

McAlester City Council **NOTICE OF MEETING**



Special Meeting Agenda **Tuesday, February 10, 2026 - 5:00 PM** **McAlester City Hall – Council Chambers** **28 E. Washington**

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

SCHEDULED BUSINESS

Discussion only on Capital Improvement Program for FY 26/27 through FY 30/31. (*Ken Wimer, Interim City Manager*)

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, February 10, 2026
Department: Admin
Prepared By: Kenneth Wimer, Assistant City Manager
Date Prepared: 02/05/2026

Account Code:
Budgeted Amount:

Subject:
Discussion only on Capital Improvement Program for FY 26/27 through FY 30/31. (*Ken Wimer, Interim City Manager*)

Recommendation:

Discussion:

Approved By:	Initial	Date
Department Head:	kjw	5 Feb 26
City Manager:	kjw	5 Feb 26

Exhibits:
Capital Asset Outlay, Capital Project Outlay

**CAPITAL ASSET REQUEST FOR
CONSTRUCTION/WATER/WASTEWATER/STREETS/BUILDINGS/MISCELLANEOUS
PROJECTS/ETC.
ACQUISITION**

Capital Asset Outlay Form – Instructions

Purpose of This Form

The Capital Asset Outlay Form (Form B) is used to request funding for capital assets including buildings, infrastructure, equipment, machinery, technology systems, vehicles, and other long-life assets. The form documents the asset's condition, justification for improvement or replacement, and the estimated capital cost over multiple fiscal years.

Section-by-Section Instructions

1. Capital Asset Information

Provide basic identifying information for the asset:

- Asset Name – Formal name or description of the asset.
- Asset ID / Tag Number – Assigned inventory or tracking identification.
- Department/Division – The division responsible for the asset.
- Contact Person – Person completing this form or responsible for the request.
- Date Prepared – Date the form is completed.
- Asset Location – Physical location where the asset is installed or used.

2. Asset Description

Describe the asset, its primary function, role in operations, and any critical dependencies. Examples: water pumps, vehicles, servers, HVAC units, street infrastructure, SCADA components.

3. Improvement or Replacement Justification

Explain why the asset needs improvement, replacement, or investment. Include:

- Safety or compliance issues
- Service delivery concerns
- Increased maintenance costs
- Efficiency upgrades
- End-of-life indicators

4. Asset Condition Status

Check all conditions that apply to the asset:

- ☐ End of useful life reached
- ☐ Maintenance costs increasing
- ☐ Operational risk identified
- ☐ Non-compliant with standards
- ☐ Efficiency upgrade needed

These checkboxes help prioritize capital planning.

5. Estimated Capital Cost

Provide cost estimates for capital investment:

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6. Capital Expenditures by Fiscal Year

Enter projected spending across the five listed fiscal years:

For each year, estimate expenditures for:

- Assessment/Inspection
- Design/Engineering
- Replacement/Repair
- Other
- Total

This allows budgeting and planning for phased or multi-year capital work.

7. Additional Comments/Notes

Use this section to capture clarifying details such as:

- Project dependencies
- Lead time constraints
- Regulatory considerations
- Risk implications
- Operational impacts

Submission Guidance

- Ensure all costs are validated with quotes, assessments, or engineering estimates.
- Attach supporting documentation (photos, engineering reports, maintenance logs, compliance notices, etc.).
- Submit through the appropriate department or capital planning workflow.

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Form B**

1. Capital Asset Information

Asset Name:

Asset ID / Tag Number:

Department/Division:

Contact Person:

Date Prepared:

Asset Location:

2. Asset Description

Describe the capital asset and its function:

3. Improvement or Replacement Justification

Explain the need for improvement or replacement:

4. Asset Condition Status (for Replacement)

☐ End of useful life reached

☐ Maintenance costs increasing

☐ Operational risk identified

☐ Non-compliant with standards

☐ Efficiency upgrade needed

5. Estimated Capital Cost

Assessment/Inspection Costs: _____

Engineering/Design Costs: _____

Replacement/Repair Costs: _____

Installation Costs: _____

Technology/Systems Upgrade: _____

Other (Specify): _____

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Allowance for Contingencies (%): _____

Total Capital Cost: _____

6. Capital Expenditures by Fiscal Year

Fiscal Year / Category	2026/2027	2027/2028	2028/2029	2029/2030	2030/2031
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Assessment/Inspection					
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Design/Engineering					
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Replacement/Repair					
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Other					
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Total					
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7. Additional Comments/Notes

**CAPITAL PROJECT REQUEST
FOR CONSTRUCTION/WATER/WASTEWATER/STREETS/BUILDINGS/MISCELLANEOUS PROJECTS/ETC.
ACQUISITION**

Instructions for Completing the Capital Project Outlay Form (Form A)

This guide explains how to properly complete each section of the Capital Project Request for Construction/Water/Wastewater/Streets/Buildings/Miscellaneous Projects/Acquisition (Form A). The form is used for all Capital Improvement Projects that exceed \$7,500 and have a useful life of at least one year.

1. Department / Division, Contact Person, Date Prepared

Fill in the required administrative details:

- Department/Division – The submitting department.
- Contact Person – The individual responsible for the request.
- Date Prepared – The date the form is completed.

These fields ensure the project can be tracked and that follow-up questions go to the correct person.

2. Project Title

Enter a short, descriptive title that summarizes the project clearly (e.g., “Water Treatment Facility Pump Upgrade”).

3. Project Location

Provide the physical address or site where the project will occur. If the location is a system (e.g., water line), identify the segment or area.

4. Project Description

Briefly describe the work to be completed. Include:

- What is being built, repaired, or replaced
- The major components of the project
- Relevant background information

5. Project Justification

Explain why this project is necessary. Typical justifications include:

- Safety improvements
- Compliance with regulations
- Increased capacity needs
- Replacement of failing infrastructure
- Operational efficiency improvements

A strong justification strengthens funding eligibility.

6. Status of Project

Select the current phase of the project. Check the box that applies:

- Preliminary estimate
- Survey in progress
- Survey completed
- Sketches or preliminary plans and specifications in preparation
- Plans and specifications completed
- Construction underway

Mark only the status that reflects the project’s most current stage.

7. Project Estimated Cost

This section breaks down projected expenses by category. Enter dollar amounts for each applicable line:

- Design/Engineering/Legal

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- ROW/Easement/Land Acquisition
- Site Preparation
- Construction
- Landscaping
- Equipment & Furniture
- Other (Specify)
- Allowance for Contingencies (%)
- Total Project Cost – Required

Ensure estimates are supported by vendor quotes, engineering assessments, or previous-year project benchmarks when available.

8. Project Expenditures (Multi-Year Breakdown)

Enter estimated spending by fiscal year for the following items:

- Design & Engineering
- Construction
- ROW/Easement/Land
- Other
- Total

This helps determine cash-flow needs and prioritization for the city's multi-year capital plan.

9. Additional Comments / Notes

Include any details that may support the project request, such as:

- Expected risks if the project is delayed
- Dependency on other planned projects
- Community impact
- Funding constraints or alternative funding sources

Final Submission Tips

- Ensure all fields are complete and legible.
- Attach drawings, assessments, quotes, or maps as needed.
- Review for accuracy—especially cost estimates and timelines.
- Submit according to your department's capital planning procedure.

**CAPITAL PROJECT REQUEST
FOR CONSTRUCTION/WATER/WASTEWATER/STREETS/BUILDINGS/MISCELLANEOUS PROJECTS/ETC.
ACQUISITION
Form A**

(Use this form for all Capital Improvement Projects, except Equipment/Vehicle/Miscellaneous Purchases, which cost over \$7,500.00 and have a useful life of one year or more.)

Department/Division:	Contact Person:	Date Prepared:
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1. Project Title:

2. Project Location:

3. Project Description:

4. Project Justification:

5. Status of Project:

	Preliminary estimate
	Survey in progress
	Survey completed
	Sketches or preliminary plans & specifications in preparation
	Plans & specifications completed
	Construction underway

6. Project Estimated Cost:

	Amount
Design/Engineering/Legal:	
ROW/Easement/Land Acquisition:	
Site Preparation:	
Construction:	
Landscaping:	
Equipment & Furniture:	
Other (Specify):	
Allowance for Contingencies (%):	
Total Project Cost:	

7. Project Expenditures:

Fiscal Years	2026/2027	2027/2028	2029/2030	2030/2031	2031/2032
Design & Engineering:					
Construction:					
ROW/Easement/Land:					
Other:					
Total:					

8. Additional Comments/Notes: