Posted at City Hall, 17 Hospital Drive, Eufaula, OK 74432, and at Community Center, 121 High Street, Eufaula, OK 74432 (the location of the meeting) on May 2, 2023, at 4:00 p.m.

**CITY OF EUFAULA, OK** 

Community Center 121 High Street Eufaula, OK 74432



# SPECIAL NOTICE AND AGENDA OF MEETINGS Monday May 4, 2023 5:30 p.m.

#### City Council and Eufaula Public Works Authority

The City of Eufaula encourages participation from all its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodation will be made (ADA 28CRF/36).

Council Rules of Decorum limit citizen comments on agenda items and public hearings to five (5) minutes. Any person desiring to address the Council during such period is required to sign in with the City Clerk, provide their name, address, and specify the agenda item they wish to address. Remarks shall be directed to the matter being considered and the speaker is allowed to speak only one time. If written materials are to be submitted ten (10) copies should be made available and may not be returned. Under Oklahoma Law, the Council Members are prohibited from discussing or taking any action on items not on today's agenda.

The complete packet of information for the agenda items is available online at CityofEufaulaOK.com

#### City Council

Freeholder - Mayor Todd Warren Ward 1 - Vice Mayor Josh Cummings Ward 2 - Council Member Nancy Mouser Ward 3 - Council Member Jamie Upton Ward 4 – Council Member Open

#### AGENDA EUFAULA CITY COUNCIL May 4, 2023 5:30 p.m.

#### 1. CALL TO ORDER

#### MAYOR TODD WARREN

#### 2. ROLL CALL /ATTENDANCE VALARIE COX

- 3. Consideration of Acceptance, Approval, Adoption, Rejection, Amendment, and/or Postponement to convene into Executive Session, pursuant to 25 O.S. §307 (B)(1) with clarification from Attorney General Opinion 92-23, for the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee, more specifically for the discussions related to the appointment in the vacancy of the Ward 4 position of the Eufaula City Council.
- 4. Executive Session, pursuant to 25 O.S. §307 (B)(1), for discussions related to the appointment in the vacancy of the Ward 4 position of the Eufaula City Council.
- 5. Motion to return to Open Session from Executive Session pursuant to 25 O.S. §307 (B)(1).
- 6. Consideration of Acceptance, Approval, Rejection, Amendment, and/or Postponement to appoint an individual to the vacancy of the Ward 4 position of the Eufaula City Council.
- Consideration of Acceptance, Approval, Rejection, Amendment, and/or Postponement of Resolution 25-5-1 to declare a Special Election for the Ward 4 City Council seat pursuant to the requirements of state law and the McIntosh County Election Board.
- 8. ADJOURNMENT.



#### Oklahoma Statutes Citationized

Title 11. Cities and Towns

Chapter 1 - Oklahoma Municipal Code

Article Article VIII - Officers - General Provisions

Cite as: O.S. §, \_\_\_\_

A. When a vacancy occurs in an office of an elected municipal official except the mayor, the governing body shall appoint, by a majority vote of the remaining members, a person to fill the vacancy until the next general municipal election, or the next biennial town meeting if the municipality is subject to the Oklahoma Town Meeting Act, Section 11-<u>16-301</u> et seq. of this title, and to serve until a successor is elected and qualified. Any vacancy shall then be filled at the next general municipal election or biennial town meeting by election of a person to complete the balance of any unexpired term. If the vacancy has not been filled within sixty (60) days after it occurs, the governing body shall call for a special election or a special town meeting for the purpose of filling the vacancy for the duration of the unexpired term unless said vacancy occurs or said election would occur within one hundred twenty (120) days prior to the next general municipal town meeting. If a vacancy is not filled by the special election or at a special town meeting, it shall be filled by appointment as provided for in this subsection.

