

McAlester Planning and Zoning
Commission
NOTICE OF MEETING



Regular Meeting Agenda
Tuesday, August 18, 2026 - 6:30 PM
McAlester City Hall – Council Chambers
28 E. Washington

CALL TO ORDER

ROLL CALL

CONSENT AGENDA

1. Approval of Minutes for the Regular Meeting on July 21, 2026.

SCHEDULED BUSINESS

Staff Report on each item of scheduled business shall be presented by staff prior to applicant's discussion with Planning Commission.

1. Public Hearing: Discussion and possible action on SN #318, a request for a Public Facility Name Change for the following location: 2350 W Highway 270; Existing Name: McAlester Archery Park; Proposed Name: The Bill Derichsweiler Archery Park

NEW BUSINESS

STAFF REPORT

1. Progress Report for the Land Development Code Update Project
2. Information & Training: Ethics in Decision-Making

REMARKS & INQUIRIES BY THE COMMISSION

ADJOURNMENT

McAlester Planning Commission Minutes

Tuesday, July 21, 2026, Regular Meeting

City Council Chambers

6:30 PM

Call to Order

Chairman Emmons called the meeting to order at 6:31 p.m.

Roll Call

Patti Hobbs called the roll and a quorum was present.

Commissioners Present: 8

Mark Emmons

Merrie Brenner

Levenia Carey

Stephanie Giacomo

Dewayne Hampton

Lyn Roberts

Jeremy Spiegel

Karen Stobaugh

Commissioners Absent: 3

Michael Hull

Chris Taylor

Robby VanVekoven

Consent Agenda

Approval of minutes for the Regular Meeting on June 16, 2026.

A motion made by Commissioner Roberts was seconded by Commissioner Hampton to approve all items on the Consent Agenda.

The vote was: 8 – 0

AYE: Emmons, Hampton, Brenner, Carey, Giacomo, Roberts, Spiegel, Stobaugh

NAY: None

The motion carried.

SCHEDULED BUSINESS:

1. Discussion and possible action to approve a Final Plat for the “Wallace Shops” Subdivision

Community Development Director, Jayme Clifton was absent, however, the Planning Tech, Patti Hobbs read her staff report provided in the agenda packet. There was minimal discussion but Ms. Hobbs clarified the changes/updates and why it was being seen a second time.

A motion was made by Commissioner Hampton was seconded by Commissioner Carey to approve the Final Plat for the “Wallace Shops” Subdivision.

The vote was: 8 – 0

AYE: Emmons, Hampton, Brenner, Carey, Giacomo, Roberts, Spiegel, Stobaugh

NAY: None

The motion carried.

2. Public Hearing: Discussion and possible action on PC #457, a request to rezone the property located at 321 W Adams described as Part of Lot Five (5), Block Two Hundred Sixty-six (266) in the City of McAlester, formerly known as South McAlester, Pittsburg County, State of Oklahoma, from R-1B Single-Family Residential District to C-2 Neighborhood Convenience District

Ms. Hobbs read the Director’s staff report as directed to make sure the analysis was conveyed in the Public Hearing. Also added there was only one letter of opposition but made it known it was added in the agenda packet. The applicant, Martha Mendoza, was the only one to speak for the application. She stated she had a local address (Bug Tussle) and also an address in Texas. Mark asked her about her application and explained that it should not have made it to the Planning Commission due to the property not meeting minimum lot size

of the commercial zoning requested. It was briefly discussed that she had been made aware of the reason for the initial rejection of the application, however everyone can bring their case before the Planning Commission, which she decided it would be worth it to her. Ms. Mendoza proceeded to describe their intent for the property as making it a second home because she has family in the area, but then the property near Lake Eufaula became available. They thought it would be difficult to sell the house because of the age of the home and more expensive to make it comfortable and livable. They do not intend on changing the character of the home as they fell in love with the history of it during the remodel. She stated she had researched other cities and towns, and those other towns didn't care, as much, about the lot area but about the use. She feels this property is more unique for commercial as there was a trolley system that used to run near the property. She explained that the streets were wider for that reason and went to explain their parking plan that would align with both streets (Hickory & Adams). She requested the Planning Commissioners to look past the lot area size due to her research from other cities. Mark interjected and stated that the Planning Commission does not have the authority to overrule the City Codes. The applicant then stated she was "open to suggestions but understands this may not be the forum." Or if there was "Any other Business" they would suggest for that property. It was discussed what the motion should be or if there should even be a motion.

Public Hearing began at 6:34 p.m. and commenced at 6:55 p.m.

Commissioner Hampton made the motion to the "deny the application" and was seconded by Commissioner Carey. It was clarified that an "AYE" vote was to NOT approve the rezoning application.

The vote was: 7 - 0 with one abstention

AYE: Emmons, Hampton, Brenner, Carey, Roberts, Spiegel, Stobaugh

NAY: None

ABSTAIN: Giacomo

The motion carried

3. Public Hearing: Discussion and possible action for an ordinance amending Chapter 62 Article II Division 3 Board of Adjustment

Ms. Hobbs and Chairman Emmons explained the staff report. Only a few questions were asked, mostly if the City Attorney had approved the language from the June Planning Commission meeting. Minimal discussion from the Commissioners.

Public Hearing began at 6:57 p.m. and commenced at 7:01 p.m.

A motion made by Commissioner Giacomo was seconded by Commissioner Carey to approve the Ordinance Amending Chapter 62 Article II Division 3 Board of Adjustment.

The vote was: 8 - 0

AYE: Emmons, Hampton, Brenner, Carey, Giacomo, Roberts, Spiegel, Stobaugh

NAY: None

The motion carried.

NEW BUSINESS

None. No action required.

STAFF REPORT

Ms. Hobbs asked if they had any questions about any open permits. Then explained the handout added to the agenda packet. She stated it was a free training opportunity that was sponsored by OG&E and hosted by APA-OK, but would be required to attend all four Fridays to complete the course. No action required.

REMARKS & INQUIRIES BY THE COMMISSION

None. No action required.

Adjournment

Commissioner Hampton made the motion to adjourn. The motion was seconded by Commissioner Carey. Meeting adjourned at 7:04 p.m. Roll was taken.

The vote was: 8 – 0

AYE: Emmons, Hampton, Brenner, Carey, Giacomo, Roberts, Spiegel, Stobaugh

NAY: None

The motion carried.

