.00	-2.87%	TOTALS

TOTAL VTD TAXES 6,750,441.30 6,827,090.02 76,648.72 1.13%  
 TOTAL ALL TAXES 6,750,441.30 6,827,090.02 76,648.72 1.13%





## Agenda Item Cover Sheet

TO THE HONORABLE CHAIRMAN AND MEMBERS OF THE BOARD OF COMMISSIONERS /  
BOARD OF TRUSTEES OF THE CMA / CHA / CIA / CEFA

**Date of Meeting:** June 16, 2025

**Agenda Item No:** 5a

**Subject:** Discussion and possible action on Right of Way Use Agreement with Centranet LLC and/or Central Rural Electric Cooperative to allow a fiber network to be installed in the City's Right of Way for the purpose of providing service to Cushing.

**Staff Resources:** City Manager, City Attorney

### **I. Summary**

Centranet seeks to provide fiber internet service to the Cushing community. Previously, the City entered into a pole attachment agreement with Centranet for the same purpose. This right-of-way use agreement is a companion to the pole attachment agreement as parts of the network will be installed underground, within public right-of-way. As part of the agreement, Centranet will offer internet service to three municipal building at no charge.

### **II. Fiscal Impact**

None.

### **III. Recommended Action**

Motion to approve.

## CITY OF CUSHING RIGHT-OF-WAY USE AGREEMENT

For good and valuable consideration, the City of Cushing, Oklahoma and the Cushing Municipal Authority, a public trust, (collectively "City") does hereby consent and agree to permit Centranet LLC and/or Central Rural Electric Cooperative ("Applicant") to use the City's right-of-way as described in the attached Exhibit "A" for the purposes of installing and maintaining a fiber optic line to serve the community upon the following conditions:

1. The Applicant, its successors or assigns, shall maintain and keep in sightly and safe conditions all of the right of way areas and the improvements situated thereon; and that City and any other utility (franchisee or other designated user) shall not become responsible for any such maintenance of Applicant's facilities or the right-of-way because of Applicant's usage thereof.
2. In the event a relocation of Applicant's facilities is required due to public necessity, the Applicant shall arrange for all activities and improvements in the right-of-way to be relocated within ninety (90) days of notification by the City. The cost associated with the relocation of Applicant's improvements necessitated by future development of other utilities, or repair or replacement of other utilities, shall be borne by the Applicant.

In the event improvements are no longer in use by the original applicant, the Applicant shall apply for either a (i) franchise; or (ii) permit and fee arrangement in lieu of a franchise with the City for Applicant's facilities within thirty (30) days of notification by the City.

3. The Applicant, its successor or assigns, shall not seek compensation from City or any other utility for loss of value of the improvement made hereunder when such improvements are required to be removed by Applicant.
4. In the event Applicant's use of the right-of-way shall conflict with a future need or use by a public utility, Applicant consents to relocation of its infrastructure as detailed in Paragraph 2, above.
5. Applicant agrees to indemnify and hold the City and any other public utility, and their officers, agents, and employees harmless from any and all claims, actions, suits, procedures, costs, demands, damages, and liabilities, including attorney's fees, arising out of Applicant's use of the City's right-of-way. Applicant shall be responsible and liable for any injury to persons or property to the extent such injury occurs as a result of its use of City's right-of-way.
6. This Agreement shall inure to the benefit of Applicant, its heirs, successors, and assigns only to the extent that Applicant is operating a fiber optic line under the original terms of this agreement. Applicant shall notify any subsequent transferee or assignee of this Agreement and that said use of City's right-of-way is permissive and that Applicant shall have no claim of title by prescription and that this Agreement grants no property rights herein.
7. Upon request of the City, drawings and descriptions of the approximate location of the Applicant's line shall be provided to the City.
8. This Agreement may be filed in the County Records of the Payne County Clerk.