B. If a majority of the offices of a governing body become vacant more than sixty (60) days before the beginning of a regular filing period for general municipal elections or more than sixty (60) days before the biennial town meeting, the remaining members of the governing body shall call for a special election or a special town meeting, if the municipality is subject to the Oklahoma Town Meeting Act, to be held as soon as possible in the municipality for the purpose of filling all vacant offices for the remainder of their unexpired terms if the election or town meeting can be held more than sixty (60) days before the beginning of the filing period for the general election or more than sixty (60) days before the next biennial town meeting. The remaining members of the governing body may pay claims in accordance with Section 11-<u>17-102</u> of this title and, when necessary to avoid financial loss or injury to a person or property, may take any action otherwise authorized for the governing body except the enactment of an ordinance.

C. If all the offices of the governing body become vacant, the municipal clerk or acting municipal clerk shall be the interim mayor until a member of the governing body is elected and qualified. If there is no municipal clerk or acting municipal clerk or acting municipal clerk in office, the municipal treasurer shall serve as interim mayor and acting municipal clerk. If there is no municipal officer in office, the Governor may appoint a registered voter of the municipality as interim mayor and acting municipal clerk. The appointed interim mayor shall give bond for the faithful performance of his duties within ten (10) days after his appointment. The municipality shall pay the premium on the bond.

D. The interim mayor shall exercise the authority of the governing body for only those purposes set out in this section.

1. Within five (5) days of the occurrence of the last vacancy, the interim mayor shall call a special election or a special town meeting, if the municipality is subject to the provisions of the Oklahoma Town Meeting Act, for the purpose of filling the unexpired terms in accordance with subsection B of this section. If all of the offices of the governing body become vacant sixty (60) days or less before the beginning of a regular filing period for general elections or sixty (60) days or less before the next biennial town meeting, the interim mayor shall call the regular general election or the biennial town meeting, whichever is appropriate. If the interim mayor fails or refuses to call an election or town meeting, whichever is appropriate, the board of county commissioners of the county in which the municipality is located shall call the election or town meeting. The county sheriff, or his deputy, shall attend any town meeting called by the board of county commissioners and, if the interim mayor fails to conduct the meeting, shall moderate the meeting. The interim mayor or the sheriff or deputy who is moderating the meeting is authorized to appoint a registered voter of the municipality to take the minutes of the meeting. If the vacancies are not filled by the election or town meeting called for the purpose, the Governor may appoint registered voters of the municipality to fill the vacancies without regard to wards for the balance of the unexpired term.

2. The interim mayor may pay claims in accordance with subsection C of Section 11-17-102 of this title. The interim mayor shall submit a list of such payments to the governing body of the municipality no later than the second regular meeting after the vacancies are filled.

E. To be eligible for appointment to fill a vacancy in an elected municipal office a person must meet the same qualifications required for filing a declaration for candidacy for that office.

#### Historical Data

Laws 1977, HB 1100, c. 256, § 8-109, eff. July 1, 1978; Amended by Laws 1979, HB 1297, c. 44, § 1, emerg. eff. April 9, 1979; Amended by Laws 1984, HB 1669, c. 126, § 6, eff. November 1, 1984; Amended by Laws 1988, SB 597, c. 105, § 16, eff. November 1, 1988; Amended by Laws 1989, SB 162, c. 255, § 1, emerg. eff. May 19, 1989.



City Council Agenda Item No.3

Meeting Date: May 4, 2023

# Agenda Item Memo

**Item Title:** Consideration of Acceptance, Approval, Adoption, Rejection, Amendment, and/or Postponement to convene into Executive Session, pursuant to 25 O.S. §307 (B)(1) with clarification from Attorney General Opinion 92-23, for discussions related to the Ward 4 position of the Eufaula City Council and, more specifically, the employment, hiring, appointment, promotion, demotion, disciplining or resignation of any individual salaried public officer or employee.

Initiator: Jeb Jones, City Manager

Information Source: Jeb Jones, City Manager

**Background:** This agenda item will provide a discussion of candidates that have submitted interest in filling the open Ward 4 council seat.

#### **Council Pillar:**

Financial Impact: N/A

Attachment: AG Opinion 92-23, Hickman, Hudson, Burns, Fry, and Watts submissions.

**Recommended Action:** Discuss candidate qualifications to be approved at the May 1, 2023, regularly scheduled council meeting.