Approved:

Planning Commission Chairman

Date



PLANNING COMMISSION STAFF REPORT August 18, 2026

TO: McAlester Planning Commission
FROM: Jayme Clifton, Community Development Director
Patti Hobbs, Planning Technician/Executive Assistant
DATE: August 14, 2026
SUBJECT: Request For Renaming of a Public Facility – SN 318

1. APPLICATION SUMMARY

Applicant: Community Services Department, Douglas Basinger, Community Services Director; and Arkansas-Oklahoma Railroad, David Donoley, a supporting applicant

Location: 2350 W Hwy 270, McAlester, Oklahoma

General Description: Applicants are requesting to rename a public facility, currently known as "McAlester Archery Park" to "The Bill Derichsweiler Archery Park" in honor of civic contributions and materials provided toward the facility's construction.

2. NOTIFICATIONS

General Notifications:

Publication in McAlester News Capital (1 st)	August 01, 2026
Publication in McAlester News Capital (2 nd)	August 08, 2026

Courtesy Direct Mailings: Written notifications mailed July 29, 2026, to four (4) adjacent property owners, as well as the affected Ward Council, Mayor, Planning Commission Chair, and applicant representatives.

3. ATTACHMENTS

Application with Project Narrative and Sketch, Plan or Map
Letter of Request / Justification
Area of Request & Site Location Maps
Affidavit of Publication
Ordinance No. 2835, Approved 04/22/2025

4. BACKGROUND

The subject property is an approximately 5.5-acre municipal archery facility located on the west side of McAlester, near the city-maintained softball complex. David Donoley of the Arkansas-Oklahoma (A-OK) Railroad submitted a request on behalf of A-OK Railroad requesting that the facility be named after Bill

Derichsweiler, a long-time resident and local business leader who contributed leadership, vision, and the railroad tie materials towards the original development of the archery range. The application was officially submitted by Community Services Director Douglas Basinger on behalf of the City of McAlester.

Biographical records indicate that Mr. William Morris “Bill” Derichsweiler passed away on May 22, 2019. Mr. Derichsweiler was a lifelong McAlester resident whose dedicated public service included civic, military, and charitable leadership. A 25-year veteran of the U.S. Navy Reserves, he prioritized community youth and human services, served as past president of the McAlester Boys and Girls Club and maintained long-standing active leadership within the Knights of Columbus. His passion for local volunteerism extended directly to important community programs, where he provided ongoing advocacy and operational support for the Good Samaritan Outreach Men’s Shelter, the Hope House Women’s Shelter, and the E-Angel Program.

The railroad tie materials referenced in the support letter were used to construct the heavy timber retaining wall forming the safety backstop behind the main target line, as well as the boundaries along the parking areas. According to historical records and a McAlester News Capital article published October 31, 2014, the Archery Trade Association (ATA) partnered with the City of McAlester, the Oklahoma Department of Wildlife Conservation (ODWC), and community partners to develop the facility. Additional park improvements were funded through an invitation-only Bowhunting Preservation Grant provided by the ATA.

The City of McAlester Code of Ordinances Chapter 94, Article V Street or Public Facility Name Change, was amended by Ordinance No. 2835 on April 22, 2025. While in the process of full codification, the amended ordinance is available on Municode under individual ordinances by year. A copy is attached to this report.

Notice of the proposed naming was published twice in the McAlester News Capital on August 1 and August 8, 2026, satisfying the mandatory publication requirements under Sec. 94-180. Also, courtesy written notifications were mailed directly to adjoining property owners, the Mayor, Ward Councilmember, and applicant representatives on July 29, 2026. As of August 14, no formal written comments in support of or in opposition to the request have been received. There were a few callers with questions about the application.

5. STAFF ANALYSIS

When considering the naming or renaming of municipal facilities, staff evaluate both the local civic significance of the honoree and the operational and functional considerations. This may include wayfinding and program accessibility. While Ordinance No. 2835 established clearer procedural requirements for naming filings, the City Council has not yet adopted formal policy criteria establishing quantitative or qualitative benchmarks for individual honorees (e.g., required years of civic service, level of financial contribution, historical significance, etc.).

While Mr. Derichsweiler's civic legacy is documented, renaming the entire facility using a complex surname presents practical wayfinding challenges. Specifically, a longer or less phonetically distinct proper name can impact digital searchability, GPS routing, promotional reach, and immediate geographic recognition for out-of-town visitors and event organizers. Because the archery park was created to serve as a regional destination, retaining the primary functional name ensures clear, unambiguous geographic orientation across digital mapping systems, online forums, sporting directories, and promotional media.

Pursuant to City Code Sec. 94-177, the City Code explicitly provides that, "A feature within a public facility may be dedicated without naming or renaming the public facility in which the feature is located." Dedication of a distinct park feature or amenity (such as the shooting pavilion, tower, range, etc.) appropriately commemorates Mr. Derichsweiler's material support while preserving the park's recognizable primary identity. In the absence of established Council naming criteria, dedicating a prominent feature sets a sustainable, balanced precedent for future donor and civic recognitions.

The request will neither enhance nor degrade the physical function or public safety of the facility. However, renaming the entire park will result in direct operational costs to replace the main entrance monument sign. The existing monument sign was funded through the 2014 Bowhunting Preservation Grant and installed in 2016 and prominently recognizing project partners (ATA and ODWC). Development records indicate the custom fabricated sign face was \$588.65, with an additional \$1,156.23 other costs for installation materials, totaling approximately \$1,744.88. Complete replacement would incur current replacement expenses and require coordination to ensure any required grant partner acknowledgments are preserved. In contrast, dedicating an internal park feature leaves the entrance monument undisturbed, requiring only a smaller plaque or dedication blade.

6. STAFF RECOMMENDATION

Staff confirms that all technical and public notice requirements have been met. Staff presents the following two options for Commission consideration:

Option 1 (Recommended):

Recommend denial of the application to rename the entire park, with the finding and recommendation that Community Services administratively dedicate a prominent feature within the facility, such as "The Bill Derichsweiler Shooting Pavilion" or "The Bill Derichsweiler Target Line Backstop", while preserving the overarching facility name as "McAlester Archery Park" pursuant to Sec. 94-177.

Option 2:

Recommend approval to rename the entire public facility to "The Bill Derichsweiler Archery Park." Because the honoree has been deceased for more than five (5) years (passing May 22, 2019), a simple majority vote of the members present and voting is required to forward a favorable recommendation to the City Council pursuant to Sec. 94-177.

The application is tentatively scheduled for City Council consideration on September 8, 2026.