9. Service to Public Buildings. Centranet shall provide to CITY, at no charge, its fiber-based, symmetrical Internet service with speeds of up to 1 Gbps x 1 Gbps upload to three (3) municipal public building locations, located within the Centranet targeted build areas that have been shared by Centranet with the CITY, designated by the CITY in writing to Centranet (the "Public Building Service"). Installation costs and equipment charges relating to the Public Building Service shall be paid by Centranet up to a maximum of \$8,000. The Public Building Service shall be used solely for Internet access, any emergency system use, or any mission critical use. The Public Building Service shall not be used for any private business or private commercial use. Accordingly, while Centranet shall use commercially reasonable efforts to ensure that the Public Building Service is available 24 hours per day, 7 days per week, consistent with its own network availability, Centranet shall have no liability whatsoever to the CITY or otherwise under this Agreement for any failure or unavailability of the Public Building Service. Buildout and availability of the Public Building Service shall occur concurrently with Centranet's planned buildout of the Fiber Internet System, but in any event as quickly as commercially practicable once the Fiber Internet System has been constructed in the immediate vicinity of such locations.

10. Any notices shall be sent to the following:

For City

City Manager  
100 Judy Adams Blvd.  
Cushing, OK 74023  
918-225-0277

For Applicant

President of Fiber & Technology  
Centranet, LLC  
P.O. Box 1809  
Stillwater, OK 74076  
405-533-4184

11. If any provision or part thereof of this Agreement be found by a court of competent jurisdiction to be invalid, the invalidity of that provision shall not affect the validity of any other provision or part thereof. This Agreement shall be governed by the laws of the State of Oklahoma and any venue for action shall be in Payne County District Court.

12. None of the terms of this Agreement shall be modified, waived, altered, amended, or otherwise changed except by an instrument in writing executed by both parties.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 2025.

**The City of Cushing/Cushing  
Municipal Authority**

\_\_\_\_\_  
B.J. Roberson, Chairman  
Board of Commissioners/Trustees

**Applicant**



\_\_\_\_\_  
Mark Prather  
Centranet, President of Fiber

DATE: \_\_\_\_\_

DATE: 11 June 2025



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:** June 16<sup>th</sup>, 2025

**Agenda Item No:** 5b, c, d

**Subject:** **PEC Work Order Acceptances (25-02) (25-03) (25-04)**

**Staff Resources:** Ryan Ochsner, City Manager  
Derek Griffith, Assistant City Manager  
James Landis, Water Treatment Plant Superintendent  
Chad Grisier, PE – Professional Engineering Consultants

### **I. Summary**

In FY 25/26 staff is seeking to make several facility improvements to the Water Treatment Plant. Those projects are proposed in the capital improvement plan and their scope includes the following projects:

- Replacement of piping associated with the high service pump area and clarifier vault along with integrity testing of select filter piping.
- Replacement of valve actuators associated with filter piping, replacement of conduit and separation of power and control wiring, and replacement of electrical lighting in the pipe gallery.
- Specifications and recommendations for replacement of the make-up air (MAU) system.

Staff has enlisted PEC to assist in providing design, bidding, and administration for the respective projects. Work orders have been provided to serve each project that reflects their scope of services.

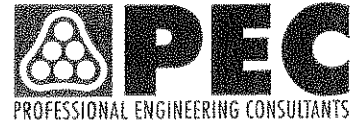
### **II. Fiscal Impact**

Adequate funding was included within the FY 24/25 engineering departmental budget to facilitate the agreements. (250-504-3320) *Contract/Consulting Services*

### **III. Recommended Action**

Authorize the City Manager to execute work orders 25-02, 25-03, and 25-04 with PEC to provide design, bid, and administration services for projects associated with the water treatment plant.





WORK ORDER NO. 25-02

This Work Order No. 25-02 is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2025, under the terms and conditions established in the Master Agreement between Client and Professional Consultant dated March 20, 2023 (the "Master Services Agreement" between Cushing Municipal Authority (Client) and Professional Engineering Consultants, P.A. (PEC). Except to the extend modified herein, all terms and conditions of the Master Services Agreement shall continue a full force and effect.

**SECTION A – SERVICES**

See attached "Exhibit A".

**SECTION B – SCHEDULE**

See attached "Exhibit A".

**SECTION C – COMPENSATION**

In return for the proper performance by Consultant of its Services, Client shall pay to PEC according to the following: See Attached "Exhibit A".

**SECTION D – OTHER PROVISIONS**

The parties agree to the following additional provisions with respect to this Work Order:

None.

**CUSHING MUNICIPAL AUTHORITY**

**PROFESSIONAL ENGINEERING  
CONSULTANTS, P.A.**

By: \_\_\_\_\_

By: Chad Grisier

Printed Name: \_\_\_\_\_

Printed Name: Chad Grisier, P. E.

Title: \_\_\_\_\_

Title: Team Lead Civil Municipal Engineering

Date: \_\_\_\_\_

Date: 06/02/2025

## **Cushing Water Treatment Plant Pipe Gallery Improvements**

### **EXHIBIT A**

#### **A. Project Description:**

1. The Project shall include the design, bidding, and construction administration services for the replacement of piping and valves associated with the high service pumps and the clarifier backwash vault. The project also includes integrity testing on select filter piping.

#### **B. Anticipated Project Schedule:**

1. PEC shall commence its services on the Project within 7 days after receiving CLIENT's notice to proceed.
2. PEC and CLIENT anticipate that the design duration to complete construction documents and submit to ODEQ for review will be approximately 3 months after receiving Notice to Proceed. Pipe integrity testing will be completed on a separate schedule.
3. CLIENT acknowledges that directed changes, unforeseen conditions, and other delay may affect the completion of PEC's services. PEC will not have control over or responsibility for any contractor or vendor's performance schedule.

#### **C. Project Deliverables:**

1. This Project's Deliverables shall consist of the following sealed by an Engineer licensed in the State of Oklahoma where applicable:
  - a) 30% design plans and specifications
    - i. 30% submittal
  - b) 90% design plans and specifications
    - i. 90% submittal
  - c) 100% design plans and specifications
    - i. 100% submittal

#### **D. Scope of Services:**

1. Project Management:
  - a) Project management tasks to include development and management of the project schedule, preparation and distribution of meeting minutes, progress reports, and client communications.
  - b) Development of data requests for drawings, plant operation data, and other information as identified as necessary for the design project.
  - c) Kick-off meeting with the CLIENT to confirm the scope items, establish a project schedule, and discuss initial design items.

2. Preliminary Design:
  - a) Prepare data request for data deemed necessary for the project.
  - b) Review data and discuss any gaps with the CLIENT.
  - c) Review pipe and valve sizing, type, and specifications. Replacement of piping, valves, and appurtenances in-kind is anticipated.
  - d) Evaluate the need for any alternative piping/valving options and any changes to the existing site that would be needed for those options and discuss with the CLIENT.
  - e) Prepare 30% drawings for the piping and valving demolition and upgrades. 30% drawings to include site plan, piping layout, and schedules. Drawings shall be prepared using the available design plans and photos of the existing piping manifolds for reference.
  - f) Prepare a specification table of contents to include front end and anticipated technical sections.
  - g) Submit 30% design and preliminary opinion of construction cost estimate to CLIENT for review.
  - h) Conduct a virtual review meeting with the CLIENT.
  - i) Prepare 90% drawings for the piping and valving. 90% drawings to include updates to the 30% drawings to finalize the design elements and construction sequencing based on comments from the in-person review meeting with the CLIENT.
  - j) Prepare a draft specification manual to include front end and technical sections.
  - k) Submit 90% design and preliminary opinion of construction cost estimate to CLIENT for review.
  - l) Conduct a virtual review meeting with the CLIENT.
3. Final Design:
  - a) Prepare 100% design drawings and full specification manual.
  - b) Prepare opinion of probable construction cost estimate.
  - c) Submit 100% design documents to CLIENT for review.
  - d) Conduct a virtual review meeting with the CLIENT.
  - e) Address CLIENT comments and prepare sealed drawings and specifications and submit to the Oklahoma Department of Environmental Quality (ODEQ) for review and approval with a Public Water Supply System Permit Application.
  - f) Address ODEQ comments to achieve approval to bid the project.
4. Bidding Services:
  - a) Prepare the advertisement for bids and post to Drexel; address bidder questions; and issue addenda as needed.
  - b) Prepare an engineer's estimate of probable construction cost and provide to CLIENT with bid tab for CLIENT use at bid opening.
  - c) Participate in bid opening and complete bid tab; provide to CLIENT.
  - d) Conduct a pre-bid meeting and issue minutes.