# James Hickman, D.C.

110 Janeway Dr. Eufaula, OK 74432 | 918-689-6940 | jhickman\_17@hotmail.com

#### Date: March 24, 2023

#### **Dear: City of Eufaula**

Please accept this letter and resume as my formal application for the vacant city council position. I have attached a copy of my resume.

In addition, I have grown up in Eufaula, OK, all of my life. I attended Eufaula Public School from pre-school and graduated from Eufaula High School in 2001. After having attended and completed my Doctorate of Chiropractic from Logan College of Chiropractic in St. Louis, MO, in December of 2007, I had multiple opportunities to live and work outside of Eufaula, but my wife, Kristel Hickman, who also grew up in Eufaula, decided we would like to move back to Eufaula because it is such a wonderful place to live and raise a family.

Therefore, in May of 2008, I opened Body in Motion Chiropractic and Rehab to help those who suffer from pain and are looking for non-surgical options.

Kristel and I have three amazing children, Jax, Jana, and Jasper, who are heavily involved in extracurricular activities. We attend Grace Bible Church, where I am also a Pastor. We love our community and desire it would continually be a place where families would move to, live, work, and establish their homes.

Sincerely,

James Hickman, D.C.

# James Hickman, D.C.

## Experience

May 1998–May 2008 Employee • Foresee Ready Mix • Worked Full Time in Summers and Part Time Through High School and College.

May 2008–Present Chiropractor • Owner • Body in Motion Chiropractic and Rehab

## Education

2001 High School Diploma

• Graduate of Eufaula High School

2005 Bachelor's Degree in Life Sciences

Logan College of Chiropractic

2007 Doctorate of Chiropractic

Logan College of Chiropractic, Chesterfield, MO

#### **Advanced Skills**

Advanced Injectable Nutrition Certification

- Certification through Dr. Taylor
- 2021 National Chiropractic College

#### Acupuncture Trigger Point Needling

- 2016 Level 1 Beginner Certification
- 2017 Level 2 Advanced Certification

#### Leadership

- Pastor of Grace Bible Church Eufaula
- Board Member of Eufaula Planning and Zoning



#### Contact

201 N. Front St. Eufaula, OK 74432

918-289-3030

bodyinmotioneufaula@ gmail.com

. . . . . . . . . .

BIMCR.com

# Letter of Interest for Eufaula City Council

Chris Hudson

918.271.3389

Mcintoshcounty4625@gmail.com

April 2, 2023

Eufaula City Council 17 Hospital Drive P.O. Box 684 Eufaula, OK 74432

Dear City Councilmen,

This letter is to express my interest in the vacant position of Ward 4 for the Eufaula City Council. The following is a brief introduction why I would be able to assist the Eufaula City Council with balanced growth as well as maintaining our values that have made Eufaula a great city to live in for generations.

I currently work as a State Agent for the Office of the Inspector General. My focus as a State Agent is on Criminal Interdiction both on the state side of the law as well as inside the Oklahoma Prison System. Prior to working at the State level, I was an Investigator for the McIntosh County Sheriff's office. Preceding the Sheriff's office I was a reserve Police officer for Eufaula Police Department. My eagerness to stay at EPD was not allowed due to my age and I was unable to get onto the retirement pension. I have always had a passion for making my home town a safer and a better place to live.

My earlier years entailed obtaining a degree from East Central University then a Masters level certification in body language and eye calibration. After college I became a business owner and learned the importance of casting a vision of where the company was going in addition to maintaining the infrastructure which had grown the company in the earlier years. During my tenure as a business owner, I took on the responsibility of meeting with the public, dealing with issues that would arise, and problem solving with others for the best possible outcome for everyone.

As I mentioned above, I believe in balanced growth as well as maintaining the values that have made Eufaula into the city it is. I feel Eufaula is in a growth cycle which is exciting for everyone but, making sure the infrastructure stays intact is something the council has done an exceptional job with . I personally get excited about integrating the skill sets of the entire council to get better outcomes for the Eufaula community.