**Record No: SN-318**Name Change of Street or
Public Facility

Status: Active

Submitted On: 7/15/2026

Primary Location2350 W. Hwy. 270
McAlester, OK 74501**Owner**

No owner information

Applicant

Douglas Basinger

918-421-0065



@ douglas.basinger@cityofmcalester.com



801 N. 9th Street

McAlester, OK 74501

APPLICATION SUBMITTED BY:ARE THERE ADDITIONAL APPLICANTS APPLYING FOR NAME
CHANGE? (Please complete the "APPLICANTS
INFORMATION" section for each addition applicant)

Yes

NAME OF APPLICANT* ?

David Donoley

ADDRESS: Please include Street Address, Apartment/unit#, City, State and Zip Code

Arkansas-Oklahoma Railroad

116 W Main Street

Wilburton, OK 74578

TELEPHONE NO

E-MAIL

LOCATION/FACILITY INFORMATION

Location of Public Facility, Street or Avenue*

McAlester Archery Park 2350 W. Hwy. 270
McAlester, OK 74501

Present Name* ?

McAlester Archery Park

Requested Name*

The Bill Derichsweiler Archery Park

Total Length of Street Segment

N/A

According to Section 94-177 "No public street or public facility in the city shall be named for any living individual or individual that has not been deceased for at least five years, or more, unless approved by a two-third majority of the planning commission and a two-thirds majority of the city council."

Name of a living individual?* 

No

Name of an individual deceased less than 5 years* 

No

STATEMENT OF APPLICANT

I (we), the undersigned, do hereby respectfully make an application and petition to the City Planning Commission and the City Council to name or rename said Public Facility, Street or Avenue as requested in this application.

I (we) acknowledge that I (we) have read the information pertaining to Chapter 94 Article V Street or Public Facility Name Change and have had sufficient opportunity to inquire with regard to matters set forth therein and, accordingly, understand all applicable procedures and matters relating to this application.

I (we) further acknowledge that submission of this application initiates a process and does not imply approval by City of McAlester or any of its boards, commissions, or staff. That the City of McAlester may not defend challenge(s) to my proposed application and that it may be my sole obligation to defend any and all actions and approvals that I (we) have petitioned.

Signature*

 Doug Basinger Community Services Director
Jul 15, 2026

Application Reviewed and Accepted

Application Reviewed and Accepted? 

Yes

Accepted by 

Patti Hobbs

Publication Information

1st Date Published in Newspaper 

08/01/2026

1st Publication Fee 

30.45

2nd Date Published in Newspaper 

08/08/2026

2nd Publication Fee 

30.45

Certified Mailing Information

1st Total Number of certified mailed notifications	1st Date certified notifications mailed
4	07/29/2026
Planning Commission Chairperson	CC: Mayor
Mark Emmons, Planning Commission Chairman	Justin Few, Mayor
CC: Councilman: Please Choose one	
Mike Brooks, Fourth Ward Council	

Non-certified Mailing

Number of regular mailed notifications	Date of regular mailed notifications
5	07/29/2026

Public Hearing Information

Planning Commission Hearing Date	Planning Commission Decision
08/18/2026	—
City Council Hearing Date	City Council Decision
09/08/2026	—

McAlester Planning Commission

Councilman Brooks forwarded to The City Manager a letter from David Donoley of the Arkansas-Oklahoma Railroad asking to name our archery park after Bill Derichweiler. Mr. Derichsweiler was a longtime resident/businessman of McAlester that was involved in a lot of philanthropic ventures benefitting the City. I spoke with Councilman BJ Boatright who built the park when he worked for the City of McAlester. He said Mr. Derichsweiler was very instrumental in obtaining many of the materials needed for the park. He agreed that it would be a great idea to name the Park “The Bill Derichsweiler Archery Park”.

Doug Basinger

Community Services Director

City of McAlester



ARKANSAS-OKLAHOMA RAILROAD CO.

116 W. Main

Wilburton, OK 74578

Mike Brooks
McAlester City Councilmen
Ward 4

Dear Mike Brooks,

I respectfully ask the City of McAlester to honor Mr. Bill Derichsweller by naming the Archery Park after him in recognition of his dedication, vision, and service to our community.

In March 2015, Mr. Derichsweller came to my office and requested that the railroad donate multiple truckloads of new railroad ties to help construct the Archery Park. His leadership, determination, and commitment to the project were instrumental in making the park a reality. Without his vision and efforts, the Archery Park would likely never have been built. Mr. Derichsweller's willingness to invest his time and energy into improving our community reflects the very best of public service and civic involvement. It is citizens like him who make a lasting difference and leave a positive legacy for future generations.

Naming the Archery Park in honor of Mr. Bill Derichsweller would be a fitting tribute to his contributions and would ensure that his dedication to the City of McAlester is remembered for years to come.