- e) Review received bids.
- 5. Existing System Evaluation Services:
  - a) American Piping Inspection shall perform ultrasonic inspection on designated and accessible waterlines at 12:00, 3:00, 6:00, and 9:00 locations every 5 feet. All readings shall be documented in an ultrasonic testing report and provided to the CLIENT by PEC.
- 6. Construction Administration Services:
  - a) Prepare agenda and facilitate an onsite pre-construction meeting.
  - b) Review contractor submittals. Review period will be ten (10) business days after being received by PEC office unless other terms are agreed to by PEC and CLIENT.
  - c) Respond to requests for information (RFI) generated by the contracting team, address contractor questions, and review pay applications as requested. RFI responses will be provided within seven calendar (7) days after received by PEC office unless other terms are agreed to by PEC and CLIENT.
  - d) Assist the CLIENT with preparing change orders covering modifications or revisions, as needed.
  - e) Attendance at up to three (3) progress meetings. Contractor shall schedule meetings and issue minutes to all attendees.
  - f) Coordination of final inspection with ODEQ.
  - g) Coordinate and participate in final walkthrough of project.
  - h) Develop and distribute punchlist; update and distribute as required until project completion.
- 7. Project Close-Out:
  - a) Provide close-out items as required by ODEQ and preparation of record drawings to include pdf markups of sealed bid drawings.

**E. Additional Responsibilities of CLIENT:**

The CLIENT agrees to provide the following pursuant to PEC accomplishing the Scope of Services outlined herein.

- 1. Drawings, utility data, and other information as requested and available pertaining to the existing plant site, equipment, and processes.
- 2. Timely reviews of design submittals or other project documentation within 10 calendar days of receipt.
- 3. Provide right of entry for PEC's personnel performing site visits and inspections.
- 4. Participate in and provide input for review meetings, pre-bid meeting, construction progress meetings, and final inspections.
- 5. Establish and pay for a testing and inspection plan that includes all code-mandated special structural inspections to be performed.

**F. Additional Services:**

The following services can be provided by PEC at an additional cost by Supplemental Agreement:

1. Assistance with funding option review, preparation of funding applications, and administration of funding requirements.
2. Plan revisions, as necessary, to reduce the cost of construction after issuance of construction documents (typically referred to as "value engineering or "VE").
3. Construction testing, on-site inspection services, and construction staking.

**G. Exclusions:**

The following shall be specifically excluded from the Scope of Services to be provided by PEC.

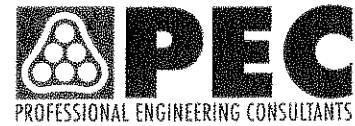
1. Filing or permit fees – all fees shall be paid directly by the CLIENT.
2. Outside consultants.
3. Sampling and associated analytical testing costs.
4. Permitting other than completion of ODEQ Public Water Supply Permit for the proposed work.
5. Code required or special inspections.
6. Any other services not referenced in the Scope of Services.

**H. PEC's Fees & Reimbursable Expenses:**

1. PEC will invoice CLIENT one time per month for services rendered and Reimbursable Expenses incurred in the previous month. CLIENT agrees to pay each invoice within 30 days after receipt.
2. PEC's Fee for its Scope of Services will be standard hourly basis, at the rates established in the attached Rate Schedule plus reimbursable expenses not-to-exceed **\$39,800**, allocated as follows:

Discipline	Design
Pipe Integrity Testing	\$3,000.00
Civil (Piping, valve, and fitting replacements)	\$36,800.00
<b>Total</b>	<b>\$39,800.00</b>

3. Taxes are not included in PEC's Fees. CLIENT shall reimburse PEC for any sales, use, and value added taxes which apply to these services.



WORK ORDER NO. 25-03

This Work Order No. 25-03 is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2025, under the terms and conditions established in the Master Agreement between Client and Professional Consultant dated March 20, 2023 (the "Master Services Agreement" between Cushing Municipal Authority (Client) and Professional Engineering Consultants, P.A. (PEC). Except to the extent modified herein, all terms and conditions of the Master Services Agreement shall continue a full force and effect.

**SECTION A – SERVICES**

See attached "Exhibit A".

**SECTION B – SCHEDULE**

See attached "Exhibit A".

**SECTION C – COMPENSATION**

In return for the proper performance by Consultant of its Services, Client shall pay to PEC according to the following: See Attached "Exhibit A".

**SECTION D – OTHER PROVISIONS**

The parties agree to the following additional provisions with respect to this Work Order:

None.