In closing I'm passionate about aligning business, community and local government to achieve the goals of the community. I feel I have more to offer than qualifications and experience. I speak the local community language, have local community networks and I invest my whole self in working to make the lives of our neighbors better.

Sincerely,

Chris H. Hudson

Robert Burns 460 Sequoyah Drive Eufaula, OK 74432 918-490-1853 robertburns145@att.net

City of Eufaula Ward 4 Vacancy 17 Hospital Drive Eufaula, OK 74432

Attn: City Manager, Jeb Jones

Dear Mr. Jones:

In accordance with your posting on the City of Eufaula web site (attached) I am submitting my request to be considered for appointment to fill the unexpired term of City Councilman for Eufaula Ward #4. I am currently a resident of Ward #4 and have been for over 15 Years. As a result, I have a strong interest in representing the constituents of Ward #4.

Should the City Council give me the honor of being appointed to the unexpired term of Ward #4 Councilman I look forward to representing the constituents of Ward #4 and working with the other councilmen in support of all constituents of the City of Eufaula, OK.

Sincerely

Rabert D. Burns

# CITY OF EUFAULA City Council Ward 4 Vacancy

The Eufaula City Council currently has a vacancy for the Ward 4 Council seat. Interested citizens must submit a letter of interest and qualifications by April 14, 2023. State law mandates that the person appointed must be a registered voter at an address within the municipality for at least six (6) months before the appointment. This position requires the applicant to be a resident of Ward 4. Applicants may make their submissions as outlined below:

Mailing: City of Eufaula Ward 4 Vacancy Attn: City Manager, Jeb Jones PO Box 684 Eufaula, OK 74432

Delivering: City of Eufaula Ward 4 Vacancy Attn: City Manager, Jeb Jones 17 Hospital Dr. Eufaula, OK 74432

E-mail Jeb Jones, City Manager cm@cityofeufaulaok.com

ROBERT D. BURNS 460 SEQUOYAH DRIVE EUFAULA, OKLAHOMA 74432 918-490-1853 ROBERTBURNS145@ATT.NET

#### **OBJECTIVE**

+ Seeking appointment to the Eufaula, OK city council to fill the remaining term for ward 4.

#### SUMMARY OF QUALIFICATIONS

- + More than <u>30 years of progressively responsible</u> experience in managing and operating highly technical programs and activities.
- + Extensive Network, MIS, and Software Development experience.
- + <u>Proven record</u> for establishing new operations and turning marginally performing ones into efficient and profitable enterprises.
- + Excellent staff recruitment, training, leadership, and motivation skills.
- + <u>Extensive</u> <u>success</u> in strategic planning, business development, and fiscal management.
- + <u>Demonstrated</u> <u>ability</u> to <u>manage</u> <u>multiple</u> <u>complex</u> <u>projects</u> simultaneously, cut through bureaucratic red tape, and bring each to a successful completion <u>on schedule</u> and <u>within</u> <u>budget</u>.
- + Held Top Secret security clearance.

# **Robert D. Burns**

#### SUMMARY

Management Program/Project Management Telecommunications Systems Networks - WANs/LANs UNIX Platform Administration and Development Cabletron Spectrum Hardware and Software CISCO Routers and CISCO works Network Management System Internet Access Hardware and Software Real-time Command and Control Operating Systems Software Software Integration and Test Software Documentation Database Management Systems

#### EDUCATION

A.A., Liberal Arts, Moorpark College, 1973 -1976 Business Development/Planning, American Management Association, 1986 Business Strategic Planning, American Management Association, 1987 Marketing, American Management Association, 1987 Business Administration Courses, Indiana Institute of Technology, 1988-1989

#### PROFESSIONAL EXPERIENCE

#### Retired

#### August 2006 - Present

Volunteer with the McIntosh County Election Board working elections for precinct 203 and early voting.

#### Regional Manager/Project Manager, Executive Security & Engineering Technologies, Inc.,

#### June 1996-2006

# Project Manager, Defense Information Systems Agency (DISA) Continuity of Operations and Test Facility (DCTF), Slidell, La.