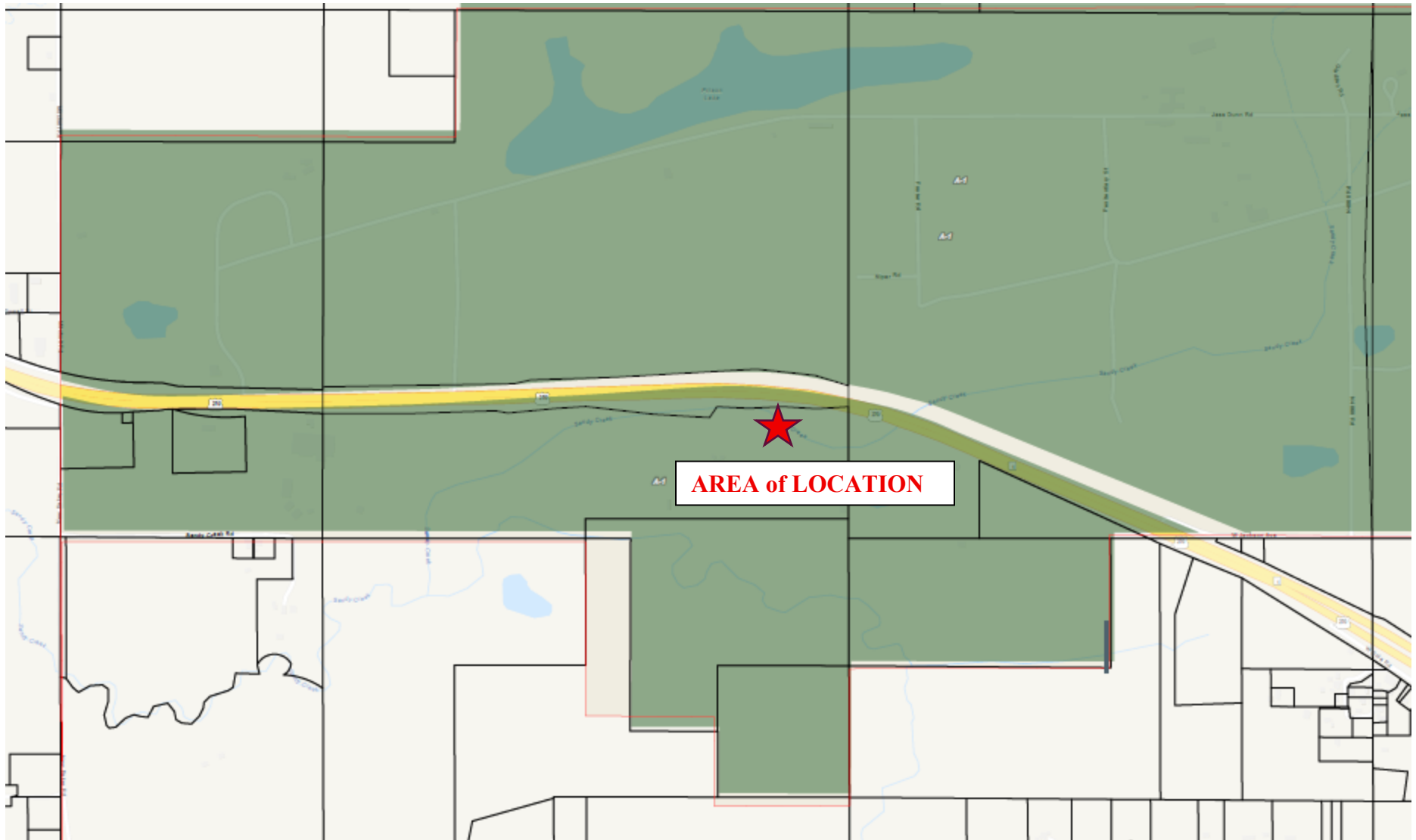
Thank you for your consideration of this request.

Arkansas-Oklahoma Railroad
David Donoley

A handwritten signature in black ink, appearing to read "David Donoley", written over the printed name.

SN-318 – The Bill Derichsweiler Archery Park

Area of Location Map



SN-318 – The Bill Derichsweiler Archery Park

Site Location Map



MCALISTER NEWS-CAPITAL
PO BOX 987
MCALISTER OK 74502-0987

ORDER CONFIRMATION

Salesperson: Jessica Banks

Printed at 07/30/26 12:05 by jbank-bv

MC ALESTER, CITY OF
1ST & WASHINGTON
PO BOX 578
MCALISTER OK 74501

Ad #: 209296 Status: New
Start: 08/01/2026 Stop: 08/08/2026
Times Ord: 2 Times Run: ***
18LEG 2.00 X 22.00 Words: 135
Total 18LEG 44.00
Class: S105 PUBLIC NOTICES
Rate: OKLEG Cost: 60.90
Affidavits: 1
Ad Descrpt: NOTICE NAMING FACILITY
Descr Cont: (PUBLISHED IN THE MCALIST
Given by: *
P.O. #:
Created: jbank 07/30/26 12:02
Last Changed: jbank 07/30/26 12:05

Contact:
Phone: (918)423-9300
Fax#: (000)000-0000
Email:
Agency:

PUB	ZONE	EDT	TP	START	INS	STOP	SMTWTF	S
MNC	A	95	W	Sat 08/01/26	2	Sat 08/08/26		S
MNOL	A	95	W	Sat 08/01/26	2	Sat 08/08/26		S

AUTHORIZATION

Under this agreement rates are subject to change with 30 days notice. In the event of a cancellation before schedule completion, I understand that the rate charged will be based upon the rate for the number of insertions used.

Name (print or type)

Name (signature)

(Published in the McAlester News-Capital on August 1 and 8, 2026. LPXLP)

CITY OF McALESTER
NOTICE OF NAMING A PUBLIC FACILITY

NOTICE IS HEREBY GIVEN to all property owners and residents of the City of McAlester, that a Public Hearing will be held before the McAlester Planning Commission on Tuesday, August 18, 2026, at 6:30 p.m. concerning the following described action and location:

LOCATION: 2350 W Hwy 270, McAlester, OK
EXISTING NAME: McAlester Archery Park
PROPOSED NAME: The Bill Derichsweiler Archery Park

Any person wishing to appear in support of or opposition to the proposed naming may do so in person or by representative at the above date and time, or you may write to the Community Development Department prior to the meeting time. Written comments should be received by Wednesday, August 12, 2026.

/s/Cora Middleton
Cora Middleton, City Clerk

July 29, 2026
Date

ORDINANCE NO. 2835

AN ORDINANCE OF THE CITY OF MCALESTER, OKLAHOMA; AMENDING MCALESTER CITY CODE CHAPTER 94 STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, ARTICLE V STREET OR PUBLIC FACILITY NAME CHANGE; REPEALING ALL CONFLICTING ORDINANCES, PROVIDING FOR SEVERABILITY, AND DECLARING AN EMERGENCY.

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

SECTION 1. That Chapter 94 Streets, Sidewalks and Other Public Places, Article V Street or Public Facility Name Change, of the McAlester City Code is hereby amended as follows:

Sec. 94-177. Street or public facility name restriction.

No public street or public facility in the city shall be named for any living individual or individual that has not been deceased for at least five years, or more, unless approved by a two-third majority of the planning commission and a two-thirds majority of the city council. A feature within a public facility may be dedicated without naming or renaming the public facility in which the feature is located. Any naming of public streets or public facilities in honor of an individual, family or entity may be revoked at the discretion of the city council by a majority vote.

Sec. 94-178. Filing petition.

Petition for changing of the name of a public street or public facility within the municipal limits of the city shall hereafter be filed with the planning commission by any person, firm or corporation proposing the name change, or his or its duly authorized representative, on a form furnished by the commission.

Sec. 94-179. Fees to be paid by petitioner.

Upon filing a petition for a name change, the person, firm or corporation, or their authorized representative, shall pay a filing fee as provided in chapter 48. In addition to the fee, the petitioner shall pay all expenses for all public notification(s) and for all street name sign blade(s).

Sec. 94-180. Hearing on petition, recommendation.