**CUSHING MUNICIPAL AUTHORITY**

**PROFESSIONAL ENGINEERING  
CONSULTANTS, P.A.**

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

By: Chad Grisier

Printed Name: Chad Grisier, P. E.

Title: Team Lead Civil Municipal Engineering

Date: 06/03/2025



**Cushing Water Treatment Plant Pipe Gallery –  
Makeup Air Unit Recommendation**

**EXHIBIT A**

**A. Project Description:**

1. The Project shall include data review and recommendations for a new makeup air (MAU) system at the Water Treatment Plant.

**B. Anticipated Project Schedule:**

1. PEC shall commence its services on the Project within 7 days after receiving CLIENT's notice to proceed.
2. PEC and CLIENT anticipate that the duration to provide a recommendation will be approximately 4 weeks after receiving Notice to Proceed.
3. CLIENT acknowledges that directed changes, unforeseen conditions, and other delays may affect the completion of PEC's services. PEC will not have control over or responsibility for any contractor or vendor's performance schedule.

**C. Project Deliverables:**

1. This Project's Deliverables shall consist of the following sealed by an Engineer licensed in the State of Oklahoma where applicable:
  - a) Performance specifications or equivalent manufacturer and model for the recommended replacement unit.
  - b) Estimated cost for MAU replacement.

**D. Scope of Services:**

1. Project Management:
  - a) Project management tasks to include development and management of the project schedule, preparation and distribution of meeting minutes, progress reports, and client communications.
  - b) Development of data requests for drawings, plant operation data, and other information as identified as necessary for the design project.
2. Existing System Evaluation Services
  - a) Review submittal for existing MAU system and evaluate current capacity. Verify National Fire Protection Association (NFPA) 820 compliance. Make recommendations as appropriate for replacement unit capacity and equipment requirements.
  - b) Prepare performance-based specification and estimated cost estimate for replacement MAU and review with CLIENT. CLIENT will solicit quotes from suppliers/installers for the work to replace the MAU.

- c) PEC will review the received solicitations and provide a recommendation to the CLIENT if requested.

**E. Additional Responsibilities of CLIENT:**

The CLIENT agrees to provide the following pursuant to PEC accomplishing the Scope of Services outlined herein.

1. Drawings, utility data, and other information as requested and available pertaining to the existing plant site, equipment, and processes.
2. Timely reviews of design submittals or other project documentation within 10 calendar days of receipt.
3. Provide right of entry for PEC's personnel performing site visits and inspections.
4. Participate in and provide input for review meetings, pre-bid meeting, construction progress meetings, and final inspections.

**F. Additional Services:**

The following services can be provided by PEC at an additional cost by Supplemental Agreement:

1. Assistance with funding option review, preparation of funding applications, and administration of funding requirements.
2. Development of design plans.
3. Construction Administration Services including pre-construction meetings, submittal and RFI reviews, change orders, progress meetings, final walkthrough and distribute punchlist.
4. Construction testing, on-site inspection services, and construction staking.

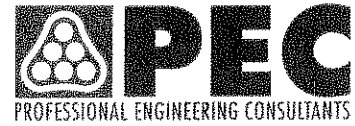
**G. Exclusions:**

The following shall be specifically excluded from the Scope of Services to be provided by PEC.

1. Filing or permit fees – all fees shall be paid directly by the CLIENT.
2. Outside consultants.
3. Sampling and associated analytical testing costs.
4. Permitting other than completion of ODEQ Public Water Supply Permit for the proposed work.
5. Code required or special inspections.
6. Any other services not referenced in the Scope of Services.

**H. PEC's Fees & Reimbursable Expenses:**

1. PEC will invoice CLIENT one time per month for services rendered and Reimbursable Expenses incurred in the previous month. CLIENT agrees to pay each invoice within 30 days after receipt.
2. PEC's Fee for its Scope of Services will be standard hourly basis, at the rates established in the attached Rate Schedule plus reimbursable expenses not-to-exceed **\$1,500.00**.
3. Taxes are not included in PEC's Fees. CLIENT shall reimburse PEC for any sales, use, and value added taxes which apply to these services.



**WORK ORDER NO. 25-04**

This Work Order No. 25-04 is made as of this \_\_\_\_\_ day of \_\_\_\_\_, 2025, under the terms and conditions established in the Master Agreement between Client and Professional Consultant dated March 20, 2023 (the "Master Services Agreement" between Cushing Municipal Authority (Client) and Professional Engineering Consultants, P.A. (PEC). Except to the extend modified herein, all terms and conditions of the Master Services Agreement shall continue a full force and effect.

**SECTION A – SERVICES**

See attached "Exhibit A".

**SECTION B – SCHEDULE**

See attached "Exhibit A".

**SECTION C – COMPENSATION**

In return for the proper performance by Consultant of its Services, Client shall pay to PEC according to the following: See Attached "Exhibit A".

**SECTION D – OTHER PROVISIONS**


The parties agree to the following additional provisions with respect to this Work Order:

None.

**CUSHING MUNICIPAL AUTHORITY**

**PROFESSIONAL ENGINEERING  
CONSULTANTS, P.A.**

By: \_\_\_\_\_

By: 

Printed Name: \_\_\_\_\_

Printed Name: Chad Grisier, P. E.

Title: \_\_\_\_\_

Title: Team Lead Civil Municipal Engineering

Date: \_\_\_\_\_

Date: 06/02/2025

## **Cushing Water Treatment Plant Pipe Gallery – Electrical Replacements**

### **EXHIBIT A**

#### **A. Project Description:**

1. The Project shall include the design, bidding, and construction administration services for projects at the Water Treatment Plants to include: the separation of power and controls wiring and replacement of existing conduit in the pipe gallery; replacement of valve actuators associated with the filter piping; and electrical lighting replacements in the pipe gallery.

#### **B. Anticipated Project Schedule:**

1. PEC shall commence its services on the Project within 7 days after receiving CLIENT's notice to proceed.
2. PEC and CLIENT anticipate that the design duration to complete construction documents and submit to ODEQ for review will be approximately 3 months after receiving Notice to Proceed.
3. CLIENT acknowledges that directed changes, unforeseen conditions, and other delay may affect the completion of PEC's services. PEC will not have control over or responsibility for any contractor or vendor's performance schedule.

#### **C. Project Deliverables:**

1. This Project's Deliverables shall consist of the following sealed by an Engineer licensed in the State of Oklahoma where applicable:
  - a) 60% design plans and specifications
  - b) 100% design plans and specifications

#### **D. Scope of Services:**

1. Project Management:
  - a) Project management tasks to include development and management of the project schedule, preparation and distribution of meeting minutes, progress reports, and client communications.
  - b) Development of data requests for drawings, plant operation data, and other information as identified as necessary for the design project.
2. Preliminary Design:
  - a) Prepare data request for data deemed necessary for the project.
  - b) Review data and discuss any gaps with the CLIENT.
  - c) Review valve actuator sizing, type, and specifications for the piping gallery. Consult with existing valve and proposed actuator manufacturers to confirm required connections based on CLIENT provided actuator

- manufacturer and model number. Replacement of (24) valve actuators in-kind is anticipated.
- d) Review lighting fixture replacement options and discuss with CLIENT.
  - e) Prepare 60% drawings for the valve actuator demolition and upgrades associated with flooding damages, lighting fixture replacements, and power and control wiring separation. 60% drawings to include lighting plan, floor plan, electrical power and controls plan, and schedules. Drawings shall be prepared using the available design plans and photos of the existing valve actuators for reference.
  - f) Prepare a specification table of contents to include front end and anticipated technical sections.
  - g) Submit 60% design and preliminary opinion of construction cost estimate to CLIENT for review.
  - h) Conduct a virtual review meeting with the CLIENT.
3. Final Design:
- a) Prepare 100% design drawings, opinion of probable construction cost estimate, and full specification manual and submit to CLIENT for review.
  - b) Conduct a virtual review meeting with the CLIENT.
4. Bidding Services:
- a) Prepare the advertisement for bids and post to Drexel; address bidder questions and issue addenda as needed.
  - b) Provide CLIENT with bid tab to use at bid opening.
  - c) Participate in bid opening and complete bid tab; provide to CLIENT.
  - d) Review received bids.
5. Construction Administration Services:
- a) Prepare agenda and facilitate an onsite pre-construction meeting.
  - b) Review contractor submittals. Review period will be ten (10) business days after being received by PEC office unless other terms are agreed to by PEC and CLIENT.
  - c) Respond to requests for information (RFI) generated by the contracting team, address contractor questions, and review pay applications as requested. RFI responses will be provided within seven calendar (7) days after received by PEC office unless other terms are agreed to by PEC and CLIENT.
  - d) Assist the CLIENT with preparing change orders covering modifications or revisions, as needed.
  - e) Attendance at up to three (3) progress meetings. Contractor shall schedule meetings and issue minutes to all attendees.
  - f) Coordinate and participate in final walkthrough of project.
  - g) Develop and distribute punchlist; update and distribute as required until project completion.



