

McAlester City Council **NOTICE OF MEETING**



Workshop Meeting Agenda **Tuesday, March 24, 2026 - 5:00 PM** **McAlester City Hall – Council Chambers** **28 E. Washington Ave**

Attending in Person

Justin Few	Mayor
Levi Gilmore	Ward One
Robin Woodley	Ward Two
Chris Stone	Ward Three
Randy Roden	Ward Four
Billy J. Boatright	Ward Five
Kevin Beaty-Vice Mayor	Ward Six
Ken Wimer	Interim City Manager
Cora M. Middleton	City Clerk
John T. Hammons	City Attorney

This agenda has been posted at the McAlester City Hall, distributed to the appropriate news media, and posted on the City website: www.cityofmcalester.com within the required time frame.

The Mayor and City Council request that all cell phones and pagers be turned off or set to vibrate. Members of the audience are requested to step outside the Council Chambers to respond to a page or to conduct a phone conversation.

The McAlester City Hall is wheelchair accessible. Sign interpretation or other special assistance for disabled attendees must be requested 48 hours in advance by contacting the City Clerk's Office at 918.423.9300, Extension 4956.

Official action can only be taken on items which appear on the agenda. The public body may adopt, approve, ratify, deny, defer, recommend, amend, strike, or continue any agenda item. When the public body desires more information on an item, the public body may refer the matter to City staff or back to a committee. Under certain circumstances, items may be deferred to a specific date or stricken from the agenda entirely.

CALL TO ORDER

Announce the presence of a Quorum.

ROLL CALL

CONSENT AGENDA

All matters listed under the Consent Agenda are considered to be routine by the City Council and will be

enacted by one motion. There will not be separate discussion of these items. If discussion is desired, that item will be removed from the Consent Agenda and will be considered separately.

SCHEDULED BUSINESS

1. Discussion of Ordinance No. 2697, previously approved by City Council on October 27, 2020. (*Wendy Knight, Human Resources Director*)

ADJOURNMENT

CERTIFICATION

I certify that this Notice of Meeting was posted on this _____ day of _____ 2026 at _____ a.m./p.m. as required by law in accordance with Section 303 of the Oklahoma Statutes and that the appropriate news media was contacted. As a courtesy, this agenda is also posted on the City of McAlester website: www.cityofmcalester.com.

Cora M. Middleton, City Clerk



McAlester City Council AGENDA REPORT



Meeting Date: Tuesday, March 24, 2026
Department: Admin
Prepared By: Elizabeth Neboyia, Chief Executive Assistant
Date Prepared: 03/18/2026

Account Code:
Budgeted Amount:

Subject:

1. Discussion of Ordinance No. 2697, previously approved by City Council on October 27, 2020. (*Wendy Knight, Human Resources Director*)

Recommendation:

Discussion:

Approved By:			
Department Head:	WK		03/18/26
City Manager:		kjw	19 Mar 26

Exhibits:
Ordinance No. 2697

ORDINANCE NO. 2697

AN ORDINANCE OF THE CITY OF MCALESTER, OKLAHOMA, AMENDING SECTION 2-77, PERSONNEL POLICIES OF THE CODE OF ORDINANCES; BY ADDING TO THAT DOCUMENT, SECTION 1, "SICK LEAVE BANK" TO THE PERSONNEL POLICIES, REPEALING ALL CONFLICTING ORDINANCES; PROVIDING FOR A SEVERABILITY CLAUSE; AND DECLARING IT AN EMERGENCY.

* * * * *

BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF MCALESTER, OKLAHOMA, that:

SECTION 1: Section 4.04 of the Personnel Policies is hereby amended by adding the following language:

Sick Leave Bank

- a. A Sick Leave Bank is established to allow employees that have exhausted their accrued leave to make application for time from the "bank" for long term, serious illness. Long term serious illness of the employee, employee's spouse, children, or parents.
- b. Employees with maximum sick leave accrued (90days) will be allowed to donate excess leave at the end of the calendar year (10 days max) to the Sick Leave Bank. The donating employee will have no claim to any of the leave donated.
- c. The Sick Leave Bank will be maintained by the Personnel Department.

Application for use of Sick Leave Bank

- a. Employees with twelve (12) months of collectively accumulated service, that have exhausted all of their sick, vacation, comp, and Holiday leave and are experiencing a serious, long-term illness or a serious, long-term illness of a spouse, child, or parent may submit a request to the Personnel Department for time from the Sick Leave Bank. Employees with less than the required service totals may submit a request under the condition any leave given will be paid back into the sick bank balances as it is accrued. The request shall be made on the form provided and include a doctor's statement, explaining the nature of the illness and the anticipated date for return to work. The request shall be reviewed by the Division Directors Committee consisting of three members appointed by the City Manager to determine the validity of the request.

Donation of Sick Leave

- a. Employees who do not have maximum sick leave accrual may donate up to five (5) days of their sick leave to the bank. Donation of sick leave will be available even if there is insufficient time in the Bank. Employees will be notified that a request for sick leave is

needed by an employee, and there are no sufficient days in the Bank to grant the request. Employees may donate up to five (5) days by contacting the Personnel Department and completing the necessary forms to make the transfer. Employees must retain twenty-five (25) days of sick leave.

PASSED and the EMERGENCY CLAUSE ruled on separately this _____ day of _____, 2020.

**CITY OF MCALESTER, OKLAHOMA
A Municipal Corporation**

**By _____
John Browne, Mayor**

ATTEST:

Cora Middleton, City Clerk

Approved as to form and legality this _____ day of _____, 2020.

William J. Ervin, City Attorney

2. Consider and act upon, an Ordinance of the City of McAlester, Oklahoma, amending section 2-77, Personnel Policies of the code of ordinances; by adding to that document, Section 1, Sick Leave Bank to the Personnel Policy Handbook; repealing all conflicting ordinances; providing for a severability clause; and declaring an emergency. *(Toni Ervin, Assistant City Manager)*

Executive Summary

Staff recommends approval of the Revised Personnel Policies by adding Sick Leave Bank.

Assistant Manager Ervin addressed the Council explaining that when the City's Code of Ordinances was recodified this section was retained only as a footnote. She added that this had been discussed and the committee recommended that this be put into the Personnel Policy.

There was discussion concerning how this leave was applied for, what the requirements were to qualify for the leave, how time was added to the bank and who approved the requests for this leave.

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There was no further discussion, and a motion to approve **ORDINANCE NO. 2697**, amending the City of McAlester's Personnel Policy was made by Councilman Boatright. The motion was seconded by Councilman Cox, and the vote was taken as follows:

AYE: Councilmembers Boatright, Cox, Prichard, Smith, Stevens, Brown & Brown

NAY: None

Mayor Browne declared the motion carried.

A motion to approve the EMERGENCY CLAUSE was made by Councilman Smith and seconded by Councilman Cox.

There was no discussion, and the vote was taken as follows:

AYE: Councilmembers Smith, Cox, Prichard, Stevens, Brown, Boatright & Mayor Browne

NAY: None

Mayor Browne declared the motion carried.