The planning commission shall hold one or more public hearings upon a petition filed under this article, notice of which shall be given by the commission as follows:

- (1) Notice of the proposed name change shall be given by publication in a newspaper of general circulation in the city two times within a period of two weeks. First notification shall not be less than 15 days and not more than 30 days prior to such hearing.
- (2) Notification letters for a street name change shall be mailed by certified mail to all abutting property owners along the affected street no less than 15 days prior to the public hearing.

- (3) The city's 911 addressing office must review street name change petitions to determine if all street naming standards, procedures, or policies are met to ensure and to ascertain that the proposed names do not duplicate an existing name. In the event a street name conflict exists, the petitioner will have 10 days to provide a new street name for the street name change petition. If no other name is provided within that time, then the petition is void.
- (2) (4) The planning commission will forward their recommendation concerning the name change to the city council within 30 days of the final public hearing. The community development department will prepare a request for council action for city council to consider. A street name change will be by ordinance. A public facility name change will be by resolution.
- (5) If a street name change request is approved by city council, the community development department sends notifications of the approved street name by certified mail within 15 days to all the abutting property owners along the affected street.
- (6) For the naming or renaming of any public facility not managed by a specific city department, the city manager shall designate the responsible city department to implement the approved name to include appropriate signage, plaques, and/or dedications.

Sec. 94-181. Naming Public Streets.

Changing the name of a public street requires modification to the official city street map, replaces the official street name, and requires re-addressing of the street. To promote public safety and discourage uncertainty the following requirements must be met.

- (1) Avoid duplication of street names.
- (2) A street name combination (prefix, primary name and suffix) should be used only once, and may not be used in any other alignment (e.g., Maple Drive, Maple Circle, Maple Court and Maple Street).
- (3) Avoid sound alike names (e.g., Lake View and Lakeview)
- (4) Names tending to be confused as homonyms, having the same or similar pronunciation but with different spellings are discouraged.
- (5) Do not use typographic characters, special characters or symbols in road names, such as hyphens, apostrophes or dashes.
- (6) Street name suffixes must be assigned as follows:
- a. Court, Circle or Loop are reserved for cul-de-sac or loop streets.
 - b. Boulevard, Crossing, Crossroad, Expressway, Motorway, Parkway and Speedway are reserved for major thoroughfares or divided streets with at least two lanes of traffic in each direction.
 - c. Bypass, Highway and Freeway are reserved for designated highways or freeways under the jurisdiction of the state highway department.
 - d. Avenue, Drive, Road and Street shall be used only to designate major thoroughfares, major collector streets, collector streets or local streets.
 - e. Bridge, Fork, Lane, Oval, Passage, Path, Place, Trail and Way are used only to designate collector streets or local streets.
 - f. A street name suffix should not be used as part of the street name.

Sec. 94-182. Criteria for Naming.

A request to change the name of a public street or public facility in the city should be unique to the City of McAlester, have a lasting significance, be familiar to a majority of the citizens and be easy to recall. Before proceeding with any naming, the planning commission and city council will carefully consider all circumstances surrounding the naming, including the overall benefit to the city and whether displaying the name is and will continue to be a positive reflection on the city. The city council may establish by resolution a naming criteria policy.

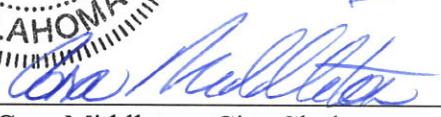
SECTION 2. That all other ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of any such conflict or inconsistency and all other ordinances not in conflict herewith shall remain in full force and effect.

SECTION 3. The provisions of this Ordinance are severable, and if any part or provision hereof shall be adjudged invalid by any court of competent jurisdiction, such adjudication shall not affect or impair any of the remaining parts or provisions hereof.

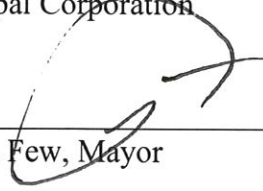
SECTION 4. It being necessary for the preservation of the public health, safety, and welfare, this ordinance shall take effect immediately after its publication as provided by law.

PASSED AND APPROVED BY THE COUNCIL OF THE CITY OF MCALESTER,
OKLAHOMA ON THIS 22nd DAY OF APRIL, 2025.

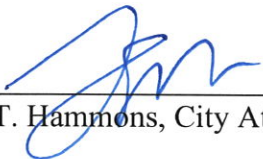



Cora Middleton, City Clerk

CITY OF MCALESTER, OKLAHOMA
A Municipal Corporation

By: 
Justin Few, Mayor

Approved as to form and legality this 22nd day of April, 2025.

By: 
John T. Hammons, City Attorney

ARCHERY PARK



This park at 2500 W. Highway 270 is approximately 2 acres, it includes 1 covered shooting shelter, 1 elevated shooting platform, numerous 3D targets, several bag targets, range markers, bathrooms, parking and is ADA accessible.

Features

1. ADA Accessible
2. Parking
3. Restrooms
4. Shooting Platform
5. Shooting Shelter
6. Tables
7. Targets

Bullseye! New archery park on point

By Glenn Puit Editor Oct 31, 2014



Construction workers labor on what will be a new archery park off Highway 270. Staff photo by Kevin Harvison.



Community leaders set their sights on improving southeast Oklahoma's quality of life by breaking ground on an expansive new archery park Thursday.

The Archery Trade Association partnered with the city of McAlester, the Oklahoma Department of Wildlife and others to make the park off Highway 270 a reality. It will offer archery enthusiasts a full elevated shooting platform and covered shooting area on more than five acres of land adjacent to the Pittsburg County softball complex.

"They are very popular," said Colin Berg, an information education supervisor with the Oklahoma Department of Wildlife. "Everywhere the parks go in, they are immediately used by school kids as well as community members who have an interest, whether they are hunters or avid archers. It provides people a place to go shoot."

The park will be located on 5.5 acres leased by the city from the Pittsburg County Regional Expo Authority. It is only the second of its kind in the state. McAlester Community Services Director Mel Priddy said the park will serve not just city residents but is expected to draw folks from across the region.

"This community park is for everybody," Priddy said. "It's not just for McAlester people but from surrounding areas as well. They can come out and target shoot just about any time they want to."

Community leaders are optimistic the new archery park will complement work to get archery programs and instruction in the region's schools. Shane Fields, state game warden in Pittsburg and Latimer counties, said the beauty of archery is it's a sport offering enjoyment to a wide array of people from all different age groups and walks of life with varying physical abilities.

"I'm all for it," said Fields. "When I found out they were doing it, I was excited about getting to see this and getting schools involved in this

"There's a lot of kids who maybe they aren't as good at football or basketball, but everybody is on a level playing field when it comes to archery," Fields said. "When they are taught the right way, a person who has never picked up a bow can outshoot anybody. I think educating the youth about this and giving them another option is huge."

McAlester Mayor Steve Harrison said there's significant upshot to the new facility and demonstrates the municipality's commitment to improving quality of life throughout the region.

"We have a wonderful park system in this city, it keeps getting better and better," said Harrison. "You look at things like quality of life and livability, and one of the things at the very top is your park system."

Ethical Principles in Planning

(As Adopted by the APA Board, May 1992)

(Source: American Planning Association website. <https://www.planning.org/ethics/ethicalprinciples/>)

This statement is a guide to ethical conduct for all who participate in the process of planning as advisors, advocates, and decision makers. It presents a set of principles to be held in common by certified planners, other practicing planners, appointed and elected officials, and others who participate in the process of planning.

The planning process exists to serve the public interest. While the public interest is a question of continuous debate, both in its general principles and in its case-by-case applications, it requires a conscientiously held view of the policies and actions that best serve the entire community.

Planning issues commonly involve a conflict of values and, often, there are large private interests at stake. These accentuate the necessity for the highest standards of fairness and honesty among all participants.

Those who practice planning need to adhere to a special set of ethical requirements that must guide all who aspire to professionalism.

The Code is formally subscribed to by each certified planner. It includes an enforcement procedure that is administered by AICP. The Code, however, provides for more than the minimum threshold of enforceable acceptability. It also sets aspirational standards that require conscious striving to attain.

The ethical principles derive both from the general values of society and from the planner's special responsibility to serve the public interest. As the basic values of society are often in competition with each other, so do these principles sometimes compete. For example, the need to provide full public information may compete with the need to respect confidences. Plans and programs often result from a balancing among divergent interests. An ethical judgment often also requires a conscientious balancing, based on the facts and context of a particular situation and on the entire set of ethical principles.

This statement also aims to inform the public generally. It is also the basis for continuing systematic discussion of the application of its principles that is itself essential behavior to give them daily meaning.

The planning process must continuously pursue and faithfully serve the public interest.

Planning Process Participants should:

1. Recognize the rights of citizens to participate in planning decisions;
2. Strive to give citizens (including those who lack formal organization or influence) full, clear and accurate information on planning issues and the opportunity to have a meaningful role in the development of plans and programs;
3. Strive to expand choice and opportunity for all persons, recognizing a special responsibility to plan for the needs of disadvantaged groups and persons;
4. Assist in the clarification of community goals, objectives and policies in plan-making;
5. Ensure that reports, records and any other non-confidential information which is, or will be, available to decision makers is made available to the public in a convenient format and sufficiently in advance of any decision;
6. Strive to protect the integrity of the natural environment and the heritage of the built environment;
7. Pay special attention to the interrelatedness of decisions and the long-range consequences of present actions.

Planning process participants continuously strive to achieve high standards of integrity and proficiency so that public respect for the planning process will be maintained.

Planning Process Participants should:

1. Exercise fair, honest and independent judgment in their roles as decision makers and advisors;
2. Make public disclosure of all "personal interests" they may have regarding any decision to be made in the planning process in which they serve, or are requested to serve, as advisor or decision maker.
3. Define "personal interest" broadly to include any actual or potential benefits or advantages that they, a spouse, family member or person living in their household might directly or indirectly obtain from a planning decision;
4. Abstain completely from direct or indirect participation as an advisor or decision maker in any matter in which they have a personal interest, and leave any chamber in which such a matter is under deliberation, unless their personal interest has been made a matter of public record; their employer, if any, has given approval; and the public official, public agency or court with jurisdiction to rule on ethics matters has expressly authorized their participation;
5. Seek no gifts or favors, nor offer any, under circumstances in which it might reasonably be inferred that the gifts or favors were intended or expected to influence a participant's objectivity as an advisor or decision maker in the planning process;
6. Not participate as an advisor or decision maker on any plan or project in which they have previously participated as an advocate;
7. Serve as advocates only when the client's objectives are legal and consistent with the public interest.
8. Not participate as an advocate on any aspect of a plan or program on which they have previously served as advisor or decision maker unless their role as advocate is authorized by applicable law, agency regulation, or ruling of an ethics officer or agency; such participation as an advocate should be allowed only after prior disclosure to, and approval by, their affected client or employer; under no circumstance should such participation commence earlier than one year following termination of the role as advisor or decision maker;
9. Not use confidential information acquired in the course of their duties to further a personal interest;
10. Not disclose confidential information acquired in the course of their duties except when required by law, to prevent a clear violation of law or to prevent substantial injury to third persons; provided that disclosure in the latter two situations may not be made until after verification of the facts and issues involved and consultation with other planning process participants to obtain their separate opinions;
11. Not misrepresent facts or distort information for the purpose of achieving a desired outcome;
12. Not participate in any matter unless adequately prepared and sufficiently capacitated to render thorough and diligent service;
13. Respect the rights of all persons and not improperly discriminate against or harass others based on characteristics which are protected under civil rights laws and regulations.

APA members who are practicing planners continuously pursue improvement in their planning competence as well as in the development of peers and aspiring planners. They recognize that enhancement of planning as a profession leads to greater public respect for the planning process and thus serves the public interest.

APA Members who are practicing planners:

1. Strive to achieve high standards of professionalism, including certification, integrity, knowledge, and professional development consistent with the AICP Code of Ethics;
2. Do not commit a deliberately wrongful act which reflects adversely on planning as a profession or seek business by stating or implying that they are prepared, willing or able to influence decisions by improper means;
3. Participate in continuing professional education;



4. Contribute time and effort to groups lacking adequate planning resources and to voluntary professional activities;
5. Accurately represent their qualifications to practice planning as well as their education and affiliations;
6. Accurately represent the qualifications, views, and findings of colleagues;
7. Treat fairly and comment responsibly on the professional views of colleagues and members of other professions;
8. Share the results of experience and research which contribute to the body of planning knowledge;
9. Examine the applicability of planning theories, methods and standards to the facts and analysis of each particular situation and do not accept the applicability of a customary solution without first establishing its appropriateness to the situation;
10. Contribute time and information to the development of students, interns, beginning practitioners and other colleagues;
11. Strive to increase the opportunities for women and members of recognized minorities to become professional planners;
12. Systematically and critically analyze ethical issues in the practice of planning.