Provide Project Management support to the DCTF for the ESET contract in the areas of Main Frame Support (MVS, OS-390, Tandem, and UNISYS), Mid-Tier Support (UNIX Systems, Sun, HP, IBM), System Integration and Test (Segment Testing, JOST Development), Web Master Support (DCTF web site, GCSS Portal support), and general support (presentations, graphics, documentation, and procurement packages.

#### Regional Manager, ESET, Inc., Slidell, La.

Provide ESET Regional and Project support for command center, conference room, and class room design, build, installation, and maintenance for furniture and audio/visual systems. Including the DISA Information Technology Contracting Office (DITCO), Mississippi Air National Guard, DISA DCTF, DISA HQ GOSC, and Defense Intelligence Agency (DIA).

Design, configure, and installation of Remedy ARS system, HP OpenView NNM system for the

# **Robert D. Burns**

United States Department of Agriculture National Finance Center.

#### Independent Consulting, RCTC Enterprises, Ltd.

#### LAN/WAN/Internet/UNIX Engineer, Office of Attorney General (OAG) - State of Texas

Provided support to the OAG Child Support Division in upgrading SunSPARCs from Sun OS to Sun Solaris. Upgrade and installation of the Cabletron Spectrum Network Management System and CISCO works Network Management Systems. Design and integration of Internet into the Wide Area Network for access by Local Area Networks, including IP Address/Mask allocations and implementation. (SunSPARCs, PCs, Windows, Windows 95, Cabletron Spectrum, Cabletron MMACs, CISCOworks, CISCO 7000,4000 routers, UNIX, C, C++, T1s, CSUs/DSUs)

#### Program Manager, MAXM Corporation.

Planned, scheduled, directed, and implemented multi-company technical review and audit of Cincinnati Bell Information Systems digital leased line development and installation for the Dutch PTT. (SunSPARC stations, SunOS/Solaris, Cabletron, CISCO, Network Management System (NMS), Service Management System (SMS)).

#### Telos Corporation, Nationwide 1976-1994

#### Product Manager - Telos Systems Integration (TSI)

Design, development, implementation, and manufacture of Telos Signal Master Telecommunications circuit card and associated drivers. (UNIX, C, C++). Design, development, integration, implementation, and integration of prototype field interrogation system for U.S. Army 111th Military Intelligence Brigade. (FoxPro, UNIX, C, C++, Assembly)

#### Director of Advanced Systems - Telos Systems Group (TSG)

Design, development, implementation, and integration of (Telos/TSG) Management Information System (MIS). Design, development, installation, and implementation of Telos/TSG LANs (13 sites) and WAN(nationwide). (PC, Macintosh, DEC MicroVAX, Sniffer, VMS, FoxBase+, FoxPro, FileMaker Pro, DB II, DSUs/CSUs, Routers, T1s, UNIX, C, C++). Design, development, implementation, integration, and test of RCA Satellite Ground Systems (HP, UNIX, C, Assembly). Recommended policies and procedures for software engineering practices and methodologies. Performed internal SEI self assessments. Planning, budgeting, managing, reporting, and business development for the Advanced Systems Division.

#### Manager Fort Wayne Operations/Regional Manager - Telos Federal Systems (TFS)

Design, development, implementation, integration and testing of U.S. Army Advanced Field Artillery System (AFTDS) - (OOD, Ada, Pascal, UNIX). Design, development, implementation, and testing of Federal Aviation Administration (FAA) Air Traffic Control System (UNIX, C, C++). Planning, budgeting, management, reporting, and business development for operation/region.

#### Fort Sill Deputy Project Manager/Technical Director - Telos Federal Systems (TFS)

Designed, developed, implemented, and staffed the U.S. Army's first Full Life Cycle System/Software Engineering (LCSE) Center. Design, development, implementation, integration, and testing of operating systems and applications for the U.S. Army Field Artillery System of Systems - TACFIRE, BCS, MLRS, FireFinder, MET (Litton 3050, Marconi, DEC VAX, PDP-11/70s, TACPOL, SIRS, UNIX, C, Assembly). Designed, developed, implemented, and tested Post Deployment Software Support (PDSS) Management Information System for

# **Robert D. Burns**

tracking software trouble reports (STRs) and system improvements (ECRs, ECPs). (Datapoint, DataBus).

While working at Fort Sill, OK and living in the Central District was elected to the Central District School Board by popular vote.

#### **PREVIOUS EXPERIENCE - 1969-1976**

Technical Support associates

\* U.S Navy F-14/AWG-9 Systems Development

Litton Industries, Data Systems Division

- \* U.S. Navy DD-963 Systems Development/U.S. Navy AN/SQS-53 Sonar
- \* U.S. Navy LHA Systems Development/U.S. Army TACS/TADS System Development

Computer Sciences Corporation

\* U.S. Navy AGEIS phased array radar system

Hughes Aircraft Company

\* U.S. Navy AN/SPS-33 System Development

April 4, 2023

Eufaula City Hall 17 Hospital Drive P.O. Box 684 Eufaula, OK 74432

TO: Honorable J. Todd Warren, Mayor Frank Davis, Council Member of Ward 1 Nancy Mousser, Council Member of Ward 2 Jamie Upton, Council Member of Ward 3

This letter is to express my interest in being appointed to the City Council seat vacancy for Ward 4. The following is a brief overview of why I would best serve as a council member.

I started my career in the penal system in 1977 working my way up to Warden of the Jackie Brannon Correctional Center. I managed a staff of 700 employees and was responsible for 800+ offenders. Because I had no rapes within my correctional facility, I was specifically selected to attend the Criminal Justice System in Washington, D.C. to speak on the proper procedures one must take in order to achieve this record. They were so impressed with my attitude and methods that I was offered a job in D.C. to educate individuals nationwide but after 39 years of service to the Oklahoma Department of Corrections as Warden, I decided to retire.

I have lived in Eufaula for nearly 43 years. As a retiree, I'll have time to devote to the needs and concerns of the citizens of Eufaula. I would represent the city and its constituents ethically, fairly, and unbiased.

Our city is growing, as well as progressing, and I want to bring my experience to these efforts. I will work with you and the council members to enhance the quality of life for all of our communities.

I recall discussions in council meetings pertaining to housing. The subject raised included that, in order to attract businesses to our city, there is a need for additional housing development. This is a topic I am very much interested in, as it pertains directly to economic development which would be beneficial to Eufaula.

I am interested in being appointed to this position and should you have any questions please feel free to contact me.

Respectfully,

Emma Watts Physical Address: 200 S. 'G' Street Mailing Address: P.O. Box 174 Eufaula, OK 74432 Cell Phone#: 918-617-8107

# JEREMY FRY

DIVISION OPERATIONS MANAGER

#### **CAREER OBJECTIVE**

My name is Jeremy Fry, I am a Eufaula High School graduate class of 2000. As a life long resident of Mcintosh County and the City of Eufaula I take great pride in my town and community. It would be an honor to serve on the city council to continue with the growth and improvement of the town we all love so much. I will work hard and diligent while serving on the council, all while continuing to show my pride and commitment to the town of Eufaula.

- **(**918) 861-8279
- JFRY@JPSPIPELINE.com
- Eufaula , Ok 74432

## EXPERIENCE

#### **Division Manager Of HDD/ Communication** JAN 2023 - PRESENT | JPS Services LLC, Tulsa , Ok

- Manage all JPS assets and projects pertaining to hydraulic directional boring/fiber optic communication.
- Prepared budgets and approved budget expenditures.
- Project bidding and completion time.
- Analyzed trends and results to determine annual unit and gross-profit plans.
- Provided guidance and mentorship for junior-level employee's.
- Resolving client complaints regarding service.
- Planned and directed staffing, training, and performance evaluations.
- Conferred with department heads to plan services and secure information on equipment needed for job completion to customer specifications.
- Reviewed operational records and reports to project and determine profitability.
- Created schedules to supervise multiple projects and determine sequencing of work.