6. Project Close-Out:

- a) Provide close-out items and preparation of record drawings to include pdf markups of sealed bid drawings.

**E. Additional Responsibilities of CLIENT:**

The CLIENT agrees to provide the following pursuant to PEC accomplishing the Scope of Services outlined herein.

1. Drawings, utility data, and other information as requested and available pertaining to the existing plant site, equipment, and processes.
2. Timely reviews of design submittals or other project documentation within 10 calendar days of receipt.
3. Provide right of entry for PEC's personnel performing site visits and inspections.
4. Participate in and provide input for review meetings, pre-bid meeting, construction progress meetings, and final inspections.

**F. Additional Services:**

The following services can be provided by PEC at an additional cost by Supplemental Agreement:

1. Assistance with funding option review, preparation of funding applications, and administration of funding requirements.
2. Plan revisions, as necessary, to reduce the cost of construction after issuance of construction documents (typically referred to as "value engineering" or "VE").
3. Construction testing, on-site inspection services, and construction staking.

**G. Exclusions:**

The following shall be specifically excluded from the Scope of Services to be provided by PEC.

1. Filing or permit fees – all fees shall be paid directly by the CLIENT.
2. Outside consultants.
3. Sampling and associated analytical testing costs.
4. Permitting other than completion of ODEQ Public Water Supply Permit for the proposed work.
5. Code required or special inspections.
6. Any other services not referenced in the Scope of Services.

**H. PEC's Fees & Reimbursable Expenses:**

1. PEC will invoice CLIENT one time per month for services rendered and Reimbursable Expenses incurred in the previous month. CLIENT agrees to pay each invoice within 30 days after receipt.
2. PEC's Fee for its Scope of Services will be standard hourly basis, at the rates established in the attached Rate Schedule plus reimbursable expenses not-to-exceed **\$32,000**, allocated as follows:

Discipline	Design
Actuator Replacements	\$20,500.00
Electrical Lighting Replacements	\$2,500.00
Power & Controls Wiring Separation/Conduit Replacement	\$9,000.00
<b>Total</b>	<b>\$32,000.00</b>

3. Taxes are not included in PEC's Fees. CLIENT shall reimburse PEC for any sales, use, and value added taxes which apply to these services.

CUSHING MUNICIPAL AUTHORITY  
RESOLUTION NO. 09-2025

A RESOLUTION TO ADOPT THE FISCAL YEAR 2025-2026  
BUDGET FOR THE CUSHING MUNICIPAL AUTHORITY.

WHEREAS, the Board of Trustees of the Cushing Municipal Authority has conducted a budget work session with City staff to review and analyze the fiscal year 2025-2026 projections of revenue and expenditures; and

WHEREAS, the Board of Trustees of the Cushing Municipal Authority has conducted a public hearing on the fiscal year 2025-2026 City of Cushing, Cushing Municipal Authority, Cushing Hospital Authority, Cushing Industrial Authority and Cushing Educational Facilities Authority Budgets on June 2, 2025 to specifically provide the opportunity for input from the general public.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE CUSHING MUNICIPAL AUTHORITY, that the Fiscal Year 2025-2026 Cushing Municipal Authority Budget be and is hereby adopted.

PASSED AND APPROVED THIS 16<sup>TH</sup> DAY OF JUNE, 2025.

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B.J. ROBERSON, CHAIRMAN  
BOARD OF COMMISSIONERS

ATTEST:

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JERRICA WORTHY, SECRETARY

APPROVED AS TO FORM AND LEGALITY:

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MATT PETERS  
INTERIM CITY ATTORNEY