**City of McAlester
Code of Conduct
and
Ethics Governance Information**



March 2023

JANUARY 2019

Ethics and proper governance of our City is of great importance.

In 2008, the citizens passed a new City Charter which created the Board of Ethics and outlined the framework for a Code of Conduct, details regarding conflicts of interest and other vitally important areas concerning corporate governance.

The principles outlined in the City Charter apply to all employees of the City as well as all elected individuals and appointees on City Boards.

This booklet provides each individual with the guidelines as established by the City Charter as well as the Code of Conduct which was passed by the McAlester City Council in October of 2009.

This framework provides our citizens, employees, elected and appointed individuals a common basis to understanding the importance and value of proper ethics in all matters dealing with our City government.

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City of McAlester Code of Conduct

1 - PURPOSE

The purpose of this Code is to establish guidelines for ethical conduct that govern all City employees, full or part time, Elected Officials, persons serving on City Boards or Commissions, and Volunteers in performing their duties. All the above are covered by this code and must subscribe to this Code, understand its meaning, and follow it.

Ethics inquiries are considered "personnel issues" and are protected from mandatory disclosure by the Oklahoma Open Records Act.

Nothing in this Code creates any right to employment with the City.

2 - DEFINITIONS

Personnel – Any person personnel of the City, full or part time. All Elected officials, persons serving on City boards or commissions, and volunteers are included in this definition.

Code of Conduct Advisor – The person in each department, appointed by the Department Head who is the liaison with the City Clerk's Office regarding conduct issues. Responsibilities include:

- Facilitating the complaint process
- Answering questions regarding ethics and this Code
- Training employees on ethical guidelines

3 - THE CODE

The City of McAlester's Code of Conduct outlines expected behaviors for personnel. The City will conduct its business fairly, impartially, in an ethical manner, and in full compliance with all applicable laws, policies and regulations. Personnel will not engage in conduct that raises questions about the City's honesty, impartiality and reputation.

The following Code of Conduct standards are examples, not meant to cover all possible situations:

A. I am ethical in all activities.

- I put the public's interest above my own.
- I do not allow personal biases to dictate my job behavior.
- I make impartial decisions, free of bribes, unlawful gifts, and personal interests.
- I do not make work decisions based on any personal relationship.
- I admit when I am wrong and try to remedy the situation.
- I use my official title only when conducting City business.
- I avoid exceeding, or appearing to exceed, my authority.
- I do not improperly use or permit the improper use of confidential information.

B. I am financially responsible.

- I manage City resources entrusted to me in a

4 - COMPLIANCE WITH THIS CODE

Personnel are responsible for understanding and following this Code, and are expected to perform their work with honesty and integrity in any areas not specifically addressed. A violation of this Code may result in disciplinary action, up to and including termination, upon completion of due process.

5 - DISCIPLINARY ACTIONS

The Code of Conduct will be strictly enforced, and City employees found to be in violation will be promptly disciplined, in compliance with the City's Human Resources Policy or the appropriate bargaining unit memorandum of understanding.

6 - REPORTING SUSPECTED NON-COMPLIANCE

Who May Report?

Any City employee, elected official, and/or Citizen of McAlester may file a complaint alleging unethical conduct.

Duty to Report

Personnel must promptly report any suspected violations of this Code. If an employee suspects a violation of applicable laws, rules or regulations by any employee, he/she will report it to any department's Code of Conduct Advisor or directly to the Ethics Board.

The City encourages employees to identify themselves when reporting suspected violations because this will better enable the City to investigate. However, the City recognizes that employees may want to remain anonymous. The employee must still include enough information so that an investigation can be conducted. Information must include the names of the individual(s) involved, and the action(s) believed to violate this Code,

along with verifiable documentation.

7 - FALSE REPORTS

The City recognizes that false accusations can have serious effects on innocent individuals. False accusations occur when an individual fabricates an incident. An employee who deliberately makes false accusations will be subject to the same disciplinary actions noted in Section 5... "No-cause" or "questionable-cause" findings do not constitute false accusations.

8 - DECLARING A POSSIBLE CONFLICT OF INTEREST

City personnel are subject to requirements of the State of Oklahoma and the City Code provisions regarding conflict of interest. These cover situations in which personnel and/or personnel's spouse have a "substantial interest" (as defined by the Act) in a "business" (as defined by the Act), and the personnel and/or spouse are in a position to exercise power or authority or perform a duty that affects that business.

Personnel must be sensitive to any relationship that has or may have a connection to City business. This includes influencing others to make decisions that could have direct financial impact on themselves, a family member, personal relationship, or business entity with which the employee, a family member or person affiliated in some other way is involved.

Personnel, who believe they may have a conflict of interest based on this guideline, will inform their Ethics Advisor or the Ethics Board, who will review the situation and make a determination regarding the presence of a conflict. If a conflict of interest exists, the personnel will file the Personnel Conflict of Interest Statement with his/her department, the Human Resources department, and the City Clerk, as re-

prudent and responsible manner.

- I do not misuse public funds for personal gain or for unintended purposes.
- I report any improper behavior regarding City resources as specified in this Code.

C. I use public property properly.

- I use City vehicles only for official City business, according to my department's guidelines.
- I do not use a City purchasing card for personal use.
- I do not show favoritism in allowing the use of public property.
- I do not grant the use of public property for political or commercial uses. (Non-profit charitable use must be approved by management at the Department Director or higher level.)
- I do not falsify, or inappropriately destroy, reports or records.

D. I follow appropriate practices regarding gifts.

- I do not use my official position to solicit gifts, donations, discounts or services for personal gain.
- If a gift, donation, discount or service is offered to me, I do not accept it if I believe, or it appears, that the item offered could influence my behavior in favor of the person or organization offering it.
- An occasional non-monetary item of nominal value is not considered a "gift," such as food at

a reception generally open to employees or the public, as long as it does not present any appearance of a conflict of interest. "Nominal value" means \$100 or less on any occasion or in total from one person or organization during a consecutive twelve-month period.

- If I receive a gift (such as food, seasonal decorations, etc.) from vendors or City business partners, I make it available to my work group.
- I do not accept travel, meals, or refreshments from persons doing business with the City, unless the refreshments or meals are furnished as an incidental part of my appearance at a public event in an official capacity, as hospitality extended for a purpose unrelated to the City's official business, or if travel, meals and lodging are provided in connection with teaching, a speaking engagement, participation on a professional or civic panel, or conference attendance in an official capacity.
- If my work group or I give a gift to a vendor in recognition of good service, the value will be less than \$25.

E. I set an example for ethical behavior.

- I inform my department's Ethics Advisor, or the Ethics Board, if I personally witness a violation of this Code.
- I do not pressure others to break this Code or any other rules, regulations or policies.
- I understand that if I have questions or concerns regarding this Code, I will ask my supervisor or my department's Code of Conduct Advisor.

quired by statute.

9 - INVESTIGATION PROCEDURES

The City will investigate all reports of suspected violations of this Code, including anonymous reports, to the extent possible. Personnel will cooperate in these investigations.

Procedure for Resolving Ethics Complaints

The complainant must complete and submit a complaint form to the City Ethics Board within three months of the alleged occurrence.

The Ethics Board will, within a reasonable amount of time, begin a confidential investigation.

At the end of the investigation, the Ethics Board will notify the complainant (if known) that the matter has been addressed. If the complainant is anonymous the city manager will be notified. The Ethics Board will notify the accused personnel and his/her Department Director (if applicable) of the decision and recommendations.

Investigation and prosecution of potential criminal activity will proceed independently and be conducted by the appropriate officials.

10 - CONFIDENTIALITY AND WHISTLE-BLOWER PROTECTION

Confidentiality

No City employee will disclose the identity of anyone who reports a suspected violation or who participates in a related investigation, unless such disclosure is required by law, regulation or legal process.

Records regarding complaints will be filed in the City Clerk's Office and remain confidential. All records will be kept in a locked file cabinet. Only the Ethics Board will have access.

Protection Against Retaliation

It is a violation of this Code to retaliate in any form against an individual who, in good faith, reports a violation of this Code, or assists in the investigation of a reported violation. An employee who retaliates will be subject to disciplinary action, up to and including termination.

11 - COMMUNICATION OF THIS CODE

This Code will be reviewed with new employees during orientation in Human Resources. A signed acknowledgement of the review and receipt of the Code will be retained in each employee's file.

12 - RECOMMENDATIONS

The Ethics Board may make recommendations to amend this Code with the final approval being the City Council.

APPENDIX A

Warning Signs of an Ethical Problem

Below is a sample of phrases that may signal an ethical problem:

"No one will ever know."

"I can still be objective."

"I deserve it."

"They owe it to me."

"Let's keep this under our hats."

"Oh, don't be such a prude."

"They'll never miss it."

"They had it coming."

"I'm just fighting fire with fire."

"I'll return it when I'm finished."

"Don't tell me. I don't want to know."

"It's OK if I don't gain personally."

"I'm just doing what I'm told."

"Technically, it's legal."

"Everybody does it."

"It's our department's way of doing business."

"This won't affect my work."

SECTION TWO: Codification

This ordinance shall be codified in the McAlester Code of Ordinances as Chapter 2, Article III, Section 2-70

SECTION THREE: Emergency Clause

That an emergency is hereby declared to exist for the preservation of the public peace, health and safety, by reason whereof it is necessary that this act take effect and be in full force from and after passage and approval.

Approved by the City Council: *October 27, 2009

*** Ratification of Ordinance 2336. December 14, 2010.**

City Charter Information

ARTICLE 7. GENERAL PROVISIONS

Section 7.01. Conflicts of Interest, Board of Ethics, and Code of Conduct.

- (a) **Conflicts of Interest.** The use of public office for private gain is prohibited. The City Council shall implement this prohibition by ordinance, the terms of which shall include, but not be limited to: acting in an official capacity on matters in which the official has a private financial interest clearly separate from that of the general public; the acceptance of gifts and other things of value; acting in a private capacity on matters dealt with as a public official; the unethical or illegal use of confidential information; and appearances by City officials before other City agencies on behalf of private interests. This ordinance shall include a statement of purpose and shall provide for reasonable public disclosure of finances by City officials with major decision-making authority over monetary expenditures and contractual and regulatory matters and, insofar as permissible under state law, shall provide for fines and imprisonment for violations.
- (b) **Board of Ethics.** The City Council shall, by ordinance, establish an independent Board of Ethics to administer and enforce the conflict of interest and financial disclosure ordinances. No member of the Board may hold elective or appointed office under the City or any other government or hold any political party office. Insofar as possible under state law, the City Council shall authorize the Board to issue binding advisory opinions, conduct investigations on its own initiative and on referral or complaint from officials or citizens, subpoena witnesses and documents, refer cases for prosecution, impose administrative fines, and to hire independent counsel, subject to notification to the City Council. The City Council shall appropriate sufficient funds to the Board of Ethics to enable it to perform the duties assigned to it and to provide annual training and education of City officials and employees, including candidates for public office, regarding the Code of Ethics. All City

boards and committees shall promptly report in writing any findings of unethical activity by an elected or appointed official to the Board of Ethics.

(c) Code of Conduct.

- (1) The City Council shall create and approve a written Code of Conduct for the City of McAlester. This Code shall describe, in general terms, ethical and unethical behavior and shall give examples of specific acts or failures to act that shall be considered violations of this policy, while not precluding non-specified items. This Code shall be reviewed at least annually, amended as necessary, and re-approved by the Council.
- (2) All City Council members, City officers, and employees shall be supplied with a copy of the Code of Conduct upon taking office or being employed by the City and at least annually thereafter. After each receipt of the Code, they shall certify in writing that they have read and understand the Code, have adhered to the Code, and are not aware of any violation of the Code by any Council member or City employee. Any exceptions shall be noted in writing. These certifications will be maintained in the City's administrative and personnel files.
- (3) City officers and employees who violate any provision of the Code of Conduct shall be subject to disciplinary action up to and including dismissal. Persons who violate the Code may also be subject to prosecution under State or Federal Law.



**ACKNOWLEDGMENT OF RECEIPT
OF THE
CITY OF MCALESTER**

CODE OF CONDUCT

I, _____ hereby
acknowledge that I have received a copy of the *City of McAlester Code of Conduct and
Ethics Governance Information*.

I understand that it is my responsibility to read all policies, procedures, and
memorandums. And, if I have any questions about the City of McAlester Code of
Conduct and Ethics Governance Information, policies, procedures, and/or memorandums,
I should direct them to the *City of McAlester Human Resources Office or the City
Manager*.

I understand that this *City of McAlester's Code of Conduct and Ethics Governance
Information* serves only as a guide and that the City of McAlester reserves the right to
change any of its provisions and/or procedures at any time for any reason.

Signature:

Employee Name (Please Print Name Clearly)

Employee Signature

Date