#### Superintendent

JAN 2018 - JAN 2023 | JPS Services LLC, Tulsa , Ok

- Managed and directed subcontractors in the completion of projects.
- Monitored projects from planning to completion.
- Conducted regular performance reviews to provide appropriate action on recognized behavior needs.
- Developed and implemented recovery strategies to maintain project schedule.

- Partnered with project management to identify schedules and costs associated with project changes.
- Conferred with senior management to discuss and resolve matters regarding work procedures and complaints.
- Implemented cost-saving measures to meet project budget goals.
- Coordinated and supervised the activities of multiple crews.
- Inspected and reviewed projects to monitor compliance with regulations.
- Negotiated revisions, changes and additions to contractual agreements.
- Developed crew schedules, delegated tasks, monitored progress, and provided feedback as needed to ensure successful completion of projects.
- Drafted and maintained budgets for multiple construction projects.
- Analyzed worker and production problems and recommended solutions, such as improving production methods and implementing motivational plans.
- Assisted in resolving customer complaints by quickly identifying problems that arose during a project's execution phase.
- Ordered or requisitioned materials or supplies.
- Located, measured and mark site locations and placement of structures and equipment, using measuring, and marking equipment.
- Trained workers in construction methods, operation of equipment, safety procedures, or company policies.
- Monitored weather conditions closely throughout duration of projects in order to adjust schedules accordingly.
- Conducted regular progress meetings with clients to ensure satisfaction with services and successful completion of their projects according to specifications.
- Inspected work progress, equipment, and construction sites to verify safety and to ensure that specifications were met.

#### **Truck Pusher**

JAN 2017 - DEC 2017 | Heart Of Oklahoma Transportation , Ponca City, Ok

- Developed, and implement security programs and activities.
- Supervised activities of worker

#### EDUCATION

**High School Diploma In Basic Education** MAY 2000 | Eufaula High School, Eufaula , Ok

#### SKILLS

- Budgeting
- Quality Assurance and Control
- Strategic Planning
- Policy and Procedure Improvement
- Performance Improvement

- Customer Inquiries
- Persuasive Communication
- Policy Development
- Contract Coordination
- Business Planning
- Relationship Development
- Program Rollout

#### CERTIFICATIONS

Twic Cert

## REFERENCES

Jeff Ellis — JPS Services LLC Owner/CEO JPS Services • Boss

- 620) 515-1046
- jellis@jpspipline.com

Josh Cummings — Okmulgee County Jail Investigator • Friend

- (918) 689-6400
- jcummings@gmail.com

Christopher Pollard — Michaels Construction Foreman • Friend

- **(**918) 550-9046
- Scpollard@gmail.com

#### NOTICE OF SPECIAL ELECTION CITY OF EUFAULA, OKLAHOMA RESOLUTION NUMBER 23-5-1

**BE IT RESOLVED** by the governing body of the City of Eufaula for the purpose of electing a Councilmember to fill the vacancy existing in Ward IV of said City, that a nonpartisan special election shall be held on September 12, 2023.

**BE IT FURTHER RESOLVED** that the filing period for the election of the councilmember to fill the existing vacancy in Ward IV of the City of Eufaula shall begin at 8:00 a.m. on Monday, July 31, 2023, and close at 5:00 p.m. on Thursday, August 2, 2023.

**BE IT FURTHER RESOLVED** that the Councilmember of said City to be elected for Ward IV is elected at large.

**BE IT FURTHER RESOLVED** that the following councilmember will be elected for the following term:

Council Member Ward IV:

Term expires <u>4/2025</u>

**BE IT FURTHER RESOLVED** that each candidate must be a qualified elector by virtue of being a resident and registered voter within the municipality, and in the ward, for at least six (6) months prior to filing a declaration of candidacy.

**BE IT FURTHER RESOLVED** that absentee ballots will be provided in accordance with State Law.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_\_, 2023, by the City Council, City of Eufaula, Oklahoma.

J. Todd Warren, Mayor

ATTEST:

Valarie Cox, City Clerk

Publish: One Time: